

A College Serving North-Central Colorado

(Effective Summer Quarter, 2002)

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)857-1736

FAX 970.352.5443

TTY 303.857.4022

TTY for individuals who are deaf, hard of hearing, or speech impaired.

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 is an equal
opportunity/affirmative action educator and employer.**

Aims Community College 2002-2003 Catalog



A letter from the President...

Welcome to Aims Community College

Aims Community College is all about learning and student success. These are the reasons we are here. Our faculty and other college employees are committed to helping you, our students, find the right educational direction and be successful in meeting the goals you set for yourselves.

This catalog is your learning guide. It gives you a brief overview of the college, its history, structure, and what our mission is. It provides information about the people who work here and their qualifications. Most importantly, the catalog tells you what we offer by way of programs and courses and the services we provide to support your selection and pursuit of a course of study.

The Aims Community College catalog explains some of the things you must do to navigate the college system from point of entry to graduation. We encourage you to read the catalog and then discuss your personal and career goals with our student-centered admissions staff. And if you are not yet sure what you want to do - - and this is the case for our students more often than not - - we can help you to make choices that will head you in the right direction.

We really are here to help. If you win, we all win. Let us help to ensure your success. That is why we are here. Good luck!

A handwritten signature in black ink that reads "Brenda Beckman".

Brenda Beckman
Interim President

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Degree and Certificate Quick Reference Guide

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Automotive Collision Repair - Body	83	CIS Programming	1 05	Fire Academy	1 25
Automotive Collision Repair - Refinishing	83	C++ Programming	1 05	Volunteer Firefighter Training	1 25
Automotive Technology:		Help Desk	1 05	General Aviation Pilot	85
AYES Certificate	84	JAVA Programming	1 06	Global Positioning Systems (GPS)	1 27
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Express Certificates	83	UNIX	1 06	Press or Pre-Press	1 00
General Automotive Technician	84	Visual Basic Programming	1 06	Interactive Design:	
Aviation Technology:		Web Page Development	1 06	Animation	1 02
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Instrument Ground Instructor	85	Director	1 12	Medical Transcription	92
Instrument Rating	85	Early Childhood Professions	1 11	Multimedia/Presentation Arts	1 03
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Broadband Technical Management	99	Electronics Technology:		Mammography Technologist	1 33
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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
 Yearyr
 Quarterqtr

DIVISION

Division Names

Abbreviation

Behavioral, Social, and
 Economic Sciences DivisionB SES
 Communications, Humanities,
 and Business DivisionCH B
 Continuing Education DivisionCE
 Developmental Education DivisionDE
 Mathematics/Natural and
 Applied Sciences DivisionM NAS
 Technology DivisionTE CH

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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 general 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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JAVA Programming	Certificate (3 qtr)	TE CH	106
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Visual Basic Programming	Certificate (3 qtr)	TE CH	106
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ABF Auto Body Refinishing	1	50	INS Insurance	2 00
ABR Automotive Collision Repair	1	50	INT International Studies	2 01
ABM Agriculture Business			ITA Italian	1 92
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AMT Automotive Mechanics			MAN Management	2 01
Technology	1	54	MAR Marketing	2 02
ANT Anthropology	1	58	MAS Mexican American Studies	203
ARS Art	1	59	MAS Culture of Mexico and	
ART Art	1	59	South America	2 03
ASL American Sign Language	1	60	MAT Mathematics	2 03
AST Astronomy	1	61	MUS Music	2 05
AVT Aviation Technology	1	61		
			NET Ccomputer Networking	2 06
BCT Construction Technology	1	63	PEA Physical Education Activities	207
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COMMUNITY INTEREST PROGRAMS

Classes are offered in a number of instructional areas for the person who desires to broaden his or her experiences with the study of subjects of special interest. Major emphasis is on personal and professional improvement and growth. Courses are offered if the need or demand arises, an appropriate number of students is available, and a qualified instructor can be secured. Adult education classes also are offered in communities outside Greeley, including Ault, Eaton, Windsor, Kersey, Johnstown, Gilcrest, Fort Lupton, Keenesburg, Loveland, Estes Park, Berthoud, Fort Collins, and others.

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.

FAMILY & LIFE EDUCATION

Family and Life Education provides lifelong 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 and confidence building strategies for themselves and their children. Family topics include: divorce, blended family, and single parent and other family issues.
- 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 (CIIIEI)

The curriculum of the CIIIEI 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.

MUSIC EDUCATION

Jazz/Contemporary Ensemble: 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



Special Instructional Programs

regular basis. Contact person: June Schock, Chair of Music, **970.330.8008**, extension 6357.

Concert Chorale - 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: James Margetts. 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

MAR 256 Real Estate Closing & Trust Accounts4
MAR 257 Real Estate Practice & Law6
MAR 258 Colorado Real Estate Law & Contracts6
MAR 264 Real Estate Current Legal Issues1
MAR 269 Real Estate Practical Applications4

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 250-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.

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.

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:

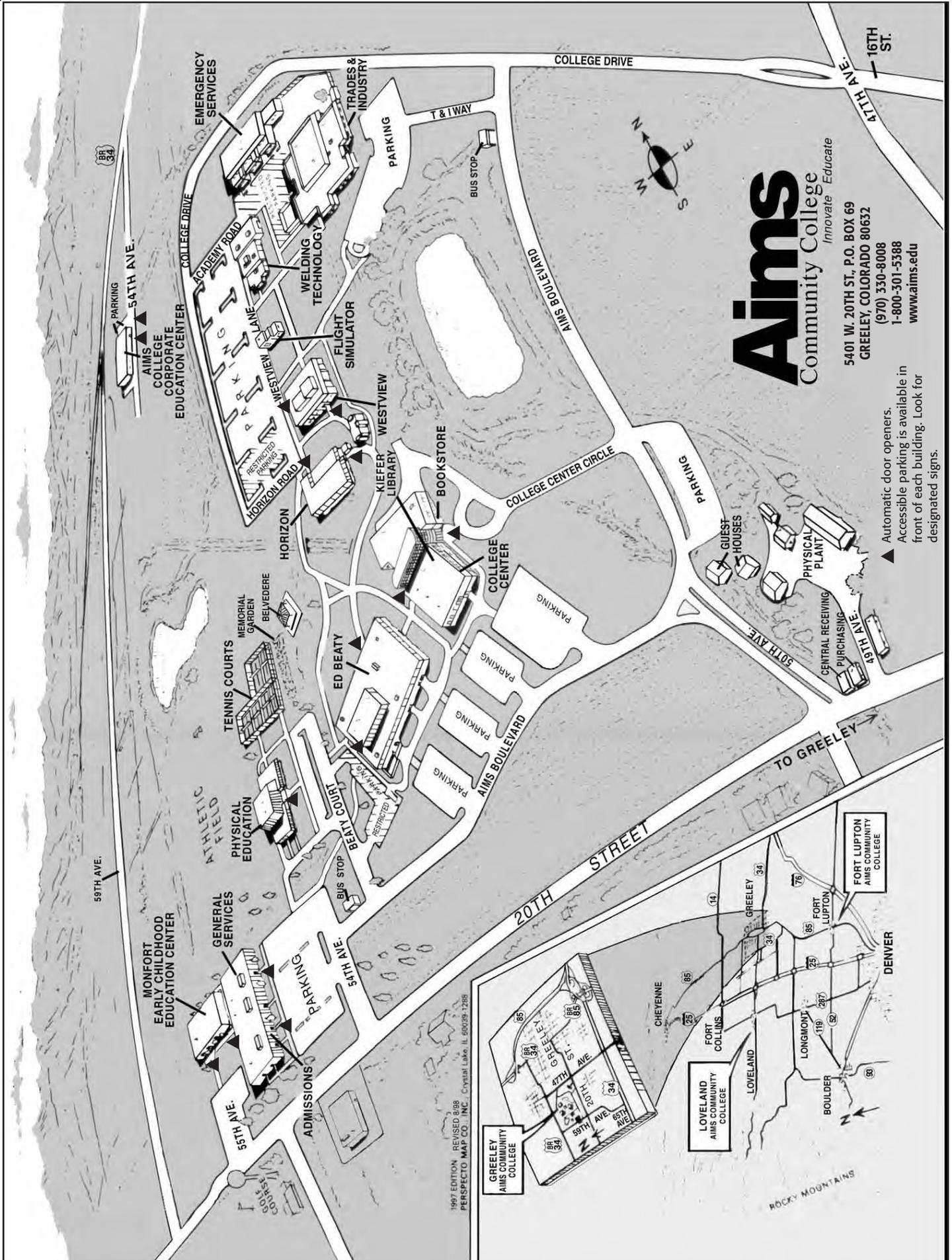
A program linking the last two years of high school and the community college.

Advanced Studies:

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

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.



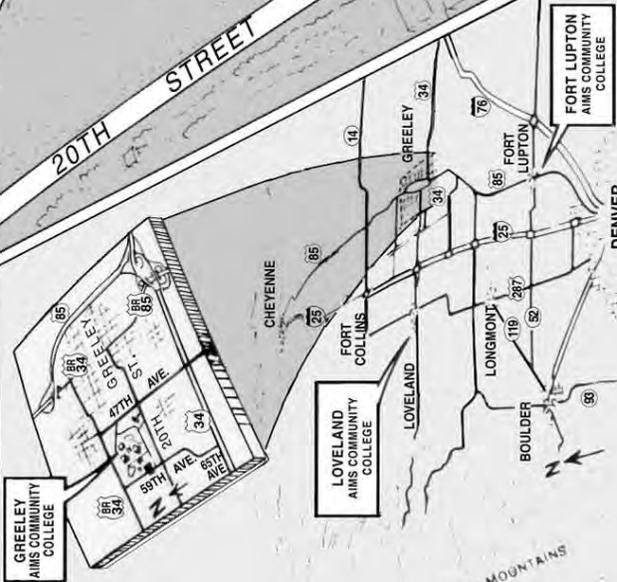
Aims

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 8/98
 PERSPECTO MAP CO., INC., Crystal Lake, IL 60009-1288





SUMMER QUARTER 2002**(4-DAY WEEK, 32 DAYS, 80 MINUTE PERIODS, 2 EVALUATION DAYS)**

Monday, May 20, 2002Returning Student Registration
for both Summer and Fall Quarters Begins

Tuesday, May 28, 2002Open Registration for Summer and Fall Quarters Begins

Monday-Thursday, June 10-August 30, 20024-Day Work/Class Week Schedule
(college closed Friday, Saturday, Sunday)

Monday, June 17, 2002Classes Begin

Thursday, July 4, 2002Fourth of July Holiday (college closed)

Monday, August 12, 2002Last Day of Classes

Tuesday-Wednesday, August 13-14, 2002Evaluation Days

FALL QUARTER 2002**(50 DAYS, 2 EVALUATION DAYS)**

Monday, May 20, 2002Returning Student Registration Begins

Tuesday, May 28, 2002Open Registration Begins

Monday, September 2, 2002Labor Day (college closed)

Monday, September 16, 2002Faculty Return, General Staff Meeting (offices closed to public)

Wednesday, September 25, 2002Classes Begin

Friday, October 11, 2002Water Festival Day (no daytime classes on the Greeley campus)

Wednesday, November 27, 2002College Open - No Classes

Thursday-Friday, November 28-29, 2002Thanksgiving Holiday (college closed)

Monday, December 9, 2002Classes End

Tuesday-Wednesday, December 10-11, 2002Evaluation Days

Thursday, December 12, 2002Tentative Summer/Fall Graduation
(7 p.m.)/End of Quarter

Monday-Friday, December 23-27, 2002Christmas Holiday (college closed)

WINTER QUARTER 2003**(50 DAYS, 2 EVALUATION DAYS, 1 PROFESSIONAL DEVELOPMENT DAY)**

Monday, November 18, 2002Returning Student Registration Begins

Monday, November 25, 2002Open Registration Begins

Monday-Tuesday, December 30-31, 2002College Open - No Classes

Wednesday, January 1, 2003New Year's Holiday (college closed)

Thursday, January 2, 2003Faculty Return

Monday, January 6, 2003Classes Begin

Monday, January 20, 2003Martin Luther King Holiday (college closed)

Friday, February 7, 2003Professional Development Day
(no classes, offices closed to the public)

Tuesday, March 18, 2003Classes End

Wednesday-Thursday, March 19-20, 2003Evaluation Days

Monday-Friday, March 24-28, 2003Spring Break

SPRING QUARTER 2003**(50 DAYS, 2 EVALUATION DAYS, 1 PROFESSIONAL DEVELOPMENT DAY)**

Monday, February 24, 2003Returning Student Registration Begins

Monday, March 3, 2003Open Registration Begins

Monday, March 31, 2003College Open - No Classes

Tuesday, April 1, 2003Classes Begin

Friday, May 2, 2003Professional Development Day (no classes, offices closed to public)

Monday, May 26, 2003Memorial Day (college closed)

Wednesday, June 11, 2003Classes End

Thursday-Friday, June 12-13, 2003Evaluation Days

Saturday, June 14, 2003Winter/Spring Graduation (9 a.m.)/End of Quarter



Academic Calendar 2002-2003

SUMMER QUARTER 2003

(4-DAY WEEK, 32 DAYS, 80 MINUTE PERIODS, 2 EVALUATION DAYS)

Monday, May 19, 2003Returning Student Registration
for both Summer and Fall Quarters Begins
Tuesday, May 27, 2003Open Registration for Summer and Fall Quarters Begins
Monday-Thursday, June 16-Aug. 29, 20034-Day Work/Class Week Schedule
(college closed Friday, Saturday, Sunday)
Monday, June 23, 2003Classes Begin
Friday, July 4, 2003Fourth of July Holiday (college closed)
Thursday, August 14, 2003Last Day of Classes
Monday-Tuesday, August 18-19, 2003Evaluation Days

FALL QUARTER 2003

(50 DAYS, 2 EVALUATION DAYS, 1 WATER FESTIVAL DAY)

Monday, May 19, 2003Returning Student Registration Begins
Tuesday, May 27, 2003Open Registration Begins
Monday, September 1, 2003Labor Day (College closed)
Monday, September 15, 2003Faculty Return, General Staff Meeting
(offices closed to public)
Wednesday, September 24, 2003Classes Begin
Friday, October 10, 2003Water Festival Day
(no daytime classes on the Greeley campus)
Wednesday-Friday, November 26-28, 2003Thanksgiving Holiday (college closed)
Monday, December 8, 2003Classes End
Tuesday-Wednesday, December 9-10, 2003Evaluation Days
Thursday, December 11, 2003Tentative Summer/Fall Graduation
(7 p.m.)/End of Quarter
Monday-Friday, December 22-26, 2003Christmas Holiday (college closed)

WINTER QUARTER 2004
(50 DAYS, 2 EVALUATION DAYS)

Monday, November 17, 2003Returning Student Registration Begins
Monday, November 24, 2003Open Registration Begins
Monday-Wednesday, December 29-31, 2003College Open - No Classes
Thursday, January 1, 2004New Year's Holiday (college closed)
Friday, January 2, 2004Faculty Return
Monday, January 5, 2004Classes Begin
Monday, January 19, 2004Martin Luther King Holiday (college closed)
Monday, March 15, 2004Classes End
Tuesday-Wednesday, March 16-17, 2004Evaluation Days
Thursday-Friday, March 18-19, 2004Professional Development Days
(college closed to public)
Monday-Friday, March 22-26, 2004Spring Break

SPRING QUARTER 2004
(50 DAYS, 2 EVALUATION DAYS)

Monday, February 23, 2004Returning Student Registration Begins
Monday, March 1, 2004Open Registration Begins
Monday, March 29, 2004College Open - No Classes
Tuesday, March 30, 2004Classes Begin
Monday, May 31, 2004Memorial Day (college closed)
Tuesday, June 8, 2004Classes End
Wednesday-Thursday, June 9-10, 2004Evaluation Days
Saturday, June 12, 2004Tentative Winter/Spring Graduation (10 a.m.)/End of Quarter



**Academic
Calendar
2003-2004**



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.

Enrollment has expanded over the past thirty-five years from 900 students in the fall 1967 to over 14,000 credit students annually in 2001.

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;
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.



Aims Overview

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,

Aims Overview, cont.

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	00	00
Rape	00	00
Robbery	00	00
Aggravated Assault	00	00
Burglary	00	00
Motor Vehicle Theft	00	00

CATALOG CHANGES

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





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.

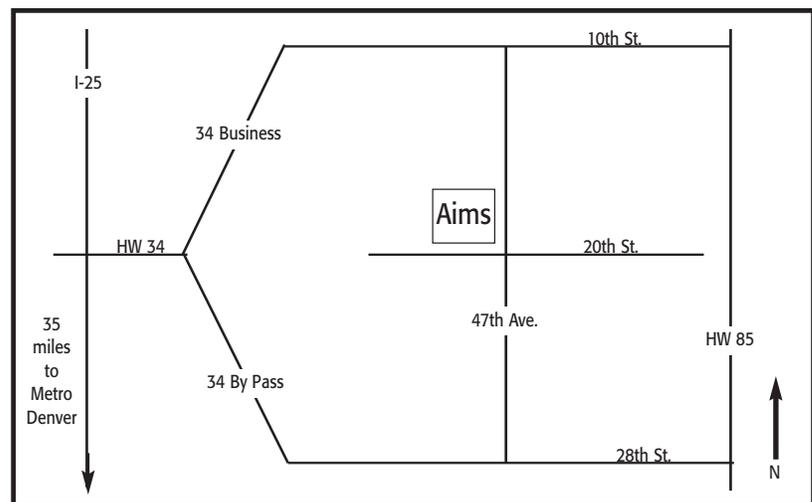
Of the 15,000 students that attend Aims annually, 80% of them take classes on the Greeley Campus.

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 - 303.857.1736
FAX - 970.352.5443

TTY: 303.857.4022

Student Services:

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

Coordinator of Services:

Bev Koppes, Ext. 4316



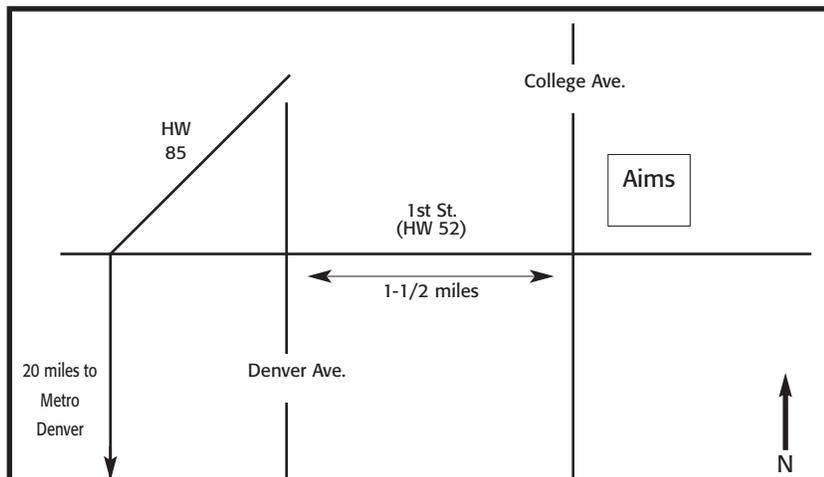
The Aims Community College Fort Lupton Campus was opened in September of 1984. This facility serves the community and educational needs in the southern Weld County and northern Adams County regions. Situated one and one half miles east of downtown Fort Lupton, the passive solar design building has an 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

TTY: 970.667.2387

Student Services:

Senior Advisor, Ext. 3305
Charlotte Hardgrave, Ext. 3312

Coordinator of Services:

Sandy Reynolds, Ext. 3336

Executive Assistant:

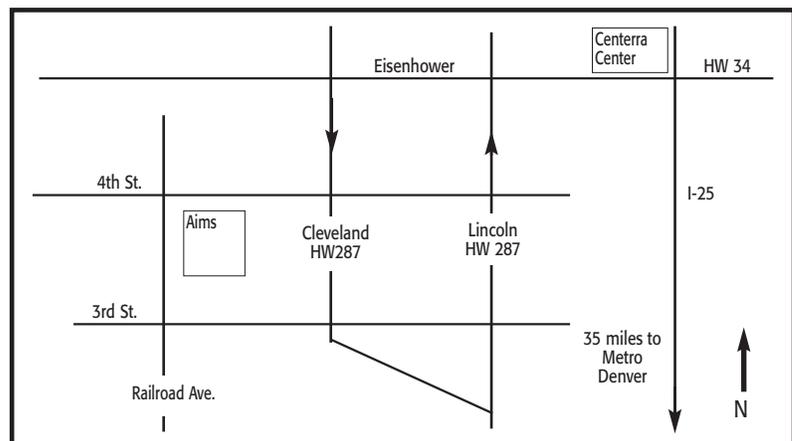
Tobi Hunter, Ext. 3308

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. In 2001, the Centerra Center began offering classes for students.

With advising and proper planning, students can complete an Associate of Arts degree, an Associate of Applied Science in Business Technology, or an GIS 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, employment assistance through Staffing Solutions, weekend/night school opportunities.



**Loveland
Campus**

Map not to scale
104 E. Fourth Street • Loveland, Colorado 80537
970.667.4611

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.

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

Associate of 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.

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.

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, Ext. 6446

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

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 and meet the assessment requirements
- ___ ● Apply for financial aid (if desired)
- ___ ● Check with Career Services
- ___ ● Meet with an Advisor
- ___ ● Register for classes
- ___ ● Complete the payment process
- ___ ● Attend a new Student Connections Orientation
- ___ ● Students under age 18 may be required to complete additional steps for admission and registration.

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. Students under age 18 may be required to complete additional steps for admission and registration. 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 **TTY 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 INFORMATION SESSION

New Students Information Sessions are designed for prospective students that have never been to college. Students with prior college experience should call The Welcome Center for an appointment with an enrollment advisor.

Sessions include:

- The steps to enrollment
- The different programs Aims has to offer
- Tips to taking the placement test
- How to use the catalog and class schedule
- Aims services and special classes available
- Campus tours

Sessions are held weekly at the College Center, 5401 West 20th Street on the Greeley campus. Call The Welcome Center at **970.330.8008**, extension 6745 or e-mail: mmcarleton@aims.edu for a list of times and to reserve your space. For Sessions on the Loveland campus call **970.667.4611**. For Fort Lupton campus, call **303.857.4022**. 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

Admissions & Records

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

ADMISSION REQUIREMENTS

For Domestic Students:

1. Submit a completed Application for Admission.
2. If pursuing an Associate 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.
4. Students under age 18 may be required to complete additional steps for admission and registration.

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 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.

8. International students may receive on-campus employment only if:
 - a. they have completed one quarter as a full-time students with grades of 'C' or better and,
 - b. they have signed approval from the International Student Advisor in the Admissions Office before submitting documents for employment and,
 - c. they have completed proper documents at the Human Resources Office. The students must submit to Human Resources copies of their signed and approved I-20, I-94 and passport.

It is the responsibility of the student to have international transcripts translated into English prior to submitting them by a recognized translation service.

ASSESSMENT REQUIREMENTS

Based on the statewide remedial education policy, students may be required to assess in reading, writing, and math. 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 can 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 taken within the last two years.

Students whose completion of courses at other colleges demonstrates their proficiency in math, English, and/or reading may submit transcripts and course descriptions for the purpose of waiving all or part of the assessment requirement. The student should submit documentation to the Assessment Center in the Student Success Center as early as possible prior to registration.

Students whose assessment scores do not meet college-level course enrollment standards in reading, writing/English and/or mathematics must enroll in pre-college instruction during their first forty-five (45) quarter hours of instruction or first academic year of attendance for full-time students at Aims. ELS and AB E/GED courses are not included in the 45 quarter hour count.

SPECIAL NOTES: Some programs may require that a student take one or more of the assessments even if he/she has previous college coursework, ACT, or SAT scores. This may be done due to certification requirements of those professions.

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 department 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 at extension 6251.

Refer to the quarterly schedule of classes for further information on remedial education requirements at Aims.

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 4333.

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 Form or 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 "Instructor's 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 Instruction and Student Services.

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, 2002. Consult quarterly schedule.)

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

Number of Credit hours	Tuition and Fees Rate Per Credit Hour		
	*In-District	Out-of-District	Out-of-State
1-15 credit hrs	\$29.00	\$48.00	\$139.00
for each credit hour over 15	\$22.00	\$36.00	\$130.00
STUDENT FEE: \$3.00 PER CREDIT HOUR THROUGH 15 CREDIT HOURS FOR ALL STUDENTS (MAXIMUM OF \$45.00 PER STUDENT). THIS FEE INCLUDES INSURANCE. TECHNOLOGY FEE: \$5.00 PER CREDIT HOUR THROUGH 15 CREDIT HOURS (MAX \$75.00)			

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

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

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

Complete information regarding residency is available in the Admissions & 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%. In addition to its internal processes, please be advised that the college also uses external collection services to pursue unpaid amounts. The fee for such services will be added to outstanding balances.

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, 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 Financial Services.
 - B. Students are required to make arrangements for agency billing with Financial 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 Financial 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 Financial 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/career planning and goal setting.
- 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: Roger L. Grimm

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.
4. Other testing offered by Assessment includes CLEP and DANTES exams for credit for prior learning, the Vocational



Student Success Center

Basic Skills Test for a full-time vocational credential, and proctoring of instructional tests as needed.

Students are required to bring their I D's when taking assessments. Call extension 65 62 to inquire about fees and testing times.

CAREER SERVICES

Program Staff:

John Batchelor
Susan Burrows
Judi Gates-Foster
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)
- Business/Industry Career Planning (CSL 105)

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 6264.

Also, check out our website at www.aims.edu/student/career_services/index.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

Undergraduate credit hours awarded within the prior ten years from any regionally accredited higher education institution may 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.

It is the responsibility of the student to have international transcripts translated into English prior to submitting them by a recognized translation service.

STANDARDIZED TESTING

Aims Community College offers transfer 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



Credit for Prior Learning

College Testing-Proiciency Examination Program (ACT-PEP), the Regents College Exams (RCE), and the International Baccalaureate (IB) Exams. To apply for such credit, submit an 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 transfer 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 programs may, therefore, issue an "F" grade rather than the "D".	1
F	Indicates that the student 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	none

in and satisfactorily completing another section of the course in a subsequent quarter.

W	WITHDRAWAL: Indicated withdrawal from the course. May be student or faculty initiated through 60% of the course.	none
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

Aims Community College believes in and supports a high level of academic achievement. To assist students in attaining this goal, an academic standards policy has been developed. The primary objective of this policy is to encourage student success and to assist students who are experiencing academic difficulties. In order for a student to receive a degree or certificate, a minimum cumulative GPA of 2.00 is required. For a complete description of the Aims Community College Academic Standards Policy, please see the current Schedule of Classes. Financial aid and certain Aims programs may have more specific guidelines concerning course load and GPA.

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.

1. Name
2. Affirmation of whether currently enrolled full time or part time.

3. Dates and terms of attendance.

4. Major fields of study.

5. Degrees and/or certificates earned.

Addresses are considered personally identifiable information and are not released as Directory Information except for the following:

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

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.
8. In compliance with judicial order or subpoena.
9. In case of emergency to protect the health, safety, or welfare of the student or other persons.
10. Officials of reciprocal lending libraries when materials borrowed are overdue.

11. Military recruiters who (as mandated by the Solomon Amendment of 1997) have access to name, address, telephone number, date of birth, level of education, and educational institution most recently attended in addition to Directory Information listed above.

12. Persons or organizations providing financial aid to students or determining financial aid decisions on the condition that the information is necessary to:

- a. determine eligibility for the aid,
- b. determine the amount of aid,
- c. determine the condition for aid, or
- d. enforce the terms and conditions of the aid.

13. In response to a request for information under the USA PATRIOT Act of 2001.

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.





Lynne Suppes
Director

Location:

General Services Building

Telephone: 970.330.8008, Ext. 6548

Assistant Director:

Jeffrey Gregory

Aims Community College administers numerous federal, state, and institutional programs designed to assist **undergraduate** students in meeting their educational costs. 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 eligibility. To determine eligibility in a consistent manner, federal and state regulations require financial aid applicants to complete the Free Application for Federal Student Aid (FAFSA). Applications and information about financial aid may be obtained from high school guidance counselors and/or Student Financial Assistance at Aims Community College.

All aid applicants must have the following:

1. Current admission application
2. Declared program (eligible degree or certificate)
3. High School diploma, 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 QuarterApril 15
- Winter QuarterOctober 15
- Spring and Summer* Quarter .. January 15

*In addition to filing the FAFSA, students interested in financial aid for Summer Quarter must complete the Supplemental Summer Financial Aid Application available from Aims

Community College Student Financial Assistance beginning the first week of Spring Quarter.

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 date for all quarters is April 15.**

ESTIMATED ACADEMIC YEAR BUDGETS (9 MONTHS)

INDIRECT BUDGET

Room and Board	\$ 7,776.00
Books and Supplies	\$ 1,095.00
Misc. Expenses	\$ 2,493.00
Transportation	\$ 765.00
Total	\$12,129.00

TUITION AND FEES

In District Resident	\$1,332.00
Out of District Resident	\$2,016.00
Out of State Resident	\$5,292.00

Add indirect budget to tuition and fees to estimate financial assistance budget. Example: (\$12,129 + \$1,332 = \$13,461)

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

ELIGIBILITY

To determine eligibility for the various types of grants, loans, and work-study, the student and parents (if 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.

REMEDIAL COURSEWORK

Financial aid applicants may need remedial coursework as determined by assessment testing at Aims Community College. A maximum of 45 credit hours of remedial coursework can be taken into account when determining a student's enrollment status for state or federal financial aid purposes. The



Student Financial Assistance

remedial coursework should be taken within the first four quarters of enrollment. If more than 45 credits of remedial coursework are needed, the additional credits will not be counted toward a student's enrollment status for state or federal financial aid purposes.

GRANTS

FEDERAL PELL GRANT:

Federal Pell Grant eligibility is determined by the federal government. Pell Grant awards are preliminary and may be adjusted, depending upon residency status while attending classes, number of credit hours carried, and the final payment schedule developed by the 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 \$3,750 for the 2001-02 academic year.

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT:

Awards will be made to undergraduate students with high need 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 average \$1,200 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 for the 2001-02 academic year average \$1,800.

COLORADO LEVERAGING EDUCATIONAL ASSISTANCE PARTNERSHIP (LEAP) GRANT:

These funds are awarded to students with exceptional need. Awards for the 2001-2002 academic year average \$1,200. Funds are a combination of state and federal allocations.

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. Wages are paid on the basis of an hour's pay for an hour's work. Students may not earn more than their award amount, as determined by Student Financial Assistance. Awards currently average \$1,800 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 more than their award amount, as determined by Student Financial Assistance. Awards currently average \$1,800 per academic year.

LOANS

WILLIAM D. FORD FEDERAL FAMILY EDUCATION LOAN PROGRAMS

1. FEDERAL DIRECT LOANS

LOAN LIMIT - An eligible student who has not successfully completed the first year of a program of undergraduate education may borrow up to \$2,625 per academic year. An eligible 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 for independent students.

INTEREST RATE - Variable, not to exceed 8.25%, plus 3% loan fee.

3. FEDERAL DIRECT PLUS LOANS

Parents of dependent undergraduate students may apply for this loan program.

LOAN LIMITS - A parent may borrow up to the cost of education minus any financial aid including 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 must 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 qualified graduating seniors from Weld, Larimer or Brighton high schools. Qualified students who have recently 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 Community College Student Financial Assistance Office for more information.

VETERANS BENEFITS

Student Financial Assistance works with the Department of Veterans Affairs to ensure that Aims students eligible under Title 38, United States Code, receive their benefits. The following programs are included: Chapter 30 and 1606 - Montgomery GI Bill; Chapters 31, 32, 35; and Section 901 and 903.

Students who may be eligible for benefits are encouraged to contact Student Financial Assistance at least 12 weeks before enrolling to allow for adequate application processing time with Aims and the Department of Veterans Affairs.

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 Student Financial Assistance at time of registration.

CHAPTER 30 - MONTGOMERY GI BILL - MONTHLY RATES:

Full-Time (12 or more credit hours)	\$672
Three-Quarter Time (9-11.5 credit hours)	504
Half Time (6-8.5 credit hours)	336

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)	\$272
Three-Quarter Time (9-11.5 credit hours)	204
Half Time (6-8.5 credit hours)	135

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

Full-Time (12 or more credit hours)	\$608
Three-Quarter Time (9-11.5 credit hours)	456
Half Time (6-8.5 credit hours)	304

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 Cashier 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 will 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
 8. "NR" no report
- 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 up to 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

up to 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 1** - Have his/her appeal approved by the Financial Aid Appeals Committee. **OPTION 2** - 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 Director of Student Life.
- 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 Director of Student Life.
- 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 Student Financial Assistance/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.

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 to current Aviation program students; one \$3,000 award to a Colorado high school senior entering the Aviation program after graduation.

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 Technology)

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.

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 \$1,980 per academic year.

AIMS FOUNDATION**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.

AWARD**FLORENCE WINOGRAD SCHOLARSHIPS***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 one \$750 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**WINOGRAD FOUNDATION SCHOLARSHIP***Awarding Division:*

Aims Foundation

Award Amount:

Two \$1,000 awards

Application Deadline:

May 1

Qualifications:

Contact the Aims Foundation for further details.

AWARD**DEBBIE LEVAN MEMORIAL STUDENT FUND***Awarding Division:*

Aims Foundation

Award Amount:

Varies

Application Deadline:

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**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.

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."

FOUNDATION BOARD



Linda O'Shea, President, Aims Foundation

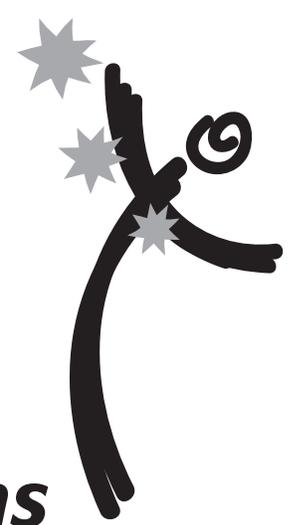
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- Lynda Nielsen, Executive Director



Reach for a new d

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. With one year to go, the campaign has raised more than \$6.6 million, including \$3.6 million in grants and other funding through the college. Distribution to campaign funds will begin in 2002. Prominent results of the

campaign on the Aims Greeley campus include 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, a paint booth for the Automotive Collision Repair Technology program, updated X-ray equipment in the Radiology lab and substantial donations to fund scholarships are among the many other gifts 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, and technology and to support the three-campus distance-learning connection, which was completed in time for classes in Winter quarter 2001.



Aims Foundation



Ron Fay
Director

Location:

College Center, Room 733

Telephone:

970.330.8008, Ext. 6450

Orientation/Student

Activities Coordinator:

Shannon McCasland, Ext. 6754

Single Parent Program Coordinator:

Eran Norgren, Ext. 6917

Office Supervisor:

Laura Hensley, Ext. 6450

Assistant:

Ext. 6225

Game Room/Computer Facility:

Ext. 6575

TTY: 970.339.6623

Arty's Campus Grill:

College Center, Ext. 6302/6405

Graphics Technician:

Ext. 6857

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.

THE STUDENT LIFE OFFICE

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 the Student Government Association and the Student Programming Council, with representation from the three Aims campuses. These boards work together, forming the Associated Students Board.

Student Government Association - The SGA provides a student voice in campus decision making processes and brings student concerns to the forefront of campus operations. This group provides input on student life issues to the college administration and the Aims Board of Trustees. Additionally, this board assists in chartering and working with student clubs and organizations.

Student Programming Council - The SPC 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, honors, social, and departmental groups. Get involved by contacting the Student Life Office for a current listing of chartered clubs and organizations.

Food Service - Arty's Grill (located in the College Center) offers breakfast and lunch menus consisting of grill items, hot food specials, sandwiches, a variety of beverages, and snack items.

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.



Student Life

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 ASA CC Board and clubs/organizations to give students an opportunity to commission a professional artist to develop promotional materials, brochures, and signs at no cost.

Honors Programs - Included is the Distinguished Scholar Awards program, Academic Excellence Week, Academic Honors Ceremony, and Beta Kappa Lambda - the Aims chapter of Phi Theta Kappa.

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, academic advising information, 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 ASA CC representative at Loveland/Fort Lupton campuses) to obtain a free student ID.

The Opportunity Center's Single Parent Program - Provides support and resources to students balancing college and solo-parenting.



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 qualified graduating seniors from Weld, Larimer or Brighton high schools. Qualified students who have recently 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. Contact the Aims Community College Student Financial Assistance Office for more 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 transcripted 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 29 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 (B.S.) 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. (Please see Continuing Education Division for further information.)

NONTRADITIONAL TRANSITION OPPORTUNITIES

HIGH SCHOOL DIPLOMA PROGRAM

This diploma is designed as a self-paced, competency-based opportunity. It allows the motivated learner to apply life skills to achieve a high school diploma. (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.

Students may also purchase their textbooks through the internet by going to our web site. Our address is www.efollett.com.

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 6 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.

**General Information**

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 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.

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.

The College does not provide student health insurance coverage. Information about obtaining a health insurance policy is available in the Student Life office in the College Center.

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. Remote access to electronic databases is available for all Aims students and employees through Campus Pipeline at <http://ep.aims.edu>. 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 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 digital multi track audio recording/production studio which includes both sound effects and production music libraries. Original narration, sound tracks, and audio for multimedia programs are produced in this facility. On-location audio

taping, such as guest lectures, and both high-speed and real-time audio and CD 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, DVD, and CD ROM production and duplication.

Teleconferencing services include live satellite downlinks, interactive 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 and off-air taping and teleconferences, and cable access is available. Programs are also prepared and 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. **TTY 970.339.6388**. Fort Lupton Campus, **970.352.4664**; and Loveland Campus 105.2, **970.667.4611**, extension 3313. **TTY 970.667.2387**.

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 Form or Accommodations form to ensure accommodations are available on the first day of classes.

Aims Community College

- ◀ College Center
- ◀ Ed Beaty Hall
- ◀ Physical Education
- ◀ General Services (Admissions)
- ◀ Monfort Early Childhood Center

- Ban Thai Guest House ▶
- Emergency Services Academy ▶
- Trades and Industry ▶
- Welding Technology ▶
- Westview ▶



Dr. Consuelo Lopez
Vice President for Instruction
and Student Services

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

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

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

Four academic units--Behavioral, Social, and Economic Sciences; Communications, Humanities, and Business; Mathematics/Natural and Applied Sciences; and Technology--offer degrees and certificates designed for transfer to four-year institutions and/or placement into specific occupations. 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 should be able to demonstrate the following competencies:

- 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.

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 degrees 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.) DEGREE

The Associate of Arts (A.A.) degree is 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 Associate of Arts (A.A.) and the Associate of Science (A.S.) 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. degree. 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. degree. The student may select only one emphasis to be recorded with the Liberal Arts major for the A.A. degree.

Although all courses included within an Associate of Arts 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. 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 Instruction and Student Services or his/her designee.

GENERAL REQUIREMENTS FOR THE A.A. DEGREE

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

1. Ninety (90) quarter credit hours in approved course work are required for graduation. Particular program requirements are outlined in this catalog within the program section.
2. A student must maintain a minimum cumulative grade point average of 2.0 (a "C" average) in the A.A. 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. No courses numbered below 100 may be applied toward completion of the A.A. degree. Most courses numbered 100 or above, including some generally transferable occupational courses, apply toward completion of the A.A. degree. See your faculty advisor for appropriate courses for the A.A. degree.
5. Occupational courses are accepted toward the A.A. degree requirements only upon the approval of the Vice President for Instruction and Student Services or his/her designee. This approval is given only when the courses are appropriate to the student's educational objectives.
6. A maximum of five additional credits of physical education (beyond the three required) can be applied toward completion of elective credits in the A.A. degree program.
7. The student's faculty advisor must sign the application for graduation. Students pursuing an A.A. degree, Liberal Arts major with an emphasis should check with the division offering the emphasis for additional required signatures. Required signatures certify that the advisor has reviewed completion of the student's degree requirements.

ASSOCIATE OF SCIENCE (A.S.) DEGREE

The Associate of Science (A.S.) degree is 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 Associate of Arts (A.A.) and the Associate of Science (A.S.) 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.S. degree. 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.S. degree. The student may select only one emphasis to be recorded with the Liberal Arts major for the A.S. degree.

Although all courses included within 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.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 Instruction and Student Services or his/her designee.

GENERAL REQUIREMENTS FOR THE A.S. DEGREE

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

1. Ninety (90) quarter credit hours in approved course work are required for graduation. Particular program requirements are outlined in this catalog within the program section.
2. A student must maintain a minimum cumulative grade point average of 2.0 (a "C" average) in the A.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. No courses numbered below 100 may be applied toward completion of the A.S. degree. Most courses numbered 100 or above, including some generally transferable occupational courses, apply toward completion of the A.S. degree. See your faculty advisor for appropriate courses for the A.S. degree.
5. Occupational courses are accepted toward the A.S. degree requirements only upon the approval of the Vice President for Instruction and Student Services or his/her designee. This approval is given only when the courses are appropriate to the student's educational objectives.
6. The A.S. 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. The 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; and all mathematics, science, and computer courses applied to this degree must be completed with a grade of "C" or better.

- The student's faculty advisor must sign the application for graduation. For the A.S. degree, the Mathematics/Natural and Applied Science Division Mathematics or Science Chair must also sign the application. Required signatures certify that the faculty advisor (and, in the case of the A.S. degree, the mathematics and science departments) has reviewed completion of the student's degree requirements.

