

**A College Serving
North-Central Colorado**
(Effective Summer Quarter, 2001)

Established 1967

**Aims Community College
Vision Statement**

Aims Community College is an institution where the value of life-long learning is promoted and prized, where all human and physical resources are learner-focused, and where public and private partnerships mutually enhance our efforts to serve and benefit society.



Greeley Campus

5401 W. 20th Street
P.O. Box 69
Greeley, Colorado 80632
970.330.8008
1.800.301.5388
FAX 970.339.6664
TTY 970.339.6388
TTY for individuals who are deaf, hard of hearing, or speech impaired.

Fort Lupton Campus

260 College Avenue
Fort Lupton, Colorado 80621
303.857.4022
Greeley 970.330.8008
Metro (303)659-2243
FAX 970.352.5443

Loveland Campus

104 E. Fourth Street
Loveland, Colorado 80537
970.667.4611
Greeley 970.330.8008
Metro 303.447.9092
FAX 970.635.9022
TTY 970.667.2387
TTY for individuals who are deaf, hard of hearing, or speech impaired.

**Aims
Community
College
2001-2002
Catalog**



Welcome to Aims Community College.

The contents of this document provide very important information for you. As a student at Aims Community College, you need to know what is available to you, what it will cost, and what the benefits are. Reading through the following pages will give you some answers and will probably provoke questions about things that you wish to know more about.

Our faculty, staff and administrators are available and most willing to respond to those additional questions. Please let us know what your needs are. That way we can direct you to and inform you of the opportunities you are seeking. We believe our resources should be focused on you, the learner. Our efforts will always be to assist you in the learning process - before you enroll and after you enroll. Even after you have achieved your initial learning goals, we want to be available for life-long enhancements to learning.

Your success at Aims Community College will derive from an effective partnership between your desire to learn and our ability to respond to your learning needs. All of us at Aims Community College want to respond with excellence to the learning challenges you put before us.

Wishing you the best of success,

A handwritten signature in black ink that reads "Paul N. Thompson". The signature is written in a cursive style with a large, stylized initial "P".

Dr. Paul N. Thompson
President

***A letter from
the President...***

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TITLE

Theme/Program Name

DEGREE/CERTIFICATE

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 Associate of Science (A.S.) 2 YR
 Associate of Applied Science (A.A.S.) 2 YR
 Associate of General Studies (A.G.S.) 2 YR
 Certificates
 (See advisors for specifics.) 8 weeks to 1 YR

DIVISION

Division Names

Abbreviation

Behavioral, Social, and
 Economic Sciences Division BSES
 Communications, Humanities,
 and Business Division CHB
 Continuing Education Division CE
 Developmental Education Division DE
 Mathematics/Natural and
 Applied Sciences Division MNAS
 Technology Division TECH

PAGE

Page number in catalog

NOTE: The A.A. (Associate of Arts), A.S. (Associate of Science), and A.G.S. (Associate of General Studies) degrees carry a major of Liberal Arts. A student can earn an A.A., A.S., or A.G.S. degree by completing the college's education and elective requirements. Some programs allow the students to further refine the Liberal Arts major by completing an emphasis as shown in the Index. **A student may earn only one A.A., one A.S., and one A.G.S. degree.**

The A.A.S. (Associate of Applied Science) degree carries a major, or a major with an option or emphasis. Career and Technical Education (Occupational) Certificates are also available. Specific programs are listed in the Index.

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Examples of classes which may be offered are conversational Spanish, and German, personal computers, word processing, pottery, dance, and community photography, Greeley Concert Band and concert choir.

DEVELOPMENTAL EDUCATION

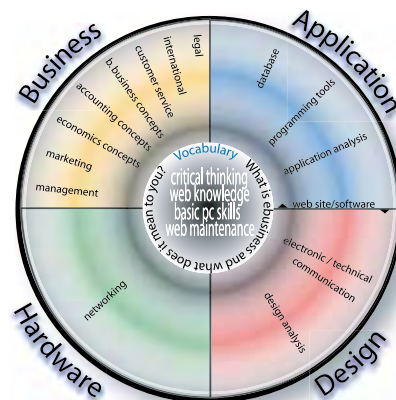
Many students achieve success at Aims by first taking one or more courses in the Developmental Education Division. By taking assessment tests, they learn what initial courses they need to help them succeed in their particular programs of study. The students improve their skills in math, reading, writing,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

e-BUSINESS

E-Business, today's business challenge, will soon be available at Aims Community College, in the form of intensive, integrated certificates. Look for the "Wheel" logo in program areas soon to feature e-Business offerings.

EBS 110 is the foundation course for all of the e-Business certificates. It will provide students with an overview approach to the

E-Business



See your program advisors for more information about e-Business offerings in these career areas.

world of electronic enterprise. Additional courses in identified program areas will provide a functional focus for the certificate.

(Pending approval by the State Board for Community Colleges and Occupational Education.)

FAMILY & LIFE EDUCATION

Family and Life Education provides diverse learning opportunities to meet the needs of families, parents, teachers, students and older adults in various locations throughout Weld and Larimer Counties. Programs include:

- Expectant Families (co-sponsored by North Colorado Medical Center) - Childbirth Education, support and special interest courses for pregnant families.
- Parent/Family Education - Courses to help parents understand developmental needs, management strategies and confidence building for themselves and their children. Family change topics are also addressed.
- Professional Education - Courses for teachers to refuel and enhance classroom instruction. Some courses apply toward re-licensure.
- Senior Exercise - Courses to enhance physical wellness for mature adults.
- Early Childhood Professions - Certificate and degree programs for individuals seeking a career working with young children.

FOREIGN LANGUAGES

Courses are offered in a variety of languages, including Spanish, German, Italian, and French. Study of languages helps students not only become conversant in the language, but also assists in developing understanding of world cultures. The Foreign Languages department often promotes educational travel programs and maintains an agreement with a language school in Mexico where students may take Spanish courses in an intensive format. Courses can also be designed for area businesses and organizations upon request.

INTERNATIONAL CENTER COLORADO INTERNATIONAL INTENSIVE ENGLISH INSTITUTE (CIIEI)

The curriculum of the CIIEI offers students the opportunity to learn the English language in sequenced integrated classes. These classes include content-based English writing, reading, oral communication, and TOEFL preparation classes. The classes range from entry level to completion, enabling the international student



Special Instructional Programs

to enter college level courses. This program requires an I-20.

INTERNATIONAL CULTURAL PROGRAM

The international cultural program has been established for students who wish to come to the United States for a short period of time to become acquainted with the United States. This program is short term and may vary in time from one week to six months. The program focuses on an introduction to American culture through discussions, short trips to points of interest, oral English language practice, and the experience of living with host families. This program is open to youth and adults.

LICENSED PRACTICAL NURSE

Licensed Practical Nurses give direct patient care under the supervision of a physician or a registered nurse. Employment areas include extended care facilities, hospitals, doctors' offices, clinics, military, industry, and in-home health. Job opportunities are good according to the current Colorado Health Careers pamphlet.

Description: The nursing program consists of two parts: 1.)The academic foundation delivered at Aims Community College - Fort Lupton and 2.) The nursing content delivered at Emily Griffith Opportunity School, Denver. The students will attend Aims for two quarters to gain their academic foundation before continuing their program at Emily Griffith Opportunity School. Students may be able to work part time for the first 12 months; however, the last six months is full-time enrollment in clinical practicum. Completion time is estimated to be 18 months.

MUSIC EDUCATION

Greeley Concert Band - MUS 185: This instrumental musical ensemble is open to Aims Community College students and the northern Colorado community. An audition for placement in the ensemble is required. Performance opportunities will be offered on a regular basis. Conductor: Kevin Droe. Contact person: June Schock, Chair of Music, 970.330-8008, extension 6357.

Concert Choir - MUS 151: This vocal musical ensemble is open to Aims Community College students and the northern Colorado community. No audition is required. Performance opportunities will be offered on a regular basis. Director: Shane Lynch. Contact person: June Schock, Chair of Music, 970.330-8008, extension 6357.

REAL ESTATE EDUCATION

The courses that meet the educational requirements for the Colorado Associate Brokers license are offered through Aims Community Colleges Marketing/Management department. The following courses required by the Colorado Real Estate Commission are:

CREDITS

| | |
|--|---|
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| MAR 257 Real Estate Practice & Law | 6 |
| MAR 258 Colorado Real Estate Law & Contracts | 6 |
| MAR 264 Real Estate Current Legal Issues. | 1 |
| MAR 269 Real Estate Practical Applications. | 4 |

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. Subject areas include world and local history, geography, painting, drawing, music, computer, literature, writing, languages, 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

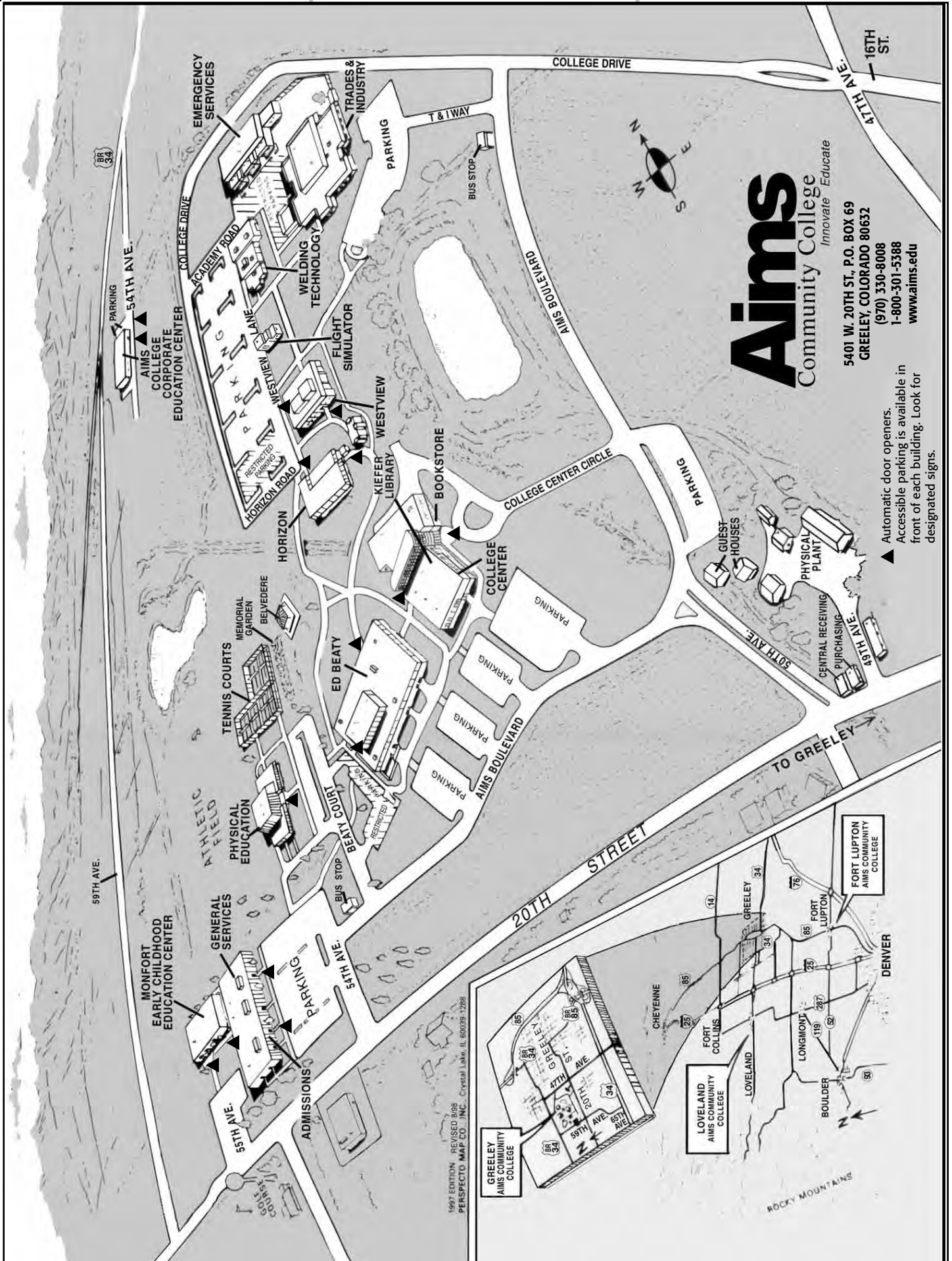
various ages enroll in the 300-plus-classes offered throughout the year, thus making this Program unique throughout the country.

SOCIAL SCIENCES EDUCATION

The Social Sciences Department at Aims Community College offers the student a wide range of instructional opportunities. Briefly, the Social Sciences include the disciplines of Anthropology, Economics, Geography, History, Political Science, and Sociology. Students who are already interested in careers in teaching, the law, government/public service, counseling, politics, the economic community, and countless others will find our courses pave the way to that employment. In studying the history and development of our state, nation or our world, the Social Sciences show humanity's brightest and darkest hours, and help us learn from the past, so we may improve our future.

Students who are unsure of their "major", or who are not positive about their career choices find the Social Sciences help them hone in on educational and career options that they may never have considered. These courses help students meet their required courses, as listed in the A.A., A.S., A.A.S., A.G.S., and certificate information in this catalog, and they serve the student as "electives" within nearly any program. For those students wishing to learn more about people, places, and our changing world, the Social Science offerings at Aims Community College will not disappoint.





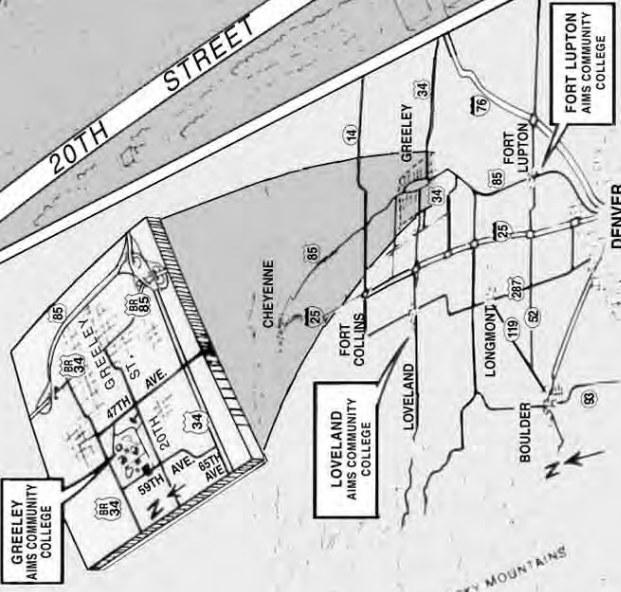
Aims

Community College
Innovate Educate

5401 W. 20TH ST., P.O. BOX 69
 GREELEY, COLORADO 80632
 (970) 330-8008
 1-800-301-5388
 www.aims.edu

- ▲ Automatic door openers.
- ▲ Accessible parking is available in front of each building. Look for designated signs.

1997 EDITION, REVISED 2/98
 PERSPECTO MAP CO., INC., Crystal Lake, IL 60039-1268





Summer Quarter, 2001

(4-Day Week, 32 Days, 80 Minute Periods, 2 Evaluation Days)

| | |
|--|--|
| Monday, May 21, 2001 | Returning Student Registration for both Summer and Fall Quarters Begins |
| May 29-June 14, 2001 | Open Registration for Summer Quarter |
| Monday-Thursday, June 11-August 31, 2001 | 4 Day Work/Class Week Schedule (college closed Friday, Saturday, Sunday) |
| Monday, June 18, 2001 | Classes Begin |
| Wednesday, July 4, 2001 | Fourth of July Holiday (college closed) |
| Monday, August 6, 2001 | Open Registration for Fall Quarter Begins |
| Monday, August 13, 2001 | Last Day of Classes |
| Tuesday-Wednesday, August 14-15, 2001 | Evaluation Days |

Fall Quarter, 2001

(51 Days, 2 Evaluation Days, 1 Professional Development Day)

| | |
|--|---|
| Monday, May 21, 2001 | Returning Student Registration Begins |
| August 6-September 18, 2001 | Open Registration |
| Monday, September 3, 2001 | Labor Day (college closed) |
| Monday, September 10, 2001 | Faculty Return, General Staff Meeting (offices closed to public) |
| Wednesday, September 19, 2001 | Classes Begin |
| Friday, October 12, 2001 | Water Festival Day (no classes) |
| Monday, November 5, 2001 | Professional Development Day (no classes, offices closed to public) |
| Thursday-Friday, November 22-23, 2001 | Thanksgiving Holiday (college closed) |
| Monday, December 3, 2001 | Classes End |
| Tuesday-Wednesday, December 4-5, 2001 | Evaluation Days |
| Thursday, December 6, 2001 (Tentative) | Summer/Fall Graduation (7:00 p.m.)/End of Quarter |
| Monday-Friday, December 24-28, 2001 | Christmas Holiday (college closed) |

Winter Quarter, 2002

(49 Days, 2 Evaluation Days)

| | |
|------------------------------------|---|
| Monday, November 12, 2001 | Returning Student Registration Begins |
| November 19, 2001-January 2, 2002 | Open Registration |
| Monday, December 31, 2001 | College Open, 8 a.m. to Noon - No classes |
| Tuesday, January 1, 2002 | New Year's Holiday (college closed) |
| Wednesday, January 2, 2002 | Faculty Return, College Open, No Classes |
| Thursday, January 3, 2002 | Classes Begin |
| Monday, January 21, 2002 | Martin Luther King Holiday (college closed) |
| Wednesday, March 13, 2002 | Classes End |
| Thursday-Friday, March 14-15, 2002 | Evaluation Days |
| Monday-Friday, March 18-22, 2002 | Spring Break (no classes) |

Spring Quarter, 2002

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

| | |
|------------------------------------|---|
| Monday, February 18, 2002 | Returning Student Registration Begins |
| February 25-March 25, 2002 | Open Registration |
| Monday, March 25, 2002 | College Open - No Classes |
| Tuesday, March 26, 2002 | Classes Begin |
| Friday, April 19, 2002 | Professional Development Day (no classes, offices closed to public) |
| Monday, May 27, 2002 | Memorial Day (college closed) |
| Wednesday, June 5, 2002 | Classes End |
| Thursday-Friday, June 6-7, 2002 | Evaluation Days |
| Saturday, June 8, 2002 (Tentative) | Winter/Spring Graduation (9 a.m.)/End of Quarter |



Academic Calendar 2001-2002

Summer Quarter, 2002

(4-Day Week, 32 Days, 80 Minute Periods, 2 Evaluation Days)

Monday, May 20, 2002 Returning Student Registration
for both Summer and Fall Quarters Begins
May 28-June 13, 2002 Open Registration for Summer Quarter
Monday-Thursday, June 10-August 30, 2002 4 Day Work/Class Week Schedule
(college closed Friday, Saturday, Sunday)
Monday, June 17, 2002 Classes Begin
Thursday, July 4, 2002 Fourth of July Holiday (college closed)
Monday, August 12, 2002 Last Day of Classes
Tuesday-Wednesday, August 13-14, 2002 Evaluation Days

Fall Quarter, 2002

(50 Days, 2 Evaluation Days)

Monday, May 20, 2002 Returning Student Registration Begins
August 5-September 24, 2002 Open Registration
Monday, September 2, 2002 Labor Day (college closed)
Monday, September 16, 2002 Faculty Return, General Staff Meeting
(offices closed to public)
Wednesday, September 25, 2002 Classes Begin
Friday, October 11, 2002 Water Festival Day (no classes)
Wednesday, November 27, 2002 College Open - No Classes
Thursday-Friday, November 28-29, 2002 Thanksgiving Holiday (college closed)
Monday, December 9, 2002 Classes End
Tuesday-Wednesday, December 10-11, 2002 Evaluation Days
Thursday, December 12, 2002 Summer/Fall Graduation (7:00 p.m.)/End of Quarter
Monday-Friday, December 23-27, 2002 Christmas Holiday (college closed)

Winter Quarter, 2003

(50 Days, 2 Evaluation Days,)

Monday, November 18, 2002 Returning Student Registration Begins
November 25, 2002-January 3, 2003 Open Registration
Monday, Tuesday, December 30-31, 2002 College Open, No classes
Wednesday, January 1, 2003 New Year's Holiday (college closed)
Thursday, January 2, 2003 Faculty Return
Monday, January 6, 2003 Classes Begin
Monday, January 20, 2003 Martin Luther King Holiday (college closed)
Friday, February 7, 2003 Professional Development Day
(no classes, offices closed to the public)
Tuesday, March 18, 2003 Classes End
Wednesday-Thursday, March 19-20, 2003 Evaluation Days
Monday-Friday, March 24-28, 2003 Spring Break (no classes)

Spring Quarter, 2003

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

Monday, February 24, 2003 Returning Student Registration Begins
March 3-31, 2003 Open Registration
Monday, March 31, 2003 College Open - No Classes
Tuesday, April 1, 2003 Classes Begin
Friday, May 2, 2003 Professional Development Day (no classes, offices closed to public)
Monday, May 26, 2003 Memorial Day (college closed)
Wednesday, June 11, 2003 Classes End
Thursday-Friday, June 12-13, 2003 Evaluation Days
Saturday, June 14, 2003 Winter/Spring Graduation (9 a.m.)/End of Quarter



Academic Calendar 2002-2003



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 became interim president. Dr. Paul Thompson is now the 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

Aims Community College is a public, two-year, post-secondary institution dedicated to responding to the educational needs of the local, regional, and global communities. The College was created in 1967 to serve the immediate and future educational needs of individuals within the Aims Junior College Taxing District. Committed to meeting these needs, the College offers a variety of educational programs and services delivered with integrity and a high level of quality by a professional and caring faculty and staff.

Aims Community College recognizes individual differences in educational needs, desires, learning styles, and abilities. Thus, the College provides supportive and flexible learning environments where student success is a primary importance.

Aims Community College recognizes and celebrates diversity in society and believes that educational opportunity should be accessible to all individuals who can benefit from the College's programs and courses. To this end, the College provides comprehensive educational options including:

- certificates and associate degrees;
- occupational, technical, general education, and college transfer programs;
- short courses on topics of specific personal or career interest; and
- individualized instructional opportunities

Aims Community College recognizes the rapid pace of technological, social, and economic change that characterizes today's world. The College strives to be a dynamic and

innovative organization where change is embraced and creativity is celebrated.

Aims Community College is a leading source for career education and workforce development. Thus, the College provides opportunities both to gain necessary skills for employment and to upgrade abilities needed for career advancement.

Aims Community College understands that our local, regional, and global communities possess multiple resources for responding to common educational and training needs. Therefore, the College seeks and invites opportunities to form productive and collaborative partnerships with other educational systems and institutions, organizations, agencies, and the business community.

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;
3. Occupational education courses preparing students for initial employment, further education, or advancement in employment;
4. Developmental education for those needing to advance their skills in preparation for college level study or advancement in the work place;
5. Advising and assessment services to enable students to more clearly define their educational goals; and
6. 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;



Aims Overview

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 activity 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, 30 North LaSalle Street, Suite 2400, Chicago, IL 60602-2504, **800.621.7440**. Aims Community College's accrediting agency (NCA) requires that the College share information about student complaints with NCA. Individual identities will be shielded so that a student maintains anonymity.

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 & Records. See section titled Records, Transcripts, Requests for Information.

NON-DISCRIMINATION

Aims Community College does not discriminate on the basis of age, race, color, national origin, creed, religion, sex, gender, disability, or veteran status in admission and access to, or treatment or employment in its

educational programs and activities. The college complies with all local, state, and federal laws and regulations related to education, employment, and contracting. Any student or college employee who encounters acts of discrimination should contact the Affirmative Action Coordinators, Donna Souther, Westview 690, extension 6453 or Kim Black, Westview 699A, extension 6863.

CHILDREN ON CAMPUS

All children on campus under the age of sixteen (16) must be under the direct supervision of a parent or legal guardian unless they are involved in a specific College approved and supervised activity.

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 EDUCATION 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.

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. Student Success Center - 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 (Fort 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 Vice President of Enrollment Management in the College Center, the Human Resources Office, in the General Services building, and Student Success Center, 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 1998. 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 1998 | Crime Rate 1998 |
|-----------------------|---------------------------------|------------------------|
| Homicide | 0 0 | 0 0 |
| Rape | 0 0 | 0 0 |
| Robbery | 0 0 | 0 0 |
| Aggravated Assault | 0 0 | 0 0 |
| Burglary | 0 0 | 0 0 |
| Motor Vehicle Theft | 0 0 | 0 0 |

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.





The Greeley 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.

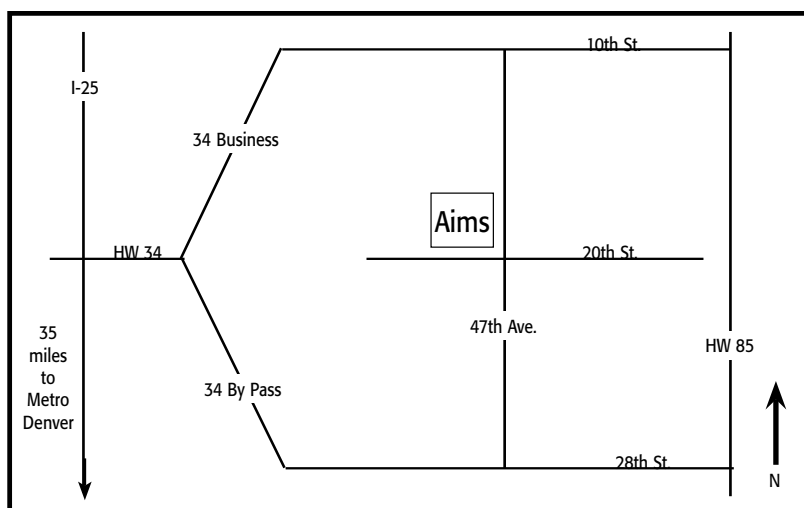
Of the 15,000 students that attend Aims annually, 80% of them take classes on the Greeley Campus.

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

Aims Community College is a single educational institution consisting of the main campus in Greeley (including the Corporate Education Center), satellite campuses in Fort Lupton and Loveland and various outreach sites throughout our service area. The degrees and certificates are conferred by Aims Community College. The College does not offer all programs at all campuses. Students who begin their education on the Fort Lupton and Loveland Campuses may need to complete program requirements on the Greeley Campus. The following matrix identifies programs available at each campus:

| Program Offerings | Greeley | Fort Lupton | Loveland |
|--|---------|-------------|----------|
| A.A. degree core curriculum | X | X | X |
| A.A. degree electives | X | L | L |
| A.S. degree core curriculum | X | L | L |
| A.S. degree electives | X | L | L |
| A.A.S. degree | X | L | L |
| Occupational certificates | X | L | L |
| Developmental education (Basic Skills, ESL, GED) | X | X | X |
| Enrichment courses (Personal Interest) | X | X | X |
| Customized training | X | X | X |

L = limited offerings: not all general ed, math or science courses available.



Map not to scale

P.O. Box 69 • 5401 W. 20th Street
 Greeley, Colorado 80632
 970.330.8008 • 1.800.301.5388

Greeley Campus



Dr. Douglas D. Smith
Dean-Fort Lupton Campus

Location:

260 College Avenue
Fort Lupton, CO 80621

Telephone: 303.857.4022

Greeley - 970.330.8008
FAX - 970.352.5443

Student Services:

Ralph Martinez, Ext. 4307
Mary Tucker, Ext. 4303

Coordinator of Services:

Bev Koppes, Ext. 4316



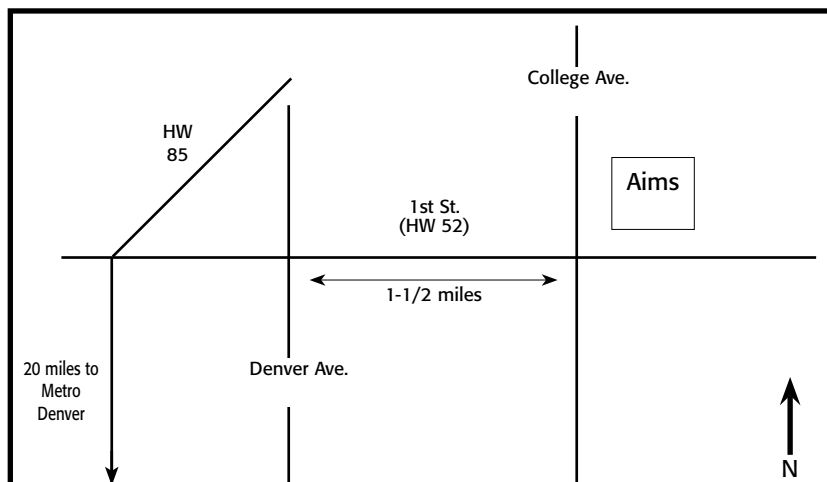
The Aims Community College Fort Lupton Campus was opened in September of 1984. This facility serves the community and educational needs in the southern Weld County and northern Adams County regions. Situated one and one half miles east of downtown Fort Lupton, the passive solar design building has an 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 computerized registration for both day and evening students. With advising and proper planning, students can complete an Associate of Arts degree or an Associate of

Applied Science in Business Technology on the Fort Lupton Campus. 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 Center equipped with personal computers is available to assist students with coursework and access to the internet. During each quarter, the lab has day, evening, and Saturday hours.

Fort Lupton Campus is committed to meeting the needs of day and evening students.



Map not to scale
260 College Avenue • Fort Lupton, Colorado 80621
303.857.4022

**Fort Lupton
Campus**



Les Race
Dean-Loveland Campus

Location:

104 E. Fourth Street
Loveland, CO 80537

FAX: 970.635.9022

Student Services:

Anjanette Mosebar, Ext. 3305
Charlotte Hardgrave, Ext. 3312

Coordinator of Services:

Sandy Reynolds, Ext. 3336

Administrative Assistant:

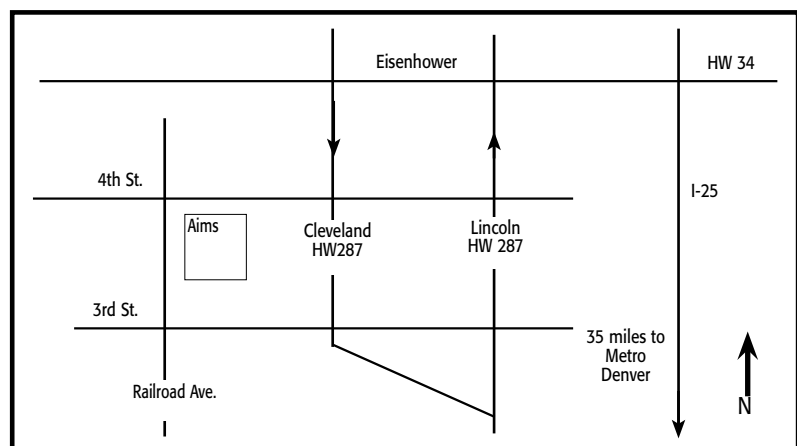
Tobi Hunter, Ext. 3308

The Loveland Campus facility, donated by the McKee Charitable Trust, opened in the Fall of 1990. In addition to traditional classrooms, the Loveland Campus has three 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 advising and proper planning, students can complete an Associate of Arts degree, an Associate of Applied Science in Business Technology, or an Auto Cad certificate on the Loveland Campus. Many of the classes needed to complete an Associate of Science degree are

offered on the Loveland 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 Loveland Campus are admissions and registration, a full-service bookstore, academic advising, financial aid information, GED testing, assessment, personal and career counseling, career classes, child care scholarships, the High School Diploma Program, and employment assistance through Staffing Solutions.



Map not to scale

104 E. Fourth Street • Loveland, Colorado 80537
970.667.4611

Loveland
Campus

A uniquely American institution, the community college has served the nation for 100 years. Around the turn of the century the number of students seeking a college education was increasing, and educators advocated starting "Junior Colleges" where student could take their first two years of a higher education and then transfer to a four-year college or university.

Today there are more than 1,100 two-year colleges--now generally called community colleges---serving almost 11 million students annually in credit and non-credit offerings. In fact, each fall almost half of all first-time college freshmen attend a community college.

WHY PEOPLE ATTEND A COMMUNITY COLLEGE, SUCH AS AIMS

- To pursue a four-year degree. Students take two years of courses at a community college and then transfer to a four-year college or university
- To train for an occupational education. Students enter the job market within nine to 18 months.
- For career advancement. Workers give their careers a nudge and a boost by enhancing work skills.
- To learn for the sake of learning. Students of all ages take courses to know more about life and the world.
- To improve basic skills. Students take remedial courses in preparation for college level study.



UNDERSTANDING COMMUNITY COLLEGE TERMS

Liberal Arts Education

Courses and degrees generally accepted as equivalent and transferable to the universities. The community college Associate of Arts (AA) degree and Associated of Science (AS) degree are composed of required course work called General Education and chosen course work called Electives.

Career and Technical Education

Courses that prepare individuals for careers in areas such as Accounting, Aviation, Communications Media, Computer Information Professions, Electronic Technology, Marketing

and Management, and Office Technology.

Association of Arts Degree (AA)

A degree consisting of general education and electives. The electives may be chosen by the student from several disciplines. Generally, all courses are transferable.

Associate of Science Degree (AS)

A degree consisting of general education and electives. The electives are chosen by the student from mathematics, science and computer disciplines. Generally, all courses are transferable.

Associate of

**Where
America
Goes to
College
Understanding the
Community College**

General Studies Degree (AGS)

A degree consisting of general education and electives. The student may choose from a variety of Liberal Arts and Career/Technical courses depending on their particular educational needs. Not all of the courses within this degree will transfer.

Associate of Applied Science Degree (AAS)

A degree within Career/Technical disciplines. Generally, courses in this degree are non-transferable.

Certificate Programs:

Educational programs usually one year or less in duration. These programs prepare students for a specific career, such as graphic design.

General Education:

Course work designed to provide students with competency in English, Speech, Social and Behavioral Sciences, Humanities, Mathematics and Science. These courses are guaranteed to transfer to all publicly supported colleges and universities in Colorado.

Electives:

Courses which support students' educational goals, including, Accounting Anthropology, Biology, Chemistry, Computer, Earth Science, Economics, English, Literature, Management, Mathematics, and Philosophy.

Transfer Courses

Courses taken at a community college, which is accepted as equivalent at four-year colleges and universities. The transferred courses are applied to the Bachelors degree program as if they were taken at the University.

Open Door, or Open Admissions, Policy

A policy which permits students to enter the college and enroll in course work. Entrance into specific courses, however, is limited to those who have demonstrated the ability to handle the work.

Assessment Testing:

Students applying for specific courses may be tested in reading, English, and mathematics. The assessment tests are designed to aid students and their advisors in the selection of college courses.

UNDERSTANDING THE**DIFFERENCES BETWEEN A COMMUNITY COLLEGE AND A UNIVERSITY**

- Students may take courses at a community college that is equal to years one and two at the university
- Community college courses include the same breadth and depth of subjects as those offered by universities.
- Classes at a community college usually have fewer students.
- Instructors at a community college are hired as teachers rather than researchers. They take pride in their ability to provide individual attention.
- Community college graduates who transfer to a university generally maintain higher grades than students who start at the university.
- Tuition at a community college is at least 50 percent less than at a university.
- People who wish to make a career change may first attend a community college for basic courses before attending a university for additional education.
- University students, who need or require additional training in a specific area, such as remedial math, or an advanced software program, can take the course at a community college. Many universities do not offer these courses.

ADDITIONAL PROGRAMS AT AIMS COMMUNITY COLLEGE**Senior Education:**

A program that presents lifelong learning opportunities for mature adults.

Continuing Education:

A division that offers customized training, workshops, and seminars for business, industry, and the non-profit sector.

School to Career Education:

A K-16 program to help students better prepare for the world of work.

College for Kids:

A program that provides learning

opportunities in a college environment for students in grades 1 through 12.

English as a Second Language:

A program for students who wish to improve their English skills.

Intensive English Institute:

A program that offers international students an opportunity to learn the English language in integrated classes.

General Education Development (GED):

A series of courses to prepare students for the GED examination. The GED diploma is recognized as the equivalent to the high school diploma.

Developmental/Remedial Education:

A pre-college series of courses in reading, writing and mathematics, which prepare students for college level work.

Tech Prep:

A program linking the last two years of high school and the community college.

Advanced Studies:

A program that allows high school students to take college level courses. Courses meet high school graduation requirements and provide college credit.

Alternative High School Diploma:

A program that helps students who did not graduate from high school by improving their educational skills for a promising career or a college education.

Registrar:

William Green

Location:

General Services Building

Telephone:

970.330.8008, Ext. 6616

Executive Assistant:

Barbara Porter, Ext. 6446

Assistant Registrar:

Stuart Thomas, Ext. 6401

Assistant Registrar:

Thomas Hartman, Ext. 6708

Admissions: Ext. 6616**Graduation & Transfer Evaluation:**

Ext. 6441

Records: Ext. 6403**Transcripts:** Ext. 6402**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** extension 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 provider 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 Aims Community College Information Session
- ___ ● Complete the Admissions Application
- ___ ● Request academic accommodations if disabled
- ___ ● Complete the assessment process
- ___ ● Apply for financial aid (if desired)
- ___ ● Check with Career Services
- ___ ● Meet with an Advisor
- ___ ● Register for classes
- ___ ● Complete the payment/down payment process
- ___ ● Attend a new Student Connection Orientation

AIMS COMMUNITY COLLEGE INFORMATION SESSION

Prospective students on all three campuses are urged to attend an Aims Community College Information Session. At this session, students will receive information about:

- ___ ● Program options
- ___ ● Degrees and majors
- ___ ● Assessment
- ___ ● Enrollment steps
- ___ ● Career planning options
- ___ ● Campus tour

For dates and times, and to reserve a space, call The Welcome Center at **970.330.8008**, extension 6745. Contact Supplemental Services at **970.330.8008**, extension 6388 one week prior to attending if accommodations for disabilities are needed.

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

**Admissions & Records**

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 a completed financial statement with Application for Admission.
3. 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 (190 on computer-based test) on the TOEFL. (All International students admitted are required to take the college assessment test.) If a student scores below 520, the student may participate in the Colorado Intensive English Institute. (See Continuing Education Division under Colorado International Intensive English Institute)
4. Completed application and supporting credentials must be in the Admissions Office by midterm of the quarter preceding the quarter of enrollment.
5. International students must meet with the International student advisor upon arrival at the college for further instructions.
6. International students must pay their tuition and fees according to the College payment schedule. Failure to comply will result in withdrawal of their U.S. Immigration Form 20 (I-20). Financial assistance is not available for International students.
7. 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 the Student Success Center 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 Accuplacer assessment in reading, English, arithmetic, and algebra (if applicable), or
2. Show proof of successful equivalent college experience at an accredited college (2.0 grade point average with transfer college level English and math classes), or
3. Show proof of minimum ACT or SAT scores within the last year.

Students whose completion of courses at other colleges demonstrates 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.

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 course-work, 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, or a Student Success Center advisor.

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 the Student Success Center for information and for testing times.

CAMPUS TOURS

On the Greeley campus, personal tours as well as walk-in tours are available to prospective students. Each week, tours are part of the information sessions for prospective and new students. For dates and times, and to reserve a space, call The Welcome Center at **970.330.8008**, extension 6745. For a personal tour, groups of more than five, and persons with disabilities requesting accommodations, please schedule a

tour one week prior to visiting by calling **970.330.8008**, extension 6796.

For tours of the Loveland Campus, call **970.667.4611**, extension 3309. For tours of the Fort Lupton Campus, call **303.857.4022**, extension 4324.

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 & 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 & 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 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, CANCELLATIONS 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 regular full term class or after the 15% deadline for shorter terms (summer) or 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 & 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 & Records by deadlines in the Schedule of Classes.

ADD, DROP, WITHDRAWAL REGULATIONS

1. Students are responsible for properly processing adds, drops, and withdrawals.
2. Instructors may control late entry into classes even before the add deadline.
3. 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.
4. In case of emergencies, students are to submit written withdrawal requests to Admissions & Records, P.O. Box 69, Greeley, CO 80632.
5. Telephone requests for adds, drops, or withdrawals are not honored.

WITHDRAWAL - FROM ALL CLASSES/FROM THE COLLEGE

Students withdrawing from all classes and/or from the college must begin the withdrawal process by contacting the Admissions Office in Greeley, Loveland or Fort Lupton. Telephone requests for complete withdrawal will be referred to the Office of the Vice President for Student and Academic Affairs.

Students who do not complete the formal withdrawal process and receive all "W" grades will be considered withdrawn from the institution. Students are eligible to re-enroll within one year without re-applying for admission.

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 & 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 & Records Office. The date the request is made at the Admissions & Records Office, or the postmark date for letters, will be used in determining eligibility for the refund. If the student was provided assistance from College funds or funds managed by the College, the refund will be returned to the appropriate scholarship/grant fund or applied to the student's note in the loan fund.

REFUNDS will be made in accordance with the following schedule. (Please consult calendar in Quarterly Class Schedule for refund dates.)*

- A. Registration day through eighth (8) day of the Quarter, sixth (6) day of Summer Quarter, 15% of short course 100%
- B. After eighth (8) day of the Quarter, sixth (6) day of Summer Quarter, 15% of short course NO REFUND
- C. Cancelled Classes: refund will be available after the refund period.
- D. Self-Supporting Classes: Refunds will be granted only for classes which are dropped prior to the first class meeting.

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

COOPERATIVE REGISTRATION AGREEMENTS

Students must have a valid social security number to participate in either cooperative registration agreement.

UNC - Aims

Students enrolled for 12 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. Courses delivered by Continuing Education (credit or 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 & Records Offices on all three campuses.

CSU - Aims

Students enrolled for 12 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. Courses delivered by Continuing Education (credit or non-credit) do not count in the 12 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 & Records Offices on all three campuses.



(Tuition and fees subject to change after May 1, 2001. Consult quarterly schedule.)

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

| Number of Credit hours | Tuition and Fees Rate Per Credit Hour | | |
|---|---------------------------------------|-----------------|--------------|
| | In-District | Out-of-District | Out-of-State |
| 1-15 credit hrs | \$28.00 | \$46.00 | \$134.00 |
| for each credit hour over 15 | \$21.00 | \$35.00 | \$125.00 |
| 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: \$4.00 PER CREDIT HOUR | | | |

*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 & 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

By applying for admission, registering for classes or allowing charges to be added to their account, students represent to us that they have the intention and ability to pay, and they promise to pay for all charges placed on their account as well as any service charges or collection costs, if any, that may be due.

It is the student's responsibility to pick up his/her combined bill/schedule at the time of registration, add, drop, or withdrawal. Subsequent billing statements will be sent to the student's mailing address. Payment is due at the Cashier's office on or before due dates shown on the billing statement.

Payments from financial aid will be automatically posted to the billing account.

A service charge of 1.75% of the unpaid balance will be added to the student's account if payment is not received in the Cashier's office by the due date. Service charges are figured on the student's account by applying the service charge rate to the balance that is owed at the payment due date. The annual percentage rate (APR) that corresponds to this service charge is 21%.

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

4. Students Sponsored by a Third Party Agency:
 - A. A valid letter of sponsorship is required to be on file in Fiscal Services.
 - B. Students are required to make arrangements for agency billing with Fiscal Services in accordance with payment deadlines.
 - C. Students are responsible for any charges not covered by their Agency and are subject to late fees and refund guidelines.
 - D. Questions? Call Fiscal Services, **970.330.8008**, extension 6486.
5. 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 took 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 Tax credit, 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 extension 6349.



Tuition and Fees



Paula Yanish
Director, Student Success Center

Location: General Services Building

Telephone: 970.330.8008, Ext. 6251

Executive Assistant: Ruby Blandin

The Student Success Center is a community of learner-focused professionals who advocate the empowerment and growth of individuals. As such, the center provides services in a confidential setting to assist students in achieving academic and career success. These services include:

1. Academic Advising
2. Assessment
3. Career Education
4. Career Counseling
5. Job Search Assistance
6. Crisis Response

ACADEMIC ADVISING

Program Director: Debra Bell Baker

Aims Community College advocates a two-tiered academic advising model to assist students in the advising process. The Academic Advising Center located in the Student Success Center provides initial advising services to degree/certificate, undeclared, and undecided students. The professional academic advisors will meet the advising needs of new students and assist them in their transition to college.

After a student has made sufficient academic progress and meets requirements determined by the academic division, they will be assigned a faculty advisor who is familiar with the student's academic goals and/or emphasis. Faculty advisors will advise students through graduation and are key to understanding how a specific academic program can address a student's career interests and goals.

Please note that all students with a declared major and/or any student taking five or more credits during any quarter must have obtained an advisor signature in order to register.

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: ShawnaLee Washam

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. Typing tests are offered by the Assessment Center.



Student Success Center

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.

Call extension 6562 to inquire about fees and testing times.

CAREER SERVICES

Program Staff:

John Batchelor
Susan Burrows
Tom Jones

Career Services provides services and resources to assist students and community members in discovering and moving toward their career goals. These services are designed as a resource to be used before, during, and after formal education at Aims.

Career Services can help with:

- Career exploration
- Choosing a college major
- Job Search Strategies
- Employment Resources
- Writing a resume
- Preparing for a job interview

Career Education offers class sessions where students are introduced to various topics that will enable them to make a sound career choice.

- Introduction to Career Planning (CSL 109)
- Career and Life Planning (CSL 177)

Career Counseling Services: If you would like individualized assistance, we invite you to schedule an appointment with a Career Counselor in our office. Career Information, career assessment, and assisting clients with processed, informed career choices is the focus of this service.

Job Search Assistance: From helping individuals develop a resume to targeting potential employers to practice interviewing, Career Services can help you get your job search in gear.

To make an appointment, call Career Services at **970.330.8008**, extension 6251.

Also, check out our website at [www.aims.edu/ Student Services/careerservices.htm](http://www.aims.edu/Student_Services/careerservices.htm) for career information, employment bulletins and job search resources.

For Career Services information at our outreach campuses, please call:

Fort Lupton: **303.857.4022**

Loveland: **970.667.4611**, extension 3312



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 experience-based 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 and/or experience-based learning may be equivalent to Aims college courses.

Students requesting credit for prior learning must 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 & Records, the Student Success Center, and faculty advisors. Forms to request credit for prior learning are available in Admissions and Records.

TRANSFER CREDIT

All undergraduate credit hours awarded within the prior ten years from any regionally 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, 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. Obsolete course content is not considered equivalent. To be eligible for transfer, courses must have been completed with a "C" grade or better at an accredited college or university, or other approved institution. Transfer courses must be 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 hour 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 Transfer Credit Evaluation Request form to Admissions & Records indicating the specific certificate or degree program the credits are to be evaluated toward. The request for review and the official transcript to be reviewed must be received in the Admissions & Records 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 that 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 & Records directly from the institution maintaining the original record. 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 & 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), American College Testing-Proficiency Examination Program (ACT-PEP), the Regents College Exams (RCE), and the International Baccalaureate (IB) Exams. To apply for such credit, submit an



Credit for Prior Learning

official transcript along with a Transfer Credit Evaluation Request form to the Admissions & 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 experience-based 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). To apply for such credit, submit an official transcript along with a Transfer Credit Evaluation Request form to the Admissions & 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. Information about course challenge is available in the Admissions & Records office.

PORTFOLIO

Students at Aims can earn credit for experience-based 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 must take a Portfolio course prior to submission of a portfolio. Information on Portfolio is available in the Student Success Center.

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 repeated more than once with advisor approval. 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).



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 credit for a course that was originally audited only by enrolling in and satisfactorily completing another section of the course in a subsequent quarter. | none |
| W . . . | WITHDRAWAL: | none |

Indicated withdrawal from the course. May be student or faculty initiated through 60% of the course.

| | | |
|----------|--|--------------|
| AW . . . | ASSIGNED WITHDRAWAL: Indicates that faculty assigned a final grade of W. After 60% of the course has elapsed, faculty may assign a W 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 & 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.



Grading System

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 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 Community College 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 or threaten to 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. The College also prohibits the use of controlled substances and alcohol while on campus or at a College-sponsored event.

Aims prohibits the use of tobacco products in all buildings owned and operated by the College. Aims Community College reserves the right to take necessary and appropriate action to protect the safety and well-being of the campus community. Any 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.

Aims Community College students are expected to practice academic honesty and to refrain from any form of cheating, plagiarism, or knowingly furnishing false information to the College. Breaches of academic dishonesty will be considered misconduct and may result in disciplinary action. Additionally, the College expects students to contribute to a positive learning environment in classroom situations. Students who conduct themselves contrary to the best interests of the class as a whole may be subject to disciplinary action, including being withdrawn from the course.

Policies and procedures governing College disciplinary proceedings are available in the Office of the Vice President for Academic and Student Affairs. In situations that warrant such action, the College President may summarily suspend all persons involved in a violation of the Standards of Student Conduct, pending final dispensation of the case by the appropriate body.

ACADEMIC INITIATIVES

Aims Community College is committed to providing 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 encourage student persistence and success.
- Enhance an environment that promotes life-long 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.



Academic Standards

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 only courses numbered 100 or above may be applicable toward the degree or certificate. Specific requirements for individual programs may be obtained from either the Admissions & Records Office or the Student Success Center.

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 & Records Office. Completed graduation applications and degree worksheets with the faculty advisor's signature must be returned to the Admissions & Records Office where final evaluations will be made. Additional signatures are required for the following: 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 the Student Success Center. A.A. or A.S. degrees with an emphasis require signature of the

appropriate Department Chair. After processing the Graduation Application, Admissions & Records personnel will notify the student 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 to waive any course prerequisite or corequisite.



Graduation Requirements

STUDENT RECORDS

The Admissions & 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, and student/social security number.
2. Educational background information: previous high school and/or college attended and 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 of 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 amendment(s). If the decision is not in agreement, the student shall be notified within 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 Release of 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 Release of 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 - 970.339.6682

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.



Records, Transcripts, Release of Information

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 transcript 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.

RELEASE OF INFORMATION

Except as described below, the release of student education record information requires written and signed permission of the student.

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, via email, or over the telephone.

- 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.

Written consent from/by the student 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.

- 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 student must submit the request by the 5th day of the term in order to prohibit the release of information during that term. 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 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).

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.

Questions regarding the release of information should be directed to the Admissions & Records Office.

- 1. Name

- 8. In compliance with judicial order or





Lynne Suppes
Director

Location:

General Services Building

Telephone: 970.330.8008, Ext. 6548

Assistant Director:

Jeffrey Gregory

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 Student Financial Assistance (General Services Building) and the Fort Lupton Campus and Loveland 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 Student Financial Assistance at Aims Community College.

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

All aid applicants must have the following:

1. Current admission application
2. Declared program (eligible degree or certificate)
3. High School diploma or GED or demonstrated ability to benefit
4. Valid Social Security Number

Additional items may be required to complete application processing.

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:

| | |
|--------------------------|------------|
| Fall Quarter | April 15 |
| Winter Quarter | October 31 |
| Spring Quarter | January 31 |
| Summer Quarter | March 31 |

Students are encouraged to apply early because availability of aid funds is limited. 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. Student Financial Assistance will accept applications after the deadline dates, but awards will depend on the availability of funds at the time of processing. **The funding priority deadline date for all quarters is April 15.**

ESTIMATED ACADEMIC YEAR BUDGETS (9 MONTHS)

INDIRECT BUDGET

| | |
|------------------------------|-------------------|
| Room and Board | \$7,500.00 |
| Books and Supplies | \$ 600.00 |
| Misc. Expenses | \$ 450.00 |
| Transportation | \$ 975.00 |
| Total | \$9,525.00 |

TUITION AND FEES

| | |
|------------------------------------|------------|
| In District Resident | \$1,344.00 |
| Out of District Resident | \$2,100.00 |
| Out of State Resident | \$5,796.00 |

Add indirect budget to tuition and fees to estimate financial assistance budget. Example: (\$9,525 + \$1,344 = \$10,869)

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

SUMMER TERM

Beginning with summer 2001, summer will be considered the last term in the academic year for the purpose of awarding and paying financial aid. Students interested in financial aid for summer 2001 should contact Student Financial Assistance for a supplemental summer aid application and additional information.

ELIGIBILITY

To determine eligibility for the various types of grants, loans, and work-study, the student and parents (if so directed) must complete the Free Application for Federal Student Aid. This application is used to determine student 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



Student Financial Assistance

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 Department of Education. Awards will be made after all required documentation is received by Student Financial Assistance. Financial aid applicants must establish their eligibility for this program before other aid can be awarded. Awards ranged from \$400 to \$3,300 for the 2000-01 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 \$1,600 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 \$1,800 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 LEAP GRANT:

These funds are awarded to students with substantial financial need. Awards range from \$200 to \$1,600 per academic year, depending upon the student's need and available funds. Funds are allocated to the college in part federal and part state monies.

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 (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 amount, as allocated by Student Financial Assistance. Awards can range from \$900 to \$2,400 per academic year.

COLORADO NO-NEED WORK-STUDY PROGRAM:

Awards from the Colorado No-Need Work-Study Program may be made to students who do not demonstrate financial need. Students who demonstrate financial need are not eligible for funds under this program. Wages

are paid on the basis of an hour's pay for an hour's work. Students may not earn over the maximum award amount, as allocated by Student Financial Assistance. Awards can range from \$900 to \$2,400 per academic year.

LOANS

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 3% 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 3% 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 3% loan fee.

Loan fees are subject to change.

The federal loan programs require a 30-day delayed disbursement for all first-time borrowers. If students subject to delayed disbursement are not enrolled for at least six credits on the 30th day of the quarter, loan funds cannot be disbursed. The loan will 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 Wells Fargo 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 Aims Community College Student Financial Assistance.

AIMS TUITION GRANTS

Aims tuition grants are available to in-district students with financial status defined as low income by Student Financial Assistance guidelines. Grants are made to cover the costs of tuition and student fees.

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

Students applying for Aims tuition grants or other institutional aid programs must have a valid Social Security Number.

AIM HIGH PROGRAM

Aims Community College offers one quarter of tuition-free 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 participate in the program. The tuition-free quarter must be used within four quarters after graduation or receipt of G.E.D. and **the first quarter of attendance at Aims.**

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 may apply toward college graduation.

Contact the Aims College Admissions Counselor's Office on each campus for further information.

Certain restrictions apply.

VETERANS BENEFITS

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 may be eligible for benefits should contact Student Financial Assistance 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 Student Financial

Assistance, Loveland and Fort Lupton. 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) \$650
Three-Quarter Time (9-11.5 credit hours) . . . 487
Half Time (6-8.5 credit hours). 325

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 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) \$263
Three-Quarter Time (9-11.5 credit hours) . . . 197
Half Time (6-8.5 credit hours). 131

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

Full-Time (12 or more credit hours) \$588
Three-Quarter Time (9-11.5 credit hours) . . . 441
Half Time (6-8.5 credit hours). 294

Students should contact 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 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. 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 benefits are required to:

- A. Enroll each quarter in classes that are applicable to the stated 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 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 all attempted credits each quarter.

B. Colorado Undergraduate Scholarship recipients must maintain a 3.0 quarter and cumulative GPA.

C. 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
7. "AW" assigned withdrawal

E. Prior academic progress will be a consideration for eligibility for financial assistance. Students who have failed to meet the conditions of satisfactory progress during one quarter will be placed on Financial Aid Probation. Students who have failed to meet the conditions of satisfactory progress during two or more quarters will be placed on Financial Aid Suspension. Students on financial aid suspension may appeal using the appeal process listed below.

**QUANTITATIVE LIMITS
ON STUDENT AID ASSISTANCE**

Certificate Programs:

Students enrolled in eligible certificate programs may receive financial assistance for 90 attempted credit hours. Attempted hours include all credits recorded on the student's permanent academic history including: graded courses, incomplete courses, no report courses, withdraws, and transfer credits. Students retain the right to appeal for credits beyond the maximum of 90 attempted credit hours.

Degree Programs

Students enrolled in eligible degree programs may receive financial assistance for 135 attempted credit hours. Attempted hours include all credits recorded on the student's permanent academic history including: graded courses, incomplete courses, no report courses, withdraws, and transfer credits. Students retain the right to appeal for credits beyond the maximum of 135 attempted credits hours.

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

FINANCIAL AID PROBATION

In the event a student fails to meet satisfactory academic progress in a 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 submit a completed "Request for Removal of Probation/ Suspension" form to Student Financial Assistance to have the probation removed.

2. COMPLETION OF CREDITS

A student may request that their probation be removed after successful completion of credits as explained below. A "Request for Removal of Probation/Suspension" form must be completed and submitted to Student Financial Assistance.

| | |
|---|--|
| Enrollment status for Probationary Quarter | Credits to complete for removal |
|---|--|

| | |
|---|------------|
| Full-time status (12 or more credits) | 24 credits |
| Three-quarter time status (9-11.5 credits) | 18 credits |
| Half-time status (6-8.5 credits) | 12 credits |
| Less than half time status (less than 6 credits) | 10 credits |

FINANCIAL AID SUSPENSION

If a student fails to meet satisfactory academic progress after being placed on FINANCIAL AID PROBATION, the student is placed on FINANCIAL AID SUSPENSION. Suspension means TERMINATION of all financial aid. Suspension will remain until the student has met 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 the Financial Aid Appeals Committee. OPTION II - With his/her own funds enroll in and complete the appropriate number of credit hours (based on

the attempted enrollment status at the time of suspension) with a cumulative GPA of at least 2.00. At that time, a student may submit a completed "Request for Removal of Probation/ Suspension" form to Student Financial Assistance. If approved, financial aid can be reinstated for subsequent quarters if funds are available.

- B. Students reinstated will receive financial aid, but they remain on financial aid probation.
C. Probation and/or suspension as a result of incomplete grades will be reviewed by Student Financial Assistance after the student completes the class and submits to Student Financial Assistance a completed "Request for Removal of Probation/Suspension" form.

APPEAL OF FINANCIAL AID SUSPENSION

Once financial aid suspension 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 reasons he/she did not make satisfactory academic progress.
 2. Steps that have been taken to resolve those reasons.
- B. The Financial Aid Appeals Committee will review the appeal to determine if removal of the financial aid suspension is justified. The student will be advised in writing of the Committee's decision. The Financial Aid Appeals Committee meets monthly and will only process appeals turned in by the established deadlines.
- C. A student wishing to appeal the decision of the Financial Aid Appeals Committee may do so by contacting the Vice President for Academic & Student Affairs or his/her designee.



- D. A student will be granted the right to an appeal only once. If suspension occurs again it may not be appealed to the Financial Aid Appeals Committee.

APPEAL OF LIMIT FOR STUDENT AID ASSISTANCE

- A. The student must complete a financial aid credit limit appeal form. A program evaluation form is to be completed by the student's academic advisor. Both forms are to be submitted to the Financial Aid Appeals Committee.
- B. The Financial Aid Appeals Committee will review the appeal and determine whether additional credits of assistance are justified. The student will be advised in writing of the Committee's decision. The Financial Aid Appeals Committee meets monthly and will only process appeals turned in by the established deadlines.
- C. A student wishing to appeal the decision of the Financial Aid Appeals Committee may do so by contacting the Vice President for Academic & Student Affairs or his/her designee.
- D. A student will be granted the right to an appeal only once and may not appeal again.

RETURN OF TITLE IV FUNDS PROCEDURE

Federal law (668.22) requires that a return of Title IV funds calculation be performed for all students who withdraw from the institution. The return of Title IV funds calculation may indicate that the student has received financial assistance in excess of federal limits. In this case, the student will be required to return excess funds to the institution.

A student is considered to have withdrawn from the institution if they complete the official withdrawal process (see withdrawal process) or if they receive W's for all attempted classes.

The last date of attendance for students completing the withdrawal process will be the date they began the withdrawal process. The last date of attendance for students who withdraw and fail to complete the official withdrawal process will be the last date of participation in an academically-related activity or the midpoint of the term, whichever is later.

Sample return of Title IV fund calculations are available for review in Student Financial Assistance.

For a complete list of Scholarships, visit our website at www.aims.edu and click on the Scholarship icon.

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 - minimum of \$250

Application Deadline:

May 1

Qualifications:

Contact the Aims Foundation or the awarding Division for details.

AWARD

GREGG MOSS INTERNATIONAL BUSINESS AWARD

Awarding Division:

Behavioral, Social & Economic Sciences
Division, Geography/Economics Department

Award Amount: \$250

Application Deadline:

No application required. Recipient nominated and chosen by faculty. Award announced Spring Quarter.

Qualifications:

Contact awarding Division for details.

COMMUNICATIONS, HUMANITIES, AND BUSINESS

AWARD

ESTHER SIMS PUBLIC SPEAKING AWARD

Awarding Division:

Communications, Humanities, and Business

Award Amount:

One \$100 cash award and featured student speaker at the Academic Honors Ceremony.

Application Deadline:

Recipient chosen by faculty. Award announced Spring Quarter.

Qualifications: Contact Division for criteria.

AWARD

DOROTHY M. STEWART WRITING AWARDS

Awarding Division:

Communications, Humanities, and Business

Award Amount:

Cash prize and certificate

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:

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.

MATHEMATICS/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.



Scholarships

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**DON T. HARRIS CHEMICAL
TECHNOLOGY SCHOLARSHIP***Awarding Division:*

Math/Natural & Applied Science (Chemistry)

Award Amount:

Minimum of one \$750 scholarship

Application Deadline:

May 1

Qualifications:

Student pursuing Associate of Science
degree with emphasis in chemistry. Contact
Aims Foundation for details.

AWARD**KENNETH KENDAL KING
CNA PROGRAM SCHOLARSHIPS***Awarding Department:*

Aims Foundation

Award Amount:

Two \$200 awards each quarter in
2000-2001

Application Deadline:

Varies

Qualifications:

Low-income student in the Nurse Aide
Certificate program. Contact the Health
Occupations Department 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.

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.

DEVELOPMENTAL EDUCATION**AWARD****ED BEATY MEMORIAL SCHOLARSHIP***Awarding Division:*

Developmental Education

Award Amount:

In-district tuition grant for one academic
year.

Application Deadline:

May 1

Qualifications:

Contact awarding Division for criteria.

AWARD**EXPRESS PERSONNEL SERVICES
GED TEST SCHOLARSHIPS***Awarding Division:*

Developmental Education

Award Amount:

Varies

Application Deadline:

Varies

Qualifications:

Contact the Aims Foundation or awarding
Division for further details.

AWARD**JOHN H. MARLEY MEMORIAL SCHOLARSHIP***Awarding Division:*

Developmental Education

Award Amount:

Two three-quarter, in-district tuition
scholarships

Application Deadlines:

August 1 and March 1

Qualifications:

Graduate of Aims high school or G.E.D.
programs in last 24 months. Contact the
Aims Foundation for further details.

AWARD**REMEDIAL STUDENT SCHOLARSHIPS***Awarding Division:*

Aims Foundation

Award Amount:

Minimum of two scholarships

Application Deadline:

Varies

Qualifications:

Students who require at least three
quarters of full-time pre-college level
courses. Contact the Aims Foundation for
details

TECHNOLOGY**AWARD****CAPTAIN AL HAYNES AVIATION
SCHOLARSHIPS***Awarding Division:*

Technology (Aviation)

Award Amount:

Minimum of two \$1,500 awards; one
\$3,000 award to graduating Colorado high
school senior Aviation student.

Application Deadline:

May 1

Qualifications:

Contact the Aims Foundation or awarding
Division for further details.

AWARD**AVIATION DEPARTMENT SCHOLARSHIP***Awarding Division:*

Technology (Aviation)

Award Amount:

\$750

Application Deadline:

May 1

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:

No application required. Recipient
nominated and chosen by faculty. Award
announced Spring quarter.

Qualifications:

Contact Division for details.

AWARD

**SEAN PATRICK MCHUGH
MEMORIAL SCHOLARSHIP**

Awarding Division:

Technology (Aviation)

Award Amount:

\$250

Application Deadline:

May 1

Qualifications:

Contact the Aims Foundation or awarding Division for further details.

AWARD

**H. EDWIN MORROW MEMORIAL
AVIATION SCHOLARSHIP**

Awarding Division:

Aims Foundation

Award Amount:

Minimum of one \$1,000 scholarship

Application Deadline:

May 1

Qualifications:

Contact the Aims Foundation for 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.

AWARD

**WILLIAM YOUNDER AUTOMOTIVE COLLISION
REPAIR TECHNOLOGY SCHOLARSHIP**

Awarding Division:

Technology (Automotive Collision Repair)

Award Amount:

Two \$300 scholarships

Application Deadline:

March 1

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



CONSTRUCTION TRADES SCHOLARSHIP*Awarding Division:*

Aims Foundation

*Award Amount:**Application Deadline:*

May 1

Qualifications:

Contact the Aims Foundation for details

FORT LUPTON CAMPUS**AWARD****MILDRED HANSEN CHILDCARE AND
GED SCHOLARSHIPS***Awarding Division:*

Fort Lupton Campus

Award Amount:

Varies; determined by need

*Application Deadline:*Contact the Dean of the Fort Lupton
Campus*Qualifications:*Contact the Dean of the Fort Lupton
Campus**LOVELAND CAMPUS****AWARD****MILDRED HANSEN CHILDCARE AND
GED SCHOLARSHIPS***Awarding Division:*

Loveland Campus

Award Amount:

Varies; determined by need

Application Deadline:

Contact the Dean of the Loveland Campus.

Qualifications:

Contact the Dean of the Loveland Campus.

**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 \$200 to \$1,800 per academic year.

AWARD**ACEA SCHOLARSHIPS***Awarding Department:*

Faculty Association

Award Amount:

Minimum of one \$1,200 scholarship

Application Deadline:

May 1

Qualifications:

Preference is given to students who demonstrate high scholarship and intend to pursue the A.A., A.S., or A.A.S. degree.

AWARD**AIMS STAFF ASSOCIATION SCHOLARSHIPS***Awarding Department:*

Aims Staff Association

Award Amount:

Varies

Application Deadline:

May 1

Qualifications:

Contact the Aims Foundation.

AWARD**BERGER SCHOLARSHIP***Awarding Division:*

Occupational Divisions

Award Amount:

\$1,500. Up to four awards are given.

Application Deadline:

May 1

Qualifications:

Contact the Aims Foundation or awarding Division for further details.

AWARD**NORWEST BANK SCHOLARSHIPS***Awarding Division:*

Aims Foundation

Award Amount:

Minimum of two \$250 scholarships

Application Deadline:

May 1

Qualifications:

Must be a graduating senior from Greeley West or Central. Contact the Aims Foundation for further details.

Awarding Division:

Aims Foundation

Award Amount:

Up to three \$1,000 scholarships

Application Deadline:

May 1

Qualifications:

Contact the Aims Foundation for further details.

AWARD**THE ERIN PINNEY MEMORIAL SCHOLARSHIP***Awarding Division:*

Aims Foundation

Award Amount:

One \$300 scholarship

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 (Johnstown) high schools. Contact the Aims Foundation for further details.

AWARD**AWARD**

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:

None

Qualifications:

Emergency fund for students. Contact the Aims Foundation for further details.

AWARD**FREDA T. ROOF MEMORIAL SCHOLARSHIP****Awarding Division:**

Aims Foundation

Award Amount:

Minimum of three \$500 scholarships

Application Deadline:

May 1

Qualifications:

Contact the Aims Foundation for further details.

AWARD**KENNETH KENDAL KING SCHOLARSHIPS****Awarding Division:**

Aims Foundation

Award Amount:

Five \$1,600 scholarships for 2001-2002

Application Deadline:

May 1

Qualifications:

Low-income student in A.A.S. occupational degree program. Contact the Aims Foundation for details.

AWARD**MARK AND MARY KENDALL SCHOLARSHIP****Awarding Division:**

Aims Foundation

Award Amount:

Minimum of one \$500 scholarship

Application Deadline:

May 1

Qualifications:

Contact the Aims Foundation for further details.

AWARD**ELEMENTARY EDUCATION SCHOLARSHIP****Awarding Division:**

Aims Foundation

Award Amount:

Two \$1,000 awards

Application Deadline:

May 1

Qualifications:

A.A. degree program with focus on K-6 education. Contact the Aims Foundation for details.

AWARD**AIMS HIGH SCHOOL DIPLOMA SCHOLARSHIP****Awarding Division:**

Aims Foundation

Award Amount:

Two \$500 scholarships

Application Deadline:

Varies

Qualifications:

Adult student with no school district support. Contact the Aims High School Diploma program for details.

AWARD**SINGLE PARENT SCHOLARSHIP****Awarding Division:**

Aims Foundation

Award Amount:

Minimum of one \$500 scholarship

Application Deadline:

May 1

Qualifications:

Any single-parent student with primary care responsibility. 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 circulation desk.



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.



Reach for a new day

The Aims Community College Foundation launched its first major gifts campaign, *Reach For A New Day*, in the spring of 1999. The decision came in response to a budget review in 1998 that showed needs increasing far beyond the ability of local taxpayers to fund.

The three-year, \$5- to \$7-million effort seeks funding for five major goals identified in a community survey. The goals include endowments for technology and scholarships, a technology building on the Greeley campus, immediate instructional equipment updates on all three campuses and a distance-learning connection to join the three Aims campuses.

At mid-point, the campaign had raised more than \$2.5 million. Prominent results of the campaign on the Aims Greeley campus

For further information, call the Aims Community College Foundation Office, **970.330.8008**, extension 6583 or 6846.

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."

landscape include the new Aviation flight simulator building, the second Thai House, and the Harold S. Winograd Center for Innovative Learning, located in the Aims College Corporate Education Center. New technological equipment in the Chemistry Department labs and substantial donations to fund scholarships are among the many other responses to the campaign.

