

MSI Separator Sheet



MSI2010

1998-1999

Norma

Archive Copy

signs of our time ...



... directions to our future

aims community college
greeley fort lupton

catalog 1998-99
loveland, colorado

Aims Community College ***1998-99 Catalog***

(Effective Summer Quarter, 1998)

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 (970) 352-4664
Metro (303)659-2243
FAX (970)352-5443

WEST CAMPUS

104 E. Fourth Street
Loveland, Colorado 80537
(970) 667-4611
Greeley (970) 330-4661
Metro (303)447-9092
FAX (970) 635-9022



Website: www.aims.edu



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
Services for Students with Disabilities (see Supplemental Services)	14, 37
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	22
Records, Transcripts, and Requests for Information	23
Special Instructional Programs	25
Transition Opportunities	26
Student Financial Assistance	27
Scholarships	32
Aims Foundation	34
Child Care: Monfort Early Childhood Education Center	35
General Information	35
Student Activities and Organizations	38

ACADEMIC AFFAIRS	340
Degree & Certificate Overview	41-47
Behavioral, Social, and Economic Sciences Division	48
Communications, Humanities, and Business Division	65
Mathematics/Natural and Applied Sciences Division	79
Developmental Education	97
Technology Division	100
Continuing Education	121

COURSE DESCRIPTIONS	126
----------------------------------	-----

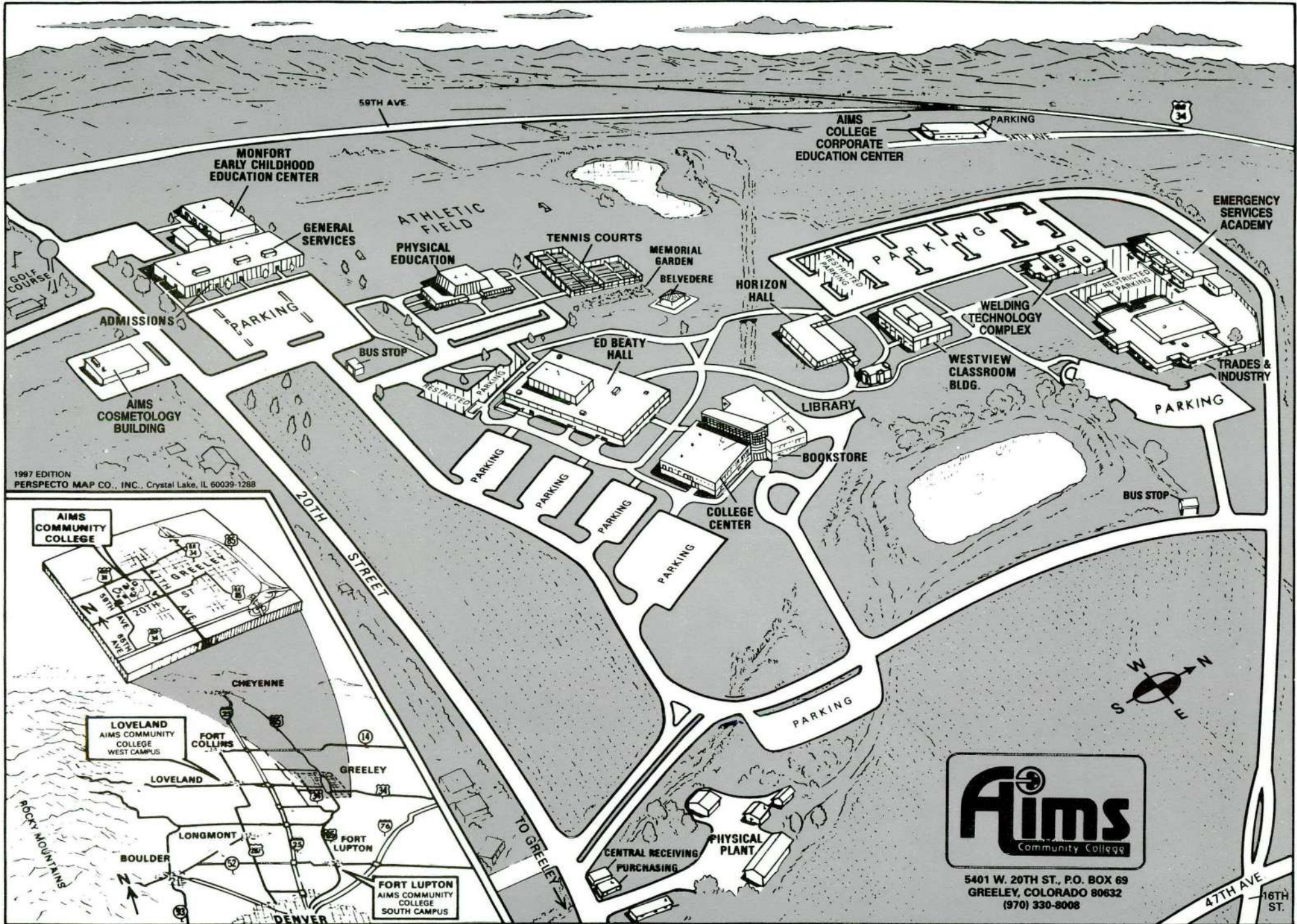
BOARD OF TRUSTEES AND ADMINISTRATION	197
---	-----

FACULTY	200
----------------------	-----

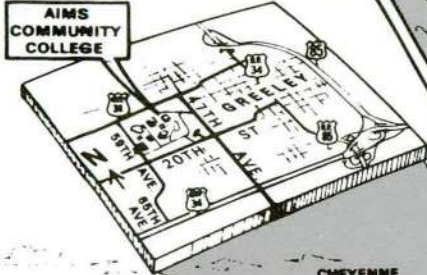
STAFF	205
--------------------	-----

INDEX	209
--------------------	-----

Application for Admission	Back of Catalog
--	-----------------



1997 EDITION
 PERSPECTO MAP CO., INC., Crystal Lake, IL 60039-1288



5401 W. 20TH ST., P.O. BOX 69
 GREELEY, COLORADO 80632
 (970) 330-8008

2

Academic Calendar

SUMMER QUARTER, 1998

(4-Day Week, 34 Days, 75 Minute Periods, 2 Evaluation Days)

Friday, May 1, 1998 Graduation Application Deadline for Summer Quarter
 Thursday-Friday, May 21-22, 1998 Returning Student Registration
 May 26-June 9, 15-18, 1998 Registration (no registration June 10-11 - [term end processing])
 Monday-Thursday, June 8-September 3, 1998 4 Day Work/Class Week Schedule (college closed Friday, Saturday, Sunday)
Monday, June 22, 1998 **Classes Begin**
 Tuesday, August 18, 1998 Last Day of Classes
 Wednesday-Thursday, August 19-20, 1998 Evaluation Days
Thursday, August 20, 1998 **Graduation (9:00 a.m.)/End of Quarter**
 Monday, September 7, 1998 Labor Day (college closed)

FALL QUARTER, 1998

(52 Days - 2 Evaluation Days, 1 Professional Development Day)

Thursday, July 23, 1998 Graduation Application Deadline for Fall Quarter
 July 13-30, 1998 Returning Student Registration
 August 3-25, August 31-September 18, 1998 Registration (no registration August 26-27 [term end processing],
 September 7 or September 14)
 Monday, September 7, 1998 Labor Day (college closed)
 Monday, September 14, 1998 Faculty Return
 Monday, September 14, 1998 General Staff Meeting (offices closed to public)
Monday, September 21, 1998 **Classes Begin**
 Friday, November 6, 1998 Professional Development Day (no classes, offices closed to public)
 Wednesday-Friday November 25-27, 1998 Thanksgiving Holiday (college closed)
 Monday, December 7, 1998 Last Day of Classes
 Tuesday-Wednesday, December 8-9, 1998 Evaluation Days
Friday, December 11, 1998 **Graduation (9:00 a.m.)/End of Quarter**
 Monday-Friday, December 21-25, 1998 Christmas Holiday (college closed)

WINTER QUARTER, 1999

(50 Days - 2 Evaluation Days)

Friday, October 30, 1998 Graduation Application Deadline for Winter Quarter
 Monday-Friday, November 16-20, 1998 Returning Student Registration
 November 23-24, 30, 1998 Registration (no registration November 25-27, Thanksgiving)
 December 1-15, 28-30, 1998, January 4, 1999 No Registration on December 16-18 [term-end processing],
 December 21-25, 31, January 1
 Thursday-Friday, December 31, 1998-January 1, 1999 New Year's Holiday (college closed)
 Monday, January 4, 1999 Faculty Return
Tuesday, January 5, 1999 **Classes Begin** (some Winter classes may begin and/or end in December, 1998)
 Monday, March 15, 1999 Last Day of Classes
 Tuesday-Wednesday, March 16-17, 1999 Evaluation Days
Friday, March 19, 1999 **Graduation (9 a.m.)/End of Quarter**
 Monday-Friday, March 22-26, 1999 Spring Break

SPRING QUARTER, 1999

(50 Days - 2 Evaluation Days, 1 Professional Development Day)

Friday, February 12, 1999 Graduation Application Deadline for Spring Quarter
 Monday-Friday, February 22-26, 1999 Returning Student Registration
 March 1-23, 29, 1999 Registration (no registration March 24-26 [term end processing])
 Monday, March 29, 1999 Water Festival on Greeley campus
Tuesday, March 30, 1999 **Classes Begin**
 Friday, April 16, 1999 Professional Development Day (no classes, offices closed to public)
 Monday, May 31, 1999 Memorial Day (college closed)
 Wednesday, June 9, 1999 Last Day of Classes
 Thursday-Friday, June 10-11, 1999 Evaluation Days
Saturday, June 12, 1999 **Graduation (9 a.m.)/End of Quarter**



Degree and Certificate Index

ASSOCIATE OF ARTS (A.A.) DEGREE - 2 Year

Liberal Arts Major (page 43) or
Liberal Arts Major with Emphasis:

Accounting (page 50)
Business Transfer (page 70)
Colorado Alcohol & Drug Abuse Certification (page 61)
Communications Media (page 74)
Computer Information Systems (page 82)
Computer Programming (page 84)
Computer Science (page 85)
Criminal Justice (page 51)
Design (page 76)
Elementary Education (page 55)
Emergency Medical Services-Manager (page 87)
Emergency Medical Services Field Specialist (page 87)
Fine Arts (page 77)
General Psychology (page 63)
Geographical Information Systems (GIS) (page 54, 94)
Human Resources Management (page 64)
International Studies (page 54)
Literature (page 75)
Mortgage Banking (page 69)
Music (page 78)
Philosophy (page 75)
Prelaw (page 61)
Prenursing (page 95)
Political Science (page 60)
Telecommunications (page 83)

ASSOCIATE OF SCIENCE (A.S.) DEGREE - 2 Year

Liberal Arts Major (page 45) or
Liberal Arts Major with Emphasis:

Chemistry (page 93)
Chemical Testing Technology (page 93)
Computer Programming (page 84)
Computer Science (page 85)
Life Sciences (page 94)
Mathematics (page 92)
Preengineering (page 92)
Prehealth Profession (page 95)

ASSOCIATE OF GENERAL STUDIES (A.G.S.) DEGREE - 2 Year

Liberal Arts Major (page 47) or
Liberal Arts Major with Emphasis:

Drug/Alcohol Counselor II (page 62)
Early Childhood Education (page 57)
Human Resources Management (page 64)

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

Accounting (page 50)	2 YR
Agriculture Technology (page 102)	3 YR
Farm & Ranch Business Management Option (page 102)	
Automotive Collision Repair Technology (page 103)	2 YR
Automotive Mechanics Technology (page 105)	2 YR
General Automotive Technician Option (page 105)	
Diagnostics/Driveability Option (page 106)	
Aviation (page 107)	2 YR
General Aviation Pilot Option (page 107)	
Professional Pilot Program (PPP) Option (page 108)	
Communications Media (page 73)	2 YR
Computer Information Systems (page 81)	2 YR
Criminal Justice (page 52)	2 YR

Early Childhood Education (page 56)	2 YR
Electronics Technology (page 110)	2 YR
Biomedical Electronics Technician (page 111)	2 YR
Engineering Technology (page 113)	2 YR
Fire Science Technology (page 88)	2 YR
Fire Protection Option (page 89)	
Fire Science Option (page 89)	
Graphic Technology (page 116)	2 YR
Press Option (page 117)	
Pre-Press Option (page 116)	
Management (page 58)	2 YR
Marketing (page 59)	2 YR
Medical Assisting (page 90)	2 YR
Multimedia/Presentations (page 72)	2 YR
Office Technology (page 67)	2 YR
Administrative Support Option (page 67)	
Legal Office Option (page 68)	
Medical Office Option (page 68)	
Radiologic Technology (page 118)	2 YR
Welding Technology	2 YR
Welding Systems Management Option (page 120)	2 YR
Welding Technician Option (page 120)	1 or 2 YR

CERTIFICATE PROGRAMS

Accounting (page 50)	4 QT
Automotive Collision Repair Technology	
Auto Collision Refinishing Option (page 104)	3 QT
Auto Collision Repair Option (page 104)	3 QT
Automotive Mechanics Technology	
General Automotive Technician Option (page 105)	3 QT
Diagnostics/Driveability Option (page 106)	3 QT
Aviation (page 108)	4 QT
Computer Information Systems:	
Local Area Network Administration (page 81)	3 QT
Cosmetology (page 98)	4 QT
Early Childhood Education (page 55)	3 QT
Early Childhood Professions - Director (page 56)	1 YR
Early Childhood Professions - Great Beginnings (page 56)	1 QT
Early Childhood Professions - Group Leader (page 56)	1 YR
Emergency Medical Technician Basic (page 85)	2 QT
Emergency Medical Technician	2 QT
Intermediate (page 86)	
Electronics Technology (page 109)	3 QT
Biomedical Electronics Technology (page 111)	3 QT
Radiology Equipment Repair (page 112)	2 QT
Engineering Technology (page 114)	3 QT
Farm & Ranch Business Management Options (page 102)	
Fire Service Training Academy (page 89)	1 QT
Graphic Technology - Pre-Press Option (page 116)	3 QT
Graphic Technology - Press Option (page 116)	3 QT
Infant/Toddler Care (page 56)	1 QT
Marketing/Management (page 59)	4 QT
Manicuring (page 98)	2 QT
Medical Back Office Assistant (page 91)	5 QT
Medical Front Office Assistant (page 91)	5 QT
Multimedia/Presentations (page 71)	3 QT
Nurse Aide (page 91)	1 QT
Office Technology (page 68)	4 QT
Peace Officer Academy (page 53)	3 QT
Volunteer Fire Fighter Training (page 89)	4 QT
Welding Systems Management (page 119)	3 QT
Welding Technician (page 119)	3 QT
Young Farmer (page 103)	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. Dr. Conger retired at the end of 1997. Dr. Jerry Kiefer is now the interim president.

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.

MISSION STATEMENT

The mission of Aims Community College is to provide educational opportunities that meet the immediate and future needs of individuals within the Aims Junior College Taxing District and its assigned service area, including Weld and Larimer counties.

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. 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;
2. 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;
3. Developmental education for those needing to advance their skills in preparation for college level study or advancement in the work place;
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.

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.

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, as amended, 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. See section titled Records, Transcripts, Requests for Information.

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. 6480.

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.

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 - (970)330-8008 ext. 6251
- B. Human Resources Office - (970)330-8008 ext. 6434

OFF CAMPUS

- A. Weld Information and Referral Service (WIRS) (970)352-9477
- B. Weld Mental Health Center - (970)353-3686
- C. Island Grove Regional Treatment Center
 - 1. Detox - (970)356-6664
 - 2. Outpatient - (970)351-6678
- D. Alcoholics Anonymous - (970)351-0240 (Greeley)
(970)669-9989 (Loveland)
- E. Narcotics Anonymous - (970)353-6324
- F. Larimer County Mental Health Center - (970)679-4465
(after hours (970)667-3752)
- G. Drug Rap Line - (970)352-3784
- H. Salud Clinic - (303)857-2771 (Ft. Lupton)

COLORADO

1-303-320-8333
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 General Services Building the Human Resources Office, in the General Services building, and Advising/Assessment & Career Services, also located in the General Services Building.

CONSUMER INFORMATION

Public Information Office (970)330-8008, extension 6202

CAMPUS SAFETY ACT REPORT

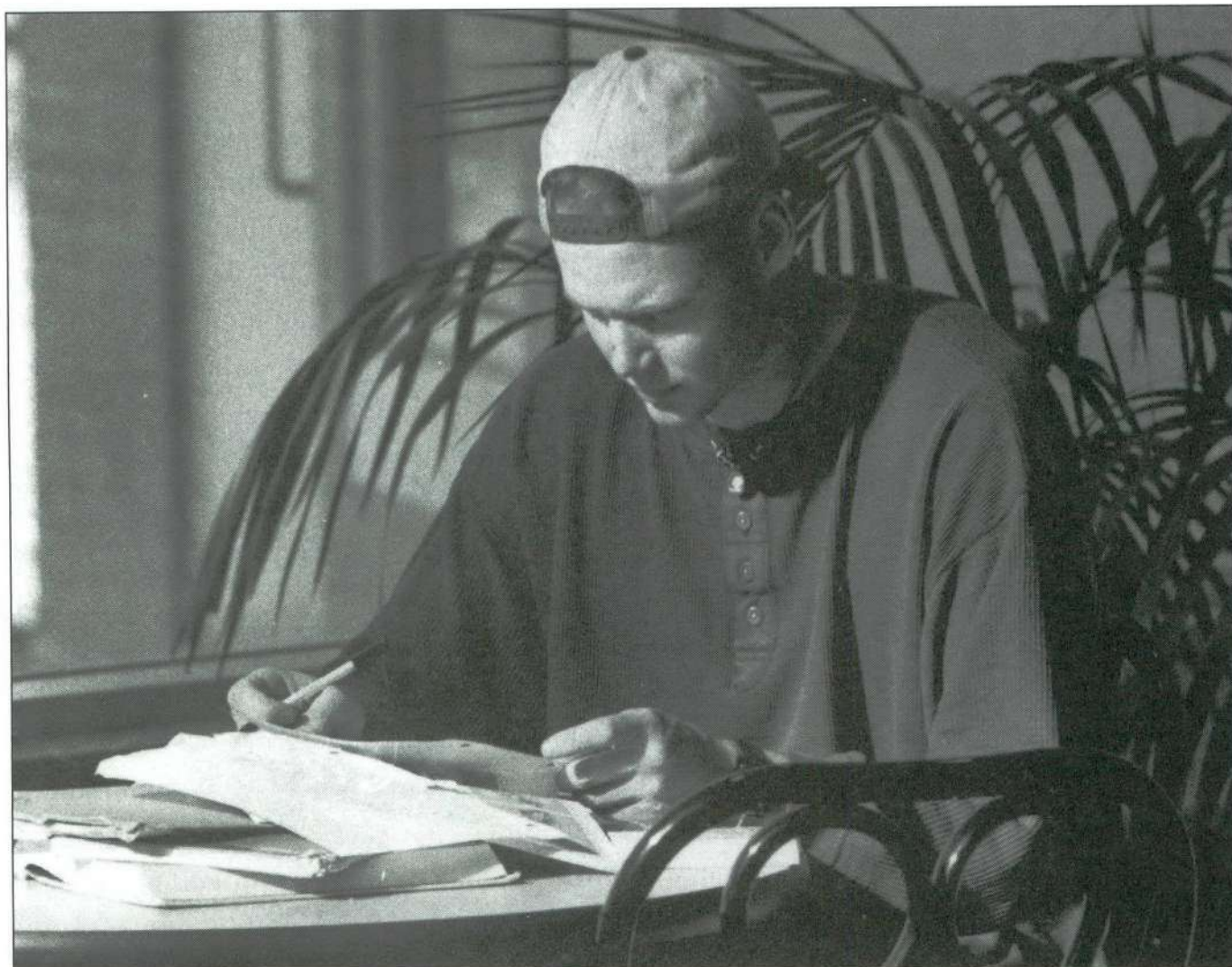
In accordance with the Campus Safety Act, each institution of higher education is required to annually prepare a Uniform Campus Crime Report, consistent with the FBI's uniform crime reporting system. The report is to reflect the crime statistics on the property of the institution for the preceding calendar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

Following is the statistical report for crime on the campuses of Aims Community College for 1996. 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 1996	Crime Rate 1996
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.

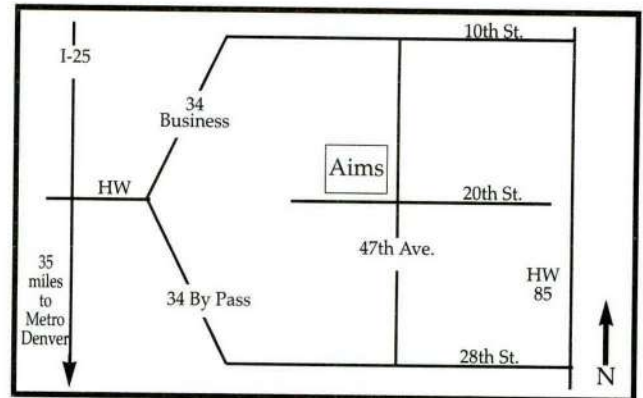


Main Campus - Greeley

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

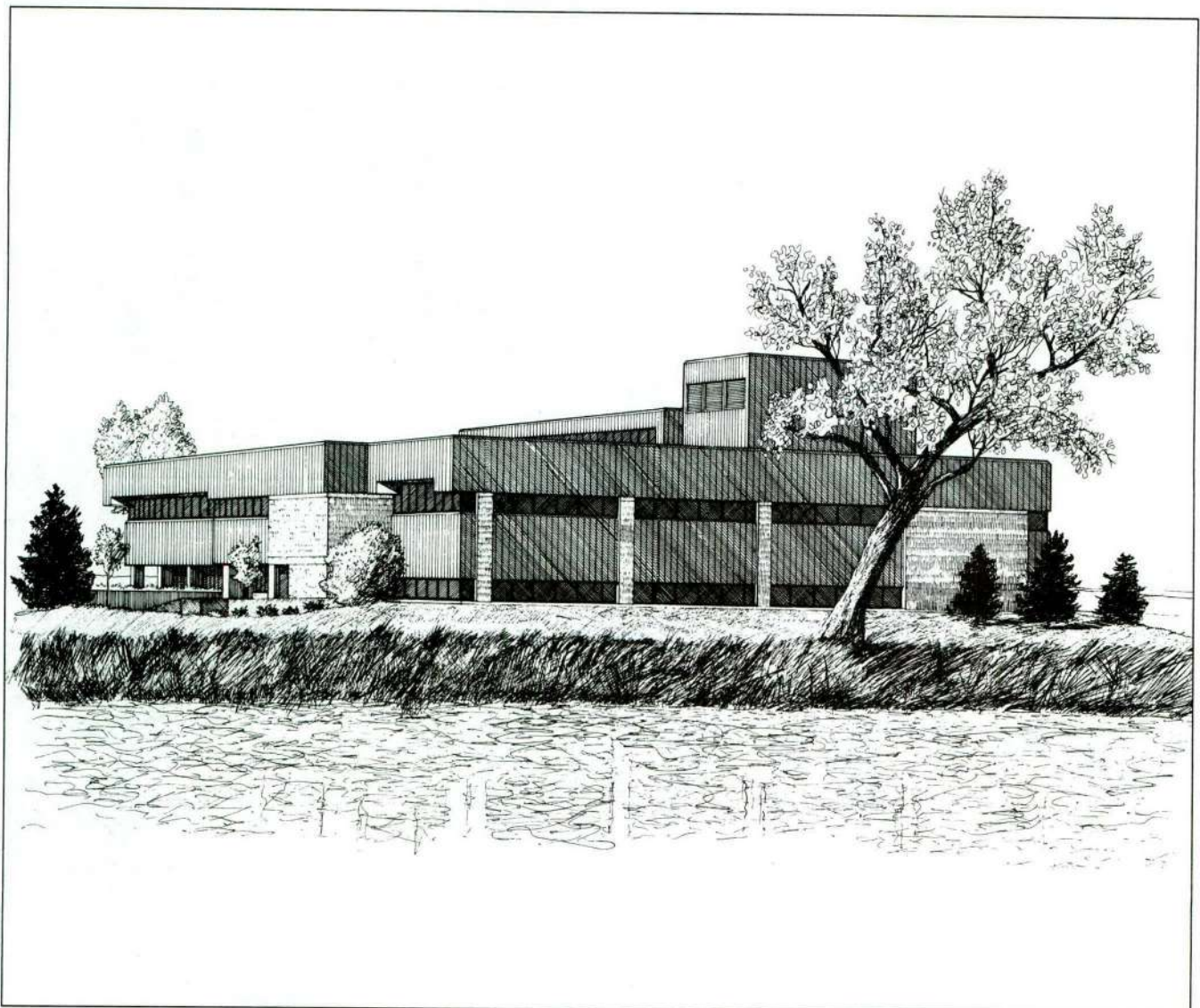
Of the 15,000 students that attend Aims annually, 80% of them take classes on the Greeley campus.

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:

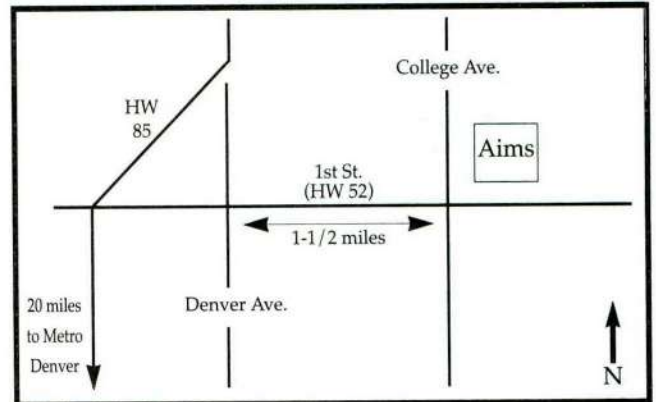
(303)857-4022
Greeley - (970)352-4664
Denver - (303)659-2243
FAX - (970)352-5443

Director, Student Services:

Ralph Martinez

Coordinator of Services:

Diana Laws



Map not to scale

260 College Avenue
Fort Lupton, Colorado 80621

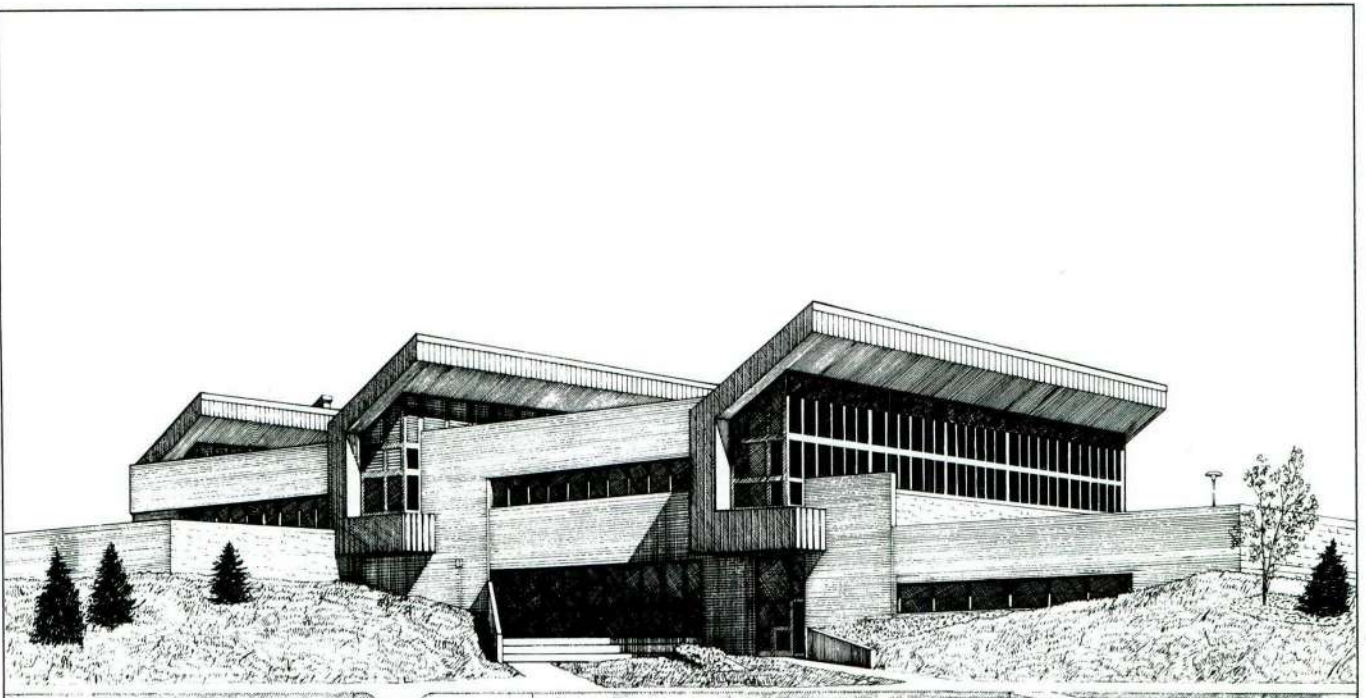
The Aims Community College-South Campus, located in Fort Lupton, was opened in September of 1984. This facility serves the community and educational needs in the southern Weld County and Northern Adams County regions. Situated one and one half miles east of downtown Fort Lupton, the passive solar design 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, new student orientation and assistance and information regarding financial aid programs and GED and CLEP testing.

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

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:

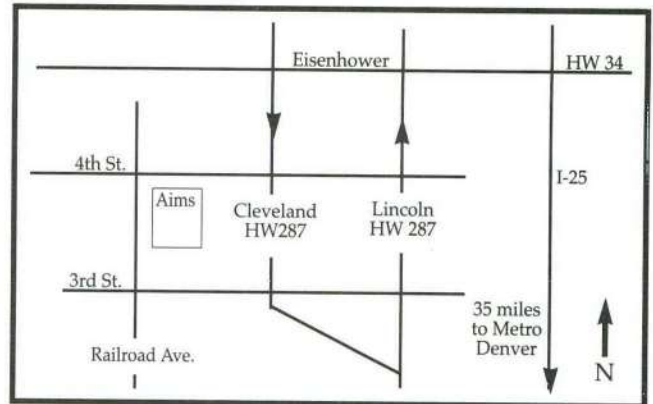
Barbara Miller, Ext 305
Charlotte Hardgrave, Ext. 312

Coordinator of Services:

Sandy Reynolds, Ext. 336

Administrative Assistant:

Ext. 308



Map not to scale

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

The West Campus facility, donated by the McKee Charitable Trust, opened in the Fall of 1990. In addition to traditional classrooms, the West Campus has two state-of-the-art computer classrooms, a science laboratory, and a Learning Resource Center, which provides computers, videos and other supplemental resources to enhance students' learning. A flexible learning alternative is available for computer software applications training through the Business Technology Center, a self-paced, learning center.

With proper planning, students can complete an Associate of Arts degree or an Associate of Applied Science in Office Technology on the West Campus. Most of the classes needed to complete an Associate of Science degree are offered on the West Campus with students traveling to the Greeley Campus to complete the higher-level science courses. GED courses are offered with need-based

scholarships available to defray the cost of tuition. In addition, customized training for business and industry as well as non-credit seminars and workshops of interest to businesses and the general community are available.

Other services provided on the West Campus are admission and registration, a full-services bookstore, academic advising, financial aid information, GED testing, assessment, and career classes. Several student organizations are active on the West Campus, and they sponsor educational and social events throughout the year.





Admissions

Registrar William Green	Location: General Services Building
Telephone: 970-330-8008, Ext. 6624	Secretary: 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 student 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. 6388 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 care 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.

Follow these steps to enroll at Aims Community College.

- Attend an Information Session.
- Complete the admissions procedure.
- Request academic accommodations if disabled.
- Complete the assessment process.
- Apply for financial aid (if desired).
- Complete the advising process.
- Complete the registration process.
- Complete the payment/down payment process.

INFORMATION SESSION

New students are urged to attend an Information Session at the Advising, Assessment, and Career Services Office in the General Services building. At the Information Session, students will receive

information about:

- program options
- choosing a major and certificate or degree program
- assessment requirements
- steps for enrollment
- career planning options

Sessions are held on a regular basis.

ADMISSION PROCEDURE

A completed Application for Admission is required for all new students and students returning after an absence of one year. This applies to all students including those taking courses for self-improvement or personal interest only. Some programs, such as Radiologic Technology, require a separate, additional application for admission into the program to be submitted to the specific division.

ADMISSION REQUIREMENTS

For Domestic Students:

1. Submit a completed Application for Admission
2. If pursuing an Aims certificate or degree program and a high school or other college was previously 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.

For International (foreign) Students:

1. Submit a completed 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 re-enrollment 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.

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

Admissions, cont.

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 620 in the verbal area and 570 in the math area.

Students whose completion of courses at other colleges which demonstrate their proficiency in math, English, and/or reading may submit transcripts and course descriptions or course syllabi for the purpose of waiving all or part of the assessment requirement. The student should submit documentation to the Assessment Center as early as possible prior to registration, and should expect that the review of such documentation may take as long as two weeks.

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.

A student may retest on an assessment test one time at \$5.00 per test. However, retests are NOT allowed for the purpose of skipping a sequence level course. Also, a second retest must be authorized by the appropriate division.

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 TOURS

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 6544. High School groups may make arrangements for tours by calling the same number. All tours meet in the main lobby of the General Services building.

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. Meet with 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 (970)330-8008, extension 6388 or TTY (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. Instructors may control late entry into classes even before the add deadline. 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 final grade of W (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.

- Instructors may control late entry into classes even before the add deadline.
- 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.
- In case of emergencies, students are to submit written withdrawal requests to Admissions and Records, P.O. Box 69, Greeley, CO 80632.
- 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.)*

- Registration day through eighth (8) day of the Quarter, sixth (6) day of Summer Quarter, 15% of short course 100%
- After eighth (8) day of the Quarter, sixth (6) day of Summer Quarter, 15% of short course **NO REFUND**
- Cancelled Classes: refund will be available after the refund period.
- 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 undergraduate 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 undergraduate 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, 1998. Consult quarterly schedule.)

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

Number of Credit hours	Tuition and Fees Rate 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
STUDENT FEE: \$2.00 PER CREDIT HOUR THROUGH 15 CREDIT HOURS FOR ALL STUDENTS (MAXIMUM OF \$30.00 PER STUDENT). THIS FEE INCLUDES INSURANCE. TECHNOLOGY FEE: \$3.00 PER CREDIT HOUR THROUGH 15 CREDIT HOURS (MAX \$45.00)			

*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	\$ 50.00
\$101.00 to \$250.00	\$ 75.00
\$251.00 to \$450.00	\$100.00
\$451.00 to \$600.00	\$150.00
\$601.00 to \$750.00	\$200.00
Over \$750.00	50%

If registering during Returning Student registration period: Full or down-payment (based on minimum down-payment) due 1 business days after classes begin.

If registering after Returning Student Registration period: Full or down-payment (based on minimum down-payment) due 1 business days after classes begin.

For Students Making Down-Payments: Full balance is due approximately 30 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 class(es). 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 6486.

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.

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.

HOPE SCHOLARSHIP, (Tax Credit), and LIFETIME LEARNING CREDIT

The new HOPE Tax Credit and Lifetime Credit included in the Federal Taxpayer Relief Act of 1997, promises to make education at community colleges even more affordable than it has been in the past.

HOPE, which takes effect January 1, 1998, is actually a tax credit, NOT a scholarship. It allows students pursuing the first two years of post secondary education to receive a federal income tax credit of 100% of the first \$1,000 of tuition and fees and 50% of the second \$1,000. The Lifetime Learning Credit is available for qualified tuition and related expenses paid after June 30, 1998.

For the Hope students must be enrolled at least half time (6 credit hours) in a degree, certificate or other program leading to recognized education credential.

The tax credit applies only to tuition and fees, not to books or other expenses.

HOPE and Lifetime Learning does come with a few rules attached. Many rules regarding each of these are still being finalized.

For detailed information, please consult your tax advisor. Limited information is available by contacting Fiscal Services ext. 6349, Financial Aid ext. 6548 or Admissions ext. 6624, or the Admissions

Advising/Assessment & Career Services



Sue Davisson
Interim Vice President,
Student Services

Location:
General Services Building

Telephone:
(970)330-8008 ext. 6200

Secretary:
Ruby Blandin

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

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, Dr. Debra Bell Baker

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.

ADVISOR/ADVISEE PARTNERSHIP

Aims expects advisors and advisees/students to abide by the **Advisor/Advisee Partnership** principles outlined below.

Aims Advisors will:

- assist the student with academic and career planning as well as with setting goals.
- explain graduation requirements and other policies and procedures of the college.
- maintain advisee records and monitor student progress.
- provide a variety of materials to assist the student in making academic decisions (i.e., transfer guides, degrees and certificate worksheets)
- assist the student in selecting courses that reflect the student's goals, interests, and abilities.
- refer the student to other appropriate on or off campus resources.

Aims Students/Advisees will:

- recognize that advising is a partnership and that the student is ultimately the one who makes the decisions.
- make timely advising appointments each quarter and arrive at the appointment prepared to discuss academic and/or career goals.
- utilize the college catalog to become familiar with degree/program requirements, college policies, etc.
- consult with their advisor when making a schedule change, having academic difficulties, changing majors, transferring to another school, or withdrawing from school.
- retrieve documentation/transcripts from colleges previously attended and have transcripts evaluated for credit.

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. Employment testing such as keyboarding, typing, and adding/calculating tests are offered by the Assessment Center. Call to inquire about fees and testing times.
4. Other testing offered by Assessment includes CLEP and DANTES exams for credit for prior learning, the Vocational Basic Skills Test for a full-time vocational credential, and proctoring of instructional tests as needed.

CAREER SERVICES: Supervisor, Dr. 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 students 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 School to Work is a 20 hour 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.

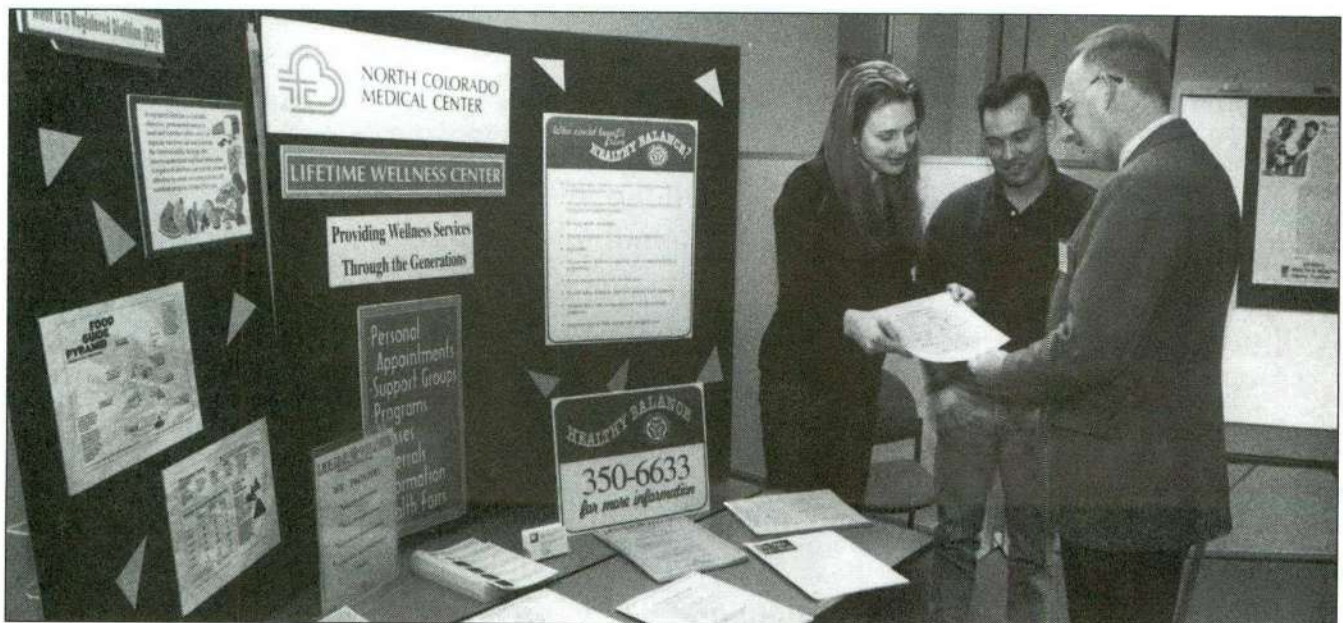
TRANSFER CREDIT

All undergraduate credit hours awarded within the prior ten years from any accredited higher education institution will be transferred in to 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. Course work from institutions using the semester credit system is transferred in using the formula of 1 quarter hour equals 2/3 semester hour or 1 semester equals 1 1/2 quarter hours.

Twenty-four quarter hours of course work applicable to the degree or fifty percent of course work applicable to the certificate program and completed prior to graduation must be Aims Community College courses.

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 end of mid-term week of 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 (course challenge) 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. Application for course challenge are available in the Admissions & Records office.

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. Information on Portfolio is available in Advising/Assessment & Career Services.

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

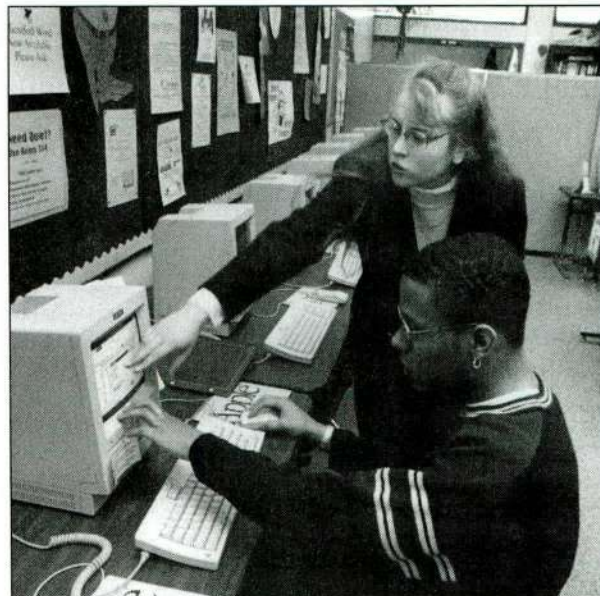
0-99	Precollege level courses not designed for transfer to other institutions. These courses do not count for college credit and are not used in grade point average calculation.
100-199	Courses normally taken by freshmen
200-299	Courses normally taken by sophomores

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
AU	AUDIT: No credit is granted. Regular tuition rates apply. The audit (AU) grade does not affect the grade point average. Any course for which an AU grade is assigned: does not count toward any certificate or degree program; cannot be used to satisfy a course prerequisite; cannot be used to satisfy "in residence" requirements; and cannot be used to satisfy requirements for financial aid or veterans' benefits. Each department will set guidelines for the approval or disapproval of a student's auditing a course. The student must obtain instructor approval by the drop/add deadline for the course. The instructor will assign a final grade of AU for an audit enrollment. The student may receive a credit for a course that was originally audited only by enrolling in and satisfactorily completing another section of the course in subsequent quarter.	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 Academic 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; then
- 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 STUDENT CONDUCT

As members of an academic community, Aims Community College students are expected to conduct themselves in a mature and responsible manner. Students should at all times try to promote a sense of cooperation within the College and work to build an atmosphere that will be most conducive to the goals of higher education within the institution. Aims' students are residents of the city, state, and country and members of the academic community and are, therefore, expected to conduct themselves as law-abiding citizens of each at all times. Admission to Aims carries special privileges and imposes special responsibilities apart from those rights and duties enjoyed by non-students. To these ends, Aims' students 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.

Aims Community College reserves the right to take necessary and appropriate action to protect the safety and well-being of the campus community. Any such interference, damage, or threat to persons or property will be deemed misconduct and will be subject to disciplinary sanctions by the College ranging from a warning to suspension or expulsion. In situations which 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. Policies and procedures governing College disciplinary proceedings are available in the office of the Vice President/Dean of Student Services and the office of the Vice President for Academic Affairs.

Students of Aims Community College are expected to practice academic honesty. Students should refrain from any form of cheating, plagiarism, or knowingly furnishing false information to the College. Cheating involves, among others, such activities as copying from another person inappropriately, obtaining any form of unauthorized assistance from another person or source, or representing another's work as one's own. Plagiarism refers to the use of another person's work or ideas without giving proper credit to that person.

Breaches of academic honesty will be considered misconduct and may result in disciplinary sanctions which can include:

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

Aims Community College students are also expected to contribute to a positive learning environment in classroom situations. Students should refrain from expressing derogatory opinions concerning race, gender, ethnicity, and disability and should avoid using obscene language or exhibiting obscene pictures or literature in print or on college computers. Students who repeatedly conduct themselves contrary to the best interest of the class as a whole may be withdrawn from the course.

In the case of serious misconduct or in the case of a repetitive pattern of misconduct, a student may be permanently expelled from Aims Community College.

ACADEMIC INITIATIVES

Aims Community College is committed to providing quality instruction quality instruction and a learning environment that focuses on students and students' success. To that end, Aims engages in periodic review of its academic programs and student services. Within this context, strategic and organizational planning initiatives follow:

- Monitor and respond to recent changes in requirements for education and training in the community; assure that curricular development processes are adequate and that curricular structure and content are appropriate.
- Maintain an educational environment that values diversity.
- Provide academic services that encourages student persistence and success.
- Enhance an environment that promote lifelong learning for students, faculty, and staff.
- Expand academic programs that engage students in the world-wide community.
- Continue effective and efficient use of college resources by integrating curriculum where appropriate, sharing equipment and human services and utilizing relevant technologies in the educational process.



Graduation Requirements

GENERAL REQUIREMENTS

The general requirements for awarding 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 awarding 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 obtained from either the Admissions and Records Office or Advising/Assessment & Career Services.

Twenty-four quarter hours of course work applicable to the degree or 50% of course work applicable to the certificate program and completed prior to graduation must be Aims Community College courses.

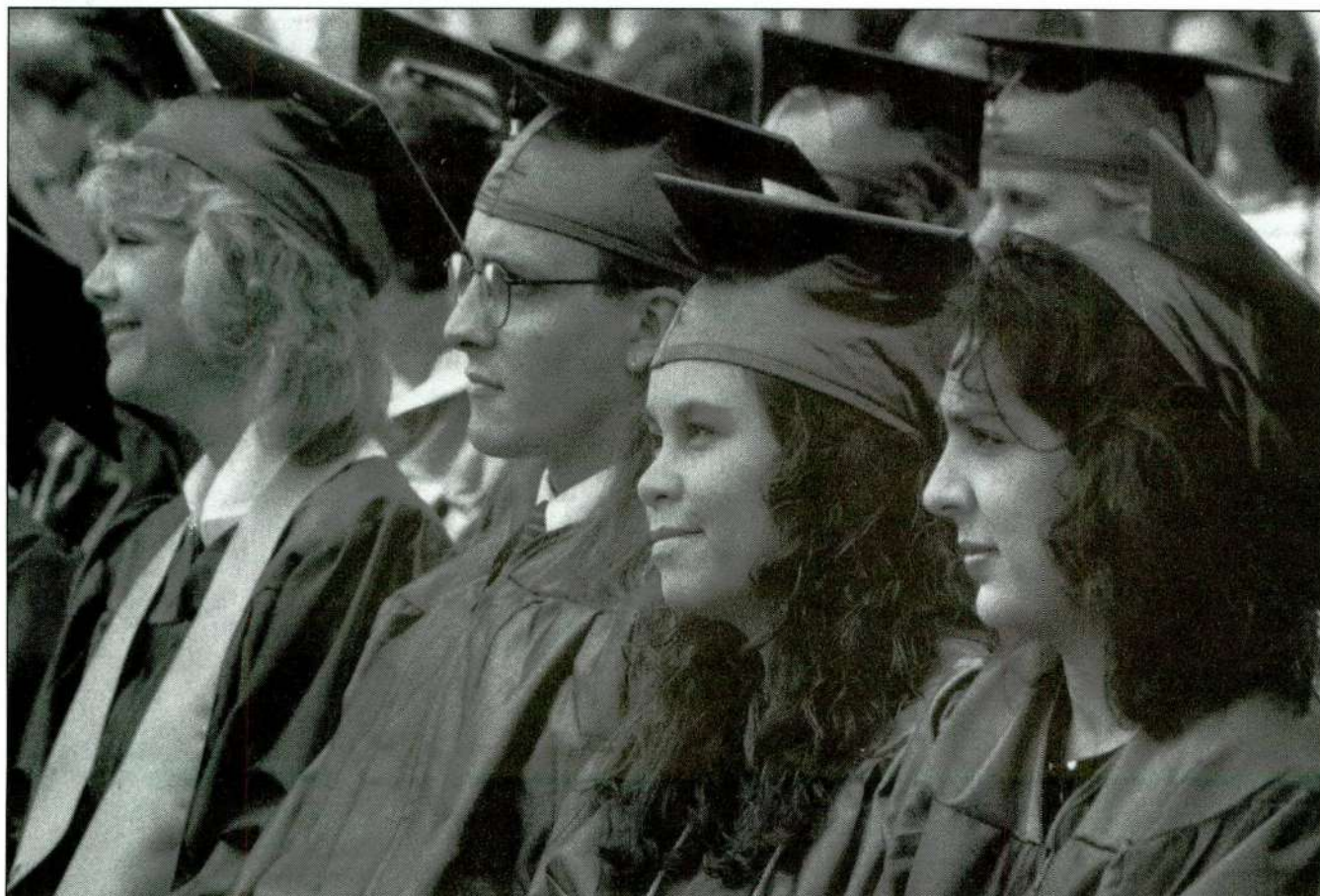
Students must make application for graduation by the end of midterm week, the quarter prior to the anticipated quarter of graduation. Graduation applications are available from the Admissions and Records Office. Completed graduation applications and degree worksheets with the faculty advisor's signature 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 appropriate Department chair in the 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 appropriate Department Chair. The student will be notified by mail of the conditions required for graduation.

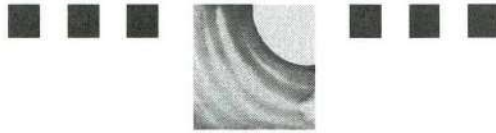
EFFECTIVE CATALOG

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 or certificate 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.

ANNUAL NOTIFICATION STATEMENT

In accordance with the Family Educational Rights and Privacy Act of 1974, as amended (FERPA), the following student rights are covered by FERPA and afforded to all eligible students at the College.

1. The right to inspect and review their own education records within 30 days of the day the College receives a request for access. The student should submit to the registrar a written request that identifies the record(s) the student wishes to inspect. The registrar will make arrangements for access and notify the student of the time and place where the records may be inspected.

2. The right to request amendment for the contents of the student's educational records which are believed to be inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. Any student who believes that his/her education records contain information that is inaccurate or misleading or is otherwise in violation of his/her privacy or other rights or who believes that his/her records have been or are being maintained or processed in violation of his/her privacy or other rights, may discuss his/her concerns informally with the registrar. If the decision of the registrar is in agreement with the student's request, the appropriate records will be amended and the student shall be notified in writing of the amendments(s). If the decision is not in agreement, the student shall be notified within thirty (30) calendar days that the records will not be amended and the student shall be notified by the registrar of the student's right to a hearing. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. See the REQUESTS FOR INFORMATION section.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the college to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U. S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.D. 20202-4605

The College may provide Directory Information in accordance with the provision of FERPA without the written consent of an eligible student. See the REQUESTS FOR INFORMATION section.



TRANSCRIPTS

A student must request a transcript (copy of academic record) in writing. The request may be submitted in person or via letter mailed or faxed to :

Admissions and Records Office
Aims Community College
P.O. Box 69
Greeley, CO 80632-0069
FAX - (970)339-6664

Requests must include the student's signature, current name and any other names used during attendance, dates of attendance, number of copies needed, and complete address(es) to which transcripts are to be sent. Requests sent via e-mail cannot be honored due to the lack of a signature. Transcripts are issued free of charge. Transcripts are mailed to or picked up by the student or a party authorized by the student in writing. Transcripts will not be faxed.

Transcripts updated with the most recently completed courses are usually available 7 working days after the end of the term for which the course was offered. Transcripts updated with degrees or certificates recently awarded are available on the date specified in the graduation ceremony letter sent to all graduates. That date is 10 to 15 working days following the end of the term.

All the student's accounts with Aims Community College must be settled and the student must be in compliance with the terms of any student loans before a transcripts may be released.

Transcripts or copies of transcripts from other colleges or institution which were used for evaluation of transfer credit or for admission purposes are not released by Aims Community College. The student must obtain transcripts directly from the institution holding the original record.

REQUESTS FOR INFORMATION

The following data are considered **Directory 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 Directory 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 or instances:

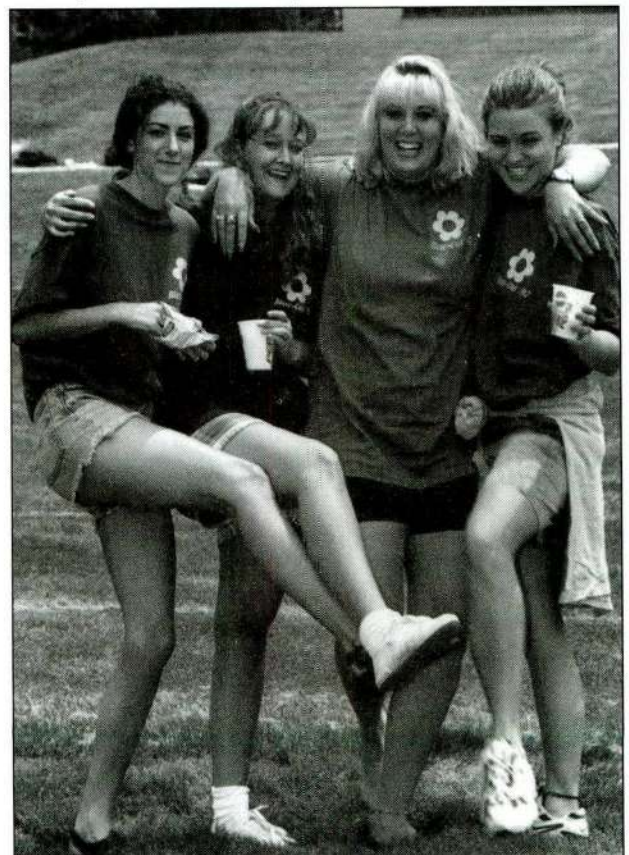
1. Aims Community College officials with a legitimate educational interest in the student (e.g. instructor, advisor, registrar or their agents).
2. Officials of other schools or colleges where the student intends to enroll.
3. State or federal educational authorities in connection with a student's application 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. In case of emergency to protect the health, safety, or welfare of the student or other persons.
10. Officials of reciprocal lending libraries when materials borrowed are overdue.
11. Military recruiters who (as mandated by the Solomon Amendment of 1997) have access to name, address, telephone number, date of birth, level of education, and educational institution most recently attended in addition to Directory Information listed above.

Currently enrolled students may request that the college prohibit the release of Directory 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 Directory Information will be considered voided. The student must notify the registrar in writing of the request to prohibit the release of Directory Information when the student re-enrolls. The college assumes no liability which may arise from compliance with a request to prohibit the release of Directory Information. Failure to request the withholding for Directory Information constitutes permission to release it.



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, personal computers, 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

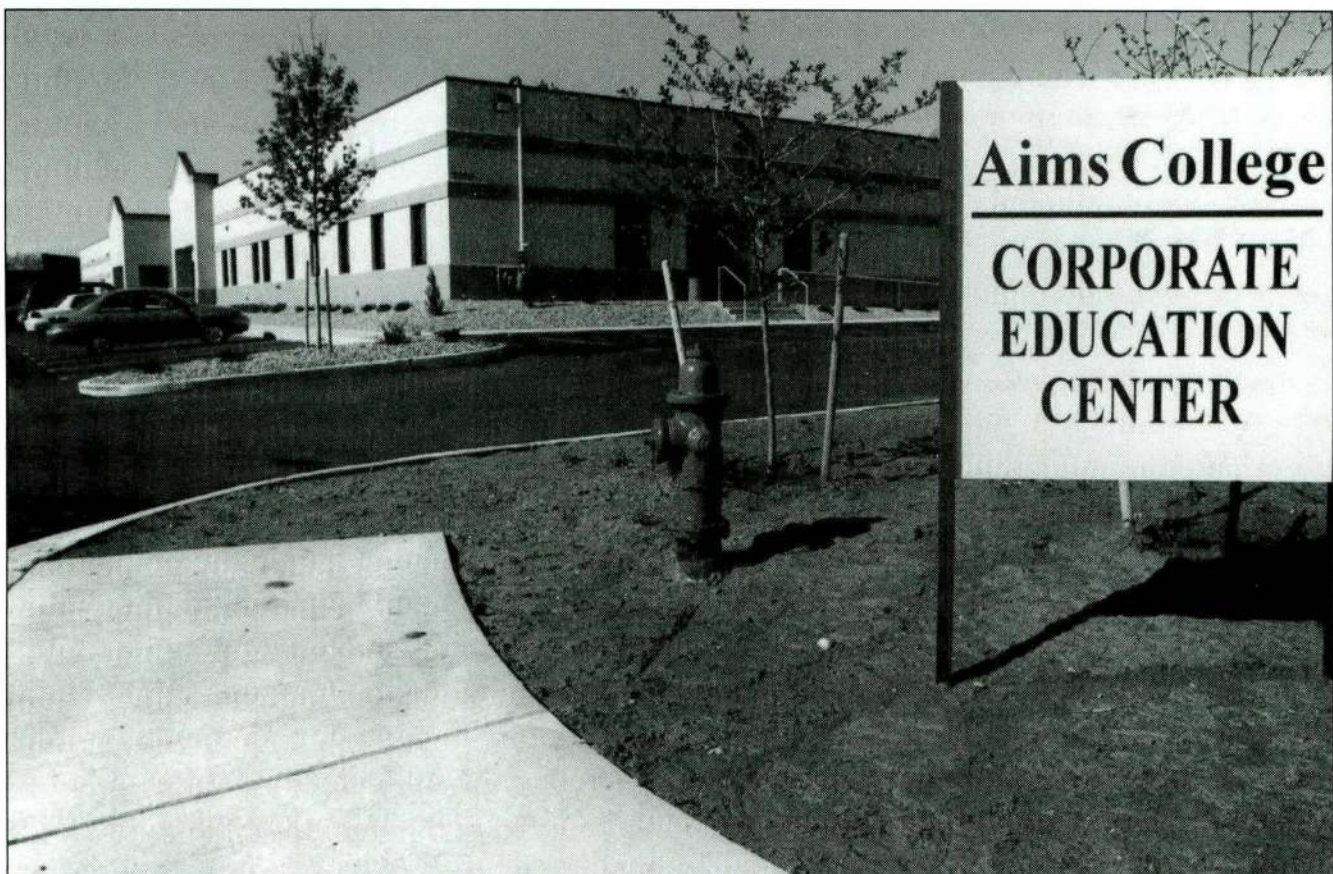
Provides learning opportunities to meet the needs of expectant families, parents, teachers, and older adults in various locations throughout Weld and Larimer County. Expectant Families, Parent Education and Senior Health classes are co-sponsored by North Colorado Medical Center.

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 ADULT EDUCATION

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 on the Aims Campus and 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 300 classes offered throughout the school year, thus making this Program unique throughout the country.



Transition Opportunities

Today's and tomorrow's world of work requires higher skill levels than yesterday's employment and setting. Most positions designed for advancement require at least some post secondary education. Aims is committed to making transitions from high school to the community college smoother and more rewarding. We are also committed to making transitions from school to the workplace easier.

Aims Community College is happy to provide the following opportunities to assist you as you move from high school to college to the workplace.

ADVANCED STUDIES

Advanced Studies provides high school students with the opportunity to take higher education courses in their home high school. The college course and prefix numbers are recorded on the college transcript. Credit may be given in both the high school and college. Advanced Studies opportunities are available through arrangements between the high school and specific academic areas.

AIM HIGH

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. (Please see page 29 for further information).

ARTICULATION OF CREDIT

Articulation of Credit is a process of linking high school and community college educational systems. It helps students pass from one educational level to another without delays or repeating their learning. A student receives credit for classes taken at the high school and this credit is transferred into the community college as transcribed credit. This permits a student to immediately advance into higher level courses at the community college. Articulation expands student learning opportunities at the higher levels of education by not repeating already achieved competencies and by providing more advance competencies.

CREDIT FOR PRIOR LEARNING

Aims recognizes learning is gained in a variety of ways. Many people have acquired knowledge and competencies outside a formal college setting. The learning obtained from life or work experience is termed experiential learning. Such learning can occur in a variety of non-college settings: in the workplace, the home, through mass media, vocational or service organizations or the military. Aims recognizes that experiential learning may be equivalent to Aims college courses. (Please see page 17 for further information).

POSTSECONDARY ENROLLMENT OPTIONS

The Postsecondary Enrollment Options Act provides the opportunity for eligible high school juniors and seniors to take certain regular college courses at the community college with the high school paying college tuition. High school students should contact the high school counselor for more information.

SCHOOL-TO-CAREERS OPPORTUNITY ACT

The School-to-Careers Opportunity Act (STCOA) assists students in preparing for future jobs by giving them timely and accurate career information along with the opportunity to obtain high level of academic and technical skills. The STCOA seeks to develop a

system that enables students to more sequentially through various education programs to reach their career goals. When fully implemented, a school-to-careers system will provide secondary students with three education/career alternatives:

- supporting and promoting a variety of career-based experiences
- connecting students with professionals in their career interest areas
- providing resources to assist in making informed choices for careers and life

As a result of work-based experiences, students will better understand the actual demands of the workplace. The goal is to develop versatile, self-motivated ethical workers who create effective intra-and interpersonal relationships, and practice team concepts. Workbased learning opportunities are available in certain programs only.