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

The Associate of General Studies (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.G.S. DEGREE

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

- Ninety-six quarter hours credit in approved course work are required for graduation.

Particular program requirements are outlined in this catalog within the program section.

- A student must maintain a minimum cumulative grade point average of 2.0 (a "C" average) in the A.G.S. degree program curriculum.
- Twenty-four quarter hours of course work applicable to the degree program and completed prior to graduation must be Aims Community College courses.
- No courses numbered below 100 may be applied toward completion of the A.G.S. degree.
- Occupational courses are applicable toward the A.G.S. degree requirements when the courses are appropriate to the student's educational objectives.
- The student's faculty advisor must sign the application for graduation. The A.G.S. 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:

- A minimum of ninety-five quarter hours in approved course work is required for graduation. Since each A.A.S. program is designed for a specified occupational field, the minimum requirements will vary with the particular program.
- Twenty-three quarter hours of the total must be in general education courses. Course requirements for the various A.A.S. degree programs are outlined in this catalog within the program section.

- A minimum cumulative grade point average of 2.0 (a "C" average) in the particular A.A.S. degree program curriculum.
- Twenty-four quarter hours of course work applicable to the degree and completed prior to graduation must be Aims Community College courses.
- No courses numbered below 100 may be applied toward completion of the A.A.S. degree.
- 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.
- 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:

- A minimum cumulative grade point average of 2.0 (a "C" average) in the particular certificate program curriculum.
- 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.
- No courses numbered below 100 may be applied toward completion of a Certificate in Occupational Education.
- 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.
- 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	

Mathematics5 or 6

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	

Science5 or 15

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

Behavioral and Social Sciences . . .10 or 15

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	

Humanities10 or 15

ART 110 Art Appreciation	
ART 111 Art History I	
ART 112 Art History II	
* 111 Foreign Language I	
* 112 Foreign Language II, Part 1	
* 113 Foreign Language II, Part 2	
* 211 Foreign Language III	
* 212 Foreign Language IV, Part 1	
* 213 Foreign Language IV, Part 2	
HUM 121 Survey of Humanities I	
HUM 122 Survey of Humanities II	
HUM 123 Survey of Humanities III	
LIT 115 Introduction to Literature I	
LIT 201 Masterpieces of Literature I	
LIT 202 Masterpieces of Literature II	
MUS 120 Music Appreciation	
MUS 121 Introduction to Music History I	
MUS 122 Introduction to Music History II	
PHI 111 Introduction to Philosophy	
PHI 112 Ethics	
PHI 113 Logic	
THE 105 Introduction to Theatre Arts	
THE 211 Development of Theatre I	
THE 212 Development of Theatre II	

* Includes Spanish, French, Italian, German, 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. Contact personnel in the division office offering the course 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	5
Science	5
Technology	5
Physical Education	3
Electives	7
Total	90

CORE CURRICULUM

Total Minimum Requirements: CREDITS

COMMUNICATIONS

ENG 121 English Composition	5
As a result of placement testing, students may be required to take Basic Composition (ENG 090) as a prerequisite for ENG 121. Students who take ENG 090, 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 111 Art History I.	5
ART 112 Art History II	5
* 111 Foreign Language I	5
* 112 Foreign Language II, Part 1.	5
* 113 Foreign Language II, Part 2.	5
* 211 Foreign Language III	5
* 212 Foreign Language IV, Part 1	5
* 213 Foreign Language IV, Part 2	5
HUM 122 Survey of Humanities II	5
HUM 123 Survey of Humanities III.	5
LIT 115 Introduction to Literature	5
LIT 201 Masterpieces of Literature I	5
LIT 202 Masterpieces of Literature II.	5
MUS 120 Music Appreciation	5
MUS 121 Introduction to Music History I.	5
MUS 122 Introduction to Music History II.	5
PHI 111 Introduction to Philosophy.	5
PHI 112 Ethics.	5
PHI 113 Logic	5
THE 105 Introduction to Theatre Arts	5
THE 211 Development of Theatre I.	5
THE 212 Development of Theatre II	5
* Includes Spanish, French, Italian, German, and others recognized as meeting Core requirements. Check the current schedule of classes for foreign languages offered.	
Total Credits for A.A. Degree.	15

BEHAVIORAL, SOCIAL, AND ECONOMIC SCIENCES CREDITS

Select one from the following courses:	5
PSY 101 General Psychology I	5
SOC 101 Introduction to Sociology I.	5
Select two courses with different prefixes from two of the following areas 10	

ANTHROPOLOGY

ANT 101 Cultural Anthropology.	5
ANT 111 Physical Anthropology	5

ECONOMICS

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

HISTORY

HIS 101 Western Civilization I	5
HIS 102 Western Civilization II.	5
HIS 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.A. Degree.	15

MATHEMATICS AND SCIENCE
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 090, MAT 109) 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 Transfer advisors for additional information.

Total credits for A.A. degree 5

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
Total credits for A.A. degree	5

TECHNOLOGY. CREDIT
 (See your advisor for approved transferable 5-credit courses.)
Total credits for A.A. degree 5

PHYSICAL EDUCATION
 A minimum of three 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. In addition to the courses noted above, HEN 191 may fulfill up to 1.5 credits of the physical education 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 credit hour requirement for the degree program.
Total credits for A.A. Degree 3

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

Total elective credits

for A.A. Degree **27 credits**

Total credits for A.A. degree 90

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	10
Behavioral, Social, and Economic Sciences	10
Physical Education	3
Mathematics	5
Science	12-15
Technology	5
Electives	26-30
Total	90

CORE CURRICULUM

Total Minimum Requirements: CREDITS

COMMUNICATIONS

ENG 121 English Composition 5
As a result of placement testing, students may be required to take Basic Composition (ENG 090) as a prerequisite for ENG 121. Students who take ENG 090, 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 two courses from one or two different disciplines. The following course is required of all students:

HUM 121 Survey of Humanities I 5

Students will select the other course from those listed below.

ART 110 Art Appreciation 5

ART 111 Art History I 5

ART 112 Art History II 5

* 111 Foreign Language I 5

* 112 Foreign Language II, Part 1 5

* 113 Foreign Language II, Part 2 5

* 211 Foreign Language III 5

* 212 Foreign Language IV, Part 1 5

* 213 Foreign Language IV, Part 2 5

HUM 122 Survey of Humanities II 5

HUM 123 Survey of Humanities III 5

LIT 115 Introduction to Literature 5

LIT 201 Masterpieces of Literature I 5

LIT 202 Masterpieces of Literature II 5

MUS 120 Music Appreciation 5

MUS 121 Introduction to Music History I 5

MUS 122 Introduction to Music History II 5

PHI 111 Introduction to Philosophy 5

PHI 112 Ethics 5

PHI 113 Logic 5

THE 105 Introduction to Theatre Arts 5

THE 211 Development of Theatre I 5

THE 212 Development of Theatre II 5

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

Total Credits for A.S. Degree 10

BEHAVIORAL, SOCIAL, AND**ECONOMIC SCIENCES****CREDITS**

Select one of the following courses:

PSY 101 General Psychology I 5

SOC 101 Introduction to Sociology I 5

Select one course from the

following areas: 5

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 10

TECHNOLOGY CREDITS

(See your advisor for approved transferable 5-credit courses.)

Total credits for A.S. degree 5

PHYSICAL EDUCATION

A minimum of three 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. In addition to the courses noted above, HEN 191 may fulfill up to 1.5 credits of the physical education 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 credit hour requirement for the degree program.

Total Credits for A.S. Degree 3

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. 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.

TECHNOLOGY 5

MATHEMATICS, SCIENCE AND COMPUTER

Students will select from approved courses having the following prefixes: AS T, 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 103, MAT 109, MAT 110, and any courses numbered below 100.

Total Mathematics, Science, and Computer Credits for the A.S. Degree. minimum of 47
Total credits for the A.S. degree 90

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:

	CREDITS
COMMUNICATIONS AND HUMANITIES	15

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. In addition to the courses noted above, HEN 191 may fulfill up to 1.5 credits of the physical education 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, 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 GP A 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, Digital Communications, Management Information Sciences, 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 HEALTH 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. Contact U NC for required degree courses and electives.

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. Contact U NC for required degree courses and electives.



Alternative Transfer Degrees

ACCOUNTING DEPARTMENT

Location:

Westview, Office 690
970.330.8008, Ext. 6208

Department Chair:

Kerry Colton, Ext. 6215

Assistant Chair:

Claudia Stevens, Ext. 6362

Faculty:

Tammy Bracken, Ext. 6506
Ken Neet, Ext. 6384

Loveland Campus:

Accounting questions contact:
Kerry Colton, Ext. 6215

Campus Chair, Fort Lupton Campus:

Ellen Swieter, 303.857.4022, Ext. 4311

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 902
970.330.8008, Ext. 6313

Department Chair and Academy Director:

Charles E. Myers II, Ext. 6451

Faculty:

Susan Gearheart, Ext. 6560

Associate Director, Peace Officer Academy:

Susan "MK" Beecher, Ext. 6313

DEGREES/CERTIFICATES OFFERED:

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

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. degree or A.A. emphasis)

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

Campus Chair, Fort Lupton Campus:

Ellen Swieter, 303.857.4022, Ext. 4311

DEGREES/CERTIFICATES OFFERED:

Marketing/Management Degree Program

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

Management Certificate (one-year certificate)

Real Estate License Courses



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:

Lindsey Lenstrom, Ext. 6208

Lori McEachron, Ext. 6233



**Behavioral,
Social, and
Economic
Sciences
Division**

PHYSICAL EDUCATION DEPARTMENT**Location:**

Gym, Room 429
970.330.8008, Ext. 6295

Department Chair:

Sam Heen, Ext. 6515

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:**Assistant Chair:**

Susan Burrows, Ext. 6217

Faculty:

Dr. Allan Obert, Ext. 6217
Dr. ShawnaLee K. Washam, Ext. 6346
Wendy Wright-Kilker, Ext. 6205
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

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

Department Chair:

Roger DeWitt, Anthropology, Ext. 6238,
rdewitt@aims.edu

Faculty:

Cathy Beighey, Sociology, Ext. 6371
cbeighey@aims.edu
Dr. Vicky Bollenbacher, Political Science
Ext. 6314, vbollenbacher@aims.edu
Dr. Ruth Hertzberg, History Ext. 6505
rhertzberg@aims.edu
Dr. Michael Kelsey, Economics, Geography,
Ext. 6393, mikelk@aims.edu
Jeffrey Reynolds, History, Ext. 6484,
jeffren@aims.edu
Ron Courson, Sociology, Fort Lupton
Campus: 303.857.4022, Ext. 4305,
rcour@aims.edu
Dr. Tracey Trenam, History, Loveland Campus
970.667.4611, Ext. 3330,
ttrenam@aims.edu

Campus Chair, Loveland Campus:

Rita Clark, 970.667.4611, Ext. 3317

DEGREES/CERTIFICATES OFFERED:**International Studies Emphasis**

(two-year A.A. degree)

Political Science Emphasis

(two-year A.A. degree)

Prelaw Emphasis (two-year A.A. degree)**Sociology 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:

Dr. Ann Aron, Ext. 6240

Business Lab Supervisor:

John Jordan, Ext. 6338

Faculty:

DeLynn Anderson, Ext. 6919
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:

Holly Hartwick, Ext. 6426

Writing Lab Coordinator:

John Jordan, Ext. 6328

Faculty:

Don Butler, Ext. 6370
Chuck Fisher, Ext. 6520
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:

Nancy Martz, Ext. 6234

SPEECH

Location:

Westview, Room 652
970.330.8008, Ext. 6244

Assistant Department Chair, 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:

Tedd Runge, Ext. 6287

Assistant Department Chair:

June Schock, Ext. 6357



**Susan Cribelli
Academic Dean**

Division Office Location:

Westview, Room 652

Telephone: 970.330.8008, Ext. 6244

TTY: 970.339.6597

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



**Communications,
Humanities, and
Business Division**

Faculty:

James Margetts, Ext. 6922

Senior Office Specialist:

Janet Koeltzow, Ext. 6259

FORT LUPTON CAMPUS**Telephone:**

303.857.4022 or 1.800.301.5388

Campus Chair: Liberal Arts:

Liz Ryan, Ext. 4309

Campus Chair: Business Programs and Technology

Ellen Swieter, Ext. 4311

Faculty:

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

LOVELAND CAMPUS**Telephone:**

970.667.4611

Campus Chair, Communications, Humanities and Business:

Michael Ort, Ext. 3315

Faculty:

Evan Oakley, English and Humanities, Ext. 3332

Susan Ehrfurth, 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**Medical Transcription Certificate****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, Corel 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.



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

TTY: available on pay phone

WEB Site:

www.aimsced.com

Associate Dean:

Mary Webster, Ext. 6385

Senior Executive Assistant:

Rebecca Sperber, Ext. 6752

**Continuing Education Coordinator:
Loveland & Fort Lupton Campuses:**

Karoline Woodruff
970.330.8008, Ext. 52-3306

Location:

Aims Loveland Campus
104 E. 4th St., Loveland, CO 80537
970.667.4611, Ext. 3306
FAX: 970.635.9022

Location:

Aims Fort Lupton Campus
260 College Avenue
Fort Lupton, CO 80621
303-447-9092, Ext. 3306

Distance Learning Director:

Karen Sell, Ext. 6836

**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

**High School Diploma Program/
Work Keys Director:**

Marsha Harmon, Ext. 6318



Kodak Technology Lab Director:

Gary Fortner, Ext. 6794

Microsoft Certification Director:

John Hutson, Ext. 6783

**Small Business Development
Center Director:**

Don Abbott, 970.352.3661, Ext. 107
FAX: 970.352.3572

Location:

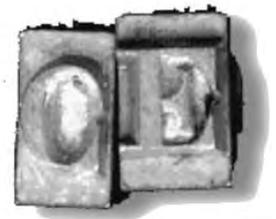
Greeley-Weld Chamber of Commerce,
902 7th Ave., Greeley, CO 80631

Training and Development Director:

Roseann Guyette, Ext. 6578

Office Staff:

Nickie Archibeque, Ext. 6739
Sandra Dexter, Ext. 6706
Jeanine Dodge, Ext. 6492
Erin Fay, Ext. 6504
Rudy Garcia, Ext. 6786
Jackie Hill, Ext. 6681
Jannette Noonan, Ext. 6785
Jill Renno, Ext. 6354
Christine Richers, Ext. 6681
Gina Sanchez, Ext. 6213
Russell Smith, Ext. 6784
Laura Strong, Ext. 6418



**Continuing
Education
Division**

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. 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 conference center for business, educational, professional and personal use. Use our facilities for:

- Corporate conferences and retreats
- 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 U S 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, grease boards, fixed and moveable monitors and V CRs, and Internet compatibility. Videoconferencing is also available

- 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 comfortably. A variety of audio-visual equipment is available in most rooms including: overhead projector, projection screen, TV/VCR, slide projector, flip chart, grease board, free-standing microphones, podium with microphone, and satellite downlink capability. The grounds or fields are available for gatherings or athletic activities.

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.

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. For information, **970.330.8008**, Ext. 6794.

KODAK TECHNOLOGY LAB

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. For information, **970.330.8008**, Ext. 6794.

MORGAN 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.

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/Larimer County High School Diploma Program is designed as a self-paced, competency-based opportunity for students. 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/Larimer 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 allows 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 are better self-directed individuals who are better equipped to be productive members of the community. For information, **970.330.8008**, Ext. 6318.

SMALL BUSINESS DEVELOPMENT CENTER

The Small Business Development Center provides free one-on-one business assistance to current and prospective small business owners. The Small Business Development Center offers 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 Center makes 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.

The Colorado Small Business Development Center (SBDC) Network is partially funded by the US Small Business Administration (SBA). The support given through such funding does not constitute an expressed or implied endorsement of any of the co-sponsors' or participants' opinions, products or services. The Colorado SBDC is a partnership between the Colorado Office of Business Development, the US SBA, Aims Community College, Greeley/Weld Chamber of Commerce and other supporting organizations. For information, **970.352.3566**, Ext. 107.

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. For information, **970.330.8008**, Ext. 6578.

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. For information, **970.330.8008**, Ext. 6578.

COMPUTER INFORMATION SYSTEMS MICROSOFT CERTIFIED SYSTEMS ADMINISTRATOR (MCSA) CERTIFICATION CERTIFICATE (Certificate Program)

This program is offered only at the Aims Corporate Education Center. This certificate prepares a student for the Microsoft Certified Systems Administrator (MCSA) certification. The course work is a valid measure of technical proficiency and expertise in administering and supporting existing Windows 2000-based systems, including Windows NET Server.

Advisors: John Hutson, Ext. 6783
Karen Sell, Ext. 6836

COMPUTER INFORMATION SYSTEMS MICROSOFT CERTIFIED SYSTEMS ADMINISTRATOR (MCSA) CERTIFICATION CERTIFICATE

See Computer Technology

COMPUTER INFORMATION SYSTEMS MCSE - MICROSOFT WINDOWS 2000 CERTIFICATION CERTIFICATE (Certificate Program)

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

Microsoft Certified Systems Engineer (MCSE) credential is a premier technical certification for computer professionals. By earning this certification, students are demonstrating that they have the skills necessary to lead organizations in the successful design, implementation, and administration of the Microsoft Windows 2000 platform and Microsoft server products.

Advisors: John Hutson, Ext. 6783

Karen Sell, Ext. 6836

COMPUTER INFORMATION SYSTEMS MCSE - MICROSOFT WINDOWS 2000 CERTIFICATION CERTIFICATE

See Computer 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-pro vide the services at no charge.* For information, **970.330.8008**, Ext. 6578.

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. For information, **970.330.8008**, Ext. 6578.

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. For information, **970.330.8008**, Ext. 6578.

WORKKEYS 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 is an ACT certified Service Center which can help identify the skills needed to perform specific jobs. 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. For information, **970.330.8008**, Ext. 6318.

BASIC TELEPHONE INSTALLATION PROGRAM (Certificate Program)

Pending state approval

This program is designed to teach students how to perform the duties and responsibilities of a Network Technician with emphasis on:

- Safety when working with tools
- Customer care behavior
- Quality standards for telephone installation at each element of the communication path.

The goal is to train students to become the best Network Technician possible using curriculum provided to Aims Community College by Qwest. It is the same curriculum used to train Qwest employees. Very specific criteria must be met to pass this program.

Advisor: Roseann Guyette, **970.336.6480**

Director of Training and Development

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 2002 include Alaska, Antarctica, Belize, China, Costa Rica, Egypt, Galapagos Islands, Greece, Ireland, Italy, Israel, Kenya, Morocco, Peru, Turkey, and Spain. For information, **970.330.8008**, Ext. 6794.

PROGRAMS FOR YOUTH

A variety of courses for youth from first grade 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. For information, **970.330.8008**, Ext. 6675.

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, and Explorations in Science. Instructors include Aims faculty, public/private school teachers and other approved professionals. For information, **970.330.8008**, Ext. 6675.

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 30 hours of classroom instruction plus 15 hours in a vehicle (8 hours of driving, including experience using both automatic and standard vehicles, and 7 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. For information, **970.330.8008**, Ext. 6675.

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, Digital Communication, Management Information Sciences, Health Care Management Technical Management, and Public Safety Management.

A Masters of Business Administration can also be obtained through Franklin University. For information, **970.330.8008**, Ext. 6675.

BUSINESS ADMINISTRATION (B.S. Degree - Franklin University)

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

MASTERS OF BUSINESS ADMINISTRATION (B.S. Degree - Franklin University)

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 consists of 6-week courses. Students

enrolled 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

COMPUTER SCIENCE (B.S. Degree - Franklin University)

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

(133 Semester Credit Hours)

See Computer Technology

DIGITAL COMMUNICATION (B.S. Degree - Franklin University)

The Digital Communication major is ideal for students interested in Internet marketing, including designing and managing web pages. This program is designed to give students effective digital communication skills by including a unique combination of cutting-edge computer science, marketing, graphic design and business courses. Students can choose from two different paths; web development or e-marketing, both providing students with the background needed for a broad range of careers in this rapidly growing industry.

B.S. DEGREE COMPLETION REQUIREMENTS

(122 Semester Credit Hours)

See Computer Technology

HEALTH CARE MANAGEMENT (B.S. Degree - Franklin University)

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

(124 Semester Credit Hours)

See Health Professions

MANAGEMENT INFORMATION SCIENCES (B.S. Degree - Franklin University)

The major in Management Information Sciences 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 Sciences; 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

(130 Semester Credit Hours)

See Computer Technology

PUBLIC SAFETY ADMINISTRATION (B.S. Degree - Franklin University)

The Public Safety Management 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 Officer, 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: 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.

TECHNICAL MANAGEMENT (B.S. Degree - Franklin University)

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

(124 Semester Credit Hours)

See Technology Division

DISTANCE LEARNING

The purpose of Aims Community College's Distance Learning 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, Internet, e-mail, and chat rooms.

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. For information, 970.330.8008, Ext. 6786.

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 general education courses and programs are available through Distance Learning at Aims Community College courses 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.

GENERAL EDUCATION COURSES

CIS 118 Introduction to PC Applications
 CSC 100 Computer Literacy
 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
 GEO 105 World Geography
 HIS 101 Western Civilization I
 HUM 122 Survey of Humanities II
 HUM 123 Survey of Humanities III
 MUS 120 Music Appreciation
 PHY 111 Physics: Algebra Based I
 PHY 112 Physics: Algebra Based II
 POS 111 American Government
 PSY 101 General Psychology I
 PSY 120 Psychology of Leadership & Interpersonal Relations
 SOC 101 Introduction to Sociology I
 SPE 115 Principles of Speech Communication

PROGRAMS AND CERTIFICATES:

Biomedical Electronic Technology Program
 Computer Information Systems
 Electronic Technology Certificate
 Marketing and Management with a certificate in Sales and Customer Service
 Microsoft Certified System Engineer Program
 Mortgage Banking Program
 Telecommunications Program

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' ENG 100 Composition Style and Technique or ENG 131 Technical Writing, 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 may receive a Radiology Equipment Repair Certificate in conjunction with 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.

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 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

ELECTRONICS TECHNOLOGY (Certificate Program)

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 by distance learning.

See Electronics

INFORMATION TECHNOLOGY PROGRAM (Certificate 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 Computer Technology

A.A. DEGREE WITH EMPHASIS IN COMPUTER INFORMATION SYSTEMS

See Technology Division, Computer Technology

SALES AND CUSTOMER SERVICE (Certificate)

This program is designed for entrance into and career advancement in sales and customer service industries, particularly with companies related to telecommunication. After students earn this certificate and gain some experience in business, there are opportunities to move into marketing positions.

NOTE: COM 246, COM 247, COM 248, and MAN 265 are offered only by distance at the distance learning tuition rate which includes all books and materials; the remaining certificate courses may be taken by distance or on campus. Students may register for distance courses through Continuing Education either online at www.aimsced.com or faxing forms to **970.339.6646**. For more information call toll-free **1.888.644.3451**.

SALES AND CUSTOMER SERVICE CERTIFICATE CREDITS

CIS 118 Introduction to PC Applications	.5
OR	
CSC 100 Computer Literacy	.5
BUS 115 Introduction to Business	.5
COM 246 Principles of Telecommunications	.5
COM 247 Digital Convergence and Emerging Technologies	.5
COM 248 Ethics and Social Responsibility in Telecommunications	.5
MAN 265 Sales and Customer Service for Telecommunications	.5
MAR 111 Principles of Sales	.5
MAR 216 Principles of Marketing	.5
Total Certificate Credits	.40

MORTGAGE BANKING PROGRAM (Associate of Arts Degree/Emphasis)

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 principles 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

TELECOMMUNICATIONS PROGRAM (Associate of Arts Degree/Emphasis)

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 291 through CIS 296 telecommunications courses in this program are offered only in a distance learning format which includes additional fees beyond standard tuition rates.

TELECOMMUNICATION CERTIFICATE

See Computer Technology

ASSOCIATE OF ARTS DEGREE WITH TELECOMMUNICATIONS EMPHASIS

See Technology Division, Computer Technology

FULL-TIME FACULTY AND AFFILIATED PERSONNEL

E.C. "Vera" Benavidez, Campus Chair, Fort Lupton; English as a Second Language, Fort Lupton Campus
 Ruth Gomez, Chair, Reading/English; Reading & Adult Basic Education
 Phyllis Gosch, Reading; 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, 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
 Robert Sullivan, Learning Lab Chair
 Arthur Terrazas, Chair, Math/GED
 Maria Velasquez, Chair, English as a Second Language

The Developmental Education Division plays an important part in the success of many students. New students take assessment tests and talk to advisors to find out whether they are ready to enter a particular course of study or program. Some students need to improve their academic skills in order to 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.



Developmental Education Division



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 Specialist:

Juanita McCloy

Telephone: 970.330.8008,

Ext. 6406, 6229

FAX:

970.339.6474

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-to-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
Eric Harris, Ext. 6343
Liz Owen, Ext. 6407

Program Coordinator:

Richard Thibault, Ext. 6536

Program Director:

Barbara Foster, Ext. 6449

DEGREES/CERTIFICATES OFFERED:

First Responder Certificate

Emergency Medical Technician - Basic
(Certificate)

Emergency Medical Technician - Intermediate
(Certificate)

Emergency Medical Services Emphasis
(A.A. Degree)



Dr. Walt Richter
Academic Dean

Division Office Location:

Ed Beaty Hall, Room 592

Telephone: 970.330.8008, Ext. 6252

Executive Assistant:

Linette Guy

Senior Office Specialist:

Vicki Leroux

Office Specialist Part-time:

Debbie Sherin

Location:

Emergency Services Academy, Room 903

Telephone:

970.330.8008, Ext. 6269

Senior Office Specialist:

Bonnie Nichols

Office Specialist:

Karen Oldright

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:

Dick Minor, Ext. 6263

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

Faculty:

Lana Simonds, Ext. 6890

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)

Home Health Aide (Certificate)

Health Care Management

(B.S. Degree Franklin University Alliance)

Bachelor's in Applied Science

(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:

Nan Cramer, Ext. 6436

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

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:

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
Monica Ramirez, Geology, GIS, and Earth Sciences, Ext. 6310
Dr. Leba Sarkis, General Biology & Microbiology, Ext. 6367
Dr. Grant Wilson, Anatomy & Physiology, Ext. 6334

Senior Lab Coordinator:

Betty Wilmoth, Ext. 6379

Loveland Campus Chair:

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 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, or mathematics 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, and science areas. All mathematics, and science 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



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

Senior 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

Executive Assistant
Barbara Soleta
Aims Flight Center
970.330.8008, Ext. 6472

(in College Assessment Center) prior to enrollment. Additional placement or diagnostic evaluations may be required before acceptance into a specific program.

5. Students lacking specific essential skills or background may obtain required knowledge through preparatory courses within the College. See a program advisor for additional information.

General Education Requirements: Each A.A.S. degree requires a minimum of 23 quarter credit hours of general education courses. These courses may be program specific or recommended by the program advisor in some areas.

AGRICULTURE TECHNOLOGY DEPARTMENT

Location:

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

Department Chair, Aviation and Agriculture

Gina West, Ext. 6373

Assistant Chair, Aviation and Agriculture

Dave Schaubert, Ext. 6631

Faculty:

Richard Dunn, Ext. 6522

DEGREES/CERTIFICATES OFFERED:

Agriculture Business Management

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

Agriculture Business Planning & Financial Records (Certificate)

Agricultural Business Financial Analysis (Certificate)

Agricultural Business Marketing & Risk Management (Certificate)

Advanced Agriculture Business Management (Certificate)

Pending State Approval:

Agricultural Rural Business Entrepreneurship (Certificate)

Agricultural Production Worker (Certificate)

Young Farmer Program Training (Certificate)

AUTOMOTIVE COLLISION REPAIR TECHNOLOGY DEPARTMENT

Location:

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

Department Chair, Trades and Industry

Pat Hergenreter, Ext. 6278

Assistant Chair, Trades and Industry

Paul Hasty, Ext. 6203
Dennis Schossow, Ext. 6277

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)



Technology Division

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

Department Chair, Trades and Industry

Pat Hergenreter, Ext. 6278

Assistant Chair, Trades and Industry

Paul Hasty, Ext. 6203
Dennis Schossow, Ext. 6277

Faculty:

Mark Brothe, Ext. 6277

DEGREES/CERTIFICATES OFFERED:**General Automotive Technician Option**
(two-year A.A.S. Degree)**AYES Certificate****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

Gina West, Ext. 6373

Assistant Chair, Aviation and Agriculture

Dave Schaubert, Ext. 6631

Faculty:

Martin Boniek, Ext. 6377
Jim Colburn, Ext. 6300

AIMS FLIGHT TRAINING CENTER**Location:**

Greeley-Weld County Airport,
970.356.0790

Director:

Greg Gaiser, Ext. 6827

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)

Private Pilot

Instrument Rating

Commercial Pilot

Multi-engine Rating

Certified Flight Instructor

Instrument Flight Instructor Rating

Multi-engine Flight Instructor Rating

Basic Ground Instructor

Advanced Ground Instructor

Instrument Ground Instructor

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:

Ruby Loveless, Ext. 6372

Fort Lupton Campus Chair:

Ellen Swieter, Ext. 4311

DEGREES/CERTIFICATES OFFERED:**Computer Information Systems** (A.A.S. Degree)**CIS Programming** (Certificate)**C++ Programming** (Certificate)**Help Desk** (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)**Digital Communication** (B.S. Degree Franklin
University Alliance)**Management Information Sciences**
(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

Peter Montez, Ext. 6872

Jon Schiltz, Ext. 6414

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

Peter Montez, Ext. 6376

Jon Schiltz, Ext. 6414

Faculty:

John Lenz, Ext. 6626

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

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

Engineering Technology (Certificate)**WELDING
TECHNOLOGY DEPARTMENT****Location:**

Welding Tech Center, Room 151
970.330.8008, Ext. 6203

Department Chair, Trades and Industry

Pat Hergenreter, Ext. 6278

Assistant Chair, Trades and Industry

Paul Hasty, Ext. 6203

Dennis Schossow, Ext. 6277

Faculty:

Jeff Klein, Ext. 6203
Eric Warren, Ext. 6203

DEGREES/CERTIFICATES OFFERED:**Welding** (two-year A.A.S. Degree)**Welding Technician** (Certificate)**Basic Welding and Cutting** (Certificate)**SMAW** (Certificate)**GMAW & FCAW** (Certificate)**Advanced Welding Processes** (Certificate)**Hensel Phelps Construction Certificates**

Construction Welding I

Construction Welding II

Construction Welding III

Construction Welding IV

Construction Welding V

Construction Welding VI

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:

Gina West, Ext. 6373

Assistant Chair, Aviation and Agriculture:

Dave Schaubert, Ext. 6631

Faculty:

Richard Dunn, Ext. 6522

DEGREES/CERTIFICATES OFFERED:

Agriculture Business Management

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

Agriculture Business Management Certificates

Ag/Business Planning & Financial Records
Ag/Business Marketing & Risk Management
Advanced Ag/Business Management
Ag/Rural Business Entrepreneurship

Agricultural Production Worker (Certificate)

Young Farmer Program Training (Certificate)

ADVISORS:

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

Agriculture 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 6284.

AGRICULTURE BUSINESS MANAGEMENT

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 Agriculture 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

ABM 111 Business Planning and Financial Records I	1	3.5
ABM 112 Business Planning and Financial Records II	1	3.5
ABM 121 Business Financial Analysis I	1	3.5
ABM 122 Business Financial Analysis II	1	3.5
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 A.A.S. degree program.

SUGGESTED ELECTIVES: (30 credits required)

(Select with advisor approval)

ABM 131 Business Marketing & Risk Management I	1	3.5
ABM 132 Business Marketing & Risk Management II	1	3.5
ABM 141 Business Management I	1	3.5
ABM 142 Business Management II	1	3.5

PENDING STATE APPROVAL

ABM 151 Rural Business Entrepreneurship I	1	3.5
ABM 152 Rural Business Entrepreneurship II	1	3.5
Total credits from above courses:		30

Consult an advisor for selection of electives for A.A.S. Degree.

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



Agriculture

*PHI 113 Logic5
Total credits from above courses:10
Total Credits for A.A.S. Degree:107

AGRICULTURE BUSINESS MANAGEMENT CERTIFICATE(S)

CERTIFICATE REQUIREMENTS:

Agriculture Business Planning &

Financial Records:

ABM 111 Business Planning & Financial Records I1 3.5
 ABM 112 Business Planning & Financial Records II1 3.5

Agriculture Business Financial Analysis:

ABM 121 Business Financial Analysis I ...13.5
 ABM 122 Business Financial Analysis II ..13.5

Agriculture Business Marketing &

Risk Management:

ABM 131 Business Marketing & Risk Management I1 3.5
 ABM 132 Business Marketing & Risk Management II1 3.5

Advanced Agriculture Business Management:

ABM 141 Business Management I13.5
 ABM 142 Business Management II13.5

Pending State Approval

Agricultural Rural Business Entrepreneurship:

ABM 151 Rural Business Entrepreneurship1 3.5
 ABM 152 Rural Business Entrepreneurship1 3.5

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 6522.

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 Training4
 AGF 171 Young Farmer Training - Part II ..2
Total Credits for Certificate:6

YOUNG FARMER TRAINING PROGRAM

AGF 180 Young Farmer Training/Computer Group4

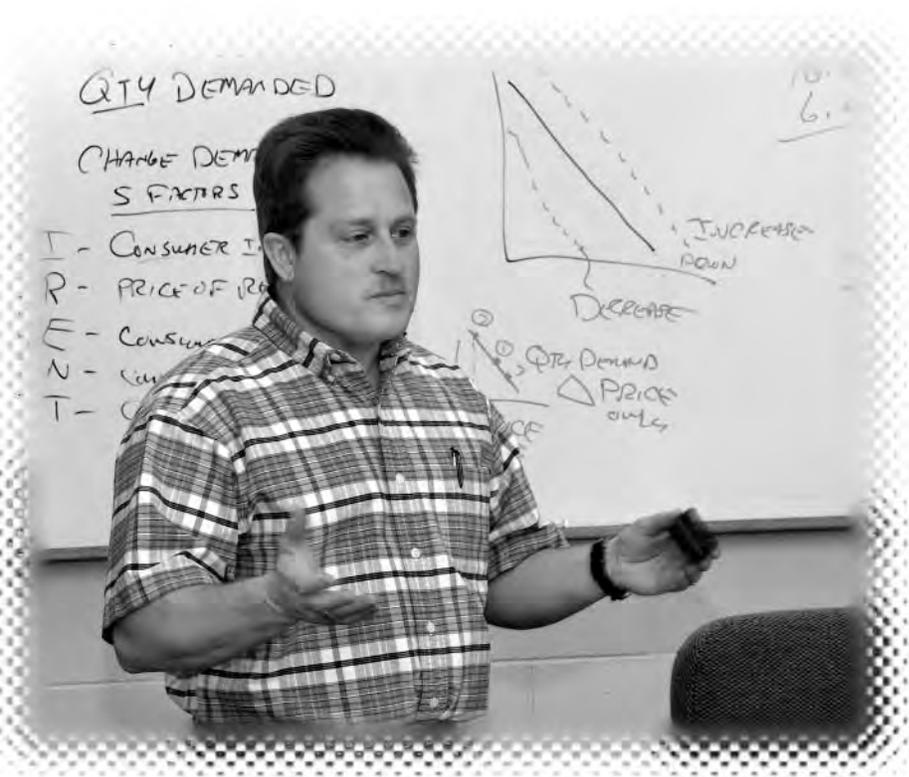
AGF 181 Young Farmer Training - Part II/Computer Group2
Total Credits for Certificate:6

YOUNG FARMER TRAINING PROGRAM

AGF 190 Young Farmer Training/Marketing4
 AGF 191 Young Farmer Training - Part II/Marketing2
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:

Pat Hergenreter, Ext. 6278

Assistant Chair, Trades and Industry:

Paul Hasty, Ext. 6203
Dennis Schossow, Ext. 6277

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 Technology Division program advisor's signature on the course registration before registering.



Automotive Technology

COLLISION REPAIR DEGREE**DEGREE PROGRAM:**

DEGREE REQUIREMENTS:	CREDITS
ABR 132 Plastics & Adhesives	5.5
ABR 141 Non-Structural I	8.5
ABR 142 Non-Structural II	6.5
ABR 143 Structural I	2
ABR 241 Structural II	2
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	8.5
ABR 142 Non-Structural II	6.5
ABR 143 Structural I	2
ABR 151 Painting & Refinishing I	2
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	2
ABF 152 Painting & Refinishing II	2
ABF 153 Painting & Refinishing III	2
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	1	8.5
ABR 142 Non Structural Damage Analysis and Repair II	1	6.5
ABR 143 Structural Damage Analysis and Repair I	1	2
ABR 241 Structural Damage Analysis and Repair II	1	2
ABR 132 Plastics & Adhesives	5.5	
ABF 151 Painting & Refinishing I	1	2
ABF 152 Painting & Refinishing II	1	2
ABF 153 Painting & Refinishing III	1	2
ABR 123 Damage Appraisal & Estimating	4	
All certificates are available in module form.		

AUTOMOTIVE COLLISION REPAIR TECHNOLOGY ADVISORY COMMITTEE

Don Croghan	Northern Colorado Appraisal
Steve Peif	Hi-Tech Autobody
Melva Ruyle	State Farm Insurance
Don Wilson	Precision Auto Body
Lorri Wilson	Precision Auto Body
Nick Zenzen	Fort Collins Collision Repair

AUTOMOTIVE TECHNOLOGY (A NATEF Certified Program) TECHNOLOGY DIVISION**Location:**

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

Department Chair, Trades and Industry:

Pat Hergenreter, Ext. 6278

Assistant Chair, Trades and Industry:

Paul Hasty, Ext. 6203
Dennis Schossow, Ext 6277

Faculty:

Mark Brothe, Ext. 6914, Ext. 6277

DEGREES/CERTIFICATES OFFERED:**General Automotive Technician Option**

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

AYES Certificate (Certificate)**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, Ext. 6914

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.

AYES Certificate: AYES (Automotive Youth Educational System) certificate is 719 clock hours with 800 hours of internship - specifically designed for high school student.

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 A YES 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 Skills USA/VICA 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	2.0
AMT 232 Electrical	1.5.5

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:	7.6.5 to 7.9

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 109 Survey of Algebra	.5

Select one of the following:

BUS 141 Introduction to Communications	.5
BUS 142 Intermediate Communications	.5
Total General Education Hours (minimum):	2.8
Total Credit Hours For A.A.S. Degree (minimum):	10.4.5

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	2.0
AMT 232 Electrical	1.5.5
Total Option Credit Hours:	5.2

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:	1.3
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	2.0
AMT 232 Electrical	1.5.5
AMT 262 Automotive Electronics	.4
AMT 267 Advanced Technology	.8
AMT 268 Equipment & Procedures	1.2
AMT 269 Diagnostics/Driveability	1.2
Total Option Credit Hours:	7.2

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 109 Survey of Algebra	.5

Select one of the following:

BUS 141 Introduction to Communications	.5
BUS 142 Intermediate Communications	.5

Total General Education Hours (minimum):	2.8
Total Credit Hours For A.A.S. Degree (minimum):	10.0

DIAGNOSTICS/DRIVEABILITY OPTION

CERTIFICATE REQUIREMENTS:	CREDITS
AMT 110 Automotive Shop Safety	0.5
AMT 133 Engine Performance	2.0
AMT 232 Electrical	1.5.5
AMT 268 Equipment & Procedures	1.2
Total Option Credit Hours:	4.8

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:	1.3
Total Credit Hours for Certificate:	.61

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

AMT 131 Brakes	.8
AMT 132 Steering and Suspension	.8
AMT 133 Engine Performance	2.0
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

AYES CERTIFICATE

CERTIFICATE REQUIREMENTS:	CREDITS
AMT 101 Auto Fundamentals	.4
AMT 110 Shop Safety	0.5
AMT 131 Brakes	.8
AMT 132 Steering & Suspension Systems	.8
AMT 133 Engine Performance	2.0
AMT 232 Electrical	1.5.5
AMT 290 Internship	.4
Total Credit Hours for Certificate:	.60

AUTOMOTIVE TECHNOLOGY ADVISORY COMMITTEE

Jon Anderson
Champion Dodge
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:

Gina West, Ext. 6373

Assistant Chair, Aviation and Agriculture:

Dave Schaubert, Ext. 6631

Faculty:

Martin Boniek, Ext. 6377
Jim Colburn, Ext. 6300

AIMS FLIGHT TRAINING CENTER

Location:

Greeley-Weld County Airport,
970.356.0790

Director:

Greg Gaiser

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)

Private Pilot
Instrument Rating
Commercial Pilot
Multi-engine Rating
Certified Flight Instructor
Instrument Flight Instructor Rating
Multi-engine Flight Instructor Rating
Basic Ground Instructor
Advanced Ground Instructor
Instrument Ground Instructor

ADVISORS:

Martin Boniek, Ext. 6377
Jim Colburn, Ext. 6300
Gina West, Ext. 6373

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) option. Times may be shorter if the student is eligible to receive credit for previous flying experience or college transfer credits. 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 flight instructor, 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

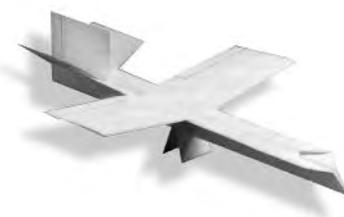
Tests 1, 2, & 3 are Aims College requirements; tests 4 & 5 are requirements of the Aviation Department. If the student successfully passes the Computer Literacy test, he/she will not be required to take a computer class. Otherwise, the student will be required to take one computer class with advisor 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 and flight instructor for flight labs. Charges for aircraft and instructors are subject to change without notice. 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



Aviation

information detailing the fees and flight expenses. For more information, call the Aims Flight Center at **970.356.0790** or **1.800.677.2467**.