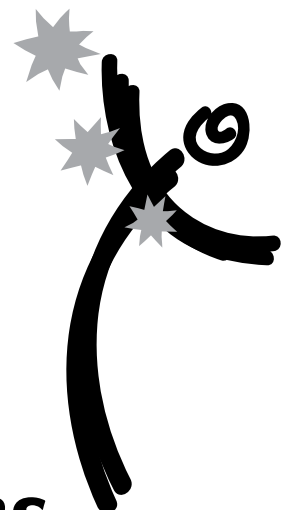
The response of Aims employees, area residents and businesses and Colorado foundations has been generous. The *Reach for a New Day* campaign will continue to seek funds for scholarships, technology and the completion of the distance-learning connection.

FOUNDATION BOARD



Pat Thomas,
President,
Aims Foundation

Linda O'Shea, Vice President
Don Cummins, Secretary/Treasurer
Dr. Bryan Ericson
Dr. J. Angel Gomez
Bruce Hach
Lucille Mantelli
Darrell McAllister
Carol McDermott
Buck Moskalski
Robert Ruyle
Dr. Anita Salazar
Ruth Slomer
Dorothy Stewart
Paulann Doane, Executive Director



Aims Foundation



Sue Davisson
VP of Enrollment Management,
Dean of Students

Location:
 College Center, 725

Telephone:
 970.330.8008, Ext. 6261

Office Specialist:
 Cheryl LaCombe, Ext. 6654

STUDENT LIFE

Offers support and growth experiences through a variety of educational, social, and recreational activities. The Connections Program provides orientation activities for new students to ease their transition into college. Once enrolled, students may participate in student leadership activities through the Associated Students of Aims Community College governing

and programming boards. Student Life maintains club lounges, a game room, a copy center, and a computer facility, in addition to overseeing Food Services operations on all campuses, including Arty's Grill and vending machines.

RECRUITMENT

Admissions Counselor, Greeley, Dana Anderson
 Admissions Counselor, Fort Lupton,
 Jamie Viefhaus-Zak

Admissions Counselor, Loveland, Carol Heinze
 Recruitment is part of an institutional process that involves providing information to prospective students and feedback to the college community's education training needs.

WELCOME CENTER

Provides general information about the college as well as specific information about current offered courses, locations and assistance. The Center is open in addition to general hours of the college.

THE OFFICE OF THE VICE PRESIDENT

Supervises the programs described above and administers non-academic misconduct and discipline. Students experiencing problems with other members of the college community may seek help from the Student Mediation and Advocacy Program (Student MAP), housed in this office. The Student MAP provides alternative dispute resolution as well as information about college policies and procedures, including the Aims Discrimination Complaint Procedures, the Aims Student Grievance Procedures, and the Aims Student Code of Conduct and Disciplinary Procedures.



Student Affairs



Ron Fay
Director

Location:

College Center, Room 733

Telephone: 970.330.8008, Ext. 6450

Orientation/Student Activities

Coordinator:

Shannon McCasland, Ext. 6754

Office Supervisor:

Laura Hensley, Ext. 6450

Assistant:

Ext. 6225

Game Room/Computer Facility:

Ext. 6575

Arty's Campus Grill:

College Center, Ext. 6302/6405

Graphics Technician:

Ext. 6857

The Student Life Office is committed to serving as a resource for Aims students as well as supporting student activities. The office provides opportunities for students to gain valuable experiences in planning and carrying out activities and programs. Students meet new and interesting people and participate in activities that often have a lasting effect on both the campus and the individual. Student Life encompasses a broad range of programs and services designed with the student as the priority.

Associated Students of Aims Community College - ASACC is a student organization whose membership includes all Aims students. This organization serves the students at Aims by addressing student concerns and student-related campus issues, and by coordinating student activities. The organization is governed by a student group consisting of a governing board and a programming board, with representation from the three Aims campuses. These boards work together, forming the Associated Students Board.

Governing Board - This board provides a student voice in campus decision making processes and brings student concerns to the forefront of campus operations. Additionally, this board assists in chartering and working with student clubs and organizations.

Student Senate - Senate membership represents the opinions and concerns of students on various campus and community committees. The senate provides input on

student life issues to the college administration and the Aims Board of Trustees.

Programming Board - This board is responsible for planning activities that complement the educational aspect of college life. The activities coordinated by this group include: Fall-In Welcome Celebration, Spring-Out, coffee houses, comedy acts, films, lectures, workshops, ski trips, and sporting events.

Chartered Student Clubs and Organizations - Included are academic, social, and departmental groups. Get involved by contacting the Student Life Office for a current listing of chartered clubs and organizations.

Game Room / Computer Facility - This facility includes pool tables, video games, pinball machines, copy center with a copy machine, and a typewriter. There are 12 computers loaded with current Microsoft Office programs, including Internet access. This area is open during regular business hours and most evenings. Call ahead for hours of operation.

Graduation Ceremony - Two graduations are held each year: one at the conclusion of fall quarter (for those graduating during previous summer/fall quarters) and one at the conclusion of spring quarter (for those graduating during previous winter/spring quarters).

Graphic Services - Available to the ASACC Programming Board and clubs/organizations to give students an opportunity to commission a professional artist to develop promotional materials, brochures, and signs at no cost.

Lounges - The College Center provides several areas in which students can relax, converse with fellow students, and study. These areas include general and club lounges with couches, tables, chairs, and a big screen television.

Orientation - All new students are encouraged to attend a Connections Orientation program held prior to the quarter they plan to attend Aims. The orientation programs are held on each of the three Aims campuses and include information about academic requirements, tips from current students, and academic advising and class registration. Connect to Aims and to other new students at Connections!

Student IDs - The Aims Student ID is the official identification card for all members of the student community. It functions as a library card, gymnasium pass, and includes benefits in the surrounding community including student discounts. Bring a copy of your class schedule to the Student Life Office (or to your ASACC representative at Loveland/Fort Lupton campuses) to obtain a free student ID.



**Student
Life**

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 one quarter of tuition-free 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 participate in the program. The tuition-free quarter must be used within four quarters after graduation or receipt of G.E.D. (Please see page 25 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 advanced 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. High school students should contact the high school counselor for more information.

AIMS/FRANKLIN UNIVERSITY ALLIANCE

Receive a Bachelor of Science (BS) degree without ever leaving Aims campus. Thanks to an alliance with Franklin University in Columbus, Ohio, Aims Community College is able to offer students a Bachelor of Science degree in "Business Administration", "Computer Science", "Health Care Management", "Management Information Systems", "Technical Management", or "Public Safety Management". Students may complete approximately two-thirds (instead of the normal one-half) of their course work through Aims. The remaining one-third or 40 semester hours will be completed through on-line courses from Franklin University. Aims will remain the student's home campus and students will continue to have complete access to Student Services including Financial Aid.

Upon completing the required courses for the Bachelor Degree program, students will be recognized and receive their Franklin University degree from the President of Aims Community College during graduation ceremonies.

For more information, contact Alan Hendrickson, extension 6675.

NONTRADITIONAL TRANSITION OPPORTUNITIES

HIGH SCHOOL DIPLOMA PROGRAM

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).



Transition Opportunities

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, soft goods, and computer software during posted hours.

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

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. Quarterly bus passes can be purchased at the Cashier's office or at the Student Life office.

CENTER FOR PROFESSIONAL DEVELOPMENT

The mission of the Center for Professional Development is to provide quality educational programs that meet the occupational and continuing education needs of the Aims community. The primary responsibility of the Center is the creation and administration of the professional development program for all employees at the college. Educational activities center around the improvement of the institution in three areas: employee development, instructional development, and organizational development.

Employee development generally refers to those programs which focus on the individual employee. Education in this area includes topics such as organization, presentation skills, customer service, career planning, grant writing, supervisory skills, technology training, wellness management, interpersonal skills, stress and time management, assertiveness development, and leadership skills.

Instructional development takes a different approach for the improvement of the institution. These programs have as their focus the course, the curriculum and student learning. Instructors work with instructional design specialists to identify appropriate course structures and teaching strategies to achieve the goals of instruction. This involves the presentation of workshops on course design, alternative instructional methods, and materials production.

Organizational development takes a third perspective on maximizing institutional effectiveness. The focus of these programs is the organizational structure of the institution. Activities center around topics regarding personnel issues, preparation for change, administrative development, and other organizational matters.

MONFORT EARLY CHILDHOOD EDUCATION CENTER

The Monfort Early Childhood Education Center, located on the Greeley Campus, offers a developmentally appropriate program for children, ages 8 weeks to 6 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 provide 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 those having meetings on campus and off campus. The primary users are on the Greeley Campus, however, arrangements can be made to service the Loveland and Fort Lupton Campuses if



General Information

desired. A catering menu can be obtained by calling extension 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 extension 6450 (Greeley Campus) for assistance.

ACCIDENTS ON CAMPUS

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.

STUDENT ACCIDENT INSURANCE

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 a security deposit 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.

LIBRARY

LIBRARY - GREELEY CAMPUS

The Jerry A. Kiefer Library, located on the second floor of the College Center, provides Aims students with a vast array of resources. Public access catalogs (PACs) furnish students with the complete catalog of materials in the

Kiefer Library as well as the library catalogs of materials for Colorado public, academic, school, and special libraries.

The Library also stores selected bound periodicals and microform editions of those periodicals from the past two decades to the present. Current issues of over 230 periodical titles are available in hard copy, and more than 2000 titles are available in full-text, graphics, and PDF formats. Books and articles not owned or licensed by the Library are provided to students at no charge through interlibrary loan at the Library or through the Online Database Page (<http://www.aims.edu/VP/Library/period.htm>).

The Kiefer Library Home Page (<http://tlc.aims.edu>) provides access to periodical and reference databases for students and faculty on campus, as well as to the library catalogs mentioned above. The web site also contains library policies and professionally reviewed WWW pages related to courses and subjects taught at Aims. When they are not in the Library, students can email reference questions from the Research Assistance Page (<http://www.aims.edu/VP/Library/assist.htm>). From that Research Assistance Web page, they can also link to selected sites for assistance in grammar, source evaluation techniques, online college and university writing centers, MLA and APA style documentations, and other helpful references.

Aims students and employees check out materials by presenting their College Identification Card. Community users may also register for a Kiefer Library card by presenting a valid Colorado driver's license. Children under 16 must be registered under a parent's card, unless they are full-time Aims students.

Users may check out reserve materials assigned by their instructors at the Circulation Desk. One receives more prompt service if one knows the instructor's name and the exact title of the material. Call **970.330.8008**, extension 6227 for further information.

Library hours appear quarterly in the front part of the Class Schedule. Useful phone numbers include: extension 6227 for inquiries about renewals, questions about overdue or reserve materials; extension 6618 for reference questions. See the "Library Information" sheets available in the Kiefer Library for library policies and use.

LIBRARY - FORT LUPTON CAMPUS

On the Fort Lupton Campus, the Resource Lab contains standard reference materials, such as an encyclopedia, dictionaries, and thesauruses for immediate on-site needs. Additional reference materials, such as world

and U.S. atlas, almanacs, encyclopedias and a book of familiar "quotations" are available in electronic format. The Jerry A. Kiefer Library home page (<http://tlc.aims.edu>) is fully accessible in the Resource Lab and on all Web accessible computers on campus. Fort Lupton students receive books and periodical articles through a cooperative agreement between Greeley and Fort Lupton campuses. Visit the Resource Center/Lab director or call extension 4318 for details. See the description above, for the resources available through the home page.

Additional resources are available at the Fort Lupton Public and School Library located at 425 S. Denver Avenue. Call **303.857.7180** for hours and other information regarding the Fort Lupton Public and School Library.

LIBRARY - LOVELAND 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. Additional reference materials, such as world and U.S. atlas, almanacs, encyclopedias and a book of familiar "quotations" are available in electronic format. The Jerry A. Kiefer Library home page (<http://tlc.aims.edu>) is fully accessible in the Resource Lab and on all Web accessible computers on campus. Loveland students receive books and periodical articles through a cooperative agreement between Greeley and Loveland campuses. Visit the Resource Center director or call extension 3304 for details. See the description above, for the resources available through the home page.

Additional resources are available at the Loveland Public Library located in downtown Loveland at 300 North Adams. Call **970.962.2665** for hours and other information regarding the Loveland Public Library.

TELELEARNING AND MEDIA SERVICES

Telelearning and 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. Telelearning and 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.

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

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

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

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

Audio production is done in a four-track audio recording/production studio which includes both sound effects and production music

libraries. Original narration, sound tracks, and pulsing for slide-tape programs are produced in this facility. On-location audio taping, such as guest lectures, and both high-speed and real-time audio duplication services are also available.

Telelearning and Media Services can deliver real-time, interactive teleclasses to all three campuses 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. Computer graphics and multimedia presentations are also produced in-house, including CD and CD ROM production and duplication.

Teleconferencing services include live satellite downlinks, intercampus video conferencing, videotaping and duplication services in support of Aims Community College objectives. Telelearning and Media Services also coordinates PBS telecourse offerings.

The Television Distribution Center 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 broadcast on local cable and microwave TV 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.

Disabled parking permits are issued by the Student Life Office in the College Center.

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 weekends.

Labs: (Horizon Hall 301, extension 6541; 302, extension 6715; Fort Lupton Campus, **970.352.4664**; and Loveland Campus, **970.667.4611**, extension 3304).

*Macintosh and PC Computers

*Independent study courses for credit

*Tutorial software, videos and audio cassettes

*Word processing - Mac & PC options

*Open lab for PC-based computer classes

*Broad-based support for CIS, ENG, ESL, GED,

MAT, and REA classes

*Internet access

SUPPLEMENTAL SERVICES

One-to-One Tutoring

If the student has a grade of a C- or lower, has met the prerequisites for the class, and has a completed instructor's referral form, he or she may receive free one-to-one tutoring on a regularly scheduled basis.

Drop-in Tutoring

From math and science to composition, free tutorial assistance is also available on a walk-in basis on all campuses: Greeley Horizon Hall 310 and 311, Loveland 105.2, Fort Lupton 108A.

For further information, go to Horizon Hall room 308 or call **970.330.8008**, extension 6267.

Fort Lupton Campus, **970.352.4664**; and Loveland Campus 105.2, **970.667.4611**, extension 3313. TTY **970.339.6388**.

As mandated by Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, accommodations and services for students with disabilities may include:

Adaptive equipment

Sign language 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





Dr. Bill Path
**Vice President for Academic &
 Student Affairs**

Location:

Westview, Room, 694B

Telephone: 970.330.8008, Ext. 6390

Senior Executive Assistants:

Linda Krause, Ext. 6266

Lyn Carlisle, Ext. 6220

Associate Vice President:

Patricia McGuire, Ext. 6374

Senior Executive Assistant:

Martha Pipes, Ext. 6279

Assistant to Vice President:

Tracy Hume, Ext. 6327

Program Coordinator:

Kim Black, Ext. 6863

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 Critically

The student will locate, comprehend, analyze and assess information to make sound decisions.

Solve Problems

The student will apply the appropriate processes and resources, including qualitative and quantitative reasoning and technology, to achieve desired results.

Communicate Effectively

The student will use appropriate methods to send and receive information clearly

In addition, graduates are expected to:

Recognize and understand issues of diversity among individuals and groups in our global society.

Recognize and understand ethical issues and perspectives.

General Education Competencies are reviewed annually by the Assessment of Learning Committee. 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:



Academic Affairs

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.

Aims Community College is a single educational institution consisting of the campus in Greeley (including the Corporate Education Center), campuses in Fort Lupton and Loveland, and various outreach sites throughout the College's service area. All degree and certificates are conferred by Aims Community College, not by a specific campus. The College does not offer all degrees and certificates at all campuses. Students who begin their education on one campus may need to complete degree/certificate requirements on a different campus.

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.

A maximum of five credits of physical education (beyond the five required) can be applied toward the required elective credits in the Associate of Arts degree program.

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 the Student Success Center 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. A maximum of five credits of physical education (beyond the five required) can be applied toward the required elective credits in the A.A. degree program.
6. 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.
7. 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 the Student Success Center. 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.
2. 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.

3. A minimum cumulative grade point average of 2.0 (a "C" average) in the particular A.A.S. degree program curriculum.
4. Twenty-four quarter hours of course work applicable to the degree and completed prior to graduation must be Aims Community College courses.
5. Normally, only courses numbered 100 or above are applicable toward this degree.
6. 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.
7. 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 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 CREDITS

Communications.....15

- ENG 121 English Composition I
- ENG 122 English Composition II
- SPE 115 Public Speaking

Mathematics.....5

- 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.....5

- 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 Sciences15

- ANT 101 Cultural Anthropology
- ANT 111 Physical Anthropology
- ECO 201 Principles of Macroeconomics

- ECO 202 Principles of Microeconomics
- GEO 105 World Geography
- HIS 101 Western Civilization I
- HIS 102 Western Civilization II
- HIS 201 U.S. History I
- HIS 202 U.S. History II
- 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

Humanities15

- ART 110 Art Appreciation
- ART 211 Art History I
- ART 212 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 II
- 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, 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, Science and Computer..... | 15 |
| Physical Education..... | 5 |
| Electives..... | 31 |
| Total..... | 96 |

| CORE CURRICULUM | CREDITS |
|------------------------------------|-----------|
| Total Minimum Requirements: | 15 |

| COMMUNICATIONS | CREDITS |
|---|-----------|
| 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 Public Speaking..... | 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 211 Art History I..... | 5 |
| ART 212 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, 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 | CREDITS |
|------------------------------------|---------|
| ANT 101 Cultural Anthropology..... | 5 |
| ANT 111 Physical Anthropology..... | 5 |

| ECONOMICS | CREDITS |
|--|---------|
| ECO 201 Principles of Macroeconomics... .. | 5 |
| ECO 202 Principles of Microeconomics.... | 5 |

| HISTORY | CREDITS |
|---------------------------------------|---------|
| HIS 101 Western Civilization I..... | 5 |
| HIS 102 Western Civilization II..... | 5 |
| HIS 201 United States History I..... | 5 |
| HIS 202 United States History II..... | 5 |

| POLITICAL SCIENCE | CREDITS |
|---|---------|
| POS 105 Introduction to Political Science.. . | 5 |
| POS 111 American Government..... | 5 |

| GEOGRAPHY | CREDITS |
|---|-----------|
| GEO 105 World 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, SCIENCE AND COMPUTER
Note: All course prerequisites must be met for the following courses. Students who earn a D grade in a course which is part of a sequence (e.g. MAT 100, MAT 105, MAT 135) should not continue on with the next course in the series.

They are required to repeat the course and demonstrate mastery of the material by earning a grade of C or better.

MATHEMATICS CREDITS

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

| | |
|--|---|
| MAT 121 College Algebra | 6 |
| MAT 125 Survey of Calculus | 5 |
| MAT 135 Introduction to Statistics | 5 |
| or | |
| BUS 226 Business Statistics*..... | 6 |
| MAT 120 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 120 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 AND COMPUTER

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

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, 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.

A maximum of five credits of physical education (beyond the five required) can be applied toward the required elective credits in the A.A. degree program.

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.

A maximum of five credits of physical education (beyond the five required) can be applied toward the required elective credits in the Associate of Arts degree program.

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, Science and Computer..... | 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 Public Speaking | 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 211 Art History I 5

ART 212 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, 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: 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 201 United States History I 5

HIS 202 United States History II 5

POLITICAL SCIENCE

POS 105 Introduction to Political Science 5

POS 111 American Government 5

GEOGRAPHY

GEO 105 World 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**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, 112 & 113

General College Biology I, II & III 15

*CHE 111, 112 & 113

General College Chemistry I, II and III 15

*PHY 111, 112 & 113

Physics: Algebra-based I, II and III 15

*PHY 211, 212 & 213

Physics: Calculus-based I, II and III 15

GEY 111, & 121

Physical Geology, Historical Geology 12

Note: * Courses shown with * are sequence courses and usually begin Fall quarter only.

MATHEMATICS, SCIENCE AND COMPUTER

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

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 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:

| GENERAL EDUCATION | 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 | 5 |
| (see requirements in A.A. degree) | |
| SPE 115 Public Speaking | 5 |
| or | |
| SPE 125 Interpersonal Communication .. | 5 |
| or | |
| 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, GIS, PHY, or MAT. (The following courses will not apply to this category: MAT 103, and MAT 110.)

BEHAVIORAL, SOCIAL, AND ECONOMIC SCIENCES 10

Any combination of courses listed in the current catalog under the Behavioral, Social, and Economic Sciences category of 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, ECP, CSL, COM as well as ENG 131 and ENG 132.

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

AIMS & FRANKLIN UNIVERSITY ALLIANCE

An educational alliance between Aims Community College and Franklin University will provide students an opportunity to obtain a Bachelor of Science Degree. Franklin University is a private university located in Columbus, Ohio. It is accredited through the North Central Association of Colleges and Schools. The university serves more than 5,000 students every year and offers 18 undergraduate degree programs and 3 master's degree programs.

Students with an associate degree or at least 90 quarter hours of college credit and a minimum GPA of 2.5, can now move easily into a bachelor's degree completion program that provides the majority of the courses they need online. Students in this program will continue to receive the services and benefits they enjoyed as a student at Aims Community College. Aims and Franklin are working together to provide financial aid to students enrolling in both institutions.

All students who are seeking a bachelor of science degree through Aims Community College Alliance Program with Franklin University must hold an associate's degree OR have a minimum of 60 semester credit hours/90 quarter credit hours with a 2.5 GPA and a high school diploma or GED. All Professional Foundations and Major courses must be completed through Franklin University.

The Bachelor of Science Degrees offered are Business Administration, Computer Science, Management Information Systems, Health Care Management, Public Safety Management and Technical Management.

BACHELOR OF APPLIED SCIENCE

(B.A.S. Degree)
University of Northern Colorado
Completion Requirements
(120 Semester Credit Hours)

ALLIED HEATH EMPHASIS

Students must have completed an A.A.S. degree (Associate of Applied Science) or an A.A.A. degree (Associate of Applied Arts). (The A.A.A. degree is not currently offered in Colorado.) Aims' students who are seeking a Bachelor of Applied Science degree through the articulation between Aims Community College and the University of Northern Colorado must hold an Associate of Applied Science degree with a minimum of 60 semester (90 quarter) credits. If the Associate of Applied

Science degree program is less than 60 semester credits, students will be required to fulfill the 120 total semester credit requirement through additional coursework.

The Allied Health program is designed for the A.A.S. (or A.A.A.) degree recipient who is working in the health or human services field and wants to acquire the knowledge or skills necessary to move into management or administrative positions. The program emphasizes personnel management, social policy, legislative issues, program planning and evaluation, interpersonal communication skills, health and social care systems and cultural issues.

Students holding the A.A.S. (or A.A.A.) degree should take approximately 24 months (based on continuous enrollment) to complete the B.A.S. degree. The curriculum includes 48 semester credits of applied discipline related core credit, internship and 12 semester credits of elective course work. The curriculum is designed for distance education allowing students to participate at their home, workplace or through their local community college. Required degree courses and electives are listed.

SEMESTER CREDITS

UNC REQUIRED MAJOR CREDIT

48 semester hours

| | | |
|----------|--|---|
| BA 205 | Business Communications | 3 |
| BAMG 350 | Management of Organizations | 3 |
| BAMG 354 | Organizational Behavior | 3 |
| CH 299 | Community Health Systems | 3 |
| CH 405 | Health Communications and the Media | 3 |
| CH 410 | Introduction to Program Planning and Evaluation | 3 |
| GERO 465 | Management Concepts in Aging Services | 3 |
| HHS 431 | Informatics for Health Care Professionals | 2 |
| HHS 492 | Internship in Health and Human Sciences | 7 |
| HRS 290 | Introduction to Human Rehabilitative Services | 3 |
| HRS 480 | Human Service Helping Skills | 3 |
| NURS 318 | Health Care Systems | 3 |
| PHIL 101 | Critical Thinking and Writing | 3 |
| PHIL 305 | Ethics in Theory and Practice | 3 |
| PSY 366 | Industrial Psychology | 3 |

UNC UNIVERSITY

WIDE-ELECTIVE CREDITS

12 semester hours

Select from the following courses:

| | | |
|----------|--|---|
| BAAC 220 | Principles of Accounting I | 3 |
| BAMK 260 | Introduction to Marketing | 3 |
| HRS 495 | Special Topics in Rehabilitation | 3 |
| NURS 319 | Cultural Issues in Health Care | 1 |
| SPCO 323 | Intercultural Communication | 3 |



Alternative Transfer Degrees

SPCO 431 Communication & Leadership . . . 3
**ELECTIVE GENERAL
 EDUCATION CREDITS**
60 semester hours
 Earned A.A.A. or A.A.S. degree
**Total Semester
 Credits for B.A.S. Degree120**

BACHELOR OF APPLIED TECHNOLOGY (B.A.T. Degree)

**University of Northern Colorado
 Completion Requirements
 (120 Semester Credit Hours)**

TECHNICAL AND RESOURCE MANAGEMENT EMPHASIS

Students must have completed an A.A.S. degree (Associate of Applied Science) or A.A.A. degree (Associate of Applied Arts). (The A.A.A. degree is not currently offered in Colorado.) Aims' students who are seeking a Bachelor of Applied Technology degree through the articulation between Aims Community College and the University of Northern Colorado must hold an Associate of Applied Science degree with a minimum of 60 semester (90 quarter) credits. If the Associate of Applied Science degree program is less than 60 semester credits, students will be required to fulfill the

120 total semester credit requirement through additional coursework.

The Technical and Resource Management program is designed to produce graduates with competencies, skills and attitudes necessary for success in the workplace. The program is designed for the A.A.S. (or A.A.A.) degree recipient who wants to acquire the knowledge emphasizing personnel management, interpersonal communication skills, program planning and evaluation, management of information technology resources and services and the development of technology systems for use in organization processes.

Students holding the A.A.S. (or A.A.A.) degree should take approximately 24 months (based on continuous enrollment) to complete the B.A.T. degree. The curriculum includes 48 semester credits of applied discipline related core credit, internship and 12 semester credits of elective course work. The curriculum is designed for distance education allowing students to participate at their home, workplace or through their local community college. Required degree courses and electives are listed.

SEMESTER CREDITS

UNC REQUIRED MAJOR CREDIT

48 semester hours

BA 205 Business Communications 3
 BACS 300 Information Systems 3
 BACS 395 Production Management 3
 BAMG 350 Management of Organizations . 3
 BAMG 354 Organizational Behavior 3

ET 425 Computer Applications 3
 GERO 465 Management Concepts in
 Aging Services 3
 HHS 431 Informatics for Health
 Care Professionals 2
 HHS 492 Internship in Health and
 Human Sciences 7
 HRS 480 Human Service Helping Skills . . 3
 PHIL 101 Critical Thinking and Writing . . 3
 PHIL 305 Ethics in Theory and Practice . . 3
 PSY 366 Industrial Psychology 3
 SPCO 323 Intercultural Communication . . 3
 SPCO 431 Communication & Leadership . . 3

UNC UNIVERSITY-WIDE ELECTIVE CREDITS

12 semester hours

Select from the following courses:

BAAC 220 Principles of Accounting I 3
 BAMG 353 Human Resources
 Management 3
 BAMG 457 Managing Complex
 Organizations 3
 CH 500 Stress Management 3
 SPCO 323 Small Group Communication . . 3
 SPCO 331 Organizational Communication . . 3

ELECTIVE GENERAL EDUCATION CREDITS

60 semester hours

Earned A.A.A. or A.A.S. degree

Total Semester

Credits for B.A.T. Degree120



ACCOUNTING DEPARTMENT**Location:**

Westview, Office 690
970.330.8008, Ext. 6208

Department Chair:

Kerry Colton, Ext. 6215

Assistant Chair:

Claudia Steven, Ext. 6362

Faculty:

Ken Neet, Ext. 6384

Interim Campus Chair, Loveland Campus:

Rita Clark, 970.667.4611, Ext. 3317

Campus Chair, Fort Lupton Campus:

Liz Ryan, 303.857.4022, Ext. 4309

DEGREES/CERTIFICATES OFFERED:**Accounting Degree Program**

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

Accounting Certificate Program

(one-year certificate)

Business Administration

(B.S. Degree Franklin University Alliance)

Public Safety Management

(B.S. Degree Franklin University Alliance)

CRIMINAL JUSTICE DEPARTMENT**Location:**

Emergency Services Academy, Room 903
970.330.8008, Ext. 6269

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/CERTIFICATES OFFERED:

Criminal Justice (A.A.S. or A.A. degree)

Peace Officer Academy (Certificate)

FAMILY & LIFE EDUCATION**Location:**

Westview, Room 660
970.330.8008, Ext. 6214

Program Director:

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:
Colleen Williams, Ext. 6274

Faculty-Early Childhood Professions:

Judy Gump, Ext. 6298

Rebecca Ward, Ext. 6799

Senior Office Specialist:

Sue Lorge, Ext. 6567

Receptionist:

Carol Brantner, Ext. 6214

DEGREES/CERTIFICATES OFFERED:**Early Childhood Professions**

(three-quarters certificate)

Group Leader (three-quarters certificate)

Director (three-quarters certificate)

Infant/Toddler Care (one-quarter certificate)

Great Beginnings (one-quarter certificate)

Preschool Candidate (three-quarters certificate)

Infant/Toddler Candidate

(one-quarter certificate)

Early Childhood Professions

(A.A.S. or A.A. degree)

MARKETING/MANAGEMENT DEPARTMENT**Location:**

Westview, Office 690
970.330.8008, Ext. 6208

Department Chair:

Kerry Colton, Ext. 6215

Assistant Chair:

Claudia Stevens, Ext. 6362

Faculty:

Maxine Christenson, Ext. 6255

Interim Campus Chair, Loveland Campus:

Rita Clark, 970.667.4611, Ext. 3317

Campus Chair, Fort Lupton Campus:

Liz Ryan, 303.857.4022, Ext. 4309

DEGREES/CERTIFICATES OFFERED:

Marketing/Management Degree Program

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

Management Certificate (one-year certificate)

Real Estate License Courses



Behavioral, Social, and Economic Sciences Division



Donna L. Souther
Academic Dean

Location:

Westview, 2nd floor, 690

Telephone: 970.330.8008, Ext. 6208

Senior Executive Assistant:

Debbie Beloin, Ext. 6454

Office Specialist:

Kasey Kock, Ext. 6208

Lori McEachron, Ext. 6233

PHYSICAL EDUCATION DEPARTMENT**Location:**

Gym, Room 429
970.330.8008, Ext. 6295

Department Chair:

Sam Heen, Ext. 6515

Interim Campus Chair, Loveland Campus:

Rita Clark, 970.667.4611, Ext. 3317

Campus Chair, Fort Lupton Campus:

Liz Ryan 303.857.4022, Ext. 4309

PSYCHOLOGY DEPARTMENT**Location:**

Westview, Office 690
970.330.8008, Ext. 6208

Department Chair:

Dr. Judy Green, 970.330.8008, Ext. 6205

Assistant Chair:

Dr. Robert Shellenberger, Ext. 6346

Faculty:

Dr. Bill Hardgrave, Ext. 6513
Dr. Allan Obert, Ext. 6217
Rita Clark, Loveland Campus,
970.667.4611, Ext. 3317
Ron Courson, Fort Lupton Campus,
330.857.4022, Ext. 4305

Campus Chair, Fort Lupton Campus:

Liz Ryan, 303.857.4022, Ext. 4309

Interim Campus Chair, Loveland Campus:

Rita Clark, 970.667.4611, Ext. 3317

Career Resource Center Coordinator:

Susan Burrows, Ext. 6596

Biofeedback Lab Coordinator:

Jenifer Thomas, Ext. 6519

DEGREES/CERTIFICATES OFFERED:**Colorado Alcohol and Drug Abuse****Certification Drug/Alcohol Counselor II**

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

General Psychology Emphasis

(UNC and CSU) (two-year A.A. degree)

SENIOR ADULT EDUCATION**Location:**

Westview, Room 662C
970.330.8008, Ext. 6469

Program Director:

Marilyn Gerbrandt

Exercise Coordinators:

Marilynn Freier

Linda Ziegler

Senior Office Specialist:

Sue Lorge, Ext. 6567

Receptionist:

Carol Brantner, Ext. 6214

SOCIAL SCIENCES DEPARTMENT**Location:**

Westview, Office 690
970.330.8008, Ext. 6208

Toll Free 800.301.5388

Faculty:

Roger DeWitt, Anthropology, Social Sciences
Chair, Ext. 6238, rdewitt@aims.edu
Jeffrey Reynolds, History, Social Sciences
Assistant Chair, Ext. 6484, jeffren@aims.edu
Dr. Frank Gordon, Political Science, Ext. 6314,
fgordon@aims.edu
Jerry Karst, Sociology, Ext. 6371,
jkarst@aims.edu
Dr. Michael Kelsey, Economics, Geography,
Ext. 6393, mikelk@aims.edu
Ron Courson, Sociology, Fort Lupton
Campus: 303.857.4022, Ext. 4305,
rcour@aims.edu

Interim Campus Chair, Loveland Campus:

Rita Clark, 970.667.4611, Ext. 3317

DEGREES/CERTIFICATES OFFERED:**Geographic Information Systems (GIS)**

(two-year A.A. degree)

Geographic Information Systems (GIS)/**Global Positioning Systems (GPS)**

(one-year certificate)

International Studies Emphasis

(two-year A.A. degree)

Political Science Emphasis

(two-year A.A. degree)

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

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 degree and certificate section 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.

BUSINESS TECHNOLOGY**Location:**

Westview, Room 652
970.330.8008, Ext. 6244

Department Chair, Business:

Susan Musil, Ext. 6505

Business Lab Supervisor:

John Jordan, Ext. 6338

Faculty:

Dr. Ann Aron, Ext. 6240
Judy Leusink, Ext. 6250
Trudi Manuel, Ext. 6425
Paul Martin, Ext. 6216

COMMUNICATIONS MEDIA**Location:**

General Services, Room 260
970.330.8008, Ext. 6256

Department Chair, Communications Media and Graphic Technology:

Lori Ford, Ext. 6329

Assistant Department Chair, Communications Media:

Kenneth Sauer, Ext. 6207

Faculty:

James Crandall, Ext. 6845

Senior Office Specialist:

Debbie Wall, Ext. 6256

ENGLISH**Location:**

Westview, Room 652
970.330-8008, Ext. 6244

Department Chair, English and Speech:

Alysan Broda, Ext. 6246



Susan Cribelli
Academic Dean

Division Office Location:

Westview, Room 652

Telephone: 970.330.8008, Ext. 6244**Senior Executive Assistant:**

Gale Emerick, Ext. 6539

Office Specialists:

Kathy Lee, Ext. 6244
Gina Jones, Ext. 6265

Business Lab:

Westview, Rooms 606/628
Ext. 6428/6338

Writing Center:

Horizon Hall, Room 305
Ext. 6328

Assistant Department Chair, English:

Chuck Fisher, Ext. 6520

Writing Lab Coordinator:

John Jordan, Ext. 6328

Faculty:

Don Butler, Ext. 6370
Holly Hartwick, Ext. 6426
Anne Machin, Ext. 6250
Dr. Russ Ward, Ext. 6468

FOREIGN LANGUAGES**Location:**

Westview, Room 652
970.330.8008, Ext. 6244

Department Chair, Foreign Languages and Humanities:

Dr. Ralph Tarnasky, Ext. 6543

Faculty:

Doug Benzel, Ext. 6245
Nancy Cloutier-Davis, Ext. 6336

GRAPHIC TECHNOLOGY**Location:**

Ed Beaty Hall, Room 521
970.330.8008, Ext. 6259

Department Chair, Communications Media and Graphic Technology:

Lori Ford, Ext. 6329

Faculty:

Brian Dunning, Ext. 6888
Colleen Martin, Ext. 6301

Senior Office Specialist:

Janet Koeltzow, Ext. 6259

HUMANITIES**Location:**

Westview, Room 652
970.330.8008, Ext. 6244

Department Chair, Foreign Languages and Humanities:

Dr. Ralph Tarnasky, Ext. 6543

Assistant Department Chair, Humanities:

Tony Park, Ext. 6325

Faculty:

Frederick Clark, Ext. 6507
Nancy Martz, Ext. 6234

SPEECH**Location:**

Westview, Room 652
970.330.8008, Ext. 6244

Department Chair, English and Speech

Alysan Broda, Ext. 6246

Faculty:

Nancy Roy, Ext. 6447

VISUAL AND PERFORMING ARTS**Location:**

Ed Beaty Hall, Room 521
970.330.8008, Ext. 6259

Department Chair:

June Schock, Ext. 6357



Communications, Humanities, and Business Division

Assistant Department Chair:

Tedd Runge, Ext. 6357

Senior Office Specialist:

Janet Koeltzow, Ext. 6259

FORT LUPTON CAMPUS

Telephone:

303.857.4022 or 1.800.301.5388

Campus Chair: Liberal Arts and Technology:

Liz Ryan, Ext. 4309

Faculty:

Dr. Keith Reierstad, English and Humanities, Ext. 4310

Ellen Swieter, Lead Teacher, Business Technology Center, Ext. 4311

LOVELAND CAMPUS

Telephone:

970.667.4611

Campus Chair, Communications, Humanities and Business:

Michael Ort, Ext. 3315

Faculty:

Evan Oakley, English and Humanities, Ext. 3332

Judy Stencil, Lead Teacher, Business Technology Center, Ext. 3316

GENERAL INFORMATION:

The Communications, Humanities, and Business division offers a variety of programs designed to assist those students who are pursuing majors at a four-year institution or careers.

The A.A.S. degree and certificate programs are designed for the student who seeks immediate employment upon graduation. 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 A.G.S. degree in Communication Media, Broadband Communications, allows students to transfer to Franklin University for completion of a Bachelor of Science degree.

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

Communications Media Emphasis, A.A. Degree
Communications Media, A.A.S. Degree

- Radio Production Option
- Audio Production Option
- Television Production Option
- Digital Video Production Option
- Educational Technology Option

- Digital Imaging and Publishing Option
- Broadcast/Media Writing Option

Communications Media Certificates

- Radio Production
- Audio Production
- Video/Television Production
- Educational Technology
- Digital Imaging and Publishing
- Broadcast/Media Writing
- Integrated Media Production
- Broadband Technical Management

Communication Media, A.G.S. Degree

- Broadband Communications
- Business Technology, A.A.S. Degree**
- Administrative Assistant Option
- Legal Administrative Assistant Option
- Medical Administrative Assistant Option
- Business Administration Option

Business Technology Certificate

Business Administration, B.S. Degree

- Franklin University Alliance**
- Graphic Technology, A.A.S. Degree**
- Pre-Press Option
- Press Option

Graphic Technology Certificates

- Pre-Press Option
- Press Option

Multimedia/Presentation Arts, A.A.S. Degree

Multimedia/Presentation Arts

Specialist Certificate

Interactive Design, A.A.S. Degree

- Web Design Option
- Animation Option

Interactive Design Certificates

- Web Design Option
- Animation

Mortgage Banking Emphasis, A.A. Degree

Business Transfer Emphasis, A.A. Degree

Literature Emphasis, A.A. Degree

Philosophy Emphasis, A.A. Degree

Design Emphasis, A.A. Degree

Fine Arts Emphasis, A.A. Degree

Music Emphasis, A.A. Degree

The **Business Lab**, Westview 606 and 618, is an instructional support lab, staffed by professional business instructors, whose facilities are available to Aims students and employees free of charge. The lab primarily serves business majors, but is open to 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 Windows-based Pentium PC computers which are available on a first-come, first-serve basis for any students needing a computer to complete their course work. The latest software programs including Windows NT, Microsoft Office 2000, Corel WordPerfect Suite 8, Cortez Peters Keyboarding, and

Quicken accounting, are all readily available. Free Internet access is also provided to Aims students. 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, shorthand, business math, and computer instruction; several bookkeeping practicums are offered as well. Microsoft User Certification Tests and test preparation for Office 2000 are also available.

The **Business Technology Centers (BTC)**, Fort Lupton Campus, Room 109, and Loveland 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 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 23 Macintosh and 10 Windows-based Pentium computers on which students may complete their writing assignments or other course work. Microsoft Office 98, Claris Works, and MAC OS 8.5 are available on the iMacs; Office 2000 and Windows NT are available on the PCs. Free Internet access is also provided to Aims students. 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. 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. Students needing to cross platforms from Windows to Mac (or vice-versa) will find easy-to-use file translation software available.



Continuing Education Division

OTHER ASSOCIATED OFFICES Franklin University and Youth

Programs Director:

Alan Hendrickson,
970.330.8008, Ext. 6675
FAX: 339.6666

Location:

Greeley Campus, College Center,
Room 740
5401 W. 20th St., Greeley, CO 80634

Small Business Development

Center Director:

Ron Anderson, 970.352.3661, Ext. 107
FAX: 970.352.3572

Location:

Greeley-Weld Chamber of Commerce,
902 7th Ave., Greeley, CO 80631

Continuing Education—Loveland

Campus Director:

Karoline Woodruff
970.330.8008, Ext. 523306
970.667.4611, Ext. 3306
FAX: 970.635.9022

Location:

Aims Loveland Campus
104 E. 4th St., Loveland, CO 80537



Dr. Richard Wood
Academic Dean

CORPORATE EDUCATION CENTER

Location

5590 W. 11th St.,
Greeley, CO 80634

Telephone:

970.330.8008, Ext. 6222
FAX: 970.339.6564 or 339.6646

Associate Dean:

Mary Webster, Ext. 6385

Senior Executive Assistant:

Rebecca Sperber, Ext. 6752

Office Staff:

Nickie Archibeque, Ext. 6739
Myrna Armes, Ext. 6784
Sandra Dexter, Ext. 6706
Jeanine Dodge, Ext. 6492
Erin Fay, Ext. 6504
Renee Fox, Ext. 6785
Brenda Johnson, Ext. 6331
Jackie Jones, Ext. 6659
Susan Kuznik, Ext. 6354
Gina Pedroza, Ext. 6213
Laura Strong, Ext. 6418

Training Director:

Roseann Guyette, Ext. 6578

Distance Learning Director:

Karen Sell, Ext. 6836

Work Keys Center Director:

Marsha Harmon, Ext. 6318

High School

Diploma Program Director:

Marsha Harmon, Ext. 6318

School-to-Career

Resource Center Director:

Connie Long, Ext. 6740

Microsoft Certification Director:

John Hutson, Ext. 6783

EDUCATION DESIGNED FOR YOU

The 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.

CONTINUING EDUCATION SERVICES

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 Aims College Corporate Education Center. The Center was formed to blend the multiple purposes and services of the Aims Continuing Education Division into a "one stop" structure. The Aims College Corporate Education Center 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.

FACILITIES RESERVATIONS

Aims Community College has a variety of facilities available for general use by the community at modest fees. The fields and grounds on Aims Greeley 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. 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.

Call **970.330-8008**, extension 6354 to coordinate facility arrangements for your event.

CORPORATE EDUCATION CENTER FACILITIES

The Aims College Corporate Education Center is an ideal full-service meeting center for business, education, professional and personal use. Use our facilities for:

- Corporate conferences and retreat
- Workshops and seminars
- Customized training sessions
- Community gatherings
- Banquets, proms, social events, weddings and receptions

The Center is conveniently located on the west edge of Greeley, just one block off of US 34 Business. The Center features:

- Meeting rooms for up to 40 per room
- Auditorium may be subdivided into three sections with 16 foot ceiling excellent for audiovisual presentations
- Large foyer areas ideal for preconference functions and refreshments during program breaks
- Catering available (choice of caterers) or bring in your own caterer (additional cost) Eateries are nearby for a quick bite to eat, or formal dining withing ten minutes
- Affordable Overnight Lodging across the street and upscale suites half a mile away
- Professional assistance available for workshop development, customized packaging of event, and affordable rates for training
- Audiovisual services with high-resolution remote projection system in auditorium for video and power point presentation, freestanding and remote microphones, podiums, slide projectors, flip charts, and grease boards, fixed and moveable monitors and VCRs, and Internet compatibility
- Computer equipped classrooms including two state-of-the-art computer labs, most current software, the use our instructors, or yours, and seating for up to 16 people per room

AIMS GREELEY CAMPUS FACILITIES

The classrooms and computer labs can accommodate 16-36 people depending upon the physical environment. Conference rooms can serve up to 280 people comfortable. 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.

THE HAROLD S. WINOGRAD CENTER FOR INNOVATIVE LEARNING

The most sophisticated--and smartest--advanced technology training center in Northern Colorado is located in the Aims College Corporate Education Center. Smart Technology allows you to learn faster. Our learner-focused instruction engages and enables your employees and students to enhance creative thinking, optimize critical thinking, organize time and resources, sharpen conceptualizing abilities, identify and solve problems, strengthen teamwork skills, and grasp technological principles. The net effect of this training is that work gets done more efficiently with better results.

The latest research shows the value of using our "smart" approach. The facts are in. Corporate America is training its workforce to:

1. Use technology to streamline processes and costs. Nearly 75% of U.S. companies now consider computer skills essential for employment.
2. Use teams to enhance performance and individual accountability. Companies have "flattened" their organizational structure to emphasize a team approach.
3. Become less specialized and more flexible in their jobs. The "new" workplace values employees who can do several jobs in different environments.

These three trends--targeted skills training--give employees the power to change the future. And the best place to receive this training is at the Harold S. Winograd Center for Innovative Learning. A smart choice for the evolving workplace.

The Harold S. Winograd Center for Innovative Learning was made possible through the generous contributions of the Winograd Family Foundation, Kodak of Colorado and Michael and Natalie Morgan.

TECHLAB

The TechLab provides learners with practical hands-on opportunities to build skills in math, science, communications and technology. Learners are constantly challenged to discover underlying principles of technology and apply them through critical thinking, systems design, problem solving and decision making. Additionally, project work that requires collaboration, along with focused team-effectiveness training, can produce the type of worker so in demand by businesses: a self-directed, systems thinking, knowledgeable worker. The TechLab is the smart way to learn about: web design, presentation design, robotics, hydroponics, lasers, digital video, electronics, graphics, applied engineering, pneumatics/hydraulics, aerodynamics, and much more.

SMART CLASSROOM

The SmartClassroom, equipped with 18 computer stations and one control center, is an integrated, state-of-the-art computer teaching facility, that accelerates the learning process and improves retention of information. Features include:

1. Instant and personal communication between the trainer and participants is achieved from a multifunctional control center, where the instructor may lecture to the class, communicate with participants via personal headsets and microphones or review course materials with participants while the rest of the class continues.
2. Simultaneous or selected viewing of programs and software is available on any given monitor and at any time during the training session.
3. Two or more software programs may be taught or reviewed concurrently. The trainer selects the software for each workstation and tracks the progress of participants.
4. The SmartClassroom allows participants to advance at their own pace, accomplished by the trainer's ability to provide individual attention from the control center.

The SmartClassroom does make learning faster and easier. That means your employees spend less time training and more time applying their new skills back at work.

PLATO LAB

Individualized instruction is available in the Plato Lab. Plato is 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. Open lab times are available for individual student use. Aims can also provide student accounts to access Plato via the Internet for school and home use.

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 *WorkKeys* 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 *WorkKeys* 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.

WorkKeys 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 *WorkKeys* System are:

- 1 Job profiling to determine the skills that jobs require.
- 2 Skill assessment to determine the skills individuals possess.
- 3 Customized training is developed to meet the determined skill level.

Eight areas of assessment are available including: Reading for Information, Applied Mathematics, Locating Information, Applied Technology, Listening, Writing, Observation, and Teamwork.

SCHOOL-TO-CAREER REGION 1 RESOURCE CENTER

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.

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 towards 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.

HIGH SCHOOL DIPLOMA PROGRAM

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 Weld County High School Diploma Program is designed as a self-paced, competency-based opportunity for students. It allows the motivated learner to apply life skills to achieve a high school diploma.

The diploma program will serve as another alternative for those individuals who are seeking more productive lives. Many working individuals are limited in employment and advancement opportunities because they have not obtained a high school diploma. The Weld County 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 and future educational pursuits. Graduates will be better self-directed individuals who are better equipped to be productive members of the community.

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. Small Business Development Centers offer one-stop assistance to small businesses by providing a wide variety of information and guidance, enhancing economic development with management and technical assistance.

Small Business Development Center 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 Small Business Development Centers 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. Small Business Development Centers 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.

LIFE-LONG LEARNING 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.

Check the Aims Community College Quarterly Schedule for courses offered. Special brochures and bulletins are also available.

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, engineering/electronic technology.

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) collaboration 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.*

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: Microsoft Office/Word, Excel, PowerPoint, Access, WordPerfect, Paradox, Quattro Pro, Quicken, Windows NT, Windows, Netware, Groupwise, FrontPage and MCSE classes. Other facilities are also available using Macintosh environments and collaborative software. Programs not listed here can be customized to meet your company's needs.

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.

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.

TRAVELEARN

TravelLearn tours are travel-study programs featuring expert faculty lectures, chances to meet local residents and visits to sites not often available to tourists. Aims Community College Continuing Education Division is one of a network of colleges and universities chosen to offer TravelLearn. Programs are all-inclusive with quality accommodations and comfortably paced itineraries. Faculty are selected from participating colleges and universities. Local guides also are used and selected for their expertise and personality. Upcoming TravelLearn trips scheduled for 2001 include Alaska, Nova Scotia, Costa Rica, Belize, Galapagos, Peru, Antarctica, Ireland, Greece, Turkey, Spain, Italy, Israel, Morocco, Egypt, Kenya, South Africa, China and Indonesia.

PROGRAMS FOR YOUTH

A variety of courses for youth from kindergarten through high school are offered throughout the year. Our College for Kids is one of the most popular youth programs receiving interest from individuals from coast to coast, and most recently from around the world. For several years we have offered a successful driver education program using our small fleet of cars and certified instructors. Specific programs for youth have been offered in the local area including graphic technology, aviation technology, first aid, CPR, arts, and physical education.

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.

DRIVER EDUCATION

We offer a high-quality program to ensure that participants receive the best certified instruction in basic operating skills to become safe, courteous drivers on the road. This class consists of 20 hours of classroom instruction plus 16 hours in a vehicle (8 hours of driving, including experience using both automatic and standard vehicles, and 8 hours of observation). Driving and observation hours are arranged between the participant and the instructor. The test for a driving permit is administered the second session of class for those who do not have one. Please bring a copy of your birth certificate to class. Instruction in driver education may reduce your insurance rates (check with your agent). After the class requirements have been met, students may choose to take the driving test for licensing with our Certified instructor. Participants must be 15 years of age by class start date. Additional driving hours may be scheduled day or night for a fee.

AIMS & FRANKLIN UNIVERSITY ALLIANCE

An educational alliance between Aims Community College and Franklin University will provide students an opportunity to obtain a Bachelor of Science Degree. Franklin University is a private university located in Columbus, Ohio. It is accredited through the North Central Association of Colleges and Schools. The university serves more than 5,000 students every year and offers 18 undergraduate degree programs and 3 master's degree programs.

Students with an associate degree or at least 90 quarter hours of college credit and a minimum GPA of 2.5, can now move easily into a bachelor's degree completion program that provides the majority of the courses they need online. Students in this program will continue to receive the services and benefits they enjoyed as a student at Aims Community College. Aims and Franklin are working together to provide financial aid to students enrolling in both institutions.

All students who are seeking a bachelor of science degree through Aims Community

College Alliance Program with Franklin University must hold an associate's degree OR have a minimum of 60 semester credit hours/90 quarter credit hours with a 2.5 GPA and a high school diploma or GED. All Professional Foundations and Major courses must be completed through Franklin University.

The Bachelor of Science Degrees offered are Business Administration, Computer Science, Management Information Systems, Health Career Management and Technical Management.

BUSINESS ADMINISTRATION (B.S. Degree)

The Bachelor of Science in Business Administration provides for a broad-based, flexible curriculum that can be tailored to meet the needs of each student. The program is designed to ensure that students acquire a background for a broad range of careers in business, industry and government.

The Business Administration major program provides educational opportunities to learners interested in an interdisciplinary approach to business. The business administration courses will provide the student an opportunity to: synthesize and apply general business concepts to a variety of work place situations; develop critical thinking, reasoning, and analytical skills required for business decision making; understand and apply moral and ethical decision-making; apply information technology in business decision-making and problem-solving; develop written and oral communication skills to appropriate business situations; and develop critical thinking, reasoning, and analytical skills required for business decision-making.

B.S. DEGREE COMPLETION REQUIREMENTS

(124 Semester Credit Hours)

See Business, page 86.

MBA, MASTERS OF BUSINESS ADMINISTRATION

As a Franklin University Online MBA student, you gain comprehensive knowledge and practical skills in functional business areas such as finance, marketing, strategy and information management. Additionally, you will learn to apply that knowledge across functional areas in our integrated courses such as Knowledge Management, International Business and Organizational Leadership. The 17

month program and 6-week courses, students enroll in the Online MBA are on the fast track to their degree.

Two MBA Residencies: Required Residencies are carefully designed three-day periods of high-intensity learning that complete the learning experiences of the Online MBA Program

MBA DEGREE COMPLETION REQUIREMENTS

(124 Semester Credit Hours)

See **Business**, page 86.

COMPUTER SCIENCE (B.S. Degree)

There is a tremendous need for technical experts with the ability to create innovative computer systems and for highly trained professionals to manage these systems. The Computer Science major program is offered for individuals who are interested in applying, designing, and implementing computer systems. Graduates are prepared to seek a wide variety of technical positions, including systems programmer, systems analyst, software engineer, database administrator, and networking engineer, or admission to graduate school.

Students are provided with a sound theoretical and practical background coupled with the skills to understand, develop and use theories. The specific goal of the program is to graduate highly-trained computer professionals who have a foundation in algorithm development and software engineering.

Graduates of the Computer Science major will: know facts and methods to achieve career advancement appropriate to their field of study; develop, evaluate and apply effective solutions to real world problems; develop the skills for and commitment to lifelong learning; understand the social, legal and ethical issues of the technical professions and their impact on society; and have communication skills to develop text and speech that are rhetorically appropriate for technical and expert audiences.

B.S. DEGREE COMPLETION REQUIREMENTS

(124 Semester Credit Hours)

See **Computer Technology**, page 102.

HEALTH CARE MANAGEMENT (B.S. Degree)

The mission of the Health Services Administration major program is to prepare students to enter management practice in a healthcare setting. The goal of the program is to provide a solid foundation of knowledge regarding the healthcare industry combined with the discipline to apply that knowledge in a professionally competent manner to advance the health of the local community. Emphasis is placed on building strong communication skills and organizational competence that highlight the effective healthcare manager. This program is designed to meet the industry's desire for professionally educated individuals prepared in a career-oriented undergraduate program.

The educational objectives of the Health Services Administration major program are to enable graduates to: describe the major trends in the development of the healthcare delivery, and determine whether the system meets the needs and expectations of the population served; describe the role of public health departments to identify, control, and eradicate health threats; demonstrate how these activities impact on regional health planning; apply financial information to the decision-making process in a healthcare setting and use financial information to revise programmatic plans in a healthcare organization; cite and correctly apply requisite legal determinations for major healthcare decision situations and demonstrate how the application of law impacts on ethical decision-making with respect to patient care; apply organizational and management theory to a healthcare organization to improve its ability to give the public access to appropriately high quality of services; and develop a strategic plan that maximizes benefits to all stakeholders by improving the business position of a community hospital or comparable healthcare organization.

This degree is designed for students who have completed an Associate's Degree in: Emergency Medical Services Management, Medical Office Technical/Medical Assisting, Prehealth Profession Emphasis, Radiologic Technology OR A.A., A.S., A.G.S., or A.A.S. Degrees.

B.S. DEGREE COMPLETION REQUIREMENTS

(128 Semester Credit Hours)

See **Health Professions**, page 131.

MANAGEMENT INFORMATION SYSTEMS (B.S. Degree)

The major in Management Information Systems enables the student to design, implement and maintain effective information systems in organizations. The curriculum integrates the technical knowledge of computer hardware and software with the business and organizational knowledge from the business curriculum. Significant emphasis is placed on developing the student's writing and speaking skills in presenting the results of his or her work. Learning through hands-on experience, team building, and project management are themes throughout the curriculum.

Graduates of the MIS program will: possess a foundation of technical skills to facilitate a career in the area of Management Information Systems; understand hardware, software, and organizational environments in which MIS developers work; use critical thinking skills and a variety of general problem-finding/solving strategies and techniques; apply systems theory concepts and methods to solve problems and capitalize on opportunities; effectively model work flows and work group interactions; communicate effectively (i.e., verbally, paper-based prose and electronic documentation); develop application systems by employing appropriate methodologies, techniques, tools, and languages; understand current trends in technology and learn to adapt to a changing computing environment; possess the knowledge and skills to manage an information system project through an entire SDLC; and understand conceptual skills resources and learning approaches needed for continuous professional development.

B.S. DEGREE COMPLETION REQUIREMENTS

(126 Semester Credit Hours)

See **Computer Technology**, page 102

TECHNICAL MANAGEMENT (B.S. Degree)

The Bachelor of Science in Technical Management integrates the management of technology with an earned associate's degree in a technology-related specialty area. Students will apply their technical knowledge and skills to a variety of management situations in the manufacturing or service sectors. The student's technical background, coupled with managerial subjects, positions the student for many attractive job opportunities.

Technical Management is designed to complement the existing technical skills of an individual to include general knowledge, communication skills and application of business and leadership practices. The program offers a combination of business and technical courses that provide the student with practical skills in applying their technical knowledge in business operations. Graduates of the Technical Management major will: prepare comprehensive informative reports; understand the traditions and culture of subordinates and fellow workers; perform statistical evaluation of quantifiable data; apply basic accounting principles; demonstrate leadership; conduct effective business meetings and foster group consensus; apply principles of management to technical personnel; use the power of computers in managing information; and apply project management techniques.

This degree is designed for students who have completed an Associate of Applied Science Degree in Agricultural Technology, Automotive Collision Repair Technology, Automotive Mechanic Technology, Aviation Technology, Electronics Technology, Engineering Technology, Welding Technology OR other A.A., A.S., A.G.S., or A.A.S. degrees with 24 semester hours of engineering technology credit.

B.S. DEGREE COMPLETION REQUIREMENTS

(126 Semester Credit Hours)

See **Technology Division**

PUBLIC SAFETY ADMINISTRATION (B.S. Degree)

The Public Safety Administration major program is designed to complement the existing technical skills of an individual to include general knowledge, communication skills and application of business and leadership practices. The program integrates courses in business administration, communication and leadership to provide the student with the background necessary to be upwardly mobile within the organizational structures of public safety agencies.

Graduates with a Bachelor's Degree in Public Safety Administration can anticipate an increase in the chance of promotion for one of the following positions: Law Enforcement Supervisor, Fire Supervisor, Corrections Administrator, Parole Office, Case Manager, probation Officer, EMS Coordinator, FEMA Coordinator, Civil Defense Worker, Disaster Relief Management.

This degree is designed for students who have completed an Associate's Degree in:

Criminal Justice, Criminal Justice/Legal Assistant, Emergency Medical Services, Fire Science Technology.

B.S. DEGREE COMPLETION REQUIREMENTS

(124 Semester Credit Hours)

See **Mathematics/Natural and Applied Sciences Division, Fire Science Professions**

DISTANCE LEARNING

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, on-line, or Internet chat rooms that provide real time interaction with instructors and other students.

Brochures describing certificate and degree programs are available. New courses and programs are consistently released under a distance learning format. Some of our programs are designed for public access and others are designed in cooperation with specific businesses.

TRANSFERS

Aims Community College has developed articulation agreements with four-year colleges and universities that offer bachelors and masters degrees utilizing distance learning.

DISTANCE LEARNING AT AIMS COMMUNITY COLLEGE

Some core courses and programs are available through Distance Learning at Aims Community College courtesy of the Continuing Education Division. Check with your advisor and degree program about credit and transfer application. Contact the Continuing Education Division to enroll. These courses are subject to distance tuition rates.

CORE COURSES

ACC 121 Principles of Accounting I
CIS 118 Introduction to PC Applications
ECO 201 Principles of Macroeconomics

ECO 202 Principles of Microeconomics
ENG 121 English Composition I
ENG 122 English Composition II
ENG 131 Technical Writing I
ENG 135 Developing a Portfolio
HIS 101 Western Civilization I
HUM 122 Survey of Humanities II
MUS 120 Music Appreciation
PHY 111 Physics: Algebra Based I
PHY 112 Physics: Algebra Based II
PSY 101 General Psychology I
PSY 120 Psychology of Leadership & Interpersonal Relations
SOC 101 Introduction to Sociology I
SPE 115 Public Speaking

PROGRAMS AND CERTIFICATES:

Mortgage Banking Program
Computer Information Systems
Biomedical Electronic Technology Program
Telecommunications Program
Microsoft Certified System Engineer Program
Electronic Technology Certificate

BIOMEDICAL ELECTRONIC TECHNOLOGY (Associate of Applied Science Degree)

Program Description: The Department of Defense (DoD) Biomedical Equipment Maintenance Technician Training Group (formerly known as the United States Army Medical Equipment and Optical School-USAMEOS) provides the opportunity to earn an Associate in Applied Science (A.A.S.) Degree with an emphasis in Biomedical Electronic Technology. This program is offered in partnership with Aims Community College and the United States Air Force, Army, Navy, Coast Guard, National Guard and Reserve Units through the DoD Biomedical Equipment Maintenance Technician Training Group (DoD BEMTTG). DoD and 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. This A.A.S. Degree is designed to prepare students for entry-level positions as medical equipment or biomedical equipment repair technicians. 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. The Biomedical Electronic Technology Degree is available to individuals worldwide. Regardless of where you are stationed after leaving the DoD BEMTTG program, our courses will be available to you.

Program Requirements: (1) Students must complete the DoD BEMTTG or the USAMEOS Basic and Advanced course training program. (2) Thirty-one additional credits are required. A total of 24 of the 31 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 DoD BEMTTG or the USAMEOS programs. A demonstrated proficiency in English Composition is required prior to degree completion. This may be accomplished by (1) transferring college credits in an English course that is equivalent to Aims' ENG100 Composition Style and Technique or ENG 131 Technical Writing, or (3) by obtaining a qualifying score on a college placement test. Aims will provide a guide for acceptable college placement tests for distance learners.

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.

Financial Assistance: This program has been approved for both Tuition Assistance (TA) and for GI benefits. Soldiers should contact their Educational Officer to apply for financial assistance.

ASSOCIATE OF APPLIED SCIENCE DEGREE

See Technology Division, Electronics Technology

BROADBAND PROGRAM

Through a partnership between Aims Community College and the National Cable Television Institute (NCTI), current and past students of the NCTI training program can now receive college credit toward a Certificate or and an Associate Degree with an emphasis in Broadband Communications. The Broadband Communications Certificate and degree programs are designed to prepare students for positions relating to construction, operation and maintenance of broadband communications systems, as well as advancement into supervisory or management positions.

BROADBAND TECHNICAL MANAGEMENT CERTIFICATE

See Communications, Humanities, and Business Division, Communications Media

A.G.S., COMMUNICATIONS MEDIA: BROADBAND COMMUNICATIONS

See Communications Technology, page 94

INFORMATION TECHNOLOGY PROGRAM

The Information Technology Certificate Program is designed for entrance into and career advancement in the information technology field. Program emphasis is placed on preparing students for an entry-level position as a programmer trainee, computer operator, or microcomputer specialist. These courses are delivered in a self-directed, home study format. This format provides students the ability to begin a course any month of the year. Students are allowed up to ten weeks to complete each course.

INFORMATION TECHNOLOGY CERTIFICATE

See Technology Division, Computer Technology

A.A. DEGREE WITH EMPHASIS IN COMPUTER INFORMATION SYSTEMS.

See Technology Division, Computer Technology

MORTGAGE BANKING PROGRAM (Associate of Arts Degree)

Aims Community College and the Mortgage Bankers Association of America have entered into an educational partnership 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 completing work at an individual pace.

ASSOCIATE OF ARTS DEGREE PROGRAM WITH A MORTGAGE BANKING EMPHASIS

See Business, page 86

TELECOMMUNICATIONS PROGRAM (Associate of Arts Degree)

Telecommunications 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.

The diversity of the curriculum format allows individuals from companies nation-wide to participate in this invaluable training program.

Note: the CIS 290 through 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.

TELECOMMUNICATION CERTIFICATE

See Technology Division, Computer Technology

ASSOCIATE OF ARTS DEGREE WITH TELECOMMUNICATIONS EMPHASIS

See Technology Division, Computer Technology

MCSE-MICROSOFT WINDOWS 2000 CERTIFICATION CERTIFICATE

This program is offered on-campus or via distance learning only through the Aims Corporate Education Center.

This certificate is designed to prepare you for the Windows 2000 MCSE track. You will learn about networking principles, setup and configuration of internetworking devices, and how to support a network infrastructure using Microsoft Windows 2000.

MCSE-MICROSOFT WINDOWS 2000 CERTIFICATION CERTIFICATE

See Computer Technology, page 102

ELECTRONICS TECHNOLOGY

The Electronics Technology Certificate Program prepares students for many entry-level jobs within the field of electronic technology. Contact Karen Sell, extension 6836 for courses that are available for distance.

See Electronics, page 114

FULL-TIME FACULTY AND AFFILIATED PERSONNEL

E.C. "Vera" Benavidez, English as a Second Language, Fort Lupton Campus
 Ruth Gomez, Reading & Adult Basic Education
 Phyllis Gosch, Chair, Reading/English; Campus Chair, Loveland Campus
 Andres Guerrero, English as a Second Language
 Juanita Hernandez Guerrero, English as a Second Language
 Janet Krause, Ext. 6388, Program Director III Supplemental Services
 Jeanine Lewis, Math
 Eglantina Martinez, Chair, International Program
 Barbara Maxfield, GED
 Nickie Medina, English
 Anne Randall, Ext. 6248, Assistant Program Coordinator III, Special Populations Programs
 Erin Satterlee, Assistant Program Coordinator Supplemental Services
 Ruth Slomer, Dean
 Karen Soutar, Campus Chair, Fort Lupton Campus
 Robert Sullivan, Learning Lab Chair
 Arthur Terrazas, Chair, Math/GED
 Maria Velasquez, Chair, English as a Second Language
 Julie Wilson, Math

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 ensure a successful

start in college; others need to earn 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:

ENGLISH AS A SECOND LANGUAGE (ESL)

This program is for students who wish to improve or gain English skills which include reading, writing, and speaking. 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.

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 CERTIFICATE

The GED program is designed to assist students develop the skills necessary to pass the GED examination in the content areas of mathematics, writing, literature, social studies, and science. The program contains group activities, instructor presentations, and individualized activities. Students are encouraged to study any of the content areas in greater depth than required for the GED in order to prepare themselves for future college or vocational goals. The GED certificate is equivalent to the high school diploma and is accepted by most employers and schools of higher education. The GED certificate often provides increased opportunities for future education.



Ruth Slomer
Academic Dean

Location:

Horizon Hall, Room 326

Executive Assistant III:

Anna Maria Ayala

Assistant Program Coordinator III:

Songsri "Toot" Dounglomchunt
International Program

Office Specialists:

Janet Dial
Juanita McCloy

Telephone: 970.330.8008,
Ext. 6406, 6229

FAX:

970.339.6474



**Developmental
Education
Division**

COLLEGE SKILLS PROGRAM

The College Skills Program of Aims Community College is designed for students who want to improve their math, reading, or writing levels. 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.

INTERNATIONAL CENTER COLORADO INTERNATIONAL INTENSIVE ENGLISH INSTITUTE (CIIEI)

The curriculum of the CIIEI offers students the opportunity to learn the English language in sequenced integrated classes. These classes include content-based English writing, reading, oral communication, and TOEFL preparation classes. The classes range from entry level to completion, enabling the international student to enter college level courses. This program requires an I-20.

INTERNATIONAL CULTURAL PROGRAM

The international cultural program has been established for students who wish to come to the United States for a short period of time to become acquainted with the United States. This program is short term and may vary in time from one week to six months. The program focuses on an introduction to American culture through discussions, short trips to points of interest, oral English language practice, and the experience of living with host families. This program is open to youth and adults.

SUPPLEMENTAL SERVICES

Horizon Hall, 308, 970.330.8008, Ext. 6388
Fort Lupton Campus, 970.352.4664
Loveland Campus, 105.2,
970.667.4611, Ext. 3313
TTY 970.339.6388

*Tutoring:

one-on-one (instructor referral required)
drop-in (Horizon Hall 310, Loveland
Campus 104)

*Accommodations for students with disabilities:

Adaptive equipment
Sign language 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.

