



# Aims Community College CATALOG 2006-2007

Volume XI- August 2006

## Greeley Campus

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

970.330.8008  
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

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.

## Continuing Education

Corporate Education Center  
5590 W. 11th Street  
Greeley, Colorado 80634  
Greeley 970.339.6354  
FAX 970.339.6564  
[www.aimsced.com](http://www.aimsced.com)

[www.aims.edu](http://www.aims.edu)  
  
**A College Serving  
Northern-Central Colorado**

(Effective Fall Semester, 2006) Established 1967



Nicole Reko, Aims Student



Tammy Lujan, Aims Student



Mike Bucks, Aims Student

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# A letter from the President...

## Welcome to Aims Community College...

I am glad that you have chosen Aims Community College as the next step toward your future and want you to know that we are ready to help you succeed.

It is my hope that you will take advantage of the many resources Aims has to offer, starting with this catalog. In it you will find vital information about your responsibilities as a student and details about your course of study. Beyond the catalog many other valuable resources are available. Our dedicated faculty and staff will be here to support you - every step along the way. From registration and financial aid to instruction and academic support, we are behind you 100 percent. Throughout your career at Aims and into your future, I trust that you will agree... Aims is the right choice at every step.



Once again, welcome to Aims Community College!

A handwritten signature in cursive script, appearing to read "Marsi Liddell".

Dr. Marilynn "Marsi" Liddell  
President

# Table of Contents

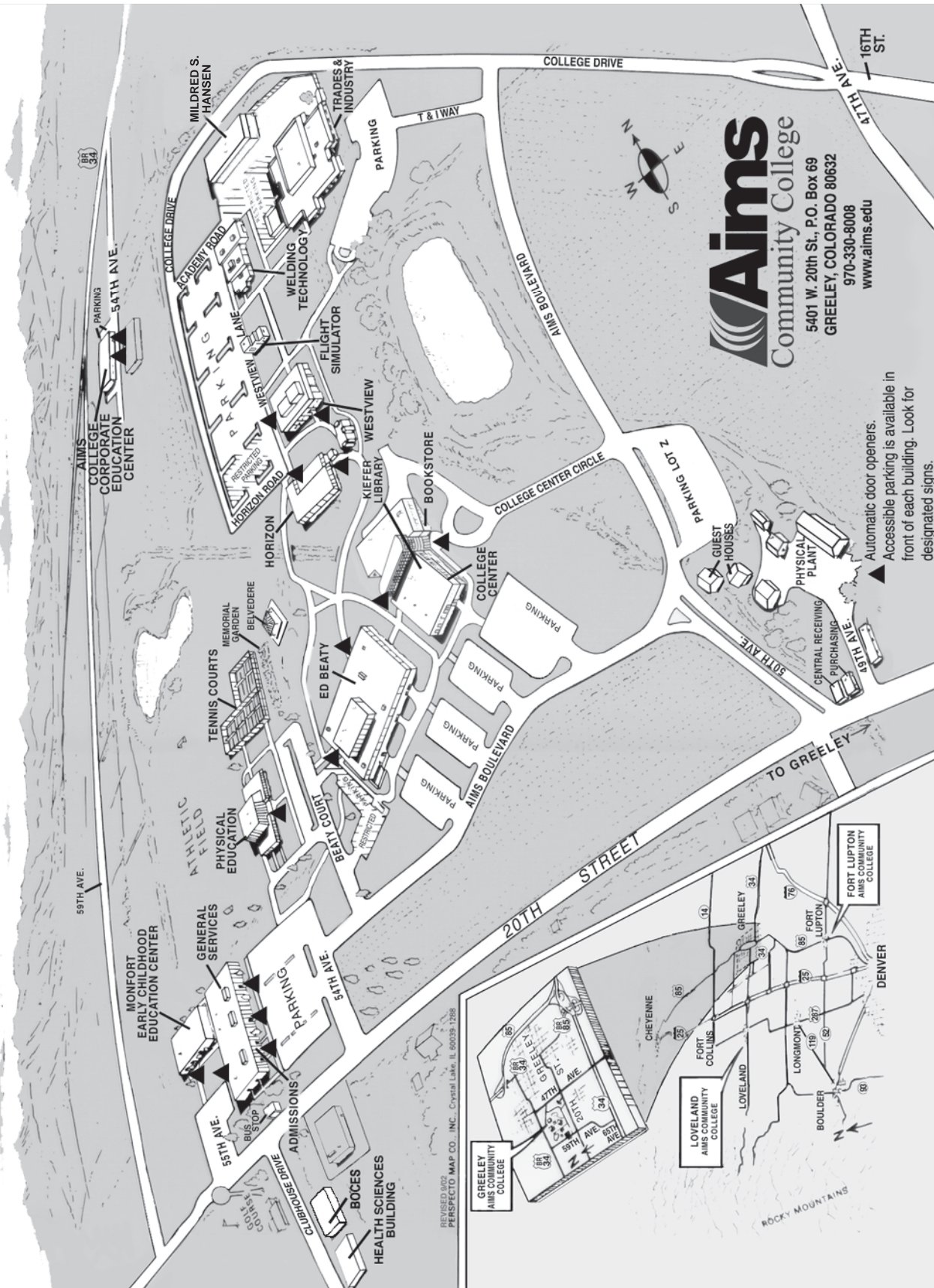
<b>DEGREE AND CERTIFICATE QUICK REFERENCE GUIDE</b> .....	5-6
<b>DEGREE AND CERTIFICATE INDEX</b> .....	7-10
<b>General Information</b>	
Campus Map .....	2
Academic Calendar .....	3-4
Course Descriptions Table of Contents.....	11, 126
Aims Overview .....	13
Greeley Campus .....	14
Fort Lupton Campus .....	15
Loveland Campus .....	16
Where America Goes to College.....	17
General Information .....	19
Child Care: Monfort Early Childhood Education Center.....	21
Learning Resource Services .....	21
Disability Access Center .....	22
Special Instructional Programs .....	24
Transition Opportunities.....	26
Student Financial Assistance .....	27
Aims Foundation .....	33
Scholarships .....	34
Admissions & Records .....	37
Tuition and Fees .....	40
Student Success Center .....	42
Credit for Prior Learning .....	44
Course Information.....	45
Grading System.....	46
Academic Standards .....	47
Graduation Requirements .....	48
Records, Transcripts, and Release of Information .....	49
Student Life .....	51
<b>DEGREE &amp; CERTIFICATE INFORMATION</b> .....	53
Degree & Certificate Overview.....	53-60
Alternative Transfer Degrees .....	62
Academic Organization.....	63
<b>DEGREE &amp; CERTIFICATE REQUIREMENTS</b> .....	65-113
<b>CONTINUING EDUCATION</b> .....	114-125
<b>COURSE DESCRIPTIONS</b> .....	127
<b>BOARD OF TRUSTEES</b> .....	194
<b>ADMINISTRATION</b> .....	195
<b>FACULTY</b> .....	197
<b>INDEX</b> .....	203
<b>A.A. AND A.S. BOOKMARK/APPLICATION FOR ADMISSION/ TRANSFER CREDIT EVALUATION REQUEST</b> .....	Back of Catalog



**Note**  
For information on specific courses see Degree and Certificate Index, or  
Course Description Table of Contents on page 11, 126.

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# Aims Campus Map





# Academic Calendar 2006-2007

## SUMMER SESSION 2006 MAY 22, 2006 - AUGUST 1, 2006 (50 DAYS)

Monday, March 27, 2006	Begin Returning Student Registration for Summer and Fall Semesters
Monday, April 3, 2006	Begin Open Registration for Summer and Fall Semesters
<b>Monday, May 22, 2006</b>	<b>Classes Begin</b>
Monday, May 29, 2006	Memorial Day (college closed)
Thursday, June 1, 2006	Financial Aid Add Deadline & Full-term Course Add/Drop Deadline
Monday-Friday, June 26-30, 2006	Midterm Week
Friday, June 30, 2006	Graduation Application Deadline for Fall 2006
Tuesday, July 4, 2006	Independence Day (college closed)
Friday, July 14, 2006	Full-term Course Withdrawal Deadline
<b>Tuesday, August 1, 2006</b>	<b>Last Day of Summer Session 2006</b>

## FALL SEMESTER 2006 AUGUST 28, 2006 - DECEMBER 15, 2006 (76 DAYS - INCLUDES 4 DAYS OF FINALS)

<b>Monday, August 28, 2006</b>	<b>Classes Begin</b>
Monday, September 4, 2006	Labor Day (college closed)
Wednesday, September 13, 2006	Financial Aid Add Deadline and Full-term Course Add/Drop Deadline
Monday-Thursday, October 16-20, 2006	Midterm Week
Monday, November 13, 2006	Begin Returning Student Registration for Spring Semester
Thursday, November 16, 2006	Full-term Course Withdrawal Deadline
Friday, November 17, 2006	Graduation Application Deadline for Spring 2007
Monday, November 20, 2006	Begin Open Registration for Spring Semester
Wednesday-Friday, November 22-24, 2006	Thanksgiving Holiday (college closed)
<b>Tuesday-Friday, December 12-15, 2006</b>	<b>Final Examinations</b>
Friday, December 15, 2006	Last Day of Fall Semester 2006
Monday-Friday, December 25-29, 2006	Christmas Holiday (college closed)

## SPRING SEMESTER 2007 JANUARY 16, 2007 - MAY 15, 2007 (78 DAYS - INCLUDES 4 DAYS OF FINALS)

Monday, January 1, 2007	New Year's Day (college closed)
Monday, January 15, 2007	Martin Luther King Day (college closed)
Tuesday, January 16, 2007	Classes Begin
Wednesday, January 31, 2007	Financial Aid Add Deadline and Full-term Course Add/Drop Deadline
Monday-Friday, March 5-9, 2007	Midterm Week
Thursday, March 15, 2007	2007-2008 Financial Aid Application Priority Deadline
Monday-Friday, March 19-23, 2007	Spring Break
Monday, April 9, 2007	Begin Returning Student Registration for Summer and Fall Semesters
Friday, April 13, 2007	Graduation Application Deadline for Summer 2007
Friday, April 13, 2007	Full-term Course Withdrawal Deadline
Monday, April 16, 2007	Begin Open Registration for Summer and Fall Semesters
Friday, April 20, 2007	Special Events Day (no daytime classes on the Greeley campus; college open)
<b>Tuesday-Friday, May 8-11, 2007</b>	<b>Final Examinations</b>
Friday, May 11, 2007	Last Day of Spring Semester 2007
Saturday, May 12, 2007 (tentative date)	Graduation

## SUMMER SESSION 2007 MAY 29, 2007 - AUGUST 8, 2007 (51 DAYS)

Monday, April 9, 2007	Begin Returning Student Registration for Summer and Fall Semesters
Monday, April 16, 2007	Begin Open Registration for Summer and Fall Semesters
Monday, May 28, 2007	Memorial Day (college closed)
<b>Tuesday, May 29, 2007</b>	<b>Classes Begin</b>
Thursday, June 7, 2007	Financial Aid Add Deadline and Full-term Course Add/Drop Deadline
Monday-Friday, July 2-6, 2007	Midterm Week
Wednesday, July 4, 2007	Independence Day (college closed)
Friday, July 6, 2007	Graduation Application Deadline for Fall 2007
Monday, July 23, 2007	Full-term Course Withdrawal Deadline
<b>Wednesday, August 8, 2007</b>	<b>Last Day of Summer Session 2007</b>



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# Academic Calendar 2007-2008

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## FALL SEMESTER 2007

**AUGUST 27, 2007 – DECEMBER 14, 2007 (76 DAYS – INCLUDES 4 DAYS OF FINALS)**

Monday, August 27, 2007	Classes Begin
Monday, September 3, 2007	Labor Day (college closed)
Wednesday, September 12, 2007	Financial Aid Add Deadline & Full-term Course Add/Drop Deadline
Monday-Thursday, October 15-19, 2007	Midterm Week
Monday, November 12, 2007	Begin Returning Student Registration for Spring Semester
Wednesday, November 14, 2007	Full-term Course Withdrawal Deadline
Friday, November 16, 2007	Graduation Application Deadline for Spring 2008
Monday, November 19, 2007	Begin Open Registration for Spring Semester
Wednesday-Friday, November 21-23, 2007	Thanksgiving Holiday (college closed)
Tuesday-Friday, December 11-14, 2007	Final Examinations
Friday, December 14, 2007	Last Day of Fall Semester 2007
Monday-Friday, December 24-28, 2007	Christmas Holiday (college closed)
Tuesday, January 1, 2008	New Year's Day (college closed)

## SPRING SEMESTER 2008

**JANUARY 14, 2008 – MAY 9, 2008 (79 DAYS – INCLUDES 4 DAYS OF FINALS)**

Monday, November 12, 2007	Begin Returning Student Registration for Spring Semester
Monday, November 19, 2007	Begin Open Registration for Spring Semester
Tuesday, January 1, 2008	New Year's Day (college closed)
Monday, January 14, 2008	Classes Begin
Monday, January 21, 2008	Martin Luther King Day (college closed)
Wednesday, January 30, 2008	Financial Aid Add Deadline & Full-term Course Add/Drop Deadline
Monday-Friday, March 10-14, 2008	Midterm Week
Saturday, March 15, 2008	2008-2009 Financial Aid Application Priority Deadline
Monday-Friday, March 17-21, 2008	Spring Break
Monday, April 7, 2008	Begin Returning Student Registration for Summer and Fall Semesters
Friday, April 11, 2008	Graduation Application Deadline for Summer 2008
Monday, April 14, 2008	Begin Open Registration for Summer and Fall Semesters
Monday, April 14, 2008	Full-term Course Withdrawal Deadline
Tuesday-Friday, May 6-9, 2008	Final Examinations
Friday, May 9, 2008	Last Day of Spring Semester 2008
Saturday, May 10, 2008 (tentative date)	Graduation

## SUMMER SESSION 2008

**MAY 27, 2008 – AUGUST 6, 2008 (51 DAYS)**

Monday, April 7, 2008	Begin Returning Student Registration for Summer and Fall Semesters
Monday, April 14, 2008	Begin Open Registration for Summer and Fall Semesters
Monday, May 26, 2008	Memorial Day (college closed)
Tuesday, May 27, 2008	Classes Begin
Thursday, June 5, 2008	Financial Aid Add Deadline & Full-term Course Add/Drop Deadline
Monday – Thursday, June 30-July 3, 2008	Midterm Week
Thursday, July 3, 2008	Graduation Application Deadline for Fall 2008
Friday, July 4, 2008	Independence Day (college closed)
Monday, July 21, 2008	Full-term Course Withdrawal Deadline
Wednesday, August 6, 2008	Last Day of Summer Session 2008

# Degree and Certificate Quick Reference Guide

**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. 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. Career and Technical Education (Occupational) Certificates are also available. For Certificate and A.A.S. programs, both the major and option are recorded on the diploma and official record/transcript. Specific programs are listed in the index.