Credit for previous flying experience may be awarded with the approval of the division/department. This will be determined on an individual basis.

Registration Requirement: All students enrolling in Technology Division courses MUST have an appropriate Technology Division program advisor's signature on the registration form **BEFORE** registering.

**GENERAL AVIATION PILOT OPTION
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 Seminar1
 AVT 101 Private Flight Lab I2
 AVT 102 Private Flight Lab II2
 AVT 103 Instrument/Commercial Flight Lab I3
 AVT 104 Instrument/Commercial Flight Lab II3
 AVT 105 Private Flight Simulator3
 AVT 108 Private Ground School6
 AVT 109 Instrument Ground School6

AVT 111 Instrument Flight Simulator I3
 AVT 115 Aviation Management & Economics5
 AVT 205 Flight Instructor Ground School ...5
 AVT 206 Commercial Ground School3
 AVT 213 Advanced Instrument Simulator .6
 AVT 216 Instrument/Commercial Flight Lab III4
 AVT 217 Instrument/Commercial Flight Lab IV4
 AVT 226 Multi-Engine Simulator I, Single Pilot3
 *EAS 106 Meteorology4
 *ENG 121 English Composition I5
Total credits from above courses:68

Select a math course with advisor approval:

*MAT 121 College Algebra6
 ENT 116 Technical Mathematics5
Total credits from above courses:5-6

Select one of the following with advisor approval:

*PHY 105 Conceptual Physics5
 *PHY 111 Physics - Algebra Based I5
 *PHY 112 Physics - Algebra Based II5
 *PHY 113 Physics - Algebra Based III5
Total credits from above courses: 5

Select one of the following with advisor approval:

*SPE 115 Public Speaking5

*SPE 215 Organizational Communications .5
Total credits from above courses:5

Aviation Electives These electives may include non-aviation subjects. (Select 1 5-16 credit hours with advisor approval to total 99 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 Instructor2
 AVT 208 Advanced Ground Instructor2
 AVT 209 Instrument Ground Instructor ...2
 AVT 218 Certified Flight Instructor Flight Lab5
 AVT 219 Instrument Flight Instructor Flight Lab3
 AVT 225 Multi-Engine Transition Lab2
 AVT 227 Multi-Engine Simulator II, Single Pilot2
 AVT 228 Multi-Engine Simulator III, Single Pilot1
Total credits from above courses (Aviation Electives):15-16
Total Credits for Degree General Aviation Option:minimum 99



**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 **will** 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. The 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 airline placement, must also meet the following requirements.

1. Average academic GPA of at least 3.0
2. Satisfactory completion with "C" or better on 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 Seminar1
AVT 101	Private Flight Lab I2
AVT 102	Private Flight Lab II2
AVT 103	Instrument/Commercial Flight Lab I3
AVT 104	Instrument/Commercial Flight Lab II3
AVT 105	Private Flight Simulator3
AVT 108	Private Ground School6
AVT 109	Instrument Ground School6
AVT 111	Instrument Flight Simulator I3
AVT 115	Aviation Management & Economics5
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 School3
AVT 213	Advanced Instrument Simulator	..6
AVT 214	Multi-Engine Simulator, Airline Transition5
AVT 216	Instrument/Commercial Flight Lab III4
AVT 217	Instrument/Commercial Flight Lab IV4
AVT 225	Multi-Engine Transition Lab2
AVT 226	Multi-Engine Simulator I, Single Pilot3
AVT 235	Transport Category Aircraft Systems and Engines10
AVT 237	Professional Pilot Preparation	...1
*EAS 106	Meteorology4
*ENG 121	English Composition I5
*MAT 121	College Algebra6
Total credits from above courses:92		

Select one of the following with advisor approval:

*PHY 105	Conceptual Physics5
*PHY 111	Physics - Algebra Based I5
*PHY 112	Physics - Algebra Based II5
*PHY 113	Physics - Algebra Based III5

Total credits from above courses: 5

Select one of the following with advisor approval:

*SPE 115	Public Speaking5
*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: 112

AVIATION CERTIFICATE PROGRAM

CERTIFICATE REQUIREMENTS: CREDITS

AVT 100	Aviation Seminar1
AVT 101	Private Flight Lab I2
AVT 102	Private Flight Lab II2
AVT 103	Instrument/Commercial Flight Lab I3
AVT 104	Instrument/Commercial Flight Lab II3
AVT 105	Private Flight Simulator3
AVT 108	Private Ground School6
AVT 109	Instrument Ground School6
AVT 111	Instrument Flight Simulator I3
AVT 206	Commercial Ground School3
AVT 213	Advanced Instrument Simulator	..6
AVT 216	Instrument/Commercial Flight Lab III4
AVT 217	Instrument/Commercial Flight Lab IV4

Total Credits for Certificate:46

AVIATION TECHNOLOGY ADVISORY COMMITTEE

- Kim Achziger
Pilot, Southwest Airlines
- Robert Anderson
Commercial Pilot
- John Everhart
Denver Flight Manager,
Air Wisconsin Airlines
- Leonard Holladay
Pilot, TWA
- Mike McDonald
Pilot, Frontier Airlines
- Richard J. Nelson
Vice President, Great Lakes Airlines
- David Soleta
Pilot, Continental Express
- Philip Sperber
Commercial Pilot

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 to upgrade 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.

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
- Trudi Manuel, Ext. 6425
- Tony Park, Ext. 6235

Fort Lupton Campus:

- Keith Reierstad, Ext. 4310

Loveland Campus:

- 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:

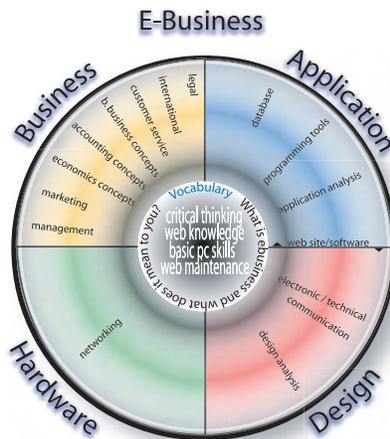
SEE ADVISOR

CREDITS

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

ACC 121 Principles of Accounting I5

ACC 122 Principles of Accounting II5



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



Business

ACC 123 Principles of Accounting III5
 BUS 115 Introduction to Business5
 BUS 216 Legal Environment of Business5
 BUS 217 Business Communications &
 Report Writing5
 CIS 118 Introduction to PC Applications5
 CIS 166 Visual Basic Programming5
 ECO 201 Principles of Macroeconomics5
 ECO 202 Principles of Microeconomics5
 MAN 226 Principles of Management5
 MAR 216 Principles of Marketing5

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

SEE ADVISOR

MAT 135 Introduction to Statistics5
 OR

BUS 226 Business Statistics6

Minimum Elective Credits for

Area of Emphasis:2 5

Total Elective Credits for A.A. Degree: . . .27

COMMUNICATIONS:1 5

See A.A. degree requirements

HUMANITIES:1 5

See A.A. degree requirements

BEHAVIORAL, SOCIAL, AND

ECONOMIC SCIENCES:1 5

SOC 101 Introduction to Sociology I5

See advisor for additional 10 credits.

PHYSICAL EDUCATION:3

See A.A. degree requirements

MATHEMATICS:

(Most business colleges require both of the following math classes.)

MAT 121 College Algebra6

MAT 121 College Algebra6

SCIENCE:5

See A.A. degree requirements

TECHNOLOGY:5

See advisor for appropriate transferable course.

Total Credits for A.A. Degree:90

**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 Stevens, Ext. 6362

Faculty:

Tammy Bracken, Ext. 6506
 Ken Neet, Ext. 6384

Loveland Campus:

Accounting questions contact:
 Kerry Colton, Ext. 6215

Campus Chair, Fort Lupton Campus:

Accounting questions contact:
 Ellen Swieter, 303.857.4022, Ext. 4311

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 (*).

ACCOUNTING A.A.S.

DEGREE REQUIREMENTS: CREDITS

ACC 105 Payroll Accounting3
 ACC 121 Principles of Accounting I5
 ACC 122 Principles of Accounting II5
 ACC 123 Principles of Accounting III5
 ACC 196 Accounting Applications I1
 ACC 197 Computerized Accounting
 Applications I1
 ACC 198 Computerized Accounting
 Applications II2
 ACC 207 Financial Management5
 ACC 208 Excel Applications for Business . . .3
 ACC 209 Spreadsheet Applications
 for Cost Accounting3
 ACC 211 Intermediate Accounting I5
 ACC 212 Intermediate Accounting II5
 ACC 215 Spreadsheet Applications
 for Finance3
 ACC 226 Cost Accounting5
 ACC 228 Accounting Systems5
 BUS 108 Computerized Ten Key1
 *BUS 142 Intermediate Communications . . .5
 *BUS 217 Business Communications
 and Report Writing5
 *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 Business5
 *BUS 165 Human Relations at Work5
 PHI 112 Ethics5
 PSY 120 Psych of Leadership and
 Interpersonal Relations5
 MAN 105 Leadership in Management5
Total credits from above courses:5

ELECTIVES:9

Electives will be chosen with advisor approval.

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

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 Computerized Ten Key	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:

Dr. Ann Aron, Ext. 6240

Business Lab Supervisor:

John Jordan, Ext. 6338

Faculty:

DeLynn Anderson, Ext. 6919
Susan Ehrfurth, Loveland, Ext. 3316
Trudi Manuel, Ext. 6425
Paul Martin, Ext. 6216
Ellen Swieter, Fort Lupton, Ext. 4811

ADVISORS:

Greeley Campus:

Ann Aron, Ext. 6240
Trudi Manuel, Ext. 6425
Paul Martin, Ext. 6216

Fort Lupton Campus:

Ellen Swieter, Ext. 4811

Loveland Campus:

Susan Ehrfurth, 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 office settings in government, small business, banking, medical fields, real estate, insurance, law, 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	3

*MAT 110 Applied Business Mathematics . . . 5

Total credits from

degree core requirements: 7 4

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: 2 6	

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	0.5-1
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 Seminar0.5-5
 BUS 271 E-Business: Special Topics0.5-5
 BUS 277 Billing Systems: PC Law5
 BUS 278 Using a Personal
 Digital Assistant3
 BUS 279 Case Management Systems5
 CIS 110 Introduction to PC Operating
 Systems: DOS3
 CIS 112 Introduction to Windows3
 *CIS 118 Introduction to PC Applications . . .5
 MAN 125 Teambuilding2
 MAN 200 Human Resources Management . .5
 MAN 116 Principles of Supervision5
 MAN 246 Ethical Issues in Marketing/
 Management2
Total credits from electives:5
Total credits for A.A.S. Degree:1 05

LEGAL ADMINISTRATIVE ASSISTANT OPTION

(Associate of Applied Science Degree)

DEGREE CORE REQUIREMENTS: CREDITS
 ACC 101 Fundamentals of Accounting I5
 ACC 208 Excel Applications for Business . . .3
 BUS 104 Business Documents IV:
 Formatting5
 BUS 108 Computerized Ten-Key1
 BUS 111 Multimedia Business
 Presentation I3
 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 Processing5
 *BUS 165 Human Relations at Work5
 BUS 201 Business Document Processing I:
 Advanced Formatting5
 BUS 206 Business Telecommunications II . . .3
 *BUS 217 Business Communications and
 Report Writing5
 BUS 256 Desktop Publishing3
 BUS 257 Managing Office Technology
 (Microsoft Word)4
 BUS 291 Internship:
 Administrative/Legal/Medical3
 CIS 112 Introduction to Windows3
 *MAT 110 Applied Business Mathematics . . .5
**Total credits from degree
 core requirements:**7 4

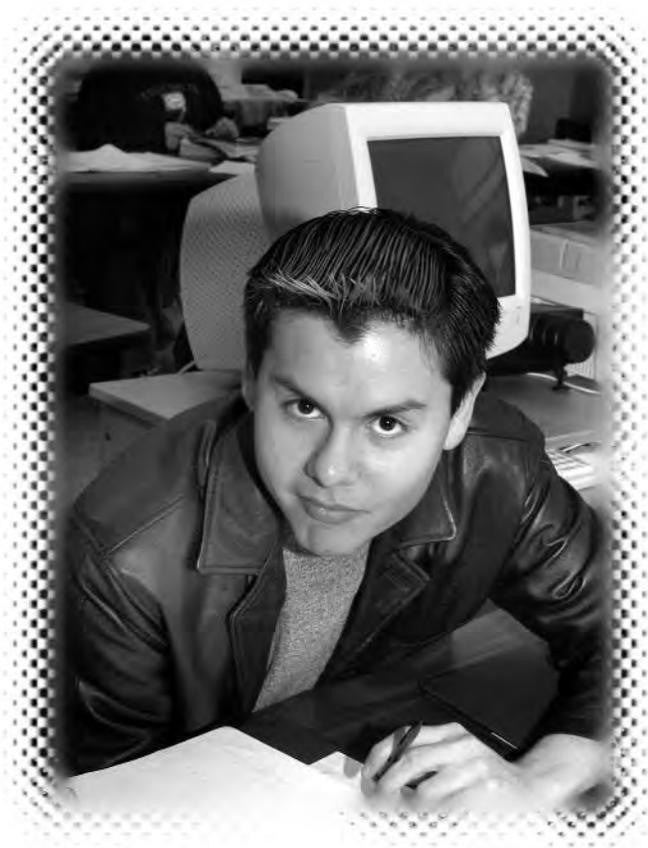
ADDITIONAL

DEGREE REQUIREMENTS:CREDITS
 BUS 117 Legal Terminology5
 BUS 198 Billing Systems1
 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:**3 1
Total Credits for A.A.S. Degree:1 05

MEDICAL ADMINISTRATIVE ASSISTANT OPTION

(Associate of Applied Science Degree)

DEGREE CORE REQUIREMENTS: CREDITS
 ACC 101 Fundamentals of Accounting I5
 ACC 208 Excel Applications for Business . . .3
 BUS 104 Business Documents IV:
 Formatting5
 BUS 108 Computerized Ten-Key1
 BUS 111 Multimedia Business
 Presentation I3
 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 Processing5
 *BUS 165 Human Relations at Work5
 BUS 201 Business Document Processing I:
 Advanced Formatting5
 BUS 206 Business Telecommunications II . . .3
 *BUS 217 Business Communications and
 Report Writing5
 BUS 256 Desktop Publishing3
 BUS 257 Managing Office Technology
 (Microsoft Word)4
 BUS 291 Internship:
 Administrative/Legal/Medical3
 CIS 112 Introduction to Windows3
 *MAT 110 Applied Business Mathematics . . .5
**Total credits from degree
 core requirements:**7 4



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	5
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

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
BUS 216 Legal Environment of Business	5
*BUS 217 Business Communications and Report Writing	5
BUS 257 Managing Office Technology	4
BUS 291 Internship: Business Administration	3
ECO 201 Principles of Macroeconomics	5
ECO 202 Principles of Microeconomics	5
MAN 116 Principles of Supervision	5
MAR 111 Principles of Sales	5
MAT 109 Survey of Algebra	5
MAT 110 Applied Business Mathematics	5
MAT 135 Introduction to Statistics	5
Technology Cluster	1
(ACC 208, BUS 111, and BUS 151, or any combination of software classes selected with advisor approval)	

Select one of the following two courses:

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

Select one of the following two courses:

SPE 115 Principles of Speech Communication	5
SPE 215 Professional & Business Speaking	5

Select from the following courses:

MAN 125 Teambuilding	2
AND	
MAN 246 Ethical Issues in Marketing/Management	2
OR	
MAN 226 Principles of Management	5

Select one of the following two courses:

MAR 216 Principles of Marketing	5
MAR 220 Advertising and Promotion	5

Total Credits for A.A.S.

Business Administration Option: .102-103

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	0.5-1
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:	52
Total Credits for Certificate:	52

MEDICAL TRANSCRIPTION CERTIFICATE OPTION (Occupational Certificate)**CERTIFICATE REQUIREMENTS: CREDITS**

BIO 120 Basic Human Anatomy and Physiology	5
BUS 107 Office Procedures	5
BUS 129 Business Telecommunications I	1
BUS 197 Combined Bookkeeping Application	3
BUS 202 Machine Transcription	5
*BUS 217 Business Communications and Report Writing	5

BUS 241 Integrated Office Procedures5
 BUS 245 Medical Machine Transcription . . .5
 BUS 246 Medical Office Procedures I5
 BUS 247 Medical Office Procedures II3
 BUS 291 Internship Medical3
 HLH 120 Medical Terminology4

Total Credits for Certificate:49

Recommended Electives or Supplemental Courses:

ACC 101 Principles of Accounting I5
 *BUS 115 Introduction to Business3
 BUS 126 Proofreading0.5
 BUS 136 Computerized Proofreading1
 BUS 198 Billing Systems1
 BUS 206 Business Telecommunications II . .3
 BUS 211 Legal Procedures and Processes I5
 *BUS 216 Legal Environment of Business . . .5
 BUS 237 Medical Coding5
 HLH 142 Pathophysiology of Disease5
 HLH 201 Pharmacology I5

BUSINESS TECHNOLOGY ADVISORY COMMITTEE

- Arlene Corder
 Fort Lupton, High School
 Counseling Secretary
 Joyce Geiger
 Windsor High School
 Georgia Gutierrez
 Transcription Quality Specialist
 Lori Hatchell
 Fort Lupton, Business Teacher
 Carol McDermott, Office Manager
 Susan Musil
 Greeley Central High School

- Linnette Noffsinger
 Community Advisor
 Leanne Pabst
 Legal Assistant, Houtchens,
 Daniel and Greenfield
 Cliff Pacaro
 State Farm Insurance
 Kathy Smith-Stillson
 Medical Office Technology Faculty
 Sandra Tyler
 Loveland, Student
 Patty Wyrick
 HR Representative, Group Publishing

**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
Chair, Fort Lupton Campus:
 Ellen Swieter, 303.857.4022, Ext. 4311

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 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 I I. 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 105 Leadership in Management5
OR	
PSY 120 Psychology of Leadership and Interpersonal Relations(5)
MAN 116 Principles of Supervision5
MAN 125 Teambuilding2
MAN 126 Total Quality Improvement3
MAN 200 Human Resources Management5
MAN 212 Marketing/Management Strategies5
MAN 215 Organizational Behavior5
MAN 226 Principles of Management5
MAN 236 Negotiations5
MAN 245 Managing Diversity1
MAN 246 Ethical Issues in Marketing/Management2
MAN 291 Cooperative Work Experience3
MAR 111 Principles of Sales5
MAR 125 Marketing Resource Systems3
MAR 216 Principles of Marketing5
MAR 285 Global Issues in Marketing/Management2-3
ACC 101 Fundamentals of Accounting5
OR	
ACC 121 Principles of Accounting(5)

Total credits from above courses:66-67

Select two from the following:5-1 0

MAN 216 Small Business Management5
MAR 217 E-Marketing2-3
MAR 220 Advertising & Promotion5
MAR 238 Marketing Research3
ACC 208 Excel for Business Applications3

GENERAL EDUCATION REQUIREMENTS:25

*BUS 216 Legal Environment to Business5
*BUS 217 Business Communication and Report Writing5
*MAT 110 Applied Business Math5
Select two from ECO, PSY, SOC, GEO or foreign language prefix1 0

ELECTIVES:

(selected with advisor's approval)5

Total Credits for Degree Program: . .101-107

MANAGEMENT CERTIFICATE PROGRAM (Occupational Certificate)

MANAGEMENT CERTIFICATE

REQUIREMENTS: CREDITS

BUS 217 Business Communications and Report Writing5
CIS 118 Introduction to PC Applications5
MAN 105 Leadership in Management5
OR	
PSY 120 Psychology of Leadership and Interpersonal Relations(5)
MAN 116 Principles of Supervision5
MAN 125 Teambuilding2
MAN 200 Human Resources Management5
MAN 226 Principles of Management5
MAN 246 Ethical Issues in Marketing/Management2
MAR 111 Principles of Sales5
MAR 125 Marketing Resources Systems3
MAR 216 Principles of Marketing5
ELECTIVES:	
(selected with advisor approval):5
Total Credits for Certificate:5 2

REAL ESTATE

COURSES OFFERED FOR THE COLORADO

REAL ESTATE ASSOCIATE BROKERS LICENSE:

MAR 256 Real Estate Closing and Trust Accounts4
MAR 257 Real Estate Practice and Law6
MAR 258 Colorado Real Estate Law and Colorado Real Estate Contracts6
MAR 264 Real Estate Current Legal Issues1
MAR 269 Real Estate Practical Applications4

COURSES OFFERED FOR

REAL ESTATE APPRAISAL:

A 7.5 credit hour certificate is offered for Real Estate Appraisal. This is a distance education course offered collaboratively between the Marketing/Management Department, Continuing Education and the Real Estate Training Center.

MAR 271 Real Estate Registered Appraiser6
MAR 272 Real Estate Registered Appraiser Ethical Issues1.5

These courses must be taken concurrently.

MARKETING/MANAGEMENT/ REAL ESTATE ADVISORY COMMITTEE

Don Abbott

SBDC, Aims Community College

Kristy Duffy

State Farm

Bill English

English/Burns L.L.C.

Troy Garcia

New Horizons

Sue Lapcewich

Greeley Tribune

Ron Pullen

Texas Roadhouse

Linda Story

Greeley Tribune

Kathy Taylor Kersgard

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:1 5
 (These courses must be completed prior to taking any of the following electives: B US 258, 259, 260, 261, 262, 263, 264, 265, 266)

- **BUS 158 Real Estate Law for Mortgage Bankers5
- **BUS 159 Introduction to Mortgage Banking5
- **BUS 160 Regulatory Compliance5
- CIS 118 Introduction to PC Applications . . .5

ELECTIVES:

- (Select at least 15 credits from the following)
- **BUS 258 Mortgage Loan Underwriting . . .4
 - **BUS 259 Intro to Residential Mortgage Loan Administration4
 - **BUS 260 Residential Secondary Mortgage Market4
 - **BUS 261 Quality Control in Mortgage Lending4
 - **BUS 262 Mortgage Loan Origination4
 - **BUS 263 Processing Government Loans . . .4
 - **BUS 264 Conventional Loan Processing . . .4
 - **BUS 265 Closing the Loan4

- **BUS 266 Introduction to Commercial Real Estate Finance For Mortgage Bankers4
- ENG 135 Developing a Portfolio2

COMMUNICATIONS:1 5

- ENG 121 English Composition I5
- ENG 122 English Composition II5

Select one from the following courses:

- BUS 217 Business Communications and Report Writing5
- SPE 115 Public Speaking5

HUMANITIES:1 5

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

BEHAVIORAL, SOCIAL AND

ECONOMIC SCIENCES:1 5

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

PHYSICAL EDUCATION:3
 See A.A. degree requirements

MATHEMATICS:5
 MAT 110 Applied Business Mathematics . . .5

Select one from the following courses

- MAT 121 College Algebra6
- BUS 226 Business Statistics6

Total Credits for A.A. Degree:90

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.



COMMUNICATION TECHNOLOGY

The Communication Technology program was designated as "promising" for 2001 by the "Sharing What Works: Exemplary and Promising Career and Technical Education (CTE) Programs" project. It was provided in recognition of the programs outstanding work and contributions to the field of career and technical education by the National Dissemination Center for Career and Technical Education.

COMMUNICATION 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, Communications Media,
Ext. 6845

Brian Dunning, Graphic Technology
(Interactive Design), Ext. 6888

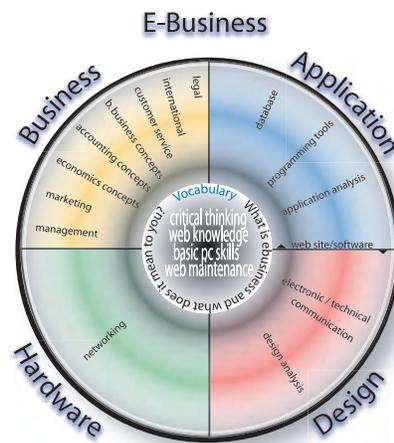
Colleen Martin, Graphic Technology, Ext. 6301

Jean Otte, Communications Media, Ext. 4334

Senior Office Specialists:

Janet Koeltzow, Graphic Technology, Ext. 6259

Debbie Wall, Communications Media, 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. deg. ree. 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 Business5

CIS 118 Introduction to PC Applications . . .5

ENG 121 English Composition I5

SOC 101 Introduction to Sociology5

SPE 115 Public Speaking5

Total Credits from above courses:25

COMMUNICATIONS MEDIA CORE COURSES REQUIRED PROGRAM COURSES:

All students will take:

COM 112 Introduction to Mass Media5

and at least one specialized course sequence, such as:

Radio Production:

COM 113 Introduction to Radio

Broadcasting I5

COM 213 Introduction to Radio

Broadcasting II5

COM 223 Advanced Radio Production5

OR

Audio Production:

COM 118 Introduction to Audio

Production I5

COM 119 Multimedia Audio Production5

OR

COM 220 MIDI Production5

COM 218 Introduction to Audio

Production II5

COM 219 Introduction to Audio

Production III5

OR

TV/Video Production:

COM 114 Introduction to Television

Broadcasting I5

COM 214 Introduction to Television

Broadcasting II5

COM 291 Television Field Production5

OR

Digital Video Production:

COM 180 Graphics for TV and Multimedia . . .3

COM 280 Introduction to 3D Modeling and

Animation3-4

COM 281 Non-linear Video Editing3

OR

Educational Technology:

COM 283 Educational Technology5

COM 285 Multimedia Design & Production I 5

COM 286 Multimedia Design & Production II 5

COM 289 Distance Education Methods

and Technology5

OR

Digital Imaging & Publishing:

COM 287 Digital Photography & Imaging . . .3

COM 288 Advanced Digital Photography

and Imaging3

COM 290 Internet Publishing5

OR

**Communication Technology**

Broadcast Writing:

COM 210 Newswriting I5
 COM 211 Newswriting II5
 COM 245 Broadcast Copywriting
 and Production5
Total credits from above courses:14-25

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

COM 113 Introduction to Radio
 Broadcasting I5
 COM 114 Introduction to Television
 Broadcasting I5
 COM 118 Intro. to Audio Production I5
 COM 119 Multimedia Audio Production5
 COM 136 Broadcast Announcing3
 COM 180 Graphics for TV and Multimedia3
 COM 210 Newswriting I5
 COM 211 Newswriting II5
 COM 213 Introduction to Radio
 Broadcasting II5
 COM 214 Introduction to Television
 Broadcasting II5
 COM 218 Introduction to Audio
 Production II5
 COM 219 Introduction to Audio
 Production III5
 COM 220 MIDI Production5
 COM 223 Advanced Radio Production5
 COM 241 Cable TV Production I5
 COM 242 Cable TV Production II5
 COM 243 Cable TV Production III5
 COM 245 Broadcast Copywriting and
 Production5
 COM 260 Broadcast Sales and
 Management5
 COM 280 Introduction to 3D Modeling and
 Animation3-4
 COM 281 Non-linear Video Editing3
 COM 282 Advanced 3D Modeling and
 Animation3-4
 COM 283 Educational Technology5
 COM 285 Multimedia Design and
 Production I5
 COM 286 Multimedia Design and
 Production II5
 COM 287 Digital Photography & Imaging3
 COM 288 Advanced Digital Photography
 and Imaging3
 COM 289 Distance Education Methods
 and Technology5
 COM 290 Internet Publishing5
 COM 291 TV Field Production5
 COM 292 Interactive Web Animation5
 COM 295 Advanced Video Editing3
 COM 298 Mass Media Internship5
 COM 299 Communications Practicum1-3
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**

- Sue Ballou
 City of Fort Collins
 Warren Berman
 Poudre School District
 J. Carson Hamlin
 City of Fort Collins
 Karen Height
 Height Design
 Aric Johnson
 MGA Entertainment
 Andrew Nagel
 Mirage Productions
 Ann Randall
 Aims/Supplemental Services
 Kenneth Sauer
 Aims/Communications Media
 Darren L. Smith
 Soundstage Systems Inc.
 Darlene Tacinelli
 Southern New England Telephone

**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.

ELECTIVES: **CREDITS**

Select 31 credits from the following courses:
 COM 112 Introduction to Mass Media5
 COM 113 Introduction to Radio
 Broadcasting I5
 COM 114 Introduction to Television
 Broadcasting I5

COM 118 Intro. to Audio Production I5
 COM 119 Multimedia Audio Production5
 COM 136 Broadcast Announcing3
 COM 180 Graphics for TV and Multimedia3
 COM 210 Newswriting I5
 COM 211 Newswriting II5
 COM 213 Introduction to Radio
 Broadcasting II5
 COM 214 Introduction to Television
 Broadcasting II5
 COM 218 Introduction to Audio
 Production II5
 COM 219 Introduction to Audio
 Production III5
 COM 220 MIDI Production5
 COM 223 Advanced Radio Production5
 COM 241 Cable Television Production I5
 COM 242 Cable Television Production II5
 COM 243 Cable Television Production III5
 COM 245 Broadcast Copywriting and
 Production5
 COM 260 Broadcast Sales/Management5
 COM 280 Introduction to 3D Modeling and
 Animation3-4
 COM 281 Non-linear Video Editing3
 COM 282 Advanced 3D Modeling
 and Animation3-4
 COM 283 Educational Technology5
 COM 285 Multimedia Design and
 Production I5
 COM 286 Multimedia Design and
 Production II5
 COM 287 Digital Photography and Imaging3
 COM 288 Advanced Digital Photography
 and Imaging3
 COM 289 Distance Education Methods
 and Technology5
 COM 290 Internet Publishing5
 COM 291 TV Field Production5
 COM 292 Interactive Web Animation5
 COM 295 Advanced Video Editing3
 COM 298 Mass Media Internship5
 COM 299 Communications Practicum1-3
Total Elective Credits for A.A. Degree:27

SPECIALIZATION TRACK OPTIONS:

Audio Option:

COM 118 Introduction to Audio
 Production I5
 COM 136 Broadcast Announcing3
 COM 218 Introduction to Audio
 Production II5
 COM 219 Introduction to Audio
 Production III5
 COM 220 MIDI Production5

Radio Option:

COM 113 Introduction to Radio
 Broadcasting I5
 COM 136 Broadcast Announcing3

COM 213 Introduction to Radio Broadcasting II	5
COM 223 Advanced Radio Production	5
Television/Digital Video Option:	
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 Introduction to 3D Modeling and Animation	3-4
COM 281 Non-linear Video Editing	3
COM 291 TV Field Production	5
Educational Technology Option:	
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	3
COM 289 Distance Education Methods and Technology	5
COM 290 Internet Publishing	5
Broadcast Writing Option:	
COM 210 Newswriting I	5
COM 211 Newswriting II	5
COM 245 Broadcast Copywriting and Production	5
COMMUNICATIONS:	1 5
See A.A. degree requirements	
HUMANITIES:	1 5
See A.A. degree requirements	
BEHAVIORAL, SOCIAL, AND ECONOMIC SCIENCES:	1 5
See A.A. degree requirements	
MATHEMATICS:	
See A.A. degree requirements	
SCIENCE:	5
See A.A. degree requirements	
TECHNOLOGY:	5
See advisor for appropriate transferable courses.	
PHYSICAL EDUCATION:	3
See A.A. degree requirements	
Total Credits for A.A. Degree:	90

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 Intro. 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:	2 8

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 Introduction to 3D Modeling and Animation	3-4
COM 281 Non-linear Video Editing	3
COM 291 TV Field Production	5
Total Credits for Certificate:	2 9

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:	2 9

RADIO PRODUCTION CERTIFICATE:

COM 113 Intro. to Radio Broadcasting I	5
COM 118 Intro. 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:	2 8

MEDIA WRITING CERTIFICATE:

COM 210 Newswriting I	5
COM 211 Newswriting II	5
COM 245 Broadcast Copywriting 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:	3 0

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 Intro. 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 II5
COM 280 Introduction to 3D Modeling and
Animation3-4
COM 281 Non-linear Video Editing3
COM 282 Advanced 3D Modeling and
Animation3-4
COM 291 TV Field Production5
COM 295 Advanced Video Editing3

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

COM 180 Graphics for TV and Multimedia . . .3
COM 280 Introduction to 3D Modeling and
Animation3-4
COM 285 Multimedia Design and
Production I5
COM 286 Multimedia Design and
Production II5
COM 287 Digital Photography & Imaging . . .3
COM 288 Advanced Digital Photography
& Imaging3
COM 289 Distance Education Methods
& Technology5
COM 290 Internet Publishing5
COM 292 Interactive Web Animation5
Total Credits for Certificate:2 9

(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 Introduction to 3D Modeling and
Animation3-4
COM 281 Non-linear Video Editing3

Web Publishing: (choose one)
CIS 131 Introduction to Web Authoring . . .5
(also offered in online format)
OR
COM 290 Internet Publishing5

Educational Technology:

COM 283 Educational Technology5

Multimedia Design and Production:

COM 285 Multimedia Design and
Production I5

Digital Photography and Imaging:

COM 287 Digital Photography & Imaging3

Distance Education:

COM 289 Distance Education Methods and
Technologies5

Total Credits for Certificate:3 2

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 Technician9
COM 254 System Technician9
COM 255 Fiber Optic Technician7
COM 256 Advanced Technician9

Aims Communication Management Courses:

ACC 121 Principles of Accounting I5
CIS 118 Introduction to PC Applications . . .5
ENG 131 Technical Writing I5
MAN 200 Human Resources Management . . .5
Total credits for certificate:5 4

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:1 5
 ENG 121 English Composition I5
 SPE 115 Public Speaking5

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), TH E (Theatre), or PHI (Philosophy).

BEHAVIORAL, SOCIAL, AND

ECONOMIC SCIENCES:1 0
 ECO 201 Principles of Macroeconomics5
 ECO 202 Principles of Microeconomics5

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:1 0
 CIS 118 Introduction to PC Applications5
 MAT 121 College Algebra6
 OR
 MAT 135 Introduction to Statistics5

PROFESSIONAL COURSES:2 0

Select four courses from the following:
 ACC 121 Principles of Accounting I5
 ACC 122 Principles of Accounting II5
 ACC 207 Financial Management5
 BUS 216 Legal Environment of Business5
 OR
 BUS 221 Business Law5
 MAN 226 Principles of Management5
 MAR 216 Principles of Marketing5

CORE ELECTIVES:3 4

COM 253 Service Technician9
 COM 254 System Technician9
 COM 255 Fiber Optic Technician7
 COM 256 Advanced Technician9

ADDITIONAL ELECTIVES:

Select at least five credits from the following courses:
 ACC 121 Principles of Accounting I5
 ACC 122 Principles of Accounting II5
 ACC 207 Financial Management5
 BUS 216 Legal Environment of Business5
 OR
 BUS 221 Business Law5
 COM 257 CATV Tests and Measurements5
 ENG 131 Technical Writing i5
 MAN 200 Human Resource Management5

MAN 226 Principles of Management5
 MAR 216 Principles of Marketing5
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
 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 (7 4 credits) for the Certificate in Occupational Education or 1160 clock hours (100 credits) for the Pre-press Option or 1 130 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 oppor tunities 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 deg ree 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 Quarter2 4
 BUS 101 Business Documents I4
 GRT 101 Graphic Technology I2 0

Winter Quarter2 5
 BUS 141 Introduction to Communications5
 GRT 102 Graphic Technology II2 0

Spring Quarter2 5
 MAT 110 Applied Business Mathematics5
 GRT 103 Graphic Technology III2 0
Total Credits for Certificate7 4

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 2 0 credit hour courses or by completing the nine 5-3 credit hour courses plus GRT 103 (20 credit hour course). (T otal Degree Requirements range from 98 to 1 00 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 I2	0
GRT 102	Graphic Technology II2	0
GRT 103	Graphic Technology III2	0
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/Color5	
GRT 207	Advanced Illustration5	
GRT 208	Advanced Photoshop5	
GRT 209	Pre-Press Applications (Preflight/Imaging/Stripping)3	
GRT 210	Resume Writing and Electronic Portfolio3	
GRT 211	Digital Input/Output4	
GRT 103	Graphic Technology Level 3'20	

GENERAL EDUCATION COURSES:

BUS 141	Introduction to Communications5
BUS 142	Intermediate Communications5
BUS 165	Human Relations at Work5
MAT 110	Applied Business Math5
SPE 125	Interpersonal Communication5

ELECTIVES:

You must choose four credits from the following electives:

BUS 101	Business Documents I4
BUS 102	Business Documents II4

You must choose 11 credits from the following electives:

AAD 121	Computer Design I3
AAD 122	Computer Design II3
ART 121	Drawing I3
ART 122	Drawing II3
ART 131	Design I3
ART 151	Photography I3
ART 152	Photography II3
ART 244	Graphic Design I3
ART 245	Graphic Design II3
BUS 100	Computerized Keyboarding3
BUS 256	Desktop Publishing2
CIS 118	Introduction to PC Applications5
COM 112	Intro to Mass Media5
COM 180	Graphics for TV and Multimedia3
COM 287	Digital Photography & Imaging3
COM 288	Advanced Digital Photography and Imaging3
CSC 100	Computer Literacy5
CSL 119	Psychology of Success1-5
GRT 104	Graphic Technology IV1
GRT 105	Graphic Design for Web Page3

GRT 199	Graphic Technology/ Special Needs1
GRT 295	Graphic Technology/ Independent Study2
GRT 296	Graphic Technology/ Independent Study3
GRT 297	Graphic Technology/ Independent Study5
MAN 216	Small Business Management5
Total Pre-Press Option Credits:1 00		

PRESS OPTION

REQUIRED COURSES:

GRT 101	Graphic Technology I2	0
GRT 102	Graphic Technology II2	0
GRT 103	Graphic Technology III2	0

GENERAL EDUCATION COURSES:

BUS 141	Intro to Communications5
BUS 165	Human Relations at Work5
MAT 090	Elementary Algebra5
PHY 105	Conceptual Physics5
SPE 125	Interpersonal Communication5

ELECTIVES:

You must choose 14 credits from the following electives:

BUS 101	Business Documents I4
BUS 102	Business Documents II4
BUS 115	Introduction to Business5
BUS 142	Intermediate Communications5
CSC 100	Computer Literacy5
CSL 119	Psychology of Success1-5
GRT 104	Graphic Technology IV1
GRT 199	Graphic Technology/ Special Needs1
GRT 295	Graphic Technology/ Independent Study2
GRT 296	Graphic Technology/ Independent Study3
GRT 297	Graphic Technology/ Independent Study5
GRT 299	Graphic Technology/Practicum1
MAN 216	Small Business Management5
MAT 109	Survey of Algebra5
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

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 (1 09 credits) in Web Design Emphasis or 1 230 clock hours (1 08 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, car tooning, 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 I3

ENG 121 English Composition5

MAT 109 Survey of Algebra5

PSY 120 Psychology of Leadership5

SPE 115 Principles of Speech5

Total2 3

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

GRT 211 Digital Input/Output4

ART 132 Design II3

CIS 116 Program Design Basic/Visual Basic ..5

IDN 278 Electronic Portfolio and Resume ..5

IDN 285 Interactive Design Internship5

Total42

WEB DESIGN EMPHASIS

GRT 105 Creating Graphics for Web Pages ..3

COM 119 Multimedia Audio Production ...5

COM 290 Internet Publishing (Dreamweaver/Fireworks)5

COM 292 Interactive Web Animation(Flash) ..5

IDN 225 E-commerce Site Design5

IDN 288 Web Design Capstone5

Total2 8

ANIMATION EMPHASIS

COM 180 Graphics for TV and Multimedia ..3

COM 280 Introduction to 3D Modeling and Animation3-4
Above course may be taken more than once for elective credit using different software

COM 282 Advanced 3D Modeling and Animation3-4
Above course may be taken more than once for elective credit using different software

COM 281 Non-Linear Video3

COM 290 Internet Publishing (Dreamweaver/Fireworks)5

COM 292 Interactive Web Animation (Flash)5

IDN 289 Animation Capstone5

Total2 7

ELECTIVES: (Choose 15 Elective Credits)

ART 121 Drawing I3

ART 110 Art Appreciation5

ART 244 Graphic Design3

ART 270 Figure Drawing 13

ART151 Photography I3

AAD 121 Computer Design I3

AAD 122 Computer Design II3

COM 287 Digital Photography & Imaging ..3

COM 288 Advanced Digital Photography and Imaging3

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 116 Logic and Program Design Using BASIC5