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



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:

EMERGENCY MEDICAL SERVICES DEPARTMENT

Location:

Emergency Services Academy, Room 903,
970.330.8008, Ext. 6269

Department Chair:

Barb Foster, Ext. 6449

Faculty:

Lisa Connelly, Ext. 6460

Mary Mast, Ext. 6421

Senior Office Specialist:

Jeremy Kuehn, Ext. 6536

Program Director:

Barbara Foster, Ext. 6449

Program Coordinator, Part-time

Eric Harris, Ext. 6343

DEGREES/CERTIFICATES OFFERED:

First Responder Certificate

Emergency Medical Technician - Basic

(Certificate)

Emergency Medical Technician - Intermediate

(Certificate)

Emergency Medical Services Field Specialist

Emphasis (A.A. Degree)

Emergency Medical Services Management

Emphasis (A.A. Degree)

FIRE SCIENCE TECHNOLOGY DEPARTMENT

Location:

Trades and Industry Building, Room 105
970.330.8008, Ext. 6452

Department Chair/Program Coordinator:

Randy Souther, Ext. 6276

Faculty:

John Lee, Ext. 6452

Part-time Instructors/Coordinators:

Verne Einspahr, Ext. 6461

Doyle Schaeffer, Ext. 6309

DEGREES/CERTIFICATES OFFERED:

Volunteer Firefighting Training (Certificate)

Fire Service Training Academy (Certificate)

Fire Science Technology (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

DEGREES/CERTIFICATES OFFERED:

Medical Office Technology/Medical Assisting

(A.A.S. Degree)

Medical Back Office Assistant (Certificate)

Medical Front Office Assistant (Certificate)

Nurse Aide (Certificate)

Health Care Management

(B.S. Degree Franklin University Alliance)

Bachelor's in Applied Technology

(B.A. Degree University of Northern Colorado)

RADIOLOGIC TECHNOLOGY

Location:

Ed Beaty Hall, Room 567.4

970.330.8008, Ext. 6252

Assistant Department Chair:

Diana Duncan, Ext. 6341

Faculty:

Holly Knaub, Ext. 6324

Debi Knudson, Ext. 6419

Tracey Warner, Ext. 6420

DEGREES/CERTIFICATES OFFERED:

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

Mammography Technician (Certificate)

Radiologic Technology Aide

(Certificate) *pending State approval



Mathematics/ Natural and Applied Sciences Division



Dr. Walt Richter
Academic Dean

Division Office Location:

Ed Beaty Hall, Room 592

Telephone: 970.330.8008, Ext. 6252

Executive Assistant:

Linette Guy

Office Specialist:

Office Specialist Part-time:

Vicki Leroux

Location:

Emergency Services Academy,
Room 903

Telephone:

970.330.8008, Ext 6269

Senior Office Specialist:

Cindy Donovan

Office Specialist:

Karen Oldright

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. 3331
Michelle Ray Parsons, Ext. 6368
Karen Robinson, Ext. 6394

Loveland Campus Chair:

Phil Edwards, 970.667.4611, Ext. 3314

Fort Lupton Campus Chair:

Liz Ryan, (970)352-4664, Ext. 4309

DEGREES/CERTIFICATES OFFERED:

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. 3331
Tom Pentecost, Chemistry, Ext. 6488
Dr. Monica Ramirez, Geology, GIS, and Earth Sciences, Ext. 6310
Dr. Leba Sarkis, General Biology & Microbiology, Ext. 6367
Christopher Ubing, Physics
Grant Wilson, Anatomy & Physiology, Ext. 6334

Senior Lab Coordinator:

Betty Wilmoth, Ext. 6379

Loveland Campus Chair:

Phil Edwards, 970.667.4611, Ext. 3314

Fort Lupton Campus Chair:

Liz Ryan, 970.352.4664, Ext. 4309

DEGREES/CERTIFICATES OFFERED:

Chemistry Emphasis (A.S. Degree)

Chemical Testing Technology Emphasis (A.S. Degree)

Geographic Information Systems

(GIS) Emphasis (A.S. Degree)

Geographic Information Systems (GIS) Global Positioning Systems (GPS) (Certificate)

Geology Emphasis (A.S. Degree)

Life Sciences Emphasis (A.S. Degree)

Prehealth Emphasis (A.S. Degree)

Prenursing Emphasis (A.A. Degree)

Health Care Management

(B.S. Degree Franklin University Alliance)

Public Safety Management

(B.S. Degree Franklin University Alliance)

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 SCHOLARSHIPS

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

AWARD:

DON T. HARRIS CHEMICAL TECHNOLOGY SCHOLARSHIP

Awarding Department: Sciences (Chemistry)

Award Amount: \$750

Application Deadline: May 1st.

Qualifications:

Contact awarding Division for criteria.

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.



Gary Hertel
Academic Dean

Division Office

Location: Ed Beaty Hall, Room 540

Senior Executive Assistant:

Sharon Lynch
Ed Beaty Hall, Room 547
970.330.8008, Ext. 6286

Office Specialist:

Valerie Kerbel
Ed Beaty Hall, Room 540
970.330.8008, Ext. 6239

Location: Trades & Industry, Room 111

Senior Office Specialist:

Terri Ehrlich
Trades & Industry, Room 111
970.330.8008, Ext. 6284

Location: Aims Flight Center

Senior Office Specialist:

Barbara Soleta
Aims Flight Center
970.330.8008, Ext. 6472

AGRICULTURE TECHNOLOGY DEPARTMENT

Location:

Trades & Industry, TRI Room 107
970.330.8008, Ext. 6284

Department Chair, Aviation and Agriculture

Marvin Bay, Ext. 6678

Assistant Chair, Aviation and Agriculture

Dave Schaubert, Ext. 6631

Faculty:

Richard Dunn, Ext. 6522

DEGREES/CERTIFICATES OFFERED:

Farm & Ranch Business Management Option (two-year A.A.S. Degree)

Farm & Ranch Business Management Option (Certificate)

Agricultural Production Worker (Certificate)

Young Farmer Program Training Option (Certificate)

AUTOMOTIVE COLLISION REPAIR TECHNOLOGY DEPARTMENT

Location:

Trades & Industry, TRI Room 101
970.330.8008, Ext. 6284

Department Chair, Trades and Industry

Dennis Schossow, Ext. 6277

Assistant Chair, Trades and Industry

Paul Hasty, Ext. 6203

Pat Hergenreter, Ext. 6278

Faculty:

Bill Hernandez, Ext. 6278

DEGREES/CERTIFICATES OFFERED:

Automotive Collision Repair

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

Automotive Collision Repair Option (Certificate)

Automotive Refinishing Option (Certificate)

Non Structural Damage Analysis and Repair I

(Certificate)

Non Structural Damage Analysis and Repair II

(Certificate)

Structural Damage Analysis and Repair I

(Certificate)

Structural Damage Analysis and Repair II

(Certificate)

Plastics & Adhesives (Certificate)

Painting and Refinishing I (Certificate)

Painting and Refinishing II (Certificate)

Painting and Refinishing III (Certificate)

Damage Appraisal and Estimating (Certificate)

AUTOMOTIVE TECHNOLOGY DEPARTMENT

Location:

Trades & Industry, TRI Room 106
970.330.8008, Ext. 6284



Technology Division

Department Chair, Trades and Industry

Dennis Schossow, Ext 6277

Assistant Chair, Trades and Industry

Paul Hasty, Ext. 6203

Pat Hergenreter, Ext. 6278

Faculty:

Mark Brothe, Ext. 6277

DEGREES/CERTIFICATES 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)**Brakes (Certificate)****Steering and Suspension (Certificate)****Engine Performance (Certificate)****Manual Drive Trains and Axles (Certificate)****Automotive Engines (Certificate)****Electrical/Electronic Systems (Certificate)****Automatic Transmissions and Transaxles**

(Certificate)

Heating and Air Conditioning (Certificate)**AVIATION****TECHNOLOGY DEPARTMENT****Location:**

Ed Beaty Hall, Room 540

970.330.8008, Ext. 6239

Department Chair, Aviation and Agriculture

Marvin Bay, Ext. 6378

Assistant Chair, Aviation and Agriculture

Dave Schaubert, Ext. 6631

Faculty:

Jim Colburn, Ext. 6300

Regina West, Ext. 6373

AIMS FLIGHT TRAINING CENTER**Location:**

Greeley-Weld County Airport,

970.356.0790

Director:

Greg Gaiser

Assistant Director:**Chief Pilot:**

Pat Sickles

DEGREES/CERTIFICATES OFFERED:**General Aviation Pilot Option**

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

Professional Pilot Program Option

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

Aviation Certificate Program (Certificate)**COMPUTER DEPARTMENT****Location:**

Ed Beaty Hall, Room 540

970.330.8008, Ext. 6239

Department Chair, Computer Information Systems

Ruby Loveless, Ext. 6372

Faculty:

Doug Clay, Ext. 6489

Dick Gardner, Ext. 6289

Cathy Hall, Ext. 6389

Tim McFerron, Ext. 6759

Rex A. Parr, Ext. 6363

Loveland Campus Chair:

Phil Edwards, 970.667.4611, Ext. 3314

Fort Lupton Campus Chair:

Liz Ryan, 970.352.4664, Ext. 4309

DEGREES/CERTIFICATES OFFERED:**Computer Information Systems (A.A.S. Degree)****C++ Programming (Certificate)****Information Technology (Certificate)****JAVA Programming (Certificate)****Network Analyst (Certificate)****UNIX Certificate (Certificate)****Visual Basic Programming (Certificate)****Web Page Development (Certificate)****Computer Information Systems Emphasis**

(A.S. or A.A. Degree)

Computer Programming Emphasis

(A.S. or A.A. Degree)

Computer Science Emphasis

(A.S. or A.A. Degree)

Computer Science (B.S. Degree Franklin

University Alliance)

Management Information Systems

(B.S. Degree Franklin University Alliance)

Technical Management Degree

(B.S. Degree Franklin University Alliance)

Telecommunications Emphasis (A.A. Degree)**ELECTRONICS****TECHNOLOGY DEPARTMENT****Location:**

Ed Beaty Hall, Room 540

970.330.8008, Ext. 6239

Department Chair, Electronics and Engineering

Eugene Cross, Ext. 6438

Assistant Chair, Electronics and Engineering

Lynette Havens, Ext. 6340

Jon Schiltz, Ext. 6414

Faculty:

Eugene Cross, Ext. 6438

Peter Montez, Ext. 6376

DEGREES/CERTIFICATES OFFERED:**Biomedical Electronics Technician**

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

Biomedical Electronics Technology (Certificate)**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, Electronics and Engineering

Eugene Cross, Ext. 6438

Assistant Chair, Electronics and Engineering

Lynette Havens, Ext. 6340

Jon Schiltz, Ext. 6414

Faculty:

Jay Freese, Ext. 6413

DEGREES/CERTIFICATES OFFERED:**Construction Technology (Certificate)****Engineering Technology - AutoCAD (Certificate)****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 - Industrial Technology**Industrial Technology: General (Certificate)****Industrial Technology: Maintenance**

(Certificate)

Industrial Technology: Electrical/Electronics

(Certificate)

Industrial Technology: Mechanical (Certificate)**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)

WELDING**TECHNOLOGY DEPARTMENT****Location:**

Welding Tech Center, Room 151

970.330.8008, Ext. 6284

Department Chair, Trades and Industry

Dennis Schossow, Ext. 6277

Assistant Chair, Trades and Industry

Paul Hasty, Ext. 6203

Pat Hergenreter, Ext. 6278

Faculty:

Jeff Klein, Ext. 6203

Eric Warren, Ext. 6203

DEGREES/CERTIFICATES OFFERED:**Welding Technology (two-year A.A.S. Degree)****Welding Technician (Certificate)**

AGRICULTURE TECHNOLOGY (Associate of Applied Science Degree)

TECHNOLOGY DIVISION

Location:

Trades & Industry, TRI Room 107
970.330.8008, Ext. 6284

Department, Chair, Aviation and Agriculture

Marvin Bay, Ext. 6678

Assistant Chair, Aviation and Agriculture

Dave Schaubert, Ext. 6631

Faculty:

Richard Dunn, Ext. 6522

DEGREES/CERTIFICATES OFFERED:

Farm & Ranch Business Management

Option (two-year A.A.S. Degree)

Farm & Ranch Business Management

Option (Certificate)

Agricultural Production Worker (Certificate)

Young Farmer Program Training Option (Certificate)

Advisors:

Richard Dunn, Ext. 6522
David Schaubert, Ext. 6631

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 A.A.S. 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 & Technique . . . | 5 |
| Select 8 credit hours from the following: | |
| *CSC 100 Computer Literacy | 5 |
| *CIS 118 Introduction to PC Applications . . . | 5 |
| CIS 116 Logic and Program Design Using BASIC & Visual Basic | 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 |



Agriculture

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 (Occupational Certificate) TECHNOLOGY DIVISION

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

- Marc Arnusch
Keenesburg, CO
- David Bell
Farmer, Keenesburg, CO
- Janice Dyer
Farmer, Eaton, CO
- Gary King
Banker, Keenesburg, CO
- Andrew T. Morehead
Agriculture Accountant, Eaton, CO
- Theresa Wacker
Farmer, Greeley, CO



AUTOMOTIVE COLLISION REPAIR TECHNOLOGY (A NATEF Master Certified Program)

TECHNOLOGY DIVISION

Location:

Trades & Industry, TRI Room 101
970.330.8008, Ext. 6284

Department Chair, Trades and Industry

Dennis Schossow, Ext. 6277

Assistant Chair, Trades and Industry

Paul Hasty, Ext. 6203
Pat Hergenreter, Ext. 6278

Faculty:

Bill Hernandez, Ext. 6278

DEGREES/CERTIFICATES OFFERED:

Automotive Collision Repair

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

Automotive Collision Repair Option (Certificate)

Automotive Refinishing Option (Certificate)

Non Structural Damage Analysis and Repair

I

(Certificate)

Non Structural Damage Analysis and Repair

II

(Certificate)

Structural Damage Analysis and Repair I

(Certificate)

Structural Damage Analysis and Repair II

(Certificate)

Plastics & Adhesives (Certificate)

Painting and Refinishing I (Certificate)

Painting and Refinishing II (Certificate)

Painting and Refinishing III (Certificate)

Damage Appraisal and Estimating (Certificate)

Advisors:

Pat Hergenreter, Ext. 6278
Bill Hernandez, Ext. 6278

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

AUTOMOTIVE COLLISION REPAIR TECHNOLOGY

(Associate of Applied Science 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 repair 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. Students are required to furnish their own handtools.

Registration Requirement: All students taking a course or courses in a Technology Division program must have an appropriate



Automotive Technology

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 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

Express Certificates are now available through this program. Contact a program advisor for details.

The following courses can be taken as NATEF

approved individual certificates: (see program advisors for details).

| | | |
|---------|--|------|
| ABR 141 | Non Structural Damage Analysis and Repair I | 18.5 |
| ABR 142 | Non Structural Damage Analysis and Repair II | 16.5 |
| ABR 143 | Structural Damage Analysis and Repair I | 12 |
| ABR 241 | Structural Damage Analysis and Repair II | 12 |
| ABR 132 | Plastics & Adhesives | 5.5 |
| ABF 151 | Painting & Refinishing I | 12 |
| ABF 152 | Painting & Refinishing II | 12 |
| ABF 153 | Painting & Refinishing III | 12 |
| ABR 123 | Damage Appraisal & Estimating | 4 |

All certificates are available in module form.

AUTOMOTIVE COLLISION REPAIR TECHNOLOGY ADVISORY COMMITTEE

Don Croghan

Northern Colorado Appraisal

Buck Moskalski

State Farm Insurance

Steve Pief

Hi-Tech Autobody

Melva Ruyle

State Farm Insurance

Don Wilson

Precision Auto Body

Lorri Wilson

Precision Auto Body

AUTOMOTIVE TECHNOLOGY (A NATEF Certified Program) TECHNOLOGY DIVISION

Location:

Trades & Industry, TRI Room 106
970.330.8008, Ext. 6284

Department Chair, Trades and Industry

Dennis Schossow, Ext 6277

Assistant Chair, Trades and Industry

Paul Hasty, Ext. 6203
Pat Hergenreter, Ext. 6278

Faculty:

Mark Brothe, Ext. 6277

DEGREES/CERTIFICATES 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)

Brakes (Certificate)

Steering and Suspension (Certificate)

Engine Performance (Certificate)

Manual Drive Trains and Axles (Certificate)

Automotive Engines (Certificate)

Electrical/Electronic Systems (Certificate)

Automatic Transmissions and Transaxles (Certificate)

Heating and Air Conditioning (Certificate)

Advisors:

Mark Brothe, Ext. 6277

Dennis Schossow, Ext. 6277

AYES Coordinator:

Mark Brothe, Ext. 6277

Program Length: OCCUPATIONAL CERTIFICATE:

General Automotive Technician option is 813 clock hours. Diagnostic/Driveability option 757 clock hours. ASSOCIATE OF APPLIED SCIENCE DEGREE: General Automotive Technology 1199 clock hours; Diagnostic/ Driveability 1279 clock hours. An A.A.S. degree can be completed in 6 quarters (2 years) with a course load of approximately 18 credits per quarter. An Occupational certificate can be completed in four quarters with 18 credits per quarter. Additional time may be necessary for preparatory classes.

Potential Opportunities: Employment opportunities in the automotive repair and service field are very good for the individual who has a genuine interest and desire to work on the modern automobile. Both auto manufacturers and repair facilities, on a nationwide basis, report a 5-digit figure regarding the shortage of qualified technicians in the workforce. The major industrial shortage is for general line technicians and driveability experts. The automotive program can also provide quality training for individuals interested in other related vocations within the automotive industry.

The Automotive Technology Department offers two A.A.S. degree programs. The General Automotive Technician option teaches the theory of operation and provides practical, hands-on experience on the 8 major systems of the automobile. This option follows course outlines, class hours and industrial competencies as mandated by NATEF (National Automotive Technicians Education Foundation). The Diagnostic/Driveability option is centered on learning advanced theory and strategic diagnosis of automotive computers that can control the engine, transmission, suspension, and anti-lock brake system functions. Degree and Certificate options provide entry-level knowledge and skill training for perspective technicians.

In addition to the regular post-secondary program, the department is affiliated with Automotive Youth Educational Systems, (AYES), an organization with a mission to recruit more technicians into the industry. The AYES program

targets juniors in high school and encourages them to pursue a special two-year AYES certificate in automotive technology. Its structure is based on a cooperative effort between Aims College, the local area high schools, and local dealerships. During the school year, the student attends the automotive classes on the Greeley campus. Through the summer months the student is placed on an internship with a technician/mentor in a local repair facility. In this program the student must maintain an active membership in VICA/Skills USA, the AYES program's student organization; plus uphold excellent scholastic standings.

Program Requirements: Students entering the automotive degree or certificate programs are required to take college placement tests and meet the standards placed in accordance with these tests. Advisors will determine what additional preparatory classes may be necessary. All students entering automotive classes for the first time must successfully pass the Automotive Shop Safety class. Safe clothing, shoes, and eye protection are mandatory in all automotive shop classes. Consult advisors for a list of required basic hand tools.

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 A.A.S. DEGREE PROGRAM

| DEGREE REQUIREMENTS: | CREDITS |
|---|---------|
| AMT 110 Automotive Shop Safety | 0.5 |
| AMT 131 Brakes | 8 |
| AMT 132 Steering & 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 Technical Computing Applications | 5 |

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) 28

Total Credit Hours

For A.A.S. Degree (minimum) 104.5

GENERAL AUTOMOTIVE TECHNICIAN

CERTIFICATE REQUIREMENTS: CREDITS

| | |
|---|-----------|
| AMT 110 Automotive Shop Safety | 0.05 |
| AMT 131 Brakes | 8 |
| AMT 132 Steering & 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 A.A.S. DEGREE PROGRAM

DEGREE REQUIREMENTS: CREDITS

| | |
|--|-----------|
| AMT 110 Automotive Shop Safety | 0.5 |
| 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 Technical Computing Applications | 5 |

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) 28

Total Credit Hours For

A.A.S. Degree (minimum) 100

DIAGNOSTICS/DRIVEABILITY OPTION

CERTIFICATE REQUIREMENTS: CREDITS

| | |
|--|-----------|
| AMT 110 Automotive Shop Safety | 0.5 |
| 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

The following courses can be taken as NATEF certified, state-approved "express" certificates: (see program advisors for details).

| | |
|---|------|
| AMT 131 Brakes | 8 |
| AMT 132 Steering and Suspension | 8 |
| AMT 133 Engine Performance | 20 |
| AMT 134 Manual Drive Trains and Axles | 8 |
| AMT 231 Automotive Engines | 9.5 |
| AMT 232 Electrical/Electronic Systems | 15.5 |
| AMT 233 Automatic Transmissions and Transaxles | 9.5 |
| AMT 234 Heating and Air Conditioning | 7 |

AUTOMOTIVE TECHNOLOGY ADVISORY COMMITTEE

Jon Anderson
CO's International Motors
Deb Bell-Baker
Directory, Student Success Center
Aims Community College
Herrick Garnsey
Garnsey Wheeler Ford
Art Heselius
Greeley Dodge
Charles Jacquinet
MAZ Tech
Glen Morehead
U.S. West Communications
Joe O'Connell
Johnson Auto Plaza
Dan Ramseier
Lab Technologies
Brian Snell
Maztech

AVIATION TECHNOLOGY TECHNOLOGY DIVISION

Location:

Ed Beaty Hall, Room 540
970.330.8008, Ext. 6239

Department Chair, Aviation and Agriculture

Marvin Bay, Ext. 6378

Assistant Chair, Aviation and Agriculture

Dave Schaubert, Ext. 6631

Faculty:

Jim Colburn, Ext. 6300
Regina West, Ext. 6373

AIMS FLIGHT TRAINING CENTER

Location:

Greeley-Weld County Airport,
970.356.0790

Director:

Greg Gaiser

Assistant Director:

Chief Pilot:

Pat Sickles

DEGREES/CERTIFICATES OFFERED:

General Aviation Pilot Option

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

Professional Pilot Program Option

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

Aviation Certificate Program (Certificate)

Advisors:

Marvin Bay, Ext. 6378
Jim Colburn, Ext. 6300
Gina West, Ext. 6373
Flight Center Director: Greg Gaiser, Ext. 6827

Awarded 1997 Program of Excellence status by Colorado Commission on 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/Professional Pilot Program (PPP): The Professional Pilot 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, Career Placement Services and the Aviation Department, will assist the student in possible employment opportunities throughout the industry.

Program Requirements: Students without previous successful college experience 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 first flight. 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 Center 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.



Aviation

GENERAL AVIATION PILOT OPTION A.A.S. DEGREE

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 | 3 |
| 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 | 3 |
| 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 |
| EDU 221 Work Keys (Must be taken during the graduation quarter.) | 1 |
| Total credits from above courses | 69 |

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 Public Speaking | 5 |
| *SPE 215 Organizational Communications | 5 |
| Total credits from above courses | 5 |

Aviation Electives These electives may include non-aviation subjects. (Select 15-16 credit hours with advisor approval to total 100 credit hours.)

| | |
|--|--------------------|
| AVT 119 Conventional Gear Transition Lab | 2 |
| AVT 155 Crew Resource Management I | 1 |
| AVT 156 Crew Resource Management II | 1 |
| AVT 157 Crew Resource Management III | 1 |
| AVT 158 Crew Resource Management IV | 1 |
| AVT 159 Crew Resource Management V | 1 |
| AVT 207 Basic Ground Instructor | 2 |
| AVT 208 Advanced Ground Instructor | 2 |
| AVT 209 Instrument Ground Instructor | 2 |
| AVT 218 Certified Flight Instructor Flight Lab | 5 |
| AVT 219 Instrument Flight Instructor Flight Lab | 3 |
| AVT 225 Multi-Engine Transition Lab | 2 |
| AVT 227 Multi-Engine Simulator II, Single Pilot | 2 |
| AVT 228 Multi-Engine Simulator III, Single Pilot | 1 |
| Total credits from above courses (Aviation Electives) | 15-16 |
| Total Credits for Degree General Aviation Option | minimum 100 |



PROFESSIONAL PILOT PROGRAM OPTION A.A.S. DEGREE

GENERAL INFORMATION

The Professional Pilot Program requires additional testing prior to program completion. Additional training and fees will be required to complete PPP requirements. Any Aviation course for which a grade of "D" or "F" is recorded must be repeated.

The Aviation Department will have additional information on applicable fees—**REQUIREMENTS AND FEES IN THIS PROGRAM MAY CHANGE WITHOUT NOTICE.**

New students with Private or advanced certificates **may** be given credit only for AVT 100, 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 qualifications 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, 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 | 3 |
| 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 155 Crew Resource Management I | 1 |
| AVT 156 Crew Resource Management II | 1 |
| AVT 157 Crew Resource Management III | 1 |
| AVT 158 Crew Resource Management IV | 1 |
| AVT 159 Crew Resource Management V | 1 |
| AVT 206 Commercial Ground School | 3 |
| 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 Transport Category Aircraft Systems and Engines | 10 |
| AVT 237 Professional Pilot Preparation | 1 |
| *EAS 106 Meteorology | 4 |
| *ENG 121 English Composition I | 5 |
| *MAT 121 College Algebra | 6 |
| EDU 221 Work Keys | 1 |
| (Must be taken during the graduation quarter.) | |
| 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 Public Speaking | 5 |
| *SPE 215 Organizational Communications | 5 |
| Total credits from above courses | 5 |

*Select a Social Science course with advisor approval (Psychology recommended) 5

*Select a Humanities course with advisor approval 5

**Total credits for A.A.S. Degree
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 | 3 |
| 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 | 3 |
| 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 | 46 |

AVIATION TECHNOLOGY ADVISORY COMMITTEE

Kim Achziger

Pilot, Southwest Airlines

Robert Anderson

Commercial Pilot/Bank Officer

David Droegemuller

Commercial Pilot

John Everhart

Denver Flight Manager,

Air Wisconsin Airlines

Leonard Holladay

Pilot, TWA

Mike McDonald

Pilot, Frontier Airlines

John D. Warrender

Corporate Pilot, Double Play Aviation

Richard J. Nelson

Vice President, Great Lakes Airlines

BUSINESS

Business programs at Aims Community College provide opportunities for students who seek immediate employment in the business sector, advanced education at a four-year business college, and/or retraining for the individual who needs to upgrade their business job skills. Students who intend to enroll in a business program should consult an appropriate business program advisor at the earliest opportunity to design an educational plan.

For the career professional, the two-year Associate of Applied Science (A.A.S.) degrees lead to employment opportunities in the Accounting, Business Technology and Marketing/Management fields. Certificate programs provide short-term avenues for students to upgrade their technical skills in these areas. Business-related workshops and seminars provide updates on current business practices and new technology for the employed professional.

For the transfer student, the Business Administration option in the Business Technology A.A.S. degree is articulated with Franklin University. Franklin's Bachelor of Science in Business Administration allows students to complete junior and senior level courses through a combination of Aims coursework and on-line instruction through Franklin University. The Business Transfer emphasis, Associate of Arts degree, is designed for transfer to Colorado four-year business colleges. The Real Estate licensing courses and the Associate of Arts degree in Mortgage Banking provide career and educational opportunities for those in the real estate business.

ACCOUNTING

(Associate of Applied Science Degree) BEHAVIORAL, SOCIAL, AND ECONOMIC SCIENCES DIVISION

Location:

Westview, Office 690
970.330.8008, Ext. 6208

Department Chair:

Kerry Colton, Ext. 6215

Assistant Chair:

Claudia Steven, Ext. 6362

Faculty:

Ken Neet, Ext. 6384

Interim Campus Chair, Loveland Campus:

Rita Clark, 970.667.4611, Ext. 3317

Campus Chair, Fort Lupton Campus:

Liz Ryan, 303.857.4022, Ext. 4309

DEGREES/CERTIFICATES OFFERED:

Accounting Degree Program

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

Accounting Certificate Program

(one-year certificate)

Business Administration

(B.S. Degree Franklin University Alliance)

Public Safety Management

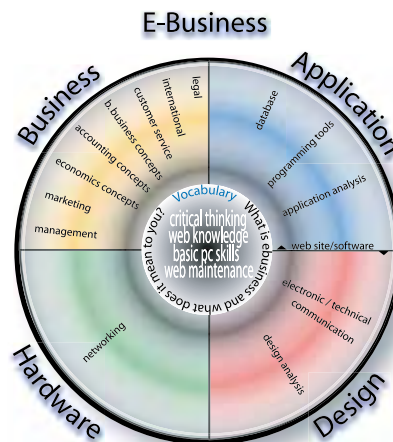
(B.S. Degree Franklin University Alliance)

Note: For additional Business related programs see Marketing/Management or Business Technology.

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, accountant, and budget or credit analyst.

A student seeking a degree or certificate in Accounting must consult with an accounting advisor in the Behavioral, Social and Economic Science Division at the earliest opportunity. The advisor is in a position to help the student determine if the chosen program is an appropriate plan for meeting the student's objectives. The advisor can also keep the student informed on the timing and sequencing of courses within the program. Course substitutions may be made when the accounting advisor agrees that alternate course better fit the career goals and objectives of the student.

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 (*).



See your program advisors for more information about e-Business offerings in these career areas.



Business

ACCOUNTING A.A.S.**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 Applications I. | 1 |
| ACC 197 Computerized Accounting Applications I. | 1 |
| ACC 198 Computerized Accounting Applications 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 |
| BUS 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 |
| *CIS 118 Introduction to PC Applications. | 5 |
| Total credits from above courses. | 77 |

Select one from the following courses:

| | |
|--|----------|
| *BUS 115 Introduction to Business. | 5 |
| *BUS 165 Human Relations at Work. | 5 |
| PHI 112 Ethics. | 5 |
| PSY 120 Psych of Leadership and Interpersonal Relations. | 5 |
| Total credits from above courses. | 5 |

ELECTIVES:9

Electives will be chosen with advisor approval.

Total Credits for A.A.S. Degree96

A student who wishes to transfer to a four year accounting program should consult with an accounting advisor in the Behavioral, Social and Economic Science Division at the earliest opportunity. The advisor will guide the student through the A.A. degree with business transfer emphasis.

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 Applications I. | 1 |

| | |
|---|-----------|
| ACC 197 Computerized Accounting Applications I. | 1 |
| ACC 208 Excel Applications for Business. | 3 |
| BUS 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 |

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

| |
|--|
| Dr. John Elsea, Professor University of Northern Colorado |
| Hank Rahmig, Sr. Vice-President Cache Bank |
| David Sanchez, Owner Accounting Plus |
| Vicki Sears, CPA Anderson & Whitney |
| Marcia Siebring, CPA Kosmicki, Dollarhide & Co. |
| Bill Spinks, Accounting Manager State Farm Insurance |

BUSINESS TECHNOLOGY**COMMUNICATIONS, HUMANITIES, AND BUSINESS DIVISION****Location:**

Westview, Room 652
970.330.8008, Ext. 6244

Department Chair, Business:

Susan Musil, Ext. 6505

Business Lab Supervisor:

John Jordan, Ext. 6338

Faculty:

Dr. Ann Aron, Ext. 6240
Judy Leusink, Ext. 6250
Trudi Manuel, Ext. 6425
Paul Martin, Ext. 6216
Judy Stencel, Loveland, Ext. 3316
Ellen Swieter, Fort Lupton, Ext. 4811

ADVISORS:

Greeley Campus
Ann Aron, Ext. 6240
Judy Leusink, Ext. 6250
Trudi Manuel, Ext. 6425
Paul Martin, Ext. 6216
Susan Musil, Ext. 6505

Fort Lupton Campus
Ellen Swieter, Ext. 4811
Loveland Campus
Judy Stencel, Ext. 3316

The A.A.S. and certificate programs in Business 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 program advisor.

Registration Requirement: All students taking a course or courses in a business program must have an appropriate 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 (*).

ADMINISTRATIVE ASSISTANT OPTION

(Associate of Applied Science Degree)

DEGREE CORE REQUIREMENTS: CREDITS

| | |
|---|-----------|
| ACC 101 Fundamentals of Accounting I. | 5 |
| ACC 208 Excel Applications for Business. | 3 |
| BUS 104 Business Documents IV: Formatting. | 5 |
| BUS 108 Computerized Ten-Key. | 1 |
| BUS 111 Multimedia Business Presentation I. | 3 |
| BUS 129 Business Telecommunications I. | 1 |
| *BUS 142 Intermediate Communications. | 5 |
| BUS 147 Speedwriting/Time Management. | 5 |
| BUS 151 Introduction to Word Processing. | 5 |
| BUS 152 Advanced Word Processing. | 5 |
| *BUS 165 Human Relations at Work. | 5 |
| BUS 201 Business Document Processing I. | 5 |
| BUS 206 Business Telecommunications II. | 3 |
| *BUS 217 Business Communications and Report Writing. | 5 |
| BUS 256 Desktop Publishing. | 3 |
| BUS 257 Managing Office Technology (Microsoft Word). | 4 |
| BUS 291 Internship: Administrative/ Legal/Medical. | 3 |
| CIS 112 Introduction to Windows: Windows 95 or NT. | 3 |
| *MAT 110 Applied Business Mathematics. | 5 |
| Total credits from degree core requirements: | 74 |

ADDITIONAL**DEGREE REQUIREMENTS: CREDITS**

| | |
|--|-----------|
| BUS 107 Office Procedures | 5 |
| BUS 112 Multimedia Business Presentation II. | 3 |
| *BUS 115 Introduction to Business. | 5 |
| BUS 197 Combined Bookkeeping Applications. | 3 |
| BUS 202 Business Document Processing II: Transcribing. | 5 |
| BUS 241 Integrated Office Procedures | 5 |
| Total credits from additional degree requirements: | 26 |
| ELECTIVES: | |
| Select 5 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 |
| ACC 123 Principles of Accounting III. | 5 |
| BUS 100 Computerized Keyboarding | 3 |
| BUS 101 Business Documents I: Beginning Keyboarding | 4 |
| BUS 102 Business Documents II: Intro. Speed and Accuracy. | 4 |
| BUS 103 Business Documents III: Adv. Speed and Accuracy. | 5 |
| BUS 104 Business Documents IV: Formatting. | 4 |
| BUS 123 Ergonomics: Computer Workstation Health. | 0.5 |
| BUS 124 Using Business References. | 0.5 |
| BUS 125 Using Internet Search Engines and Directories for Business Research | 0.5 |
| BUS 126 Proofreading Techniques | 1 |
| BUS 127 Business Word Usage | 3 |
| BUS 130 Introduction to Internet and E-Mail I. | 1 |
| BUS 131 Introduction to Internet and E-Mail II | 1 |
| BUS 132 Microsoft Certification Preparation, Exam 1. | 3 |
| BUS 133 Basic Business Computer. | 3 |
| BUS 134 Basic Beginning Microsoft Word and Excel. | 1 |
| BUS 135 Access Business Applications. | 3 |
| BUS 136 Computerized Proofreading Applications. | 1 |
| BUS 138 Beginning Word Processing for the Macintosh. | 1 |
| BUS 141 Introduction to Communications. | 5 |
| BUS 146 Microsoft Certification Preparation, Exam 2. | 3 |
| BUS 182 Intermediate WordPerfect. | 2 |
| BUS 221 Business Law | 5 |
| BUS 235 Business Seminar | 0.5-5 |
| BUS 271 E-Business: Special Topics | 0.5-5 |
| BUS 277 Billing Systems: PC Law | 5 |

| | |
|--|------------|
| BUS 278 Using a Personal Digital Assistant | 3 |
| BUS 279 Case Management Systems | 5 |
| 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 200 Human Resources Management. | 5 |
| MAN 116 Principles of Supervision | 5 |
| MAN 246 Ethical Issues in Marketing/ Management. | 2 |
| MAN 247Supervisory Management II 5 | 5 |
| Total credits from electives: | 5 |
| Total credits for A.A.S. Degree | 105 |

LEGAL ADMINISTRATIVE ASSISTANT OPTION**(Associate of Applied Science Degree)****DEGREE CORE REQUIREMENTS: CREDITS**

| | |
|--|-----------|
| ACC 101 Fundamentals of Accounting I. | 5 |
| ACC 208 Excel Applications for Business | 3 |
| BUS 104 Business Documents IV: Formatting. | 5 |
| BUS 108 Computerized Ten-Key | 1 |
| BUS 111 Multimedia Business Presentation I | 3 |
| BUS 129 Business Telecommunications I. | 1 |
| *BUS 142 Intermediate Communications | 5 |
| BUS 147 Speedwriting/Time Management. | 5 |
| BUS 151 Introduction to Word Processing. | 5 |
| BUS 152 Advanced Word Processing | 5 |
| *BUS 165 Human Relations at Work | 5 |
| BUS 201 Business Document Processing I: Advanced Formatting | 5 |
| BUS 206 Business Telecommunications II. | 3 |
| *BUS 217 Business Communications and Report Writing. | 5 |
| BUS 256 Desktop Publishing | 3 |
| BUS 257 Managing Office Technology (Microsoft Word) | 4 |
| BUS 291 Internship: Administrative/Legal/Medical | 3 |
| CIS 112 Introduction to Windows: Windows 95 or NT | 3 |
| *MAT 110 Applied Business Mathematics | 5 |
| Total credits from degree core requirements | 74 |

ADDITIONAL**DEGREE REQUIREMENTS:CREDITS**

| | |
|---|---|
| BUS 117 Legal Terminology. | 5 |
| BUS 198 Billing Systems. | 1 |
| BUS 211 Legal Procedures & Processes I. | 5 |
| BUS 212 Legal Procedures & Processes II. | 5 |
| BUS 213 Legal Procedures & Processes III. | 5 |
| BUS 214 Legal Procedures & Processes IV. | 5 |
| BUS 216 Legal Environment of Business | 5 |

**Total credits from additional
degree requirements:** 31
Total Credits for A.A.S. Degree 105

MEDICAL ADMINISTRATIVE ASSISTANT OPTION**(Associate of Applied Science Degree)****DEGREE CORE REQUIREMENTS: CREDITS**

| | |
|--|-----------|
| ACC 101 Fundamentals of Accounting I. | 5 |
| ACC 208 Excel Applications for Business | 3 |
| BUS 104 Business Documents IV: Formatting. | 5 |
| BUS 108 Computerized Ten-Key | 1 |
| BUS 111 Multimedia Business Presentation I | 3 |
| BUS 129 Business Telecommunications I. | 1 |
| *BUS 142 Intermediate Communications | 5 |
| BUS 147 Speedwriting/Time Management. | 5 |
| BUS 151 Introduction to Word Processing. | 5 |
| BUS 152 Advanced Word Processing | 5 |
| *BUS 165 Human Relations at Work | 5 |
| BUS 201 Business Document Processing I: Advanced Formatting | 5 |
| BUS 206 Business Telecommunications II. | 3 |
| *BUS 217 Business Communications and Report Writing. | 5 |
| BUS 256 Desktop Publishing | 3 |
| BUS 257 Managing Office Technology (Microsoft Word) | 4 |
| BUS 291 Internship: Administrative/Legal/Medical | 3 |
| CIS 112 Introduction to Windows: Windows 95 or NT | 3 |
| *MAT 110 Applied Business Mathematics | 5 |
| Total credits from degree core requirements | 74 |

ADDITIONAL DEGREE REQUIREMENTS:

| | |
|---|-----------|
| *BIO 120 Basic Human Anatomy and Physiology | 5 |
| *BUS 115 Introduction to Business. | 5 |
| BUS 197 Combined Bookkeeping Applications. | 3 |
| *BUS 237 Medical Coding | 3 |
| BUS 245 Medical Machine Transcription. | 5 |
| BUS 246 Medical Office Procedures I. | 4 |
| HLH 120 Medical Terminology. | 4 |
| Total credits from additional degree requirements: | 29 |

RECOMMENDED ELECTIVES:

| | |
|--|------------|
| BUS 107 Office Procedures | 5 |
| BUS 247 Medical Office Procedures II. | 5 |
| EMS 101 Heartsaver CPR | 0.5 |
| *PSY 101 General Psychology I. | 5 |
| Total credits from above courses: | 2 |
| Total Credits for A.A.S. Degree | 105 |

Students seeking only Front Office work can choose to pursue the Medical Front Office Assistant Certificate; those interested in only Medical Back Office work can choose to pursue the Medical Back Office Assistant Certificate. See Medical Office Technology/Medical Assisting offerings in the Health Occupations Department. Contact Kathy Smith-Stillson, extension 6312.

**BUSINESS ADMINISTRATION OPTION
(Associate of Applied Sciences Degree)**

| REQUIREMENTS: | CREDITS |
|---|---------|
| 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 |

Select one of the following two courses:

| | |
|---------------------------------------|---|
| BUS 165 Human Relations at Work..... | 5 |
| PSY 120 Psychology of Leadership..... | 5 |

| | |
|--|---|
| BUS 216 Legal Environment of Business... . | 5 |
| BUS 217 Bus. Comm. & Report Writing... . | 5 |

Select one of the following two courses:

| | |
|---|---|
| SPE 115 Public Speaking..... | 5 |
| SPE 215 Professional & Business Speaking... . | 5 |

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

Select one of the following two courses:

| | |
|---------------------------------------|-----|
| MAN 125 Teambuilding..... | 4/5 |
| AND | |
| MAN 246 Business Ethics..... | 4/5 |
| OR | |
| MAN 226 Principles of Management... . | 4/5 |

| | |
|--|---|
| MAN 116 Principles of Supervision... . | 5 |
|--|---|

Select one of the following two courses:

| | |
|--|-----|
| MAR 105 Advertising and Promotion... . | 3-5 |
| MAR 216 Principles of Marketing... . | 3-5 |
| BUS 291 Internship - Business Administration..... | 3-5 |

| | |
|--|----|
| MAT 105 Intermediate Algebra..... | 5 |
| MAT 110 Applied Business Mathematics... . | 5 |
| MAR 111 Sales..... | 5 |
| MAT 135 Introduction to Statistics..... | 5 |
| Technology Cluster..... | 11 |
| (ACC 208, BUS 111, and BUS 151, or any combination of software classes selected with advisor approval) | |

| | |
|---|---|
| BUS 257 Managing Business Technology... . | 4 |
|---|---|

Total Credits for A.A.S.

Business Administration Option ...100-103

**BUSINESS TECHNOLOGY
CERTIFICATE PROGRAM**

(Occupational Certificate)

CERTIFICATE REQUIREMENTS: CREDITS

| | |
|---|-----------|
| BUS 104 Business Documents I: Formatting..... | 5 |
| BUS 107 Office Procedures..... | 5 |
| BUS 108 Computerized Ten-Key..... | 1 |
| BUS 129 Business Telecommunications I... . | 1 |
| *BUS 142 Intermediate Communications... . | 5 |
| BUS 147 Speedwriting/Time Management... . | 5 |
| BUS 151 Introduction to Word Processing... . | 5 |
| BUS 165 Human Relations at Work..... | 5 |
| BUS 201 Business Document Processing I: Advanced Formatting..... | 5 |
| *BUS 217 Business Communications and Report Writing..... | 5 |
| *MAT 110 Applied Business Mathematics... . | 5 |
| Total credits from certificate requirements:..... | 47 |

ELECTIVES: Select 5 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 123 Principles of Accounting III..... | 5 |
| ACC 208 Excel Applications for Business... . | 3 |
| BUS 100 Computerized Keyboarding... . | 3 |

| | |
|---|-----|
| BUS 101 Business Documents I: Beginning Keyboarding..... | 4 |
| BUS 102 Business Documents II: Intro. Speed and Accuracy..... | 4 |
| BUS 103 Business Documents III: Adv. Speed and Accuracy..... | 5 |
| BUS 104 Business Documents IV: Formatting..... | 4 |
| BUS 111 Multimedia Business Presentation I..... | 3 |
| BUS 112 Multimedia Business Presentation II..... | 3 |
| *BUS 115 Introduction to Business..... | 5 |
| BUS 123 Ergonomics: Computer Workstation Health..... | 5 |
| BUS 124 Using Business Reference... . | 0.5 |
| BUS 125 Using Internet Search Engines and Directories for Business Research... . | 0.5 |
| BUS 126 Proofreading Techniques..... | 1 |
| BUS 127 Business Word Usage..... | 3 |
| BUS 130 Introduction to Internet and E-Mail I..... | 1 |
| BUS 131 Introduction to Internet and E-Mail II..... | 1 |
| BUS 132 Microsoft Certification Preparation, Exam 1..... | 3 |
| BUS 133 Basic Business Computer..... | 3 |
| BUS 134 Basic Beginning Microsoft Word and Excel..... | 1 |
| BUS 135 Access Business Applications... . | 3 |



BUS 136 Computerized Proofreading Applications. 1

BUS 138 Beginning Word Processing for the Macintosh. 1

BUS 141 Introduction to Communications. . . 5

BUS 146 Microsoft Certification Preparation, Exam 2. 3

BUS 152 Advanced Word Processing 5

BUS 171 Business Leadership Activity 2

BUS 172 Business Leadership Activity 2

BUS 173 Business Leadership Activity 2

BUS 182 Intermediate WordPerfect. 2

BUS 197 Combined Bookkeeping Applications. 3

BUS 198 Billing Systems. 1

BUS 202 Business Document Processing II: Transcribing. 5

BUS 206 Business Telecommunications II. . . 3

BUS 221 Business Law. 5

BUS 235 Business Seminar 0.5-5

BUS 256 Desktop Publishing 3

BUS 271 E-Business: Special Topics 0.5-5

BUS 277 Billing Systems: PC Law 5

BUS 278 Using a Personal Digital Assistant. . . 3

BUS 279 Case Management Systems 5

BUS 291 Internship: Administrative /Legal/Medical 3

CIS 110 Introduction to PC Operating Systems: DOS. 3

*CIS 118 Introduction to PC Applications. . . 5

Total credits from electives: 5

Total Credits for Certificate 52

BUSINESS TECHNOLOGY ADVISORY COMMITTEE

- Stephanie Aure
State Farm Insurance
- Arlene Corder
Fort Lupton, High School
Counseling Secretary
- Joyce Geiger
Windsor High School
- Georgia Gutierrez
Transcription Quality Specialist
- Lori Hatchell
Fort Lupton, Business Teacher
- Linnette Noffsinger
Community Advisor
- Leanne Pabst
Legal Assistant, Houtchens,
Daniel and Greenfield
- Amy Sapp
Administrative Assistant, R.R. Donnelley
- Joan Steno
Fort Lupton, Student
- Kathy Smith-Stilson
Medical Office Technology Faculty
- Sandra Tyler
Loveland, Student

- Patty Wyrick
HR Representative, Group Publishing
- Sue Young
Certified Professional Secretary

BUSINESS TRANSFER EMPHASIS (Associate of Arts Degree) COMMUNICATIONS, HUMANITIES, AND BUSINESS DIVISION

ADVISORS:

- Greeley Campus
Alysan Broda, Ext. 6246
Chuck Fisher, Ext. 6520
Holly Hartwick, Ext. 6426
John Jordan, Ext. 6328
Susan Musil, Ext. 6505
Nancy Roy, Ext. 6447
- Fort Lupton Campus
Keith Reierstad, Ext. 4310
- Loveland Campus
Evan Oakley, Ext. 3332
Michael Ort, Ext. 3315

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:

SEE ADVISOR **CREDITS**

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

CIS 166 Visual Basic Programming 5

ECO 201 Principles of Macroeconomics 5

ECO 202 Principles of Microeconomics 5

MAN 226 Principles of Management 5

MAR 216 Principles of Marketing. 5

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: 15

See A.A. degree requirements

HUMANITIES: 15

See A.A. degree requirements

BEHAVIORAL, SOCIAL, AND ECONOMIC SCIENCES: 15

SOC 101 Introduction to Sociology I. 5

See advisor for additional 10 credits.

PHYSICAL EDUCATION: 5

See A.A. degree requirements

MATHEMATICS, SCIENCE AND COMPUTER: 15

MAT 121 College Algebra 6

MAT 125 Survey of Calculus. 5

(SCI) 5

Total Credits for A.A. Degree. 96

MARKETING/ MANAGEMENT DEGREE

BEHAVIORAL, SOCIAL, AND ECONOMIC SCIENCES DIVISION

Location:

Westview, Office 690
970.330.8008, Ext. 6208

Department Chair:

Kerry Colton, Ext. 6215

Assistant Chair:

Claudia Stevens, Ext. 6362

Faculty:

Maxine Christenson, Ext. 6255

Interim Campus Chair, Loveland Campus:

Rita Clark, 970.667.4611, Ext. 3317

Campus Chair, Fort Lupton Campus:

Liz Ryan, 303.857.4022, Ext. 4309

DEGREES/CERTIFICATES OFFERED:

Marketing/Management Degree Program

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

Management Certificate (one-year certificate)

Real Estate License Courses

Note: For additional Business related programs see Accounting or Business Technology.

Program Length: Usually six quarters for Associate of Applied Science degree program. The degree will be awarded in Marketing/Management.

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.

A student seeking an Associate of Applied Science degree in Marketing/Management should consult with a Marketing/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.

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 (*).

MARKETING/MANAGEMENT

(Associate of Applied Sciences Degree)

DEPARTMENT REQUIREMENTS: CREDITS

| | |
|--|-----------|
| MAN 125 Teambuilding | 2 |
| MAN 116 Principles of Supervision | 5 |
| MAN 126 Total Quality Improvement | 3 |
| MAN 200 Human Resources Management | 5 |
| MAN 212 Marketing/Management Strategies | 5 |
| MAN 215 Organizational Behavior | 5 |
| MAN 226 Principles of Management | 5 |
| MAN 236 Negotiations | 5 |
| MAN 245 Managing Diversity | 1 |
| MAN 246 Ethical Issues in Marketing/Management | 2 |
| MAN 291 Cooperative Work Experience | 3 |
| MAR 111 Principles of Sales | 5 |
| MAR 216 Principles of Marketing | 5 |
| MAR 285 Global Issues in Marketing/Management | 3 |
| ACC 101 Fundamentals of Accounting | 5 |
| OR | |
| ACC 121 Principles of Accounting | 5 |
| Total credits from above courses: | 59 |

Select three from the following:7-13

| | |
|------------------------------------|-----|
| MAN 105 Leadership in Management | 2 |
| MAN 216 Small Business Management | 5 |
| MAR 125 Marketing Resource Systems | 3 |
| MAR 217 E-Marketing | 2-3 |
| MAR 220 Advertising & Promotion | 5 |

| | |
|---|---|
| MAR 238 Marketing Research | 3 |
| ACC 208 Excel for Business Applications | 3 |

GENERAL EDUCATION REQUIREMENTS:25

| | |
|--|---|
| BUS 216 Legal Environment to Business | 5 |
| BUS 217 Business Communication and Report Writing | 5 |
| ECO 201 Macroeconomics | 5 |
| OR | |
| ECO 202 Microeconomics | 5 |
| MAT 110 Applied Business Math | 5 |
| Select one from PSY, SOC, GEO or foreign language prefix | 5 |

ELECTIVES:

(selected with advisor's approval) 5

Total Credits for Degree Program.96-102

MANAGEMENT CERTIFICATE PROGRAM

(Occupational Certificate)

MANAGEMENT CERTIFICATE

REQUIREMENTS:

CREDITS

| | |
|--|---|
| 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 200 Human Resources Management | 5 |
| MAN 226 Principles of Management | 5 |
| MAN 237 Principles of Supervisory Management | 5 |
| MAN 246 Ethical Issues in Marketing/Management | 2 |
| MAR 111 Principles of Sales | 5 |
| MAR 125 Marketing Resources Systems | 3 |
| MAR 216 Principles of Marketing | 5 |

ELECTIVES:

(selected with advisor approval) 5

Total Credits for Certificate52

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 |

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

- Ron Anderson
SBDC, Aims Community College
- Kristy Duffy
State Farm
- Bill English
English/Burns L.L.C.
- Troy Garcia
New Horizons
- Sue Lapceqich
Greeley Tribune
- Casey Nelson
Big R
- Ron Pullen
Texas Roadhouse
- Linda Story
Greeley Tribune
- Kathy Taylor
Union Colony Bank

**MORTGAGE BANKING
EMPHASIS**

(Associate of Arts Degree)

**COMMUNICATIONS, HUMANITIES,
AND BUSINESS DIVISION**

ADVISOR:

Paul Martin, Ext. 6216 or
1.800.344.5209

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. Courses offered only via correspondence are indicated by a double asterisk (**). Other courses in this emphasis MAY also be offered in a distance format, check with your advisor.

**MORTGAGE BANKING (30 credits) CREDITS
REQUIRED COURSES:.....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 Lending..... 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 and Report Writing..... 5
- SPE 115 Public Speaking..... 5

HUMANITIES:15

Three courses with at least two different prefixes under the Humanities category of the A.A. degree requirements

BEHAVIORAL, SOCIAL AND

ECONOMIC SCIENCES:15

Three courses with at least two different prefixes under the Behavioral, Social, and Economic Sciences category of the A.A. degree requirements.

PHYSICAL EDUCATION:5

See A.A. degree requirements

MATHEMATICS, SCIENCE

AND COMPUTER:16

- MAT 110 Applied Business Mathematics ... 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

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. Consult with your advisor regarding the transferability of these courses to the school of your choice.

**BUSINESS
ADMINISTRATION
(B.S. Degree)**

**FRANKLIN UNIVERSITY
CONTINUING EDUCATION DIVISION
COMPLETION REQUIREMENTS
(124 Semester Credit Hours)**

Program Entry Requirements: All students who are seeking a bachelor of science degree through Aims Community College Alliance program with Franklin University first must hold an associate's degree OR have a minimum of 60 semester credit hours/90 quarter credit hours with a 2.5 GPA and a high school diploma or GED. All Professional Foundations and Major courses must be completed through Franklin University.

This degree is designed for students who have completed an Associate's Degree in Accounting, Management, Marketing, Human Resource Management or Business Technology OR other A.A., A.S., A.G.S., or A.A.S. degrees.

Note: All courses at Aims Community College are quarter hours and all courses at Franklin University are semester hours.

SEMESTER CREDITS

GENERAL EDUCATION

The following courses must be taken at Aims Community College unless they were previously completed through Liberal Arts and Sciences requirements:

- ENG 121 English Composition I..... 5
- ENG 122 English Composition II 5
- ENG 131 Technical Writing..... 5
- OR
- BUS 217 Business Communication and Report Writing..... 5

Select one of the following: (SPE Classes)

- SPE 115 Public Speaking..... 5
- SPE 125 Interpersonal Communication ... 5
- SPE 215 Professional and Business Speaking..... 5
- SPE 216 Advanced Public Speaking 5
- BUS 226 Business Statistics..... 5
- OR
- MAT 135 Introduction to Statistics..... 5

Select one of the following (ECO Classes)

- ECO 105 Introduction to Economics..... 5
- ECO 201 Principles of Macroeconomics ... 5
- ECO 202 Principles of Microeconomics ... 5
- CIS 118 Introduction to PC Applications... 5
- One Science Course
- Two Humanities Courses

BUSINESS CORE BRIDGE

Bridge courses to be taken at Aims Community College to complete Franklin's required Business Core:

| | |
|--|---|
| ACC 121 Principles of Accounting I..... | 5 |
| ACC 122 Principles of Accounting II..... | 5 |
| ACC 123 Principles of Accounting III..... | 5 |
| MAN 226 Principles of Management..... | 5 |
| MAR 216 Principles of Marketing..... | 5 |
| BUS 216 Legal Environment of Business... 5 | |
| OR | |
| BUS 221 Business Law..... | 5 |
| ACC 207 Financial Management..... | 5 |

CAPSTONE COURSE

(40 semester credit your from Franklin University)

The Capstone Courses from Franklin University are offered completely online. Many students will choose to take the Capstone Courses at the same time they are taking the Bridge Courses from Aims Community College (depending on the prerequisites).

PROFESSIONAL FOUNDATIONS

(16 semester credit hours)

| | |
|---|---|
| PF 322 Online Learning Strategies..... | 2 |
| PF 302 Applied Research Methods..... | 4 |
| PF 304 Strategies for Motivation..... | 4 |
| PF 305 Global Cultures..... | 4 |
| PF 310 Effective Presentational Comm. ... | 2 |

MAJOR CORE (24 semester credit hours)

Required

| | |
|--|---|
| BSAD 320 Business Decisions and Policy Issues..... | 4 |
| BSAD 403 Current Issues in Business..... | 4 |
| BSAD 495 Improving Organizational Performance..... | 4 |

MAJOR AREA ELECTIVES (choose three courses)

| | |
|---|---|
| OLM 320 Leadership: Theory..... | 4 |
| BSAD 325 Organizational Behavior..... | 4 |
| BSAD 476 Global Management..... | 4 |
| MKTG 450 Global Marketing..... | 4 |
| MIS 300 Management Information Systems..... | 4 |
| MIS 315 Business Telecommunications.... | 4 |

MASTERS OF BUSINESS ADMINISTRATION (MBA Degree)

FRANKLIN UNIVERSITY

CONTINUING EDUCATION DIVISION

As a Franklin University Online MBA student, you gain comprehensive knowledge and practical skills in functional business areas such as finance, marketing, strategy and information management. Additionally, you will learn to

apply that knowledge across functional areas in our integrated courses such as Knowledge Management, International Business and Organizational Leadership. The 17 month program and 6-week courses, students enroll in the Online MBA are on the fast track to their degree.

COURSES SEMESTER CREDITS

| | |
|--|---|
| MBA 581 Advanced Graduate Learning Strategies..... | 2 |
| MBA 607 MBA Integrated Course I..... | 4 |
| MBA 606 Financial Reporting & Analysis... 4 | |
| MBA 621 Financial Management..... | 4 |
| MNA 623 Marketing..... | 4 |
| MBA 624 Information Management..... | 4 |
| MBA 663 International Business..... | 4 |
| MBA 649 Organizational Leadership..... | 4 |
| MBN 603 Business Strategy..... | 4 |
| MBA 676 Knowledge Management..... | 4 |
| MBA 684 MBA Integrated Course II..... | 4 |

Two MBA Residencies: Required Residencies are carefully designed three-day periods of high-intensity learning that complete the learning experiences of the Online MBA Program



COMMUNICATIONS TECHNOLOGY

Location:

General Services, Room 260
970.330.8008, Ext. 6256

Department Chair, Communications Media and Graphic Technology:

Lori Ford, Ext. 6329

Assistant Department Chair, Communications Media:

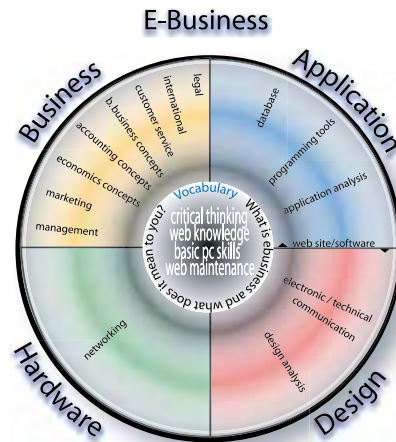
Kenneth Sauer, Ext. 6207

Faculty:

James Crandall, Ext. 6845

Senior Office Specialist:

Debbie Wall, Ext. 6256



See your program advisors for more information about e-Business offerings in these career areas.

COMMUNICATIONS MEDIA

(Associate of Applied Science Degree)

COMMUNICATIONS, HUMANITIES, AND BUSINESS DIVISION

ADVISORS:

James Crandall, Ext. 6845
Kenneth Sauer, Ext. 6207

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), at least one specialized course sequence (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 to 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 specialized course sequence,such as:

Radio Production:

- COM 113 Introduction to Radio
- Broadcasting I..... 5
- COM 213 Introduction to Radio
- Broadcasting II..... 5
- COM 223 Advanced Radio Production..... 5
- OR

Audio Production:

- COM 118 Introduction to Audio
- Production I..... 5
- COM 218 Introduction to Audio
- Production II..... 5
- COM 219 Introduction to Audio
- Production III..... 5
- COM 220 MIDI Production..... 5
- OR

TV/Video Production:

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

Digital Video Production:

- COM 180 Graphics for TV and Multimedia.. 3
- COM 280 3D Modeling and Animation..... 3
- COM 281 Non-linear Video Editing..... 3
- OR

Educational Technology:

- COM 283 Educational Technology..... 5
- COM 285 Multimedia Design & Production I 5
- COM 286 Multimedia Design & Production II 5
- COM 289 Distance Education Methods and Technology..... 5
- OR

Digital Imaging & Publishing:

- COM 287 Digital Photography & Imaging... 3
- COM 288 Advanced Digital Photography and Imaging..... 3
- COM 290 Internet Publishing..... 5
- OR

Broadcast Writing:

- COM 210 Newswriting I..... 5
- COM 211 Newswriting II..... 5
- COM 245 Broadcast Copywriting and Production..... 5

Total credits from above courses.....14-25



Communication Technology

ELECTIVES: Select 52 additional credits from the following courses: (or other courses approved by advisor)

| | |
|---|-----------|
| 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 119 Multimedia Audio Production | 5 |
| COM 136 Broadcast Announcing | 3 |
| COM 180 Graphics for TV and Multimedia | 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 219 Introduction to Audio Production III | 5 |
| COM 220 MIDI Production | 5 |
| COM 223 Advanced Radio 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 3D Modeling and Animation | 3 |
| COM 281 Non-linear Video Editing | 3 |
| COM 283 Educational Technology | 5 |
| COM 285 Multimedia Design and Production I | 5 |
| COM 286 Multimedia Design and Production II | 5 |
| COM 287 Digital Photography & Imaging | 3 |
| COM 288 Advanced Digital Photography and Imaging | 5 |
| COM 289 Distance Education Methods and Technology | 5 |
| COM 290 Internet Publishing I | 5 |
| COM 291 TV Field Production | 5 |
| COM 292 Interactive Web Animation | 5 |
| COM 295 Advanced Video Editing | 3 |
| 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 is required for completion of degree program.

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

**COMMUNICATIONS MEDIA
ADVISORY COMMITTEE**

- J. Carson Hamlin
City of Fort Collins
- Karen Height
AT&T Cable, Greeley
- Chuck Hemstreet
Starburst Media
- Aric Johnson
MGA Entertainment
- Andrew Nagel
Mirage Productions
- Ann Randall
Aims/Supplemental Services
- Stan Reifschneider
Comcast Cable
- Kenneth Sauer
Aims/Communications Media
- Darren L. Smith
Soundstage Systems Inc.
- Mike Thennell
Sprint Broadband Wireless Group

**COMMUNICATIONS
MEDIA EMPHASIS
(Associate of Arts Degree)
COMMUNICATIONS, HUMANITIES,
AND BUSINESS DIVISION**

ADVISORS:

- James Crandall, Ext. 6845
- Kenneth Sauer, Ext. 6207

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, Telelearning and 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 119 Multimedia Audio Production | 5 |
| COM 136 Broadcast Announcing | 3 |
| COM 180 Graphics for TV and Multimedia | 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 219 Introduction to Audio Production III | 5 |
| COM 220 MIDI Production | 5 |
| COM 223 Advanced Radio 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 3D Modeling and Animation | 3 |
| COM 281 Non-linear Video Editing | 3 |
| COM 282 Advanced 3D Modeling and Animation | 3 |
| COM 283 Educational Technology | 5 |
| COM 285 Multimedia Design and Production I | 5 |
| COM 286 Multimedia Design and Production II | 5 |
| COM 287 Digital Photography and Imaging | 3 |
| COM 288 Advanced Digital Photography and Imaging | 3 |
| COM 289 Distance Education Methods and Technology | 5 |
| COM 290 Internet Publishing | 5 |
| COM 291 TV Field Production | 5 |
| COM 292 Interactive Web Animation | 5 |
| COM 295 Advanced Video 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:

Audio Option: Students are required to take the following courses:

| | |
|---|---|
| COM 118 Introduction to Audio Production I | 5 |
| COM 136 Broadcast Announcing | 3 |
| COM 218 Introduction to Audio Production II | 5 |
| COM 219 Introduction to Audio Production III | 5 |
| COM 220 MIDI Production | 5 |

Radio Option:

| | |
|--|---|
| COM 113 Introduction to Radio Broadcasting I | 5 |
| COM 136 Broadcast Announcing | 3 |
| COM 213 Introduction to Radio Broadcasting II | 5 |

| | |
|--|---|
| COM 223 Advanced Radio Production | 5 |
| Television/Digital Video Option: Students are required to take the following courses: | |
| COM 114 Introduction to Television | |
| Broadcasting I | 5 |
| COM 180 Graphics for TV and Multimedia . . . | 3 |
| COM 214 Introduction to Television | |
| Broadcasting II | 5 |
| COM 280 3D Modeling and Animation | 3 |
| COM 281 Non-linear Video Editing | 3 |
| COM 291 TV Field Production | 5 |

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

| | |
|---|---|
| COM 283 Educational Technology | 5 |
| COM 285 Multimedia Design and | |
| Production I | 5 |
| COM 286 Multimedia Design and | |
| Production II | 5 |
| COM 287 Digital Photography & Imaging . . . | 3 |
| COM 288 Advanced Digital Photography | |
| & Imaging | 3 |
| COM 289 Distance Education Methods | |
| and Technology | 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, SCIENCE
AND COMPUTER:**15
See A.A. degree requirements

PHYSICAL EDUCATION:5
See A.A. degree requirements

Total Credits for A.A. Degree.96

COMMUNICATIONS MEDIA OCCUPATIONAL CERTIFICATES

COMMUNICATIONS, HUMANITIES, AND BUSINESS DIVISION

ADVISORS:

James Crandall, Ext. 6845
Kenneth Sauer, Ext. 6207

Students wishing to rapidly obtain proficiency in one of the Communications Media disciplines may opt to pursue a one-year certificate. Each certificate focuses on specific skill sets of a certain discipline within the area of modern mass communication. Certificates are primarily designed to prepare students with relevant, marketable skills for entry-level employment in the media field. All courses in a certificate may also be applied to a two-year Associate of Applied Science or Associate of Arts degree. There are six certificates from which to choose:

CREDITS

AUDIO PRODUCTION CERTIFICATE:

| | |
|---|----|
| COM 118 Introduction to Audio | |
| Production I | 5 |
| COM 119 Multimedia Audio Production . . . | 5 |
| COM 136 Broadcast Announcing | 3 |
| COM 218 Introduction to Audio | |
| Production II | 5 |
| COM 219 Introduction to Audio | |
| Production III | 5 |
| COM 220 MIDI Production | 5 |
| Total Credits for Certificate: | 28 |

VIDEO/TELEVISION PRODUCTION CERTIFICATE:

| | |
|---|----|
| COM 114 Introduction to Television | |
| Broadcasting I | 5 |
| COM 119 Multimedia Audio Production . . . | 5 |
| COM 180 Graphics for TV and Multimedia . . . | 3 |
| COM 214 Introduction to Television | |
| Broadcasting II | 5 |
| COM 280 3D Modeling and Animation | 3 |
| COM 281 Non-linear Video Editing | 3 |
| COM 291 TV Field Production | 5 |
| Total Credits for Certificate. | 29 |

DIGITAL IMAGING & PUBLISHING CERTIFICATE:

| | |
|---|----|
| COM 180 Graphics for TV and Multimedia . . . | 3 |
| COM 285 Multimedia Design and | |
| Production I | 5 |
| COM 286 Multimedia Design and | |
| Production II | 5 |
| COM 287 Digital Photography & Imaging . . . | 3 |
| COM 288 Advanced Digital Photography | |
| & Imaging | 3 |
| COM 290 Internet Publishing | 5 |
| COM 292 Interactive Web Animation | 5 |
| Total Credits for Certificate. | 29 |

RADIO PRODUCTION CERTIFICATE:

| | |
|--|---|
| COM 113 Introduction to Radio | |
| Broadcasting I | 5 |
| COM 118 Introduction to Audio Production I . . | 5 |
| OR | |
| COM 119 Multimedia Audio Production . . . | 5 |
| COM 136 Broadcast Announcing | 3 |

| | |
|---|----|
| COM 213 Introduction to Radio | |
| Broadcasting II | 5 |
| COM 223 Advanced Radio Production | 5 |
| COM 260 Broadcast Sales & Management . . . | 5 |
| Total Credits for Certificate. | 28 |

MEDIA WRITING CERTIFICATE:

| | |
|---------------------------------------|---|
| COM 210 Newswriting I | 5 |
| COM 211 Newswriting II | 5 |
| COM 245 Broadcast Copy Writing | |
| and Production | 5 |
| ENG 131 Technical Writing I | 5 |

Students will also select **any two** of the following media writing courses:

| | |
|---|----|
| BUS 217 Business Communication and | |
| Report Writing | 5 |
| COM 113 Introduction to Radio | |
| Broadcasting I | 5 |
| COM 114 Introduction to Television | |
| Broadcasting I | 5 |
| ENG 132 Technical Writing II | 5 |
| Total Credits for Certificate. | 30 |

INTEGRATED MEDIA PRODUCTION CERTIFICATE:

(This certificate is primarily designed for students who already possess skills in at least one of the following three areas and who wish to enhance their expertise in related media production areas.)

Students will select a minimum of 15 quarter hours each from **any two** of the following three groups of courses, for a total of at least 29 quarter hours:

Audio Production - (Group 1): CREDITS

| | |
|---|---|
| COM 118 Introduction to Audio | |
| Production I | 5 |
| COM 119 Multimedia Audio Production . . . | 5 |
| COM 136 Broadcast Announcing | 3 |
| COM 218 Introduction to Audio | |
| Production II | 5 |
| COM 219 Introduction to Audio | |
| Production III | 5 |
| COM 220 MIDI Production | 5 |

Video/Television Production - (Group 2):

| | |
|--|---|
| COM 114 Introduction to Television | |
| Broadcasting I | 5 |
| COM 180 Graphics for TV and Multimedia . . . | 3 |
| COM 214 Introduction to Television | |
| Broadcasting II | 5 |
| COM 280 3D Modeling and Animation | 3 |
| COM 281 Non-linear Video Editing | 3 |
| COM 291 TV Field Production | 5 |
| COM 295 Advanced Video Editing | 3 |



Digital Imaging, Publishing & Multimedia - (Group 3):

| | |
|---|-----------|
| COM 180 Graphics for TV and Multimedia . . . | 3 |
| COM 280 3D Modeling and Animation | 3 |
| COM 285 Multimedia Design and Production I | 5 |
| COM 286 Multimedia Design and Production II | 5 |
| COM 287 Digital Photography & Imaging . . . | 3 |
| COM 288 Advanced Digital Photography & Imaging | 3 |
| COM 289 Distance Education Methods & Technology | 5 |
| COM 290 Internet Publishing | 5 |
| COM 292 Interactive Web Animation | 5 |
| Total Credits for Certificate | 29 |

(Certain other multimedia-related courses carrying the CIS-, GRT-, BUS- and IDN- prefixes may be substituted for courses listed in Groups 2 or 3 with advisor approval.)