## ASSOCIATE OF APPLIED SCIENCE (A.A.S.) DEGREE PROGRAMS - 2 YEAR

Allied Health & Human Services	66
Associate Degree Nurse-RN	69
Radiologic Technology	71
Surgical Technology	66-67
Automotive	73
Automotive Collision Repair Technology	73
General Automotive Technician	74
Aviation	76
General Aviation Pilot	76
Professional Pilot Program	77
Business	78
Accounting	79
Administrative Assistant	79
Legal Administrative Assistant	80
Marketing/Management	81
Medical Administrative Assistant	80
Communication Technology	83
Communications Media	83
Graphic Technology	86
Interactive Design - Animation	87
Interactive Design - Web Design	87
Computer	88
Computer Information Systems	88
Construction	91
Building/Construction Site Management	91
Criminal Justice	93
Criminal Justice/Academy	93
Education	95
Early Childhood Education	96
Education: Paraeducator	98
Electronics	99
Biomedical Electronic Technology	99
Engineering	103
Computer Aided Drafting	103
Fire Science	106
Fire Science Technology	106
Library	108
Library Technician	108
Welding	113
Welding Technology	113

## ASSOCIATE OF ARTS (A.A.) DEGREE - 2 YEAR

<b>LIBERAL ARTS MAJOR</b>	<b>56</b>
Allied Health & Human Services	66
PreNursing Statewide Articulation Agreement	70
Business	78
Business Transfer Statewide Articulation Agreement	78
Criminal Justice	93
Criminal Justice Articulation Agreements for UNC and Metropolitan State College	93
Education	95
Elementary Education Statewide Articulation Agreement	97
Early Childhood Education Statewide Articulation Agreement	96

## ASSOCIATE OF SCIENCE (A.S.) DEGREE - 2 YEAR

<b>LIBERAL ARTS MAJOR</b>	<b>58</b>
Engineering	103
Pre-Engineering Statewide Articulation Agreement	105

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

<b>LIBERAL ARTS MAJOR</b>	<b>59</b>
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## Degree and Certificate Quick Reference Guide, cont.

### CAREER AND TECHNICAL EDUCATION CERTIFICATE PROGRAMS

(For certificate length, see Degree & Certificate Index.)

Accounting . . . . .	79	Computer Information Systems:		Civil CAD . . . . .	104
Allied Health and Human Services:		Cyber Security . . . . .	88	Customizing CAD . . . . .	104
Extended Practical Nursing . . . . .	69	Data Base Administration . . . . .	88	General Engineering . . . . .	104
Gerontology . . . . .	67	Game Programming . . . . .	88	GIS CAD . . . . .	104
Mammography . . . . .	72	Information Technology . . . . .	90	Graphics Art CAD . . . . .	104
Nuclear Medicine . . . . .	72	Network Analyst . . . . .	89	Mechanical CAD . . . . .	104
Nurse Aide . . . . .	67	Object Programming . . . . .	89	Residential/Commercial	
Practical Nursing . . . . .	67-68	UNIX . . . . .	89	Architectural . . . . .	104
Automotive Collision Repair Technology:		Visual Basic Programming . . . . .	89	Technical Drawing . . . . .	103
Damage Appraisal and Estimating . . . . .	74	Web Page Development . . . . .	89	Fire Science Technology:	
Non-Structural Repair Technician . . . . .	73	MCSA - Microsoft Certified		Driver - Operator . . . . .	107
Plastics Repair Technician . . . . .	73	Systems Administrator . . . . .	90	Fire Officer I . . . . .	107
Refinish Prep Technician . . . . .	74	MCSE - Microsoft Windows Systems		Fire Prevention/Education . . . . .	107
Refinish Technician . . . . .	74	Engineer Certification . . . . .	90	Fire Service Training Academy I . . . . .	106
Street Rod . . . . .	74	Telecommunications . . . . .	90	Fire Service Training Academy II . . . . .	107
Structural Repair Technician . . . . .	73	Building/Construction Site Management:		Intern . . . . .	107
Upholstery . . . . .	74	Basics of Construction		Vehicle Extrication . . . . .	107
Automotive Service Technology:		Management . . . . .	92	Graphic Technology:	
AYES Certificate . . . . .	75	Basic Structural Properties . . . . .	92	Graphic Application . . . . .	85
Express Certificates . . . . .	75	Project Estimating & Scheduling . . . . .	92	Pre-Press . . . . .	85
General Automotive Technician . . . . .	75	Construction Technology:		Interactive Design:	
Aviation:		Carpentry . . . . .	92	Animation . . . . .	87
Flight Instructor . . . . .	77	Electrical Wiring . . . . .	92	Animation Specialist . . . . .	87
Multi-engine . . . . .	77	Early Childhood Education:		Game Design . . . . .	87
Single-engine . . . . .	77	Director . . . . .	95	Game Design Specialist . . . . .	87
Business Technology . . . . .	80	Early Childhood Education . . . . .	95	Web Page Design . . . . .	87
Advanced Office Specialist . . . . .	81	Great Beginnings . . . . .	95	Web Page Design Specialist . . . . .	87
Medical Transcription & Coding . . . . .	81	Group Leader . . . . .	95	Library Technician . . . . .	108
Multimedia Presentation . . . . .	81	Infant/Toddler Candidate . . . . .	95	Marketing/Management:	
Word Processing		Infant/Toddler Care . . . . .	95	Management . . . . .	82
Skill Enhancement . . . . .	81	Preschool Candidate . . . . .	95	Real Estate License . . . . .	82
Communications Media:		Education:		Payroll Practice and Management . . . . .	119
Audio Production . . . . .	84	Paraeducator . . . . .	98	Peace Officer Academy . . . . .	94
Digital Imaging and Publishing . . . . .	84	Emergency Medical Technician:		Water Rights . . . . .	120
Educational Technology . . . . .	85	Basic (EMT-B) . . . . .	101	Welding Technology:	
Integrated Media Production . . . . .	85	Intermediate (EMT-I) . . . . .	101	Welding Technician . . . . .	113
Media Writing . . . . .	84	Engineering Technology:		Express Certificates . . . . .	113
Radio Production . . . . .	84	Advanced CAD . . . . .	104		
Video/Television Production . . . . .	84	Basic CAD . . . . .	103		



# Degree and Certificate Index

## HOW TO READ DEGREE/CERTIFICATE INDEX

**TITLE** ..... Theme/Program Name

**DEGREE/CERTIFICATE**

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

**PAGE** ..... Page number in catalog

**NOTE:** The A.A. (Associate of Arts), A.S. (Associate of Science), and A.G.S. (Associate of General Studies) degrees carry a major of Liberal Arts. A student can earn an A.A., A.S., or A.G.S., degree by completing the college's general education and elective requirements. A student may earn only one A.A., one A.S., and one A.G.S. degree.

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## DEGREE AND CERTIFICATE PROGRAMS INDEX

TITLE	DEGREE/CERTIFICATE	PAGE
<b>ALLIED HEALTH AND HUMAN SERVICES</b> .....		
Practical Nursing.....	Certificate (3 sem) .....	66
Nurse Aide .....	Certificate (1 sem) .....	68
PreNursing, Statewide Articulation Agreement .....	A.A. (2 yr) .....	70
Radiologic Technology .....	A.A.S. (2 yr) .....	71
Mammography .....	Certificate (1 sem) .....	70
Nuclear Medicine .....	Certificate .....	72
Surgical Technology .....	A.A.S. (2 yr) .....	66
Associate Degree Nurse - RN .....	A.A.S. (2 yr) .....	69
<b>AUTOMOTIVE</b> .....		
Automotive Collision Repair Technology .....	A.A.S. (2 yr) .....	73
Non-Structural Repair Technician.....	Certificate .....	73
Structural Repair Technician .....	Certificate .....	73
Plastics Repair Technician.....	Certificate .....	73
Refinish Prep Technician.....	Certificate .....	74
Refinish Technician.....	Certificate .....	74
Damage Appraisal and Estimating .....	Certificate .....	74
Street Rod.....	Certificate .....	74
Upholstery .....	Certificate .....	74
Automotive Service Technology: .....		75
AYES Certificate .....	Certificate (1 yr) .....	75
Express Certificates (see advisor) .....	Certificate (1-2 sem) .....	75
General Automotive Technician .....	A.A.S. (2 yr), Certificate (1 yr) .....	75
<b>AVIATION</b> .....		
Aviation Technology:.....		76
General Aviation Pilot.....	A.A.S. (2 yr) .....	76
Professional Pilot Program .....	A.A.S. (2 yr) .....	77
Single-Engine .....	Certificate (1 sem) .....	77
Multi-Engine.....	Certificate (1 sem) .....	77
Flight Instructor .....	Certificate (1 sem) .....	77
<b>BUSINESS</b> .....		
Accounting .....	A.A.S. (2 yr), Certificate (1 yr) .....	78-79
Business: .....		79
Legal Administrative Assistant.....	A.A.S. (2 yr) .....	80

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## Degree and Certificate Index, cont.

Medical Administrative Assistant	A.A.S. (2 yr)	80
Administrative Assistant Option	A.A.S. (2 yr)	79
Business Technology	Certificate (3 sem)	80
Medical Transcription & Coding	Certificate (3 sem)	81
Advanced Office Specialist	Certificate (2 sem)	81
Word Processing	Certificate (1 sem)	81
Multimedia Presentation	Certificate (1 sem)	88
Business Transfer, Statewide Articulation Agreement	A.A. (2 yr)	77
Marketing/Management	A.A.S. (2 yr)	81
Management	Certificate (1 yr)	82
Real Estate License	Courses (1 sem)	82

### COMMUNICATION TECHNOLOGY . . . . . 83

Communications Media	A.A.S. (2 yr)	83
Communications Media Career & Technical Certificates:		84
Audio Production	Certificate (2-3 sem)	84
Video/Television Production	Certificate (2-3 sem)	84
Digital Imaging and Publishing	Certificate (2-3 sem)	84
Radio Production	Certificate (2-3 sem)	84
Media Writing	Certificate (2-3 sem)	84
Integrated Media Production	Certificate (2-3 sem)	85
Educational Technology	Certificate (2-3 sem)	85
Graphic Technology:		86
Graphic Application	Certificate (2-3 sem)	85
Pre-Press	Certificate (3 sem)	85
Graphic Technology	A.A.S. (2 yr)	86
Interactive Design:		86
Web Design	A.A.S. (2 yr)	87
Web Design	Certificate (2 sem)	87
Web Design Specialist (pending state approval)	Certificate (2-3 sem)	87
Animation	A.A.S. (2 yr), Certificate (1 sem)	87
Animation Specialist (pending state approval)	Certificate (2-3 sem)	87
Game Design (pending state approval)	Certificate (2-3 sem)	87
Game Design Specialist (pending state approval)	Certificate (2-3 sem)	87

### COMPUTER . . . . . 88

Computer Information Systems	A.A.S. (2 yr)	88
Cyber Security	Certificate (3 sem)	88
Data Base Administration	Certificate (3 sem)	88
Game Programming	Certificate (3 sem)	88
Object Programming	Certificate (3 sem)	89
Network Analyst	Certificate (3 sem)	89
UNIX	Certificate (3 sem)	89
Visual Basic Programming	Certificate (3 sem)	89
Web Page Development	Certificate (4 sem)	89
Information Technology	Certificate (4-5 sem)	90
MCSA - Microsoft Certified Systems Administrator	Certificate (3 sem)	90
MCSE - Microsoft Windows Systems Engineer Certification	Certificate (3 sem)	90

### CONSTRUCTION . . . . . 91

Building/Construction Site Management	A.A.S. (2 yr)	91
Basics of Construction Management	Certificate	92
Basic Structural Properties	Certificate	92
Project Estimating and Scheduling	Certificate	92
Construction Technology		92
Carpentry	Certificate	92
Electrical Wiring	Certificate	92

### CRIMINAL JUSTICE . . . . . 93

## Degree and Certificate Index, cont.

Criminal Justice, (Articulation Agreements for UNC and Metropolitan State College).....	A.A. (2 yr) .....	93
Criminal Justice .....	A.A.S. (2 yr) .....	93
Peace Officer Academy .....	Certificate (2 sem) .....	94
<b>EDUCATION</b> .....		<b>95</b>
Early Childhood Education Certificates:.....		95
Early Childhood Education.....	Certificate .....	95
Group Leader .....	Certificate .....	95
Child Care Center Director .....	Certificate .....	95
Infant/Toddler Care .....	Certificate .....	95
Great Beginnings.....	Certificate .....	95
Infant/Toddler Candidate .....	Certificate .....	95
Preschool Candidate .....	Certificate .....	95
Early Childhood Education.....	A.A.S. ....	96
Early Childhood Education Statewide Articulation Agreement.....	A.A. ....	96
Paraeducator .....	A.A.S. ....	98
Paraeducator .....	Certificate .....	98
Elementary Teacher Education Statewide Articulation Agreement .....	A.A. ....	97
<b>ELECTRONICS</b> .....		<b>99</b>
Electronics Technology: Biomedical Electronics .....	A.A.S. (2 yr) .....	99
<b>EMERGENCY MEDICAL SERVICES</b> .....		<b>101</b>
Emergency Medical Technician - Basic (EMT-B) .....	Certificate (2 sem) .....	101
Emergency Medical Technician - Intermediate (EMT-I).....	Certificate (2 sem) .....	101
<b>ENGINEERING</b> .....		<b>103</b>
PreEngineering, Statewide Articulation Agreement .....	A.S. (2 yr) .....	105
Engineering Technology: Computer Aided Drafting .....	A.A.S. (2 yr) .....	103
Engineering Technology: Computer Aided Drafting Certificates:		
Technical Drawing .....	Certificate (1 sem) .....	103
Basic CAD .....	Certificate (1 sem) .....	103
Advanced CAD.....	Certificate (1 sem) .....	104
Residential/Commercial Architectural.....	Certificate (2 sem) .....	104
Civil CAD .....	Certificate (1 sem) .....	104
Mechanical CAD .....	Certificate (1 sem) .....	104
Graphics Art CAD .....	Certificate (1 sem) .....	104
GIS CAD .....	Certificate (1 sem) .....	104
Customizing CAD .....	Certificate (1 sem) .....	104
General Engineering Technology.....	Certificate (3 sem) .....	104
<b>FIRE SCIENCE</b> .....		<b>106</b>
Fire Science Technology .....	A.A.S. (2 yr) .....	106
Fire Officer I.....	Certificate (2 sem) .....	107
Fire Service Training Academy I .....	Certificate (1 sem) .....	106
Fire Service Training Academy II.....	Certificate (1 sem) .....	107
Intern .....	Certificate (4 sem) .....	107
Vehicle Extrication .....	Certificate .....	107
Driver - Operator .....	Certificate .....	107
Fire Prevention/Education.....	Certificate .....	107
<b>LIBERAL ARTS</b> .....		<b>53</b>
Associate of Arts .....	2 yr .....	56
Associate of Science.....	2 yr .....	58
Associate of General Studies .....	2 yr .....	59



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## Degree and Certificate Index, cont.