CIS 118 Introduction to PC Applications ..5

CIS 166 Visual Basic Programming5

CSC 160 Computer Science II (C++ Programming)5

CIS 145 PC Database Concepts: Access ..5

CIS 212 UNIX5

CIS 213 UNIX System Administration5

CSC 238 JAVA Programming5

CIS 132 Intermediate WEB Authoring5

Total Web Design Emphasis:1 09

Total Animation Emphasis:1 08

CERTIFICATES

WEB PAGE DESIGN CERTIFICATE CREDITS

CIS 131 Introduction to Web Authoring (Basic HTML)5

COM 290 Internet Publishing (Dreamweaver/Fireworks)5

GRT 108 Introduction to Photo Manipulation Program (Adobe Photoshop)5

Total1 5

ANIMATION CERTIFICATE

COM 180 Graphics for TV and Multimedia Program3

COM 280 Introduction to 3D Modeling and Animation3-4

COM 290 Internet Publishing (Dreamweaver/Fireworks)5

GRT 107 Introduction to Drawing Program (Adobe Illustrator)5

Total1 6

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
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 090 Elementary Algebra
- OR
- MAT 110 Applied Business Math
- OR Equivalent5
- CIS 112 Introduction to Windows3
- CIS 118 Introduction to PC Applications ..5
- ART 244 Introduction to Graphic Design ..3
- OR
- AAD 121 Computer Design I3

GENERAL EDUCATION COURSES: CREDITS

CIS 116 Logic and Program Design Using BASIC5

CIS 166 Visual Basic Programming5

- Select one of the following courses:
- ENG 131 Technical Writing I5
 - ENG 121 English Composition I5
 - BUS 217 Business Communications and Report Writing5

- Select one of the following courses:
- PSY 120 Psychology of Leadership & Management5
 - BUS 165 Human Relations at Work5

Select one of the following courses:

- SPE 115 Public Speaking5
- SPE 215 Professional and Business Speaking5

Total credits from General Education: ..25

MULTIMEDIA/PRESENTATION CORE REQUIREMENTS

REQUIRED PROGRAM COURSES

(All students will take):

- BUS 111 Multimedia Business Presentations I3
 - BUS 115 Introduction to Business5
 - 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 I5
 - COM 286 Multimedia Design and Production II5
 - COM 287 Digital Photography and Imaging ..3
 - COM 290 Internet Publishing5
 - COM 292 Interactive Web Animation5
 - MAN 125 Team Building2
 - MAN 216 Small Business Management ...5
 - MAN 246 Ethical Issues in Marketing/Management2
 - COM 298 Mass Media Internship5
 - MAR 111 Principles of Sales or COM 260 Broadcast Sales/Management5
 - MAR 216 Principles of Marketing5
 - MAR 220 Advertising and Promotion5
- Total credits from Required Courses: ...78**
- Total Credits for A.A.S. Degree:103**

Other Recommended Courses:

- COM 280 Introduction to 3D Modeling and Animation3-4
- COM 281 Non-Linear Video Editing3
- COM 282 Advanced 3D Modeling and Animation3-4
- COM 283 Educational Technology5
- COM 288 Advanced Digital Photography and Imaging3
- COM 289 Distance Education Methods and Technology5

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 Writing5

Select one of the following three courses:

- MAT 090 Elementary Algebra OR
- MAT 110 Applied Business Math OR Equivalent5
- CIS 112 Introduction to Windows3

Select one of the following courses:

- CIS 118 Introduction to PC Applications ..5
- ART 244 Introduction to Graphic Design ...3
- AAD 121 Computer Design I3

CERTIFICATE REQUIREMENTS: CREDITS

- BUS 111 Multimedia Business Presentation I3
- BUS 112 Multimedia Business Presentation II3
- BUS 115 Introduction to Business5
- CIS 116 Logic Program Design Using BASIC5

Select one of the following courses:

- CIS 131 Introduction to Web Authoring ...5
- CIS 166 Visual Basic Programming5
- COM 290 Internet Publishing I5
- COM 119 Multimedia Audio Production ...5
- COM 180 Graphics for TV and Multimedia ..3
- COM 245 Broadcast Copywriting and Production5
- COM 285 Multimedia Design and Production I5
- COM 287 Digital Photography and Imaging3

Select one of the following two courses:

- PSY 120 Psychology of Leadership and Management5
- BUS 165 Human Relations at Work5

Select one of the following two courses:

- SPE 115 Public Speaking5
- SPE 215 Professional and Business Speaking5

Total Credits from above courses:57

Other Recommended Courses:

- COM 280 Introduction to 3D Modeling and Animation3-4
 - COM 281 Non-linear Video Editing3
 - COM 283 Educational Technology5
 - COM 286 Multimedia Design and Production II5
 - COM 288 Advanced Digital Photography and Imaging3
 - COM 289 Distance Education Methods and Technology5
 - COM 290 Internet Publishing5
 - COM 298 Mass Media Internship5
 - CSC 160 Computer Science I (C++ programming)5
 - ENG 131 Technical Writing I5
 - MAN 125 Team Building2
 - MAN 216 Small Business Management ...5
 - MAN 246 Ethical Issues in Marketing/Management2
 - MAR 105 Advertising and Promotion5
 - MAR 111 Principles of Sales or COM 260 Broadcast Sales/Management5
 - MAR 216 Principles of Marketing5
- Total Credits for Certificate:57**

MULTIMEDIA PRESENTATION ADVISORY COMMITTEE

- Scott Benevediz
- 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:

Ruby Loveless, Ext. 6372

Fort Lupton Campus Chair:

Ellen Swieter, 970.352.4664, Ext. 4311

DEGREES/CERTIFICATE OFFERED:

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

CIS Programming (Certificate)

C++ Programming (Certificate)

Help Desk (Certificate)

Information Technology (Certificate)

JAVA Programming (Certificate)

MCSA (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

Dick Gardner, Ext. 6289

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:1 5
See A.A. degree requirements

HUMANITIES:1 5
See A.A. degree requirements

BEHAVIORAL, SOCIAL, AND ECONOMIC SCIENCES:

Select one from the following courses:
PSY 101 General Psychology I5
SOC 101 Introduction to Sociology I5

Select two from of the following courses:
ECO 201 Principles of Macroeconomics ...5
ECO 202 Principles of Microeconomics ...5
ANT 101 Cultural Anthropology5
POS 105 Introduction to Political Science ..5
POS 111 American Government5
GEO 105 Geography5

PHYSICAL EDUCATION:3
See A.A. degree requirements

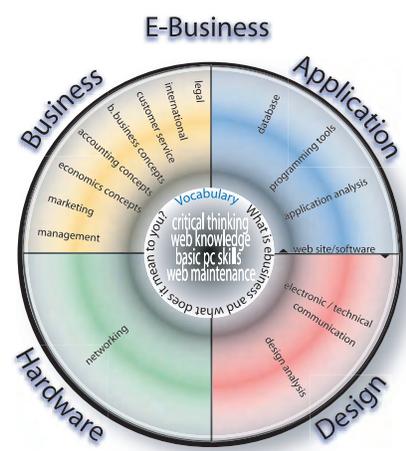
MATHEMATICS, SCIENCE:1 0
Select one from the following courses:
MAT 121 College Algebra6
MAT 125 Survey of Calculus5

Select one Science course
See A.A. degree requirements for
Science selection5

TECHNOLOGY:
Select one Computer Information Systems or
Computer Science course5
ELECTIVES:2 7 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 Literacy5
CIS 118 Introduction to PC Applications	.. .5

REQUIRED: CREDITS

CIS 116 Logic and Program Design	
Using BASIC5
CIS 166 Visual Basic Programming5
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: DOS3
CIS 200 Introduction to Networking5
CIS 212 UNIX5
CIS 213 UNIX Systems Administration5
CIS 266 Visual Basic Programming II5
CSC 152 Visual Basic Programming III5
CSC 162 Computer Science II Part 2 (using C++)5
CSC 238 JAVA Programming5
CSC 241 JAVA Programming II5
BUS 216 Legal Environment of Business	.. .5
ACC 121 Principles of Accounting I5
ACC 122 Principles of Accounting II5
ACC 123 Principles of Accounting III5
Total Credits for A. A. degree:90

COMPUTER INFORMATION SYSTEMS PROGRAMMING CERTIFICATE

REQUIRED CREDITS

CIS 110 Introduction to PC Operating Systems: DOS3
CIS 116 Logic & Program Design using BASIC5
CIS 118 Introduction to PC Applications	.. .5
OR	
CSC 100 Computer Literacy5
CSC 160 Computer Science I (C++ Programming)5
CIS 166 Visual Basic Programming5
CIS 238 JAVA Programming5

Total Credits for CIS Programming Certificate:2 8

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 Writing5
*CIS 118 Introduction to PC Applications	.. .5
*MAT 109 Survey of Algebra5
*SPE 115 Public Speaking5

Select one of the following classes:

*BUS 216 Legal Environment of Business	.. .5
*PSY 101 General Psychology I5
*SOC 101 Introduction to Sociology I5
*SPE 125 Interpersonal Communication5

COMPUTER CLASSES:

CIS 110 Introduction to PC Operating Systems: DOS3
CIS 116 Logic and Program Design Using BASIC5
CIS 145 PC Database Concepts: Access	...5
CIS 166 Visual Basic Programming5
CIS 200 Introduction to Networking5
CSC 160 Computer Science I (C++ Programming)5
Elective5
Total Required Credits:5 8

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
- Help Desk Certificate
- JAVA Programming Certificate
- MCSA Certification 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: DOS3
CIS 116 Logic & Program Design Using BASIC5
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:2 8

HELP DESK CERTIFICATE:

BUS 217 Business Communications and Report Writing5
CIS 110 Introduction to PC Operating Systems: DOS3
CIS 112 Introduction to Windows3
CIS 118 Introduction to PC Applications	.. .5
CIS 218 Advanced PC Applications5
CIS 230 Help Desk Professional I5
CIS 231 Help Desk Professional II5
CIS 232 Troubleshooting Microsoft Office Applications3

Total Credits for Help Desk Certificate: . .34

JAVA PROGRAMMING CERTIFICATE:

CIS 110 Introduction to PC Operating Systems: DOS3

CIS 116 Logic & Program Design Using BASIC5

CIS 118 Introduction to PC Applications .. .5

CSC 160 Computer Science I (C++ Programming)5

CSC 238 JAVA Programming5

CSC 241 JAVA Programming II5

Total Credits for JAVA Certificate:2 8

NETWORK ANALYST CERTIFICATE:

CIS 110 Introduction to PC Operating Systems: DOS3

CIS 116 Logic & Program Design Using BASIC5

CIS 118 Introduction to PC Applications .. .5

CIS 200 Introduction to Networking5

CIS 202 Implementing & Supporting Windows5

CIS 203 Installation and Configuration ...3

CIS 253 Multi-Vendor Networking5

Total Credits

Network Analyst Certificate:3 1

UNIX CERTIFICATE:

CIS 110 Introduction to PC Operating Systems: DOS3

CIS 116 Logic & Program Design Using BASIC5

CIS 118 Introduction to PC Applications .. .5

CIS 212 UNIX5

CIS 213 UNIX System Administration5

Total Credits for UNIX Certificate:2 3

VISUAL BASIC PROGRAMMING CERTIFICATE:

CIS 110 Introduction to PC Operating Systems: DOS3

CIS 116 Logic & Program Design Using BASIC5

CIS 118 Introduction to PC Applications .. .5

CIS 166 Visual Basic Programming5

CIS 266 Visual Basic Programming II5

CSC 152 Visual Basic Programming III5

Total Credits Visual Basic Programming Certificate:2 8

WEB PAGE DEVELOPMENT CERTIFICATE:

CIS 110 Introduction to PC Operating Systems: DOS3

CIS 116 Logic & Program Design Using BASIC5

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 Authoring5

CIS 200 Introduction to Networking5

CIS 219 Web/Database Application Development5

Total Credits Web Page Development Certificate:3 8

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: DOS3

CIS 112 Introduction to Windows:3

CIS 116 Logic and Program Design Using BASIC5

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 Programming5

CIS 200 Introduction Networking5

CIS 202 Implementing and Supporting Windows5

CSC 160 Computer Science I (C++ Programming)5

CSC 238 JAVA Programming5

Total Credits for the Information Technology Certificate:5 1

COMPUTER INFORMATION SYSTEMS CERTIFICATES MCSE - MICROSOFT WINDOWS 2000 CERTIFICATION CERTIFICATE

ADVISORS:

Karen Sell, Ext. 6836
John Hutson, Ext. 6783
This program offered only at the Aims Corporate Education Center.

Microsoft Certified Systems Engineer (MCSE) credential is a premier technical certification for computer professionals. By earning this certifications, students are demonstrating that they have the skills necessary to lead organizations in the successful design, implementation, and administration of the Microsoft Windows 2000 platform and Microsoft server products.

CIS MCSE CERTIFICATION CERTIFICATE:

NET 231 Network and Operating Systems Essentials4

NET 232 Implementing Windows Professional and Server5

NET 233 Implementing a Network Infrastructure5

NET 234 Implementing and Administering Directory Services5

Choose three of the following four courses:

NET 237 Implementing and Supporting Windows XP Professional5

NET 241 Designing a Secure Network4

NET 242 Designing a Directory Services Infrastructure4

NET 243 Designing a Networking Services Infrastructure4

Total Credits for MCSE Certification Certificate:3 1-32

COMPUTER INFORMATION SYSTEMS MICROSOFT CERTIFIED SYSTEMS ADMINISTRATOR (MCSA) CERTIFICATION CERTIFICATE

ADVISORS:

Karen Sell, Ext. 6836
John Hutson, Ext. 6783
This program offered only at the Aims Corporate Education Center.

This certificate prepares a student for the Microsoft Certified Systems Administrator (MCSA) certification. The course work is a valid measure off technical proficiency and expertise in administering and suppor ting existing Windows 2000-based systems, including Windows .NET Server.

CIS MCSA CERTIFICATION CERTIFICATE:

NET 232 Implementing Windows Professional and Server5

NET 233 Implementing a Network Infrastructure5

NET 238 Managing a Microsoft Windows 2000 Network Environment5

Optional:

NET 237 Implementing and Supporting Windows XP Professional5

Total Credits for CIS MCSA Certification Certificate:1 5-20

COMPUTER INFORMATION SYSTEMS ADVISORY COMMITTEE

- Dan Balsamo
- City of Greeley
- Dan Crogan
- Aztech Software
- 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:1 5

- ENG 121 English Composition I5
- ENG 122 English Composition II5
- SPE 115 Public Speaking5

HUMANITIES:1 5

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

BEHAVIORAL, SOCIAL, AND ECONOMIC SCIENCES:1 5

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

PHYSICAL EDUCATION:3

Any five credits of physical education courses as listed in the Aims Community College catalog with a PEA, PEB, PED, or PEF prefix3

MATHEMATICS, SCIENCE:1 1

At least one course under the Mathematics category of the A.A. degree requirements.

TECHNOLOGY:5

- Select **two** from the following:1 0
- CIS 118 Introduction to PC Applications . . .5
 - CIS 295 Wireless Technology Concepts . . .5
 - CIS 296 Fiber Optics Communications . . .5
 - CIS 297 Digital Electronics for Technology5

TELECOMMUNICATIONS:3 0

- ELT 111/113 DC/AC Fundamentals I1 0
- CIS 291 Basic Telephony Concepts5
- CIS 292 Advanced Telecommunications . . .5
- CIS 293 Data Communications and Protocol Concepts5
- CIS 294 LAN/WAN Concepts5

Total degree credits (Quarter System): . . .90

TELECOMMUNICATIONS CERTIFICATE PROGRAM CREDITS

Students who complete 2.5 credits from the courses listed below will earn a certificate in Telecommunications:

- CIS 291 Basic Telephony Concepts5
 - CIS 292 Advanced Telecommunications Concepts5
 - CIS 293 Data Communications and Protocol5
 - CIS 294 Lan/Wan Concepts5
 - CIS 295 Wireless Technology Concepts . . .5
 - CIS 296 Fiber Optic Communications5
 - ELT 111/113 DC/AC Fundamentals1 0
- Total Certificate Credits:2 5**

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:1 5

See A.A. or A.S. degree requirements

HUMANITIES:1 0-15

- A.A. Degree1 5
- A.S. Degree1 0

BEHAVIORAL, SOCIAL, AND ECONOMIC SCIENCES:1 0-15

- A.A. Degree1 5
- A.S. Degree1 0

PHYSICAL EDUCATION:3

MATHEMATICS, SCIENCE AND TECHNOLOGY:1 5-25

- A.A. Degree1 5
 - A.S. Degree2 5
- (From Mathematics, Science, Technology prefix)

ELECTIVES:2 7

- A.A. Degree2 7
- (See list of required courses and recommended elective below)
- A.S. Degree2 7
- (From Mathematics, Science, Technology prefix)

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 Programming5

Select any of these Recommended Elective Courses:

CSC 100 Computer Literacy5
CSC 235 Computer Graphics Programming5
CSC 241 JAVA Programming II5
CIS 110 Intro to PC Operating Systems: DOS3
CIS 116 Logic and Program Design Using BASIC5
CIS 166 Visual Basic5
CIS 212 UNIX5
CIS 213 UNIX System Administration5
CIS 266 Visual Basic Programming II5
CSC 255 Computer Organization6

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:1 5

See A.A. or A.S. degree requirements

HUMANITIES:1 0-15

A.A. Degree1 5

A.S. Degree1 0

BEHAVIORAL, SOCIAL, AND

ECONOMIC SCIENCES:1 0-15

A.A. Degree1 5

A.S. Degree1 0

PHYSICAL EDUCATION:3

See A.A. or A.S. degree requirements

MATHEMATICS, SCIENCE

AND TECHNOLOGY:1 5-25

A.A. Degree1 5

A.S. Degree2 5

(From Mathematics, Science, Technology prefix)

ELECTIVES:2 7

A.A. Degree2 7

(See list of required courses and recommended elective below)

A.S. Degree2 7

(From Mathematics, Science, Technology prefix)

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 Programming5

MAT 122 College Trigonometry5

MAT 201 Calculus I5

MAT 202 Calculus II5

MAT 203 Calculus III5

Select any of these Recommended Elective Courses:

CSC 100 Computer Literacy5

CSC 235 Computer Graphics Programming

.....5

CSC 241 JAVA Programming II5

CIS 110 Intro to PC Operating

Systems: DOS3

CIS 116 Logic and Program Design

Using BASIC5

CIS 212 UNIX5

CIS 213 UNIX System Administration5

CSC 225 Computer Organization6

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.



CRIMINAL JUSTICE DEPARTMENT

Location:

Emergency Services Academy, Room 902
970.330.8008, Ext. 6313

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:	1 5
See A.A. degree requirements	
HUMANITIES:	1 5
See A.A. degree requirements	
BEHAVIORAL, SOCIAL, AND ECONOMIC SCIENCES:	1 5
See A.A. degree requirements	
MATHEMATICS, SCIENCE:	1 0
See A.A. degree requirements	
PHYSICAL EDUCATION:	3
See A.A. degree requirements	
TECHNOLOGY:	5
(see advisor for transfer course)	

CRIMINAL JUSTICE ELECTIVES 3 0

(Offered **ONCE** per school year)

- CRJ 110 Introduction to Criminal Justice . . .5
- CRJ 125 Law Enforcement Operations5
- CRJ 135 Judicial Function5
- CRJ 145 Correctional Process5
- CRJ 210 Constitutional Law5
- *CRJ 155 Juvenile Justice5

Total Credits for Area of Emphasis:90

(* Depends upon Technology skills)

CRIMINAL JUSTICE ADVISORY COMMITTEE

- Chief Paul Branham
Greeley Police Department
- Al Dominguez, Jr.
District Attorney, Weld County
- Mr. Doug Erler, Consultant
Corrections
- 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
- Al Sharon, Chief
Fort Lupton Police Department
- Grace Sheerer
Counselor, RE9 School District
- William E. West
District Court Chief Judge, 19th Judicial District
- Dave Zobeck, Consultant
Corrections

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 Foundation-level courses before Intermediate-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 2 3 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 COURSES: 7 0

FOUNDATION COURSES: 2 5

(Offered **ONCE** per school year)

- CRJ 110 Introduction to Criminal Justice . . .5
- CRJ 125 Law Enforcement Operations . . .5
- CRJ 135 Judicial Function5
- CRJ 145 Correctional Process5
- CRJ 155 Juvenile Justice5

INTERMEDIATE COURSES: 2 5

(Offered **ONCE** per school year)

- CRJ 111 Substantive Criminal Law5
- CRJ 112 Procedural Criminal Law5
- CRJ 210 Constitutional Law5
- CRJ 220 Human Relations & Social Control5
- CRJ 230 Criminology5

ADVANCED COURSES: 2 0

(Offered **ONCE** per school year)

- CRJ 270 Discretionary Justice I1 0
- CRJ 271 Discretionary Justice II1 0

GENERAL EDUCATION COURSES: 2 5

COMMUNICATIONS: 5

(Select **ONE** from the following courses.)

- ENG 121 English Composition I5
- 111 Foreign Language I5
- SPE 115 Public Speaking5

SOCIAL SCIENCES: 1 5

(select **THREE** from the following courses.)

- ANT 101 Cultural Anthropology5
- GEO 105 World Geography5

- HIS 202 U.S. History II5
- POS 105 Introduction to Political Science . .5
- POS 111 American Government5
- PSY 101 General Psychology5
- SOC 101 Introduction to Sociology I5
- SOC 218 Sociology of Minorities5

COMPUTERS: 5

With advisor approval, select any CI S or CSC course which is 100 level or above.

Total Credits for A.A.S. Degree: 95

PEACE OFFICER ACADEMY (Occupational Certificate)

BEHAVIORAL, SOCIAL, AND ECONOMIC SCIENCES DIVISION

Academy Director:

Charles E. Myers II

Associate Academy Director:

Sue Beecher, 970.330.8008, Ext. 6313
sbeecher@aims.edu

Academy and Registration Information:

Must consult with the Associate Academy Director, (**Sue Beecher**).

Program Length: Nine months.

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 60 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, Sue Beecher.

Application/Registration Information:

Must consult with the Associate Academy Director (see above).

CERTIFICATE PROGRAM

CREDITS

- POA 160 Administration of Justice3
- POA 161 Substantive Criminal Law8
- POA 162 Procedural Criminal Law3
- POA 163 Human Relation Skills4
- POA 164 Patrol Procedures4
- POA 165 Officer Survival Tactics3
- POA 166 Traffic Laws and Procedures4
- POA 167 Criminal Investigation Techniques .2
- POA 168 Crime Scene Techniques6
- POA 169 Communications4
- POA 270 Arrest Control Training4.5
- POA 271 Firearms5.5
- POA 272 Law Enforcement Driving3.5

Total Credits for Certificate: 5 4.5

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 undergrad 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. Dr . Vicky Bollenbacher (vbollenbacher@aims.edu) in 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
BUS 142 Intermediate Communication	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

(Pending State Approval)

These courses satisfy Colorado Department of Human Services requirements for Director. Additionally, students need 1,820 hours of verifiable work experience with children under 6 years.

ECP 101 Introduction to Early Childhood Professions3
ECP 102 Introduction to EC Lab Experiences4
ECP 148 Guidance Strategies for Children . . .3
ECP 205 Nutrition, Health, and Safety3
ECP 227 Curriculum Development: Methods/Techniques3
ECP 238 Child Development5
ECP 216 Administration: Human Relations for the Early Childhood Professions3
ECP 226 Administration of Early Childhood Care and Education Programs3

ELECTIVES:

Choose 6 credits from the following:

ECP 110 Introduction of Care of Infants and Toddlers4
ECP 210 First Start: Including Children With Disabilities4
ECP 214 Language and Cognition for the Young Child3
ECP 215 Creativity and the Young Child . . .3
MAN 116 Principles of Supervision5
MAN 125 Teambuilding2
MAN 236 Negotiations5
MAN 245 Managing Diversity1
Total Credits for Certificate:3 3

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 Toddlers4
ECP 111 Infant and Toddler: Theory and Practice5
ECP 112 Introduction to Infant/Toddler Lab Techniques3
Total Credits for Certificate:1 2

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 Disabilities4

ECP 238 Child Development5
ECP 296 Great Beginnings Practicum4
Total Credits for Certificate:1 3

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.

ECP 101 Introduction to Early Childhood Professions3
ECP 110 Introduction to Care of Infants and Toddlers4
ECP 111 Infant and Toddler: Theory and Practice5
Total credits for Certificate:1 2

PRESCHOOL CANDIDATE CERTIFICATE

This certificate satisfies the educational requirements toward Preschool CDA. Students must work with a CDA advisor to complete requirements.

ECP 101 Introduction to Early Childhood Professions3
ECP 102 Introduction to EC Lab Experiences4
ECP 238 Child Development5
EMS 108 Daycare Provider First Aid and CPR0.5

Select one of the following:

ECP 148 Guidance Strategies of Children . .3
ECP 214 Language and Cognition for the Young Child3
ECP 215 Creativity and the Young Child . . .3
Total credits for Certificate:1 5.5

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 Professions3
ECP 102 Introduction to EC Lab Exps.4
ECP 103 ECP Lab Experience II7
ECP 104 ECP Lab Experience III7

ECP 148 Guidance Strategies for Children . . .3
ECP 151 Early Childhood Professional Leadership I1
ECP 214 Language and Cognition for the Young Child3
ECP 215 Creativity and the Young Child . . .3
ECP 238 Child Development5
BUS 217 Business Communications and Report Writing5
SPE 125 Interpersonal Communication . . .5
EMS 108 Daycare Provider and First Aid and CPR0.5
Total Credits for First Year:46.5

SECOND YEAR:

PROGRAM COURSES REQUIRED:

ECP 110 Introduction to Care of Infants and Toddlers4
ECP 202 ECP Lab Experience IV7
ECP 205 Nutrition, Health, and Safety3
ECP 210 First Start: Including Children With Disabilities4
ECP 216 Administration: Human Relations for ECP3
ECP 226 Administration of Early Childhood Care and Education Programs3
ECP 227 Methods/Techniques: Curriculum Development3

Options: Students choose two:

Preschool Track Option:

ECP 204 Field Experience5

Infant/Toddler Track Option:

ECP 111 Infant and Toddler Theory and Practice5
(Maybe substituted for elective credit)
ECP 112 Introduction to Infant/Toddler Lab Techniques3

Special Needs Track Option:

ECP 296 Great Beginnings Practicum4

GENERAL EDUCATION:

MAT 110 Applied Business Mathematics . . .5
PSY 101 General Psychology I5
OR
PSY 248 Child Psychology5
SOC 101 Introduction to Sociology I5
OR
SOC 205 Sociology of Marriage and Family5
Elective:4
Total Credits for A.A.S Degree:1 01.5

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 Workshop2
 ECP 151 Early Childhood Leadership Development I1
 ECP 152 Early Childhood Leadership Development II1
 ECP 153 Early Childhood Leadership Development III1
 ECP 195 Music & Movement Workshop2
 ECP 206 Literature and Language Workshop2
 ECP 251 Early Childhood Leadership Development IV1
 ECP 252 Early Childhood Leadership Development V1
 ECP 253 Early Childhood Leadership Development VI1

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 27 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 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 Lelm
 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
- Marsha Driskill - Math/Science or General Education
- Advising Core - undecided teacher education
- Kathy Hamblin - Elementary Education
- Ron Courson - Fort Lupton Campus
- Jeanine Lewis - Developmental Education
- Nancy Cloutier-Davis - Communications, Humanities, and Business
- Peter Montez - Technology Division
- Tom Pentecost - Math/Natural and Applied Sciences

FAMILY AND LIFE EDUCATION

BEHAVIORAL, SOCIAL, AND ECONOMIC SCIENCES DIVISION

Family and Life Education provides lifelong 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.
- Donna Souther, JD., Academic Dean Behavioral, Social & Economic Sciences
- 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 Professions 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, A.A., 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 & Engineering:

Eugene Cross, Ext. 6438

Assistant Chair, Electronics & Engineering:

Peter Montez, Ext. 6376
Jon Schiltz, Ext. 6414

Faculty:

Peter Montez, Ext. 6376
Jon Schiltz, Ext. 6414

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. 6872
Jon Schiltz, Ext. 6414

Program Length: The length of certificate programs varies with the type of certificate (contact the department for details). The Associate in Applied Science Degree requires six quarters.

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.

A demonstrated proficiency in English Composition is required prior to degree completion. This may be accomplished by SUCCESSFULLY completing (ENG 131) Technical Writing, or equivalent course.

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.

Transfer Credit: Transfer credit will NOT be accepted until all assessment requirements have been met and successful completion of subsequent courses indicate that the student is indeed proficient in the transfer areas.

TESTING CENTER: Aims Community College is an authorized testing center for NARTE, ETA, and the FCC exam.

NARTE: (The National Association of Radio and Telecommunications Engineers, Inc.) Students completing the degree program are eligible for a NARTE Third Class Technician Certificate without further examination upon payment of appropriate membership and certification fees. Additional work experience may establish eligibility for a second or first class certification as determined by the NARTE classification board.

ETA: (The Electronics Technician Association, International) This organization is sanctioned by Iowa State University. Students may obtain



Electronics

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	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 Certificate60
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:

Consult an advisor for selection of technical electives.

Other Available

Electronics Technology Courses:

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 (Special Topics)	1-10
ELT 201	Digital Fundamentals II	5
ELT 202	Microprocessors I	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

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 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) 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	1
Basic Module 4	
ELT 231 Basic Equipment II	1
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. Degree: . . .112

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 2-4 quarter credits which applies toward a Radiologic Equipment Repair Certificate in addition to the A.A.S. Degree.

CONTACT YOUR LOCAL AIR FORCE, AR MY, 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 EM PL 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 (TM DE); 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. Thermocouple 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. Microtome,
14. Lens Measuring Apparatus,
15. Infant Servo Control,
16. IV Pump/Controller,
17. Ultrasonic Prophylaxis,
18. Osmometer,
19. ENT Operating Unit.

BASIC EQUIPMENT II

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

OR/CMS EQUIPMENT

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

ADVANCED EQUIPMENT

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

RADIOLOGICAL EQUIPMENT I

1. X-Ray Machine,
2. Radiographic Grids,
3. Panoramic Dental X-Ray Unit,
4. Portable X-Ray Unit,
5. Panorex Dental X-Ray Unit,
6. Radiographic Films & Intensifying Screens,
7. Geom Limiting Devices,
8. Heliocent 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/ENGINEERING TECHNOLOGY ADVISORY COMMITTEE

- John Bettolo
Weld County SD 6, Greeley
- Bob Brown
Harsh International Inc., Eaton
- Ken Burns
Woodward Governor, Fort Collins
- Jerry Cotner
Kodak Colorado Division, Windsor
- John Connell
RR Donnelley Norwest Inc., Greeley
- Glenn Gray
Celestica Colorado, Fort Collins
- Michelle Hupfer
Woodward Governor, Fort Collins
- Phyllis Huston
Hewlett Packard, Fort Collins
- Debbie Lindenmuth
Platte River Power Authority, Fort Collins
- Randy Milroy
Rocky Mountain Supply, Inc., Greeley
- Alan Oetken
Ion Tech., Fort Collins
- Holly Sample
Poudre School District Support Services Center, Fort Collins
- Norbert Shea
Flextronics
- Dave Watson
Western Sugar Co., Greeley
- Barb Wilson
Aqua Engineering, Fort Collins
- Greg Worrell
ConAgra Risk Management, Greeley

EMERGENCY MEDICAL SERVICES DEPARTMENT

Location:
Emergency Services Academy, Room 915,
970.330.8008, Ext. 6269

Department Chair:
Barb Foster, Ext. 6449

Faculty:
Lisa Connelly, Ext. 6460
Eric Harris, Ext. 6343
Liz Owen, Ext. 6407

Program Director:
Barbara Foster, Ext. 6449
Continuing Medical Education

Program Coordinator:
Richard Thibault, Ext. 6536
Basic Life Support Courses
Christine Westlund,
EMS Program Coordinator

DEGREES/CERTIFICATES OFFERED:

- First Responder**
Certificate (Division of Fire Safety)
- Emergency Medical Technician - Basic**
(Certificate)
- Emergency Medical Technician - Intermediate**
(Certificate)
- Emergency Medical Services Emphasis**
(A.A. Degree)
- Emergency Medical Services** (A.A.S. Degree)

EMERGENCY MEDICAL SERVICES

MATHEMATICS/NATURAL AND APPLIED SCIENCES DIVISION
Emergency Medical Services Department
(Emergency Services Academy)

ADVISORS:
Barbara E. Foster,
Department Chair, Ext. 6449
Lisa Connelly, Ext. 6460
Eric Harris, Ext. 6343
Liz Owen, Ext. 6407

DEGREES/CERTIFICATES OFFERED:

- First Responder**
Certificate (Division of Fire Safety)
- Emergency Medical Technician - Basic**
(Certificate)
- Emergency Medical Technician - Intermediate**
(Certificate)
- Emergency Medical Services Emphasis**
(A.A. Degree)
- Emergency Medical Services Emphasis**
(A.A. Degree)
- Emergency Medical Services** (A.A.S. 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-Basic 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: This EMT-Basic course is currently a 242-hour, 16.5 credit program that usually meets over 2 quarters. Students are required to be proficient in the cognitive, motor skill and affective domains to successfully pass the program and become eligible for the state examination by the Prehospital Care Program, Colorado Department of Health and Environment. This Colorado EMT certificate is to be renewed within 3 years by taking an EMT-B refresher class or by 36 hours of on-going Continuing Medical Education (CME), and a skill evaluation.

National Registry testing is available on an as needed basis. EMTs that wish to renew certificates that are less than 36 months past expiration can enroll in a re-entry program. Contact an EMS Department member for information.

EMTs wishing to apply for reciprocity must contact the Prehospital Care Program **303.692.2980** for information.

Registration Requirements: A complete listing of prerequisites is available from any EMS department member.

PREREQUISITES:	CREDITS
EMS 103 Healthcare Provider CPR0.5
EMS 121 Infection Control0.5

CERTIFICATE PROGRAM

EMS 123 Emergency Medical Technician - Basic I8
EMS 124 Clinical Experience1.5
EMS 125 Emergency Medical Technician-Basic II7
Total Credits for Certificate:16.5

CERTIFICATE RENEWAL PROGRAM

EMS 126 EMT-B Refresher4
OR
Complete 36 hours CME (Continuing Medical Education) AND Skill Evaluation, within 12 months or application for renewal of certification by an approved Training Center/Group.



Emergency Medical Services

EMERGENCY MEDICAL TECHNICIAN INTERMEDIATE (EMT-I)

Potential Opportunities: Entry level employment as an EMT -I is available in a variety of settings.

Program Length: EMT-I is currently a 3 17-hour, 22.0 credit course. The student must have specific EMS field experience prior to enrolling in the course. Students are required to be proficient in both the cognitive, motor skill and affective domains to pass the program and become eligible for state examination by the Prehospital Care Program, Colorado Department of Health and Environment. This certificate must be renewed within 3 years by taking an EMT-I Refresher class or by 36 hours of on-going Continuing Medical Education (CME) and a skill evaluation within 12 months of application for renewal of certification.

National Registry testing is available on an as needed basis. EMTs that wish to renew certificates that are less than 36 months past expiration, can enroll in a reentry program. Contact any EMS Department member for information.

EMTs wishing to apply for reciprocity must contact the Prehospital Care Program **303.692.2980** for information.

Registration Requirements: There are several prerequisites and certifications required. An EMS department member must sign the student's registration form to be registered for the class. The student may obtain a list of pre-requisites from any EMS department member.

CERTIFICATE PROGRAM CREDITS

EMS 204 Emergency Medical Technician - Intermediate (EMT-I) I	1
EMS 205 Emergency Medical Technician - Intermediate (EMT-I) II	1

Total Credits for EMT

Intermediate Certificate: 2 2

CERTIFICATE RENEWAL PROGRAM

EMS 206 EMT-Intermediate Refresher	.4
EMS 227 ALS Skill Eval/Exam	.0.5

OR

Complete 36 hours CME (Continuing Medical Education) and a Skill Evaluation within 12 months for renewal, by an approved Training Group/Center.

EMS DEPARTMENT COURSES:

EMS 100 Introduction to Emergency Medical Services	.0.5
EMS 101 Heartsaver CPR	.0.5
EMS 103 Healthcare Provider CPR	.0.5
EMS 104 HCP CPR Renewal	.0.5

EMS 105 AHA CPR Instructor	.1.5
EMS 106 AHA CPR Instructor Renewal	.0.5
EMS 108 Infant and Child CPR/First Aid	.0.5
EMS 109 Infant and Child CPR/First Aid	.0.5
EMS 111 Heartsaver CPR/First Aid	.0.5
EMS 112 Emergency Medical Dispatch	.2.5
EMS 113 First Response AED	.0.5
EMS 114 Wilderness First Aid	.1.0
EMS 115 First Responder	.5.0
EMS 116 First Responder Refresher	.3.0
EMS 118 Outdoor Emergency Care	.2.0
EMS 121 Infection Control	.0.5
EMS 123 EMT Basic 1	.8.0
EMS 124 EMT Clinical Experience	.1.5
EMS 125 EMT Basic 2	.7.0
EMS 126 EMT-Basic Refresher	.4.0
EMS 129 Career Preparation	.3.0
EMS 130 IV Therapy for the EMT	.2.5
EMS 131 Concepts in EMS	.4.0
EMS 132 Legal & Ethical Issues in EMS	.3.0
EMS 134 EMS Internship	.3.0
EMS 140 Emergency Vehicle Operation	.3.0
EMS 142 Pediatric Emergencies	.3.0
EMS 144 Training the Emergency Services	.3.0
EMS 147 EKG Interpretation	.3.0
EMS 150 Basic Life Support Continuing Medical Education	.0.5 to 5.0
EMS 160 EMS Seminars	.0.5 to 5.0
EMS 204 EMT Intermediate 1	.1 1.0
EMS 205 EMT Intermediate 2	.1 1.0
EMS 206 EMT Intermediate Refresher	.4.0
EMS 207 Advanced Cardiac Life Support	.1.0
EMS 208 ACLS Renewal	.0.5
EMS 209 ACLS Instructor	.1.5
EMS 210 Pediatric Advanced Life Support	.1.0
EMS 211 PALS Renewal	.0.5
EMS 212 PALS Instructor	.1.5
EMS 213 Prehospital Trauma Life Support (PHTLS)	.1.5
EMS 214 PHTLS Instructor	.0.5
EMS 226 Paramedic Refresher	.4.0
EMS 227 ALS Skill Evaluation/ Examination	.0.5
EMS 228 Advanced Life Support Continuing Medical Education	.0.5 to 5.0

EMERGENCY MEDICAL SERVICES EMPHASIS

(Associate of Arts Degree) MATHEMATICS/NATURAL AND APPLIED SCIENCES DIVISION

For EMS providers that serve in the field or wish to explore careers in supervision or management. All students pursuing the A.A. degree must have an advisor from the EMS department.

PREREQUISITES: 1 8.5

EMS 103 Healthcare Provider CPR	.0.5
EMS 121 Infection Control	.0.5
EMS 123 EMT-B I	.8
EMS 124 EMT Clinical	.1.5
EMS 125 EMT-B II	.7

DEGREE PROGRAM CREDITS

COMMUNICATIONS: 1 5

See A.A. degree requirements

HUMANITIES: 1 5

See A.A. degree requirements

BEHAVIORAL, SOCIAL, AND ECONOMIC SCIENCES: 1 5

See A.A. degree requirements

TECHNOLOGY 5

(See your advisor for approved transferrable course.)

PHYSICAL EDUCATION: 3

See A.A. degree requirements

*Please discuss core classes with EMS department advisor, before registering.

EMS CORE COURSES: 3 7

EMS 127 IV Therapy for EMS	.2.5
EMS 128 EKG Interpretation	.3
EMS 129 Career Preparation	.3
EMS 131 Concepts in EMS	.4
EMS 132 Legal and Ethical Issues in EMS	.3
EMS 134 EMS Internship	.3
EMS 144 Training the Emergency Services	.3
EMS 147 EKG Interpretation	.3
MAN 200 Human Resources Management	.5
MAN 236 Negotiations	.5
MAN 237 Supervisory Management	.5
BUS 165 Human Relations at Work	.5

OR

PSY 120 Psychology of Leadership & Management	.5
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Total Credits for Area of Emphasis: 9.0

EMERGENCY MEDICAL SERVICES

(Associate of Applied Science Degree)
MATHEMATICS/NATURAL AND APPLIED SCIENCES DIVISION
 (Pending State Approval)

CREDITS

PREREQUISITES:1 7

EMS 125 EMT-Basic II1 6.5
 Includes EMS 123 and 124
 EMS 121 Infection Control0.5

GENERAL EDUCATION REQUIREMENTS: . . .40

CIS 118 Introduction to Computer Applications5
 ENG 131 Technical Writing5
 MAT 109 Survey of Algebra5
 SOC 101 Introduction to Sociology I OR
 PSY 102 General Psychology II5

BIO 105 Science of Biology5
 POS 111 American Government5
 HUM 121 Survey of Humanities5
 SPE 125 Interpersonal Communications .. .5

CORE REQUIREMENTS:41

Bio 201/202/203*
 Human Anatomy and Physiology15
 *EMS 105 CPR Instructor1.5
 *EMS 128 EKG Interpretation3
 EMS 129 Career Preparation3
 *EMS 131 Concepts in EMS4
 *EMS 132 Legal and Ethical Issues in EMS . . .3
 *EMS 134 EMS Internship3
 *EMS 140 Emergency Vehicle Operation . . .3
 *EMS 142 Pediatric Emergencies3
 *EMS 147 IV Therapy for EMTs2.5

RECOMMENDED ELECTIVES:9

PSY 101 General Psychology5
 SPA 101 Conversational Spanish3
 *SPE 225 Organizational Communications . .5
 EDU 228 Emotional IQ1

ASL 101 Introduction to American Sign Language3-5
 CHE 110 Introduction to Inorganic Chemistry5
 CHE 120 Introduction to Organic Chemistry5
 *PSY 249 Abnormal Psychology3-5
 PSY 147 Dealing With Stress1-3
 SOC 210 Sociology of Aging5
 SOC 215 Contemporary Social Problems . . .5

**Denotes courses that require a prerequisite, assessment scores, or instructor approval. Please refer to course description for details.