EDUCATIONAL TECHNOLOGY CERTIFICATE

ADVISOR:

Kenneth Sauer, Ext. 6207

This program is designed primarily for educational faculty and staff to assist them in integrating technology into teaching and learning activities. Trends in business, industry, and education demand the effective utilization of new technologies for communication, training, and commerce. This intensive program of studies focuses on the skills necessary to design and implement relevant multimedia learning and presentation strategies.

CERTIFICATE REQUIREMENTS:

Desktop Video Production: CREDITS

| | |
|--|---|
| COM 180 Graphics for TV and Multimedia . . . | 3 |
| COM 280 3D Modeling and Animation | 3 |
| COM 281 Non-linear Video Editing | 3 |

Web Publishing: (choose one)

| | |
|---|---|
| CIS 131 Introduction to Web Authoring . . . | 5 |
| (also offered in online format) | |
| OR | |
| COM 290 Internet Publishing | 5 |

Educational Technology

| | |
|--|---|
| COM 283 Educational Technology | 5 |
|--|---|

Multimedia Design and Production

| | |
|--|---|
| COM 285 Multimedia Design and Production I | 5 |
|--|---|

Digital Photography and Imaging

| | |
|---|---|
| COM 287 Digital Photography & Imaging . . . | 3 |
|---|---|

Distance Education

| | |
|---|---|
| COM 289 Distance Education Methods and Technologies | 5 |
|---|---|

BROADBAND TECHNICAL MANAGEMENT CERTIFICATE

ADVISOR:

Kenneth Sauer, Ext. 6207 or
1.800.644.3451

The certificate in Broadband Technical Management is designed for individuals pursuing careers in the telecommunications field, especially careers related to the construction, operation and maintenance of broadband communications systems, including, but not restricted to, cable

television facilities. The goal of this program is to empower individuals with the skills and knowledge necessary to assist them in competing in an increasingly competitive global communications industry. Specifically, this program is designed to assist entry-level broadband telecommunications workers in advancement into supervisory or management positions. Program emphasis is placed on broadband communications concepts, technologies, products, and applications that have daily impact on the broadband communications industry. Federal Communications Commission (FCC) Rules and industry standards (OSHA, ANSI, NEC, and NESC) are constantly monitored and incorporated into the curriculum.

The courses listed below with a COM prefix are offered via correspondence through a cooperative agreement between the National Cable Television Institute (NCTI) and Aims Community College. Students interested in gaining credit for these courses must be currently employed in the broadband communication industry. These NCTI courses allow the student to gain up-to-date technical skills and knowledge in the broadband communication industry. The remaining courses are offered in a distance delivery format through Aims Community College and round out the skills required for individuals to perform entry-level management functions in this field.

CERTIFICATE REQUIREMENTS

Courses offered through a cooperative agreement with NCTI: CREDITS

| | |
|--|---|
| COM 253 Service Technician | 9 |
| COM 254 System Technician | 9 |
| COM 255 Fiber Optic Technician | 7 |
| COM 256 Advanced Technician | 9 |

Aims Communication Management Courses:

| | |
|---|---|
| ACC 121 Principles of Accounting I | 5 |
| CIS 118 Introduction to PC Applications . . . | 5 |
| ENG 131 Technical Writing I | 5 |
| MAN 207 Human Resources Management . . . | 5 |

Total credits for certificate:54

COMMUNICATIONS MEDIA BROADBAND COMMUNICATIONS

(Associate of General Studies Degree)

COMMUNICATIONS, HUMANITIES, AND BUSINESS DIVISION

ADVISOR:

Kenneth Sauer, Ext. 6207 or
1.800.644.3451

The A.G.S. Degree program in Broadband

Communication prepares individuals for advancement into management or supervisory positions in the broadband communication industry.

The courses listed below with a COM prefix are offered via correspondence through a cooperative agreement between the National Cable Television Institute (NCTI) and Aims Community College. Students interested in gaining credit for these courses must be currently employed in the broadband communication industry. These NCTI courses allow the student to gain up-to-date technical skills and knowledge in the broadband communication industry. Other courses in this degree are also offered in a distance format. Contact the Broadband Communication program advisor or the Continuing Education Division for specific course information.

CREDITS**COMMUNICATIONS AND****HUMANITIES:15**

ENG 121 English Composition I 5

SPE 115 Public Speaking 5

HUMANITIES:

Select one of the five-credit courses listed under the Associate of Arts degree in the Aims Community College catalog with the following prefixes: ART, HUM (Humanities), LIT (Literature), MUS (Music), THE (Theatre), or PHI (Philosophy).

BEHAVIORAL, SOCIAL, AND**ECONOMIC SCIENCES:10**

ECO 201 Principles of Macroeconomics 5

ECO 202 Principles of Microeconomics 5

PHYSICAL EDUCATION:2

Any two credits of physical education courses as listed in the Aims Community College catalog with a PEA, PEB, PED, or PEF prefix.

MATHEMATICS, SCIENCE**AND COMPUTER:10**

CIS 118 Introduction to PC Applications . . . 5

MAT 121 College Algebra 6

OR

MAT 135 Introduction to Statistics 5

PROFESSIONAL COURSES:20

Select four courses from the following:

ACC 121 Principles of Accounting I 5

ACC 122 Principles of Accounting II 5

ACC 207 Financial Management 5

BUS 216 Legal Environment of Business . . . 5

OR

BUS 221 Business Law 5

MAN 226 Principles of Management 5

MAR 216 Principles of Marketing 5

CORE ELECTIVES:34

COM 253 Service Technician 9

COM 254 System Technician 9

COM 255 Fiber Optic Technician 7

COM 256 Advanced Technician 9

ADDITIONAL ELECTIVES:

Select at least five credits from the following courses:

ACC 121 Principles of Accounting I 5

ACC 122 Principles of Accounting II 5

ACC 207 Financial Management 5

BUS 216 Legal Environment of Business . . . 5

OR

BUS 221 Business Law 5

COM 257 CATV Tests and Measurements . . . 5

ENG 131 Technical Writing I 5

MAN 200 Human Resource Management . . . 5

MAN 226 Principles of Management 5

MAR 216 Principles of Marketing 5

Total credits for A.G.S. degree:96**BROADBAND COMMUNICATION****ADVISORY COMMITTEE**

Wes Counts

Sprint Broadband Wireless Group

James Crandall

Aims Community College

Rick Floodeen

Comcast Communications

Don Gillette

Gillette Satellite Systems

Jan Krause

Aims Community College

Kenneth Sauer

Aims Community College

Lem Schaffer

National Cable Institute (NCTI)

Karen Sell

Aims College Education Center

Kathy Stewart

AT&T Cablevision

Darlene Tacinelli

Southern New England Telephone

GRAPHIC TECHNOLOGY**(Associate of Applied Science Degree)****COMMUNICATIONS, HUMANITIES, AND BUSINESS DIVISION****Location:**

Ed Beaty Hall, Room 521

970.330.8008, Ext. 6259

Department Chair, Communications Media and Graphic Technology:

Lori Ford, Ext. 6329

Faculty:

Brian Dunning, Ext. 6888

Colleen Martin, Ext. 6301

Senior Office Specialist:

Janet Koeltzow, Ext. 6259

Advisors:

Brian Dunning, Ext. 6888

Lori Ford, Ext. 6329

Colleen Martin, Ext. 6301

Program Length: 900 clock hours (74 credits) for the Certificate in Occupational Education or 1160 clock hours (100 credits) for the Pre-press Option or 1130 clock hours (99 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, 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 the Graphic Technology program must have an appropriate Department program advisor's signature on the course registration form before registering.

PRESS OR PRE-PRESS OPTION CERTIFICATE PROGRAM**CERTIFICATE REQUIREMENTS: CREDITS**

Fall Quarter 24

BUS 101 Business Documents I 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 required courses plus six to seven courses related to the student's option as listed below. Students may choose to complete the Graphic Technology Pre-Press courses by completing the three 20 credit hour courses or by completing the nine 5-3 credit hour courses plus GRT 103 (20 credit hour course). (Total Degree Requirements range from 98 to 100 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 |
| OR | |
| GRT 106 Introduction to Page Layout Program (QuarkXPress)..... | 5 |
| GRT 107 Introduction to Drawing Program (Adobe Illustrator) | 5 |
| GRT 108 Introduction to Photo Manipulation Program (Adobe Photoshop)..... | 5 |
| GRT 110 Layout and Design/ Typography/Color..... | 5 |
| GRT 207 Advanced Illustration..... | 5 |
| GRT 208 Advanced Photoshop | 5 |
| GRT 209 Pre-Press Applications (Preflight/Imaging/Stripping) | 3 |
| GRT 210 Resume Writing and Electronic Portfolio..... | 3 |
| GRT 211 Digital Input/Output | 4 |
| GRT 103 Graphic Technology Level 3' | 20 |

GENERAL EDUCATION COURSES:

| | |
|--|---|
| BUS 141 Introduction to Communications.. | 5 |
| BUS 142 Intermediate Communications ... | 5 |
| BUS 165 Human Relations at Work | 5 |
| MAT 110 Applied Business Math..... | 5 |
| SPE 125 Interpersonal Communication.... | 5 |

ELECTIVES:

You must choose 4 credits from the following electives

| | |
|-------------------------------------|---|
| BUS 101 Business Documents I | 4 |
| BUS 102 Business Documents II | 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 151 Photography I | 3 |
| ART 152 Photography II | 3 |
| ART 244 Graphic Design I | 3 |
| ART 245 Graphic Design II..... | 3 |
| BUS 100 Computerized Keyboarding | 3 |
| BUS 256 Desktop Publishing | 2 |
| CIS 118 Introduction to PC Applications... | 5 |
| COM 112 Intro to Mass Media | 5 |
| COM 180 Graphics for TV and Multimedia ... | 3 |
| COM 287 Digital Photography & Imaging ... | 3 |
| COM 288 Advanced Digital Photography and Imaging | 3 |
| CSC 100 Computer Literacy..... | 5 |
| CSL 119 Psychology of Success | 1-5 |
| ENG 100 Composition Style & Technique... | 5 |
| GRT 104 Graphic Technology IV | 10 |
| GRT 105 Graphic Design for Web Page ... | 3 |
| GRT 106 Intro to Page Layout Program (QuarkXPress)..... | 5 |
| GRT 107 Intro to Drawing Program (Adobe Illustrator) | 5 |
| GRT 108 Intro to Photo Manipulation Program (Adobe Photoshop)..... | 5 |
| 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 |
| MAN 216 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

| | |
|---|-----|
| BUS 101 Business Documents I | 4 |
| BUS 102 Business Documents II | 4 |
| BUS 115 Introduction to Business..... | 5 |
| BUS 142 Intermediate Communications ... | 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 216 Small Business Management.... | 5 |
| MAT 105 Intermediate Algebra | 5 |
| Total Press Option Credits | 99 |

GRAPHIC TECHNOLOGY ADVISORY COMMITTEE

| |
|--|
| Jim Brouilliard Vision Graphics |
| Dave Geilenkirchen Greeley Tribune Graphic Technology Graduate |
| Bill Heideman Kodak Polychrome Graphics |
| Dick Kessler Sprint Press Denver Night Plant Manager |
| Kevin Kocher Greeley Tribune Production Director |
| Rick Leiser Kodak Polychrome Graphics |
| Ted Papousek R.R. Donnelley Norwest |
| Lynn Rugh Adcolor Graphic Designer |
| Margaret Willoughby Graphics Production Officer Aims Community College |

INTERACTIVE DESIGN

*(Associate of
Applied Science Degree)*

COMMUNICATIONS, HUMANITIES, AND BUSINESS DIVISION

**(Pending approval by the Colorado State
Board for Community Colleges and
Occupational Education.)**

Advisors:

| |
|---------------------------|
| Brian Dunning, Ext. 6888 |
| Lori Ford Ext. 6329 |
| Colleen Martin, Ext. 6301 |

Program Length: 170 clock hours (15 credits) in Web Design Emphasis or 200 clock hours (16 credits) in Animation Emphasis will earn the student an Occupational Education Certificate. 1230 clock hours (109 credits) in Web Design Emphasis or 1230 clock hours (108 credits) in the Animation Emphasis will earn the student

and Associate of Applied Science Degree.

Potential Opportunities: The program will prepare students for entry into a number of careers in the field of Web and Animation. These careers include but are not limited to the following: web design, web development, internet development, cartooning, gaming, medical illustration, and interactive CD development. This program will provide the student with a solid background in design, specifically for web sites and animation, technical skills for web image success, strategies for file and site management, as well as team building skills, critical thinking skills, problem solving skills, communication and job seeking skills.

Program Requirements: Completion of the three or four 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.

Registration Requirements: All students taking a course in the Interactive Design Program must have an appropriate Communication Technology Department advisor's signature on the course registration form before registering.

GENERAL EDUCATION CREDITS
ART 131 Design I ... 3
ENG 121 English Composition ... 5
MAT 105 Intermediate Algebra ... 5
PSY 120 Psychology of Leadership ... 5
SPE 115 Principles of Speech ... 5
Total ... 23

CORE PROGRAM
CIS 131 Introduction to Web Authoring (Basic HTML) ... 5
GRT 108 Introduction to Photo Manipulation Program (Adobe Photoshop) ... 5
GRT 107 Introduction to Drawing Program (Adobe Illustrator) ... 5
GRT 110 Typography/Layout Design/Color ... 5
ART 132 Design II ... 3
COM 285 Multimedia Design & Production ... 5
CIS 116 Program Design Basic/Visual Basic ... 5
IDN 278 Electronic Portfolio and Resume ... 5
IDN 285 Interactive Design Internship ... 5
Total ... 43

WEB DESIGN EMPHASIS
GRT 105 Creating Graphics for Web Pages ... 3
COM 119 Audio for Web ... 5
COM 290 Internet Publishing (Dreamweaver/Fireworks) ... 5
COM 292 Interactive Web Animation(Flash) ... 5
IDN 225 E-commerce Site Design ... 5
IDN 288 Web Design Capstone ... 5
Total ... 28

ANIMATION EMPHASIS
COM 180 Graphics for TV and Multimedia ... 3
COM 280 3D Modeling/Animation ... 3
COM 282 Advanced 3D Modeling and Animation ... 3
COM 281 Non-Linear Video ... 3
COM 290 Internet Publishing (Dreamweaver/Fireworks) ... 5
COM 292 Interactive Web Animation (Flash) ... 5
IDN 289 Animation Capstone ... 5
Total ... 27

ELECTIVES (Choose 15 Elective Credits)
ART 121 Drawing I ... 3
ART 110 Art Appreciation ... 5
ART 244 Graphic Design ... 3
ART 270 Figure Drawing 1 ... 3
ART151 Photography I ... 3
AAD 121 Computer Design I ... 3
AAD 122 Computer Design II ... 3
COM 287 Digital Photography & Imaging ... 3
COM 288 Advanced Digital Photography and Imaging ... 3
GRT 106 Intro to Page Layout Program (QuarkXPress) ... 5
GRT 207 Advanced Drawing Program (Adobe Illustrator) ... 5
GRT 208 Advance Photo Manipulation Program (Adobe Photoshop) ... 5
CIS 118 Introduction to PC Applications ... 5
CIS 166 Visual Basic Programming ... 5
CSC 160 Computer Science II (C++ Programming) ... 5
CIS 145 PC Database Concepts: Access ... 5
CIS 212 UNIX ... 5
CIS 213 UNIX System Administration ... 5
CSC 238 JAVA Programming ... 5
CIS 132 Intermediate WEB Authoring ... 5
Total Web Design Emphasis ... 109
Total Animation Emphasis ... 108

CERTIFICATES
WEB PAGE DESIGN CERTIFICATE CREDITS
CIS 131 Introduction to Web Authoring (Basic HTML) ... 5
COM 290 Internet Publishing (Dreamweaver/Fireworks) ... 5
GRT 107 Introduction to Photo Manipulation Program (Adobe Photoshop) ... 5
Total ... 15

ANIMATION CERTIFICATE
COM 180 Graphics for TV and Multimedia Program ... 3
COM 280 3D Modeling/Animation ... 3

COM 290 Internet Publishing (Dreamweaver/Fireworks) ... 5
GRT 108 Introduction to Drawing Program (Adobe Illustrator) ... 5
Total ... 16

INTERACTIVE DESIGN ADVISORY COMMITTEE

- Ronna K Johnston
University of Northern Colorado
Web Manager
Dave Geilenkirchen
Greeley Tribune
Web Manager
Emma Osckel
Design Technologies
Educational Representative
Paul Martinez
Design Technologies
Educational Representative
Amy M. Szczepczynski (Ski)
Design Technologies
Educational Representative
Chip Thero
Desk Til Dawn, Vice President

MULTIMEDIA/PRESENTATION ARTS (Associate of Applied Science Degree) COMMUNICATIONS, HUMANITIES, AND BUSINESS DIVISION

- ADVISORS:
James Crandall, Ext. 6845
Susan Musil, Ext. 6505
Claudia Stevens, Ext. 6362
Kenneth Sauer, Ext. 6207

The Multimedia/Presentation 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:

- MAT 100 Elementary Algebra OR
MAT 110 Applied 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 OR
AAD 121 Computer Design I ... 3

GENERAL EDUCATION COURSES: CREDITS

CIS 116 Logic and Program Design
Using BASIC & Visual Basic 5
CIS 166 Visual Basic Programming 5

Select one of the following courses:
ENG 131 Technical Writing I 5
ENG 121 English Composition I 5
BUS 217 Business Communications and
Report Writing 5

Select one of the following courses:
PSY 120 Psychology of Leadership &
Management 5
BUS 165 Human Relations at Work 5

Select one of the following courses:
SPE 115 Public Speaking 5
SPE 215 Professional and Business
Speaking 5

Total credits from General Education25

**MULTIMEDIA/PRESENTATION
CORE REQUIREMENTS**

REQUIRED PROGRAM COURSES

(All students will take):

BUS 111 Multimedia Business
Presentations I 3
BUS 115 Introduction to Business. 5
CIS 131 Introduction to Web Authoring . . . 5
COM 119 Multimedia Audio Production . . . 5
COM 180 Graphics for TV and Multimedia . . 3
COM 245 Broadcast Copywriting & Production . 5
COM 285 Multimedia Design and
Production I 5
COM 286 Multimedia Design and
Production II 5
COM 287 Digital Photography and Imaging. . . 3
COM 290 Internet Publishing I 5
COM 292 Internet Publishing II. 5
MAN 125 Team Building 2
MAN 216 Small Business Management. . . . 5
MAN 246 Ethical Issues in Marketing/
Management. 2
COM 298 Mass Media Internship 5
MAR 111 Principles of Sales or COM 260
Broadcast Sales/Management 5
MAR 216 Principles of Marketing 5
MAR 220 Advertising and Promotion. 5

Total credits from Required Courses:78
Total Credits for A.A.S. Degree:103

Other Recommended Courses:

COM 280 3D Modeling and Animation 3
COM 281 Non-Linear Video Editing 3
COM 283 Educational Technology 5
COM 288 Advanced Digital Photography
and Imaging 3
COM 289 Distance Education Methods
and Technology 5

**MULTIMEDIA/PRESENTATION ARTS
CERTIFICATE PROGRAM**

(Occupational Certificate)

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:

Select one of the following two courses:
ENG 121 English Composition I
BUS 217 Business Communications and
Report Writing. 5

Select one of the following three courses:
MAT 100 Elementary Algebra
OR
MAT 110 Applied Business Math
OR Equivalent. 5
CIS 112 Introduction to Windows:
Windows 95 or NT 3

Select one of the following two courses:
CIS 118 Introduction to PC Applications. . . 5
ART 244 Introduction to Graphic Design. . . 3
AAD 121 Computer Design I 3

CERTIFICATE REQUIREMENTS: CREDITS

BUS 111 Multimedia Business
Presentation I 3
BUS 112 Multimedia Business
Presentation II. 3
BUS 115 Introduction to Business. 5
CIS 116 Logic Program Design
Using BASIC & Visual Basic 5

Select one of the following two courses:
CIS 131 Introduction to Web Authoring. . . 5
COM 290 Internet Publishing I 5
CIS 166 Visual Basic Programming 5
COM 119 Multimedia Audio Production . . . 5
COM 180 Graphics for TV and Multimedia . . 3
COM 245 Broadcast Copywriting and
Production. 5

COM 285 Multimedia Design and
Production I 5
COM 287 Digital Photography and Imaging. . . 3

Select one of the following two courses:
PSY 120 Psychology of Leadership
and Management 5
BUS 165 Human Relations at Work 5

Select one of the following two courses:
SPE 115 Public Speaking. 5
SPE 215 Professional and Business
Speaking 5

Total Credits from above courses.57

Other Recommended Courses:

COM 280 3D Modeling and Animation 3
COM 281 Non-linear Video Editing. 3
COM 283 Educational Technology 5
COM 286 Multimedia Design and
Production II. 5
COM 288 Advanced Digital Photography
and Imaging 3
COM 289 Distance Education Methods
and Technology 5
COM 290 Internet Publishing 5
CSC 160 Computer Science I
(C++ programming) 5
ENG 131 Technical Writing I 5
MAN 125 Team Building 2
MAN 216 Small Business Management. . . . 5
MAN 246 Ethical Issues in Marketing/
Management. 2
COM 298 Mass Media Internship 5
MAR 105 Advertising and Promotion. 5
MAR 111 Principles of Sales or COM 260
Broadcast Sales/Management 5
MAR 216 Principles of Marketing. 5
Total Credits for Certificate57

**MULTIMEDIA PRESENTATION
ADVISORY COMMITTEE**

- Scott Benevidiz
- Sykes Enterprises
- Mike Fitzsimmons
- Threshold Computer Solutions
- Connie Goldsmith
- Greeley Central High School
- Brenda Kraft
- Group Publishing
- Mark Lewis
- Laserhead Digital Media, Inc.
- Jean Otte
- Instructional Designer,
Aims Community College
- Lyle Sampson
- United Media Group
- Carol Shepherd
- Student, Aims Community College

COMPUTER TECHNOLOGY

Location:

Ed Beaty Hall, Room 540
970.330.8008, Ext. 6239

Department Chair, Computer Information Systems

Ruby Loveless, Ext. 6372

Faculty:

Doug Clay, Ext. 6489
Dick Gardner, Ext. 6289
Cathy Hall, Ext. 6389
Tim McFerron, Ext. 6759
Rex A. Parr, Ext. 6363

Loveland Campus Chair:

Phil Edwards, 970.667.4611, Ext. 3314

Fort Lupton Campus Chair:

Liz Ryan, 970.352.4664, Ext. 4309

DEGREES/CERTIFICATE OFFERED:

Computer Information Systems (A.A.S. Degree)

C++ Programming (Certificate)

Information Technology (Certificate)

JAVA Programming (Certificate)

MCSE (Certificate)

Network Analyst (Certificate)

Telecommunications (Certificate)

UNIX Certificate (Certificate)

Visual Basic Programming (Certificate)

Web Page Development (Certificate)

Computer Information Systems Emphasis

(A.S. or A.A. Degree)

Computer Programming Emphasis

(A.S. or A.A. Degree)

Computer Science Emphasis

(A.S. or A.A. Degree)

Computer Science

(B.S. Degree Franklin University Alliance)

Management Information Systems

(B.S. Degree Franklin University Alliance)

Telecommunications Emphasis (A.A. Degree)

COMPUTER INFORMATION SYSTEMS EMPHASIS (Associate of Arts Degree) TECHNOLOGY DIVISION

ADVISORS:

Douglas Clay, Ext. 6489
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 CREDITS COMMUNICATIONS:.....15

See A.A. degree requirements

HUMANITIES:15
See A.A. degree requirements

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, SCIENCE AND COMPUTER:15

Select one from the following courses:
MAT 121 College Algebra..... 6
MAT 125 Survey of Calculus..... 5

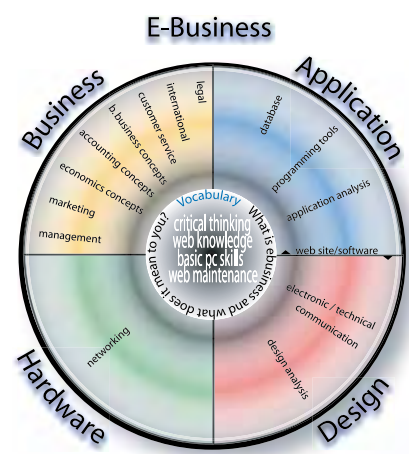
Select one Science course
See A.A. degree requirements for Science selection 5

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

ELECTIVES:31 credit hours



Computer Technology



See your program advisors for more information about e-Business offerings in these career areas.

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 116 Logic and Program Design Using BASIC | 5 |
| CIS 166 Visual Basic Programming | 5 |
| CSC 160 Computer Science I (C++ Programming)..... | 5 |
| CSC 161 Computer Science II Part 1 (Using C++) | 5 |

Select any of these recommended courses:

| | |
|---|-----------|
| CIS 110 Intro to PC Operating Systems: DOS..... | 3 |
| CIS 200 Introduction to Networking | 5 |
| CIS 212 UNIX | 5 |
| CIS 213 UNIX Systems Administration | 5 |
| CIS 266 Visual Basic Programming II..... | 5 |
| CSC 152 Visual Basic Programming III..... | 5 |
| CSC 162 Computer Science II Part 2 (using C++) | 5 |
| CSC 238 JAVA Programming | 5 |
| CSC 241 JAVA Programming II..... | 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 |

COMPUTER INFORMATION SYSTEMS (Associate of Applied Science Degree)

TECHNOLOGY DIVISION

ADVISORS:

- Ruby Loveless, Chair, Ext. 6372
- Dick Gardner, Ext. 6289
- Cathy Hall, Ext. 6389
- Tim McFerron, Ext. 6759
- Rex Parr, Ext. 6363

DISTANCE LEARNING ADVISOR:

- Karen Sell, Ext. 6836

Potential Opportunities: The Computer Information Systems A.A.S. degree program is designed to prepare you for entry level positions

in one of the following areas: Web Page Developer, Network Analyst and Programming.

It is important to understand that the computer courses require extensive lab time beyond the scheduled class time.

Registration Requirement: The Computer Information Systems degree requires assessment testing in Reading and Arithmetic. Please see the Advising and Assessment department before meeting with a program advisor. 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 or lower 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 are required with advisor's approval. An asterisk (*) identifies the General Education courses.

COMPUTER INFORMATION SYSTEMS A.A.S., DEGREE

GENERAL EDUCATION: CREDITS

| | |
|---|---|
| *BUS 217 Business Communications and Report Writing..... | 5 |
| *CIS 118 Introduction to PC Applications... | 5 |
| *MAT 105 Intermediate Algebra | 5 |
| *SPE 115 Public Speaking..... | 5 |

Select one of the following classes:

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

COMPUTER CLASSES:

| | |
|---|-----------|
| CIS 110 Introduction to PC Operating Systems: DOS..... | 3 |
| CIS 116 Logic and Program Design Using BASIC | 5 |
| CIS 145 PC Database Concepts: Access ... | 5 |
| CIS 166 Visual Basic Programming | 5 |
| CIS 200 Introduction to Networking | 5 |
| CSC 160 Computer Science I (C++ Programming) | 5 |
| Elective | 5 |
| Total Required Credits..... | 58 |

CERTIFICATE CREDITS

(Choose from the listed Computer Information Systems Certificates)..... 40

Students may focus in areas of specialization in three or more of the following areas:

- C++ Programming Certificate

- JAVA Programming Certificate
- MCSE Certification Certificate
- Network Analyst Certificate
- UNIX Certificate
- Visual Basic Programming Certificate
- Web Page Development Certificate

Total Required Credits for A.A.S. Degree . . .98

C++ PROGRAMMING CERTIFICATE

| | |
|--|-----------|
| CIS 110 Introduction to PC Operating Systems: DOS | 3 |
| CIS 116 Logic & Program Design Using BASIC | 5 |
| CIS 118 Introduction to PC Applications... | 5 |
| CSC 160 Computer Science I (C++ Programming) | 5 |
| CSC 161 Computer Science II Part I (C++ Programming) | 5 |
| CSC 162 Computer Science II Part II (C++ Programming) | 5 |
| Total Credits for C++ Programming Certificate | 28 |

JAVA PROGRAMMING CERTIFICATE

| | |
|--|-----------|
| CIS 110 Introduction to PC Operating Systems: DOS | 3 |
| CIS 116 Logic & Program Design Using BASIC | 5 |
| CIS 118 Introduction to PC Applications... | 5 |
| CSC 160 Computer Science I (C++ Programming) | 5 |
| CSC 238 JAVA Programming | 5 |
| CSC 241 JAVA Programming II..... | 5 |
| Total Credits for JAVA Certificate | 28 |

NETWORK ANALYST CERTIFICATE

| | |
|--|-----------|
| CIS 110 Introduction to PC Operating Systems: DOS | 3 |
| CIS 116 Logic & Program Design Using BASIC | 5 |
| CIS 118 Introduction to PC Applications... | 5 |
| CIS 200 Introduction to Networking | 5 |
| CIS 202 Implementing & Supporting Windows | 5 |
| CIS 203 Installation and Configuration ... | 3 |
| CIS 253 Multi-Vendor Networking..... | 6 |
| Total Credits Network Analyst Certificate | 32 |

UNIX CERTIFICATE

| | |
|--|-----------|
| CIS 110 Introduction to PC Operating Systems: DOS | 3 |
| CIS 116 Logic & Program Design Using BASIC | 5 |
| CIS 118 Introduction to PC Applications... | 5 |
| CIS 212 UNIX | 5 |
| CIS 213 UNIX System Administration | 5 |
| Total Credits for UNIX Certificate..... | 23 |

VISUAL BASIC PROGRAMMING CERTIFICATE

CIS 110 Introduction to PC Operating Systems: DOS 3
 CIS 116 Logic & Program Design Using BASIC 5
 CIS 118 Introduction to PC Applications . . . 5
 CIS 166 Visual Basic Programming 5
 CIS 266 Visual Basic Programming II 5
 CSC 152 Visual Basic Programming III 5

Total Credits Visual Basic Programming Certificate28

WEB PAGE DEVELOPMENT CERTIFICATE

CIS 110 Introduction to PC Operating Systems: DOS 3
 CIS 116 Logic & Program Design Using BASIC 5
 CIS 118 Introduction to PC Applications . . . 5
 CIS 145 PC Database Concepts: Access . . . 5
 CIS 131 Introduction to Web Authoring . . . 5
 CIS 132 Intermediate Web Authoring 5
 CIS 200 Introduction to Networking 5
 CNT 219 Web/Database Application Development 5

Total Credits Web Page Development Certificate38

INFORMATION TECHNOLOGY CERTIFICATE CONTINUING EDUCATION DIVISION

ADVISOR:

Karen Sell, Ext. 6836
 This program offered through Continuing Education Division.

CIS 110 Introduction to PC Operating Systems: DOS 3
 CIS 112 Introduction to Windows: 3
 CIS 116 Logic and Program Design Using BASIC 5
 CIS 118 Introduction to PC Applications . . . 5
 CIS 131 Introduction to Web Authoring . . . 5
 CIS 145 PC Database Concepts: Access . . . 5
 CIS 166 Visual BASIC Programming 5
 CIS 200 Introduction Networking 5
 CIS 201 End-User Networking: NT Workstation 6
 OR
 CIS 202 Implementing and Supporting Windows 5
 CSC 160 Computer Science I (C++ Programming) 5
 CSC 238 JAVA Programming 5

Total Credits for the Information Technology Certificate . . . 51-52

COMPUTER INFORMATION SYSTEMS CERTIFICATES MCSE - MICROSOFT WINDOWS 2000 CERTIFICATION CERTIFICATE CONTINUING EDUCATION DIVISION

ADVISOR:

Karen Sell, Ext. 6836
 John Hutson, Ext. 6783
 This program offered only at the Aims Corporate Education Center.

This certificate is designed to prepare you for th Windows 2000 MSCE track. You will learn about networking principles, setup and configuration of internetworking devices, and support a network infrastructure using Microsoft Windows 2000.

CERTIFICATE COURSES INCLUDE:

CNT 231 MCSE I: Microsoft Windows 2000 Professional 5
 CNT 232 MCSE II: Microsoft Windows 2000 Server 5
 CNT 233 MCSE III: Microsoft Windows 2000 Network Infrastructure 5
 CNT 234 MCSE IV: Microsoft Windows 2000 Active Directory Services 5
 CNT 235 MCSE V: Designing a Win 2000 Directory Service Infrastructure & Security Network 5
 CNT 236 MCSE VI: Designing Microsoft Windows 2000 Network Infrastructure . . . 5

Total Credits MCSE Microsoft Windows 2000 Certification Certificate30

COMPUTER INFORMATION SYSTEMS ADVISORY COMMITTEE

- Dan Balsamo
City of Greeley
- Dan Crogan
Aztech Software
- Allen Dickerson
ASP Technologies, Inc.
- Annette Kunovic
Allair Corporation
- Roger Ison
Mantic Software Corporation
- Deb Martinez
Aims Community College
- Deck Reichert
Dynamic Materials Corporation
- Kevin Schreiner
Valley High School

TELECOMMUNICATIONS EMPHASIS

(Associate of Arts Degree)

CONTINUING EDUCATION DIVISION

This program offered through Continuing Education Division.

ADVISOR:

Karen Sell, Ext. 6836
 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 Public Speaking 5

HUMANITIES:15

Three courses with at least two different prefixes under the Humanities category of the A.A. degree requirements.

BEHAVIORAL, SOCIAL, AND ECONOMIC SCIENCES:15

Three courses with a least two different prefixes under the Behavioral, Social, and Economic Sciences category of the A.A. degree requirements.

PHYSICAL EDUCATION:5

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, SCIENCE AND COMPUTER:16

At least one course under the Mathematics category of the A.A. degree requirements.

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**

TELECOMMUNICATIONS CERTIFICATE PROGRAM CREDITS

- CIS 291 Basic Telephony Concepts 5
- CIS 292 Advanced Telecommunications Concepts 5
- CIS 293 Data Communications and Protocol 5
- CIS 294 Lan/Wan Concepts 5

- CIS 295 Wireless Technology Concepts . . . 5
 - CIS 296 Fiber Optic Communications 5
 - ELT 111/113 DC/AC Fundamentals 10
- Total Certificate Credits25-30**

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. Consult with your advisor regarding the transferability of these courses to the school of your choice.

COMPUTER PROGRAMMING EMPHASIS (Associate of Arts or Associate of Science Degree) TECHNOLOGY DIVISION

ADVISOR:
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 CREDITS

- COMMUNICATIONS: 15**
See A.A. or A.S. degree requirements
- HUMANITIES: 15**
See A.A. or A.S. degree requirements
- BEHAVIORAL, SOCIAL, AND ECONOMIC SCIENCES: 15**
See A.A. or A.S. degree requirements
- PHYSICAL EDUCATION: 5**
See A.A. or A.S. degree requirements

MATHEMATICS, SCIENCE AND COMPUTER: 15-46

See A.A. or A.S. degree requirements

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 238 JAVA Programming 5

Select any of these Recommended Elective Courses:

- CSC 100 Computer Literacy 5
- CSC 235 Computer Graphics Programming 5
- CSC 241 JAVA Programming II 5
- CIS 110 Intro to PC Operating Systems: DOS 3
- CIS 116 Logic and Program Design Using BASIC 5
- CIS 166 Visual Basic 5
- CIS 212 UNIX 5
- CIS 213 UNIX System Administration 5
- CIS 266 Visual Basic Programming II 5
- CSC 255 Computer Organization 6

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 Arts or Associate of Science Degree)

TECHNOLOGY DIVISION

ADVISOR:

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 | CREDITS |
| COMMUNICATIONS: | 15 |
| See A.A. or A.S. degree requirements | |
| HUMANITIES: | 15 |
| See A.A. or A.S. degree requirements | |
| BEHAVIORAL, SOCIAL, AND ECONOMIC SCIENCES: | 15 |
| See A.A. or A.S. degree requirements | |
| PHYSICAL EDUCATION: | 5 |
| See A.A. or A.S. degree requirements | |
| MATHEMATICS, SCIENCE AND COMPUTER: | 15-46 |
| See A.A. or A.S. degree requirements | |

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 238 JAVA Programming..... | 5 |
| 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 241 JAVA Programming II..... | 5 |
| CIS 110 Intro to PC Operating Systems: DOS..... | 3 |
| CIS 116 Logic and Program Design Using BASIC..... | 5 |
| CIS 212 UNIX..... | 5 |

| | |
|---|---|
| CIS 213 UNIX System Administration..... | 5 |
| CSC 225 Computer Organization..... | 6 |

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.

COMPUTER SCIENCE (B.S. Degree)

FRANKLIN UNIVERSITY

CONTINUING EDUCATION DIVISION (Completion Requirements - 124 Semester Credit Hours)

Program Entry Requirements: All students who are seeking a bachelor of science degree through Aims Community College Alliance program with Franklin University first must hold an Associate's degree OR have a minimum of 60 semester credit hours/90 quarter credit hours with a 2.5 GPA and a high school diploma or GED. All Professional Foundations and Major courses must be completed through Franklin University.

This degree is designed for students who have completed an A.A., A.S., A.G.S., or A.A.S. degrees.

Note: All courses at Aims Community College are quarter hours and all courses at Franklin University are semester hours.

GENERAL EDUCATION

The following courses must be taken at Aims Community College unless they were previously completed through Liberal Arts and Sciences requirements:

| | |
|---|----------------|
| | CREDITS |
| ENG 121 English Composition I..... | 5 |
| ENG 122 English Composition II..... | 5 |
| ENG 131 Technical Writing..... | 5 |
| OR | |
| BUS 217 Business Communications and Report Writing..... | 5 |

Select one of the following: (SPE classes)

| | |
|---|---|
| SPE 115 Public Speaking..... | 5 |
| SPE 125 Interpersonal Communication..... | 5 |
| SPE 215 Professional and Business Speaking..... | 5 |
| SPE 216 Advanced Public Speaking..... | 5 |
| MAT 201 Calculus I..... | 5 |
| BUS 226 Business Statistics..... | 6 |
| OR | |
| MAT 135 Introduction to Statistics..... | 5 |

Two Science Courses
Two Humanities Courses
Two Social Science Courses

COMPUTER SCIENCE BRIDGE

Bridge courses to be completed at Aims Community College. If not previously completed:

| |
|---|
| CIS 118 Introduction to PC Applications... 5 |
| CIS 293 Data Communications & Protocol Concepts..... 5 |
| CSC 160 Computer Science I (C++ Programming)..... 5 |
| CSC 161 Computer Science II, Part 1 (using C++)..... 5 |
| CSC 162 Computer Science III, Part 2 (using C++)..... 5 |
| MAT 215 Discrete Mathematics..... 5 |

Select courses, if necessary, from CIS or CSC to complete a bachelor's degree of 124 semester hours.

CAPSTONE COURSE

(44 semester credit hours from Franklin University)

The Capstone Courses from Franklin University are offered completely online. Many students will choose to take the Capstone Courses at the same time they are taking the Bridge Courses from Aims Community College (depending on the prerequisites).

PROFESSIONAL FOUNDATIONS

(8 semester credit hours)

| | |
|---|---|
| PF 322 Online Learning Strategies..... | 2 |
| PF 305 Global Cultures..... | 4 |
| PF 310 Effective Presentational Communications..... | 2 |

MAJOR CORE (36 semester credit hours)

| | |
|---|---|
| COMP 319 Algorithm Analysis..... | 4 |
| COMP 340 Organization or Programming Languages..... | 4 |
| COMP 345 Client/Server Programming..... | 4 |
| COMP 360 Computer Architecture..... | 4 |
| COMP 380 Database Management..... | 4 |
| COMP 395 Software Engineering..... | 4 |
| COMP 460 Operating Systems..... | 4 |
| COMP 470 Computer Networks..... | 4 |

Choose two of the following:

| | |
|---|---|
| MIS 300 Management Information Systems..... | 4 |
| COMP 234 WWW Design..... | 4 |
| COMP 400 Systems Programming..... | 4 |
| COMP 415 Human Computer Interaction... 4 | |
| Any Online Course from the MIS Program | |

MANAGEMENT INFORMATION SYSTEMS

(B.S. Degree)

FRANKLIN UNIVERSITY

CONTINUING EDUCATION DIVISION
(Completion Requirements - 127 Semester Credit Hours)

Program Entry Requirements: All students who are seeking a bachelor of science degree through Aims Community College Alliance program with Franklin University first must hold an Associate's degree OR have a minimum of 60 semester credit hours/90 quarter credit hours with a 2.5 GPA and a high school diploma or GED. All Professional Foundations and Major courses must be completed through Franklin University.

This degree is designed for students who have completed an A.A., A.S., A.G.S., or A.A.S. degrees.

Note: All courses at Aims Community College are quarter hours and all courses at Franklin University are semester hours.

GENERAL EDUCATION

The following courses must be taken at Aims Community College unless they were previously completed through Liberal Arts and Sciences requirements:

CREDITS

| | |
|--|---|
| ENG 121 English Composition I | 5 |
| ENG 122 English Composition II | 5 |
| ENG 131 Technical Writing | 5 |

| | |
|--|---|
| OR | |
| BUS 217 Business Communications and Report Writing | 5 |

Select one of the following: (SPE classes)

| | |
|--|---|
| SPE 115 Public Speaking | 5 |
| SPE 125 Interpersonal Communication | 5 |
| SPE 215 Professional and Business Speaking | 5 |
| SPE 216 Advanced Public Speaking | 5 |
| BUS 226 Business Statistics | 6 |

| | |
|---|---|
| OR | |
| MAT 135 Introduction to Statistics | 5 |
| One Mathematics Elective | |
| MAT 125 Survey of Calculus | 5 |
| MAT 201 Calculus I | 5 |
| MAT 215 Discrete Mathematics | 5 |
| CIS 118 Introduction to PC Applications | 5 |
| One Science Courses | |
| Two Humanities Courses | |
| Two Social Science Courses | |

MANAGEMENT INFORMATION SYSTEMS BRIDGE COURSES

Bridge courses to be completed at Aims Community College.

| | |
|--|---|
| ACC 121 Principles of Accounting I | 5 |
| ACC 122 Principles of Accounting II | 5 |
| ACC 123 Principles of Accounting III | 5 |
| MAN 226 Principles of Management | 5 |

Choose One:

| | |
|---|---|
| ACC 207 Financial Management | 5 |
| MAR 216 Principles of Marketing | 5 |

| | |
|---|---|
| BUS 216 Legal Environment of Business | 5 |
| BUS 221 Business Law | 5 |

Structure Programming Course
(select one of the following)

| | |
|---|---|
| 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 |
| Application Domain (*16 hours of courses within a major area of concentration such as Accounting, Management, Marketing or Computer Science) | |

CAPSTONE COURSE

(46 semester credit hours from Franklin University)

The Capstone Courses from Franklin University are offered completely online. Many students will choose to take the Capstone Courses at the same time they are taking the Bridge Courses from Aims Community College (depending on the prerequisites).

PROFESSIONAL FOUNDATIONS

(6 semester credit hours)

| | |
|---|---|
| PF 322 Online Learning Strategies | 2 |
| PF 305 Global Cultures | 4 |

MAJOR COURSES (36 semester credit hours)

Required Core

| | |
|---|---|
| MIS 300 Management Information Systems | 4 |
| COMP 234 WWW Design | 4 |
| MIS 310 Information Systems Architecture and Design | 4 |
| MIS 320 Effective Technical Writing | 4 |
| COMP 380 Database Management Systems | 4 |
| MIS 400 systems Analysis & Design | 4 |
| COMP 415 Human Computer Interaction | 4 |
| MIS 430 Project Management | 4 |

ELECTIVES

(select two of the following courses)

| | |
|---|---|
| MIS 315 Business Telecommunications | 4 |
| MIS 360 Electronic Commerce | 4 |
| MIS 474 Information Systems Process Management | 4 |
| MIS 484 Information Systems Auditing and Security | 4 |
| MIS 480 Special Topics in MIS | 4 |
| Any Online Course in the Computer Science Curriculum. | |



CRIMINAL JUSTICE DEPARTMENT

Location:

Emergency Services Academy, Room 903
970.330.8008, Ext. 6269

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/CERTIFICATES OFFERED:

Criminal Justice (A.A.S. or A.A. degree)

Peace Officer Academy (Certificate)

CRIMINAL JUSTICE EMPHASIS (Associate of Arts Degree) BEHAVIORAL, SOCIAL, AND ECONOMIC SCIENCES DIVISION

ADVISORS:

Sue Beecher, Ext. 6313
Susan Gearheart, Ext. 6560
Charles E. Myers II, Ext. 6451

This Criminal Justice emphasis is designed for students who would like to **transfer** to a traditional four-year college or university: Criminal Justice, Legal Studies, Political Science, Pre-Law, Social Work, or Sociology program.

Recommended degree requirements for Criminal Justice 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, SCIENCE AND COMPUTER:15

See A.A. degree requirements

PHYSICAL EDUCATION:5

See A.A. degree requirements

CRIMINAL JUSTICE ELECTIVES.....40

(Offered **ONCE** per school year)

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 201 Criminal Law 5

CRJ 202 Constitutional Law 5

CRJ 203 Criminal Procedure 5

CRJ 249 Discretionary Justice/Ethics 5

Total Credits for Area of Emphasis105

CRIMINAL JUSTICE ADVISORY COMMITTEE

Chief Paul Branham

Greeley Police Department

Al Dominguez, Jr.

District Attorney, Weld County

Mr. Doug Erler, Consultant

Restitution Center, Weld County

James Kenney

Detective, Estes Park P.D.

Sgt. Lesa Post, Retired Patrol Supervisor,

Longmont Police Department

Philip L. Reichel, Ph.D.

Professor, Sociology, UNC

David Rogers, Director

Missing Children's Task Force,

Vector Foundation

Grace Sheerer

Counselor, RE9 School District

Tom Wagoner, Chief

Loveland Police Department

William E. West

District Court Chief Judge, 19th Judicial District

Dave Zobeck

Corrections Specialist

CRIMINAL JUSTICE (Associate of Applied Science Degree)

BEHAVIORAL, SOCIAL, AND ECONOMIC SCIENCES DIVISION

ADVISORS:

Sue Beecher, Ext. 6313

Susan Gearheart, Ext. 6560

Charles E. Myers II, Ext. 6451

Non-Majors: Students **DO NOT** have to be Criminal Justice majors to enroll in Criminal Justice degree courses.

Course offerings: Criminal Justice courses are offered **ONCE** per school year.

Course Sequence: Students are encouraged to take Freshman-level courses before Sophomore-level courses.



Criminal Justice and Legal Professions

Program Description: This degree program is concerned with: (1) 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, **AND** (2) the concept of how to humanely deal with those who come in contact with any aspect of the justice system.

Assessment Guidelines: See a Criminal Justice Advisor.

DEGREE PROGRAM

Criminal Justice General Education Courses: A minimum of 23 quarter credit hours of General Education Courses are required.

The General Education Courses are identified by an asterisk (*).

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

CRIMINAL JUSTICE COURSES72

FRESHMAN LEVEL COURSES:30
(Offered **ONCE** per year)

- 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:.25
(Offered **ONCE** per year)

- 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

SEMINAR COURSES:.17
(Offered **ONCE** per year)

- CRJ 211 Seminar: Issues in Policing. 3
- CRJ 212 Seminar: Issues in Criminal Courts. 3
- CRJ 213 Seminar: Issues in Corrections. . . . 3
- CRJ 248 Seminar: The Etiology of Crime . . . 3
- CRJ 249 Seminar: Discretionary Justice/Ethics 5

WRITTEN COMMUNICATIONS:5

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

- ORAL COMMUNICATIONS:5**
- *SPE 115 Public Speaking
- MATH:5**
- *MAT 100 Elementary Algebra OR
- *MAT 135 Introduction to Statistics
- COMPUTERS:.5**
- *CIS 118 Introduction to PC Applications .. 5 OR
- *CSC 100 Computer Literacy. 5

BEHAVIORAL, SOCIAL AND ECONOMIC SCIENCES:

- (select two (2) from the following courses.) 10
- *ANT 101 Cultural Anthropology
- *POS 111 American Government
- *PSY 101 General Psychology I
- *SOC 101 Introduction to Sociology I

- ELECTIVES:.5**
- EDU 121 Work-Keys. 1
- EDU 221 Work-Keys. 1 OR
- Courses selected with CRJ advisor's **approval.**
- Total Credits for A.A.S. Degree109**

CRIMINAL JUSTICE/ LEGAL ASSISTANT (Associate of Arts Degree)

BEHAVIORAL, SOCIAL, AND ECONOMIC SCIENCES DIVISION

ADVISORS:

Sue Beecher, Ext. 6313
Charles E. Myers II, Ext. 6451
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
- Consult with an advisor to determine which of these courses will apply to the A.A. degree "core" requirements and which will apply to "elective" requirements.
- MATHEMATICS, SCIENCE AND COMPUTER:15**
- CIS 118 Introduction to PC Applications. . . 5

PHYSICAL EDUCATION:5
See A.A. degree requirements

- ELECTIVES: (Selected with Criminal Justice advisor's approval).31**
- BUS 216 Legal Environment of Business . . . 5
- BUS 221 Business Law. 5
- 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 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 295 Intro to Legal Assistant. 4
(CRJ courses offered only **ONCE** per school year)
(Electives may not transfer to four year institutions)

PEACE OFFICER ACADEMY (Occupational Certificate)

BEHAVIORAL, SOCIAL, AND ECONOMIC SCIENCES DIVISION

Academy Director,

Charles E. Myers II, Ext. 6269
Associate Academy Director,
Sue Beecher, 970.330.8008, Ext. 6313

Academy and Registration Information: Must consult with the Associate Academy Director, (Sue Beecher).

Program Length: Consult with Academy Staff.

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: 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 |

**PRELAW EMPHASIS
(Associate of Arts Degree)
BEHAVIORAL, SOCIAL, AND
ECONOMIC SCIENCES DIVISION**

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.



FAMILY & LIFE EDUCATION

Location:

Westview, Room 660
970.330.8008, Ext. 6214

Program Director:

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:
Colleen Williams, Ext. 6274

Faculty-Early Childhood Professions:

Judy Gump, Ext. 6298
Rebecca Ward, Ext. 6799

Senior Office Specialist:

Sue Lorge, Ext. 6567

Receptionist:

Carol Brantner, Ext. 6214

DEGREES/CERTIFICATES OFFERED:

Early Childhood Professions

(three-quarters certificate)

Group Leader (three-quarters certificate)

Director (three-quarters certificate)

Infant/Toddler Care (one-quarter certificate)

Great Beginnings (one-quarter certificate)

Preschool Candidate (three-quarters certificate)

Infant/Toddler Candidate

(one-quarter certificate)

Early Childhood Professions

(A.A.S. or A.A. degree)

EARLY CHILDHOOD PROFESSIONS

BEHAVIORAL, SOCIAL, AND ECONOMIC SCIENCES DIVISION

Potential Opportunities: The demand for quality child care has increased the number of career options in the exciting and rewarding field of Early Childhood. 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 program is designed to prepare students for entry level positions in private preschools, small and large child care centers, child development centers, Head Start programs, before and after school programs, summer day camps, infant nurseries, and inclusive child care centers. Work experience is required in addition to courses listed.

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, Assistant Professor, and Rebecca Ward, Associate Professor.

CERTIFICATE PROGRAM EARLY CHILDHOOD PROFESSIONS

Program Length: Usually three quarters (48.5 credits) for a certificate.

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, 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.

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 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 & Technique. . . | 5 |
| SPE 125 Interpersonal Communication. . . | 5 |
| EMS 108 Daycare Provider CPR & First Aid | 0.5 |
| Elective | 2 |
| Total Credits for Certificate | 48.5 |

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 | 3 |
| OR | |
| ECP 215 Creativity and the Young Child. . . | 3 |
| ECP 227 Curriculum Development: Methods/Techniques. | 3 |
| ECP 238 Child Development. | 5 |
| Total Credits for Certificate | 21 |



Education and Early Childhood Professions

CHILDCARE CENTER DIRECTOR CERTIFICATE

These courses satisfy Colorado Department of Human Services requirements for Director. Additionally, students need 1820 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 205 Nutrition, Health, and Safety | 3 |
| ECP 214 Language and Cognition for the Young Child | 3 |
| OR | |
| ECP 215 Creativity and the Young Child ... 3 | |
| OR | |
| ECP 227 Curriculum Development: Methods/Techniques | 3 |
| ECP 238 Child Development | 5 |
| 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 |
| Total Credits for Certificate | 37 |

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 |

INFANT/TODDLER CANDIDATE CERTIFICATE

This certificate satisfies the educational requirements toward an Infant/Toddler CDA. Students must work with a CDA advisor to complete requirements.

| | |
|---|-----------|
| *While courses within this certificate are available, the actual certificate cannot be awarded until CCCOES approval is obtained. (Summer 1999) | |
| ECP 101 Introduction to Early Childhood Professions | 3 |
| ECP 110 Introduction to Care of Infants and Toddlers | 4 |
| ECP 111 Infant and Toddler: Theory and Practice | 5 |
| Total credits | 12 |

PRESCHOOL CANDIDATE CERTIFICATE

This certificate satisfies the educational requirements toward Preschool CDA. Students must work with a CDA advisor to complete requirements.

| | |
|---|---|
| *While courses within this certificate are available, the actual certificate cannot be awarded until CCCOES approval is obtained. (Summer 1999) | |
| ECP 101 Introduction to Early Childhood Professions | 3 |
| ECP 102 Introduction to EC Lab Experiences | 4 |
| ECP 238 Child Development | 5 |

Select one of the following:

| | |
|---|-------------|
| ECP 148 Guidance Strategies of Children .. 3 | |
| ECP 214 Language and Cognition for the Young Child | 3 |
| ECP 215 Creativity and the Young Child ... 3 | |
| Students must take ECP 121 and ECP 215 or ECP 148 or ECP 214 or ECP 125 | |
| AND | |
| EMS 108 Daycare Provider First Aid and CPR | 0.5 |
| Total credits | 15.5 |

ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAM EARLY CHILDHOOD PROFESSIONS

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 ECP 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.

Program Length: Usually six quarters for an Associate of Applied Science degree (101 credits).

Prerequisites: Same as for certificate program Early Childhood Professions.

| DEGREE REQUIREMENTS | CREDITS |
|---|---------|
| FIRST YEAR | |
| ECP 101 Intro. 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 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 121 English Composition I | 5 |
| SPE 125 Interpersonal Communication ... 5 | |
| EMS 108 Daycare Provider and First Aid and CPR | 0.5 |
| Total Credits for First Year | 46.5 |

SECOND YEAR

PROGRAM COURSES REQUIRED:

| | |
|---|---|
| ECP 110 Introduction to Care of Infants and Toddlers | 4 |
| ECP 202 ECP Lab Experience IV | 7 |
| ECP 205 Nutrition, Health, and Safety | 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 111 Infant and Toddler Theory and Practice | 5 |
| (Maybe substituted for elective credit) | |
| ECP 112 Introduction to Infant/Toddler Lab Techniques | 3 |

Special Needs Track Option

| | |
|--|---|
| ECP 296 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 |
| Elective | 4 |
| Total Credits for A.A.S Degree | 99.5 |

Students must have a "C" or better in each practicum course to advance to the next practicum course. Practicum courses are: ECP 102, ECP 103, ECP 104, ECP 202, 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 & 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 |

ASSOCIATE OF ARTS DEGREE WITH EARLY CHILDHOOD EMPHASIS

The purpose of the A.A. degree with an emphasis in Early Childhood Professions is to serve the needs of the student who plans to transfer to a four-year college or university for the purpose of earning a baccalaureate degree. The degree consists of 65-66 credits in General Education courses and 30 credits in Early Childhood Professions courses. 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. Students who choose this option will have met course work required by the Colorado Department of Human Services for director positions in child care centers (experience is also required). See A.A. degree information under the Academic Affairs section. The degree does not guarantee transferability or employability.

ECP COURSES FOR A.A. WITH EMPHASIS IN EARLY CHILDHOOD PROFESSIONS:

| | 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, Health, and Safety | 3 |
| ECP 214 Language and Cognition for the Young Child | 3 |
| OR | |
| 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 |
| EXP 227 Methods/Techniques: Curriculum Development | 3 |
| ECP 238 Child Development. | 5 |

EARLY CHILDHOOD PROFESSIONS ADVISORY COMMITTEE

- Peggy Burdan, Director
My Friends and Me Learning Center
- Mary Hamilton
McKee Children’s Center, University Children’s Center, NCMC Child Care Center
- Jan Knutson
Greeley Central High School Vocational Home Economics
- Mary Ann Klismet
Early Childhood Special Education Windsor School District
- Melissa Lem
Children’s World Learning Centers
- Maurine Summers
Retired Aims Faculty
- Jennifer Vigil
Family Educational Network of Weld County
- Emma Shockley
Loveland Preschool

TEACHER PREPARATION

BEHAVIORAL, SOCIAL, AND ECONOMIC SCIENCES DIVISION

Students interested in a career in education need to identify as early as possible the four-year institution to which they plan to transfer. Elementary and secondary education students will be required to pursue a Bachelor’s degree. Early Childhood students have choices of certificates, Associate’s degree or Bachelor’s degree and beyond. Programs vary among Colorado universities. It is recommended that students seek advising from one of the following Aims advisors;

- Judy Gump - Early Childhood Professions
- Lynnette Knowlton - Occupational or post-secondary education
- Marsha Driskill - Math/Science or General Education
- Advising Core - undecided teacher education
- Kathy Hamblin - Elementary Education
- Ron Courson - Fort Lupton Campus

FAMILY AND LIFE EDUCATION

BEHAVIORAL, SOCIAL, AND ECONOMIC SCIENCES DIVISION

Family and Life Education provides diverse learning opportunities to meet the needs of families, parents, teachers, students and older adults in various locations throughout Weld and Larimer Counties. Programs include:

- Expectant Families (co-sponsored by North Colorado Medical Center) - Childbirth Education, support and special interest

courses for pregnant families.

- Parent/Family Education - Courses to help parents understands developmental needs, management strategies and confidence building for themselves and their children. Family change topics are also addressed.
 - Professional Education - Courses for teachers to refuel and enhance classroom instruction. Some courses apply toward re-licensure.
 - Senior Exercise - Courses to enhance physical wellness for mature adults.
 - Early Childhood Professions - Certificate and degree programs for individuals seeking a career working with young children.
- Donna Souther, J.D., Academic Dean Behavioral, Social & Economic Sciences Aims Community College
- Kathy Hamblin, M.A., Program Director
- Colleen Williams, B.S. - Parent and Professional Education Coordinator
- Kris Howard, RN, BSN - Expectant Families Coordinator; North Colorado Medical Center
- Judy Gump, M.A. - Early Childhood Professions Faculty
- Rebecca Ward, M.S. - Early Childhood Profession Faculty
- Linda Neigherbauer, M.A., Director, Monfort Early Childhood Education Center
- Sue Lorge, A.A. - Senior Office Specialist, Ext. 6567
- Carol Brantner - Receptionist, Ext. 6214

SENIOR ADULT EDUCATION

BEHAVIORAL, SOCIAL, AND ECONOMIC SCIENCES DIVISION

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.

Vouchers are now available for adults at least 60 years of age who have a social security number.

- Donna Souther, J.D., Academic Dean Behavioral, Social & Economic Sciences
- Marilyn Gerbrandt, M.A., Director, Senior Adult Education, Behavioral, Social & Economic Sciences,
- Marilynn Freier, B.S., Physical Education Exercise Coordinator
- Linda Ziegler, B.S., Physical Education Exercise Coordinator
- Sue Lorge, Senior Office Specialist, Ext. 6567
- Carol Brantner, Receptionist, Ext. 6214

ELECTRONICS TECHNOLOGY DEPARTMENT

Location:

Ed Beaty Hall, Room 540
970.330.8008, Ext. 6239

Department Chair, Electronics and Engineering

Eugene Cross, Ext. 6438

Assistant Chair, Electronics and Engineering

Lynette Havens, Ext. 6340
Jon Schiltz, Ext. 6414

Faculty:

Eugene Cross, Ext. 6438
Peter Montez, Ext. 6376

DEGREES/CERTIFICATES OFFERED:

Biomedical Electronics Technician

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

Biomedical Electronics Technology

(Certificate)

Electronics (two-year A.A.S. Degree)

Electronics (Certificate)

Radiology Equipment Repair (Certificate)

ELECTRONICS TECHNOLOGY (Associate of Applied Science Degree)

TECHNOLOGY DIVISION

Advisors:

Gene Cross, Ext. 6438
Peter Montez, Ext. 6376
Jon Schiltz, Ext. 6414

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.



Electronics

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, 60 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.

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 Circuits I | 5 |
| ELT 116 Solid State Circuits 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 116 Logic and Program Design Using BASIC & Visual Basic | 5 |
| Total Credit Hours for Certificate | 60 |

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 Education courses (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. Other advisor approved options are possible.

Note 2: Total general education credits are 25, as follows: PHY 111 (5), PHY 112 (5), Speech (5), PSY 120 (5), and CIS 116 (5). The PHY 111/112 and CIS 116 are requirements in the first year core. At least twenty 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 100 Computerized Keyboarding | 3 |
| BUS 115 Introduction to Business | 5 |
| BUS 129 Business Telecommunications I | 1 |
| BUS 141 Introduction to Communications | 5 |
| BUS 165 Human Relations at Work | 5 |
| BUS 206 Business Telecommunications II | 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 |

| | |
|--|---|
| 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 131 Introduction to Web Authoring | 5 |
| CIS 200 LAN Concepts and Networking Essentials | 5 |
| CIS 201 End-User Networking NT Workstation | 6 |
| CIS 202 Implementing and Supporting Windows NT 4 | 5 |
| CIS 212 UNIX | 5 |
| CIS 213 Unix System Administration | 5 |
| CIS 253 Multi-Vendor Networking | 6 |
| 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 I | 5 |
| COM 114 Introduction to TV Broadcasting | 5 |
| COM 118 Introduction to Audio Production | 5 |
| COM 280 Desktop Video Production II | 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 138 National Electrical Code Review | 5 |
| ELT 199 Electronics Tech Seminar | 1-10 (Special Topics) |
| 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 Electronic Communications I | 5 |
| ELT 206 Electronic Communications II | 5 |
| ELT 207 Electronic 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 214 CET Exam Preparation | 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 4

ENT 206 Statics 5

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 4

ENT 247 Mechanical Design: Facilities 4

ENT 298 Engineering Problems 4

From the Management area:

MAN 116 Principles of Supervision 5

MAN 125 Teambuilding 2

MAN 126 Total Quality Improvement 3

MAN 226 Principles of Management 5

From the Math/Science area:

MAT 103 Introduction to Geometry 2

MAT 105 Intermediate Algebra 5

MAT 121 College Algebra 6

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

BIOMEDICAL ELECTRONIC TECHNOLOGY PROGRAM OPTION CONTINUING EDUCATION DIVISION

This Program offered through Continuing Education

ADVISOR:

Karen Sell, Ext. 6836

Program Description: The Department of Defense (DoD) Biomedical Equipment Maintenance Technician Training Group (formerly know as the United States Army Medical Equipment and Optical School-USAMEOS) provides the opportunity to earn an Associate in Applied Science (A.A.S.) Degree with an

emphasis in Biomedical Electronic Technology. This program is offered in partnership with Aims Community College and the United States Air Force, Army, Navy, Coast Guard, National Guard and Reserve Units through the DoD Biomedical Equipment Maintenance Technician Training Group (DoD BEMTTG). DoD and 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. This A.A.S. Degree is designed to prepare students for entry-level positions as medical equipment or biomedical equipment repair technicians. 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. The Biomedical Electronic Technology Degree is available to individuals worldwide. Regardless of where you are stationed after leaving the DoD BEMTTG program, our courses will be available to you.

Program Requirements: (1) Students must complete the DoD BEMTTG or the USAMEOS Basic and Advanced course training program. (2) Thirty-one additional credits are required. A



total of 24 of the 31 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 DoD BEMTTG or the USAMEOS programs. A demonstrated proficiency in English Composition is required prior to degree completion. This may be accomplished by (1) completing any number of other college credit classes that demonstrate proficiency in ENG 100 material or (2) by obtaining a qualifying score on a college placement test. Aims will provide a guide for acceptable college placement tests for distance learners. Individuals completing the DoD BEMTTG or the USAMEOS courses in radiology receive a Radiology Equipment Repair Certificate 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.

Financial Assistance: This program has been approved for both Tuition Assistance (TA) and for GI benefits. Soldiers should contact their Educational Officer to apply for financial assistance.

BIOMEDICAL ELECTRONIC TECHNOLOGY A.A.S. DEGREE

CONTINUING EDUCATION DIVISION
DoD Biomedical Equipment Maintenance Technician Training Program
Associate of Applied Science Degree Program by Distance

The successful completion of the DoD BEMTTG or the USAMEOS Basic and Advanced course training programs earns the student credit for all ELT prefix courses listed below.

First Year Degree Requirements Satisfied by DoD BEMTTG Courses:

| | CREDITS |
|---|----------------|
| Basic Module 1 | |
| ELT 110 Electronic Assembly | 4 |
| Basic Module 1 | |
| ELT 111 DC Fundamentals I | 5 |
| Basic Module 1 | |
| ELT 112 DC Fundamentals II | 5 |
| Basic Module 1 | |
| ELT 113 AC Fundamentals I | 5 |
| Basic Module 1 | |
| ELT 114 AC Fundamentals II | 5 |
| Basic Module 2 | |
| ELT 115 Solid State Circuits I | 5 |
| Basic Module 2 | |
| ELT 116 Solid State Circuits II | 5 |
| Basic Module 2 | |

| | |
|--|-----------|
| ELT 117 Digital Fundamentals I | 5 |
| Total Credit Hours for first year | 39 |

Second Year Degree Requirements Satisfied by DoD BEMTTG Courses:

| | |
|---|-----------|
| Basic Module 3 | |
| ELT 230 Basic Equipment I | 11 |
| Basic Module 4 | |
| ELT 231 Basic Equipment II | 11 |
| Basic Module 5 | |
| ELT 232 OR/CMS Equipment | 10 |
| Basic Module 6 | |
| ELT 233 Advanced Equipment | 10 |
| Total Credit Hours for second year | 42 |

GENERAL EDUCATION REQUIREMENTS

| | |
|--|-----------|
| CIS 118 Intro to PC Applications | 5 |
| CIS 116 Logic and Program Design | |
| Using BASIC & Visual Basic | 5 |
| ENT 207 Technical Job Seeking | 1 |
| PHY 111 Physics: Algebra Based I | 5 |
| PHY 112 Physics: Algebra Based II | 5 |
| PSY 120 Psychology of Leadership | 5 |
| SPE 115 Public Speaking | 5 |
| Total Credit Hours for general education requirements | 31 |

Note: Twenty-four (24) of the thirty-one (31) General Education credits listed above must be completed through Aims Community College. A maximum of seven (7) of these credits may be transferred from other regionally accredited colleges.

Total Credit Hours for A.A.S. Degree112

RADIOLOGIC EQUIPMENT REPAIR CERTIFICATE

| | |
|---|-----------|
| Basic Module 7 | |
| ELT 234 Radiology Equipment I | 12 |
| Basic Module 8 | |
| ELT 235 Radiology Equipment II | 12 |
| Total Credit Hours for endorsement | 24 |

Note: Students completing the DoD BEMTTG Radiological Equipment I & II courses will receive credit for an additional 24 quarter credits which applies toward a Radiologic Equipment Repair Certificate in addition to the A.A.S. Degree.

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

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 TECHNOLOGY PROGRAM OPTION

The Biomedical Electronics Technology 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. Osometer, 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. Spyrometer, 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. Heliudent 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

- John Bettolo
Weld County SD 6, Greeley
- Bob Brown
Harsh International Inc., Eaton
- Jerry Cotner
Kodak Colorado Division, Windsor
- John Connell
RR Donnelley Norwest Inc., Greeley
- James Folkestad
CSU Department of Manufacturing Technology and Construction Management,

- Fort Collins
- Mashanu Fuseini
Agilent Technologies, Fort Collins
- Glenn Gray
Celestica Colorado, Fort Collins
- Michelle Hupfer
Woodward Governor, Fort Collins
- Phyllis Huston
Hewlett Packard, Fort Collins
- Russell Johnson
CSU Industrial Technology, Fort Collins
- John Lenz
Greeley
- Debbie Lindenmuth
Platte River Power Authority, Fort Collins
- Tom Maness
CSU Industrial Sciences Department,
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- Randy Milroy
Rocky Mountain Supply, Inc., Greeley
- Alan Oetken
Ion Tech., Fort Collins
- James Parnell
CSU Construction Management Program,
Fort Collins
- Herb Peralez
Miner and Miner Consulting Engineers, Inc.,
Fort Collins
- Holly Sample
Poudre School District Support Services . .
Center, Fort Collins
- Dave Watson
Western Sugar Co., Greeley
- Barb Wilson
Aqua Engineering, Fort Collins
- Greg Worrell
ConAgra Risk Management, Greeley

ENGINEERING TECHNOLOGY DEPARTMENT

Location:

Ed Beaty Hall, Room 540
970.330.8008, Ext. 6239

Department Chair, Electronics and Engineering

Eugene Cross, Ext. 6438

Assistant Chair, Electronics and Engineering

Lynette Havens, Ext. 6340
Jon Schiltz, Ext. 6414

Faculty:

Jay Freese, Ext. 6413

DEGREES/CERTIFICATES OFFERED:

Construction Technology (Certificate)

Engineering Technology - AutoCAD

(Certificate)

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 - Industrial Technology

Industrial Technology: General (Certificate)

Industrial Technology: Maintenance

(Certificate)

Industrial Technology: Electrical/Electronics

(Certificate)

Industrial Technology: Mechanical

(Certificate)

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)

ENGINEERING TECHNOLOGY (Associate of Applied Science Degree)

TECHNOLOGY DIVISION

Advisors:

Jay Freese, Ext. 6413

Lynette Havens, Ext. 6340

Program Length: Usually three quarters for a Certificate and six quarters for Associate in Applied Science degree.