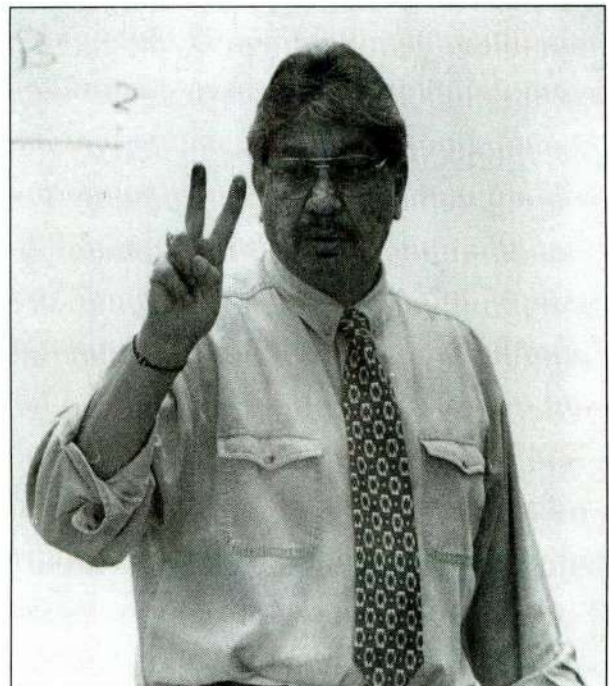
NONTRADITIONAL TRANSITION OPPORTUNITIES

WELD COUNTY ADULT HIGH SCHOOL DIPLOMA

This diploma is designed as a self-paced, competency-based opportunity for adults. It allows the motivated learner to apply life skills to achieve a high school diploma. (Please see the Continuing Education Division for further information).

PLATO LAB

Today, jobs at all levels require an extended level of basic skills due to the enhanced use of technology, job restructuring, and increased emphasis on quality. PLATO computer-based education is an effective tool to assist in the instructional process, motivating and enabling learners to reach their fullest learning potential. It measures skill knowledge and automatically prescribes an individualized learning path on a variety of topics. (Please see the Continuing Education Division for further information).



Student Financial Assistance



Lynn Suppes
Director

Location:
General Services Building
Telephone:
(970)330-8008, Ext. 6548

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 during current academic year).
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 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)

INDIRECT BUDGET

Room and Board.....	\$5,498.00
Books and Supplies.....	\$ 487.00
Misc. Expenses.....	\$1,243.00
Transportation.....	\$ 802.00
Total.....	\$8,030.00

TUITION AND FEES

In District Resident.....	\$1,092.00
Out of District Resident.....	\$1,755.00
Out of State Resident	\$5,070.00

Add indirect budget to tuition and fees to estimate financial assistance budget. Example (\$8,030.00 + \$1,092.00 = \$9,122.00)

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 \$400 to \$2,470 for the 1997-98 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 \$3,000 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 \$3,000 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. Maximum \$4,000 per academic year.
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 before loan checks can be disbursed to students. If the student is not attending classes 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, technology 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 6544, 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 various education programs for veterans or eligible dependents of veterans under title 38, United States Code, as Chapter 31, 32, 35; Chapter 30 and 1606 - Montgomery GI Bill; and Section 901, 903.

Students who are eligible for veterans benefits should contact the Student Financial Assistance Office at least 12 weeks before enrolling to ensure adequate application processing time.

Recipients of VA benefits are required to complete a Quarterly VA Benefit Registration Form for each quarter of enrollment. Failure to do so will result in no payment of benefits. Forms can be obtained from the Office of Student Financial Assistance. They should be returned to the office at time of registration.

CHAPTER 30 - MONTGOMERY GI BILL - MONTHLY RATES:

Full-Time (12 or more credit hours).....	\$439
Three-Quarter Time (9-11 credit hours).....	329
Half Time (6-8 credit hours).....	219

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 more information on application procedure and pay rates. Individual rates may vary according to amount of contribution.

CHAPTER 1606 - SELECTED RESERVE - MONTHLY RATES:

Full-Time (12 or more credit hours).....	\$208
Three-Quarter Time (9-11 credit hours).....	156
Half Time (6-8 credit hours).....	104

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

Full-Time (12 or more credit hours).....	\$404
Three-Quarter Time (9-11 credit hours).....	303
Half Time (6-8 credit hours).....	202

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

Students receiving VA benefits must report any change in program or enrollment status to the Office of Student Financial Assistance immediately. Failure to do so may result in overpayment that must be returned to the Department of Veterans Affairs. Collection of overpayments will be aggressively pursued by the Department.

VA requires that students provide the Admissions Office with an official academic transcript from each college, university, trade or vocational school previously attended. Transcripts are evaluated to determine if any transfer credits can be accepted toward the Aims program of study. The results of this evaluation must 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. Pursuing studies leading to an associate degree or a certificate of completion
3. Approved for participation by the Department of Military Affairs
4. Agree to serve two years in the Colorado National Guard for each year of tuition assistance granted
5. 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.

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, SCHOLARSHIP, AND VA 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 = 3 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 are expected to maintain a 2.0 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. Scholarship recipients must maintain a 3.0 cumulative GPA.
- C. 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)
- D. 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)
 6. "AU" audit
- E. Prior academic progress will be a consideration for eligibility of financial aid assistance. Continuing students who have never received financial aid assistance will be placed on FINANCIAL AID PROBATION if, after their first quarter of enrollment, they failed to meet the conditions of satisfactory progress. 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 assistance until they meet the conditions of reinstatement. Students in this situation may appeal this decision using the regular appeal procedure.

LIMIT ON STUDENT AID ASSISTANCE

- 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 quarters beyond the maximum of 10 quarters.

- B. Students in a certificate program one year or less in length may receive aid up to 6 quarters or until the completion of one certificate program. Students retain the right to appeal for additional quarters beyond the maximum of 6 quarters.

REVIEW PROCEDURE - Following every quarter, the GPA and number of credit hours completed by each student will be reviewed by 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 attends Aims Community College or until removed by student initiated procedures described below.

Probation can be removed by:

1. CHANGE OF GRADE

If a student has a prior quarter grade changed and the change results in the student's reversion to a "SATISFACTORY" status, the probationary status can be removed. The student must provide a copy of the instructor issued grade change form accompanied by a written request to the Aims Office of Student Financial Assistance in order to have his/her probation removed.

2. COMPLETION OF CREDITS

A student may, with or without financial assistance, upon successful completion of credits equal to twice the number of the minimum credit requirement for the quarter that placed them on probation, request, in writing, that their probationary status be removed. (See below.)

Enrollment status for Probationary Quarter	Credits to complete for removal
Full-time status (12 or more credits)	24 credits
Three-quarter time status (9-11 credits)	18 credits
Half-time status (6-8 credits)	12 credits
Less than half time status (less than 6 credits)	10 credits

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 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.

APPEAL OF FINANCIAL AID SUSPENSION 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, a student may request in writing (also submitting proof of payment for the prior quarter) to have his/her financial aid (if funds are available) reinstated for the subsequent quarters for which he/she 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 Student Financial Assistance after the student completes the class and submits to the Office of Student Financial Assistance a grade change form that has been 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:
 - 1. The reason he/she did not achieve satisfactory academic progress.
 - 2. The reason 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 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, it may not be appealed again.

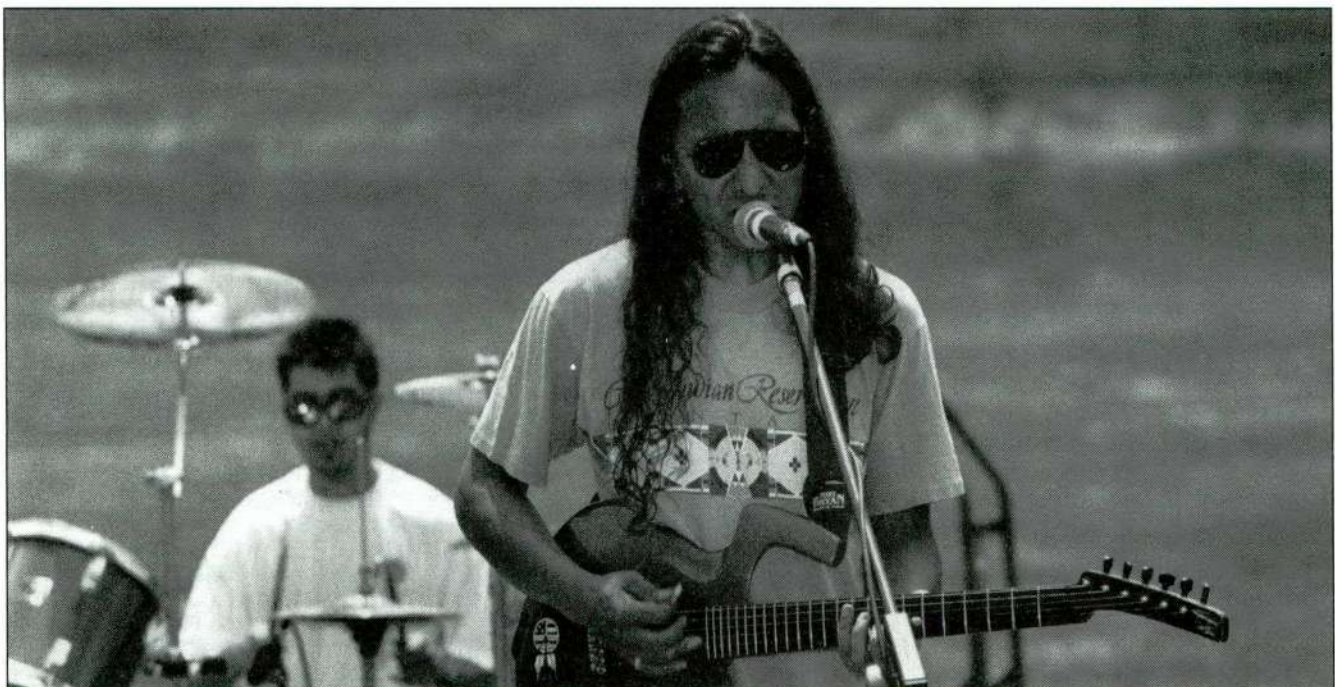
APPEAL OF LIMIT FOR STUDENT AID ASSISTANCE

- 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 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 Federal refund requirements or prorata requirements that apply.



SCHOLARSHIPS

All Scholarships are available to students on all three campuses.

BEHAVIORAL, SOCIAL, AND ECONOMIC SCIENCES

AWARD: MILDRED HANSEN CHILDCARE SCHOLARSHIPS

Awarding Division: Behavioral, Social & Economic Sciences (Monfort Center)
Award Amount: Varies---determined by need
Application Deadline: Contact Monfort Early Childhood Education Center, Greeley Campus
Qualifications: Contact awarding Division or MECEC for application and criteria

AWARD: MIRIAM E. PETERSON SCHOLARSHIP

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

AWARD: GENE FREDERICK SCHOLARSHIP

Awarding Division: Behavioral, Social & Economic Sciences
Award Amount: Textbook Assistance - up to \$100
Application Deadline: May 1
Qualifications: Contact the Aims Foundation or the Awarding Division for details

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: \$300 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: GENERAL BUSINESS OFFICE TECHNOLOGY SINGLE PARENT SCHOLARSHIPS

Awarding Division: Communications, Humanities, and Business
Award Amount: Varies
Application Deadline: Varies
Qualifications: Contact the Aims Foundation or Awarding Division for details

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: DARREL SCHNEIDER MEMORIAL SCHOLARSHIP

Awarding Division: Math/Natural and Applied Sciences (Fire Science)
Award Amount: \$500
Application Deadline: May 1
Qualifications: Contact the Aims Foundation or Awarding Division for details

AWARD: NURSE AIDE SPONSORSHIP

Awarding Department: Health Occupations

Award Amount: Tuition and student fees.
Application Deadline: Contact Kathy Smith Stillson 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.

AWARD: EXPRESS PERSONNEL SERVICES DEVELOPMENTAL EDUCATION SCHOLARSHIPS

Awarding Division: Developmental Education
Award Amount: Varies
Application Deadline: Varies
Qualifications: Given to assist English as a Second Language (ESL) and GED students. Contact the Aims Foundation or Awarding Division for further details

AWARD: GED TEST SCHOLARSHIPS

Awarding Division: Developmental Education
Award Amount: Varies
Application Deadline: Varies
Qualifications: Contact the Aims Foundation or Awarding Division for further details

TECHNOLOGY DIVISION

AWARD: CAPTAIN AL HAYNES AVIATION SCHOLARSHIP

Awarding Division: Technology (Aviation)
Award Amount: Up to three \$750
Application Deadline: Midterm of Spring quarter
Qualifications: Contact the Aims Foundation or Awarding Division for further details

AWARD: AVIATION DEPARTMENT SCHOLARSHIP

Awarding Division: Technology (Aviation)
Award Amount: \$750
Application Deadline: Midterm of Spring quarter
Qualifications: Contact the Aims Foundation or Awarding Division for further details

AWARD: LOYAL KELSEY AVIATION SCHOLARSHIP

Awarding Division: Technology (Aviation)
Award Amount: \$500
Application Deadline: Midterm of Spring quarter
Qualifications: Contact the Aims Foundation or Awarding Division for further details

AWARD: DRS. GWIN, SMITH AND JACKSON FLIGHT-TIME SCHOLARSHIP

Awarding Division: Technology (Aviation)
Award Amount: \$300
Application Deadline: May 1
Qualifications: Contact the Aims Foundation or Awarding Division for further details

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

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

Scholarships, cont.

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/
DIVISION OF NORFOLK IRON AND METAL
COMPANY 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

AWARD: **SEAN PATRICK MCHUGH MEMORIAL
SCHOLARSHIP**
Awarding Division: Technology (Aviation)
Award Amount: \$150
Application Deadline: May 1
Qualifications: Contact the Aims Foundation or Awarding
Division for further details

SOUTH CAMPUS, FORT LUPTON

AWARD: **MILDRED HANSEN CHILDCARE AND
GED SCHOLARSHIPS**
Awarding Division: South Campus, Fort Lupton
Award Amount: Varies---determined by need
Application Deadline: Contact the Dean of the South Campus
Qualifications: Contact the Dean of the South Campus

WEST CAMPUS, LOVELAND

AWARD: **MILDRED HANSEN CHILDCARE AND
GED SCHOLARSHIPS**
Awarding Division: West Campus, Loveland
Award Amount: Varies---determined by need
Application Deadline: Contact the Dean of the West Campus
Qualifications: Contact the Dean of the West Campus

ACEA SCHOLARSHIPS

AWARD: **ACEA SCHOLARSHIPS**
Awarding Department: Faculty Association
Award Amount: In-district tuition for one full-time and two
part-time students.
Application Deadline: Contact Marthanne Edwards, (970)330-8008,
Ext. 6336
Qualifications: Preference is given to students who demonstrate high
scholarship and intend to pursue the A.A., A.S., or
A.A.S. degree.

AIMS STAFF ASSOCIATION

AWARD: **ASA SCHOLARSHIPS**
Awarding Department: Aims Staff Association
Award Amount: Varies
Application Deadline: Contact the President of ASA
Qualifications: Contact the President of ASA

COLORADO UNDERGRADUATE SCHOLARSHIP PROGRAM

Awards are made to recognize outstanding academic achievement of Colorado undergraduate residents. Applications are available in the Student Financial Assistance 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 \$300 to \$2,200 per academic year.

OFFICE OF ACADEMIC AFFAIRS

AWARD: **BERGER SCHOLARSHIP**
Awarding Division: Occupational Divisions
Award Amount: \$1,500. Up to four awards given.
Application Deadline: May 1
Qualifications: Contact the Aims Foundation or Awarding
Division for further details

AIMS FOUNDATION

AWARD: **NORWEST BANK SCHOLARSHIPS**
Awarding Division: Aims Foundation
Award Amount: Two \$125 scholarships
Application Deadline: May 1
Qualifications: Must be a graduating senior from Greeley West or
Central. Contact the Aims Foundation for further
details

AWARD: **FLORENCE WINOGRAD SCHOLARSHIP**
Awarding Division: Aims Foundation
Award Amount: Up to three \$1,600 scholarships
Application Deadline: May 1
Qualifications: Contact the Aims Foundation for further details

AWARD: **MARGARET HOUTCHENS SCHOLARSHIP**
Awarding Division: Aims Foundation
Award Amount: Up to \$300
Application Deadline: May 1
Qualifications: Contact the Aims Foundation for further details

AWARD: **ALLEN SCHOLARSHIPS**
Awarding Division: Aims Foundation
Award Amount: Minimum of two \$250 awards
Application Deadline: May 1
Qualifications: Must be a graduate of Windsor or Roosevelt High
Schools. Contact the Aims Foundation for further
details

AWARD: **WINOGRAD FOUNDATION SCHOLARSHIP**
Awarding Division: Aims Foundation
Award Amount: Two \$1,000 awards
Application Deadline: May 1
Qualifications: Contact the Aims Foundation for further details

AWARD: **DEBBIE LEVAN MEMORIAL STUDENT FUND**
Awarding Division: Aims Foundation
Award Amount: Varies
Application Deadline: Varies
Qualifications: Emergency fund for students. Contact the
Aims Foundation for further details

AWARD: **FREDA T. ROOF MEMORIAL SCHOLARSHIP**
Awarding Division: Aims Foundation
Award Amount: TBA
Application Deadline: May 1
Qualifications: Contact the Aims Foundation for further details

Revolving Book Fund

Available to students to purchase textbooks prior to receiving financial aid. All funds must be repaid. Contact the specific campus Financial Aid office or the Aims Foundation for further details.

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 the years 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 6583.

MISSION STATEMENT

"The Mission of the Aims Community College Foundation 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 contributions, 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



Roger Bates, President,
Aims Foundation

Pat Thomas, Vice President
Don Cummins, Secretary/Treasurer
Dave Adams
Sally Asmus
Dr. Bryan Ericson
Lucille Mantelli
Carol McDermott
Linda O'Shea

Evan Patterson
Ruth Slomer
Dorothy Stewart
Jerry Winters
Paulann Doane,
Executive Director

1997 ANNUAL CAMPAIGN CONTRIBUTORS AIMS COMMUNITY COLLEGE FOUNDATION

As of January 1, 1998

Trustees Cabinet

\$10,000+

Anonymous
Kodak Colorado Division
The Family, Friends and Estate of Darrel Schneider
Harold and Florence Winograd

Vanguard Fellowship

\$500 - \$999

Paul and Katherine Allen
The Family and Friends of Kirby Hart
The Family and Friends of Debbie LeVan
Richard and Barbara Maxfield

Anonymous
Ed and Peg Ashenbrenner
Babbitt Transportations Services/Randy and Peggy Babbitt
Marvin and Millie Bay
E.C. "Vera" Benavidez
Michael and Tami Breske
Donald and Dorothy Cummins
Sue Davisson
Robert and Paulann Doane
The Finest CD's and Tapes
Wes and Karen Goehring
Tom and Nona Gordon
Lucille Hartman
Jean A. Hoshiko
Hazel E. Johnson

President's Society - Bronze

\$1,000 - \$4,999

Harry and Sally Asmus
Roger and Anne Bates
Mr. and Mrs. Robert T. and Barbara O. Cavender
The Family and Friends of Sam Cooper
The Estate of Jacob J. Dill
Express Personnel Services
Jose' Fajardo
The Family and Friends of Gene Frederick
Samuel Gary
Growling Bear CO. (Inc.)/Kevin and Alma Shironaka
Hensel Phelps Foundation, Inc.
Margaret C. Houtchens
Mark and Mary Kendall
Rita and Jerry Kiefer
The Estate of Freda T. Roof
Carroll and Jean SoRelle
Pat and Scott Thomas
The Tointon Family Foundation

High Plains Club - \$100 - \$499

Dr. and Mrs. Robert L. Johnson
King Chamberlain Auto Group
King Soopers
Ralph and Jolene Kreidler
John E. Lee
Jim and Janet Listen
Tom and Barb Macgillivray
Ernest and Jean Martin
Miner and Miner Consulting Engineers, Inc.
Dr. Rober Mitchell
Harriet Monsees
Mark and Becky Olson
Don Plant
Sue and Gerhardt Platz
William L. and Gloria Shell
George and Georgia Sluyter

Dr. and Mrs. Douglas D. Smith
Rhoten and Barbara Smith
Raymond W. Storck
Donald and Miriam Summerson
Hiroshi and Yoshiye Tateyama
Val W. Taylor
James L. Tuggle
Sue Varvel
Larry Vosmera
Robert Waltman
Mr. and Mrs. Leslie V. Ward
Roy and Thelma Wehde
Gina West
Judy Whichard and Phil Dittberner
Bob and Dorothy Widlund
Lawrence Winograd and Janet Gines
Jerry and Nancy 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.

CENTER FOR PROFESSIONAL EXCELLENCE

The Center for Professional Excellence is new to Aims Community College as of Fall Quarter, 1997. The mission of the Center is to facilitate an environment and provide the resources necessary to develop, support, recognize, and reward excellence in the Aims Community College faculty and staff, and to work collaboratively with existing enrichment programs on campus. The primary responsibility of the Center is the creation and administration of the professional development program for all employees at the College.

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 staff meet the licensing requirements for their positions. The Center is accredited by the National Association for the Education of Young Children and maintains staff child ratios accordingly.

The Center is open from 7:30 a.m. to 5:30 p.m. Monday through Friday. Full day, half day up to 5 hours, 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 Professions Program. Student teachers work side by side with the lead teachers and their Early Childhood instructors in the center classrooms.

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. Child's 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

Aims Food Services provides a variety of offerings at the Aims campuses, which consist of a food vending service, a cash food service (Greeley only), and a catering service (primarily on the Greeley campus). These services are endorsed and supported by the Associated Students of Aims Community College, which is the representative body for students at Aims.

The Greeley campus has a cash food service known as Arty's Grill. This service offers breakfast and lunch menus consisting of grill

items, hot food specials, sandwiches, a variety of beverages, and snack items. Arty's Grill is open Monday through Thursday 7:30 a.m. to 6:30 p.m. and Friday from 7:30 a.m. to 5:00 p.m., during the fall, winter, and spring quarters when classes are in session. Summer quarter hours vary and are posted prior to the start of the quarter.

A catering service is offered to all those having meetings on campus and off campus. The primary users are on the Greeley campus, however, arrangements can be made to facilitate the West and South campuses if desired. A catering menu can be obtained by calling Ext. 6302.

A variety of food vending machines are available at various locations on all campuses. Each location has a contact person in the event a machine malfunctions. If there is a problem or the contact person cannot be reached, call Ext. 6358 (Greeley Campus) for assistance.

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.

General Information, cont.

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

A member of the Association of College and Research Libraries and Colorado Library Association, the Aims College Library, located on the second floor, South, of the College Center, provides Aims students a vast array of resources. Public access catalogs (PACs) furnish students the complete catalog of materials in the library itself, as well as the catalogs of all Colorado public college and university libraries. The Library also stores 654 bound periodicals, and nearly 65,000 microform editions of periodicals from the past two decades to the present year. Current issues of over 250 periodical titles are available in hard copy, and more than 300 titles are available in full-text, graphics, and image digital format, as well. Books and articles not owned or licensed by the Library and not available at UNC are provided to students at no charge through interlibrary loans.

The Aims Library Home Page (<http://www.aims.edu/VP/Library/default.htm>) provides students free access to periodical and reference databases for students on and off-campus, as well as the library catalogs mentioned above; library policies; and professionally reviewed WWW pages related to many of the courses and subjects taught at Aims. Students not in the Library can email reference questions and interlibrary loans from the home page. From the Research Assistance Web page, students can link to selected sites providing assistance in grammar, source evaluation techniques, online college and university writing centers, MLA and APA style documentation, and many more helpful references.

Aims students and employees check out materials by presenting their Aims Library card. Community users may also register an Aims College Library card by presenting a valid Colorado driver's license. Children under 16 must be registered under their parent's driver's license.

Students check out reserve materials assigned by their instructors at the Circulation Desk. Knowing the instructor's name and the exact title of the material ensures speedy service. Call 330-8008, ext. 6227 for further information.

Library hours appear every quarter in the front part of the Class Schedule. Handy phone numbers: Ext. 6227 for inquiries about renewals, questions about overdue materials, reserve materials; Ext. 6618 for reference questions; Ext. 6237 for the Director of Library Services. See the "Library Information" sheets available just inside the Library 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. Four microcomputers with CD-ROM have additional reference materials, such as world and U.S. atlases, almanac, encyclopedia, and a "book" of quotations. The Aims College Library

home page (<http://www.aims.edu/VP/Library/default.htm>) is fully accessible in the Resource Lab and all Web-accessible computers on campus. See the description, above, of the resources available through the home page.

LIBRARY - WEST CAMPUS

The 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. The Aims College Library home page (<http://www.aims.edu/VP/Library/default.htm>) is fully accessible in the Learning Resource Center and all Web-accessible computers on campus. See the description, above, of the resources available through the home page. 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 support 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 scripting, 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

General Information, cont.

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.

LEARNING, RESOURCE CENTER

This center is multipurpose in its approaches to academic support for all students and faculty. Posted hours are ample and may include evenings, plus Saturdays.

LABS: (Horizon Hall 301, ext 6541; 302, ext. 6715; South Campus, 352-4664; and West Campus, 667-4611, ext. 304).

*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 6388; South Campus, 352-4664; and West Campus 111, 667-4611, ext 313). TTY (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

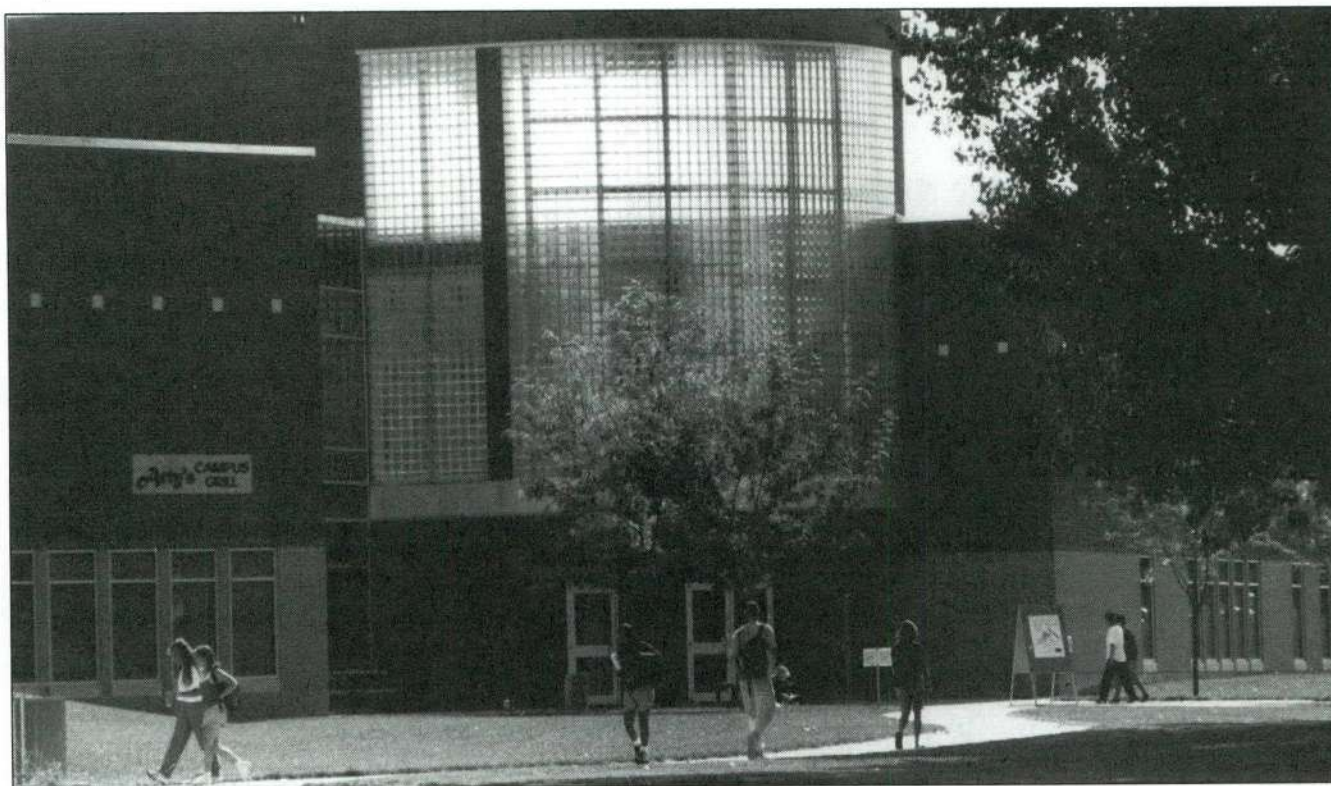
Readers

Writers

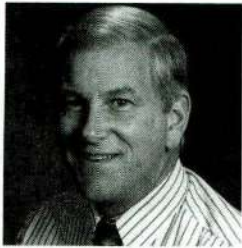
Any student with a disability requesting accommodations must contact Supplemental Services by the Returning Student Registration deadline for each upcoming quarter. A student needs a completed and signed Advising Registration Form plus a completed Request For Special Accommodations form to ensure accommodations 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. 6225).



Student Activities and Organizations



Ron Fay
Director

Location:
College Center

Telephone:
(970)330-8008, Ext. 6359

Office Supervisor:
Tonya Kral, Ext. 6225

Secretary:
Nickie Archibeque, Ext. 6450

Game Room/Computer Facility:
Cesar Zayas, Ext. 6575

Arty's Campus Grill:
College Center, Ext. 6302

Manager:
Bill Shafer, Ext. 6302

Catering Manager:
Linda Martin, Ext. 6302

Vending Service Hotline: Ext. 6358

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:

AECA -- Aims Early Childhood Association
AHS - Aims Honor Society
APRS - Aims Program Radiography Students
CCC - Campus Crusade for Christ
COSMOS - Aims Cosmetology
MECHA - Chicano Student Movement of Aztlan
NASA - Native American Student Association
PBL - Phi Beta Lambda
SIFE - Students in Free Enterprise
Sports Club
West Campus Mecha

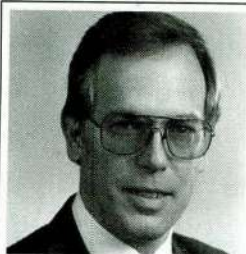
The programming board of the Associated Students is responsible for initiating activities to complement the educational aspect of college life. These activities encompass the social, cultural, and recreational needs of the students at Aims. The activities produced by this board include: Fall-in, Winter-fest, 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, tables, chairs, and a big screen television; a light recreation/game room with pool tables, video games, and pinball machines; and a copy center with a copy machine, computer, typewriter, and assembly area for documents or papers. This area also provides computers for student use, allowing them access to Office 95', The Internet, and E-mail. 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:

(970)330-8008, Ext. 6390

Associate Vice President:

Patricia McGuire, Ext. 6374

Assistant to Vice President:

Tracy Hume, Ext. 6327

Administrative Assistants:

Linda Krause, Ext. 6266

Susan Young, Ext. 6220

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.

Five academic units--Behavioral, Social, and Economic Sciences; Communications, Humanities, and Business; Mathematics/Natural and Applied Sciences; Technology; and Developmental Education--offer degrees and certificates designed for transfer to four-year institutions and/or placement into specific occupations. In addition, 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.

GENERAL EDUCATION

Graduates of Aims Community College Degree Programs are expected to:

- Think creatively and critically, use problem-solving skills, and locate, interpret, and analyze information.
- Communicate effectively, both as a sender and receiver of information.
- Apply quantitative reasoning skills.
- Select and use the appropriate technology.
- Recognize and understand issues of diversity among individuals and groups in our global society.
- Recognize and understand ethical issues and perspectives.

These competencies are integrated into specific courses within degree programs.

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 his 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 quarter hours of course work applicable to the degree program and completed prior to graduation must be Aims Community College courses.
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 his 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 quarter hours of course work applicable to the degree and completed prior to graduation must be Aims Community College courses.
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 Aims Community College courses.
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 55 credits 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, and the course must have been taken Fall, 1988 or later.

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 105	Introduction to Theatre Arts
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 flexible entry times, and permits the student to proceed at his or her own pace. Help is available on request. Consult the course description and the department offering the course 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
Total	96

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
Total Credits for A.A. Degree		15

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
PHI 111	Introduction to Philosophy	5
PHI 112	Ethics	5
PHI 113	Logic	5
THE 105	Introduction to Theatre Arts	5
THE 211	Development of Theatre I	5
THE 212	Development of Theatre II	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
Total Credits for A.A. Degree		15

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

Academic Affairs, cont.

MAT 125	Survey of Calculus	5
MAT 135	Introduction to Statistics	5
or		
BUS 226	Business Statistics*	6
MAT 190	Mathematics for the Liberal Arts*	5
MAT 201,	Calculus I	5
MAT 202	Calculus II	5
MAT 203	Calculus III	5

*BUS 226 and MAT 190 are each recognized as satisfying the Aims mathematics requirement for the A.A. degree. However, if no other mathematics core transfer course is taken, then the core stamp will not appear on the Aims transcript. These courses will transfer and satisfy graduation requirements at certain four-year schools for particular majors. Check with your advisor, the Aims Mathematics Department faculty or the Business advisors for additional information.

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, 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 103, MAT 105, MAT 110, SCI 230 and any courses numbered below 100.

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

PHYSICAL EDUCATION

A minimum of five credits of activity courses with prefixes of PEA, PEB, PED, and/or PEF are to be completed. Some subject areas have different course numbers for different levels of the same subject; however, courses of the same prefix and number cannot be repeated to meet this requirement. This requirement is intended to provide the student with adequate opportunity to be introduced to a variety of physical fitness and leisure time activities to round out his/her general education. Please note that PEF 140 fulfills 1/2 credit hour of this requirement and PEF 151 fulfills 1 credit of this requirement.

Veterans with documentation of service or students with a doctor's request for waiver may have their physical education requirement waived. Students who desire a physical education waiver must contact the registrar for approval. Students for whom this requirement has been waived must still meet the ninety-six credit hour requirement for the degree program.

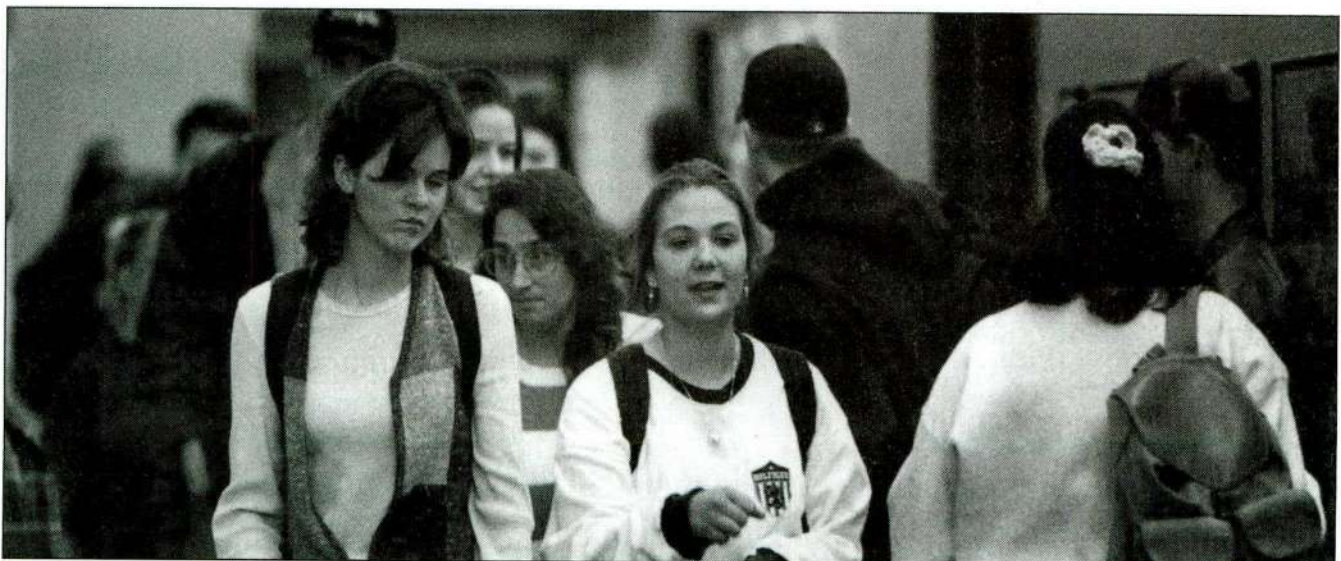
Total credits for A.A. Degree **5**

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 considered Occupational Education. Students should consult their advisors for help in choosing appropriate courses for their specific educational needs.

Total credits for A.A. Degree **31 credits or less***

(*Minimum of 96 credits needed to graduate)



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
Total	96

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
Total Credits for A.S. Degree		15

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
PHI 111	Introduction to Philosophy	5
PHI 112	Ethics	5

PHI 113	Logic	5
THE 105	Introduction to Theatre Arts	5
THE 211	Development of Theatre I	5
THE 212	Development of Theatre II	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

CREDITS

Select one of the following courses:		
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
Total Credits for A.S. Degree		15

PHYSICAL EDUCATION

A minimum of five credits of activity courses with prefixes of PEA, PEB, PED, and/or PEF are to be completed. Some subject areas have different course numbers for different levels of the same subject; however, courses of the same prefix and number cannot be repeated to meet this requirement. This requirement is intended to provide the student with adequate opportunity to be introduced to a variety of physical fitness and leisure time activities to round out his/her general education. Please note that PEF 140 fulfills 1/2 credit hour of this requirement and PEF 151 fulfills 1 credit of this requirement.

Veterans with documentation of service or students with a doctor's request for waiver may have their physical education requirement waived. Students who desire a physical education waiver must contact the registrar for approval. Students for whom this requirement has been waived must still meet the ninety-six credit hour requirement for the degree program.

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 and the appropriate Department Chair.

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, science and computer 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 103, MAT 105, MAT 110, 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
Total	96

Total Minimum Requirements: COMMUNICATIONS AND HUMANITIES

	CREDITS
Required Courses:	
ENG 121 English Composition I (see requirements in A.A. degree)	5
SPE 115 Principles of Speech Communication or	5
SPE 125 Interpersonal Communication or	5
SPE 215 Professional and Business Speaking	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 103, 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

A minimum of two credits of activity courses with prefixes of PEA, PEB, PED, and/or PEF are to be completed. Some subject areas have different course numbers for different levels of the same subject; however, courses of the same prefix and number cannot be repeated to meet this requirement. This requirement is intended to provide the student with adequate opportunity to be introduced to a variety of physical fitness and leisure time activities to round out his/her general education. Please note that PEF 140 fulfills 1/2 credit hour of this requirement and PEF 151 fulfills 1 credit of this requirement.

Veterans with documentation of service or students with a doctor's request for waiver may have their physical education requirement waived. Students who desire a physical education waiver must contact the registrar for approval. Students for whom this requirement has been waived must still meet the ninety-six credit hour requirement for the degree program.

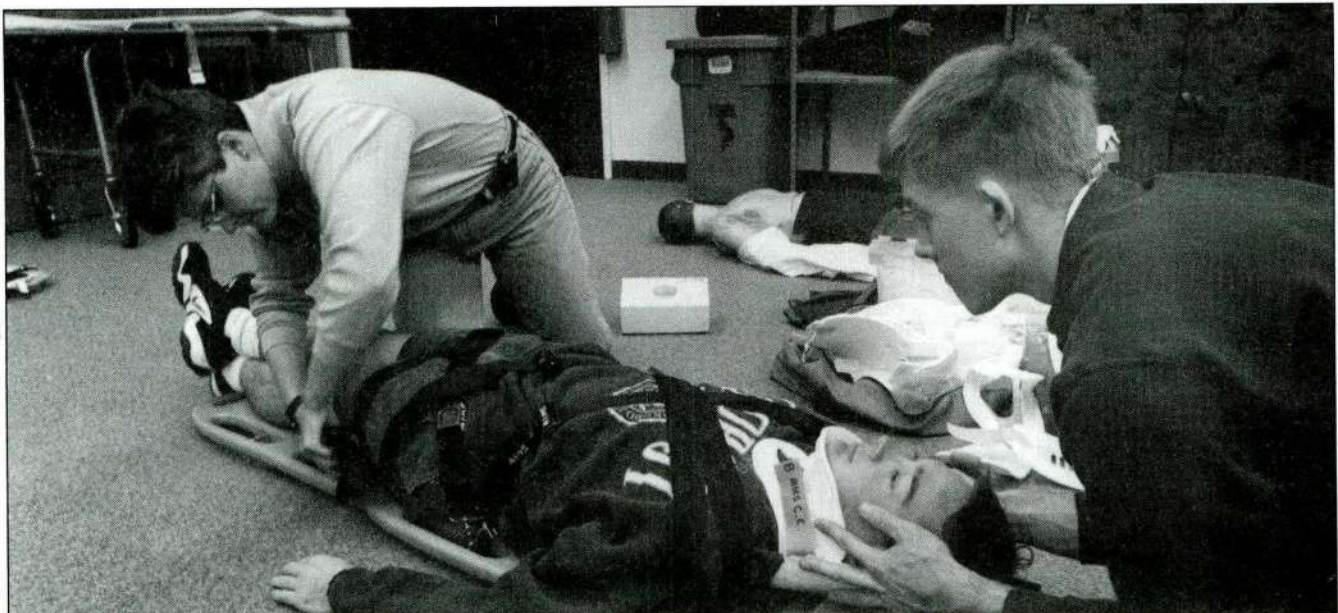
PROFESSIONAL COURSES 14

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. Souther
Academic Dean

Location:
Westview, 2nd floor, 690

Telephone: *Kristi Tegtmann*
(977)330-8008, Ext. 6208 *Senior Secretary*

Assistant to the Dean:
Cindy Donovan, Ext. 6454

Senior Secretary I:
Lori McEachron, Ext. 6233

ACCOUNTING DEPARTMENT

Location: Westview, Office 690 - (970)330-8008, Ext. 6208

Department Chair: Kerry Colton, Ext. 6215

Faculty: Betty Buxman, Ext. 6386
Marthanne Edwards, Ext. 6336
Ken Neet, Ext. 6384

Campus Chair, West Campus: Judy Stencil
Loveland, (970)667-4611, Ext. 316

Division Chair, South Campus: Ellen Joder, Ft. Lupton,
(970)352-4664, Ext. 311

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 - (970)330-8008, Ext. 6208

Department Chair: Roger DeWitt, Ext. 6238

Campus Chair, West Campus: Karin Chapman, Loveland,
(970)667-4611, Ext. 330

Division Chair, South Campus: Ron Courson, Ft. Lupton,
(970)352-4664, Ext. 305

CRIMINAL JUSTICE DEPARTMENT

Location: Emergency Services Academy, Room 903
(970)330-8008, Ext. 6269 *Rose*

Department Chair: Charles E. Myers II, Ext. 6451

Faculty: Susan Gearheart, Ext. 6560

Director, Peace Officer Academy: Charles E. Myers II, Ext. 6451

Associate Director, Peace Officer Academy:
Susan "MK" Beecher, Ext. 6313

Degrees offered:

- ✓ Criminal Justice (A.A.S. or A.A. degree)
- ✓ Peace Officer Academy (16 weeks or 3 quarter certificate)

GEOGRAPHY/ECONOMICS DEPARTMENT

Location: Westview, Office 690 - (970)330-8008, Ext. 6208

Department Chair: Dr. Michael Kelsey, Ext. 6393

Campus Chair, West Campus: Karin Chapman, Loveland,
(970)667-4611, Ext. 330

Campus Chair, South Campus: Ron Courson, Ft. Lupton,
(970)352-4664, Ext. 305

Degrees offered:

International Studies Emphasis	(two-year A.A. degree)
Geographic Information Systems (GIS)	(two-year A.A. degree)

FAMILY & LIFE EDUCATION

Carol Brantner

Location: Westview, Room 660 - (970)330-8008, Ext. 6214

Department Chair: Kathy Hamblin, Ext. 6501

Director, Monfort Early Childhood Education Center: Linda Neigherbauer, Ext. 6760

Coordinator Expectant Families: Kris Howard, (970)350-6944

Coordinator Parent & Professional Education:
Joan Hellerich, Ext. 6470

Faculty & Chair Early Childhood Professions:
Judy Gump, Ext. 6298

Faculty-Early Childhood Professions: Rebecca Ward, Ext. 6799

Secretary: Sue Lorge, Ext. 6567

Receptionist: Carol Brantner, Ext. 6214

Certificates and Degrees offered:

Early Childhood Professions	(one-year certificate)
Group Leader	(one-year certificate)
Director	(one-year certificate)
Infant/Toddler Care - includes Infant Nursery Supervisor Courses	(one-quarter certificate)
Great Beginnings - includes courses dealing with children who have special needs	(one-quarter certificate)
Early Childhood Professions	(two-year A.A.S. or A.G.S. degree)

HISTORY DEPARTMENT

Location: Westview, Office 690 - (970)330-8008, Ext. 6208

Department Chair: Jeff Reynolds, Ext. 6484

Campus Chair, West Campus: Karin Chapman, Loveland,
(970)667-4611, Ext. 330

Campus Chair, South Campus: Ron Courson, Ft. Lupton,
(970)352-4664, Ext. 6305

MARKETING/MANAGEMENT DEPARTMENT

Location: Westview, Office 690 - (970)330-8008, Ext. 6208

Department Chair: Claudia Stevens, Ext. 6362

Faculty: Maxine Christenson, Ext. 6255
Mary Webster, Ext. 6385

Campus Chair, West Campus: Judy Stencil, Loveland,
(970)667-4611, Ext. 316

Campus Chair, South Campus: Ellen Joder, Ft. Lupton,
(970)352-4664, Ext. 311

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

6295 Laura Willoughby

Location: Gym, Room 429 - (970)330-8008, Ext. 295

Department Chair: Sam Heen, Ext. 515

Campus Chair, West Campus: Karin Chapman, Loveland,
(970)667-4611, Ext. 330

Campus Chair, South Campus: Ron Courson, Ft. Lupton,
(970)352-4664, Ext. 305

POLITICAL SCIENCE DEPARTMENT

Location: Westview, Office 690 - (970)330-8008, Ext. 6208

Department Chair: Dr. Frank Gordon, Ext. 6314

Campus Chair, West Campus: Karin Chapman, Loveland,
(970)667-4611, Ext. 330

Campus Chair, South Campus: Ron Courson, Ft. Lupton,
(970)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 - (970)330-8008, Ext. 6208

Department Chair: Dr. Robert Shellenberger, Ext. 6346

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

Campus Chair, West Campus: Karin Chapman, Loveland,
(970)667-4611, Ext. 330

Faculty: Rita Clark

Campus Chair, South Campus: Ron Courson, Ft. Lupton,
(970)352-4664, Ext. 305

Degrees offered:

Colorado Alcohol and Drug Abuse Certification Programs:

Drug/Alcohol Counselor II (two-year A.G.S. 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 ADULT EDUCATION

Location: Westview, Room 662C - (970)330-8008, Ext. 6469

Program Director: Marilyn Gerbrandt

Exercise Coordinators: Marilyn Freier
Linda Ziegler

Secretary: Sue Lorge, Ext. 6567

Receptionist: Carol Brantner, Ext. 6214

Marilyn Gerbrandt

SOCIOLOGY DEPARTMENT

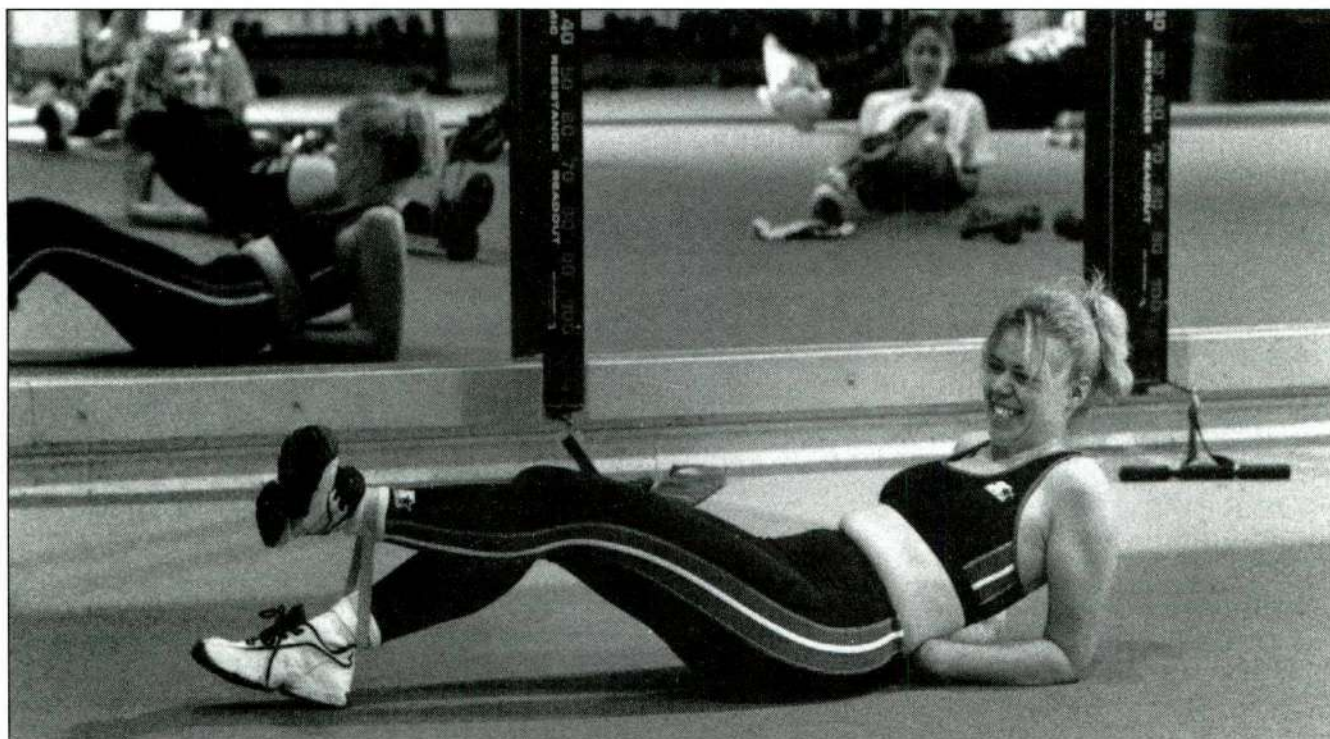
Location: Westview, Office 690 - (970)330-8008, Ext. 6208

Department Chair: Jerry Karst, Ext. 6317

Campus Chair, West Campus: Karin Chapman, Loveland,
(970)667-4611, Ext. 330

Campus Chair, South Campus: Ron Courson, Ft. Lupton,
(970)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 Excel Applications for Business	3
ACC 209 Spreadsheet Applications for Cost Accounting	3
ACC 211 Intermediate Accounting I	5
ACC 212 Intermediate Accounting II	5
ACC 215 Spreadsheet 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
BUS 216 Legal Environment of Business	5
Total credits from above courses	77

Select one from the following courses:

*CIS 116 Logic and Program Design	5
*CIS 118 Introduction to PC Applications	5
Total credits from above courses	5

Select one from the following courses:

*BUS 115 Introduction to Business	5
*BUS 165 Human Relations at Work	5
Total credits from above courses	5
Electives (selected with advisor's approval)	9
Total Credits for A.A.S. Degree	96

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 Excel 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

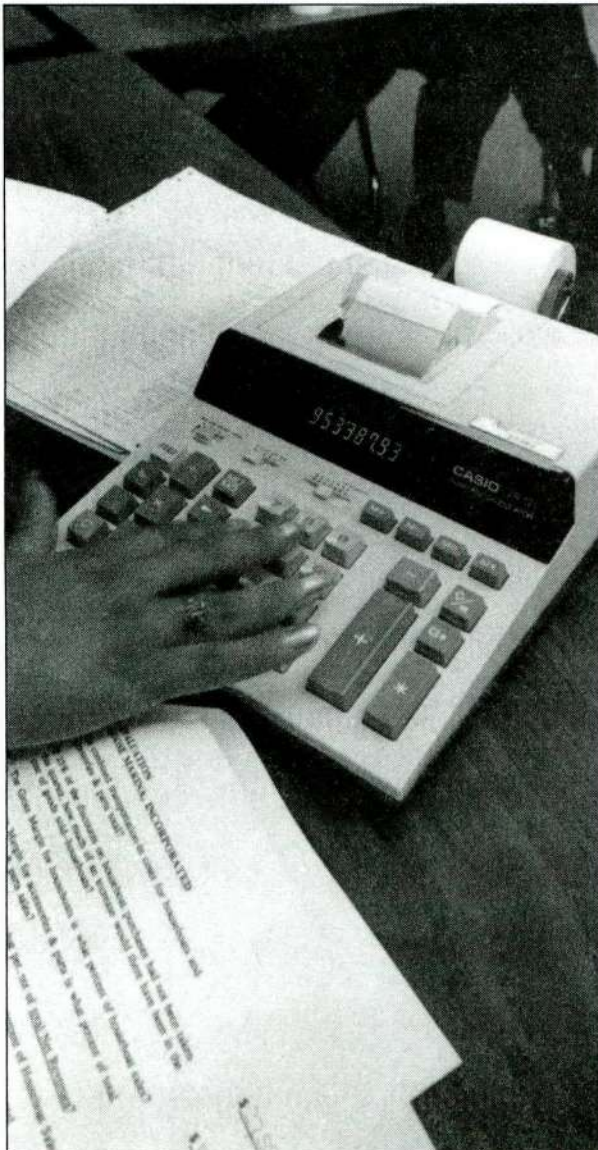
Certificate Requirements:	CREDITS
ACC 105 Payroll Accounting	3
ACC 121 Principles of Accounting I	5
ACC 122 Principles of Accounting II	5
ACC 123 Principles of Accounting III	5
ACC 196 Accounting Practicum	1
ACC 197 Computerized Practicum I	1
ACC 208 Excel Applications for Business	3
BTE 108 Ten-Key by Touch	1
BUS 142 Intermediate Communications	5
BUS 217 Business Communications and Report Writing	5
CIS 118 Introduction to PC Applications	5
MAT 110 Applied Business Mathematics	5
Total credits from above courses	44

Accounting Department, cont.

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

ACCOUNTING ADVISORY COMMITTEE

Thomas Dye, Controller Monfort, Inc.	David Sanchez, Owner Accounting Plus
Dr. John Elsea, Professor University of Northern Colorado	Vicki Sears, CPA Anderson & Whitney
Allen McConnell, Professor University of Northern Colorado	Marcia Siebring, CPA Kosmicki, Dollerhede & Co.
Judy Pippin, Adjunct Faculty Aims Community College	Bill Spinks, Accounting Manager State Farm Insurance



Criminal Justice Department

**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. 6269).

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

Recommended degree requirements for area of emphasis:

	CREDITS
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	
Electives*	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
Total Credits for Area of Emphasis	105

*Criminal Justice required courses are offered once per school year.

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 Patrol Supervisor Longmont Police Department
James Kenney Peace Officer Estes Park P.D.	Chief Paul Branham Greeley Police Department
	Dave Zobeck Weld County Probation Dept.

Criminal Justice Department

CRIMINAL JUSTICE

(Associate of Applied Science Degree)

(Chad Myers, Dept. Chair, Ext. 6451; Sue Beecher, Ext. 6313; Susan Gearheart, Ext. 6560)

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.

Course offerings: Criminal Justice required courses are offered once per school year.

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

Degree Requirements: 72

FRESHMAN LEVEL COURSES

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	Criminal Justice Research/Writing	5

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	OR	5
*BUS 142	Intermediate Communications		

ORAL COMMUNICATIONS

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

MATH

*MAT 100	Elementary Algebra	OR	5
*MAT 135	Introduction to Statistics		

COMPUTERS

*CIS 116	Logic and Program Design	OR	5
*CIS 118	Introduction to PC Applications	OR	
*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 288	Basic Therapeutic Skills		
*SOC 101	Introduction to Sociology I		

ELECTIVES

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/
LEGAL ASSISTANT**

(Associate of Arts Degree)

Advisors: See Criminal Justice Department.

An understanding of the law is important for the informed citizen in today's world. The Legal Assistant curriculum is designed to fulfill this purpose as well as to provide specialized training for those desiring it. Employment opportunities include research, legal technician, prelaw, law enforcement, government, business, and other fields where an understanding of the law and legal institutions is important.

Recommended degree requirements for area of emphasis:

	CREDITS
COMMUNICATIONS	15
See A.A. degree requirements	
HUMANITIES	15
PHI 112 Ethics	5
or	
PHI 113 Logic	5
BEHAVIORAL, SOCIAL, AND ECONOMIC SCIENCES	15
POS 111 American Government	5
<i>Consult with an advisor to determine which of these courses will apply to the AA degree "core" requirements and which will apply to "elective" requirements.</i>	
MATHEMATICS/NATURAL AND APPLIED SCIENCES	15
CIS 118 Introduction to Microcomputer Applications	5
PHYSICAL EDUCATION	5
See A.A. degree requirements	
Electives (select in consultation with CRJ Advisor)	31
CRJ 110 Introduction to Criminal Justice	5
CRJ 112 The Judicial Function	5
CRJ 113 The Correctional Function	5
CRJ 141 Criminal Justice Research and Writing	5
CRJ 201 Criminal Law	5
CRJ 202 Constitutional Law	5
CRJ 203 Criminal Procedure	5
CRJ 205 Civil Law	5
CRJ 249 Discretionary Justice/Ethics	5
CRJ 299 Intro to Legal Assistant	4
BUS 216 Legal Environment of Business	5
BUS 221 Business Law	5

(Some electives may not transfer to four year institutions)

PEACE OFFICER ACADEMY

Academy Director, Charles E. Myers II

Associate Academy Director, Sue Beecher, (970)330-8008, Ext. 6313/6269

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 (see above).

CERTIFICATE PROGRAM

	CREDITS
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
Total Credits	54.5

Q: Is there financial aid available for the Academy?

A: Contact Student Financial Assistance at extension 6548 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 (303)866-5380 (Denver).

GEOGRAPHIC INFORMATION SYSTEMS (GIS) EMPHASIS

(Associate of Arts Degree)

Geographic Information Systems (GIS) involves using computers/technology to answer geographic questions and solve geographic problems. This program is designed to introduce students to the application and analysis of spatial data in the natural and social sciences. The GIS program allows students an opportunity to become employed in careers with substantial growth as GIS professionals. This is due to the fact that the worldwide market for GIS is rapidly maturing. Governments and businesses must have highly trained knowledgeable information professionals. Any interest or questions may be directed to Dr. Mike Kelsey at (970)330-8008, Ext. 6393.

NOTE: Students are expected to be computer literate. An adequate background includes experience in standard software packages, e.g. Windows. CIS 118 provides the minimum skills for this program.

DEGREE PROGRAM	CREDITS
COMMUNICATIONS	15
See A.A. degree requirements	
HUMANITIES	15
See A.A. degree requirements	
BEHAVIORAL, SOCIAL, AND ECONOMIC SCIENCES	15
ECO 202 Principles of Microeconomics	5
GEO 105 World Geography	5
SOC 101 Introduction to Sociology I	5
PHYSICAL EDUCATION	5
See A.A. degree requirements	
MATHEMATICS/NATURAL AND APPLIED SCIENCES	18
GEY 111 Physical Geology	6
GEY 121 Historical Geology	6
MAT 121 College Algebra	6
EMPHASIS ELECTIVES	30
EAS 205 Introduction to Natural Resources	5
GEO 106 Human Geography	5
GEO 111 Physical Geography	5
GEO 125 Spatial Mapping Techniques	5
GEO 225 Geographic Information Systems (GIS) Applications	5
GEO 235 GIS Field Study/Internship	5
Total Credits for Area of Emphasis	98

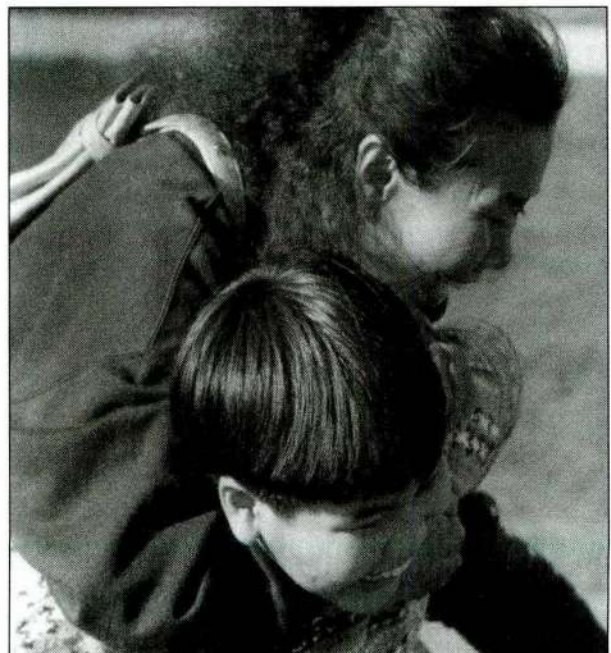
NOTE: Students who additionally complete ENT 105 Basic Field Survey and ENT 201 Computer Aided Drafting I, can enhance their potential for becoming employed in GIS related fields.

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 (970)330-8008, Ext. 6393.