---

<b>LIBRARY</b> .....	<b>108</b>
Library Technician .....	A.A.S. (2 yr) ..... 108
Introductory (pending State approval) .....	Certificate ..... 108
Advanced (pending State approval) .....	Certificate ..... 108
<b>MATHEMATICS</b> .....	<b>109</b>
<b>PSYCHOLOGY AND COUNSELING</b> .....	<b>110</b>
Colorado Alcohol and Drug Abuse Course Work Only: Counselor I .....	110
Colorado Alcohol and Drug Abuse Course Work Only: Counselor II .....	110
<b>SCIENCE</b> .....	<b>111</b>
<b>VISUAL AND PERFORMING ARTS</b> .....	<b>112</b>
<b>WELDING</b> .....	<b>113</b>
Welding Technology: .....	A.A.S. (2 yr), ..... 113
Welding Technician .....	Certificate (4 sem) ..... 113
Basic Welding and Cutting .....	Certificate ..... 113
SMAW .....	Certificate ..... 113
GMAW .....	Certificate ..... 113
FCAW .....	Certificate ..... 113
Advanced Welding Processes .....	Certificate ..... 113

# Course Descriptions Table of Contents

COURSE NAME	PAGE		
AAA	Advanced Academic Achievement . . . . .	127	HSE Human Services . . . . . 167
ACC	Accounting . . . . .	127	HUM Humanities . . . . . 167
ACT	Auto Collision Technology . . . . .	128	HWE Health & Wellness . . . . . 167
AEC	Architectural Engineering & Construction Management . . . . .	130	ITA Italian . . . . . 168
ANT	Anthropology . . . . .	130	JOU Journalism . . . . . 168
ARC	Architectural Technology . . . . .	131	JPN Japanese . . . . . 169
ARA	Arabic . . . . .	130	LAT Latin . . . . . 169
ART	Art . . . . .	131	LIT Literature . . . . . 169
ASE	Automotive Service Technology . . . . .	133	LTN Library Technology . . . . . 170
ASL	American Sign Language . . . . .	135	MAN Management . . . . . 170
AST	Astronomy . . . . .	135	MAR Marketing . . . . . 172
AVT	Aviation Technology . . . . .	135	MAT Math . . . . . 172
BIO	Biological Sciences . . . . .	137	MET Meteorology . . . . . 174
BTE	Business Technology . . . . .	137	MGD Multimedia Graphic Design . . . . . 174
BUS	Business . . . . .	139	MOT Medical Office Technology . . . . . 176
CAD	Computer Assisted Drafting . . . . .	140	MUS Music . . . . . 176
CHE	Chemistry . . . . .	141	NMT Nuclear Medicine . . . . . 178
CIS	Computer Information System . . . . .	141	NUA Nursing Assistant . . . . . 178
CNG	Computer & Networking Technology . . . . .	142	NUR Nursing . . . . . 178
COM	Communications . . . . .	144	PED Physical Education . . . . . 181
CRJ	Criminal Justice and Peace Officer Academy . . . . .	145	PER Physical Education & Recreation . . . . . 183
CSC	Computer Science . . . . .	147	PHI Philosophy . . . . . 183
CSL	Counseling . . . . .	147	PHO Photography . . . . . 184
CTC	Communication Technology . . . . .	148	PHY Physics . . . . . 184
CWB	Computer Web-Based . . . . .	149	POS Political Science . . . . . 184
DAN	Dance . . . . .	149	PSY Psychology . . . . . 184
ECE	Early Childhood Education . . . . .	150	REA Reading . . . . . 186
ECO	Economics . . . . .	151	REE Real Estate . . . . . 186
EDU	Education . . . . .	152	RTE Radiologic Technology . . . . . 186
EGT	Engineering Graphics Technology . . . . .	155	RTV Radio & Television . . . . . 187
EIC	Electricity Industrial/Commercial . . . . .	156	RUS Russian . . . . . 188
ELT	Electronics . . . . .	155	SCI Science . . . . . 189
EMS	Emergency Medical Services . . . . .	157	SOC Sociology . . . . . 189
ENG	English . . . . .	158	SPA Spanish . . . . . 189
ENT	Engineering Technology . . . . .	159	SPE Speech . . . . . 190
ENV	Environmental Science . . . . .	160	STE Surgical Technology . . . . . 190
ETH	Ethnic Studies . . . . .	160	SWE Swedish . . . . . 191
FRE	French . . . . .	160	SWK Social Work . . . . . 191
FST	Fire Science . . . . .	160	TEL Teaching English as a Second Language . . . . . 191
FVT	Film & Video Technology . . . . .	163	THE Theatre . . . . . 191
GEO	Geography . . . . .	163	UPH Upholstery . . . . . 191
GER	German . . . . .	163	WEL Welding Technology . . . . . 191
GEY	Geology . . . . .	164	WST Women's Studies . . . . . 192
GIS	Geographical Information Systems . . . . .	164	
HHP	Holistic Health Professional . . . . .	165	
HIS	History . . . . .	165	
HPR	Health Professional . . . . .	166	



*The right choice at every step*



# Aims Overview

Tuition charges at Aims Community College are dependent upon the student's residency status (see catalog or schedule of classes). A class requiring payment of a lab or course fee will be designated in registration materials.

Tuition Type	Tuition and Fees Rate Per Credit Hour		
	*In-District	Out-of-District	Out-of-State
Standard	\$50.00	\$94.00	\$300.00
Differential	\$87.50	\$164.50	\$450.00

•STUDENT FEE: \$4.50 PER CREDIT HOUR THROUGH 15 CREDIT HOURS FOR ALL STUDENTS (MAXIMUM OF \$67.50 PER STUDENT). THIS FEE INCLUDES STUDENT ACCIDENT INSURANCE.  
 •TECHNOLOGY FEE: \$7.50 PER CREDIT HOUR THROUGH 15 CREDIT HOURS (MAX \$112.50)  
 •MATRICULATION FEE: \$15.00 PER SEMESTER

\*In-district refers to the Aims Community College Tax District.

*All tuition and fee charges are subject to change by the Aims Junior College District Board of Trustees as circumstances may require, without notice.*

## 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.

Aims has continued to grow and expand to serve the needs of a student population which has increased from 900 in the fall of 1967 to more than 14,000 served annually by the three Aims campuses in Greeley, Fort Lupton and Loveland as well as the Continuing Education Division.

In 2007, Aims' fifth president, Marsi Liddell, will preside over the celebration of the College's 40th anniversary as Aims looks to the future with expanded teaching facilities for Allied Health programs, continually improved technology and a never-ending desire to meet the needs of our students.

## 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. Career and technical 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.

## AIMS MISSION SLOGAN

We're all about students. Your dream is our mission.

## BOARD OF TRUSTEES' MISSION STATEMENT

The mission of Aims Community College is to help students achieve their learning goals and objectives through effective and efficient program options and services, and to develop partnerships that support economic development and global understanding.

## BRANDING PLATFORM

Whatever the goal—from starting a degree to finishing one, learning an occupation to securing one, a career boost to a career change, a hobby to a life skill—Aims Community College is the wise choice. Students receive personal attention from supportive, professional faculty and staff. Using advanced technology, they pursue individual goals through flexible courses of study, affordable tuition, convenient class options, and friendly campus environments. Aims provides quality educational opportunities for people to live and learn simultaneously.

## 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.

## REMEMBER?



In 1967, this sign marked the "Future Home of Aims Community College" (corner of 20th Street and 47th Avenue).

# Greeley Campus

The Greeley Campus in west Greeley overlooks 100 miles of Rocky Mountain grandeur. The 185 acre campus site is composed of 10 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.

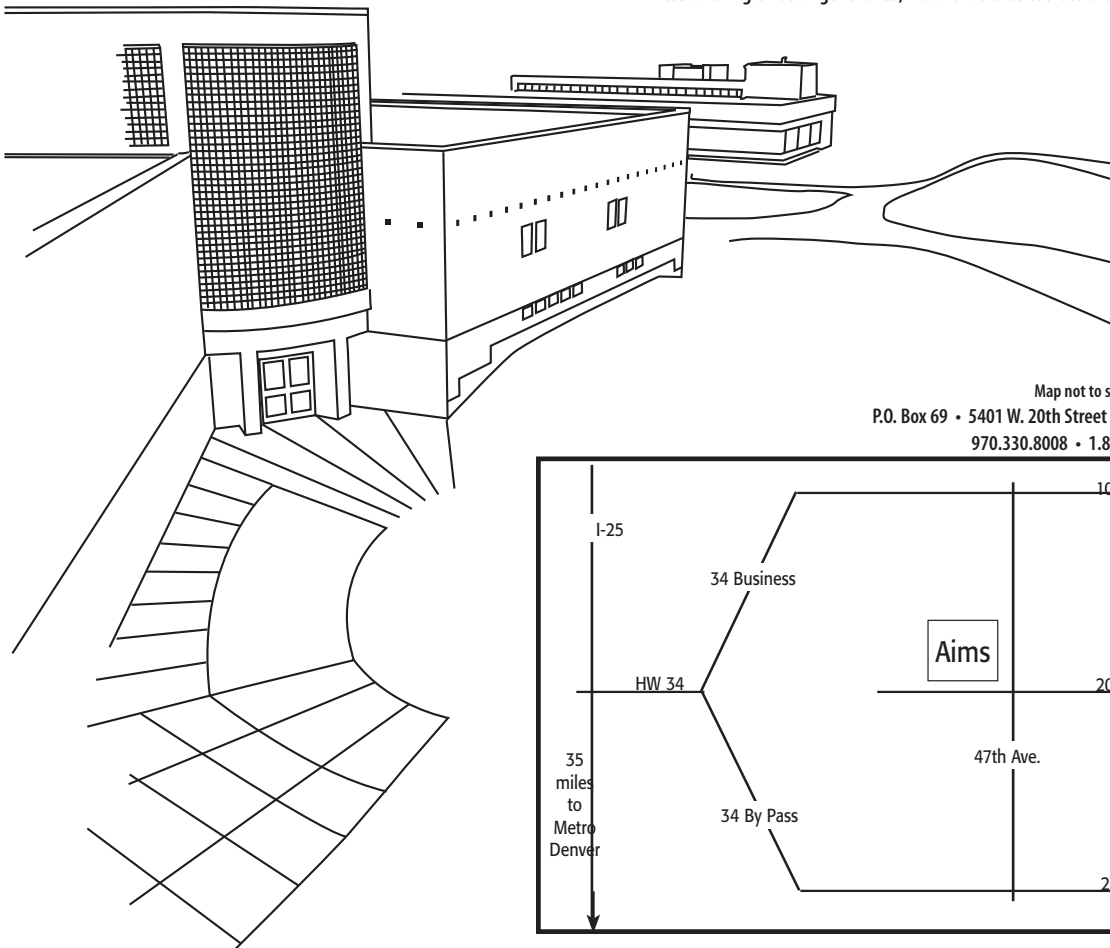
Aims Community College is a single educational institution consisting of the main campus in Greeley (including the Corporate Education Center), campuses

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 matrix to the right identifies programs available at each campus:

Program Offerings	Greeley	Fort Lupton	Loveland
A.A. degree state general education guaranteed transfer curriculum	X	X	X
A.A. degree electives	X	L	L
A.S. degree state general education guaranteed transfer curriculum	X	L	L
A.S. degree electives	X	L	L
A.A.S. degree	X	L	L
Career and technical education certificates	X	L	L
College Preparation (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.



## WIRELESS TECHNOLOGY AT AIMS COMMUNITY COLLEGE

Six buildings on the Greeley campus have wireless access; College Center, Ed Beaty Hall, Westview, Horizon Hall, General Services and Mildred S. Hansen. The Loveland and Fort Lupton campuses also have wireless access, with the service concentrated in student study and congregation areas.

The system uses Wireless Local Area Networks or WLANs to connect to the Internet using IEEE standard 802.11 b or g, which

is compatible with the most common standard used with laptop computers. Students, faculty and staff are able to send e-mail and connect to the Internet and intranet through an encrypted system that maximizes privacy and security.

This technology allows students to collaborate on classroom assignments in more casual settings like Arty's Campus Cafe, study lounges and the College Center atrium.

The project was made possible by funding from a Title III grant and support from the Aims Foundation.

# Fort Lupton Campus

## FORT LUPTON CAMPUS

### Location:

260 College Avenue  
Fort Lupton, CO 80621

### Telephone:

303.857.4022  
Greeley - 970.330.8008  
FAX - 970.352.5443

### TTY:

303.857.4022

### Associate Dean:

Karen Sell, Ext. 4307

### Student Services:

Mary Tucker, Ext. 4303

### Coordinator of Services:

Harriett Meeker, Ext. 4316

### Admissions Advisor:

Iliana Rocha, Ext. 4333

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.

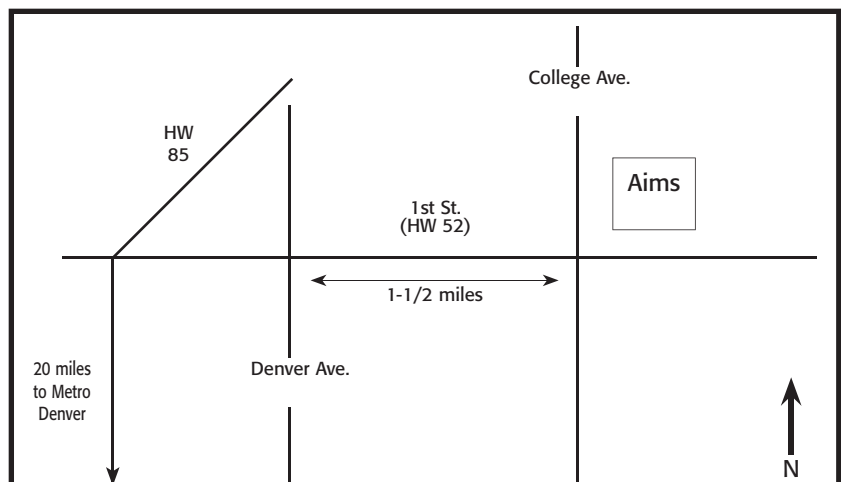
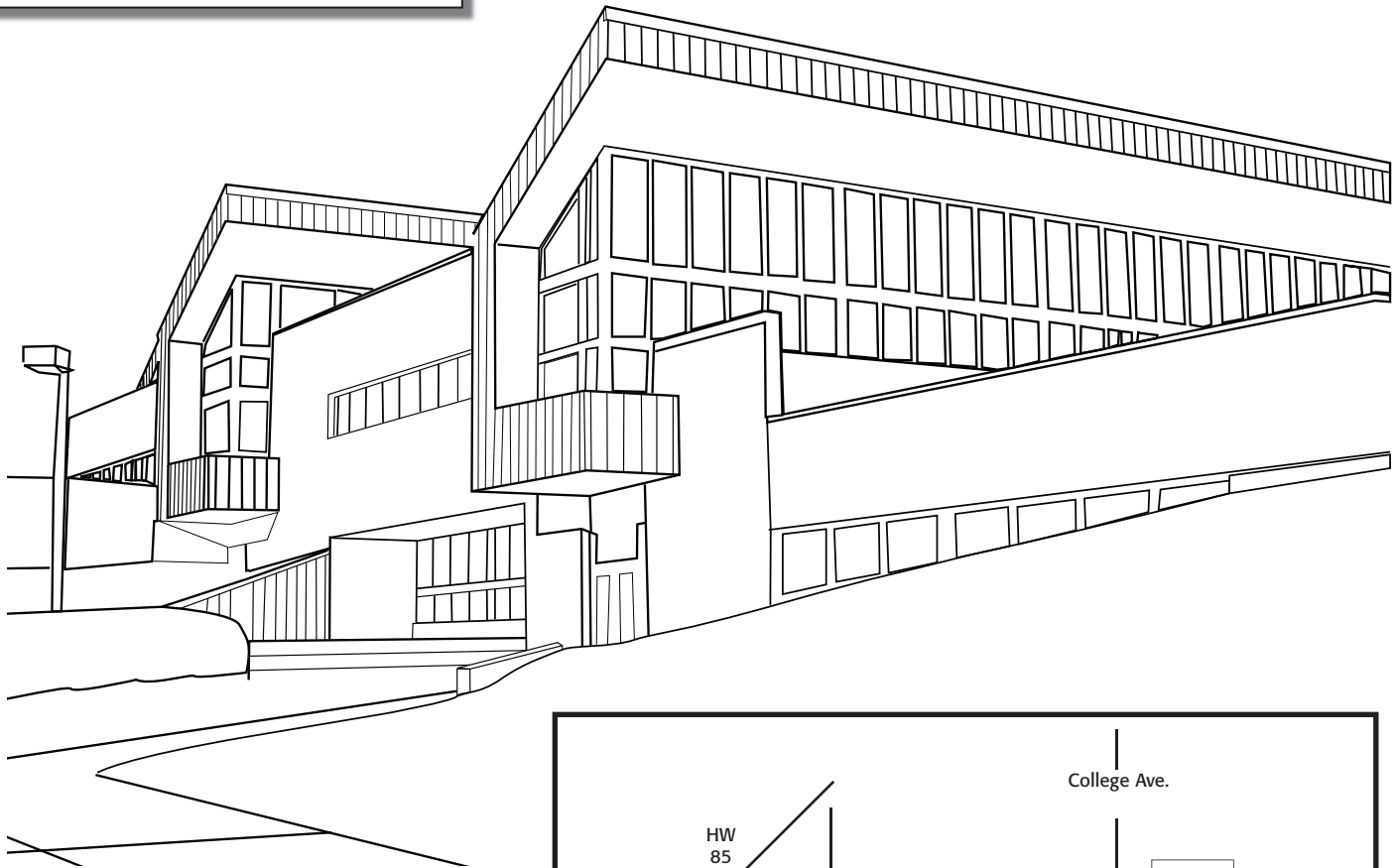
With advising and good planning, students can complete an Associate of Arts degree or Associate of Applied Science degree in Business Technology on the Fort Lupton Campus. Travel to the Greeley campus may be necessary to complete higher-level accounting, science and math classes or career and technical education programs not available on the Fort Lupton Campus.