Potential Opportunities: The certificate and degree programs are designed to prepare students for a wide range of technical occupations in the architectural, civil, mechanical, and manufacturing engineering fields. The entry level occupations within these fields may include drafting/design, CAD, estimating, machine operation and programming, process planning, technical documentation, laboratory testing, and other para-engineering skills. The student will develop technical work skills, an understanding of applied mathematics and physics, and will learn to use technology to solve typical engineering-related problems. These A.A.S. degree graduates are both prepared for the workplace, and prepared to articulate on to selected university programs.

Program Requirements: (1) Students entering this program are required to complete Aims assessment examinations in the areas of reading, writing, math, and algebra. If QUALIFYING SCORES are NOT attained, program advisors will determine the necessary preparatory courses needed to gain admittance to the program. A MINIMUM SCORE OF 79 ON THE READING ASSESSMENT IS REQUIRED FOR ANY ENGINEERING TECHNOLOGY COURSE. (2) A demonstrated proficiency in English composition is required before graduation. This may be accomplished by successful completion ("C" grade or above) or ENG 100 Composition and Style, or by a qualifying score on the assessment examination. (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. Any student requesting an evaluation of transfer credits is recommended to meet with an Engineering department advisor. (5) Any course used to satisfy an Engineering Technology degree or certificate



Engineering

requirement must be completed with a "C" or above grade.

General Information: Most courses within the Engineering Technology program requires some degree of manual dexterity, good eyesight, and the ability to perform manual operations such as light lifting and operating test equipment. Specific courses may be suitable for the physically impaired student - contact a program advisor if you have specific questions or needs.

Program Description: The A.A.S. degree in Engineering Technology consists of the 1st year core classes (i.e., the Engineering 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. Program advisors work with each student to develop their specific program of study.

ENGINEERING TECHNOLOGY CERTIFICATE PROGRAM

The Certificate program is a three quarter 54 credit program that prepares students for many entry-level jobs within the field of engineering technology. The curriculum includes 8 elective credits to allow a student to orient his/her study towards a specific area of speciality. This certificate program also serves as the first year of the two-year Associate of Applied Science Engineering Technology degree.

CERTIFICATE REQUIREMENTS: CREDITS

Table with 2 columns: Course ID and Credits. Rows include ELT 107, ENT 100, ENT 101, ENT 102, ENT 111, ENT 116, ENT 118, ENT 201, ENT 207, ENT 215, and ENT 216.

REQUIRED GENERAL EDUCATION COURSES:

Table with 2 columns: Course ID and Credits. Rows include PHY 111 and PHY 112.

ELECTIVES: Select with advisor approval. . . . 8

Total Credit Hours for Certificate55

Note: An assessment of 105 or completion of ENG 100 is also required to demonstrate English proficiency.

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 ASQ.)

ENGINEERING TECHNOLOGY DEGREE PROGRAM

The Engineering Technology A.A.S. Degree program is a six quarter, 110 credit hour program that prepares students for more specialized entry-level jobs within the field of engineering technology. The curriculum is designed with a high degree of flexibility so that a student or employer may select electives as needed to prepare for specific occupational needs. This degree will articulate into many university Industrial Technology programs. The curriculum consists of (a) the first-year core (in the Engineering Certificate), (b) the second year technical elective "pool", and (c) the general education requirements.

DEGREE REQUIREMENTS: CREDITS

Table with 2 columns: Requirement and Credits. Rows include First Year Core, Second Year, ENT 298, ENT 296, and Technical Electives.

General Education courses (see Note 2 below) 13

Total Credits for Degree:111

Note 1: "Technical Electives" refer to courses from the approved elective list, and includes selected courses from Engineering, Electronics, Business, Computer Science, Management, Math/Science, Welding, and Design. Technical Electives must be approved by an advisor from the Engineering department.

Note 2: Total General Education credits are 23, as follows: PHY 111 (5), PHY 112 (5), SPE 115 (5), PSY 120 (5), and General Education elective (3). PHY 111 and PHY 112 are requirements in the 1st year core.

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 prepared to take the Autodesk level 1 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 may 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 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 (SME) 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 ASQ 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 100 Computerized Keyboarding | 3 |
| BUS 115 Introduction to Business | 5 |
| 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 Using BASIC & Visual Basic | 5 |
| CIS 118 Introduction to PC Applications | 5 |
| CIS 145 PC Database Concepts: Access | 5 |
| CIS 212 UNIX | 5 |
| CSC 160 Computer Science I (C++) | 5 |

From the Construction area:

| | |
|---|------|
| BCT 100 Basic Math | 1.5 |
| BCT 101 Basic Safety | 1.5 |
| BCT 102 Introduction to Hand Tools | 0.6 |
| BCT 103 Introduction to Power Tools | 0.27 |

| | |
|--|-----|
| BCT 104 Measurement | 0.6 |
| BCT 105 Introduction to Blueprints | 0.6 |
| BCT 106 Basic Rigging | 1.2 |
| BCT 107 Work Based Experience | 4 |
| BCT 108 Computer Basics | 0.6 |

From the Electronics area:

| | |
|---|---|
| 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 | |

From the Management area:

| | |
|---|---|
| MAN 125 Teambuilding | 3 |
| MAN 126 Total Quality Improvement | 3 |
| MAN 216 Principles of Supervision | 5 |
| MAN 226 Principles of Management | 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 | 6 |
| 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 |

The following programs are offered through the Continuing Education Division. Contact Roseann Guyette at extension 6578 for training requests.

INDUSTRIAL TECHNOLOGY CERTIFICATE PROGRAM

The Industrial Technology Certificate is designed to offer entry-level students the fundamentals in the manufacturing industry to obtain jobs in this field.

CERTIFICATE REQUIREMENTS: CREDITS

| | |
|-------------------------------------|--|
| ENT 100 Introduction to Engineering | |
|-------------------------------------|--|

Technology 2

ENT 116 Technical Mathematics 5

FST 107 Hazardous Materials I 3

HLH 122 Basic Safety 1

ELT 107 Industrial Electricity 5

PHY 105 Conceptual Physics 5

ENT 101 Introduction to Engineering Graphics 3

ELT 130 Electricity I 5

ENT 118 Technical Computing Applications . . 5

SPE 215 Professional and Business Speaking 5

MAN 125 Teambuilding 2

ENT 216 Statistical Quality Control 3

ENT 298 Engineering Problems and Applications 4

OR

ENT 296 Engineering Internship 4

Total Credit Hours for Certificate 48

The following programs are offered through the Continuing Education Division. Contact Roseann Guyette at extension 6578 for training requests.

INDUSTRIAL TECHNOLOGY MAINTENANCE CERTIFICATE PROGRAM

The Industrial Technology Maintenance Certificate is designed to offer students more in-depth knowledge of the manufacturing industry and the maintenance field. This is designed for a student with previous job experience that would like to further their knowledge in this specific area or for a student that has completed the Industrial Technology Certificate that would like to go into the maintenance field in manufacturing industries.

CERTIFICATE REQUIREMENTS: CREDITS

ENT 217 Fluid Mechanics: Hydraulic/Pneumatic 3

ENT 112 Manufacturing Processes 4

ELT 107 Industrial Electricity 5

ENT 129 Engineering Seminar III 6-12

OR

ENT 296 Engineering Internship 6-12

Total Credit Hours for Certificate 18-24

The following programs are offered through the Continuing Education Division. Contact Roseann Guyette at extension 6578 for training requests.

INDUSTRIAL TECHNOLOGY MECHANICAL CERTIFICATE PROGRAM

The Industrial Technology Mechanical Certificate is designed to offer students a more in-depth general study of the manufacturing industry. This is designed for a student with previous job experience that would like to study the field in more detail or for a student that has completed the Industrial Technology Certificate that would like to advance their knowledge of the manufacturing field.

CERTIFICATE REQUIREMENTS: CREDITS

ENT 217 Fluid Mechanics: Hydraulic/Pneumatic 3

ELT 130 Electricity I 5

OR

ELT 131 Electricity II 5

WLT 204 Welding Problems I 4

ELT 107 Industrial Electricity 5

OR

ELT 108 Electronics for Engineering Technicians 5

ENT 201 Computer Aided Drafting I 4

ENT 129 Engineering Seminar III 6-12

OR

ENT 296 Engineering Internship 6-12

Total Credit Hours for Certificate 27-33

The following programs are offered through the Continuing Education Division. Contact Roseann Guyette at extension 6578 for training requests.

INDUSTRIAL TECHNOLOGY ELECTRONICS CERTIFICATE PROGRAM

The Industrial Technology Electronics Certificate is designed to offer students a more in-depth study of the electronics field of the manufacturing industry. This is designed for a student with previous job experience that would like to further their knowledge in the electronics field or for a student that has completed the Industrial Technology Certificate that would like to take more in-depth classes in the electronics field.

CERTIFICATE REQUIREMENTS: CREDITS

ELT 107 Industrial Electricity 5

ELT 108 Electronics for Engineering Technicians 5

ELT 212 Automation Control Circuits 5

ELT 224 Programmable Logic Controllers . . 5

ENT 129 Engineering Seminar III 6-12

OR

ENT 296 Engineering Internship 6-12

Total Credit Hours for Certificate 26-32



AUTO CAD CERTIFICATE PROGRAM

This certificate provides a broad spectrum of computer-aided drafting skills necessary to compete in an industrial environment. The Auto CAD Certification Exam Preparation Course helps prepare students interested in the two Auto CAD Certification exams administered by AutoDesk (authors of the Auto CAD program).

CERTIFICATE REQUIREMENTS: CREDITS

| | |
|--|---|
| 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 119 Auto CAD Certification Exam Preparation | 2 |

Total Credit Hours for Certificate 18

The following programs are offered through the Continuing Education Division. Contact Roseann Guyette at extension 6578 for training requests.

CONSTRUCTION TECHNOLOGY CERTIFICATE PROGRAM

Students complete short core courses which will help prepare them for entry level employment, specialty certificates, or an associate degree.

CERTIFICATE REQUIREMENTS: CREDITS

| | |
|--|------|
| BCT 100 Basic Math | 1.5 |
| BCT 101 Basic Safety | 1.5 |
| BCT 102 Introduction to Hand Tools | 0.6 |
| BCT 103 Introduction to Power Tools | 0.27 |
| BCT 104 Measurement | 0.6 |
| BCT 105 Introduction to Blueprints | 0.6 |
| BCT 106 Basic Rigging | 1.2 |
| BCT 107 Work-Based Experience | 4 |
| BCT 108 Computer Basics | 0.6 |
| CSL 105 Business and Industry Career Planning | 3 |
| EDU 122 Basic Skills Assessment | 1 |

Total Credit Hours for Certificate 14.87**ENGINEERING ADVISORY COMMITTEE**

John Bettolo
Weld County SD 6, Greeley

Bob Brown
Harsh International Inc., Eaton

John Connell
RR Donnelley Norwest Inc., Greeley

Jerry Cotner
Kodak Colorado Division, Windsor

James Folkestad
CSU Department of Manufacturing
Technology and Construction Management,
Fort Collins

Glenn Gray
Celestica Colorado, Fort Collins

Phyllis Huston
Hewlett Packard, Fort Collins

Russell Johnson
CSU Industrial Technology, Fort Collins

John Lenz
Greeley

Debbie Lindenmuth
Platte River Power Authority, Fort Collins

Tom Maness
CSU Industrial Sciences Department,
Fort Collins

Randy Milroy
Rocky Mountain Supply, Inc., Greeley

Alan Oetken
Ion Tech., Fort Collins

James Parnell
CSU Construction Management Program,
Fort Collins

Herb Peralez
Miner and Miner Consulting Engineers, Inc.,
Fort Collins

Holly Sample
Poudre School District Support Services . . .
Center, Fort Collins

Dave Watson
Western Sugar Co., Greeley

Greg Worrell
ConAgra Risk Management, Greeley

Barb Wilson
Aqua Engineering, Fort Collins

CONSTRUCTION TECHNOLOGY ADVISORY COMMITTEE

Brad Bassett
Hensel Phelps, Greeley

John Bettolo
School District #6, Greeley

Lori Bowman
hensel Phelps, Greeley

Lori Decker
Alvarado Construction, Denver

John Engels
Finish Carpentry, Greeley

Tom Frame
Frame Construction, Greeley

Dave Grauberger
Steamway Interior Design &
Cleaning, Greeley

Bob Harr
Greeley West High School, Greeley

Lynette Havens
Aims Community College, Greeley

Mark Hout
UNI Design, Greeley

David Jones
Hensel Phelps, Greeley

Pete LeClair
Hensel Phelps, Greeley

Carolyn Mason
Weld Opportunity High School, Greeley

Pat McGuire
Aims Community College, Greeley

Ron Norby
Hensel Phelps, Greeley

Scott Renfroe
Foundation Builders, Inc., Greeley

PRE-ENGINEERING EMPHASIS (Associate of Science Degree) MATHEMATICS/NATURAL AND APPLIED SCIENCES DIVISION**ADVISORS:**

Randall Boan, Ext. 6598
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: 15
See A.S. degree requirements

HUMANITIES: 15
See A.S. degree requirements

BEHAVIORAL AND SOCIAL SCIENCES: 15
See A.S. degree requirements

PHYSICAL EDUCATION: 5
See A.S. degree requirements

MATHEMATICS, SCIENCE AND COMPUTER: 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.

**TECHNICAL
 MANAGEMENT
 (B.S. Degree)**

FRANKLIN UNIVERSITY

**CONTINUING EDUCATION DIVISION
 (Completion Requirements - 126 Semester
 Credit Hours)**

Program Entry Requirements: All students who are seeking a bachelor of science degree through Aims Community College Alliance program with Franklin University first must hold an Associate's degree OR have a minimum of 60 semester credit hours/90 quarter credit hours with a 2.5 GPA and a high school diploma or GED. All Professional Foundations and Major courses must be completed through Franklin University.

This degree is designed for students who have completed an Associated of Applied Science Degree in Agricultural Technology, Automotive Collision Repair Technology, Automotive Mechanic Technology, Aviation Technology, Electronics Technology, Engineering Technology, Welding Technology OR other A.A., A.S., A.G.S., or A.A.S. degrees with 24 semester hours of engineering technology credit.

Note: All courses at Aims Community College are quarter hours and all courses at Franklin University are semester hours.

GENERAL EDUCATION

The following courses must be taken at Aims Community College unless they were previously completed through Liberal Arts and Sciences requirements:

CREDITS

ENG 121 English Composition I 5
 ENG 122 English Composition II 5
 ENG 131 Technical Writing 5
 OR
 BUS 217 Business Communications and
 Report Writing 5

Select one of the following: (SPE classes)

SPE 115 Public Speaking 5
 SPE 125 Interpersonal Communication 5

SPE 215 Professional and Business
 Speaking 5
 SPE 216 Advanced Public Speaking 5
 BUS 226 Business Statistics 5
 OR
 MAT 135 Introduction to Statistics 5

Select one of the following (ECO Classes)

ECO 105 Introduction to Economics 5
 ECO 201 Principles of Macroeconomics 5
 ECO 202 Principles of Microeconomics 5
 CIS 118 Introduction to PC Applications 5
 One Science Course
 Two Humanities Courses
 One Social Science Course

BUSINESS BRIDGE COURSES

Bridge courses are to be taken at Aims Community College to complete Franklin's required Business Core.

ACC 121 Principles of Accounting I 5
 ACC 122 Principles of Accounting II 5
 BUS 216 Legal Environment of Business 5
 OR
 BUS 221 Business Law 5
 BUS 115 Introduction to Business 5
 OR
 MAN 226 Principles of Management 5

CAPSTONE COURSE

(40 semester credit hours from Franklin University)

The Capstone Courses from Franklin University are offered completely online. Many students will choose to take the Capstone Courses at the same time they are taking the Bridge courses from Aims Community College (depending on the prerequisites).

PROFESSIONAL FOUNDATIONS

(12 semester credit hours)

PF 322 Online Learning Strategies 2
 PF 302 Applied Research Methods 4
 PF 305 Global Cultures 4
 PF 310 Effective Presentational
 Communications 2

MAJOR AREA (28 semester credit hours)

BSAD 325 Organizational Behavior 4
 BSAD 320 Business Decisions & Policy Issues 4
 BSAD 403 Current Issues in Business 4
 BSAD 495 Improving Organizational
 Performance 4
 TCAD 330 Technical Business Systems 4
 TCAD 490 Project Management 4
 TCAD 495 Technical Management
 Capstone 4



**FIRE SCIENCE
TECHNOLOGY DEPARTMENT**

Location:

Trades and Industry Building, Room 105
970.330.8008, Ext. 6276

Department Chair/Program Coordinator:

Randy Souther, Ext. 6276

Faculty:

John Lee, Ext. 6452

Part-time Instructors/Coordinators:

Verne Einspahr, Ext. 6461

Doyle Schaeffer, Ext. 6309

DEGREES/CERTIFICATES OFFERED:

Volunteer Firefighting Training (Certificate)

Fire Service Training Academy (Certificate)

Fire Science Technology (A.A. Degree)

**FIRE SCIENCE
SCHOLARSHIPS AND AWARDS**

AWARD:

**DARREL SCHNEIDER MEMORIAL
SCHOLARSHIP**

Award Amount: \$500 minimum

Qualifications:

Contact the Aims Foundation 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

**FIRE SCIENCE
TECHNOLOGY
DEGREE PROGRAM
(Associate of
Applied Science Degree)**

**MATHEMATICS/NATURAL AND
APPLIED SCIENCES DIVISION**

ADVISORS:

Randy Souther, Department Chair, Ext. 6276
John Lee, Ext. 6452

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.

Students wishing to further their education have the opportunity to do so with the current articulation agreements with Upper Iowa University, Colorado State University, Franklin University and University of Northern Colorado. (See your advisor or a Fire Science Department representative for more information). Job opportunities may be found in small or large municipal fire departments, fire protection districts, or in industrial fire departments.

Registration Requirements: 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 tests and achieve minimum assessment scores.

PREREQUISITES:

CREDITS

FST 100 Fire Academy I 7.5

FST 140 Fire Academy I - Drill Ground 6

Students must enroll in FST 100 and FST 140 for continuation into degree classes above FST 115. Students that possess a current state or national Firefighter I certificate meet the prerequisite requirements of FST 100 and FST 140.

COMMON REQUIREMENTS FOR DEGREE

General Education Requirements: 35

CIS 118 Introduction to PC Applications . . . 5

ENG 121 English Composition I 5

MAT 105 Intermediate Algebra 5

SOC 101 Introduction to Sociology I 5

PHY 105 Conceptual Physics 5

POS 111 American Government 5

PHI 112 Ethics 5

CORE REQUIREMENTS: 60

FST 102 Introduction to Fire Science 5

FST 103 Firefighter Occupational Safety . . . 5

FST 104 Fixed Fire Protection Equipment . . 5

FST 105 Building Plans and Construction . . 5

FST 106 Fire Service Supervision 5

FST 107 Hazardous Materials I 5

FST 151 Apparatus and Procedures 5

FST 201 Instructional Methodology 5

FST 202 Firefighter Strategy and Tactics . . . 5

FST 204 Codes and Ordinances 5

FST 205 Fire Cause Determination 5

FST 206 Fire Service Supervision 5



Fire Science

RECOMMENDED ELECTIVES.15

EMS 125 EMT - Basic II. 5

FST 100 Fire Academy I.7.5

FST 115 Industrial Fire Safety 5

FST 185 Firefighter Physical Fitness 4

FST 251 Fire Science and the Law 5

FST 252 Fire Investigation 5

PHY 138 Biofeedback and Stress Management. 4

PSY 101 General Psychology. 5

BUS 141 Introduction to Communications. . 5

STS 105 Becoming a Master Student. 5

SPA 101 Conversational Spanish I 3

BUS 165 Human Relations at Work 5

Total Credits for A.A.S. Degree110

Pending State Approval

*Denotes courses requiring a prerequisite course. Refer to the catalog description for details.

Students requesting credit for prior learning can contact the department advisors for details.

FIRE ACADEMY I (FST 100)
FIRE ACADEMY I - DRILL
GROUND (FST 140) CERTIFICATE
FST 100 (7.5 Credits)

COREQUISITE: FST 140 (6 Credits)

FST 100 is designed to provide entry level training for potential firefighters. This course includes classroom instruction on fire behavior, safety, personal protective equipment, search and rescue, forcible entry, ladders, and other basic elements of fire fighting.

FST 140 is designed to give students hands-on practice on the topics covered in FST 100. The course is taught at a local fire department drill ground.

PREREQUISITES:

- Healthcare Provider CPR certification
- First Responder certification
- Hazardous Materials Awareness certification

Registration Requirements: Students must consult with the Academy Director prior to registration.

CERTIFICATE PROGRAM CREDITS

CERTIFICATE REQUIREMENTS:

FST 100 Fire Academy I.7.5

FST 140 Fire Academy I - Drill Ground 6

Total Credits for Certificate. 13.5

VOLUNTEER FIREFIGHTER 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 195 Volunteer Fire Seminar0.5-16

EMS 115 First Responder 5

EMS 103 Healthcare Provider CPR.0.5

EMS 105 CPR Instructor1.5

EMS 107 Bystander Care (First Aid).0.5

The above classes must cover the following required topics:

FIRE TRAINING8

Firefighter Certification Course
(maximum of 6 credits)

Fire Safety

DRIVER TRAINING5

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 TRAINING3

Hazmat First Responder-Awareness and Operations level

FIREFIGHTER ELECTIVES8

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

- Dr. Deb Bell-Baker
- Aims Community College
- Tom Bizzell
- Union Colony Fire Rescue Authority
- Matt Carlson
- Eaton Fire Department
- Steve Charles
- Berthoud Fire Department
- Dan Herrera
- IBM Boulder
- Robert Standen
- Evans Fire Department
- Tim Johnson
- Super Vac
- Tom Jones
- Aims Community College
- Russell Klassan
- Student Representative
- Larry Petersen
- Kevin Ramsay
- Kodak Fire Department
- Ned Sparks
- Loveland Fire Department
- Theresa Staples
- Colorado Division of Fire Safety
- Jason Starck
- Windsor Fire Department
- Gordon Taylor
- Wellington Fire Department

PUBLIC SAFETY MANAGEMENT

(B.S. Degree)

FRANKLIN UNIVERSITY

CONTINUING EDUCATION DIVISION

(Completion Requirements - 124 Credit Hours)

Program Entry Requirements: All students who are seeking a bachelor of science degree through Aims Community College Alliance program with Franklin University first must hold an associate's degree OR have a minimum of 60 semester credit hours/90 quarter credit hours with a 2.5 GPA and a high school diploma or GED. All Professional Foundations and Major courses must be completed through Franklin University.

This degree is designed for students who have completed an Associate's Degree in Criminal Justice, Criminal Justice/Legal Assistant, Emergency Medical Services, Fire Science Technology OR other A.A., A.S., A.G.S. ore A.A.S. degree with 24 semester hours of Public Safety Technology credit.

Note: All courses At Aims Community College are quarter hours and all courses at Franklin University are semester hours.

GENERAL EDUCATION

The following courses must be taken at Aims

Community College unless they were previously completed through Liberal Art and Sciences requirements:

| | |
|--|---|
| ENG 121 English Composition I | 5 |
| ENG 122 English Composition II | 5 |
| ENG 131 Technical Writing | 5 |
| OR | |
| BUS 217 Business Communications and Report Writing | 5 |

Select one of the following: (SPE Classes)

| | |
|---|---|
| SPE 115 Public Speaking | 5 |
| SPE 125 Interpersonal Communication | 5 |
| SPE 215 Public Speaking | 5 |
| SPE 216 Advanced Public Speaking | 5 |
| BUS 226 Business Statistics | 5 |
| OR | |
| MAT 135 Introduction to Statistics | 5 |
| CIS 118 Introduction to PC Applications | 5 |
| One Science Course | |
| Two Humanities Courses | |
| Two Social Science Courses | |

PUBLIC SAFETY MANAGEMENT BRIDGE COURSES

| | |
|--|---|
| ACC 121 Principles of Accounting I | 5 |
| ACC 122 Principles of Accounting II | 5 |
| ACC 123 Principles of Accounting III | 5 |
| MAN 200 Human Resources Management | 5 |
| MAN 226 Principles of Management | 5 |

CAPSTONE COURSES

(40 semester hours from Franklin University)

The Capstone Courses from Franklin University are offered completely online. Many students will choose to take the Capstone Courses at the same time they are taking the Bridge Courses from Aims Community College (depending on the prerequisites).

PROFESSIONAL FOUNDATION

(12 semester credit hours)

| | |
|--|---|
| PF 322 Online Learning Strategies | 2 |
| PF 304 Strategies for Motivation | 4 |
| PF 305 Global Cultures | 4 |
| PF 310 Effective Presentational Communications | 2 |

MAJOR COURSES (28 semester credit hours)

Required Core

| | |
|--|---|
| PSMT 420 Public Fiscal Administration | 4 |
| PSMT 430 Contemporary Issues in Public Safety Management | 4 |
| PSMT 440 Administrative Law | 4 |
| PSMT 450 Strategy Formulation & Implementation | 4 |
| OLM 320 Leadership: Theory | 4 |
| BSAD 325 Organizational Behavior | 4 |
| TCAD 490 Project Management | 4 |





General Education Development (GED)

GENERAL EDUCATION DEVELOPMENT CERTIFICATE DEVELOPMENTAL EDUCATION DIVISION

The GED program is designed to assist students develop the skills necessary to pass the GED examination in the content areas of mathematics, writing, literature, social studies, and science. The program contains group activities, instructor presentations, and

individualized activities. Students are encouraged to study any of the content areas in greater depth than required for the GED in order to prepare themselves for future college or vocational goals. The GED certificate is equivalent to the high school diploma and is accepted by most employers and schools of higher education. The GED certificate often provides increased opportunities for future education.

GEOGRAPHIC INFORMATION TECHNOLOGY DEPARTMENT

Location:

Ed Beaty Hall, Room 592
970.330.8008, Ext. 6252

Department Chair:

Dr. Monica Ramirez, Ext. 6310

Faculty:

Dr. Mike Kelsey, Ext. 6393
Dr. Monica Ramirez, Geology, GIS, and Earth Sciences, Ext. 6310

Senior Lab Coordinator:

Betty Wilmoth, Ext. 6379

Loveland Campus Chair:

Phil Edwards, 970.667.4611, Ext. 3314

Fort Lupton Campus Chair:

Liz Ryan, 970.352.4664, Ext. 4309

DEGREES/CERTIFICATES OFFERED:

Geographic Information Systems (GIS)

Emphasis (A.S. Degree)

Geographic Information Systems (GIS) Global Positioning Systems (GPS) (Certificate)

GEOGRAPHIC INFORMATION SYSTEMS (GIS) EMPHASIS

(Associate of Science Degree)

MATHEMATICS/NATURAL AND APPLIED SCIENCES DIVISION

BEHAVIORAL, SOCIAL, AND ECONOMIC SCIENCES DIVISION

ADVISOR:

Dr. 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 CREDITS

COMMUNICATIONS:.....15

See A.S. degree requirements

HUMANITIES:15

See A.S. degree requirements

BEHAVIORAL AND SOCIAL

SCIENCES:15

Recommended:

ECO 202 Principles of Microeconomics 5

GEO 105 World Geography..... 5

SOC 101 Introduction to Sociology I..... 5

PHYSICAL EDUCATION:5

See A.S. degree requirements

MATHEMATICS, SCIENCE

AND COMPUTER:18

GEY 111 Physical Geology 6

GEY 121 Historical Geology..... 6

MAT 121 College Algebra 6

EMPHASIS ELECTIVES:33

EAS 205 Introduction to Natural Resources .. 5

CIS 116 Logic & Program Design Using

BASIC and Visual BASIC..... 5

GEO 111 Physical Geography..... 5

GEO 205 Spatial Mapping Tech. (GIS I)..... 5

GIS 225 Geographic Information Systems

(GIS II) Applications..... 5

GIS 235 GIS/GPS Field Study (GIS IIIa).... 5

GEO 235 GIS Internship (GIS 111b) 3

Total Credits101

GEOGRAPHIC INFORMATION SYSTEMS (GIS) EMPHASIS

(Associate of Arts Degree)

MATHEMATICS/NATURAL AND APPLIED SCIENCES DIVISION

BEHAVIORAL, SOCIAL, AND ECONOMIC SCIENCES DIVISION

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



Geographic Information Technology

knowledgeable information professionals. Any interest or questions may be directed to Dr. Mike Kelsey at **970.330.8008**, extension 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, SCIENCE AND COMPUTER: | 17 |
| CIS 116 Logic and Program Design | |
| Using BASIC & Visual Basic | 5 |
| GEY 111 Physical Geology | 6 |
| MAT 121 College Algebra | 6 |
| EMPHASIS ELECTIVES: | 34 |
| EAS 205 Introduction to Natural Resources. 5 | |
| GEO 106 Human Geography | 5 |
| GEO 111 Physical Geography. | 5 |
| GEO 205 Spatial Mapping | |
| Techniques (GIS I) | 5 |
| GEO 235 GIS Internship (GIS IIIb) | 4 |
| GIS 225 Geographic Information Systems . . | |
| Applications (GIS II) | 5 |
| GIS 235 GIS/GPS Field Study (GIS IIIa) | 5 |
| Total Credits for Area of Emphasis | 101 |



GEOGRAPHIC INFORMATION SYSTEMS (GIS) GLOBAL POSITIONING SYSTEMS (GPS) (Certificate Program) MATHEMATICS/NATURAL AND APPLIED SCIENCES DIVISION BEHAVIORAL, SOCIAL, AND ECONOMIC SCIENCES DIVISION

Students may opt to obtain a GIS/GPS education career and technical certificate that is separate from the degree program. This certificate can be a supplement to any degree program offered at Aims, or can be used for specific employment purposes.

CERTIFICATE REQUIREMENTS

| | CREDITS |
|---|----------------|
| EAS 205 Introduction to Natural Resources | 5 |
| GEY 111 Physical Geology | 6 |
| GEO 106 Human Geography | 5 |
| OR | |
| GEO 111 Physical Geography. | 5 |
| GEO 205 Spatial Mapping | |
| Techniques (GIS I) | 5 |
| GIS 225 Geographic Information Systems Application (GIS II) | 5 |
| GEO 235 GIS/(GIS IIIb)/Internship | 5 |
| OR | |
| GIS 235 GIS/GPS Field Study/(GIS IIIa) | 5 |
| Total Credits for Certificate | 31 |

EMERGENCY MEDICAL SERVICES DEPARTMENT

Location:

Emergency Services Academy, Room 903,
970.330.8008, Ext. 6269

Department Chair:

Barb Foster, Ext. 6449

Faculty:

Mary Mast, Ext. 6421
Lisa Connelly, Ext. 6460

Senior Office Specialist:

Jeremy Kuehn, Ext. 6536

Program Director:

Barbara Foster, Ext. 6449

Program Coordinator, Part-time

Eric Harris, Ext. 6343

DEGREES/CERTIFICATES OFFERED:

First Responder Certificate

Emergency Medical Technician - Basic

(Certificate)

Emergency Medical Technician - Intermediate

(Certificate)

Emergency Medical Services Field Specialist

Emphasis (A.A. Degree)

Emergency Medical Services Management

Emphasis (A.A. Degree)

EMERGENCY MEDICAL SERVICES

MATHEMATICS/NATURAL AND APPLIED SCIENCES DIVISION

Emergency Medical Services

(Emergency Services Academy)

ADVISORS:

Barbara E. Foster, Department Chair, Ext. 6449

Lisa Connelly, Ext. 6460

Eric Harris, Ext. 6343

Jeremy Kuehn, Ext. 6536

Mary Mast, Ext. 6421

DEGREES/CERTIFICATES OFFERED:

First Responder

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 or clinical setting, or as EMT-Intermediates.

Program Length: EMT-B is currently a 212 hour, 16.5 credit program that meets over 2 quarters. Students are required to be proficient in both the cognitive and practical skills to pass the program and become state certified by the Prehospital Care Program, Colorado Department of Health and Environment. This certificate must be renewed every 3 years by taking an EMT-B refresher class (40 hours, 4 credits) or by 36 hours of on-going Continuing Medical Education (CME), and a skill evaluation.

Registration Requirement: All students must have an EMS faculty signature on the course registration before registering. All potential students must provide documentation for prerequisites on or before the first session of class. A complete listing of prerequisites is available from the EMS Department or by calling **970.330.8008** extension 6269. All students must be 18 years old prior to first day of class.

| PREREQUISITES: | CREDITS |
|--------------------------------------|----------------|
| EMS 103 Healthcare Provider CPR..... | .0.5 |
| EMS 130 OSHA Bloodborne Pathogen ... | .0.5 |

CERTIFICATE PROGRAM

| | |
|---|-------------|
| EMS 123 Emergency Medical Technician - Basic I..... | 8 |
| EMS 124 EMT-B Clinical Experience | 1.5 |
| EMS 125 Emergency Medical Technician-Basic II | 7 |
| Total Credits for Certificate..... | 17.5 |

CERTIFICATE RENEWAL PROGRAM

| | |
|--|----------|
| EMS 126 EMT-B Refresher | 4 |
| OR | |
| 36 hours of approved CME (Continuing Medical Education) AND Practical Skill Evaluation | |
| Total Credits for Certificate Renewal..... | 4 |



Health Professions

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 or fire departments

Program Length: EMT-I is currently a 224 hour, 15.5 credit course, with a certificate awarded upon successful completion. The student must have specific EMS field experience. Students are required to be proficient in both the cognitive and practical skills to pass the program and become state certified by the Prehospital Care Program, Colorado Department of Health and Environment. 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) and a skill evaluation.

Registration Requirements: There are several prerequisites and certifications required. The student may obtain a list of prerequisites from any EMS faculty or by call **970.330.8008** extension 6269. An EMS faculty signature is required for registration.

CERTIFICATE PROGRAM CREDITS

| | |
|--|-------------|
| EMS 204 Emergency Medical Technician - Intermediate (EMT-I) I | 7 |
| EMS 205 Emergency Medical Technician - Intermediate (EMT-I) II | 8.5 |
| Total Credits for Certificate | 15.5 |

CERTIFICATE RENEWAL PROGRAM

| | |
|--|------------|
| EMS 226 EMT-I/P Refresher | 4 |
| EMS 227 EMT-I/P Skills Checkoff | 0.5 |
| Total Credits for Certificate Renewal | 4.5 |

EMS DEPARTMENT COURSES:

| | |
|---|-----|
| EMS 100 Introduction to Healthcare Professions | 2 |
| EMS 101 Heartsaver Plus 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 Daycare Provider Renewal | 0.5 |
| EMS 110 Assisting in a Medical Emergency | 0.5 |
| EMS 111 Heartsaver CPR & Bystander Care (First Aid) | 0.5 |
| EMS 112 Emergency Medical Dispatch | 2.5 |
| EMS 113 Heartsaver AED | 0.5 |
| EMS 114 Wilderness First Aid | 0.5 |

| | |
|---|-------|
| EMS 115 First Responder | 5 |
| EMS 116 First Responder Refresher | 3 |
| EMS 117 Automated External Defibrillation (AED) | 0.5 |
| EMS 118 Wilderness Medicine | 2 |
| EMS 123 EMT Basic I | 8 |
| EMS 124 Clinical Experience | 1.5 |
| EMS 125 EMT Basic II | 7 |
| EMS 126 EMT-B Refresher | 4 |
| EMS 127 Basic IV Therapy/Medications | 5 |
| EMS 128 EKG Basic | 4 |
| EMS 129 EMS/Health Career Preparation | 4 |
| EMS 130 OSHA Bloodborne Pathogens | 0.5 |
| EMS 131 Crisis Intervention | 4 |
| EMS 132 EMS Ethics & Law | 5 |
| EMS 133 EMS Communication | 4 |
| EMS 134 EMS Field Internship | 3 |
| EMS 135 EMS Managerial Internship | 3 |
| EMS 140 Emergency Vehicle Operations | 3 |
| EMS 141 CISM/CISD | 1.5 |
| EMS 142 Pediatric Assessment and Care | 3 |
| EMS 143 Emergency Response to Sports Injuries | 2 |
| EMS 144 Instructor Training | 5 |
| EMS 150 EMT-B CME | 0.5 |
| EMS 151 EMT-B CME | 1 |
| EMS 152 EMT-B CME | 2 |
| EMS 153 EMT-B CME | 3 |
| EMS 154 EMT-B CME | 4 |
| EMS 160 EMS Seminar | 0.5-4 |
| EMS 200 Introduction to Advanced Life Support | 3 |
| EMS 204 EMT Intermediate I | 7 |
| EMS 205 EMT Intermediate II | 8.5 |
| EMS 207 Advanced Cardiac Life Support (ACLS) | 1 |
| EMS 208 ACLS Renewal | 0.5 |
| EMS 209 ACLS Instructor | 1 |
| EMS 210 Pediatric Advanced Life Support (PALS) | 1 |
| EMS 211 PALS Renewal | 0.5 |
| EMS 212 PALS Instructor | 1 |
| EMS 213 Advanced BTLs | 1.5 |
| EMS 214 BTLs Instructor | 0.5 |
| EMS 226 EMT-Paramedic (EMT-P) Refresher | 3 |
| EMS 227 EMT-I/P Skills Evaluation | 0.5 |
| EMS 228 EMT-P CME | 0.5 |
| EMS 229 EMT-P CME | 1 |
| EMS 230 EMT-P CME | 2 |
| EMS 231 EMT-P CME | 3 |
| EMS 232 EMT-P CME | 4 |

EMERGENCY MEDICAL SERVICES MANAGEMENT EMPHASIS

(Associate of Arts Degree)
MATHEMATICS/NATURAL AND APPLIED SCIENCES DIVISION

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

PREREQUISITES: 18.5

| | |
|-----------------------------------|-----|
| EMS 103 Healthcare Provider CPR | 0.5 |
| EMS 123 EMT-B I | 8 |
| EMS 124 EMT Clinical | 1.5 |
| EMS 125 EMT-B II | 7 |
| EMS 130 OSHA Bloodborne Pathogens | 0.5 |
| EDU 121 Skills Assessment I | 1 |

DEGREE PROGRAM CREDITS

COMMUNICATIONS: 15

| | |
|--------------------------------|---|
| ENG 121 English Composition I | 5 |
| ENG 122 English Composition II | 5 |
| SPE 115 Public Speaking | 5 |

HUMANITIES: 15

Take three courses from at least two different disciplines.

The following course is required of all students:

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

Select the other two courses from those listed below:

| | |
|---|---|
| ART 110 Art Appreciation | 5 |
| ART 211 Art History I | 5 |
| ART 212 Art History II | 5 |
| Foreign Language I, II, III, or IV | 5 |
| Foreign Language I, II, III, or IV (from FRE, GER, SPA, and other approved prefixes numbered 111, 112, 113, 211, 212, or 213) | 5 |

| | |
|--|---|
| HUM 122 Survey of Humanities II | 5 |
| HUM 123 Survey of Humanities III | 5 |
| LIT 115 Introduction to Literature | 5 |
| LIT 201 Masterpieces of Literature I | 5 |
| LIT 202 Masterpieces of Literature II | 5 |
| MUS 120 Music Appreciation | 5 |
| MUS 121 Introduction to Music History I | 5 |
| MUS 122 Introduction to Music History II | 5 |
| THE 105 Introduction to Theatre Arts | 5 |
| THE 211 Development of Theatre I | 5 |
| THE 212 Development of Theatre II | 5 |
| PHI 111 Introduction to Philosophy | 5 |
| PHI 112 Ethics | 5 |
| PHI 113 Logic | 5 |

BEHAVIORAL, SOCIAL, AND ECONOMIC SCIENCES:15
 PSY 101 General Psychology..... 5
 SOC 101 Introduction to Sociology I..... 5
 Select two courses from two different areas:

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:
 Western Civilization I, II, or III..... 5
 (HIS 101, 102, or 103)
 United States History I, II, or III..... 5
 HIS 201, 202, or 203)

POLITICAL SCIENCE:
 POS 105 Introduction to Political Science .. 5
 POS 111 American Government 5

GEOGRAPHY:
 GEO 105 Geography 5

MATHEMATICS/NATURAL & APPLIED SCIENCES:15

MATHEMATICS:.....5-6
 MAT 121 College Algebra 6
 OR
 MAT 135 Introduction to Statistics..... 5

MATHEMATIC, SCIENCE OR COMPUTER.....5
 CIS 118 Introduction to PC Applications... 5

SCIENCE:
 BIO 120* Basic Human Anatomy
 and Physiology 5
 *Paramedic Candidates should take BIO 201,
 202, and 203.

PHYSICAL EDUCATION:5
 See A.A. degree requirements

EMS CORE COURSES:..... 34.5
 EMS 132 EMS Ethics & Law 5
 EMS 133 EMS Communications..... 4
 EMS 135 EMS Managerial Internship 3
 EMS 141 CISM/CISD1.5
 MAN 116 Principles of Supervision 5
 MAN 200 Human Resources Management .. 5
 MAN 236 Negotiations..... 5
 BUS 165 Human Relations at Work 5
 OR
 PSY 120 Psychology of Leadership &
 Management..... 5
 EDU 221 Skills Assessment II..... 1

Total Credits for Area of Emphasis 99.5

**EMERGENCY
 MEDICAL SERVICES
 FIELD SPECIALIST
 EMPHASIS**

**(Associate of Arts Degree)
 MATHEMATICS/NATURAL AND
 APPLIED SCIENCES DIVISION**

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.

PREREQUISITES:..... 18.5
 EMS 103 Healthcare Provider CPR.....0.5
 EMS 123 EMT-B I..... 8
 EMS 124 EMT Clinical1.5
 EMS 125 EMT-B II 7
 EMS 130 OSHA Bloodborne Pathogens .. 0.5
 EDU 121 Skills Assessment I 1

DEGREE PROGRAM CREDITS

COMMUNICATIONS:.....15
 ENG 121 English Composition I..... 5
 ENG 122 English Composition II 5
 SPE 115 Public Speaking..... 5

HUMANITIES:15
 Take three courses from at least two different disciplines.

The following course is required of all students:
 HUM 121 Survey of Humanities I 5
 Select the other two courses from those listed below:

ART 110 Art Appreciation..... 5
 ART 211 Art History I 5
 ART 212 Art History II..... 5
 Foreign Language I, II, III, or IV 5
 (From FRE, GER, SPA and other approved
 prefixes numbered 111, 112, 113, 211, 212,
 or 213)
 HUM 122 Survey of Humanities II 5
 HUM 123 Survey of Humanities III..... 5
 LIT 115 Introduction to Literature..... 5
 LIT 201 Masterpieces of Literature I 5
 LIT 202 Masterpieces of Literature II..... 5
 MUS 120 Music Appreciation 5
 MUS 121 Introduction to Music History I ... 5
 MUS 122 Introduction to Music History II... 5
 THE 105 Introduction to Theatre Arts..... 5
 THE 211 Development of Theatre I 5
 THE 212 Development of Theatre II 5
 PHI 111 Introduction to Philosophy..... 5
 PHI 112 Ethics 5
 PHI 113 Logic..... 5

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

Select two courses from two different areas:

ANTHROPOLOGY:
 ANT 101 Cultural Anthropology..... 5
 ANT 111 Physical Anthropology..... 5

ECONOMICS:
 ECO 201 Principles of Macroeconomics.... 5
 ECO 202 Principles of Microeconomics

HISTORY:
 Western Civilization I, II, or III..... 5
 (HIS 101, 102, or 103)
 United States History I, II, or III
 (HIS 201, 202, or 203)

POLITICAL SCIENCE:
 POS 105 Introduction to Political Science .. 5
 POS 111 American Government 5

GEOGRAPHY:
 GEO 105 Geography 5

MATHEMATICS/NATURAL AND APPLIED SCIENCES:15

MATHEMATICS:.....5-6
 Select a minimum of one of the following:
 MAT 121 College Algebra 6
 OR
 MAT 135 Introduction to Statistics..... 5

MATHEMATICS, SCIENCE, OR COMPUTER:.....5
 CIS 118 Introduction to PC Applications... 5

SCIENCE:5
 BIO 120* Basic Human Anatomy and
 Physiology..... 5
 *Paramedic candidates should take BIO 201,
 202, and 203.

PHYSICAL EDUCATION:5
 See A.A. degree requirements

EMS CORE COURSES:..... 37
 EMS 127 Basic IV Therapy/Medications 5
 EMS 128 EKG Basic..... 4
 EMS 129 EMS/Healthcare Career Prep..... 4
 EMS 131 Crisis Intervention 4
 EMS 132 EMS Ethics and Law 5
 EMS 133 EMS Communications..... 4
 EMS 134 EMS Field Internship..... 3
 PSY 138 Biofeedback/Stress Management... 4
 PSY 227 Death and Dying..... 3
 EDU 221 Skills Assessment II..... 1

Total Credits for Area of Emphasis102

MEDICAL OFFICE TECHNOLOGY/ MEDICAL ASSISTING MATHEMATICS/NATURAL AND APPLIED SCIENCES DIVISION

ADVISOR:

Kathy Smith-Stillson, M.N., R.N.

Department Chair, Ext. 6312

Program Description: This field of study is intended for the individual desiring to work primarily in a healthcare office setting requiring broad responsibilities and multi-tasking skills. Education and training obtained in the degree program can be applied to the medical office, some surgical care centers, medical billing and coding in a clinic setting, CLIA waived laboratory and phlebotomy centers, and selected opportunities in both hospital and long term care settings.

Students can choose from the following options after completing the general education requirements:

1. Those only interested in Back Office assisting may complete the Medical Back Office certificate.
2. Those seeking only Front Office work may pursue the Medical Front Office certificate.
3. Students seeking more comprehensive opportunities will complete the requirements of both certificate programs and will be awarded the A.A.S. degree in Medical Office Technology/Medical Assisting.
4. Students wishing to advance beyond the Front Office option can explore the Medical Administrative Assistant Option of the Business Technology A.A.S. Degree.

Program Length: Usually 5 quarters for either the Medical Front Office certificate or the Medical Back Office certificate. Fulfilling the requirements for both certificates results in an Associate of Applied Science Degree (A.A.S.) in Medical Office Technology/Medical Assisting and can be completed in two years. Students requiring prerequisite courses will take more than the usual two years to complete the full degree.

Potential Opportunities: Health-care employers today are seeking multi-skilled professionals with knowledge that includes patient-centered communication, accurate performance of treatments and expertise in office technology. Employment opportunities can be found throughout Colorado as well as across the United States. Preparation as a Medical Office Technologist/Medical Assistant also provides experience and gainful employment for those who may choose to further their education in Nursing, Medicine,



EMERGENCY MEDICAL SERVICES ADVISORY COMMITTEE

Deb-Bell Baker, Ph.D., Director

Advising, Assessment & Career Services
Aims Community College

Jim Campaign, MD

Northern Colorado Emergency Physicians
EMS Department Medical Director

Cloyd Conley, Operations Chief,
Union Colony Fire Rescue Authority

Larry Harrison, Department Chair
Community Health & Education
University of Northern Colorado

Kelvin Knaub, EMT-B

Milliken Volunteer Fire Department
Kodak Plant Protection

Deb Mauer, Dispatcher

Weld County Communications Center

Gary McCabe, Director

Weld County Ambulance Service

Donna Nayduch

Western Plains Health Network

Chrisann Reese, EMT-B

Aims Adjunct Faculty

Windsor/Severance Volunteer Fire Department

HEALTH OCCUPATIONS DEPARTMENT

Location:

Ed Beaty Hall, Room 567.1

970.330.8008, Ext. 6252

Department Chair:

Kathy Smith Stillson, MN, RN, Ext. 6312

DEGREES/CERTIFICATES OFFERED:

Medical Office Technology/Medical Assisting
(A.A.S. Degree)

Medical Back Office Assistant (Certificate)

Medical Front Office Assistant (Certificate)

Nurse Aide (Certificate)

Health Care Management

(B.S. Degree Franklin University Alliance)

Bachelor of Arts in Applied Science

Allied Health Emphasis

(B.A. Transfer degree to University of
Northern Colorado)

Physician's Assistant or another healthcare profession. Students who complete the Associates degree and National Registry Examination will earn the title of Registered Medical Assistant.

Registration Requirements: Students choosing this program must have (1) a high school diploma or GED and (2) the prerequisite requirements prior to formal acceptance into the program. Some course work is restricted to department majors, hence, students must have the program advisor's permission to register.

Transfer Credit: Applicants to the program who possess prior medical course work or degrees may be eligible for credit related to this background.

Transfer Agreements: Current options available through Franklin University or the University of Northern Colorado afford those who complete the A.A.S. degree an opportunity to use the A.A.S. as the first two years of a four year Bachelor's degree.

Student Professional Organization: Since professional affiliations are indicative of employees committed to their profession, all students are encouraged to become active members of the Health Occupations Student Association (HOSA).

Accreditation: This program is additionally accredited through the American Medical Technologists (AMT).

PROGRAM PREREQUISITES:

(Completed or tested out)**CREDITS**

BUS 141 Intro to Communications 5

HLH 100 Intro. to Healthcare Professions... 2

MAT 110 Applied Business Mathematics ... 5

MOT 114 Introduction to Medical Terminology 3

MOT 115 Medical Term Abbrev & Special Terms 1

STS 105 Becoming a Master Student..... 5

GENERAL EDUCATION.....39

BIO 120 Basic Anatomy & Physiology 5

BUS 129 Business Telecommunications I... 1

BUS 151 Introduction to Word Processing... 5

EMS 129 EMS/Health Career Preparation... 4

HLH 122 Basic Safety 1

HLH 123 Body Mechanics..... 1

HLH 125 Alternatives In Healthcare..... 3

HLH 141 Health & Wellness..... 2

HLH 236 Psychiatric Assisting..... 1

MOT 113 Law & Ethics for Health Professions 3

MOT 117 Introduction to Clinical Skills 3

PSY 101 General Psychology I..... 5

SPE 126 Communication in Healthcare Settings 5

MEDICAL FRONT OFFICE ASSISTANT CERTIFICATE - SPECIFIC COURSES.....29

ACC 208 Excel Applications for Business ... 3

BUS 142 Intermediate Communications ... 5

BUS 217 Business Communications and Report Writing..... 5

BUS 246 Medical Office Procedures I..... 4

BUS 247 Medical Office Procedures II 3

EMS 103 Healthcare Provider CPR.....0.5
(not required in A.A.S. as covered in EMS 115)

EMS 110 Assisting in a Medical Emergency.....0.5
(not required in A.A.S. as covered in EMS 115)

HLH 240 Medical Front Office Externship (90 clinical hours)..... 3

MOT 205 Medical Coding 5

To complete the certificate in Medical Front Office Assisting, the student must complete the general education courses (39 credits) and the Medical Front Office requirements (29 credits) for a total of 68 credit hours.

MEDICAL BACK OFFICE ASSISTANT CERTIFICATE - SPECIFIC COURSES.....38

EMS 115 First Responder 5

HLH 142 Pathophysiology of Disease 5

HLH 201 Pharmacology I 5

HLH 202 Pharmacology II..... 1

HLH 211 Surgical Asepsis..... 1

HLH 217 Clinical Assisting I 3

HLH 218 Clinical Assisting II..... 4

HLH 250 Medical Back Office Externship (90 clinical hours)..... 3

MOT 206 Phlebotomy Fundamentals 2

MOT 207 Laboratory Procedures 4

RTE 100 Orientation to Radiography 5

Total Curriculum Credit Hours for A.A.S. Degree.....105

Total Curriculum Credit Hours for Medical Front Office Certificate68

Total Curriculum Credit Hours for Medical Back Office Certificate77

(A.A.S. does not include the 1cr from the combination of EMS 103 & EMS 110 as this content is covered in the EMS 115 course)

***Total Curriculum Credit Hours are Programmatic and DO NOT include prerequisites.

To complete the certificate in Medical Back Office Assisting, the student must complete the general education courses (39 credits) and the Medical Back Office requirements (38 credits) for a total of 77 credit hours.

To complete the A.A.S. degree in Medical Office Technology/Medical Assisting, the student must complete the general education courses (39 credits), the Medical Front Office

Option (29 credits, Note: EMS 103 and EMS 110 are not required in the A.A.S. as they are covered in EMS 115), and the Medical Back Office option (38 credits).

MEDICAL OFFICE TECHNOLOGY PROGRAMS ADVISORY COMMITTEE

- Rita Bohn, MS in PH
Health Management Consultant
- Diana Duncan, BS, RTR
Aims Radiography, Chair
- Michael Ford, RRT
Respiratory Department, NCMC
- Emily Goodwin, B.A.
Advisor, Aims Community College
- Toni Hooten, Officer Manager
WestLake Family Physicians
- Judy Leusink, BS
Assistant Chair, General Business
Aims Community College
- Kyle Lynch, BA, Office Manager
Family Physicians of Greeley
- Mary Mast, RN
Aims EMS Professor
- Cindy McDade, CMA
Sunrise Community Health Center
- Linda Plasters, BSN
Ergonomics, Banner Health, NCMC
- Crystal Pribble
Office Manager
Johnstown Family Practice
- Walt Richter, Ph.D., Dean
Mathematics/Natural and Applied Sciences
- Glenda Schneider, RN,
Nurse Manager
Greeley Medical Clinic, Committee Chair
- Kathy Smith Stillson, MN, RN
Aims Health Occupations Chair, Instructor
- Carol Wiegand, MT
Longmont United Hospital

NURSE AIDE MATHEMATICS/NATURAL AND APPLIED SCIENCES DIVISION

ADVISORS:

- Kathy Smith Stillson,
Department Chair, Ext. 6312
- Emily Goodwin, Advising and Assessment, Ext. 6251

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. This program content and passing the nurse aide certification exams required for application to the UNC nursing program.

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

Schedule: Day classes offered monthly 8:00 a.m.-3:30 p.m. and evening classes (every other month starting in January) 4:00 p.m.-10:00 p.m.

Potential Opportunities: Plentiful employment opportunities exist for the state-certified nursing assistant in long term care, home health care, and residential care. Local opportunities also exist for employment in hospitals. Also useful for persons wanting wage-earning ability while preparing for nursing or medical careers. Employment opportunities require a current State of Colorado Nurse Aide Certification.

Registration Requirements: All students taking this program must have the program advisor's signature on the course registration before registering. All students must pass a qualifying reading assessment.

| | |
|---------------------------------|----------------|
| CERTIFICATE PROGRAM | CREDITS |
| NUA 101 Nurse Aide Theory & Lab | 7 |
| NUA 102 Nurse Aide Clinical | 1 |

HOME HEALTH AIDE CERTIFICATE
(Pending State Approval)

| | |
|---------------------------|----------------|
| REQUIRED COURSES | CREDITS |
| HLH 136 Home Health Aide. | 3 |

(Prerequisite: Current CNA & EMS 103)

SCHOOL HEALTH CLERK CERTIFICATE
(Pending State Approval)

| | |
|------------------------------|----------------|
| REQUIRED COURSES | CREDITS |
| HLH 145 School Health Clerk. | 4 |

(See prerequisites in course description section.)

COMMUNITY CERTIFIED NURSE AIDE TRAINING PROGRAM CONSORTIUM ADVISORY COMMITTEE

Crystal Day, RN
Rehabilitation & Visiting Nurse Association

Judi DeVore, RN, BSN
Home Health Plus

Carmen Fisher
Loveland Good Samaritan

Emily Goodwin
Program Advising and Assessment

Jerry Gritts, RN
Fairacres Manor, Inc.

Jan Hoot Martin, Ph.D.
School of Nursing

Eddie Hughes, RN, BSN

Banner Home Health Care

Karen Kafka, LPN
Bonell Good Samaritan Center

Sharon Kowalczyk
Fort Collins Good Samaritan

Raegan Maldonado
Weld County Ombudsman

Tess Masters, RN
Program Instructor/Coordinator

Jerod McCoy
The Villa at Greeley, Inc.

Jane Pomeroy, RN
North Colorado Medical Center

Walt Richter, Ph.D., Dean,
Mathematics/Natural and Applied Sciences

Kathy Smith Stillson, MN, RN
Health Occupations, Chair

Dianne Stille
Centennial Area AHEC

Cheryl Strosnider, RN
Life Care Center of Greeley

Robbyn R. Wacker, Ph.D.
University of Northern Colorado
Gerontology Program

LICENSED PRACTICAL NURSE (LPN) PARTNERSHIP WITH EMILY GRIFFITH OPPORTUNITY SCHOOL

Licensed Practical Nurses give direct patient care under the supervision of a physician or a registered nurse. Employment areas include extended care facilities, hospitals, doctors' offices, clinics, military, industry, and in-home health. Job opportunities are good according to the current Colorado Health Careers pamphlet.

Description: The nursing program consists of two parts:

1. The academic foundation delivered at Aims Community College-Fort Lupton and
2. The nursing content delivered at Emily Griffith Opportunity School, Denver. The students will attend Aims for two quarters to gain their academic foundation before continuing their program at Emily Griffith Opportunity School. Students may be able to work part-time for the first 12 months however, the last six months is full-time enrollment in clinical practicum. Completion time is estimated to be 18 months.

PREHEALTH PROFESSION EMPHASIS (Associate of Science Degree)

MATHEMATICS/NATURAL AND APPLIED SCIENCES DIVISION ADVISOR:

Dr. 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: | 15 |
| See A.S. degree requirements | |

| | |
|--|-----------|
| BEHAVIORAL AND SOCIAL SCIENCES: | 15 |
| See A.S. degree requirements | |

| | |
|------------------------------|----------|
| PHYSICAL EDUCATION: | 5 |
| See A.S. degree requirements | |

MATHEMATICS, SCIENCE AND COMPUTER:

| | |
|--------------------------------------|-----|
| Required Courses: | |
| MAT (Choose from A.S. Requirements) | 5-6 |
| BIO 111, 112, 113 | |
| General College Biology I, II, III | 15 |
| CHE 111, 112, 113 | |
| General College Chemistry I, II, III | 15 |

Recommended Courses:

| | |
|---------------------------------------|----|
| MAT 121 College Algebra | 6 |
| MAT 122 College Trigonometry | 5 |
| PHY 111, 112, 113 | |
| Physics: Algebra Based I, II, III | 15 |
| BIO 201, 202, 203 | |
| Human Anatomy & Physiology I, II, III | 15 |
| CHE 211, 212, 213 | |
| Organic Chemistry I, II, III | 15 |
| 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)
MATHEMATICS/NATURAL AND APPLIED SCIENCES DIVISION

ADVISORS:

Dr. 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 CREDITS

COMMUNICATIONS:.....15

See A.A. degree requirements

HUMANITIES:15

See A.A. degree requirements

BEHAVIORAL AND SOCIAL SCIENCES:15

See A.A. degree requirements

PHYSICAL EDUCATION:5

See A.A. degree requirements

MATHEMATICS, SCIENCE AND COMPUTER:46

Required Courses:

- MAT 135 Introduction to Statistics..... 5
- BIO 201, 202, 203
Human Anatomy & Physiology I, II, III... 15
- CHE 110 Intro to Inorganic Chemistry 5
- CHE 120 Intro to Organic Chemistry..... 5

Recommended Elective Courses:

- PSY 235 Developmental Psychology 5
- SOC 101 Intro to Sociology I 5
- ANT 101 Cultural Anthropology..... 5
- BIO 205 Microbiology 5
- CHE 210 Intro to Human Biochemistry..... 5
- CIS 118 Introduction to PC Applications... 5
- SOC 218 Sociology of Minorities..... 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.

RADIOLOGIC TECHNOLOGY
MATHEMATICS/NATURAL AND APPLIED SCIENCES DIVISION

Location:

Ed Beaty Hall, Room 567.4
970.330.8008, Ext. 6239

Assistant Department Chair:

Diana Duncan, Ext. 6341

Faculty:

Holly Knaub, Ext. 6324
Debi Knudson, Ext. 6419
Tracey Warner, Ext. 6420

DEGREES/CERTIFICATES OFFERED:

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

Mammography Technician (Certificate)

Radiologic Technology Aide (Certificate)

*pending State approval

ADVISORS:

Diana Duncan, Department Chair, Ext. 6341
Holly Knaub, Ext. 6324
Debi Knudson, Ext. 6419
Tracey Warner, Ext. 6420

Program Length: Requires minimum of seven 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 RTE 101 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: RTE 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.

DEGREE REQUIREMENTS: CREDITS

| | | |
|-----------------------------|--------------------------------|-----------|
| RTE 105 | Patient Care in Imaging | 4 |
| RTE 111 | Radiographic Positioning I | 4 |
| RTE 110 | Radiation Protection & Biology | 3 |
| RTE 114 | Clinical Experience | 5 |
| RTE 121 | Radiographic Positioning II | 4 |
| RTE 122 | Radiographic Exposure I | 3 |
| RTE 124 | Clinical Experience | 5 |
| RTE 131 | Radiographic Positioning III | 4 |
| RTE 132 | Radiographic Exposure II | 3 |
| RTE 134 | Clinical Experience | 5 |
| RTE 140 | Radiographic Pathology | 3 |
| RTE 144 | Clinical Experience | 9 |
| RTE 211 | Radiographic Positioning IV | 4 |
| RTE 212 | Radiographic Equipment | |
| | Operation & Maintenance I | 5 |
| RTE 214 | Clinical Experience | 8 |
| RTE 221 | Medical Imaging Pharmacology | 4 |
| RTE 222 | Radiographic Equipment | |
| | Operation & Maintenance | 5 |
| RTE 224 | Clinical Experience | 8 |
| RTE 234 | Clinical Experience | 10 |
| Total Major Credits: | | 96 |

GENERAL EDUCATION REQUIREMENTS.....20

| | | |
|--------------------------------------|----------------------------------|------------|
| BIO 120 | Basic Human Anatomy & Physiology | 5 |
| CIS 118 | Introduction to PC Applications | 5 |
| ENG 100 | Composition Style & Technique | 5 |
| PSY 101 | General Psychology I | 5 |
| Total Credits: | | 20 |
| Total Curriculum Credit Hours | | 116 |

Related Courses:

| | | |
|---------|-----------------------------|------|
| RTE 100 | Orientation to Radiography | 5 |
| RTE 101 | Introduction to Radiography | |
| | Technology | 2 |
| RTE 240 | Radiologic Sciences Review | 3 |
| RTE 250 | Mammography | 5 |
| RTE 254 | Mammography Clinical | 5 |
| RTE 284 | Clinical Activity | 1-10 |

MAMMOGRAPHY CERTIFICATE

Advisor:

Diana Duncan, B.S., R.T.R., Ext. 6341

Program Length: Approximately One Quarter.

Program Description & Potential

Opportunities: The program is restricted to Registered technologists seeking certification in mammography. Opportunities are in hospitals, clinics and doctors offices.

| CERTIFICATE REQUIREMENTS: | CREDITS |
|-----------------------------------|----------------|
| RTE 250 Mammography | 5 |
| RTE 254 Mammography Clinical..... | 5 |
| Total Credit Hours: | 15 |

RADIOGRAPHY TECH AIDE CERTIFICATE

Advisors:

Diana Duncan, B.S., R.T.R., -
Department Chair, Ext. 6341
Debi Knudson, R.T.R. - Clinical
Coordinator, Ext. 6419
Holly Knaub, Instructor, Ext. 6324
Tracey Warner R.T.R., Instructor, Ext.6420

Program Length: Approximately One Quarter full-time.

Program Description & Potential Opportunities: The program is designed for students who seek employment in a Diagnostic imaging department as an aide to the technologist or as a transporter for the Diagnostic Imaging department. Attention is paid to the operations of the Imaging department, medical terminology and basic safety and patient care issues.

| CERTIFICATE REQUIREMENTS: | CREDITS |
|--|----------------|
| RTE 101 Introduction to Radiologic Technology | 5 |
| HLH 120 Medical Terminology..... | 4 |
| HLH 121 Medical Legal I..... | 1 |
| HLH 122 Basic Safety | 1 |
| HLH 123 Body Mechanics..... | 1.5 |
| HLH 124 Medical Asepsis..... | 1.5 |
| EMS 103 Healthcare Provider CPR..... | 1 |
| Total Certificate Credit Hours: | 15 |

RADIOLOGIC TECHNOLOGY ADVISORY COMMITTEE

Tate Borleske, R.T.(R)

Staff Technologist, Poudre Valley Hospital
Valerie, Bowman, A.A.S., R.T.(R)

Staff Technologist, McKee Medical Center
Jonathan Brown, A.A.S., R.T.(R)

Supervising Technologist,
Poudre Valley Hospital

Jodi Buchanan, A.A.S., R.T.(R)

Staff Technologist,
North Colorado Medical Center

John Budge, M.D.

Radiologist, Longmont United Hospital
Bill Cummins, R.T.(R)

Supervising Technologist,
North Colorado Medical Center

Mark Howshar, M.D.

Radiologist, Poudre Valley Hospital
Cherlene Goodale, A.A.S., R.T.(R)

Supervising Technologist,
McKee Medical Center

James Herman, A.A.S., R.T.(R)

Staff Technologist,

North Colorado Medical Center
Jon Lapp, B.S., R.T.(R)
Greeley, Colorado
Kimberly Novinger, A.A.S., R.T.(R)(M)
Clinical Supervisor
Norther Colorado Medical Center
Samuel Potts, R.T. (R)
Administrative Technologist
Longmont United Hospital
Mary Richards, R.T.(R)
Staff Technologist
Longmont United Hospital
Hank Thode M.D.
Radiologist, McKee Medical Center

HEALTH CARE MANAGEMENT (B.S. Degree)

FRANKLIN UNIVERSITY

CONTINUING EDUCATION DIVISION (Completion Requirements - 124 Semester Credit Hours)

Program Entry Requirements: All students who are seeking a bachelor of science degree through Aims Community College Alliance program with Franklin University first must hold an Associate's degree OR have a minimum of 60 semester credit hours/90 quarter credit hours with a 2.5 GPA and a high school diploma or GED. All Professional Foundations and Major courses must be completed through Franklin University.

This degree is designed for students who have completed an Associate's Degree in: Emergency Medical Services Management, Medical Office Technical/Medical Assisting, Prehealth Profession Emphasis, Radiologic Technology OR A.A., A.S., A.G.S., or A.A.S. Degrees.

Note: All courses at Aims Community College are quarter hours and all courses at Franklin University are semester hours.

GENERAL EDUCATION

The following courses must be taken at Aims Community College unless they were previously completed through Liberal Arts and Sciences requirements:

| | CREDITS |
|--|----------------|
| ENG 121 English Composition I..... | 5 |
| ENG 122 English Composition II..... | 5 |
| ENG 131 Technical Writing..... | 5 |
| OR | |
| BUS 217 Business Communications and Report Writing..... | 5 |
| Select one of the following: (SPE classes) | |
| SPE 115 Public Speaking..... | 5 |
| SPE 125 Interpersonal Communication.... | 5 |

| | |
|--|---|
| SPE 215 Professional and Business Speaking..... | 5 |
| SPE 216 Advanced Public Speaking..... | 5 |
| BUS 226 Business Statistics..... | 5 |
| OR | |
| MAT 135 Introduction to Statistics..... | 5 |

Select one of the following (ECO classes)

| | |
|--|---|
| ECO 105 Introduction to Economics..... | 5 |
| ECO 201 Principles of Macroeconomics.... | 5 |
| ECO 202 Principles of Microeconomics.... | 5 |
| CIS 118 Introduction to PC Applications... 5 | |
| One Humanities Course | |
| Two Science Courses | |
| One Social Science Course | |

BUSINESS CORE BRIDGE COURSES

Bridge courses to be completed at Aims Community College to complete Franklin's required Business Core.

| | |
|---|---|
| MAN 226 Principles of Management..... | 5 |
| ACC 121 Principles of Accounting I..... | 5 |
| ACC 122 Principles of Accounting II..... | 5 |
| ACC 123 Principles of Accounting III..... | 5 |

Choose one of the following

| | |
|--|---|
| BUS 216 Legal Environment of Business... 5 | |
| BUS 221 Business Law..... | 5 |
| MAN 200 Human Resource Management... 5 | |

CAPSTONE COURSE

(40 semester credit hours from Franklin University)

The Capstone Courses from Franklin University are offered completely online. Many students will choose to take the Capstone Courses at the same time they are taking the Bridge Courses from Aims Community College (depending on the prerequisites).