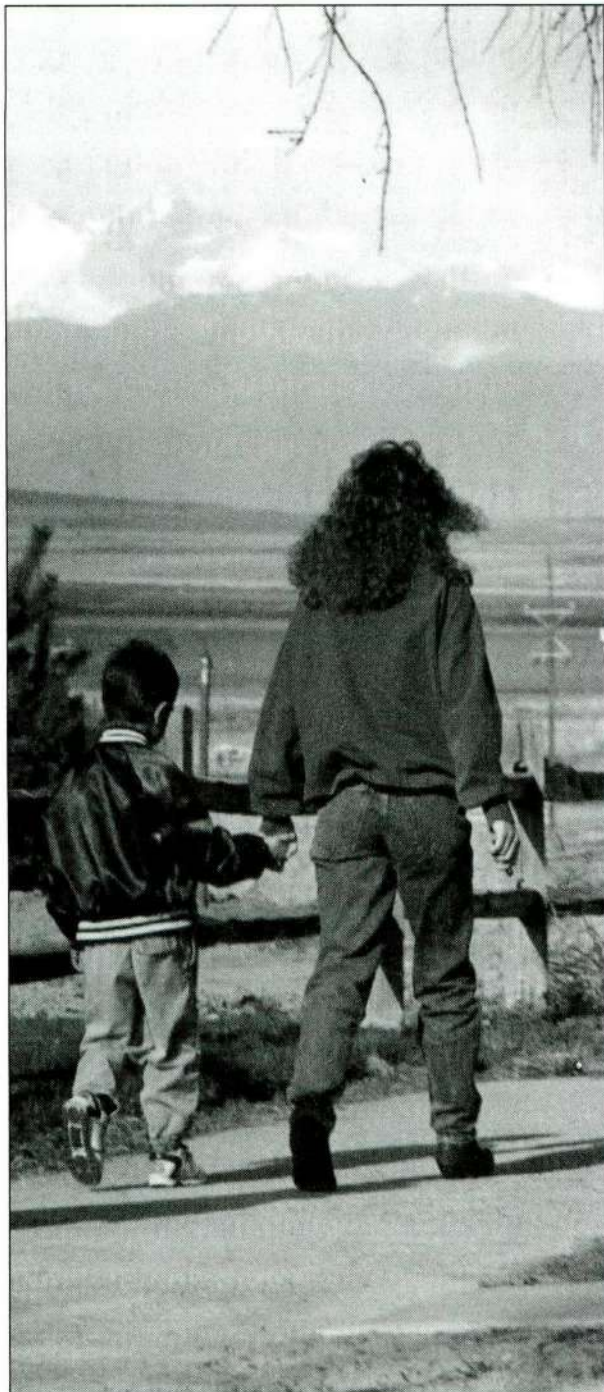
	CREDITS
COMMUNICATIONS	15
See A.A. degree requirements	
HUMANITIES	15
See A.A. degree requirements	
BEHAVIORAL, SOCIAL, AND ECONOMIC SCIENCES	15
ECO 201 Principles of Macroeconomics	5
GEO 105 World Geography	5
SOC 101 Introduction to Sociology I	5
PHYSICAL EDUCATION	5
See A.A. degree requirements	
MATHEMATICS/NATURAL AND APPLIED SCIENCES	15
See A.A. degree requirements	
ELECTIVE	35
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
Total Credits for Area of Emphasis	100



ELEMENTARY EDUCATION EMPHASIS

(Associate of Arts Degree)

The University of Northern Colorado recommends that students may follow any general education program that leads to the Associate of Arts Degree. At the end of the A.A. degree program, students should apply for admission of a Professional Teacher Education Program at UNC. Applications and information may be obtained in the School for the Study of Teaching and Teacher Education, McKee Hall, Room 216.



FAMILY AND LIFE EDUCATION

Donna Meier, J.D.
Academic Dean
Behavioral, Social &
Economic Sciences
Aims Community College

Kathy Hamblin, M.A.
Department Chair
Aims Community College
North Colorado Medical Center

Joan Hellerich, M.P.H. - Parent and Professional Education Coordinator
Expectant Families Coordinator
Judy Gump, M.A. - Early Childhood Professions Faculty and Chair
Rebecca Ward, M.S. - Early Childhood Profession Faculty
Linda Neigherbauer, M.A., Director, Monfort Early Childhood Education Center
Sue Lorge, A.A. - Secretary, Ext. 6567
Carol Brantner - Receptionist, Ext. 6214

SENIOR ADULT EDUCATION

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. Senior Education courses are applicable to degree and certificate programs.

Donna Meier, J.D.
Academic Dean
Behavioral, Social &
Economic Sciences
Aims Community College

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

Marilynn Freier, B.S., Physical Education Exercise Coordinator
Linda Ziegler, B.S., Physical Education Exercise Coordinator
Sue Lorge, Secretary, Ext. 6567
Carol Brantner, Receptionist, Ext. 6214

EARLY CHILDHOOD PROFESSIONS

CERTIFICATE PROGRAM EARLY CHILDHOOD PROFESSIONS

Program Length: Usually three quarters (49 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. The demand for quality child care has increased the number of career options in the exciting and rewarding field of Early Childhood.

The program is designed to prepare students for entry level positions as Group Leader, Assistant teacher or paraprofessional 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: During ECP 102 Introduction to ECP Lab Techniques, each student must submit a dated report of physical examination, dated report of satisfactory tuberculin test or chest x-ray,

Family & Life and Senior Adult Education Department, cont.

criminal record check, and Central Registry for Child Protection check as required by the Colorado Department of Human Services. Forms and information will be provided by program advisors.

Registration Requirement: All students must take Aims preassessment or show appropriate ACT or SAT scores or show evidence of previous successful college level work prior to registration. A program advisor's signature is required on course registration forms prior to registration. The advisors for the Early Childhood Professions area are: Judy Gump, Department Chair and Rebecca Ward, Associate Professor.

Certificate Requirements:		CREDITS
ECP 101	Introduction to Early Childhood Professions	3
ECP 102	Introduction to EC Lab Experiences	4
ECP 103	ECP Lab Experience II	7
ECP 104	ECP Lab Experience III	7
ECP 121	Health/Safety/Nutrition	3
ECP 148	Guidance Strategies for Children	3
ECP 151	Early Childhood Professional Leadership I	1
ECP 214	Language and Cognition for the Young Child	3
ECP 215	Creativity and the Young Child	3
ECP 238	Child Development	5
ENG 100	Composition Style and Technique	5
SPE 125	Interpersonal Communication	5
EDU 121	Skills Assessment I	1
EDU 221	Skills Assessment II	1
Total Credits for Certificate		51

GROUP LEADER CERTIFICATE

The Colorado Department of Human Services recognizes the following courses as meeting the academic requirements for Group Leader positions. Work experience is also required.

ECP 101	Introduction to Early Childhood Professions	3
ECP 102	Introduction to EC Lab Experiences	4
ECP 148	Guidance Strategies for Children	3
ECP 214	Language and Cognition for the Young Child or	3
ECP 215	Creativity and the Young Child	3
ECP 227	Curriculum Development: Methods/Techniques	3
ECP 238	Child Development	5
EDU 121	Skills Assessment I	1
EDU 221	Skills Assessment II	1

Total Credits for Certificate **23**

*While courses withing this certificate are available, the actual certificate cannot be awarded until CCOES approval is obtained. (Summer 1998)

CHILDCARE CENTER DIRECTOR CERTIFICATE

These courses satisfy Colorado Department of Human Services requirements for Director. Additionally, students need 1960 hours of verifiable work experience with children under 6 years.

ECP 101	Introduction to Early Childhood Professions	3
ECP 102	Introduction to EC Lab Experiences	4
ECP 148	Guidance Strategies for Children	3
ECP 214	Language and Cognition for the Young Child	3
ECP 215	Creativity and the Young Child	3
ECP 227	Curriculum Development: Methods/Techniques	3

Required Courses

ECP 238	Child Development	5
ECP 205	Nutrition and the Young Child	3

ECP 216	Administration: Human Relations for the Early Childhood Professions	3
ECP 226	Administration of Early Childhood Care and Education Programs	3
	Psychology Course	5
	Sociology Course	5
EDU 121	Skills Assessment I	1
EDU 221	Skills Assessment II	1

Total Credits for Certificate **39**

*While courses withing this certificate are available, the actual certificate cannot be awarded until CCOES approval is obtained. (Summer 1998)

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 90 clock hours of training and a practicum course. ECP 110 also satisfies Family Child Care provider requirements for caring for children under 2 years of age.

ECP 110	Introduction to Care of Infants and Toddlers	4
ECP 111	Infant and Toddler: Theory and Practice	5
ECP 112	Introduction to Infant/Toddler Lab Techniques	3

GREAT BEGINNINGS CERTIFICATE

This specialized one quarter certificate is for paraprofessionals who desire to work with infants, toddlers or young children with special needs.

ECP 210	First Start: Including Children With Disabilities	4
ECP 238	Child Development	5
ECP 296	Great Beginnings Practicum	4

*While courses withing this certificate are available, the actual certificate cannot be awarded until CCOES approval is obtained. (Summer 1998)

DEGREE PROGRAM

EARLY CHILDHOOD PROFESSIONS

Program Length: Usually six quarters for an Associate of Applied Science degree (101 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. Students have opportunities to specialize practicum courses for Infant/Toddler Care and or Children with Special Needs in the second year of their program. Work experience is required in addition to the courses listed.

Prerequisites: Same as for certificate program Early Childhood Professions.

Registration Requirement: All students must take Aims preassessment or show appropriate ACT or SAT scores or show evidence of previous successful college level work prior to registration. A program advisor's signature is required on course registration forms prior to registration. The advisors for the Early Childhood Professions area are: Judy Gump, Department Chair, and Rebecca Ward, Associate Professor.

Degree Requirements:		CREDITS
First Year		
ECP 101	Intro. to Early Childhood Professions	3
ECP 102	Introduction to EC Lab Experiences	4

Family & Life and Senior Adult Education Department, cont.

ECP 103	ECP Lab Experience II	7
ECP 104	ECP Lab Experience III	7
ECP 121	Health/Safety/Nutrition	3
ECP 148	Guidance Strategies for Children	3
ECP 151	Early Childhood Professional Leadership I	1
ECP 214	Language and Cognition for the Young Child	3
ECP 215	Creativity and the Young Child	3
ECP 238	Child Development	4
ENG 121	English Composition I	5
SPE 125	Interpersonal Communication	5
EDU 121	Skills Assessment 1	1
Total Credits for First Year		49

Second Year

Program Courses required:

ECP 202	ECP Lab Experience IV	7
ECP 205	Nutrition and the Young Child	3
ECP 210	First Start: Including Children With Disabilities	4
ECP 216	Administration: Human Relations for ECP	3
ECP 226	Administration of Early Childhood Care and Education Programs	3
ECP 227	Methods/Techniques: Curriculum Development	3

Options: Students choose two:

Preschool Track Option

ECP 204	Field Experience	5
---------	------------------	---

Infant/Toddler Track Option

ECP 110	Introduction to Care of Infants and Toddlers	4
ECP 112	Introduction to Infant/Toddler Lab Techniques	3

Special Needs Track Option

ECP 215	Great Beginnings Practicum	4
---------	----------------------------	---

General Education

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)
EDU 221	Skills Assessment II	1

Elective

Total Credits for Second Year **50**

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

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

Program Electives

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

EARLY CHILDHOOD PROFESSIONS

ADVISORY COMMITTEE

Terri Kellor, Director Family Educational Network of Weld County	Peggy Burdan, Director My Friends and Me Learning Center
Maurine Summers Retired Aims Faculty	Patricia Thomas, Former preschool director
Susan Krcmarik, Private Consultant Training Specialist	Mary Hamilton, McKee Children's Center and Discoveryland Child Care Center
Jon Lee Early Childhood Special Education Specialist	Jan Knutson Greeley Central High School Vocational Home Economics

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 Professions 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.

ECP COURSES FOR A.G.S. DEGREE

CREDITS

ECP 101	Introduction to Early Childhood Professions	3
ECP 102	Introduction to EC Lab Experiences	4
ECP 148	Guidance Techniques for Children	3
ECP 205	Nutrition and the Young Child	3
ECP 210	First Start: Including Children with Disabilities	4
ECP 214	Curriculum: Language and Cognition	3
ECP 215	Creativity & the Young Child	3
ECP 216	Administration: Human Relations for ECP	3
ECP 226	Administration of Early Childhood Care and Education Programs	3
ECP 238	Child Development	5

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 Associate Broker, Real Estate Independent Broker, and Real Estate Employing 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 Associate Broker, Independent, or Employing broker's license. Students who want to complete the real estate broker's license should consult with the real estate faculty advisor in the Behavioral, Social and Economic Sciences Division.

Students interested in a related program should see the Communications Media section of the catalog for information about the new Multimedia/Presentations Specialist Certificate. This integrated program was developed by Communications Media, General Business, and Marketing/Management to provide an opportunity for students to enhance their skills in delivering effective business and education information in multimedia and electronic formats.

Program Assessment: To provide the Marketing/Management student with the opportunity of pre and post program assessment it is recommended that they enroll in EDU 121 Skills Assessment I and EDU 221 Skills Assessment II. These two courses represent a total of two credit hours, which may be used as elective credits.

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)

		CREDITS
ACC 208	Excel 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 Interpersonal Relations	5
Total credits from above courses:		72
Select two courses from the following:		7-10
MAN 208	Small Business Management	5
MAN 236	Negotiations	5
MAN 291	Cooperative Work Experience	2-5
MAR 117	Retailing	5
Select one course from the following:		5
ACC 101	Fundamentals of Accounting I	5
ACC 121	Principles of Accounting I	5
Select one course from the following:		5
*MAT 110	Applied Business Mathematics	5
*MAT 100	Elementary Algebra	5
Select one from the following:		5
*CIS 118	Introduction to PC 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
Electives (selected with advisor's approval)		8
Total Credits for Degree Program		102-105

MARKETING DEGREE PROGRAM

(Associated of Applied Science Degree)

	CREDITS
ACC 208 Excel 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 Global Issues in Marketing/Management	3
*PSY 120 Psychology of Leadership and Interpersonal Relations	5
Total credits from above courses:	73
Select two courses from the following:	7-10
MAR 117 Retailing	5
MAN 208 Small Business Management	5
MAN 236 Negotiations	5
MAN 291 Cooperative Work Experience	2-5
Select one course from the following:	5
ACC 101 Fundamentals of Accounting I	5
ACC 121 Principles of Accounting I	5
Select one course from the following:	5
*MAT 110 Applied Business Mathematics	5
*MAT 100 Elementary Algebra	5
Select one from the following:	5
*CIS 118 Introduction to PC 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
Electives (selected with advisor's approval)	7
Total Credits for Degree Program	102-105

MARKETING/MANAGEMENT CERTIFICATE PROGRAM

	CREDITS
Certificate Requirements:	46
PSY 120 Psychology of Leadership and Interpersonal Relations	5
BUS 217 Business Communications and Report Writing	5
CIS 118 Introduction to PC 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
Electives (selected with advisor approval)	5
Total Credits for Certificate	51

REAL ESTATE

Courses offered for the Colorado Real Estate Associate Brokers License:

MAR 256 Real Estate Closing and Trust Accounts	4
MAR 257 Real Estate Practice and Law	6
MAR 258 Colorado Real Estate Law and Colorado Real Estate Contracts	6
MAR 264 Real Estate Current Legal Issues	1
MAR 269 Real Estate Practical Applications	4

Courses offered for the Independent and Employing Broker license:

MAR 273 Real Estate Broker Transitions	3
MAR 257 Real Estate Brokerage Administration	3



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

Debra Bell-Baker Program Director of Advising Aims Community College	Steve Noe Duroclean Services
--	---------------------------------

Russel Disberger Corporate Education Training Center Aims Community College	Linda Story Advertising Manager Greeley Tribune
---	---

Bill English English/Burns L.L.C.	Kathy Taylor Union Colony Bank
--------------------------------------	-----------------------------------

Multimedia is a rapidly evolving technology that combines sound, text, graphics animation and full-motion video. Multimedia is the foundation to deliver effective business and education information for the Internet, multimedia products, and business presentations. A student enrolled in the **certificate program** will focus on the multimedia skill components for presentations with the opportunity to continue towards a multimedia degree completion. See "Communications Media Department" in catalog for certificate requirements.

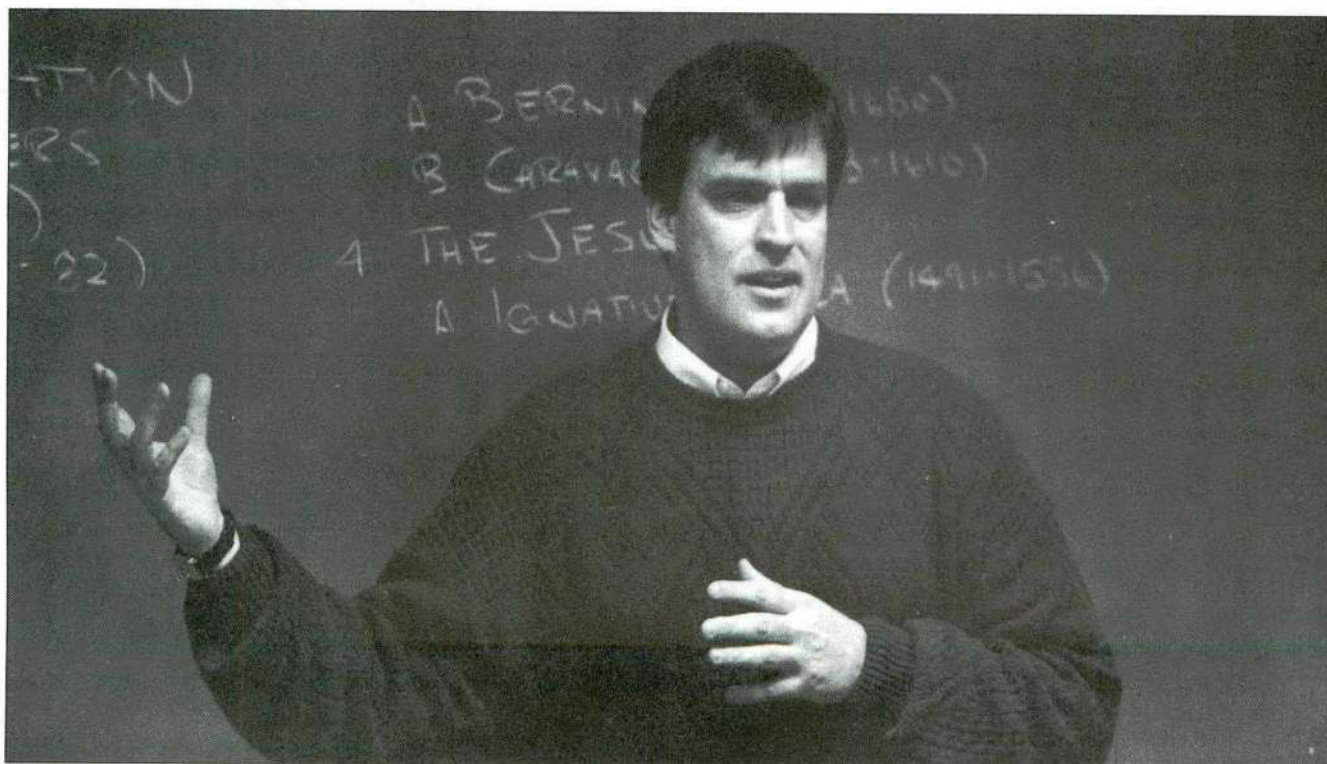
POLITICAL SCIENCE EMPHASIS

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



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.

COLORADO ALCOHOL AND DRUG ABUSE PROGRAM: COUNSELOR I

PROGRAM DESCRIPTION:

Completion of classes 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 I.

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 Rita Clark (Loveland Campus), Ron Courson (Fort Lupton Campus), and Robert Shellenberger (Greeley Campus).

COUNSELOR I REQUIREMENTS		CREDITS
CSL 245	Professional Ethics	2
CSL 255	Counseling and HIV/AIDS	2
CSL 287	Client Records Management	3
CSL 288	Basic Therapeutic Skills	4
CSL 289	Counseling and Diverse Treatment Populations	2-3
PLUS		

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



Psychology Department

COLORADO ALCOHOL AND DRUG ABUSE PROGRAM: COUNSELOR II

The following program is for students who wish to upgrade Counselor I to Counselor II.

Required Courses	CREDITS
CSL 256 Pharmacology for Counselors	2-3
PSY 217 Group Counseling	5
PSY 219 Resistant Client	2-3
PSY 249 Abnormal Psychology	3-5
Electives Credits (Choose from the following courses)	5
CSL 247 Family Dynamics of Substance Abuse	3-5
PSY 138 Biofeedback and Stress Management	4-5
PSY 229 Introduction to Addictive Behaviors	5
PSY 256 Domestic Violence Counseling	4-5
PSY 261 Theory & Practice of Counseling	5
PSY 278 Psychology of Criminal Behavior PLUS	3

3,000 hours of field experience in state-approved treatment centers.

Psychology Department

COLORADO ALCOHOL AND DRUG ABUSE PROGRAM: COUNSELOR I and II Degree Program

(Associates of General Studies Degree)

The following program is for students who wish to receive the AGS Degree while working for alcohol and drug abuse certification.

	CREDITS
COMMUNICATIONS & HUMANITIES	10
SPE 125 Interpersonal Communication	5
ENG 121 English Composition I	5
HUMANITIES	5
Choose one class listed in the current catalog for the A.A. degree	
BEHAVIORAL, SOCIAL, AND ECONOMIC SCIENCES	10
PSY 101 General Psychology	5
PSY 261 Theory & Practice of Counseling	5
PHYSICAL EDUCATION	2
Select any combination of classes with the following prefixes: PEA, PEB, PED, PEF.	
MATHEMATICS, SCIENCE AND COMPUTER	10
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 (except MAT 101, 110)	



PROFESSIONAL COURSES	14
CSL 245 Professional Ethics	2
CSL 247 Family Dynamics of Substance Abuse	3
CSL 255 Counseling and HIV/AIDS	2
CSL 287 Client Records Management	3
CSL 288 Basic Therapeutic Skills	4
Electives Credits (choose 30 credit hours from the following courses)	45
EMS 103 Healthcare Provider CPR	.5
EMS 107 First Aid	.5
CSL 109 Introduction to Career Planning	3
CSL 111 Basic Human Potential	3
CSL 112 Advanced Human Potential	3
CSL 246 Pharmacology for Counselors	2
CSL 289 Counseling and Diverse Treatment Populations	2-3
PSY 138 Biofeedback and Stress Management	4-5
PSY 217 Group Counseling	5
PSY 219 Resistant Client	3
PSY 227 Death and Dying	3
PSY 229 Introduction to Addictive Behaviors	5
PSY 249 Abnormal Psychology	5
PSY 256 Domestic Violence Counseling	4
PSY 278 Psychology of Criminal Behavior	5
Choose 15 additional credit hours with prefixes other than CSL or PSY.	
Total Credits for the AGS Degree	96

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:

	CREDITS
COMMUNICATIONS	15
See A.A. degree requirements	
HUMANITIES	15
See A.A. degree requirements	
MATHEMATICS/NATURAL AND APPLIED SCIENCES	15
MAT 135 Introduction to Statistics	5
BIO 120 Basic Human Anatomy & Physiology	5
See A.A. degree requirements	5
PHYSICAL EDUCATION	5
See A.A. degree requirements	
BEHAVIORAL, SOCIAL, AND ECONOMIC SCIENCES	15
PSY 101 General Psychology I	5
See A.A. degree requirements	
Electives	25
PSY 102 General Psychology II	5
PSY 235 Developmental Psychology	5
PSY 138 Biofeedback & Stress Management	4-5
PSY 249 Abnormal Psychology	5
PSY 261 Theory and Practice of Counseling	5
Take six additional credits of your choice	6
Total credits for Area of Emphasis	96-97



**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.

	CREDITS
COMMUNICATIONS & HUMANITIES	15
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
BEHAVIORAL, SOCIAL, AND ECONOMIC SCIENCES	10
PSY 101 General Psychology I	5
ECO 201 Principles of Macroeconomics	5
PHYSICAL EDUCATION	2
Any combination of classes listed in the current catalog for the A.A. degree	
MATHEMATICS/NATURAL AND APPLIED SCIENCES	10
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)	
PROFESSIONAL COURSES	15
MAN 207 Human Resource Management	5
MAN 236 Negotiations	5
Select any combination of professional courses with the following prefixes as listed in the current catalog: BUS, CSC, CIS, HLH, ECP, CSL, MAN, MAR	5
ELECTIVE COURSES	44-48
PSY 120 Psychology of Leadership & Interpersonal Relations	5
PSY 261 Theory and Practice of Counseling	5
CSL 109 Introduction to Career Planning	3
MAN 235 Organizational Behavior	5
OR	
PSY 206 Organizational Psychology	5
Select additional classes	16-27
CSL 267 Field Experience	3-10
Total Credits for the A.G.S. degree with Emphasis	96-100

**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.

	CREDITS
COMMUNICATIONS	15
See A.A. degree requirements	
HUMANITIES	15
See A.A. degree requirements	
BEHAVIORAL, SOCIAL, AND ECONOMIC SCIENCES	15
PSY 101 General Psychology I	5
ECO 201 Principles of Macroeconomics	5
See A.A. degree requirements	5
PHYSICAL EDUCATION	5
Any combination of classes listed in the current catalog for the A.A. degree	
MATHEMATICS/NATURAL AND APPLIED SCIENCES	15
See A.A. degree requirements	
PROFESSIONAL & ELECTIVE COURSES	31-35
MAN 207 Human Resource Management	5
PSY 120 Psychology of Leadership & Interpersonal Relations	5
PSY 261 Theory and Practice of Counseling	5
MAN 235 Organizational Behavior	5
OR	
PSY 206 Organizational Psychology	5
MAN 236 Negotiations	5
CSL 267 Field Experience	3-10
Total Credits for the A.A. degree with Emphasis	96-100

Communications, Humanities, and Business Division



Susan Cribelli
Academic Dean

Division Office Location:
Westview, Room 652

Telephone:
(970)330-8008, Ext. 6244

Assistant to the Dean:
Gale Emerick, Ext. 6539

Secretaries:
Linette Guy, Ext. 6244
Ruth Mohrlang, Ext. 6265
Veronica Loya, Ext. 6244

Business Lab:
Westview, Rooms 606/618,
Ext. 6428/6338

Writing Center:
Horizon Hall, Room 305
Ext. 6328

COMMUNICATIONS/MEDIA DEPARTMENT

Location: General Services, Room 260 - (970)330-8008, Ext. 6256

Department Chair: Kenneth Sauer, Ext. 6207

Faculty: James Crandall, Ext. 6845

ENGLISH DEPARTMENT

Location: Westview, Room 652 - 330-8008, Ext. 6244

Department Chair: Dr. Russ Ward, Ext. 6468

Writing Center Supervisor: John Jordan, Horizon Hall, Ext. 6328

Faculty: Don Butler, Ext. 6370
Jeanette Crooks, Ext. 6507
Chuck Fisher, Ext. 6520
Holly Hartwick, Ext. 6426
Anne Norris, Ext. 6260

Campus Chair, Communications & Humanities, South Campus:
Dr. Keith Reierstad, (970)352-4664, Ext. 310

Campus Chair, Communications & Humanities, West Campus:
Michael Ort, (970)667-4611, Ext. 315

Assistant English Chair, West Campus: Evan Oakley,
(970)667-4611, Ext. 332

FOREIGN LANGUAGES DEPARTMENT

Location: Westview, Room 652 - 330-8008, Ext. 6244

Department Chair: Ralph Tarnasky, Ext. 6543

Faculty: Jane Chambers, Ext. 6245

GENERAL BUSINESS DEPARTMENT

Location: Westview, Room 652 - 330-8008, Ext. 6244

Department Chair: Paul Martin, Ext. 6216

Assistant Department Chair: Judy Leusink, Ext. 6250

Assistant Department Chair: Sue Musil, Ext. 6505

Business Lab Supervisor: John Jordan, Westview, Ext. 6338

Faculty: Ann Aron, Ext. 6240
Jerry Goddard, Ext. 6253
Trudi Manuel, Ext. 6425

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

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

HUMANITIES DEPARTMENT

Location: Westview, Room 652 - (970)330-8008, Ext. 6244

Department Chair: Nancy Martz, Ext. 6234

Faculty: Jeanette Crooks, Ext. 6507
Tony Park, Ext. 6235

Campus Chair, Communications & Humanities, South Campus:
Dr. Keith Reierstad, (970)352-4664, Ext. 310

Campus Chair, Communications & Humanities, West Campus:
Michael Ort, (970)667-4611, Ext. 315

SPEECH DEPARTMENT

Location: Westview, Room 652 - (970)330-8008, Ext. 6244

Department Chair: Alysyan Broda, Ext. 6246

Faculty: Nancy Roy, Ext. 6447

VISUAL AND PERFORMING ARTS DEPARTMENT

Location: Ed Beaty Hall, Room 521 - (970)330-8008, Ext. 6259

Department Chair, Visual Arts: Tedd Runge, Ext. 6287

Department Chair, Music/Theatre: June Schock, Ext. 6357

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:	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 is 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. In the Office Technology major, the student may select one of three options or may select the one-year certificate program. In the Communications

Communications, Humanities, and Business Division, cont.

Media major, students may select one of four options. In the Multimedia/Presentations Specialist major, students may select either the certificate or the degree 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 Transfer curriculum and elective requirements without a concentration of courses in one emphasis.

The following options, certificates, and emphases are offered through this division:

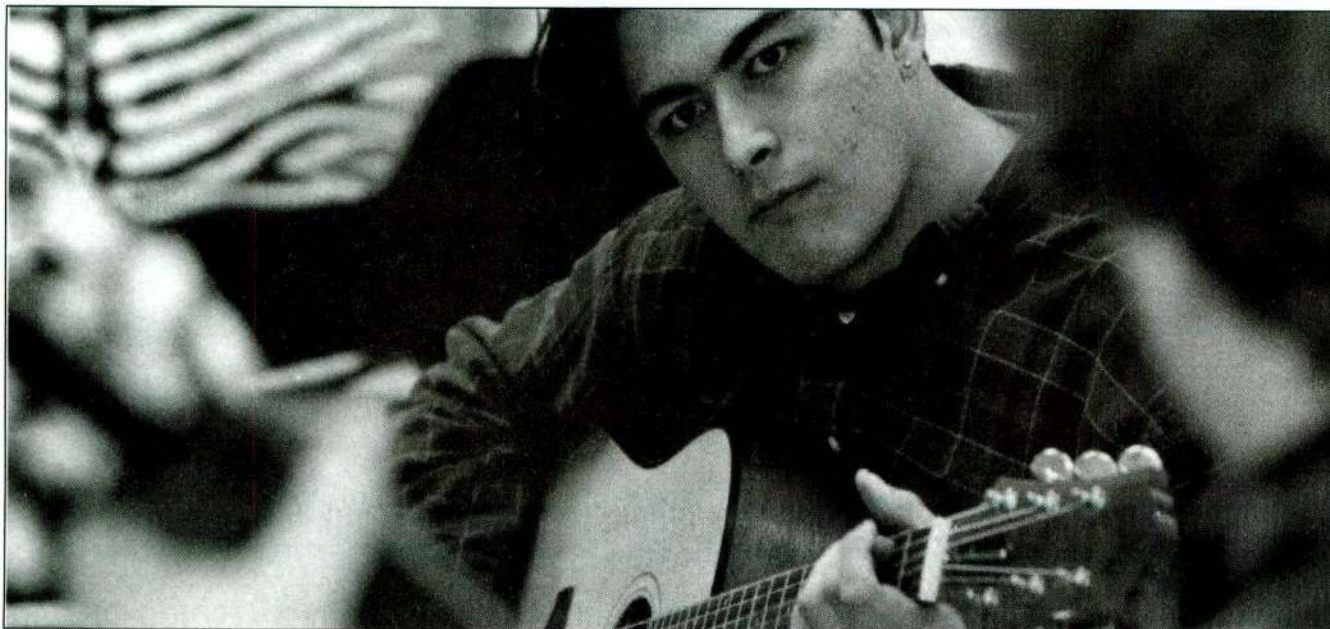
Communications Media Emphasis	(two-year A.A. degree)
Communications Media	(two-year A.A.S. degree)
Radio/Audio Option	
Television/Digital Video Option	
Educational Technology Option	
Broadcast Writing Option	
Office Technology	(two-year A.A.S. degree)
Administrative Support Option	
Legal Office Option	
Medical Office Option	
Office Technology	(one-year certificate)
Multimedia/Presentations Arts	(two-year A.A.S. degree)
Multimedia/Presentations Specialist	(one-year certificate)
Mortgage Banking Emphasis	(two-year A.A. degree)
Business Transfer Emphasis	(two-year A.A. degree)
Literature Emphasis	(two-year A.A. degree)
Philosophy 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 an instructional support lab for all business classes. Lab facilities are available to Aims students and employees free of charge, and are staffed by professional business personnel. The lab is geared to business majors or any students who need assistance with their business course work. The lab also provides

an open atmosphere in which to study. The lab is equipped with IBM-PC computers which are available on a first-come, first-serve basis for students needing a computer to complete their course work. The lab provides instructional media, office equipment, and reference materials to aid students with their business course assignments. If they need assistance with either the computers, software, or their course work, qualified staff are available at all times to give one-on-one help. The lab also offers a number of independent study courses in word usage, keyboarding, proofreading, business math, and computer instruction; several bookkeeping practicums are offered as well.

The **Business Technology Centers (BTC)**, South Campus, Room 109, and West Campus, Room 107, are designed to provide flexible scheduling for students interested in taking selected business courses. The "for credit" courses offered through the centers are designed as open entry (students can start at any time during the quarter) and defined exit (students complete course requirements in 50 Aims class days, the same amount of time allotted for regularly scheduled courses.) Credentialed business teachers are available during open BTC times to orient students to course requirements, to answer students' questions, to assist students with course work, and to administer tests. Morning, afternoon, and evening hours are available during the regular term. Weekend hours are scheduled on an as-needed basis.

The **Writing Center**, Horizon Hall, Room 305 and 314, is a walk-in writing resource center and Macintosh computer lab. Any Aims student, not only students enrolled in composition, can take advantage of the lab's free services. The Writing Center is equipped with 35 Macintosh computers on which students may complete their writing assignments or other course work. The Writing Center staff are all trained English teachers who can provide one-on-one assistance with composition. A number of resources are available to students, including grammar software, writing handouts, instructional CD-ROMs, and reference materials. Free Macintosh training is also offered through the lab. Students can get assistance with either the computers, software, or their writing from the qualified staff. The lab also provides a quiet atmosphere in which to study.



BUSINESS PROGRAMS

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, a Multimedia/Presentations one-year certificate, a two-year A.A. degree with Mortgage Banking Emphasis, 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.

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



OFFICE TECHNOLOGY

ADVISORS: Ann Aron, Jerry F. Goddard, Judy Leusink, Paul Martin, Trudi Manuel, Susan Musil - Greeley Campus
Ellen Joder - South Campus
Judy Stencel - 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	Excel 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	3
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 206	Introduction to Business Telecommunications	3
*BUS 217	Business Communications and Report Writing	5
BUS 256	Desktop Publishing	2
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 112	Introduction to Windows: Windows 95 or NT	3
CIS 118	Introduction to PC Applications	5
Total credits from above courses		69-71

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

Business Department, cont.

BUS 241	Integrated Office Procedures	4
Total credits from above courses		21

Electives Select 6-7 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	Beginning 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 296	Business Honors	3
CIS 110	Introduction to PC Operating Systems: DOS	3
CIS 112	Introduction to Windows: Windows 95 or NT	3
*CIS 118	Introduction to PC Applications	5
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
Total credits for A.A.S. Degree		96

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 196	Computerized Bookkeeping Practicum	1
BUS 211	Legal Office Procedures	5
BUS 212	Career Legal Secretary	5
*BUS 216	Legal Environment of Business	5
Total credits from above courses		29
Electives (selected with advisor approval)		1
Total Credits for A.A.S. Degree		99

OFFICE TECHNOLOGY MEDICAL OFFICE OPTION

Additional Degree Requirements:		CREDITS
*BIO 120	Basic Human Anatomy and Physiology	5
*BUS 115	Introduction to Business	5
BUS 197	Combined Bookkeeping Practicum	3
BUS 204	Machine Transcription	4
BUS 245	Medical Machine Transcription	4
BUS 246	Medical Office Procedures I	4

HLH 131	Medical Terminology	4
Total Credits from above courses		29

Recommended Electives

BUS 107	Office Procedures	5
BUS 247	Medical Office Procedures II	3
EMS 101	Heartsaver CPR	.5
PSY 101	General Psychology I	5
Total credits from above courses:		5
Total Credits for A.A.S. Degree		103

OFFICE TECHNOLOGY CERTIFICATE PROGRAM

(Occupational Certificate)

Certificate Requirements:		CREDITS
BTE 102	Basic Keyboarding Applications	4
BTE 108	Ten-Key by Touch	1
BTE 151	Word Processing I (WordPerfect)	4
(or BUS 181 and 182 with program advisor approval)		
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
Total credits from above courses		44

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	Excel Applications for Business	3
BTE 100	Touch Keyboarding	4
BUS 101	Speed and Accuracy I	4
BUS 111	Multimedia Business Presentation I	3
BUS 112	Multimedia Business Presentation II	3
*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	Beginning 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	3
BUS 255	Advanced Word Processing	2

BUS 256	Desktop Publishing	2
BUS 291	Office Internship: Office/Legal/Medical	3
CIS 110	Introduction to PC Operating Systems: DOS	3
*CIS 118	Introduction to PC Applications	5
Total credits from above courses		7
Total Credits for Certificate		51

OFFICE TECHNOLOGY ADVISORY COMMITTEE

Sally Asmus	Bob Hayes
Botec Manufacturing	Farr Feeders
Judy Boker	Pam Ingmire
William L. Crosier, Attorney	Hewlett Packard
Joyce Geiger	Carol McDermott
Windsor High School	
Anna Marie Giese	Linnette Noffsinger
University of Northern Colorado	

Students interested in a related program should see the Communications Media section of the catalog for information about the new Multimedia/Presentations Specialist Certificate. This integrated program was developed by Communications Media, General Business, and Marketing/Management to provide an opportunity for students to enhance their skills in delivering effective business and education information in multimedia and electronic formats.



Business Department

MORTGAGE BANKING EMPHASIS

(Associate of Arts Degree)

ADVISORS: Paul Martin

The Associate of Arts degree program with an emphasis in Mortgage Banking is designed for persons interested in gaining skills and knowledge in the mortgage banking field. It is also designed to empower employees in the mortgage banking field with the knowledge necessary to assist them in an increasingly competitive global marketplace. Program emphasis is placed on concepts and applications that have daily impact on the mortgage banking field.

Mortgage Banking (30 credits)	CREDITS
Required Electives	15
(These courses must be completed prior to taking any of the following electives: BUS 258, 259, 260, 261, 262, 263, 264, 265, 266)	
BUS 158 Real Estate Law for Mortgage Bankers	5
BUS 159 Introduction to Mortgage Banking	5
BUS 160 Regulatory Compliance	5

Electives: (Select at least 15 credits from the following)	
BUS 258 Mortgage Loan Underwriting	4
BUS 259 Intro to Residential Mortgage Loan Administration	4
BUS 260 Residential Secondary Mortgage Market	4
BUS 261 Quality Control in Mortgage	4
BUS 262 Mortgage Loan Origination	4
BUS 263 Processing Government Loans	4
BUS 264 Conventional Loan Processing	4
BUS 265 Closing the Loan	4
BUS 266 Introduction to Commercial Real Estate Finance For Mortgage Bankers	4
ENG 135 Developing a Portfolio	2

COMMUNICATIONS	15
ENG 121 English Composition I	5
ENG 122 English Composition II	5

Select one from the following courses:	
BUS 217 Business Communications & Report Writing	5
SPE 115 Principles of Speech Communications	5

HUMANITIES	15
See A.A. degree requirements	

BEHAVIORAL, SOCIAL AND ECONOMIC SCIENCES	15
Select one from the following courses:	
PSY 101 General Psychology I	5
SOC 101 Introduction to Sociology I	5

Select two from the following courses (two different course prefixes)	
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	16
MAT 111 Mathematics for Mortgage Bankers	5
CIS 118 Introduction to PC Applications	5

Select one from the following courses	
MAT 121 College Algebra	6
BUS 226 Business Statistics	6
Total Credits for A.A. Degree	96

Business Department

BUSINESS TRANSFER EMPHASIS

(Associate of Arts Degree)

ADVISORS: Alysyan Broda, Chuck Fisher, Jerry Goddard, Holly Hartwick, John Jordan, Nancy Roy - Greeley Campus
Keith Reierstad - South Campus
Michael Ort, Evan Oakley - 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

SEE ADVISOR

Select electives based on transfer institution requirements.
(Some of these courses may also fulfill core requirements.)

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 PC Applications	5
ECO 201	Principles of Macroeconomics	5
ECO 202	Principles of Microeconomics	5
GEO 105	Geography	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
SOC 101	Introduction to Sociology I	5

Select one of the following recommended 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

See A.A. degree requirements

15

HUMANITIES

See A.A. degree requirements

15

BEHAVIORAL, SOCIAL, AND ECONOMIC SCIENCES

See advisor for requirements

15

PHYSICAL EDUCATION

See A.A. degree requirements

5

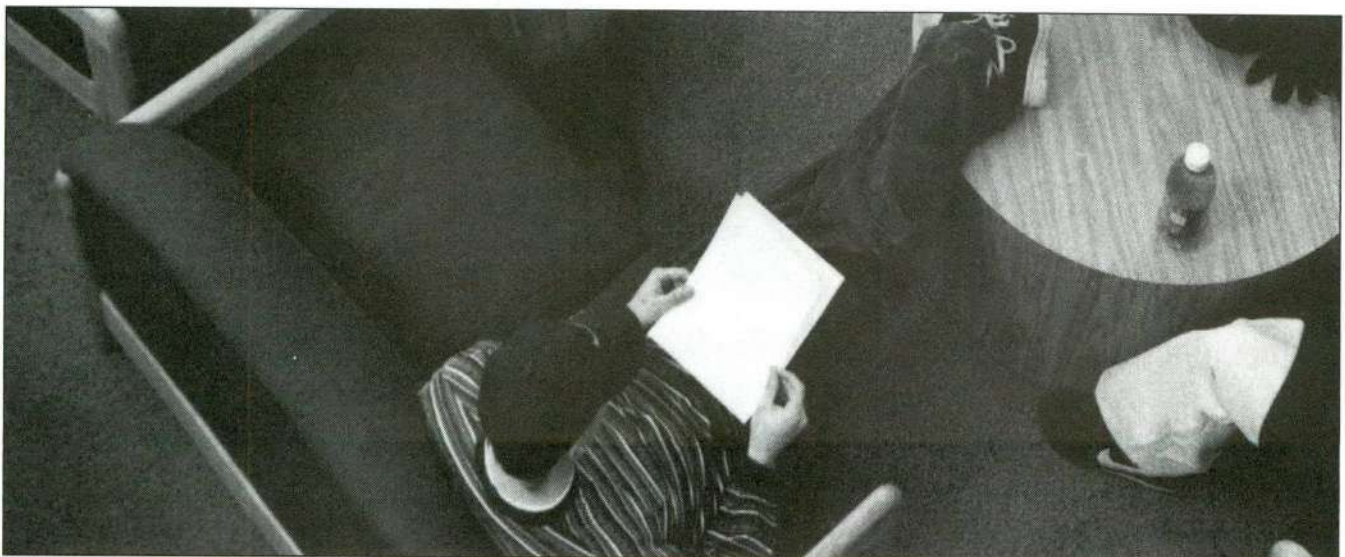
MATHEMATICS/NATURAL AND APPLIED SCIENCES

See A.A. degree requirements

15

Total Credits for A.A. Degree

96



Communications Media Department

MULTIMEDIA/PRESENTATIONS SPECIALIST CERTIFICATE PROGRAM

(Occupational Certificate)

ADVISORS: Susan Musil
Claudia Stevens
Kenneth Sauer

Multimedia is a rapidly evolving technology that combines sound, text, graphics, animation and full-motion video. Multimedia is the foundation to deliver effective business and education information for the Internet, multimedia products, and business presentations.

A student enrolled in the certificate program will focus on the multimedia skill components for presentations with the opportunity to continue towards a multimedia degree completion. The degree will focus on creating multimedia products, presentations, and Internet information and will combine the business components of management, ethics, advertising, team building, and marketing to help prepare students to be successful in the business world using multimedia technology.

Students must have the following prerequisite courses before they will be admitted to the program:

ENG 121	English Composition I OR BUS 217 Business Communications and Report Writing	5
MAT 100	Elementary Algebra OR MAT 110 Business Math OR Equivalent	5
CIS 112	Introduction to Windows: Windows 95 or NT	3
CIS 118	Introduction to PC Applications	5
ART 244	Introduction to Graphic Design	3

Certificate Requirements:		CREDITS
BUS 111	Using Multimedia for Business Presentations I	3
BUS 112	Using Multimedia for Business Presentations II	3
BUS 115	Introduction to Business	5
CIS 116	Logic and Program Design	5

CIS 131	Introduction to Web Authoring	5
CIS 160	Basic Programming	5
COM 180	Desktop Video Production I	3
COM 220	MIDI Production	5
COM 245	Broadcast Copy Writing and Production	5
COM 285	Multimedia and Production Design	5
COM 287	Digital Photography and Imaging	3
PSY 120	Psychology of Leadership and Management or BUS 165 Human Relations	5
SPE 115	Principles of Speech	5
Total Credits from above courses		57

Other Recommended Courses:

CIS 166	Visual Basic Programming	5
COM 280	Desktop Video Production II	3
COM 281	Desktop Video Production III	3
COM 283	Educational Technology	5
COM 288	Advanced Digital Photography and Imaging	3
COM 289	Instructional Telecommunications	5
COM 290	Internet Publishing	5
CSC 160	Computer Science I (C++ programming)	5
ENG 131	Technical Writing	5
MAN 125	Team Building	2
MAN 208	Small Business Management	5
MAN 246	Ethics	2
MAN 291		
COM 298	Mass Media Internship	
BUS 291	Internship	3/5
MAR 105	Advertising and Promotion	5
MAR 111	Sales or COM 260 Broadcast Sales/Management	5
MAR 216	Principles of Marketing	5
Total Credits for Certificate		57



Communications Media Department

MULTIMEDIA/PRESENTATIONS ARTS

(Associate of Applied Science Degree)

The Multimedia/Presentations Arts degree focuses on creating multimedia products, presentations, and Internet information and combines the business components of management, ethics, advertising, team building, and marketing to prepare students to be successful in the business world using multimedia technology.

Students must have the following prerequisite courses before they will be admitted to the program:

ENG 121	English Composition I or BUS 217 Business Communications and Report Writing	5
MAT 100	Elementary Algebra or MAT 110 Business Math or Equivalent	5
CIS 112	Introduction to Windows: Windows 95 or NT	3
CIS 118	Introduction to PC Applications	5
ART 244	Introduction to Graphic Design	3

CREDITS

GENERAL EDUCATION COURSES		25
CIS 116	Logic and Program Design	5
CIS 160	Basic Programming	5
ENG 131	Technical Writing	5
PSY 120	Psychology of Leadership & Management or BUS 165 Human Relations	5
SPE 115	Principles of Speech	5

MULTIMEDIA/PRESENTATIONS CORE REQUIREMENTS 74-76

Required Program Courses (All students will take):

BUS 111	Using Multimedia for Business Presentations I	3
BUS 112	Using Multimedia for Business Presentations II	3
BUS 115	Introduction to Business	5
CIS 131	Introduction to Web Authoring	5
COM 180	Desktop Video Production I	3
COM 220	MIDI Production	5
COM 245	Broadcast Copy Writing and Production	5

COM 285	Multimedia and Production Design	5
COM 287	Digital Photography and Imaging	3
COM 290	Internet Publishing	5
CSC 160	Computer Science I (C++ programming)	5
MAN 125	Team Building	2
MAN 208	Small Business Management	5
MAN 246	Ethics	2
MAN 291		
COM 298	Mass Media Internship	
BUS 291	Internship	3/5
MAR 105	Advertising and Promotion	5
MAR 111	Sales or COM 260 Broadcast Sales/Management	5
MAR 216	Principles of Marketing	5

Other Recommended Courses:

COM 280	Desktop Video Production II	3
COM 281	Desktop Video III	3
COM 283	Educational Technology	5
COM 288	Advanced Digital Photography & Imaging	3
COM 289	Instructional Telecommunications	5

Total Credits for A.A.S. Degree: 99-101

MULTIMEDIA/PRESENTATIONS ADVISORY COMMITTEE

Val Arb	Connie Goldsmith
Aims Corporate Center	Weld County School District 6
Lyle Butler	Mark Lewis
Greeley Chamber of Commerce	Laserhead Digital Media, Inc.
Paul deBerjeois	Kim Young
Sykes Enterprises	Loveland School District



Communications Media Department

COMMUNICATIONS MEDIA

(Associate of Applied Science Degree)

DEPARTMENT OFFICE LOCATION:

General Services, Room 260
(970)330-8008, Ext. 6256

SECRETARY: Debra Wall, Ext. 6256

ADVISORS: Kenneth Sauer and James Crandall

Students who wish to enter the job market directly 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 Media (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 PC Applications	5
ENG 121	English Composition I	5
SOC 101	Introduction to Sociology	5
SPE 115	Principles of Speech	5

Total Credits from above courses 25

Communications Media Core Courses

Required Program Courses:

All students will take:

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

and at least one three-course sequence, such as:

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 and Production	5
COM 260	Broadcast Sales and Management	5
COM 280	Desktop Video Production II	3
COM 281	Desktop Video Production III	3
COM 283	Educational Technology	5
COM 285	Multimedia Design and Production	5
COM 287	Digital Photography & Imaging	3
COM 288*	Advanced Digital Photography & Imaging	5
COM 289	Instructional Telecommunications	5
COM 290*	Internet Publishing	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 97

A portfolio will be completed by each student and required for completion of degree program.

A school-to-work experience such as an off-site internship will be required of all students.

*Pending State Approval

COMMUNICATIONS MEDIA ADVISORY COMMITTEE:

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

Communications Media Department

COMMUNICATIONS MEDIA EMPHASIS

(Associate of Arts Degree)

DEPARTMENT OFFICE LOCATION:

General Services, Room 260
(970)330-8008, Ext. 6256

SECRETARY: Debra Wall Ext. 6256

ADVISORS: Kenneth Sauer and James Crandall

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 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 Television Production I	5
COM 242 Cable Television Production II	5
COM 243 Cable Television Production III	5
COM 245 Broadcast Copywriting and 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 Design and Production	5
COM 287 Digital Photography and Imaging	3
COM 288 Advanced Digital Photography and Imaging	3
COM 289 Instructional Telecommunications	5
COM 290 Internet Publishing	5
COM 291 TV Field Production	5
COM 295 Advanced Videotape Editing	3
COM 298 Mass Media Internship	5
COM 299 Communications Practicum	1-3
Minimum Elective Credits for Area of Emphasis	31
Total Elective Credits for A.A. Degree	31

Specialization Track Options:

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 I	5
COM 218 Introduction to Audio Production II	5
COM 220 MIDI Production	5

Television/Digital Video Option: Students are required 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
COM 180 Desktop Video Production I	3
COM 280 Desktop Video Production II	3
COM 281 Desktop Video Production III	3

Educational Technology Option: Students are required to take the following courses:

COM 283 Educational Technology	5
COM 285 Multimedia Design and Production	5
COM 289 Instructional Telecommunications	5
COM 290 Internet Publishing	5

Broadcast Writing Option: Students are required to take the following courses:

COM 210 Newswriting I	5
COM 211 Newswriting II	5
COM 245 Broadcast Copywriting and 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

Humanities Department

LITERATURE EMPHASIS

(Associate of Arts Degree)

ADVISORS: Charles Fisher, Nancy Martz, and
Tony Park - Greeley Campus
Keith Reierstad - South Campus
Evan Oakley, Michael Ort - 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:

	CREDITS
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
HUM 151 Introduction to the Art of Film	5
HUM 180 The Western Tradition	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
Minimum Elective Credits for Area of Emphasis	20
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

Humanities Department

PHILOSOPHY EMPHASIS

(Associate of Arts Degree)

ADVISORS: Jeanette Crooks, Nancy Martz and
Tony Park - Greeley Campus
Keith Reierstad - South Campus
Michael Ort - West Campus

The Philosophy Emphasis is intended to be transferable to a four-year college or university for a philosophy major. Courses should be selected with the help of an advisor to fit the student's interests and career plans.

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 can undertake philosophy courses.

Recommended degree requirements for area of emphasis:

	CREDITS
PHI 112 Ethics	5
PHI 113 Logic	5
PHI 115 Comparative Religions	5
PHI 116 Eastern Traditions	5
PHI 135 Topics in Philosophy	.5 to 5
HUM 123 Survey of Humanities III	5

Other Recommended Electives: Select with advisor approval.

HUM 109 Modern American Culture	5
HUM 160 Humanities and Public Policy	.5 to 5
HUM 170 Humanities and Leadership	.5 to 5
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**
HUM 121 Survey of Humanities I 5
HUM 122 Survey of Humanities II 5
PHI 111 Introduction to Philosophy 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 6259

ADVISOR: Tedd Runge, Ext. 6287

SECRETARY: Billie Cobb, Ext. 6259

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:

	CREDITS
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
Minimum Elective Credits for Area of Emphasis	22

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 105 Introduction to Theatre Arts	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 World Art History	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, Ext. 6287

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:

	CREDITS
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
Minimum Elective Credits for Area of Emphasis	22

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 105 Introduction to Theatre Arts	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 World Art History	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: June Schock, Ext. 6357

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

	CREDITS
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, 299	

Minimum Elective Credits for Area of Emphasis 20

Total Elective Credits 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 105 Introduction to Theatre Arts	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 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 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

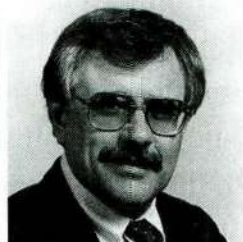
MUS 141 Applied Voice I*	2
MUS 142 Applied Voice II*	2
MUS 143 Applied Voice III*	2
MUS 144 Applied Voice IV*	2
MUS 145 Applied Voice V*	2
MUS 146 Applied Voice VI*	2
MUS 141 Applied Instrumental	2
MUS 141 Applied Guitar I*	2
MUS 142 Applied Guitar II*	2
MUS 143 Applied Guitar III*	2
MUS 144 Applied Guitar IV*	2
MUS 145 Applied Guitar V*	2
MUS 146 Applied Guitar VI*	2
MUS 141 Applied Instrumental	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 156 Instrumental Ensemble	2

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 151 Community Chorale	1
MUS 152 Concert Chorale	1
MUS 156 Instrumental Ensemble	3
MUS 176 Music Theatre Performance	3
MUS 205 Recital Performance	1-3
MUS 222 Writing Music with the Computer	2
MUS 244 English Diction	2
MUS 295 Music Independent Study	
MUS 299 Music Practicum	1-3
Total Credits for A.A. Degree	96

NOTE: * Course requires one-thirty minute lesson and one sixty minute lab per week.

Mathematics/Natural and Applied Sciences Division



Dr. Walt Richter
Academic Dean

Location:
Ed Beaty Hall, Room 592

Telephone:
330-8008, Ext. 6252

Admin. Assistant to the Dean:
Lyn Carlisle

Senior Secretary:
Bonnie Nichols 6252

Location:
Emergency Services
Academy, Room 903

Telephone:
330-8008, Ext. 6269

Office Supervisor:
Rose Heberlein

Senior 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 are as follows:

COMPUTER DEPARTMENT

Location: Ed Beaty Hall, Room 592 - (970)330-8008, Ext. 6252

Department Chair: Thelma Stephenson, Ext. 6289

Faculty: Doug Clay, Ext. 6489
Pay Fay, Ext. 6410
Cathy Hall, Ext. 6389
Ruby Loveless, Ext. 6372
Rex A. Parr, Ext. 6363

Campus Chair: Phil Edwards, Loveland, (970)667-4611, Ext. 314

Campus Chair: Liz Ryan, Ft. Lupton, (970)352-4664, Ext. 309

Micro Support Coordinator: Marc Soldner, Ext. 6527

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
Telecommunications Emphasis	A.A. Degree

EMERGENCY MEDICAL SERVICES DEPARTMENT

Location: Emergency Services Academy, Room 903,
(970)330-8008, Ext. 6269

Department Chair: Gregory R. Valcourt, Ext. 6460

Faculty: Mary Mast, Ext. 6421
Doug Lamb, Ext. 6407

CPR Coordinator: Mike Johnson, Ext. 6536

CME Coordinator: Barbara Foster, Ext. 6449

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
(970)330-8008, Ext. 6452

Department Chair: John Lee, Ext. 6452

Faculty: Glenn Rousey, Ext. 6263

Coordinator of Special Classes: Randy Souther, Ext. 6276

Part-time Instructors/Coordinators: Verne Einspahr, Ext. 6461
David Einspahr, Ext. 6309
Doyle Schaeffer, Ext. 6309

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 567.1 - (970)330-8008, Ext. 6252

Department Chair: Kathy Smith Stillson, MN, RN, Ext. 6312

The Health Occupations department offers the following program:

Medical Assisting	A.A.S. Degree
Medical Back Office Assistant	Certificate
Medical Front Office Assistant	Certificate
Nurse Aide	Certificate

MATHEMATICS DEPARTMENT

Location: Ed Beaty Hall, Room 592 - (970)330-8008, Ext. 6252

Department Chair: Marsha Driskill, Ext. 6637

Faculty: Randall Boan, Ext. 6598
Tom Griffin, Loveland, (970)667-4611, Ext. 331
Keith Lane, Ext. 6368
Karen Robinson, Ext. 6394

Campus Chair: Phil Edwards, Loveland, (970)667-4611, Ext. 314

Campus Chair: Liz Ryan, Ft. Lupton, (970)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 - (970)330-8008, Ext. 6252

Department Chair: Dr. Monica Ramirez, Ext. 6310

Faculty: Randy Boan, Physics, Ext. 6310
Tom Griffin, Geology, (970)667-4611, Ext. 331
Tom Pentecost, Chemistry, Ext. 6488
Dr. Monica Ramirez, Geology &
Earth Sciences, Ext. 6310
Dr. Leba Sarkis, General Biology &
Microbiology, Ext. 6367
Grant Wilson, Anatomy & Physiology, Ext. 6334

Science Lab Coordinator: Kim Rak, Ext. 6379

Campus Chair: Phil Edwards, Loveland, (970)667-4611, Ext. 314

Campus Chair: Liz Ryan, Ft. Lupton, (970)352-4664, Ext. 309

Mathematics, Natural and Applied Sciences Division, cont.

The Science department offers the following programs

Chemistry Emphasis	A.S. Degree
Chemical Testing Technology Emphasis	A.S. Degree
Geographic Information Systems (GIS) Emphasis	A.A. 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.
3. 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 to help students understand which courses are the most applicable to their chosen area of interest. Some courses are required while others are recommended. 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 faculty advisor and 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.

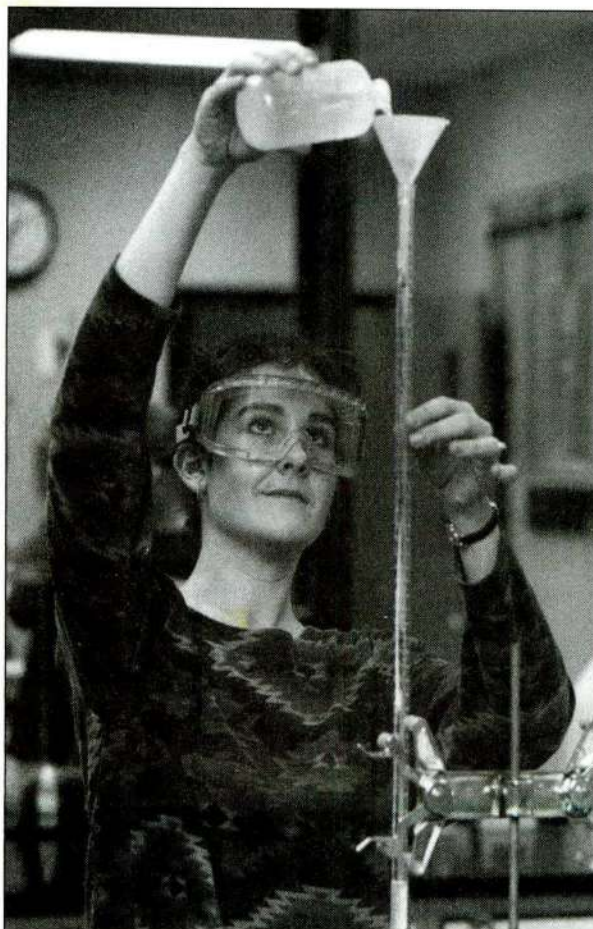
SCIENCE SCHOLARSHIP

AWARD: CHEMICAL RUBBER COMPANY (CRC)
CHEMISTRY AWARD

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 INFORMATION SYSTEMS

(Associate of Applied Science Degree)

(Thelma Stephenson, Chair, Ext. 6289; Doug Clay, Ext. 6489; Pat Fay, Ext. 6410; Cathy Hall, Ext. 6389; Ruby Loveless, Ext. 6372; Rex A. Parr, Ext. 6363)

Potential Opportunities: Students who desire an entry level position as a programmer trainee, computer operator, or microcomputer specialist may elect this curriculum. This program includes application, programming, and networking courses. Courses to develop an understanding of business organizations, accounting, and communication skills are included. Logical reasoning, problem-solving ability, perseverance, and inquisitiveness are definite assets to students.

Computer courses require lab time beyond the scheduled class time.

Registration Requirement: All students taking a course or courses in the 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 that is 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 is required with advisor's approval. The General Education courses are identified by an asterisk (*).