Total Credits for A.A.S. Degree:90

EMERGENCY MEDICAL SERVICES ADVISORY COMMITTEE

- Deb-Bell Baker, Ph.D., Director
 Advising, Assessment & Career Services
 Aims Community College
- James Campaign, MD
 Northern Colorado Emergency Physicians
 EMS Department Medical Director
- Larry Harrison, Department Chair
 Community Health & Education
 University of Northern Colorado
- Kelvin Knaub, EMT-B
 Milliken Fire Department
 Kodak Plant Protection
- Mary Mast
 UCFRA EMS Coordinator
- Gary McCabe, Director
 Weld County Ambulance Service
- Donna Nayduch
 Western Plains Health Network
- Aims EMS Student - Department Major

Mechanisms that naturally control blood pressure

in two types: primary hypertension (10% of cases). Blood pressure, the force applied by the walls of a specific area, is the necessary force to maintain a

functions: the endocrine system

Primary hypertension (90% of cases)
 is when there is not a known direct cause for the disorder. Nevertheless, there are several factors believed to be related to it.

Aldosterone system
 to the reduction of arterial pressure or decrease in the renal tubules, the juxtaglomerular apparatus of the kidney secretes renin, which converts angiotensinogen into angiotensin I. Angiotensin I is converted to angiotensin II, which causes vasoconstriction and stimulates the release of aldosterone from the adrenal cortex. Aldosterone acts on the renal tubules to increase sodium reabsorption and water retention, thereby increasing blood volume and pressure.

ENGINEERING TECHNOLOGY DEPARTMENT

Location:

Ed Beaty Hall, Room 540
970.330.8008, Ext. 6239

Department Chair, Electronics & Engineering:

Eugene Cross, Ext. 6438

Assistant Chair, Electronics & Engineering:

Peter Montez, Ext. 6872
Jon Schiltz, Ext. 6414

Faculty:

John Lenz, Ext. 6626

DEGREES/CERTIFICATES OFFERED:

Engineering Technology

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

Construction Technology (Certificate)

Engineering Technology - AutoCAD

(Certificate)

Engineering Technology (Certificate)

Pre-Engineering Emphasis (A.S. Degree)

ENGINEERING TECHNOLOGY (Associate of Applied Science Degree) TECHNOLOGY DIVISION

ADVISORS:

John Lenz, Ext. 6626

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

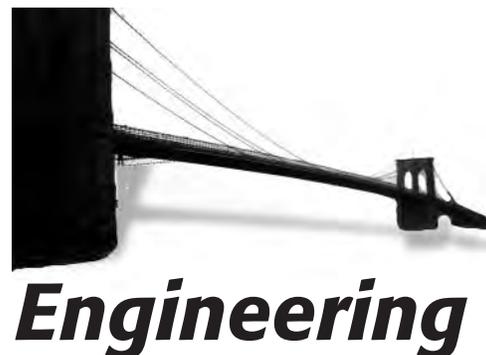
to the program. A MINIMUM SCORE OF 79 ON THE READING ASSESSMENT IS REQUIRED FOR ANY ENGINEERING TECHNOLOGY COURSE. (2) A demonstrated proficiency in English composition is required before graduation. This may be accomplished by successful completion ("C" grade or above) or ENG 131 Technical Writing I, 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 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.



Engineering

CERTIFICATE REQUIREMENTS: CREDITS

ELT 107	Industrial Electronics I	.5
ENT 100	Intro to Engineering Technology	.2
ENT 101	Intro to Engineering Graphics	.3
ENT 102	Drafting/Design I	.3
ENT 111	Engineering Materials	.3
ENT 116	Technical Mathematics	.5
ENT 118	Technical Computing Applications	.5
ENT 201	Computer Aided Drafting I	.4
ENT 207	Technical Job Seeking	.1
ENT 215	Engineering Planning & Control	.3
ENT 216	Statistical Quality Control	.3

REQUIRED GENERAL EDUCATION COURSES:

PHY 111	Physics: Algebra Based I	.5
PHY 112	Physics: Algebra Based II	.5

ELECTIVES: Select with advisor approval8

Total Credit Hours for Certificate:55

NOTE: An assessment of 1 05 is required to demonstrate English proficiency.

ENGINEERING TECHNOLOGY AUTOCAD CERTIFICATE PROGRAM

The 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 C AD 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 Preparation2

Total Credit Hours for Certificate:18

The following programs are offered through the Continuing Education Division. Contact Roseann Guyette at extension 6578 for training request.

CONSTRUCTION TECHNOLOGY CERTIFICATE PROGRAM

Students complete short 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 Planning3

EDU 122	Basic Skills Assessment	.1
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Total Credit Hours for Certificate:14.87

ENGINEERING TECHNOLOGY DEGREE PROGRAM

The Engineering Technology A.A.S. Deg ree program is a six quar ter, 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 deg ree of flexibility so that a student or employer may select electives as needed to prepare for specific occupational needs. This degree will ar ticulate 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

First Year Core: (Engineering Certificate) . . .55

Second Year:

ENT 298	Eng Problems & Apps	.4
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OR

ENT 296	Engineering Internship Variable	.1-6
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Technical Electives (see Note 1 below) .39

General Education courses

(see Note 2 below)1 3

Total Credits for Degree:1 11

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). P HY 111 and P HY 112 are requirements in the 1st year core.

ENGINEERING TECHNOLOGY TECHNICAL ELECTIVES

Consult an advisor for selection of technical electives.

Other available

Engineering Technology courses:

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 II4
 ENT 203 Computer Aided Drafting III4
 ENT 204 Computer Aided Drafting IV4
 ENT 205 Electro/Mechanical Design4
 ENT 206 Statics5
 ENT 209 Independent Study in Engineering Technology I1
 ENT 219 Independent Study in Engineering Technology II2
 ENT 229 Independent Study in Engineering Technology III3
 ENT 217 Fluid Mechanics:
 Hydraulic/Pneumatic3
 ENT 221 Strength of Materials5
 ENT 225 Computer Aided Manufacturing4
 ENT 226 Civil Hydraulics3
 ENT 227 Robotics4
 ENT 228 Measurement Systems Analysis3
 ENT 235 Drafting: Architectural II4
 ENT 236 Drafting: Structural4
 ENT 237 Drafting: Civil5
 ENT 245 Drafting V: Architectural4
 ENT 255 Drafting VI: Architectural4
 ENT 246 Mechanical Design:
 Manufacturing4
 ENT 247 Mechanical Design: Facilities4
 ENT 296 Engineering Internship .Variable 1-6

ENGINEERING/ELECTRONICS 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
 Glenn Gray
 Celestica Colorado, Fort Collins
 Phyllis Huston
 Hewlett Packard, Fort Collins
 Debbie Lindenmuth
 Platte River Power Authority, Fort Collins
 Randy Milroy
 Rocky Mountain Supply, Inc., Greeley
 Alan Oetken
 Ion Tech., 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
 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
 James Parnell
 CSU Construction Management Program Fort Collins
 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:1 5
 See A.S. degree requirements
HUMANITIES:1 0
 See A.S. degree requirements
BEHAVIORAL AND SOCIAL SCIENCES:10
 See A.S. degree requirements
MATHEMATICS:1 5
 MAT 201 Calculus I5
 MAT 202 Calculus II5
 MAT 203 Calculus III5
SCIENCE:1 5
 PHY 211 Physics: Calculus-based I5
 PHY 212 Physics: Calculus-based II5
 PHY 213 Physics: Calculus-based III5
TECHNOLOGY:5
 (Contact your advisor for approved transferable course)
PHYSICAL EDUCATION:3
 See A.S. degree requirements
ELECTIVES:1 7
 MAT 121 College Algebra6
 MAT 122 Trigonometry5
 MAT 135 Introduction to Statistics5
 OR
 BUS 226 Business Statistics6
 MAT 255 Linear Algebra5
 MAT 260 Calculus IV5
 MAT 265 Differential Equations5
 CHE 111 General College Chemistry I5
 CHE 112 General College Chemistry II5
 CHE 113 General College Chemistry III5
 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.

**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:

Dick Minor, Ext. 6263

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)

**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
Dick Minor, Ext. 6263

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 I7 .5
 - FST 140 Fire Academy I - Drill Ground6
- 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 Applications5
 - ENG 121 English Composition I5
 - MAT 109 Survey of Algebra5
 - SOC 101 Introduction to Sociology I5
 - PHY 105 Conceptual Physics5
 - POS 111 American Government5
 - PHI 112 Ethics5

CORE REQUIREMENTS:60

- FST 102 Introduction to Fire Science5
- FST 103 Firefighter Occupational Safety5
- FST 104 Fixed Fire Protection Equipment5
- FST 105 Building Plans and Construction5
- FST 106 Fire Inspection Practices5
- FST 107 Hazardous Materials I5
- FST 151 Apparatus and Procedures5
- FST 201 Instructional Methodology5
- FST 202 Firefighter Strategy and Tactics5
- FST 204 Codes and Ordinances5



Fire Science

FST 205 Fire Cause Determination5
 FST 206 Fire Service Supervision5

RECOMMENDED ELECTIVES1 5

EMS 125 EMT - Basic II5
 FST 100 Fire Academy I7.5
 FST 115 Industrial Fire Safety5
 FST 185 Firefighter Physical Fitness4
 FST 251 Fire Science and the Law5
 FST 252 Fire Investigation5
 PHY 138 Biofeedback and Stress Management4
 PSY 101 General Psychology5
 BUS 141 Introduction to Communications .5
 STS 105 Becoming a Master Student5
 SPA 101 Conversational Spanish I3
 BUS 165 Human Relations at Work5

Total Credits for A.A.S. Degree:1 10

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

Registration Requirements: Students must consult with the Academy Director prior to registration.

**CERTIFICATE PROGRAM CREDITS
 CERTIFICATE REQUIREMENTS:**

FST 100 Fire Academy I7.5
 FST 140 Fire Academy I - Drill Ground6

Total Credits for Certificate:1 3.5

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 Responder5
 EMS 103 Healthcare Provider CPR0.5
 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 TRAINING6

- 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
- Mike Johnson
- Student Representative
- Tim Johnson
- Tom Jones
- Aims Community College
- 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



General Education Development (GED)

GENERAL EDUCATION DEVELOPMENT CERTIFICATE PREPARATION 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
Monica Ramirez, Geology, GIS, and Earth Sciences, Ext. 6310

Senior Lab Coordinator:

Betty Wilmoth, Ext. 6379

Loveland Campus Chair:

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

ADVISOR:

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:1 5

See A.S. degree requirements

HUMANITIES:1 0

See A.S. degree requirements

BEHAVIORAL AND SOCIAL SCIENCES: ...10

Choose two of the following:

ECO 202 Principles of Microeconomics5

GEO 105 World Geography5

SOC 101 Introduction to Sociology I5

PHYSICAL EDUCATION:3

See A.S. degree requirements

MATHEMATICS AND SCIENCE:1 8

GEY 111 Physical Geology6

GEY 121 Historical Geology6

MAT 121 College Algebra6

TECHNOLOGY:5

Recommended:

CIS 116 Logic & Program Design Using

BASIC5

(See your advisor for approved transferable 5-credit courses).

Total credits for A.A. degree5

EMPHASIS ELECTIVES:3 3

EAS 205 Introduction to Natural Resources . .5

GEO 111 Physical Geography5

GIS 205 Spatial Mapping Tech. (GIS I)5

GIS 225 Geographic Information Systems

(GIS II) Applications5

GIS 235 GIS/GPS Field Study (GIS IIIa)5

GEO 235 GIS Internship (GIS 111b)4

Total Credits:90

GEOGRAPHIC INFORMATION SYSTEMS (GIS) GLOBAL POSITIONING SYSTEMS (GPS)
(Certificate Program)

MATHEMATICS/NATURAL AND APPLIED SCIENCES DIVISION

ADVISOR:

Monica Ramirez, Ext. 6310

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.



Geographic Information Technology

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
GIS 205 Spatial Mapping Tech. (GIS I)	.5
GIS 225 Geographic Information Systems Application (GIS II)	.5
GIS 235 GIS/GPS Field Study/(GIS IIIa)	.5
OR	
GEO 235 GIS/(GIS IIIb)/Internship	.5
Total Credits for Certificate:	3.1

GEOGRAPHIC INFORMATION SYSTEMS ADVISORY COMMITTEE

Karl Brown

USGS Vegetation Mapping
Program Coordinator
Denver, CO

Bruce Biggi

Principal Consultant

Denis Dean

Department of Forest Sciences-GIS
Colorado State University

Roger DeWitt

Social Sciences Department Chair
Aims Community College

Dave Diggs

Weld County Government
Greeley, CO

Roseann Guyette

Aims Corporate Education Center
Greeley, CO

Dan Huerter

Weld County Government
Greeley, CO

Michael Kelsey, Ph.D.

Professor, Geography/Economics
Aims Community College

Joseph Kerski, Ph.D.

USGS National Mapping Program
Denver CO

Melinda Laituri

Associate Professor,
Department of Earth Resources
Colorado State University

Sophia Linn

Program Manager, Colorado Geographic
Alliance/Colorado Geographic
Education Fund

Pat McGuire

Associate Vice President of Instruction
and Student Services
Aims Community College

Alan Overton

North Weld County Water District
Lucerne, CO

Les Race

Campus Dean, Loveland
Aims Community College

Monica Ramirez

Science Department Chair
Aims Community College

Walt Richter, Ph.D., Dean

Math/Natural and Applied Sciences
Aims Community College

Marsha Ring

School to Career/GIS Coordinator
Poudre School District

Donna Souther, Dean

Behavioral/Social & Economic Sciences
Aims Community College

Brian Sullivan

City of Greeley, GIS Department
Greeley, CO

Bob Waltermire

USGS GIS/Remote Sensing Projects
Fort Collins, CO

Karoline Woodruff

Assistant Program Coordinator, Loveland
Continuing Education
Aims Community College



HEALTH OCCUPATIONS DEPARTMENT**Location:**

Ed Beaty Hall, Room 567.1
970.330.8008, Ext. 6252

Department Chair:

Kathy Smith Stillson, MN, RN, Ext. 6312

Faculty:

Lana Simonds, MS, RN, Ext. 6890

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)

Home Health 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)

MEDICAL OFFICE TECHNOLOGY/ MEDICAL ASSISTING (Associate of Applied Science Degree)

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, 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).



Health Professions

PROGRAM PREREQUISITES:

(Completed or tested out)**CR EDITS**
 BUS 141 Intro to Communications5
 BUS 151 Introduction to Word Processing . . .5
 HLH 100 Intro. to Healthcare Professions . . .2
 MOT 114 Introduction to Medical Terminology3
 MOT 115 Medical Term Abbrev & Special Terms1
 AAA 109 Advanced Academic Achievement . . .5

GENERAL EDUCATION48

BIO 120 Basic Anatomy & Physiology5
 BUS 129 Business Telecommunications I . . .1
 EMS 129 EMS/Health Career Preparation . . .3
 HLH 122 Basic Safety1
 HLH 123 Body Mechanics1
 HLH 125 Alternatives In Healthcare3
 HLH 141 Health Promotion2
 HLH 142 Pathophysiology of Disease5
 HLH 236 Psychiatric Assisting1
 MAT 110 Applied Business Mathematics . . .5
 MOT 113 Law & Ethics for Health Professions3
 MOT 117 Introduction to Clinical Skills3
 MOT 130 Basic Pharmacology for Medical Careers5
 PSY 101 General Psychology I5
 SPE 126 Communication in Healthcare Settings5

MEDICAL FRONT OFFICE ASSISTANT CERTIFICATE - SPECIFIC COURSES2 9

ACC 208 Excel Applications for Business . . .3
 BUS 142 Intermediate Communications . . .5
 BUS 217 Business Communications and Report Writing5
 EMS 103 Healthcare Provider CPR0.5
 (not required in A.A.S. as covered in EMS 115)
 EMS 110 First Aide0.5
 (not required in A.A.S. as covered in EMS 115)
 MOT 110 Medical Office Procedures I4
 MOT 205 Medical Coding5
 MOT 210 Medical Office Procedures II3
 MOT 251 Medical Assistant Externship I (90 clinical hours)3

To complete the certificate in Medical Front Office Assisting, the student must complete the general education courses (48 credits) and the Medical Front Office requirements (29 credits) for a total of 78 credit hours.
 (The requirement of HLH 142 and HLH 201 for the Front Office Certificate are pending state approval.)

Students seeking to advance in the Medical Front Office from certificate to degree may choose to pursue the A.A.S. in Business Technology. Contact Ann Aron, extension 6240.

MEDICAL BACK OFFICE ASSISTANT CERTIFICATE - SPECIFIC COURSES2 8

EMS 115 First Responder5
 HLH 202 Pharmacology II1
 HLH 211 Surgical Asepsis1
 MOT 120 Clinical Assisting I3
 MOT 220 Clinical Assisting II4
 MOT 206 Phlebotomy Fundamentals2
 MOT 207 Laboratory Procedures4
 MOT 252 Medical Assistant Externship II (90 clinical hours)3
 RTE 100 Orientation to Radiography5
Total Curriculum Credit Hours for A.A.S. Degree:1 05
Total Curriculum Credit Hours for Medical Front Office Certificate:7 8
Total Curriculum Credit Hours for Medical Back Office Certificate:7 7

(A.A.S. does not include the 1 credit 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 (49 credits) and the Medical Back Office requirements (28 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 (49 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 (28 credits) for a total of 105 credits.

MEDICAL OFFICE TECHNOLOGY PROGRAMS ADVISORY COMMITTEE

- Ann Aron
 Chair, Business Technology
 Aims Community College
 Lisa Connelly, AA
 Assistant Professor, EMS
 Aims Community College
 Diana Duncan, BS, RTR
 Chair, Radiography
 Aims Community College
 Emily Goodwin, BA
 Advisor, Aims Community College
 Linda Hill, MA
 Big Thompson Medical Group
 Toni Hooten, Officer Manager
 WestLake Family Physicians
 Kyle Lynch, BA, Office Manager
 Family Physicians of Greeley
 Linette Markley, RMA
 Greeley Medical Clinic
 Cindy McDade, CMA
 Sunrise Community Health Center
 Crystal Pribble
 Office Manager
 Johnstown Family Practice
 Amanda Rainwater
 MOT Student Representative
 Aims Community College
 Walt Richter, Ph.D., Dean
 Mathematics/Natural and Applied Sciences
 Aims Community College
 Glenda Schneider, RN,
 Advisory Committee Chair, Nurse Manager
 Greeley Medical Clinic
 Lana Simonds, MS, RN
 Associate Professor, Health Occupations
 Aims Community College
 Kathy Smith Stillson, MN, RN
 Chair, Instructor, Health Occupations
 Aims Community College
 Carol Wiegand, MT
 Longmont United Hospital

**NURSE AIDE
MATHEMATICS/NATURAL AND
APPLIED SCIENCES DIVISION**

ADVISORS:

Lana Simonds, Ext. 6890
Kim Wallin, 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. (Cost of examination **not** covered in tuition.) 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 & Lab7
NUA 102 Nurse Aide Clinical1

HOME HEALTH AIDE CERTIFICATE

(Pending State Approval)

REQUIRED COURSES CREDITS

HLH 136 Home Health Aide3
(Prerequisite: Current CNA & EMS 103)

**COMMUNITY CERTIFIED NURSE AIDE
TRAINING PROGRAM CONSORTIUM
ADVISORY COMMITTEE**

James Contos
Heartland Homecare
Crystal Day, RN
Rehabilitation & Visiting Nurse Association

Vicky Gilmer
Fairacres Manor, Inc.
Emily Goodwin
Program Advising and Assessment
Aims Community College
Jan Hoot Martin, Ph.D.
School of Nursing
Edie Hughes, RN, BSN
Banner Home and Community Care
Sara Kearns
Bonell Good Samaritan Center
Raegan Maldonado
Weld County Ombudsman
Tess Masters, RN
Program Instructor/Coordinator
Jerod McCoy
The Villa at Greeley, Inc.
Jane Pomeroy, RN
Banner Health Systems
Walt Richter, Ph.D., Dean,
Mathematics/Natural and Applied Sciences
Lana Simonds, MS, RN
Health Occupations Department Liaison
Kathy Smith Stillson, MN, RN
Health Occupations, Chair
Dianne Stille
Centennial Area AHEC
Cheryl Strosnider, SDC
Life Care Center of Greeley
Robbyn R. Wacker, Ph.D.
University of Northern Colorado
Gerontology Program



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 CREDITS

COMMUNICATIONS:1 5
See A.S. degree requirements

HUMANITIES:1 0
See A.S. degree requirements

BEHAVIORAL AND SOCIAL SCIENCES: ...10
See A.S. degree requirements

PHYSICAL EDUCATION:3
See A.S. degree requirements

MATHEMATICS AND SCIENCES:

Required Courses:

MAT 121 College Algebra6
BIO 111, 112, 113
General College Biology I, II, III1 5
CHE 111, 112, 113
General College Chemistry I, II, III1 5

TECHNOLOGY:5
(See advisor for approved transferable course)

Recommended Courses:

MAT 121 College Algebra6
MAT 122 College Trigonometry5
PHY 111, 112, 113
Physics: Algebra Based I, II, III1 5
BIO 201, 202, 203
Human Anatomy & Physiology I, II, III ...1 5
CHE 211, 212, 213
Organic Chemistry I, II, III1 5
BIO 205 Microbiology5
CHE 210 Biochemistry5

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

Dr. 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:1 5
See A.A. degree requirements

HUMANITIES:1 5
See A.A. degree requirements

BEHAVIORAL AND SOCIAL SCIENCES: ...15
See A.A. degree requirements

PHYSICAL EDUCATION:3
See A.A. degree requirements

MATHEMATICS AND SCIENCE:

Required Courses:

MAT 135 Introduction to Statistics5
BIO 201, 202, 203
Human Anatomy & Physiology I, II, III ...1 5
CHE 110 Intro to Inorganic Chemistry5
CHE 120 Intro to Organic Chemistry5

TECHNOLOGY:5
(See advisor for approved transferable course)

Recommended Elective Courses:

PSY 235 Developmental Psychology5
SOC 101 Intro to Sociology I5
ANT 101 Cultural Anthropology5
BIO 205 Microbiology5
CHE 210 Intro to Human Biochemistry ...5
CIS 118 Introduction to PC Applications ...5
SOC 218 Sociology of Minorities5

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 (Associate of Applied Science Degree) MATHEMATICS/NATURAL AND APPLIED SCIENCES DIVISION

Location:

Ed Beaty Hall, Room 567.4
970.330.8008, Ext. 6424

Assistant Department Chair:

Diana Duncan, Ext. 6341

Faculty:

Nan Cramer, Ext. 6436
Holly Knaub, Ext. 6324
Debi Knudson, Ext. 6419
Tracey Warner, Ext. 6420

DEGREES/CERTIFICATES OFFERED:

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

Mammography Technologist (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
Nan Cramer, Ext. 6436

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 AD VISING 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 department chair.

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 II	.5
RTE 224 Clinical Experience	.8
RTE 234 Clinical Experience	.9

Total Major Credits: .96

GENERAL EDUCATION

REQUIREMENTS .20

BIO 120 Basic Human Anatomy & Physiology	.5
ENG 121 English Composition I	.5
SPE 125 Interpersonal Communications OR	

SPE 126 Communication in Healthcare	.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	.5
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:	10

RADIOGRAPHY TECHNOLOGY AIDE CERTIFICATE

ADVISORS:

Diana Duncan, B.S., R.T.R., -

Department Chair, Ext. 6341

Debi Knudson, B.S., R.T.R. - Clinical

Coordinator, Ext. 6419

Holly Knaub, Instructor, Ext. 6324

Tracey Warner, R.T.R., Instructor, Ext. 6420

Nan Cramer, R.T.R., Instructor, Ext. 6436

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 100 Orientation to Radiology Tech OR	.5
RTE 101 Introduction to Radiologic Technology	.5
HLH 120 Medical Terminology	.4
HLH 122 Basic Safety	.1
HLH 123 Body Mechanics	.1.5
MOT 113 Law & Ethics for Health Professions	.3
MOT 117 Introduction to Clinical Skills	.3
EMS 103 Healthcare Provider CPR	.1
Total Certificate Credit Hours:	18.5

RADIOLOGIC TECHNOLOGY ADVISORY COMMITTEE

Tate Borleske, R.T.(R)

Staff Technologist

Valerie, Bowman, A.A.S., R.T.(R)

Staff Technologist, McKee Medical Center

John Budge, M.D.

Radiologist, Longmont United Hospital

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

Kimberly Novinger, A.A.S., R.T.(R)(M)

Clinical Supervisor

North Colorado Medical Center

Samuel Potts, R.T. (R)

Administrative Technologist

Longmont United Hospital

Mary Richards, R.T.(R)

Staff Technologist

Longmont United Hospital



International Studies

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:**1 5
See A.A. degree requirements
- HUMANITIES:**1 5
See A.A. degree requirements

BEHAVIORAL, SOCIAL, AND ECONOMIC SCIENCES:1 5

- ECO 201 Principles of Macroeconomics5
- GEO 105 World Geography5
- SOC 101 Introduction to Sociology I5

PHYSICAL EDUCATION:3 See A.A. degree requirements

MATHEMATICS/NATURAL AND APPLIED SCIENCES:1 0

See A.A. degree requirements

TECHNOLOGY:5 (See advisor for transfer course.)

ELECTIVES:2 7 (select with Advisor)

- Foreign Language
(depends on geographic area)1 0
- ANT 101 Cultural Anthropology5
- ECO 202 Principles of Microeconomics5
- GEO 106 Human Geography5

Total Credits for Area of Emphasis:90

**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 I3-5
- HUM 109 Modern American Culture5
- HUM 122 Survey of Humanities II5
- HUM 123 Survey of Humanities III5
- HUM 135 Topics in Humanities0.5-5
- HUM 151 Introduction to the Art of Film5
- LIT 135 Topics in Literature0.5-5
- LIT 201 Masterpieces of Literature I5
- LIT 202 Masterpieces of Literature II5
- LIT 225 Introduction to Shakespeare5
- LIT 235 Science Fiction5
- PHI 115 Comparative Religions5
- PHI 116 Eastern Traditions5
- PHI 135 Topics in Philosophy0.5-5

Minimum Elective Credits for Area of Emphasis:2 0
Total Elective Credits for A.A. Degree: .. .27

COMMUNICATIONS:1 5
 See A.A. Degree requirements



HUMANITIES:1 5

The following course is required of all students:
 HUM 121 Survey of Humanities I5

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

- LIT 115 Introduction to Literature5
- LIT 201 Masterpieces of Literature I5
- LIT 202 Masterpieces of Literature II5

BEHAVIORAL, SOCIAL, AND ECONOMIC SCIENCES:1 5

See A.A. degree requirements

MATHEMATICS:5

See A.A. degree requirements

SCIENCE:5

See A.A. degree requirements

TECHNOLOGY:5

(See advisor for appropriate transferable courses.)

PHYSICAL EDUCATION:3

See A.A. degree requirements

Total Credits for A.A. Degree:90



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.



Mathematics

DEGREE PROGRAM CREDITS

COMMUNICATIONS:1 5
See A.S. degree requirements

HUMANITIES:1 0
See A.S. degree requirements

BEHAVIORAL AND SOCIAL SCIENCES: ...10
See A.S. degree requirements

PHYSICAL EDUCATION:3
See A.S. degree requirements

MATHEMATICS:2 0
MAT 135 Introduction to Statistics5
OR
BUS 226 Business Statistics6
MAT 201 Calculus I5
MAT 202 Calculus II5
MAT 203 Calculus III5

SCIENCE:1 2-15
One year of lab science, chosen from:
PHY 211, 212, 213
Physics: Calculus-based I, II, III1 5
CHE 111, 112, 113
General College Chemistry I, II, III1 5
BIO 111, 112, 113
General College Biology I, II, III1 5
GEY 111 and 121
Physical Geology & Historical Geology ...12

TECHNOLOGY:5
Recommended:
CSC 160 Computer Science I (C++)5
(See your advisor for approved transferable courses.)

PHYSICAL EDUCATION:3
See A.S. degree requirements

ELECTIVES:1 2-15
MAT 121 College Algebra6
MAT 122 Trigonometry5
MAT 215 Discrete Mathematics5
MAT 255 Linear Algebra5
MAT 260 Calculus IV5
MAT 265 Differential Equations5
Science courses not applied to S CIENCE Category above.



**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 Ethics5
PHI 113 Logic5
PHI 115 Comparative Religions5
PHI 116 Eastern Traditions5
PHI 135 Topics in Philosophy0.5-5
HUM 123 Survey of Humanities III5

Other Recommended Electives: Select with advisor approval.

HUM 109 Modern American Culture5

HUM 170 Humanities and Leadership ..0.5-5

Minimum Elective Credits for

Area of Emphasis:2 5

Total Elective Credits for A.A. Degree: .. .27

COMMUNICATIONS:1 5

See A.A. Degree requirements

HUMANITIES:1 5

HUM 121 Survey of Humanities I5

HUM 122 Survey of Humanities II5

PHI 111 Introduction to Philosophy5

BEHAVIORAL, SOCIAL, AND

ECONOMIC SCIENCES:1 5

See A.A. degree requirements

MATHEMATICS:5

See A.A. degree requirements

SCIENCE:5

See A.A. degree requirements

TECHNOLOGY:5

(See advisor for appropriate transferable courses.)

PHYSICAL EDUCATION:3

See A.A. degree requirements

Total Credits for A.A. Degree:90



Philosophy



Political Science

SOCIAL SCIENCES DEPARTMENT

Location:

Westview, Office 690
970.330.8008, Ext. 6208
Toll Free 800.301.5388

Department Chair:

Roger DeWitt, Anthropology, Ext. 6238,
rdewitt@aims.edu

Faculty:

Cathy Beighey, Sociology, Ext. 6371
cbeighey@aims.edu
Dr. Vicky Bollenbacher, Political Science
Ext. 6314, vbollenbacher@aims.edu
Dr. Ruth Hertzberg, History, Ext. 6505
rhertzberg@aims.edu
Jeffrey Reynolds, History, Ext. 6484,
jeffren@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
Dr. Tracey Trenam, History, Loveland
Campus, 970.667.4611, Ext. 3330,
ttrenam@aims.edu

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 Dr. Vicky Bollenbacher.

Recommended degree requirements for area of emphasis:

CREDITS

COMMUNICATIONS:1 5

ENG 121 English Composition I5

ENG 122 English Composition II5

SPE 115 Public Speaking5

HUMANITIES:1 5

HUM 121 Survey of Humanities I5

See A.A. degree requirements and consult with advisor.

BEHAVIORAL, SOCIAL AND

ECONOMIC SCIENCE:1 5

POS 105 Introduction to Political Science ..5

POS 111 American Government5

Select **ONE** of the following courses:

PSY 101 General Psychology I5

SOC 101 Introduction to Sociology I5

MATHEMATICS, SCIENCE

AND COMPUTER:1 0

See A.A. degree requirements

TECHNOLOGY:5

(See advisor for transfer courses.)

PHYSICAL EDUCATION:3

See A.A. degree requirements

ELECTIVES:2 7

Select:

HIS 101 Western Civilization I5

Then select courses in political science, history, and humanities in consultation with advisor.

Total Credits for Area of Emphasis:90

PSYCHOLOGY DEPARTMENT

Location:

Westview, Office 690
970.330.8008, Ext. 6208

Department Chair:

Assistant Chair:

Susan Burrows, Ext. 6596

Faculty:

Dr. Bill Hardgrave, Ext. 6513
Dr. Allan Obert, Ext. 6217
Dr. ShawnaLee K. Washam, Ext. 6346
Wendy Wright-Kilker, Ext. 6205
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

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:

Dr. Bill Hardgrave,
Greeley Campus, Ext. 6513
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.

COLORADO ALCOHOL AND DRUG ABUSE PROGRAM: COUNSELOR I AND II DEGREE PROGRAM

(Associates of General Studies Degree) BEHAVIORAL, SOCIAL, AND ECONOMIC SCIENCES DIVISION



Psychology and Counseling

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:1 0

SPE 125 Interpersonal Communication5
ENG 121 English Composition I5

HUMANITIES:5

Choose one class listed in the current catalog for the A.A. degree.

BEHAVIORAL, SOCIAL, AND ECONOMIC SCIENCES:1 0

PSY 101 General Psychology5
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:1 0

Any combination of classes with the following prefixes which are 1 00 level and above: AST, BIO, CHE, CIS, CSC, EAS, GEY, PHY, or MAT (except MAT 110)

PROFESSIONAL COURSES:1 4

CSL 245 Professional Ethics2
CSL 247 Family Dynamics of Substance Abuse3
CSL 255 Infct Disease-Alcohol/Drug Treat . .2
CSL 287 Client Records Management3
CSL 288 Addictions Counseling4

ELECTIVES:45

(choose 30 credit hours from the following courses)
EMS 103 Healthcare Provider CPR5
EMS 107 First Aid5
CSL 109 Introduction to Career Planning . .3
CSL 111 Basic Human Potential3
CSL 112 Advanced Human Potential3
CSL 251 Pharmacology for Counselors I . . .2
CSL 252 Pharmacology for Counselors II . .2
CSL 289 Counseling and Diverse Treatment Populations3
PSY 138 Biofeedback and Stress Management4-5
PSY 217 Group Counseling5
PSY 219 Resistant Client3
PSY 227 Death and Dying3
PSY 229 Introduction to Addictive Behaviors5
PSY 249 Abnormal Psychology5
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 Degree:96

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:1 5

See A.A. degree requirements

HUMANITIES:1 5

See A.A. degree requirements
And CSU's transfer guide.
Foreign language is an entrance requirement.

MATHEMATICS, SCIENCE:1 1

MAT 121 College Algebra6
BIO 111 General College Biology I5
OR
CHE 111 General College Chemistry I5

PHYSICAL EDUCATION:3

See A.A. degree requirements

TECHNOLOGY:5

(See advisor for transfer course.)

BEHAVIORAL, SOCIAL, AND ECONOMIC SCIENCES:1 5

PSY 101 General Psychology I5
ANT 101 Cultural Anthropology5
OR
SOC 101 Introduction to Sociology I5
HIS 101 Western Civilization I5
OR
HIS 201 United States History I5

ELECTIVES:2 7

BIO 111 General College Biology5
OR
CHE 111 General College Chemistry5
PSY 102 General Psychology II5
PSY 276 Human Sexuality3.5
Take 11-13 additional credits from:
PSY 138 Biofeedback & Stress Mgt.5
PSY 205 Psychology of Women3
PSY 209 Psychology of Prejudice3
PSY 227 Death & Dying3-5

PSY 229 Introduction to Addictive Behaviors3-5
PSY 232 Psychology of Dreams2-5
PSY 235 Developmental Psychology5
PSY 249 Abnormal Psychology3-5
PSY 258 Introduction to Neuropsychology .3
PSY 278 Psychology of Criminal Behavior . .3
Total credits for Area of Emphasis:90

GENERAL PSYCHOLOGY EMPHASIS (UNC) (Associate of Arts Degree) BEHAVIORAL, SOCIAL, AND ECONOMIC SCIENCES DIVISION

This emphasis prepares students for transferring to U NC's undergraduate science program in psychology.

Recommended degree requirements for area of emphasis:

CREDITS

COMMUNICATIONS:1 5

See A.A. degree requirements

HUMANITIES:1 5

See A.A. degree requirements

MATHEMATICS, SCIENCE:1 0

MAT 135 Introduction to Statistics5
BIO 120 Basic Human Anatomy & Physiology5

TECHNOLOGY:5

(See advisor for transfer course.)

PHYSICAL EDUCATION:3

See A.A. degree requirements

BEHAVIORAL, SOCIAL, AND ECONOMIC SCIENCES:1 5

PSY 101 General Psychology I5
See A.A. degree requirements1 0

ELECTIVES:2 7

PSY 102 General Psychology II5
PSY 138 Biofeedback & Stress Mgt.5
PSY 235 Developmental Psychology5
PSY 249 Abnormal Psychology5
PSY 261 Theory & Practice of Counseling . .5
Take two additional credits of your choice . .2
Total credits for Area of Emphasis:90

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
Monica Ramirez, Geology, GIS, and Earth Sciences, Ext. 6310
Dr. Leba Sarkis, General Biology & Microbiology, Ext. 6367
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)

GIS/GPS 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:1 5

See A.S. degree requirements

HUMANITIES:1 0

See A.S. degree requirements

BEHAVIORAL AND SOCIAL SCIENCES: ...10

See A.S. degree requirements

PHYSICAL EDUCATION:3

See A.S. degree requirements

MATHEMATICS AND SCIENCE:

MAT (Choose from A.S. Requirements) . . .5-6

SCIENCE:

Required courses:

CHE 111, 112, 113

General College Chemistry I, II, III15

CHE 211, 212, 213

Organic Chemistry I, II, III1 5

TECHNOLOGY:5

Recommended:

CIS 118 Introduction to PC Application . . .5

(See your advisor for approved transferable courses.)

Recommended Courses:

MAT 201, 202, 203

Calculus I, II, III(each) 5

PHY 211, 212, 213

Physics: Calculus-based I, II, III . . .(each) 5

(Recommended course or see your advisor for approved transferable 5-credit courses.)

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:1 5

See A.S. degree requirements

HUMANITIES:1 0

See A.S. degree requirements



Science

BEHAVIORAL AND SOCIAL SCIENCES: ...10

See A.S. degree requirements

PHYSICAL EDUCATION:3

See A.S. degree requirements

MATHEMATICS AND SCIENCE:

Required Courses:

MAT 121 College Algebra6

SCIENCE:

Required courses:

CHE 111, 112, 113

General College Chemistry I, II, III15

CHE 115, 116

Chemical Technology I2

HEN 106 Safety and First Aid3

CHE 211, 212, 213

Organic Chemistry I, II, III1 5

CHE 215, 216

Chemical Technology II2

CHE 225, 226

Chemical Technology III2

CHE 235, 236

Chemical Technology IV2

TECHNOLOGY:5

Recommended:

CIS 118 Introduction to PC Applications ... 5

(See your advisor for approved transferable courses.)

**GEOLOGY EMPHASIS
(Associate of Science Degree)**

**MATHEMATICS/NATURAL AND
APPLIED SCIENCES DIVISION**

ADVISOR:

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:1 5

See A.S. degree requirements

HUMANITIES:

See A.S. degree requirements1 0

BEHAVIORAL AND SOCIAL

SCIENCES:1 0

SOC 101 Introduction to Sociology I5

plus one from the following:

ANT 111 Physical Anthropology5

ECO 202 Principles of Microeconomics ...5

GEO 105 World Geography5

MATHEMATICS:

MAT 201, 202, 2031 5

Calculus I, II, III (5 credits each)

OR

NOTE: Those students taking MAT 121 and MAT 122 instead of calculus sequence for geology emphasis, must take one additional science:

EAS 106 Meteorology (4 credits).

MAT 121 College Algebra6

MAT 122 Trigonometry5

SCIENCE:

CHE 111, 112, 1131 5

General College Chemistry I, II, III (5 credits each)

GEY 111 Physical Geology6

GEY 121 Historical Geology6

GEY 112 Field Geology and Mapping5

OR

GEY 130 Geology and Society5

OR

GEY 208 Geology Field Trip5

TECHNOLOGY:

Recommended:

CSC 160 Computer Science I

(C++ Programming)5

or any basic programming course

(i.e. GIS 225, CIS 116)

(See your advisor for approved transferable courses)

PHYSICAL EDUCATION:

Recommended:

PEF 210 Mountain Hiking I1.5

PEF 211 Mountain Hiking II1.5

Total Credits:90

**LIFE SCIENCES
EMPHASIS**

(Associate of Science Degree)

**MATHEMATICS/NATURAL AND
APPLIED SCIENCES DIVISION**

ADVISORS:

Dr. Leba Sarkis, Ext. 6367

Dr. 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:1 5

See A.S. degree requirements

HUMANITIES:1 0

See A.S. degree requirements

BEHAVIORAL AND SOCIAL SCIENCES: ...10

See A.S. degree requirements

PHYSICAL EDUCATION:3

See A.S. degree requirements

MATHEMATICS:

MAT (Choose from A.S.

Requirements)5-6

SCIENCE:

BIO 111, 112, 113

General College Biology I, II, III1 5

CHE 111, 112, 113

General College Chemistry I, II, III15

TECHNOLOGY:5

(See your advisor for approved transferable courses.)

Recommended Courses:

MAT 121 College Algebra6

MAT 122 College Trigonometry5

BIO 201, Human Anatomy and1 5

202, 203 Physiology I, II, III

BIO 205 Microbiology5

CHE 210 Biochemistry5

NOTE: Course substitutions may be made with Science Chair approval. Prerequisites for the above courses will not be considered as part of the required Math, Science credits.