Customized training for business or the general public is available for credit or non-credit in a seminar or workshop format on campus or on-site.

Other services provided by the Fort Lupton Campus are admissions and registration, assessment testing, financial aid information, academic advising, GED and CLEP testing information, personal and career counseling, High School Diploma Program information, and a full-service bookstore.

A Learning Resource Center provides academic support and is equipped with personal computers. During each term, 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

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# Loveland Campus

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 four 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-directed, learning center.

With advising and proper planning, students can complete an Associate of Arts degree, an Associate of Applied Science in Business Technology, or a Business 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. 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, the High School Diploma Program, employment assistance, weekend/night school opportunities, and the College Enrichment option.

## LOVELAND CAMPUS

### Location:

104 E. Fourth Street  
Loveland, CO 80537

### Telephone: 970.667.4611

Greeley - 970.330.8008

### FAX: 970.635.9022

### TTY: 970.667.2387

### Associate Academic Dean:

Don C. Abbott, Ext. 3311

### Student Services:

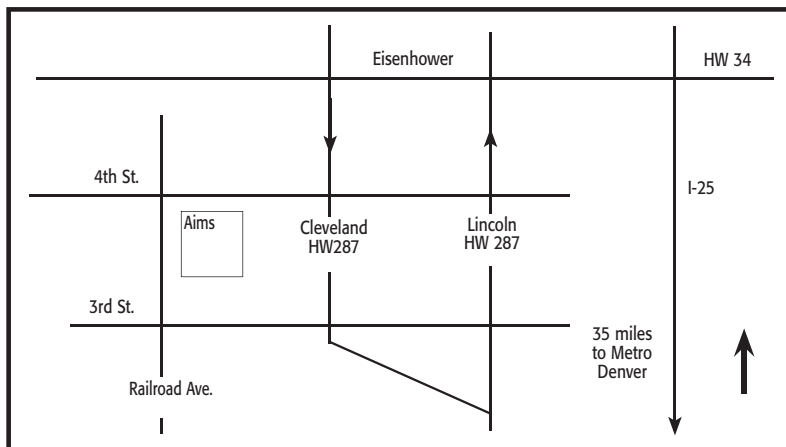
Charlotte Hardgrave, Ext. 3312

### Staff Executive:

Sandy Reynolds, Ext. 3336

### Admissions Advisor:

Margaret Dempsey, Ext. 3309



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





# Where America Goes to College

## Understanding the Community College



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 students 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 a career and technical 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 courses in preparation for college level study.

### UNDERSTANDING COMMUNITY COLLEGE TERMS

#### Advisor:

A faculty member or other individual designated to assist students in the educational process through planning their program of study.

#### Advisory Committee:

A representative group of individuals from a given career field who assist and advise regarding programs representing their careers area. Committees are required for all career and technical programs.

#### Assessment:

The process of collecting student information through standardized tests, academic transcripts, surveys, and interviews for the purpose of assisting students with the development of educational plans.

#### Associate of Applied Science (A.A.S.):

The degree designation for programs designed to lead to employment.

#### Associate of Arts, (A.A.):

General degree granted by Colorado Commission on Higher Education.

#### Associate of General Studies (A.G.S.):

A degree consisting of general education and electives. The student may choose from a variety of Liberal Arts and Career/Technical courses depending on particular educational needs.

#### Associate of Science, (A.S.):

General degree granted by Colorado Commission on Higher Education.

#### Bachelor's Degree:

Degree granted by four-year colleges. Usually the Bachelor of Arts (B.A.) or the Bachelor of Sciences (B.S.).

#### Career and Technical Education.:

A federal designation of state approved programs designed to lead to employment.

#### Certificate:

A state-approved block of courses designed to lead to employment. The length may range from two courses up to one year.

#### Class Schedule:

The listing of courses including hours, instructor, and room assignments to be offered each term.

#### Clock hour:

The amount of actual time spent in the classroom, lab, or shop.

#### College Prep Courses:

Courses designed to help students to overcome a deficiency in a skill area and prepare for study at the post secondary (college) level.

#### Credit Course:

Courses for which credit units are granted.

#### Credit:

A generally accepted currency of education designed to communicate participation and completion of higher education coursework by representing education by this unit.



## Understanding the Community College, cont.

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### Electives:

Courses elected by the student which do not fulfill specific degree requirements but provide credit units toward a degree.

### Full-time Student:

A student is considered full-time when he or she takes at least 12 credits per term. However, to complete an associate degree in 2 years, students should take 15 or more credits per term, excluding summers, of approved course work.

### General Education:

Certain groups of courses required of all degree candidates.

### Grade Point Average (G.P.A.):

The average of a student's grade.

### Independent Courses:

Courses offered in a format that provides an opportunity for the student to study intensively a specific topic under the direction of a faculty member.

### Individualized Courses:

This format requires no class attendance, allows flexible entry times, and permits the student to proceed at his/her own pace. Help is available on request.

### Liberal Arts Education:

Courses and degrees generally accepted as equivalent and transferable to the universities. See "Associate of Arts (A.A.) and Associate of Science (A.S.)."

### Lower Division:

The first two years of college work, i.e., freshman-and sophomore-level courses. Only lower division work can be offered by community colleges.

### Major:

A specific program of study a student plans to pursue at a university.

### Open-entry, Open-exit:

Programs that can be started by students at any time, not just at the beginning of a semester.

### Open Door, or Open Admissions:

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.

### Option:

Subset of a Career and Technical Education (A.A.S.) degree, designating the career area of study.

### Placement:

The process of advising a student to enroll into a particular course based on prerequisites, valid standardized test, and other multiple measures.

### Prerequisite:

A requirement which must be completed prior to enrollment in a course. Prerequisites are listed in the course description.

### Program:

A formally approved or informal designation for a specific area of study.

### Semester Term:

A 15 week academic term.

### Semester Credits:

Credit earned from a semester system. One (1) quarter credit hour equals .66 semester credit hour. Courses in this catalog are indicated in semester terms and total hours of instruction.

### Remedial Courses:

See "College Prep Courses"

### State Guaranteed Transfer Courses

#### General Education:

Courses designated by the State of Colorado through the Colorado Commission on Higher Education to transfer from one public college/university to other public colleges/universities. These courses are designated with a GT (guaranteed transfer) number in this catalog.

#### Transcript:

A copy of a student's college record prepared by the Admissions and Records Office.

#### Upper Division:

The last two years of college work, i.e., junior-and senior-level courses. Upper division work is not offered by or generally accepted in transfer at Aims Community College

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

- Students may take courses at a community college equivalent 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 typically 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.

## 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 semester may be limited. Contact personnel in the division office offering the course regarding divisional requirements and to register for the independent study.

## 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.

# General Information

## 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 Higher Learning Commission of the North Central Association of Colleges and Schools, 30 North LaSalle Street, Suite 2400, Chicago, IL 60602-2504, 800.621.7440 or 312.263.0456, FAX 312.263.7462, [www.ncacihe.org](http://www.ncacihe.org). 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 in its educational programs, activities, or employment practices, based on race, color, national origin, sex, sexual orientation, disability, age, religion, ancestry, veteran status, or any other legally protected classification. Employees and participants who have an inquiry or complaint of harassment or discrimination, or who observe acts of discrimination or harassment, should contact the Equal Opportunity Officer, General Services Building, room 201, or at 970.339.6471, or one of the EO Representatives.

## 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.

## DRUG FREE WORKPLACE

Aims Community College is a drug-free workplace.

## OMBUDSMAN

A student ombudsman is available to help you with instructional or interpersonal problems. You can find this resource in Ed Beaty Hall, room 592.3.

## PROHIBITION AGAINST ENROLLMENT IN STATE-SUPPORTED INSTITUTIONS OF HIGHER EDUCATION OF PERSONS CONVICTED OF RIOTING OFFENSES

Under Colorado law, no person shall be enrolled in a state-supported institution of higher education for a period of twelve months following the date of a guilty verdict, guilty plea, no contest plea, or a deferred judgement and sentence for inciting riot, arming rioters, or engaging in a riot.

## SEX OFFENDERS INFORMATION

Information concerning persons who are required by Colorado law to register as sex offenders, including registered sex offenders who are enrolled, employed, or volunteering at Aims Community College, may be obtained from the Greeley Police Department, or the Weld County Sheriff's Department.

## 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

## General Information, cont.

16 years imprisonment and/or \$750,000 in fines, depending on the classification of substance. Penalties under the Colorado Beer Code (Title 12, Article 47) relating to unlawful manufacturing, distribution, and possession of alcoholic beverages range up to one year imprisonment and/or up to \$5,000 in fines, or both.

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

### IV. COLLEGE SANCTIONS

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

### V. HEALTH RISKS

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

### VI. COUNSELING & REFERRAL

#### SOURCES ON CAMPUS

- A. Student Success Center - 970.339.6251
- B. Human Resources Office - 970.339.6434

#### 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 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 970.339.6202.

### 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	Crime Rate 2004	Crime Rate 2005
Homicide	0	0	0
Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Petty Theft	13	13	13

### 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.

### 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](http://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. Bus passes can be purchased at the Cashier's office or at the Student Life office.

Loveland provides public bus service that stops by the Loveland Campus.

### 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 5 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 daytime hours 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 Education 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 semester and are payable weekly, monthly, or for the semester. 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), a coffee cart (Westview Building) 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 6:00 p.m. and Friday from 7:30 a.m. to 3:30 p.m., during the fall and spring semesters when classes are in session. Summer hours vary and are posted prior to the start of the term.

Also on the Greeley Campus in the Westview classroom building is the "Campus Grind" coffee cart which offers drinks, pastries, sandwiches and salads.

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 970.339.6302.

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 970.339.6450 (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 on-campus or college sanctioned accident/incident. Filing of insurance claims is processed through the Student Life Office, Room 733 in the College Center.

The College does not provide student health insurance coverage. Information about obtaining a private 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 semester 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.

### STUDENT SUPPORT SERVICES PROGRAM

The Student Support Services Program provides 160 new and continuing Aims students with additional academic support. Through this free program, students receive:

- Intensive Academic Advising
- Major and Career Exploration
- College Transfer Preparation
- Mentoring
- Tutoring
- A comprehensive orientation class for new students

Students successfully completing the program fall semester are eligible to receive a \$400 grant for spring semester to assist with the cost of college. Since this program is funded through a federal grant through the Department of Education, students must meet eligibility requirements in order to participate. To be eligible, students must meet the following criteria:

1. The student must be a U.S. citizen or register permanent resident.
2. The student must be accepted for enrollment or be currently enrolled at Aims Community College.
3. The student must meet one or more of the following criteria:
  - ◆ Be financially limited according to federal guidelines;
  - ◆ Be a first generation college student (neither parent has received a bachelor's degree); or
  - ◆ Have a documented disability
4. The student must demonstrate a need for academic support.

Interested students can contact the Student Support Services Office, Horizon Hall Room 344 or visit our web site at [www.aims.edu/student/support](http://www.aims.edu/student/support). For additional information contact Therese Lask, Program Director at 970.339.6273 or e-mail [therese.lask@aims.edu](mailto:therese.lask@aims.edu).

### LEARNING RESOURCE SERVICES

Learning Resources for Aims students include instructional assistance that a student needs to successfully pursue an academic goal. The following facilities are available to meet those needs.

## General Information, cont.

### GREELEY CAMPUS DISABILITY ACCESS CENTER

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 include, but are not limited to:

- Adaptive Equipment
- Sign language interpreters
- Note taking
- Quiet testing
- Test readers
- Writers

Any student with a disability requesting accommodations must contact the Disability Access Center by the Returning Student Registration deadline for each upcoming term. A student needs a completed and signed Advising Registration Form plus a completed Request for Accommodations form to ensure accommodations are available on the first day of classes.

For further information, visit Greeley Horizon Hall 327 or call (TTY access) 970.339.6388.

### LEARNING RESOURCE CENTERS

The Learning Resource Centers are free, multipurpose centers in their approaches to academic support for all students and faculty. Knowledgeable staff has expertise in academic and career and technical areas. Trained tutors provide both one-to-one and drop-in tutoring.

#### SERVICES INCLUDE:

- Academic resources including software, handouts, and reference materials
- Accounting/AutoCAD/Business Technology/CIS/Math/Science support
- Assistance with writing assignment in any course
- Broad-based computer support for ESL/International courses
- Drop-in tutoring for math, science, vocational courses, and writing
- Independent study courses such as business math, keyboarding, proofreading, shorthand, speed reading, word usage,
- Instructional media, office equipment for business courses
- Internet and Kiefer Library access
- Make up testing administered through the quiet testing area
- Math Anxiety and Study Skills resources
- Open atmosphere in which to study

- Over 75 PC and MAC computers available on a first-come, first serve basis for students needing a computer to complete class assignments
  - Supplemental Instruction for designated courses
- Center hours appear each term in the front part of the class schedule.
- Phone number for information: 970.339.6541.