PROFESSIONAL FOUNDATIONS

(12 semester credit hours)

| | |
|--|---|
| PF 322 Online Learning Strategies..... | 2 |
| PF 302 Applied Research Methods..... | 4 |
| PF 305 Global Cultures..... | 4 |
| PF 310 Effective Presentational Communications..... | 2 |

MAJOR CORE (28 semester credit hours)

| | |
|--|---|
| BSAD 320 Business Decisions & Policy Issues..... | 4 |
| BSAD 403 Current Issues in Business..... | 4 |
| OLM 320 Leadership: Theory..... | 4 |
| HSA 332 Contemporary Issues in Health Care..... | 4 |
| HSA 442 Legal Aspects of Health Care Management..... | 4 |
| HSA 452 Developing Managed Care Delivery Systems..... | 4 |
| HSA 462 Management Controls in Health Care Organizations..... | 4 |



INTERNATIONAL STUDIES EMPHASIS
(Associate of Arts Degree)

BEHAVIORAL, SOCIAL, AND ECONOMIC SCIENCES

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**, extension 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

ELECTIVES: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 202 U.S. History II..... 5
- POS 105 Introduction to Political Science .. 5
- Total Credits for Area of Emphasis**100



International Studies



LITERATURE EMPHASIS
(Associate of Arts Degree)
COMMUNICATIONS, HUMANITIES, AND BUSINESS DIVISION

ADVISORS:

- Greeley Campus
 - Charles Fisher, Ext. 6520
 - Nancy Martz, Ext. 6234
 - Tony Park, Ext. 6325
- Fort Lupton Campus
 - Keith Reierstad, Ext. 4310
- Loveland Campus
 - Evan Oakley, Ext. 3332
 - Michael Ort, Ext. 3315

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 I 3-5
- HUM 109 Modern American Culture 5
- HUM 122 Survey of Humanities II 5
- HUM 123 Survey of Humanities III 5

- HUM 135 Topics in Humanities. 0.5-5
- HUM 151 Introduction to the Art of Film. 5
- LIT 135 Topics in Literature 0.5-5
- 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
- PHI 115 Comparative Religions 5
- PHI 116 Eastern Traditions 5
- PHI 135 Topics in Philosophy 0.5-5

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, SCIENCE AND COMPUTER: 15
 See A.A. degree requirements

PHYSICAL EDUCATION: 5
 See A.A. degree requirements
Total Credits for A.A. Degree. 96



Literature



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. 3331
Michelle Ray Parsons, Ext. 6368
Karen Robinson, Ext. 6394

Loveland Campus Chair:

Phil Edwards, 970.667.4611, Ext. 3314

Fort Lupton Campus Chair:

Liz Ryan, (970)352-4664, Ext. 4309

DEGREES/CERTIFICATES OFFERED:

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

MATHEMATICS EMPHASIS (Associate of Science Degree) MATHEMATICS/NATURAL AND APPLIED SCIENCES DIVISION

ADVISORS:

Marsha Driskill, Department Chair, Ext. 6637
Randall Boan, Ext. 6598
Michelle Ray Parsons, 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:.....15
See A.S. degree requirements

HUMANITIES:15
See A.S. degree requirements

BEHAVIORAL AND SOCIAL SCIENCES:15
See A.S. degree requirements

PHYSICAL EDUCATION:5
See A.S. degree requirements

MATHEMATICS, SCIENCE AND COMPUTER: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, 212, 213
- Physics: Calculus-based I, II, III..... 15
- CHE 111, 112, 113
- General College Chemistry I, II, III..... 15
- BIO 111, 112, 113
- General College Biology I, II, III..... 15
- GEY 111 and 121
- Physical Geology & Historical Geology... 12

RECOMMENDED COURSES:

- MAT 121 College Algebra..... 6
- MAT 122 Trigonometry..... 5
- MAT 215 Discrete Mathematics..... 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



**PHILOSOPHY
EMPHASIS
(Associate of Arts Degree)
COMMUNICATIONS, HUMANITIES,
AND BUSINESS DIVISION**

ADVISORS:

- Greeley Campus
 - Frederick Clark, Ext. 6507
 - Nancy Martz, Ext. 6234
 - Tony Park, Ext. 6325
- Fort Lupton Campus
 - Keith Reierstad, Ext. 4310
- Loveland Campus
 - Michael Ort, Ext. 3315

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 | 0.5-5 |
| HUM 123 Survey of Humanities III | 5 |

Other Recommended Electives: Select with advisor approval.

| | |
|---|-------|
| HUM 109 Modern American Culture | 5 |
| HUM 170 Humanities and Leadership | 0.5-5 |

Minimum Elective Credits for Area of Emphasis25
Total Elective Credits for A.A. Degree31

COMMUNICATIONS:.....15
 See A.A. Degree requirements

HUMANITIES:15
 HUM 121 Survey of Humanities I

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

MATHEMATICS, SCIENCE AND COMPUTER:15
 See A.A. degree requirements

PHYSICAL EDUCATION:5
 See A.A. degree requirements

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



Philosophy

SOCIAL SCIENCES DEPARTMENT

Location:

Westview, Office 690
970.330.8008, Ext. 6208
Toll Free 800.301.5388

Faculty:

Roger DeWitt, Anthropology, Social Sciences
Chair, Ext. 6238, rdewitt@aims.edu
Jeffrey Reynolds, History, Social Sciences
Assistant Chair, Ext. 6484, jeffren@aims.edu
Dr. Frank Gordon, Political Science,
Ext. 6314, fgordon@aims.edu
Jerry Karst, Sociology, Ext. 6371,
jkarst@aims.edu
Dr. Michael Kelsey, Economics, Geography,
Ext. 6393, mikelk@aims.edu
Ron Courson, Sociology, Fort Lupton
Campus: 303.857.4022, Ext. 4305,
rcour@aims.edu

Interim Campus Chair, Loveland Campus:

Rita Clark, 970.667.4611, Ext. 3317

DEGREES/CERTIFICATES OFFERED:

Political Science Emphasis

(two-year A.A. degree)

**POLITICAL SCIENCE
EMPHASIS**

(Associate of Arts Degree)

**BEHAVIORAL, SOCIAL, AND
ECONOMIC SCIENCES DIVISION**

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 SCIENCE:.....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, SCIENCE
AND COMPUTER: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 Emphasis96



**Political
Science**

PSYCHOLOGY DEPARTMENT

Location:

Westview, Office 690
970.330.8008, Ext. 6208

Department Chair:

Dr. Judy Green, 970.330.8008, Ext. 6205

Assistant Chair:

Dr. Robert Shellenberger, Ext. 6346

Faculty:

Dr. Bill Hardgrave, Ext. 6513
Dr. Allan Obert, Ext. 6217
Rita Clark, Loveland Campus,
970.667.4611, Ext. 3317
Ron Courson, Fort Lupton Campus,
330.857.4022, Ext. 4305

Campus Chair, Fort Lupton Campus:

Liz Ryan, 303.857.4022, Ext. 4309

Interim Campus Chair, Loveland Campus:

Rita Clark, 970.667.4611, Ext. 3317

Career Resource Center Coordinator:

Susan Burrows, Ext. 6596

Biofeedback Lab Coordinator:

Jenifer Thomas, Ext. 6519

DEGREES/CERTIFICATES OFFERED:

**Colorado Alcohol and Drug Abuse
Certification Drug/Alcohol Counselor II**

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

General Psychology Emphasis

(UNC and CSU) (two-year A.A. degree)

**COLORADO ALCOHOL
AND DRUG ABUSE
PROGRAM:
COUNSELOR I
BEHAVIORAL, SOCIAL, AND
ECONOMIC SCIENCES DIVISION**

ADVISING:

Robert Shellenberger,
Greeley Campus, Ext. 6346
Ron Courson, Fort Lupton Campus, Ext. 4305
Rita Clark, Loveland Campus, Ext. 3317

Program Descriptions: 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.

COUNSELOR I REQUIREMENTS: CREDITS

- CSL 245 Professional Ethics 2
- CSL 255 Infct Disease-Alcohol/Drug Treat. . . 2
- CSL 287 Client Records Management 3
- CSL 288 Addictions Counseling 4
- CSL 289 Counseling and Diverse
Treatment Populations. 2-3

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

**COLORADO ALCOHOL
AND DRUG ABUSE
PROGRAM:
COUNSELOR II
BEHAVIORAL, SOCIAL, AND
ECONOMIC SCIENCES DIVISION**

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

REQUIRED COURSES: CREDITS

- CSL 251 Pharmacology for Counselors I . . . 2
- CSL 252 Pharmacology for Counselors II. . . 2
- PSY 217 Group Counseling 5
- PSY 219 Resistant Client 3
- PSY 249 Abnormal Psychology 3-5

ELECTIVES: 5

- (Choose from the following courses)
- CSL 247 Family Dynamics of
Substance Abuse 3
 - PSY 138 Biofeedback and Stress
Management. 4-5
 - PSY 229 Introduction to Addictive
Behaviors. 5
 - PSY 256 Domestic Violence Counseling . . . 3
 - PSY 261 Theory & Practice of Counseling . . 5
 - PSY 278 Psychology of Criminal Behavior. . 3
- PLUS**

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



**Psychology
and
Counseling**

COLORADO ALCOHOL AND DRUG ABUSE PROGRAM: COUNSELOR I AND II DEGREE PROGRAM (Associates of General Studies Degree)

BEHAVIORAL, SOCIAL, AND ECONOMIC SCIENCES DIVISION

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

CREDITS

COMMUNICATIONS

AND 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, or MAT (except MAT 110)

PROFESSIONAL COURSES:.....14

CSL 245 Professional Ethics..... 2

CSL 247 Family Dynamics of

Substance Abuse..... 3

CSL 255 Infct Disease-Alcohol/Drug Treat.. 2

CSL 287 Client Records Management 3

CSL 288 Addictions Counseling 4

ELECTIVES:.....45

(choose 30 credit hours from the following courses)

EMS 103 Healthcare Provider CPR5

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 251 Pharmacology for Counselors I... 2

CSL 252 Pharmacology for Counselors II... 2

CSL 289 Counseling and Diverse

Psychology and Counseling, cont.

Treatment Populations..... 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 . 4-5

PSY 278 Psychology of Criminal Behavior.. 3

Choose 15 additional credit hours with prefixes other than CSL or PSY.

Total Credits for the AGS Degree96

GENERAL PSYCHOLOGY EMPHASIS (CSU) (Associate of Arts Degree)

BEHAVIORAL, SOCIAL, AND ECONOMIC SCIENCES DIVISION

This emphasis prepares students for transferring to CSU's undergraduate science 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

And CSU's transfer guide.

MATHEMATICS, SCIENCE

AND COMPUTER:16

MAT 121 College Algebra 6

BIO 111 General College Biology I..... 5

CHE 111 General College Chemistry I..... 5

PHYSICAL EDUCATION:5

See A.A. degree requirements

BEHAVIORAL, SOCIAL, AND

ECONOMIC SCIENCES:.....15

PSY 101 General Psychology I..... 5

ANT 101 Cultural Anthropology 5

OR

SOC 101 Introduction to Sociology I..... 5

HIS 101 Western Civilization I..... 5

OR

HIS 201 United States History I 5

ELECTIVES:.....30

PSY 102 General Psychology II..... 5

Take 25 additional credits from:

PSY 138 Biofeedback & Stress Mgt. 4-5

PSY 205 Psychology of Women 3

PSY 209 Psychology of Prejudice 3

PSY 227 Death & Dying 3-5

PSY 229 Introduction to Addictive

Behaviors..... 3-5

PSY 232 Psychology of Dreams 2-5

PSY 235 Developmental Psychology 5

PSY 249 Abnormal Psychology..... 3-5

PSY 258 Introduction to Neuropsychology . 3

PSY 276 Human Sexuality..... 3-5

PSY 278 Psychology of Criminal Behavior.. 3

Total credits for Area of Emphasis.96

GENERAL PSYCHOLOGY EMPHASIS (UNC) (Associate of Arts Degree)

BEHAVIORAL, SOCIAL, AND ECONOMIC SCIENCES DIVISION

This emphasis prepares students for transferring to UNC's undergraduate science 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, SCIENCE

AND COMPUTER: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 10

ELECTIVES:.....30

PSY 102 General Psychology II..... 5

PSY 138 Biofeedback & Stress Mgt..... 4-5

PSY 235 Developmental Psychology 5

PSY 249 Abnormal Psychology..... 3-5

PSY 261 Theory & Practice of Counseling .. 5

Take six additional credits of your choice ... 6

Total credits for Area of Emphasis.96-97

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. 3331
Tom Pentecost, Chemistry, Ext. 6488
Dr. Monica Ramirez, Geology, GIS, and
Earth Sciences, Ext. 6310
Dr. Leba Sarkis, General Biology &
Microbiology, Ext. 6367
Christopher Ubung, Physics
Grant Wilson, Anatomy & Physiology, Ext. 6334

Senior Lab Coordinator:

Betty Wilmoth, Ext. 6379

Loveland Campus Chair:

Phil Edwards, 970.667.4611, Ext. 3314

Fort Lupton Campus Chair:

Liz Ryan, 970.352.4664, Ext. 4309

DEGREES/CERTIFICATES OFFERED:

- Chemistry Emphasis** (A.S. Degree)
- Chemical Testing Technology Emphasis**
(A.S. Degree)
- Geology Emphasis** (A.S. Degree)
- Life Sciences Emphasis** (A.S. Degree)

**CHEMISTRY EMPHASIS
(Associate of Science Degree)**

**MATHEMATICS/NATURAL AND
APPLIED SCIENCES DIVISION**

ADVISOR:

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: | 15 |
| See A.S. degree requirements | |
| HUMANITIES: | 15 |
| See A.S. degree requirements | |
| BEHAVIORAL AND SOCIAL SCIENCES: | 15 |
| See A.S. degree requirements | |
| PHYSICAL EDUCATION: | 5 |
| See A.S. degree requirements | |

MATHEMATICS, SCIENCE

AND COMPUTER: **46**

Required Courses:

- MAT** (Choose from A.S. Requirements) **5-6**
- CHE 111, 112, 113**
General College Chemistry I, II, III **15**
- CHE 211, 212, 213**
Organic Chemistry I, II, III **15**

Recommended Courses:

- MAT 201, 202, 203**
Calculus I, II, III **15**
- PHY 211, 212, 213**
Physics: Calculus-based I, II, III. . . . (each) **5**
- 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)**

**MATHEMATICS/NATURAL AND
APPLIED SCIENCES DIVISION**

ADVISOR:

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: | 15 |
| See A.S. degree requirements | |
| HUMANITIES: | 15 |
| See A.S. degree requirements | |
| BEHAVIORAL AND SOCIAL SCIENCES: | 15 |
| See A.S. degree requirements | |
| PHYSICAL EDUCATION: | 5 |
| See A.S. degree requirements | |



Science

MATHEMATICS, SCIENCE

AND COMPUTER:46

Required Courses:

| | |
|--|----|
| MAT 121 College Algebra | 6 |
| CHE 111, 112, 113 | |
| General College Chemistry I, II, III | 15 |
| CHE 115, 116 | |
| Chemical Technology I | 2 |
| CIS 118 Introduction to PC Applications... | 5 |
| HEN 106 Safety and First Aid | 3 |
| CHE 211, 212, 213 | |
| Organic Chemistry I, II, III | 15 |
| CHE 215, 216 | |
| Chemical Technology II | 2 |
| CHE 225, 226 | |
| Chemical Technology III | 2 |
| CHE 235, 236 | |
| Chemical Technology IV | 2 |

Recommended Courses:

| | |
|--|----|
| GEY 111 Physical Geology | 6 |
| PHY 111, 112, 113 | |
| Physics: Algebra Based I, II, III | 15 |
| 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 |

**GEOLOGY EMPHASIS
(Associate of Science Degree)**

**MATHEMATICS/NATURAL AND
APPLIED SCIENCES DIVISION**

ADVISOR:

Dr. Monica Ramirez, Ext. 6310

Although earth's geologic processes are timeless, the impact geology has on humans is a current issue. This program not only introduces students to physical and historical geology, but also covers environmental and socially related topics. The field-based component of this program allows students to acquaint themselves with geographic information systems (GIS) and global positioning systems (GPS) technologies.

DEGREE PROGRAM **CREDITS**
COMMUNICATIONS:15

See A.S. degree requirements

HUMANITIES:

See A.S. degree requirements. 15

BEHAVIORAL AND SOCIAL

SCIENCES:15

| | |
|--|---|
| SOC 101 Introduction to Sociology I | 5 |
| plus two from the following: | |
| ANT 111 Physical Anthropology | 5 |
| ECO 202 Principles of Microeconomics | 5 |
| GEO 105 World Geography | 5 |

MATHEMATICS, SCIENCE

AND COMPUTER:15

Mathematics:

| | |
|--------------------------------------|----|
| MAT 201, 202, 203 | 15 |
| Calculus I, II, III (5 credits each) | |
| OR | |
| MAT 121 College Algebra | 6 |
| MAT 122 Trigonometry | 5 |

Science:

| | |
|--|----|
| CHE 111, 112, 113 | 15 |
| General College Chemistry I, II, III (5 credits each) | |
| GEY 111 Physical Geology | 6 |
| GEY 121 Historical Geology | 6 |
| GEY 112 Field Geology and Mapping | 5 |
| OR | |
| GEY 130 Geology and Society | 5 |
| OR | |
| GEY 208 Geology Field Trip | 5 |

Computer:

| | |
|--|---|
| CSC 160 Computer Science I (C++ Programming) | 5 |
| or any basic programming course (i.e. GIS 225, CIS 116) | |

PHYSICAL EDUCATION:

Recommended:

| | |
|---|-----|
| PEF 210 Mountain Hiking I | 1.5 |
| PEF 211 Mountain Hiking II | 1.5 |
| For remaining credits see A.S. degree requirements | 2 |

Total Credits **98-102**

**LIFE SCIENCES
EMPHASIS
(Associate of Science Degree)**

**MATHEMATICS/NATURAL AND
APPLIED SCIENCES DIVISION**

ADVISORS:

Dr. 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 **CREDITS**
COMMUNICATIONS:15

See A.S. degree requirements

HUMANITIES:15

See A.S. degree requirements

BEHAVIORAL AND SOCIAL SCIENCES:15

See A.S. degree requirements

PHYSICAL EDUCATION:5

See A.S. degree requirements

**MATHEMATICS, SCIENCE
AND COMPUTER**46

Required Courses:

| | |
|--|-----|
| MAT (Choose from A.S. Requirements) | 5-6 |
| BIO 111, 112, 113 | |
| General College Biology I, II, III | 15 |
| CHE 111, 112, 113 | |
| General College Chemistry I, II, III | 15 |

Recommended Courses:

| | |
|------------------------------------|----|
| MAT 121 College Algebra | 6 |
| MAT 122 College Trigonometry | 5 |
| BIO 201, Human Anatomy and | 15 |
| 202, 203 Physiology I, II, III | |
| 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.

VISUAL AND PERFORMING ARTS

Location:

Ed Beaty Hall, Room 521
970.330.8008, Ext. 6259

Department Chair:

June Schock, Ext. 6357

Assistant Department Chair:

Tedd Runge, Ext. 6357

Senior Office Specialist:

Janet Koeltzow, Ext. 6259

VISUAL AND PERFORMING ARTS

ADVISORS:

Tedd Runge, Ext. 6287
June Schock, Ext. 6358

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.

DESIGN EMPHASIS (Associate of Arts Degree)

COMMUNICATIONS, HUMANITIES, AND BUSINESS DIVISION

ADVISOR:

Tedd Runge, Ext. 6287

The design emphasis prepares students for transfer to four-year college design programs and for employment in design fields.

***Note:** A wide variety of visual, spatial, auditory, kinesthetic, and creative thinking abilities are involved, and are instrumental in the successful completion of these courses. Students enrolled in Ceramics, Photography

and Jewelry classes will complete a simple written self-assessment at the beginning of each quarter.

Recommended degree requirements for area of emphasis:

| | |
|--|----------------|
| | CREDITS |
| ART 121 Drawing I | 3 |
| ART 122 Drawing II | 3 |
| ART 131 Design I | 3 |
| ART 132 Design II | 3 |
| ART 211 Art History I | 5 |
| ART 212 Art History II | 5 |
| 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 211 Art History I 5
ART 212 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, SCIENCE AND COMPUTER: 15
See A.A. degree requirements

ELECTIVES: Select from the following courses, with advisor approval:
ART 151 Photography I 3
ART 152 Photography II 3
ART 213 World Art History 5
ART 231 Watercolor I 3
ART 232 Watercolor II 3
ART 244 Graphic Design I 3
ART 245 Graphic Design II 3
ART 270 Figure Drawing I 3
ART 271 Figure Drawing II 3
ART 295 Independent Study 1-3



Visual and Performing Arts

| | |
|---|-----------|
| ART 299 Art Practicum | 1-3 |
| AAD 121 Computer Design I | 3 |
| AAD 122 Computer Design II | 3 |
| AAD 123 Computer Design 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 |

FINE ART EMPHASIS **(Associate of Arts Degree)** **COMMUNICATIONS, HUMANITIES,** **AND BUSINESS DIVISION**

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. Students enrolled in Ceramics, Photography and Jewelry classes will complete a simple written self-assessment at the beginning of each quarter.

Recommended degree requirements for area of emphasis:

CREDITS

| | |
|----------------------------------|---|
| ART 121 Drawing I | 3 |
| ART 122 Drawing II | 3 |
| ART 131 Design I | 3 |
| ART 132 Design II | 3 |
| ART 211 Art History I | 5 |
| ART 212 Art History II | 5 |

Minimum Elective Credits for Area of Emphasis22
Total Elective Credits for A.A. Degree31

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 211 Art History I | 5 |
| ART 212 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, SCIENCE

AND COMPUTER:15

See A.A. degree requirements

ELECTIVES - Theatre

Select from the following courses, with advisor approval:

| | |
|---|-----|
| THE 111 Acting I | 5 |
| THE 211 Development of Theatre I | 5 |
| THE 212 Development of Theatre II | 5 |
| THE 131 Theatre Production | 1-3 |
| MUS 151-153, 251-253 Music Theatre Performance | 3 |

ELECTIVES - Art

Select from the following courses with advisor approval:

| | |
|---|-----|
| 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 216 Painting I | 3 |
| ART 217 Painting II | 3 |
| ART 213 World Art History | 5 |
| 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 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 |

Total Credits for A.A. Degree96

MUSIC EMPHASIS **(Associate of Arts Degree)** **COMMUNICATIONS, HUMANITIES,** **AND BUSINESS DIVISION**

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 111), Music Theory II (MUS 112), eight credits of Applied Lessons (MUS 141-144, 241-244), and six credits of performance oriented courses (MUS 151-153, MUS 185, 251-253). 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 111 Music Theory I | 5 |
| MUS 112 Music Theory II | 5 |
| MUS 141-144, 241-244 Applied Lessons | 8 |
| MUS 151-153, 185, 251-253 Performance | 6 |

Minimum Elective Credits for Area of Emphasis24
Total Elective Credits for A.A. Degree31

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 211 Art History I | 5 |
| ART 212 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, SCIENCE AND COMPUTER:15
 See A.A. degree requirements

ELECTIVES:
 Select from the following courses, with advisor approval:

MUS 100 Fundamentals of Music Theory ... 5
 MUS 111 Music Theory I 5
 MUS 112 Music Theory II 5
 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 241 Applied Piano V* 2
 MUS 242 Applied Piano VI* 2
 MUS 243 Applied Piano VII* 2
 MUS 244 Applied Piano VIII* 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 241 Applied Voice V* 2
 MUS 242 Applied Voice VI* 2
 MUS 243 Applied Voice VII* 2
 MUS 244 Applied Voice VIII* 2
 MUS 141 Applied Instrumental I* 2
 MUS 142 Applied Instrumental II* 2
 MUS 143 Applied Instrumental III* 2
 MUS 144 Applied Instrumental IV* 2
 MUS 241 Applied Instrumental V* 2
 MUS 242 Applied Instrumental VI* 2
 MUS 243 Applied Instrumental VII* 2
 MUS 244 Applied Instrumental VIII* 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 241 Applied Guitar V* 2
 MUS 242 Applied Guitar VI* 2
 MUS 243 Applied Guitar VII* 2
 MUS 244 Applied Guitar VIII* 2
 MUS 151-153, 251-253
 Music Theatre Performance 3
 MUS 151-153, 251-253
 Concert Chorale 1
 MUS 185 Special Topics in Music 0.5-5
 MUS 151-153, 251-253
 Greeley Concert Band 1
 MUS 251-253
 Recital Performance 1-3
 MUS 260 Writing Music with the Computer . 2
 MUS 270 Diction for Singers 2
 MUS 295 Music Independent Study
Total Credits for A.A. Degree96

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



WELDING TECHNOLOGY DEPARTMENT

Location:

Welding Tech Center, Room 151
970.330.8008, Ext. 6203

Department Chair, Trades and Industry

Dennis Schossow, Ext. 6277

Assistant Chair, Trades and Industry

Paul Hasty, Ext. 6203
Pat Hergenreter, Ext. 6278

Faculty:

Jeff Klein, Ext. 6203
Eric Warren, Ext. 6203

DEGREES/CERTIFICATES OFFERED:

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

Welding Technician (Certificate)

WELDING TECHNOLOGY (Associate of Applied Science Degree) TECHNOLOGY DIVISION

Advisors:

Paul Hasty, Ext. 6203
Jeff Klein, Ext. 6203
Eric Warren, Ext. 6203

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:

Potential Opportunities: The program is designed to develop the skills necessary to pass the welder qualification tests. Qualification tests may be given in one or more positions such as flat, horizontal, vertical, or overhead. After completion of this program, the student can find work on bridges, pipelines, power houses, refineries, railroads, automobiles, farm machinery, and earth-moving equipment. Wherever metal is to be joined, welding usually is chosen as the fastest and most economical process. The welder must be able to fabricate all or part of a structure from drawings or blueprints with accuracy and in a reasonable amount of time. Other opportunities 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 TECHNOLOGY DEGREE:

(Two Year Option)

6 to 7 quarters (1160 classroom and lab hours)

WELDING TECHNICIAN CERTIFICATE:

(Two Year Option)

6 quarters (1000 classroom and lab hours)

Program Requirements: Completion of the certificate requirements 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) | 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 specialities: Gas Tungsten Arc Welding, Gas Tungsten Arc Pipe Welding, Structural Welding Processes and Procedures, Fabrication, Welding Repair and Maintenance Techniques

DEGREE PROGRAMS

WELDING TECHNOLOGY:

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

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 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 244 Specialized Welding II 12

**WELDING TECHNOLOGY
 ADVISORY COMMITTEE**

- Margaret Carleton
 Aims Community College
- Farren Elwood
 DIA
- Mike Emerick
 Thermal Arc Corp.
- Bill Hancock
 Air Products
- Rick Kamerzell
 Kodak of Colorado
- Peg Morelli
 Community College of Colorado



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|--|-------------|
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| ABF Auto Body Refinishing | 154 |
| ABR Automotive Collision Repair | 154 |
| ACC Accounting | 156 |
| AMT Automotive Mechanics Technology | 158 |
| ANT Anthropology | 162 |
| ARS Art | 162 |
| ART Art | 162 |
| ASL American Sign Language | 163 |
| AST Astronomy | 164 |
| AVT Aviation Technology | 164 |
| BCT Construction Technology | 166 |
| BIO Biological Sciences | 166 |
| BUS Business | 167 |
| CHE Chemistry | 172 |
| CIS Computer Information Systems | 173 |
| CNT Computer Networking | 175 |
| COM Communications Media | 176 |
| CRJ Criminal Justice | 178 |
| CSC Computer Science | 179 |
| CSL Counseling | 180 |
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| ELT Electronics Technology | 184 |
| EMS Emergency Medical Services | 186 |
| ENG English Communications | 189 |
| ENG English (Composition) | 190 |
| ENT Engineering Technology | 190 |
| ESL English as a Second Language | 193 |
| FLS Senior | 195 |
| FLE Expectant Families | 195 |
| FLF Positive Parenting and Personal Growth | 195 |
| FMT Farm and Ranch Business Management | 196 |
| FRE French | 196 |
| FST Fire Science | 193 |
| GER German | 197 |
| GEO Geography | 198 |
| GEY Geology | 198 |
| GIS Geographic Information Systems | 199 |
| GRN Gerontology | 199 |
| GRT Graphic Technology | 199 |
| HEN Health Education | 200 |
| HIS History | 201 |
| HLH Health Occupations | 201 |
| HUM Humanities | 203 |
| IDN Interactive Design | 204 |
| INS Insurance | 204 |
| INT International Studies | 205 |
| ITA Italian | 197 |
| LIT Literature | 205 |
| MAN Management | 205 |
| MAR Marketing | 206 |
| MAS Mexican American Studies | 206 |
| MAS Culture of Mexico and South America | 206 |
| MAT Mathematics | 207 |
| MUS Music | 208 |
| PEA Physical Education Activities | 209 |
| PEB Physical Education Ball Sports | 210 |
| PED Physical Education Dance | 210 |
| PEF Physical Education Fitness | 211 |
| PHI Philosophy | 213 |
| PHY Physics | 213 |
| POA Peace Officer Academy | 214 |
| POS Political Science | 216 |
| PSY Psychology | 216 |
| REA Reading | 217 |
| RTE Radiologic Technology | 218 |
| SOC Sociology | 220 |
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| SPE Speech | 220 |
| SPP Special Programs | 221 |
| THE Theatre | 221 |
| WLT Welding Technology | 221 |



Course Descriptions Table of Contents

AAD: DESIGN

AAD 121 COMPUTER DESIGN I

This course is an introduction to the use of Macintosh computers and the applications of Quark XPress, Adobe Photoshop and Adobe Illustrator. Skills include how to find, create and store words, pictures and charts in creative ways to be used as graphic design. This course allows new students to begin using computer graphics and can 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 work at the computer each class with specific assignments that give direction and requirements for completing weekly design problems. Three credits: 40 clock hours.

AAD 122 COMPUTER DESIGN II

This class is 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. Students 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 allows 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 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. Twelve 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. Three and one-half 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. Four and one-half credits: 70 clock hours.



Course Descriptions

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. Four 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. Twelve 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. Seven 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. Five 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. Twelve 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. Two and one-half 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. Two 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-th-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. Seven and one-half 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. Five and one-half 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. Two 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. Three and one-half 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. Eighteen and one-half 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. One 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. One 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. Two 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. Five and one-half 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. Three 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. Six 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. Sixteen and one-half 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. Six 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. Three 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. One and one-half 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. Four 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. Two 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. Twelve 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. Three 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. Five 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. One 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. One 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. One 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. One 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: One to six 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. Twelve 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. One 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. One and one-half 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. Nine and one-half credits: 120 clock hours.

ABR 242 DAMAGE ANALYSIS AND 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. Twelve credit: 150 clock hours.

ABR 243 DAMAGE ANALYSIS AND 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. Twelve credit: 150 clock hours.

ACC: ACCOUNTING

For additional business offerings, see courses listed under BUS (Business), MAN (Management), and MAR (Marketing).

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. It is strongly recommended that accounting students enrolls in ACC 121 also enroll in EDU 121, Skills Assessment I. 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, partnerships 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 196 ACCOUNTING APPLICATIONS I

The completion of a merchandising practice set for a proprietorship. Prerequisite: ACC 121. One credit: 15 clock hours.

ACC 197 COMPUTERIZED ACCOUNTING APPLICATIONS I

A practice set to be completed on a micro-computer using integrated accounting software. Prerequisite: ACC 122 and ACC 196 or permission of instructor. One credit: 15 clock hours.

ACC 198 COMPUTERIZED ACCOUNTING APPLICATIONS II

A practice set to be completed on a micro-computer 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 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, and internal control procedures. Advanced accounting practice set and/or projects 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 return preparation. Prerequisite: ACC 131 or permission of instructor. Two credits: 30 clock hours.

ACC 280 ACCOUNTING SEMINAR

A series of courses which will provide opportunities for students to update knowledge in specific areas of accounting and explore accounting applications. One-half to five credit hours each: contact instructor.

ACC 297 COMPUTERIZED APPLICATIONS III

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 APPLICATIONS 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 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. One-half credit: 7 clock hours.

AMT 101 AUTOMOTIVE FUNDAMENTALS

Students develop a basic knowledge of the major systems of the automobile upon successful completion of this course. Lesson plans will cover parts identification and basic theory of operation of the major systems. Minor repair and diagnosing common problems will be taught and students will be provided the opportunity to try the hands-on activities. Good shop safety practices and accident prevention are included with each job in this course. Four credits: 60 clock hours. 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. Two and one-half 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. One and one-half 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. One and one-half credits: 19 clock hours.

AMT 132 STEERING & 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. Two and one-half credits: 32 clock hours.

AMT 132AB STEERING & SUSPENSION-FRONT SUSPENSION

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. One and one-half 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-half credit: 7 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-half credit: 7 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. Two and one-half credit: 32 clock hours.

AMT 132AF STEERING & SUSPENSION- WHEELS 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- EMISSION CONTROL SYSTEMS

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. One and one-half 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. One and one-half 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. Fifteen and one-half 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. Three and one-half 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. One and one-half 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. One and one-half 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 One and one-half 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. Two and one-half 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. Three and one-half 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 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 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.

Physical and Dexterity Requirements for ART 141, 142, 241, & 242 - Jewelry and Metal work classes.

- 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

- 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 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 212 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 213 WORLD ART HISTORY

Provides the knowledge base to understand the visual arts, especially as related to NON-WESTERN CULTURE. Five credits.

ART 216 PAINTING I

This course covers color, composition, materials, and techniques of studio painting. Three credits: 40 clock hours.

ART 217 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 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 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

ASL 101 INTRODUCTION TO AMERICAN SIGN LANGUAGE I

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. Three to five credits: 30 to 50 clock hours.

ASL 102 INTRODUCTION TO AMERICAN SIGN LANGUAGE II

This course is a continuation of Introduction to American Sign Language I, which 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. Three to five credits: 30 to 50 clock hours.

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: 50 clock hours.

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: 50 clock hours.

ASL 282 SPECIAL TOPICS IN AMERICAN SIGN LANGUAGE

This course will focus on special areas of sign language. Topics may include survival sign language, finger spelling, signing exact English, among others. No prerequisite. One-half to five credits: 5 to 50 clock hours.

AST: ASTRONOMY

AST 105 THE SOLAR SYSTEM

AST 105 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

AST 106 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. The student will complete lesson 23. 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. The student will complete lesson 36. Prerequisite: AVT 103 or permission of instructor. Three 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

Includes basic aerodynamics, airplane systems, air traffic control and communications, aircraft weight and balance, meteorology, Federal Aviation regulations, basic navigation and radio navigation, aeronautical information manual, medical factors of flight, and review for the FAA test. The successful student will pass the Private Pilot computer 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 the FAA instrument test. The successful student will pass the Instrument computer 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 155 CREW RESOURCE MANAGEMENT I

Crew Resource Management is presented as a management and teamwork style of conducting a flight. This course will include an

overview of the critical CRM behavior markers. The first of the Big 5, "Briefing" will be covered in detail. One credit: 10 clock hours.

AVT 156 CREW RESOURCE MANAGEMENT II

Crew Resource Management is presented as a management and teamwork style of conducting a flight. This course will include an overview of the critical CRM behavior markers. The second of the Big 5, "Inquiry, Assertion, and Advocacy" will be covered in detail. One credit: 10 clock hours.

AVT 157 CREW RESOURCE MANAGEMENT III

Crew Resource Management is presented as a management and teamwork style of conducting a flight. This course will include an overview of the critical CRM behavior markers. The third of the Big 5, "Communications, Decisions" will be covered in detail. One credit: 10 clock hours.

AVT 158 CREW RESOURCE MANAGEMENT IV

Crew Resource Management is presented as a management and teamwork style of conducting a flight. This course will include an overview of the critical CRM behavior markers. The fourth of the Big 5, "Overall Technical Proficiency" will be covered in detail. One credit: 10 clock hours.

AVT 159 CREW RESOURCE MANAGEMENT V

Crew Resource Management is presented as a management and teamwork style of conducting a flight. This course will include an overview of the critical CRM behavior markers. The fifth of the Big 5, "Leadership, Followership" will be covered in detail. One credit: 10 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 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 aeronautical charts, pilotage and dead reckoning, advanced human factors, advanced systems, aerodynamics, and

performance limitations. The successful student will pass the Commercial computer test. Prerequisite: AVT 109, or permission of instructor. Three credits: 30 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 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 the 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 and lesson 65. 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 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. 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 rating and permission of instructor. One credit: 10 clock hours.

AVT 225 MULTI-ENGINE TRANSITION LAB

Principles and procedures of light twin-aircraft, advanced 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 TRANSPORT CATEGORY AIRCRAFT SYSTEMS AND ENGINES

Commuter type aircraft engines and systems will be studied. Covers background and theory of advanced transport category engines and systems. Successful students will be able to pass the FAA Flight Engineer computer test. Prerequisite: AVT 205 or instructor permission. Ten credits: 100 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: permission of instructor. One credit: 10 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 and Multi-Engine rating. Three credits: 40 clock hours.

BCT: CONSTRUCTION TECHNOLOGY

BCT 100 BASIC MATH

This course provides practice in addition, subtraction, multiplication, and division of whole, decimal, and fractional numbers. Practice is provided through reading rulers, using a calculator, and converting metric numbers. One and one-half credits: 15 hours lecture.

BCT 101 BASIC SAFETY

This course is designed to provide an overview of the safety rules and precautions for working on construction job sites. The course provides awareness of standard safety rules including ladders and scaffolds, fire prevention, and lifting. The course also introduces Hascom, confined space entry, and lockout/tagout. One and one-half credits: 15 hours lectures.

BCT 102 INTRODUCTION TO HAND TOOLS

This course introduces the student to the selection, inspection, use and maintenance of common hand tools. Application of safety rules is integrated into practice. Six tenth of a credit: 3 hours lecture, 7 hours lab.

BCT 103 INTRODUCTION TO POWER TOOLS

Selection, inspection, use and maintenance of common power tools is covered in this class. Students will also set up a work environment where safety practices are studied and applied as they relate to power tools. Twenty seven hundredths of a credit: 1 hour lecture, 4 hours lab.

BCT 104 MEASUREMENT

This course is designed to provide the student with the skills necessary to measure accurately. Students will use a number of measuring devices for exposure to a multitude of construction scenarios. Basic math (BCT 100) will be revisited through supervised practice. Six tenths of a credit: 3 hours lecture, 7 hours lab.

BCT 105 INTRODUCTION TO BLUEPRINTS

This course is designed to introduce the graphic information found on site plans, elevations, plan views, sectional and detail drawings. Students are introduced to the basic components of blueprints, including title blocks, line conventions, symbols, and revision symbols. Six tenths of a credit: 3 hours lecture, 7 hours lab.

BCT 106 BASIC RIGGING

This course covers rigging safety, equipment, and inspection. The student is introduced to crane hand signals, common rope knots, types of derricks, and crane procedures for rigging and moving equipment and materials. One and two tenths credits: 6 hours lecture, 14 hours lab.

BCT 107 WORK BASED EXPERIENCE

This course will be designed for job site experience. Program originators will work closely with the advisory committee to determine type of experience and expected outcomes. Four credits: 80 clock hours.

BCT 108 COMPUTER BASICS

This course is designed to introduce the student to the basics of computer operation and accessing software applications. Six tenths of a credit: 3 hours lecture, 7 hours lab.

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. Discusses plant structure and taxonomy. Emphasizes identification of wildflowers and trees in their native habitat. Class is field based and includes fieldtrips to areas of ecological diversity. Five credits: 20 hours lecture, 40 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. These are sequence courses offered beginning Fall Quarter of each academic year.

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 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. These are sequence courses offered beginning Fall Quarter of each academic year.

BIO 201 HUMAN ANATOMY & 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. Course requires dissection of preserved specimens which is an integral part of this course. Prerequisite: 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 & 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 & 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 eucaryotic micro-organisms. 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; CHE 110 or CHE 111 strongly recommended, 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 217 INTRODUCTION TO ORNITHOLOGY

This course is the study of the world of birds. Topics covered include general strategies, ecological roles, and the natural history of birds. This course will emphasize bird identification and classification. The major families of birds will be discussed, and key characteristics summarized. The course involves extensive field work and identification of birds in their natural habitat. Fieldtrips will be to diverse biological ecosystems. An extended fieldtrip may be included. Prerequisite: BIO 105, or permission of instructor. Four credits: 30 lecture hours, 20 lab hours.

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.

BUS: BUSINESS

For additional business offerings, see courses listed under ACC (Accounting), MAN (Management), and MAR (Marketing).

BUS 100 COMPUTERIZED KEYBOARDING

This course offers the opportunity to learn or improve keyboarding skills on a computerized keyboard. Three credits: 30 clock hours.

BUS 101 BUSINESS DOCUMENTS I: BEGINNING 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. Four credits: 50 clock hours.

BUS 102 BUSINESS DOCUMENTS II: INTRODUCTION TO SPEED AND ACCURACY

This is an individualized keyboarding course designed to increase speed and improve accuracy. Effective in helping students refresh their keyboarding skills. Additional lab hours will be needed. Prerequisite: BUS 101 or one year high school keyboarding class and/or keyboarding speed of more than 28 wpm with five or fewer errors. Four credits: 50 clock hours.

BUS 103 BUSINESS DOCUMENTS III: ADVANCED SPEED AND ACCURACY

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: BUS 101 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 104 BUSINESS DOCUMENTS IV: FORMATTING

This course is designed for students with minimal keyboarding skills. Letters, tables, memos, and reports are introduced. Speed and accuracy is also emphasized. Prerequisite: BUS 101 or one year high school keyboarding and/or 40 wpm with five or fewer errors. Five credits: 50 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: BUS 101 or equivalent. Five credits: 50 clock hours.

BUS 108 COMPUTERIZED TEN-KEY

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. One credit: 15 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. Students will develop a web page using a web page software. Prerequisite: BUS 111. Three credits: 30 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 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 212 Legal Procedures and Processes II and BUS 213 Legal Procedures and Processes III. Five credits: 50 clock hours.

BUS 123 ERGONOMICS: COMPUTER WORKSTATION HEALTH

This course will expose students to the health issues involved in using a computer workstation. Techniques for improving performance and reducing fatigue and injury will be explored. One-half credit: 5 clock hours.

BUS 124 USING BUSINESS REFERENCES

This course will help students learn to use business references effectively to solve common business problems. One-half credit: 5 clock hours.

BUS 125 USING INTERNET SEARCH ENGINES & DIRECTORIES FOR BUSINESS RESEARCH

This course will teach students effective research techniques using Internet search engines and directories which will help them quickly locate relevant information. Correct citation format for Internet sources will be covered. One-half credit: 5 clock hours.

BUS 126 PROOFREADING TECHNIQUES

This course will assist individuals in developing proofreading skills necessary to create error-free communications. Recommended for all business technology majors. Two credits: 20 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 business technology majors. Prerequisite: Permission of instructor or BUS 141. Three credits: 45 clock hours.

BUS 129 BUSINESS TELECOMMUNICATIONS I

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: 10 clock hours.

BUS 130 INTRODUCTION TO INTERNET AND E-MAIL I

This introductory course will help students learn about the Internet and E-Mail as used in a business office. One credit: 10 clock hours.

BUS 131 INTRODUCTION TO INTERNET AND E-MAIL II

This intermediate course will help students learn about the Internet and E-Mail as used in a business office. One credit: 10 clock hours.

BUS 132 MICROSOFT CERTIFICATION PREPARATION, EXAM I

This course prepares a student to take the first Microsoft Word User Specialist Exam. Three credits: 30 clock hours.

BUS 133 BASIC BUSINESS COMPUTER

This is a basic class that will take a simplified look at fundamental microcomputer concepts specifically related to business applications. Topics covered will be vocabulary, word

processing, file management, operating system, and spreadsheets, with emphasis on keyboarding skills and techniques. Three credits: 30 clock hours.

BUS 134 BEGINNING MICROSOFT WORD AND EXCEL

This course will introduce students to the basic concepts of Microsoft Word and Excel. One credit: 10 clock hours.

BUS 135 ACCESS BUSINESS APPLICATIONS

An individualized course designed as an introduction to Microsoft Access 2000. This course provides students with the opportunity to design, create, query, and maintain a database. In addition, students will learn to create reports and forms. Three credits: 30 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. 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 BUS 100 or BUS 101. Five credits: 50 clock hours.

BUS 146 MICROSOFT CERTIFICATION

PREPARATION, EXAM 2

This course will help prepare a student to take the second Microsoft Word User Specialist Exam. Three credits: 30 clock hours.

BUS 147 SPEEDWRITING/TIME MANAGEMENT

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. Prerequisite: BUS 141 and BUS 101. Five credits: 50 clock hours.

BUS 151 INTRODUCTION TO WORD PROCESSING

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. Prerequisite: Permission of instructor or BUS 104 with a grade of C or better. Five credits: 50 clock hours.

BUS 152 ADVANCED WORD PROCESSING

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 BUS 151 in business technology degree requirements.) Prerequisite: Permission of instructor or BUS 151 with a grade of C or better. Five credits: 50 clock hours.

BUS 158 REAL ESTATE LAW FOR MORTGAGE BANKERS

This correspondence 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.

BUS 159 INTRODUCTION TO MORTGAGE BANKING

This correspondence 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.

BUS 160 REGULATORY COMPLIANCE

This correspondence 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.

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 ACTIVITY

BUS 172 BUSINESS LEADERSHIP ACTIVITY

BUS 173 BUSINESS LEADERSHIP ACTIVITY

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 BEGINNING 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 100. 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 195 BOOKKEEPING APPLICATIONS

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 APPLICATIONS

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 APPLICATIONS

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 198 BILLING SYSTEMS

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 201 BUSINESS DOCUMENT

PROCESSING I: ADVANCED FORMATTING

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: BUS 104 or 50 wpm with five or fewer errors and BUS 151 with a "C" or better. Five credits: 50 clock hours.

BUS 202 BUSINESS DOCUMENT

PROCESSING II: TRANSCRIBING

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 BUS 151, BUS 201, and BUS 142, and 55 wpm with five or fewer errors. Five credits: 50 clock hours.

BUS 206 BUSINESS TELECOMMUNICATIONS II

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: BUS 151 or permission of instructor. Three credits: 30 clock hours.

BUS 211 LEGAL PROCEDURES & PROCESSES I

Production practice in keyboarding legal correspondence, legal instruments, and court documents. Emphasizes word processing units of instruction.

Note: BUS 211 is to be taken concurrently with BUS 117.

Note: Successful completion of BUS 211 with a grade of C or better is a prerequisite to both BUS 212 Legal Procedures and Processes II and to BUS 213 Legal Procedures and Processes III. Prerequisite: BUS 151 and BUS 201 and 55

wpm keyboarding speed. Five credits: 50 clock hours.

BUS 212 LEGAL PROCEDURES AND PROCESSES II

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 211, BUS 117, and BUS 142. Five credits: 50 clock hours.

BUS 213 LEGAL PROCEDURES AND PROCESSES III

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 211 and BUS 117 both with a grade of C or better. Five credits: 50 clock hours.

BUS 214 LEGAL PROCEDURES AND PROCESSES IV

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 213. 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 technology 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. Permission of Math department required. Six credits: 60 clock hours.

BUS 235 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 237 MEDICAL CODING

This course provides entry-level clerical health occupations students a basic knowledge of terms and how to apply the correct codes used in medical facilities for services provided. Instruction on applying CPT, ICD-9-CM and HCPCs is included as well as Medicare, DRGs, PROs, and APGs. Three credits: 30 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 BUS 151, BUS 107, BUS 147, BUS 202, and BUS 217. Five 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 BUS 151, BUS 201, BUS 142, and HLH 120 and 55 wpm keyboarding speed with five or fewer errors. Five 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 BUS 151, BUS 107, BUS 147, BUS 152, BUS 202, and HLH 120. 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. Three credits: 40 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. Participants will apply these concepts through hands-on applications in the production of these business applications. Prerequisite: Touch keyboarding skills recommended. Three 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: 40 clock hours.

BUS 258 MORTGAGE LOAN UNDERWRITING

This correspondence 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.

BUS 259 INTRODUCTION TO RESIDENTIAL LOAN ADMINISTRATION

This comprehensive correspondence 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.

BUS 260 RESIDENTIAL SECONDARY MORTGAGE MARKET

This correspondence 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.

BUS 261 QUALITY CONTROL IN MORTGAGE LENDING

This correspondence 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.

BUS 262 MORTGAGE LOAN ORIGATION

This correspondence 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.

BUS 263 PROCESSING GOVERNMENT LOANS

This correspondence 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.

BUS 264 CONVENTIONAL LOAN PROCESSING

This introductory correspondence 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.

BUS 265 CLOSING THE LOAN

This comprehensive correspondence 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.

BUS 266 INTRODUCTION TO COMMERCIAL REAL ESTATE FINANCE FOR MORTGAGE BANKERS

This correspondence 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.

BUS 271 E-BUSINESS: SPECIAL TOPICS

Special topics for E-Business will be covered in this course. One-half to five credits: 5 to 50 clock hours.

BUS 277 BILLING SYSTEMS: PC LAW

The student will learn the fundamental applications of PC Law software as used or time, billing, and accounting. Five credits: 50 clock hours.

BUS 278 USING A PERSONAL DIGITAL ASSISTANT

The student will learn to use a Personal Digital Assistant (PDA) to schedule and calendar business appointments, access the Internet, e-mail, and messaging, and communicate with your PC. Three credits: 30 clock hours.

BUS 279 CASE MANAGEMENT SYSTEMS

The student will learn the fundamentals of using a case management system including working with files, working with contacts, working with calendaring and appointments, working with master schedules, keeping track of time, and working with documents. Five credits: 50 clock hours.

BUS 291 INTERNSHIP: ADMINISTRATIVE/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 295 BUSINESS TECHNOLOGY INDEPENDENT STUDY

This course provides an opportunity for the student to engage in independent study for the purpose of furthering business skills and knowledge in a particular area under the supervision of a business faculty member. One to five credits: 10 to 50 clock hours.

CHE: CHEMISTRY

CHE 110 INTRODUCTION TO INORGANIC CHEMISTRY

CHE 110 is 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. Chemistry sequence begins each Fall Quarter. Another sequence may begin Winter Quarter depending on student enrollment.

CHE 111 GENERAL COLLEGE CHEMISTRY I

Includes the study of measurements, atomic theory, chemical bonding, stoichiometry. 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: 40 hours lecture, 30 hours lab.

CHE 112 GENERAL COLLEGE CHEMISTRY II

A continuation of CHE 111. Includes gases, 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: 40 hours lecture, 30 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: 40 hours lecture, 30 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: 2 hours lecture, 16 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: 2 hours lecture, 16 hours lab.

CHE 120 INTRO 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, epoxies, 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 INTRO TO HUMAN BIOCHEMISTRY

CHE 210 is 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. These are sequence courses offered beginning Fall Quarter of each academic year.

CHE 211 ORGANIC CHEMISTRY I

The topics in this course include structure and reactions of aliphatic hydrocarbons and selected functional group families. Nomenclature of organic compounds, stereochemistry and reaction mechanisms will be covered. The laboratory will demonstrate the above concepts and techniques. Prerequisite: CHE 112 or equivalent. Five credits: 40 hours lecture, 30 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: 40 hours lecture, 30 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: 40 hours lecture, 30 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: 2 hours lecture, 16 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: 2 hours lecture, 16 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: 2 hours lecture, 16 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: 2 hours lecture, 16 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: 2 hours lecture, 16 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: 2 hours lecture, 16 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

All CIS courses require assessment in both Reading and Arithmetic before registering.

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

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 116 LOGIC AND PROGRAM DESIGN USING BASIC

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. The BASIC programming language will be used as a tool to demonstrate the transition from designing logic to actual programming. Prerequisite: none. Five credits: 50 clock hours.

CIS 118 INTRO TO PC APPLICATIONS

This course introduces computer concepts and components as well as coverage of application suite software and the Internet. 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

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 AUTHORING

This course introduces web-authoring software. Students will design and prepare simple documents for delivery on the World Wide Web. Five credits: 50 clock hours.

CIS 132 INTERMEDIATE WEB AUTHORING

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

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 146 ADVANCED PC DATABASE CONCEPTS: ACCESS

This course covers advanced PC database management system concepts. Topics may include: programming, shared files, resource locking, and database recovery. Prerequisite: CIS 145. Five credits: 50 clock hours.

CIS 166 VISUAL BASIC PROGRAMMING

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 116 and CIS 118 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 INTRODUCTION TO NETWORKING

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, and CIS 118 or permission of instructor. Five credits: 50 clock hours.

CIS 201 END-USER NETWORKING: NT WORKSTATION

This course introduces end-user network access and the network environment. Covers topics such as logon permissions and rights, logical drives, network directories, network utilities, and application software. This course emphasizes workstation installation. Prerequisites: CIS 200 or permission of instructor. Six credits: 60 clock hours.

CIS 202 IMPLEMENTING AND SUPPORTING WINDOWS

This course will cover the concepts necessary in order for the students to provide technical support for Windows networking. They will be able to implement, administer, and troubleshoot information systems that incorporate Microsoft Windows Server and Workstation in a simple computing environment. Prerequisites: CIS 200 or permission of instructor. Five credits: 50 clock hours.

CIS 203 INSTALLATION AND CONFIGURATION

This course is designed to walk students through the process and pitfalls of Windows Installation and Configuration. Highly useful and geared to individual needs and problems, this course should be utilized by any student going into any network level class. Prerequisites: CIS 200 or permission of instructor. Three credits: 30 clock hours.

CIS 212 UNIX

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 116 or permission of instructor. Five credits: 50 clock hours.

CIS 213 UNIX SYSTEM ADMINISTRATION

This course covers the fundamental and essential tasks of administering and managing a UNIX based system. Topics such as start-up processing, managing users, managing the file system, and security are included. Prerequisite: CIS 212 or permission of instructor. Five credits: 50 clock hours.

CIS 218 ADVANCED PC APPLICATIONS

This course covers the advanced capabilities of a microcomputer applications suite. Prerequisite: CIS 118. Five credits: 50 clock hours.

CIS 253 MULTI-VENDOR NETWORKING

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. Prerequisite: CIS 200. Six credits: 60 clock hours.

CIS 254 INTERNET WORKING TCP/IP ON MICROSOFT WINDOWS

This course will cover the concepts necessary in order for students to provide technical service and support for internet works using Microsoft TCP/IP on Microsoft Windows. Prerequisites: CIS 200 or permission of instructor. Five credits: 50 clock hours.

CIS 257 SUPPORTING MICROSOFT INTERNET INFORMATION SERVER

This course is taught only in a distance-learning format. Upon completion of this course, students will be able to install Microsoft Internet Information Server and support it by monitoring performance and resources, planning security, and troubleshooting problems. Students will also be able to explain hardware requirements and plan an Internet site. Prerequisites: CIS 200 or permission of instructor. Five credits: 50 clock hours.

CIS 258 IMPLEMENTING AND SUPPORTING WINDOWS 95

This course is taught only in a distance-learning format. Upon completion of this course, students will be able to implement and provide a technical support for the Windows 95 operating system. Prerequisite: CIS 200 or permission of instructor. Five credits: 50 clock hours.

CIS 266 VISUAL BASIC PROGRAMMING II

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.

CNT: COMPUTER NETWORKING

All CNT courses require assessment in both Reading and Arithmetic before registering.

CNT 219 WEB/DATABASE APPLICATION DEVELOPMENT

This course will familiarize you with different approaches for creating Web pages that interact with a database. You will learn how to create Web pages that interact with a database using the following technologies: client-side scripts, server-side scripts, Active Server Pages, CGI protocol and HTML dynamic-link libraries. Prerequisite: CIS 132. Five Credits: 50 clock hours.

CNT 231 MCSE I: MICROSOFT WINDOWS 2000 PROFESSIONAL

This course is first in a series that is designed to prepare student for the MCSE Windows 2000 certification. Students learn to install, configure, implement, administer and troubleshoot Windows 2000 Professional. The course focuses on implementing, managing and troubleshooting file and print resources, hardware devices and drivers, network Protocols and Services. The course includes monitoring and optimizing system performance and reliability, configuring the desktop and implementing, managing and troubleshooting security. Five Credits.

CNT 232 MCSE II: MICROSOFT WINDOWS 2000 SERVER

This course is second in a series designed to prepare students for the MCSE Windows 2000 certification. Students learn to perform an attend and unattended installation of Windows 2000 Server. The course incorporates installing, configuring and troubleshooting access to resources, hardware devices and drivers. The course focuses on managing, monitoring and optimizing system performance, reliability and availability, managing, configuring and troubleshooting storage use, configuring Windows 2000 network connections, and implementing, monitoring and troubleshooting security. Prerequisite: CNT 231. Five Credits.

CNT 233 MCSE III: MICROSOFT WINDOWS 2000 NETWORK INFRASTRUCTURE

This course is third in a series designed to prepare students for the MCSE Windows 2000 certification. Students learn to install, manage, monitor, configure and troubleshoot DNS, DHCP, remote Access, Network Protocols, IP Routing, and WINS in a Windows 2000 network infrastructure. The course includes managing, monitoring and troubleshooting network Address Translation and Certificate Services. Prerequisite: CNT 232. Five Credits.

CNT 234 MCSE IV: MICROSOFT WINDOWS 2000 ACTIVE DIRECTORY SERVICES

This course is fourth in a series designed to prepare students for the MCSE Windows 2000 certification. Students learn to install, configure and troubleshoot Windows 2000 Active Directory components, DNS for Active Directory and Active Directory Security solutions. The course includes installing, configuring, managing, monitoring, optimizing and troubleshooting Change and Configuration management by using Group Policy. Prerequisite: CNT 233. Five Credits.

CNT 235 MCSE V: DESIGNING A MICROSOFT WINDOWS 2000 DIRECTORY SERVICE INFRASTRUCTURE AND A SECURITY NETWORK

This course is fifth in a series designed to prepare students for the MCSE Windows 2000 certification. Students learn to design a Windows 2000 directory services infrastructure in an enterprise network. Students will identify the information technology needs of an organization, and design an Active Directory structure that meets those needs. Students learn to design a security framework for small, medium, and enterprise networks by using Windows 2000 technologies. Prerequisites: CNT 231, CNT 232, CNT 233, and CNT 234. Five Credits.

CNT 236 MCSE VI: DESIGNING MICROSOFT WINDOWS 2000 NETWORK INFRASTRUCTURE

This course is the sixth in a series designed to prepare students for the MCSE Windows 2000 certification. Students learn to analyze the business requirements for a network infrastructure and design a network infrastructure that meets business requirements. Network infrastructure elements include network topology, routing, IP addressing, name resolution, virtual private networks, remote access and telephony solutions. Prerequisites: CNT 231, CNT 232, CNT 233, and CNT 234. 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

Students will learn the basic principles and theories involved in Radio Broadcasting through lecture, book discussion, "real-world" examples, and field trips. Topics include the science behind radio, the history of radio broadcasting, types of radio formats and programming, the role of research and promotion strategies, and the various roles and career options in the field. 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 and configure basic production and sound reinforcement equipment, consoles, and recorders. This course includes basic writing for production. Five credits: four hours lecture and two hours lab per week.

COM 119 MULTIMEDIA AUDIO PRODUCTION

This course is a hands-on approach to the principles of tapeless digital recording on a variety of digital workstation platforms. Instruction includes in-depth discussion of disk-based digital audio synchronization, audio for video/film, Internet and multimedia presentations. The course focuses on the use of digital audio workstations in an audio post-production environment. Five credits: four hours lecture, 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 GRAPHICS FOR TV AND MULTIMEDIA

In this course, students will learn the basics of graphic design with special attention placed on the technical requirements and aesthetic attributes of television and multimedia applications. Especially suited for non-art majors. Topics will include graphic design theory, character generation, 2D and 3D graphics, compositing, multimedia interface design and more. Demonstration and hands-on practice using industry-standard software will supplement lecture topics. 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 participate in advanced concepts of radio broadcasting through the programming and operation of the Aims student radio station. This includes, but is not limited to, commercial production, music announcing, newscasting, promotions and PSA's. Students will be required to host a daily music shift in the student radio station. 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 or instructor's permission. Five credits: four hours lecture, two hours lab per week.

COM 218 INTRODUCTION TO AUDIO PRODUCTION II

This course builds on the fundamentals of COM 118 and will include digital and analog multi-track recording concepts with a focus on music production, patching, mixing, ear training and producing. Experience will be gained in operating advanced audio production equipment, including digital effects processors and digital recorders. Prerequisite: COM 118. Five credits: four hours lecture and two hours lab per week.

COM 219 INTRODUCTION TO AUDIO PRODUCTION III

In this course, students learn first-hand how to combine sound and picture to develop a complete project. The production aspects of field recording and SMPTE time code are taught extensively and the post-production principles of Foley, automated dialogue replacement (ADR), mix-to-picture, non-linear editing, Dolby Surround and THX are introduced. Projects, both in-studio and on location, are directed, produced, engineered, recorded and edited entirely by students from COM 219 and COM 291 (TV Field Production) with assistance from faculty. Prerequisites: COM 218 or instructor's permission. Five credits: four hours lecture, 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 223 ADVANCED RADIO PRODUCTION

Students will synthesize skills previously learned in COM 113 and COM 213 by focusing their hands-on efforts on the daily practice of digital radio production projects. Students hone their radio skills by selecting one of two radio tracks: radio production or radio production with announcing. In each track,

students will learn how to analyze broadcast copy with specific attention being given to the different production and voicing techniques used in producing commercials, PSA's, news reports and music announcing. Prerequisites: COM 118 and COM 213 or instructor's permission. Five credits: four hours lecture, 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. It also 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 3D MODELING AND ANIMATION

This class consists of lecture, demonstration, and hands-on practice in 3D modeling and animation. Topics include basic modeling tools and techniques, basic animation tools and techniques, surfacing, material or texture map creation, compositing and lighting. Special attention will be given to logo creation and animation. Three credits: two hours lecture, two hours lab per week.

COM 281 NON-LINEAR VIDEO 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 currently used in this course are Adobe Premiere® and Adobe After Effects®. Prerequisite: COM 280 or permission of instructor. Three credits: two hours lecture, two hours lab per week.

COM 282 ADVANCED 3D MODELING AND ANIMATION

This class builds upon the principles learned in COM 280. Topics will include more advanced modeling techniques, materials, animations and surfacing techniques, such as bones, morphs, inverse kinematics, image editing, image filters and more. Prerequisite: COM 280. 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 I

This course offers an overview of the development of interactive, computer-based media for presentational or instructional use. Screen design, user interfaces, branching techniques, and other design aspects will be illustrated using a hands-on approach. Basic multimedia concepts will be addressed, including production, authoring and authoring tools, software and hardware selection, media preparation and presentation. Prerequisite: None. Five credits: four hours lecture, two hours lab per week.

COM 286 MULTIMEDIA DESIGN AND PRODUCTION II

Designed for the advanced student, this course offers in-depth training in specific multimedia development software. Students will research and design a multimedia product. The authoring application will then be used to develop and distribute a working program or instructional package. Current industry trends and preference will dictate which software will be covered in each course section. Prerequisite: COM 285. 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 distribution-ready artwork. Calibration and four-color pre-processing will be a focal point in this course. Prerequisite: COM 287 Digital Photography and Imaging or permission from instructor. Three credits: two hours lecture, two hours lab per week.

COM 289 DISTANCE EDUCATION METHODS AND TECHNOLOGY

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 and HTML publishing applications. Programs employing JavaScript, and various browser plug-ins will be a focus. Web site deployment and management, is explored, emphasizing how to enhance the usability of a site. Form creation for Internet-

based training and testing will also be discussed. Software currently used in this course is Macromedia Dreamweaver® and Fireworks®. Five credits: four hours lecture, two hours lab per week.

COM 291 TV FIELD PRODUCTION

This course prepares students for production of professional-quality video programming. Students will have an opportunity to attain proficiency in single-camera remote videography, as well as post-production editing and engineering considerations. Prerequisite: COM 214. Five credits: four hours lecture, two hours lab per week.

COM 292 INTERACTIVE WEB ANIMATION

This course applies high-level 2D animation techniques for Web delivery. Students will create animated forms, and Web delivered productions. Students will also build and publish an interactive Web site. Software currently used in this course is Macromedia Flash®. Five Credits: four hours lecture, two hours lab per week.

COM 295 ADVANCED VIDEO 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.

The following Communications Media courses are offered in a combination of correspondence and field-experience formats through a partnership with the National Cable Television Institute. Students wanting to take these courses must be currently employed in the cable television industry.

COM 253 SERVICE TECHNICIAN

This course teaches the basic characteristics and functions of the feeder line system, the fundamentals of cable powering, basic test equipment operation, signal leakage basics, coaxial cable/connectorization, and an overview of fiber optics. Study of AC electronic theory provides the foundation for understanding the lessons on coaxial cable, passive devices, amplifiers and cable powering. Nine credits.

COM 254 SYSTEM TECHNICIAN

This course teaches how to activate, test, and troubleshoot RF trunk systems. It covers RF trunk and distribution amplifier theory and introduces troubleshooting techniques for power supplies and amplifiers. It presents the FCC technical standards testing requirements, procedures for system measurements, system sweeping and testing, signal leakage analysis, spectrum analyzer basics and measurements. It also teaches techniques for underground construction and principles of supervision and supervisor/employee relations. Nine credits.

COM 255 FIBER OPTIC TECHNICIAN

This course provides current information on fiber optic system overview, applications, optical transmitters and receivers, optical node operations, fiber optic design topologies, fiber design cost studies, fiber optic system design, fiber construction, fiber tests and documentation, and optical test equipment. Nine credits.

COM 256 ADVANCED TECHNICIAN

This course teaches how to set up, operate, and maintain the headend. Communication electronics theory provides a foundation for understanding broadcast television, microwave, satellite, and data communication systems. Headend equipment setup and maintenance, video and RF FCC tests, NCTA Recommended practices, and fiber optics provide the necessary technical knowledge to operate and maintain sophisticated broadband cable system headends. Nine credits.

COM 257 CATV TESTS AND MEASUREMENTS

This course is an in-depth practical study of cable set-up, calibration, maintenance, operation, measurement and testing procedures and practices. It includes FCC and NCTA recommended practices, system parameter theory, signal levels, frequencies and distortion analysis. Nine credits.

CRJ: CRIMINAL JUSTICE

CRJ 110 INTRO 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 195 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-half credit: to ten credits: 5 to 100 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; 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 criminal justice practitioner civil liability; federal laws used to evaluate criminal justice practitioner's behavior; and proactive steps which can be taken to minimize liability risks. (Outside research and field work required.) 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 295 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-half to 10 credits: 5 to 100 clock hours.

CSC: COMPUTER SCIENCE

CSC 100 COMPUTER LITERACY

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.

CSC 152 VISUAL BASIC PROGRAMMING III

This course is a continuation of Visual Basic Programming II. Emphasis will be on developing programs that are more complex. Topics may include menus, random access files, database access and variable arrays. Prerequisite: CIS 266. 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: CIS 116 and algebra. Five credits, 50 clock hours.

CSC 161 COMPUTER SCIENCE II, Part 1 (USING C++)

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

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 116. 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 or Object-Oriented Experience. Five credit hours. 50 clock hours.

CSC 241 JAVA PROGRAMMING II

This course is a continuation of JAVA Programming. Emphasis will be on developing programs that are more complex. Topics may include inheritance, abstract Window toolkit, random and sequential files, multithreading and animation. Prerequisite: CSC 238. Five credits: 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 BUSINESS AND INDUSTRY CAREER 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 to three credits.

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. 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 three credits.

CSL 148 CRITICAL INCIDENT DEBRIEFING

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 235 OVERCOMING TEST ANXIETY

This course identifies the causes of test anxiety and methods for overcoming test anxiety. Participants practice techniques for overcoming test anxiety. One credit.

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 to three credits.

CSL 247 FAMILY DYNAMICS OF SUBSTANCE ABUSE

Examines the dynamics of families of substance abusers and methods for effective intervention. Three to Five credits.

CSL 251 PHARMACOLOGY FOR COUNSELORS I

An introduction to pharmacological concepts that will be useful to counselors in the field of alcohol and substance abuse. This is the first of two classes required for the certification program in alcohol and substance abuse counseling. Two credits.

CSL 252 PHARMACOLOGY FOR COUNSELORS II

The second of two classes required for the certification program in alcohol and substance abuse counseling. Topics include the pharmacology of alcohol and drugs such as

stimulants, nicotine, cannabis, hallucinogens, designer drugs, over the counter medications, and medications for psychiatric illnesses. Two credits.

CSL 255 INFECTIOUS DISEASES IN THE ALCOHOL/DRUG TREATMENT SETTING

Counseling methods are applied to individuals infected with HIV/AIDS and a discussion of the risk factors for transmission of HIV/AIDS. Two credits.

CSL 267 FIELD EXPERIENCE A

Students learn basic counseling skills for working with addictive persons by helping professional therapists in various alcohol and substance abuse treatment centers. One to eight 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 ADDICTIONS COUNSELING

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.

EAS: EARTH SCIENCE**EAS 100 FIELD STUDY OF ROCKS & 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

EAS 105 provides an understanding of the planet earth and its place in the universe. Includes general geology of the earth, weather and climate on 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. Field trips required. Prerequisite: None. Five credits: 40 hours lecture, 30 hours lab.

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. Course 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. Course 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 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, HEALTH, AND SAFETY

This course focuses on nutrition, health, and safety as key factors of optimal growth and development of young children. Content includes nutrient knowledge, menu planning, food program participation, health practices, management and safety, appropriate activities, and communication with families. Course covers prenatal 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 & 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.

EDT: EDUCATION**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 credit.

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 credit.

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 credit.

EDT 209 LEARNING STYLES AND MULTIPLE INTELLIGENCES

This course will enable teachers to design more effective instruction by recognizing cultural diversity, diversity in learning styles and diversity of intelligence. One credit.

EDT 216 ABC'S OF SUBSTITUTE TEACHING

Recognize the attributes needed to be a prepared and successful substitute teacher. This class is appropriate for full-time teachers and substitute teachers. One credit.

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 credit.

EDT 219 GENDER DIFFERENCES

Explore differences in how men and women perceive and communicate. Gain insights for more effective communication with the other gender. One credit.

EDT 223 REACHING THE AT-RISK STUDENT IN THE CLASSROOM

Identify the needs of at-risk students and formulate intervention strategies. One credit.

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-AGE 12)

Learn about articulation, fluency, voice and genetic disorders and their impact on childhood communication. One credit.

EDT 242 BUILDING CLIMATE IN THE CLASSROOM

Identify conditions that lead to learning, growth and productivity. One credit.

EDT 251 BECOMING AND EFFECTIVE MENTOR

This course is designed to provide an understanding of the value and process of becoming a mentor as well as provide direction and guidance in becoming a competent mentor. One credit.