SOCIAL SCIENCE DEPARTMENT

Location:

Westview, Office 690
970.330.8008, Ext. 6208
Toll Free - 800.301.5388

Department Chair:

Roger DeWitt, Anthropology, Ext. 6238
rdewitt@aims.edu

Faculty:

Cathy Beighey, Sociology, Ext. 6371
cbeighey@aims.edu
Dr. Vicky Bollenbacher, Political Science
Ext. 6314, vbollenbacher@aims.edu
Dr. Ruth Hertzberg, History, Ext. 6505
rhertzberg@aims.edu
Dr. Michael Kelsey, Economics, Geography,
Ext. 6393, mikelk@aims.edu
Jeffrey Reynolds, History, Ext. 6484
jeffren@aims.edu
Ron Courson, Fort Lupton Campus,
330.857.4022, Ext. 4305
rcour@aims.edu
Dr. Tracey Trenam, History, Loveland Campus
970.667. 4611, Ext. 3330
ttrenam@aims.edu

Campus Chair, Loveland Campus:

Rita Clark, 970.667.4611, Ext. 3317

DEGREES/CERTIFICATES OFFERED:

Sociology Emphasis

(two-year A.A. degree)

Political Science Emphasis

(two-year A.A. degree)

SOCIOLOGY EMPHASIS

(Associate of Arts Degree)

BEHAVIORAL, SOCIAL, AND

ECONOMIC SCIENCES DIVISION

Students are encouraged to focus on an emphasis in sociology if their future professional goals involve social work, government programs, counseling, or other human services or related vocations.

DEGREE PROGRAM

CREDITS

COMMUNICATIONS:1 5
ENG 121 English Composition I5
ENG 122 English Composition II5
SPE 115 Public Speaking5

HUMANITIES:1 5

HUM 121 Survey of Humanities I5
PHI 113 Logic5
See A.A. degree requirements and consult with advisor.

BEHAVIORAL, SOCIAL AND

ECONOMIC SCIENCES:1 0

PSY 101 General Psychology I5
OR
SOC 101 Introduction to Sociology5

Select two of the following

SOC 205 Sociology of Marriage and Family ..
SOC 215 Social Problems
SOC 218 Sociology of Minorities

MATHEMATICS, SCIENCE

AND COMPUTER:1 0

See A.A. degree requirements and consult with advisor.

TECHNOLOGY:5

(See advisor for transfer course.)

PHYSICAL EDUCATION:3

See A.S. degree requirements

ELECTIVES:2 7

Select 21 other credits from all courses in Behavioral, Social and Economic Sciences and Communications, Humanities and Business (including foreign languages) in consultation with advisor.

Total Credits for Area of Emphasis:90



Sociology

VISUAL AND PERFORMING ARTS

Location:

Ed Beaty Hall, Room 521
970.330.8008, Ext. 6259

Department Chair:

Tedd Runge, Ext. 6287

Assistant Department Chair:

June Schock, Ext. 6357

Senior Office Specialist:

Janet Koeltzow, Ext. 6259

VISUAL AND PERFORMING ARTS

ADVISORS:

Tedd Runge, Ext. 6287
June Schock, Ext. 6357

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 111 Art History I	.5
ART 112 Art History II	.5
ART 121 Drawing I	.3
ART 122 Drawing II	.3
ART 131 Design I	.3
ART 132 Design II	.3

Minimum Elective Credits for

Area of Emphasis:2 2

Total Elective Credits for A.A. Degree: . . .27

COMMUNICATIONS:1 5

See A.A. degree requirements

HUMANITIES:1 5

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

HUM 121 Survey of Humanities I5

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

ART 110 Art Appreciation	.5
ART 111 Art History I	.5
ART 112 Art History II	.5
MUS 120 Music Appreciation	.5
MUS 121 Introduction to Music History I	.5
MUS 122 Introduction to Music History II	.5
THE 105 Introduction to Theatre Arts	.5
THE 211 Development of Theatre I	.5
THE 212 Development of Theatre II	.5

BEHAVIORAL, SOCIAL, AND

ECONOMIC SCIENCES:1 5

See A.A. degree requirements

PHYSICAL EDUCATION:3

See A.A. degree requirements

MATHEMATICS:5

See A.A. degree requirements

SCIENCE:5

See A.A. degree requirements

TECHNOLOGY:5

(See advisor for appropriate transferable courses.)

ELECTIVES: Select from the following courses, with advisor approval:

ART 151 Photography I	.3
ART 152 Photography II	.3
ART 113 World Art History	.5
ART 231 Watercolor I	.3
ART 232 Watercolor II	.3



Visual and Performing Arts

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
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:		.90

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 111	Art History I	.5
ART 112	Art History II	.5
ART 121	Drawing I	.3
ART 122	Drawing II	.3
ART 131	Design I	.3
ART 132	Design II	.3

Minimum Elective Credits for

Area of Emphasis: .2 2

Total Elective Credits for A.A. Degree: .27

COMMUNICATIONS: .1 5

See A.A. degree requirements

HUMANITIES: .1 5

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

HUM 121 Survey of Humanities I5
Students may select the other two courses from those listed below.

ART 110	Art Appreciation	.5
ART 111	Art History I	.5
ART 112	Art History II	.5
MUS 120	Music Appreciation	.5
MUS 121	Introduction to Music History I	.5
MUS 122	Introduction to Music History II	.5
THE 105	Introduction to Theatre Arts	.5
THE 211	Development of Theatre I	.5
THE 212	Development of Theatre II	.5

BEHAVIORAL, SOCIAL, AND

ECONOMIC SCIENCES: .1 5

See A.A. degree requirements

PHYSICAL EDUCATION: .3

See A.A. degree requirements

MATHEMATICS: .5

See A.A. degree requirements

SCIENCE: .5

See A.A. degree requirements

TECHNOLOGY: .5

(See advisor for appropriate transferable courses.)

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	Performance Ensemble	.3

ELECTIVES - Art

Select from the following courses with advisor approval:

ART 113	World Art History	.5
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 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. Degree:		.96

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 Ensemble	.6

Minimum Elective Credits for

Area of Emphasis: .2 4

Total Elective Credits for A.A. Degree: .27

COMMUNICATIONS: .1 5

See A.A. degree requirements

HUMANITIES: .1 5

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

HUM 121 Survey of Humanities I5

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

ART 110 Art Appreciation	5
ART 111 Art History I	5
ART 112 Art History II	5
MUS 120 Music Appreciation	5
MUS 121 Introduction to Music History I	5
MUS 122 Introduction to Music History II	5
THE 105 Introduction to Theatre Arts	5
THE 211 Development of Theatre I	5
THE 212 Development of Theatre II	5

See A.A. degree requirements

BEHAVIORAL, SOCIAL, AND ECONOMIC SCIENCES: **1 5**
See A.A. degree requirements

PHYSICAL EDUCATION: **3**
See A.A. degree requirements

MATHEMATICS: **5**
See A.A. degree requirements

SCIENCE: **5**
See A.A. degree requirements

TECHNOLOGY: **5**
(See advisor for appropriate transferable courses.)

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	
Jazz/Contemporary Ensemble	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. Degree:	.90

NOTE: *Course requires one-thirty minute lesson and one sixty minute lab per week.
Applied lessons on guitar, voice, piano, or instrumental may be repeated at the 244 level after completion of the previous levels.
Performance ensembles may be repeated at the 253 level after the completion of the previous levels.

MUSIC THERAPY AIDE CERTIFICATE (Occupational Education) COMMUNICATIONS, HUMANITIES, AND BUSINESS DIVISION (Pending approval by the Colorado State Board for Community Colleges and Occupational Education.)

ADVISOR:
June Schock, Ext. 6357
The Music Therapy Aide Certificate is a program designed for the therapeutic use of music in a health profession field. This program

allows the aide to work as an assistant in music therapy. It also provides an introduction to the field of study. Music is used to address physical, cognitive, social and psychological needs in individuals. Music therapists work with adults and children with physical disabilities, developmental disabilities, speech and hearing impairments, mental retardation, and psychiatric disorders. Additionally, music therapy addresses stress and pain management issues. Music therapists work in recreational settings, also.

Music therapy aide majors take courses in music theory, music appreciation or history, music performance, health-related courses, psychology, and biology, in addition to studying the research and clinical aspects of music therapy. Music therapy requires that the student has strong performance abilities on two or more musical instruments, excellent interpersonal skills, knowledge of research methods, familiarity with physiological psychology, and a strong desire to improve people's quality of life.

CERTIFICATE REQUIREMENTS: CREDITS

MUS 111 Music Theory I	5
MUS 112 Music Theory II	5

Choose from one of the following 5-credit classes:

MUS 120 Music Appreciation	5
MUS 121 Introduction to Music History I	5
MUS 122 Introduction to Music History II	5
MUS 141-144, 241 – 244	
Applied Lessons	8
MUS 151-153, 185, 251-253	
Performance Ensemble	3
MUS 241 Introduction to Music Therapy	5
MUS 250 Music Therapy Practice	3
HLH 141 Health and Wellness	2
MOT 114 Introduction to Medical Terminology	3
PSY 101 General Psychology I	5
Total Credits for Certificate Program:	.44

WELDING TECHNOLOGY DEPARTMENT

Location:

Welding Tech Center, Room 151
970.330.8008, Ext. 6203

Department Chair, Trades and Industry:

Pat Hergenreter, Ext. 6278

Assistant Chair, Trades and Industry:

Paul Hasty, Ext. 6203
Dennis Schossow, Ext. 6277

Faculty:

Jeff Klein, Ext. 6203
Eric Warren, Ext. 6203

DEGREES/CERTIFICATES OFFERED:

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

Welding Technician (Certificate)

Basic Welding and Cutting (Certificate)

SMAW (Certificate)

GMAW & FCAW (Certificate)

Advanced Welding Processes (Certificate)

Hensel Phelps Construction Certificates

- Construction Welding I
- Construction Welding II
- Construction Welding III
- Construction Welding IV
- Construction Welding V

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 certificate and degree programs are listed below:

Potential Opportunities: The program is designed to develop the skills necessary for the students to successfully enter the welding field. The most common welding and cutting processes are covered in great detail as well as other skills required of a welder such as: layout, blueprint reading, metallurgy, weld inspection, estimating, and fabrication. 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)
8 quarters (1360 classroom and lab hours)

WELDING TECHNOLOGY DEGREE REQUIREMENTS:

Completion of Welding Technician Certificate requirements plus the following courses:
ENT 115 Introduction to Technical Math5
OR
MAT 110 Applied Business Mathematics5
PHY 105 Conceptual Physics5
CIS 118 Introduction to PC Applications ..5
ENG 121 English Composition I5
OR
BUS 217 Business Communications & Report Writing5
ENT 201 Introduction to Computer Aided Drafting4
Total General Ed Credits Required24
Total Credits Required for A.A.S. Degree .109

NOTE: Student must also provide a valid Red Cross Standard First Aid/CP R card or take H EN 106 in order to qualify for the A.A.S. Degree.

WELDING TECHNICIAN CERTIFICATE:

(Two Year Option)
6-7 quarters (1120 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:

(Basic Welding & Cutting)	CREDITS
WEL 100 Safety for Welders	1
WEL 101 Allied Cutting Processes	6
WEL 102 Oxyacetylene Joining Processes ..	6

(SMAW)

WEL 103 Basic Shielded Metal Arc Weld I ..	6
WEL 104 Basic Shielded Metal Arc Weld II ..	6
WEL 110 Advanced Shield Metal Arc Weld I	6
WEL 111 Advanced Shield Metal Arc Weld II	6



Welding

(GMAW & FCAW)

WEL 201 Gas Metal Arc Welding I6
 WEL 202 Gas Metal Arc Welding II6
 WEL 203 Flux Cored Arc Welding I6
 WEL 204 Flux Cored Arc Welding II6

(Advanced Welding Processes)

NOTE: Choose four classes from the following list with advisor approval.)

WEL 211 Gas Tungsten Arc Welding I6
 WEL 212 Gas Tungsten Arc Welding II6
 WEL 230 Pipe Welding I6
 WEL 231 Pipe Welding II6
 WEL 260 Specialized Welding I6
 WEL 261 Specialized Welding II6

Total Credits for Welding Technician85

NOTE: Student must also provide a valid Red Cross Standard First Aid/CPR card or take HEN 106 in order to qualify for the A.A.S. deg ree.

The following courses are designed to be customized to the individual student's personal interests and are not applicable to the Welding Technology A.A.S. degree or certificate:

WEL 175 Special Topics:
 Welding Problems I1 -4
 WEL 176 Special Topics:
 Welding Problems II1 -4
 WEL 177 Special Topics:
 Welding Problems III1 -4
 WEL 275 Special Topics:
 Welding Problems IV1 -4
 WEL 276 Special Topics:
 Welding Problems V1 -4
 WEL 277 Special Topics:
 Welding Problems VI1 -4

WELDING TECHNOLOGY ADVISORY COMMITTEE

- Orvin Adolf
- Harsh International
- Margaret Carleton
- Aims Community College
- Farren Elwood
- DIA
- Mike Emerick
- Thermal Arc Corp.
- Bill Hancock
- Air Products
- Peg Morelli
- Community Colleges of Colorado



COURSE NAME	P AGE		
AAD Design	1 50	IDN Interactive Design	2 00
ABF Auto Body Refinishing	1 50	INS Insurance	2 00
ABR Automotive Collision Repair	1 50	INT International Studies	2 01
ABM Agriculture Business		ITA Italian	1 92
Management	1 52	LIS Library and Information Science	2 01
ACC Accounting	1 53	LIT Literature	2 01
AMT Automotive Mechanics		MAN Management	2 01
Technology	1 54	MAR Marketing	2 02
ANT Anthropology	1 58	MAS Mexican American Studies	2 03
ARS Art	1 59	MAS Culture of Mexico and	
ART Art	1 59	South America	2 03
ASL American Sign Language	1 60	MAT Mathematics	2 03
AST Astronomy	1 61	MUS Music	2 05
AVT Aviation Technology	1 61		
		NET Ccomputer Networking	2 06
BCT Construction Technology	1 63	PEA Physical Education Activities	2 07
BIO Biological Sciences	1 63	PEB Physical Education Ball Sports	2 07
BUS Business	1 64	PED Physical Education Dance	2 08
		PEF Physical Education Fitness	2 09
CHE Chemistry	1 69	PHI Philosophy	2 11
CIS Computer Information Systems	1 70	PHY Physics	2 11
COM Communications Media	1 72	POA Peace Officer Academy	2 12
CRJ Criminal Justice	1 75	POS Political Science	2 13
CSC Computer Science	1 76	PSY Psychology	2 13
CSL Counseling	1 76		
		REA Reading	2 14
EAS Earth Science	1 77	RTE Radiologic Technology	2 15
ECO Economics	1 79		
ECP Early Childhood Professions	1 78	SOC Sociology	2 16
EDU Education	1 80	SPA Spanish	1 93
EDU/EDT Education	1 79/180	SPE Speech	2 17
ELT Electronics Technology	1 81	SPP Special Programs	2 18
EMS Emergency Medical Services	1 83		
ENG English Communications	1 85	THE Theatre	2 18
ENG English (Composition)	1 86		
ENT Engineering Technology	1 86	WEL Welding Technology	2 18
ESL English as a Second Language	1 89		
FLS Senior	1 91		
FLE Expectant Families	1 91		
FLF Positive Parenting and			
Personal Growth	1 93		
FRE French	1 92		
FST Fire Science	1 89		
GER German	1 92		
GEO Geography	1 93		
GEY Geology	1 94		
GIS Geographic Information Systems	1 94		
GRN Gerontology	1 95		
GRT Graphic Technology	1 95		
HEN Health Education	1 96		
HIS History	1 96		
HLH/MOT/NUA			
Health Occupations	1 97		
HUM Humanities	1 99		



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 QuarkXPress, 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-the-art finishes used in industry. Training will include the use of siphon and gravity feed spray equipment. Performance in the application of primers, sealers, paint including single and two-stage are required. Seven and one-half credits: 90 clock hours.

ABR 123 DAMAGE APPRAISAL ESTIMATING

This course is designed so the student will become familiar with the manuals, forms, and procedures of writing estimates. Four credits: 60 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: 250 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: 15 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: 20 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: 45 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: 15 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-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.

Agriculture Technology ABM: AGRICULTURE BUSINESS MANAGEMENT

ABM 111 RECORDS AND BUSINESS PLANNING I

This course is designed to guide the student in the collection of necessary information to implement a computerized record keeping system. Discussion will include computer terminology, application software, balance sheet concepts, accounting principles, computerized accounting reports and business plan components. 13.5 credits: 39 clock/150 Coop.

ABM 112 RECORDS AND BUSINESS PLANNING II

Implementation of a computerized record keeping system. Emphasis will be placed on the application and maintenance of an accurate set of computerized financial records, use of a filing system and compiling a business plan. 13.5 credits: 39 clock/150 Coop

ABM 121 FINANCIAL ANALYSIS I

Actual enterprise cost analysis will be calculated to facilitate the development of whole business projected cash flow statements. All facets of record keeping and updating of data will be emphasized. This course includes the review and revision of business planning goals and objectives. 13.5 credits: 39 clock/150 Coop

ABM 122 FINANCIAL ANALYSIS II

Business analysis through the development of accurate cost and market value accrual balance sheets for the beginning and ending period. Emphasis will be on the measurement and analysis of changes between the two balance sheets. Analysis will include the preparation of an accrual income statement. Financial ratios will be generated to understand their importance to business analysis. 13.5 credits: 39 clock/150 Coop

ABM 131 COMMODITY MARKETING I

Explores the terminology associated with commodity marketing and management of the risks associated with agricultural production and marketing. Discussion will include cash marketing alternatives as well as the basics of utilizing futures and options contracts. Includes the initial steps towards the development of a marketing plan. 13.5 credits: 39 clock/150 Coop

ABM 132 COMMODITY MARKETING II

Marketing alternatives are explored in greater depth. Price behavior will be analyzed using technical and fundamental analysis. The marketing plan will be completed through the application of local marketing alternatives, futures option contracts and price behavior information. 13.5 credits: 39 clock/150 Coop

ABM 141 ADVANCED BUSINESS MANAGEMENT I

This course offers further in-depth financial analysis of the business. Includes a review of existing financial trends and emphasis of pro forma activities for further analysis of the business. 13.5 credits: 39 clock/150 Coop

ABM 142 ADVANCED BUSINESS MANAGEMENT II

Focus is on revision of the business plan on a periodic basis and on many management skills including the five main sources of risk. The student will be exposed to various methods of finding resource materials needed to keep the business plan current and to manage for the future. 13.5 credits: 39 clock/150 Coop

Pending State Approval:**ABM 151 RURAL BUSINESS****ENTREPRENEURSHIP I**

This course is designed to guide the student in collection of data necessary for a new venture business plan. Focus will be on identifying the components of a business plan, defining the business and markets, identifying customer wants and needs, and analyzing the competition. A technological emphasis in the development of a plan will be used. 13.5 credits: 39 clock/150 Coop

ABM 152 RURAL BUSINESS**ENTREPRENEURSHIP II**

This course focuses on the financial component of the business plan. Emphasis will be on the developing financial statements, making financial projections with support documentation, and identifying financing issues. A technological approach will be used. Prerequisite: None. 13.5 credits: 39 clock/150 Coop

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. Three credits: 30 clock hours.

ACC 111 ACCOUNTING REVIEW I

To provide the opportunity for the student to review accounting materials that would update 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 update 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 update and refresh their knowledge of Accounting III. Prerequisite: Permission of instructor. One credit: 15 clock hours.

ACC 121 PRINCIPLES OF ACCOUNTING I

This course introduces the study of accounting principles to give the student an understanding of the theory and logic that underlay procedures and practices. Major topics include: the accounting cycle for service and merchandising companies, special journals and subsidiary ledgers, internal control principles and practices, and notes and interest. Five credits: 50 clock hours.

ACC 122 PRINCIPLES OF ACCOUNTING II

This course continues the study of accounting principles as they apply to sole proprietorships, 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. 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. 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. 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. ACC 226 recommended to 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. 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. 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. ACC 207 recommended to be taken concurrently. 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. ACC 209 to be taken concurrently. 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 123. 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. 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. 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. 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. Five 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: 1 03 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: 3 2 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: 1 9 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: 1 03 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: 1 9 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: 12 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: 133 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: 52 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 imported. 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.

AMT 290 INTERNSHIP

This course is designed for an internship with a local repair facility. The students will job shadow local dealerships, hire on at a participating repair facility, and attend intern training in the spring of the year. The student will work at the facility and perform all the duties set by the repair facility, the AYES advisory committee, and the instructor. Prerequisite: AMT 110, AMT 101. One credit: 20 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.

Physical and Dexterity Requirements for ARS 281 & 282 - Weaving I & II.

- Be able to lift objects weighing up to 30 pounds.
- Be able to manipulate blocks of wood with yarn or threads attached to them.
- Be able to push and pull loom mechanisms.
- Be able to work with both hands at same time.
- Be capable of following directions

ARS 281 WEAVING I

This course is the introduction to four harness loom weaving. It includes preparation of warp, dressing the loom and learning tapestry and rug techniques of weaving. A historical review of weaving with emphasis on design is studied prior to individual work. Design emphasis is in the area of tapestry and decorative weaving. Three credits: 40 clock hours.

ARS 282 WEAVING II

This course continues four harness loom weaving of patterned fabric, teaches reading of pattern drafts and weaving sequences for woven yardage. It includes a more in-depth study of fibers with their wearability and care. The emphasis is on functional and wearable fabric. Three credits: 40 clock hours.

ART: ART**ART 110 ART APPRECIATION**

This course is an introduction to the visual arts including language, concepts, process, and history. Course fulfills a humanities requirement. Five credits.

ART 111 ART HISTORY I

Provides the knowledge base to understand the visual arts, especially as related to Western Culture. Surveys the visual arts from the Ancient through Medieval periods, and art of the non-European tradition. Course fulfills a humanities requirement. Five credits.

ART 112 ART HISTORY II

Provides the knowledge base to understand the visual arts, especially as related to Western Culture. Surveys the visual arts from the Renaissance through the Modern periods. Course fulfills a humanities requirement. Five credits.

ART 113 WORLD ART HISTORY

Provides the knowledge base to understand the visual arts, especially as related to NON-WESTERN CULTURE. Five credits.

ART 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 A AD 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 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. Permission of instructor is required. 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. Permission of instructor is required. 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 I

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 Department. 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: Consent of Department.

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 101 and 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 missed approach procedures. 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: 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 resume-writing and interviewing skills. 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: 1.5 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: 1.5 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 tenths 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. Prerequisite: None. 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: 3.0 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: 3.0 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: 3.0 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 eukaryotic 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.

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: Consent of Instructor. Previous academic study or experience in biology. One to three credits.

BUS: BUSINESS

For additional business offerings, see courses listed under ACC (Accounting), MAN (Management), and MAR (Marketing).

Because reading is such a fundamental skill necessary for success in all business classes, students are required to take the Accuplacer Reading Test. Students must then discuss course placement with a business advisor before registering for courses. A keyboarding test may be required for entry into some courses.

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 I II. 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 to one credit: 5 to 10 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. Prerequisite: BUS 130. One credit: 10 clock hours.

BUS 132 MICROSOFT CERTIFICATION PREPARATION, EXAM 1

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 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: 5 0 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: 5 0 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: 5 0 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 MATH 109 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. Five credits: 50 clock hours.

BUS 241 INTEGRATED OFFICE PROCEDURES

A capstone course designed to simulate a typical business office. This class provides culminating, integrating experience in keyboarding, word processing, notehand,

communications, and interpersonal skills. Students will gain production experience on word processing equipment. Prerequisite: Permission of instructor or 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 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. Prerequisite: Permission of instructor. 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: MA T 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 in 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. Survey of Algebra (MAT 109) 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: 5 hours lecture, 10 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: 5 hours lecture, 10 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: 5 hours lecture, 10 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: 5 hours lecture, 10 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: 5 hours lecture, 10 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 112 or permission of instructor. One credit: 5 hours lecture, 10 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: 5 hours lecture, 10 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: Consent of Instructor. Previous academic study or experience in chemistry. One to three credits.

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 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 219 WEB/DATABASE APPLICATION DEVELOPMENT

This course will familiarize a student with different approaches for creating Web pages that interface with a database. Students will learn how to create Web pages and interact with a database using the following technologies: client-side scripts, server-side scripts, active server pages, and HTML dynamic link libraries. Prerequisite: CIS 131, CIS 145, and CIS 166, or permission of instructor. Five credits: 50 clock hours.

CIS 230 HELP DESK PROFESSIONAL I

This course studies the characteristics of excellent technical computer support with an emphasis on the soft skills needed to deliver it. Topics include achieving customer satisfaction, developing strong communication, telephone, and technical writing skills, handling difficult customer situations, solving and preventing problems, understanding the value of team work in the help desk setting, minimizing stress to avoid burnout. Prerequisite: None. Five credits: 50 clock hours.

CIS 231 HELP DESK PROFESSIONAL II

This course provides an overview of the knowledge, skills, and abilities necessary for employment in the user support industry. This course emphasizes problem-solving and communication skills in addition to technical coverage. Using creative hand-on exercises and case projects, students apply their knowledge and develop their ideas and skills, both individually and in teams, to help prepare for today's team-oriented work environment. Prerequisite: CIS 230 or permission of Instructor. Five credit: 50 clock hours.

CIS 232 TROUBLESHOOTING MICROSOFT OFFICE APPLICATIONS

This course familiarizes students with the applications of Microsoft Office suite from a user and usage perspective, and prepares students to offer support based on this enhanced understanding. Real-world case studies are used

to help students learn what they can reasonably expect to encounter in day-to-day support. Prerequisite: CIS 118 or permission of instructor. Three credits: 30 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. 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.

CIS 282 COMPUTER DIAGNOSTIC & REPAIR

The student learns about processors, motherboards, video systems, storage devices, peripherals--everything that goes inside, attaches to or communicates with a personal computer chassis. Students develop a knowledge base to build a system from scratch and to diagnose and replace components. Prerequisite: CIS 110 or permission of instructor. 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.

COM: COMMUNICATIONS MEDIA

The Communication Technology program was designated as "promising" for 2001 by the "Sharing What Works: Exemplary and Promising Career and Technical Education (CTE) Programs" project. It was provided in recognition of the programs outstanding work and contributions to the field of career and technical education by the National Dissemination Center for Career and Technical Education.

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 Combustion®, Adobe After Effects® and other industry standard compositing software. 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 with a "C" or better. 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 with a "C" or better. 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 with a "C" or better. 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 with a "C" or better. 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 with a "C" or better. 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 with a "C" or better. 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. Prerequisite: COM 118 with a "C" or better. 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 213 with a "C" or better. 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 with a "C" or better. 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 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 with a "C" or better. Five credits: four hours lecture, two hours lab per week.

COM 246 PRINCIPALS OF TELECOMMUNICATIONS

This course is designed to provide students with a basic knowledge of voice, video and data systems. The course will cover a historic timeline of events that have shaped the industry and R & D in the evolution of communication systems. Students will learn basic legislative and regulatory process that have assisted in the recent influx of start-up telecommunication companies and the impact of favorable economic factors that assist in the success of telecommunication companies and stock values. Students pursuing a certificate or degree in Sales and Customer Service must take COM 246 before taking COM 247 or COM 248.

COM 247 DIGITAL CONVERGENCE AND EMERGING TECHNOLOGIES

This course will provide a basic understanding of voice, video and data applications. Students will learn about analog and fiber optic digital networks, microwave, cellular and satellite technologies, to enhanced systems such as DSL & VDSL and how these systems are implemented. This course is designed to provide an introduction to these technologies and teach students terminology used within the industry. Students pursuing a certificate or degree in Sales and Customer Service must take COM 246 before taking COM 247.

COM 248 ETHICS & SOCIAL RESPONSIBILITY IN TELECOMMUNICATIONS

This course will analyze the social, political and economic implications of modern telecommunications. Students will learn about the complex issue confronting each step in the R & D production of enhanced telecommunication equipment and services on a social and ethical level. The definition of telecommunications includes all voice, video and data applications. The course will challenge the responsibilities of Internet providers who have embraced the use of technology to promote their businesses and are now being confronted with a variety of ethical and moral criticisms. Students pursuing a certificate or degree in Sales and Customer Service must take COM 246 before taking COM 248.

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 with a "C" or better. Five credits.

COM 280 INTRODUCTION TO 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. Course can be taken using either Lightwave 3D® or 3D Studio Max® software. Three to four credits: two to three hours lecture, two to three 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 other industry standard non-linear editing software. 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, animations and surfacing techniques, such as bones, morphs, inverse kinematics, image editing, image filters and more. Prerequisite: COM 280 with a "C" or better. 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 with a "C" or better. 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 with a "C" or better. 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 with a "C" or better. 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 with a "C" or better. 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 or broadband industries.

COM 148 CATV CUSTOMER SERVICE

This course begins with a historical sketch of the evolution of cable television and its component parts and moves through technical operations, account maintenance, sales, and communication techniques. Emphasis is placed on effective listening, presentation and telephone skills in providing quality customer service in Broadband Communications. Three credits.

COM 149 CABLE TV TECHNOLOGY

This course affords a better understanding for non-technical personnel of all aspects of the operation of a cable TV system and how broadband cable systems work. It begins with the historical development of television and cable and moves through signal organization, processing, distribution, installation and how television sets produce pictures. Four credits.

COM 150 CATV SYSTEM OVERVIEW

This course provides the students with a good general understanding of CATV system equipment operation and terminology. The manner in which CATV antennas, signal processing equipment operation and terminology. The manner in which CATV antennas, signal processing equipment, electronic devices and coaxial cable receive, process, control and transport cable television signals from the headend to the customer's TV set will be introduced. A simplified glossary defines the cable TV term in each lesson that the student is familiar with common industry terms. Two credits.

COM 151 CATV INSTALLER

This course teaches the proper procedures for performing aerial, underground and interior CATV drop installations. The course begins with a comprehensive overview of a broadband cable system, providing the student with a working knowledge of the system from the signal sources to the customer's TV set. In addition, the course includes lessons on tool usage and maintenance, ladder inspection and safe handling techniques, pole climbing equipment and techniques, customer service, consumer interfacing, cable routing terminal device installation, signal level meter and digital multimeter operation and measurements, basic TV signal quality troubleshooting procedures. References to relevant safety standards (OSHA and ANSI) and electrical codes (NEC and NESC) are made throughout the course. Seven credits.

COM 152 INSTALLER TECHNICIAN

This course teaches fundamentals, test equipment and signal leakage detection procedures, and servicing single and multiple dwelling unit drops. DC electronic theory provides the foundation for understanding the lessons dealing with decibals, signal leakage detection, and troubleshooting techniques. Equations and formulas relating to electronic theory and signal level calculations are covered. Descriptions, operating procedures, and care and maintenance of signal level meters, signal leakage detectors and line extenders provide essential information for using these pieces of test equipment to troubleshoot drop problems. Nine credits.

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**FOUNDATION COURSES****CRJ 110 INTRO TO CRIMINAL JUSTICE**

An overview of the three major components of the criminal justice system: police, courts, and corrections. Five credits.

CRJ 125 LAW ENFORCEMENT OPERATIONS

A study of peace officers as agents of social control and their social and legal interaction with the communities they serve. Five credits. (Formerly CRJ 111 - The Police Function)

CRJ 135 JUDICIAL FUNCTION

An examination of the criminal courts, the criminal process and judicial participants. Five credits: (Formerly CRJ 112)

CRJ 145 CORRECTIONAL PROCESS

A study of the history, structure, philosophy, and practice of criminal sanctions. Five credits. (Formerly CRJ 113 - The Correctional Function)

CRJ 155 JUVENILE JUSTICE

An analysis of delinquency, juvenile law and the juvenile justice system. Five credits. (Formerly CRJ 204)

INTERMEDIATE COURSES**CRJ 111 SUBSTANTIVE CRIMINAL LAW**

An examination of the historical development, the basic principles, and the enforcement of criminal law. Five credits. (Formerly CRJ 201 - Criminal Law)

CRJ 112 PROCEDURAL CRIMINAL LAW

An intensive analysis of U.S. Supreme Court decisions interpreting the procedural and substantive protections of Constitutional rights. Five credits. (Formerly CRJ 203 - Criminal Procedure)

CRJ 210 CONSTITUTIONAL LAW

A study of the U.S. constitution, its historical development, and its allocation of governmental power. Five credits. (Formerly CRJ 202)

CRJ 220 HUMAN RELATIONS AND SOCIAL CONTROL

A critical examination of criminal justice participants "intra" and "inter" relationships. Five credits. (Formerly CRJ 114 - Community and the Justice System)

CRJ 230 CRIMINOLOGY

Survey of the sociological theories explaining the nature, extent, and causes of crime. Five credits. (Formerly CRJ 248 - Seminar: The Etiology of Crime)

ADVANCED COURSES**CRJ 270 DISCRETIONARY JUSTICE I**

An **intensive** integration and synthesis of criminal justice workplace competencies with criminal justice theories and principles. Field work is required. Ten credits. Prerequisites: Permission of instructor. (Winter Quarter only)

CRJ 270 DISCRETIONARY JUSTICE II

An **intensive** integration and synthesis of social psychological principles and criminal justice workplace competencies concerning control, conflict, and crisis intervention. Field work is required. Ten credits. Prerequisite: Permission of instructor. (Spring Quarter only)

SPECIALIZED COURSES**CRJ 195 SEMINAR IN POLICE PRACTICES AND PROBLEMS**

An examination of critical issues found in police practices and procedures. This is done through written and oral communications and includes learning journals, observation journals and project reports. Prerequisites: Permission of instructor. One-half credit to ten credits.

CRJ 250 ADVANCED OFFICER ACADEMY

To provide updated and refresher training for peace officers. Four credits. Prerequisite: Permission of instructor.

CRJ 255 CRIMINAL JUSTICE INTERNSHIP

Work and/or observation experience in a criminal justice agency under the supervision of professionals which permits students to participate in and/or observe the pragmatics of criminal justice theory. Permission of instructor required. Three credits.

CRJ 295 SPECIAL ISSUES IN CRIMINAL JUSTICE

Special course offerings focusing on critical or relevant issues in criminal justice. One-half to ten credits. Prerequisite: Permission of instructor.

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 101 CONNECTIONS SEMINAR**

A course designed to help students learn what resources are available for success in college. Topics include: study skills, decision making, goal setting, motivation and planning. One and one-half credits.

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 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. Prerequisite: CSC 251 or 256. 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 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. Prerequisite: None. 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 forecasting, measurements of atmospheric conditions for weather prediction, and weather map analysis may be discussed. Field trip required. Prerequisite: None. 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 four 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 207 GENERAL OCEANOGRAPHY

Introduces students to geological, chemical, physical and biological aspects of oceans and ocean basins. Field trip required. Prerequisite: None. Five credits: 40 hours lecture, 20 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: Consent of Instructor. Previous academic study or experience in earth science. One to three credits.

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: Permission of instructor. 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 E CP 214 or E CP 215. Prerequisite: E CP 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 E CP 214 or E CP 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. 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 E CP 227. Prerequisite: E CP 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 E CP 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: E CP 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 or permission of instructor. 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. Four credits: minimum 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 SI FE (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 SI FE (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 UNVEILING THE MASK OF EATING DISORDERS: WHAT TEACHERS, PARENTS AND FRIENDS MUST KNOW**

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 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 226 STORYTELLING: STRATEGIES THAT WORK IN THE CLASSROOM

This course will help educators build storytelling techniques into their specific subject areas (history, math, social studies, drama, writing, etc.), create exciting methods of communication and problem-solving, and develop interactive skills between the teacher and students. One-half to two credits.

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 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 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 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.

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

This class provides training in understanding seven critical skills and perceptions that are needed to lead a successful and productive life. Barriers and builders to successful relationships will be discussed. Two 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 & 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 213 TEACH ME! COACH ME!

By adding coaching skills to the bag of techniques, teachers and parents can give the new generation tools to live responsibly, think creatively and participate fully in their learning and their lives. One credit.

EDU 214 CURRENT ISSUES IN CHILD AND ADOLESCENT MENTAL HEALTH

This class will outline common childhood mental disorders and treatments. 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 220 BECOMING AN ASSET BUILDER

This class outlines a new perspective on child and adolescent health and well-being. This model, based on scientific research, is called the "Forty Developmental Assets". One credit.

EDU 223 SUICIDE PREVENTION: IT'S EVERYBODY'S BUSINESS

Colorado has one of the nation's highest suicide rates. This class will offer insight into the reasons a person may become suicidal and what can be done in the family, school and workplace to aid in prevention. "Cluster" or "copycat" suicides will also be discussed. 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 243 BUILDING FAMILY STRENGTHS

There are important patterns that strong families share. Students will identify and develop the strengths that help individuals and families reach their potential. 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 273 CHILDREN IN OUR SOCIETY: HISTORY AND TRENDS

This class follows the historical changes in the way that society has viewed children. It also explores current social trends that impact children's lives today. One credit.

EDU 275 INTERCULTURAL COMMUNICATION IN THE CLASSROOM

Learn to understand the significance of culture through identification of one's own value system and be able to compare and contrast cultural value differences in the classroom. One 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 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 EMERGENCY SERVICES

This course provides an introduction to various levels of emergency care. Students will be introduced to a broad spectrum of careers and career paths to assist them with career planning. One-half credit. 6 clock hours.

EMS 101 HEARTSAVER CPR

This course provides basic information for students to respond to adults that may be choking or suffering from cardiac arrest. Follows American Heart Association guidelines. One-half credit. 4 clock hours.

EMS 103 HEALTH CARE PROVIDER CPR

This course is designed for the Health Care Provider that must obtain certification for infant, child and adult airway obstruction and CPR. One-half credit. 8 clock hours.

EMS 104 HEALTH CARE 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 AHA CPR INSTRUCTOR

This course provides basic information for the American Heart Association CPR Instructor. Topics include select teaching methods, equipment maintenance and cleaning, documentation and AHA guidelines for instruction. One and one-half credits. 16 clock hours.

EMS 106 CPR INSTRUCTOR RENEWAL

This course provides the current AHA CPR instructor to renew their instructor certification. This course follows American Heart Association guidelines. Prerequisite: Current CPR Instructor certification. One-half credit. 4 clock hours.

EMS 108 INFANT/ CHILD CPR AND FIRST AID

This course is designed to provide life-saving information for emergencies with infants and small children. This course meets state requirements for day care workers. This course would be especially helpful for parents with small children. One-half credit. 6 clock hours.

EMS 109 INFANT/CHILD CARE CPR RENEWAL

This course is designed for the Day Care Provider that must maintain current certification in pediatric CPR and First Aid. One-half credit. 6 clock hours.

EMS 111 HEARTSAVER CPR & FIRST AID

This course provides material for the student to perform adult CPR and provide basic First Aid. CPR segment follows American Heart Association guidelines. One-half credit. 8 clock hours.

EMS 112 EMERGENCY MEDICAL DISPATCH

This course is specifically designed for those students that are currently employed as a 911 dispatcher or those that wish to be employed in the Emergency Services. This course will be based on specific medical dispatch protocols and guidelines. Prerequisite: Current CPR certification. Two and one-half credits. 25 clock hours.

EMS 113 FIRST RESPONSE AED

This course teaches the approved AED course material for "First Response" individuals as required by the Prehospital Care Program, Colorado Department of Public Health and Environment. Prerequisite: Current CPR card. One-half credit. 4 clock hours.

EMS 114 WILDERNESS FIRST AID

This course is for students that wish to apply Basic First Aid and CPR knowledge to the backcountry setting. This is an introductory course that will be conducted in a mountain setting. One hour credit. 16 clock hours.

EMS 115 FIRST RESPONDER

This course provides the student with the knowledge and skills to perform basic patient assessment and then treat patients according to the standards set forth by the Department of Transportation. This course meets Division of Fire Safety criteria. Five credits: 69 clock hours.

EMS 116 FIRST RESPONDER REFRESHER

This course is specifically for the current First Responder as an option to renew the FR certificate. Options for the student with expired cards are available. This course meets Division of Fire Safety criteria. Three credits: 40 clock hours.

EMS 118 OUTDOOR EMERGENCY CARE

This class is designed for the student that already possesses basic medical knowledge and skills and wishes to apply that knowledge to outdoor emergencies. Class sessions will be conducted in the outdoor setting. Two credits: 50 clock hours.

EMS 121 INFECTION CONTROL

This course provides the student with the basic knowledge and skills to protect the rescuers and their patients from infectious and communicable disease. One-half credit. 4 clock hours.

EMS 123 EMERGENCY MEDICAL**TECHNICIAN - BASIC 1**

This course is the first of three courses needed to complete the Colorado Prehospital Care Program and National Registry requirements for the EMT Basic. There are several prerequisites. An appointment with an EMS department member is required for registration. Eight credits: 106 clock hours.

EMS 124 EMT CLINICAL EXPERIENCE

This course provides the EMT student with the opportunity to practice skills in the clinical setting for initial, renewal or re-entry programs. One and one-half credits: 30 clock hours.

EMS 125 EMERGENCY MEDICAL**TECHNICIAN - BASIC 2**

This course is the last in a sequence of three (EMS 123, 124 and 125) for successful completion for the EMT Basic. Seven credits: 106 clock hours.

EMS 126 EMT-BASIC REFRESHER

This course meets Colorado State requirements for renewal of the EMT Basic certificate. Re-entry programs are available within this program. Four credits: 50 clock hours.

EMS 129 CAREER PREPARATION

This course is for those in the Health related fields to develop skills and tools that will assist with a job search and future employment. Resumes, interviewing skills, assessment centers and other job strategies will be discussed. Three credits: 30 clock hours.

EMS 130 IV THERAPY FOR THE EMT

This course is designed specifically for the EMT Basic that must acquire IV skills for employment or advancement. This course has several pre-requisites and requires a department signature. Two and one-half credits: 30 clock hours plus 10 hours clinical experience.