### KIEFER LIBRARY

The library provides:

- Access to library catalogs for Colorado public, academic, school, and special libraries
- Course reserve items through Electronic Reserve or in hard copy at the library
- E-mail reference (reference@aims.edu)
- Help with Database Searches
- Interlibrary loan services
- Library Home Page - <http://www.aims.edu/kieferlibrary/> includes:
  - ◆ Access to periodical and reference databases
  - ◆ Remote access to electronic databases through Web Services or the Aims homepage – <http://www.aims.edu>
  - ◆ Library and Internet Resources by Subject
  - ◆ Electronic Books, Dictionaries, and Encyclopedias
- MLA, APA, and Other Style Guides
- Public access catalogs with listing of print materials, electronic books, and audio/video materials housed in the library
- Selected bound periodicals
- Selected microform editions of periodicals
- Thousands of periodical titles full-text, graphics, and PDF formats
- 24 hour Virtual Reference through Ask Colorado

Aims students and employees check out materials by presenting their College Identification Card. Community users may register for a 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.

Open six days/week, hours during regularly scheduled classes are:  
Monday-Thursday: .....7:30 a.m.-8:30 p.m.  
Friday: .....7:30 a.m.-5:00 p.m.  
Sunday:..... 12 noon-5:00 p.m.

Break Hours: ..... 8:00 a.m.-5:00 p.m.

Location:

2nd floor College Center 750,  
Reference 970.339.6569;  
General Info 970.339.6227

Library hours appear each term in the front part of the class schedule.

### FORT LUPTON CAMPUS AND LOVELAND CAMPUS LEARNING RESOURCE CENTER

Locations:

LRC – Ft. Lupton Campus 108A,  
303.857.4022, ext. 4338  
Thomas M. McKee  
LRC – Loveland Campus 105.1,  
970.667.4611, ext. 3304

Each Center provides:

- Academic resources include software, handouts, and reference materials
- Drop-in tutoring for math, science, vocational courses, and writing
- DVD, CD, video, and other supplemental resources
- Electronic reference materials
- Full access to the Kiefer Library through - <http://www.aims.edu/kieferlibrary/>
- Interlibrary loan services
- Internet access
- Make up testing
- One-to-one tutoring on an as needed basis
- Standard reference materials on-site
- Additional resources through local public library
  - ◆ Fort Lupton Public and Schools Library
    - 425 S. Denver Avenue
    - 303.357.7180
  - ◆ Loveland Public Library
    - 300 North Adams
    - 970.962.2665

### 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 electronic graphics, photography, audio, public address, distance learning, educational technology, and interactive instruction.



## General Information, cont.

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 analysis.

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 suites, or in our mediated classrooms. 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 camera stand work. Archives of historic photographs and slides are available for presentations and programs. Original graphic slides can also be produced.

Graphic services include overhead transparencies, full-color computer transparencies, poster production and 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 Greeley Campus classrooms with a tape library of over 2,000 volumes. Satellite reception is provided for off-air taping and teleconferences, and cable access is available. Programs are also

prepared and broadcast on Aims' Channel 22 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, Room 733 in the College Center.

# Special Instructional Programs

## COMMUNITY INTEREST PROGRAMS

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

## COLLEGE PREPARATION

Many students achieve success at Aims by first taking one or more courses. 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.

## FOREIGN LANGUAGES/ WORLD LANGUAGE

Courses are offered in a variety of languages, including Spanish, German, Italian, French, Swedish, Japanese, Russian...among others. 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.



## INTENSIVE ENGLISH PROGRAM

The Intensive English Program runs year-round, and offers classes in speaking, grammar, reading, and writing, as well as interactive computer-based language practice. The goal of the IEP is to develop students' proficiency in English so that they will be ready to take college level courses. Full-time IEP students take 24 hours of classes per week Monday through Thursday, while part-time students take fewer hours. Fridays are reserved for field trips or help from instructors. For more information please contact Meredith Folley at 970.339.6200, or e-mail [mfolley@aims.edu](mailto:mfolley@aims.edu); Alan Hendrickson at 970.339.6675 or e-mail [alan.hendrickson@aims.edu](mailto:alan.hendrickson@aims.edu); Susie Gallardo at 970.339.6508 or e-mail [susie.gallardo@aims.edu](mailto:susie.gallardo@aims.edu).

## 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. Please call, 970.339.6675 for additional information.

## MUSIC EDUCATION

Jazz/Contemporary Ensemble: This instrumental and vocal musical ensemble is open to Aims Community College students and the northern Colorado community. An audition for placement in the ensemble is required. Performance opportunities will be offered on a regular basis. Contact person: Rick Busson, Music, 970.339.6502.

## PHYSICAL EDUCATION

The Physical Education Department offers students a place to work out, reduce stress and get fit. There is a weight and cardio room available throughout the day. Check the gym for the current schedule. There are also two racquetball courts, a basketball court and an aerobics room that may be used by students. Please stop by the gym to see what we have to offer. You must be a current registered student with valid student identification to use the facility.

The classes offered by the Physical Education Department include offering in a variety of Fitness, Ball Sports, Dance, Health & Wellness and Activities. Many of these classes will fulfill up to three elective credits towards an Associate of

## Special Instructional Programs, cont.



Arts degree. For those students seeking fun while staying fit at Aims Community College the opportunities available with the Physical Education Department are just what the doctor ordered. For a complete list of the classes offered see the course descriptions in the back of the catalog. For further information please contact Laura at 970.339.6295 or [laura.willoughby@aims.edu](mailto:laura.willoughby@aims.edu).

### REAL ESTATE EDUCATION

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

	CREDITS
REE 256 Real Estate Closing & Trust Accounts . . . . .	.4
REE 257 Real Estate Practice & Law . . . . .	.6
REE 258 Colorado Real Estate Law & Contracts . . . . .	.6
REE 264 Real Estate Current Legal Issues . . . . .	.1
REE 269 Real Estate Practical Applications. . . . .	.4

### 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

#### Continuing Education:

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:

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

#### General Education

##### Development (GED):

Classes are offered to prepare students for the GED examination. The GED diploma is recognized as the equivalent to the high school diploma. (See Continuing Education for further information).

The General Education Development classes are offered through the Continuing Education division. The classes help prepare students for the GED examination which is administered through the Aims assessment center. Curriculum is designed around the skills needed to pass the GED examination in reading, math, social studies, science, literature and writing. The classes are held at the Corporate Education Center and begin monthly. Pre-GED assessments are given the first four days of class in order to place students in appropriate levels of study. Students also have access to computer labs at the Corporate Education Center and Fort Lupton Campus for additional GED study opportunities.

##### 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:

This program is designed as a self-paced, competency-based opportunity to earn a high school diploma. (See Continuing Education for further information).



# Transition Opportunities

Today's and tomorrow's world of work requires higher skill levels than yesterday's employment 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.

## 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 transfer credit. This permits a student to immediately

## 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. For more information contact Steve Alkire, 970.339.6444.

## AIMS/FRANKLIN UNIVERSITY ALLIANCE

Receive a Bachelor of Science (BS) degree without ever leaving Aims campus. Thanks to an alliance with Franklin University in Columbus, Ohio, Aims Community College is able to offer students a Bachelor of Science degree in "Accounting", "Applied Management", "Business Administration", "Computer Science", "Health Care Management", "Human Resources Management and Marketing", "Digital Communication Management", "Information Technology", "Management", "Management Information Systems", 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. All financial aid goes through Franklin University.

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 a complete listing of required classes for each major go to [www.alliance.franklin.edu](http://www.alliance.franklin.edu) and follow the prompts to Aims Community College.

## 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 Continuing Education for further information).



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. For more information contact Steve Alkire, 970.339.6444.

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. (Please see Transferring Credit to Aims on Page 44)

## 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 44 for further information).

# Student Financial Assistance

## STUDENT FINANCIAL ASSISTANCE

### Location:

General Services Building

### Telephone:

970.339.6548

Director: Lynne Suppes

## HOW DO I APPLY FOR FINANCIAL AID?

- Complete the Free Application for Federal Student Aid (FAFSA), available online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov), or get a paper application from your high school guidance counselor or from Student Financial Assistance at Aims Community College. The online application will be processed more quickly than the paper application. **Aims' federal school code is 007582.** State and federal regulations require use of this application to determine financial aid eligibility in the same consistent way for all students.
- Have a current Aims admission application on file. Be sure it lists an eligible degree or certificate program you plan to pursue at Aims.
- Have a high school diploma, GED or demonstrated ability to benefit based on college-level assessment testing.
- Have and use a valid Social Security number. This number is required for financial aid purposes even if it is not your student number.
- Provide any additional information requested by Student Financial Assistance in a timely manner.
- Contact Student Financial Assistance if you believe your FAFSA needs any corrections after the original application was submitted. Unnecessary corrections can cause processing delays.

## WHEN SHOULD I SUBMIT MY FAFSA (FREE APPLICATION FOR FEDERAL STUDENT AID)?

- Financial aid applications are available beginning January 1 each year. You need to **apply each year.**
- **Apply early!** Availability of funds is limited in many aid programs. Aims has a **funding priority date of March 15.** This means that students whose aid applications are received at the federal processor by this date will receive first priority for funding after all other eligibility requirements are met. If you miss the priority date, you should still submit your FAFSA as soon as possible.

Your application will be considered based on funding available when your application is complete.

- Aims also has **guaranteed processing deadline dates.** These mean that if you submit your FAFSA by these dates **and** provide all other requested information promptly, you will know what financial aid you are awarded prior to the beginning of the semester. These dates are **March 15 for fall semester, September 15 for spring semester, and January 20 for summer semester.**
- Students seeking financial aid for summer semester also need to complete the **2006 Supplemental Summer Financial Aid Application** available from Student Financial Assistance **beginning February 6, 2006.**

## WHAT TYPES OF ASSISTANCE WILL I BE CONSIDERED FOR BASED ON MY FAFSA?

- State and federal grants. Grants are financial aid that does not have to be repaid.
- State or federal work-study is employment that lets students earn money while enrolled in school.
- Federal loans to students and parents. Loans are borrowed money that must be repaid with interest.

## IS FINANCIAL ASSISTANCE AVAILABLE FOR INTERNATIONAL STUDENTS?

- Aims does not offer any type of financial aid for international students.

## HOW CAN I ESTIMATE THE COST FOR ME TO ATTEND AIMS?

- Direct cost of tuition and fees is calculated based on residency status. Amounts listed are for a 9-month academic year (two semesters), and are based on full time status of 12 credits.

In District Resident . . . . . \$1,518.00  
Out of District Resident . . . . . \$2,574.00  
Out of State Resident . . . . . \$7,518.00

- Indirect costs are also included in your estimated academic year budget (cost of attendance). Each category is an average cost used for all students. Your actual cost may be more or less than the listed amounts. Remember you have most of these costs whether or not you are in school.

Room and Board . . . . . \$7,236.00

Books and Supplies . . . . . \$1,306.00  
Misc. Expenses . . . . . \$2,854.00  
Transportation . . . . . \$ 674.00  
**Total . . . . . \$12,070.00**

- **Add** the indirect costs to tuition and fees to estimate the **total budget** Student Financial Assistance will use in your award process. **Example: In District tuition and fees of \$1,518.00 + indirect cost of \$12,070.00 = \$13,588.00.**
- These budgets are examples from the 2005-2006 academic year. Check with Student Financial Assistance for 2006-2007 estimates.

## WILL FINANCIAL AID COVER ALL MY COSTS FOR ATTENDING COLLEGE?

- Compare income you expect to have for the academic year to the estimated costs listed above. Most students will have some out-of-pocket costs for college. **Your financial aid award may not cover all of your actual expenses.**

## WHEN AND HOW WILL I FIND OUT HOW MUCH AID I CAN RECEIVE?

- Aims receives an electronic record of your application information from the federal processor only if you included Aims' school code (007582) on your FAFSA. We process applications in the order received, and notify you by mail of any additional information we need.
- State and federal laws require that we review all courses you have attempted at Aims, even if you did not receive financial aid for them, when we are determining your current eligibility for financial aid. Courses not completed with passing grades and minimum required GPA could cause you to be on financial aid probation or suspension.
- When you have provided all requested information and review of your record is complete, we notify you by mail of your eligibility, including types of programs and amounts of money we can offer you for the academic year.

## WHAT IF I'M A TRANSFER STUDENT?

- You need to have the school code for Aims (007582) added to your FAFSA record. You can do this online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov), by calling the federal processor at **1.800.433.3243**, or by resubmitting your paper application confirmation (Student Aid Report).



## Student Financial Assistance, cont.

- Tell your previous school in writing that you will not return for the next term, and ask them to cancel the balance of your financial aid award. We may need written confirmation from the school to show that the balance of your aid has officially been cancelled there.
- Financial aid does not transfer directly from school to school. Each school must review your file and make awards based on the school's cost of attendance, how much aid you already received for the school year, availability of funds, and standard eligibility requirements.
- You cannot receive aid from two schools at the same time.

### WHAT COULD CAUSE A CHANGE IN MY INITIAL FINANCIAL AID AWARD?

- Change in enrollment status (for example, reduction from full-time to half-time).
- Change in residency status for tuition purposes.
- Receipt of one or more private scholarships.
- Receipt of third-party assistance that pays tuition, fees, and/or books and supplies (for example, Colorado Rehabilitation or Career Ladder/Project CAMP).
- Receipt of VA educational benefits.
- You no longer meet eligibility requirements.
- Changes in availability of funds.
- Failure to complete any credits in a term may result in loss of program eligibility and/or cancellation of future awards.

Such changes may cause a reduced award, and in some cases, may require you to repay funds you already received.

### WHAT TYPES OF GRANTS MIGHT I BE CONSIDERED FOR BASED ON MY FAFSA, AND HOW MUCH MIGHT I BE AWARDED?

- **Federal Pell Grant:** The federal government determines your eligibility for this program. Pell Grants are available only to eligible students who do not have a Bachelor's degree. Awards may be adjusted due to the final payment schedule developed by the Department of Education. Applicants must have Pell Grant eligibility determined before other aid can be awarded. Awards ranged from \$400 to \$4,050 for the 2005-2006 academic year.

- **Federal Supplemental Educational Opportunity Grant:** Awards are made to students who do not have a Bachelor's degree, have high need, and are also receiving a Pell Grant. These grants are considered after other sources of aid are awarded and the student still has documented need. Awards averaged \$1,200 for the 2005-2006 academic year.
- **Colorado State Grant:** These state funds are available to Colorado resident undergraduate students with documented need. Awards are made after the Pell Grant award is determined. Awards averaged \$1,800 for the 2005-2006 academic year.
- **Colorado Leveraging Educational Assistance Partnership (LEAP) Grant:** This program may be a combination of state and federal dollars. It is available to Colorado residents who are undergraduate students with exceptional documented need. Awards averaged \$1,200 for the 2005-2006 academic year.