EDT 260 TEACHING CONFLICT RESOLUTION SKILLS IN THE CLASSROOM

Teach secondary students conflict resolution skills through hands-on activities. Teach students how to recognize potential conflict, how to prevent and resolve conflict, and how to use effective communication skills. One credit.

EDT 277 ADD/ADHD IN DEPTH: PRACTICAL STRATEGIES FOR TEACHERS AND PARENTS

A look at current research on ADD/ADHD, an examination of its impact on individuals, families and teachers and strategies to use in coping with the disorder at different ages in families and in the classroom. One credit.

EDT 282 MAXIMIZE YOUR ENERGY AND IMPROVE YOU HEALTH

Learn practical strategies to conquer fatigue, maximize your energy, and strengthen your immune system for optimal living. One credit.

EDT 283 CREATIVE TEACHING SKILLS K-12

Learn techniques and skills for giving interesting and effective teaching presentations in K-12 classrooms. One credit.

EDT 284 HELPING YOUNG CHILDREN COPE WITH STRESS

This class will explore the role of the teacher, caregiver and parent in helping young children, ages 3-7, cope with stress and foster resiliency. One credit.

EDT 289 MANAGING MULTIPLE PRIORITIES

This course will address how to sort out priorities, and once sorted, how to manage them. One credit.

EDU: EDUCATION**EDU 104 INTRODUCTION TO EDUCATION**

This course is designed to explore careers in teaching and assist in becoming a better consumer of public education. A variety of educational experts will share information relevant to today's educational systems. Three credits: 30 clock hours.

EDU 129 DEVELOPING CAPABLE PEOPLE

Provides training in understanding seven critical skills and perceptions that young people need to acquire for a successful and productive life. One to three credits.

EDU 141 DYNAMICS IN STEP FAMILIES

Participants will increase their understanding of the dynamics of a blended family unit. One credit.

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: PREVENTION, TREATMENT AND INTERVENTION

Participants will be able to identify signs and symptoms in children and adult survivors of childhood sexual abuse, and learn to access appropriate resources for intervention. One credit.

EDU 158 HUMOR AND PLAY IN LIFE

Humor and play contribute to a long and healthy life! this lively course will help you integrate humor and play into your personal and work life. One credit.

EDU 165 COPING WITH DIFFICULT PEOPLE

Participants will identify types of difficult people and develop effective strategies for coping with them. One credit.

EDU 166 POSITIVE DISCIPLINE FOR SUCCESSFUL TEACHING AND PARENTING

Enhance a child's growth and development by using positive discipline, goal setting and problem-solving strategies. One credit.

EDU 217 EFFECTIVE COMMUNICATION WITH TEENS

Participants will learn the reasons for teen misbehavior and learn the appropriate responses. It will emphasize how to develop the teen's responsibility and enhance communication skills. One credit.

EDU 228 EMOTIONAL IQ: INTRA/INTER PERSONAL SKILLS

In today's complex world, emotional competence is as important as intellectual competence. This fascinating class combines theory with application. One credit.

EDU 246 HOW TO TALK SO KIDS WILL LISTEN

Provides basic knowledge of normal development of the school age child (5-12 years) and fosters the parent-child relationship by teaching a communication process that deals with feelings and problem-solving. One credit.

EDU 257 TEENS AND STRESS

This class will assist in identifying teen stress and relating effectively to a teen under stress. 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 two credits.

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 credit.

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 to 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.

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

This course is designed to introduce students to the basic electrical/electronic fundamentals found in the industrial setting. Basic DC and AC electrical properties are introduced and applied to various circuit configurations. The construction, operation, and application of resistors, capacitors, inductors, and transformers are analyzed in detail. Prerequisite: ENT 116 or instructor permission. Five credits: 60 clock hours.

ELT 108 INDUSTRIAL ELECTRONICS II

This course introduces students to 3-phase AC fundamentals, motor and generator construction and operation, and basic semiconductor power devices used to control various types of loads such as heaters, lamps, motors, valves, and actuators. Also studied will be basic integrated circuits and digital logic concepts. Prerequisite: ELT 107 or equivalent dc/ac background. 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

This foundational course introduces the student to fundamental electrical quantities, units, and laws, and applies these to series, parallel, and series-parallel resistive circuits. Actual circuit applications will provide experience in identifying the various circuit configurations and in making a voltage, current, and resistance measurements using a multimeter. Prerequisite: MAT 100, ENT 116, or a strong algebra background. Five credits: 60 clock hours.

ELT 112 DC FUNDAMENTALS II

This course is designed to provide an extended study of resistive dc circuits including ladder, bridge, and multisource circuits. Advanced analysis techniques including the Superposition Theorem, Thevenin's Theorem, Norton's Theorem, Y-to- Δ and Δ -to-Y conversions, and mesh equations will be introduced and applied to complex circuits. Prerequisite: ELT 111 or instructor permission. Five credits: 60 clock hours.

ELT 113 AC FUNDAMENTALS I

This course analyzes the AC sinusoidal waveform and its effect in resistive, capacitive, and inductive circuits. Phasors and complex numbers are introduced to aid in the analysis of basic AC circuits. AC multimeter and oscilloscope measurements are studied in detail. The construction, operation, and application of transformers is also studied. Prerequisite: ELT 112 or instructor permission. Five credits: 60 clock hours.

ELT 114 AC FUNDAMENTALS II

The application of the principles studied in ELT 113 to RC, RL, and RLC AC circuits comprises this course. The frequency response, impedance, and phase shifting characteristics of common AC circuits will be studied in detail. Also analyzed will be passive filter circuits, phase shifters, integrators, and differentiators. Prerequisite: ELT 113 or instructor permission. Five credits: 60 clock hours.

ELT 115 SOLID STATE CIRCUITS I

This course introduces the student to the construction and operation of solid state devices to include the PN junction diode, zener diode, and bipolar transistor. Current flow in N

and P-type semiconductor materials, and the characteristics of the PN junction are studied in depth. Diode applications such as rectification, voltage regulation, and waveform shaping are covered. Several transistor biasing circuits and their characteristics are analyzed. Prerequisite: ELT 114 or permission of instructor. Five credits: 60 clock hours.

ELT 116 SOLID STATE CIRCUITS II

This course is designed to introduce the student to the application and response of the circuits studied in ELT 115, and to the operation and application of specialized semiconductor discrete and integrated circuit devices such as FETs, the 555 timer, thyristors, optoelectronic devices, and voltage regulators. 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 138 NATIONAL ELECTRICAL CODE REVIEW

Introduction/review of the current National Electrical Code (NEC) for electrical contractors and journeymen to prepare them to take the State Electrical License exam. Five credits: 50 clock hours.

ELT 199 ELECTRONICS TECHNOLOGY SEMINAR (SPECIAL TOPICS)

This course is designed to enable students to pursue additional studies in specialized electronic topics. Prerequisite: permission of the instructor. One to ten credits: 10 to 100 clock hours.

ELT 201 DIGITAL FUNDAMENTALS II

This study of digital devices builds on the concepts introduced in ELT 117. The construction, operation, and application of counters, registers, encoders, decoders, multiplexers, demultiplexers, and data converters will be studied in detail. The characteristics of various integrated-circuit logic families will be analyzed. This course will also introduce students to the characteristics and operation of various types and ROM and RAM memory devices. Prerequisite: ELT 117 or instructor permission. Five credits: 60 clock hours.

ELT 202 MICROPROCESSORS I

This course is designed to introduce students to the basic architecture, operation, programming, and interfacing of basic microprocessors. Students will analyze, program, and interface the popular Z-80 microprocessor with I/O and memory devices to develop a broad range of knowledge and skills that will enable them to work with a wide variety of microprocessors and microcontrollers. Prerequisite: ELT 201 or instructor permission. 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

Students will be exposed to the basic concepts of major analog communications systems. Beginning with the study and analysis of noise and its effect on electromagnetic signals, basic filter circuits are then reviewed. AM, SSB, and FM modulation transmission and receiving systems are studied in detail with an emphasis on the design and operation of the common modulation and detection circuits used in these circuits. The advantages and disadvantages of each of these systems is examined. Prerequisite: ELT 116 or instructor permission. 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 ELECTRONICS TECHNOLOGY I**ELT 219 INDEPENDENT STUDY IN ELECTRONICS TECHNOLOGY II****ELT 229 INDEPENDENT STUDY IN ELECTRONICS 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 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 224 PROGRAMMABLE LOGIC CONTROLLERS

This course examines programmable logic controllers (PLCs) and associated I/O devices, design logic diagrams, and program controllers. Students will program and interface the Allen-Bradley MicroLogix-1000 PLC using Windows-based software. Prerequisite: ELT 107, or ELT 111, or instructor permission. 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 HEALTH CARE PROFESSIONS

This course provides an introduction to various levels of prehospital and hospital emergency care professions. Professions include: 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 PLUS CPR

This course provides the student an opportunity to receive an American Heart Association course completion card in one rescuer CPR and choking for the adult victim. 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 opportunity to receive an American Heart Association course completions card. This course specializes in CPR and choking maneuver for the infant and child and is skills and practice oriented. One-half credit: 6 clock hours.

EMS 103 HEALTHCARE PROVIDER CPR

This course provides the student with the opportunity to obtain an American Heart Association provider course completion card. This course includes: basic CPR and emergency cardiac care in 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 information for American Heart Association Healthcare Provider CPR. Prerequisite: 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. Prerequisite: Current AHA CPR "Course C" course completion card. One and one-half credits: 20 clock hours.

EMS 106 CPR INSTRUCTOR RENEWAL

This course provides renewal for American Heart Association CPR instructors. Prerequisite: Current CPR Instructor certification. One-half credit: 8 clock hours.

EMS 107 FIRST AID (BYSTANDER CARE)

This course provides the student with the information and skill practice for first aid techniques for victims of sudden illness or injury. One-half credit: 8 clock hours.

EMS 108 DAYCARE PROVIDER CPR & FIRST AID

This course provides the student with the core information and skills practice to function in the capacity of a "first aider" until more advanced EMS help arrives. Student will receive AHA CPR course completion card. **This course meets state requirements for day care workers.** One-half credit: 9 clock hours.

EMS 109 DAYCARE PROVIDER RENEWAL

This course provides recertification material for 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 will respond to 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 opportunity to receive an AHA course completion card in one-rescuer CPR for the choking adult victim only. One-half credit: 6 clock hours.

EMS 112 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 113 HEARTSAVER AED

This course provides the student with information and the skills practice to administer CPR and use the AED in the event of a cardiac arrest.

EMS 114 WILDERNESS FIRST AID

This course provides the students with the basic techniques and skills practice to perform life-saving first aid techniques in a wilderness/remote area. A current CPR card and First Aid training in the last three years is required.

EMS 115 FIRST RESPONDER

This course provides the student with core knowledge, skills and attitudes to function in the capacity of a first responder until more advanced EMS help arrives. Students receive certification in AHA CPR, "Course C". This course meets Division of Fire Safety criteria. Five credits: 69 clock hours.

EMS 116 FIRST RESPONDER REFRESHER

This course provides updating and reviewing of skills for recertification as a First Responder. Prerequisite: Current First Responder and AHA "Course C" certification. This course meets Division of Fire Safety criteria. Three credits: 40 clock hours.

EMS 117 AUTOMATED EXTERNAL DEFIBRILLATION

This course provides instruction in automated cardiac defibrillation. Strong emphasis is placed on indications for and precautions to be used with automated defibrillators. Prerequisite: See instructor. One-half credit: 7 clock hours.

EMS 118 WILDERNESS MEDICINE

This course is designed to be taken with either EMS 115 or EMS 125 as a wilderness medicine component. The class provides the student with skills and knowledge that are commensurate with the EMT Basic or First Responder level of care. This component deals strictly with back-country conditions.

EMS 123 EMERGENCY MEDICAL TECHNICIAN-BASIC I (EMT-B I)

This course provides the first level of training in the career structure of the Emergency Medical Technician. Upon successful completion of this entire program, (Part I and II) including written and practical examinations, candidates are eligible to take the State EMT certification examination subject to requirements of the Colorado Department of Public Health and Environment. Prerequisite: Healthcare CPR or equivalent, instructor's signature, minimum assessment scores, certain vaccinations, and 18 years of age prior to the first day of class. Eight credits: 106 clock hours.

EMS 124 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 125 for successful EMT-B course completion. Prerequisite: Admission to EMS 123. One and one-half credits: 32 clock hours.

EMS 125 EMERGENCY MEDICAL TECHNICIAN (EMT-BASIC II)

This course provides continued instruction in EMS 123 and must be taken concurrently with EMS 124. Successful completion of this class and EMS 123 & 124 will allow students to take both Colorado & National certification exams for EMT-Basic certification. Prerequisite: Students must successfully complete EMS 123 with a course grade of 75% or higher to enter this class. Six and one-half credits: 96 clock hours.

EMS 126 EMT-B REFRESHER

This course provides updates and reviewing of skills for recertification as an EMT-B. Prerequisite: Current Colorado EMT-B certification or Colorado State EMS approval form. Healthcare Provider CPR must be current. Re-entry programs for expired certificates are available. Please contact EMS department for details and requirements. Four credits: 50 clock hours.

EMS 127 BASIC IV THERAPY/MEDICATIONS

This course provides cognitive and practical information on indications for the use and complications of IV therapy. Anatomy and physiology background suggested. This class is only for current state-certified medical personnel. Prerequisite: Current EMT-B state certification or other medical certification, department signature, current CPR Healthcare Provider certification, and minimum assessment scores. Hepatitis-B Vaccine or signed waiver and current TB skin test required. Proof of current tetanus booster and second dose of MMR vaccine (if born after 1957) strongly recommended. Five credits: 65 clock hours.

EMS 128 EKG BASIC

This course provides instruction in the basic interpretation of EKG's emphasizing pre-hospital assessment of cardiac rhythms. Four credits: 40 clock hours.

EMS 129 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, and an opportunity to interview with an employers' panel. Four credits: 40 clock hours.

EMS 130 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. This course is a prerequisite for EMT Basic and must be **taken prior** to the first EMT Basic I class session. One-half credit: 8 clock hours.

EMS 131 CRISIS INTERVENTION

This course provides the student with the necessary theoretical background for understanding crisis as well as presenting practical guidelines for the proper management of a variety of crisis events. It provides the student with the knowledge and skills for scene safety and control. Four credits: 40 clock hours.

EMS 132 EMS ETHICS & LAW

This course includes review and discussion of ethics as it relates to the medical profession, especially EMS. EMS laws, legislation, and practice will be covered. Emphasis will be placed on ways to protect providers from legal liabilities. Five credit hours: 50 clock hours.

EMS 133 EMS COMMUNICATIONS

This course includes documentation skills needed to report medical and trauma scene information. Emphasis on accuracy, legal aspects, use of accepted abbreviations and terminology are stressed. Four credits: 40 clock hours.

EMS 134 EMS FIELD INTERNSHIP

This course provides the EMT-B certified students with 96 hours of field clinical experience to enhance their knowledge and skills as EMT-B's. Three credits: 96 clock hours.

EMS 135 EMS MANAGERIAL INTERNSHIP

This course provides students 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 140 EMERGENCY VEHICLE OPERATIONS

This course provides the student with the knowledge, skills, and attitudes to become an effective and safe emergency vehicle operator as it relates to ambulance operations. Degree majors only, with valid driver's license. Three credits: 40 clock hours.

EMS 141 CISM/CISD

This course provides students with the knowledge and skills necessary to develop and manage a CISD Team. In addition, students will learn how to provide a variety of crisis services for distressed emergency personnel. One and one-half credits: 16 clock hours.

EMS 142 PEDIATRIC ASSESSMENT & CARE

This course provides the student with the special knowledge and skills to effectively assess and treat a pediatric patient with a medical illness or traumatic injury. Prerequisite: Current First Responder Certification or higher. Three credits: 40 clock hours.

EMS 143 EMERGENCY RESPONSE TO SPORTS INJURIES

This course provides instruction in the recognition, assessment, and treatment of the most common sports injury emergencies. Topics include: common medical emergencies, accessing EMS, and sports rehabilitation. Prerequisite: Current AHA CPR Course C card and First Aid class, or equivalent course work. Two credits: 24 clock hours.

EMS 144 INSTRUCTOR TRAINING

This course provides the student with the opportunity to acquire knowledge and skills needed to become an effective instructor. Topics include lesson plans, adult learning, skills instruction and evaluation. Five credits: 60 clock hours.

EMS 150-154 EMT-B CONTINUING MEDICAL EDUCATION (CME)

These courses are geared specifically for EMS rescue agencies and fire departments. These classes can be used for state recertification of EMT-B's. Classes emphasize both theory and skills. Prerequisite: Current certification as EMT-Basic. One-half to four credits: varying clock hours.

EMS 160 EMS SEMINARS

This class includes a variety of EMS topics for all provider levels; it can be used for continuing education credits. Both theory and skills are emphasized. One-half to five credits: varying clock hours.

EMS 200 INTRO TO ADVANCED LIFE SUPPORT

This course will teach ways in which the EMT-B can take a more active role in responding to ALS agencies. Topics include: advanced patient assessment, advanced skills for the management of trauma and medical problems, information on pharmacological intervention, and some basic EKG recognition. Prerequisite: Current First Responder or higher, current CPR "Course C" certification. Three credits: 40 clock hours.

EMS 204 EMT-INTERMEDIATE I

This course is designed to introduce the student to the theories and practices of advanced level assessment and management of the emergency patient as outlined by the State of Colorado. Prerequisite: EMT-Basic experience, specific immunizations, minimum assessment scores, and specific course work. See faculty for specific information and guidelines. Must have and maintain current Colorado EMT-Basic certificate and AHA CPR Healthcare Provider card. Seven credits: 88 clock hours.

EMS 205 EMT-INTERMEDIATE II

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 ACLS and PALS instruction. Students who successfully complete this course will be eligible to take both Colorado and National Registry Certification Exams. Prerequisite: Successful completion of EMS 204, (75% or above), current Colorado EMT-B certificate and AHA CPR Healthcare Provider card. Eight and one-half credits: 124 clock hours.

EMS 207 ADVANCED CARDIAC LIFE SUPPORT (ACLS)

This course provides instruction in the "core" cognitive and psychomotor skills needed to evaluate and manage patients' cardiac arrest. Topics include: respiratory arrest, pulseless VF/VT; use of the AED, and management of the acute MI. Prerequisite: Health Care Providers who need proficiency in ACLS. AHA Health Care Provider CPR or American Red Cross Professional Rescuer CPR required. Contact Course Coordinator for specific information. One credit: 14 clock hours.

EMS 208 ACLS RENEWAL

This course includes ACLS updates, the treatment of cardiac arrhythmia and sudden death. Prerequisite: Current AHA CPR "Course C" and CURRENT ACLS completion cards. One-half credit: 8 clock hours.

EMS 209 ADVANCED CARDIAC LIFE SUPPORT INSTRUCTOR

This course provides current ACLS providers the opportunity to certify as ACLS instructors. A teaching practicum is required. Prerequisite: Current ACLS and AHA CPR "Course C" course completion cards and a letter of recommendation from affiliate faculty or course instructor. One credit: 14 clock hours.

EMS 210 PEDIATRIC ADVANCED LIFE SUPPORT (PALS)

This course provides instruction in PALS. Topics are all related to advanced care for the pediatric patient and include recognition and treatment of shock, advanced airway management, IV access, and newborn resuscitation. Prerequisite: Demonstrated need for information; current AHA CPR "Course C" completion card. Contact Course Coordinator for specific information. One credit: 16 clock hours.

EMS 211 PALS RENEWAL

Instruction is intended to review and update skills associated with PALS. Topics are all related to advanced care for the pediatric patient and include: recognition and treatment of shock, advanced airway management, IV access and newborn resuscitation. Prerequisite: Current PALS and AHA CPR "Course C" completion cards. One-half credit: 8 clock hours.

EMS 212 PEDIATRIC ADVANCED LIFE SUPPORT INSTRUCTOR

This course provides current PALS providers the opportunity to certify as PALS instructors. A teaching practicum is required. Prerequisite: Current PALS and AHA CPR "Course C" course completion cards and a letter of recommendation from affiliate faculty or course instructor. One credit: 20 clock hours.

EMS 213 ADVANCED BASIC TRAUMA LIFE SUPPORT

This course will provide the student with instruction in advanced trauma life support knowledge and skills. Course includes recognition, assessment, and performance of critical advanced life support skills for the victim of trauma. Prerequisite: EMS 115 or higher. One and one-half credits: 20 clock hours.

EMS 214 BASIC TRAUMA LIFE SUPPORT INSTRUCTOR

This course provides current BTLs providers the opportunity to certify as BTLs instructors. A teaching practicum is required. One-half credit: 6 clock hours.

EMS 226 EMT-P REFRESHER

This course provides updating and reviewing of knowledge for recertification for EMT-P's. Prerequisite: Current Colorado EMT-P certification or approval from Colorado State EMS Office and AHA "Course C" completion card. Three credits: 45 clock hours.

EMS 227 EMT-I/P SKILLS EVALUATION

This course provides the student with a review and checkoff of EMT-I/P skills for Colorado EMT-I/P recertification requirements. Prerequisite: Current Colorado EMT-I/P certification or approval from Colorado State EMS Office. One-half credit: 5 clock hours.

EMS 228-232 EMT-I/P CONTINUING MEDICAL EDUCATION

This course is geared specifically for EMT-I/P's. Class includes various continuing medical education topics, which can be used for state recertification of EMT-I/P's. Class emphasizes both theory and skills. Prerequisite: Current certification as EMT-I/P. One-half to four credits: varying clock hours.

ENG: ENGLISH COMMUNICATIONS

***Indicates instruction is administered by Developmental Education.**

****Intensive English as a Second Language Course.**

***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.

****ENO 090 ENGLISH ORAL****CIO 090 COMMUNICATION**

This class assumes that the student has had little or no previous training in the English language. Oral Level I is intended to develop basic speaking and listening communicative English skills. Successful completion of objectives in Oral Level I with 80% accuracy will allow the student to go on to Oral Level II. Prerequisite: Placement. One to five credits.

****ENO 091 ENGLISH ORAL****CIO 091 COMMUNICATION LEVEL II**

Level II is intended to continue in the development of basic oral communication in the English language. Successful completion of objectives in Oral Level II with 80% accuracy will allow the student to go on to Oral Level III. Prerequisite: ENG 090. One to fifteen credits.

****ENO 092 ENGLISH ORAL****ENO 092 COMMUNICATION LEVEL III**

Oral Level III is intended to continue in the development of oral English at a low intermediate level. Successful completion of objectives in Oral Level III with 80% accuracy will allow the student to go on to Oral Level IV. Prerequisite: ENG 091. One to fifteen credits.

****ENO 093 ENGLISH ORAL****CIO 093 COMMUNICATION LEVEL IV**

Oral Level IV is intended to continue in the oral development of English at a high intermediate level. Successful completion of objective in Oral Level IV with 80% accuracy will allow the student to go on to Oral Level V. Prerequisite: ENG 092. One to fifteen credits.

****ENG 093 WRITING I**

The purpose of this course is to provide students with basic grammar review to give them the necessary skills to write effective sentences. Prerequisite: CPT (Chair Determination). Four credits.

****ENG 094 INTENSIVE WRITING****CIE 094**

The purpose of this course is to provide student with continued intensive writing practice to give them the necessary skills to write effective paragraphs. Prerequisite: CPT (Chair Determination) One to four 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 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

This distance learning course prepares the student to write and assemble a course-based portfolio, one of Aims' credit for prior learning options. The completed portfolio 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. One to three credits.

ENG 228 CREATIVE WRITING PROJECTS II

A continuation of ENG 227. Prerequisite: ENG 227 or permission of instructor. One to 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. One to 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 INTRODUCTION TO TECHNICAL COMPUTING

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.

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. Three credits: 40 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**ENT 219 INDEPENDENT STUDY IN ENGINEERING TECHNOLOGY II****ENT 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. Five credits: 60 clock hours.

ENT 246 MECHANICAL DESIGN: MANUFACTURING

The study of basic mechanical design practices for manufacturing using sketching, CAD, and problem solving techniques. Prerequisite: ENT 102, ENT 116, ENT 202, and ENT 221. Four credits: 60 clock hours.

ENT 247 MECHANICAL DESIGN: FACILITIES

The study of basic mechanical design practices for facilities using sketching, CAD and problem solving techniques. Prerequisite: ENT 102, ENT 111, ENT 202, and ENT 217. Four credits: 60 clock hours.

ENT 296 ENGINEERING INTERNSHIP

This course provides students with actual industry experience in the Engineering field, preparing them for entry-level employment. Students must apply and be accepted into the internship program. Prerequisite: Must be in second year of Engineering program. Department Chair approval required. One to Six credits: 30 to 180 clock hours.

ENT 298 ENGINEERING PROBLEMS AND APPLICATIONS

This course provides a practical and realistic application of engineering technology skills. The student will encounter various situations similar to those found in industry and will be required to apply those skills individually and/or as a project team member in solving various engineering problems. Prerequisite: All required courses for quarters one through five (enroll during last or graduation quarter.) Four credits: 60 clock hours.

ESL: ENGLISH AS A SECOND LANGUAGE

ESL 009 CONVERSATIONAL ENGLISH AS A SECOND LANGUAGE

This course is designed for adult students with no educational background in spoken English. It is designed for the student to develop listening, speaking, and basic vocabulary skills. Prerequisite: Placement.

ESL 010 CONVERSATIONAL ENGLISH AS A SECOND LANGUAGE

Continuation of the course designed for adult students with no educational background in spoken English (ESL 009). Prerequisite: Placement or ESL 009.

ESL 011 SURVIVAL ENGLISH AS A SECOND LANGUAGE I

This course begins a sequence which provides the non-English speaking individual with functional English language skills in listening, speaking, reading, and writing. The present continuous tense is introduced. Prerequisite: Placement.

ESL 012 SURVIVAL ENGLISH AS A SECOND LANGUAGE II

This course will continue to expand the objectives of ESL 011. The simple present tense is introduced. Prerequisite: ESL 011 or placement.

ESL 013 SURVIVAL ENGLISH AS A SECOND LANGUAGE III

This course will continue to expand the objectives of ESL 012. The simple future and the simple past tenses are introduced. Prerequisite: ESL 012 or placement.

ESL 014 SURVIVAL ENGLISH AS A SECOND LANGUAGE IV

This course will continue to expand the objectives of ESL 013. This course offers the student a basic review of the simple present, past, and future tenses. Prerequisite: ESL 013 or placement.

ESL 015 SURVIVAL ENGLISH AS A SECOND LANGUAGE V

This course will continue to expand the objectives of ESL 014. The past and future continuous tenses are introduced. Prerequisite: ESL 014 or placement.

ESL 016 SURVIVAL ENGLISH AS A SECOND LANGUAGE VI

This course will continue to expand the objectives of ESL 015. The present perfect tense is introduced. Prerequisite: ESL 015 or placement.

ESL 017 SURVIVAL ENGLISH AS A SECOND LANGUAGE VII

This course will continue to expand the objectives of ESL 016. The past perfect, the present perfect continuous, and the past perfect continuous tenses are introduced. Prerequisite: ESL 016 or placement.

ESL 018 SURVIVAL ENGLISH AS A SECOND LANGUAGE VIII

This course will continue to expand the objectives of ESL 017. The passive voice and the subjunctive mood will be introduced. Prerequisite: ESL 017 or placement.

ESL 019 SURVIVAL ENGLISH AS A SECOND LANGUAGE IX

This course requires the most advanced level of English proficiency. The student will be introduced to the fundamentals of public speaking, reading in the content areas and writing compositions using appropriate grammar and style. Prerequisite: ESL 018 or placement.

FST: FIRE SCIENCE

FST 100 FIRE ACADEMY I

This course will address the requirements identified in Chapter 3, NFPA 1001, Fire fighter Professional Qualifications. Seven and one-half credits: 75 clock hours. Corequisite: FST 140 (6 credits).

FST 101 FIRE ACADEMY II

This course will address the requirements identified in Chapter 4, NFPA 1001, Fire Fighter Professional Qualifications. Prerequisite: FST 100. Three and one-half credits: 35 clock hours. Corequisite: FST 140 (3 credits).

FST 140, 141 FIRE ACADEMY I AND II - DRILL GROUND

This course is designed to give students hands-on training on the topics covered in FST 100 and FST 101. This course is taught at a local fire department drill ground. Variable credits: 1-16.

FST 102 INTRODUCTION TO FIRE SCIENCE & 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 & 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, or Five credits: 50 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, or Five credits: 50 clock hours.

FST 107 HAZARDOUS MATERIALS I

Students will analyze hazardous materials incidents, acquire the knowledge to recognize and identify hazardous materials; plan the response, decision making implement response plans; and evaluate the progress of hazardous materials incident at the Awareness and Operations levels. Three credits: 30 clock hours, or Five credits: 50 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, or Five credits: 50 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, or Five credits: 50 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, or Five credits: 50 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, or 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 100 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. Variable credits: .5 to 16 credits.

FST 195 REGULAR DEPARTMENT TRAINING

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. One-half to five credits: 5 to 50 clock hours.

FST 201 INSTRUCTIONAL METHODOLOGY

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. Meets current state requirements for certification. Three credits: 30 clock hours, or Five credits: 50 clock hours.

FST 202 FIRE FIGHTING STRATEGY AND TACTICS

Students will study basics of strategy and tactics, fire behavior and its relationship to building construction, pre-fire planning, the incident command system, engine and truck company operations and multi-company operations. 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 throughout this course. Prerequisite: FST 106. Three credits: 30 clock hours, or Five credits: 50 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, or Five credits: 50 clock hours.

FST 206 FIRE COMPANY SUPERVISION AND LEADERSHIP

Studies fire department organization. Includes personnel relations, leadership, motivation, training, hiring, and disciplinary action. Three credits: 30 clock hours, or Five credits: 50 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 & 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, or Five credits: 50 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, or Five credits: 50 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. Contact Fire Science Department. Three credits: 30 clock hours, or Five credits: 50 clock hours.

Family and Life Education 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 116 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. Breathing and relaxation skills are practiced each class. Class is taught entirely in Spanish. One credit.

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-half to 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. One and one-half credit.

FLE 129 BOOT CAMP FOR NEW DADS

Boot Camp For New Dads is a workshop that brings new dads and fathers-to-be together to discuss the joys and responsibilities of fatherhood. Veteran dads bring their newborns with them and demonstrate infant care techniques for the expectant fathers. All the dads share their views on topics such as balancing work and family, bonding, forming a parenting team, preventing child abuse and supporting new moms. One-half 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 EXERCISE FOR POSTPARTUM I

FLE 142 EXERCISE FOR POSTPARTUM II

FLE 143 EXERCISE FOR POSTPARTUM 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 credit.

FLE 155 CAN WE AFFORD ONE PARENT AT HOME?

This class is designed to help couples evaluate multiple factors when making the decision to eliminate part of their income. Communication skills, fears about the reduction of income and concrete suggestions for attaining your goals are included. One-half credit.

FLF: POSITIVE PARENTING AND PERSONAL GROWTH

FLF 127 LIVING WITH YOUR ACTIVE TODDLER

A 1-3 year old child walks, runs, explores and asks questions! Learn to meet your toddler's needs with love and limits. One-half credit.

FLF 129 LOSSES IN LIFE

This course explains the types of losses in our lives, the stages of grieving for our losses and the road to recovery. One credit.

FLF 203 PARENTING AFTER DIVORCE

Learn strategies on parenting and how to keep the children out of the middle. One-half credit.

FLF 204 CAREGIVING FOR OLDER ADULTS

Are you a member of the "Sandwiched Generation"? Do you feel caught between your own home and work responsibilities and trying to cope with the challenges of meeting your parents' needs as they grow older? This class

will provide practical information regarding resources in the community which help to support older adults within the family structure. One-half credit.

Parents and students, please look under Education (EDU and EDT) for additional classes on The Family also.

FLS: SENIOR

FLS 111 SENIOR SHAPE UP I

FLS 112 SENIOR SHAPE UP II

FLS 113 SENIOR SHAPE UP III

These valuable classes introduce body conditioning to raise fitness levels of older adults. One credit.

FLS 115 WHO IS PULLING YOUR STRINGS?

These sessions will offer practical suggestions in relieving negative stress in your every day life. One-half to one credit.

FLS 118 MENTAL JOGGING

These activities are sure to sharpen your memory skills, enlarge your problem solving capabilities, and improve your creative thinking! One-half to one credit.

FLS 131 MOVING TOGETHER FOR FITNESS I

FLS 132 MOVING TOGETHER FOR FITNESS II

FLS 133 MOVING TOGETHER FOR FITNESS III

This exercises program is especially designed for older adults with special needs. One credit.

FLS 211 INTERMEDIATE SENIOR SHAPE UP I

FLS 212 INTERMEDIATE SENIOR SHAPE UP II

FLS 213 INTERMEDIATE SENIOR SHAPE UP III

These senior shape up classes will continue to improve your fitness levels. One credit.

FLS 221 SUPER SHAPE UP I

FLS 222 SUPER SHAPE UP II

FLS 223 SUPER SHAPE UP III

These exercises for older adults are designed to develop as high level of fitness. They include exercises for cardiovascular improvement. 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 20-30 minutes of brisk walking. One credit.

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 full utilize the capabilities of their accounting software. The course covers the following subject areas: (a) Understanding the chart of accounts (b) The balance sheet (c) Understanding debits and credits in transactions (d) Entering your monthly transactions (e) Finding errors in transactions. Six credits: 60 hours lecture. Prerequisite: Own a computer and agricultural accounting software.

FMT 112 AGRICULTURE ACCOUNTING FOR COMPUTER USERS II

The second course in a series designed for the owner/operator of a farm/ranch who presently uses a computer to do farm/ranch accounting. This course covers the following subject areas: (a) Generating the income statement reports (b) Generating the balance sheet reports (c) Understanding the income statement (d) Understanding the balance sheet reports. (e) Balance sheet adjustments (f) Allocating income and expense. Six credits: 60 hours lecture. Prerequisite: FMT 111 or Instructor permission.

FMT 113 AGRICULTURE ACCOUNTING FOR COMPUTER USERS III

The final course in a series designed for the owner/operator of a farm/ranch who presently uses a computer to do farm/ranch accounting. The course covers the following subject areas: (a) Closing out the year: tax purpose; accountant information; estimating tax liabilities (b) End of year accrued reports: adjustments (c) Year-end evaluations (d) New year adjustments. Six credits: 60 hours lecture. Prerequisites: FMT 111 and FMT 112.

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 must take two sequential quarters of the same five credit foreign language courses at the 111 level or above OR take one 7.5 credit foreign language course. Students may take either five credit language sequences or 7.5-credit sequences, not both. Some universities may have additional foreign language 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.) One to three credits: 10 to 30 clock hours.

***See Foreign Languages introductory note.**

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 or seven and one-half credits: 50 or 75 clock hours*.

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 or seven and one-half credits: 50 or 75 clock hours*.

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: 50 clock hours.

FRE 211 FRENCH LANGUAGE III

Continues French Language II in the development of increased functional proficiency in listening, speaking, reading and writing the language. (Course fulfills a Humanities requirement.) Prerequisite: FRE 113. Five or seven and one-half credits: 50 or 75 clock hours*.

FRE 212 FRENCH LANGUAGE IV, PART 1

Continues French Language III in the development of increased functional proficiency in listening, speaking, reading and writing the language. (Course fulfills a Humanities requirement.) Prerequisite: FRE 211. Five or seven and one-half credits: 50 or 75 clock hours*.

FRE 213 FRENCH LANGUAGE IV, PART 2

This course continues French Language IV, Part 1 in the development of increased functional proficiency in listening, speaking, reading and writing the language. Five credits: 50 clock hours.

GER: GERMAN

*See Foreign Languages introductory note on page 194.

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: 10 to 30 clock hours.

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 or seven and one-half credits: 50 or 75 clock hours*.

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 or seven and one-half credits: 50 or 75 clock hours*.

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: 50 clock hours.

ITA: ITALIAN

*See Foreign Languages introductory note on page 194.

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: 10 to 30 clock hours.

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: 10 to 30 clock hours.

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 or seven and one-half credits: 50 or 75 clock hours*.

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 or seven and one-half credits: 50 or 75 clock hours*.

SPA: SPANISH

*See Foreign Languages introductory note on page 194.

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: 10 to 30 clock hours.

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: 10 to 30 clock hours.

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: 10 to 30 clock hours.

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 or seven and one-half credits: 50 or 75 clock hours*.

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 or seven and one-half credits: 50 or 75 clock hours*.

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: 50 clock hours.

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: 10 to 30 clock hours.

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 or seven and one-half credits: 50 or 75 clock hours*.

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 or seven and one-half credits: 50 or 75 clock hours*.

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: 50 clock hours.

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: 10 to 30 clock hours.

SPA 295 SPANISH INDEPENDENT STUDY

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: 10 to 30 clock hours.

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: 40 hours lecture, 20 hours lab.

GEO 205 SPATIAL MAPPING**TECHNIQUES (GIS I)**

This course provides an overview of computer mapping/cartography, the management of spatial data, and introduces students to Geographic Information Systems. Corequisite: GEO 106/111 and EAS 205. Five credits: 50 clock hours.

GEO 235 GIS INTERNSHIP (GIS IIIB)

This course provides students with on-the-job training with business or government agencies. Students will apply their GIS classroom work and enhance their overall learning experience. This course is conducted off-campus and is project based. Prerequisite: GIS 225. Four credits: 100 internship 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 112 INTRODUCTION TO FIELD GEOLOGY AND MAPPING

Introduces the skills and techniques used to obtain information from topographic and geological maps and field observations to identify land forms and to make interpretations of geologic structures.

This field-based course may be taught at various locations off-campus. Mountain hiking experience desired. Prerequisite: Student must have general good health. Three to six credits: 20-40 hour lecture, 20-40 hours lab.

GEY 111, 121

Students majoring in geology or a general earth science, should take the geology sequence (one year), GEY 111 and GEY 121. This sequence also satisfies the one-year science requirement for the general education core transfer program and A.S. degree program. This sequence is offered year round.

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 Systems) 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.

GEY 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, GPS, geologic structures, and the interpretation of geologic history. This field-based course will be taught at various locations off-campus. Overnight may be required depending on which quarter the course is taught. Mountain hiking experience desired. This course transfers as a science to CSU core curriculum. Six credits: 40 hours lecture, 40 hours lab.

GEY 185 SPECIAL TOPICS IN GEOLOGY

Topics will reflect the special expertise of the faculty and/or the special needs of the students. Topics include: avalanche awareness training and snow studies of the Rockies. Prerequisite: Consent of instructor. One to six credits.

GEY 205 GEOLOGY OF COLORADO

This course covers the geological history of Colorado, with emphasis on formation of the mountain ranges, igneous, sedimentary and metamorphic rock types; ore deposits and landforms. This field-based course will be taught at various locations off-campus (may include overnight) and also through classroom lecture. Prerequisite: none Mountain hiking experience desired. Student must have general good health. Three to five credits: 40-60 contact hours.

GEY 208 GEOLOGY FIELD TRIP

This course involves in-depth field studies into the geology of specific regions outside Colorado. This field-based course will be taught at various locations off-campus. Overnight or week long field trips required. Prerequisites: GEY 111 or permission of instructor. Mountain hiking experience desired. Student must have general good health. Five credits: 20 lecture hours, 60 lab hours.

GIS: GEOGRAPHIC INFORMATION SYSTEMS

GIS 185 SPECIAL TOPICS IN GIS

This course gives students the opportunity to examine current GIS software packages (ArcInfo, Arc View, IDRIS I etc.) and their uses. Students will receive customized GIS training to identify, store analyze and display all forms of geographically-referenced information. Prerequisite: GIS 225 or consent of instructor. One to six credits.

GIS 111 BASIC GEOGRAPHIC, SPATIAL AND GIS CONCEPTS

This course introduces the student to map literacy to include an in-depth study of map projections and other topics, such as the relationship between map and compass, scales of maps and globes, map symbols, map interpretation, orienteering and navigation using map and compass. In addition, students will gain an appreciation of the capabilities of Geographic Information Systems (GIS) technology and learn where to obtain spatial data, how to use it and how to create a quality map presentation using GIS ArcView software. Prerequisite: None. Three to five credits: 30-50 contact hours.

GIS 225 GIS APPLICATIONS (GIS II)

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 (GIS I) or consent of instructor. Five credits: 40 hours lecture, 20 hours lab.

GIS 235 GPS/GIS FIELD STUDY (GIS III)

This course provides students with GIS and GPS (Global Positioning Systems) hands-on experience. Students participate in a practical GPS field camp. This course will be conducted off-campus and is project-based. Prerequisite: GIS 225 or consent of instructor. Five credits: 10 hours lecture, 80 hours lab/field work.

GIS 295 INDEPENDENT STUDY IN GIS

Provides an opportunity for the highly-motivated student to engage in intensive study and research on a specified GIS 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 GIS technology. One to five credits. Contact Dr. Monica Ramirez at Ext. 6310.

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, electronic imaging, 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 electronic imaging 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 105 GRAPHIC DESIGN FOR WEB PAGES

Become familiar with software application. Create buttons and other Web related graphics. Learn file formats and best methods of scanning for the Web. Three credits: 40 clock hours.

GRT 106 INTRODUCTION TO PAGE LAYOUT PROGRAM (QUARK XPRESS)

Analyze the thumbnail design. Create a new document and place images on the page. Enter copy directory on the page and place existing copy. Color text and graphics and print a laser proof of the design. Five credits: 60 clock hours.

GRT 107 INTRODUCTION TO DRAWING PROGRAM (ADOBE ILLUSTRATOR)

Create and save a new illustrator document. Learn to use the illustrator toolbar and tools. Paint objects with colors, patterns, gradients. Use guides to layout dimensions, work with text as copy and type as design elements. Create art elements and final layouts. Five credits: 60 clock hours.

GRT 108 INTRODUCTION TO PHOTO MANIPULATION PROGRAM (ADOBE PHOTOSHOP)

Learn the basics of isolating portions of an image and how to use channels to build complex images. Learn about Photoshop's drawing and painting tools and how to use layer's to develop images. Five credits: 60 clock hours.

GRT 110 LAYOUT AND DESIGN/TYPOGRAPHY/COLOR

This course will provide the student with basic knowledge and understanding of basic principles of layout, including typography, color, and other elements of design. Five credits: 60 clock hours.

GRT 119 SELF STUDY

These seminars will cover current and advanced topics in the Graphic Technology marketplace. Two credits: 20 clock hours.

GRT 129 SELF STUDY

These seminars will cover current and advanced topics in the Graphic Technology marketplace. Three credits: 30 clock hours.

GRT 199 GRAPHIC TECHNOLOGY/SPECIAL NEEDS

Allows the student to work on a few specific objectives in conjunction with the Graphic Technology certificate requirements. The student and the instructor may develop an individual program which is agreeable to both parties. The student must be enrolled in the Graphic Technology program. This course may be repeated. One credit: 10 clock hours.

GRT 207 ADVANCED ILLUSTRATOR

The course is designed to give the students an opportunity to advance their knowledge and skills in an electronic drawing program. Five credits: 60 clock hours.

GRT 208 ADVANCED PHOTOSHOP

The course is designed to give the students an opportunity to advance their knowledge and skills in an electronic photo manipulation program. Five credits: 60 clock hours.

GRT 209 PRE-PRESS APPLICATIONS (PREFLIGHT/IMAGING/STRIPPING)

Students will be given the opportunity to acquire basic knowledge and skills in electronic pre-press operations, including: Preflighting electronic files, electronic imaging, film assembly, proofing methods and introduction to press and the printing process. Three credits: 40 clock hours.

GRT 210 RESUME WRITING AND ELECTRONIC PORTFOLIO

This course will provide the student with skills for job placement in the printing industry. Three credits: 40 clock hours.

GRT 211 DIGITAL INPUT/OUTPUT

Students will be given the opportunity to acquire knowledge and skills in scanning, digital camera, optimizing files, file management, texture maps, 2D GIF animation, and Vector vs Raster images. Four credits: 50 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.

HEN: HEALTH EDUCATION

(Physically challenged students planning to register for a Physical Education class should contact the Physical Education Department at 970.330.8008, Ext. 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 (WSI)

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**HEN 118 NUTRITION & WEIGHT LOSS II****HEN 119 NUTRITION & WEIGHT LOSS III**

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 1648. 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 1648 to the present. 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 the present. 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.

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.

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 INTRODUCTION TO HEALTHCARE PROFESSIONS**

This course provides the student an opportunity to explore various health related professions. Students will learn about the types of careers that require post secondary education and training at the Certificate, Associates Degree, Bachelors Degree and post graduate levels. Course work that supports career choices will be emphasized. This course will require classroom, resource lab, library, computer resource lab (Discover and COCIS Program) and field trip activities. Two 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. MOT majors must take MOT 114 and MOT 115 in place of HLH 120. Prerequisite: Reading and sentence skill assessments.

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. One credit: 5 lecture hours, 11 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. Ergonomics and the issues around body mechanics when using a computer will also be addressed. 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. One credit: 5 lecture hours, 11 lab hours.

HLH 125 ALTERNATIVES IN 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. Three credits: 30 lecture hours.

HLH 141 HEALTH & WELLNESS

This course is specifically directed towards individuals who are seeking employment or are currently working in the medical field. The student will learn to understand the risk factors to health and wellness locally, nationally and internationally. Directives from the World Health Organization (WHO) will be discussed. The student will identify the wellness issues in his/her own life, addressing the wellness triangle through a personal wellness journal and thus become more able to relate to client wellness concerns. Students will discuss the importance of and the steps to doing both an external and an internal assessment of needs for a client population. Emphases in this course will include how to teach patients the principles of healthy living and an understanding of how to implement a wellness program. Finally, students will discuss assessment methods used in wellness programs and formulate a plan for the yearly Aims Health Fair. Permission of Department Chair required. Two credits: 10 lecture hours, 20 lab 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. Lecture instruction will be supplemented by lab application sessions weekly. Mandatory field trip to see cadavers at

CSU. Permission of Department Chair Required. Prerequisites: BIO 120 and HLH 120 or the MOT 114, 115 series. Five credits: 40 lecture hours, 20 lab hours.

HLH 145 SCHOOL HEALTH CLERK

Coursework will explore the role of the potential graduate of a health program (RN, LPN, MOT/MA) in a grade school or high school setting. First aide, triage, emergency and referral responsibilities will be addressed. Communication concerns involving both telephone and face to face interactions will be discussed. Interpersonal communications with children, adolescents and adults will be included in the curriculum. Prerequisites: EMS 103 and 107 (or equivalent), EMS 110. Four credits: 20 hours lecture, 20 hours lab, 30 hours clinical. Permission of the Department Chair is required.

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: One-half to twelve credits.

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. Five credits: 50 lecture 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. One credit: 5 lecture hours, 15 lab hours. Student must have started HBV immunization series and have current TB test prior to starting course.

HLH 211 SURGICAL ASEPSIS

This course demonstrates the techniques of autoclaving, sterile scrubbing, gowning, gloving and the establishment and maintenance of a sterile field. Prerequisite: HLH 124. Permission of Department Chair required. One credit: 5 lecture hours, 11 lab hours.

HLH 217 CLINICAL ASSISTING I

Course will consist of instruction in performance of electrocardiograms, casting and orthopedic concerns, urinary procedures and concerns, STDs, and pediatric and adolescent assisting. The student will become familiar with the proper placement of EKG leads and how to run a 12-lead EKG strip. 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. To instruct for testicular self exam, and self-breast 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. 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. Prerequisite: Have taken or be concurrently taking HLH 142, EMS 115, and RTE 140. Permission of Department Chair required. Three credits: 10 hours lecture and 44 hours lab.

HLH 218 CLINICAL ASSISTING II

Course will consist of four units. Unit one will cover assisting with pelvic exams, testicular self-exam and breast self-exam. Unit two will instruct on performance of eye and ear exams and treatments. Unit three will address office surgical procedures and how to assist. Students will learn to identify 40 commonly used surgical instruments. How to wrap trays for autoclaving will be addressed. 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. Bandaging and wound cultures will also be included. Unit four will address skin issues. The student will learn about skin cancer and how to assist with biopsies. Common skin treatments and liposuction will be addressed. Professionalism

and leadership will be emphasized. Prerequisite: HLH 142, HLH 217 and HLH 211. Permission of Department Chair required. Four credits: 10 hours lecture and 60 hours lab.

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 120 and/or permission of the Department Chair. One credit: 6 lecture hours, 10 lab hours.

HLH 240 MEDICAL FRONT OFFICE

EXTERNSHIP

Upon satisfactory completion of all coursework applicable to the Medical Front Office, the student will be placed in a medical setting for 90 hours of front office experience. Prerequisites: Satisfactory completion of all front office coursework; holds current CPR card, has current TB test and current MMR. Permission of Department Chair required. Three credits: 90 clinical hours.

HLH 250 MEDICAL BACK OFFICE EXTERNSHIP

Upon satisfactory completion of all coursework applicable to the Medical Back Office, the student will be placed in a medical setting for 90 hours of back office experience. Prerequisite: Satisfactory completion of all back office coursework; holds current CPR card and has had current TB test, MMR and HBV vaccination series and has permission of Department Chair. Three credits: 90 clinical hours.

MOT 113 LAW & ETHICS FOR HEALTH

PROFESSIONS

Advances the student's knowledge in study and application of medicolegal concepts in medical careers. A foundation of ethical behavior and decision making is established. Prerequisites: None. Three credits: 30 hours lecture.

MOT 114 INTRO TO MEDICAL TERMINOLOGY

This course provides an emphasis on verbal and written communications of medical terms including defining, spelling, pronunciation and analysis of component parts. Prerequisites: Reading and Sentence Skill Assessments. MOT majors must take MOT 114 and MOT 115 during the same quarter in place of HLH 120. Three credits: 30 hours lecture.

MOT 115 MEDICAL TERMINOLOGY SPECIAL TERMS AND ABBREVIATIONS

Builds on knowledge of Medical Terminology gained in MOT 114. Student will learn terms specific to specialized disciplines including radiography, cardiology, laboratory, etc. and abbreviations commonly used throughout medical related fields. Prerequisites: MOT 114. MOT majors must take MOT 114 and MOT 115 during the same quarter in place of HLH 120. One credit: 10 hours lecture.

MOT 117 INTRODUCTION TO CLINICAL SKILLS

Provides hands-on experience with the basic clinical skills required for assisting with patient care. Delivers the theory behind each skill presented as well as proper technique for performing each skill. Includes knowledge and/or performance of blood borne pathogens/OSHA regulations, medical asepsis, procedural gloving, patient gowning, positioning, and vital signs measurement. Prerequisites/Corequisites: HLH 120 or MOT 114/115 and BIO 120. Three credits: 20 hours lecture and 26 hours lab.

MOT 205 INSURANCE, BILLING & CODING

This course establishes a foundation in outpatient coding in order to complete a correct HCFA-1500 form using ICD-9-CM, CPT and HCPC codes. Informs student what documentation is needed to justify those codes, the problems of incorrect coding and how to manage third party requirements and reimbursements. Prerequisites: BIO 120, HLH 120 or MOT 114/115 and entry level computer skills. Five credits: 50 clock hours lecture.

MOT 206 INTRODUCTION TO PHLEBOTOMY

This course provides the learner with basic knowledge of the structure and function of the venous system, selection and site preparation and techniques of phlebotomy. Student will learn to identify venous sites appropriate for drawing blood for laboratory analysis. Site selection and preparation as well as appropriate phlebotomy techniques will be demonstrated and practiced. Introduction to different phlebotomy tubes will be covered. Bloodborne pathogen concerns will be re-emphasized. Manikin models are used for practice; learners will also practice on each other. Prerequisites: MOT 117, HLH 211, HLH 142. Corequisite: HLH 211. Two credits: 10 lecture hours, 20 lab hours. An additional 8 hours off-site practicum required.

MOT 207 LABORATORY SKILLS

Introduces the student to basic routine laboratory skills and techniques for collection handling and examination of laboratory specimens often encountered in the physician office. The student will learn how to perform CLIA waived tests that are commonly seen in the medical office setting. Safety standards will also be addressed. Hands-on experience with lab procedures will be emphasized. Prerequisites: MOT 117, MOT 206, HLH 211. Four credits: 16 hours lecture, 50 hours lab.

NUA 101 NURSING ASSISTANT THEORY

Prepares the student to perform the fundamental skills of the nurse aide. Basic nursing skills, restorative services, personal care skills, safety and emergency care issues will be covered in theory and lab. The student will learn skills that address mental health needs as well as patient/resident/client rights. Prerequisites: Reading Assessment. Seven credits: 58 hours lecture and 24 hours lab.

NUA 102 NURSING ASSISTANT CLINICAL

Applies knowledge gained from NUA 101 in a clinical setting. Prerequisites: Reading Assessment and NUA 101. Successful completion of both NUA 101 and NUA 102 is required to be eligible for the State of Colorado Certified Nurse Aide Exam. One credit: 30 hours clinical.

NUA 136 HOME HEALTH AIDE

Course open to students who have already completed the 80+ hour nurse aide program approved by the State of Colorado. Students will be introduced to and discuss how to problem solve issues around working as a home health aide. Issues of communication and safety will be addressed. Prerequisite: Current CNA certificate and EMS 103. Three credits: 10 lecture hours, 30 lab hours, 16 clinical hours.

HUM: HUMANITIES

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: 50 clock hours.

HUM 121 SURVEY OF HUMANITIES I

Through a study of the visual arts, literature, music, and philosophy, this course introduces students to the history of ideas that have defined cultures. It emphasizes connections among the arts, values, and diverse cultures, including European and non-European, from the Ancient world to 1000 C.E. (This course is a Humanities requirement for all A.A. and A.S. degrees.) Five credits.

HUM 122 SURVEY OF HUMANITIES II

Examines written texts, visual arts, and musical compositions to analyze and reflect the evolution and confluence of cultures in Europe, Asia, and the Americas from 800 C.E. to 1750 C.E. Note: HUM 121 is not a prerequisite for HUM 122. Five credits.

HUM 123 SURVEY OF HUMANITIES III

Through a study of the visual arts, literature, music, and philosophy, this course introduces students to the evolution and confluence of world cultures from 1750 C.E. to the present. (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 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. 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.

IDN: INTERACTIVE DESIGN**IDN 225 E-COMMERCE SITE DESIGN**

Students will explore the design and creation of various types of virtual storefronts. Concepts such as security, co-browsing and electronic customer service techniques will be introduced. the use of digital certificates and credit card payment will be covered. knowledge base, site analyzer software and form to database integration for an online catalog will be utilized. Students will create and maintain their own mock online catalog E-business. Five credits: 60 clock hours.

IDN 278 ELECTRONIC PORTFOLIO & RESUME

This course will provide students with skills for job placement in the Interactive Design industry. Five credits: 60 clock hours.

IDN 285 INTERACTIVE DESIGN INTERNSHIP

Students will participate in an internship related to his or her emphasis area. Each student will be required to keep a journal of their 10 week internship. Five credits: 60 clock hours.

IDN 288 WEB DESIGN CAPSTONE

This course provides an opportunity for the student to develop his or her skills in Web design under the direction of a faculty member. Five credits: 60 clock hours.

IDN 289 ANIMATION CAPSTONE

This course provides an opportunity for the student to develop his or her skills in Animation Design under the direction of a faculty member. Five credits: 60 clock hours.

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. One and one-half credits: 15 clock hours

INS 101 LICENSURE 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. One and one-half credits: 15 clock hours.

INS 102 LICENSURE ACCIDENT/HEALTH INSURANCE

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. One and one-half 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. One and one-half 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. One to three 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. Five credits.

LIT 295 LITERATURE 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 and a course in literature or humanities. One to three credits: contact instructor.

MAN: MANAGEMENT

For additional business offerings, see courses listed under ACC (Accounting), BUS (Business), and MAR (Marketing).

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 116 PRINCIPLES OF SUPERVISION

This course concentrates on the management skills needed by first-line and new supervisors with practical applications taken from common supervisory situations. Five credits: 50 clock hours.

MAN 125 TEAMBUILDING

This course examines techniques to develop teamwork. By using teamwork, students can 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 126 TOTAL QUALITY MANAGEMENT

Students learn the rationale for, methods of implementing and key characteristics of TQM. Topics include developing a vision of a quality

culture, strategic planning for implementation, customer focus, supplier relationships, benchmarking, continuous improvement, employee empowerment, and teamwork. Through case studies, students learn to apply TQM in manufacturing and service environment. Three credits: 30 clock hours.

MAN 200 HUMAN RESOURCE MANAGEMENT

This course provides the student with a broad overview of the contemporary issues, theories, and principles used to effectively manage human resources. Topics include hiring, compensation, development, employee relations, and legal issues. 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 can 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 215 ORGANIZATIONAL BEHAVIOR

This course examines the behaviors of groups and individual members of organizations, and how that behavior can be influenced. Course emphasis is on the tools managers use to achieve organizational effectiveness. Five credits: 50 clock hours.

MAN 216 SMALL BUSINESS MANAGEMENT

This course examines the elements necessary for the successful formation of a new small business. It is also designed to enhance the skills of those already involved in the operation of a small business. The course includes the development of a complete small business plan. 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 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 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. One credit: 10 clock hours.

MAN 246 ETHICAL ISSUES IN MARKETING/ MANAGEMENT

Students will examine current problems, practices, and trends of business ethics. Two credits: 20 clock hours.

MAN 285 INDIVIDUAL STUDY IN MANAGEMENT

This course provides 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-half to five credits: Contact instructor.

MAN 291 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 to five credits: 10 lecture hours, 30-120 cooperative work experience hours.

MAR: MARKETING

For additional business offerings, see courses listed under ACC (Accounting), BUS (Business), and MAN (Management).

MAR 111 PRINCIPLES OF 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 PRINCIPLES OF 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. Three credits: 30 clock hours.

MAR 185 INDIVIDUAL STUDY IN MARKETING**MAR 186 INDIVIDUAL STUDY IN MARKETING****MAR 187 INDIVIDUAL STUDY 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 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 220 ADVERTISING AND PROMOTION

Students will study emerging trends in the principles and practices of advertising and its relationship to business in order to promote a business or organization. Areas of major emphasis include advertising principles, strategies and planning, media, copy and layout, and ethical considerations. 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.

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 & 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 related statutes and regulations and important legal issues, developments and practices. One credit: 10 clock hours.

MAR 269 REAL ESTATE PRACTICAL APPLICATIONS

A course of study in the applications of laws, rules and standards of practices in real estate. Four credits: 40 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.

MAR 275 MARKETING SEMINAR

Contemporary problems are explored as they relate to students' goals and aspirations. Prerequisite: Marketing/Management major or advisor approval. One-half to five credits each: 5 to 50 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. Two to three credits: 20 to 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 FROM INDIOS TO CHICANOS, A HISPANIC JOURNEY

This course is designed to provide the student with an opportunity to dialogue on historical topics of the Mexican-American culture. Special emphasis will be on the multi-layered history of the Chicano from the Aztecs to contemporary society.

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 INTRO 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 with instruction in the operations dealing with whole numbers. Independent instruction. Prerequisite: Placement. Two credits.

***MAT 062 BASIC MATH II, WHOLE NUMBERS**

This course is for students who need to improve their ability to add, subtract, multiply, divide, and solve worded problems using whole numbers. Prerequisite: Placement. Two credits.

***MAT 063 BASIC MATH III, FRACTIONS**

This course is for students, who need to improve their ability to add, subtract, multiply, divide, and solve worded problems using fractions. Prerequisite: Placement. Two credits.

***MAT 064 BASIC MATH IV, DECIMALS**

This course is for students, who need to improve their ability to add, subtract, multiply, divide, and solve worded problems using fractions. Prerequisite: Placement. Two credits.

***MAT 065 BASIC MATH V, PERCENTS**

This course is for students who need to improve their understanding and use of percents.

***MAT 095 INTRODUCTION TO MATHEMATICS**

This is a course for students who 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 INTRO 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 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 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 120 MATHEMATICS FOR LIBERAL ARTS

(Formerly MAT 190) 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 120 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 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: "C" or better in 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 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 EXPRESSIONS I**MUS 102 MUSIC EXPRESSIONS II****MUS 103 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 111 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. Five credits.

MUS 112 MUSIC THEORY II

This course emphasizes chromatic four-part harmony, analysis, ear training, and keyboard harmony. Prerequisite: Music Theory I or Instructor permission. Five 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 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. Introduction to Music History I is not a prerequisite to this course. 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 241 APPLIED PIANO V****MUS 242 APPLIED PIANO VI****MUS 243 APPLIED PIANO VII****MUS 244 APPLIED PIANO VIII****MUS 141 APPLIED GUITAR I****MUS 142 APPLIED GUITAR II****MUS 143 APPLIED GUITAR III****MUS 144 APPLIED GUITAR IV****MUS 241 APPLIED GUITAR V****MUS 242 APPLIED GUITAR VI****MUS 243 APPLIED GUITAR VII****MUS 244 APPLIED GUITAR VIII****MUS 141 APPLIED INSTRUMENTAL I****MUS 142 APPLIED INSTRUMENTAL II****MUS 143 APPLIED INSTRUMENTAL III****MUS 144 APPLIED INSTRUMENTAL IV****MUS 241 APPLIED INSTRUMENTAL V****MUS 242 APPLIED INSTRUMENTAL VI****MUS 243 APPLIED INSTRUMENTAL VII****MUS 244 APPLIED INSTRUMENTAL VIII****MUS 141 APPLIED VOICE I****MUS 142 APPLIED VOICE II****MUS 143 APPLIED VOICE III****MUS 144 APPLIED VOICE IV****MUS 241 APPLIED VOICE V****MUS 242 APPLIED VOICE VI****MUS 243 APPLIED VOICE VII****MUS 244 APPLIED VOICE VIII**

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 151-153, 251-253**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: 25 clock hours.

MUS 151-153, 251-253**GREELEY CONCERT BAND**

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. One credit: 25 clock hours.

MUS 151-153, 251-253**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: 45 clock hours.

MUS 251-253 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 185 SPECIAL TOPICS IN MUSIC

Special topics in music could involve a history of country western music, rock, jazz, worldbeat, big band or swing. It could also involve music workshops for elementary to secondary music teachers. Variable credit: One-half credit to five credits: 5 to 50 clock hours.

MUS 260 WRITING MUSIC WITH**THE COMPUTER**

Students will learn to use Finale software to write music. Two credits.

MUS 270 DICTION FOR SINGERS

A course in the performance of English Song Literature with particular emphasis on the problems of singing in one's own language and on 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.

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 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

PE B 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. Two credits: 40 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 I

PED 122 JAZZ DANCE II

PED 123 JAZZ DANCE III

Introduces students to this indigenous dance form of the United States. Teaches basic jazz techniques, terminology, jazz movement, and routines. One-half credit: 10 clock hours. One credit: 20 clock hours. One and one-half credits: 30 clock hours.

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 131 BELLY DANCING I

This course is a fun way to build the appropriate muscles and limber the body. The students will learn the basic head, arm and hip movements to put together a form of graceful dance to the music of the Middle East. Lecture on the history of the ancient dance and costume making will also be included. One half credit: 10 clock hours. One credit: 20 clock hours. One and one-half credits: 30 clock hours.

PED 132 BELLY DANCING II

This course is a fun way to learn a more advanced form of Belly Dancing. Using the graceful movements learned in Belly Dance I, the students will learn to use zils and veils to be able to dance gracefully to the different types of music of the Middle East. One-half credit: 10 clock hours. 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 141 CARDIO KICKBOXING AEROBICS I**PED 142 CARDIO KICKBOXING AEROBICS II****PED 143 CARDIO KICKBOXING AEROBICS III**

Aerobic Kickboxing is an innovative and new interval training aerobics workout that burns fat and increase cardio respiratory endurance. This high intensity course will focus on basic kickboxing moves and techniques through hi-low aerobics choreography and target striking. The course will also include floor work to focus on toning and flexibility. Come and kick it up! One-half credit: 10 clock hours. 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. One credit: 20 clock hours. One and one-half credits: 30 clock hours.

PED 161 TAP DANCE I

Formal instruction in tap techniques and movements. Introduces the student to the special mix of rhythm, sound, and style that constitute the American tap dance form. One-half credit: 10 clock hours. One credit: 20 clock hours. One and one-half credits: 30 clock hours.

PED 165 BALLROOM DANCING I

Students will learn a variety of social dances and various steps and the rhythmical aspects of ballroom dance. One credit: 20 clock hours. One-half credits: 10 clock hours.

PED 166 BALLROOM DANCING II

This course is designed for those individuals wishing to expand their knowledge of social dance. Ballroom basics and etiquette will be applied to the more complicated styles of Tango, Viennese Waltz, Mambo and Samba. One-half credit: 20 clock hour. 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. One-half credit: 10 clock hours. One credit: 20 clock hours.

PED 186 STEP 'N' SLIDE

A cardiovascular exercise performed to music using two types of equipment, the slide and the step/bench. One credit: 20 clock hours. One and one-half credits: 30 clock hours.

PED 190 SWING - JITTER BUG

This class will focus on the fast paced and aerobic dance style of East Coast Swing. The variation of West Coast and Hustle will also be covered. One-half credit: 10 clock hours. One credit: 20 clock hours. One and one-half credits: 30 clock hours.

PED 191 SWING - JITTERBUG II

This class will build on the Swing, Jitterbug and West Coast basics of PED 190. More advanced steps will be studied while incorporating techniques of leading and following and improving dancing style. The course is tailored for those individuals that can execute basic swing steps and would like to further their dancing skills One-half credit: 10 clock hours. One credit: 20 clock hours. One and one-half credits: 30 clock hours.

PED 192 SWING - JITTERBUG III

This class allows the interested students to continue to expand their knowledge, skills, and techniques in Swing, Jitterbug, and West Coast dancing. Level three students will also begin to learn some of the more difficult tricks involved in these dance methods. One-half credit: 10 clock hours. One credit: 20 clock hours. One and one-half credits: 30 clock hours.

PED 197 STEP N' TONE I**PED 198 STEP N' TONE II****PED 199 STEP N' TONE III**

This fun filled class is the hottest new way to blast fat while sculpting and toning the muscles. We combine aerobic conditioning with resistance training to maximize performance and results. The focus of this class is on step aerobics, using a variety of hi-low choreography and muscle conditioning. Weights, xertubes, xerbands and tri-fit are all used in this one jam packed, total body conditioning class. One-half credit: 10 clock hours. One credit: 20 clock hours. One and one-half credits: 30 clock hours.

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 I**PEF 112 PHYSICAL FITNESS II****PEF 113 PHYSICAL FITNESS III**

With permission of the department chair, a student who wishes to be involved with a variety of physical activities yet is unable to participate in a classroom situation may enroll in this independent study course. The on campus student and/or distant learner could benefit from this course. Some of the activities the student could participate in could be swimming, aerobics golf, tennis, basketball, racquetball, weight training, etc. Students are encouraged to preregister for his course since enrollment is limited to twenty students. One-half credit: 10 clock hours. One credit: 20 clock hours. One and one-half credits: 30 clock hours. Two credits: 40 clock hours.

PEF 115 CONDITIONING COMBO I**PEF 116 CONDITIONING COMBO II****PEF 117 CONDITIONING COMBO III**

A combination of aerobic exercises and toning work, including stretching to increase the student's overall fitness level and body awareness. The activities will vary from class to class yet will be consistent in safety and form techniques. One-half credit: 10 clock hours. One credit: 20 clock hours. One and one-half credits: 30 clock hours.

PEF 118 FAT BURNERS I**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 I**PEF 126 CIRCUIT TRAINING II****PEF 127 CIRCUIT TRAINING III**

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. One credit: 20 clock hours. One and one-half credits: 30 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 171 TAI CHI I**PEF 172 TAI CHI II****PEF 173 TAI CHI III**

Tai Chi is an ancient Chinese system that combines movement, meditation and martial art. It promotes balance, flexibility, increased vitality and a sense of inner calm. This class will work on a set of individual forms that, when combined, become a fluid series called "Grasp Sparrow Tail". One-half credit: 10 clock hours. 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 200 MOVEMENT FOR HEALTH & RELAXATION

Would you like to improve your concentration, flexibility, and balance? Learn how to handle stress, and perhaps even lower your blood pressure? This course can help you achieve all of the above movements similar to Tai Chi, but it is much easier to learn and perform. One-half credit: 10 clock hours. One credit: 20 clock hours. One and one-half credits: 30 clock hours.

PEF 206 STRETCH N RELAX I**PEF 207 STRETCH N RELAX II****PEF 208 STRETCH N RELAX III**

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. One-half credit: 10 clock hours. One credit: 20 clock hours. One and one-half credits: 30 clock hours.

PEF 210 MOUNTAIN HIKING I

This ten week class starts with a discussion on basic conditioning, equipment and the planning needed for safe day hiking in our beautiful Rockies. The class eventually progresses to a hike up one of the area's highest mountains. One and one-half credits: 30 clock hours.

PEF 211 MOUNTAIN HIKING II

This course reviews basic conditioning, equipment, and the planning needed for safe day hiking. The class hikes up several of the area's highest mountains. One and one-half credits: 30 clock hours.

PEF 241 INTERMEDIATE YOGA I**PEF 242 INTERMEDIATE YOGA II****PEF 243 INTERMEDIATE YOGA III**

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-half credit: 10 clock hours. 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

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

Studies 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 135 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. One-half to 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. Physics sequence is offered beginning every Fall Quarter. Usually additional sequence begins Winter Quarter.

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 Algebra (MAT 121) 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. These are sequence courses offered beginning Fall Quarter of each academic year.

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 (or MAT 201 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 202 (or MAT 202 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: 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.