EMS 131 CONCEPTS IN EMS

This course provides the department major or the interested EMT with detailed information regarding crisis intervention, communications and documentation. A community service project will be required for successful completion of the course. Four credits: 50 clock hours.

EMS 132 LEGAL AND ETHICAL ISSUES IN EMS

This course is a forum for discussion and discovery of the ethical and legal challenges in emergency medicine. Three credit hours: 35 clock hours.

EMS 134 EMS INTERNSHIP

This course provides the certified EMT student the opportunity to acquire field or managerial experience. Open to department majors only. Six hours will be required for meetings with the instructor. A project will be assigned as part of the internship program. Three credits: 96 clock hours.

EMS 140 EMERGENCY VEHICLE OPERATIONS

This course provides the student with the knowledge, skills, and proper perspective to become a safe emergency vehicle operator. Must have valid driver's license. Three credits: 40 clock hours.

EMS 142 PEDIATRIC EMERGENCIES

This course provides essential information for the EMT or First Responder to effectively assess and treat pediatric emergencies. Prerequisite: Current First Responder Certification or higher. Three credits: 40 clock hours.

EMS 144 TRAINING THE EMERGENCY**SERVICES**

This course provides the student with the opportunity to acquire knowledge and skills needed to become an effective instructor in EMS or Fire Science courses. Three credits: 40 clock hours.

EMS 147 EKG INTERPRETATION

This course provides instruction in the interpretation of EKG's emphasizing pre-hospital assessment of cardiac rhythms. 12-Lead EKG interpretation is also included in the curriculum. Three credits: 30 clock hours.

EMS 150 BASIC LIFE SUPPORT CONTINUING MEDICAL EDUCATION (CME)

These courses are designed specifically for EMS rescue agencies and fire departments. These classes can be used for state recertification of EMTs and First Responders. Classes emphasize both theory and skills. One-half to five credits: Varying clock hours.

EMS 160 EMS SEMINAR

This course is intended to address new developments in EMS, present information in a very condensed presentation or discover new ideas and topics. One-half to five credits: Varying clock hours.

EMS 203 EMT-INTERMEDIATE 1

This course is for the experienced EMT Basic. All course objectives meet or exceed the requirements set forth by the National Registry and the State of Colorado Prehospital Care

Program. Students must register for EMS 205 concurrently. There are several prerequisites. Department signature is required. Eleven credits: 165 clock hours.

EMS 205 EMT-INTERMEDIATE 2

Continued instruction for the EMT Intermediate candidate. This course does include ACLS instruction. Students who successfully complete this course will be eligible to take both Colorado and National Registry Certification Exams. Eleven credits: 165 clock hours.

EMS 206 EMT INTERMEDIATE REFRESHER

This course is designed to provide the EMT student with the information and skill practice to fulfill recertification requirements for either Colorado State or National Registry certification. Department signature required. Four credits: 50 clock hours.

EMS 207 ADVANCED CARDIAC LIFE**SUPPORT (ACLS)**

This course presents information, skill practice and evaluations required for this American Heart Association course. Prerequisites: Current CPR card. Department signature required. One credit: 14 clock hours.

EMS 208 ADVANCED CARDIAC LIFE**SUPPORT (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. Department signature required. One-half credit: 8 clock hours.

EMS 209 ADVANCED CARDIAC LIFE**SUPPORT (ACLS) INSTRUCTOR**

This course provides current ACLS providers the opportunity to certify as ACLS instructors. A teaching practicum is required. Prerequisite: Current ACLS and Health Care Provider, or its equivalent, course completion cards and a letter of recommendation from affiliate faculty or course instructor. One credit: 20 clock hours.

EMS 210 PEDIATRIC ADVANCED LIFE**SUPPORT (PALS)**

This course presents information, skill practice and evaluations required for this American Heart Association course. Prerequisites: Current CPR card. Department signature required. One credit: 16 clock hours.

EMS 211 PEDIATRIC ADVANCED LIFE**SUPPORT (PALS) RENEWAL**

Instruction is intended to review and update skills associated with PALS. Prerequisite: Current PALS and AHA CPR "Course C" completion cards. Department signature required. One-half credit: 8 clock hours.

EMS 212 PEDIATRIC ADVANCED LIFE**SUPPORT (PALS) 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 Healthcare Provider card or its equivalent and a letter of recommendation from affiliate faculty or course instructor. One credit: 20 clock hours.

EMS 213 PREHOSPITAL TRAUMA LIFE**SUPPORT (PHTLS)**

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. Must be certified as an EMT. One and one-half credits: 20 clock hours.

EMS 225 ADVANCED LIFE SUPPORT**CLINICAL EXPERIENCE**

This clinical experience is designed specifically for the EMT Intermediate or Paramedic with a demonstrated need for the advanced clinical rotations. Eligibility is reviewed on an individual basis with the department chair or assigned EMS department member. One-half to five credit hours, Varying clock hours.

EMS 226 PARAMEDIC REFRESHER

This course follows the requirements for Colorado State or National Registry renewal, or reentry programs. There may be additional renewal requirements, based on individual status. Four credits: 50 clock hours.

EMS 227 ADVANCED LIFE SUPPORT SKILL EXAMINATION/EVALUATION

This short session is available for the ALS student that needs review and formal evaluation/examination of skills for state or national certification. One-half credit: Varying clock hours.

EMS 228 ADVANCED LIFE SUPPORT**CONTINUING MEDICAL EDUCATION**

This course is geared specifically for the EMT Intermediate or Paramedic that must maintain certification through continuing medical education. Class meets or exceeds Colorado

State and National Registry requirements. Prerequisite: Current certification as EMT - Intermediate or Paramedic. One-half to five credits: Varying clock hours.

ENG: ENGLISH COMMUNICATIONS

***This course will not satisfy minimum nor elective credits for the A.A. or A.S. degree.**

****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 DEVELOPMENTAL WRITING**

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 020 WRITING BASICS**

This course is for students who score below the ENG 030 minimum CPT SS score, but at the REA 060 minimum for Aims consideration. The

students will be given an individual educational plan for basic writing skills to prepare them for ENG 030.

****ENG 030 WRITING SKILLS**

This is a transition course for students who have a high school diploma or its equivalent but who have a limited background in basic language skills. The course is a survey of basic grammar, punctuation, sentence structure, and paragraph development. Students must earn a "C" or better in ENG 030 before they will be admitted to ENG 060. Prerequisite: placement. Five credits.

****ENG 060 WRITING FUNDAMENTALS**

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 060 before they will be admitted to ENG 090. Prerequisite: ENG 030 or placement tests. Five credits.

*****ENO 025 ENGLISH ORAL****CIO 025 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 027 ENGLISH ORAL****CIO 027 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 025. One to fifteen credits.

*****ENO 030 ENGLISH ORAL****ENO 030 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 027. One to fifteen credits.

*****ENO 033 ENGLISH ORAL****CIO 033 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 030. One to fifteen credits.

***ENG 025 WRITING I

This is a transition course for international students who have very limited background in basic language skills. This course emphasizes basic word usage, grammar, punctuation, and sentence structure. Students must earn a "C" or better in ENG 025 before they will be admitted to ENG 027. Prerequisite: Placement, (Chair determination). Five credits.

***ENG 027 INTENSIVE WRITING

This course is for international students who have limited background in language skills. This course emphasizes word usage, grammar, punctuation, advanced sentence construction, and paragraph development. Prerequisite: Placement, chair determination. One to five credits.

ENG: ENGLISH (COMPOSITION)

ENG 090 BASIC COMPOSITION

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 090 before they will be admitted to ENG 121. Note: ENG 090 is a non-transferable course. Prerequisite: ENG 060 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 three (3) 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 090 with a "C" or better, 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 with a "C" or better. 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. 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. 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. 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. One to three credits.

ENG 228 CREATIVE WRITING PROJECTS II

A continuation of ENG 227. Prerequisite: ENG 227. 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. 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 2 02 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 001 SURVIVAL/CONVERSATIONAL ENGLISH AS A SECOND LANGUAGE I**

This course is designed for the Survival ESL adult students without a formal educational background. The student will develop basic survival skills in personal communication.

ESL 002 SURVIVAL/CONVERSATIONAL ENGLISH AS A SECOND LANGUAGE II

This course continues to develop Survival ESL skills. It will develop the student's general dialogue skills.

ESL 003 SURVIVAL/CONVERSATIONAL ENGLISH AS A SECOND LANGUAGE III

This course provides additional Survival ESL skills. The student will develop dialogue skills in relation to family and community.

ESL 004 SURVIVAL/CONVERSATIONAL ENGLISH AS A SECOND LANGUAGE IV

This course continues to develop Survival ESL skills. The student will develop dialogue skills in relation to health.

ESL 005 SURVIVAL/CONVERSATIONAL ENGLISH AS A SECOND LANGUAGE V

This course continues to develop Survival ESL skills. The student will develop dialogue skills in relation to transportation.

ESL 006 SURVIVAL/CONVERSATIONAL ENGLISH AS A SECOND LANGUAGE VI

This course is a continuation of Survival ESL dialogue. The student will develop dialogue skills in relation to food.

ESL 007 SURVIVAL/CONVERSATIONAL ENGLISH AS A SECOND LANGUAGE VII

This course continues to expand Survival ESL dialogue. The student will develop dialogue skills in relation to clothes.

ESL 008 SURVIVAL/CONVERSATIONAL ENGLISH AS A SECOND LANGUAGE VIII

This course expands Survival ESL dialogue skills. The student will develop dialogue skills in relation to housing.

ESL 009 SURVIVAL/CONVERSATIONAL ENGLISH AS A SECOND LANGUAGE IX

This course provides an opportunity to expand Survival ESL skills. The student will develop dialogue skills in relation to occupations.

ESL 010 SURVIVAL/CONVERSATIONAL ENGLISH AS A SECOND LANGUAGE X

This course provides an additional opportunity to develop Survival ESL skills. The student will develop general dialogue skills in relation to community.

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 & 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 BALANCING MONEY, TIME AND A NEW BABY

A new baby is expensive, therefore this class is designed to help evaluate choices related to income, expenses, and time management. Communication skills, fears about the reduction of income and concrete suggestions for attaining financial 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 nd 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.

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 I I 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 I I 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 I II 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.**

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 I I, 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.**

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 196.

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 I 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 135 SPECIAL TOPICS

The special topics class will be offered by the Spanish language faculty in order to focus on specialized areas related to the Spanish language and Hispanic cultures. Offerings may include topics such as advanced grammar, translation, Hispanic civilization and history.

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 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. Field trips required. Prerequisite: None. Five credits: 40 hours lecture, 20 hours lab.

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: GEY 111, consent of Instructor. Student must have general good health. Three to six credits: 10-20 hour lecture, 40-80 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: 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. Prerequisite: None. Five credits: 20 hours lecture, 60 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: None. 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: 50-70 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. Three to five credits: 50-80 contact 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 GIS 205 and 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 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. Prerequisite: None. Corequisite: EAS 205 recommended. Five credits: 40 hours lecture and 20 hours lab.

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: GIS 205 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: GIS 225 or GIS 205 or experience in GIS technology. Consent of instructor. One to five credits. Contact 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

The Communication Technology program was designated as "promising" for 2001 by the "Sharing What Works: Exemplary and Promising Career and Technical Education (CTE) Programs" project. It was provided in recognition of the programs outstanding work and contributions to the field of career and technical education by the National Dissemination Center for Career and Technical Education.

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: GR T 101 with a "C" or better. Twenty credits: 250 clock hours.

GRT 103 GRAPHIC TECHNOLOGY III

Students will be given the opportunity to further develop the skill acquired in GR T 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 with a "C" or better. 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 and 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. Prerequisite: BUS 101 with a "C" or better. 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. Prerequisite: BUS 101 with a "C" or better. 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 layers to develop images. Prerequisite: BUS 101 with a "C" or better. Five credits: 60 clock hours.

GRT 109 SELF STUDY

These seminars will cover current and advanced topics in the Graphic Technology marketplace. One credit: 10 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. Prerequisite: Permission of instructor. Two credits: 20 clock hours.

GRT 129 SELF STUDY

These seminars will cover current and advanced topics in the Graphic Technology marketplace. Prerequisite: Permission of instructor. 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 205 ADVANCED GRAPHICS DESIGN FOR WEB PAGES

This course is designed to teach advanced techniques of graphic design for web pages. The course will also cover web page construction and site design. Upon successful completion of the course, students will be familiar with sound graphic design principles and advanced techniques as they apply to the world wide web. Three credits: 40 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. Prerequisite: GRT 107 with a "C" or better. 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. Prerequisite: GRT 108 with a "C" or better. 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. 62 95, 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. Prerequisite: 15 years of age. 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. Prerequisite: 17 years of age, successfully pass the pre course written test and skills test. 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 191 WELLNESS, HEALTH AND FITNESS I

This course is designed to help individuals become aware of how to develop and/or improve healthy styles of living by becoming aware of intelligent choices concerning wellness, health and exercise. One and half credits count towards Physical Education requirements. Remaining two credits count as elective credits. Three and half credits: 50 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. Prerequisite: Permission of Department Chair. 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 genesis of the fabulous culture and examines the Age of the Great Pyramids, the predynastic culture, unification of Egypt, development of Egyptian mortuary architecture during the first six dynasties and the decline of Pharaonic power. Five credits.

HIS 201 U.S. HISTORY I

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 COCS Program) and field trip activities. Prerequisite: None. 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. MOT majors must take MOT 114 and MOT 115 in place of HLH 120. Prerequisite: Reading and sentence skill assessments. Four credits: 40 clock hours.

HLH 122 BASIC SAFETY

This course emphasizes the basic principles underlying safety practices and behaviors necessary for protection against fires, hazardous materials and electric shock. The student will demonstrate the selection and use of an appropriate fire extinguisher. Material Safety Data Sheets and the proper labeling of chemical containers will be presented. Prerequisite: Permission of Department Chair. 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. Prerequisite: Permission of Department. 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. Prerequisite: Permission of Department. 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. Prerequisite: Permission of Department. 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. Prerequisites: BIO 120 and (HLH 120 or MOT 114, 115) and permission of Department. 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 EMS 107 and EMS 110) or EMS 115 and permission of Department. Four credits: 20 hours lecture, 20 hours lab, 30 hours clinical.

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: Permission of Department. Variable credit: One-half to twelve credits.

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: MOT 130 and permission of Department. Student must have started HBV immunization series and have current TB test prior to starting course. One credit: 5 lecture hours, 15 lab hours.

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: MOT 117 and permission of Department. One credit: 5 lecture hours, 11 lab hours.

HLH 236 PSYCHIATRIC ASSISTING

This course will familiarize the student with common psychiatric diagnoses and how they would assist clients in the psychiatric office or in general medical settings. Role playing and guest speakers will be incorporated into the course presentation format. Prerequisite: HLH 120 or MOT 114/115 (can be concurrent) and permission of the Department. One credit: 6 lecture hours, 10 lab hours.

MOT 110 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.

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. MOT majors must take MOT 114 and MOT 115 during the same quarter in place of HLH 120. Prerequisite: Reading and sentence skills assessment and permission of Department, MOT majors only. 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. MOT majors must take MOT 114 and MOT 115 during the same quarter in place of HLH 120. Prerequisite: MOT 114 and permission of Department, MOT majors only. 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) and be concurrent. Three credits: 20 hours lecture and 26 hours lab.

MOT 120 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, and EMS 115, and permission of Department. Three credits: 10 hours lecture and 44 hours lab.

MOT 130 BASIC PHARMACOLOGY FOR MEDICAL CAREERS

This course is an introduction to drug classifications and to selected drugs of particular therapeutic or diagnostic use. Topics 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 can be concurrent and permission of Department. Five credits: 50 lecture hours.

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, and (HLH 120 or MOT 114/115). 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) can be concurrent. 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 206. Four credits: 16 hours lecture, 50 hours lab.

MOT 210 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.

MOT 220 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: MOT 120 and HLH 211 and permission of Department. Four credits: 10 hours lecture and 60 hours lab.

MOT 251 MEDICAL ASSISTANT EXTERNSHIP I

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: (EMS 103 and EMS 107) or EMS 115 or satisfactory completion of all front office coursework; holds current CPR card, has current TB test and current MMR, and permission of Department. Three credits: 90 clinical hours.

MOT 252 MEDICAL OFFICE EXTERNSHIP II

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: (EMS 103 and EMS 107) or EMS 115 and satisfactory completion of all back office coursework; holds current CPR card and has had current TB test, MMR and HBV vaccination series and permission of Department. Three credits: 90 clinical hours.

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 104 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 or NUA 101 and NUA 102 (can be concurrent) and EMS 103 and permission of Department. 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-Columbian time to the present. Emphasis will be placed on the folkloric aspects of Hispanic culture. Five credits.

IDN: INTERACTIVE DESIGN

The Communication Technology program was designated as "promising" for 2001 by the "Sharing What Works: Exemplary and Promising Career and Technical Education (CTE) Programs" project. It was provided in recognition of the programs outstanding work and contributions to the field of career and technical education by the National Dissemination Center for Career and Technical Education.

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. Prerequisite: Permission of instructor. 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.

LIS: LIBRARY AND INFORMATION SCIENCE

LIS 135

This course is designed to integrate class work and lab sessions to help students develop information skills within majors, minors, and certificate programs. This class will be linked with an introductory class, such as ENG 121 or PSY 101. Students will research a final project for a content area class. Designed in a three week format, it will be offered either Weeks 1-3 or Weeks 4-6 of the quarter. Fifteen hours will be lecture/discussion/interaction and ten hours will be library research in a lab setting that is devoted to the final content project. Two credits: 25 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 and permission of instructor. 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 101 GROUP DYNAMICS AND LEADERSHIP

This course provides the student with working knowledge of the dynamics of team building, the variety of communication styles, the procedures for conducting a meeting, and the components of problem solving. Students participate in communication situations from interpersonal to small group and formal meetings. One and one-half credits: Ten hours lecture, ten hours lab per week.

MAN 102 UNDERSTANDING LEADERSHIP

This course provides the student with working knowledge of the styles of leadership and related communication concepts. Students participate in realistic situations involving communication and leadership. One and one-half credits: Ten hours lecture, ten hours lab per week.

MAN 103 DIVERSITY AND LEADERSHIP

This course includes discussion of diversity, culture, and gender related to communication and leadership. Students participate in communication situations to gain understanding and skills related to diverse environments and leadership roles. One and one-half credits: Ten hours lecture, ten hours lab per week.

MAN 105 LEADERSHIP IN MANAGEMENT

This course deals with learning the non-technical strategies and interpersonal tactics needed to compete in today's business world. Students will identify and develop managerial leadership skills and should be able to apply those skills in the workplace. Five 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. 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: 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: 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 271 REAL ESTATE REGISTERED APPRAISER

This course will meet the educational requirements for the registered Appraisal license. The students should be able to demonstrate knowledge on terminology and concepts of appraisal theory. This course includes 60 hours of appraisal theory as related to the uniform standards of professional appraisal practice and exam preparation. The student must register concurrently in MAR 272. Six credits.

MAR 272 REAL ESTATE REGISTERED APPRAISER ETHICAL ISSUES

This course will meet the educational requirements for the registered Appraisal license. The student should be able to understand the ethical considerations. This course includes 15 hours of ethics as related to the uniform standards of professional appraisal practice and exam preparation. The student must register concurrently in MAR 271. One and one-half credits.

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: MAR 257, MAR 258, MAR 264. 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.

Numbers have changed to comply with Colorado common course number system.

***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 030 FUNDAMENTALS OF MATHEMATICS**

This course includes the vocabulary, basic operations and applications of whole numbers, decimals, and an introduction to areas and perimeters. Fractions may be included, if time permits. Three credits.

***MAT 060 PRE-ALGEBRA**

(Previously listed as MAT 095) This course includes the vocabulary, basic operations and applications of fractions, mixed numbers, ratio, proportion, percent, integers, algebraic expressions, and the solution of basic first-degree equations. Five credits.

***MAT 080 MATHEMATICS AND BASIC ALGEBRA**

(Previously listed as MA T 097) This course includes the vocabulary, basic operations and applications of rational numbers, ratio, proportion, percent, algebraic expressions, monomials, laws of exponents, and the solution of basic first-degree equations. Three credits.

MAT 090 ELEMENTARY ALGEBRA

(This course will not apply to the A.A. or A.S. degree. Previously MAT 100)

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 080 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 090 or current math and reading assessment tests. Two credits: 20 clock hours.

MAT 109 SURVEY OF ALGEBRA

(This course will not apply to the A.A. or A.S. degrees. Previously MAT 105.)

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 MA T 090, 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

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 MA T 109 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 MA T 109 within the last 4 quarters or a current assessment test. Permission of the department required. One year of high school Geometry or MA T 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 MA T 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 109. 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 155 MATHEMATICS FOR ELEMENTARY TEACHERS I

This course is particularly pertinent to prospective arithmetic teachers, presenting arithmetic and algebra from a modern approach. Topics include natural numbers, integers, rational numbers, relations, functions, and equations. Prerequisite: MA T 109 with a "C" or better or equivalent. 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 MA T 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 MA T 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: MA T 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. Prerequisite: Permission of instructor. One to three credits.

MUS: MUSIC**MUS 100 FUNDAMENTALS OF MUSIC THEORY**

This course is designed to help beginning music students, or those students with limited background in music theory. The course focuses upon the basic elements of music, including notation, rhythm, scales, key signatures, intervals, and chords. Five credits.

MUS 101 MUSIC 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**JAZZ/CONTEMPORARY ENSEMBLE**

Jazz/Contemporary 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). Permission of department chair is required. 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 241 INTRODUCTION TO MUSIC THERAPY

This course will give a historical perspective of music therapy and include current trends and practices in music therapy. In addition, this course will provide an overview of characteristics and therapeutic approaches

implemented for a variety of disabilities. Additional areas of study will examine the approaches to stress management. Clinical settings for employment will also be explored.

MUS 250 MUSIC THERAPY PRACTICE

This course examines clinical populations and appropriate therapeutic approaches while also teaching treatment planning and documentation techniques. Professional and therapeutic skills are explored in the areas of counseling, professional interactions, group leading skills, and professional and ethical behavior. Documentation areas of study will include observation and assessment, selecting and implementing accurate data collection methods, reporting client progress, and designing therapeutic interventions.

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. Permission of department chair is required. One to three credits: contact department chair.

NET: COMPUTER NETWORKING

NET 231 NETWORK AND OPERATING SYSTEMS ESSENTIALS

This course is to provide individuals who are new to Microsoft Windows 2000 with the knowledge necessary to understand and identify the tasks involved in supporting Windows 2000 networks. This is an introductory course designed to provide an overview of networking concepts and how they are implemented in Windows 2000. Prerequisite: Proficiency using Windows interface environment. Four credits: 40 clock hours.

NET 232 IMPLEMENTING WINDOWS PROFESSIONAL AND SERVER

This course provides students with the knowledge and skills necessary to install and configure Microsoft Windows 2000 Professional on stand-alone and client computers that are part of a work group or domain. In addition, this course provides the skills and knowledge necessary to install and configure Windows 2000 Server to create file, print, Web, and Terminal servers. It also provides students with the prerequisite knowledge and skills required for course NET 233 Implementing a Network Infrastructure. Prerequisite: NET 231 or approval of instructor. Five credits: 50 clock hours.

NET 233 IMPLEMENTING A NETWORK INFRASTRUCTURE

This course is for support professionals who are new to Microsoft Windows 2000 and will be responsible for installing, configuring, managing, and supporting a network infrastructure that uses the Microsoft Windows 2000 Server products. It also provides students with the prerequisite knowledge and skills required for course Net 234, Implementing and Administering Directory Services. Prerequisite: NET 232 or approval of instructor. Five credits: 50 clock hours.

NET 234 IMPLEMENTING AND ADMINISTERING DIRECTORY SERVICES

This course is designed to provide students with the knowledge and skills necessary to install, configure, and administer Microsoft Windows 2000 Active Directory™ directory services. The course also focuses on implementing Group Policy and performing the Group Policy - related tasks that are required to centrally manage users and computers. Prerequisite: Net 233 or approval of instructor. Five credits: 50 clock hours.

NET 237 IMPLEMENTING AND SUPPORTING WINDOWS XP PROFESSIONS

The purpose of this course is to address the implementation and desktop support needs of customers that are planning to deploy and support Microsoft® Windows® XP Professional in a variety of stand-alone and network operating system environments. Customers have indicated that they require an in-depth training solution for implementing and supporting Windows XP Professional. Therefore, this course will address customers' needs for knowledgeable personnel that can support desktops running Windows XP Professional. Prerequisite: None. Five credits: 50 clock hours.

NET 238 MANAGING A MICROSOFT WINDOWS 2000 NETWORK ENVIRONMENT

This course prepares an individual to be able to administer, support, and troubleshoot information systems that incorporate Microsoft Windows 2000 in a network environment. Prerequisite: None. Five credits: 50 clock hours.

NET 241 DESIGNING A SECURE NETWORK

This course provides students with the knowledge and skills necessary to design a security framework for small, medium and enterprise networks using Microsoft® 2000 technologies. This course contains four units that describe security in specific areas of the network: Unit 1, Providing Secure Access to Local Network Users. Unit 2, Providing Secure Access to Remote Users and Remote Offices. Unit 3, Providing Secure Access Between Private and Public Networks. Unit 4, Providing Secure Access to Partners. Prerequisite: NET 234 or Approval of Instructor. Four credits: 40 clock hours.

NET 242 DESIGNING A DIRECTORY SERVICES INFRASTRUCTURE

This course provides students with the knowledge and skills necessary to design a Microsoft® Windows® 2000 directory services infrastructure in an enterprise network. Strategies are presented to assist the student in identifying the information technology needs of an organization, and then designing an Active Directory™ structure that meets those needs. Prerequisite: NET 234 or approval of instructor. Four credits: 40 clock hours.

NET 243 DESIGNING A NETWORKING SERVICES INFRASTRUCTURE

This course provides students with the information and skills needed to create a networking services infrastructure design that supports the required network applications. Each module provides a solution based on the needs of the organization. Some Microsoft® Windows® 2000 network solutions require a single technology, such as DHCP, to provide Internet Protocol (IP) address configuration support. In other situations, several technology options exist, such as open Shortest Path first (OSPF), Routing Information Protocol (RIP), and Internet Group Management Protocol (IGMP), to design an IP routing scheme. Prerequisite: NET 234 or approval of instructor. Four credits: 40 clock hours.

NET 244 IMPLEMENTING WINDOWS NET SERVER

This course provides students with the knowledge and skills necessary to install and configure Microsoft Windows NET Server to create file, print, Web, and Terminal servers. It also provides students with the prerequisite knowledge and skills required for course NET 233 Implementing a Network Infrastructure. Prerequisite: NET 231 or approval of instructor. Five credits: 50 clock hours.

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. Prerequisite: Ability to swim. One credit: 20 clock hours.

PEB: PHYSICAL EDUCATION BALL SPORTS

(Physically challenged students planning to register for a Physical Education class should contact the Physical Education Department at 970.330.8008, extension 6295, no less than three days before registering to ensure access to and success in the chosen class.)

PEB 100 RECREATIONAL BASKETBALL

Gives students the opportunity to learn and practice good teamwork, sportsmanship and cooperation. One credit: 20 clock hours. One and one-half credits: 30 clock hours.

PEB 101 BASKETBALL I

An activity class which allows the student to learn and develop the fundamentals of basketball. Class also involves team play. One credit: 20 clock hours. One and one-half credits: 30 clock hours.

PEB 102 BASKETBALL II

Gives students additional training in basketball skills, fundamentals, and team play. One credit: 20 clock hours. One and one-half credits: 30 clock hours.

PEB 103 BASKETBALL III

Reviews and further develops course content covered in Basketball I and Basketball II. One credit: 20 clock hours. One and one-half credits: 30 clock hours.

PEB 104 FLAG FOOTBALL I**PEB 105 FLAG FOOTBALL II****PEB 106 FLAG FOOTBALL III**

Allows students to participate on a team level. Participants are divided into teams and records are maintained throughout the season. One credit: 20 clock hours. One and one-half credits: 30 clock hours.

PEB 107 GOLF I**PEB 108 GOLF II****PEB 109 GOLF III**

Develops knowledge of the rules, courtesies, and skills of golf and instills an appreciation of the game. One credit: 20 clock hours. One and one-half credits: 30 clock hours.

PEB 141 RACQUETBALL I

Teaches the basic movements, skills and rules of racquetball. One credit: 20 clock hours. One and one-half credits: 30 clock hours.

PEB 142 RACQUETBALL II

Improves player skills and strategies of PEB 141. More individual play will be stressed. One credit: 20 clock hours. Prerequisite: PEB 141. 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. Prerequisite: PEB 141. 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. Prerequisite: PEB 142 or instructor permission. 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.

PED 181 COMPETITIVE VOLLEYBALL I**PED 182 COMPETITIVE VOLLEYBALL II****PED 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 105 HIP HOP DANCE I**PED 106 HIP HOP DANCE II****PED 107 HIP HOP DANCE III**

Hip Hop Dance consists of basic traditional jazz, ballet and street dance movements. Warm-up exercises will include body toning and stretching. Students will learn diagonal step combinations leading to hip hop dance routines. One-half credit: 10 clock hours. One credit: 20 clock hours. One and one-half credits: 30 clock hours.

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 DANCE I

This course is a fun way to build the appropriate muscles and limber the body in order to be able to form a graceful dance to music of the Middle East. The students will also be introduced to costume making and the history of the dance. One half credit: 10 clock hours. One credit: 20 clock hours. One and one-half credits: 30 clock hours.

PED 132 BELLY DANCE II

This course is a fun way to refine the skills learning in Belly Dance I while being introduced to more complex movements and combinations. Prerequisite: PED 131. One-half credit: 10 clock hours. One credit: 20 clock hours. One and one-half credits: 30 clock hours.

PED 133 BELLY DANCE III

This course is a fun way to learn a more advanced form of Belly Dance. Students will add more complex movements and combinations to their repertoires as well as learn about staging and other performance issues. Prerequisite: PED 132. 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. This 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 rhythmic 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: 2 0 clock hours. One and one-half credits: 3 0 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: 1 0 clock hours. One credit: 2 0 clock hours. One and one-half credits: 3 0 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: 1 0 clock hours. One credit: 2 0 clock hours. One and one-half credits: 3 0 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: 1 0 clock hours. One credit: 2 0 clock hours. One and one-half credits: 3 0 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: 1 0 clock hours. One credit: 2 0 clock hours. One and one-half credits: 3 0 clock hours.

MUS 241 INTRODUCTION TO MUSIC THERAPY

This course will give a historical perspective of music therapy and include current trends and practices in music therapy. In addition, this course will provide an overview of characteristics and therapeutic approaches implemented for a variety of disabilities.

Additional areas of study will examine the approaches to stress management. Clinical settings for employment will also be explored. Five credits.

MUS 250 MUSIC THERAPY PRACTICE

This course examines clinical populations and appropriate therapeutic approaches while also teaching treatment planning and documentation techniques. Professional and therapeutic skills are explored in the areas of counseling, professional interactions, group leading skills, and professional and ethical behavior. Documentation areas of study will include observation and assessment, selecting and implementing accurate data collection methods, reporting client progress, and designing therapeutic interventions. Three credits.

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: 2 0 clock hours. One and one-half credits: 3 0 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: 2 0 clock hours. One and one-half credits: 3 0 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 supervised 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. The students are required to meet with the department chair throughout the quarter to evaluate the student's progress, program, or concerns. Students are encouraged to preregister for his course since enrollment is limited to twenty students. One-half credit: 1 0 clock hours. One credit: 2 0 clock hours. One and one-half credits: 3 0 clock hours. Two credits: 4 0 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: 1 0 clock hours. One credit: 2 0 clock hours. One and one-half credits: 3 0 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: 2 0 clock hours. One and one-half credits: 3 0 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: 2 0 clock hours. One and one-half credits: 3 0 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: 2 0 clock hours. One and one-half credit: 3 0 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 AN SHINKAI-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 Gichin 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 181 BODYBALL I**PEF 182 BODYBALL II****PEF 183 BODYBALL III**

The Bodyball has evolved from a physical therapy tool into a major component of the well-rounded workout. This is a complete aerobic/toning combination class. The large bodyball is used to strengthen core body muscles through bouncing, lifting and balancing. One can promote coordination, agility and flexibility to build confidence. This is a lighthearted workout while being extremely effective at the same time. One-half credit: 10 clock hours. One credit: 20 clock hours. One and one-half credits: 30 clock hours.

PEF 186 YOGA MEDITATION

Students will be taught to sit in a variety of positions and to hold themselves in those positions for ten minute periods, where with the aid of the teacher's verbal guidance they may direct their concentration into an awareness of internal phenomenon associated with breath, glandular secretions, cardiovascular circulation, and neural transmission occurring within their bodies. One credit: 20 clock hours. One and one-half credits: 30 clock hours.

PEF 194 BODY SCULPTING I**PEF 195 BODY SCULPTING II****PEF 196 BODY SCULPTING III**

This class is designed to strengthen and tone all major muscles of the body with isolated muscular exercise using a variety of resistance apparatus for better results. One credit: 20 clock hours. One and one-half credits: 30 clock hours.

PEF 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 215 BACKPACKING I

This class consists of three hours of pre-trip instruction on equipment, conditioning, technique, and planning needs for a successful and safe overnight backpacking trip. Students will participate in one overnight backpacking trip where they will get first hand experience with the techniques which were presented during the first class. The class concludes with a one hour "post trip" meeting. Students are required to attend the first class. 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.

PEF 295 INDEPENDENT STUDY IN PHYSICAL EDUCATION I**PEF 296 INDEPENDENT STUDY IN PHYSICAL EDUCATION II****PEF 297 INDEPENDENT STUDY IN PHYSICAL EDUCATION III**

With permission of the department chair or campus dean, the student is provided with opportunities to engage in an independent study in physical education. The department chair and/or campus dean as well as the student must agree on the need and legitimacy of the independent study. The student may be required to meet with the department chair and/or campus dean to verify and/or evaluate the student's independent study. The department chair and/or campus dean may require that the student provide pertinent documentation. One-half credit: 10 clock

hours. One credit: 20 clock hours. One and one-half credits: 30 clock hours. Two credits: 40 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, proper ties of matter, electricity and magnetism, light and modern physics. This course includes laboratory experience. Credit not given for both PHY 105 and P HY 111 or P HY 211. Prerequisite: MAT 090 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. Prerequisite: None. 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. Prerequisite: 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 P HY 111. Studies the concepts of heat, light, waves, optics and energy transformations. This course includes laboratory experience. Prerequisite: P HY 111. Five credits: 40 hours lecture, 20 hours lab.

PHY 113 PHYSICS: ALGEBRA-BASED III

A continuation of P HY 112. Studies the concepts of electricity, magnetism, modern physics, special relativity, quantum phenomena and radioactivity. This course includes laboratory experience. Prerequisite: P HY 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 Department. 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, or MAT 201 (MAT 201 may be taken concurrently). 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 (MAT 202 may be taken concurrently), and PHY 211. 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. (MAT 203 may be taken concurrently). 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: Consent of Instructor. Previous academic study or experience in physics. One to Three credits.

POA: PEACE OFFICER ACADEMY**POA 160 ADMINISTRATION OF JUSTICE**

This course conforms to current Colorado Peace Officer Standards and Training (P.O.S.T.) Basic Academy requirements. Prerequisite: Full and complete acceptance into the Aims Peace Officer Academy per P.O.S.T. rules **AND** successful completion (80%) in required courses. Three credits.

POA 161 SUBSTANTIVE CRIMINAL LAW

This course conforms to current Colorado Peace Officer Standards and Training (P.O.S.T.) Basic Academy requirements. Prerequisite: Full and complete acceptance into the Aims Peace Officer Academy per P.O.S.T. rules **AND** successful completion (80%) in required courses. Eight credits.

POA 162 PROCEDURAL CRIMINAL LAW

This course conforms to current Colorado Peace Officer Standards and Training (P.O.S.T.) Basic Academy requirements. Prerequisite: Full and complete acceptance into the Aims Peace Officer Academy per P.O.S.T. rules **AND** successful completion (80%) in required courses. Three credits.

POA 163 HUMAN RELATION SKILLS

This course conforms to current Colorado Peace Officer Standards and Training (P.O.S.T.) Basic Academy requirements. Prerequisite: Full and complete acceptance into the Aims Peace Officer Academy per P.O.S.T. rules **AND** successful completion (80%) in required courses. Four credits.

POA 164 PATROL PROCEDURES

This course conforms to current Colorado Peace Officer Standards and Training (P.O.S.T.) Basic Academy requirements. Prerequisite: Full and complete acceptance into the Aims Peace Officer Academy per P.O.S.T. rules **AND** successful completion (80%) in required courses. Four credits.

POA 165 OFFICER SURVIVAL TACTICS

This course conforms to current Colorado Peace Officer Standards and Training (P.O.S.T.) Basic Academy requirements. Prerequisite: Full and complete acceptance into the Aims Peace Officer Academy per P.O.S.T. rules **AND** successful completion (80%) in required courses. Three credits.

POA 166 TRAFFIC LAWS AND PROCEDURES

This course conforms to current Colorado Peace Officer Standards and Training (P.O.S.T.) Basic Academy requirements. Prerequisite: Full and complete acceptance into the Aims Peace Officer Academy per P.O.S.T. rules **AND** successful completion (80%) in required courses. Four credits.

POA 167 CRIMINAL INVESTIGATION TECH.

This course conforms to current Colorado Peace Officer Standards and Training (P.O.S.T.) Basic Academy requirements. Prerequisite: Full and complete acceptance into the Aims Peace Officer Academy per P.O.S.T. rules **AND** successful completion (80%) in required courses. Two credits.

POA 168 CRIME SCENE TECHNIQUES

This course conforms to current Colorado Peace Officer Standards and Training (P.O.S.T.) Basic Academy requirements. Prerequisite: Full and complete acceptance into the Aims Peace Officer Academy per P.O.S.T. rules **AND** successful completion (80%) in required courses. Six credits.

POA 169 COMMUNICATIONS

This course conforms to current Colorado Peace Officer Standards and Training (P.O.S.T.) Basic Academy requirements. Prerequisite: Full and complete acceptance into the Aims Peace Officer Academy per P.O.S.T. rules **AND** successful completion (80%) in required courses. Four credits.

POA 270 ARREST CONTROL TRAINING

This course conforms to current Colorado Peace Officer Standards and Training (P.O.S.T.) Basic Academy requirements. Prerequisite: Full and complete acceptance into the Aims Peace Officer Academy per P.O.S.T. rules **AND** successful completion (80%) in required courses. Four and one-half credits.

POA 271 FIREARMS

This course conforms to current Colorado Peace Officer Standards and Training (P.O.S.T.) Basic Academy requirements. Prerequisite: Full and complete acceptance into the Aims Peace Officer Academy per P.O.S.T. rules **AND** successful completion (80%) in required courses. Five and one-half credits.

POA 272 LAW ENFORCEMENT DRIVING

This course conforms to current Colorado Peace Officer Standards and Training (P.O.S.T.) Basic Academy requirements. Prerequisite: Full and complete acceptance into the Aims Peace Officer Academy per P.O.S.T. rules **AND** successful completion (80%) in required courses. Three and one-half credits.

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: STRATEGIES FOR STRESS AND TRAUMA

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 or PSY 102. 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. Three to five credits: 30-50 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. Prerequisite: PSY 101 or PSY 102. 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

***This course will not satisfy minimum nor elective requirements for the A.A. or A.S. degree.**

****Indicates instruction is administered by Developmental Education.**

*****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 040 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 042 VOCABULARY BUILDING (INDEPENDENT STUDY)**

Highlights of the course include intensive works-in-context approach, practice and reinforcement, and essential words focus at a level above REA 040. Prerequisite: Placement. Three credits.

***REA 045 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 055/CIR 055 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 fundamental level. Prerequisite: CPT or Chair determination. One to five credits.

*****REA 057/CIR 057 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 an intermediate level. Prerequisite: CPT or Chair determination. One to five credits.

***REA 060 FOUNDATIONS OF 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 060 before they will be admitted to REA 090. Prerequisite: Placement. Five credits.

***REA 090 COLLEGE PREPARATORY 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 integral part of study. Students must earn a "C" or better to pass this class. Prerequisite: REA 060 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 060 and/or 090. 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 090. Five credits.

AAA 109 ADVANCED ACADEMIC ACHIEVEMENT

The purpose of this course is to provide a comprehensive approach to study utilized by successful students. Areas of emphasis include understanding textbook material, through a study method, 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. This class is not a substitute for REA 090. 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 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. Prerequisite: Consent of Department. Five credits: 40 hours lecture, 20 hours lab.

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 and consent of Department. 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. Prerequisite: RTE 101 and consent of Department. Five credits: 30 hours lecture, 40 hours lab.

RTE 110 RADIATION PROTECTION & BIOLOGY

Designed to ensure that the student has an understanding of the effects of ionizing radiation in biological systems, and the public right to minimal radiation exposure. Prerequisite: RTE 101 and consent of Department. Three credits: 30 hours lecture.

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 101, and consent of Department. 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 101, and consent of Department. Five credits: Approximately 160 contact hours.

RTE 121 RADIOGRAPHIC POSITIONING II

A continuation of R TE 111. Consideration will be given to the structure and positioning of the upper and lower extremities, hip, and abdominal contents. Prerequisite: RTE 111, and consent of Department. 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: R TE 101, and consent of Department. Three credits: 10 hours lecture, 40 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: R TE 110, RTE 114, and consent of Department. Five credits: Approximately 160 contact hours.