### WHAT TYPES OF STUDENT EMPLOYMENT MIGHT I BE CONSIDERED FOR BASED ON MY FAFSA, AND HOW MUCH MIGHT I BE AWARDED?

- **Federal Work-Study:** Awards are made to students who have financial need, allowing them to earn money to help pay education expenses. Community service and on-campus positions are available. Wages are paid on the basis of an hour's pay for an hour's work. Awards averaged \$2,600 for the 2005-2006 academic year. Students may not earn more than their award amount without first consulting Student Financial Assistance.
- **Colorado Work-Study:** Awards are made to Colorado residents who have financial need, allowing them to earn money to help pay education expenses. On-campus positions are available. Wages are paid on the basis of an hour's pay for an hour's work. Awards averaged \$2,600 for the 2005-2006 academic year. Students may not earn more than their award amount without first consulting Student Financial Assistance.
- **Awards** may also be made to students without regard to documented financial need. The program allows students to earn money to help pay education expenses. On-campus positions are

available. Wages are paid on the basis of an hour's pay for an hour's work. Awards averaged \$2,600 for the 2005-2006 academic year. Students may not earn more than their award amount without first consulting Student Financial Assistance.

- **Federal and State Work-Study** programs do not pay you to study. They do pay you for performing the duties you are hired to perform during the hours you are scheduled to work. Study time should be on your own and separate from your work hours.

### WHAT TYPES OF LOANS MIGHT I BE CONSIDERED FOR BASED ON MY FAFSA, AND HOW MUCH MIGHT I BE AWARDED?

- **Federal Direct Subsidized Loan:** Awards are made based on financial need. No interest is charged before you begin repayment or during deferment periods. Direct Loan funds come from the Department of Education to Aims to you. The federal government sets limits on the amount you can borrow. First year students can borrow up to \$2,625 per academic year. Second year students can borrow up to \$3,500 per academic year. The interest rate is variable (might change each year), but does not exceed 8.25 percent. Interest rates are adjusted each year on July 1. For July 1, 2005 to June 30, 2006, the interest rate for loans in repayment was 5.30 percent. A fee of up to 4 percent of the loan is deducted proportionately from each loan disbursement.
- **Federal Direct Unsubsidized Loan:** Awards are not made on the basis of financial need. Interest is charged from the time the loan is disbursed until it's paid in full. Direct Loan funds come from the Department of Education to Aims to you. The federal government sets limits on the amount you can borrow. Dependent students who do not qualify for the total amount of a subsidized loan, as listed above, may be able to borrow the remaining amount (up to \$2,625 combined total per academic year) under this program. Independent students can borrow up to \$4,000 per academic year. The interest rate is variable (might change each year), but does not exceed 8.25 percent. Interest rates are adjusted each year on July 1. For July 1, 2005 to June 30, 2006, the

interest rate for loans in repayment was 5.30 percent. A fee of up to 4 percent of the loan is deducted proportionately from each loan disbursement.

- **Both Direct Subsidized and Direct Unsubsidized Loans** 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 semester, loan funds cannot be disbursed. The loan will be cancelled.
- Students receiving a Direct Loan for the first time at Aims are required to complete **entrance counseling**. For more information, visit [www.dlssonline.com](http://www.dlssonline.com).
- **Federal Direct PLUS Loans (Loans to Parents)**: These are loans parents of dependent undergraduate students can get to pay for your education expenses. **A separate application is required.** PLUS loans are unsubsidized. Funds come from the Department of Education to Aims to you or your parents. The yearly loan limit is determined by subtracting any other financial aid you are receiving from your cost of attendance (budget). Repayment begins within 60 days after the loan is fully disbursed. There is no grace period for these loans. Interest begins to accumulate at the time the first disbursement is made. The interest rate could change each year of repayment but does not exceed 9 percent. Interest rates are adjusted each year on July 1. For July 1, 2005 to June 30, 2006, the interest rate for loans in repayment was 6.10 percent. A fee of up to 4 percent is deducted proportionately from each loan disbursement.
- **Private Alternative Loans**: Please see Student Financial Assistance for additional information and application procedures.

### WHEN DO I NEED TO BE ENROLLED FOR ALL THE CLASSES I PLAN TO TAKE EACH SEMESTER?

- For financial aid purposes, any credit hours you add after the add/drop deadline listed for each semester in the Class Schedule will **not** be counted in determining your enrollment status for financial aid payment
- You should enroll for **all** credits you plan to take each semester prior to the add/drop deadline, even if they don't begin until later in the semester.
- Your student account and your financial

aid award will be adjusted to reflect course additions and deletions that change your enrollment status during the add/drop period.

### HOW AND WHEN IS MY FINANCIAL AID PAID?

- All award amounts are divided equally between fall and spring semesters if you are enrolled for both. You are not eligible for a full year's award if you only attend one semester.
- All grant, scholarship, and loan awards apply first to your tuition and fee charges for the current term. Any remainder is issued to you as a check. If financial aid does not cover the entire cost of your tuition and fees, you are responsible for paying any balance due.
- Grant and scholarship checks are generally available on the first day of the semester if you registered for classes well in advance of the start date.
- Loan checks for first time borrowers are not available until at least the 30th day of the semester.
- Loan checks for other borrowers are generally available on the first day of the semester if you registered for classes well in advance of the start date.
- Loans that are approved for only one semester are divided into two equal payments. The second payment occurs at or after mid-term in the semester.
- Work-study earnings are paid once a month for funds earned during the payroll period. These checks are processed by the Aims payroll system.
- Awards made after the beginning of the semester will post to your student account in the next processing cycle, usually within five working days.

### WHAT TYPES OF ASSISTANCE ARE SPECIFIC TO AIMS COMMUNITY COLLEGE?

- **Aims Scholars Program Scholarship**: This is a merit-based program designed to assist academically excellent students with tuition costs. A separate application, available in Student Financial Assistance, is required. A FAFSA application is not required. Aims Scholars Program is not need-based, but it must be coordinated with other financial aid you may be receiving. It requires declaration of an eligible college-level degree or certificate program, at least half-time enrollment (six credits), and a 3.0 cumulative grade

point average based on most recent high school or college transcript. High school transcripts must be final. You must maintain a 3.0 or higher grade point average each semester you have an award. Award amounts for the 2005-2006 academic year were \$500.00 per semester for 12 or more credits, \$375.00 per semester for 9-11.9 credits, \$250.00 per semester for 6-8.9 credits and \$0.00 for less than 6 credits. All awards are subject to availability of institutional funding.

- **Aims Grant**: This is a need-based program that assists students with tuition costs. It requires a separate application, available in Student Financial Assistance. A FAFSA application is not required. Eligibility is based on U.S. Department of Education guidelines, including a federal formula that calculates Expected Family Contribution (EFC). Only students **not** in a degree or certificate program that qualifies for federal student aid are eligible to participate in this program. The Aims Grant covers in state tuition only, up to the current out-of-district rate. Students are responsible for paying all enrollment fees, as well as books, supplies, and other educational expenses. You may not use an Aims Grant for courses you have already attempted. All awards are subject to availability of institutional funding.

### I'M A VETERAN. HOW CAN I USE MY EDUCATIONAL BENEFITS AT AIMS?

- 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, 1606 and 1607 – Montgomery GI Bill; Chapters 31, 32, 35; and Section 901 and 903.
- Visit the Department of Veterans Affairs website at [www.gibill.va.gov](http://www.gibill.va.gov) for more information about specific programs and their eligibility requirements.
- If you believe you may be eligible for benefits, you should contact Student Financial Assistance at least **12 weeks before enrolling** to allow for adequate application processing time by Aims and the Department of Veterans Affairs.
- Complete a **VA Benefit Registration Form** for each semester of enrollment. Failure to do so will result in no payment

## Student Financial Assistance, cont.

of benefits. Forms are available at Student Financial Assistance in Greeley, and at Loveland and Fort Lupton. They should be returned to Student Financial Assistance after you register.

### HOW MUCH WILL MY VA BENEFITS PAY FOR MY EDUCATION AT AIMS?

#### Chapter 30

##### Montgomery GI Bill – Monthly Rates

###### Full Time

(12 or more credit hours) . . . . . \$1,034.00

###### Three-Quarter Time

(9-11.9 credit hours) . . . . . \$775.50

Half Time (6-8.9 credit hours) . . . . . \$517.00

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

#### Chapter 32 – VEAP

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) . . . . . \$297.00

###### Three-Quarter Time

(9-11.9 credit hours) . . . . . \$222.00

###### Half Time

(6-8.9 credit hours) . . . . . \$147.00

#### Chapter 35 – Survivors & Dependents of Deceased/Disabled Veterans – Monthly Rates

###### Full Time

(12 or more credit hours) . . . . . \$827.00

###### Three-Quarter Time

(9-11.9 credit hours) . . . . . \$621.00

###### Half Time

(6-8.9 credit hours) . . . . . \$413.00

Contact Student Financial Assistance for specific Chapter 35 eligibility requirements and application information.

### WHAT ELSE DO I NEED TO KNOW ABOUT MY VA BENEFITS AT AIMS?

- Report any change in program or enrollment status to Student Financial Assistance as soon as it happens. Failure to do so may result in you being overpaid. Funds you are not eligible for must be returned to the Department of Veterans Affairs. The Department aggressively pursues collection of overpayments.

- VA requires that you provide the Admissions Office with an official academic transcript from each college, university, trade or vocational school you previously attended. Transcripts are evaluated to determine if any transfer credits can be accepted toward your Aims program of study. We must report the results of this evaluation to the Department of Veterans Affairs.

### WHAT IS THE COLORADO NATIONAL GUARD TUITION ASSISTANCE PROGRAM, AND HOW DO I QUALIFY FOR IT AT AIMS?

- The purpose of the program is to encourage enlistment and promote retention in the Colorado National Guard. The maximum amount of the award is 75% of your in-state tuition charges each semester. Assistance may not be granted for more than 132 semester hours of course work. You can obtain an application for this program from your National Guard Unit Commander. Present your final letter of approval from the State of Colorado to the Cashier when you register.
- You must be a current member of the Colorado National Guard pursuing studies leading to an associate degree or a certificate.
- The Department of Military Affairs must approve you for participation.
- You must agree to serve two years in the Colorado National Guard for each year of tuition assistance granted.
- You must be in good standing and demonstrate academic progress according to standards established by the Tuition Advisory Board.

### I HAVE BEEN APPROVED TO RECEIVE STATE OR FEDERAL GRANTS, WORK-STUDY, STUDENT LOANS, AND/OR VETERANS BENEFITS. HOW DO I MAINTAIN MY ELIGIBILITY?

- Enroll each semester in courses that are applicable to your stated degree or certificate.
- Understand your **enrollment status** and how it affects your award amount.
  - ◆ Full-time status means you are enrolled for and complete a minimum of 12 credit hours each semester with passing grades.

- ◆ Three-quarter time status means you are enrolled for and complete a minimum of 9 credit hours each semester with passing grades.
- ◆ Half-time status means you are enrolled for and complete a minimum of 6 credit hours each semester with passing grades.
- ◆ Less than half-time status means you are enrolled for fewer than 6 credit hours each semester and complete all credits with passing grades.
- ◆ All awards are based on full-time enrollment. Grants are pro-rated if you enroll for fewer than 12 credits. For example, if you enroll for 9 credits, your grant award will pay 75% of your full-time award amount.
- ◆ Work-study and loan awards are usually not reduced if you enroll for at least 6 credits.
- ◆ If you enroll for fewer than 6 credits, you will not be able to receive any award other than, in some cases, a Pell Grant.
- Seek and receive appropriate academic advising.
- Maintain at least a 2.0 cumulative grade point average.
- If you have an Aims Scholars Program Scholarship, maintain at least a 3.0 cumulative grade point average.

### HOW DO I KNOW IF I NEED COLLEGE PREPARATION COURSEWORK, AND WHEN SHOULD I TAKE THESE COURSES?

- Financial aid applicants may need college preparation coursework as determined by assessment testing at Aims Community College. Such coursework should be taken within the first 30 semester hours of enrollment. For more complete information on college preparation coursework requirements, see the Admissions and Records pages of this catalog.

### HOW OFTEN DO YOU REVIEW MY ACADEMIC RECORD AFTER I AM AWARDED FINANCIAL AID?

- Your academic record is reviewed at the end of each semester. Student Financial Assistance looks at both your grade point average and the number of credits you complete.



### WHICH GRADES ARE CONSIDERED PASSING?

- “A” through “D” (“D” grade will not meet passing requirements or graduation requirements in some academic programs)
- “S” satisfactory - passing with credit. (VA does not recognize “S” grades.)

### WHICH GRADES ARE NOT CONSIDERED PASSING?

- “F” failing
- “W” withdrawal after the drop/add period
- “U” unsatisfactory
- “NC” no credits
- “I” incomplete
- “AU” audit
- “NR” no report

### WHAT IS FINANCIAL AID PROBATION, HOW DOES IT AFFECT MY FINANCIAL AID, AND HOW CAN I HAVE IT REMOVED?

- If you did not complete enough credits for your **enrollment status** at the end of the drop/add period for each semester, or if your **cumulative grade point average** fell below a 2.0, you will be on financial aid **probation**. **Probation does not stop you from receiving financial aid** – it is a warning only.
- Student Financial Assistance notifies you by mail of your probation status. It is part of your financial aid record, but not part of your academic transcript.
- State and federal laws require that we monitor your academic progress.
- Probation will remain on your financial aid record for as long as you attend Aims unless you take action to have it removed.
  - ◆ One way to remove probation is to complete “I” or “NR” grades assigned in a prior term. Contact Student Financial Assistance when the final passing grade is posted to your transcript.
  - ◆ A second way to remove probation is to successfully complete all future credit hours you enroll for **and** maintain a 2.0 cumulative grade point average. When you have completed the correct number of credits for your probation **enrollment status** as listed below, contact Student Financial Assistance.
  - ◆ 24 credits if you were a full-time student (12 or more credits) for the term you went on probation

- ◆ 18 credits if you were a three-quarter-time student (9-11.9 credits) for the term you went on probation
- ◆ 12 credits if you were a half-time student (6-8.9 credits) for the term you went on probation
- ◆ 10 credits if you were a less than half-time student (1-5.9 credits) for the term you went on probation
- Probation does not follow you to another school.
- You cannot appeal financial aid probation because it does not result in the loss of aid or benefits.