PSY: PSYCHOLOGY

PSY 101 GENERAL PSYCHOLOGY I

Scientific study of mind and 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 mind and 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. Four to 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

To acquaint participants with new research, alternate approaches, psychological literature on death and dying. Three credits.

PSY 229 INTRODUCTION TO ADDICTIVE BEHAVIORS

This course presents the subject of addictive behavior and its effect on individuals, families and society. Three to 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. Three to five credits.

PSY 242 NEUROFEEDBACK

This course is designed to give students an introduction to the theory and practice of neurofeedback (EEG biofeedback). Course work includes a discussion of applications of neurofeedback for enhancing performance and treatment of addictions, depression, post-traumatic stress disorders and attention deficit disorders. Students participate in weekly neurofeedback training. Prerequisites: PSY 138. Three to 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. Three to 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. Three to five credits.

PSY 256 DOMESTIC VIOLENCE COUNSELING

Focuses on understanding domestic violence perpetrators and therapeutic techniques. Three credits.

PSY 258 INTRO 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 275 PSYCHOLOGY SEMINAR

Special topics are selected for study as neuropsychology, cognitive psychology, and critical thinking. One-half 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.

REA: READING

****Indicates instruction is administered by Developmental Education.**

***This course will not satisfy minimum nor elective requirements for the A.A. or A.S. degree.**

*****Intensive English as a Second Language Course**

****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. Three credits.

*****REA 093/CIR 093 READING I**

The purpose of this course is to provide students with intensive reading practice to give them the necessary skills to comprehend at a basic level. Prerequisite: CPT or Chair determination. One to five credits:

*****REA 094/CIR 094 READING II**

The purpose of this course is to provide students with extended intensive reading practice to give them the necessary skills to comprehend at a basic level. Prerequisite: CPT or Chair determination. One to five credits.

***REA 095 INTRODUCTION TO COLLEGE READING**

Provides instruction in literal, inferential, and critical reading skills that are necessary for success in college-level reading. Learning higher level vocabulary is also stressed. 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**

Provides 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. College level vocabulary is an internal part of study. 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 or successful completion of REA 095 and/or 100. 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 or successful completion of REA 095 and/or 100. 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.

RTE: RADIOLOGIC TECHNOLOGY**RTE 100 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 Five credits: 50 hours lecture.

RTE 101 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.

RTE 105 PATIENT CARE IN IMAGING

Introduces the student to the nursing procedures required to manage patient care in the diagnostic imaging department. Four credits: 20 hours lecture, 40 hours lab.

RTE 110 ORIENTATION TO RADIOGRAPHY

This course is designed for allied health students who are not radiologic technology majors. The focus is to introduce students to the terminology of diagnostic imaging radiation exposure, x-ray generation, radiation safety and protection. Five credits: 60 clock hours.

RTE 111 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: RTE 100. Four credits: 20 hours lecture, 40 hours lab.

RTE 114 CLINICAL EXPERIENCE

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: RTE 100. Majors only. Five credits: Approximately 160 contact hours.

RTE 121 RADIOGRAPHIC POSITIONING II

A continuation of RTE 111. Consideration will be given to the structure and positioning of the upper and lower extremities, hip, and abdominal contents. Prerequisite: RTE 111. Four credits: 20 hours lecture, 40 hours lab.

RTE 122 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. Three credits: 20 hours lecture, 20 hours lab.

RTE 124 CLINICAL EXPERIENCE

Continuation of supervised clinical education under the direct supervision of a qualified radiologic technologist. Correlates skills from academic courses. Prerequisite: RTE 111, and RTE 114, majors only. Five credits: Approximately 160 contact hours.

RTE 131 RADIOGRAPHIC POSITIONING III

A continuation of RTE 111 and RTE 121. Emphasis on the structure and positioning of spinal column, bony thorax, shoulder girdle and special radiographic procedures. Prerequisite: RTE 121. Four credits: 20 hours lecture, 40 hours lab.

RTE 132 RADIOGRAPHIC EXPOSURE II

Continuation of RTE 122 with emphasis on application of theory. Prerequisite: RTE 122, majors only. Three credits: 20 hours lecture, 20 hours lab.

RTE 134 CLINICAL EXPERIENCE

Continuation of supervised clinical education under the direct supervision of a qualified radiologic technologist. Correlates skills from academic courses. Prerequisite: RTE 121, and RTE 122, and RTE 124, majors only. Five credits: Approximately 160 contact hours.

RTE 140 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, RTE 131, & 132. Three credits: 30 hours lecture.

RTE 144 CLINICAL EXPERIENCE

Continuation of supervised clinical education under the direct supervision of a qualified radiologic technologist. Correlates skills from academic courses. Prerequisite: RTE 103, and RTE 133, and RTE 122, majors only. Nine credits: Approximately 270 contact hours.

RTE 211 RADIOGRAPHIC POSITIONING IV

A continuation of RTE 131. Emphasis on cranium, sinuses, facial bones, and special positions of the cranium. Prerequisite: RTE 131. Four credits: 20 hours lecture, 40 hours lab.

RTE 212 RADIOGRAPHIC EQUIPMENT OPERATION & MAINTENANCE I

Imparts an understanding of basic x-ray physics, includes: structure of matter, electrostatics, magnetism, electrostatics, electromagnetism, x-ray generator circuit components & function. Operation and maintenance of radiographic equipment. Prerequisite: permission of instructor. Five credits: 50 hours lecture.

RTE 214 CLINICAL EXPERIENCE

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: RTE 134, majors only. Eight credits: Approximately 240 contact hours.

RTE 221 MEDICAL IMAGING PHARMACOLOGY

Designed to introduce the student to: Drug Classifications; Drugs Common in Medical Imaging; Radiographic Contrast Material; Venipuncture; Drug Administration. Four credits: 60 clock hours.

RTE 222 RADIOGRAPHIC EQUIPMENT OPERATION & MAINTENANCE II

Continuation of RTE 211. Designed to provide the student with an introduction to the operation and evaluation of standard and special radiographic imaging systems to assure consistency in the production of quality images. The components involved in various radiographic imaging systems will be identified. Tests and procedures to evaluate these components will be discussed. State and federal impacts will be described. Prerequisite: RTE majors only or permission of instructor or RTE 211. Five credits: 50 hours lecture.

RTE 224 CLINICAL EXPERIENCE

Continuation of RTE 214. Correlates skills from previous classes. Prerequisite: RTE 214, majors only. Eight credits: Approximately 240 contact hours.

RTE 234 CLINICAL EXPERIENCE

Continuation of RTE 224. Correlates skills from previous classes. Prerequisite: RTE 224, majors only. Ten credits: Approximately 320 contact hours.

RTE 240 RADIOLOGICAL SCIENCES REVIEW

Designed to give students an over-all review of courses and clinical work in the Radiography Program to prepare for the ARRT Exam. Prerequisite: 7th Quarter radiography student or graduate. Three credits: 30 hours lecture.

RTE 250 MAMMOGRAPHY

This course will address routine and special mammography positioning, mammography exposure, equipment operation and maintenance and MQSA monitoring standards. Preparation for registry exam will also be addressed. Prerequisite: Must be ARRT certified. Five credit hours; 50 clock hours.

RTE 254 MAMMOGRAPHY CLINICAL

Theory content of RTE 250 is applied in the clinical environment. Students will be required to secure a clinical site and apply for the Colorado Temporary License. Perform a minimum of 150 mammography exams with technically acceptable diagnostic quality. Apply the requirements of MQSA. Prerequisite: Must be ARRT certified. Five credit hours; 150 clock hours.

RTE 284 CLINICAL ACTIVITY

Designed to provide radiographic clinical experience for students with prior clinical involvement. Prerequisite: previous radiographic clinical experience and permission of department chair. One to ten credits: approximately 30 to 300 hours.

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 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 PUBLIC SPEAKING

A course combining the basic theory of speech communication with public speech performance skills. Emphasizes speech delivery, preparation, organization, support, and audience analysis. Prerequisite: Assessment test or ENG 100 with a 'C' or better or BUS 142 with a 'C' or better. Five credits: 50 clock hours.

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. Five credits: 50 clock hours.

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. Five credits: 50 clock hours.

SPE 135 SPECIAL TOPICS IN SPEECH COMMUNICATION

The special topics class will be offered by the speech faculty in order to focus on specialized areas of speech communication. The offerings will vary based on faculty expertise and student need. Offerings may include speech anxiety, reading poetry to an audience, story telling techniques, advanced presentation skills and others. One-half to five credits.

SPE 215 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: 50 clock hours.

SPE 216 ADVANCED PUBLIC SPEAKING

Continuation of SPE 115 with emphasis on longer in-depth speeches using informative and persuasive techniques. Class may include extemporaneous, impromptu, manuscript, special occasion speeches and group decision making. Prerequisite: SPE 115. Five credits: 50 clock hours.

SPE 225 ORGANIZATIONAL COMMUNICATION

This course is a study of human communications systems and patterns in business and organizational setting. Topics include exploration of leadership strategies; effective managerial communication skills with peers, superiors, and subordinates; and organizational communication environments, networks, and goals. Prerequisite: SPE 115 or instructor's permission. Five credits: 50 clock hours.

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. Prerequisite: SPE 115 or instructor permission. Five credits: 50 clock hours.

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

GED 020 ORIENTATION TO GED

Includes orientation and practice 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.

BIC 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.

THE: THEATRE

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: 50 clock hours.

THE 111 ACTING I

An introduction to basic principles of acting and dramatic production, development of characterization skills, and familiarity with dramatic literature. Five credits: 50 clock hours.

THE 131 THEATRE PRODUCTION

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.

THE 185 SPECIAL TOPICS IN THEATRE

This course is designed for flexibility in topic presentation with variable credits. Special topics in theatre could involve children's theatre workshop, theatre for the deaf, Shakespeare revisited and stage dance. Variable credit: One-half credit to five credits: 5 to 50 clock hours.

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: 50 clock hours.

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: 50 clock hours.

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 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.





John R. Dent,
Chair, Director District A
Represents: RE-8 Fort Lupton;
RE-3J Keenesburg,;
Hudson, Prospect Valley



Jeffery N. Bunker,
Secretary/Treasurer, Director District C
Represents: RE-9 Ault-Highland
RE-10J Briggsdale
RE-11J New Raymer
RE-12 Grover



Bernard C. Kinnick,
Member, Director District B
Represents: RE-1 La Salle, Gilcrest, Platteville
RE-4 Windsor
RE-5J Johnstown, Milliken
RE-6 Greeley, Evans



"Willie" Wm. J. Morton,
Member, Director District D
Represents: RE-6 Greeley, Evans



Kenneth H. Nickerson,
Member, Director District E
Represents: RE-2 Eaton
RE-6 Greeley, Evans
RE-7 Gill, Kersey



**Aims
Community College
Board of
Trustees**

ADMINISTRATIVE STAFF

- DR. PAUL N. THOMPSON**, 1998 *
President, (B.A., Gustavus Adolphus; A.M., Ph.D., University of Illinois)
- DR. RUSSELL G. DE VRIENDT**, 2000
Executive Vice President, (B.S., Mankato State University; M.A., Ed.D. University of Northern Colorado)
- CAROL HOGLUND**, 2000
Vice President for Administrative Services
- DR. BILL PATH**, 2000
Vice President for Academic and Student Affairs, B.A., Harding University; M.S., Texas A & M; Ed.D., University of Arkansas)
- SUE DAVISSON**, 1976
Vice President Enrollment Management and Dean of Student Services, (B.A., Colorado State College; M.A., Ed.S., University of Northern Colorado)
- DR. SOMPHOL "PIA"**
- DOUNGLOMCHUNT**, 1980
Associate Vice President for Administrative Services, (A.A., Aims Community College; B.A., M.A., Ed.D., University of Northern Colorado)
- PAT MCGUIRE**, 1993
Associate Vice President for Academic and Student Affairs, (B.A., University of Wyoming; B.S., University of Northern Colorado; M.A., University of Wyoming)
- LES RACE**, 1991
Dean, Loveland Campus, (B.A., M.A., Western State College; Post M.A., UNC.
- DR. DOUGLAS D. SMITH**, 1993
Dean, Fort Lupton Campus, (B.A., M.A., and Ph.D., University of Northern Colorado)
- TRACY HUME**, 1996
Assistant to the Vice President for Academic and Student Affairs, (B.A., University of Colorado at Boulder)
- GERALD BLAKE**, 1992
Director: Purchasing, (B.S., M.Ed., Colorado State University)
- NANCY R. EDMONDS**, 2000
Director: Library Services, (B.A., Wittenberg University; M.A., University of Denver)
- DAVID FRANSEN**, 1990 *
Controller, (B.A., University of Northern Colorado)
- WILLIAM D. GREEN**, 1985
Registrar, (B.A., University of Northern Colorado)
- RALPH D. MARTINEZ**, 1973
Director: Student Personnel Services - Fort Lupton Campus, (B.S., Colorado State University)
- DIANE W. MILLER**, 1984
Director: Human Resources, (A.A., Colorado Women's College; B.B.A., University of Iowa; M.A., University of Northern Colorado)
- MARK L. OLSON**, 1982
Director: Public Information, (B.A., Colorado State University; M.A., University of Northern Colorado)
- DONALD A. PLANT**, 1981
Director: Physical Plant, (B.A., Lycoming College)
- DR. DONALD B. RITTER**, 1971
Director: Institutional Planning & Research (B.A., M.A., Michigan State University; M.A., Ed.D., University of Northern Colorado)
- KENNETH F. SAUER**, 1979
Director: Telelearning and Media Services, (B.S., Indiana University; M.A., University of Northern Colorado)
- LYNNE SUPPES**, 1979
Director: Student Financial Assistance, (B.A., University of Northern Colorado)
- MARY WEBSTER**, 1978
Associate Dean of Continuing Education, (B.S. Colorado State University; M.S. Colorado State University; Advanced Studies, University of Northern Colorado and University of Nebraska)
- DR. JUDY WHICHARD**, 1995
Director: Computing and Telecommunication Services, (B.A., M.A. California State University, Long Beach; Ph.D., Colorado State University)
- PAULA YANISH**, 1998
Director, Student Success Center, (B.B.A., University of North Dakota; M.S., University of North Dakota)

ACADEMIC DEANS

- DONNA L. SOUTHER**, 1990 *
Behavioral, Social and Economic Sciences, (B.S., Colorado State University; M.A., University of Northern Colorado; J.D., University of Colorado Law School)
- SUSAN CRIBELLI**, 1972
Communications, Humanities, and Business, (B.A., M.A., University of Northern Colorado)
- DR. WALT RICHTER**, 1980
Mathematics/Natural and Applied Sciences, (B.S., Wagner College; Ph.D., University of Vermont)
- RUTH SLOMER**, 1970 *
Developmental Education, (B.S., Illinois State University; M.A., Western State College)
- DR. GARY HERTEL**, 2000
Technology Division, (B.S., M.Ed., Ed.D, University of Nebraska)
- DR. RICHARD WOOD**, 1991
Continuing Education, (B.A., State University of New York (Oswego); M.A., State University of New York (Buffalo); Ed.D., University of Northern Colorado)

* Indicates year individual joined the college.



Administrative Staff

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.

Program sponsors include Kodak of Colorado, Hensel Phelps, Flood & Peterson, William F. "Bill" Hartman Endowment, 1st Choice Bank of Greeley, Phelps-Tointon, Porter Industries/Bob & Marilyn Stone, Bank One of Greeley and Union Colony Bank of Greeley.

FACULTY AWARDS STUDENT SELECTION

Roger A. DeWitt, 1991, 1994 & 2000
Joseph S. Fajardo, 1992
Anthony Park, 1993
Michael Ort, 1995
Thomas Griffin, 1996
John Lee, 1997
Dr. Russell E. Ward, 1998
Grant Wilson, 1999

ACADEMIC DEANS' SELECTION

Dorothy M. Stewart, 1991
Dr. Russell E. Ward, 1992
Dr. Robert Shellenberger, 1993
Dr. Diane Vantine Brotemarkle, 1994
Samuel E. Cooper, 1994
Maria Velasquez, 1995
Ruby Loveless, 1996
Dennis Schossow, 1997
Paul Martin, 1998
Dean Dushack, 1999
Art Terrazas, 2000

FACULTY SENATE SELECTION

Dorothy M. Stewart, 1991
Betty J. Buxman, 1992
Judy P. Leusink, 1993
Dr. Ruth Lorenson, 1994
Dr. Judith Green, 1994
Donna Meier, 1995
Karen Robinson, 1996
Jerry Goddard, 1997
Dr. Ann Aron, 1998
Marvin Bay, 1998
Gerald Karst, 1999
Thomas Griffin, 2000

AIMS COLLEGE EDUCATION ASSOCIATION ADJUNCT FACULTY AWARDS

1997

Jolene Fulton
Carol Lower
Judi Pippin
Sheri Sweigard
Christine Wire

1999

Dennis Duncan
Kelvin Knaub
Chrisann Reese

1998

Bryce Hedstrom
Ron Lewis
Greg Thompson

2000

Chris Baxter
Sharon Benson
Trisha Brown
Don Lowe
Shane Lynch

WILLIAM F. "BILL" HARTMAN AWARD

Dr. Carol Monthei, 1994
Donna Meier, 1995
Dr. Michael Kelsey, 1996
Bob Widlund, 1997
Art Terrazas, 1998
Ken Neet, 1999
Dr. Doug Smith, 2000

TEAM AWARDS

Amnesty Team, 1991

| | |
|-----------------|------------------|
| Anna Maria Rios | Vera Benavidez |
| Olivia Montes | Maria Velasquez |
| Juanita McCloy | Ruth Gomez |
| Mary Vigil | Barbara Maxfield |

Family and Life Education, 1992

| | |
|-----------------|-------------------|
| Mellie Brand | Marilyn Gerbrandt |
| Joan Eisenman | Sue Lorge |
| Roger A. DeWitt | Kitty Stevens |
| Katharine Frey | |

Supplemental Services, 1993

| | |
|--------------|-----------------|
| Era Berg | Karen H. Soutar |
| Janet Krause | Linda Wallis |
| Les Race | |

1994 (tie) - The 5C's Team

| | |
|--------------|------------------|
| Jane Abbott | Anthony Park |
| John Jordan | Dr. Russell Ward |
| Beth Korbitz | Jean Warnke |
| Mark Lewis | Sue Young |
| Michael Ort | |

Psychology Team

| | |
|--------------------|--------------------------|
| Ron Courson | Mark Lewis |
| Sue Davison | Charlotte Rodriguez |
| Roger DeWitt | Dr. Robert Shellenberger |
| Dr. Judith Green | Ruth Slomer |
| Dr. Bill Hardgrave | Dr. John Turner |
| Dr. Jim Jokerst | |

Computer Science/Computer Information Team, 1995

| | |
|---------------|-------------------|
| Doug Clay | Rex Parr |
| Sam Cooper | Linda Scott |
| Cathy Hall | Thelma Stephenson |
| Ruby Loveless | |

The Monfort Early Childhood Education Center Team, 1996

| | |
|---------------|-----------------|
| Mellie Brand | Maurine Summers |
| Kathy Hamblin | Dr. John Turner |

The Aviation Faculty Team, 1997

| | |
|-------------|---------------|
| Marvin Bay | Val W. Taylor |
| Greg Gaiser | Gina West |

Aims Flight Training Center Team, 1997

| | |
|---------------|----------------|
| Robert Cashel | Jay Pickar |
| Greg Gaiser | Pat Sickles |
| Erik Kauber | Barbara Soleta |

Building Maintenance Team, 1998

| | |
|------------------|---------------|
| Orlando Ayala | Ron Hatch |
| Jon Borawski | Joe Howard |
| Gary Barber | Ron Masters |
| Ray Delgado | Don Plant |
| Dorene Gutierrez | Anne Thompson |

Institutional Planning and Research, 1999

| | |
|--------------|---------------|
| Pete Manthei | Janine Walker |
| Laura Norton | |

I-Car Team, 1999

| | |
|-------------------|----------------|
| Michael Bannister | Bill Hernandez |
| Pat Hergenreter | Bill Killebrew |

Dry Creek Review, 2000

| | |
|----------------|--------------|
| Holly Hartwick | Evan Oakley |
| Anne Machin | Anthony Park |

Admissions and Records, 2000

| | |
|--------------------|------------------|
| Ruby Corman | Norman Forman |
| Susie Gallardo | Bill Green |
| Johanna Habayeb | Connie Hoffmann |
| Karen Karst | Barbara Porter |
| Mechelle Rathbun | John Salnaitis |
| Lee Ann Sappington | Joyce Schultz |
| Scott Smith | Patty Stephens |
| Cyndee Stewart | Jeanette Stewart |
| Stuart Thomas | Paula Yanish |

AIMS STAFF ASSOCIATION SELECTION

PROFESSIONAL EXCELLENCE AWARD

Darlene Nold, 1994
Becky Sperber, 1995
Kathy Barney, 1996
Tami Breske, 1997
Marian Graeb, 1998
Shirley Medbery, 1999
Anne Thompson, 1999
Shannon McCasland, 2000

PRESIDENT'S SELECTION

DR. JERRY KIEFER ADMINISTRATION LEADERSHIP AWARD

Dr. Jerry Kiefer, 1997
Terry Carr, 1998
Dr. Pia Dounglomchunt, 1999
Songsri Dounglomchunt, 1999
Dr. John Turner, 2000

HONORED GUESTS

Margaret Houtchens, 1991
Vic Nottingham, 1992
Julianne Haefeli, 1993
Ken Monfort, 1994
Florence and Harold Winograd, 1995
Dale Majors, 1996
Bob and Betty Tointon, 1997
Ken Whitney, 1998
Jil and David Rosentrater, 1999

Aims
Community College
Awards for
Excellence

* = Graduate of Aims Community College

ARON, ANN1978
(Business Technology)

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.

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.

BEHAVIDEZ, E. C. "VERA"1984
(Developmental Education, Fort Lupton 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.

BENZEL, DOUG2000
(Foreign Languages: Spanish)

B.A. and M.A., University of Nebraska, Kearney.

BOAN, RANDALL P.1993
(Math/Science/Computer/Statistics)

B.A., University of Northern Colorado; M.S. University of Northern Colorado; Four years consulting experience. Advanced Graduate Study, University of Northern Colorado.

BRODA, ALYSAN1988
(Department Chair, English and 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.

BROTHER, MARK1998
(Automotive Technology)

Certificate, Automotive Technology, Aims Community College; Ten years Industrial Experience, ASE Certified Master Technician, EPA Certified Air Conditioning.

BUTLER, DONALD E.1988
(English, Spanish)

B.A., Brigham Young University; M.A., Brigham Young University.

CHRISTENSON, MAXINE GROSS1986
(Marketing/Management)

B.S., University of Wisconsin, M.S., University of Wisconsin; Advanced graduate study, University of Northern Colorado, five years business experience.

CLARK, FREDERICK K.2000
(Humanities/Philosophy)

B.A., University of Wisconsin, Green Bay; M.A., Colorado State University.

CLARK, RITA1998
(Psychology, Interim Loveland Campus Chair, Behavioral, Social, and Economic Sciences)

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.

COLBURN, JIM W.1999
(Aviation Technology)

A.A.S., Aims Community College; 16 years industry experience; 11 years airline experience; Professional Standards Representative; Peer Pilot, Human Intervention and Motivational Studies Program.

COLTON, KERRY L.1971
(Department Chair, Accounting, Marketing/Management)

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.

CONNELLY, LISA1999
(Instructor, Emergency Medical Services, Math/Natural & Applied Sciences)

EMT Paramedic; 11 years Fire/EMS experience; BLS Instructor.

COURSON, RONALD1991
(Psychology)

B.A., Cornell College; M.A., Drake University.

CRANDALL, JAMES*1997
(Communications Media)

A.A. Aims Community College, B.A. University of Wisconsin-Stevens Point, M.A. University of Wisconsin-Stevens Point.

CRIBELLI, SUSAN1972
(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.

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.

DAVISSON, SUE E.1976
(Vice President Enrollment Management and Dean of Student 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, Social Sciences)

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, 1994, 2000, Team Award, 1992, 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.



**Aims
Community College
Faculty**

DUNCAN, DIANA1979
(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, RICHARD1988
(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.

DUNNING, BRIAN2000
(Graphic Technology)
A.A.S., Colorado Institute of Art, Industrial Design Technology; B.F.A., Cornish Institute, Seattle, Fine Arts/Sculpture; M.A., University of Northern Colorado, Sculpture and Digital Imaging. Ten plus years exhibition experience, two years industrial design experience.

EDWARDS, J. PHIL1986
(Computer Science, Math and Science; Campus Chair, Mathematics/Natural & Applied Sciences, Loveland Campus)
B.A., University of Northern Colorado; M.A., University of Northern Colorado; Advanced Graduate Study, Colorado State University, American University/Commonwealth Institute.

FISHER, CHARLES1989
(English, Literature)
B.A., University of Southern California; M.A., University of Northern Colorado.

FORD, LORI*1985
(Department Chair, Communications Media and Graphic Technology)
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.

GARDNER, RICHARD L*2000
(Computer Information Systems)
B.A., Adams State College; A.A.S., Aims Community College.

GEARHEART, SUSAN1991
(Criminal Justice)
B.A., University of Northern Colorado; M.A., University of Northern Colorado. Who's Who Around America's Teachers, 2000.

GOMEZ, RUTH1973
(Developmental Education)
M.A., University of Northern Colorado; Ed. S., University of Northern Colorado; Winner of Award for Excellence, Amnesty Program Team.

GORDON, FRANK J.1967-70, 1982
(Social Sciences)
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, PHYLLIS1990
(Chair, Developmental Education, Reading)
B.A., State University College of New York at Fredonia; M.A., State University College of New York at Buffalo.

GRIFFIN, THOMAS J.1993
(Mathematics/Natural & Applied Sciences, Loveland 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, JUDITH1996
(Early Childhood Professions)
B.S., McPherson College, Kansas; M.S., Wheelock College, Massachusetts.

HERNANDEZ GUERRERO, JUANITA1998
(Developmental Education)
B.A., Saginaw Valley State University; M.A., Central Michigan University.

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)
A.A., Pensacola Junior College, B.A., University of West Florida, M.A. and Ed.D., University of Northern Colorado.

HARTWICK, HOLLY1995
(English)
B.A., Colorado State University; M.Ed., Wichita State University; M.A., University of Northern Colorado.

HASTY, PAUL*1998
(Welding Technology)
A.A.S., Aims Community College; Advance Study, CSU; 5 years Industrial Experience; AWS Certified Welding Inspector (CWI), AWS Certified Welding Educator (CWE).

HAVENS, LYNETTE1995
(Engineering Technology)
B.S., Colorado State University; M.S., Colorado State University; 18 years industrial experience.

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, PATRICK1989
(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.

KARST, GERALD L.1970
(Social Sciences)
B.A., University of Northern Colorado; M. Ed., Colorado State University; Advanced graduate study, University of Northern Colorado.

KELSEY, MICHAEL L.1993
(Social Sciences)
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.

KLEIN, JEFF*2000
(Welding Technology)
Advance Study, Colorado State University; A.A.S., Aims Community College; Five years industrial experience.

KNAUB, HOLLY*2000
(Radiologic Technology, Assistant Professor)
A.A.S., Aims Community College, Registered with ARRT, 15 years clinical experience.

KNUDSON, DEBRA1982
(Radiologic Technology, Clinical Coordinator)
X-Ray Certificate from Presbyterian Hospital School of Radiology; Registered with American Registry of Radiologic Technologists; Seven years clinical experience, B.S., Colorado State University.

LEE, JOHN1993
(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
(Business Technology)
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 MARIE1995
(Developmental Education)
B.A., University of Nebraska - Lincoln, M.A., University of Nebraska - Lincoln.

LOVELESS, RUBY1981
(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.

MACHIN, ANNE1996
(English)

B.S., University of Kansas; M.A., Colorado State University; Ph.D. in progress, University of Northern Colorado.

MANUEL, TRUDI C.1985
(Business Technology)

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, COLLEEN1998
(Graphic Technology)

A.A., Arapahoe Community College; B.A., Metropolitan State College; Certificate in Graphic Technology - Aims Community College; 5 years industry and freelance experience.

MARTIN, PAUL1981
(Business Technology)

B.A., McNeese State University, Louisiana; M.A., University of Northern Colorado; Advanced graduate study, University of Northern Colorado; 12 years business experience.

MARTINEZ, EGLANTINA1994
(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 SUE1969
(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
(Professor, Emergency Medical Services,
Math/Natural & Applied Sciences)

Diploma, University of Wyoming, School of Nursing; Advanced Cardiac Life Support and Pediatric Advanced Life Support Instructor and Affiliate Faculty; National Affiliate Faculty ACLS; President, Colorado Advanced Life Support, 13 years teaching experience; 26 years clinical experience.

MAXFIELD, BARBARA1980
(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
(Developmental Education)

A.A., Aims Community College; B.A., University of Northern Colorado; Colorado Secondary Teaching License, English; Vocational Teaching Certificate; Graduate Studies, University of Northern Colorado; 16 years business and industry experience.

McFERRON, TIM1998
(Computer Information Systems)

A.A.S., Aims Community College; B.A., University of Northern Colorado; Five years experience, Learning Lab Coordinator, Aims Community College.

MONTEZ, PETER1999
(Electronics Technology)

B.S.E.E.T., Metro State College; M.E.P.M., Denver University; 27 years industry experience; three years consulting.

MUSIL, SUSAN1985
(Department Chair, Business Technology)

B.A., University of Northern Colorado; M.A., University of Northern Colorado.

MYERS, CHARLES E., II1982
(Criminal Justice)

B.A., Fresno State University, M.A., University of Northern Colorado.

NEET, KENNETH1982
(Accounting)

B.A., Point Loma College, California; Seven years business experience. Aims Foundation Fellow, 1986. 1999 Hartman Award for Excellence in Teaching.

OAKLEY, EVAN1995
(English, Humanities, Loveland Campus)

B.S., Colorado State University; M.A., University of Northern Colorado; M.F.A., George Mason University, Virginia.

OBERT, ALLAN1999
(Psychology)

Ph.D., Wichita State University; M.A., University of Colorado, Denver; M.A., University of Northern Colorado; B.A., University of Northern Colorado.

ORT, MICHAEL1992
(Campus Chair, Communications, Humanities
and Business - Loveland Campus)

B.A., University of Northern Colorado; M.A., University of Northern Colorado. 1995 Student Selection for Excellence in Teaching.

PARK, ANTHONY1988
(Assistant Chair, Humanities)

B.A., Colorado State University; M. A., Colorado State University; Advanced Graduate Study, Colorado State University. 1993 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, LES1991
(Campus Dean - Loveland Campus)

B.A., M.A., Western State College; Post M.A., UNC. 1993 Team Award for Excellence in Teaching.

RAMIREZ, MONICA1997
(Department Chair, Science)

B.A. and M.S., LM-University of Munich, Germany; Ed.S., Nova Southeastern University Florida; Ph.D., Col. Pacific University, California, Environmental

Specialist Supervisor's Certificate, Florida; GIS/GPS Colorado Occupational Certificate

RAY PARSONS, MICHELLE1999
(Mathematics/Natural & Applied Sciences)

B.A. Colorado State University, M.A., University of Northern Colorado.

REIERSTAD, KEITH B.1986
(English, Humanities - Fort Lupton Campus)

B.A., English, Wesleyan University; M.A./Ph. D., English, University of Pennsylvania

REYNOLDS, JEFFREY A.1993
(Assistant Department Chair, Social Sciences)

B.A., University of Northern Colorado; M.A., University of Northern Colorado; Advanced graduate study CU - Boulder, University of Northern Colorado.

RICHTER, WALTER1980
(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, KAREN1985
(Mathematics/Natural & Applied Sciences)

B.S., Colorado State University; M.S., Colorado State University.

ROY, NANCY1993
(Speech, Theatre)

B.S., University of Wisconsin, LaCrosse; M.A., University of Northern Colorado; Graduate study, University of Northern Colorado.

RUNGE, TEDD1984
(Assistant Chair, Visual and Performing 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-Fort Lupton Campus,
Mathematics/ Natural & Applied Sciences,
Behavioral, Social and Economic Sciences and
Communication, Humanities and Business)

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.

SCHOCK, JUNE1997
(Department Chair, Visual and Performing
Arts)

B.A., University of Mary; M.M. University of

Colorado; Doctoral studies at University of Colorado; National and International professional solo performances.

SCHOSSOW, DENNIS1980
(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.

SLOMER, RUTH1970
(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, KATHY1997
(Department Chair, Health Occupations)

B.S.N., Northern Illinois University, M.N., College of Nursing, Montana State University, Ph.D., Candidate Colorado State University. Twenty-seven years nursing experience, Twelve years career/technical higher education experience.

SOUTAR, KAREN H.1989
(Campus Chair-Fort Lupton 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; M.A., University of Northern Colorado. 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
(Business Technology Center - Loveland Campus)

B.A., M.A., University of Northern Colorado; Twelve years business experience; Graduate study, Colorado State University, University of Northern Colorado.

STEVENS, CLAUDIA B.1985
(Assistant Chair, Accounting, Marketing/ Management)

B.A., University of Northern Colorado; graduate study, University of Northern Colorado; Thirteen 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.

SWIETER, ELLEN1995
(Business Technology Center, Fort Lupton Campus)

B.A., B.S., University of Northern Colorado; M.A., Colorado State University; Five years business experience.

TARNASKY, RALPH F.1990
(Department Chair, Foreign Languages and Humanities)

B.A., University of North Dakota; M.A., University of Nebraska-Lincoln; Ed.S., University of Nebraska at Omaha. Ed.D., University of Northern Colorado.

TERRAZAS, ARTHUR*1973
(Department Chair, MATH/GED, Developmental Education)

A.A., Aims Community College; B.A., University of Northern Colorado; M.A., University of Northern Colorado. 1996 Associated Students' Faculty Advisor of the Year; 1998, Bill Hartman Award for Excellence in Teaching; 2000 Academic Deans Bell of Distinction for Excellence in Teaching; 1995-1999, Equity in Arithmetics Education Leadership Institute.

UBING, CHRISTOPHER2001
(Physics)

B.S., M.S., University of Wisconsin - Madison.

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. 1995 Academic Deans Award For Excellence in Teaching.

WARD, REBECCA.1997
(Associate Professor, Early Childhood Professions)

B.S., Syracuse University, New York; M.S., Colorado State University; M.S., University of Northern Colorado.

WARD, RUSSELL E.1987
(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. 1994 Team Award for Excellence; 1998 Student Selection for Excellence in Teaching.

WARNER, TRACEY L.*1996
(Radiologic Technology)

A.A.S., Aims Community College; Registered with American Registry of Radiologic Technologists.

WARREN, ERIC*1999
(Welding Technology)

A.A.S., Aims Community College; Five years industrial experience; Adv. Study Colorado State University; AWS Certified Welding Inspector (CWI). AWS Certified Welding Educator (CWE).

WEST, GINA*1987
(Aviation Technology)

A.A.S., Aims Community College; B.A., University of Northern Colorado, Six years Industrial experience.

WILSON, GRANT1997
(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, JULIA1989
(Developmental Education)

B.A., University of South Florida; M.A., University of Northern Colorado.

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 Emerita, 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.

Jerry F. Goddard**(Faculty Emeritus, 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 NBEA's Most Outstanding Post Secondary Teacher; 1997 Faculty Senate Award for Excellence; 1998 CCOES Faculty of the Year Award.

Donald T. Harris**(Faculty Emeritus, Mathematics/Natural and Applied Sciences)**

B.S., Western Kentucky State University; M.A., Western Kentucky State University; Advanced Graduate Study, University of Northern Colorado (ABD). Aims Foundation Fellow, 1983

Gale E. Heiman, Ph.D.**(Faculty Emeritus, General Business)**

A.B., M.A., University of Northern Colorado; Ph.D., Laurence University School of Banking, California; 14 years of business experience.

Jerry A. Kiefer, Ph.D.**(Executive Vice President and Interim President Emeritus Status)**

B.A., St. Thomas College; M.A., St. Thomas Seminary; M.A., University of Northern Colorado; Ph.D., Colorado State University

Ruth M. Lorenson**(Faculty Emerita, 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.

Barbara G. Reale**(Faculty Emerita, Developmental Studies)**

A.A., Colorado Women's College; B.A., University of Northern Colorado; M.A., University of Northern Colorado; Advanced Graduate Study, University of Colorado, Eastern New Mexico University, University of Northern Colorado, Adams State College.

James (Lyn) Robinson**(Faculty Emeritus, Department Chair, Science)**

B.S. University of New Mexico; M.A., University of New Mexico; Advanced graduate study, Ed.D., University of Northern Colorado; University of Kansas, University of Denver, Colorado State University

Dorothy Stewart**(Faculty Emerita, 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
Emeritus
Status**

* = Graduate of Aims Community College

ADAMS, RANDY L.*2000
 (Flight Training Instructor, Greeley Flight Center)
 A.A.S., Aims Community College.

ADAMSON, JASON*2000
 (IT Technician)
 A.A. and A.A.S., Aims Community College.

ALCOTT, JUDY L.*1982
 (Librarian, Library Services)
 A.A.S., Aims Community College; B.A., University of Northern Colorado.

ALKIRE, STEVEN2000
 (Program Coordinator, Alternative Credit Options)
 M.A., University of Northern Colorado; M.B.A., Colorado State University.

ANDERSON, DANA1999
 (Admissions Counselor, Vice President of Enrollment Management)
 A.A.S., Western Nebraska Community College; B.A., University of Nebraska, Lincoln.

ANDERSON, RONALD1997
 (Program Director, Small Business Development Center, Continuing Education)
 B.A., Chadron State College, Nebraska; M.B.A., University of Nebraska, Kearney.

ARCHIBEQUE, NICKIE1998
 (Office Specialist, Continuing Education)

ARMES, MYRNA1999
 (Senior Office Specialist, Continuing Education)
 B.A., University of Northern Colorado; M.A., Colorado State University.

ASHENBRENNER, MARGARET A.*1992
 (Media Producer, Public Information Office)
 A.A., Aims Community College; B.A., University of Northern Colorado.

AYALA, ANNA M.*1974
 (Executive Assistant, Developmental Education)
 A.A.S., Aims Community College. 1991 Team Award for Excellence. Leadership Academy for Staff.

AYALA, IDA Z.*1981
 (Office Specialist, Human Resources)
 Certificate, Office Clerical, A.A.S., Aims Community College.

AYALA, ORLANDO1997
 (Grounds Maintenance Worker, Building Services)

BAPTISTE, JUDITH2000
 (Lead Childhood Development Teacher, Monfort Early Childhood Education Center, Behavioral, Social and Economic Sciences)

BARBER, GARRY1999
 (Trades Specialist, Communications, Humanities, and Business Division)

BATCHELOR, JOHN2000
 (Advisor/Career Services)
 B.A., University of Texas; M.A., University of Houston, Clear Lake; Ph.D., University of Northern Colorado.

BATES, DOROTHY J.*1987
 (Executive Assistant, Human Resources)

A.G.S., Aims Community College.

BATMAN, RICHARD C.1981
 (Assistant Controller, Fiscal Services)
 B.A., University of Northern Colorado.

BAUER, SALLY J.1981
 (Senior IT Support Technician, Information Technology Services)

BAUMAN, LARRY D.1984
 (Senior Irrigation Specialist, Ground Maintenance)

BEECHER, SUSAN M.*1986
 (Program Coordinator, Criminal Justice, Associate Academy Director; Behavioral, Social and Economic Sciences)
 A.A., A.A.S., Aims Community College; B.A., University of Northern Colorado; Certified Legal Assistant; Leadership Academy for Staff. Graduate Studies, University of Northern Colorado.

BELOIN, DEBBIE1999
 (Senior Executive Assistant, Behavioral, Social and Economic Sciences)

BELL BAKER, DEBRA1992
 (Program Director, Advisor)
 B.S., Geology, University of Wisconsin Oshkosh, M.A.S., Counseling, University of Wisconsin, Oshkosh, Ph.D., College Student Personnel Administration, University of Northern Colorado.

BLACK, KIM1998
 (Program Coordinator, Vice President for Student and Academic Affairs)
 B.A., University of Northern Colorado; M.A., University of Northern Colorado; Second M.A., University of Northern Colorado.

BLANDIN, RUBY*1973
 (Executive Assistant, Student Success Center)
 A.A., Aims Community College.

BLEVINS, JEFF2000
 (IT Technician, Information Technology Services)

BOYD, DORENE J.1987
 (Executive Assistant, Physical Plant)

BRADLEY, WANDA2000
 (IT Technician, Information Technology Services)

BREIEN, PATRICIA C.1988
 (Administrative Officer, President's Office)
 B.A., University of Wyoming; M.A., University of Northern Colorado.

BROWN, LARRY1998
 (Lab Coordinator, Loveland Campus)

BURNS, LUCINDA1998
 (Lead Child Development Teacher I, Monfort Early Childhood Education, Behavioral, Social and Economic Sciences)

BURROWS, SUSAN J.*1996
 (Program Coordinator, Career Services, Behavioral, Social and Economic Sciences)
 A.A., Aims Community College; B.A., University of Northern Colorado.



- BYERLY ALLYSON**1999
(Printer, Reprographics)
- CAPLINGER, CHRISTINA**2000
(Accounting Technician, Fiscal Services)
- CARLISLE, LYN**1990
(Executive Assistant, Mathematics/Natural and Applied Sciences)
- CONKEY, ROBERT MARK**2000
(Advisor)
M.A., University of Northern Colorado.
- CONNELLY, BONNY**1999
(Accounting Technician, Fiscal Services)
- CORDOVA, JOHN L.**1979
(Bookstore Operations Coordinator, Bookstore)
M.B.A., University of Northern Colorado.
- CORMAN, RUBY**1999
(Office Assistant, Admissions & Records)
B.A., University of Northern Colorado.
- CULLUM, TWILA**1999
(Senior Office Specialist, Fort Lupton Campus)
- DANFORTH, BETTY J.**1990
(Payroll Specialist, Human Resources)
- DELGADO, RAYMOND J.**1984
(HVAC Supervisor, Physical Plant)
- DeVORE, LAUREN D.***1976
(Senior Payroll Specialist, Human Resources)
A.A.S., A.S., Aims Community College.
- DEXTER, SANDRA**2000
(Office Specialist, Continuing Education)
B.A., University of Northern Colorado.
- DIAL, JANET S.**1996
(Office Specialist, Developmental Education)
General Secretarial Degree, Skadron College of Business, San Bernardino, California. Leadership Academy for Staff.
- DIAZ-GARCIA, NATALIA**2000
(Lead Early Childhood Development Teacher, Monfort Early Childhood Education Center; Behavioral, Social and Economic Sciences)
- DINGES, JAMES L.**1981
(Grounds Maintenance Worker, Grounds Maintenance)
- DOANE, PAULANN T.**1995
(Program Director, Aims Foundation)
B.A., University of Wyoming; M.A., American University.
- DODGE, JEANINE**2000
(Office Assistant, Continuing Education)
- DONOVAN, CYNTHIA A.***1981
(Senior Office Specialist, Mathematics/Natural and Applied Sciences)
Certificate, Clerk Bookkeeper, Aims Community College.
- DONOVAN, TIMOTHY J.***1985
(Campus Security Supervisor, Public Safety)
-
Certificate, Emergency Medical Technician/
Basic Peace Officer Academy, A.A., Aims
Community College.
- DOUNGLOMCHUNT, SONGSRI***1989
(Assistant Program Coordinator, International
Center, Intensive English/Youth Programs,
Developmental Education)
A.S., Aims Community College.
- DRISKILL, GREGORY**1999
(Program Director, Telelearning & Media Services)
- ECKHARDT, BRUCE**1999
(Trades Specialist, Fort Lupton Campus)
- EHRlich, THERESA L.***1978
(Senior Office Specialist, Technology)
A.A., Aims Community College.
- ELDER, JOY E.***1995
(IT Specialist, Information Technology Services)
Certificate, Local Area Network Administration,
A.A.S., Aims Community College.
- EMERICK, GALE**1997
(Senior Executive Assistant, Communications,
Humanities and Business)
- ENDRES, HEATHER**2000
(Office Specialist, Information Technology Services)
- ERBACHER, HALLIE**1991
(Bookstore Operations Coordinator, Greeley
Campus Bookstore)
- FAY, ERIN**2000
(Office Specialist, Continuing Education)
- FAY, PAT**1986
(IT Trainer, Information Technology Services)
A.A., Aims Community College; B.A., and M.A.,
University of Northern Colorado.
- FAY, RONALD W.**1989
(Program Director, Student Life)
M.A., University of Northern Colorado.
- FORMAN, NORMA JEAN**1998
(Office Assistant, Admissions and Records)
B.A., University of Northern Colorado; M.A.,
University of Northern Colorado.
- FOSTER, BARBARA E.**1996
(Program Director, Emergency Medical Services;
Coordinator II, Continuing Medical Education,
Mathematics/Natural and Applied Sciences)
B.A., University of Northern Colorado; Graduate
Study, Adams State College; EMT/Paramedic;
ACLS/PALS/BLS Instructor; Faculty for Colorado
State Prehospital Care Program; 21 years
education, Fire/EMS experience. Leadership
Academy for Staff.
- GAISER, GREGORY P.***1992
(Flight Center Director, Greeley Flight Center)
A.A., A.A.S., Aims Community College.
- GALLARDO, SUSIE**1981
(Admissions Specialist, Admissions and Records)
- GARDNER, LISA B.***1990
(Printer, Reprographics)
A.A.S., Aims Community College.
- GEISERT, CAROLYN K.***1979
(Buyer Property Control Specialist, Purchasing)
A.A.S., Aims Community College; B.S., University
of Northern Colorado. Leadership Academy for
Staff.
- GERBRANDT, MARILYN G.**1991
(Program Director, Senior Education, Behavioral,
Social and Economic Sciences)
B.A., Tabor College; Masters, Towson University.
1992 Team Award for Excellence.
- GONZALES, JENNIFER L.**2000
(Office Specialist)
B.S., Colorado State University.
- GRAEB, MARIAN E.**1991
(Lab Coordinator, Computing and Tele-
communications Services, Fort Lupton Campus)
B.A., Adams State College.
- GREGORY, JEFFREY A.**1991
(Assistant Director, Student Financial Assistance)
- GRIEGO, BETTY**1999
(Food Manager, Monfort Early Childhood Center)
- GROSSAINT, TIMOTHY P.**1991
(IT Specialist, Information Technology Services)
- GROTNES, ANN L.**1993
(Senior Executive Assistant, Vice President for
Administrative Services)
A.A.S., Aims Community College; A.A., Riverside
Community College.
- GUY, LINETTE K.**1997
(Executive Assistant, Math/Natural and Applied
Sciences)
- GUYETTE, ROSEANN**1997
(Training Program Director, Continuing Education)
- HACK, LINDA**1999
(Lead Child Development Teacher; Monfort
Early Childhood Center; Behavioral, Social and
Economic Sciences)
B.S., Colorado State University.
- HAILE, ADAM**1998
(Network Analyst, Information Technology
Services)
- HAMBLIN, KATHERINE**1976
(Program Director, Family and Life Education,
Behavioral, Social and Economic Sciences)
B.S., Colorado State University; M.A., University
of Northern Colorado; Aims Foundation Fellow,
1984; 1996 Team Award for Excellence.
- HARDGRAVE, CHARLOTTE L.***1995
(Advisor, Student Affairs, Student Success
Center, Loveland Campus)
A.A., Aims Community College; B.A., M.A.,
University of Northern Colorado.
- HARMON, MARSHA L.**1992
(High School Diploma Program Director,
WorkKeys, Continuing Education)
M.A., University of Northern Colorado.
- HARMON, SUSAN A.***1989
(Accountant, Fiscal Services)
A.A., A.A.S., Aims Community College; B.S.,
University of Northern Colorado.

HARRIS, ERIC.....2000
(EMS Program Coordinator, Emergency Medical Services, Mathematics/Natural and Applied Sciences)
A.A., Aims Community College, Emergency Medical Technician-Basic; Firefighter, Evans Volunteer Fire Department.

HASTINGS, MARSHA L.....1986
(Mail Processing Clerk, Purchasing)

HATCH, RONALD W.....1996
(Trades Specialist, Building Services)

HAYES, ROBYN L.....1997
(IT Technician, Information Technology Services)

HEIDRICK, JACK D.....1995
(Senior IT Technician, Electronics/Engineering, Technology Lab)

HEINZE, CAROL A.....1996
(Recruiter, Loveland Campus)
B.S., University of Northern Colorado.

HENDRICKSON, ALAN D.....1996
(Youth & Franklin University Alliance Program Director, Continuing Education)

HENSLEY, LAURA.....1999
(Office Specialist, Student Life)

HILL, SHARON A*.....1992
(IT Support Technician, Information Technology Services)
A.A.S., Aims Community College.

HOFFMANN, CONNIE K.....1997
(Admissions Specialist, Admissions and Records)
B.A., University of Northern Colorado.

HOLTZINGER, JOSHUA.....1999
(Flight Training Instructor, Flight Training Center, Technology)
B.A., Metro State College of Denver.

HOTZ, KARL A.....1992
(Financial Aid Specialist, Student Financial Assistance)
A.S., San Antonio College.

HOWARD, JOE W.....1990
(Trade Specialist, Building Services, Physical Plant)

HOWARD, KRIS.....1998
(Program Coordinator I, Family & Life, Behavioral, Social and Economic Sciences)
RN, BSN, University of Northern Colorado.

HUNTER, TOBI.....2000
(Executive Assistant, Loveland Campus)

HUTSON, JOHN.....2001
(Microsoft Certification Director, Continuing Education)

JOHNSON, KELLY.....2000
(Lead Child Development Teacher, Monfort Early Childhood Education Center, Behavioral, Social and Economic Sciences)

JOHNSON, BRENDA.....1997
(Office Specialist, Continuing Education)

JOINER, KIMBERLY A*.....1996
(Assistant Early Childhood Center Director, Monfort Early Childhood Education Center, Behavioral, Social and Economic Sciences)
Certificate, Infant and Toddler Care, Aims Community College.

JONES, GINA.....2000
(Office Specialist, Communications, Humanities and Business Division)
A.A., Weatherford College.

JONES, JACQUELINE.....2000
(Coordinator, High School Diploma Program, Continuing Education)
B.A., Edward's University, Austin Texas.

JONES, TOM.....2000
(Program Director, Career Services)
M.Ed., Colorado State University.

JORDAN, JOHN R.....1992
(Senior Lab Coordinator, Business and English Labs, Communications, Humanities, and Business)
M.A., Colorado State University.

JORDAN, STERLING L.....1997
(Network Analyst, Computing and Telecommunications Services, Loveland Campus)

KARST, KAREN K*.....1985
(Records Supervisor, Admissions and Records)
A.A., A.G.S., Aims Community College.

KERBEL, VALERIE.....2000
(Office Specialist, Technology Division)

KOCK, KASEY*.....1999
(Office Specialist, Behavioral, Social and Economic Sciences)
A.A.S., Aims Community College

KOELTZOW, JANET.....2000
(Senior Office Specialist, Visual and Performing Arts and Graphic Technology, Communications, Humanities and Business)

KOPPES, BEVERLY R.....1994
(Campus Services Coordinator, Fort Lupton Campus)
Certificate, Basic Business, Parks School of Business.

KRAUSE, DARLIN J.....1996
(Librarian, Library Services)

KRAUSE, JANET M.....1981
(Program Director, Supplemental Services)
B.A., M.A., University of Northern Colorado.
1993 Team Award for Excellence.

KRAUSE, LINDA A*.....1979
(Senior Executive Assistant, Vice President for Academic and Student Affairs)
Certified Professional Secretary, Professional Secretaries International; A.G.S., Aims Community College. Leadership Academy for Staff.

KUEHN, JEREMY M*.....1997
(Senior Office Specialist, Mathematics/Natural

and Applied Sciences)
Certificate, Emergency Medical Technician-Basic, Aims Community College.

KUZNIK, SUSAN M.....1997
(Office Specialist, Continuing Education)

LaCOMBE, CHERYL M*.....1990
(Office Specialist, VP for Student Affairs)
A.G.S., A.A., Aims Community College.

LAWS, DIANA S*.....1995
(Senior Grants Project Manager, Fiscal Services)
A.A., Aims Community College; B.A., University of Northern Colorado.

LEE, KATHY.....1998
(Office Specialist, Communications, Humanities and Business Division)

LENSTROM, PENNY*.....1999
(Accountant, Fiscal Services)
A.A., Aims Community College; B.S., University of Northern Colorado.

LESSER, WILLIAM D.....1981
(Grounds Maintenance Supervisor, Grounds Maintenance, Physical Plant)

LEWIS, G. MARK*.....1983
(Media Producer, Electronic Media Design, Telelearning and Media Services)
A.A., Aims Community College.

LONG, CONNIE.....1997
(Program Director, School-to-Career Region I Resource Center, Continuing Education)
B.M.E., M.S.E., Missouri State University.

LOPEZ, YRENE PALMER*.....1986
(Printer, Reprographics)
A.A.S., Aims Community College.

LORGE, SUZANNE.....1979
(Senior Office Specialist, Family and Life Education, Behavioral, Social and Economic Sciences)
A.A., Napa Junior College. 1992 Team Award for Excellence.

LOVATO, VICKI R.....1994
(Financial Aid Specialist, Student Financial Assistance)

LYNCH, SHARON K*.....1991
(Senior Executive Assistant, Technology)
A.A.S., Aims Community College. Leadership Academy for Staff.

MALDONADO, GREGORIO.....2000
(Senior Grants Project Manager, Continuing Education)

MANTHEI, PETER B*.....1991
(Planning & Research Manager, Institutional Planning)
A.S., Aims Community College; B.A., Hamline University.

MARTIN, LINDA S.....1983
(Campus Catering Manager, Food Services)

MARTINEZ, CORREEN.....1999
(Lead Child Development Teacher, Monfort Early Childhood Education Center)
B.A., University of Northern Colorado.

- MARTINEZ, DEBRA E***1989
(IT Manager, Information Technology Services)
A.A. and A.A.S., Aims Community College; B.S.,
University of Northern Colorado.
- MASTERS, RONALD G.**1988
(Facility Maintenance Supervisor, Building
Services)
- McCASLAND, SHANNON E.**1998
(Program Coordinator, Student Life)
B.A., University of Northern Colorado; M.S.
Colorado State University.
- McCLOY, SAN JUANITA.**1990
(Office Specialist, Developmental Education)
1991 Team Award for Excellence.
- McDONALD, TAMMY R*.**1991
(IT Specialist, Information Technology Services)
A.A.S., Aims Community College; B.A., University
of Northern Colorado.
- McEACHRON, LORI K.**1996
(Office Specialist, Behavioral, Social and
Economic Sciences)
- McENDAFFER, NAOMI**1971
(Accounting, Technician, Fiscal Services)
- McMAHON, ANDREW.**2000
(IT Technician, Information Technology Services)
- MEDBERY, SHIRLEY***1974
(Executive Assistant, Public Information)
A.A., A.A.S., Aims Community College; B.S.,
University of Northern Colorado. 1999 Award
for Excellence.
- MEDINA, EMMA***1989
(Office Specialist, Arts and Sciences, Fort
Lupton Campus)
A.A.S., Aims Community College.
- MEISINGER, DAVID F***1995
(IT Technician, Information Technology Services)
A.S., Aims Community College; B.S., Colorado
State University.
- MERKT, JENNIFER L.***1995
(Bookstore Operations Assistant, Greeley
Campus Bookstore)
A.A.S., Aims Community College.
- MILLER, GEORGE**1998
(Media Technician, Telelearning and Media
Services)
- MILSAP, JERRY**1999
(Campus Security Officer, Public Safety)
- MOORE, JANINE L.***1988
(Printer, Reprographics)
A.A.S., Aims Community College.
- MOSEBAR, ANJANETTE**2000
(Advisor, Loveland Campus)
M.E.d., Colorado State University.
- MULLANEY, MARGUERITE (PEG).**1998
(Assistant Program Coordinator, Aims
Community College Foundation)
B.S., Black Hills State University; M.A., American
University.
- MULTER, FORREST D.***1990
(Senior Media Producer, Telelearning and
Media Services)
A.A., Aims Community College; M.A., University
of Northern Colorado.
- NAGEL, CONNIE K.**1987
(Senior Office Specialist, Fort Lupton Campus)
- NEIGHERBAUER, LINDA A.**1995
(Early Childhood Center Director, Monfort Early
Childhood Education Center, Behavioral, Social
and Economic Sciences)
M.A., University of Northern Colorado.
- NEWMAN, DARLENE J.**1986
(Bookstore Operations Coordinator, Greeley
Campus Bookstore)
- NICHOLS, BONNIE**1992
(Executive Assistant, Information Technology
Services)
- NORTON, LAURA A.**1995
(Senior Office Specialist, Institutional Research)
- NOVAK, JUDITH.**1975
(Librarian, Library Services)
B.A., M.A., University of Northern Colorado.
- OLDRIGHT, KAREN G.**1997
(Office Specialist, Emergency Services,
Mathematics/Natural and Applied Sciences
and Behavioral, Social and Economic Sciences)
- OSAKI-HANSEN, CONNIE L.***1986
(Media Producer, Public Information Office)
A.A.S., Aims Community College; A.O.S.
Colorado Institute of Art.
- OTTE, JEAN L.**1983
(Instructional Designer)
M.A., University of Northern Colorado.
- PEDROZA, GINA**1997
(Office Specialist, Continuing Education)
- PIPES, MARTHA M.***1980
(Senior Executive Assistant, Associate Vice
President for Academic Affairs)
A.A.S., Aims Community College.
- PORTER, BARBARA E***1989
(Executive Assistant, Admissions and Records)
A.A.S., Aims Community College.
- RANDALL, ANNE M.**1994
(Assistant Program Coordinator, Special
Populations Programs, Supplemental Services)
B.A., University of Colorado.
- RATHBUN, MECHELLE A***1989
(Office Specialist, Admissions and Records)
A.A.S., Aims Community College.
- RAWLINGS, JOHNNA L.***1983
(IT Specialist, Information Technology Services)
A.A.S., Aims Community College; B.A., University
of Northern Colorado.
- RENNO, JILL L.**1990
(Office Specialist, Human Resources)
B.S., Colorado State University.
- REYNOLDS, SANDRA E.**1993
(Campus Services Coordinator, Admissions and
Records, Loveland Campus)
B.A., Colorado State University.
- RIVAS, FRANCES L.**1970
(Financial Aide Specialist, Student Financial
Assistance)
- ROQUET, PAUL A*.**1982
(IT Specialist, Information Technology Services)
A.A.S., Aims Community College; B.S., University
of Northern Colorado.
- RUGH, MILES K.**1991
(Stores Distribution Coordinator, Purchasing)
- RUSSELL, JANET K*.**1996
(Purchasing Assistant, Purchasing)
A.A.S., Aims Community College.
- SAPPINGTON, LEE ANN**2000
(Assistant Program Coordinator, Assessment)
A.S., Aims Community College, B.A.,
Mathematics, University of Northern Colorado.
- SATTERLEE, ERIN.**2000
(Assistant Coordinator, Supplemental Services)
M.A., University of Northern Colorado.
- SCARBOROUGH, JANICE*.**1988
(Office Specialist, Student Success Center)
A.G.S., Aims Community College.
- SCHAEFER-RANDOLPH, CARRIE J*.**1993
(Executive Assistant, Purchasing)
A.A., Aims Community College; B.S., Colorado
State University.
- SEGAL, CHRISTINE**1999
(Program Coordinator, Institutional Grant,
Information Technology Services)
M.F.A., Western Illinois University.
- SELL, KAREN**1998
(Program Director, Distance Learning,
Continuing Education)
B.S. University of Northern Colorado; M.A.,
University of Northern Colorado.
- SHAFFER, WILLIAM D.**1996
(Campus Grill Manager, Food Services)
- SHEETS, MARGIE.**1986
(Office Assistant, Fiscal Services)
- SHINGLER, LORNA D.**1993
(Financial Aid Specialist, Student Financial
Assistance)
B.S., Central State University, Oklahoma.
- SICKLES, PATRICK S.**1992
(Chief Flight Instructor, Technology)
B.S., University of Nevada.
- SILVA, YOLANDA**1999
(Office Specialist, Student Financial Assistance)
- SITZMAN, MARY E*.**1989
(Budget Analyst, Fiscal Services)
Certificate and A.A.S., Aims Community College.
- SMITH, DALLAS E.**2000

(Flight Training Instructor, Greeley Flight Center)
B.S., Indiana State University.

SOLETA, BARBARA H......1994
(Senior Office Specialist, Aviation, Technology)

SOUTHER, RANDALL L.*.....1995
(Department Chair, Fire Science; Program Coordinator, Classes/Seminars, Mathematics/Natural and Applied Sciences)
A.A. and Certificate, Emergency Medical Technician-Basic, Aims Community College.

SPERBER, REBECCA L.*.....1985
(Senior Executive Assistant, Continuing Education)
A.A.S., A.G., Aims Community College; Certified Professional Secretary. Leadership Academy for Staff.

STAHLA, RANDY A......1990
(Senior IT Technician, Information Technology Services)

STEPHENS, PATRICIA J.*.....1996
(Office Specialist, Admissions and Records)
A.A.S., Aims Community College.

STEWART, CYNDEE.....2000
(Office Assistant, Admissions and Records)

STEWART, JEANETTE M.*.....1987
(Office Specialist, Admissions and Records)
Certificate, Office Clerical, A.A.S., Aims Community College.

STREIT, CAROL.....2000
(IT Technician, Information Technology Services)
B.S., University of Northern Colorado.

STRONG, LAURA C.*.....1992
(Assistant Program Coordinator, Continuing Education)
A.A.S., Aims Community College.

SWINT, ELSA L......1997
(Accounting Technician, Fiscal Services)

THIBAUT, ROBBE.....1998
(Executive Assistant, Institutional Planning)
B.A., M.P.H., University of Northern Colorado.

THOMAS, JENIFER.....2000
(Biofeedback Lab Coordinator, Behavioral, Social and Economic Sciences)
M.A., Avila College, Kansas City, MO; B.S., Colorado State University.

THOMAS, STUART R.*.....1989
(Assistant Registrar, Admissions and Records)
A.G.S., Aims Community College; B.S., University of Northern Colorado.

THOMPSON, ANNE M......1985
(Facilities Project Manager, Physical Plant)
A.A., Mesa Community College; B.A., Regis University. 1999 Award for Excellence

TUCKER, MARY M......1994
(Advisor, Fort Lupton Campus)
B.A., M.S., Southern Illinois University. Leadership Academy for Staff.

ULLRICH, ROBERT JR......1999

(IT Technician, Information Technology Services)
B.A., University of Northern Colorado.

URANO, DAVID C.*.....1989
(IT Specialist, Information Technology Services)
A.A., A.A.S., Aims Community College; B.S., University of Northern Colorado.

URANO, SHAWNEE*.....1998
(IT Specialist, Information Technology Services)
A.A., Aims Community College.

VAUGHN, F. ANNETTE.....1996
(Lead Child Development Teacher, Monfort Early Childhood Education Center, Behavioral, Social and Economic Sciences)
B.A., Washburn University.

VIEFHAAUS-ZAK, JAMIE.....
(Admissions Counselor, Fort Lupton Campus)

WAGGONER, WILLIAM F......1996
(IT Manager, Information Technology Services)

WAKE, ROY E.*.....1988
(Equipment Mechanic, Grounds Maintenance)
A.S., Aims Community College.

WALKER, JANINE K.*.....1990
(Office Specialist, Academic Affairs)
A.A., Aims Community College.

WALL, DEBRA L......1993
(Senior Office Specialist, Telelearning and Media Services)

WALLIN, KIM.....1999
(Admissions Specialist, Student Affairs)
B.S. Sociology, South Dakota State University.

WASHAM, SHAWNA LEE.....1999
(Program Director of Assessment, Student Success Center)
Ph.D., Colorado State University.

WALTMAN, ROBERT F......1979
(Media Producer, Telelearning and Media Services)
B.A., Adams State College.

WILLOUGHBY, LAURA M.*.....1984
(Senior Office Specialist, Physical Education, Behavioral, Social and Economic Sciences)
A.A., Aims Community College.

WILLOUGHBY, MARGARET*.....1983
(Print Shop Manager, Reprographics)
A.A.S., Aims Community College.

WILMOTH, BETTY.....1999
(Senior Lab Coordinator, Math/Science/Computer Division)
B.S., Colorado State University.

WOODRUFF, KAROLINE.....2000
(Continuing Education Coordinator, Loveland Campus)
B.S., Colorado State University.

WRIGHT, DAVID.....1997
(Media Technician, Telelearning and Media Services)

YARMER, MARJORIE K......1985
(Student Loan Processor, Student Financial Assistance)

YAUK, PAULETTA K......1996
(Office Specialist, Monfort Early Childhood Education Center, Behavioral, Social and Economic Sciences)
B.A., University of Northern Colorado.

YELEK, THERESA*.....2000
(Bookstore Operations, Loveland Campus)
A.A.S., Aims Community College.

YOUNG, SUSAN C.*.....1989
(Senior Executive Assistant, Executive Vice President)
Certified Professional Secretary; A.A.S. Aims Community College; Leadership Academy for Staff.

YUST, SHARON.....1998
(Accounting Technician, Fiscal Services)

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PLEASE provide this voluntary information to be used in Federal and State reporting.

Demographics: gender M F ethnicity Am Indian Black Asian/Pac I Hispanic Caucasian

PLEASE tell us a little more about your educational background and working status.

Highest education level: Non-HS grad HS diploma GED certificate associate bachelor masters or higher

From which high school: _____ Location: _____

Date Graduated: (month/year) _____ If still attending, what grade are you in? ____

College transferring from: _____ Location: _____

Have either of your parents earned a 4-year degree? Yes No

Current working status:

Work place: _____ Location: _____

Working full time part time 1-9 hrs 10-35 hrs Job type/title: _____

Unemployed Are you looking for work? Yes No

OFFICE USE ONLY

I B A H W

Educ. Level

| | | |
|-----|----|-----|
| LHS | HS | GED |
| 1 | 2 | 4 5 |

HS C09-C12

Elem 4: Y N

Employment

| | | |
|---|---|---|
| F | M | P |
| L | N | |

Educ. Goal

TR
FJ
CJ
NJ
PI
X

AA: _____

AS: _____

AAS: _____

CERT: _____

000000: 0000

NONE: major

BE: GED0

BE: ESL0/ESL1

Element 1

| | |
|---|---|
| 1 | 4 |
| 2 | 5 |
| 3 | 6 |

(SGAUSDF)

Elem 2: Y N

Elem 3: Y N

SGASTDN: P F

PLEASE identify the primary reason you want more education now.

to transfer for further education

to prepare for a first full time job

for upgrade or certification of knowledge or skills for my current job

to prepare for a change in my job or field of work

for adult general interest

other

PLEASE select the academic "program" best suited to meeting your objective.

College degree and certificates:

AA: Associates of Arts - Liberal Arts major; emphasis (optional): _____

AS: Associate of Science - Liberal Arts major; emphasis (optional): _____

AAS: Associate of Applied Science - specific major: _____

Occupational Certificate - specific major: _____

AGS: Associate of General Studies - Liberal Arts major; (see advisor to do contract)

College coursework only (no degree); area of interest: _____

Basic skills instruction:

High school equivalency diploma (GED)

ESL (English as a second language) English Institute

Are you concerned about any of the following? (check all that apply)

being ready for college level courses adequate financial resources

choosing a program or courses work schedule conflicts

choosing a career child care availability

What are your attendance plans?

Attending only one quarter? Yes No

Attending only night classes? Yes No

Part Time (less than 12 credits) or Full Time (12 credits or more per term)? Part Time Full Time

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

Date

IMMUNIZATION

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



TRANSFER CREDIT EVALUATION REQUEST

USE THIS FORM FOR CREDIT EVALUATIONS OF:

- ✧ College transcripts
- ✧ Standardized Tests (CLEP, AP, etc)
- ✧ Published Guides (Military training, etc)

Allow up to 30 days for processing after receipt of all documentation. Evaluation results will be mailed to the student and advisor of record.

PLEASE PRINT

| | |
|--|--------------------------------------|
| Name | Student Social Security Number |
| Street | _____ / _____ of expected graduation |
| City | State |
| Zip Code | Telephone (Day/Work) (Eve/Home) |
| Name on transcript(s) if different from current name | Student Signature |
| | Date |

The student is responsible for ordering official transcripts from the previous school(s) attended, as well as catalog course descriptions for courses taken at out-of-state schools. Transfer credit will be evaluated only from official transcripts and only for a declared major. Please indicate below the Aims program toward which you want to have your previous coursework evaluated.

Aims Degree or Certificate:

- Associate of Arts, Liberal Arts
- Associate of Science, Liberal Arts
- Associate of Applied Science: _____

Major (and Option, if applicable)

- Occupational Certificate: _____
Major

Aims Catalog year used for requirements: _____ Aims Advisor: _____

| | | | |
|--|-------|--------------------------------------|--------------------------|
| Transferring from: School, Institution, or Test | State | Have you ordered transcripts? Yes | No |
| | | <input type="checkbox"/> date _____ | <input type="checkbox"/> |
| | | <input type="checkbox"/> date _____ | <input type="checkbox"/> |
| | | <input type="checkbox"/> date _____ | <input type="checkbox"/> |
| | | <input type="checkbox"/> date _____ | <input type="checkbox"/> |

| Office Use Only | |
|-----------------|----|
| Yes | No |
| | |
| | |
| | |
| | |
| | |

| OFFICE USE ONLY | | | | | |
|-----------------|-----------|--------------------|-----------|-----------------|--|
| Received _____ | By _____ | Evaluated by _____ | | | |
| Exp entry _____ | FQA _____ | LQA _____ | LQE _____ | App. Date _____ | |