DEGREE PROGRAM

Required:	CREDITS
ACC 122 Principles of Accounting II	5
*BUS 217 Bus. Comm. and Report Writing	5
CIS 110 Introduction to PC Operating Systems: DOS	3
CIS 112 Introduction to Windows: Windows 95 or NT	3
CIS 116 Logic and Program Design	5
*CIS 118 Introduction to PC Applications	5
CIS 160 BASIC Programming	5
CIS 166 Visual Basic Programming	5
CIS 200 Local Area Networking (LAN) Concepts	3
CIS 212 UNIX	5
CIS 250 Networking System Administration I: Novell	5
CIS 260 COBOL Programming	6
CSC 160 Computer Science I (C++ Programming)	5
ELT 203 PC Repair	5
*MAT 105 Intermediate Algebra	5
*SPE 115 Principles of Speech Communications	5
	75
Select one from Category I:	
CIS 145 PC Database Concepts: Access	5
CIS 218 Advanced PC Applications	5
CIS 266 Advanced Visual Basic Programming	5
	5
Select two from Category II:	
CIS 131 Introduction to Web Authoring	5
CIS 132 Intermediate Web Authoring	5
CIS 213 UNIX System Administration	5
CIS 251 Networking Systems Administration II: Novell	5

CIS 253 Multi-Vendor Networking	5
CSC 238 Java Programming	5
	10

Select one from Category III:

*BUS 216 Legal Environments of Business	5
*PSY 101 General Psychology I	5
*SOC 101 Introduction to Sociology I	5
*SPE 125 Interpersonal Communication	5
	5

Electives (selected with advisor approval) 4

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

COMPUTER INFORMATION SYSTEMS CERTIFICATE LOCAL AREA NETWORK ADMINISTRATION EMPHASIS

Completion of this certificate will prepare students to pursue work in entry-level networking environments or to pursue further training for career advancement. **This certificate is not intended to serve as preparation for the CNA or CNE certification exams.** 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. **All students will be required to take a pre-assessment test before entering the certificate program.** Students taking a course or courses in the LAN certificate must have an appropriate LAN certificate advisor's signature on the course registration form **before** registering. Any student who earns a D grade in a course that serves as a prerequisite to another course **may not** enroll in the higher level course. The student is strongly advised to repeat the prerequisite course and demonstrate mastery of the material by earning a grade of C or better.

Computer classes require lab time beyond scheduled class time.

PREREQUISITE COURSES TO ENTER THE LOCAL AREA NETWORK EMPHASIS CERTIFICATE

Prerequisites:

CIS 110 Introduction to PC Operating Systems: DOS	3
CIS 116 Logic and Program Design	5
CIS 118 Introduction to PC Applications	5
or	
CSC 100 Computer Literacy	5
CIS 160 BASIC Programming	5
CIS 200* Local Area Networking (LAN) Concepts	3

Note: 1) All of the above classes must be completed with a "C" or better prior to entry into the LAN Administration Certificate;
2) *CIS 200 is a required course in the certificate program and is a prerequisite for most of the additional courses in the LAN Administration Certificate.

CERTIFICATE

Required:

CIS 200	Local Area Networking (LAN) Concepts	3
CIS 212	UNIX	5
CIS 213	UNIX Systems Administration	5
CIS 250	Network System Administration I: (Novell)	5
CIS 251	Network System Administration II: (Novell)	5
CIS 253	Multi-Vendor Networking	5
ELT 203	PC Repair	5
Total Credits for Certificate		33

**COMPUTER INFORMATION SYSTEMS
ADVISORY COMMITTEE**

Carly Foster State Farm	Beth Hammer City of Greeley
Roger Ison Mantic Software Corporation	Daniel Peterson Hewlett Packard
Deck Reichert The Gates Rubber Company	Vicki Sauer IBM
Kevin Schreiner Valley High School	

**COMPUTER INFORMATION
SYSTEMS EMPHASIS**

(Associate of Arts Degree)

(Douglas Clay, Ext. 6489; Pat Fay, Ext. 6410; Ruby Loveless, Ext. 6372)

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 Computer and Business programs. These courses will provide exposure to both Computer Science and Business topics such as: computer software, computer programming, accounting, economics and statistics.

**DEGREE PROGRAM
COMMUNICATIONS**

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 two from 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 from the following courses:

MAT 121	College Algebra	6
MAT 125	Survey of Calculus	5

Select one Science course
See A.A. degree requirements for Science selection 5

Select one Computer Information Systems or
Computer Science course min. 5

ELECTIVES: 31 credit hours

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 PC Applications	5

Required: **CREDITS**

CIS 160	BASIC Programming	5
CIS 166	Visual Basic Programming	5
CIS 260	COBOL Programming	6

Select any of the following courses:

CIS 110	Intro to PC Operating Systems: DOS	3
CIS 116	Logic and Program Design	5
CIS 200	Local Area Networking (LAN) Concepts	3
CIS 212	UNIX	5
CIS 213	UNIX Systems Administration	5
CIS 266	Advanced Visual Basic 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++)	5
CSC 238	Java Programming	5
BUS 216	Legal Environment of Business	5
ACC 121	Principles of Accounting I	5
ACC 122	Principles of Accounting II	5
ACC 123	Principles of Accounting III	5
Total Credits for A. A. degree		96

FOR INFORMATION ABOUT COMPUTER COURSES FOR TEACHER RECERTIFICATION, CONTACT:
DOUGLAS CLAY, EDBH 588, (970)330-8008 EXT. 6489.

TELECOMMUNICATIONS EMPHASIS

(Associate of Arts Degree)

(Linda Neville, Ext. 6427)

The Telecommunications emphasis is designed for individuals pursuing a career in the communications field, specifically careers related to telephone companies, the cable industry, and other companies supporting technologies such as fiber optics, local and wide area network, and wireless communications. It is the goal of this program to empower individuals with the skills and knowledge necessary to assist them with competing in an increasingly competitive global market. Program emphasis is placed on telecommunications concepts, technologies, products, and applications that have daily impact on the telecommunications industry. **Note: the CIS 290 through CIS 297 telecommunications courses in this program are offered only in a distance learning format which includes additional fees beyond standard tuition rates.**

Registration Requirement: Telecommunications majors in this program must have a telecommunications advisor's signature on all registration forms each quarter.

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

HUMANITIES	CREDITS
HUM 121 Survey of Humanities	5
Select 10 credits of courses as listed in the Aims Community College catalog beginning with the following prefixes: ART, HUM (Humanities), LIT (Literature), MUS (Music), THE (Theater), or PHI (Philosophy)	
	10

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 from of the following courses:	10
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

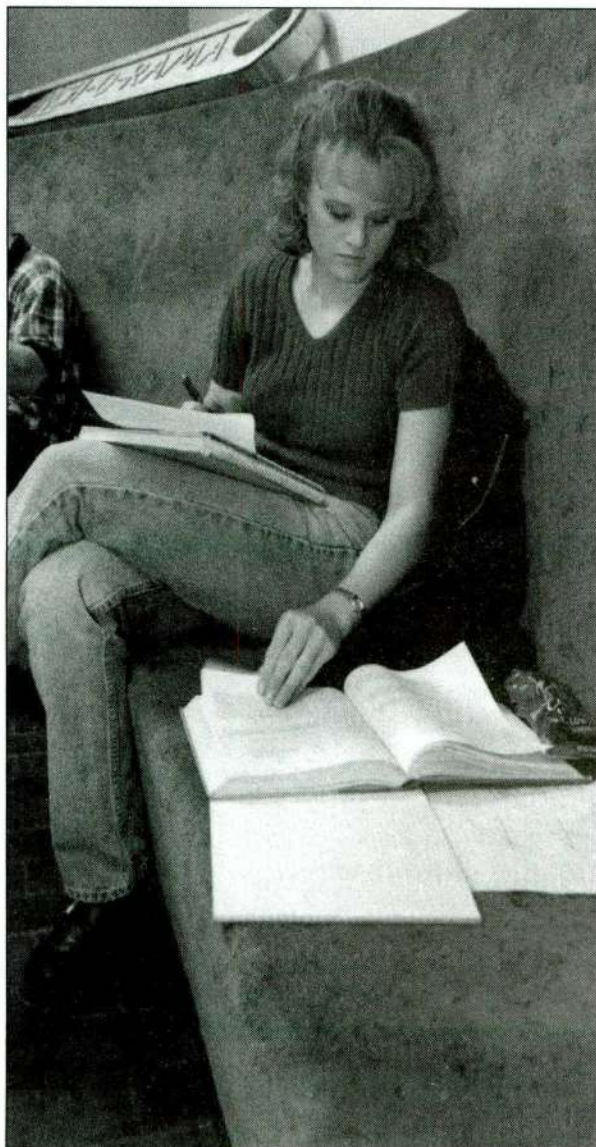
PHYSICAL EDUCATION	CREDITS
Any five credits of physical education courses as listed in the Aims Community College catalog with a PEA, PEB, PED, or PEF prefix	5

MATHEMATICS/NATURAL AND APPLIED SCIENCES	CREDITS
MAT 121 College Algebra	6

Select two from the following:	10
CIS 118 Introduction to PC Applications	5
CIS 295 Wireless Technology Concepts	5
CIS 296 Fiber Optics Communications	5
CIS 297 Digital Electronics for Technology	5

TELECOMMUNICATIONS	30
ELT 111/113 DC/AC Fundamentals I	10
CIS 291 Basic Telephony Concepts	5
CIS 292 Advanced Telecommunications	5
CIS 293 Data Communications and Protocol Concepts	5
CIS 294 LAN/WAN Concepts	5
Total degree credits (Quarter System):	96

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.



COMPUTER PROGRAMMING EMPHASIS

(Associate of Science or Associate of Arts Degree)

(Douglas Clay, Ext 6489)

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.

DEGREE PROGRAM

COMMUNICATIONS	CREDITS
See A.A. or A.S. degree requirements	15
HUMANITIES	
See A.A. or A.S. degree requirements	15
BEHAVIORAL, SOCIAL, AND ECONOMIC SCIENCES	
See A.A. or A.S. degree requirements	15
PHYSICAL EDUCATION	
See A.A. or A.S. degree requirements	5
MATHEMATICS, NATURAL AND APPLIED SCIENCES	
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

Select any of these Recommended Elective Courses:

CSC 100 Computer Literacy	5
CSC 235 Computer Graphics Programming	5
CSC 238 Java Programming	5
CIS 110 Intro to PC Operating Systems: DOS	3
CIS 116 Logic and Program Design	5
CIS 160 BASIC Programming	5
CIS 166 Visual Basic	5
CIS 212 UNIX	5
CIS 213 UNIX System Administration	5
CIS 260 COBOL Programming	6
CIS 266 Advanced Visual Basic Programming	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 SCIENCE EMPHASIS

(Associate of Science or Associate of Arts Degree)

(Douglas Clay, Ext 6489)

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.

DEGREE PROGRAM COMMUNICATIONS	CREDITS
See A.A. or A.S. degree requirements	15
HUMANITIES	
See A.A. or A.S. degree requirements	15
BEHAVIORAL, SOCIAL, AND ECONOMIC SCIENCES	
See A.A. or A.S. degree requirements	15
PHYSICAL EDUCATION	
See A.A. or A.S. degree requirements	5
MATHEMATICS, NATURAL AND APPLIED SCIENCES	
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 235	Computer Graphics Programming	5
CSC 238	Java Programming	5
CIS 110	Intro to PC Operating Systems: DOS	3
CIS 116	Logic and Program Design	5
CIS 160	BASIC Programming	5
CIS 212	UNIX	5
CIS 213	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

Emergency Medical Services (Emergency Services Academy)

(Gregory R. Valcourt, Department Chair, Ext. 6460; Mary Mast, Ext. 6421; Doug Lamb, Ext. 6407; Barbara Foster, Ext. 6449; Mike Johnson, Ext. 6536; Secretary, Ext. 6343.)

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)

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.

Program Length: EMT-B is currently a 218 hour, 14.5 credit 2 quarter 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-B refresher class (40 hours, 4 credits) or by 40 hours of on-going Continuing Medical Education (CME).

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 (within last 10 years) tetanus (Td) booster required and second dose of MMR vaccine (if born after 1957). Prerequisites: EMS 103-Healthcare Provider CPR. Students will not be allowed to enroll in EMS 139, or 240 without qualifying assessment scores. Must be 18 years old prior to first day of class. **No assessment exemptions will be allowed.**

CERTIFICATE PROGRAM REQUIREMENTS	CREDITS
EMS 139 Emergency Medical Technician - Basic I	7
EMS 140 Emergency Medical Technician - Basic II	6
EMS 141 EMT-B Clinical Experience	1.5
Total Credits for Certificate	14.5

CERTIFICATE RENEWAL PROGRAM REQUIREMENTS	CREDITS
EMS 142 EMT-B Refresher OR 40 hours of approved CME	4
Total Credits for Certificate Renewal	4

EMERGENCY MEDICAL TECHNICIAN - INTERMEDIATE (EMT-I)

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

Program Length: EMT-I is currently a 212 hour, 15 credit 2 quarter program with a certificate awarded upon completion. The student must have specific EMS field experience and a current physician advisor or Medical Director signature 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 evaluation class or by 36 hours of on-going Continuing Medical Education (CME).

Registration Requirements: Physician advisor or medical director 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) I	7
EMS 241 Emergency Medical Technician-Intermediate (EMT-I) II	8
Total credits for Certificate	15

CERTIFICATE RENEWAL PROGRAM REQUIREMENTS	CREDITS
EMS 260 EMT-P Refresher	3
EMS 261 EMT-I/P Skills Evaluation	0.5
Total Credits for Certificate Renewal	3.5

Supporting Classes

EMS 100 Introduction to Healthcare Professions	2
EMS 101 Heartsaver CPR	0.5
EMS 102 Pediatric CPR	0.5
EMS 103 Healthcare Provider CPR	0.5
EMS 104 CPR Renewal	0.5
EMS 105 CPR Instructor	1.5
EMS 106 CPR Instructor Renewal	0.5
EMS 107 Bystander Care (First Aid)	0.5
EMS 108 Daycare Provider CPR and First Aid	0.5
EMS 109 Day Care Renewal Provider	0.5
EMS 110 Assisting in a Medical Emergency	0.5
EMS 111 Heartsaver CPR and Bystander Care (First Aid)	0.5
EMS 130 First Responder	0.5
EMS 131 First Responder Refresher	3
EMS 142 EMT-B Refresher	4
EMS 145 EMT-B CME	0.5
EMS 146 EMT-B CME	1
EMS 147 EMT-B CME	2
EMS 148 EMT-B CME	3
EMS 149 EMT-B CME	4
EMS 150 EMS Seminar	0.5
EMS 151 EMS Seminar	1
EMS 152 EMS Seminar	2
EMS 153 EMS Seminar	3
EMS 154 EMS Seminar	4
EMS 160 Automated External Defibrillation (AED)	0.5

EMS 161 Emergency Medical Dispatch	2.5
EMS 162 Emergency Response to Sports Injuries	2
EMS 163 Introduction to Advance Life Support	3
EMS 200 Basic IV Therapy/Medications	5
EMS 201 EKG Basic	4
EMS 202 EMS Career Preparation	3
EMS 203 BTLA Advanced	1.5
EMS 204 OSHA Bloodborne Pathogens	0.5
EMS 205 Emergency Response to Crisis	2
EMS 206 EMS Clinical Internship	3
EMS 207 Safety and 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 Critical Incident Stress Management (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	0.5
EMS 222 ACLS Instructor	1.5
EMS 223 Pediatric Advanced Life Support (PALS)	1
EMS 224 PALS Renewal	0.5
EMS 225 PALS Instructor	1.5
EMS 260 EMT-Paramedic (EMT-P) Refresher	3
EMS 261 EMT-I/P Skills Evaluation	0.5
EMS 262 EMT-P CME	0.5
EMS 263 EMT-P CME	1
EMS 264 EMT-P CME	2
EMS 265 EMT-P CME	3
EMS 266 EMT-P CME	4



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:

Current EMT-Basic certification or higher

DEGREE PROGRAM	CREDITS
COMMUNICATIONS	15
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 PC Applications	5
BIO 120 Basic Human Anatomy and Physiology	5
PHYSICAL EDUCATION	5
See A.A. degree requirements	
EMS CORE COURSES:	36
EMS 204 OSHA Bloodborne Pathogens	0.5
EMS 208 Law in EMS	3
EMS 209 Ethics in EMS	2
EMS 210 EMS Managerial Internship	3
EMS 213 Critical Incident Stress Management (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 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:

Current EMT-Basic certification or higher

DEGREE PROGRAM	CREDITS
COMMUNICATIONS	15
ENG 121 English Composition I	5
ENG 122 English Composition II	5
SPE 115 Principles of Speech Communications	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 PC Applications	5
BIO 120 Basic Human Anatomy and Physiology	5
PHYSICAL EDUCATION	5
See A.A. degree requirements	
EMS CORE COURSES:	
EMT-B (40)	
EMS 200 Basic IV Therapy/Medications	5
EMS 201 EKG Basic	4
EMT-I/P (33.5)	
EMS 213 Critical Incident Stress Management (CISM)	1.5
EMS 223 PALS	1
Both core courses require the following:	
EMS 202 EMS Career Preparation	3
EMS 203 BTLIS Advanced	1.5
EMS 204 OSHA Bloodborne Pathogens	0.5
EMS 205 Emergency Response to Crisis	2
EMS 206 EMS Clinical Internship	3
EMS 207 Safety and 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 105
 EMT-I/P 98.5

**EMERGENCY MEDICAL SERVICES
 ADVISORY COMMITTEE**

Don Cadwallader Chief, Eaton Volunteer Fire Department	Jim Campaign, MD Northern Colorado Emergency Physicians-EMS Department Medical Director
Cloyd Conley Battalion Chief, Union Colony Fire Rescue Authority	Larry Harrison Department Chair, Community Health & Education University of Northern Colorado
Margaret A. Valcourt, RN, NREMT-P Clinical Specialist or Trauma Services North Colorado Medical Center	Gary McCabe Director, Weld County Ambulance Service
Kelvin Knaub EMT-B, Milliken Volunteer Fire Department - Kodak Plant Protection	Chrisann Reese, EMT-B, Aims Adjunct Faculty, Rehabilitation Technician
Deb-Bell Baker, Ph.D., Program Director of Advising Aims Community College	



Fire Science Technology Department

**FIRE SCIENCE TECHNOLOGY
 DEGREE PROGRAM**

(John Lee, Department Chair, Ext. 6452; Glenn Rousey, Ext. 6263; Randy Souther, Ext. 6276; Verne Einspahr, Ext. 6461; Dave Einspahr, Ext. 6309 and Doyle Schaeffer, Ext 6309)

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

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, modern firefighters must be well educated in chemistry and physics of fire behavior, personnel management skills, fire and life safety codes and standards, and a variety of legal issues applicable to the fire service. 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). Students wishing to further their education have the opportunity to do so with the current articulation agreement with Upper Iowa University (See your advisor or a Fire Science Department representative for more information). 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. Students must take the appropriate assessment test and achieve minimum required assessment scores.

Fire Science Technology General Education Courses: 39 quarter credit hours of General Education Courses are required.

Common Requirements for Degree		CREDITS
Core Degree Requirements:		34
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
*Students enrolled in Fire Service Training Academy will receive credits applied toward their A.A.S. degree.		
General Education Requirements		39
CIS 118	Introduction to PC Applications	5
BUS 142	Intermediate Communications	5
MAT 110	Applied Business Mathematics	5
PHI 112	Ethics	5
PHY 105	Conceptual Physics	5
POS 118	State and Local Governments	5

Fire Science Technology Department, cont.

PSY 138	Biofeedback and Stress Management	4
SOC 101	Introduction to Sociology	5

Recommended Electives: (with advisor's approval) 13/17

ENG 132	Technical Writing II	5
FST 112	Fire Service Planning	3
FST 201	Fire Instructor I	3
FST 256	Fire Department Administration	3
PEF 111	Physical Fitness	1.5
STS 105	Becoming a Master Student	5

Total Credits for A.A.S. Degree 108

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

Students that are currently Colorado State certified as an Emergency Medical Technician-Basic will be granted five credit hours of elective credits toward the A.A.S. Degree.

FIRE PROTECTION TECHNOLOGY OPTION

Option Requirements: 18

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: 22

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.

Pre-requisite of Health Care Provider CPR and Advanced First Aid must be met prior to registration (a current card will be required).

CERTIFICATE PROGRAM

CREDITS

Certificate Requirements:	34
FST 100 Fire Service Training Academy	34
Total Credits for Certificate	34

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.

Certificate Program

CREDITS

Certificate requirements: 36

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	0.5
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 130	First Responder	5
EMS 103	Healthcare Provider CPR	0.5
EMS 105	C.P.R. Instructor	1.5
EMS 107	Bystander Care (First Aid)	.5

The above classes must cover the following required topics:

FIRE TRAINING 8

- Firefighter Certification Course (maximum of 6 credits)
- Fire Safety

DRIVER TRAINING 5

- EVOC-Fire
- VFIS-EVDT
- FD Apparatus Engineer
- Hydraulics

EMS/RESCUE TRAINING 6

- 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

COMMAND/ADMINISTRATION TRAINING	6
ICS	
PIC/CIR	
FSS-IPE/FSS-ITE	
Volunteer Fire Service Management	
Other Command Administration topics approved by advisor	
HAZARDOUS MATERIALS TRAINING	3
Hazmat First Responder-Awareness and Operations level	
FIREFIGHTER ELECTIVES	8
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	Bill Martin Union Colony Fire Rescue Authority
Gene Chantler Chantler Consulting	Richard Minor Loveland Fire Department
Steve Charles Berthoud Fire Department	Michael Nichols Student Representative
Vicki Getting Union Colony Fire Rescue Authority	Robert Starman Loveland Fire Department
Dan Graham Windsor Fire Department	Larry Petersen
Dan Herrera IBM Boulder	Gordon Taylor Wellington Fire Department
Tim Johnson Super Vac	Greg Thompson Union Colony Fire Rescue Authority

FIRE SCIENCE SCHOLARSHIPS AND AWARDS

AWARD: **DARREL SCHNEIDER MEMORIAL SCHOLARSHIP**
Award Amount: \$500 minimum
Qualifications: Contact Fire Science Department for qualifications and details

AWARD: **DAVID GOODALE FIRE SCIENCE STUDENT OF THE YEAR AWARD**
Award: Plaque
Qualifications: Contact Fire Science Department for qualifications and details

MEDICAL ASSISTING

(Kathy Smith Stillson, Department Chair, Ext. 6312)

This certificate and degree program is pending CCCOES approval. Many courses are being offered during academic year 1998-99 but cannot apply to the certificate or degree until this approval is received. Program approval is anticipated by Fall, 1998.

Program Description: This program is intended for the individual desiring to work in a healthcare office setting. Skills obtained in this certificate or degree program can be applied to the medical office, some surgical care centers, medical billing and coding departments, clinics and selected career pathways in both hospital and long term care settings.

Students can choose multiple options after completing the general education requirements. Those only interested in Back Office assisting may choose to complete the **Medical Back Office Assistant** certificate which emphasizes assisting with treatments, surgical procedures, pharmacology and laboratory skills.

Those seeking only Front Office work can choose to pursue the **Medical Front Office Assistant** certificate which emphasizes communications, computers, transcription and medical coding. Students wishing additional education beyond the Front Office certificate can choose to explore the **Office Technology Medical Office Option** A.A.S. degree program (see General Business offerings in Communications, Humanities and Business Division; contact Judy Leusink, ext. 6250) or they may earn an A.A.S. Degree in **Medical Assisting** by completing the Back Office certificate requirements as well.

Those entering this program who have completed the Certified Nurse Aide (CNA) certification should consult with the Department Chair to determine if they are eligible for credit based on skills learned in the CNA program.

Program Length: Usually 5 quarters for either the Medical Front Office Assistant or the Medical Back Office Assistant certificate. The student who completes the requirements for both certificates will receive an Associate of Applied Science Degree in Medical Assisting. Students requiring the prerequisite courses generally will take more than 2 years to complete the full degree program.

Potential Opportunities: Students who have earned a certificate or degree in a health related area are finding jobs throughout Colorado and the nation. Preparation at the certificate or degree level can provide employment opportunities and experience for those who may also choose to further their education in nursing, medicine or another healthcare profession.

Completion of the Associates degree will prepare students to take the National Registry examination. The title of Registered Medical Assistant is conferred upon those who pass the exam.

Registration Requirements: All students intending to enter this program must have completed the prerequisite requirements and have the program advisor's permission before registering.

The following courses are prerequisites for admission to either the Medical Front Office/Medical Back Office certificate and/or the Medical Assisting degree programs.

PROGRAM PREREQUISITES		CREDITS
BTE 151	Word Processing I (WordPerfect)	4
HLH 100	Introduction to Healthcare Professions	2
MAT 110	Applied Business Mathematics	5

The following general education courses are required for both the Front Office and Back Office certificates.

GENERAL EDUCATION COURSES		
BIO 120	Basic Anatomy & Physiology	5
BUS 129	Telephone Communications	1

BUS 142	Intermediate Communications	5
EMS 103	Healthcare Provider CPR	0.5
EMS 202	EMS/health Career Preparation	3
EMS 204	OSHA Bloodborne Pathogens	0.5
HLH 120	Medical Terminology	4
HLH 121	Medicolegal	1
HLH 122	Basic Safety	1
HLH 123	Body Mechanics	1.5
HLH 124	Medical Asepsis	1.5
HLH 125	Alternative Healthcare	3
PSY 101	General Psychology I	5
SPE 126	Communications in Healthcare Settings	5
General Education total credits:		37

MEDICAL FRONT OFFICE CERTIFICATE OPTION

Required Courses	CREDITS	
BUS 107	Office Procedures	5
BUS 204	Machine Transcription	4
BUS 217	Business Communications and Report Writing	
BUS 235	Medical Coding	3
BUS 245	Medical Machine Transcription	4
BUS 246	Medical Office Procedures I	4
BUS 247	Medical Office Procedures II	3
HLH 236	Psychiatric Assisting	1
HLH 240	Medical Front Office Externship	3
Option total credits		32

To complete the certification in Medical Front Office assisting the student must complete the general education courses (37 credits) and the Medical Front Office option requirements (32 credits) for a total of 69 credit hours.

MEDICAL BACK OFFICE CERTIFICATE OPTION

Required Courses	CREDITS	
XRT 140	Orientation to Radiography	2
HLH 141	Health and Wellness	2
HLH 142	Pathophysiology of Disease	4
HLH 200	Vital Signs	1
HLH 201	Pharmacology I	3
HLH 202	Pharmacology II	1
HLH 211	Surgical Asepsis	1.5
HLH 215	Venipuncture	1
HLH 216	Laboratory Techniques	4
HLH 230	Neuro/Resp Assessment	1
HLH 231	EKG/Defibrillator	1
HLH 232	Ortho Treatment & Casting	1
HLH 233	Ear, Nose & Throat Assisting	1.5
HLH 234	Genitourinary Assisting	1.5
HLH 235	Pediatric & Adolescent Assisting	1
HLH 236	Psychiatric Assisting	1
HLH 237	Surgical Assisting	2.5
HLH 238	Dermatology Assisting	1
HLH 250	Medical Back Office Externship	3
Option total credits		34

To complete the certification in Medical Back Office assisting the student must complete the general education courses (37 credits) and the Medical Back Office option requirements (34 credits) for a total of 70 credit hours.

To complete the A.A.S. degree in Medical Assisting the student must complete the general education courses (37 credits), the Medical Front Office option (32 credits) and the Medical Back Office option (33 credits) for a total of 102 credit hours.

NURSE AIDE

(Kathy Smith Stillson, Department Chair, Ext. 6312)

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.

Program Length: 112 clock hours usually scheduled over 3 weeks.

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

HLH 135	Nurse Aide	8
Total Credits for Certificate:		8

COMMUNITY CERTIFIED NURSE AIDE TRAINING PROGRAM ADVISORY COMMITTEE

Bonell Good Samaritan Center	Centennial Health Care Center
Bernie Gorek, MA, RN, GNP	Marilyn Hadley, LPN
Esther Rempel, RN, BSN	
	North Colorado Medical Center
Fairacres Manor, Inc.	Jane Pomeroy
Yvonne Thompson, RN	
Jill Sturner, BSN	Rehabilitation & Visiting Nurse Association
	Susan Mock, RN
Kenton Manor	
Nancy L. Jones, RN	School of Nursing
Olga Murray, RN	Jan Hoot Martin, Ph.D.
LHS Home & Community Care	
Edie Hughes, RN, BSN	University of Northern Colorado Gerontology Program
Program Instructor/Coordinator	Robbyn R. Wacker, Ph.D.
Tess Masters, RN	
	The Villa at Greeley, Inc.
Colorado Home Care	Bruce Holaman
Judi DeVore, RN, BSN	Yvonne Montoya
Living Centers of America	
Dee Al-Dokheal, BA	

Mathematics Department

MATHEMATICS EMPHASIS

(Associate of Science Degree)

(Marsha Driskill, Department Chair, Ext. 6637; Randall Boan, Ext. 6598; Keith Lane, Ext. 6368; Karen Robinson, Ext. 6394)

Students may complete the first two years of a typical major through Elementary Differential Equations. See advisor for required courses.

DEGREE PROGRAM	CREDITS
COMMUNICATIONS:	
See A.S. degree requirements	15
HUMANITIES:	
See A.S. degree requirements	15
BEHAVIORAL AND SOCIAL SCIENCES:	
See A.S. degree requirements	15
PHYSICAL EDUCATION:	
See A.S. degree requirements	5
MATHEMATICS/NATURAL AND APPLIED SCIENCES	46
Required Courses:	
MAT 135 Introduction to Statistics	5
OR	
BUS 226 Business Statistics	6
MAT 201 Calculus I	5
MAT 202 Calculus II	5
MAT 203 Calculus III	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

Mathematics Department

PREENGINEERING EMPHASIS

(Associate of Science Degree)

(Randall Boan, Ext. 6598; Gary Hunt, Ext. 6376; Keith Lane, Ext. 6368; Karen Robinson, Ext. 6394)

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.

DEGREE PROGRAM	CREDITS
COMMUNICATIONS:	
See A.S. degree requirements	15
HUMANITIES:	
See A.S. degree requirements	15
BEHAVIORAL AND SOCIAL SCIENCES:	
See A.S. degree requirements	15
PHYSICAL EDUCATION:	
See A.S. degree requirements	5
MATHEMATICS/NATURAL AND APPLIED SCIENCES	46
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 Introduction to Statistics	5
OR	
BUS 226 Business Statistics	6
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

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)

(Tom Pentecost, Ext. 6488)

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.

DEGREE PROGRAM	CREDITS
COMMUNICATIONS:	
See A.S. degree requirements	15
HUMANITIES:	
See A.S. degree requirements	15
BEHAVIORAL AND SOCIAL SCIENCES:	
See A.S. degree requirements	15
PHYSICAL EDUCATION:	
See A.S. degree requirements	5
MATHEMATICS/NATURAL AND APPLIED SCIENCES	46
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	
CIS 118 Introduction to PC Application	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)

(Tom Pentecost, Ext. 6488)

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.

DEGREE PROGRAM	CREDITS
COMMUNICATIONS:	
See A.S. degree requirements	15
HUMANITIES:	
See A.S. degree requirements	15
BEHAVIORAL AND SOCIAL SCIENCES:	
See A.S. degree requirements	15
PHYSICAL EDUCATION:	
See A.S. degree requirements	5
MATHEMATICS/NATURAL AND APPLIED SCIENCES	46
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 118 Introduction to PC Application	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

GEOGRAPHIC INFORMATION SYSTEMS (GIS) EMPHASIS

(Associate of Arts Degree)

(Monica Ramirez, Ext. 6310)

Geographic Information Systems (GIS) involves using computer/technology to answer geographic questions and solve geographic problems. This program is designed to introduce students to the application and analysis of spatial data in the natural and social sciences. The GIS program allows students an opportunity to become employed in careers with substantial growth as GIS professionals. Governments and businesses seek and hire highly trained, knowledgeable information professionals.

NOTE: Students are expected to be computer literate. An adequate background includes experience in standard software packages, e.g. Windows. CIS 118 provides the minimum skills for this program.

DEGREE PROGRAM COMMUNICATIONS:	CREDITS
See A.A. degree requirements	15
HUMANITIES:	
See A.A. degree requirements	15
BEHAVIORAL AND SOCIAL SCIENCES:	
Required Courses:	15
ECO 202 Principles of Microeconomics	5
GEO 105 World Geography	5
SOC 101 Introduction to Sociology I	5
PHYSICAL EDUCATION:	
See A.A. degree requirements	5
MATHEMATICS/NATURAL AND APPLIED SCIENCES	
Required Courses:	18
GEY 111 Physical Geology	6
GEY 121 Historical Geology	6
MAT 121 College Algebra	6
EMPHASIS ELECTIVES	
EAS 205 Introduction to Natural Resources	5
GEO 106 Human Geography	5
GEO 111 Physical Geography	5
GEO 125 Spatial Mapping Techniques	5
EAS 225 Geographic Information Systems (GIS) Applications	5
EAS 235 (GIS) Field Study/Internship	5
Total Credits	98

Note: Students who additionally complete ENT 105 Basic Field Survey & ENT 201 Computer-Aided Drafting I can enhance their potential for becoming employed in GIS related fields.

LIFE SCIENCES EMPHASIS

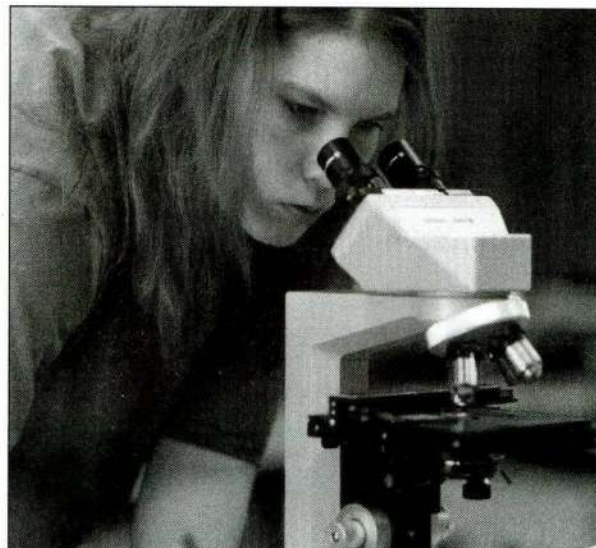
(Associate of Science Degree)

(Leba Sarkis, Ext. 6367; Grant Wilson, Ext. 6334)

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.

DEGREE PROGRAM COMMUNICATIONS:	CREDITS
See A.S. degree requirements	15
HUMANITIES:	
See A.S. degree requirements	15
BEHAVIORAL AND SOCIAL SCIENCES:	
See A.S. degree requirements	15
PHYSICAL EDUCATION:	
See A.S. degree requirements	5
MATHEMATICS/NATURAL AND APPLIED SCIENCES	
Required Courses:	46
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 I, II, III	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. 6367)

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.

DEGREE PROGRAM COMMUNICATIONS:	CREDITS
See A.S. degree requirements	15
HUMANITIES:	
See A.S. degree requirements	15
BEHAVIORAL AND SOCIAL SCIENCES:	
See A.S. degree requirements	15
PHYSICAL EDUCATION:	
See A.S. degree requirements	5
MATHEMATICS/NATURAL AND APPLIED SCIENCES	46
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 I, II, III	15
112, 113	
BIO 201, Human Anatomy and Physiology I, II, III	15
202, 203	
CHE 211, Organic Chemistry I, II, III	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.

PRENURSING EMPHASIS

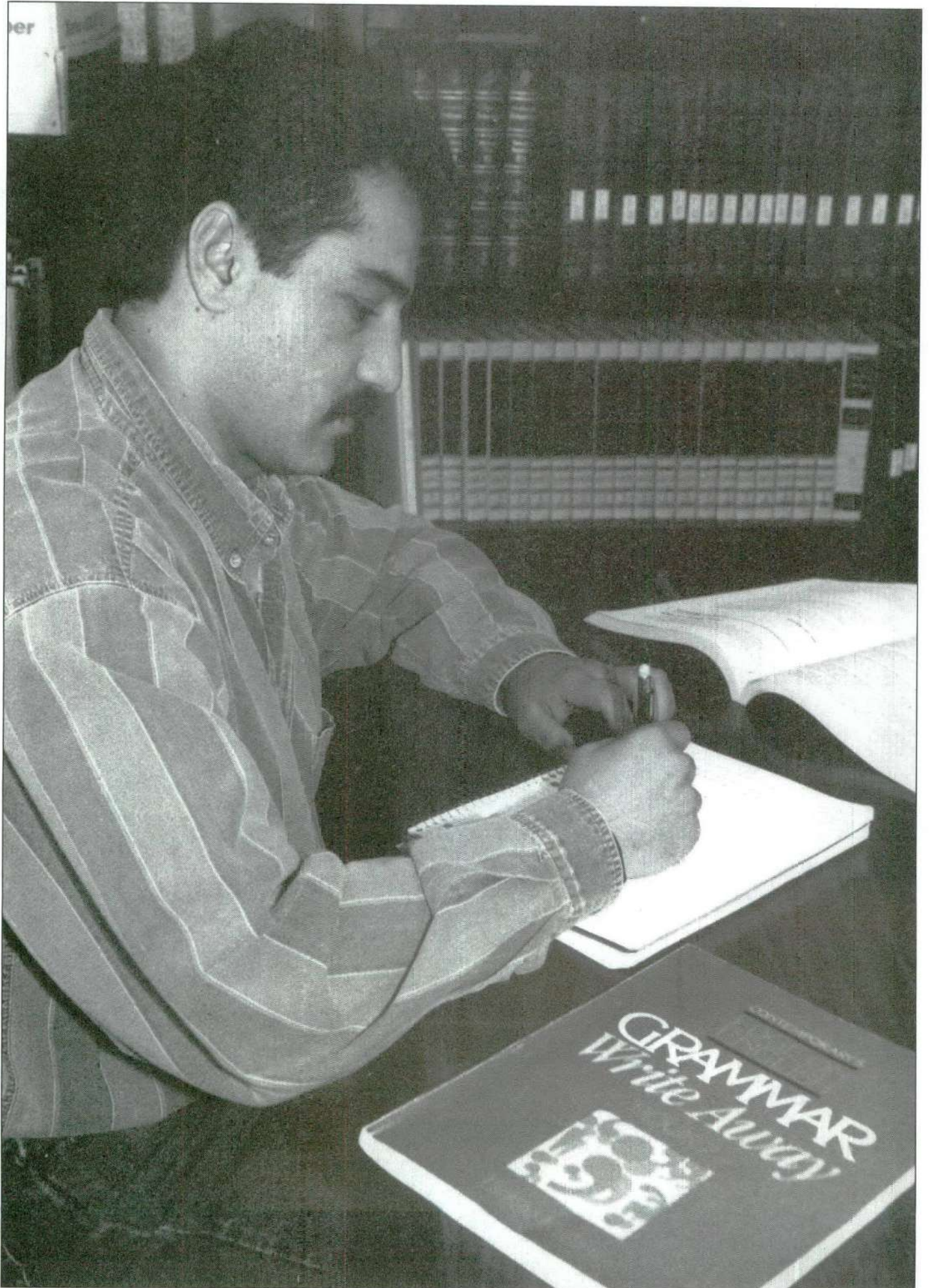
(Associate of Arts Degree)

(Leba Sarkis, Ext 6367; Grant Wilson, Ext. 6334)

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.

DEGREE PROGRAM COMMUNICATIONS:	CREDITS
See A.S. degree requirements	15
HUMANITIES:	
See A.S. degree requirements	15
BEHAVIORAL AND SOCIAL SCIENCES:	
See A.S. degree requirements	15
PHYSICAL EDUCATION:	
See A.S. degree requirements	5
MATHEMATICS/NATURAL AND APPLIED SCIENCES	46
Required Courses:	
MAT 135 Introduction to Statistics	5
BIO 201, Human Anatomy and Physiology I, II, III	15
202, 203	
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 Intro to Human 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

Assistant to the Dean:
Anna Maria Ayala

Secretary:
Janet Dial
Juanita McCloy

Telephone:
(970)330-8008, Ext. 6406, 6229

FAX:
(970)339-6474

FULL-TIME FACULTY AND AFFILIATED PERSONNEL

E.C. "Vera" Benavidez, English as a Second Language,
South Campus

Kathleen Bennett, English

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; Chair, English

Ruth Slomer, Dean

Karen Soutar, Division Chair, South Campus

Robert Sullivan, Learning Lab Chair

Arthur Terrazas, Chair, Math

Maria Velasquez, Chair, English as a Second Language

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 which include reading and writing. 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

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



Cosmetology Department

COSMETOLOGY

COSMETOLOGY DEPARTMENT

Location: Highland Building - 330-4045
Department Chair: Nickie Medina, Ext. 6710
Faculty: Nickie Medina
 Marjorie Oliver

Program Advisor: Nickie Medina

The field of Cosmetology offers many choices in vocations related to the care of hair, skin, and nails. This is a career in which opportunities are endless. Various industries accept licensed cosmetologists and manicurists into the working world of successful professionals. A licensed cosmetologist or manicurist has the potential to become a salon owner, future cosmetology instructor, or a technician in other professions related to the cosmetology field working with hair, skin, or nails.

Each quarter students will fulfill requirements in lecture courses, lab and customer service clinics. Students are responsible for maintaining passing grades in all classes and adhering to the attendance and tardy policies.

This program will develop practical skills in haircutting; hairstyling; permanent waving; chemical relaxing and coloring; skin care, manipulations, and makeup; manicuring, in addition to pedicuring and application of artificial nails; as well as theory in state laws; rules and regulations; sanitation and sterilization procedures; business ethics; first aid and CPR training; and skills involving salon management, sales and interpersonal relationships. The lecture classes, in addition to practical skills training, are designed to educate and develop confidence and related skills in the students.

The completion of 83 credits, which equates to 1470 hours, will meet the requirements for the cosmetology certificate program. The completion of 21 credits, which equates to 361 hours, will meet the requirements for the manicuring certificate program. Students are required to pass the State Board Exam which is needed in addition to the required number of educational hours to receive a cosmetology license from the state of Colorado.

Registration Requirement:

Students must enroll in the certificate program in order to take any cosmetology/manicuring courses.

General Program Requirements:

Students enrolling in the Cosmetology or Manicuring Program must meet the following requirements:

1. Students should have a high school diploma or GED.
2. Students should complete assessment examinations (in College Assessment Center) prior to registration.

COSMETOLOGY CERTIFICATE PROGRAM

Certificate Requirements:		CREDITS
		83
CSM 101	Sanitation, Sterilizations and Safety	1.5
CSM 114	Permanent Waving and Chemical Relaxing	3
CSM 165	Advanced Permanent Waving, Chemical Relaxing	1.5
CSM 105	Hairstyling, Wet Styling, Pressing and Iron Curling	1.5
CSM 156	Advanced Hairstyling, Wet Styling, Pressing and Iron Curling	1.5

CSM 125	Massage, Skin Care and Makeup	1.5
CSM 103	Shampoo and Scalp Treatment	3
CSM 116	Hair Tinting and Bleaching	6
CSM 107	Haircutting	4.5
CSM 108	Manicuring and Pedicuring	1.5
CSM 109	Application of Artificial Nails	1.5
CSM 140	Law, Occupations Safety and Health	4.5
CSM 120	Management, Ethics, Interpersonal and Sales Skills	1.5
CSM 203	Board Prep I	3
CSM 208	Board Prep II	3
CSM 208	Cosmetology Lab	24
CSM 207	Customer Service/Cosmetology	20
Total Credits for Certificate		83

MANICURING CERTIFICATE PROGRAM

Certificate Requirements:		CREDITS
		21
CSM 101	Sanitation, Sterilizations and Safety	1.5
CSM 108	Manicuring and Pedicuring	1.5
CSM 109	Application of Artificial Nails	1.5
CSM 140	Law, Occupations Safety and Health	4.5
CSM 120	Management, Ethics, Interpersonal and Sales Skills	1.5
CSM 200	Manicuring Lab	6
CSM 201	Customer Service/Manicuring	4.5
Total Credits for Certificate		21





Technology Division



Sherrie Schneider
Academic Dean

Location:
Ed Beaty Hall,
Room 547

Telephone:
(970)330-8008, Ext. 6286

Assistant to the Dean:
Sharon Lynch

Location:
Trades & Industry, Room 111

Telephone:
(970)330-8008, Ext. 6284

Administrative Assistant:
Terri Ehrlich

Location:
Ed Beaty Hall, Room 540

Telephone:
(970)330-8008, Ext. 6239

Senior Secretary
Nita White

Location:
Aims Flight Center

Telephone:
(970)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 - (970)330-8008, Ext. 6286

Department Chair: Dave Schaubert, Ext. 6631

Faculty: Richard Dunn, Ext. 6522

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 - (970)330-8008, Ext. 6284

Department Chair: Pat Hergenreter, Ext. 6278

Faculty: Bill Hernandez, Ext. 6278

Degrees Offered:

Automotive Collision Repair	(two-year A.A.S. Degree)
Automotive Collision Repair Option	(Certificate)
Automotive Refinishing Option	(Certificate)

AUTOMOTIVE MECHANICS TECHNOLOGY DEPARTMENT

Location: Trades & Industry, TRI Room 107 - (970)330-8008, Ext. 6284

Department Chair: Dennis Schossow, Ext. 6277

Faculty: Chuck Baratta, Ext. 6277

Degrees Offered:

General Automotive Technician Option	(two-year A.A.S. Degree)
General Automotive Technician Option	(Certificate)
Diagnostics/Driveability Option	(two-year A.A.S. Degree)
Diagnostics/Driveability Option	(Certificate)

AVIATION TECHNOLOGY DEPARTMENT

Location: Ed Beaty Hall, Room 540 - (970)330-8008, Ext. 6286

Department Chair: Marvin Bay, Ext. 6378

Faculty: Dave Soleta, Ext. 6300
Val Taylor, Ext. 6377
Regina West, Ext. 6373

AIMS FLIGHT TRAINING CENTER

Location: Greeley-Weld County Airport, (970)356-0790

Director: Greg Gaiser

Assistant Director: Robert Cashel

Chief Pilot: Pat Sickles

Degrees Offered:

General Aviation Pilot Option	(two-year A.A.S. Degree)
AWS Professional Pilot Program Option	(two-year A.A.S. Degree)
Aviation Certificate Program	(Certificate)

ELECTRONICS TECHNOLOGY DEPARTMENT

Location: Ed Beaty Hall, Room 540 - (970)330-8008, Ext. 6239

Department Chair: Jon Schiltz, Ext. 6414

Faculty: Eugene Cross, Ext. 6438
Gary Hunt, Ext. 6378

Degrees Offered:

Biomedical Electronics Technician	(two-year A.A.S. Degree)
Biomedical Electronics Technology	(Certificate)

Technology Division, cont.

Electronics (two-year A.A.S. Degree)
Electronics (Certificate)
Radiology Equipment Repair (Certificate)

ENGINEERING TECHNOLOGY DEPARTMENT

Location: Ed Beaty Hall, Room 540 - (970)330-8008, Ext. 6239
Department Chair: Lynette Knowlton, Ext. 6340
Faculty: Bill Cullins, Ext. 6415
Dean Dushack, Ext. 6626
Jay Freese, Ext. 6413

Degrees Offered:

Engineering Technology -
CAD/Drafting emphasis (two-year A.A.S. Degree)
Engineering Technology - CAD/Drafting emphasis (Certificate)
Engineering Technology - Civil emphasis (two-year A.A.S. Degree)
Engineering Technology - Civil emphasis (Certificate)
Engineering Technology -
Electromechanical emphasis (two-year A.A.S. Degree)
Engineering Technology -
Manufacturing emphasis (two-year A.A.S. Degree)
Engineering Technology - Manufacturing emphasis (Certificate)
Engineering Technology -
Quality emphasis option (two-year A.A.S. Degree)
Engineering Technology - Quality emphasis (Certificate)
Engineering Technology -
Transfer emphasis option (two-year A.A.S. Degree)

GRAPHIC TECHNOLOGY DEPARTMENT

Location: Ed Beaty Hall, Room 540 - (970)330-8008, Ext. 6286
Department Chair: Lori Ford, Ext. 6329
Faculty: Debra King, Ext. 6301

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 540 - (970)330-8008, Ext. 6239
Department Chair: Diana Duncan, Ext. 6341
Faculty: Debi Knudson, Ext. 6419
Kim Novinger, Ext. 6324
Tracey Warner, Ext. 6420

Degrees Offered:

Radiologic Technology (two-year A.A.S. Degree)

WELDING TECHNOLOGY DEPARTMENT

Location: Welding Tech Center - (970)330-8008, Ext. 6203
Department Chair: Bill Killebrew, Ext. 6203
Faculty: Michael Bannester, Ext. 6203

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**

Up to three \$750
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:

**WELDING TECHNOLOGY
WINOGRAD'S STEEL AND
SUPPLY SCHOLARSHIP**

Division of Norfolk Iron and
Metal Company
Two \$300 awards
End of Fall and Winter quarters
Contact awarding Department for criteria

Agriculture Department

AGRICULTURE TECHNOLOGY

Program Advisors: Richard Dunn and David Schaubert

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 farm/ranch consultations. Individual instruction on the use of the personal computer using agriculture software is studied and used to maintain farm/ranch records.

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 6286.

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
Total credits from above courses		54

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
Total credits from above courses		30

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
*CIS 118	Introduction to PC Applications	5
*CIS 160	BASIC Programming	5
Total credits from above courses		10

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
Total credits from above courses		10

Total Credits for A.A.S. Degree

Farm and Ranch Business Management Option	107
---	-----

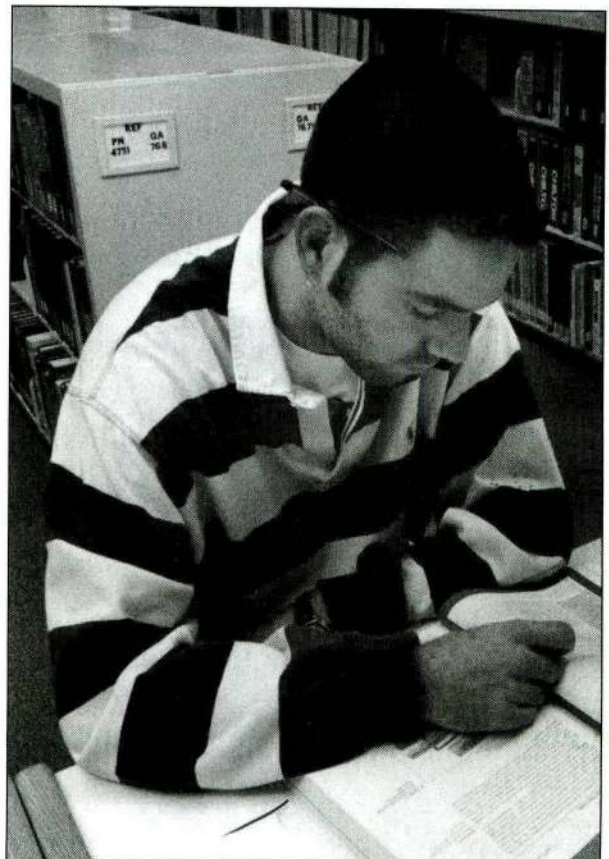
FARM AND RANCH BUSINESS MANAGEMENT CERTIFICATE PROGRAM

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 6286.

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
YOUNG FARMER TRAINING PROGRAM	
AGF 170 Young Farmer Training	4
AGF 171 Young Farmer Training - Part II	2
Total Credits for Certificate	6
YOUNG FARMER TRAINING PROGRAM	
AGF 180 Young Farmer Training/Computer Group	4
AGF 181 Young Farmer Training - Part II/Computer Group	2
Total Credits for Certificate	6
YOUNG FARMER TRAINING PROGRAM	
AGF 190 Young Farmer Training/Marketing	4
AGF 191 Young Farmer Training - Part II/Marketing	2
Total Credits for Certificate	6

AGRICULTURE ADVISORY COMMITTEE

Marty Weber Farmer LaSalle, CO	Theresa Wacker Farmer Greeley, CO
Kenneth Stumpf Banker Eaton, CO	Andrew T. Morehead Agriculture Accountant Eaton, CO
David Bell Farmer Keenesburg, CO	Gary King Banker Keenesburg, CO

AUTOMOTIVE COLLISION REPAIR TECHNOLOGY

A NATF MASTER CERTIFIED PROGRAM

Program Advisors: Pat Hergenreter, Ext. 6278 and Bill Hernandez, Ext. 6278

Program Scheduling: The Collision Repair department advisors will work with individuals or companies alike to plan customize programs of study that will meet their needs. The standard scheduling is listed below:

Automotive Collision Repair Technology Associate of Arts Degree

2 years (1155 classroom and lab hours plus 23 credit hours

General Education) Collision Repair Certificate Option

1 year (760 classroom and lab hours plus 10 hours General Education) Refinishing Option

1 year (450 classroom and lab hours plus 10 hours General Education)

Mission: Our overall mission is to develop a competent program which inspires individuals to set and realize their goals and expand their technical proficiency.

Potential Opportunities: Collision repair and refinishing on the high-tech automobiles of today is a challenging and rewarding career. The vast changes in the design, construction, and finish of today's automobiles have created a shortage of top notch technicians.

Not only does the collision repair industry offer outstanding opportunities, it offers the kind of a career where you can immediately see the results of your efforts while taking pride in your work on each and every job.

The job of collision repair technician is to repair damaged vehicles to a "pre-accident" condition. This is done by replacing or repairing and realigning the exterior panels made of sheet metal, plastic, or fiberglass. In addition, the technician must replace/straighten and align the structural components to bring the vehicle back to factory specification.

To help the technician perform top quality repairs, most shops today are equipped with modern equipment such as:

- Body and frame machines to hold the vehicle in place while pulling the damaged areas back to specifications.
- Measuring equipment to show the technician which part of the structure is bent, and to verify when it is back to factory specifications.
- Special welding equipment to weld structural components made up of high strength low alloy steel.
- Special equipment to weld plastic panels such as bumpers, interior panels, and on some newer vehicles, even fenders.

The job of the automotive refinish technician is to restore the finish of the repaired vehicle back to the factory finish.

Automobiles of today come from the factory with glamour finishes, using layers of clear coats and pearl coats to give special effects and provide extra durability. The refinish technician will be working with paint products far superior to those used just a few years ago. The technician must prepare the repaired areas of the vehicle, mask off adjacent panels, primer, sand, and spray the final finish.

Program Requirements: To earn an A.A.S. degree, the student must complete all ABR prefix courses and at least 23 credit hours of general education courses. Assessment required in degree program, dexterity testing required in degree program.

Automotive Repair Department, cont.

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.

COLLISION REPAIR DEGREE

Degree Program:

Degree Requirements:	CREDITS
ABR 132 Plastics & Adhesives	5.5
ABR 141 Non-Structural I	18.5
ABR 142 Non-Structural II	16.5
ABR 143 Structural I	12
ABR 241 Structural II	12
ABR 242 Damage Analysis & Repair I	12
ABR 243 Damage Analysis & Repair II	12
Total Option Credit Hours	88.5

Required General Education Courses

HEN 106 Red Cross/Standard First Aid/CPR	3
CSC 100 Computer and Literacy	5
REA 100 Master College Reading	5
ECO 105 Intro to Economics	5
ENT 116 Technical Math	5
Total General Education	23
Total credits hours for A.A.S. Degree (minimum)	111.5

COLLISION REPAIR CERTIFICATE OPTION

Certificate Program:

Certificate Requirements:	CREDITS
ABR 141 Non-Structural I	18.5
ABR 142 Non-Structural II	16.5
ABR 143 Structural I	12
ABR 151 Painting & Refinishing I	12
Total Option Credit Hours	59

Required General Education Courses

REA 100 Master College Reading	5
ENT 116 Technical Math	5
Total General Education	10
Total credits hours for Certificate	69

AUTO REFINISHING CERTIFICATE OPTION

Certificate Program:

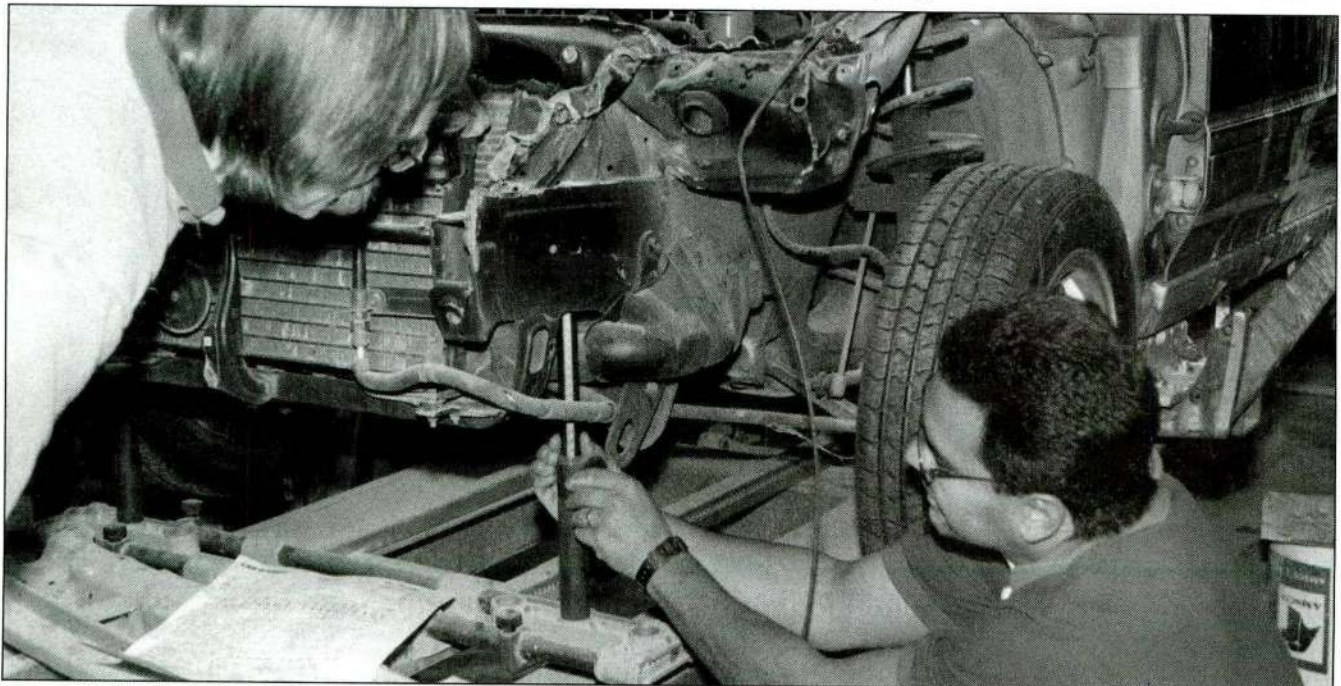
Certificate Requirements:	CREDITS
ABF 151 Painting & Refinishing I	12
ABF 152 Painting & Refinishing II	12
ABF 153 Painting & Refinishing III	12
Total Option Credit Hours	36

Required General Education Courses

REA 100 Master College Reading	5
ENT 116 Technical Math	5
Total General Education Courses	10
Total Credit Hours for Certificate	46

AUTOMOTIVE COLLISION REPAIR TECHNOLOGY ADVISORY COMMITTEE

Daryl Brethauer Ferraro Auto Center	Don Westerman All Pro Auto Body
Steve Peif Hi-Tech Autobody	Don Wilson Precision Auto Body
Randy Milan Import Auto Body	Tom Milan Retired Employee
JR Cirillo Import Auto Body	Lorri Wilson Precision Auto Body
Don Kroughan Property Damage Appraisal Service	Melva Ruyle State Farm Insurance



AUTOMOTIVE MECHANIC TECHNOLOGY

A NATEF CERTIFIED PROGRAM.

Program Advisors: Dennis Schossow and Chuck Baratta

Program Length: 804 General option, 748 Driveability option clock hours for Certificate in Occupational Education, or 1260 General option, 1188 Driveability option 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 available 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.