### WHAT IS FINANCIAL AID SUSPENSION, HOW DOES IT AFFECT MY FINANCIAL AID, AND HOW CAN I HAVE IT REMOVED?

- If you did not complete enough credits for your enrollment status at the end of the drop/add period for more than one semester, or if your cumulative grade point average fell below a 2.0, you are on financial aid suspension.
- You cannot receive financial aid (including grants, work-study, student loans, state or institutional scholarships) while you are on suspension. You cannot receive VA educational benefits while you are on suspension.
- Student Financial Assistance notifies you by mail of your suspension status. It is part of your financial aid record, but not part of your academic transcript.
- State and federal laws require that we monitor your academic progress.
- Suspension will remain on your financial aid record for as long as you attend Aims unless you take action to have it removed.
  - ◆ One way to remove suspension is to successfully complete **all** future credit hours you enroll for **and** maintain a 2.0 cumulative grade point average **and** pay your tuition and fees without federal, state or institutional financial aid funds. When you have completed the correct number of credits for your suspension enrollment status as listed below, contact Student Financial Assistance.
  - ◆ 12 credits if you were a full-time student (12 or more credits) for the term you went on suspension
  - ◆ 9 credits if you were a three-quarter-time student (9-11.9 credits) for the term you went on suspension
  - ◆ 6 credits if you were a half-time student (6-8.9 credits) for the term you went on suspension

- ◆ 5 credits if you were a less-than-half-time student (1-5.9 credits) for the term you went on suspension
- Another way to remove suspension is to submit a written financial aid appeal to Student Financial Assistance for review by the Financial Aid Appeals Committee. Your written appeal should include:
  - ◆ a completed financial aid **appeal form**
  - ◆ a written statement that gives specific reasons why you did not complete multiple terms successfully, and lists what steps you have taken to increase the likelihood that you will be successful in future terms
  - ◆ any documentation you feel is pertinent to help explain your situation
- If your appeal is **approved**, Student Financial Assistance will reinstate your financial aid. You will remain on probation until you have acted to remove the probation as outlined above.
- If your appeal is **not approved**, you may still regain eligibility for future financial aid by using the first suspension removal method listed above.
- Financial aid suspension does not follow you to another school.
- You have the right to appeal financial aid suspension only one time.
- If you wish to appeal the decision of the Financial Aid Appeals Committee you can contact the Director of Student Life. See Student Financial Assistance for details.

### HOW LONG CAN I RECEIVE FINANCIAL AID AT AIMS, WHAT PROGRAMS DOES THIS INCLUDE, AND HOW CAN I GET AN EXTENSION?

- State and federal regulations limit the length of time you can receive financial aid at Aims.
- If you are in a **degree program**, you can receive aid for up to a total of **90 attempted semester hours**. This includes **all** attempted courses and transfer credits, whether or not you received aid for any or all of those credits, and regardless of your grades.
- If you are in a **certificate program**, you can receive aid for up to a total of **70 attempted semester hours**. This includes **all** attempted courses and transfer credits, whether or not you received aid for any or all of those credits, and regardless of your grades.

## Student Financial Assistance, cont.

- Programs included in this limit are all state and federal grants, work-study, federal student loans, state scholarships, and Aims scholarships or grants.
- You are exempt from this limit if you receive **only** VA benefits, because VA will pay you until your entitlement is exhausted as long as you meet academic standards.
- To request an extension, you can submit a **written financial aid appeal** to Student Financial Assistance for review by the Financial Aid Appeals Committee. Your written appeal should include:
  - ◆ a completed financial aid **appeal form**
  - ◆ a **program evaluation/graduation worksheet** that has been completed and signed by your academic advisor
  - ◆ any written information and/or documentation you feel is pertinent to explain why you need additional time to complete your program
- If your appeal is **approved**, Student Financial Assistance will award only Pell Grant, Direct Loans and/or work-study (if you had a work-study job prior to your appeal) for any additional semesters

of eligibility the Financial Aid Appeals Committee authorized.

- If your appeal is **not approved**, you are not eligible for any additional state, federal or institutional assistance at Aims. We can recommend private types of aid for you to pursue.
- You have the right to appeal the financial aid credit limit only one time.
- If you wish to appeal the decision of the Financial Aid Appeals Committee you can contact the Director of Student Life. See Student Financial Assistance for details.

### WHAT HAPPENS IF I RECEIVE FINANCIAL AID AND I RECEIVE ALL "W" OR "F" GRADES FOR A SEMESTER?

- You will be considered as having withdrawn from Aims, just as if you officially complete the withdrawal process.
- Federal law requires that we perform a calculation (called Return of Title IV Funds) to determine if you received more

funds than you were entitled to keep. This includes determining your last date of attendance for the semester.

- If you completed the official withdrawal process, your last date of attendance is the date you began the withdrawal process.
- If you did not complete the official withdrawal process, your last date of attendance is either the last date we can confirm your participation in an academically related activity or the midpoint of the semester, whichever is later.
- You may be required to repay funds you were not entitled to keep. Repayment may place a hold on your academic records at Aims until paid in full. Such a hold may include, but is not limited to, prevention of future registration, no issuance of academic transcripts, and referral for collection.
- **See Student Financial Assistance before you withdraw.** We can help you decide what options you have, and how much you would be responsible for repaying if you really do need to withdraw.



# Aims Foundation

## AIMS COMMUNITY COLLEGE FOUNDATION

### Location:

5401 W. 20th Street  
Greeley, CO 80634  
General Services Building,  
Room 217

### Telephone:

970.339.6556

### Executive Director:

Susan Kirkpatrick, 970.339.6583

### Staff Executive

Andy Segal, 970.339.6644

### Staff Specialist:

Rachel Diers, 970.339.6556

### Staff Associate:

Peg Mullaney, 970.339.6511

### Financial Services:

Linda Archibeque, 970.339.6433

Generous individuals and organizations, primarily in Northern Colorado, make gifts to improve student success at Aims Community College through the Aims Foundation. Since 1979, donors have provided private contributions for student scholarships, to enhance program offerings and to upgrade buildings and equipment. Supporters of Aims also attend special events to benefit educational opportunities at the College.

In 2005, private contributions assisted faculty in the Aviation Department at Aims. Instructors enhanced their skills with the multi-engine instructor rating and helicopter training. Aviation faculty also investigated the potential to offer a program to train Air Traffic Control personnel. Foundation support helps Aims personnel explore new options for challenging careers for Weld County residents.

In 2006-2007, the Foundation will award more than \$100,000 in student

scholarships to help community members achieve their dreams. Generous donors to the Foundation scholarship program proved a legacy to Northern Colorado by helping families achieve self-sufficiency. New scholarships from the Thorkildsen Trust, the Margaret and Bernard Houtchens Endowment and the Title V Endowment will add to the substantial scholarship effort at the Aims Foundation.

To receive student scholarship information call 970.339.6511. If you would like to contribute to Aims Community College and the future of Aims students contact the Aims Foundation at 970.339.6556. To donate on-line, go to [www.aims.edu/scholarships](http://www.aims.edu/scholarships).

## MISSION STATEMENT

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



John Reimers, President  
Aims Foundation

## FOUNDATION BOARD

John Reimers, President  
Bill Garcia, Vice President  
Carol Hogle, Secretary/Treasurer  
Dr. Doug Armbrust  
Harry Felderman  
Doug Forsman  
Carol Heinze  
Gayle Keen  
Les Race  
Barbara Rodgers  
Ruth Slomer  
Nancy Teksten

Ex Officio: Aims President,

Dr. Marilyn "Marsi" Liddell

Board of Trustees Liaison: Dr. Dick Bond

## JENNIE TRANSFORMS LIFE'S DARKEST CLOUDS INTO PURE GOLD

### THE STORY OF JENNIE ATKIN

"Once I enrolled, it was such a relief. Receiving my acceptance letter from Aims was one of the happiest days of my life. It's so worth it," she said. "I have so much more confidence now. I can hold my head up, just knowing my life is going somewhere."

And when her friends complain about their lives, she tells them, "Go to school! Go to Aims! It's great!"

Read more about Jennie transformed life online at <http://www.aims.edu/scholarships/scholarships.htm>.



## THE GLEN ELWIN SOWDER MEMORIAL SCHOLARSHIP

The Glen Elwin Sowder Memorial Scholarship was established in the spring of 2003, with the first recipient being chosen from Yuma High School for the 2004-2005 Aims school year.

Read more about the Glen Elwin Sowder Scholarship on line at <http://www.aims.edu/scholarship/index.htm>.



*The right choice at every step*



# Scholarships

Scholarships are available to students on all three campuses.

## **AIMS FOUNDATION SCHOLARSHIPS**

Application Deadline:  
March 15, 2006

## **GENERAL FUNDING**

(Open to students in all areas of study.)

### **ACEA SCHOLARSHIP**

Awarded by:

Aims College Education Association

Qualifications:

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

### **AIMS STAFF ASSOCIATION SCHOLARSHIP**

Awarded by:

Aims Staff Association

Qualifications:

For new or returning students enrolled part-time or full-time.

### **COLLEGE CREDIT UNION SCHOLARSHIP**

Qualifications:

For a full-time students who are members of the College Credit Union and hold a 3.0 GPA.

### **DON W. BENNETT MEMORIAL SCHOLARSHIP**

Qualifications:

Must show interest in community service.

### **ED BEATY MEMORIAL SCHOLARSHIP**

Qualifications:

For a full-time Aims student who has completed the G.E.D. program.

### **MARGARET AND BARNARD HOUTCHENS MEMORIAL SCHOLARSHIP**

### **MARK AND MARY KENDALL SCHOLARSHIP**

Qualifications:

Must be a resident of Greeley and carry a minimum of 9 credit hours per semester.

### **THE ERIN PINNEY MEMORIAL SCHOLARSHIP**

### **FREDA T. ROOF MEMORIAL SCHOLARSHIP**

### **JOHN H. MARLEY MEMORIAL SCHOLARSHIP**

Qualifications:

Non-traditional student, or graduate of Aims G.E.D. or Aims High School Diploma Program in last 24 months.

### **THE PAUL THOMPSON MEMORIAL SCHOLARSHIP**

Qualifications:

Full-time student in an Aims degree or certificate program.

### **REMEDIAL STUDENT SCHOLARSHIP**

Qualifications:

Students who require at least two semesters of full-time pre-college-level courses. Directed by Assessment area of Student Success Center.

### **SINGLE PARENT SCHOLARSHIP**

Qualifications:

Any single-parent student with primary care responsibility.

### **HAZEL A. TAYLOR SCHOLARSHIP**

Qualifications:

Must have completed one full year and have one full year of study remaining.

### **TODD FAMILY FOUNDATION SCHOLARSHIP**

Qualifications:

Must be a resident of Weld County taking at least 9 credit hours per semester.

### **WINOGRAD FOUNDATION SCHOLARSHIP**

### **FLORENCE WINOGRAD SCHOLARSHIPS**

## **AUTOMOTIVE**

### **GLEN MOREHEAD MEMORIAL AUTOMOTIVE TECHNOLOGY SCHOLARSHIP**

Qualifications:

For a student enrolled in and completing the first year of study in an Aims Automotive Technology degree program.

### **ROY L. SMITH MEMORIAL SCHOLARSHIP**

General eligibility criteria for all Aims Foundation Scholarships, and specific criteria for individual scholarships, may be found on the Aims website, [www.aims.edu/scholarships](http://www.aims.edu/scholarships) under Scholarships through Aims Foundation.

### **WILLIAM YOUNDER AUTOMOTIVE COLLISION REPAIR TECHNOLOGY SCHOLARSHIP**

## **AVIATION**

### **CAPTAIN AL HAYNES AVIATION SCHOLARSHIPS**

Award Amount:

One award to a Colorado high school senior entering the Aviation program after graduation. Additional awards to current Aviation program students.

### **SCOTT ROYER'S H. EDWIN MORROW MEMORIAL AVIATION SCHOLARSHIP**

### **SCOTT ROYER'S MARVIN BAY AVIATION EDUCATION SCHOLARSHIP**

### **LOYAL KELSEY AVIATION SCHOLARSHIP**

Awarded by:

Aviation Department Faculty

Application Deadline:

No application required. Recipient nominated and chosen by Aviation Department faculty. Award announced Spring semester.

### **CAPT. ELREY B. JEPPESEN AVIATION SCHOLARSHIP**

Awarded by:

Aviation Department Committee

## **BUSINESS**

### **DEBBIE LEVAN MEMORIAL SCHOLARSHIP**

Qualifications:

For students in Business and/or Communication degree and certificate programs.

### **JOHN PAUL RICHARD MEMORIAL/NEWCO INC. SCHOLARSHIP**

Qualifications:

Full-time student in A.A. or A.A.S. degree in a Business program.

### **MIRIAM E. PETERSON SCHOLARSHIP**

#### Qualifications:

For student in A.A.S. degree or certificate program in Accounting, CIS, Marketing/Management or Business Technology.

### **BUSINESS TECHNOLOGY SINGLE PARENT SCHOLARSHIP**

#### Qualifications:

Student in any Business Technology A.A.S. degree program who is a single parent providing primary care of children.

### **CAREER AND TECHNICAL EDUCATION PROGRAMS**

### **FRANK AND THYRA BERGER SCHOLARSHIP**

#### Qualifications:

A.A.S. degree program.

### **CHEMISTRY**

### **DON T. HARRIS CHEMICAL TECHNOLOGY SCHOLARSHIP**

#### Qualifications:

Student pursuing A.S. degree with directed area of study in chemistry.

### **COMMUNICATION**

### **DEBBIE LEVAN MEMORIAL SCHOLARSHIP**

#### Qualifications:

For students in Business and/or Communication degree and certificate programs.

### **CONTINUING EDUCATION**

### **WELD COUNTY HIGH SCHOOL DIPLOMA SCHOLARSHIP**

#### Qualifications:

For non-traditional students in the Weld County High School Diploma Program at Aims.

### **COLLEGE PREPARATION**

### **REMEDIAL STUDENT SCHOLARSHIP**

#### Qualifications:

Students who require at least two semesters of full-time pre-college-level courses.

### **EDUCATION**

### **ELEMENTARY EDUCATION SCHOLARSHIP**

#### Qualifications:

A.A. degree program with focus on K-6 education.

### **LESLIE V. WARD MEMORIAL SCHOLARSHIP**

#### Qualifications:

For student in an A.A. or A.S. degree program with goal of four-year degree in Elementary or Secondary Education.

### **WELD WOMEN'S SERTOMA SCHOLARSHIP**

#### Qualifications:

For a graduate of a Weld County high school in a degree program aimed at working with persons with disabilities or communication disorders, or in special education.

### **FIRE SCIENCE**

### **DARREL SCHNEIDER MEMORIAL SCHOLARSHIP**

### **ALLIED HEALTH**

### **WINOGRAD FOUNDATION GENERAL HEALTH SCIENCES SCHOLARSHIPS**

#### Qualifications:

For students enrolled in any of the Health Sciences degree or certificate programs at Aims.

### **THE WINOGRAD FOUNDATION FUND NURSING SCHOLARSHIP**

#### Qualifications:

Full-time student in Nursing degree program leading to hands-on patient care.

### **GREELEY CENTER FOR INDEPENDENCE SCHOLARSHIP**

#### Qualifications:

For students finishing the Associate Degree Nursing program.

### **PHYSICAL EDUCATION**

### **C. WILLIAM (BILL) TRIMBLE MEMORIAL SCHOLARSHIP**

#### Qualifications:

A.A. degree program pursuing degree in Physical Education.

### **PSYCHOLOGY, CRIMINAL JUSTICE AND COUNSELING**

### **GENE FREDERICK SCHOLARSHIP**

#### Qualifications:

Degree or certificate, seeking students with cumulative GPA or 2.5 or higher.

#### Award:

A text book award of \$250.00

### **TECHNOLOGY**

### **JOHN AND BETTY BECKER SCHOLARSHIPS**

#### Qualifications:

For full-time students in: Electronic Technology, CAD Technology, Computer Technology, General Engineering Technology or Pre-Engineering. High school GPA of 2.9, college GPA of 3.0 required.

### **GIL BORTHICK MEMORIAL SCHOLARSHIP**

#### Qualifications:

For students in Engineering degree or certificate programs.