RTE 131 RADIOGRAPHIC POSITIONING III

A continuation of R TE 111 and RTE 121. Emphasis on the structure and positioning of spinal column, bony thorax, shoulder girdle and special radiographic procedures. Prerequisite: RTE 121, and consent of Department. Four credits: 20 hours lecture, 40 hours lab.

RTE 132 RADIOGRAPHIC EXPOSURE II

Continuation of RTE 122 with emphasis on application of theory. Prerequisite: R TE 122, and consent of Department. Three credits: 10 hours lecture, 40 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: R TE 121, and RTE 122, and RTE 124, and consent of Department. 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: Consent of Department, 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 131, 132, 134, and consent of Department. Nine credits: Approximately 270 contact hours.

RTE 211 RADIOGRAPHIC POSITIONING IV

A continuation of R TE 131. Emphasis on cranium, sinuses, facial bones, and special positions of the cranium. Prerequisite: RTE 131, and consent of Department. 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: RTE 132, and consent of Department. 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 144, and consent of Department. 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: 20 hours lecture, 40 hours lab.

RTE 222 RADIOGRAPHIC EQUIPMENT**OPERATION & MAINTENANCE II**

Continuation of R TE 212. 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 212, and consent of Department. Five credits: 50 hours lecture.

RTE 224 CLINICAL EXPERIENCE

Continuation of R TE 214. Correlates skills from previous classes. Prerequisite: R TE 214, and consent of Department. Eight credits: Approximately 240 contact hours.

RTE 234 CLINICAL EXPERIENCE

Continuation of R TE 224. Correlates skills from previous classes. Prerequisite: R TE 224, majors only. Nine credits: Approximately 240 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 AR RT Exam. Prerequisite: RTE 222, and consent of Department. 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 and consent of Department. 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 and consent of Department. 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 consent of Department. 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 INTRODUCTION TO 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 access 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 101 GROUP DYNAMICS AND LEADERSHIP**

This course provides the student with working knowledge of the dynamics of team building, the variety of communication styles, the procedures for conducting a meeting, and the components of problem solving. Students participate in communication situations from interpersonal to small group and formal meetings. One and one-half credits: ten hours lecture, ten hours lab per week.

SPE 102 UNDERSTANDING LEADERSHIP

This course provides the student with working knowledge of the styles of leadership and related communication concepts. Students participate in realistic situations involving communication and leadership. One and one-half credits: ten hours lecture, ten hours lab per week.

SPE 103 DIVERSITY AND LEADERSHIP

This course includes discussion of diversity, culture, and gender related to communication and leadership. Students participate in communication situations to gain understanding and skills related to diverse environments and leadership roles. One and one-half credits: ten hours lecture, ten hours lab per week.

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 090 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. Permission of Health Occupations or Radiologic Department Chair 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. 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.

WEL: WELDING TECHNOLOGY**WEL 100 SAFETY FOR WELDERS**

Upon successful completion of this course the student should have the ability to explain the hazards of welding on health and safety, locate essential safety information from a code or other standard, and identify and apply shop safety procedures. One credit: 10 clock hours.

WEL 101 ALLIED CUTTING PROCESSES

Upon successful completion of this course the student should have the ability to set up equipment and perform cutting and gouging operation utilizing the oxyacetylene, air carbon

arc, exothermic, and plasma arc cutting processes. This course will also provide an introduction to blue print reading. Six credits: 80 clock hours.

WEL 102 OXYACETYLENE JOINING PROCESSES

Upon successful completion of this course the student should be able to perform safety inspections, make minor repairs, adjust operating parameters, operate oxyacetylene welding equipment, and perform oxyacetylene welding, brazing, and soldering operations. Blueprint reading skills will be practiced in this course. Six credits: 80 clock hours.

WEL 103 BASIC SHIELDED METAL ARC WELDING I

Upon successful completion of this course the student should be able to perform safety inspections, make minor repairs, adjust operating parameters, and operate SMAW equipment utilizing E-6010 electrodes. Layout procedures and practices will also be introduced. Six credits: 80 clock hours.

WEL 104 BASIC SHIELDED METAL ARC WELDING II

Upon successful completion of this course the student should be able to perform safety inspections, make minor repairs, adjust operating parameters, and operate SMAW equipment utilizing E-7018 electrodes. Layout procedures will be practiced during this course. Six credits: 80 clock hours.

WEL 110 ADVANCED SHIELDED METAL ARC WELDING I

Upon successful completion of this course the student should be able to perform safety inspections, make minor repairs, adjust operating parameters, operate SMAW equipment, and perform SMAW operations on groove and fillet welds utilizing E-6010 and E-7018 electrodes. layout procedures will be practiced during this course. Six credits: 80 clock hours.

WEL 111 ADVANCED SHIELDED METAL ARC WELDING II

Upon successful completion of this course the student should be able to perform safety inspections, make minor repairs, adjust operating parameters, operate SMAW equipment utilizing various electrodes, locate essential welding information from codes or other standards, and perform weld inspections. Six credits: 80 clock hours.

WEL 201 GAS METAL ARC WELDING I

Upon successful completion of this course the student should be able to perform safety inspections, make minor repairs, adjust operating parameters, operate GMAW equipment on plain carbon steel utilizing short circuit and spray transfer, and recognize fundamental metallurgy principles. Six credits: 80 clock hours.

WEL 202 GAS METAL ARC WELDING II

Upon successful completion of this course the student should be able to perform safety inspections, make minor repairs, adjust operating parameters, operate GMAW equipment utilizing a variety of electrodes and base metals, and apply fundamental principles of welding metallurgy to welding, fabrication, and inspection. Six credits: 80 clock hours.

WEL 203 FLUX CORED ARC WELDING I

Upon successful completion of this course the student should be able to perform safety inspections, make minor repairs, adjust operating parameters, operate FC AW equipment utilizing self shielded wire, and apply principles of joint design, preparation, and material selection to welding operations. Six credits: 80 clock hours.

WEL 204 FLUX CORED ARC WELDING II

Upon successful completion of this course the student should be able to perform safety inspections, make minor repairs, adjust operating parameters, operate FC AW equipment utilizing gas shielded wire, and apply fundamentals of welding applications and cost estimating to welding, fabrication, and inspection. Six credits: 80 clock hours.

WEL 211 GAS TUNGSTEN ARC WELDING I

Upon successful completion of this course the student should be able to perform safety inspections, make minor repairs, adjust operating parameters, operate GTAW equipment on plain carbon and stainless steels. The students should also be able to evaluate and solve complex welding and fabrication problems, administer hands on training and supervise other students during assigned fabrication and welding operations. Six credits: 80 clock hours.

WEL 212 GAS TUNGSTEN ARC WELDING II

Upon successful completion of this course the student should be able to perform safety inspections, make minor repairs, adjust operating parameters, operate GTAW equipment on aluminum and PAW equipment on plain carbon steel. The students should also be able to evaluate and solve complex welding and fabrication problems, administer hands on training and supervise other students during assigned fabrication and welding operations. Six credits: 80 clock hours.

WEL 230 PIPE WELDING I

Upon successful completion of this course the student should be able to perform safety inspections, make minor repairs, adjust operating parameters, and operate SMAW equipment in a variety of positions on plain carbon steel pipe joints. The student should also be able to evaluate and solve complex welding and fabrication problems, administer hands on training and supervise other students during assigned fabrication and welding operations. Six credits: 80 clock hours.

WEL 231 PIPE WELDING II

Upon successful completion of this course the student should be able to perform safety inspections, make minor repairs, adjust operating parameters, and operate SMAW, and GTAW equipment on plain carbon steel pipe joints. The student should also be able to evaluate and solve complex welding and fabrication problems, administer hands on training and supervise other students during assigned fabrication and welding operations. Six credits: 80 clock hours.

WEL 260 SPECIALIZED WELDING I

Specialized Welding is designed to provide the student with the opportunity to customize some of the course objectives to meet individual needs. Your instructor must approve ALL course objectives. Course objectives usually consist of competencies from the GTAW and Pipe welding classes, welding competencies not found in the program, advanced study, and special projects. Six credits: 80 clock hours.

WEL 261 SPECIALIZED WELDING II

Specialized Welding is designed to provide the student with the opportunity to customize some of the course objectives to meet individual needs. Your instructor must approve ALL course objectives. Course objectives usually consist of competencies from the GTAW and Pipe welding classes, welding competencies not found in the program, advanced study, and special projects. Six credits: 80 clock hours.

WEL 175, 176, 177, 275, 276, 277**SPECIAL TOPICS: WELDING PROBLEMS I-VI**

These courses were designed to provide the non degree seeking student with the opportunity to customize the course objectives to meet individual needs. Your instructor must approve ALL course objectives. One to four credits: 15 to 60 clock hours.

WEL 160 CONSTRUCTION OXYACETYLENE**CUTTING**

Upon successful completion of this course the student should be able to safely set up and operate manual and machine operated oxy-acetylene cutting equipment. One credit: 10 clock hours.

WEL 161 CONSTRUCTION OXYACETYLENE**WELDING**

Upon successful completion of this course the student should be able to safely set up and operate manual and machine operated oxy-acetylene welding equipment. One credit: 10 clock hours.

WEL 162 CONSTRUCTION FLUX CORED ARC**WELDING**

Upon successful completion of this course the student should be able to safely set up and operate the flux core arc welding equipment. One credit: 10 clock hours.

WEL 163 CONSTRUCTION SHIELDED METAL**ARC WELDING**

Upon successful completion of this course the student should be able to safely set up and operate the shielded metal arc welding equipment. One credit: 10 clock hours.





John R. Dent,
President, Director District A
Represents: RE-8 Fort Lupton;
RE-3J Keenesburg,;
Hudson, Prospect Valley



Bernard C. Kinnick,
Secretary, Director District B
Represents: RE-1 La Salle, Gilcrest, Platteville
RE-4 Windsor
RE-5J Johnstown, Milliken
RE-6 Greeley, Evans



Kenneth H. Nickerson,
Treasurer, Director District E
Represents: RE-2 Eaton
RE-6 Greeley, Evans
RE-7 Gill, Kersey



Dick Bond
Member, Director District D
Represents: RE-6 Greeley, Evans



Beth Bashor
Member, Director District C
Represents: RE-9 Ault-Highland
RE-10J Briggsdale
RE-11J New Raymer
RE-12 Grover



**Aims
Community College
Board of
Trustees**

ADMINISTRATIVE STAFF

- *
- BRENDA BECKMAN**2001
Interim President, (B.S., Oakland University;
M.A., Central Michigan University)
- 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,
B.S., Regis University; M.S., Colorado State
University)
- DR. CONSUELO G. LOPEZ**2002
Vice President for Instruction and Student
Services, (B.A./B.S., Austin Peay State
University; M.Ed., Ph.d., University of Utah)
- PAT MCGUIRE**1993
Associate Vice President for Instructor and
Student Services, (B.A., University of
Wyoming; B.S., University of Northern
Colorado; M.A., University of Wyoming)
- AUGUSTUS "GUS" SKINNER**2002
Associate Vice President for Financial
Services, (B.S., Metro State College; Certified
Public Accountant)
- 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 Instructor
and Student Services, (B.A., University of
Colorado at Boulder)
- DR. SOMPHOL "PIA"**
- DOUNGLOMCHUNT**1980
Special Assistant, International
Developmental Program, (A.A., Aims
Community College; B.A., M.A., Ed.D.,
University of Northern Colorado)
- RON ANDERSON**1997
Director, Human Resources, (B.A., Chadron
State College, Nebraska; M.B.A., University
of Nebraska, Kearney)
- 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)
- 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)
- LYNDA M. NIELSEN**2002
Executive Director, Aims Foundation, (B.A.,
University of Northern Colorado; M.S.M.,
Regis University)
- 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

- *
- SUSAN CRIBELLI**1972
Communications, Humanities, and Business,
(B.A., M.A., University of Northern Colorado)
- DR. GARY HERTEL**2000
Technology Division, (B.S., M.Ed., Ed.D.,
University of Nebraska)
- 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)
- 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)
- 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, 2001
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
Eugene Cross, 2001

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
Phil Edwards, 2001

AIMS COLLEGE EDUCATION ASSOCIATION ADJUNCT FACULTY AWARDS

1997	1998
Jolene Fulton	Bryce Hedstrom
Carol Lower	Ron Lewis
Judi Pippin	Greg Thompson
Sheri Sweigard	
Christine Wire	2000
	Chris Baxter
1999	Sharon Benson
Dennis Duncan	Trisha Brown
Kelvin Knaub	Don Lowe
Chrisann Reese	Shane Lynch

2001	
Jacque Hill	Rebecca Krystyniak
Deborah Pearson	

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 Davisson	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
Cynde Stewart	Jeanette Stewart
Stuart Thomas	Paula Yanish

The Recruitment Team, 2001

Dana Anderson	Carol Heinze
Jamie Viehhaus-Zak	

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
Robert Waltman, 2001

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
Mark L. Olson, 2001

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
20th Anniversary Donors, 2000
George Hall, 2001

**Aims
Community College
Awards for
Excellence**

* = Graduate of Aims Community College

ANDERSON, DELYNN2001 (Business Technology) A.S., Quinsigamond Community College, Worcester, MA; B.S., Metropolitan State College of Denver; 11 years of corporate training experience.

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. 1998 Faculty Award for Excellence in Teaching.

BEIGHEY, CATHY2001 (Social Sciences) B.A., State University of New York at New Paltz; M.A., Colorado State University.

BENAVIDEZ, E. C. "VERA"1984 (Developmental Education, Campus Chair, 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.

BOLLENBACHER, VICKY2001 (Social Sciences) B.A., Ph.D., University of Houston

BONIEK, MARTIN2001 (Aviation Technology) A.A., Bethany Lutheran College; B.S., University of Minnesota; 19 years commercial pilot experience.

BRACKEN, TAMMY2001 (Accounting) B.A., B.S., Moorhead State University; M.B.A., University of North Dakota. Certified Management Accountant Designation, 1994. Ten years business experience.

BRODA, ALYSAN1988 (Assistant Chair, 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, MARK1988 (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, RITA1998 (Psychology, 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.

CLOUTIER-DAVIS, NANCY2001 (Foreign Languages, Communications, Humanities and Businesses) B.A., Concordia; M.A., University of Calgary.

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, LISA*1999 (Associate Professor, Emergency Medical Services, Math/Natural & Applied Sciences) A.A., Aims Community College; EMT Paramedic; 13 years Fire/EMS experience; BLS Instructor.

CRAMER, NAN2001 (Radiologic Technology, Clinical Instructor) Diploma, Copley Memorial Hospital, Registered with American Registry of Radiologic Technologists, 32 years clinical experience.



Aims Community College Faculty

- CRANDALL, JAMES***1997
(Communications Media)
 B.A. Aims Community College, B.A. University of Wisconsin-Stevens Point, M.A. University of Wisconsin-Stevens Point.
- CRIBELLI, SUSAN**1972
(Academic dean, Communications, Humanities and Business)
 B.A., University of Northern Colorado; M.A., University of Northern Colorado; Advanced Graduate Study, University of Northern Colorado, Colorado State University.
- 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.
- DUNCAN, DIANA**1979
(Radiologic Technology, Department Chair)
 B.S., Colorado State University. Radiologic Technology Certificate, Weld County General Hospital; Registered Technologist (American Registry of Radiologic Technology); Ten years clinical experience.
- DUNN, RICHARD**1988
(Agriculture Technology, Farm & Ranch Business Management)
 B.S. Colorado State University; M.S. Colorado State University; Graduate Study, Colorado State University; 20 years business experience.
- DUNNING, BRIAN**2000
(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.
- EHRFURTH, SUSAN**2001
(Business Technology, Loveland Campus)
 B.S., University of Wisconsin, Whitewater.
- FISHER, CHARLES**1989
(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.
- GARDNER, RICHARD L***2000
(Computer Information Systems)
 B.A., Adams State College; A.A.S., Aims Community College.
- GEARHEART, SUSAN**1991
(Criminal Justice)
 B.A., University of Northern Colorado; M.A., University of Northern Colorado. Who's Who Around America's Teachers, 2000.
- GOMEZ, RUTH**1973
(Reading/English Chair, Developmental Education)
 M.A., University of Northern Colorado; Ed. S., University of Northern Colorado; Winner of Award for Excellence, Amnesty Program Team.
- GOSCH, PHYLLIS**1990
(Developmental Education)
 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; 14 years professional experience.
- GUERRERO, ANDRES G.**1996
(Developmental Education)
 B.A., University of St. Thomas, M.Th., University of St. Thomas, M.A., University of St. Thomas, Th.M., Harvard University, Th.D., Harvard University.
- GUMP, JUDITH**1996
(Early Childhood Professions)
 B.S., McPherson College, Kansas; M.S., Wheelock College, Massachusetts.
- HERNANDEZ GUERRERO, JUANITA**1998
(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.
- HARRIS, ERIC**2001
(Associate Professor, Emergency Medical Services, Mathematics/Natural and Applied Sciences)
 A.A.S., Aims Community College, Emergency Medical Technician-Basic; Firefighter.
- HARTWICK, HOLLY**1995
(Chair, English and Speech)
 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).
- HEEN, SAMUEL K.**1971
(Chairman, Department of Physical Education)
 B.A., Colorado State University; M.Ed., Colorado State University; Advanced graduate study, University of Northern Colorado.
- HERGENRETER, PATRICK**1989
(Auto Collision Repair Technology, Department Chair)
 B.S., Colorado State University, Vocational Education Credential, 25 years industrial experience. ASE Master Certified Technician, PPG 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; 12 years industrial experience, PPG Certified Technician.
- HERTZBERG, RUTH S.**2001
(Social Sciences)
 B.A., George Washington University; M.A., Georgetown University, Doctor of Arts, Carnegie Mellon University.
- 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, 17 years clinical experience.
- KNUDSON, DEBRA**1982
(Radiologic Technology, Clinical Coordinator)
 B.S., Colorado State University, X-Ray Certificate from Presbyterian Hospital School of Radiology; Registered with American Registry of Radiologic Technologists; Seven years clinical experience.

LENZ, JOHN2001
(Engineering Technology)
A.A., Aims Community College; 28 years industrial experience.

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.

MARGETTS, JAMES2001
(Music, Communications, Humanities and Business)
B.Music, Brigham Young; M.Music, University of Cincinnati.

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.

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.

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.

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.

MINOR, DICK2001
(Fire Science)
B.S., California State University at Los Angeles; M.S., University of Southern California, 42 years fire department experience.

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.

MYERS, CHARLES E., II1982
(Chair, Criminal Justice Department; Director, Peace Officer Academy; Professor, Criminal Justice)
B.A., Fresno State University, M.A., University of Northern Colorado. Graduate Study, Chico State University; Graduate Study, Colorado State University; P.O.S.T., Basic, Intermediate, and Advanced Certification, California. Colorado Vocational Credential; C.Ht., Certified Hypnotherapist.

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.

OTTE, JEAN1983
(Assistant Professor, Communications Media Instructional Designer Title V, Communications, Humanities, and Business)
M.A. University of Northern Colorado

OWEN, ELIZABETH H.2001
(Professor, Emergency Medical Services, Math/Natural & Applied Sciences)
B.S., University of Missouri, Nationally registered EMT-P, ACLS instructor, over 20 years of teaching experience in emergency medical services and wilderness emergency care.

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; Environmental Specialist Supervisor's Certificate, Florida; GIS/GPS Colorado Occupational Certificate.

RAY PARSONS, MICHELLE1999
(Mathematics/Natural & Applied Sciences)
B.S. 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
(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 and 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, LEBE 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 & 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.

SIMONDS, LANA2001
(Associate Professor, Health Occupations)
 B.S., University of Northern Colorado; M.S., University of Northern Colorado, over 24 years experience in nursing and long-term care.

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.

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.

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, ROBERT1992
(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
(Campus Chair, Business Programs and Technology, 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.

TRENAM, TRACEY L.2001
(Social Sciences, Loveland Campus)
 B.S., Georgetown University; Ph.D., Columbia University. Work towards MA in Education, City University of New York, Fulbright Scholar. Wilson Center Junior Fellow and IREX Scholar. Graduate study in Poland and Russia.

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, REBECCA1997
(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, Communications, Humanities and Business)
 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, Assistant Professor)
 A.A.S., Aims Community College; Registered with American Registry of Radiologic Technologists, six years clinical experience.

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).

WASHAM, SHAWNALEE K.2001
(Psychology, Behavioral, Social and Economic Sciences)
 Ph.D., Colorado State University.

WEST, GINA*1987
(Aviation Technology)
 A.A.S., Aims Community College; B.A., University of Northern Colorado, Six years Industrial experience.

WILSON, GRANT1997
(Science, Mathematics/Natural and Applied Sciences)
 B.S., Brigham Young University, M.S. Brigham Young University, Ph.D. Utah State University, Secondary Teaching Certificate 1986, 1991, 1997; Ten years teaching experience.

WRIGHT-KILKER, WENDY2001
(Psychology, Behavioral, Social and Economic Sciences)
 B.S., University of Wisconsin; M.A., Regis University.

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 CCCOES 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 Emerita, 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.

Paul N. Thompson, Ph.D.**(President Emeritus Status)**

B.S., Gustavus Adolphus; M.A., and Ph.D., University of Illinois.



**Aims
Community College
Emeritus
Status**

* = Graduate of Aims Community College

ABBOTT, DON1999
(Program Director, Small Business Development Center, Continuing Education)
B.S., Eastern Oregon University.

ALCOTT, JUDY L.*1982
(Librarian, Library Services)
A.A.S., Aims Community College; B.A., University of Northern Colorado.

ALKIRE, STEVEN2000
(Program Coordinator, Academic Student Affairs)
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. 2 001 Team Award for Excellence.

ARCHIBEQUE, LINDA E.2001
(Accountant, Financial Services)
B.S., Regis University

ARCHIBEQUE, NICKIE1998
(Office Specialist, Continuing Education)

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. 1 991 Team Award for Excellence. Leadership Academy for Staff.

AYALA, IDA Z.*1981
(Senior Office Specialist, Human Resources)
A.A.S., Aims Community College.

AYALA, ORLANDO1997
(Trades Specialist, Physical Plant)

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)

BARNES, DAVID2001
(Grounds Maintenance Worker, Physical Plant)

BATCHELOR, JOHN2000
(Advisor/Career Services, Student Success Center)
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.

BATT, JEFF2001
(Senior Printer, Reprographics)
B.A., University of Northern Colorado.

BAUER, SALLY J.1981
(Senior IT Support Technician, Information Technology Services)

BAUMAN, LARRY D.1984
(Ground Maintenance Supervisor, Physical Plant)

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, Student Success Center)
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.

BLANDIN, RUBY*1973
(Executive Assistant, Student Success Center)
A.A., Aims Community College.

BLEVINS, JEFF2000
(Network Analyst, Information Technology Services)

BOTT, RUTH2002
(Accounting Technician, Financial Services)

BOWLDS, CARLA S.2001
(Office Specialist; Loveland Campus)

BOYD, DORENE J.1987
(Executive Assistant, Physical Plant)

BREIEN, PATRICIA C.1988
(Administrative Officer, President's Office)
B.A., University of Wyoming; M.A., University of Northern Colorado.

BROWN, LARRY1998
(Lab Specialist, 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 ALLYSON1999
(Senior Printer, Reprographics)

CAPLINGER, CHRISTINA2000
(Accounting Technician, Fiscal Services)
B.S., B.A., University of Southern Colorado; B.A., Colorado State University



**Aims
Community College
Staff**

CARLISLE, LYN2000
 (Senior Executive Assistant, Vice President of Instruction and Student Services)

CLARE, BEVERLEY2001
 (Office Specialist, Human Resources)

COLBURN, SHARON2001
 (Flight Training Instructor, Aims Flight Center, Aviation Technology)
 B.S., University of Colorado

CONKEY, ROBERT MARK2000
 (Advisor, Student Success Center)
 M.A., University of Northern Colorado.

CORDOVA, JOHN L.1979
 (Bookstore Operations Coordinator, Bookstore)
 M.B.A., University of Northern Colorado.

CULLUM, TWILA1999
 (Senior Office Specialist, Fort Lupton Campus)

CURTIS, MARK2002
 (Senior Irrigation Specialist, Physical Plant)

CUSHMAN, DAVID2000
 (Maintenance/Public Safety Officer, Fort Lupton Campus)

DANFORTH, BETTY J.1990
 (Payroll Specialist, Human Resources)

DAVIS, TAMMY2001
 (Office Specialist, Admissions & Records)

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, SANDRA2000
 (Office Specialist, Continuing Education)
 B.A., University of Northern Colorado.

DIAZ-GARCIA, NATALIA2000
 (Lead Early Childhood Development Teacher, Monfort Early Childhood Education Center; Behavioral, Social and Economic Sciences)

DINGES, JAMES L.1981
 (Grounds Maintenance Worker, Grounds Maintenance)

DODGE, JEANINE2000
 (Office Assistant, Continuing Education)

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.

DOWNES, DARIN2001
 (Information Technology Technician, Information Technology Services)

DRISKILL, GREGORY1999
 (Senior Media Producer, Telelearning & Media Services)

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, GALE1997
 (Senior Executive Assistant, Communications, Humanities and Business)

ENDRES, HEATHER2000
 (Office Specialist, Information Technology Services)

ERBACHER, HALLIE1991
 (Bookstore Operations Coordinator, Greeley Campus Bookstore)

FAY, ERIN2000
 (Office Specialist, Continuing Education)

FAY, PAT1986
 (Program Director, Center for Professional Development)
 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 JEAN1998
 (Office Assistant, Admissions and Records)
 B.A., University of Northern Colorado; M.A., University of Northern Colorado.

FORTNER, GARY2001
 (Program Director, Kodak Technology Lab, Continuing Education)
 M.A., Colorado State University

FOSTER, BARBARA E.1996
 (EMS/Department Chair, Program Director, Continuing Medical Education, Mathematics/Natural and Applied Sciences)
 B.A., University of Northern Colorado; Graduate Study, Adams State College; EMT/Paramedic; Faculty for Colorado State Prehospital Care Program; 21 years education, Fire/EMS experience.

GAISER, GREGORY P.*1992
 (Flight Center Director, Aims Flight Center, Aviation Technology)
 A.A., A.A.S., Aims Community College.

GALLARDO, SUSIE1981
 (Admissions Specialist, Admissions and Records)

GARCIA, RUDY R.2001
 (Student Support Provider; Continuing Education - Distance Learning)
 MPA, Arizona State University; Ph.D. candidate, University of Northern Colorado.

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, T ownson University. 1992 Team Award for Excellence.

GONZALES, JENNIFER L.2000
 (Office Specialist)
 B.S., Colorado State University.

GOSSETT, STEPHANIE2000
 (Executive Assistant Title V, Fort Lupton Campus)

GREENING, VICKY A.2001
 (Program Coordinator, Head Start Partnership Grant; Family & Life Education, Behavioral, Social and Economic Sciences)
 B.A., and M.A., University of Colorado.

GREGORY, JEFFREY A.1991
 (Program Director, Student Financial Assistance)

GRIEGO, BETTY1999
 (Food Manager, Monfort Early Childhood Center)

GRIMM, ROGER L.2001
 (Program Director of Assessment, Student Success Center)
 B.A., in Psychology, Trinity Western University; M.A., in Rehabilitation Counseling with an Emphasis in Vocational Evaluation from UNC.

GROSSAINT, TIMOTHY P.1991
 (IT Specialist, Information Technology Services)

GROTTNESS, ANN L.1993
 (Senior Executive Assistant, Vice President for Administrative Services)
 A.A.S., Aims Community College; A.A., Riverside Community College. Leadership Academy for Staff.

GUY, LINETTE K.1997
 (Executive Assistant, Math/Natural and Applied Sciences)
 B.S., University of Northern Colorado.

GUYETTE, ROSEANN1997
 (Program Director, Continuing Education)

HACK, LINDA1999
 (Lead Child Development Teacher; Monfort Early Childhood Center; Behavioral, Social and Economic Sciences)
 B.S., Colorado State University.

HAILE, ADAM1998
 (Network Analyst, Information Technology Services)

HAMBLIN, KATHERINE1976
 (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
 (Senior Advising Coordinator, Student Success Center, Loveland Campus)
 A.A., Aims Community College; B.A., M.A., University of Northern Colorado.

HARMON, MARSHA L.1992
 (Program Director, High School Diploma, WorkKeys, Continuing Education)
 M.A., University of Northern Colorado.

HARTMAN, THOMAS2000
 (Assistant Registrar, Admissions and Records)
 M.A., University of North Dakota.)

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. 2001 Team Award for Excellence.

HENDRICKSON, ALAN D.1996
 (Program Director, Youth & Franklin University Alliance, Continuing Education)

HENSLEY, LAURA1999
 (Office Specialist, Student Life)

HILL, JACQUELINE2000
 (Coordinator, High School Diploma Program, Continuing Education)
 B.A., Edward's University, Austin Texas.

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, JOSHUA1999
 (Senior Flight Training Instructor, Flight Training Center, Aviation Technology)
 B.A., Metro State College of Denver.

HOOVER, CAROLE2000
 (Bookstore Operations Assistant)
 B.A., University of Northern Colorado

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, KRIS1998
 (Assistant Director, Family & Life Education, Behavioral, Social and Economic Sciences)
 RN, BSN, University of Northern Colorado.

HUNTER, TOBI2000
 (Executive Assistant, Loveland Campus)

HUTSON, JOHN2001
 (IT Trainer, Continuing Education)
 B.A., University of Northern Colorado

JOHNSON, KELLY2000
 (Lead Child Development Teacher, Monfort Early Childhood Education Center, Behavioral, Social and Economic Sciences)

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, GINA2000
 (Office Specialist, Communications, Humanities and Business Division)
 A.A., Weatherford College.

JONES, JERRY L.2001
 (Special Assistant to the President Equal Opportunity/Legal Affairs)
 J.D., University of Nebraska, Lincoln

JONES, TOM2000
 (Program Director, Career Services, Student Success Center)
 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, VALERIE2000
 (Senior Office Specialist, Technology Division)

KOELTZOW, JANET2000
 (Senior Office Specialist, Visual and Performing Arts and Graphic Technology, Communications, Humanities and Business)

KOPPES, BEVERLY R.1994
 (Campus Services Coordinator, Ft. Lupton Campus)
 Certificate, Basic Business, Parks School of Business.

KOZAN, RUBY*2001
 (Lead Child Development Teacher; Monfort Early Childhood Education Center)

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 Instruction and Student Services)
 Certified Professional Secretary, Professional Secretaries International; A.G.S., Aims Community College. Leadership Academy for Staff.

LaCOMBE, CHERYL M.*1990
 (Office Technician)
 A.G.S., A.A., Aims Community College.

LAMBERT, CHAD2001
 (Flight Training Instructor, Aims Flight Center, Aviation Technology)

LAWS, DIANA S.*1995
 (Senior Grants Project Manager)
 A.A., Aims Community College; B.A., University of Northern Colorado.

LEE, KATHY1998
 (Office Specialist, Communications, Humanities and Business Division)

LENSTROM, LINDSEY2002
 (Office Specialist, Behavioral, Social and Economic Sciences)

LENSTROM, PENNY*1999
 (Assistant Controller, Financial Services)
 A.A., Aims Community College; B.S., University of Northern Colorado.

LEROUX, VICKI J.2001
 (Senior Office Specialist, Math/Natural & Applied Sciences)
 B.S., Portland State University, Portland, Oregon.

LEWIS, LAURA A.1995
 (Senior Office Specialist, Institutional Research)

LEWIS, G. MARK*1983
 (Media Producer, Telelearning & Media Services)
 A.A., Aims Community College.

LINNEBUR, JOE2001
 (Flight Training Instructor, Aims Flight Center, Aviation Technology)

LONGAN, DAVID2001
 (IT Technician, Information Technology Services)

LOPEZ, YRENE PALMER*1986
 (Senior Printer, Reprographics)
 A.A.S., Aims Community College.

LORGE, SUZANNE1979
 (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
 (Senior Financial Aid Specialist, Student Financial Assistance)

LOVE, B.J.2001
(Flight Training Instructor, Aims Flight Center, Aviation Technology)

LYNCH, SHARON K.*1991
(Senior Executive Assistant, Technology)
A.A.S., Aims Community College. Leadership Academy for Staff.

MALDONADO, GREGORIO2000
(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, CORREEN1996
(Assistant Program Coordinator/Head Start Partnership Grant; Behavioral, Social and Economic Sciences, Family & Life Education)
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. 2000 Award for Excellence.

MCCLOY, SAN JUANITA1990
(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.

MEACHRON, LORI K.1996
(Office Specialist, Behavioral, Social and Economic Sciences)

MCENDAFFER, NAOMI1971
(Accounting, Technician, Fiscal 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.

MEISINGER, DAVID F.*1995
(IT Technician, Information Technology Services)
A.S., Aims Community College; B.S., Colorado State University.

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(Bookstore Operations Assistant, Greeley Campus Bookstore)
A.A.S., Aims Community College.

MILLER, GEORGE1998
(Media Technician, Telelearning & Media Services)

MILLER, SHAWN D.2001
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A.A., Full Sail - Center for Recording Arts, Orlando, Florida.

MILSAP, JERRY1999
(Campus Security Officer, Public Safety)

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A.A.S., Aims Community College

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A.A.S., Aims Community College.

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B.S., Black Hills State University; M.A., American University.

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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)
A.A., Bergen Community College; B.A., Glassboro State College; M.A., University of Northern Colorado.

NEWMAN, DARLENE J.1986
(Bookstore Operations Coordinator, Greeley Campus Bookstore)

NICHOLS, BONNIE1992
(Senior Office Specialist, Emergency Services, Math/Natural & Applied Science)

NORGREN, J. ERAN2001
(Special Programs Coordinator; Student Life/Single Parent Program)
M.A., University of Northern Colorado

OLDRIGHT, KAREN F.1997
(Office Specialist, Emergency Services, 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.

PEREZ, SALLY2001
(Executive Assistant, Institutional Planning & Research)

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
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B.A., University of Colorado.

RATHBUN, MECHELLE A.*1989
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A.A.S., Aims Community College.

RENNO, JILL L.1990
(Office Specialist, Facilities Scheduling, Continuing Education)
B.S., Colorado State University.

RENTZ, JIM2001
(IT Specialist, Information Technology)

REYNOLDS, SANDRA E.1993
(Campus Services Coordinator, Admissions & Records, Loveland Campus)
B.A., Colorado State University.

RICHERS, CHRISTINE M.*2001
(Office Assistant, W.C.H.S. Diploma Program, Continuing Education)
A.A., Aims Community College; B.A., University of Northern Colorado.

RODREQUEZ, AMBROSIO2001
(Intervention Coordinator Title V)
B.F.A., San Diego State University.

ROQUET, PAUL A.*1982
(IT Specialist, Information Technology Services)
A.A.S., Aims Community College; B.S., University of Northern Colorado.
M.A., University of Northern Colorado

RUGH, MILES K.1991
(Senior Lab Coordinator, Telelearning and Media Services)

RUSSELL, JANET K.*1996
(Purchasing Assistant, Purchasing)
A.A.S., Aims Community College.

SAMPSON, JAMES2001
(Flight Training Instructor, Aims Flight Center, Aviation Technology)

SANCHEZ, GINA1997
(Office Specialist, Continuing Education)

SAPPINGTON, LEE ANN2000
(Assistant Program Coordinator, Assessment)
A.S., Aims Community College, B.A., Mathematics, University of Northern Colorado.

SATTERLEE, ERIN2000
(Assistant Program Coordinator, Supplemental Services)
M.A., University of Northern Colorado.

- SCARBOROUGH, JANICE***1988
(Office Specialist, Student Success Center)
A.G.S., Aims Community College.
- SCHAEFER, BRIAN**2001
(IT Technician, Information Technology Services)
- SCHAEFER-RANDOLPH, CARRIE J.***1993
(Executive Assistant, Purchasing)
A.A., Aims Community College; B.S., Colorado State University.
- SCHEUERMAN, MARIAN E.**1991
(Lab Specialist, Computing and Telecommunications Services, Fort Lupton Campus)
B.A., Adams State College.
- SEGAL, CHRISTINE**1999
(Program Director, Institutional Grants Office, 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.
- SHINGLER, LORNA C.**1993
(Senior Financial Aid Specialist, Student Financial Assistance)
B.S., Central State University, Oklahoma.
- SICKLES, PATRICK S.**1992
(Chief Flight Instructor, Aims Flight Center, Aviation Technology)
B.S., University of Nevada.
- SILVA, YOLANDA**1999
(Office Technician, Student Financial Assistance)
- SMITH, RUSS**2001
(Fiscal Coordinator, Continuing Education)
MBA, Regis University.
- SOLETA, BARBARA H.**1994
(Executive Assistant, Technology Division)
- SOUTHER, RANDALL L.***1995
(Assistant Director, 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 Administrative Professional, 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
(Senior Office Specialist, Admissions & 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.
- TENORIO, DEBRA**2001
(Recruiter)
B.A., University of Colorado, Denver.
- THIBAUT, RICHARD***2001
(Senior Office Specialist, BLS Program Coordinator, Emergency Medical Services, Math/Natural & Applied Sciences)
Emergency Medical Technician-Basic.
- THIBAUT, ROBBE**1998
(Executive Assistant, Information Technology)
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 & Records)
A.G.S., Aims Community College; B.S., University of Northern Colorado.
- THOMPSON, ANNE M.**1985
(Associate Director, Physical Plant & Services)
A.A., Mesa Community College; B.A., Regis University. 1999 Award for Excellence
- THOMPSON, DAN***2001
(Accounting Technician-Reconcilements, Financial Services)
A.A.S., Aims Community College
- TUCKER, MARY M.**1994
(Senior Advisor, Fort Lupton Campus)
B.A., M.S., Southern Illinois University
Leadership Academy for Staff.
- ULLRICH, ROBERT JR.**1999
(IT Specialist, 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.
- 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
(Senior 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 Success Center)
B.S. Sociology, South Dakota State University.
- WALTMAN, ROBERT F.**1979
(Media Producer, Telelearning & 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/Natural & Applied Sciences)
B.S., Colorado State University.
- WOODRUFF, KAROLINE**2000
(Assistant Program Coordinator, Continuing Education, Loveland & Fort Lupton Campuses)
B.S., Colorado State University.
- WRIGHT, DAVID**1997
(Media Technician, Telelearning & Media Services)
- YARMER, MARJORIE K.**1985
(Student Loan Coordinator, 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 Assistant, Loveland Campus)
A.A.S., Aims Community College.
- YOUNG, SUSAN C.***1989
(Senior Executive Assistant, Executive V ice President)
Certified Professional Secretary; A.A.S. Aims Community College; Leadership Academy for Staff.

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PLEASE tell us a little more about your educational background and working status.

Highest education level:
 Non-High School Grad High School Grad GED Certificate Associate Bachelor Masters or higher

High School Information:
 Name of current or last high school _____ City & State _____
 Date graduated from high school (month/year) _____ If still attending, what grade are you in? _____

College Information:
 College transferring from: _____ City & State _____
 Have either of your parents earned a 4-year degree? Yes No

Current working status:
 Place of employment: _____ Job type/title: _____
 Working: Full Time Part Time, 1 to 9 hours/week Part Time, 10 to 35 hours/week
 Unemployed, looking for work Unemployed, not looking for work

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Education Level
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HS or GE / C09-12

Element 4: Y N

Employment
 F M P
 L N

Education Goal
 TR
 FJ
 CJ
 NJ
 PI
 X

PLEASE indicate the primary reason you want more education now. (Check only one box, please.)

to transfer for further education
 to prepare for a first 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

Degree-Major
 AA: _____
 AS: _____
 AAS: _____
 CERT: _____
 000000-0000
 NONE: (Major)
 BE: GED0
 BE: ESL0 or ESL1

PLEASE select the academic program best suited to meeting your objective. (Check only one box, please.)

College degrees and certificates:
 AA: Associate of Arts - Liberal Arts major. Emphasis (optional): _____
 AS: Associate of Science - Liberal Arts major. Emphasis (optional): _____
 AAS: Associate of Applied Science - Specific major (required): _____
 Occupational Certificate - Specific major (required): _____
 AGS: Associate of General Studies - Liberal Arts major (See Aims catalog or the Student Success Center for details; you will be "undeclared" until contract is completed.)
 College coursework only (no degree). Area of interest: _____

Basic skills instruction:
 High school equivalency diploma (GED)
 ESL (English as a second language) English Institute

Element 1
 1 4
 2 5
 3 6

SGAUSDF
 Element 2: Y N
 Element 3: Y N
 SGASTDN: P F

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 per term) or Full Time (12 credits or more per term)? Part Time Full Time

PLEASE provide this voluntary information to be used in Federal and State reporting.

Demographic data:
 American Indian Black Asian/Pacific Islander Hispanic Caucasian
 Gender: Male Female Ethnicity:

Gender
 M F
Ethnicity
 I B A H W

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:		Have you ordered transcripts?		
School, Institution, or Test	State	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"/>	
_____	_____	<input type="checkbox"/> date _____	<input type="checkbox"/>	

Office Use Only	
Official?	
Yes	No
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Check here to have evaluation to the Assessment Office to meet the assessment requirement.

OFFICE USE ONLY					
Received _____	By _____	Evaluated by _____			
Exp entry _____	FQA _____	LQA _____	LQE _____	App. Date _____	