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 110	Automotive Shop Safety	.5
AMT 131	Brakes	8
AMT 132	Steering and Suspension Systems	8
AMT 133	Engine Performance	20
AMT 232	Electrical	15.5

PLUS: The student **MUST** choose three courses from the following to complete the automotive requirements:

AMT 134	Manual Drive Trains and Axles	8
AMT 231	Automotive Engines	9.5
AMT 233	Automatic Transmission & Axle	9.5
AMT 234	Heating & Air Conditioning	7

Total Option Credit Hours **76.5 to 79**

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 105	Intermediate Algebra	5

Select one of the following:

BUS 141	Introduction to Communications	5
BUS 142	Intermediate Communications	5
ENG 100	Composition and Style Technique	5

Total General Education Hours (minimum) **27**

Total Credit Hours For A.A.S. Degree (minimum) **103.5**

GENERAL AUTOMOTIVE TECHNICIAN

Certificate Requirements:		CREDITS
AMT 110	Automotive Shop Safety	.5
AMT 131	Brakes	8
AMT 132	Steering and Suspension Systems	8
AMT 133	Engine Performance	20
AMT 232	Electrical	15.5
Total Option Credit Hours		52

Required General Education Courses

HEN 106	Red Cross/Standard First Aid/CPR	3
MAT 110	Applied Business Math	5
PHY 105	Conceptual Physics	5

Total General Education Hours **13**

Total Credit Hours for Certificate **65**

**DIAGNOSTICS/DRIVEABILITY OPTION
DEGREE PROGRAM**

Degree Requirements:		CREDITS
AMT 110	Automotive Shop Safety	.5
AMT 133	Engine Performance	20
AMT 232	Electrical	15.5
AMT 262	Automotive Electronics	4
AMT 267	Advanced Technology	8
AMT 268	Equipment & Procedures	12
AMT 269	Diagnostics/Driveability	12
Total Option Credit Hours		72

Required General Education Courses

BUS 115	Introduction to Business	5
HEN 106	Red Cross/Standard First Aid/CPR	3
PHY 105	Conceptual Physics	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 105	Intermediate Algebra	5

Select one of the following:

BUS 141	Introduction to Communications	5
BUS 142	Intermediate Communications	5
ENG 100	Composition and Style Technique	5

Total General Education Hours (minimum) 27

Total Credit Hours For A.A.S. Degree (minimum) 99

DIAGNOSTICS/DRIVEABILITY OPTION

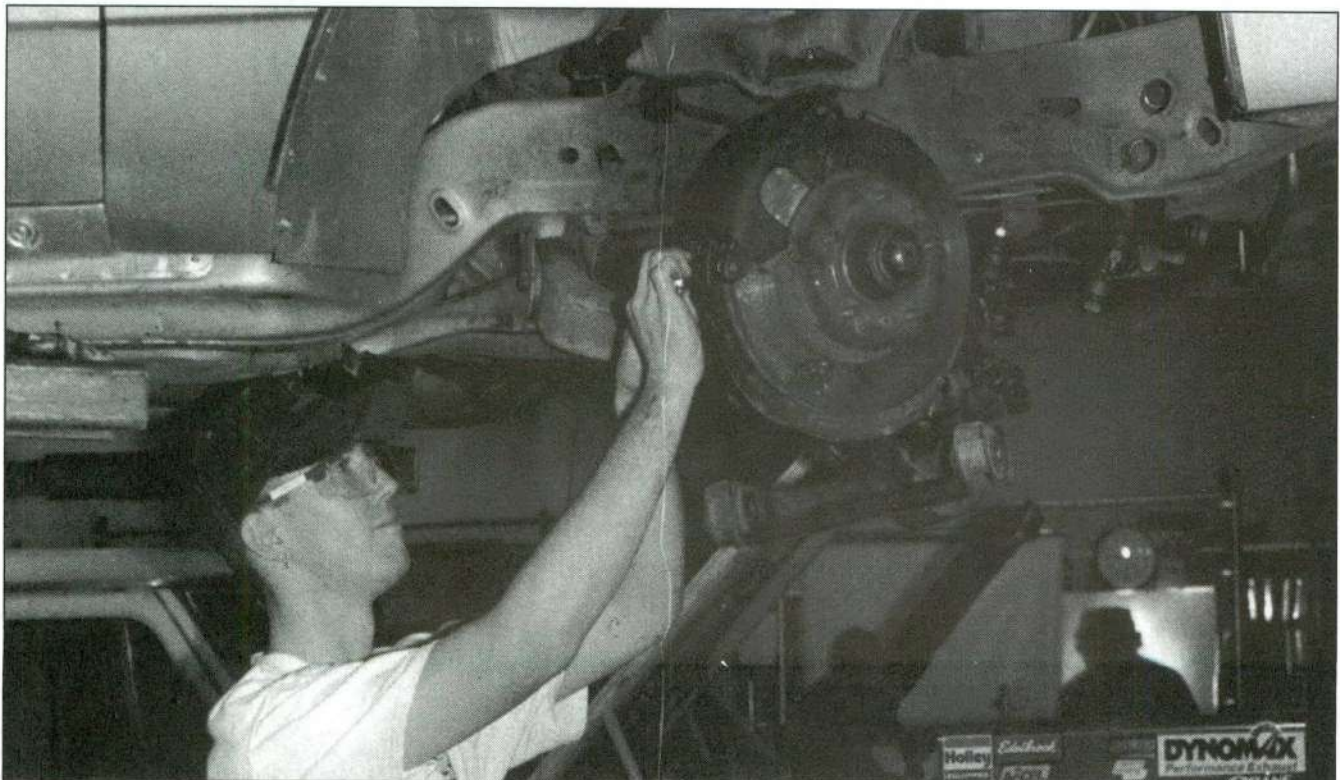
Certificate Requirements:		CREDITS
AMT 110	Automotive Shop Safety	.5
AMT 133	Engine Performance	20
AMT 232	Electrical	15.5
AMT 268	Equipment & Procedures	12
Total Option Credit Hours		48

Required General Education Courses

HEN 106	Red Cross/Standard First Aid/CPR	3
MAT 110	Applied Business Math	5
PHY 105	Conceptual Physics	5
Total General Education Hours		13
Total Credit Hours for Certificate		61

**AUTOMOTIVE MECHANICS TECHNOLOGY
ADVISORY COMMITTEE**

Glen Morehead U.S. West Communications	Brian Snell Maztech
Art Heselius Greeley Dodge	Charles Jacquinet MAZ Tech
Jon Anderson CO's International Motors	Herrick Garnsey Garnsey Wheeler Ford
Dan Ramsire A-Tech Inc.	Deb Bell-Baker Aims Advisory Core
Joe O'Connell Johnson Auto Plaza	



Aviation Department

AVIATION TECHNOLOGY

Program Advisors: Marvin Bay, Gina West, Val Taylor; David Soleta, Flight Center Director: Greg Gaiser

Awarded 1997 Program of Excellence status by Colorado Commission of Higher Education.

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. (See course descriptions for flight labs.)

The Flight Training Center will have information detailing the fees and flight expenses. For more information, call the Aims Flight Center at (970)356-0790 or 1-800-677-2467.

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
Total credits from above courses		71

Select a math course with advisor approval:

*MAT 121	College Algebra	(6)
ENT 116	Technical Mathematics	(5)
Total credits from above courses		5-6

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
Total credits from above courses		5

Select one of the following with advisor approval:

*SPE 115	Principles of Speech Communication	5
*SPE 215	Organizational Communications	5
Total credits from above courses		5

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

Aviation Department, cont.

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 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 with "C" or better grade 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.

Degree Requirements:		CREDITS
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
Total credits from above courses		93

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
Total credits from above courses		5

Select one of the following with advisor approval:

*SPE 115	Principles of Speech Communication	5
*SPE 215	Organizational Communications	5
Total credits from above courses		5

*Select a Social Science course with advisor approval (Psychology recommended)

*Select a Humanities course with advisor approval

Total credits for A.A.S. Degree		5
Professional Pilot Program Option		113

AVIATION CERTIFICATE PROGRAM

Certificate Requirements:	CREDITS	
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
Total Credits For Certificate		49

AVIATION TECHNOLOGY ADVISORY COMMITTEE

Robert Anderson	David Droegegmuller
Commercial Pilot/Bank Officer	Commercial Pilot
Russ McKnair	Kim Achziger
Pilot	Pilot
Continental Airlines	Southwest Airlines
John D. Warrender	Leonard Holladay
Corporate Pilot,	Pilot
Double Play Aviation	TWA
Mike McDonald	John Everhart
Chief Pilot	Director Flight Operations
Phelps-Tointon, Inc.	MAX

Electronics Department

ELECTRONICS TECHNOLOGY

Program Advisors: Gene Cross, Gary Hunt, Jon Schiltz

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) or equivalent 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 Technology Division 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.

Upon completion of certificate requirements, all students will be required to pass a comprehensive first year exit exam before qualifying for the certificate or proceeding on into the second year of the Associate in Applied Science degree. If this exam is not passed an advisor can require additional course work to be successfully completed prior to retaking the Comprehensive First Year Exit Examination. Only two retakes will be allowed.

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. This certificate program **also serves as the first year** of the two-year Associate of Applied Science Electronic Technology degree.

A series of Electrician Apprenticeship classes are offered in conjunction with the Independent Electrical Contractors. These classes (ELT 130 through ELT 137) are designed to give the student the academic studies required to become a licensed electrician. Contact a member of the faculty for full details on becoming a licensed electrician.

Distance Learning Courses: The courses within the certificate program are being converted to a distance learning format. Contact a program advisor for a list of those courses that are currently available.

Certificate Requirements:		CREDITS
ELT 110	Electronic Assembly	4
ELT 111	DC Fundamentals I	5
ELT 112	DC Fundamentals II	5
ELT 113	AC Fundamentals I	5
ELT 114	AC Fundamentals II	5
ELT 115	Solid State Fundamentals I	5
ELT 116	Solid State Fundamentals II	5
ELT 117	Digital Fundamentals I	5
ENT 207	Technical Job Seeking	1
CIS 118	Intro to PC Applications	5
Required General Education Courses:		
PHY 111	Physics I: Algebra Based	5
PHY 112	Physics II: Algebra Based	5
CIS 160	BASIC Programming	5

Electronics Department, cont.

Total Credit Hours for Certificate 60

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.

Degree Requirements:	CREDITS
First Year Core: Electronics Certificate	60
Second Year:	
Technical Electives (see note 1)	40
General Educations course (see note 2)	10
Total Credits for Degree	110

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 40 "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 Telecommunications	3
BUS 217	Business Communications	5
BUS 256	Desktop Publishing	2

From the Chemistry area:

CHE 110	Introduction to Inorganic 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 PC Operating Systems: DOS	3
CIS 112	Introduction to Windows: Windows 95 or NT	3
CIS 113	Advanced Windows: Windows NT	3
CIS 116	Logic and Program Design	5
CIS 118	Introduction to PC Applications	5
CIS 131	Introduction to Web Authoring	5
CIS 200	Local Area Networks (LAN) Concepts	3
CIS 212	UNIX	5
CIS 213	Unix System Administration	5

CIS 250	Networking System ADM 1 Novell	5
CIS 251	Networking System ADM II: Novell	5
CIS 253	Multi-Vendor Networking	5
CSC 160	Computer Science I (C++ Programming)	5
CSC 161	Computer Science II, Part I (Using C++)	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 130	Electricity I	5
ELT 131	Electricity II	5
ELT 132	Electricity III	5
ELT 133	Electricity IV	5
ELT 134	Electricity V	5
ELT 135	Electricity VI	5
ELT 136	Electricity VII	5
ELT 137	Electricity VIII	5
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	Introduction to Engineering Graphics	3
ENT 102	Drafting/Design I	3
ENT 103	Drafting/Design II	3
ENT 104	Drafting/Design III	3
ENT 105	Field Survey	6
ENT 109	Engineering Seminar I	1
ENT 119	Engineering Seminar II	2
ENT 129	Engineering Seminar III	3
ENT 201	Computer Aided Drafting I	4
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	5
ENT 206	Statics	5

Electronics Department, cont.

ENT 209	Independent Study I	1
ENT 219	Independent Study II	2
ENT 229	Independent Study III	3
ENT 217	Hydraulics/Pneumatics	3
ENT 221	Strength of Materials	5
ENT 225	Computer Aided Manufacturing	4
ENT 227	Robotics	4
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
---------	---	---

BIOMEDICAL ELECTRONIC TECHNICAL PROGRAM OPTION

Program Description: This A.A.S. degree is offered in partnership with the United States Army, Navy, Air Force, Reserve Units, Coast Guard, and National Guard through the United States Army Medical Equipment and Optical School (USAMEOS) program. USAMEOS courses are transferred into this degree program in accordance with the transfer agreement with the Department of the Army Academy of Health Sciences, U.S. Army, Fort Sam Houston, Texas. USAMEOS enjoys the reputation of being one of the finest biomedical technical training centers in the world. The degree program is designed to prepare students for entry level positions with progress toward jobs as Medical Equipment Repairer/Biomedical Equipment Repair Technician, and Biomedical Engineer. These types of technicians work for hospitals and research organizations. Some work for service and repair businesses that have maintenance contracts with hospitals, clinics, and other medical facilities and institutions. Related occupations are: Electrical and Electronics Technicians, Electrical Engineers, Robotic Technicians, Fiber Optic Technician or Optical Engineer, Reliability Engineer, Maintainability Engineer, Pollution-Control Engineer, Project Engineer, and Packaging Engineer.

Program Requirements: (1) Students must complete the USAMEOS Basic and Advanced Course training program. (2) A total of 24 credits must be completed with Aims Community College (via distance learning or on site at Aims Community College). These 24

credits cannot include transfer credits or ELT credits earned through the USAMEOS 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 (ENG 131) Technical Writing, or by obtaining a qualifying score on the Aims Computer Placement Test. Individuals completing USAMEOS courses in radiology receive a Radiology Equipment Repair Endorsement as part of their A.A.S. degree.

Transfer to a Four Year Engineering Degree Program: Articulation agreements exist with four year programs offering a Bachelor of Science (B.S.) degree in Electrical Engineering Technology. Consult your Aims program advisor for a list of schools and articulation details.

Other Certificate Possibilities: If the second year is completed via transfer credits and an additional 20 credits is completed with Aims Community College (via distance learning or on site at Aims Community College), a certificate in Biomedical Electronics Technology may be granted. If the Radiology Equipment Repair Endorsement is completed via transfer credits and an additional 20 credits is completed with Aims Community College (via distance learning or on site at Aims Community College), a certificate in Radiology Equipment Repair Technology may be granted.

BIOMEDICAL ELECTRONIC TECHNICAL A.A.S. DEGREE

The successful completion of the USAMEOS program earns the student credit for all ELT prefix courses listed below.

First Year (Certificate) Requirements		CREDITS
ELT 110	Electronic Assembly	4
ELT 111	DC Fundamentals I	5
ELT 112	DC Fundamentals II	5
ELT 113	AC Fundamentals I	5
ELT 114	AC Fundamentals II	5
ELT 115	Solid State Fundamentals I	5
ELT 116	Solid State Fundamentals II	5
ELT 117	Digital Fundamentals I	5
CIS 118	Introduction to PC Applications	5
ENT 207	Technical Job Seeking	1
PHY 111	Physics: Algebra Based I	5
PHY 112	Physics: Algebra Based II	5
CIS 160	Basic Programming	5
Total Credits for Certificate		60

Second Year (A.A.S. Degree) Requirements		CREDITS
ELT 230	Basic Equipment I	11
ELT 231	Basic Equipment II	11
ELT 232	OR/CMS Equipment	10
ELT 233	Advanced Equipment	10
PSY 120	Psychology of Leadership	5
SPE 115	Principles of Speech Communications	5
Total Credit Hours for 2nd Year		52
Total Credit Hours for A.A.S. Degree		112

Electronics Department, cont.

Radiology Equipment Repair Endorsement Requirements

ELT 234	Radiology Equipment I	12
ELT 235	Radiology Equipment II	12
Total Credit Hours for Endorsement		24

CONTACT YOUR LOCAL ARMY, NAVY, AIR FORCE, COAST GUARD, OR NATIONAL GUARD RECRUITER OR CAREER COUNSELOR TO SEE IF YOU QUALIFY FOR SELECTION INTO THIS PREMIER BIOMEDICAL (USAMEOS) TRAINING PROGRAM.

BIOMEDICAL PROGRAM OCCUPATIONS

This program will prepare individuals for work as Biomedical Equipment Repair Technicians or Electronic Instrument Repair Technicians. These technicians work for hospitals, medical laboratories, and research organizations, or may work for repair businesses that have maintenance contracts with hospitals, clinics, schools, and other medical facilities and institutions. For a list of Colorado employers see EMPL 3145. Related COCIS occupations are: Electrical and Electronics Technicians, Electrical Engineers, Robotic Technicians, Laser and Fiber Optic Technicians.

BIOMEDICAL ELECTRONIC TECHNICIAN PROGRAM OPTION

The Biomedical Electronics Technician Program will provide individuals with the skills necessary to enable an individual to perform medical equipment maintenance services characterized by: repair by module replacement, to include simple printed circuit board repair; the repair of general medical, dental, or optical equipment malfunctions; the adjustment of medical, dental, or optical equipment utilizing common and special purpose tools, and Test, Measurement, and Diagnostic Equipment (TMDE); and the performance of scheduled Preventive Maintenance Checks and Services (PMCS), Calibration, Verification, Certification (CVC), and electrical safety tests. Biomedical Equipment Repair Technician (DOT 019.261-010) is a specialty of electronics technology repair. The Biomedical Technician will be trained in the use of specialized tools such as volt and ohmmeters, signal generators, radiation meters, oscilloscopes, and will be able to run and analyze diagnostic programs.

The individual will receive the following shop operation skills: complete maintenance forms; complete serviceability standards checklist; produce warranty file for new equipment; prepare an uneconomically repairable equipment waiver; perform procedures required to successfully operate a TDA maintenance shop; determine the various areas that should be included in a Shop Operation Procedure (SOP); prepare a SOP; determine procedures to order forms and publications; discuss the proper way to deal with customers, prepare a medical discrepancy report, prepare an equipment improvement recommendation; determine the proper procedures in performing a surveillance inspection; determine the need for an Authorized Stockage List (ASL) and procedures required to prepare and maintain an ASL; perform life cycle management; determine the need, subject, audience, and procedures for conducting safety training; identify operator Preventive Maintenance, Checks, and Services (PMCS) requirements and procedures for a piece of equipment; identify the various components of an effective QC/QA program.

Upon the completion of the program the graduates will demonstrate skills in inspection, evaluation, installation, repair, preventive maintenance services, operation and calibration of:

BASIC EQUIPMENT I

1. Rotary Vacuum Pump, 2. High Volume Surgical Suction/Pressure Apparatus, 3. Fiberoptic Light Source, 4. Thermonic Suction Apparatus, 5. Ultrasound Generator, 6. Blood Warmer, 7. Dental Furnace, 8. Electronic/Tympanic Thermometer, 9. Surgical Operating Table, 10. Ophthalmic Slit Lamp, 11. Muscle Stimulator, 12. Pneumatic Tourniquet, 13. Mectrotome, 14. Lens Measuring Apparatus, 15. Infant Servo Control, 16. IV Pump/Controller, 17. Ultrasonic Prophylaxis, 18. Osonometer, 19. ENT Operating Unit.

BASIC EQUIPMENT II

1. Air Compressor, 2. Dental Operating Unit/System, 3. High Voltage Ventilator, 4. Tractive/Kinetic Physical Therapy Apparatus, 5. Biological Safety Hoods, 6. Low Volume Ventilator, 7. Blood Refrigerator, 8. Electric Dental Chair, 9. Hypodermic Injection Apparatus, 10. Whirlpool Bath, 11. Nebulizer, 12. Compressor/Dehydrator, 14. Central Vacuum System, 15. Anesthesia Apparatus, 16. Laminar Flow Hoods, 16. Automatic Vision Testing Apparatus, 17. Refrigeration System, 18. Refrigerated Centrifuge, 19. Infant Warmer, 20. Stainer, 21. Spirometer, 22. Titrator

OR/CMS EQUIPMENT

1. Field Sterilizer, 2. Vacuum Sterilizer, 3. Gas Sterilizer/Aerator, 4. Solution Warming Cabinet, 5. Electromechanical Surgical Scrub Sink, 6. Oxygen Analyzer, 7. Gravity Sterilizer, 8. Washer Sterilizer, 9. Ultrasonic Cleaner, 10. Thermoregulator, 11. Distilling Apparatus, 12. Cryosurgical Apparatus.

ADVANCED EQUIPMENT

1. Bacteriological Incubator, 2. Flame Photometer, 3. Spectrophotometer, 4. Defibrillator/Monitor, 5. Electrocardiograph, 6. Centrifugal Analyzer, 7. Pulse Oximeter, 8. Blood Gas System, 9. Electrosurgical Apparatus, 10. Patient Monitoring System, 11. Audiometer, 12. Autoanalyzer, 13. Coagulation Timer.

RADIOLOGICAL EQUIPMENT I

1. X-Ray Machine, 2. Radiographic Grids, 3. Panelipse Dental X-Ray Unit, 4. Portaray Portable X-Ray Unit, 5. Panorex Dental X-Ray Unit, 6. Radiographic Films & Intensifying Screens, 7. Geam Limiting Devices, 8. Heliodent Dental X-Ray Unit, 9. X-Ray Film Processor.

RADIOLOGICAL EQUIPMENT II

1. High Frequency X-Ray Apparatus, 2. High Capacity Radiographic Unit, 3. X-Ray Film Processor.

The Radiology Endorsement will provide individuals with an overview of theory, PMCS standards, safety measures, calibration standards, and repair of radiological equipment.

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

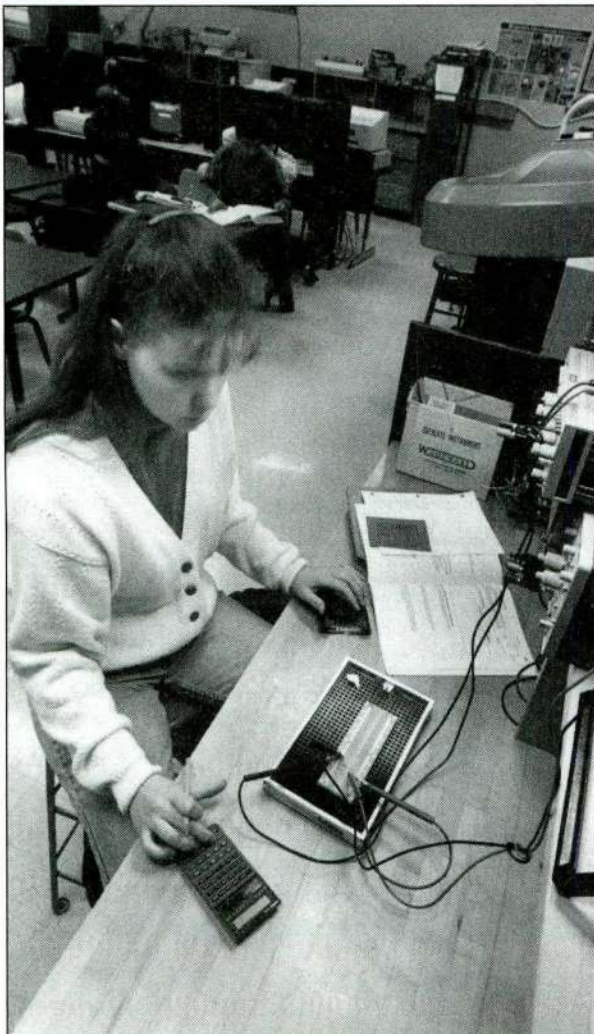
John Vaughn Jeff Arnold
Hewlett-Packard
Fort Collins Division

Woodward Governor Co.
Loveland

Dave Watson
Western Sugar Co.
Greeley

Lee Sikes
Monfort Inc.
Greeley

Tony Vella
Lexton Inc.
Greeley



Engineering Department

ENGINEERING TECHNOLOGY

Program Advisors: Bill Cullins, Dean Dushack, Jay Freese, 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 CAD/drafting, civil, quality assurance, mechanical, and manufacturing engineering fields. Some degree options are also designed to articulate to university programs. The entry level occupations within these fields may include drafting/design, CAD, estimating, machine operation and programming, process planning, technical documentation, material 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 Entrance Requirements: (1) Students entering these programs 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.

(2) The following courses are **prerequisites** to both the certificate and the A.A.S. degree programs, and **must be completed with a grade of 'C' or better** before admittance into the Engineering Technology program.

ENT 100 Introduction to Engineering Technology (2 credits)

ENT 116 Technical Mathematics (5 credits)

*ENG 100 Composition Style and Technique (5 credits)

*CSC 100 Computer Literacy (5 credits)

(*These courses satisfy 10 credits of the general education requirements for the A.A.S. degree.)

(3) Many Engineering Technology courses (ENT prefix) and electives 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.

(5) Any course used to satisfy an Engineering Technology degree or certificate requirement must be completed with a "C" or above grade.

(6) Any student requesting a transcript evaluation is strongly recommended to meet with an Engineering department advisor to have the transfer credits evaluated.

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 Engineering Technology department offers a three-quarter certificate and the A.A.S. degree in Engineering Technology consists of the 1st year core classes (i.e., the Engineering Technology 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. The certificate and degree options listed in this catalog show the recommended electives for students interested in a specific emphasis area. Program advisors work with each student to develop their specific program of study.

ENGINEERING TECHNOLOGY CERTIFICATE PROGRAM

The Certificate program is a three quarter (excluding the prerequisite block), 50 credit program that prepares students for many entry-level jobs within the field of engineering technology. The curriculum includes 30 elective credits to allow a student to orient his/her study towards a specific area of speciality (see certificate options). This certificate program also serves as the first year of the two-year Associate of Applied Science Engineering Technology degree.

Certificate Requirements: **CREDITS**
(NOTE: PERQUISITE BLOCK MUST BE COMPLETED PRIOR TO THESE CLASSES)

ENT 101	Intro to Engineering Graphics	3
ENT 102	Drafting/Design I	3
ENT 111	Engineering Materials	3
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
Total credits		20

Technical Electives: Select with advisor approval
 (see **CERTIFICATE OPTIONS** listed below) 30

Minimum Credit Hours for Certificate 50

ENGINEERING TECHNOLOGY CERTIFICATE OPTIONS

The certificate options listed below are suggested areas of emphases within the Engineering Technology certificate. The student will complete specific elective courses to prepare for a career within the specialty area listed. For a specific listing of the recommended specialty courses, see a program advisor within the Engineering Technology department.

Engineering Technology Certificate-CAD/Drafting emphasis.

(Note: This area of specialization prepares graduate for entry-level positions in the field of CAD and drafting/design. The student is also prepared for Autodesk level 1 certification exam.)

Engineering Technology Certificate-Civil emphasis

(Note: This area of specialization prepares graduate for entry-level positions in the field of civil engineering and surveying.)

Engineering Technology Certificate-Manufacturing emphasis

(Note: This area of specialization prepares graduate for entry-level technician positions in the field of manufacturing.)

Engineering Technology Certificate-Quality emphasis

(Note: This option prepares the student for the national Certified Mechanical Inspector (CMI) certification exam offered by ASQC.)

ENGINEERING TECHNOLOGY DEGREE PROGRAM

The Engineering Technology A.A.S. Degree program is a six quarter, 102 credit hour program that prepares students for more specialized technician careers 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. Some degree program options will articulate into selected university programs. The curriculum consists of (a) the first-year core (in the Engineering Certificate), (b) the second year A.A.S. degree core requirements, (c) the advisor-approved technical electives, and (d) the general education requirements.

Degree Requirements:	CREDITS
Engineering Certificate: (First year)	50
ENT 298 (Engineering Problems)	4
Technical Electives (see Note 1 below)	28
PHY 111 Physics: Algebra-based I	5
PHY 112 Physics: Algebra-based II	5
SPE 115 Principles of Speech Communication	5
PSY 120 Psychology of Leadership	5
Minimum Credits for A.A.S. Degree:	102

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, and are selected to prepare the student for a specific emphasis area.

Note 2: Total General Education credits are 25, as follows: ENG 100 (5), PHY 111 (5), PHY 112 (5), SPE 115 (5), PSY 120 (5). The ENG 100 is a requirement in the prerequisite block.

Engineering Technology-CAD/Drafting emphasis A.A.S. Degree

(Note: This area of specialization prepares graduate for technician-level positions in the field of CAD and drafting/design. The student is also prepared for the American Drafting and Design (ADDA) and the Autodesk level 2 certification exam.)

Engineering Technology-Civil emphasis A.A.S. Degree

(Note: This area of specialization prepares graduate for technician-level positions in the field of civil engineering. The student is also prepared for the NICET certification exam (Civil specialty). This area of emphasis will articulate into the Construction Management degree program at Colorado State University.)

Engineering Technology-Electromechanical emphasis A.A.S. Degree

(Note: This area of specialization prepares graduate for technician-level positions in the field of electromechanical technology, to perform job tasks such as facility and automated equipment operation, repair and maintenance.)

Engineering Department, cont.

Engineering Technology-Manufacturing emphasis A.A.S. Degree

(Note: This area of specialization prepares graduate for technician-level positions in the field of manufacturing engineering. The student is also prepared for the Society of Manufacturing Engineers (ME) technician-level certification exam. This area of emphasis is designed to articulate into the Industrial Technology Management degree program at Colorado State University.)

Engineering Technology-Quality emphasis A.A.S. Degree

(Note: This area of specialization prepares graduate for technician-level positions in the field of Quality Assurance. The student is also prepared for the ASQC Certified Quality Technologist (CQT) certification examination.)

Engineering Technology-Specialty/

Transfer emphasis A.A.S. Degree

(Note: This area of specialization offers the student a customized degree plan, to prepare for transfer to university engineering programs, or to meet the educational requirements for specialty occupational areas. The student will work with a program advisor to select technical electives that satisfy the special needs.

ENGINEERING TECHNOLOGY TECHNICAL ELECTIVES

(Select from the following list with advisor approval. A course that is higher-level than those listed may also be used, again with advisor approval.)

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 PC Operating Systems: DOS	3
CIS 112	Introduction to Windows: Windows 95 or NT	3
CIS 116	Logic and Program Design	5
CIS 118	Introduction to PC Applications	5
CIS 145	PC Database Concepts: Access	5
CIS 160	BASIC Programming	5
CIS 212	UNIX	5
CSC 160	Computer Science I (C++)	5

From the Electronics area:

ELT 107	Industrial Electricity	5
---------	------------------------	---

ELT 108	Electronics for Engineering Technicians	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

From the Engineering area:

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 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 228	Measurement Systems Analysis	3
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
MAN 246	Business Ethics	2

From the Math/Science area:

CHE 111	General College Chemistry I	5
CHE 112	General College Chemistry II	5
CHE 113	General College Chemistry III	5
MAT 103	Introduction to Geometry	2
MAT 105	Intermediate Algebra	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	John Lenz Kodak Company
Lyle Reynolds Celestica	Dr. James Parnell Colorado State University
Dave Layton EFTC	Herb Peralez Miner & Miner Consulting Engineers, Inc.
Donna Camilliere City of Loveland	Dr. Greg Worrell ConAgra Risk Management
Connie Cross Advanced Energy	Elise Sundem Greeley
Phyllis Huston Hewlett Packard Ft. Collins Division	Jeff Wieringa Lucas Data
Dr. Tom Manus Colorado State University	David Zdanowitz Hewlett Packard
Bob Brown Harsh International Inc.	

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 students for entry into a number of careers in the graphic technology fields. These careers include but are not limited to the following: computer graphics, graphic design, graphic artist, desk-top publishing, electronic pre-press, electronic page layout, typesetting, process camera, film stripping, platemaking, proofing and offset press operator. With additional training, related areas of employment include opportunities in: photography, web page design, journalism, quality control, multi media, management, sales, and equipment repair. If you are interested in communication and how ideas, art, pictures and color are creatively reproduced onto paper then consider a career in the graphic arts and printing industry, the third largest industry in the United States.

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
Total Credits for Certificate		74

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

Graphic Department, cont.

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
SPE 125	Interpersonal Communication	5

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	2
CIS 118	Introduction to PC Applications	5
COM 112	Intro to Mass Media	5
COM 280	Desktop Video Production	3
CSC 100	Computer Literacy	5
CIS 160	BASIC Programming	5
CSL 119	Psychology of Success	1-5
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

Total Pre-Press Option Credits 100

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
MAT 100	Elementary Algebra	5
PHY 105	Conceptual Physics	5
SPE 125	Interpersonal Communication	5

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 Programming	5
CSC 100	Computer Literacy	5
CSL 119	Psychology of Success	1-5
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 105	Intermediate Algebra	5
Total Press Option Credits		99

GRAPHIC TECHNOLOGY ADVISORY COMMITTEE

Pat Donovan, Sales Representative	Dick Kessler Night Plant Manager
Choice Printing Ft. Collins	Sprint Press Denver Denver
Bill Heideman Printing Plate Production & Technology Department	Rick Leiser World Wide Marketing Applications & Training
Kodak Colorado Division Eastman Kodak Company Windsor	Kodak Colorado Division Eastman Kodak Company Windsor

Margaret Willoughby
Graphics Production Officer
Aims Community College



Radiologic Department

RADIOLOGIC TECHNOLOGY

(Diana Duncan, Dept. Chair, Ext. 6341; Debi Knudson, Ext. 6419; Kim Novinger, Ext. 6324; Tracey Warner, Ext. 6420))

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

Entrance Requirements:

This program starts **ONLY** in the fall quarter. Admission is highly competitive and early **ADVISING with the Advising Core is essential. 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 the American Registry of Radiologic Technologists competency 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 (*).

Degree Requirements:	CREDITS
XRT 101 Radiographic Positioning I	4
XRT 102 Radiographic Positioning II	4
XRT 103 Radiographic Positioning III	4
XRT 115 Radiation Protection & Biology	3
XRT 121 Radiographic Exposure I	4
XRT 131 Clinical Experience I	5
XRT 132 Clinical Experience II	5
XRT 133 Clinical Experience III	5
XRT 134 Clinical Experience IV	9
XRT 204 Radiographic Positioning IV	4
XRT 122 Radiographic Exposure II	3
XRT 125 Radiographic Pathology	3
XRT 231 Clinical Experience V	8
XRT 232 Clinical Experience VI	8
XRT 233 Clinical Experience VII	9

XRT 234	Clinical Experience VIII	9
XRT 221	X-ray Equipment Operation & Maintenance I	5
XRT 222	X-ray Equipment Operation & Maintenance II	4
TOTAL CREDITS		96

GENERAL EDUCATION REQUIREMENTS		20
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
TOTAL CREDITS		20

Total Curriculum Credit Hours **116**

Related Courses

XRT 100	Introduction to Radiologic Technology	5
XRT 240	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, A.A.S., R.T.(R) Staff Technologist North Colorado Medical Center
Dennis Isaacson, R.T. Administrative Technologist Poudre Valley Hospital	Jane Ortmeier, R.T.(R) Supervising Technologist Poudre Valley Hospital
Jodi Buchanan, A.A.S., 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, B.S., R.T.(R) Greeley, Colorado	Tina Tomlin, A.A.S., R.T.(R) Staff Technologist McKee Medical Center

Welding Department

WELDING TECHNOLOGY

Program Advisors: Michael Bannester, and Bill Killebrew

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.

Testing Center: The Aims College Welding Technology Center is qualified to perform Welder Certification Tests. The Center 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 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 (970)330-8008, ext. 6203

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

Certificate Requirements: (Welding Technician Option)		CREDITS
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
Total Credits Required		82

*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)

Certificate Requirements:		CREDITS
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	Welding Systems Design	5
WLT 128	Principles of Cost Estimating for Welding	3
ENT 115	Introduction to Technical Math	5
PHY 105	Conceptual Physics	5

Welding Department, cont.

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
Total Credits Required		80

*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

Welding Technology Option	CREDITS
Completion of the certificate requirements for Welding Technician Option plus the following courses:	
CIS 110	Intro to PC 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	
Total Credits Required 98	

Welding Systems Management Option	CREDITS
Completion of the certificate requirements for Welding Systems Management Option plus the following courses:	
CIS 110	Intro to PC 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	
Total Credits Required 104	

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	Rick Kamerzell
Monfort of Co., Inc.	Kodak of Colorado
Mike Emerick	Dale Majors
Hobart Brothers Welding	Former Owner of Majors Welding Supply
Farren Elwood	Glenn Vennendaal
Self Employed	Monfort Fab Department
Bill Hancock	Bill DeCresentis
Colorado Oxygen Company	Colorado State Forest Service



Continuing Education Division



Dr. Richard Wood
Dean of
Continuing Education

CORPORATE EDUCATION CENTER

Location:

Aims College Corporate
Education Center
5590 W. 11th St., Greeley, CO

Telephone:

(970)330-8008, Ext. 6222

FAX:

(970)339-6564

Assistant to the Dean:

Rebecca Sperber, Ext. 6752

Office Staff:

Brenda Gossman, Ext. 6504
Gina Perez, Ext. 6213
Laura Strong, Ext. 6418
Sharon Morgan, Ext. 6786
Teresa Klahn, Ext. 6795
Valorie Arb, Ext. 6706
Mary Smith, Ext. 6739

Scheduling of Events:

Susan Tournai, Ext. 6354

Customized Training Director:

Roseann Guyette, Ext. 6578

Distance Education Director:

Linda Neville, Ext. 6427

Telecommunications Hot Line: 1-888-644-3451

FAX: (970)339-6646

Mortgage Banking Hot Line: 1-800-344-5209

FAX: (970)339-6564

Institute for Business Development Director:

Russell Disberger, Ext. 6747

School-to-Career Resource Center Director:

Connie Long, Ext. 6740

Work Keys Program Director:

Marsha Harmon, Ext. 6318

OTHER ASSOCIATED OFFICES

Intensive English and Youth Programs Director:

Alan Hendrickson, Ext. 6675

Office Staff:

Toot Dounglomchunt, Ext. 6746

Location:

Greeley Campus, College Center, Room 725
5401 W. 20th St., Greeley, CO

Welding Technology Test Center:

Bill Killebrew, Ext. 6203

Location:

Greeley Campus, Trades & Industry Building
5401 W. 20th St., Greeley, CO

Workforce Development Center

Location:

Kodak-Colorado, Windsor, CO
Julie Wilson, (970)686-4233

Small Business Development Center Director:

Ron Anderson, (970)352-3661, Ext. 107

Location:

Greeley-Weld Chamber of Commerce, Greeley, CO 80631

Recruiter/Business & Industry Coordinator-West Campus:

Carol Heinze, (970)330-4661, Ext. 309

Location:

Aims West Campus, 104 E. Fourth St., Loveland, CO

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 goal of Continuing Education is to provide life-long learning opportunities by providing: 1) educational activities for professional growth and recreational interests to individual members of the community with a low-cost, high-benefit ratio; 2) customized training programs to meet the emerging educational needs of local industries; 3) life-long learning for all levels of students; 4) a community-based environment that creates and supports a focus on the principles of quality improvement; 5) national resources to the local area through teleconferences, and 6) distance learning options for the public. 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 when 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.*

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, print shop/graphics, science and math, biofeedback, early childhood, radiology, welding technology, and engineering/electronic technology.

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 16-36 people depending upon the physical environment. Conference rooms can serve up to 280 people comfortably. A variety of audio-visual equipment is available in most rooms including: overhead projector, projection screen, TV/VCR, slide projector, flip chart, grease board, free-standing microphones, 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, the number of hours used, and charges for food services or additional services rendered. Deposits are required for certain events.

Catering services can be provided in the conference rooms to support the needs of any conference, training session or meeting. 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.

WORK KEYS SERVICE CENTER

In today's economy, the challenges found in a high-performance work place are constantly changing. Business organizations must upgrade the skill level of the current workforce and select a future workforce with the appropriate skills for the company to successfully compete in the global economy. The ACT Work Keys System can 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 workforce, and as a screening device for the future workforce. To complete the process, Aims 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 can offer training specific to raising the educational level of the workforce.

In the past decade, concern has mounted that American workers, both current and future, lack the workplace skills necessary to meet the challenges of technological advances, organizational restructuring, and global economic competition. The Work Keys System was developed by ACT (American College Testing) in response to this problem. Work Keys is a national informational system that can bridge the communications gap between business and educators by providing a "common language." This system provides a continuous structure for documenting and improving individuals' workplace skills.

The three components of the Work Keys System are:

- Job profiling to determine the skills that jobs require.
- Skill assessment to determine the skills individuals possess.
- Training to help learners or employees improve their skills.

To complete this process, the Aims College Corporate Education Center offers the following:

- A certified ACT Job Profiler is available to assess the specific hiring or training needs of businesses in the community. The profiler works with specific businesses to identify the skills essential to their employees' success and job performance.
- The Work Keys assessment test is also available either on site or at the Corporate Education Center. Eight areas of assessment are available including:
 - Reading for Information
 - Applied Mathematics
 - Locating Information
 - Applied Technology
 - Listening
 - Writing
 - Observation
 - Teamwork
- Customized training is developed to meet the determined skill levels.

—PLATO LAB

Individualized instruction is available in the Plato Lab, a computer assisted instructional program that allows open entry and exit to individualized courses of instruction. Students can progress at their own rate as they develop skills essential for the work place. Instructional training is provided both on site and in the classrooms at the Corporate Education Center. The Plato system is aligned with the skills assessed in the Work Keys system, including Reading for Information, Locating Information, Listening, Observation, Applied Mathematics, Applied Technology, Writing, and Teamwork. The curriculum is appropriate for students from junior high through adult age groups. Open lab times are available for individual student use. The lab also offers access to several distance learning courses via the Internet.

—WELD COUNTY ADULT HIGH SCHOOL DIPLOMA

The diploma is designed as a self-paced, competency-based opportunity for adults. It allows the motivated learner to apply life skills to achieve a high school diploma. The diploma will be issued by the Weld Board of Cooperative Educational Services in cooperation with Aims Community College. 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. The diploma program will serve as another alternative for those individuals who are seeking more productive lives. Many working adults are limited in employment and advancement opportunities because they have not obtained a high school diploma. The Weld County Adult High School Diploma is an extension of the options community colleges already provide for adult learners such as GED preparation, basic education, and training courses. The program will allow individuals to apply the skills and knowledge they have acquired through life experiences to build the skills and knowledge necessary for the workplace. The benefit to businesses involved is that they will ensure that existing and transitional workers remain a viable and important part of the work force and that the dedication and experience of these workers will not be lost. Graduates will be better self-directed workers, and better equipped to be productive employees working in a global competitive work force.

COMPUTER TRAINING

In its commitment to upgrading the skill level of the work force, Aims has established 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, databases, networking, presentation, desktop publishing, and multi-media. We offer numerous software and operating system packages including, but not limited to: Lotus 1-2-3, WordPerfect, MicroSoft Office '95, MicroSoft Office Professional '97, Paradox, Quattro Pro, Quicken, Windows NT, Windows 95, Netware, Groupwise, and DOS. Other facilities are also available using IBM or Macintosh environments and collaborative software. Programs not listed here can be customized to meet your company's needs.

INSTITUTE FOR BUSINESS DEVELOPMENT

Certificate programs and assistance with leadership or supervisory development, customer service support, facilitation skills, train the trainer, a forum for networking, and a resource center are core services offered through the Institute for Business Development. The IBD was formed to blend the multiple purposes and services of the Aims' College Centers for Small Business Development, Quality Improvement, and Entrepreneurial Services into a "one stop" structure. The Institute for Business Development strives to:

- Enhance economic growth and development of local businesses and organizations by providing information, guidance, and assistance for being successful.
- Support new businesses during start up and early growth stages.
- Assist in providing a wide range of customized training opportunities for businesses and individuals in concise, fast-paced formats that maximize the return on training investments.

—AMERICAN MANAGEMENT ASSOCIATION FACILITATED GROUP LEARNING PROGRAM

The American Management Association has provided management training programs and services to businesses nationwide for over 70 years. The Continuing Education Division of Aims Community College provides education and training for businesses and personnel. Together the two organizations offer the opportunity to enhance your skills and earn the AMA Certificate in Management. The American Management Association makes its self-study curriculum available to selected colleges and universities. The educational institution adds talented instructors with hands-on management experience. With this partnership students have the best of both worlds. Instructors use AMA texts as the framework for the courses. The result: courses combining sound management theory with practical skills development. To earn the AMA Certificate in Management, a student must complete six AMA courses. Completion is defined as (1) attending no fewer than four of six class meetings for each course, and (2) participating in projects, class studies, and passing the assessment. The student may choose to take two additional courses (a total of eight) to earn the AMA Master in Management, the highest level of recognition offered by the institution for certified professional development. College credit is possible for some of the AMA courses. Call the Continuing Education Office for details.

—CENTER FOR QUALITY IMPROVEMENT AT AIMS

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 provides direction for the improvement process, a forum for networking, a resource center, customer service support, leadership development, organizational assessments, as well as consultation and facilitation services. Training programs include the 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 an 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 elective subjects, spread over a period of approximately 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.

—AIMS ENTERPRISE CENTER

The Aims Continuing Education Division and Small Business Development Center, in support of local and regional business needs, is establishing an Enterprise Center in the new Aims College Corporate Education Center for entrepreneurs. The Enterprise Center is modeled around the Colorado Business Incubator projects. The Aims Enterprise Center will be able to assist new businesses in starting or improving their business ventures, while validating product or service feasibility. The Enterprise Center is important for Weld County's economy to help attract employers, improve efficiency of existing firms and encourage the start of new businesses. In addition, statistics show that such centers dramatically decrease the failure rate of small businesses. Eighty percent of small businesses fail within their first five years of life, but up to ninety percent of businesses that are in facilities similar to the Enterprise Center survive.

Seven offices are available which tenants (clients) can lease for a maximum of 18 months, before moving to commercial space in the outside world. Tenants will have access to shared support services including receptionist, copier, fax machine, conference room, and a resource center supplied with computers and self-paced training materials. A T1 high-speed communications line provides access to the telephone system at the main Aims campus and connection to another communications line giving quicker access to the Internet. Tenants also have easy access and support through weekly meetings from the Small Business Development Center in growing their business ideas.

—LIVE TELECONFERENCES AND TAPED VIDEO CONFERENCES

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 can be rebroadcast as a video conference, depending on the licensing involved. Additional opportunities to view tapes of some broadcasts can be arranged individually.

—SMALL BUSINESS DEVELOPMENT CENTER

The U. S. Small Business Administration administers the Small Business Development Center Program to provide free one-on-one management assistance to current and prospective small business owners. SBDCs offer one-stop assistance to small businesses by providing a wide variety of information and guidance, enhancing economic development with management and technical assistance.

SBDC Services include:

- new business feasibility analysis
- confidential, free, one-on-one consulting in management, financing and marketing assistance
- assistance with access to capital
- intensive management training seminars
- business resource libraries with access to current business data, demographics, technological information and statistics
- small business advocacy
- government procurement, international trade and technology assistance

Special SBDC programs and economic-development activities include international trade assistance, technical assistance, procurement assistance, venture-capital formation and rural development.

The SBDCs also make special efforts to reach socially and economically disadvantaged groups, veterans, women and the disabled. Assistance is provided to both current and potential small business owners. SBDCs also provide assistance to small businesses applying for Small Business Innovation and Research grants from federal agencies. SBDC assistance is available to anyone interested in starting or expanding a small business who cannot afford the services of a private consultant.

WORKSHOPS AND 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 or with special arrangements, at local schools.

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

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

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.

DISTANCE EDUCATION

The purpose of Aims Community College's Distance Education programs is to enable learners to achieve educational goals using distance learning techniques. It is not always easy to find the time to come to class because of our busy lifestyles. Many motivated learners choose to conveniently continue their education at their own learning pace in their own home.

Learners feel comfortable with methods used to deliver course instruction and testing whether they are novices or experts utilizing technology. Students may choose to learn through textbooks, videos, CDs, telephone conversations, e-mail, or Internet chat rooms that provide real time interaction with instructors and other students.

A separate Distance Education catalog is available. Please contact the Continuing Education Office.

—TELECOMMUNICATIONS PROGRAM

The Telecommunications Program is designed to provide employees in the telecommunications industry the knowledge necessary to assist their company with competing in an increasingly competitive global market. Program emphasis is placed on telecommunications concepts, technologies, products, and applications that have daily impact on the telecommunications industry.

As of January 1998, the Telecommunications Certificate Program includes the following courses: Basic Telephony Concepts, Advanced Telecommunications Concepts, Data Communications and Protocol Concepts, LAN/WAN Concepts, Wireless Technology Concepts, and DC/AC Concepts, Fiber Optics, and Introduction to Microcomputer Concepts. Each course in this program is provided in either a distance learning format or offered in a traditional instructor-led, on-site format for industry. The diversity of the curriculum format allows individuals from companies nation-wide to participate in this invaluable training program.

—MORTGAGE BANKING PROGRAM

Aims Community College and the Mortgage Bankers Association of America have entered into a co-venture and developed an Associate of Arts Degree by Distance with a Mortgage Banking emphasis. This program is designed for busy professionals who want to expand their knowledge and improve their understanding of the concepts, language and underlying principals in the mortgage-banking field.

The mortgage banking courses are available in a home study format providing the convenience of self-paced learning. They include three prerequisite courses: Real Estate Law for Mortgage Bankers, Introduction to Mortgage Banking, and Regulatory Compliance. Elective credits are Mortgage Loan Underwriting, Introduction to Residential Mortgage Loan Administration, Residential Secondary Mortgage Market, Quality Control in Mortgage Lending, Mortgage Loan Origination, Processing Government Loans, Conventional Loan Processing, Closing the Loan, and Introduction to Commercial Real Estate Finance for Mortgage Bankers.

This program is designed to provide insights into the mortgage finance field and to assist with professional growth. Upon satisfactory completion of these courses, not only will college credit be earned, but each course will also earn three points toward the Certified Mortgage Banker (CMB) designation awarded through the Mortgage Bankers Association of America. Participants can begin the emphasis courses at any time with a maximum of eight (8) months to complete each course.

—BIOMEDICAL ELECTRONIC TECHNICIAN A.A.S. DEGREE PROGRAM BY DISTANCE

The Biomedical Electronic Technician Associate in Applied Science (A.A.S.) Degree is offered in partnership with the United States Army, Navy, Air Force, Coast Guard, National Guard and Reserve Units through the United States Army Medical Equipment and Optical School (USAMEOS) program. The degree program is designed to prepare students for entry-level positions with progress toward jobs as a Medical Equipment Repairer/Biomedical Equipment Repair Technician. Completion of 112 quarter credits is required for the degree. Completion of an additional 24 quarter credits is required for the Radiologic Equipment Repair Endorsement.

Students successfully completing the USAMEOS program (Electronic Theory I & II, Basic Equipment I & II, OR/CMS Equipment, and Advanced Equipment) will receive credit for eighty-one quarter credits in the areas listed in the Distance Education catalog. Students completing USAMEOS Radiological Equipment I & II courses will receive credit for an additional twenty-four quarter credits which applies toward the Radiologic Equipment Repair Endorsement. In addition to the USAMEOS credit, the student must complete thirty-one credits in General Education as shown in the Distance Education catalog.

THAILAND INTENSIVE ENGLISH PROGRAM

Aims Community College and the Greeley, Colorado community is providing a special opportunity for students ages 9-16 to practice conversational English speaking skills while having fun. Students work in small groups with a faculty member, focusing on oral communication and other activities that enhance English speaking skills. Friday, Saturday and Sunday are set aside for relaxation, entertainment and sightseeing. Students stay with host families in the

Greeley area with emphasis on placing students in homes with children of similar ages. This program is provided for four to six weeks in the spring and in the fall.

THAI HOUSE

Aims Community College in conjunction with Kasetsart University Laboratory School, has built the Thai house on the Greeley campus. It will be used to house international guests while they attend schools and conduct business in northern Colorado. It will also be used for visiting guest lecturers, speakers, and others visiting Aims Community College.

COLORADO INTENSIVE ENGLISH INSTITUTE

The Colorado Intensive English Institute offers students worldwide an opportunity to learn the English language with American students in integrated classes. The year-round program features ten-week sessions of intensive English instruction, combined with an introduction to the life of a college campus in the United States. Learning resource labs are available to assist students, including: computers, resource materials, tutorial software and videos, and other support services. Students are assessed on arrival and are placed in classes appropriate to their proficiency in English. During the classes students enhance their proficiency in language skills through reading, writing, mathematics, and oral communications.

SCHOOL TO CAREER

School to Career Partnerships are formed with local school districts, business partners, educators, higher education, trades, and agencies to assist in insuring that students are provided relevant opportunities in learning toward the preparation of entering the workforce.

SCHOOL TO CAREER REGION 1 RESOURCE CENTER

The School to Career Region 1 Resource Center is housed at Aims Community College Corporate Education Center to assist partnerships in the twelve Northeast counties of Weld, Larimer, Morgan, Logan, Sedgwick, Phillips, Washington, Yuma, Elbert, Lincoln, Kit Carson, and Cheyenne in establishing business and education linkages in their development of more relevance for students toward lifelong learning. The center houses curriculum materials, videos, knowledge of best practices to assist in integrating work-based competencies, school-based components, as well as expertise in service learning. The prime function of the center is to provide support to school districts, business leaders, partnership councils, and others in their efforts to incorporate the school to career initiative, as well as career development activities.

Course Descriptions

Table of Contents

COURSE NAME	PAGE	COURSE NAME	PAGE
AAD Design	127	HUM Humanities	176
ABF Auto Body Refinishing.....	127	INS Insurance	177
ABR Automotive Collision Repair Technology	127	INT International Studies	177
ACC Accounting	129	ITA Italian.....	170
AMT Automotive Mechanics Technology	131	JPN Japanese.....	171
ANT Anthropology.....	135	LIT Literature	178
ARS Art	135	MAN Management	178
ART Art	135	MAR Marketing	179
ASL American Sign Language.....	137	MAS Mexican American Studies.....	180
AST Astronomy	138	MAS Culture of Mexico and South America.....	180
AVT Aviation Technology.....	138	MAT Mathematics.....	180
BIO Biological Sciences	140	MUS Music.....	182
BIS Business Information Systems.....	140	PEA Physical Education Activities.....	183
BUS General Business.....	140	PEB Physical Education Ball Sports	183
CHE Chemistry	145	PED Physical Education Dance	184
CIS Computer Information Systems.....	146	PEF Physical Education Fitness	185
COM Communications Media.....	148	PHI Philosophy.....	186
CRJ Criminal Justice.....	149	PHY Physics.....	187
CSC Computer Science.....	150	POA Peace Officer Academy	187
CSL Counseling	151	POS Political Science.....	189
CSM Cosmetology	152	PSY Psychology.....	189
EAS Earth Science.....	153	REA Reading.....	181
ECO Economics.....	154	SEE Signing Exact English	191
ECP Early Childhood Professions	153	SOC Sociology.....	192
EDU Education	155	SPA Spanish	171
EDU/EDT Education	155/156	SPE Speech.....	192
ELT Electronics Technology	157	SPP Special Program.....	192
EMS Emergency Medical Services.....	159	STA Statistics.....	193
ENG English Communications.....	162	THE Theatre.....	193
ENG English (Composition)	162	WLT Welding Technology.....	193
ENT Engineering Technology	163	XRT Radiologic Technology.....	194
ESL English as a Second Language	165		
FLS Senior	167		
FLE Expectant Families.....	168		
FLF Positive Parenting and Personal Growth	168		
FMT Farm and Ranch Business Management.....	169		
FRE French	169		
FST Fire Science	166		
GER German	170		
GEO Geography	172		
GEY Geology.....	172		
GRN Gerontology.....	173		
GRT Graphic Technology	173		
HEN Health Education.....	173		
HIS History	174		
HLH Health Occupations.....	174		



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 Quark XPress, Adobe Photoshop and Adobe Illustrator, 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 a new student 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, using the same software programs. The assignments for this section will challenge the second level student and build on their computer skills and the knowledge they acquired in Computer Design I. They will explore new creative graphic ideas and add to their level of ability by solving graphic problems. Prerequisite: AAD 121. 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 skills will be attained. Prerequisite: AAD 121, AAD 122. 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: 40 clock hours.

AAD 132 CALLIGRAPHY II

This course continues instruction in calligraphy using more advanced tools and lettering styles. Three credits: 40 clock hours.

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: 40 clock hours.

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. (See Physical and Dexterity Requirements for ART 151 and 152.)

AAD 243 PHOTOGRAPHY III

AAD 244 PHOTOGRAPHY IV

Photography I and II (ART 151, 152) 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. (See Physical and Dexterity Requirements for ART 151 and 152.)

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

ABF 151 PAINTING AND REFINISHING I

This course the student will become familiar with refinishing procedures used in the auto collision repair industry, safety procedures, identification of tools and equipment, their uses and maintenance. Emphasis will be on surface preparation to include proper cleaning, sanding, feathering, chemical treatment of bare metals and application of primer surfacers. Proper use and identification of spray gun and correct spraying techniques as well as masking and detailing are included. 12 credits: 160 clock hours.

ABF 151AA PAINTING SAFETY AND EQUIPMENT

This module offers the student an opportunity to become familiar with safety practices and identification of equipment utilized within the refinishing industry. 3.5 credits: 50 clock hours.

ABF 151AB SURFACE PREPARATION

This module offers the student the opportunity to become familiar with inspection and identification of substrate, plan of action for refinishing, proper application of sanding techniques, tool selection, and safety precautions. 4.5 credits: 70 clock hours.

ABF 151AC PAINT MATERIALS

This module offers the student the opportunity to become familiar with identification, selection, and use of sand papers and paint materials used for refinishing. 4 credits: 40 clock hours.

ABF 152 PAINTING AND REFINISHING II

This course the student will become familiar with proper application and spraying techniques used for the application of state of the art finishes used in the auto collision industry. Training will include the use of siphon and gravity feed spray equipment, high volume low pressure, low volume low pressure is included. Performance in the application of primers, sealers, paints including single and two-stage are required. 12 credits: 150 clock hours.

ABF 152AA PAINT APPLICATION

This module offers the student the opportunity to become familiar with paint mixing, paint matching, and application techniques to include blending and overall vehicle application. 7 credits: 85 clock hours.

ABF 152AB PAINT APPLICATION PROBLEMS

This module offers the student the opportunity to identify various paint application problems and determine the cause(s) and correct the condition. 5 credits: 65 clock hours.

ABF 153 PAINTING AND REFINISHING 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. 12 credits: 150 clock hours.

ABF 153AA FINISH DEFECTS, CAUSES AND CURES

This module offers the student an opportunity to become familiar with techniques to repair finish defects to include inspection and identification. 2.5 credits: 35 clock hours.

ABF 153AB FINAL DETAIL

This module offers the student an opportunity to become familiar with proper techniques for final detail. Training will include proper selection of cleaning materials and their uses, selection of equipment for interior and exterior clean-up, and application of exterior decals and stripping tape. 2 credits: 25 clock hours.

ABF 153AC SPOT REPAIR & OVERALL REFINISHING

This course was designed for the student to become familiar with proper application and spraying techniques used for the application of state-of-the-art finishes used in industry. Training will include the use of siphon and gravity feed spray equipment. Performance in the application of primers, sealers, paint including single and two-state are required. 7.5 credits: 90 clock hours.

ABR 132 PLASTIC AND ADHESIVES

This course offers the student an opportunity to study the identification and analysis of plastic repair. Repair methods will include chemical bonding, hot air welding and use of plastic repair materials. The students will learn proper techniques for the repair of plastics to include safety, proper materials and equipment. 5.5 credits: 75 clock hours.

ABR 132AA PLASTIC IDENTIFICATION

This module offers the student an opportunity to become familiar with techniques used to identify the various plastics and determine repair or replacement. 2 credits: 25 clock hours.

ABR 132AB PLASTIC REPAIR TECHNIQUES

This module offers the student an opportunity to become familiar with proper procedures to repair plastics utilized in and on automobiles. Training to include two-part repair material, and plastic welding. 3.5 credits: 50 clock hours.

ABR 141 NON-STRUCTURAL DAMAGE ANALYSIS & REPAIR I

This course will introduce the student to the automotive collision repair industry to include safety practices, tools and equipment, automobile construction, the repair estimate, welding and cutting, characteristics and properties of sheet metal, damage analysis, sequence of repair, straightening techniques, metal finishing, use and application of body fillers. The student will also become familiar with steering and suspensions components. 18.5 credits: 240 clock hours.

ABR 141AA ORIENTATION AND SAFETY

This module will introduce the student to guidelines and policies of the Auto Collision program, emphasizing safety. 1 credit: 10 clock hours.

ABR 141AB TOOLS AND EQUIPMENT

This module will familiarize the student with automotive collision repair tools and equipment utilized in a collision repair facility. 1 credit: 10 clock hours.

ABR 141AC AUTOMOTIVE CONSTRUCTION & DAMAGE ANALYSIS

This module will familiarize the student to automobile construction to include framed vehicles, unibody construction, and space frame designs. It will also introduce the student to the damage appraisal sheet or estimate or repairs. Training will include purpose, utilization of estimating guides, terms, definitions, and analyzing a written or computer generated estimate. 2 credits: 10 clock hours.

ABR 141AD WELDING AND CUTTING

This module will familiarize the student to welding and cutting techniques utilized in the Collision Repair industry. Instruction will include oxy-acetylene welding and cutting, MIG welding, and plasma-arc cutting. 5.5 credits: 80 clock hours.

ABR 141AE STRAIGHTENING TECHNIQUES

This module will introduce the student to straightening techniques common to our industry. Training will include stress/relief, metal finishing, straightening techniques, and mixing/application of body fillers. 3 credits: 40 clock hours.

ABR 141AF STEERING AND SUSPENSION

This module will familiarize the student with identification, removal, replacement and adjustments to the steering and suspension components. 6 credits: 80 clock hours.

ABR 142 NON-STRUCTURAL DAMAGE ANALYSIS & REPAIR II

This course will study identification, removal and replacement of bolt-on parts and accessories to include adjustment and alignment of fenders, doors, hoods, bumpers, deck lids and interior parts. Instruction will also include emphasis on proper tool selection, use and safety practices of shop equipment. Performance of repair and straightening techniques to include tension pulls/stress relief and finishing to pre-accident condition. The student will also become familiar with basic operation of the electrical and brake systems of the automobile. 16.5 credits: 210 clock hours.

ABR 142AA OUTER-BODY REPAIRS AND ADJUSTMENTS

This module allows the student to become familiar with replacement and adjustment of non-structural bolt-on parts, repair techniques for rusted or torn sheet metal, and straightening of damaged panels using power/hand tools. 6 credits: 77 clock hours.

ABR 142AB ADVANCED STRAIGHTENING

This module allows the students to become familiar with advanced straightening techniques, door skin replacement, non-structural outer-body panel replacement, proper tools selection, and safety practices of tools and equipment. 3 credits: 40 clock hours.

ABR 142AC MOVEABLE GLASS

This module allows the student to become familiar with removal and replacement of interior trim, power driven accessories, window regulators, and related controls. 1.5 credits: 24 clock hours.

ABR 142AD ELECTRICAL

This module allows the student to become familiar with identification, removal, and replacement of electrical components used throughout the automobile. 4 credits: 45 clock hours.

ABR 142AE BRAKES

This module allows the student to become familiar with inspection, identification, removal, replacement, and adjustment of the brake system. 2 credits: 25 clock hours.

ABR 143 STRUCTURAL DAMAGE ANALYSIS & REPAIR I

This course offers the student an opportunity to study identification and analysis of framed and unibody structures, straightening techniques, frame machines, measuring systems, direct/indirect damage, stress relieving servicing and sectioning of structural frames. The student will apply methods of frame measurement using vehicle dimension charts, conventional measuring and service manuals, know and understand terms and definitions of vehicle structures. Vehicle diagnoses and straightening techniques will be covered as well as identification and analysis of damage. Safety procedures and equipment use is included. The student will also become familiar with heating, air conditioning, cooling, and drivetrain components. 12 credits: 160 clock hours.

ABR 143AA FRAME INSPECTION AND REPAIR

This module allows the student to become familiar with diagnosis and straightening techniques on framed vehicles. 3 credits: 50 clock hours.

ABR 143AB UNIBODY INSPECTION AND REPAIR

This module allows the student to become familiar with diagnosis and straightening techniques on unibody vehicles. 5 credits: 70 clock hours.

ABR 143AC FIXED GLASS

This module allows the student to become familiar with removal and replacement of fixed glass. Identification of heated, non-heated, and modular glass are emphasized. 1 credit: 10 clock hours.

ABR 143AD HEATING AND AIR CONDITIONING

This module allows the student to become familiar with the overall operation of the heating and air-conditioning systems. Training will include safety practices, identification, inspection, and recharging of systems. 1 credit: 10 clock hours.

ABR 143AE COOLING SYSTEMS

This module allows the student to become familiar with the engine cooling systems to include identification, inspection, removal, replacement, refilling and bleeding the system for proper operation. 1 credit: 10 clock hours.

ABR 143AF DRIVETRAIN

This module allows the student to become familiar with identification, inspection, removal, replacement, and adjustment to drivetrain assemblies. 1 credit: 10 clock hours.

ABR 199 COLLISION REPAIR SPECIALTY

This course is offered to upgrade skills or to develop skills in a specialty area. Objective to be agreed upon by the instructor, program supervisor and the student. Variable credit: 1 to 6 credit hours.

ABR 241 STRUCTURAL DAMAGE ANALYSIS & REPAIR II

This course offers the student an opportunity to become familiar with major body repairs to include advanced techniques to straighten and align damaged frame and unibody structures. Also included will be identification and analysis of frames, unibody, heating and stress relieving, servicing and sectioning of structural components, know and understand fuel, exhaust, and restraint systems. 12 credits: 160 clock hours.

ABR 241AA FUEL INTAKE AND EXHAUST SYSTEMS

This module offers the student an opportunity to become familiar with the fuel intake and exhaust systems to include identification, inspection, removal, and replacement of related components. 1 credit: 15 clock hours.

ABR 241AB RESTRAINT SYSTEMS

This module offers the student an opportunity to become familiar with safety restraint systems to include passive, active, and (SRS) supplemental restraint systems. 1.5 credits: 25 clock hours.

ABR 241AC ADVANCED UNIBODY TECHNIQUES

This module was designed so the student could become familiar with measuring and tolerance limits of unibody construction, Car-o-liner frame machine use and setup, identification of direct and indirect damage, proper stress relief, and straightening techniques. 9.5 credits: 120 clock hours.

ABR 242 DAMAGE ANALYSIS & REPAIR

A continuation of previous course work to include major and minor straightening, frame and unibody repairs and related mechanical and electrical component identification and refinishing. 12 credit hours: 150 clock hours.

ABR 243 DAMAGE ANALYSIS & REPAIR II

This course will cover all areas of collision repair, straightening, parts replacement, major and minor frame and unibody analysis and repair. With instructor approval, the student may be placed in an intern position. 12 credit hours. 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. ACC 215 recommended to be taken concurrently. Five credits: 50 clock hours.

ACC 208 EXCEL 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 SPREADSHEET 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 SPREADSHEET 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 ADVANCED SPREADSHEET 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. (ACC 209 recommended to be taken concurrently). 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

AMT 100 BASIC CAR CARE & MAINTENANCE FOR BEGINNERS

This course is designed to provide students with basic knowledge of the major automotive systems. The course will incorporate information on preventive maintenance procedures as well as recognizing service and/or repair situations. A short session on selecting repair facilities will be included. .5 credits: 7 clock hours.

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. 4 credits: 60 clock hours. Prerequisite: AMT 110

AMT 110 AUTOMOTIVE SHOP SAFETY

Safety awareness and accident prevention **IS** the top priority in all automotive courses. To this end, Automotive Shop Safety is required for entrance into all or part of the automotive courses. Accident prevention is the emphasis of this course. Students will learn all aspects of working safety in an automotive shop including facility safety, fire prevention, equipment safety, vehicle safety, personal safety, and hazardous material and waste safety. Leather work shoes or boots and A.N.S.I. Z-87 approved safety glasses and face shield are required. One-half credit: 7 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 action and theory of operation. Lab work will involve the practice of performing the proper industrial methods of 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 after market manual companies. Safety awareness and accident prevention policies will remain a high priority throughout this course of instruction. Eight credits: 103 clock hours. Prerequisite: AMT 110

AMT 131AA AUTOMOTIVE BRAKES-HYDRAULIC SYSTEM

This module is designed so the student can acquire the knowledge, and practice the skills to diagnose, adjust, service, and/or repair the hydraulic brake system and its individual components. 2.5 credits: 32 clock hours.

AMT 131AB AUTOMOTIVE BRAKES-DISC BRAKES

This module is designed so the student can acquire the knowledge, and practice the skills to diagnose, adjust, service, and/or repair the DISC brake system and its individual components. 1.5 credits: 19 clock hours.

AMT 131AC AUTOMOTIVE BRAKES-DRUM BRAKES

This module is designed so the student can acquire the knowledge, and practice the skills to diagnose, adjust, service, and/or repair the drum brake system and its individual components. One credit: 13 clock hours.

AMT 131AD AUTOMOTIVE BRAKE-POWER ASSIST

This module is designed so the student can acquire the knowledge, and practice the skills to diagnose, adjust, service, and/or repair the power system and its individual components. One-half credit: 7 clock hours.

AMT 131AE AUTOMOTIVE BRAKES-RELATED BRAKE SERVICE

This module is designed so the student can acquire the knowledge, and practice the skills to diagnose, adjust, service, and/or repair adjustable and non-adjustable wheel bearings, the parking brake system and its individual components, and the electrical circuits and components of the brake system. One credit: 13 clock hours.

AMT 131AF AUTOMOTIVE BRAKES-ANTI-LOCK BRAKE SYSTEM

This module is designed so the student can acquire the knowledge, and practice the skills to diagnose, adjust, service, and/or repair the anti-lock system and its individual components. 1.5 credits: 19 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 after market manual companies. Safety awareness and accident prevention policies will remain a high priority throughout this course of instruction. Eight credits: 103 clock hours. Prerequisite: AMT 110

AMT 132AA STEERING & SUSPENSION-STEERING SYSTEMS

This module is designed so the student can acquire the knowledge, and practice the skills to diagnose, adjust, service, and/or repair the steering system and its individual components. 1.5 credits: 19 clock hours.

AMT 132AB STEERING & SUSPENSION-FRONT SUSPENSIONS

This module is designed so the student can acquire the knowledge, and practice the skills to diagnose, adjust, service, and/or repair the front suspension systems on its individual components. 1.5 credits: 19 clock hours.

AMT 132AC STEERING & SUSPENSION-REAR SUSPENSION

This module is designed so the student can acquire the knowledge, and practice the skills to diagnose, adjust, service, and/or repair the rear suspension system and its individual components. One credit: 13 clock hours.

AMT 132AD STEERING & SUSPENSION-RELATED SUSPENSION SERVICE

This module is designed so the student can acquire the knowledge, and practice the skills to diagnose, adjust, service, and/or repair the shock absorbers and strut assemblies, adjustable and non-adjustable wheel bearings, and the electronically-controlled system and its individual components. One credit: 13 clock hours.

AMT 132AE STEERING & SUSPENSION-WHEEL ALIGNMENT

This module is designed so the student can acquire the knowledge, and practice the skills to perform two and four wheel alignment procedures. 2.5 credit: 32 clock hours.

AMT 132AF STEERING & SUSPENSION-WHEEL AND TIRES

This module is designed so the student can acquire the knowledge, and practice the skills to perform two and four wheel alignment procedures. One-half credit: 7 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 various systems. Sources of repair information and recommended maintenance procedures will be sought from automobile makers, component manufactures, and after market manual companies. Safety awareness and accident prevention policies will remain a high priority throughout this course of instruction. Twenty credits: 260 clock hours. Prerequisite: AMT 110

AMT 133AA ENGINE PERFORMANCE-GENERAL ENGINE

This module is designed to provide the student with the knowledge and skills to determine the condition of the engine prior to performing service and/or repair procedures. Three credits: 39 clock hours.

AMT 133AB ENGINE PERFORMANCE-COMPUTERIZED ENGINE CONTROLS

This module is designed to provide the student with the knowledge and skills to diagnose, adjust, service, and/or repair the computer and related system components on late model vehicles. Four credits: 52 clock hours.

AMT 133AC ENGINE PERFORMANCE-IGNITION SYSTEM

This module is designed to provide the student with the knowledge and skills to diagnose, adjust, service, and/or repair various components of the ignition system. Three credits: 39 clock hours.

AMT 133AD ENGINE PERFORMANCE-FUEL, AIR, & EXHAUST SYSTEM

This module is designed to provide the student with the knowledge and skills to diagnose, adjust, service, and/or repair the fuel, air induction and exhaust systems. Four credits: 52 clock hours.

AMT 133AE ENGINE PERFORMANCE-EMISSIONS CONTROL SYSTEM

This module is designed to provide the student with the knowledge and skills to diagnose, adjust, service, and/or repair the various emission control systems. Four credits: 52 clock hours.

AMT 133AF ENGINE PERFORMANCE-ENGINE RELATED SERVICE

This module is designed to provide the student with the knowledge and skills to perform minor diagnostics and service procedures on the engine's electrical systems. One credit: 13 clock hours.

AMT 133AG ENGINE PERFORMANCE - ENGINE ELECTRICAL SYSTEMS

This module is designed to provide the student with the knowledge and skills to perform minor diagnostics and service procedures on the engine's electrical systems. One credit: 13 clock hours.

AMT 134 MANUAL DRIVE TRAINS AND AXLES

In this course the students should learn the proper service procedures on clutch assemblies, transaxles, 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 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 after market manual companies. Safety awareness and accident prevention policies will remain a high priority throughout this course of instruction. Eight credits: 103 clock hours. Prerequisite: AMT 110

AMT 134AA MANUAL DRIVE TRAINS & AXLES - CLUTCH ASSEMBLIES

This module is designed so the student can acquire the knowledge and practice the skills to diagnose, adjust, service, and/or repair the clutch assemblies and its individual components. One credit: 13 clock hours.

AMT 134AB MANUAL DRIVE TRAINS & AXLES - TRANSMISSION

This module is designed so the student can acquire the knowledge and practice the skills to diagnose, adjust, service, and/or repair manual transmissions and their individual components. 1.5 credits: 19 clock hours.

AMT 134AC MANUAL DRIVE TRAINS & AXLES - TRANSAXLE

This module is designed so the student can acquire the knowledge and practice the skills to diagnose, adjust, service, and/or repair manual transaxles and their individual components. Two credits: 26 clock hours.

AMT 134AD MANUAL DRIVE TRAINS & AXLES - DRIVESHAFT, HALFSHAFT, UNIVERSAL & CV JOINTS

This module is designed so the student can acquire the knowledge and practice the skills to diagnose, adjust, service, and/or repair the driveshafts and halfshaft assemblies. One credit: 13 clock hours.

AMT 134AE MANUAL DRIVE TRAINS & AXLES-REAR AXLE DRIVES

This module is designed so the student can acquire the knowledge and practice the skills to diagnose, adjust, service, and/or repair manual transaxles and their individual components. 1.5 credits: 19 clock hours.

AMT 134AF MANUAL DRIVE TRAINS & AXLES - 4-WHEEL DRIVE SYSTEMS

This module is designed so the student can acquire the knowledge and practice the skills to diagnose, adjust, service, and/or repair 4-wheel drive system and its individual components. One credit: 13 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. Prerequisite: AMT 110.

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 after market manual companies. Safety awareness and accident prevention policies will remain a high priority throughout this course of instruction. 9.5 credits: 123 clock hours. Prerequisite: AMT 110.

AMT 231AA AUTOMOTIVE ENGINES - GENERAL ENGINE DIAGNOSIS

This module is designed so the student can acquire the knowledge, and practice the skills to perform proper diagnostic procedures on an internal combustion engine to determine engine condition and recommended repairs. Two credits: 26 clock hours.

AMT 231AB AUTOMOTIVE ENGINES-REMOVAL AND REINSTALLATION

This module is designed so the student can acquire the knowledge, and practice the skills to successfully remove and reinstall a longitudinal or transverse-mounted engine. 1.5 credits: 20 clock hours.

AMT 231AC AUTOMOTIVE ENGINES - CYLINDER HEAD AND VALVE TRAIN

This module is designed so the student can acquire the knowledge, and practice the skills to disassemble, clean, inspect, measure, machine, and reassemble a cylinder head and components. Two credits: 26 clock hours.

AMT 231AD AUTOMOTIVE ENGINES - ENGINE BLOCK

This module is designed so the student can acquire the knowledge, and practice the skills to disassemble, clean, inspect, measure, machine, and reassemble an engine block and components. Two credits: 26 clock hours.

AMT 231AE AUTOMOTIVE ENGINES - LUBRICATION & COOLING SYSTEMS

This module is designed so the student can acquire the knowledge, and practice the skills to diagnose, service, and/or repair the lubrication and cooling systems. One credit: 13 clock hours.

AMT 231AF AUTOMOTIVE ENGINES IGNITION, FUEL, EXHAUST, BATTERY AND STARTING

This module is designed so the student can acquire the knowledge, and practice the skills to diagnose, service, and/or repair the ignition, fuel, exhaust, battery, and starting systems for initial engine start-up. One credit: 12 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 auxiliary 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 after market manual companies. Safety awareness and accident prevention policies will remain a high priority throughout this course of instruction. 15.5 credits: 201 clock hours. Prerequisite: AMT 110.

AMT 232AA ELECTRICAL/ELECTRONICS SYSTEMS - GENERAL ELECTRICAL SYSTEM

This module is designed so the student can acquire the knowledge, and practice the skills to diagnose, test, inspect and repair automotive electrical circuits. 3.5 credits: 44 clock hours

AMT 232AB ELECTRICAL/ELECTRONICS SYSTEMS - BATTERY

This module is designed so the student can acquire the knowledge, and practice the skills to diagnose, test, service and replace the vehicle's battery. 1.5 credits: 20 clock hours.

AMT 232AC ELECTRICAL/ELECTRONICS SYSTEMS - STARTING SYSTEM

This module is designed so the student can acquire the knowledge, and practice the skills to diagnose, test, service replace and/or repair the starting system and its individual components. 1.5 credits: 20 clock hours.

AMT 232AD ELECTRICAL/ELECTRONICS SYSTEMS - CHARGING SYSTEM

This module is designed so the student can acquire the knowledge, and practice the skills to diagnose, test, service replace and/or repair the charging system and its individual components. Two credits: 26 clock hours.

AMT 232AE ELECTRICAL/ELECTRONICS SYSTEMS - LIGHTING SYSTEM

This module is designed so the student can acquire the knowledge, and practice the skills to diagnose, test, service replace and/or repair the lighting system and its individual components. Two credits: 26 clock hours.

AMT 232AF ELECTRICAL/ELECTRONICS SYSTEMS - GAUGES, WARNING DEVICES & DRIVER INFORMATION SYSTEMS

This module is designed so the student can acquire the knowledge, and practice the skills to diagnose, test, service replace and/or repair gauges, warning devices & driver information systems 1.5 credits: 20 clock hours.

AMT 232AG ELECTRICAL/ELECTRONICS SYSTEMS - HORN & WIPER/WASHER

This module is designed so the student can acquire the knowledge, and practice the skills to diagnose, test, service replace and/or repair the horn and wiper/washer systems and their individual components. One credit: 13 clock hours.

AMT 232AH ELECTRICAL/ELECTRONICS SYSTEMS - ACCESSORIES

This module is designed so the student can acquire the knowledge, and practice the skills to diagnose, test, service replace and/or repair the electrical accessory systems and related components. 2.5 credits: 32 clock hours.

AMT 233 AUTOMATIC TRANSMISSIONS AND AXLES

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 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 manufacturers, and after market manual companies. Safety awareness and accident prevention policies will remain a high priority throughout this course of instruction. 9.5 credits: 123 clock hours. Prerequisite: AMT 110.

AMT 233AA AUTOMATIC TRANSMISSION & TRANSAXLE- GENERAL TRANSMISSION AND TRANSAXLE

This module is designed so the student can acquire the knowledge regarding component identification and function, transmission layout, hydraulic circuitry, and service procedures of the modern transmission and transaxle. Three credits: 40 clock hours.

AMT 233AB AUTOMATIC TRANSMISSION & TRANSAXLE- MAINTENANCE & ADJUSTMENT

This module is designed so the student can acquire the knowledge, and practice the skills of maintenance and adjustment procedures on automatic transmissions and transaxles. One credit: 13 clock hours.

AMT 233AC AUTOMATIC TRANSMISSION & TRANSAXLE - IN-VEHICLE REPAIRS

This module is designed so the student can acquire the knowledge, and practice the skills to diagnose, test, service and/or repair transmission assemblies while in the vehicle. Two credits: 26 clock hours.

AMT 233AD AUTOMATIC TRANSMISSION & TRANSAXLE - OFF-VEHICLE REPAIRS

This module is designed so the student can acquire the knowledge, and practice the skills to rebuild an automatic transmission and/or transaxle and to clean, inspect, test and recondition all related components according to the manufacturers recommendations. 3.5 credits: 44 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 become certified A/C technicians as required by the State of Colorado. Sources of repair information and recommended maintenance procedures will be sought from automobile makers, component manufacturers, and after market manual companies. Safety awareness and accident prevention policies will remain a high priority throughout this course of instruction. Seven credits: 90 clock hours. Prerequisite: AMT 110.

AMT 234AA HEATING AND AIR CONDITIONING - A/C SYSTEM DIAGNOSIS & REPAIR

This module is designed so the student can acquire the knowledge, and practice the skills to diagnose, test, and perform minor service on the air-conditioning system. Two credits: 26 clock hours.

AMT 234AB HEATING AND AIR CONDITIONING - REFRIGERATION SYSTEM & COMPONENTS

This module is designed so the student can acquire the knowledge, and practice the skills to diagnose, test, service replace and/or repair refrigeration system components. One credit: 13 clock hours.

AMT 234AC HEATING AND AIR CONDITIONING - HEATING AND ENGINE COOLING SYSTEM

This module is designed so the student can acquire the knowledge, and practice the skills to diagnose, test, service replace and/or repair refrigeration system components. One credit: 13 clock hours.

AMT 234AD HEATING AND AIR CONDITIONING - OPERATING SYSTEMS AND RELATED CONTROLS

This module is designed so the student can acquire the knowledge, and practice the skills to diagnose, test, service replace and/or repair the operating and control components of the air-conditioning system. Two credits: 26 clock hours.

AMT 234AE HEATING AND AIR CONDITIONING-REFRIGERANT RECOVERY, RECYCLING, AND HANDLING

This module is designed so the student can acquire the knowledge, and practice the skills to properly recover, recycle, and charge an air-conditioning system; and to safely handle and store refrigerant at all times. One credit: 12 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 manufacturers, and after market manual companies. Safety awareness and accident prevention policies will remain a high priority throughout this course of instruction. Four credits: 50 clock hours. Prerequisite: AMT 110.

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. Eight credits: 100 clock hours. Prerequisite: AMT 110.

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. Twelve credits: 150 clock hours. Prerequisite: AMT 110.

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 110, AMT 268, or instructor permission. Twelve credits: 150 clock hours.

ANT: ANTHROPOLOGY

ANT 101 CULTURAL ANTHROPOLOGY

This course introduces the scientific basis of human origins and culture. Topics include social, political, and religious organization of human cultures. Films, discussions and research permit investigation of a multi-cultural world. Ethnic identity and cultural change are key facets of this course. Five credits: 50 clock hours.

ANT 111 PHYSICAL ANTHROPOLOGY

Topics in this course include the scientific investigation of human origins and a brief study of primatology. The principles of human ecology, biology, genetics, human variation, and human impact on world ecosystems are included in this course. Five credits: 50 clock hours.

ANT 137 SOUTHWEST U.S. ARCHAEOLOGY

Four-Corners archaeological sites serve as the basis of this course. Prehistoric peoples, such as the Anasazi, are highlighted. An optional field tour is included within this course. Five credits: 50 clock hours.

ANT 235 INTRODUCTION TO ARCHAEOLOGY

This survey course of field and laboratory techniques, modern site management problems, and the changing view of anthropology ethics focuses on world-wide archaeological sites. Five credits: 50 clock hours.

ANT 285 SPECIAL TOPICS IN ANTHROPOLOGY

Numerous workshops and short courses will be presented, reflecting faculty expertise and/or special needs of Aims anthropology students. This course may be repeated. One to ten credits: 10 to 100 clock hours.

ANT 295 INDEPENDENT STUDY IN ANTHROPOLOGY

With permission of instructor, the anthropology student may engage in directed study of archaeology, diversity, anthropology, genetics, primatology, repatriation, futurism, or related topics. Prerequisite: ANT 101 or ANT 111. One to three credits: 10 to 30 clock hours.

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 159 ART STUDIO SPECIAL PROJECTS

Studio course in ceramics or jewelry. The specific projects will vary depending on the credits, faculty expertise, and student needs. One to three credits.

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.

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 WORLD ART HISTORY

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: 40 clock hours.

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: 40 clock hours.

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: 40 clock hours.

ART 121 DRAWING I

This course is an investigation of various approaches and media designed to develop drawing skills and visual awareness. Three credits: 40 clock hours.

ART 122 DRAWING II

This course is a study of expressive drawing techniques and development of individual expressive style. Three credits: 40 clock hours.

ART 131 DESIGN I

This course is a study of basic design elements, visual perception, form, and composition. Three credits: 40 clock hours.

ART 132 DESIGN II

This course covers the application of design elements and principles to both two and three dimensional problems. Three credits: 40 clock hours.

ART 135 COMPUTER GRAPHICS I

This course is an introduction to the processes of generating computer design. Three credits: 40 clock hours.

ART 136 COMPUTER GRAPHICS II

This course continues the study of the processes of generating computer design. Three credits: 40 clock hours.

ART 137 COMPUTER GRAPHICS III

This course continues advanced study of the processes of generating computer design. Three credits: 40 clock hours.

Physical and Dexterity Requirements for ART 141, 142, 241, & 242 - Jewelry and Metal work classes.

Students must

- Be able to pick up small objects the size of a ball bearing
- Be able to use tweezers to pick up small objects
- Be able to work with both hands at the same time
- Be capable of following directions

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: 40 clock hours.

ART 142 JEWELRY AND METALWORK II

This course emphasizes conceptual design development, using casting and specialized techniques. Three credits: 40 clock hours.

Physical and Dexterity Requirements for ART 151, 152 and AAD 242, 243, and 244 - Photography classes

- Be able to manipulate small buttons, dials, controls, and levers.
- Be able to work in close, confined spaces.
- Be able to see in limited light

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: 40 clock hours.

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: 40 clock hours.

Physical and Dexterity Requirements for ART 161, 162, 261, and 262 - Ceramics classes

Students need

- Be able to work with both hands at the same time.
- Be able to use two fingers on each hand to form ceramics pieces.
- Be able to lift ceramics materials such as glazes and clay.

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: 40 clock hours.

ART 162 CERAMICS II

This course is a continuation of Ceramics I with emphasis on skills, techniques, and form. Three credits: 40 clock hours.

ART 163 HANDBUILT CLAY I

This course provides instruction in several methods of handbuilding and study of functional and decorative design elements. Three credits: 40 clock hours.

ART 164 HANDBUILT CLAY II

This course provides continued instruction in several methods of handbuilding. Surface treatment will be emphasized. Three credits: 40 clock hours.

ART 211 PAINTING I

This course covers color, composition, materials, and techniques of studio painting. Three credits: 40 clock hours.

ART 212 PAINTING II

This course emphasizes experimentation with materials, composition, and color. Three credits: 40 clock hours.

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: 40 clock hours.

ART 232 WATERCOLOR II

This course provides advanced study of subject development, form, color, and theme. Three credits: 40 clock hours.

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: 40 clock hours. (See dexterity information for ART 141 and 142.)

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: 40 clock hours. (See dexterity information for ART 141 and 142.)

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: 40 clock hours.

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: 40 clock hours.

ART 246 GRAPHIC DESIGN III

This course continues instruction in idea development for advanced graphic design. Three credits: 40 clock hours.

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: 40 clock hours. (See dexterity information for ART 161 and 162.)

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: 40 clock hours. (See dexterity information for ART 161 and 162.)

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: 40 clock hours.

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: 40 clock hours.

ART 270 FIGURE DRAWING I

This course is an introduction to the basic techniques of drawing the human figure. Three credits: 40 clock hours.

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: 40 clock hours.

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: 40 clock hours.

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: 40 clock hours.

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 the student's 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.

ASL: AMERICAN SIGN LANGUAGE

(Formerly MCM, Manual Communications)

ASL 101 INTRODUCTION TO AMERICAN SIGN LANGUAGE

This course exposes students to American Sign Language. Readiness activities are conducted which focus on visual and receptive skills and basic communication. The direct experience method, using American Sign Language, enhances the learning process. This course is a prerequisite for ASL 111. Five credits.

ASL 111 AMERICAN SIGN LANGUAGE I

In this course students develop a basic syntactic knowledge of American Sign Language (ASL) and basic conversational skills. The direct experience method, using ASL, enhances the learning process. The vital aspects of deaf culture and community are incorporated. Prerequisite: ASL 101. Five credits.

ASL 112 AMERICAN SIGN LANGUAGE II, PART 1

This course provides students an opportunity to further develop an understanding of the grammatical guidelines of American Sign Language (ASL) as well as the cultural features of the language. ASL vocabulary is also increased. The direct experience method further enhances the learning process. This course is a continuation of ASL 111, with more emphasis on expressive skills in signing. Prerequisite: ASL 111. Five credits.

ASL 113 AMERICAN SIGN LANGUAGE II, PART 2

This course is a continuation of ASL 112 and is an opportunity to further develop and understand the grammatical guidelines of American Sign Language (ASL). Prerequisite: ASL 112. Five credits.

ASL 115 FINGERSPELLING

This course provides an opportunity to develop expressive and receptive fingerspelling through various class activities. Prerequisite: ASL 112. Five credits.

ASL 211 AMERICAN SIGN LANGUAGE III

This course is a continuation of ASL 112 and ASL 113. It provides a further study of American Sign Language (ASL) and its grammar, syntax, and cultural features to develop competency and fluency in the language. Variations in ASL are addressed. Prerequisite: ASL 113 and ASL 115. Five credits.

ASL 212 AMERICAN SIGN LANGUAGE IV

This course is a continuation of ASL 211. It assimilates previously acquired skills and knowledge and increases proficiency in understanding and using American Sign Language (ASL). Debates in ASL are addressed. Prerequisite: ASL 115 and ASL 211. Five credits.

See SEE for additional sign language courses.

AST: ASTRONOMY**AST 105 THE SOLAR SYSTEM**

Includes an overview of the history of astronomy, and an in depth 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

Awarded 1997 Program of Excellence status by Colorado Commission of Higher Education.

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. 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. 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. Prerequisite: permission of instructor. Two credits: 20 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: 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 II, 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.

AVT 267 MULTI-ENGINE FLIGHT INSTRUCTOR LAB

The successful student will obtain the knowledge and aeronautical experience necessary to meet the requirements for the addition of a multi-engine airplane class rating to an existing flight instructor certificate. Prerequisite CFI-I Multi-Engine rating. Three credits: 40 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. Credit not given for both BIO 105 and BIO 111. 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 current 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 and survey of all body systems. The laboratory portion includes microscopic study of tissue, skeleton and selected dissections. Credit not given for both BIO 120 and BIO 201. 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 EMS 103. Five credits: 40 hours lecture, 30 hours lab.

BIO 205 MICROBIOLOGY

Foundation course in microbiology emphasizing structure, function, development, metabolism, genetics, growth, control and classification of organisms. Includes both prokaryotic and eukaryotic microorganisms. Emphasizes organisms with medical and economic impact on human populations including viruses, pathogenicity and immunology. Major laboratory emphasis includes culturing, identifying, and controlling micro-organisms. Prerequisites: BIO 111 or BIO 201 or CHE 110 or equivalent 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. Three 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. Three 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 BEGINNING 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 139 INTERMEDIATE WORD PROCESSING FOR THE MACINTOSH

A computer seminar for the MAC user in which students will learn to use intermediate word processing commands to produce reports and other assignments for communications classes, personal business letters, and other business and educational applications. Prerequisite: BUS 138 or permission of instructor. One credit: 10 clock hours.

BUS 140 ADVANCED WORD PROCESSING FOR THE MACINTOSH

A computer seminar for the MAC user in which students will learn to use advanced word processing commands to produce reports and other assignments for communication classes, personal business letters, and other business and educational applications. Prerequisite: BUS 139 or permission of instructor. 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 158 REAL ESTATE LAW FOR MORTGAGE BANKERS

This course provides in-depth coverage of the fundamentals of real estate law, exploring the dynamics of the transfer of real estate and the sale of ownership interests. Students will also acquire an understanding of the regulation of ownership interest, including the regulation of land development, Fair Housing and environmental laws. It concludes with a discussion of leasehold interests, landlord-tenant relationships, condominiums, cooperatives, time shares and real estate securities and provides an excellent overview of the legal aspects of buying and selling real estate. Five credits: 50 clock hours.

BUS 159 INTRODUCTION TO MORTGAGE BANKING

This course provides an insider's perspective on how a full-service mortgage banking company really works, starting with origination and moving through warehousing and marketing. It provides important insights on each of the mortgage banking functions and the ways it may relate to other departments. A lesson on commercial real estate financing is included to give students an understanding of both the residential and commercial aspects of mortgage banking. Five credits: 50 clock hours.

BUS 160 REGULATORY COMPLIANCE

This course examines the many varied regulations affecting residential mortgage lending and shows students how to stay in complete compliance. Laws covered include the Truth-in-Lending Act, Fair Housing Act, Equal Credit Opportunity Act, Real Estate Settlement Procedures Act, the Community Reinvestment Act, the Fair Debt Collection Act, the Right to Financial Privacy Act, and the National Flood Insurance Program. Students will gain a better understanding of the importance of complying with legal requirements, and the steps necessary to make sure your operations are well within the law. Five credits: 50 clock hours.

BUS 165 HUMAN RELATIONS AT WORK

This course is a study of several topics including personal development and adjustment in business and industry, as well as attitudes and working relationships with co-workers and supervisors, so that the information learned will help organizations function in greater harmony. Five credits: 50 clock hours.

BUS 171 BUSINESS LEADERSHIP ACTIVITIES

BUS 172 BUSINESS LEADERSHIP ACTIVITIES

BUS 173 BUSINESS LEADERSHIP ACTIVITIES

These courses are designed to encourage growth and development through activities in a student organization with professional goals. Two credits: 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. Three 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. Five 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. Credit not allowed for both MAT 135 and BUS 226. Prerequisite: "C" or better in MAT 105 within the last 4 quarters or a current assessment test 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 I

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 247 MEDICAL OFFICE PROCEDURES II

An advanced course designed to give the front office medical worker skills in scheduling, insurance HICFA forms, organizational skills necessary when working with medical records and telephone triage. Prerequisites BUS 246 and permission of the Department Chair from Business or Health Occupations or the course instructor. 3 credits: 40 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 258 MORTGAGE LOAN UNDERWRITING

This course is designed for both newcomers and experienced underwriters who need an update on recent changes in underwriting practices and procedures. It also reviews key underwriting concepts. Students will learn how to examine the applicant's financial capability to repay the loan through analysis of the borrower's credit report, income, and assets available to close the loan. An introductory lesson to underwriting the self-employed borrower is included along with a discussion of the Uniform Residential Appraisal Report. Prerequisite: BUS 158, BUS 159, BUS 160. Four credits: 40 clock hours.

BUS 259 INTRODUCTION TO RESIDENTIAL LOAN ADMINISTRATION

This comprehensive course discusses the importance of servicing income to the lender's profitability and explains how this income is calculated. It covers the functions of each of the major areas within a typical residential loan administration operation. After completing this course, students will have a good understanding of how money from homeowner payments is processed, allocated into accounts for escrow, principal and interest, and ultimately paid to investors. Prerequisite: BUS 158, BUS 159, BUS 160. Four credits: 40 clock hours.

BUS 260 RESIDENTIAL SECONDARY MORTGAGE MARKET

This course provides an understanding of the theory and practical applications of secondary market operations from a mortgage banker's point of view. Students will receive information about mortgage backed securities and the key players issuing them, master residential secondary marketing principles and pricing programs, discover the vast array of residential mortgage products available, and find out about REMICs and "stripped" mortgage-backed securities. Students will learn the operational philosophies guiding the secondary mortgage market today. Prerequisite: BUS 158, BUS 159, BUS 160. Four credits: 40 clock hours.

BUS 261 QUALITY CONTROL IN MORTGAGE LENDING

This course presents a process that evaluates the steps and procedures involved in the origination and servicing of a mortgage loan to ensure sound business practices. It takes students step-by-step through the quality control requirements and enforcement alternatives of HUD/FHA, VA, Fannie Mae, and Freddie Mac. It defines the goals and purposes of a quality control plan and gives suggestions for designing the elements of a plan. Prerequisite: BUS 158, BUS 159, BUS 160. Four credits: 40 clock hours.

BUS 262 MORTGAGE LOAN ORIGATION

This course provides the background information students need to understand the residential loan origination process and the role of the loan originator in mortgage banking. It teaches how to perform a market

analysis and how to analyze and develop new sources of business, review alternative methods of financing and various sales techniques, explore advertising methods, human relations principles, and how to sell yourself. Students will examine each sequential step in loan processing and how regulatory requirements affect the process. Practical approaches are stressed throughout with tips for success. Prerequisite: BUS 158, BUS 159, BUS 160. Four credits: 40 clock hours.

BUS 263 PROCESSING GOVERNMENT LOANS

This course leads students step-by-step through the current practices and multiple stages of processing government loans--from the initial application to closing. Students will focus on the processing of single-family loans, including legal and administrative procedures for FHA, VA, and RHS loans. Students also will become familiar with the varied terminology and acronyms used in mortgage banking. Exhibits include actual forms used in processing. Prerequisite: BUS 158, BUS 159, BUS 160. Four credits: 40 clock hours.

BUS 264 CONVENTIONAL LOAN PROCESSING

This introductory course focuses on the processing of conventional single-family loans from application to underwriting submission. Students will discover how easy it is to understand the varied terminology and acronyms used in mortgage banking, identify pertinent areas of the appraisal report of importance to the lender, and order the process verifications of employment (including self-employment), deposits, loans, credit reports, and equity in other real estate transactions. It stresses accuracy, completeness, and consistency in assembling the underwriting package. Prerequisite: BUS 158, BUS 159, and BUS 160. Four credits: 40 clock hours.

BUS 265 CLOSING THE LOAN

This comprehensive course will provide students with a detailed analysis of the closing process. It focuses first on an overview of the mortgage loan industry and then delves into the specifics of the closing process. Students will be able to concentrate on pertinent closing activities from examination of insurance documents to actual closing and post-closing operations. Prerequisite: BUS 158, BUS 159, BUS 160. Four credits: 40 clock hours.

BUS 266 INTRODUCTION TO COMMERCIAL REAL ESTATE**FINANCE FOR MORTGAGE BANKERS**

This course introduces the lending professional to the skills and knowledge necessary for financing commercial real estate. Students will learn how to analyze different property types and select the right financing package. Course lessons will examine the fundamentals of making income property loans and each step of the process--from the preliminary analysis to the submission of the loan package to the investor. Prerequisite: BUS 158, BUS 159, BUS 160. Four credits: 40 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. Credit not given for both CHE 110 and CHE 111. 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 within the past 5 years or CHE 110 within the past 5 years. 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. Credit not given for both CHE 120 and CHE 211. Prerequisite: 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, stereo chemistry 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 211 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 211 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 212 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 PC OPERATING SYSTEMS: DOS**

This course introduces concepts, terminology, and skills in the use of an 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 112 INTRODUCTION TO WINDOWS: WINDOWS 95 OR NT

(Formerly CIS 138) This course introduces the functions and capabilities of Microsoft Windows. Topics include using, configuring, and modifying the operating environment. Prerequisite: None. Three credits: 30 clock hours.

CIS 113 ADVANCED WINDOWS: WINDOWS NT

(Formerly CIS 139) The student will learn to create and administer user and group accounts; plan, monitor and manage network resources; setup and administer a printing environment; backup and restore data; and troubleshoot common end-user problems. Prerequisite: CIS 112 or CIS 118 or permission of instructor. Five credits: 50 clock hours.

CIS 116 LOGIC AND PROGRAM DESIGN

This course is an introduction to the development of computer program design using the concepts of structured programming and logic. Topics include flowcharts and/or pseudocode, structure charts, and other current structure design tools. Prerequisite: none. Five credits: 50 clock hours.

CIS 118 INTRODUCTION TO PC APPLICATIONS

This course introduces computer concepts and components as well as coverage of application suite software and the Internet (where available). Included are descriptions of and hands-on experiences with word processors, spreadsheets, databases, presentation graphics, operating environments and other common PC applications packages. Prerequisite: None. However, some touch typing skill or BUS 128 is recommended. Five credits: 50 clock hours.

CIS 130 INTRODUCTION TO THE INTERNET

(Formerly CIS 103 and CIS 104) This course introduces the Internet, the global network of computer networks. The Internet's resources and tools are explored. Topics include history, topology, e-mail, listserv, telnet, ftp, World Wide Web, and various search engines. Prerequisite: None. Two credits: 20 clock hours.

CIS 131 INTRODUCTION TO WEB AUTHORIZING

(Formerly CIS 254) This course introduces web-authoring software. Students will design and prepare simple documents for delivery on the World Wide Web. Prerequisite: CIS 130 or permission of instructor. Five credits: 50 clock hours.

CIS 132 INTERMEDIATE WEB AUTHORIZING

This course expands on the skills learned in the previous class using intermediate authoring techniques. Prerequisite: CIS 131. Five credits: 50 clock hours.

CIS 145 PC DATABASE CONCEPTS: ACCESS

(Formerly CIS 140) This course introduces the operations of a PC database management system. Topics may include database design, table operations, searches, sorts, edits, queries, forms, and reports. Prerequisite: CIS 112 or CIS 118 or permission of instructor. Five credits: 50 clock hours.

CIS 160 BASIC PROGRAMMING

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 166 VISUAL BASIC PROGRAMMING

(Formerly CIS 264) This is an introductory course using the Visual Basic Programming language. Topics may include program design, input/output, decisions, loops, arrays, functions, arithmetic, and VB topics such as form layout and design, control properties and methods, event and general procedures, and modules. Prerequisite: CIS 160 and CIS 118 or permission of instructor. Five credits: 50 clock hours.

CIS 175 INTRODUCTION TO TELECOMMUNICATIONS

(Formerly CIS 275) This course introduces the student to the concepts of telecommunications/data communications. Topics include hardware devices, transmission characteristics, network configurations, codes and modes of transmission, software, and protocols. Prerequisite: CIS 250 and CIS 251 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. Prerequisite: Dependent of topic covered. One half to six credits: 5 to 60 clock hours.

CIS 200 LOCAL AREA NETWORKING (LAN) CONCEPTS

(Formerly CIS 250) This course introduces networking concepts and terminology. Also included in the class are networking architecture, transmission media, structure, access, and network protocols. Prerequisite: CIS 110, CIS 116, (CIS 118 or CSC 100) and CIS 160 or exemption based on pre-assessment test. Three credits: 30 clock hours.

CIS 212 UNIX

(Formerly CIS 175) This course covers the structure and fundamentals of the 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 110 and CIS 160 or permission of instructor. Five credits: 50 clock hours.

CIS 213 UNIX SYSTEM ADMINISTRATION

(Formerly CIS 177) 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 212 or permission of instructor. Five credits: 50 clock hours.

CIS 218 ADVANCED PC APPLICATIONS

(Formerly CIS 119) This course covers the advanced capabilities of a microcomputer applications suite. Prerequisite: CIS 118. Five credits: 50 clock hours.

CIS 250 NETWORKING SYSTEM ADMINISTRATION I: NOVELL

(Formerly CIS 251) This course introduces the concepts and techniques of administering a local area network, including user and group creation, directory structures, login scripts, menus, and printer control. Prerequisite: CIS 200. Five credits: 50 clock hours.

CIS 251 NETWORKING SYSTEM ADMINISTRATION II: NOVELL

(Formerly CIS 256) This course continues the study of network administration, including advanced printing features, network optimization, supervisor utilities, server management, and network configuration. Prerequisite: CIS 250. Five credits: 50 clock hours.

CIS 253 MULTI-VENDOR NETWORKING

(Formerly CIS 252) This course covers enterprise networking, including the selection and installation of multiple types of network operating systems and client workstations, available products and services, and cross-platform communications. This is a lecture class. There is no hands-on experience. Prerequisite: CIS 200 or permission of instructor. Five credits: 50 clock hours.

CIS 260 COBOL PROGRAMMING

This is a computer programming course 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. Advanced topics such as sorting, screen formatting, program linking and random updating are included. Prerequisite: CIS 116 and CIS 160. Six credits: 60 clock hours.

CIS 266 ADVANCED VISUAL BASIC PROGRAMMING

This course is a continuation of the study of Visual Basic Programming. Emphasis will be placed on developing more complex programs. Topics may include OLE, DDE, custom controls, database, and telecommunications. Additional topics may include sequential access files, menus, dialog boxes, error trapping, random access files and variable arrays. Prerequisite: CIS 166. Five credits: 50 clock hours.

The following courses are available in a distance-learning format only. Advisor signature required.

CIS 291 BASIC TELEPHONY CONCEPTS

An introductory telecommunications course with emphasis on the integration of telephone technology into the field of telecommunications. Concepts focus on how a telephone functions, analog to digital conversion, multiplexing, and transmission of voice, data and video signals. Five credits.

CIS 292 ADVANCED TELECOMMUNICATIONS CONCEPTS

This course assumes the student has an introductory telecommunications foundation or background. Emphasis is placed on Common Channel Signaling/Signaling System Seven (CCS/SS7), Public Packet Switched Network (PPSN), Integrated Services Digital Network (ISDN), and the Synchronized Optical Network (SONET). In addition, the students will explore the 1996 Telecommunications Bill and its possible impacts on the Public Switched Network, the local loop, CATV and microcellular technologies. Five credits.

CIS 293 DATA COMMUNICATIONS AND PROTOCOL CONCEPTS

This course explores the technology and concepts of data communications with emphasis on computer networks, the field of data communications (including application principles, design approaches, and standards), protocols, and basic Internet tools and techniques. Five credits.

CIS 294 LAN/WAN CONCEPTS

LAN/WAN Concepts provides an overview of Local Area Networks and Wide Area Networks. The focus of this course is on hardware and software, topologies and access methods, installing and managing a LAN or WAN, and how LANs communicate with other networks in a WAN. Five credits.

CIS 295 WIRELESS TECHNOLOGY CONCEPTS

This course introduces wireless voice communications concepts in terms of dynamics and interplay of technologies, regulators, providers, and consumers. Topics covered include cellular technology, satellite technology, PCS (Personal Communication Services), PCN (Personal Communications Network), and universal access. Five credits.

CIS 296 FIBER OPTIC COMMUNICATIONS

This course provides a comprehensive working knowledge of Fiber Optic Communications used in today's telecommunications industry. Theory, design, installation, testing and maintenance practices are discussed. Extensive hands on video training is provided covering cable preparation, splicing, installation practices and testing procedures. Future applications of broadband communications technology, research and development programs are discussed. Five credits.

CIS 297 DIGITAL TECHNOLOGIES

This course provides the student with a good understanding of digital technologies used in electronic circuits. The course reviews numerical systems and conventions. Analog and digital conventions of voice, data and video circuits are discussed. Logic gates, flip-flops, register, multi-vibrators and other digital logic circuits used in the telecommunications industry. Five credits.

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 180 DESKTOP VIDEO PRODUCTION I: VIDEO GRAPHICS AND TITLING

This course will consist of lecture/demonstration of desktop video production techniques, such as titling, two dimensional animation, digitizing, genlocking, graphics production and special effects using the Amiga computer. Students will be given ample hands-on lab time under the supervision of the instructor. Prerequisite: None. 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 100 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, will include multi-tracking concepts, digital and analog production, patching, mixing, monitoring, and producing. Experience will be gained in operating more advanced audio production equipment, including effects generators, processors, and digital recorders. 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. 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 243 CABLE TELEVISION PRODUCTION III

Students will manage the production of a regularly scheduled television program 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 242. 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 II: 3D MODELING AND ANIMATION

This course will consist of lecture/demonstration of advanced desktop video production techniques in three-dimensional animation, ray-tracing, modeling, and other emerging topics. Students will be given hands-on lab time under the supervision of the instructor. The software and systems used for this course are currently NewTek's VideoToaster® and Lightwave 3D®. Prerequisite: None. Three credits: two hours lecture, two hours lab per week.

**COM 281 DESKTOP VIDEO PRODUCTION III:
DIGITAL VIDEO AND NON-LINEAR EDITING**

This course consists of lecture/demonstration and hands-on operation of digital video editing equipment, to include hard disk recording, non-linear editing systems and Firewire® technologies. The software and systems are currently used Adobe Premiere® and NewTek's VideoToaster Flyer®. Prerequisite: COM 280 or permission of instructor. Three credits: two hours lecture, two hours lab per week.

COM 283 EDUCATIONAL TECHNOLOGY

This course applies formal learning theory to the design and utilization of current and emerging instructional media in business, industry, and education. A heavy emphasis is placed on the PROCESSES of planning, analysis, design, development, implementation, and evaluation. The course also includes an overview of current and emerging media technologies used in support of teaching. Prerequisite: None. Five credits.

COM 285 MULTIMEDIA DESIGN AND PRODUCTION

This course introduces the student to multimedia authoring concepts in the development of interactive computer-based courseware. User interfaces, screen design and branching techniques are illustrated through the application of the most popular multimedia authoring software packages (currently Macromedia Director). Prerequisite: None. Five credits: four hours lecture, two hours lab per week.

COM 287 DIGITAL PHOTOGRAPHY AND IMAGING

The course introduces photographic digital production techniques, including equipment, processes, and possible careers in the field. Students will operate scanners, film cameras, digital cameras, computers, and participate in hands-on activities, such as darkroom techniques and on-location photo shoots. Prerequisite: None. Three credits: two hours lecture, two hours lab per week.

COM 288 ADVANCED DIGITAL PHOTOGRAPHY AND IMAGING

This course will cover advanced concepts using industry-standard digital imaging hardware/software to produce print-ready artwork. Calibration and four-color pre-processing will be a focal point in this course.

COM 289 INSTRUCTIONAL TELECOMMUNICATIONS

This course will focus on the theory and practice of transmitting and receiving interactive, training or instruction, commonly referred to as "distance learning." Current applications utilizing telephony or wireless technology will be emphasized. These include audio conferencing, audiographics, video conferencing, desktop video, Internet and broadcast or satellite television. Prerequisite: None. Five credits: four hours lecture, two hours lab per week.

COM 290 INTERNET PUBLISHING

This course employs a hands-on approach to high-level web publishing applications and Internet-delivered interactive multimedia programs. Programs employing JAVA, SHOCKWAVE and similar browser plug-ins will be covered. Internet based training and testing will be a focal point. Currently, the software used in this course is Asymmetrix Toolbook® and Net Objects Fusion®. Prerequisite: None. Five credits.

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: 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 CRIMINAL JUSTICE RESEARCH/WRITING

Methods of Criminal Justice research and writing. After intensive consideration of the types of reports, briefs, legal documents, etc., 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. (Field work required) 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. (Field work required) 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. (Field work required) 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 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. (Field work required) 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 clock 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 clock 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, 50 clock hours.

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 clock 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: 10 to 60 clock hours.

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: CIS 160. Six credits: 50 lecture hours and 30 lab 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 238 JAVA PROGRAMMING

This course is an introduction to the Java programming language. Topics include programming basics, object-oriented programming, developing applets, basic graphics, using sound, and creating a user interface. Prerequisite: CSC 160 and CIS 166 or Object-Oriented Experience. Five credit hours. 50 clock hours.

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.

CSL: 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 245 PROFESSIONAL ETHICS

Discussion of the Colorado laws regulating the ethical practice of alcohol and drug counselors and a description of the NAADAC Counselor Code of Ethics. Two credits: 20 clock hours.

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 255 COUNSELING HIV/AIDS

Counseling methods are applied to individuals infected with HIV/AIDS and a discussion of the risk factors for transmission of HIV/AIDS. Two credits: 20 clock hours.

CSL 256 PHARMACOLOGY FOR COUNSELORS

An introduction to pharmacological concepts that will be useful to counselors in the field of alcohol and substance abuse. Topics include mechanisms by which psychoactive substances influence the central and peripheral nervous system and pharmacological treatments for addictive disorders using disulfiram, methadone, tranxene, and librium. Two to three credits: 20-30 clock hours.

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.

CSL 289 COUNSELING AND DIVERSE TREATMENT POPULATIONS

Therapeutic methods for treatment of substance abuse disorders are applied to the needs of minorities and special populations. Two to three credits: 20-30 clock hours.

CSM: COSMETOLOGY

CSM 101 SANITATION, STERILIZATIONS, AND SAFETY

This course introduces basic precautions and safety procedures for cosmetology. Skills will be developed to recognize disorders and diseases of the scalp and hair. The chemistry of shampoos and scalp products are discussed. One to 1.5 credits.

CSM 103 SHAMPOO AND SCALP TREATMENT

This course introduces shampooing and basic scalp treatments. The chemistry of different types of shampoos and scalp products are explored. One to three credits.

CSM 105 HAIRSTYLING, WEST STYLING, PRESSING, AND IRON CURLING

This course introduces the basic concepts of hair styling, including wet styling, pressing, and iron curling. A variety of styling and curling techniques are presented. Artificial hair styling is presented, along with precautionary techniques to used in hairstyling. Products used in hairstyling are discussed. In addition, braiding is presented. One to 1.5 credits.

CSM 107 HAIRCUTTING

This course will introduce the foundations of hair shaping and the correct use of implements. The class covers advanced applications of techniques. Skills will be developed to determine angles and to perform basic hair cuts. Artificial hair shaping is also discussed. One to 4.5 credits.

CSM 108 MANICURING AND PEDICURING

This course covers basic and advanced manicuring and pedicuring procedures. Various products used in manicuring and pedicuring will be discussed. One to 1.5 credits.

CSM 109 APPLICATION OF ARTIFICIAL NAILS

This course will offer various techniques for artificial nail applications. Nail products will be discussed. Advanced hand care including hot waxing and nail art will be introduced. One to 1.5 credits.

CSM 114 PERMANENT WAVING AND CHEMICAL RELAXING

This course covers the basic procedures used in permanent waving and chemical hair relaxing. The study and selection of proper permanent solutions that should be used for different styles and types of hair are introduced. One to three credits.

CSM 116 HAIR TINTING AND BLEACHING

This course covers the basic theory and application of hair color to different types of hair. It explores various types and applications of hair coloring products. Advanced techniques to achieve high fashion effects will be presented. One to six credits.

CSM 120 MANAGEMENT, ETHICS, INTERPERSONAL AND SALES SKILLS

This course focuses on management, ethics, interpersonal and sales skills. Various aspects of salon management and ownership are discussed. Sales and service techniques are developed. One to 1.5 credits.

CSM 125 MESSAGE, SKIN CARE, AND MAKEUP

This course is an introduction to basic skin care, basic massage manipulations and makeup. Skills will be developed to recognize disorders and diseases and diagnostic treatment. Techniques of arching eyebrows are also discussed and evaluated, along with methods of permanent and temporary hair removal. One to 1.5 credits.

CSM 140 LAW, OCCUPATIONS SAFETY AND HEALTH

This course covers Colorado cosmetology laws, safety, and health issues pertaining to cosmetologists. One to 4.5 credits.

CSM 156 ADVANCED HAIRSTYLING, WET STYLING, PRESSING AND IRON CURLING

This course includes advanced concepts for hairstyling, wet styling, iron curling, and pressing. Techniques of pin curling, roller placement, braiding, and the analysis of characteristics of hairstyling are also discussed and evaluated. Artificial hairstyling is also discussed. Prerequisite: CSM 105. One to 1.5 credits.

CSM 165 ADVANCED PERMANENT WAVING AND CHEMICAL RELAXING

This class covers advanced permanent wave wrap techniques to achieve advanced styling. This class also includes techniques and products used in chemical hair relaxing. The study and selection of proper permanent solutions is discussed. Prerequisite: CSM 114. One to 1.5 credits.

CSM 200 MANICURING LAB

This course is repeated throughout the manicuring program. It provides hand-on experiences for each of the lecture classes required in the program. Students practice the techniques and procedures presented in the lecture courses on one another. Prerequisite: taken concurrently with other CSM courses. One to Six credits.

CSM 203 BOARD PREP I

This course prepares students for the preliminary board exam following 300 hours of cosmetology course work. Prerequisite: 21.5 credits from beginning CSM courses. One to three credits.

CSM 205 BOARD PREP II

This course prepares students for the Colorado State Board of Cosmetology Exam. Prerequisite: CSM 203. One to three credits.

CSM 207 CUSTOMER SERVICE, COSMETOLOGY

This course is designed to prepare students for actual salon experience. Students work on customers in the cosmetology salon. This course is repeated throughout the duration of the cosmetology program to provide real work experiences under instructor supervision. Prerequisite: CSM 203 One to 20 credits.

CSM 208 COSMETOLOGY LAB

This course is repeated throughout the cosmetology program. It provides hands-on experiences for each of the lecture classes required in the program. Students use models and mannequins to practice the techniques and procedures presented in the cosmetology lecture courses. Prerequisite: taken concurrently with other CSM courses. One to 24 credits.

CSM 210 CUSTOMER SERVICE, MANICURING

This course is designed to prepare the student for actual salon experience. Students work on customers in the cosmetology salon. This course is repeated throughout the duration of the manicuring program to provide real work experience under instruction supervision. One to 4.5 credits.

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. Field trip required. 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. Field trip required. 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 205 INTRODUCTION TO NATURAL RESOURCES

This course provides students with a study of human interaction with the environment. GIS techniques contribute to an increased understanding of environmental planning, policy, and land usage. Three field trips required. Prerequisite: None. Five credits: 30 hours lecture, 40 hours lab.

EAS 225 GEOGRAPHIC INFORMATION SYSTEMS (GIS) APPLICATIONS

This course gives students the opportunity to examine current GIS software packages and their uses. Students will identify, store, update, manipulate, analyze, and display all forms of geographically-referenced information. Prerequisite: GEO 125 or consent of instructor. Five credits: 40 hours lecture, 20 hours lab.

EAS 235 GIS FIELD STUDY/INTERNSHIP

This course provides students with GIS hands-on experience. Students may select between a business/government internship or a practical field camp. This course will be conducted off-campus and is project-based. Prerequisite: EAS 225. Five credits: 10 hours lecture, 80 hours lab/field work.

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.

ECP: EARLY CHILDHOOD PROFESSIONS

ECP 101 INTRODUCTION EARLY CHILDHOOD PROFESSIONS

This course provides an introduction to the field of early childhood. It includes the eight key areas of professional knowledge: child growth and development, nutrition and safety, developmentally appropriate practices, guidance, family and community relationships, diversity, professionalism and administration and supervision. This overview covers prenatal through age eight. Three credits: 30 clock hours.

ECP 102 INTRODUCTION TO EC LAB EXPERIENCES

This course involves students in an early childhood setting and a classroom seminar. Placed in a facility under direct supervision, students practice appropriate interactions, guidance techniques, care practices, observation methods and teaching strategies. It covers birth through age 8. Prerequisite or Corequisite: ECP 101. Four credits: 50 clock hours.

ECP 103 ECP 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 ECP 214 or ECP 215. Prerequisite: ECP 102 or permission of instructor. Seven credits: 115 clock hours.

ECP 104 ECP LAB EXPERIENCE III

A continuation of ECP 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 ECP 214 or ECP 215. Prerequisite: ECP 103 or permission of instructor. Seven credits: 115 clock hours.

ECP 110 INTRODUCTION TO CARE OF INFANTS AND TODDLERS

This course is 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.

ECP 111 INFANT AND TODDLER: THEORY AND PRACTICE

This course explores developmental theories, applications including observations and issues pertinent to infants and toddlers. It examines the needs of children in group and family settings including health, safety, nutrition and licensing requirements for infant/toddler homes and centers. It covers prenatal through age 2. Prerequisite or Corequisite: ECP 110 or permission of instructor. Five credits: 50 clock hours.

ECP 112 INTRODUCTION TO INFANT/TODDLER LAB TECHNIQUES

This course involves students in an early childhood setting and a classroom seminar. Placed in an Infant/Toddler facility under direct supervision, students practice appropriate interactions, guidance techniques, care practices, observation methods and teaching strategies for children birth through age 2. Corequisite: ECP 111 or permission of instructor. Variable credit: no less than 60 clock hours.

ECP 121 HEALTH/SAFETY/NUTRITION

This course is designed to give students a basic understanding of good health practices, safety factors and sound nutrition considerations needed in the care of young children. Basic sanitation, hygiene, childhood illnesses, universal precautions, First Aid, adult and child CPR and young children's nutritional needs will be examined. Three credits: 30 clock hours.

ECP 145 CREATIVE MATERIALS WORKSHOP

This course explores creative ways to prepare inexpensive materials for enhancing the learning of preschool children. Students design practical uses for recycled items to the developmental needs of preschool children. Two credits: 20 clock hours.

ECP 148 GUIDANCE STRATEGIES FOR CHILDREN

This course explores guidance theories, applications, goals, techniques, factors that influence expectations, classroom management issues and prosocial skills development. This course covers birth through age 8. Three credits: 30 clock hours.

- ECP 151 EARLY CHILDHOOD LEADERSHIP DEVELOPMENT I**
- ECP 152 EARLY CHILDHOOD LEADERSHIP DEVELOPMENT II**
- ECP 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.

ECP 195 MUSIC AND MOVEMENT WORKSHOP

This course helps students to demonstrate and identify age appropriate music/movement activities for young children. Students 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.

ECP 202 ECP LAB EXPERIENCE IV

This course focuses on 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 ECP 227. Prerequisite: ECP 104 or permission of instructor. Seven credits: 115 clock hours.

ECP 203 ECP LAB EXPERIENCE V

This course emphasizes 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 ECP 227. Prerequisite: ECP 202 or permission of instructor. Seven credits: 115 clock hours.

ECP 204 FIELD EXPERIENCE

For this course 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: ECP 104 or permission of instructor. Five credits: 80 clock hours.

ECP 205 NUTRITION AND THE YOUNG CHILD

This course focuses on nutrition as a key factor for optimal growth and development of young children. Content includes nutrient knowledge, meal and snack planning, food program participation, food management and safety, appropriate nutrition activities and nutrition communication with families. It covers birth through age 8. Three credits: 30 clock hours.

ECP 210 FIRST START: INCLUDING CHILDREN WITH DISABILITIES

This course covers child care services for infants, toddlers, and young children with disabilities and chronic conditions. The focus is on strategies, activities, and adaptations that assist students with inclusion of children with disabilities and chronic conditions in child care programs. Four credits: 50 clock hours.

ECP 214 LANGUAGE AND COGNITION FOR THE YOUNG CHILD

This course examines theories of cognitive and language development as a framework for conceptualizing the way children acquire thinking skills. The content includes: observing, planning, facilitating creative representation, and evaluating strategies within the context of play. The content areas include language, science, math, problem solving and logical thinking. This course covers birth through age 8. Three credits: 30 clock hours.

ECP 215 CREATIVITY AND THE YOUNG CHILD

This course provides an emphasis on encouraging and supporting creative self expression and problem solving in children. The content explores creative learning theories and research. It focuses on developmentally appropriate curriculum strategies in all developmental domains. This course covers birth through age 8. Three credits: 30 clock hours.

ECP 216 ADMINISTRATION: HUMAN RELATIONS FOR THE EARLY CHILDHOOD PROFESSIONS

This course focuses on the human relations component of an early childhood professional's responsibilities. Course content includes director-staff relationships, staff development, leadership strategies, parent-professional partnerships and community interaction. Prerequisite: ECP 101 or permission of instructor. Three credits: 30 clock hours.

ECP 226 ADMINISTRATION OF EARLY CHILDHOOD CARE AND EDUCATION PROGRAMS

This course examines Colorado's minimal licensing requirements, as well as optimal standards, pertaining to the operation of programs for young children. It includes a focus on the human relations component of an early childhood professional's responsibilities. Course content focuses on new directors' administrative skills and administration from a teacher's perspective. Prerequisite: ECP 101 or permission of instructor. Three credits: 30 clock hours.

ECP 227 CURRICULUM DEVELOPMENT: METHODS/TECHNIQUES

This course focuses on an overview of early childhood curriculum development, developmentally appropriate practice, quality in early childhood programs and planning. This course covers birth through age 8. Prerequisite: ECP 214 or ECP 215. Three credits: 30 clock hours.

ECP 238 CHILD DEVELOPMENT

This course covers the growth and development of the child from conception through the elementary school years. Physical, cognitive, emotional, psychosocial and environmental factors are emphasized. The concept of the whole child and how adults can provide a supportive environment for children is also emphasized. Five credits: 50 clock hours.

ECP 251 EARLY CHILDHOOD LEADERSHIP DEVELOPMENT IV

ECP 252 EARLY CHILDHOOD LEADERSHIP DEVELOPMENT V

ECP 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.

ECP 296 GREAT BEGINNINGS PRACTICUM

This course provides individualized opportunities for students to participate in and self-evaluate performance in an inclusive environment for infants, toddlers or preschoolers with special needs. Emphasis is on learning environments, child assessment, teaching plans, and communication with parents and specialists. Prerequisite: ECP 210 and ECP 238. Variable credit: No less than 60 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.

EDT: EDUCATION**EDT 125 WELLNESS HABITS FOR ADULTS**

Identify and practice small changes that can make a BIG difference in your life. Materials taken from Deepak Chopra, M.D. One credit.

EDT 202 INCREASING YOUR SELF ESTEEM

Develop awareness and specific skills to help increase your self esteem. One credit.

EDT 203 EATING DISORDERS AWARENESS WORKSHOP

This workshop will focus on the dynamics of eating disorders including how an eating disorder is developed, how it is treated and how eating disorders can be prevented. One to Three credits.

EDT 204 DYNAMICS OF SINGLE PARENTING

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 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 223 REACHING THE AT-RISK STUDENT IN THE CLASSROOM - Part I

Identify the needs of at-risk students in the classroom and formulate intervention strategies. One credit.

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 233 USING GAMES AS TEACHING TOOLS

Participants will be "playing" to learn games as an instructional tool, a unit review or a sponge activity. One credit.

EDT 234 SPEECH AND LANGUAGE PROBLEMS IN CHILDHOOD (BIRTH-12)

Learn strategies for working with speech-language disordered children. One to three credits.

EDT 242 CREATING CONDITIONS FOR LEARNING AND GROWTH

Identify conditions that lead to learning, growth and productivity. One credit.

EDT 253 REACHING THE AT RISK STUDENT, Part II

This is a follow-up to EDT 223. Participants will receive more strategies and interventions. 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 272 SPELLING: A BETTER WAY

Identify a variety of ways to integrate spelling into your reading and writing classroom. One credit.

EDT 273 WEAVING PHONICS INTO INSTRUCTION

Learn specific ideas and strategies to accelerate reading development within a meaning-based, literature-rich classroom. Grades K-5. One credit.

EDT 286 SUCCESS THROUGH SELF-TALK

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 143 MENTORING PRESERVICE TEACHERS

Provides participants with opportunities to develop strategies, refine, and practice supervision of preservice teachers. Participants will be provided the opportunity to experience the correlation of theory and practical application of a variety of supervisory techniques. One to Five 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 217 RELATING 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 BUILDING STUDENTS SELF-ESTEEM IN THE CLASSROOM

Review the origin and development of self worth in individuals. Learn skills for building childrens self-esteem. One credit

EDU 266 ENHANCING STUDENT AND TEACHER STRENGTHS

This course provides educators with the opportunity to strengthen their own family, expand the people skills of their students and develop effective methods for creating a positive atmosphere in the classroom. 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 278 THE WRITING PROCESS

Learn how to facilitate implementation of a new Language Arts program-TOSA. One to Four 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: 60 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. Five credits: 60 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. Five credits: 60 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. Five credits: 60 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. Five credits: 60 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. Five credits: 60 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. Five credits: 60 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 130 ELECTRICITY I

The National Electrical Wiring Code is taught via classes on residential wiring. Basic circuit theory is covered along with technical math topics, and safety (CPR/First Aid). Prerequisite: Satisfactory score on the math placement test or permission of instructor. Five credits: 72 clock hours.

ELT 131 ELECTRICITY II

The National Electrical Wiring Code is taught via classes on residential wiring. Circuit theory and technical math topics are covered. Prerequisite: ELT 130 or permission of instructor. Five credits: 72 clock hours.

ELT 132 ELECTRICITY III

The National Electrical Wiring Code is taught via classes on commercial and industrial wiring. Topics covered are: Basic AC theory, motors, wiring codes, trigonometry and vectors, and CPR/First Aid. Prerequisite: ELT 131 or permission of instructor. Five credits: 72 clock hours.

ELT 133 ELECTRICITY IV

The National Electrical Wiring Code is taught via classes on commercial and industrial wiring. Topics covered are: industrial and commercial wiring codes, motor control circuits, transformer theory and applications. Prerequisite: ELT 132 or permission of instructor. Five credits: 72 clock hours.

ELT 134 ELECTRICITY V

The National Electrical Wiring Code is taught via classes on commercial and industrial wiring. Topics covered are: blueprint reading and applications, grounding techniques, wiring codes CPR/First Aid renewal. Prerequisite: ELT 133 or permission of instructor. Five credits: 72 clock hours.

ELT 135 ELECTRICITY VI

The National Electrical Wiring Code is taught via classes on commercial and industrial wiring. Topics covered are: motor control devices and diagrams, fiber optics basics, wiring codes. Prerequisite: ELT 134 or permission of instructor. Five credit: 72 clock hours.

ELT 136 ELECTRICITY VII

The National Electrical Wiring Code is taught via classes on commercial and industrial wiring. Topics covered are: solid state devices and applications, advanced motor controls and applications, CPR/First Aid renewal. Prerequisite: ELT 135 or permission of instructor. Five credits: 72 clock hours.

ELT 137 ELECTRICITY VIII

The National Electrical Wiring Code is taught via classes on commercial and industrial wiring. Topics covered are: fire and alarm systems and applications, wiring methods and codes, air conditioning circuits, final code review and test preparation. Prerequisite: ELT 136 or permission of instructor. Five credits: 72 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 micro-processor; 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 PC REPAIR

Basic electronic principles are applied to PC repair. The use of electronic test equipment and specialized software and hardware diagnostics is covered. Disassembly/assembly and upgrading procedures are covered. Prerequisite: Basic knowledge of DOS and Windows operating systems. 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. One-half credit: 4 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; choking procedures; and AED operations. One half credit: 8 clock hours.

EMS 104 CPR RENEWAL

This course provides renewal in American Heart Association CPR. Prerequisites: Current CPR card. One half credit: 4 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; and AED operations. Prerequisites: Current AHA CPR "course C" course completion card. One and one half credits: 20 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: 4 clock hours.

EMS 107 BYSTANDER CARE (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 credit: 4 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." One half credit: 9 clock hours.

EMS 109 DAY CARE RENEWAL

This course provides recertification in American Heart Association Pediatric CPR and Bystander Care. One half credit: 6 clock hours.

EMS 110 ASSISTING IN A MEDICAL EMERGENCY

This course provides instruction on how to provide assistance to emergency medical providers who come to help with a medical emergency. Topics include: How to determine if a medical emergency exists, how to access the emergency medical system (EMS), what information is needed by medical dispatchers, preparing for EMS arrival, assisting EMS with gathering of a patient's medical history, understanding and preparing for medical treatment and transport, expectations at the emergency department of the hospital. One half credit: 4 clock hours.

EMS 111 HEARTSAVER CPR & BYSTANDER CARE (FIRST AID)

This course provides the student with the knowledge and skills to perform basic, lifesaving first aid techniques for victims of sudden illness or injury, as well as, providing the student with the knowledge and skills to receive an AHA course completion card in one-rescuer CPR for choking for the adult victim only. One half credit: 6 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. Upon successful course completion, students will receive a AHA CPR "Course C" course completion card and will be eligible to take the Colorado State Division of Fire Safety certification exam. Five credits: 69 clock hours. Must be 18 years old prior to first day of class.

EMS 131 FIRST RESPONDER REFRESHER

This course provides the student with an update of knowledge and skills for recertification as a First Responder. Prerequisite: Current First Responder and AHA "Course C" course completion cards. Three credits: 40 clock hours.

EMS 139 EMERGENCY MEDICAL TECHNICIAN - BASIC (EMT-B) I

This course provides instruction in the recognition and treatment of medical and trauma emergencies. Topics include: Preparatory, Airway, Patient Assessment, Medical Emergencies I, Infant and Children I. Strong emphasis on practical application of skills. Prerequisite: Department signature and minimum assessment scores (Sentence Skills-85, Reading-70) required. **No assessment exemption will be allowed.** Current vaccinations: Hepatitis-B vaccination or signed waiver, TB skin test, tetanus (Td) within last 10 years, second dose of MMR vaccine (if born after 1957). Current AHA Healthcare (EMS 103) CPR card or equivalent. Students must obtain a "C" grade (75%) or higher to register for EMS 140/141 to complete their EMT-B training and be eligible for Colorado and National Registry EMT-B certifications. Students must be 18 years old prior to the first day of class. Seven credits: 94 clock hours.

EMS 140 EMERGENCY MEDICAL TECHNICIAN - BASIC (EMT-B) II

This course provide continues in the recognition and treatment of medical and trauma emergencies. Topics include: Medical Emergencies II, Behavioral Emergencies, Trauma, OB & GYN Emergencies, EMS Operations, and Infants and Children II. Strong emphasis on practical applications of skills. Successful completion of this class and EMS 141 will allow student to take both Colorado and National Registry EMT-B Certification exams. Six credits: 94 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 one half credits: 30 clock hours.

EMS 142 EMT-B REFRESHER

This course provides updating and reviewing skills for recertification as an EMT-B. Condensed 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 145-149 EMT-B CONTINUING MEDICAL EDUCATION (CME)

These courses are geared specifically for EMS, rescue, fire departments or special groups. These classes include continuing medical education which can be used for state recertification of EMT-B's. These classes emphasize both theory and skills. One half to four credits: varying clock hours.

EMS 150-154 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. One half to four 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. Students who successfully complete this course will receive a course completion certificate from the National Academy of Emergency Medical Dispatch (Medical Priority Inc.). Prerequisite: Current CPR certification. Two and one half 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. Two credits: 20 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 interventions. Prerequisites: Current EMT-B certificate, current AHA CPR "Course C" course completion card. Three credits: 40 clock hours.

EMS 200 BASIC IV THERAPY/MEDICATIONS

This course provides cognitive and practical information on indications for, the use, and complications of IV therapy. Valid IU Medications. 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. Hepatitis-B Vaccine or signed waiver and current TB skin test required. Proof of current (within 10 years) tetanus (Td) booster required and second dose of MMR vaccine (if born after 1957). Five credits: 65 clock hours.

EMS 201 EKG BASIC

This course provides instruction in the anatomy, physiology and electrophysiology of the human heart. In addition, basic interpretation of 3 lead EKG will be covered. Four credits: 40 clock hours.

EMS 202 EMS/HEALTH 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 trauma victim. 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. One half credit: 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 prehospital crisis events. Two credits: 20 clock hours.

EMS 206 EMS CLINICAL INTERNSHIP

This course provides the EMT-B certified student with a 90 hour field clinical experience to enhance their knowledge and skills as an EMT-B. Must be Colorado EMT-B certified to register for this course. Course limited to EMS department majors. 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, 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 the 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 Instructor. The use of video recordings will give the student additional feedback of their practical teaching presentations. Five credits: 60 clock hours.

EMS 213 CRITICAL INCIDENT STRESS MANAGEMENT (CISM)

This course provides the student with the knowledge and skills to develop an integrative, comprehensive programmatic approach to the prevention and mitigation of critical incident (traumatic) stress. In addition, the student will learn how to develop and managing a Critical Incident Stress Management (CISM) Team. Topics include: pre-crisis preparedness training; one-on-one individual psychological support; demobilizations; defusings; critical incident stress debriefings (CISD); family support programs and referral mechanisms for mental health assessment and possible treatment, if needed. One and one half 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 cardiac and respiratory arrest patients. Topics include: respiratory arrest; pulseless VF/VT; bradycardia; AED operations; and management of the acute MI and stroke. Prerequisites: Healthcare providers that need proficiency in ACLS. **Current** 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. One and one half credits: 20 clock hours.

EMS 223 PEDIATRIC ADVANCED LIFE SUPPORT (PALS)

Instruction related to advanced care for the respiratory failure; pediatric patient. Topics include: recognition and treatment of shock; advanced airway management; IV access and medications; and newborn resuscitation. Prerequisite: healthcare providers that need proficiency in PALS. **Current** AHA CPR "Course C" course completion card. One credit: 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. 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. One and one half credits: 20 clock hours.

EMS 240 EMERGENCY MEDICAL TECHNICIAN - INTERMEDIATE (EMT-I) I

This course provides instruction in the recognition and treatment of medical and trauma emergencies using advanced procedures. Topics include: Roles/responsibilities/training, human systems, patient assessment, shock & fluid therapy, cardiology & defibrillation, pharmacology & drug therapy, advanced respiratory assessment and management, Advanced Cardiac Life Support (ACLS) & Basic Trauma Life Support (BTLS) certification. Prerequisite: Department signature and minimum CPT assessment scores (Math-85, Sentence Skills-85, Reading-76) required. **No assessment exemptions will be allowed.** Current vaccinations: Hepatitis-B vaccination or signed waiver, TB skin test, tetanus (Td) within last 10 years, second dose of MMR (if born after 1957). Students must hold and maintain a **current** AHA Healthcare (EMS 103) CPR card or equivalent, Colorado/National Registry EMT-B certification (EMS 140), Colorado EMT-Transition certificate (EMS 143), record of "C" grade or higher in EMS 200 and 201, high school diploma or GED. Students who successfully complete this course with a "B" grade or higher are eligible to register for EMS 241. Students must be 18 years old prior to the first day of class. Physician Advisor or Medical Director signature required. **Acceptance to this course will be based on successful completion of an EMT-B pre-screening written and practical course placement testing.** Seven credits: 88 clock hours.

EMS 241 EMERGENCY MEDICAL TECHNICIAN - INTERMEDIATE (EMT-I) II

This course provides continued instruction in the recognition and treatment of medical and trauma emergencies using advanced procedures. Topics include: Medical emergencies, childbirth, pediatric emergencies, environmental emergencies, scenario practice, practical testing, Pediatric Advanced Life Support (PALS) and Neonatal Resuscitation Program (NRP) certifications. Students who successfully complete this course will be eligible to take both Colorado and National Registry certification exams. Prerequisites: Hold and maintain current Colorado/National Registry EMT-B, AHA Healthcare CPR certification or equivalent throughout course, record of "B" grade or higher in EMS 240, and current vaccinations as listed in EMS 240 course description. Eight credits: 124 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: 32 clock hours.

EMS 261 EMT-I/P SKILLS EVALUATION

This course provide the student with a review and check-off of practical skills for Colorado EMT-I/P recertification requirements. One half credit. 8 clock hours.

EMS 262-266 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 practical skills. One half to four credits: varying clock hours.

ENG: ENGLISH COMMUNICATIONS

*Indicates instruction is administered by Developmental Education.

*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 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.

Note: ENG 100 is a non-transferable course that carries credit only toward occupational degrees and certificates. Prerequisite: ENG 097 or placement test. No exceptions to course prerequisite will be allowed. 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. Keyboarding skills required. Prerequisite: ENG 100 or placement test. No exceptions to course prerequisite will be allowed. 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. No exceptions to course prerequisite will be allowed. Five credits.

ENG 131 TECHNICAL WRITING I

This course develops skills one can apply to a variety of technical documents. Students learn principles for organizing, writing, and revising clear, readable documents for industry, business, and government. Five credits.

ENG 132 TECHNICAL WRITING II

This course expands and refines the objectives of ENG 131, emphasizing formal presentations, both written and oral. Prerequisite: ENG 131 or permission of instructor. Five credits.

ENG 135 DEVELOPING A PORTFOLIO

As one of Aims's credit for prior learning options, this course prepares the student to write and assemble a course-based portfolio which will include self-assessed learning theory, explication, and documentation of work or life experience which may be parallel to college-level learning. Students will be advised through the process of petitioning for at least one college-level course, writing and assembling the portfolio, and submitting it for faculty assessment. Two 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 ENGINEERING TECHNOLOGY

Provides new student information on Engineering Technology as a career, safety, career, planning, program courses and time frame of program. Study skills, computation methods, and calculator usage will also be taught. Prerequisite: None (*This is a required prerequisite for all Engineering Technology students.) Two credits: 20 clock hours.

ENT 101 INTRODUCTION TO ENGINEERING GRAPHICS

A print reading approach to understanding of technical/engineering drawing concepts. Topics explored 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 to practical problems 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 TECHNICAL COMPUTING APPLICATIONS

The course will introduce the concepts of computer (PC) usage as applied to technical applications. Topics covered will include technical applications of spreadsheets, engineering software, and an introduction to CAD. Presentation methods will include lecture/demonstration, computer tutorials, required reading, and hands-on lab exercises. Prerequisite: CSC 100 or permission of instructor. 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 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 process planning, 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 problems. Prerequisite: ENT 116 or permission of instructor. Three credits: 40 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 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 problems 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 228 MEASUREMENT SYSTEMS ANALYSIS

This course will cover the basic guidelines for conducting measurement evaluation, commonly referred to as R&R studies. This course addresses, with hands-on exercises, the five components of measurement error: accuracy repeatability, reproducibility, stability, and linearity. It also utilizes software to analyze the results of R&R studies.

This course will also address basic Design of Experiments (DOE) and Analysis of Variance (ANOVA). Prerequisites: ENT 112 and ENT 216. Three credits: 40 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. Four 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 and 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. Prerequisite: FST 105. 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. Prerequisite: FST 250. 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. Prerequisite: FST 102. 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. Prerequisite: MAT 110 or current assessment test. 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. Meets current state requirements for certification.

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. Prerequisite: FST 102. 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. Prerequisite: FST 106. 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 106 & 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. Prerequisite: FST 205. 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 115 WHO IS PULLING YOUR STRINGS?

These valuable sessions will offer practical suggestions in relieving negative stress in your every day life. One-half to One credit.

FLS 118 MENTAL JOGGING

Activities to sharpen your memory skills, enlarge your problem solving capabilities, and improve your creative thinking! One-half to 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.

FLE: EXPECTANT FAMILIES

FLE 115 PREPARED CHILDBIRTH

Prepare for the birth of your baby. Group discussions focus on the physical and emotional changes of pregnancy, the labor and birth process, postpartum, 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. Also included is a tour of Monfort 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. Monfort Family Birth Center tour is included. Prerequisite: Prepared Childbirth course. One credit.

FLE 121 SURVIVAL SKILLS FOR NEW PARENTS

This class covers the basic information all new parents need to "survive" the first couple of months at home with a new baby. 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 birth. Designed specifically for pregnant women. 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. Breathing and relaxation skills are practiced each class. Class is taught entirely in Spanish. One credit.

FLF: POSITIVE PARENTING AND PERSONAL GROWTH

FLF 127 LIVING 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

Enhance a child's growth and development by using positive discipline, goal setting and problem solving strategies. 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 consultations. 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 consultations. 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 consultations. 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 fully utilize the capabilities of their accounting software. The course covers the following subject areas: (a) Understanding the chart of accounts (b) The balance sheet (c) Understanding debits and credits in transactions (d) Entering your monthly transactions (e) Finding errors in transactions. Six credits: 60 hours lecture. Prerequisite: Own a computer and agricultural accounting software.

FMT 112 AGRICULTURE ACCOUNTING FOR COMPUTER USERS II

The second course in a series designed for the owner/operator of a farm/ranch who presently uses a computer to do farm/ranch accounting. This course covers the following subject areas: (a) Generating the income statement reports (b) Generating the balance sheet reports (c) Understanding the income statement (d) Understanding the balance sheet reports. (e) Balance sheet adjustments (f) Allocating income and expense. Six credits: 60 hours lecture. Prerequisite: FMT 111 or Instructor permission.

FMT 113 AGRICULTURE ACCOUNTING FOR COMPUTER USERS III

The final course in a series designed for the owner/operator of a farm/ranch who presently uses a computer to do farm/ranch accounting. The course covers the following subject areas: (a) Closing out the year: tax purpose; accountant information; estimating tax liabilities (b) End of year accrued reports: adjustments (c) Year-end evaluations (d) New year adjustments. Six credits: 60 hours lecture. Prerequisites: FMT 111 and FMT 112.

FMT 209 AGRICULTURE SEMINAR I

FMT 219 AGRICULTURE SEMINAR II

FMT 229 AGRICULTURE SEMINAR III

These seminars will cover current and advanced topics in the agriculture market place. Prerequisite: None.

FMT 209: One credit: 10 clock hours.

FMT 219: Two credits: 20 clock hours.

FMT 229: Three credits: 30 clock hours.

FOREIGN LANGUAGE

NOTE: Students wishing to satisfy a five-semester hour language requirement at the university level need to take a minimum of two sequential quarters of the same foreign language at the 111 level or above. Some universities may have additional requirements.

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: FRE 111 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 WORLD 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 which relate to the study of human activities with special emphasis on spatial distribution patterns, impacts on the environment and how Geographic Information Systems (GIS) may be used to better understand the relationship between people and their environment. Five credits: 50 clock hours.

GEO 111 PHYSICAL GEOGRAPHY

This course introduces the elements of the physical environment, especially the impacts of different landscapes on people and their activities. GIS techniques contribute to an increased understanding of physical environment-planet earth. Five credits: 50 clock hours.

GEO 125 SPATIAL MAPPING TECHNIQUES

This course provides an overview of computer mapping/cartography, remote sensing techniques, global positioning systems (GPS), the management of spatial data, and introduces students to GIS. Prerequisite: GEO 106/111 and EAS 205. Five credits: 50 clock hours.

GEO 225 GIS APPLICATIONS

This course gives students the opportunity to examine current GIS software packages and their uses. Students will identify, store, update, manipulate, analyze, and display all forms of geographically referenced information. Prerequisite: GEO 125 of permission of instructor. Five credits: 40 lecture hours, 20 lab hours.

GEO 235 GIS FIELD STUDY/INTERNSHIP

This course provides students with GIS hands-on experience. Students may select between a business/government internship or a practical field camp. This course will be conducted off-campus and is project based. Prerequisite: GEO 225. Five credits: 10 lecture hours, 80 lab/field work hours.

GEY: GEOLOGY

GEY 105 GENERAL GEOLOGY

Introductory course for non-science majors. Introduction to minerals, rocks, and fossils, as they are used to study the history of the earth and solar system and the processes for development of the earth's landscape, resources, and structure. Credit not given for both GEY 105 and GEY 111. Five credits: 40 hours lecture, 20 hours lab. Field trips required.

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. GEY 111 introduces students to GPS (Global Positioning System) technology. 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.

GEO 130 GEOLOGY AND SOCIETY

Interaction between people and the geologic environment. This course will focus on the following topics: earth dynamics, origin of landscapes, natural resources, earth materials, geologic structures, and the interpretation of geologic history of Colorado. This **field-based course will be taught at various locations off-campus. Overnight field trips required;** mountain hiking experience desired. Prerequisite: Student must have general good health. Five credits: 40 hours lecture, 20 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.

GRN: GERONTOLOGY

GRN 205 INTRODUCTION TO GERONTOLOGY

A survey of the field of gerontology from a multi-disciplinary perspective. This course includes a review of the social, physical, psychological economic and political aspects of aging. Also included is a cross-cultural analysis of the aging experience. Five credit: 50 clock hours.

GRT: GRAPHIC TECHNOLOGY

GRT 101 GRAPHIC TECHNOLOGY I

Students will be given the opportunity to acquire basic knowledge and skills in electronic pre-press, including; QuarkXpress, Adobe Photoshop, Adobe Illustrator, process camera, film stripping, platemaking, proofing, and offset printing. The student will perform the above fundamental activities at production quality level. The technical expertise needed to produce posters, brochures, advertisements, magazine and newspaper design are all a part of this educational program. Your training will allow you to examine your ability to develop ideas as well as master the technical steps that support every job to evolve to a finished product. 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 electronic 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

(Physically challenged students planning to register for a Physical Education class should contact the Physical Education Department at (970)330-8008, extension 6295, no less than three days before registering to ensure access to and success in the chosen class.)

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 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 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: 40 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 the high middle ages. 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 the late middle ages to the Enlightenment. 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 the French Revolution 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 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 World War II. Five credits.

HIS 203 U.S. HISTORY III

Examines the major political, economic, social, diplomatic/military, cultural, and intellectual events in American History since World War II. 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 216 HISTORY AND HOLLYWOOD: FILM AND HISTORICAL PERSPECTIVE IN MODERN AMERICA

This course surveys the impact of the film industry on historical perspective in modern America. Students will view and critique a number of feature films, and formulate views on the role Hollywood plays in shaping our understanding of history. Five credits: 50 clock hours.

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 255 THE MIDDLE AGES

This course surveys the civilizations of Europe and the Islamic world from the decline of Rome to the Renaissance (AD 500-1500) Five credits: 50 clock hours.

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**HLH 100 INTRO TO HEALTHCARE PROFESSIONS**

This course provides the student an opportunity to explore various health related professions. Students will learn about the type of careers that require post secondary education and training at the Certificate, Associates Degree, Bachelors Degree and post graduate levels. Prerequisite courses which support career choices will be emphasized. This course will require classroom, resource lab, library, computer resource lab (Discover and COCIS Program) and possible field trip activities. Permission of the Department Chair is required. 2 credits: minimum 20 clock hours; however, career exploratory assignments may require additional time.

HLH 120 MEDICAL TERMINOLOGY

This course emphasizes skills in verbal and written communication of medical terms including defining, spelling, pronouncing, and analysis of component parts. Four credits: 40 clock hours.

HLH 121 MEDICOLEGAL

This course explores the concepts of malpractice responsibility, negligence, standard of care, scope of practice, informed consent, confidentiality, and record keeping as they relate to a medical office. 1 credit: 10 clock hours.

HLH 122 BASIC SAFETY

This course emphasizes the basic principles underlying safety practices and behaviors necessary for protection against fires, hazardous materials and electric shock. The student will demonstrate the selection and use of an appropriate fire extinguisher. Material Safety Data Sheets and the proper labeling of chemical containers will be presented. Permission of Department Chair required. 1 credit: 7 lecture hours, 9 lab hours.

HLH 123 BODY MECHANICS

This course emphasizes the mechanical principles of body movement and applies those principles to safe techniques for lifting, moving and transferring of people. The student will actively practice and safely perform proper methods for patient transfer while using proper body mechanics and applying all equipment safety measures. Permission of Department Chair required. 1.5 credits: 10 lecture hours, 10 lab hours.

HLH 124 MEDICAL ASEPSIS

This course introduces the student to the cycle of infection, proper techniques of sanitation and disinfection and universal body substance protection practices. The student is expected to demonstrate the skills of hand washing, selection and donning of personal protective equipment and handling and disposal of sharps and waste. Permission of Department required. 1.5 credits: 20 clock hours.

HLH 125 ALTERNATIVE HEALTHCARE

This course will introduce the student to alternative medical choices currently used either in lieu of or in combination with western medicinal techniques. Alternative techniques to be discussed will include acupressure, acupuncture, aromatherapy, ayurveda, biofeedback, chiropractic, herbology, iridology, massage therapy, naturopathy, therapeutic touch and yoga. Guest speakers from different disciplines will be an integral part of the course. 3 credits: 30 lecture hours. This will include addressing interactions with those in pain, on medications and facing life threatening diagnoses.

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. Prerequisite: Read at or above 60 on CPT assessment. Be in good health and without medical restrictions on lifting activities. 8 credits: 58 lecture hours, 24 lab hours, 30 clinical hours.

HLH 141 HEALTH & WELLNESS

The student will learn to understand the risk factors to health and wellness. They will identify the factors in their own lives by taking a Health Risk Assessment. Additionally, they will learn to do an assessment of needs for a client population, to teach patients the principles of healthy living and to understand how to implement a wellness program. The factors involved in normal aging and the wellness needs of an aging population will also be addressed. In addition, students will learn how to take heights and weights. Prerequisite: BIO 120. 2 credits: 20 clock hours.

HLH 142 PATHOPHYSIOLOGY OF DISEASE

The students will become familiar with major diseases, signs, symptoms and prognoses using a systemic approach. Treatment modalities appropriate to each disease will also be addressed. Prerequisites: BIO 120 and HLH 141. 4 credits: 40 clock hours.

HLH 145 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. 4 credits: 40 clock hours.

HLH 185 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. Permission of the Department Chair is required. Variable credit: 0.5 to 12 credits.

HLH 200 VITAL SIGNS

This course includes the measurement and recording of temperature, pulse, respiration, blood pressure and level of consciousness. The impact of specific diseases on vital signs is also addressed. Prerequisite: HLH 124 and HLH 142. Permission of Department Chair required. 1 credit: 5 lecture hours, 9 lab hours.

HLH 201 PHARMACOLOGY I

This course is an introduction to drug classifications and to selected drugs of particular therapeutic or diagnostic use. To be considered are the naming and labeling of drugs, drug forms, routes of administration, and measurement systems. For selected drugs the learner will also be able to identify classification, therapeutic effect, side effects, adverse effects, dosage range, route of administration, and the 6 rights of administration.. Prerequisite: HLH 142 or permission of Department Chair. 3 credits: 25 lecture hours, 11 lab hours.

HLH 202 PHARMACOLOGY II

This course provides a more in depth look at drug interactions, discussions of common drugs used today and hands on application of how to administer medications to include all non-parenteral and parenteral routes of administration. Learners will practice injection techniques on each other. Prerequisite: HLH 201. Permission of Department Chair. 1 credit: 6 lecture hours, 12 lab hours.

HLH 209 INTRAVENOUS (IV) MEDICATIONS FOR LPNs

Intended for the LPN who is currently IV certified by the State of Colorado. This course includes the additional theory and clinical practice in IV medications that is required by the Board of Nursing to retain IV certification. Permission of Department Chair is required. 1.5 credits: 10 lecture hours, 10 clinical hours.

HLH 211 SURGICAL ASEPSIS

This course demonstrates the techniques of sterile scrubbing, gowning, gloving and the establishment and maintenance of a sterile field. Prerequisite: HLH 124. Permission of Department Chair required. 1 credit: 5 lecture hours, 11 lab hours.

HLH 215 VENIPUNCTURE

This course provides the learner with basic knowledge of the structure and function of the venous system, selection and site preparation and techniques of venipuncture. Manikin models are used for practice; learners will also practice on each other. Prerequisite: HLH 124 and HLH 142. Permission of Department Chair required. 1.5 credits: 15 lecture hours, 9 lab hours.

HLH 216 LABORATORY TECHNIQUES

On completion of this course the student will understand the basic principles and techniques of specimen collection, OSHA standards for handling, collection and storage of specimens, examination and reporting of findings. Included in the course are hands-on laboratory experiences using the microscope, culture media, incubators and the centrifuge. Prerequisite: HLH 215 and EMS 204. Permission of Department Chair required. 4 credits: 15 lecture and 50 lab hours.

HLH 230 NEUROLOGICAL AND RESPIRATORY ASSESSMENTS

This course demonstrates techniques for performing assessments on trauma and physiologically unstable clients to assist in clinical triage. Prerequisite BIO 120 or permission of instructor. Permissions of Department Chair required. 1 credit: 5 lecture hours, 11 lab hours.

HLH 231 ELECTROCARDIOGRAM (EKG) AND DEFIBRILLATOR

The student will become familiar with the proper placement of EKG leads, how to run a 12-lead EKG strip and how to assist with a defibrillator. Prerequisite: HLH 142. Permission of Department Chair required. 1 credit: 6 lecture hours, 10 lab hours.

HLH 232 ORTHOPEDIC TREATMENTS AND CASTING

The student will become familiar with splints, slings, ace wraps and braces used with orthopedic clients. In addition, the student will learn about proper alignment and the appropriate technique for application and removal of casting used for a simple fracture. Prerequisite: HLH 142 and XRT 140. Permission of Department Chair required. 1 credit: 6 hours lecture and 10 hours lab.

HLH 233 EAR, NOSE AND THROAT (ENT) ASSISTING

The student will learn how to perform basic optic and ophthalmic exams. These include the Snellin, Ishahara, Jaeger and audiometry. In addition, the student will learn how to perform eye and ear irrigations. Prerequisite: HLH 142. Permission of Department Chair required. 1.5 credits: 6 hours lecture and 20 hours lab.

HLH 234 GENITOURINARY (GU) ASSISTING

This course will teach basic techniques used to position patients for exams. The student will learn how to do patient teaching in the areas of self breast exam, testicular self exam, assisting with pelvic examinations and how to perform urinary catheterization using sterile technique. The collection of specimens specific to these procedures will also be discussed. Prerequisite: HLH 142. Permission of Department Chair required. 1.5 credits: 6 hours lecture and 20 hours lab.

HLH 235 PEDIATRIC AND ADOLESCENT ASSISTING

This course will teach communication techniques such as bargaining, negotiation and reasoning relevant to work with pediatric and adolescent clients. The coursework will also emphasize the importance of working with family members in client care. Pediatric diseases, immunization techniques and screening activities will also be addressed. Prerequisites: HLH 142. Permission of Department Chair required. 1 credit: 6 lecture and 10 lab hours.

HLH 236 PSYCHIATRIC ASSISTING

This course will familiarize the student with common psychiatric diagnoses and how they would assist clients in the psychiatric office or in general medical settings. Role playing and guest speakers will be incorporated into the course presentation format. Prerequisite: HLH 130 and/or permission of the Department Chair. 1 credit: 20 clock hours.

HLH 237 SURGICAL ASSISTING

The student will learn how to wrap trays for autoclaving, how to set up specific instruments for common procedures and how to assist with surgical procedures. The issues of liability, informed consent and patient education will be covered. Set up of a surgical theatre and how to observe sterile technique in the practice setting will be reemphasized. Prerequisites: HLH 142 and HLH 211. Permission of Department Chair required. 2.5 credits: 15 lecture and 20 lab hours.

HLH 238 DERMATOLOGY ASSISTING

The student will learn about skin cancer and how to assist with biopsies. Common skin treatments and liposuction will be addressed. Prerequisite: HLH 142. Permission of Department Chair required. 1 credit: 10 hours lecture.

HLH 240 MEDICAL FRONT OFFICE EXTERNSHIP

Upon satisfactory completion of all coursework applicable to the Front Office Healthcare Assistant, the student will be placed in a medical setting for 90 hours of front office experience. Prerequisites: Satisfactory completion of all front office coursework and permission of Department Chair. 3 credits: 90 clinical hours.

HLH 250 MEDICAL BACK OFFICE EXTERNSHIP

Upon satisfactory completion of all coursework applicable to the Back Office Healthcare Assistant, the student will be placed in a medical setting for 90 hours of back office experience. Prerequisite: Satisfactory completion of all back office coursework and permission of Department Chair. 3 credits: 90 clinical 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 135 TOPICS IN HUMANITIES

Introduces students to a variety of humanities genres which may include epic, theatre, music, art, philosophy, architecture, and others. Specific topics will reflect the expertise of the faculty and/or the needs of the students. Themes which may be explored are human creativity, heroism, love, death, nature, and others. The course may be taken more than once for elective credit, provided topics are not repeated. One-half to 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 philosophical 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-half to five 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 discussion-based learning. This course uses methods and materials developed by Phi Theta Kappa Leadership Development Program. One-half to five credits.

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.

INT: INTERNATIONAL STUDIES**INT 100 INTERNATIONAL STUDIES SEMINAR**

Provides an opportunity to study and research on a specified topic related to International Studies. Under the direction of a faculty member, students will develop a better understanding of international relations through independent study or by attending workshops and conferences. 1-3 credits: 10-30 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. Specific topics will reflect the expertise of the faculty and/or the needs of the students. 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

Students interested in a related program should see the Communications Media section of the catalog for information about the new Multimedia/Presentations Specialist Certificate. This integrated program was developed by Communications Media, General Business, and Marketing/Management to provide an opportunity for students to enhance their skills in delivering effective business and education information in multimedia and electronic formats.

Program assessment: To provide the Marketing/Management students with the opportunity of pre and post program assessment it is recommended that they enroll in EDU 121 Skills Assessment I and EDU 221 Skills Assessment II. These two courses represent a total of two credit hours, which may be used as elective credits.

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 human resources management. Emphasis is placed on legal and social issues that affect human resources management, job analysis and design, training and evaluation, compensation, and benefit administration, 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 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

Students will analyze data, plan strategies and make business management and marketing decisions using computer business management simulations. Students will learn how various combinations of the marketing mix will change business outcomes and how competition affects decision making and outcomes. 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

Students will explore levels of interpersonal relations through decision making and leadership while mastering the course objectives. Students learn to acquire control over consequences as they analyze individual and group decisions. 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

This course will help students learn how to supervise in the modern workforce. Students will become familiar with the role of the supervisor and many challenges supervisors face, and will be able to develop strategies in order to deal effectively with those challenges. 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. Two credits: 20 clock hours.

MAN 247 SUPERVISORY MANAGEMENT II

This course is a continuation of Supervisory Management I. New issues and challenges will be discussed in this class and students will be able to develop strategies in order to deal effectively with those issues. 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**

This course presents fundamental and emerging trends in advertising including advertising principles, the communication process, advertising agencies, media, copy and layout elements. Also presented are social and ethical aspects of advertising and integrated marketing communications. 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 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. Four credits: 40 clock hours. Prerequisite: MAR 257 and MAR 258.

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. Six credits: 60 clock hours.

MAR 264 REAL ESTATE: CURRENT LEGAL ISSUES

A course of study for students to develop or enhance their knowledge and awareness of current real estate and real estate related statutes and regulations and important legal issues, developments and practices. Prerequisite: MAR 257 and MAR 258. One credit: 10 clock hours.

MAR 269 REAL ESTATE PRACTICAL APPLICATIONS

A course of study for new real estate brokers in the applications of laws, rules and standards or practices. Prerequisite: MAR 257 and MAR 258. Four credits: 40 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 GLOBAL ISSUES IN MARKETING/MANAGEMENT

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.

MAR 273 REAL ESTATE BROKER TRANSITION

Study for the transition from a Colorado salesperson's license to a broker associate license. Course will include the study of relationship among listing contracts, sales contracts and the closing. Three credits: 30 clock hours.

MAR 274 REAL ESTATE BROKERAGE ADMINISTRATION

A course for employing brokers for the practical application of laws, rules, and sound business practices for the establishment and everyday management, operation, and supervision of a Real Estate Brokerage company. Prerequisite: Associate Broker's License. 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.

***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 will not 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: "C" or better in MAT 097 or 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 103 INTRODUCTION TO GEOMETRY

(This course will not apply to the A.A. or A.S. degrees.)

This course provides the basic content of geometry for use in future mathematics courses including trigonometry and calculus. Topics include points, lines, planes, angles, parallel and perpendicular lines, congruent and similar triangles, quadrilaterals, circles, areas and volumes. Other topics will be included if time permits. Prerequisite: MAT 100 or current math and reading assessment tests. Two credits: 20 clock hours.

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 111 MATHEMATICS FOR MORTGAGE BANKERS

Review of basic math skills and calculator use including balancing equations; fractions, decimals, and percents; commissions; markups; area/volume; depreciation; appraisal methods; interest-simple and compound; mortgage calculations; ad valorem taxes; property transfer taxes; legal descriptions; prorations; closing statements; and lease calculations. Five credits: 50 clock 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 103 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 103 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 current assessment test. Credit not allowed for both BUS 226 and MAT 135. 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, descriptive statistics and estimation, 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 or current assessment test. 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. Trigonometric functions are included. 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, techniques of integration, and improper integrals. Prerequisite: MAT 201. Five credits, 50 hours.

MAT 203 CALCULUS III

Continuation of single variable calculus which will include polar coordinates, analytic geometry, 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 202 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.

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-half to Two credits.

MUS 120 MUSIC APPRECIATION

Covers the basic materials of music, musical forms, composers 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 styles 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 study of music from early Romantic Period to the present. This course fulfills a humanities requirement. Five credits.

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 INSTRUMENTAL****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, three hours of required student practice, and one sixty-minute lecture/recitation session 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: 20 clock hours.

MUS 156 INSTRUMENTAL ENSEMBLE

Instrumental Ensemble is open to students with previous study on their instrument. Ensemble music will reflect various styles and musical periods. The ensemble will perform at the end of the quarter. Three credits: 40 clock hours.

- 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, three hours of required student practice, and one sixty-minute lecture/recitation session per week. The expressions courses are designed to expand musical skills and increase enjoyment in 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 performance of musical repertoire. 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: 40 clock hours.

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 222 WRITING MUSIC WITH THE COMPUTER

Students will learn to use Finale software to write 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 295 MUSIC 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 music form in which the student will be working and the student's level of proficiency. One to three credits: contact department chair.

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**

(Physically challenged students planning to register for a Physical Education class should contact the Physical Education Department at (970)330-8008, extension 6295, no less than three days before registering to ensure access to and success in the chosen class.)

- 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 105 TOTAL FITNESS

This class is for the active mature adult who needs a more advanced and challenging workout in order to maintain a higher level of fitness. Work outs will include strength training, floor work, cardiovascular exercises, focuses on joint flexibility, range of motion, balance and coordination. One credit: 10 clock hours. One and One-half credits: 30 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**

(Physically challenged students planning to register for a Physical Education class should contact the Physical Education Department at (970)330-8008, extension 6295, no less than three days before registering to ensure access to and success in the chosen class.)

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 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.

PED: PHYSICAL EDUCATION DANCE

(Physically challenged students planning to register for a Physical Education class should contact the Physical Education Department at (970)330-8008, extension 6295, no less than three days before registering to ensure access to and success in the chosen class.)

PED 111 AEROBICS I

PED 112 AEROBICS II

PED 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.

PED 117 BENCH AEROBICS I

PED 118 BENCH AEROBICS II

PED 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.

PED 121 JAZZ DANCE

Introduces students to this indigenous dance form of the United States. Teaches basic jazz techniques, terminology, jazz movement, and routines.

PED 126 LOW IMPACT AEROBICS I

PED 127 LOW IMPACT AEROBICS II

PED 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 155 BEGINNING TAP DANCE

A mentally, physically, and rhythmically challenging aerobic activity using tap dance techniques. One half credit: 10 clock hours. On credit: 20 clock hours. One and one half credits: 30 clock hours.

PED 158 FLAMENCO DANCE

Footwork, Philosophy, arms, posture, dance foundations including palmas y cante.

PED 161 TAP DANCE I

Formal instruction in tap techniques and movements. Introduces the student to the special mix of rhythm, sound, and style that constitute the American tap dance form.

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.

PED 183 LINE DANCE

Learn line dancing its fun and great exercise too! The routines taught in this class are: the Electric Slide, the Laurie, the Cowboy Cha Cha, the Cowboy Boogie, the Flying 8, the Waltz Across Texas and more.

PED 186 STEP 'N' SLIDE

A cardiovascular exercise performed to music using two types of equipment, the slide and the step/bench.

PEF: PHYSICAL EDUCATION FITNESS

(Physically challenged students planning to register for a Physical Education class should contact the Physical Education Department at (970)330-8008, extension 6295, no less than three days before registering to ensure access to and success in the chosen class.)

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****PEF 110 SELF-DEFENSE III**

Teaches various skills and techniques of self defense within the areas of Anshinkai-do, Kempo, and Taekwondo. One credit: 20 clock hours. One and one-half credits: 30 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 125 CIRCUIT TRAINING

Circuit Training is a series of exercise stations that are designed to tone all major muscle groups and increase cardiorespiratory endurance. The stations include hand weights, pulley resistance machines, step benches, stationary bicycles, a rowing machine, and a mini trampoline.

PEF 140 WELLNESS: HEALTHY LIVING FOR LIFE

The student will be able to identify lifestyle risk factors and then take a Health Risk Assessment to evaluate any behavior and lifestyle changes that may be needed. Wellness involves habits like proper breathing, healthy eating, stretching, aerobic exercise, rest, play and positive thinking. The class will also cover ways to calm the body and nourish the spirit with relaxation exercises, meditation, imagery and laughter. Complimentary methods of treatment such as massage, reflexology and herbs will also be discussed. This class is for students of any age or fitness level. There will be two days of lecture/discussion and two days of stretching and relaxation exercises. (One credit counts towards P.E. requirements. Remaining two credits count as elective credits). Three credits: 40 clock hours.

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 I**PEF 146 BEGINNING FAT BURNERS II****PEF 147 BEGINNING FAT BURNERS III**

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 156 WALK N' TONE I**PEF 157 WALK N' TONE II****PEF 158 WALK N' TONE III**

This is an activity class consisting of walking for cardiorespiratory endurance and stretching and toning for muscular strength, endurance and flexibility. One credit: 20 clock hours. One and one half credits: 30 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 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, meaning The Way of the Peaceful Mind, is a blending of Japanese and Okinawan karate systems. The student will study some soft styles of Kung Fu in the way of kata. This helps the student become more fluid in movement in the performance of kata. Anshinkai-Do also teaches self defense techniques that have been combat proven by the founder of Anshinkai-Do. Anshinkai-Do places the emphasis on self-defense and the perfection and understanding of kata's. Anshinkai-Do is a traditional karate system.

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 KARATE. Okinawan martial arts master G. Funikoshi, often regarded as the "father of modern Karate," brought a style of unarmed combat to mainland Japan in the early 1900's. His method, Karate-do (empty hand way), quickly spread through Japan and eventually around the world. Aims students have the opportunity to train in a traditional karate environment. Lessons include basic karate techniques (block, strikes, kicks), martial history, and kumite (sparring); however, the primary class focus is on performance of kata (traditional, predetermined patterns of movement). Karate training improves physical fitness, heightens mental awareness, and teaches practical self defense.

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 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 206 STRETCH N RELAX

This course teaches proper stretching techniques to all parts of the body. Static stretches (no movement) are used to gain knowledge of relaxation skills. Students also learn how the body becomes more flexible through this class.

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.

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. Specific topics will reflect the expertise of the faculty and/or the needs of the students. 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. Credit not given for both PHY 105 and PHY 111 or PHY 211. 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 preprofessional 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: PSYCHOLOGY

PSY 101 GENERAL PSYCHOLOGY I

Scientific study of behavior including motivation, emotion, sexuality, physiological psychology, stress and coping, research methods, consciousness, sensation, perception, learning, and memory. Prerequisite: 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 to five credits.

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 247 DISCUSSIONS IN GENDER ISSUES

To assist participants in the integration of man and woman. Increasing awareness and acceptance of both similarities and differences in order to transcend the conflict leading to better understanding and more satisfying personal and work/professional relationships. Two credits: 20 clock hours.

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 258 INTRODUCTION TO NEUROPSYCHOLOGY

A seminar-type introduction to basic neuropsychological terms and concepts with an emphasis on applications of thinking and behavior in humans. Prerequisite: PSY 101 or permission of instructor. Three credits: 30 clock hours.

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.**

****Indicates instruction is administered by Developmental Education.**

****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: 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 LITERATURE 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 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 COLLEGE 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.

****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 DEVELOPMENTAL 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.

****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 DEVELOPMENTAL 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.

SEE: SIGNING EXACT ENGLISH

(Formerly MCM, Manual Communication)

SEE 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.

SEE 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: SEE 212 or instructor's permission. Three credits.

Note: See ASL for additional sign language courses.

SOC: SOCIOLOGY**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 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 126 COMMUNICATION IN HEALTHCARE SETTINGS

This course will familiarize the student with interactive concerns in settings related to patient-client care. Course will include discussions of diverse cultures, client interaction and family/caregiver issues. The student will also address the concerns of attitude, office politics, team work, self-initiative and conflict management as specifically experienced in the patient as client setting. Department Chair permission required. 5 credits: 50 lecture hours.

SPE 225 PROFESSIONAL AND BUSINESS SPEAKING

This course covers speech communication techniques applicable to professional, business, and educational careers. Emphasis is on conference speaking, marketing presentations, business meetings, briefing, interviewing, and managerial/supervisory communication. It includes skill development and analysis of communication. Five credits.

SPE 216 ADVANCED PUBLIC SPEAKING

Continuation of SPE 115 with emphasis on longer in-depth speeches using informative and persuasive techniques. Class includes extemporaneous, impromptu, manuscript, special occasion speeches and group decision making. Prerequisite: SPE 115. Five credits.

SPE 215 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 226 ORAL INTERPRETATION

This course emphasizes oral performance of literature, prose, essays, and historical speeches. Emphasis is on expression, interpretation, and delivery skills involved in interpretive oral presentation to an audience. Selection and analysis of appropriate literary forms used in performance will also be included. 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 105 INTRODUCTION TO THEATRE ARTS

This course includes discussions, workshops, and lectures designed to discover, analyze, and evaluate all aspects of the theatre experience: scripts, acting, directing, staging, history, criticism, and theory. This course fulfills a Humanities requirement. 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 WELDING SYSTEMS DESIGN

This course is designed to give the student a basic knowledge of the theory of constraints, as it would be used to create an effective manufacturing system. 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 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 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.

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: See Advisor. 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 girdle and special radiographic procedures. Prerequisite: XRT 101, XRT 102. Four credits: 20 hours lecture, 40 hours lab.

XRT 115 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. 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 125 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 131 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. Five credits: Approximately 160 contact hours.

XRT 132 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 131, majors only. Five credits: Approximately 160 contact hours.

XRT 133 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 132, majors only. Five credits: Approximately 160 contact hours.

XRT 134 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 133, majors only. Nine credits: Approximately 270 contact hours.

XRT 204 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 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 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 134, majors only. Eight credits: Approximately 240 contact hours.

XRT 232 CLINICAL EXPERIENCE VI

Continuation of XRT 231. Correlates skills from previous classes. Prerequisite: XRT 231, majors only. Eight credits: Approximately 240 contact hours.

XRT 233 CLINICAL EXPERIENCE VII

Continuation of XRT 232. Correlates skills from previous classes. Prerequisite: XRT 232, majors only. Nine credits: Approximately 270 contact hours.

XRT 234 CLINICAL EXPERIENCE VIII

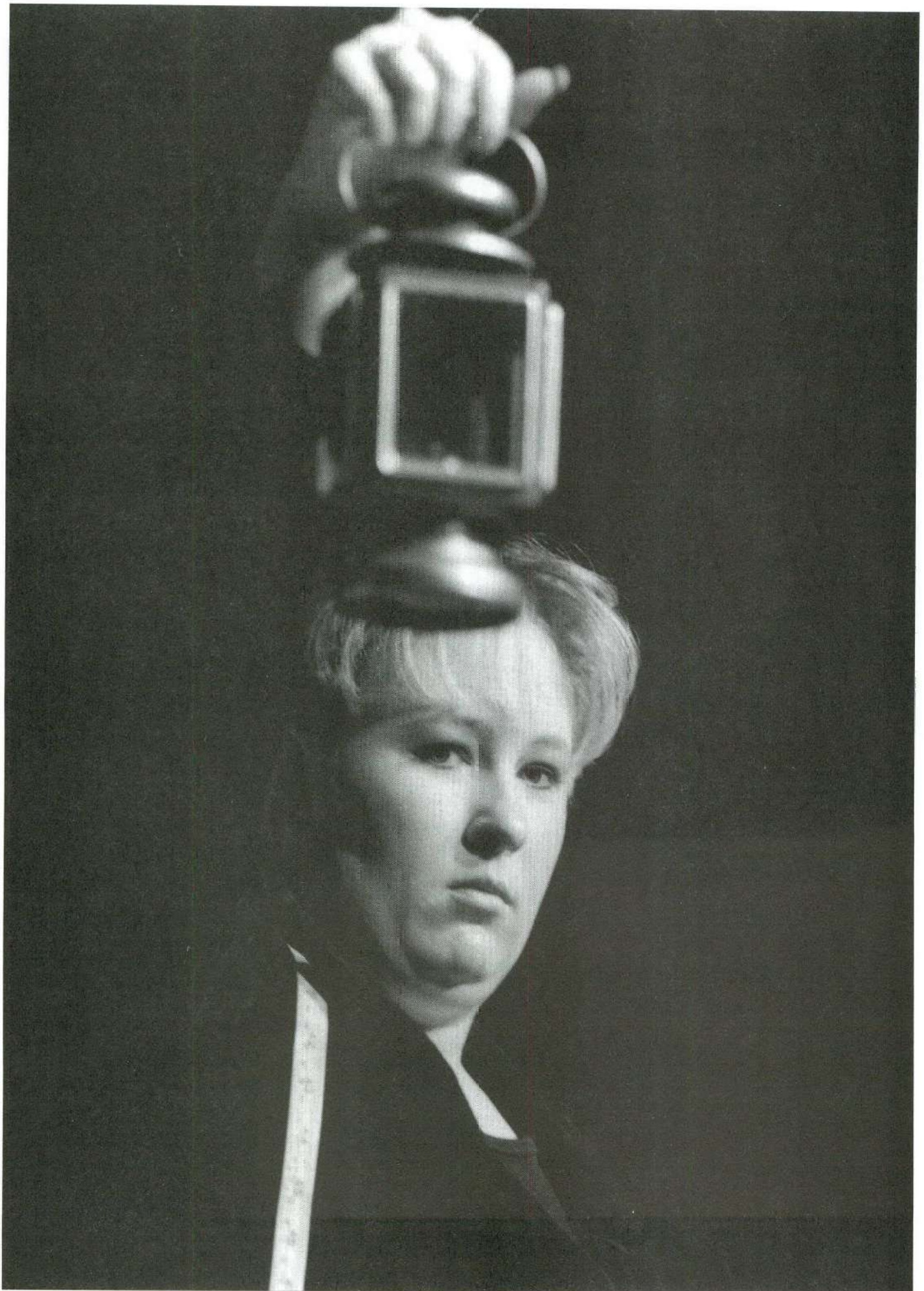
Continuation of XRT 233. Prerequisite: XRT 233, majors only. Nine credits: Approximately 270 contact hours.

XRT 240 RADIOLOGICAL SCIENCES REVIEW

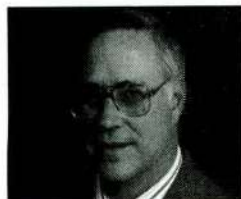
Designed to give students an over-all review of courses and clinical work in the Radiography Program. Prerequisite: 8th Quarter radiography student or graduate. Three credits: 30 hours lecture.

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.



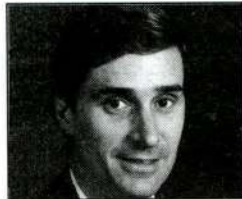
Aims Community College Board of Trustees



John R. Dent, Chair
 Director District A
 represents:
 RE-8 Fort Lupton
 RE-3J Keenesburg,
 Hudson, Prospect
 Valley



Roger L. Schulz,
 Secretary/Treasurer
 Director District E
 represents:
 RE-2 Eaton
 RE-6 Greeley, Evans
 RE-7 Gill, Kersey



Jeffery N. Bunker,
 Member
 Director District C
 represents:
 RE-9 Ault-Highland
 RE-10J Briggsdale
 RE-11J New Raymer
 RE-12 Grover



Willie Morton,
 Director District D
 represents:
 RE-6 Greeley, Evans



Gerald Shadwick,
 Member
 Director District B
 represents:
 RE-1 La Salle,
 Gilcrest, Platteville
 RE-4 Windsor
 RE-5J Johnstown,
 Milliken
 RE-6 Greeley, Evans

Administrative Staff

DR. JERRY A. KIEFER, President	*
(B.A., St. Thomas College; M.A., St. Thomas Seminary; M.A., University of Northern Colorado; Ph.D., Colorado State University)	1974
DR. JOHN T. TURNER, Vice President for Academic Affairs	
(B.A., M.A., Adams State College; Ph.D., University of Northern Colorado)	1968
DR. ROBERT MITCHELL, Vice President/Business Manager	
(B.A., M.A., University of Northern Colorado; Ph.D., Colorado State University, Certified Public Accountant)	1985
SUE DAVISSON, Interim Vice President, Student Services	
(B.A., Colorado State College; M.A., Ed.S., University of Northern Colorado)	1976
ROBERT N. RANGEL, Vice President, Affirmative Action Officer	
(B.A., M.A., University of Northern Colorado)	1969
PAT McGUIRE, Associate Vice President for Academic Affairs	
(B.A., University of Wyoming; B.S., University of Northern Colorado; M.A., University of Wyoming)	1993
DR. CAROL E. MONTHEI, Dean, West Campus, Loveland	
(B.S., Drake University; M.Ed., Ph.D., Colorado State University)	1991
DR. DOUGLAS D. SMITH, Dean, South Campus, Fort Lupton	
(B.A., M.A., and Ph.D., University of Northern Colorado)	1993
TRACY HUME, Assistant to the Vice President for Academic Affairs	
(B.A., University of Colorado at Boulder)	1996
GERALD BLAKE, Director: Purchasing	
(B.S., M.Ed., Colorado State University)	1992
LYNNE SUPPES, Director: Student Financial Assistance	
(B.A., University of Northern Colorado)	1971
DR. SOMPHOL "PIA" DOUNGLOMCHUNT, Director of Budget and Auxiliary Services	
(A.A., Aims Community College; B.A., M.A., Ed.D., University of Northern Colorado)	1980
DAVID FRANSEN, Controller	
(B.A., University of Northern Colorado)	1990
WILLIAM D. GREEN, Registrar	
(B.A., University of Northern Colorado)	1985

continued on next page

Administrative Staff, cont.

RALPH D. MARTINEZ, Director: Student Personnel Services - South Campus (B.S., Colorado State University)	1973
DIANE W. MILLER, Director: Human Resources (A.A., Colorado Women's College; B.B.A., University of Iowa; M.A., University of Northern Colorado)	1984
MARK L. OLSON, Director: Public Information (B.A., Colorado State University; M.A., University of Northern Colorado)	1982
DONALD A. PLANT, Director: Physical Plant (B.A., Lycoming College)	1981
DR. DON B. RITTER, Director: Institutional Planning (B.A., M.A., Michigan State University; M.A., Ed.D., University of Northern Colorado)	1971
KENNETH F. SAUER, Director: Media/Teleconferencing Services (B.S., Indiana University; M.A., University of Northern Colorado)	1979
JEAN L. WARNKE, Director: Library Services (B.A., Southern Illinois University; M.A., Colorado State University)	1992
DR. JUDY WHICHARD, Interim Director: Computing and Telecommunication Services (B.A., M.A. California State University, Long Beach; Ph.D., Colorado State University)	1995

ACADEMIC DEANS

DONNA L. SOUTHER, Behavioral, Social and Economic Sciences (B.S., Colorado State University; J.D., University of Colorado Law School)	1990
SUSAN CRIBELLI, Communications, Humanities, and Business (B.A., M.A., University of Northern Colorado)	1972
DR. WALTER RICHTER, Mathematics/Natural and Applied Sciences (B.S., Wagner College; Ph.D., University of Vermont)	1980
RUTH SLOMER, Developmental Education (B.S., Illinois State University; M.A., Western State College)	1970
SHERRIE SCHNEIDER, Technology (B.Ed., Colorado State University; M.Ed., Colorado State University)	1997
DR. RICHARD WOOD, Continuing Education (B.A., State University of New York (Oswego); M.A., State University of New York (Buffalo); Ed.D., University of Northern Colorado)	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
Joseph S. Fajardo, 1992
Anthony Park, 1993
Michael Ort, 1995
Thomas Griffin, 1996
John Lee 1997

The Hensel Phelps Award ACADEMIC DEANS' SELECTION

Dorothy M. Stewart, 1991
Dr. Russell E. Ward, 1992
Dr. Robert Shellenberger, 1993
Dr. Diane Vantine Brotemarkle, 1994
Maria Velasquez, 1995
Ruby Loveless, 1996
Dennis Schossow, 1997

The Flood & Peterson Award FACULTY SENATE SELECTION

Dorothy M. Stewart, 1991
Betty J. Buxman, 1992
Judy P. Leusink, 1993
Dr. Ruth Lorenson, 1994
Donna Meier, 1995
Karen Robinson, 1996
Jerry Goddard, 1997

The Phelps-Tointon, and Union Colony Bank Award TEAM AWARD

Amnesty Team, 1991

Anna Maria Rios
Olivia Montes
Juanita McCloy
Mary Vigil
Vera Benavidez
Maria Velasquez
Ruth 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

The Monfort Early Childhood Education Center Team, 1996

Mellie Brand, Kathy Hamblin, Maurine Summers, Dr. John Turner

The Aviation Faculty Team, 1997

Marvin Bay, Greg Gaiser, Val W. Taylor, Gina West

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
Dr. Michael Kelsey, 1996
Bob Widlund, 1997

Porter Industries/Bob & Marilyn Stone Aims Staff Association Selection Award

Darlene Nold, 1994
Becky Sperber, 1995
Kathy Barney, 1996
Tami Breske, 1997

Aims Flight Training Center Team - 1997

Robert Cashel, Greg Gaiser, Erik Kauber, Jay Pickar, Pat Sickles, Barbara Soleta

Aims College Education Association Adjunct Faculty Award - 1997

Jolene Fulton, Carol Lower, Judi Pippin, Sheri Sweigard, Christine Wire

Administrative Leadership Award, 1997

Dr. Jerry Kiefer

Honored Guests

Margaret Houtchens, 1991
Julianne Haefeli, 1993
Florence and Harold Winograd, 1995
Bob and Betty Tointon, 1997

Vic Nottingham, 1992
Ken Monfort, 1994
Dale Majors, 1996

Aims Community College Faculty

* = Graduate of Aims Community College

ARON, ANN 1978
(General Business)
B.S., University of Nebraska; M.A., University of Northern Colorado; Ed. D., University of Northern Colorado; Advanced graduate studies, University of Colorado, Colorado State University.

BANNERSTER, MICHAEL* 1996
(Welding Technology)
A.A.S., Aims Community College; Vocational Education Teaching Credential; 6 years industrial experience. A.W.S. Certified Welding Inspector (CWI) A.W.S. Certified Welding Educator (CWE)

BARATTA, CHARLES* 1994
(Automotive Mechanic Technology)
A.A.S. Aims Community College, Vocational Teaching Credential, Nine years Industrial experience, ASE Certified Master Technician.

BAY, MARVIN L. 1970
(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.

BENAVIDEZ, E. C. "VERA" 1984
(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.

BENNETT, EMMA KATHLEEN 1997
(Developmental Education)
B.A., University of Oklahoma; M.A., California State University; Ph.D. candidate, University of Colorado.

BOAN, RANDALL P. 1993
(Math/Science/Computer/Statistics)
B.A., University of Northern Colorado; M.S. University of Northern Colorado; Four years consulting experience.

BRODA, ALYSAN 1988
(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.

BUTLER, DONALD E. 1988
(English)
B.A., Brigham Young University; M.A., Brigham Young University.

BUXMAN, BETTY J.* 1974
(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.

CHAMBERS, JANE 1996
(Foreign Languages)
B.S., University of Vermont; M.A., Middlebury College.

CHAPMAN, KARIN 1986
(History)
B.A., Fort Hays State University; M.A., University of Northern Colorado

CHRISTENSON, MAXINE GROSS 1986
(Marketing/Management)
B.S., University of Wisconsin, M.S., University of Wisconsin; Advanced graduate study, University of Northern Colorado, five years business experience.

CLARK, RITA 1998
(Psychology)
B.S., Colorado State University; M.A., University of Northern Colorado.

CLAY, DOUGLAS G. 1985
(Computer Science)
B.S., Purdue University, Indiana; M.A., Lesley College, Massachusetts; Advanced Graduate Study, Florida International University, University of Northern Colorado. 1995 Team Award for Excellence in Teaching.

COLTON, KERRY L. 1971
(Accounting)
B.A., University of Northern Colorado; M.S., University of Northern Colorado; Advanced Graduate Study, Colorado State University, 1995 Team Award for Excellence in Teaching.

COURSON, RONALD 1991
(Division Chair-South Campus, Behavioral, Social & Economic Sciences)
B.A., Cornell College; M.A., Drake University.

CRIBELLI, SUSAN 1972
(Academic Dean, Communications, Humanities & Business)
B.A., University of Northern Colorado; M.A., University of Northern Colorado; Advanced Graduate Study, University of Northern Colorado, Colorado State University.

CROOKS, JEANETTE 1997
(English and Humanities)
B.A., University of Northern Colorado; M.A., Boston University.

CROSS, EUGENE (GENE) 1984
(Electronics Technology)
B.S.E.E., University of Pittsburgh; Graduate study, University of Northern Colorado and Colorado State University; 20 years industrial experience.

CULLINS, BILL 1982
(Engineering Technology)
B.S., Tarleton State University, Texas; Graduate study University of Northern Colorado and Angelo State University; Certified Manufacturing Engineer (CMFGE).

DAVISSON, SUE E. 1976
(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. 1994 Team Award.

DEWITT, ROGER A. 1986
(Department Chair, Anthropology)
B.A., University of Northern Colorado; M.A., University of Northern Colorado; 1991 Student Award for Excellence in Teaching, Award for Excellence Eastman Kodak Student Selection, 1991 and 1994.

DRISKILL, MARSHA J. 1990
(Chair, Mathematics & Coordinator, Aims/UNC Math Program)
B.S., University of Kansas; M.A., University of Northern Colorado; Advanced Graduate Study, University of Northern Colorado.

DUNCAN, DIANA 1979
(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.

DUNN, RICHARD 1988
(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.

DUSHACK, DEAN* 1996
(Engineering Technology)
A.A.S. Aims Community College, B.S., Colorado State University; 8 years industrial experience.

- EDWARDS, J. PHIL** 1986
(Computer Science, Math and Science; Campus 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.
- EDWARDS, MARTHANNE** 1985
(Accounting)
B.A., University of Minnesota; M.S., Colorado State University; Advanced graduate study University of Northern Colorado. Ten years business experience.
- FAY, PAT*** 1997
(Computer Information Systems)
A.S., Aims Community College; B.A., University of Northern Colorado; M.A., University of Northern Colorado; 15 years education and business experience.
- FISHER, CHUCK** 1990
(English & Humanities)
B.A., University of Southern California; M.A., University of Northern Colorado; Advanced graduate study, UNC, Educational Technology.
- FORD, LORI*** 1985
(Graphic Technology, Department Chair)
A.A.S., Aims Community College; Seven years industrial experience.
- FREESE, JASPER (Jay)** 1981
(Engineering Technology)
B.S.C.E., Worcester Polytechnic Institute; M.S.C.E., University of Southern California; 30 years professional and business experience.
- GEARHEART, SUSAN** 1991
(Criminal Justice)
B.A., University of Northern Colorado; M.A., University of Northern Colorado.
- GODDARD, JERRY F.** 1972
(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. 1991 M-PBEA's Most Outstanding Post Secondary Teacher; 1997 Faculty Senate Award for Excellence; 1998 CCCOES Faculty of the Year Award.
- GOMEZ, RUTH** 1973
(Developmental Education)
M.A., University of Northern Colorado, Advanced Graduate Study, University of Northern Colorado; Winner of Award for Excellence, Amnesty Program Team.
- GORDON, FRANK J.** 1967-70, 1982
(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.
- GOSCH, PHYLLIS** 1990
(Chair, Developmental Education, Reading)
B.A., State University College of New York at Fredonia; M.A., State University College of New York at Buffalo.
- GREEN, JUDITH** 1982
(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.
- GRIFFIN, THOMAS J.** 1993
(Mathematics/Natural & Applied Sciences, West Campus)
B.S., Kansas State University; M.S., Kansas State University; Six years professional experience.
- GUERRERO, ANDRES G.** 1996
(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.
- GUMP, JUDITH** 1996
(Chair, Early Childhood Professions)
B.S., McPherson College, Kansas; M.S., Wheelock College, Massachusetts.
- HALL, CATHERINE*** 1982
(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. 1995 Team Award for Excellence in Teaching.
- HARDGRAVE, BILLY D.** 1989
(Psychology/Counseling)
A.A., Pensacola Junior College, B.A., University of West Florida, M.A. and Ed.D., University of Northern Colorado.
- HARTWICK, HOLLY** 1995
(English)
B.A., Colorado State University; M.Ed., Wichita State University; M.A., University of Northern Colorado.
- HEEN, SAMUEL K.** 1971
(Chairman, Department of Physical Education)
B.A., Colorado State University; M.Ed., Colorado State University; Advanced graduate study, University of Northern Colorado.
- HERGENRETER, PATRICK** 1989
(Auto Collision Repair Technology, Department Chair)
Three years study; Colorado State University, Vocational Education Credential, 23 years industrial experience. ASE Master Certified Technician.
- HERNANDEZ, WILLIAM J.** 1996
(Auto Collision Repair Technology)
B.S., Business Administration, University of Northern Colorado; ASE Certified Technician; Certificate, A.A.S., A.A., Aims Community College, Vocational Education Teaching Credential; 11 years industrial experience.
- HUNT, GARY L.** 1988
(Electronics Technology)
B.S.E.E., Northern Arizona University; M.S.E.E., Colorado State University; Seven years industrial experience.
- JODER, ELLEN** 1995
(Campus Chair, Business-South Campus)
B.A., B.S., University of Northern Colorado; M.A., Colorado State University; Five years business experience.
- JOKERST, JAMES C.** 1971
(Psychology/Counseling)
B.A., University of Arizona; M.A., University of Northern Colorado; Ph.D., University of Northern Colorado. Aims Foundation Fellow, 1982.
- KARST, GERALD L.** 1970
(Chair, Department of Sociology)
B.A., University of Northern Colorado; M. Ed., Colorado State University; Advanced graduate study, University of Northern Colorado.
- KELSEY, MICHAEL L.** 1993
(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. 1996 Hartman Award for Excellence in Teaching.
- KILLEBREW, WILLIAM A.*** 1974
(Welding Technology, Department Chair)
A.A.S., Aims Community College; Advanced study, Colorado State University; Four years industrial experience, AWS Certified Welding Inspector(CWI), A.W.S. Certified Educator (CWE).
- KING, DEBRA*** 1983
(Graphic Technology)
A.A.S., Aims Community College; Certificate, Graphic Communications, Mankato Area Vocational Technical Institute; Seven years industrial experience.
- KNOWLTON, LYNETTE** 1995
(Engineering Technology, Department Chair)
B.S., Colorado State University; M.S., Colorado State University; 18 years industrial experience.
- KNUDSON, DEBRA** 1982
(Radiologic Technology)
X-Ray Certificate from Presbyterian Hospital School of Radiology; Registered with American Registry of Radiologic Technologists; Seven years clinical experience.
- LAMB, DOUGLAS L.** 1997
(Associate Professor, Emergency Medical Services)
B.S. in Emergency Health Services from University of Maryland-Baltimore County; Paramedic and Firefighter I. 10 years EMS experience; ACLS/PALS/BTLS Instructor.

- LEE, JOHN** 1993
(Department Chair, Fire Science)
A.A.S. Fire Science Technology, San Antonio College; 15 years public fire suppression and administration. 1997 Associated Student Award for Excellence in Teaching.
- LEUSINK, JUDITH P.** 1971
(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.
- LEWIS, JEANINE MARIE** 1995
(Developmental Education)
B.A., University of Nebraska - Lincoln, M.A., University of Nebraska - Lincoln.
- LOVELESS, RUBY** 1981
(Computer Information Systems)
B.S., Colorado State University; Six years business experience. 1995 Team Award for Excellence in Teaching. 1996 Academic Deans' Award for Excellence.
- MANUEL, TRUDI C.** 1985
(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.
- MARTIN, PAUL** 1981
(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.
- MARTINEZ, EGLANTINA** 1994
(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.
- MARTZ, NANCY SUE** 1969
(Department Chair, Humanities)
B.A., University of Northern Iowa; M.S.T., University of Wisconsin; Advanced graduate study, University of Northern Colorado, Colorado State University, Naropa Institute.
- MAST, MARY K.** 1991
(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; National Affiliate Faculty ACLS; 11 years teaching experience; 25 years clinical experience.
- MAXFIELD, BARBARA** 1980
(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.
- MEDINA, NICKIE*** 1997
(Cosmetology Chair, Developmental Education)
A.A., Aims Community College; B.A., University of Northern Colorado; Vocational Teaching Certificate; Licensed Cosmetologists; Graduate Studies, University of Northern Colorado.
- MUSIL, SUSAN** 1985
(Assistant Chair, General Business)
B.A., University of Northern Colorado; M.A., University of Northern Colorado.
- MYERS, CHARLES E., II** 1982
(Department Chair, Criminal Justice; Police Academy Director)
24 years of law enforcement related experience.
- NEET, KENNETH** 1982
(Accounting)
B.A., Point Loma College, California; Seven years business experience. Aims Foundation Fellow, 1986.
- NEVILLE, LINDA** 1982
(Distance Education Director, Continuing Education)
B.S.E., North East Missouri State University; M.A. University of Northern Colorado. Aims Foundation Fellow, 1983. 1995 Team Award for Excellence in Teaching. International Data Communications Training Director, Telecommunications Certificate Program.
- NORRIS, ANNE** 1996
(English)
B.S., University of Kansas; M.A., Colorado State University; Ph.D. in progress, Colorado State University.
- NOVINGER, KIMBERLY J.*** 1994
(Radiologic Technology)
A.A.S., Radiologic Technology from Aims Community College, Registered with American Registry of Radiologic Technologists in Radiography and Mammography.
- OAKLEY, EVAN** 1995
(Assistant Chair, English)
B.S., Colorado State University; M.A., University of Northern Colorado; M.F.A., George Mason University.
- OLIVER, MARJORIE** 1997
(Cosmetology/Developmental Education)
A.A., San Jose City College California; Colorado Cosmetology License; Vocational Certificate.
- ORT, MICHAEL** 1992
(Campus Chair, Communications, Humanities - West Campus)
B.A., University of Northern Colorado; M.A. University of Northern Colorado. 1995 Student Selection for Excellence in Teaching.
- PARR, REX A.** 1993
(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. 1995 Team Award for Excellence in Teaching.
- PENTECOST, THOMAS C.** 1997
(Chemistry and Physics)
B.S., University of Tennessee-Martin; M.S., Louisiana State University; Graduate study in Chemical Education, University of Northern Colorado.
- RACE, LES** 1991
(Division Chair - West Campus, Math Chair, Developmental Education)
B.A., M.A., Western State College; Post M.A., UNC. 1993 Team Award for Excellence in Teaching.
- RAMIREZ, MONICA** 1997
(Department Chair, Science)
B.A., M.S., Ph.D., University of Munich, Germany and C. Pacific University; Environmental Specialist Supervisor's Certificate.
- REIERSTAD, KEITH B.** 1986
(Campus Chair, Communications, Humanities - South Campus)
B.A., English, Wesleyan University; M.A./Ph. D., English, University of Pennsylvania
- REYNOLDS, JEFFREY A.** 1993
(Department Chair - History)
B.A., University of Northern Colorado; M.A., University of Northern Colorado; Advanced graduate study CU - Boulder.
- RICHTER, WALTER** 1980
(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.
- ROBINSON, KAREN** 1985
(Mathematics/Natural & Applied Sciences)
B.S., Colorado State University; M.S., Colorado State University.
- ROUSEY, GLENN** 1997
(Lead Instructor, Fire Science)
27 years Fire Service experience, Fire Officer, Certified Fire Inspector, Fire Service Administration, Certified Fire Investigator.
- ROY, NANCY** 1993
(Speech)
B.S., University of Wisconsin, LaCrosse; M.A., University of Northern Colorado; Graduate study, University of Northern Colorado.
- RUNGE, TEDD** 1984
(Department Chair, Visual Arts)
B.F.A. - Painting, University of Illinois-Champaign; M.A. - Painting, University of Northern Colorado, Advanced graduate study, University of Northern Colorado.

- RYAN, ELIZABETH A.** 1990
(Campus 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.
- SARKIS, LEBA W.** 1991
(Biology)
B.A., California State University, Northridge; M.A., University of Northern Colorado; D.A., University of Northern Colorado.
- SCHAUBERT, DAVID L.** 1993
(Department Chair, Agriculture Technology, Farm & Ranch Business Management)
B.S., North Dakota State University; M.S., North Dakota State University.
- SCHILTZ, JON P.** 1996
(Electronics Technology, Department Chair)
B.S., Iowa State University; M.Ed., Colorado State University; 27 years industrial experience.
- SCHNEIDER, SHERRIE** 1997
(Academic Dean, Technology)
B.Ed., Colorado State University; M.Ed., Colorado State University. Doctoral Studies at Colorado State University.
- SCHOCK, JUNE** 1997
(Department Chair, Music/Theatre)
B.A., University of Mary; M.M. University of Colorado; Doctoral studies at University of Colorado; National and International professional solo performances.
- SCHOSSOW, DENNIS** 1980
(Automotive Mechanics Technology, Department Chair)
B.S., Moorhead State University, Minnesota; Vocational Education Certificate, Advanced studies, Colorado State University; Seven years industrial experience. ASE Certified Master Technician.
- SHELLENBERGER, ROBERT** 1975
(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.
- SLOMER, RUTH** 1970
(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.
- SMITH STILLSON, KATHY** 1980
(Department Chair, Health Occupations)
B.S.N., Northern Illinois University, M.N., College of Nursing, Montana State University, Twenty-three years nursing experience, Ten years vocational higher education experience.
- SOLETA, DAVID*** 1997
(Aviation Technology)
A.A.S., Aims Community College; B.A., Embry-Riddle Aeronautical University; 6 years industrial experience.
- SOUTAR, KAREN H.** 1989
(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.
- SOUTHER, DONNA L.** 1990
(Academic Dean, Behavioral, Social and Economic Sciences)
B.S., Colorado State University; J.D., University of Colorado Law School. 1995 Faculty Award for Excellence in Teaching, 1995 Bill Hartman Award for Excellence in Teaching, 1996 Faculty of the Year Award.
- STENCEL, JUDY A.** 1996
(Campus Chair, Business-West Campus)
B.A., M.A., University of Northern Colorado; Twelve years business experience; Graduate study, Colorado State University, University of Northern Colorado.
- STEPHENSON, THELMA J.*** 1976
(Computer Information Systems)
A.A.S., Aims Community College; B.M.E., Indiana University; Three years business experience. 1995 Team Award for Excellence in Teaching.
- STEVENS, CLAUDIA B.** 1985
(Department Chair, Marketing/Management)
B.A., University of Northern Colorado; graduate study, University of Northern Colorado; Twelve years business experience.
- SULLIVAN, ROBERT** 1992
(Learning Lab Chair, Developmental Education)
B.S., Wisconsin State College and Institute of Technology; M.S., University of Wisconsin-Platteville; Additional graduate coursework, University of Northern Colorado; 20 years higher education administrative experience.
- TARNASKY, RALPH F.** 1990
(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.
- TAYLOR, VAL W.** 1989
(Aviation Technology)
B.A., University of Northern Colorado; M.A., Troy State University. 37 years military and industrial experience.
- TERRAZAS, ARTHUR*** 1973
(Developmental Education)
A.A., Aims Community College; B.A., University of Northern Colorado; M.A., University of Northern Colorado.
- VALCOURT, GREGORY R.** 1995
(Department Chair, Emergency Medical Services)
A.A.S. in EMS from Northern Virginia Community College; Paramedic and Firefighter III certified; 28 years EMS/FIRE/RESCUE field and teaching experience in volunteer and career settings. Colorado ACLS/PALS/BTLS/CPR Instructor and Affiliate Faculty.
- VELASQUEZ, MARIA B.** 1972
(Developmental Education)
B.A., University of Northern Colorado; M.A., University of Northern Colorado; Winner of Award for Excellence, Amnesty Program Team.
- WARD, REBECCA** 1997
(Associate Professor, Early Childhood Professions)
B.S., Syracuse University, New York; M.S., Colorado State University
- WARD, RUSSELL E.** 1987
(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.
- WARNER, TRACEY L.*** 1996
(Radiologic Technology)
A.A.S., Aims Community College; Registered with American Registry of Radiologic Technologists.
- WEBSTER, MARY** 1978
(Marketing/Management)
Advanced Studies, University of Northern Colorado and University of Nebraska; National Marketing Education Model Program Instructor; Business/Academic Coordinator; Six years business experience.
- WEST, GINA*** 1987
(Aviation Technology)
A.A.S., Aims Community College; B.A., University of Northern Colorado, Six years Industrial experience.
- WILSON, GRANT** 1997
(Science)
B.S., Brigham Young University, M.S. Brigham Young University, A.B.D. Utah State University, Secondary Teaching Certificate 1986, 1991, 1997; Ten years teaching experience.
- WILSON, JULIA** 1989
(ACT Certified Job Profiler/WorkKeys Director, Continuing Education)
B.A., University of South Florida; M.A., University of Northern Colorado.

EMERITUS STATUS

Larry Batman

(Faculty Emeritus, Mathematics/Natural and Applied Sciences)

B.A. and M.A., University of Northern Colorado;
Post Graduate Work, Colorado State University

W. Arlin Brown, Ed.D

(Faculty Emeritus, Communications/Humanities)

B.A., Eastern New Mexico University;
M.A., Western State College of Colorado;
Ed.D., University of Northern Colorado.

Diane L. Brotemarkle

(Faculty Emeritus, Department Chair, Humanities)

B.A. and M.A., University of Wyoming;
Ph.D., University of Denver; NEH Fellow, Harvard University.

Paul W. Gaiser

(Vice President Emeritus, School of Occupational Education)

B.A. and M.A. University of Northern Colorado;
Post Graduate work, Colorado State University.

Ruth M. Lorenson

(Faculty Emeritus, Department Chair, Health Occupations)

Nursing Diploma, University of Oklahoma; B.S.N., University of Northern 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.

Dwane R. Raile, Ed.D.

(Vice President Emeritus, School of Occupational Education)

B.A. and M.A., New Mexico Western University of Silver City;
Ed.D., University of Northern Colorado.

James (Lyn) Robinson

(Faculty Emeritus, Department Chair, 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

Dorothy Stewart

(Faculty Emeritus, Communications/Humanities)

B.A. and M.A. University of Northern Colorado;
Advanced Graduate Study, University of Northern Colorado;
Cambridge University, England.

Robert Stockhouse, Ph.D.

(Director Emeritus, Assessment Center)

A.A.S., Aims Community College; B.S. Black Hills State College;
M.A., Columbia University; Ed.D., Stanford University; Kellogg
Post-Doctoral Fellowship, University of Texas.

Maurine Summers

(Faculty Emeritus, Early Childhood Education)

B.A. University of Northern Colorado; M.Ed., Colorado State
University; Advanced graduate study, Pacific Oaks College,
California; University of Northern Colorado; Seven years experience
in child care services.

Aims Community College Staff

* = Graduate of Aims Community College

ADOLPH-McMAHON, SUSAN D.* 1997
(Biofeedback Coordinator I, Behavioral, Social and Economic Sciences)
A.A., Aims Community College; B.A., University of Northern Colorado.

ALCOTT, JUDY L.* 1982
(Librarian, Technical Services/Cataloging, Library)
A.A.S., Aims Community College; B.A., University of Northern Colorado.

ANDERSON, EDWIN A.
(Public Safety Officer II)
B.S. in M.E., Tri-State University.

ANDERSON, RONALD 1997
(Center Director I, Small Business Development Center, Continuing Education)

ARB, VALORIE E. 1996
(Senior Secretary I, Telecommunications, Continuing Education)

ASHENBRENNER, MARGARET A.* 1992
(Administrative Assistant II, Public Information)
A.A., Aims Community College; B.A., University of Northern Colorado.

AYALA, ANNA M.* 1974
(Administrative Assistant III, Assistant to the Dean, Developmental Education)
A.A.S., Aims Community College. 1991 Team Award for Excellence.

AYALA, IDA Z.* 1981
(Senior Secretary III, Human Resources)
Certificate, Office Clerical, A.A.S., Aims Community College.

AYALA, ORLANDO
(Grounds, Building Tradesman I, Physical Plant)

BAKER, DEBRA B. 1992
(Program Director III, Advising and Orientation, Advising/Assessment & Career Services)
M.S.E., Post Masters Certificate, University of Wisconsin, Oshkosh; Ph.D., University of Northern Colorado.

BARRERA, SANDRA H. 1987
(Test Examiner I, Advising/Assessment & Career Services)

BATES, DOROTHY J. 1987
(Administrative Assistant III, Human Resources)

BATMAN, RICHARD C. 1981
(Assistant Controller III, Fiscal Services)
B.A., University of Northern Colorado.

BAUER, SALLY J. 1981
(Computer Operator III, Computing and Telecommunications Services)

BAUMAN, LARRY D.
(Ground Systems Expert III, Physical Plant)

BECKER, SANDRA J.* 1978
(Senior Systems Analyst III, Computing and Telecommunications Services)
A.A.S., Aims Community College.

BEECHER, SUSAN M.* 1986
(Coordinator III, Specialized Criminal Justice Programs, Behavioral, Social and Economic Sciences)
A.A., A.A.S., Aims Community College; B.A., University of Northern Colorado.

BLANDIN, RUBY
(Administrative Assistant III, Advising/Assessment & Career Services)

BOMGARDNER, WAYNE L.
(Programmer/Analyst II, Computing and Telecommunications Services)

BONAR, DALE A.
(Manager III, Electronic Equipment Service, Computing and Telecommunications Services)

BORAWSKI, JON
(Building Systems Expert I, Physical Plant)

BREIEN, PATRICIA C. 1988
(Administrative Officer III, President's Office)
B.A., University of Wyoming; M.A., University of Northern Colorado.

BRESKE, TAMARA 1993
(Coordinator of Advising, Advising/Assessment & Career Services)
B.S., South Dakota State University; M.A. University of Northern Colorado. 1997 Award for Excellence.

BURCHI, RAMON 1985
(Manager III, Bookstore, Auxiliary Services)

BURROWS, SUSAN J.* 1996
(Coordinator I, Career Services, Advising/Assessment & Career Services)
A.S., Aims Community College; B.A., University of Northern Colorado.

CARLISLE, LOIS LYN 1990
(Administrative Assistant III, Assistant to the Dean, Mathematics/Natural and Applied Sciences)

CASHEL, ROBERT J.* 1995
(Assistant Director, Aviation, Technology)
A.A.S., Aims Community College; B.A., Metro State

CHRISTENSEN, JILL L. 1990
(Coordinator III, Human Resources)
B.S., Colorado State University.

COBB, BILLIE J.
(Senior Secretary III, Visual and Performing Arts, Communications, Humanities, and Business)

CORDOVA, JOHN L. 1979
(Coordinator III, Bookstore)
M.B.A., University of Northern Colorado.

CRANDALL, JAMES L.
(Specialist I, Media Distribution, Media/Teleconferencing Services)

DANFORTH, BETTY J. 1990
(Payroll /Insurance Technician, Human Resources)

DELGADO, RAYMOND J. 1984
(Building Systems Expert III, Physical Plant)

DeVORE, LAUREN D.* 1976
(Payroll Specialist, Human Resources)
A.A.S., A.S., Aims Community College.

DIAL, JANET S. 1996
(Senior Secretary I, Developmental Education)
General Secretarial Degree, Skadron College of Business, SanBernardino, California.

DINGES, JAMES L.
(Groundsperson III, Physical Plant)

DISBERGER, RUSSELL M. 1996
(Program Director I, Institute of Business Development, Continuing Education)
B.S., Kansas State University.

DOANE, PAULANN T. 1995
(Executive Director, Aims Foundation)
B.A., University of Wyoming; M.A., American University.

DONOVAN, CYNTHIA A.* 1981
(Administrative Assistant III, Assistant to the Dean, Behavioral, Social and Economic Sciences)
Certificate, Clerk Bookkeeper, Aims Community College.

DONOVAN, TIMOTHY J.* 1985
(Coordinator III, Public Safety)
Certificate, Emergency Medical Technician/Basic Peace Officer Academy, A.A., Aims Community College.

DOUGHTY, ROBYN J.* 1996
(Cashier I, Fiscal Services)
A.A., Aims Community College; B.A., University of Northern Colorado.

DOUNGLOMCHUNT, SONGSRI* 1989
Senior Secretary III, Intensive English/Youth Programs, Continuing Education)
A.S., Aims Community College.

EHRlich, THERESA L.* 1978
(Administrative Assistant III, Technology)
A.A., Aims Community College.

- ELDER, JOY E.*** 1995
(Programmer/Analyst I, Computing and Telecommunications Services)
Certificate, Local Area Network Administration, A.A.S., Aims Community College.
- EMERICK, GALE**
(Administrative Assistant III, Assistant to the Dean, Communications, Humanities and Business)
- ERBACHER, HALLIE** 1991
(Bookstore Fiscal Coordinator II, Auxiliary Services)
- FAY, RONALD W.** 1989
(Director of Student Life III, Student Services)
M.A., University of Northern Colorado.
- FEMMENINO, JOAN J.**
(Technician III, Admissions and Records)
- FOSTER, BARBARA E.** 1996
(Coordinator I, Continuing Medical Education, Mathematics/Natural and Applied Sciences)
B.A., University of Northern Colorado.
- FUQUA, RICHARD M.**
(Maintenance/Public Safety Officer I, South Campus)
- GAISER, GREGORY P.*** 1992
(Director, Flight Training Center, Technology)
A.A., A.A.S., Aims Community College.
- GALLARDO, SUSIE**
(Clerk/Secretary III, Admissions and Records)
- GARDNER, LISA B.*** 1990
(Technician III, Reprographics)
A.A.S., Aims Community College.
- GEISERT, CAROLYN K.*** 1979
(Property Control Coordinator III, Purchasing)
A.A.S., Aims Community College; B.S., University of Northern Colorado.
- GERBRANDT, MARILYN G.** 1991
(Program Director III, Senior Education, Behavioral, Social and Economic Sciences)
B.A., Tabor College; Masters, Towson State University. 1992 Team Award for Excellence.
- GOSSMAN, BRENDA J.** 1997
(Clerk/Secretary I, Continuing Education)
- GRAEB, MARIAN E.** 1991
(Computer Lab Coordinator III, Computing and Telecommunications Services, South Campus)
B.A., Adams State College.
- GREGORY, JEFFREY A.**
(Student Financial Assistant Officer III, Student Financial Assistance)
- GROSSAINT, TIMOTHY P.**
(Programmer/Analyst III, Computing and Telecommunications Services)
- GROTNESS, ANN L.** 1993
(Administrative Assistant III, Vice President/Business Manager)
A.A., Riverside Community College.
- GUTIERREZ, DORENE J.** 1987
(Administrative Assistant III, Physical Plant)
- GUY, LINETTE K.** 1997
(Senior Secretary I, Communications, Humanities, and Business)
- GUYETTE, ROSEANN**
(Customized Training Director, Continuing Education)
- HALL, NORMAN D.** 1980
(Assistant Director III, Computing and Telecommunications Services)
- HAMBLIN, KATHERINE** 1976
(**Manager, Family and Life Education**)
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; 1996 Team Award for Excellence.
- HARDGRAVE, CHARLOTTE L.*** 1995
(Assistant Coordinator, Student Services, Advising/Assessment & Career Services)
A.A., Aims Community College; B.A., M.A., University of Northern Colorado.
- HARMON, MARSHA L.** 1992
(Program Director III, Work Keys, Continuing Education)
M.A., University of Northern Colorado.
- HARMON, SUSAN A.*** 1989
(Accountant III, Fiscal Services)
A.A., A.A.S., Aims Community College; B.S., University of Northern Colorado.
- HASTINGS, MARSHA L.** 1986
(Mail Clerk III, Purchasing)
- HATCH, RONALD W.** 1996
(Building Tradesperson I, Physical Plant)
- HAYES, ROBYN L.**
(Micro Support Coordinator I, Computing and Telecommunications Services)
- HEBERLEIN, ROSE*** 1974
(Administrative Assistant III, Emergency Services, Mathematics/Natural and Applied Sciences and Behavioral, Social and Economic Sciences)
A.A.S., Aims Community College.
- HEIDRICK, JACK D.**
(Coordinator I, Electronics/Engineering, Technology Lab)
- HEINZE, CAROL A.** 1996
(Coordinator I, Recruiting/Business and Industry, West Campus)
B.S., University of Northern Colorado.
- HENDRICK, CINDY M.*** 1993
(Senior Secretary II, Admissions and Records)
A.A., Aims Community College.
- HENDRICKSON, ALAN D.**
(Program Director I, Youth Programs/Intensive English Institute, Continuing Education)
- HILL, SHARON A.*** 1992
(Night Computer Operator II, Computing and Telecommunications Services)
A.A.S., Aims Community College.
- HJELLE, DEBRA J.** 1995
(Coordinator I, College Recruitment, Public Information)
B.A., M.A., University of Northern Iowa.
- HOFFMANN, CONNIE K.** 1997
(Technician I, Admissions and Records)
B.A., University of Northern Colorado.
- HOTZ, KARL A.** 1992
(Technician II, Student Financial Assistance)
A.S., San Antonio College.
- HOUSTON, TRACY E.*** 1997
(Coordinator I, Recruitment/Outreach Programs, South Campus)
A.A., Aims Community College.
- HOWARD, JOE W.**
(Building Tradesperson III, Physical Plant)
- HOWARD, KRIS** 1998
(Coordinator, Expectant Families Program, Family/Life, Behavioral, Social & Economic Sciences)
RN, BSN, University of Northern Colorado
- JOHNSON, GRACE I.*** 1989
(Technician III, Admissions and Records)
Certificate, Office Clerical, A.A.S., Aims Community College.
- JOHNSON, MICHAEL W.*** 1997
(CPR Coordinator I, Emergency Medical Services, Mathematics/Natural and Applied Sciences)
Certificate, Emergency Medical Technician, Aims Community College.
- JOINER, KIMBERLY A.*** 1996
(Lead Teacher I, Monfort Early Childcare Education Center, Behavioral, Social and Economic Sciences)
Certificate, Infant and Toddler Care, Aims Community College.
- JORDAN, STERLING L.**
(Computer Lab Coordinator I, Computing and Telecommunications Services, West Campus)
- JORDAN, JOHN R.** 1992
(Supervisor III, Business and English Labs, Communications, Humanities, and Business)
M.A., Colorado State University.
- KARST, KAREN K.*** 1985
(Technician III, Admissions and Records)
A.S., Aims Community College.
- KLAHN, TERESA H.** 1996
(Senior Secretary I, Continuing Education)
- KOPPE, BEVERLY R.**
(Administrative Assistant II, South Campus)
Certificate, Basic Business, Parks School of Business.
- KRAUSE, DARLIN J.**
(Librarian I, Library)

- KRAUSE, JANET M.** 1981
(Supervisor III, Supplemental Services)
B.A., M.A., University of Northern Colorado.
- KRAUSE, LINDA A.*** 1979
(Administrative Assistant III, Vice President for Academic Affairs)
Certified Professional Secretary, Professional Secretaries International; A.G.S., Aims Community College.
- LaCOMBE, CHERYL M.*** 1990
(Senior Secretary III, Student Employment)
A.G.S., A.A., Aims Community College.
- LAWS, DIANA S.*** 1995
(Coordinator I, Services, Assistant to the Campus Dean, South Campus)
A.A., Aims Community College; B.A., University of Northern Colorado.
- LEMONS-SIERRA, DEANA M.*** 1996
(Secretary I, Bookstore, West Campus)
A.A.S., Aims Community College.
- LESSER, WILLIAM D.** 1981
(Manager III, Grounds Maintenance, Physical Plant)
- LEWIS, G. MARK*** 1983
(Producer III, Electronic Media Design, Media/Teleconferencing Services)
A.A., Aims Community College.
- LONG, CONNIE** 1997
(Director I, School-to-Career Region I Resource Center, Continuing Education)
B.M.E., M.S.E., Missouri State University.
- LOPEZ, YRENE PALMER*** 1986
(Printer III, Reprographics)
A.A.S., Aims Community College.
- LORGE, SUZANNE** 1979
(Senior Secretary III, Family/Life, Behavioral, Social and Economic Sciences)
A.A., Napa Junior College. 1992 Team Award for Excellence.
- LOVATO, VICKI R.**
(Technician I, Student Financial Assistance)
- LYNCH, SHARON K.*** 1991
(Administrative Assistant III, Assistant to the Dean, Technology)
A.A.S., Aims Community College.
- MANTHEI, PETER B.*** 1991
(Assistant Director III, Institutional Planning)
A.S., Aims Community College; B.A., Hamline University.
- MARTIN, LINDA S.** 1983
(Catering Manager, Food Services)
- MARTINEZ, DEBRA E.**
(Manager III, Telecommunications, Computing and Telecommunications Services)
- MARVIN, DAVID L.** 1994
(Coordinator II, Computer Projects, Computing and Telecommunications Services)
- MASTERS, RONALD G.**
(Buildings Maintenance Foreman II, Physical Plant)
- McCLOY, SAN JUANITA** 1990
(Senior Secretary III, Developmental Education)
1991 Team Award for Excellence.
- McDONALD, TAMMY R.*** 1991
(Micro Support Coordinator III, Computing and Telecommunications Services)
A.A.S., Aims Community College; B.A., University of Northern Colorado.
- McEACHRON, LORI K.** 1996
(Senior Secretary I, Behavioral, Social and Economic Sciences)
- McENDAFFER, NAOMI** 1971
(Technician III, Fiscal Services)
- MEDBERY, SHIRLEY*** 1974
(Manager III, Student Employment)
A.A., Aims Community College; B.S., University of Northern Colorado.
- MEDINA, EMMA*** 1989
(Senior Secretary III, Arts and Sciences, South Campus)
A.A.S., Aims Community College.
- MEISINGER, DAVID F.**
(Electronic Equipment Serviceperson I, Computing and Telecommunications Services)
- MERKT, JENNIFER L.*** 1995
(Customer Services Specialist I, Bookstore)
A.A.S., Aims Community College.
- METCALF, KARLA**
(Supervisor III, Computer Operations, Computing and Telecommunications Services)
- MILLER, BARBARA K.*** 1995
(Assistant Coordinator I, Student Services, West Campus)
A.A., Aims Community College; M.E.d., Colorado State University.
- MIOTKE, RANDALL L.** 1997
(Audio/Video Studio Analyst I, Media/Teleconferencing Services)
- MOHRLANG, RUTH M.*** 1997
(Senior Secretary I, Communications, Humanities, and Business)
A.A.S., Aims Community College.
- MOORE, JANINE L.*** 1988
(Technician III, Reprographics)
A.A.S., Aims Community College.
- MORGAN, SHARON M.** 1997
(Senior Secretary I, Continuing Education)
B.S., Northwestern Oklahoma State University.
- MULTER, FORREST D.*** 1990
(Producer III, Media/Teleconferencing Services)
A.A., Aims Community College; M.A., University of Northern Colorado.
- MUNTZ, LORI F.** 1997
(Assistant Coordinator I, Student Services, South Campus)
M.A., University of Northern Colorado.
- NAGEL, CONNIE K.**
(Technician III, Fiscal Services)
- NEIGHERBAUER, LINDA A.** 1995
(Center Director I, Monfort Early Childhood Education Center, Behavioral, Social and Economic Sciences)
M.A., University of Northern Colorado.
- NEWMAN, DARLENE J.** 1986
(Textbook Specialist II, Bookstore)
- NOLD, DARLENE M.** 1986
(Program Director III, Advising/Assessment & Career Services)
M.A., University of Northern Colorado. 1994 Award for Excellence
- NORTON, LAURA A.**
(Technician, Institutional Planning)
- NOVAK, JUDITH** 1975
(Librarian III, Library)
B.A., M.A., University of Northern Colorado.
- OLDRIGHT, KAREN G.** 1997
(Senior Secretary II, Emergency Services, Mathematics/Natural and Applied Sciences and Behavioral, Social and Economic Sciences)
- OSAKI-HANSEN, CONNIE L.*** 1986
(Graphic Designer III, Public Information Office)
A.A.S., Aims Community College; A.O.S. Colorado Institute of Art.
- OTTE, JEAN L.** 1983
(Producer III, Media/Teleconferencing Services)
M.A., University of Northern Colorado.
- PEREZ, GINA** 1997
(Clerk/Secretary I, Continuing Education)
- PIMPLE, JEANNE M.** 1996
(Specialist I, Student Financial Assistance)
B.S., Regis College.
- PIPES, MARTHA M.*** 1980
(Administrative Assistant III, Associate Vice President for Academic Affairs)
A.A.S., Aims Community College.
- PORTER, BARBARA E.*** 1989
(Senior Secretary III, Admissions and Records)
A.A.S., Aims Community College.
- RAK, KIM** 1995
(Coordinator II, Science Lab, Mathematics/Natural and Applied Sciences)
B.A., Hollins College.
- RANDALL, ANNE M.**
(Coordinator II, Special Populations Programs, Supplemental Services)
B.A., University of Colorado.
- RATHBUN, MECHELLE A.*** 1989
(Technician III, Admissions and Records)
A.A.S., Aims Community College.
- RAWLINGS, JOHNNA L.*** 1983
(Senior Systems Analyst III, Computing and Telecommunications Services)
A.A.S., Aims Community College; B.A., University of Northern Colorado.

REYNOLDS, SANDRA E. 1993
(Coordinator III, Admissions and Records, West Campus)
B.A., Colorado State University.

RIVAS, FRANCES L. 1970
(Work-Study Processor III, Student Financial Assistance)

ROQUET, PAUL A.* 1982
(Senior Systems Analyst III, Computing and Telecommunications Services)
A.A.S., Aims Community College; B.S., University of Northern Colorado.

ROSENQUIST, JEWELL 1985
(Technician III, Admissions and Records)

ROSS, DAVID L.
(Printer III, Reprographics)

RUGH, MILES K. 1991
(Storeroom/Receiving Purveyor III, Purchasing)

RUSSELL, JANET K.* 1996
(Clerk/Secretary I, Purchasing)
A.A.S., Aims Community College.

SCARBOROUGH, JANICE* 1988
(Test Examiner III, Advising/Assessment & Career Services)
A.G.S., Aims Community College.

SCHAEFER-RANDOLPH, CARRIE J.* 1993
(Administrative Assistant II, Purchasing)
A.A., Aims Community College; B.S., Colorado State University.

SCHMIDT, SUSAN R. 1992
(Accountant I, Fiscal)
B.S., Colorado State University.

SCHOENLEBER, JEROD
(Teaching Associate/Flight Instructor, Technology)

SHAFER, WILLIAM D. 1996
(Grill Manager I, Food Services)

SHEETS, MARGIE
(Clerk/Secretary III, Fiscal Services)

SHINGLER, LORNA D. 1993
(Technician II, Student Financial Assistance)
B.S., Central State University, Oklahoma.

SICKLES, PATRICK S. 1992
(Associate Instructor/Chief Pilot, Technology)
B.S., University of Nevada.

SITZMAN, MARY E.* 1989
(Affirmative Action Officer III, Vice President of the College)
Certificate, Accounting, A.A.S., Aims Community College.

SMITH, MARY 1998
(Coordinator I, Continuing Education)

SOLDNER, BRIAN MARC 1997
(Micro Support Coordinator, Math/Natural and Applied Science Division)

SOLETA, BARBARA H. 1994
(Senior Secretary I, Aviation, Technology)

SOUTHER, RANDALL L. 1995
(Coordinator I, Fire Science Classes/Seminars, Mathematics/Natural and Applied Sciences)

SPERBER, PHIL
(Teaching Associate/Flight Instructor, Technology)

SPERBER, REBECCA L.* 1985
(Administrative Assistant III, Continuing Education)
A.A.S., A.G., Aims Community College;
Certified Professional Secretary.

STAHLA, RANDY A.
(Electronic Equipment Serviceperson III, Computing and Telecommunications Services)

STEFF, PATRICIA A. 1995
(Coordinator II, Supplemental Services)
M.Ed., Edinboro University of Pennsylvania.

STEPHENS, PATRICIA J.* 1996
(Technician I, Admissions and Records)
A.A.S., Aims Community College.

STEWART, JEANETTE M.* 1987
(Technician III, Admissions and Records)
Certificate, Office Clerical, A.A.S., Aims Community College.

STRONG, LAURA C.* 1992
(Senior Secretary II, Continuing Education)
A.A.S., Aims Community College.

SWINT, ELSA L.
(Accounting Technician II, Fiscal Services)

SZELOWSKI, JANE F. 1985
(Administrative Assistant III, Institutional Grants)
Certificate, Executive Secretarial, Blanton's Business College.

THOMAS, STUART R.* 1989
(Assistant Registrar I, Admissions and Records)
A.G.S., Aims Community College; B.S., University of Northern Colorado.

THOMPSON, ANNE M. 1985
(Facilities Manager III, Physical Plant)
A.A., Mesa Community College.

TOURNAI, SUSAN M. 1997
(Scheduling of Events Technician I, Continuing Education)

TRIMBLE, AUDREY
(Receptionist/Clerk III, Advising/Assessment & Career Services)

TUCKER, MARY M. 1994
(Coordinator I, Student Services, South Campus)
B.A., M.S., Southern Illinois University.

URANO, DAVID C.* 1989
(Programmer/Analyst III, Computing and Telecommunications Services)
A.A., A.A.S., Aims Community College; B.S., University of Northern Colorado.

VAUGHN, F. ANNETTE 1996
(Lead Teacher I, Monfort Early Childhood Education Center, Behavioral, Social and Economic Sciences)
B.A., Washburn University.

WAGGONER, WILLIAM F.
(Network Analyst I, Computing and Telecommunications Services)

WAKE, ROY E.* 1988
(Shop/Grounds Expert III, Physical Plant)
A.S., Aims Community College.

WAKEMAN, KATHY J.* 1996
(Coordinator I, Advising/Assessment & Career Services)
A.A., Aims Community College.

WALKER, JANINE K.* 1990
(Administrative Assistant III, Institutional Planning)
A.A., Aims Community College.

WALL, DEBRA L. 1993
(Office Supervisor II, Media and Teleconferencing Services)

WALTMAN, ROBERT F. 1979
(Graphic/Photographic Specialist III, Media and Teleconferencing Services)
B.A., Adams State College.

WHITE, JUANITA F. 1997
(Senior Secretary I, Technology)

WIDLUND, ROBERT W. 1982
(Staff Writer III, Public Information)
B.A., University of Colorado.

WILLOUGHBY, LAURA M.* 1984
(Senior Secretary III, Physical Education, Behavioral, Social and Economic Sciences)
A.A., Aims Community College.

WILLOUGHBY, MARGARET* 1983
(Reproduction Production Officer III, Reprographics)
A.A.S., Aims Community College.

WOLFE, VICKIE L. 1997
(Lead Teacher I, Monfort Early Childhood Education Center, Behavioral, Social and Economic Sciences)
B.A., University of Northern Colorado.

WRIGHT, DAVID
(Specialist I)

YARMER, MARJORIE K. 1985
(Student Loan Coordinator III, Student Financial Assistance)

YAUK, PAULETTA K. 1996
(Senior Secretary I, Monfort Early Childhood Education Center, Behavioral, Social and Economic Sciences)
B.A., University of Northern Colorado.

YOUNG, SUSAN C.* 1989
(Administrative Assistant III, Vice President for Academic Affairs)
Certified Professional Secretary, Professional Secretaries International; A.A.S. Aims Community College.

ZAMARRIPA, MIGUEL A.
(PBX Operator I, Computing and Telecommunications Services)

Index

A

Academic Affairs	40
Academic Budgets, Estimated	27
Academic Calendar	3
Academic Deans	198
Academic Initiatives.....	21
Academic Standards	21
Accounting (ACC) Course Descriptions	129
Accounting Program	50
Accreditation	7
Activities, Student	38
Adding Classes	14
Add/Drop Withdraw	14
Administrative Staff	197
Admissions, Application for	13, back of catalog
Admission Requirements for International Students	13
Admissions	13
Advanced Studies	26
Advising	17
Advising/Assessment & Career Services.....	17
Affirmative Action	7
Agriculture Technology Program	102
Aim High Program.....	26, 29
Aims Foundation	34
Aims Junior College District Board of Trustees	197
Aims Overview	7
Alcohol & Drug Abuse Prevention.....	7
Alcohol & Drug Free.....	7
American Sign Language (ASL) Course Descriptions	137
Anthropology (ANT) Course Descriptions	135
Application for Admission to Aims Community College	back of catalog
Application Procedures (Student Financial Assistance).....	27
Approval (Aims Community College Operation)	7
Art (ARS) Course Descriptions	135
Art (ART) Course Descriptions	135
Articulation of Credit.....	26
Assessment	13, 17
Assessment Center	17
Associate Degrees	40
Associate of Applied Science: Requirements	41
Associate of Arts Degree: Requirements	41, 43
Associate of Science Degree: Requirements	41, 45
Associate of General Studies Degree: Requirements	41, 47
Astronomy (AST) Course Descriptions	138
Attendance	19
Auto Body Refinishing (ABF) Course Descriptions	127
Auto Body Refinishing Program	104
Automotive Collision Repair (ABR) Course Descriptions	127
Automotive Collision Repair Program	103
Automotive Technician Option.....	105
Automotive Collision Repair Technology.....	103
Automotive Mechanics Technology (AMT) Course Descriptions	131
Automotive Mechanics Technology Program	105
Aviation Technology (AVT) Course Descriptions	138
Aviation Technology Program	107
Awards for Excellence.....	199

B

Basic Peace Officer Academy	53
Behavioral, Social and Economic Sciences Division: Areas of Emphasis	48
Biological Sciences (BIO) Course Descriptions	140
Biomedical Electronic Technical Program.....	111
Biomedical Electronic Technician Program.....	111
Board of Trustees, Aims Junior College District	197
Bookstore	35
Budgets, Estimated Academic Year (Student)	27
Bus Service	35
Business (BUS) Course Descriptions	140
Business Division Programs	67
Business Information Systems Program (see Computer Information Systems)	
Business Transfer Emphasis.....	70

C

Campus Map, Greeley	2
Campus Safety Act Report.....	9
Campus Tours.....	14
Career Services.....	17
Catalog Changes	9
Catalog, Effective	22
Center for Professional Excellence	35
Certificates Awarded,	40
Certificate of Occupational Education: Total Minimum Requirements,	41
Challenging, Course	19
Cheating.....	21
Chemical Testing Technology Emphasis	93
Chemistry (CHE) Course Descriptions	145
Chemistry Emphasis	93
Child Care Services (See Early Childhood Education)	35
Class Cancellation.....	14
College for Kids.....	124
College Skills Program.....	97
Colorado National Guard Tuition Assistance Program	29
Communications, Humanities and Business Division: Areas of Emphasis	65
Communications Media (COM) Course Descriptions	148
Communications Media Emphasis; A.A.	74
Communications Media Program: A.A.S.....	73
Community Interest Programs	25
Computer Information Systems (CIS) Course Descriptions.....	146
Computer Information Systems Emphasis; A.A.	82
Computer Information Systems Program; A.A.S.	81
Computer Information Systems Certificate Local Area Network Administration.....	81
Computer Programming Emphasis.....	84
Computer Science (CSC) Course Descriptions	150
Computer Science Emphasis.....	85
Conduct, Standards of	21
Consumer Information.....	9
Continuing Education	121
Cooperative Registration Agreements	15
Core Transfer Classes	42
Cosmetology	98

Cosmetology (CSM) Course Descriptions.....	152
Counseling (CSL) Course Descriptions.....	151
Counseling Emphasis	62
Course Cancellation	14
Course Challenging	19
Course Descriptions	126
AAD (Design)	127
ABF (Auto Body Refinishing)	127
ABR (Automotive Collision Repair)	127
ACC (Accounting)	129
AMT (Automotive Mechanics Technology)	131
ANT (Anthropology)	135
ARS (Art Studio)	135
ART (Art)	135
ASL (American Sign Language)	137
AST (Astronomy)	138
AVT (Aviation Technology)	138
BIO (Biological Sciences)	140
BIS (Business Information Systems)	140
BUS (General Business)	140
CHE (Chemistry)	145
CIS (Computer Information Systems)	146
COM (Communications Media)	148
CRJ (Criminal Justice)	149
CSC (Computer Science)	150
CSL (Counseling).....	151
CSM (Cosmetology).....	152
EAS (Earth Science)	153
ECO (Economics)	154
ECP (Early Childhood Professions)	153
EDU (Education)	155
ELT (Electronics Technology)	157
EMS (Emergency Medical Service)	159
ENG (English Communications) & (English Composition)	162
ENT (Engineering Technology)	163
ESL (English as a Second Language)	165
FLC/FLS (Senior)	167
FLE (Expectant Families)	168
FLF (Positive Parenting & Personal Growth)	169
FMT (Farm & Ranch Business Management)	169
FRE (French)	169
FST (Fire Science)	166
GEO (Geography)	172
GER (German).....	170
GEY (Geology)	172
GRN (Gerontology).....	173
GRT (Graphic Technology)	173
HEN (Health Education)	173
HIS (History)	174
HLH (Health Occupations)	174
HUM (Humanities)	176
INS (Insurance).....	177
INT (International Studies).....	177
ITA (Italian).....	170
JPN (Japanese)	171
LIT (Literature)	178
MAN (Management)	178
MAR (Marketing).....	179
MAS (Mexican American Studies)	180
MAT (Mathematics).....	180
MUS (Music)	182
PEA (Physical Education Activities)	183
PEB (Physical Education Ball Sports)	183
PED (Physical Education Dance)	184
PEF (Physical Education Fitness)	185
PHI (Philosophy)	186

PHY (Physics).....	187
POA (Peace Officer Academy)	187
POS (Political Science).....	189
PSY (Psychology).....	189
REA (Reading).....	191
SEE (Signing Exact English).....	191
SOC (Sociology)	191
SPA (Spanish)	171
SPE (Speech)	192
SPP (Special Programs).....	192
STA (Statistics)	193
THE (Theatre).....	193
WLT (Welding Technology)	193
XRT (Radiologic Technology)	194
Course Information.....	19
Course Load	19
Course Numbering	19
Course, Repeating	19
Credit for Prior Learning.....	18, 26
Criminal Justice (CRJ) Course Descriptions	149
Criminal Justice Emphasis (A.A.).....	51
Criminal Justice/Legal Assistant (A.A.)	53
Criminal Justice Program (A.A.S.).....	52

D

Dean, Academic.....	198
Degrees and Certificates Index	5
Degree Programs	
Associate of Applied Science Degree	41,
Associate of Arts Degree	40,
Associate of Science Degree	40,
Associate of General Studies Degree	41
Design (AAD) Course Descriptions	127
Design Emphasis	76
Developmental Education	25, 97
Dismissal	21
Dropping Classes.....	14
Drug/Alcohol Counselor Program.....	61, 62
Drug Free Workplace	7

E

Early Childhood Education Center	35
Early Childhood Education Program	55
Early Childhood Professions (ECP) Course Description.....	153
Earth Science (EAS) Course Descriptions	153
Economics (ECO) Course Descriptions	154
Education (EDU) Course Descriptions	155
Educational Rights and Privacy Act	7
Effective Catalog	22
Electronics Technology (ELT) Course Descriptions	157
Electronics Technology Program	109
Elementary Education Emphasis	55
Eligibility (Student Financial Assistance)	28
Emergency Medical Service (EMS) Course Descriptions	159
Emergency Medical Services Degree Programs	85
Emergency Medical Services Field Specialist Emphasis	87
Emergency Medical Services Manager Emphasis	87
Emergency Medical Technician - Basic/Intermediate	85
Emeritus Status	204
Employment: Part-Time, Student	28
Engineering Technology (ENT)	
Course Descriptions	163
Engineering Technology Program	113
English Communications (ENG) Course Descriptions	162
English as a Second Language	97

English as a Second Language (ESL) Course Descriptions	165
Enrollment Process	13
Expectations for Performance	22

F

Faculty	200
Family and Life Education	25, 55
Family and Life Education (FLE, FLF, FLC, FLS) Course Descriptions	167, 168
Farm & Ranch Business Management (FMT) Course Descriptions	169
Farm & Ranch Business Management Option	102
Fees, Laboratory	16
Fees, Student Insurance	16
Financial Assistance, Application Procedures	27
Financial Assistance, Eligibility	28
Financial Assistance, Student	27
Financial Assistance, VA Satisfactory Progress	30
Financial Assistance Programs, Student	27
Financial Obligations of Students	16
Fine Arts (ARS) & (ART) Course Descriptions	135
Fine Arts Emphasis	77
Fire Protection Technology Program	89
Fire Science Training Academy	89
Fire Science (FST) Course Descriptions	166
Fire Science Technology Option	89
Fire Service Technology Degree Program	88
Food Service	35
Foreign Languages (FRE, GER, ITA, JPN, SPA) Course Descriptions	169, 170, 171
Foundation, The (Aims Community College)	34
French (FRE) Course Descriptions	169

G

GED	97
General Aviation Pilot Option	107
General Business Program	67
General Business (BUS) Course Descriptions	140
General Education Core Transfer Program	42
General Education Development (GED)	97
General Electronic Technician Option	109
General Information	35
General Psychology Emphasis	63
Geographic Information Systems (GIS)	54, 94
Geography (GEO) Course Descriptions	172
Geology (GEY) Course Descriptions	172
Government, Student (ASACC)	38
Grade Point Average	20
Grading System	20
Graduation Requirements	22
Grants	28
Grants, Tuition (Student)	29
Graphic Technology (GRT) Course Descriptions	173
Graphic Technology Program	116

H

Handicapped Parking Permits (See Health Services)	35
Health Education (HEN) Course Descriptions	173
Health Occupations (HLH) Course Descriptions	173
Health Services	35
History, Aims Community College	7
History (HIS) Course Descriptions	174
Honors	21
Housing	35
Humanities (HUM) Course Descriptions	176

Humanities Resource Management Emphasis (A.G.S.)	64
Humanities Resource Management Emphasis (A.A.)	64

I

Independent Study Courses	42
Individualized Courses	42
Infant/Toddler Care Certificate	56
Information Session	13
Insurance (INS) Course Descriptions	177
Insurance Fees, Student	16
International Students, Admission Requirements for	13
International Studies Emphasis (A.A.)	54

L

Law Enforcement (see Criminal Justice)	52
Learning Resource Center	37
Legal Assistant (see Criminal Justice)	53
Library	36
Life Sciences Emphasis	94
Literature (LIT) Course Descriptions	178
Literature Emphasis	75
Load, Course	19
Loans	28
Loveland Center	12

M

Main Campus, Greeley	10
Map, Greeley Campus	2
Management (MAN) Course Descriptions	178
Marketing (MAR) Course Descriptions	179
Management Program	58
Marketing Program	59
Marketing/Management Certificate Program	59
Marketing Option, Marketing/Management Program	58
Mathematics/Natural & Applied Science Division: Areas of Emphasis	79
Mathematics (MAT) Course Descriptions	180
Mathematics Emphasis	92
Media/Teleconferencing Services	36
Medical Assisting Program	90
Medical Back Office Certificate Option	91
Medical Front Office Certificate Option	91
Mexican American Studies (MAS) Course Descriptions	180
Mission Statement	7
Monfort Early Childhood Education Center	35
Mortgage Banking Emphasis	69
Multimedia/Presentations Specialist Certificate Program	71
Multimedia/Presentations Arts Emphasis	72
Music (MUS) Course Descriptions	182
Music Emphasis	78

N

Nontraditional Transition Opportunities	26
Nurse Aide (Assistant)	91
Nursing, see PreNursing Emphasis	95

O

Office Technology	67
Administrative Support Option	67
Legal Office Option	68
Medical Office Option	68
Office Technology Certificate	68
Official Add/Drop Period	14
Organizations, Student	38
Overview	7

P

Parking	37
Part-Time Employment Student	28
Peace Officer Academy	53
Peace Officer Academy (POA) Course Descriptions	187
Performance Expectations	22
Philosophy, Aims Community College	7
Philosophy (PHI) Course Descriptions	186
Philosophy Emphasis	75
Photography (ART) Course Descriptions	135
Physical Education Activities (PEA) Course Descriptions	183
Physical Education Ball Sports (PEB) Course Descriptions	183
Physical Education Dance (PED) Course Descriptions	184
Physical Education Fitness (PEF) Course Descriptions	185
Physics (PHY) Course Descriptions	187
Placement Services	35
Plato Lab	26
Police Academy (see Peace Officer Academy)	53
Political Science (POS) Course Descriptions	189
Political Science Emphasis	60
Postsecondary Enrollment Option	26
PreEngineering Emphasis	92
PreHealth Profession Emphasis	95
PreLaw Emphasis	61
PreNursing Emphasis	95
Pre-Press Option, Graphic Technology Program	116
Press Option, Graphic Technology Program	117
Privacy Act, Education Rights and	7
Professional Pilot Program Option	108
Psychology (PSY) Course Descriptions	189
Public Information	7
Purpose, Aims Community College	7

R

Radiologic Technology (XRT) Course Descriptions	194
Radiologic Technology Programs	118
Reading (REA) Course Descriptions	191
Real Estate for Colorado Licensing	59
Records	23
Refund Regulations	15
Registration	14
Repeating Courses	19
Requests for Information	23
Rights and Privacy Act, Educational	7

S

Satisfactory Progress, Financial Aid and VA	30
Scholarships	32
School and College Relations	17
School-To-Careers Opportunity Act	26
Senior Adult Education	25, 55
Secretarial (BUS) Course Descriptions	140
Self-Supporting Classes, Refund Regulation	15
Signing Exact English (SEE) Course Descriptions	191
Smoking Policy	7
Sociology (SOC) Course Descriptions	192
South Campus	11
Spanish (SPA) Course Descriptions	171
Special Instructional Programs	25
Special Programs (SPP) Course Descriptions	192
Speech (SPE) Course Descriptions	192
Staff (Aims Community College)	205
Standardized Testing	19
Standards of Conduct	21
Statistics (STA) Course Descriptions	193

Student Life	38
Student Employment	28
Student Employment Services	35
Student Financial Assistance	27
Student Financial Assistance Programs	27
Student Advisory Board (ASACC)	38
Student Insurance Fees	16
Student Organizations	38
Student Records	23
Student Rights	7
Student, Financial Obligations of	16
Supervisory Management Option, Marketing/Management Program	59
Supplemental Services	37
Survival English as a Second Language (ESL)	97

T

Table of Contents	1
Technology Division Programs	100
Telecommunications Emphasis	83
Telecommunication Services	36
Tele-Conferences	124
Theatre (THE) Course Descriptions	193
Transcript Evaluation	23
Transcripts	23
Transcripts, Requests for	23
Transfer Credit	18
Transfer Credit Evaluation Request Form	Back of Catalog
Transition Opportunities	26
Tuition	16
Tuition Assistance, Veterans	29
Tuition Assistance, National Guard	29
Tuition Grants, Student	29
Tuition and Fees	16

V

VA Satisfactory Progress	30
Veterans' Benefits	29
Volunteer Firefighter Training	89

W

Weld County Adult High School Diploma	26
Welding Technology (WLT) Course Descriptions	193
Welding Technology Program	119
West Campus, Loveland	12
Withdrawal from Classes	14
Work-Study Program	28

Y

Young Farmer Program	103
----------------------------	-----

EDUCATION PLANS AT AIMS (mark one): <input type="checkbox"/> A.A. - Associate of Arts - Liberal Arts major. Emphasis (optional): _____ <input type="checkbox"/> A.S. - Associate of Science - Liberal Arts major. Emphasis (optional): _____ <input type="checkbox"/> A.A.S. - Associate of Applied Science - Specific major: _____ <input type="checkbox"/> Occupational Certificate - Specific major: _____ <input type="checkbox"/> A.G.S. - Associate of General Studies - Liberal Arts major (See catalog or Advising, Assessment, & Career Services for details - you will be "undeclared" until contract is completed.) <input type="checkbox"/> G.E.D. - General Educational Development (Colorado High School Equivalency Diploma) <input type="checkbox"/> Professional development/skills upgrade: _____ <div style="text-align: right; margin-right: 100px;">Field of Study</div> <input type="checkbox"/> Personal interest/none of the above.	OFFICE USE ONLY AA: _____ AS: _____ AAS: _____ CERT: _____ UNCL: 555555 NONE: 320101 NONE: _____ UNCL: 555555 ADVISOR: _____
--	--

PRIOR EDUCATION (mark all that apply): <input type="checkbox"/> Attended Aims Courses previously: <input type="checkbox"/> College transfer* or graduate (show name and location of last college attended): If graduate, show: <div style="margin-left: 40px;"> _____ Degree _____ Mo./Yr. _____ _____ *If you intend to transfer in credit, submit transcripts with request for evaluation. </div> <input type="checkbox"/> High School graduate _____ <div style="margin-left: 40px;"> School Name _____ Location _____ Mo./Yr. _____ </div> <input type="checkbox"/> Received G.E.D. certificate (General Educational Development) instead of High School diploma _____ <div style="margin-left: 40px;"> Location _____ Mo./Yr. _____ </div> <input type="checkbox"/> Current High School Student in grade _____ (9-12) Expected Graduation date _____ <div style="margin-left: 40px;"> Mo./Yr. _____ at _____ Name of High School _____ </div> <input type="checkbox"/> Withdrew from school (Non High School graduate). Show highest grade completed _____ (1-11)	_____ 02/1 _____ (01/1) 9999(03/1) 06/1 _____ HS 04/1 or 04/3 (Basic Ed)
---	---

EDUCATION PLANS AFTER CURRENT PROGRAM (mark one): <input type="checkbox"/> None/Undecided <input type="checkbox"/> 4 year degree <input type="checkbox"/> 2 year degree/certificate <input type="checkbox"/> 4 year degree and beyond If planning to transfer, where: _____ <div style="margin-left: 40px;"> Name of School _____ City _____ State _____ </div>	N 4 2 5 ---
--	-------------------

EMPLOYMENT STATUS I am employed or self-employed: <input type="checkbox"/> working more than 35 hours/week <input type="checkbox"/> working 10-35 hours/week <input type="checkbox"/> working less than 10 hours/week or I am unemployed, but looking for work: <input type="checkbox"/> Yes <input type="checkbox"/> Retired <input type="checkbox"/> No	OFFICE USE ONLY F P M L R N	PERSONAL DATA The information below is requested for Federal and State reporting and for internal college purposes only. It is to be supplied only on a voluntary basis to assist the college in serving students, will be kept confidential, and is not required for admission. Ethnic Background: <input type="checkbox"/> American Indian or Alaskan Native <input type="checkbox"/> Black <input type="checkbox"/> Asian or Pacific Islander <input type="checkbox"/> Hispanic <input type="checkbox"/> Caucasian Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female
--	---	---

I certify that to the best of my knowledge the information furnished on this form is true and complete without evasion or misrepresentation. _____ Applicant's Signature	IMMUNIZATION Aims Community College does not require (but strongly encourages) immunization for measles or other diseases prior to admission. Students are urged to consult their personal health providers regarding potential health risks. _____ Date
--	--