### **WELDING**

### **WINOGRAD'S STEEL AND SUPPLY/ DIVISION OF NORFOLK IRON AND METAL COMPANY SCHOLARSHIPS**

### **VISUAL AND APPLIED ARTS**

### **ARTS & MUSIC SCHOLARSHIP**

### **FORT LUPTON CAMPUS**

### **UNITED POWER INC. SCHOLARSHIP**

#### Qualifications:

For a full-time or part-time student from the Fort Lupton campus who has completed one year of study at Aims.

### **LOVELAND CAMPUS**

### **LES RACE SCHOLARSHIP**

#### Qualifications:

For a student from the Aims Loveland campus.

### **GRADUATING HIGH SCHOOL SENIORS**

### **CAPTAIN AL HAYNES GRADUATING HIGH SCHOOL SENIOR SCHOLARSHIP** (See Aviation listing)

### **GLEN E. SOWDER MEMORIAL SCHOLARSHIP**

#### Qualifications:

For students seeking a degree with preference to N.E. Colorado students from Julesburg and Yuma high schools.

### **HANSEN PRESIDENTIAL SCHOLARSHIPS**

#### Qualifications:

For high school seniors graduating from each of the public high schools in the Aims Community College taxing district.



### SPRING AWARDS

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

#### **ESTHER SIMS PUBLIC SPEAKING AWARD**

#### **FREDERICK S. TAYLOR HUMANITIES AWARD**

### CHILDCARE

#### **MILDRED HANSEN CHILDCARE SCHOLARSHIPS**

Awarded by:

Monfort Early Childhood  
Education Center based on need.

Qualifications:

Contact MECEC for application and  
criteria.

### AIMS SCHOLARSHIPS

Aims Foundation Scholarship amounts and deadlines are subject to change and are contingent upon availability of funds. Before completing an application, please contact the Aims Foundation office at 970.339.6583, 339.6511 or 339.6556 if you have questions. Consult the Aims website, [www.aims.edu/scholarships](http://www.aims.edu/scholarships), for more information. The Aims Foundation office is located in the General Services Building, Room 217

### STUDENT FINANCIAL ASSISTANCE SCHOLARSHIPS

Apply for these awards at the Student  
Financial Assistance office.

### CENTENNIAL SCHOLARS 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 vary based on available funding.

### **AIMS SCHOLARS PROGRAM SCHOLARSHIP**

Qualifications:

Students must be enrolled for a minimum of 6 credit hours in a declared degree or certified program. Students must demonstrate at least a 3.0 grade point average based on at least 6 credit hours of Aims college-level work, or a final high school or previous college grade transcript.

Contact the Aims Student Financial Assistance Office for an application.

### OTHER SCHOLARSHIPS

#### **NURSE AIDE SPONSORSHIP**

Award Amount:

Tuition and student fees

Qualifications:

Some health care facilities and agencies pay tuition and student fees. Interested students should request an interview with the employer of their choice.

### **UNPUBLICIZED SCHOLARSHIPS**

Local, regional and privately funded scholarship information is available on an "as received" basis at the Jerry Kiefer Library on the Aims Greeley campus. Ask to see the scholarship notebooks at the circulation desk. These awards are listed on the Aims website, [www.aims.edu/scholarships](http://www.aims.edu/scholarships), under Scholarships through the Community.

# Admissions & Records

## ADMISSIONS & RECORDS

### Location:

General Services Building

### Telephone:

970.339.6440

### Registrar:

Stuart Thomas

## 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 specific 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, course registration must be made after the Returning Student Registration period as shown in the Schedule of Classes. Students under age 16 are required to complete additional steps for admission and registration. Contact the Student Success Center for details. 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 Disability Access Center by calling (VOICE/TTY) 970.339.6388 at least four weeks prior to the beginning of the semester. Appropriate documentation is requested by the institution to support services the individual may request. Disability Access Center must be involved in the process of arranging for accommodations for any qualified student with a disability seeking

access to educational programs.

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

## ENROLLMENT PROCESS

All students are responsible for their own enrollment, for identifying disabilities, and, if needed, requesting special accommodations. Details appear in the Schedule of Classes.

Follow these steps to enroll at Aims Community College.

- \_\_\_\_\_ Attend New Student 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 are required to complete additional steps for admission and registration.

## NEW STUDENT INFORMATION SESSION

New Student Information Sessions (NSIS) are designed for prospective students who have never been to college. Sessions include:

- Information about the programs of study Aims offers
- Steps to enrollment
- How to use the catalog and class schedule
- Tips on taking the assessment test
- Services and special classes available
- Campus tours (optional)

Sessions are held weekly on all campuses. For dates and times, and to reserve a spot, call an Admissions Advisor at 970.339.6477 at the Greeley Campus; 303.857.4022, ext. 4333 at the Fort Lupton Campus; and 970.667.4611, ext. 3309 at the Loveland Campus

Persons with a disability requesting

accommodations for a New Student Information Session should schedule an appointment one week prior to visiting by calling the Disability Access Center at 970.339.6388 (TTY/Voice).

## CAMPUS TOURS

Scheduled campus tours are available to prospective students each week at New Student Information Sessions (NSIS). For dates and times, and to reserve a spot, call an Admissions Advisor at 970.339.6477 at the Greeley Campus; 303.857.4022, ext. 4333 at the Fort Lupton Campus; and 970.667.4611, ext. 3309 at the Loveland Campus. For a personal tour or groups of more than five, please schedule a tour one week prior to visiting.

Persons with a disability requesting accommodations for a campus tour should schedule an appointment one week prior to visiting by calling the Disability Access Center at 970.339.6388 (TTY/Voice).

## ADMISSION PROCEDURE

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

## ADMISSION REQUIREMENTS

For Domestic Students:

1. Submit a completed Application for Admission.
2. If pursuing an Aims certificate or degree program and a high school or other college was previously attended, provide an official transcript of high school or college credits or a certified record of GED completion or ACT/SAT scores.
3. If transferring credits, see TRANSFER CREDIT section for procedure.
4. Students under age 18 must have the signature of their parent or legal guardian on the Application for Admission.
5. Students under age 16 are required to complete additional steps for admission and registration. Contact the Student Success Center for details.



## Admissions & Records, cont.

### ADMISSION FOR INTERNATIONAL STUDENTS

1. Submit a completed application to the International Admissions Office located in the College Center building. The application must include the following documents:
  - Financial statement for academic year converted in US Dollars
  - Letter from sponsor (if applicable)
  - English proficiency results from TOEFL (500/173)
  - Transcripts from high school and other colleges attended translated in English
2. Once all completed documents are submitted the student will be issued the U.S. Immigration form I-20.
3. Completed application and supporting documents must be in the international student office by midterm of the semester preceding the semester of enrollment.
4. International students must pay their tuition and fees according to the college payment schedule. Financial assistance is not available for international students.
5. International students are required to take the college placement test upon arrival. An Intensive English Program is available for students whose scores do not allow them to enroll in college credit classes.
6. All international students must meet with the international student advisor in the College Center building upon arrival at the college for further instructions.
7. International students must maintain satisfactory progress to be eligible for re-enrollment in a subsequent semester.
8. Questions regarding the admission of international students should be forwarded to the International Admissions Office located in the College Center building. Please contact Alan Hendrickson at 970.339.6675 or [alan.hendrickson@aims.edu](mailto:alan.hendrickson@aims.edu) or Susie Gallardo at 970.339.6508 or [susie.gallardo@aims.edu](mailto:susie.gallardo@aims.edu).

### 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 registering.

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

1. Show proof of successful completion of a transfer oriented associates degree (Associates of Arts or Associates of Science) or baccalaureate degree or higher from a regionally accredited institution (excludes Associate of General Studies and Associate of Applied Science graduates), or
2. Submit transcripts and course description to show proof of successful completion (C- or higher or "S" satisfactory) of equivalent college-level math and writing courses taken within the past 10 years from a regionally accredited institution. The student should submit documentation to the Assessment Center in the Student Success Center as early as possible prior to registration or
3. Complete the Accuplacer assessment in reading, writing/English, and mathematics (scores are good for five years), or
4. Show proof of minimum ACT or SAT scores taken within the past five years.

Students whose assessment scores do not meet the Colorado Commission of Higher Education college-level course enrollment standards in reading, writing/English and/or mathematics must complete college prep coursework during their first thirty (30) semester hours of instruction at Aims. ESL and GED courses are not included in the 30 semester hour count.

A student may retest on an assessment test one time without special permission for a small fee. 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 Tutorial and Disability Services to arrange for special accommodations in testing.

Students should contact the Student Success Center for fees and testing times.

Refer to the Aims website for further information on remedial education requirements at Aims.

### REGISTRATION

A. After completing the admissions, advising and assessment processes, each student must complete the registration process each semester. A Schedule of Classes listing day and evening courses is published each semester and is available in the Admissions and Records Office and Aims web page prior to the registration period. Consult the calendar in the front of the Schedule of Classes for registration details.

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

**NOTE:** Tutorial and Disability Services must be involved in the process of arranging for accommodations for any qualified student with a disability seeking access to educational programs. Students with mobility, visual, hearing or learning disabilities, as well as students with chronic health conditions, are eligible for accommodations. A Request For Accommodations form **MUST BE COMPLETED BY THE RETURNING STUDENT REGISTRATION DEADLINE FOR EACH SEMESTER TO GUARANTEE ACCOMMODATIONS** for the first day of classes. These forms are available in Tutorial Services and Disability Access Center, Horizon Hall, room 308. Students may call 970.339.6388 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 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 frame.

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 dropped after the 15% deadline 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 75% of class meetings. After 75% of the class meetings, the faculty may assign a final grade or an incomplete (see Grading System).

Consult the Schedule of Classes for deadlines and details.

### 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 drop or 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 taken under extreme circumstances only and referred to the Dean for Students Services.

### REFUND REGULATIONS

Under specific conditions, the College grants refunds for tuition and course fees to students who drop courses by the specified deadline. **EVEN IF CLASSES ARE NOT ATTENDED, THEY MUST BE DROPPED EITHER AT ADMISSIONS AND RECORDS OR ON-LINE BY THE SPECIFIED DEADLINE IN THE CURRENT SCHEDULE OF CLASSES IN ORDER TO ELIMINATE CHARGES ON ACCOUNT.** To be eligible for a

refund, a DROP must be submitted in person or on-line. In cases of emergency, a student may submit a letter to the Admissions and Records Office. The date the request is made at the Admissions and Records Office, or the postmark date for letters, will be used in determining eligibility for the refund. If the student was provided assistance from College funds or funds managed by the College, the refund will be returned to the appropriate scholarship/grant fund or applied to the student's note in the loan fund. Refunds will be made in accordance with the following schedule:

- By 15% of course meetings, 100% refund.
- After 15% of course meetings, no refund.

### COOPERATIVE REGISTRATION AGREEMENTS

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

#### UNC - Aims

Students enrolled for at least 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 student pays all applicable fees. The tuition-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 at least 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. The students pays all applicable fees. 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.



*The right choice at every step*

# Tuition and Fees

Classes requiring payment of a lab or course fee will be designated in the 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 Admissions & Records Office 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 SCHEDULE OF CLASSES FOR UPDATED INFORMATION.

## TUITION AND FEE 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.

The college has instituted a new payment policy beginning with the summer of 2006 as follows:

### FIRST DAY OF TERM:

Beginning with the 2006 summer semester, students must have paid 25% of their tuition & fees for registered courses prior to the beginning of the term or have all of their classes dropped automatically at midnight the day prior to the start of the term. Students who have their courses dropped for non-payment will need to re-register for courses and make the minimum 25% payment or again be dropped from all courses and be required to make full payment for those courses.

Plan exceptions: Students who are receiving Financial Aid, Scholarships, Third party sponsors, and UNC & CSU Cooperative students will not be dropped for non-payment as long as their awards/agreements cover a minimum of 25% of their tuition & Fees.

## BY ADD/DROP DEADLINE

Students registering for courses after the term begins must pay 25% of their tuition and fees. Students who have not met the 25% tuition & fees payment requirement will have all courses dropped. Students wishing to re-enroll in their courses must do so in person at the Admissions & Records Office, and pay a minimum of 25% of their outstanding tuition and fees before being allowed back into classes.

## AFTER FINAL PAYMENT DEADLINE

All students must have paid their entire (100%) tuition and fee balance for the term by the final payment deadline found in the course schedule. Students who have not paid 100% of their tuition & fees by this date will have a hold placed on their account, and be required to make full payment for those courses. In addition, the student will not be allowed to register for future courses or receive transcripts until the outstanding balance is paid in full.

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 current schedule of classes for dates and details of all above information.

Tuition charges at Aims Community College are dependent upon the student's residency status (see catalog or schedule of classes). A class requiring payment of a lab fee will be designated in registration materials.

Tuition Type	Tuition and Fees Rate Per Credit Hour		
	*In-District	Out-of-District	Out-of-State
Standard	\$50.00	\$94.00	\$300.00
Differential	\$87.50	\$164.50	\$450.00

\*STUDENT FEE: \$4.50 PER CREDIT HOUR THROUGH 15 CREDIT HOURS FOR ALL STUDENTS (MAXIMUM OF \$67.50 PER STUDENT). THIS FEE INCLUDES STUDENT ACCIDENT INSURANCE.  
 \*TECHNOLOGY FEE: \$7.50 PER CREDIT HOUR THROUGH 15 CREDIT HOURS (MAX \$112.50)  
 \*MATRICULATION FEE: \$15.00 PER STUDENT

\*In-district refers to the Aims Community College Tax District.

All tuition and fee charges are subject to change by the Aims Junior College District Board of Trustees as circumstances may require, without notice.

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

1. 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.
2. NEW PAYMENT PLAN OPTION: Students may also pay their tuition and fees through installments. See both the grid below and page 1 summary information for details.

### FALL SEMESTER 2006

Due Dates	Amount Due
August 28	.....25%
September 29*	.....25%
October 27*	..... Balance

\*Remaining balances on this date are each subject to a monthly 1.75% service charge.

NOTE: Students planning to register for Spring Semester 2007 classes beginning January 16, must pay at least 100% of Fall Semester charges by October 27, 2006.



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, 970.339.6349.
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 970.339.6349.



# Student Success Center

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. Recruitment
2. New Student Information
3. Assessment
4. Academic Advising
5. Career Planning
6. Job Search Placement Assistance
7. Crisis Response

## ACADEMIC ADVISING

970.339.6251

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 most new students and assist them in their transition to college. In addition advisors will develop an Educational Career Plan with students. This plan will serve as an academic road map for students to follow during their course of study at Aims.

After a student has made sufficient academic progress and meets requirements determined by the academic division, they will be assigned a faculty advisor. Faculty advisors will advise students through graduation.

### 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, degree, certificate worksheets, and student transcripts).
- 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.

- assist the student with the on-line registration process.

#### 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 term and arrive at the appointment prepared to discuss academic and/or career goals and course selections.
- 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 most colleges previously attended and have transcripts evaluated for credit.

## ASSESSMENT

970.339.6448

The Assessment Center provides the following services:

1. **Placement Testing:** Upon application for admission to the college, new students may be assessed in reading, writing and mathematics, 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 exam, the GED candidate will receive a High School Equivalency Diploma. This test is available to those individuals who did not graduate from high school, who need a diploma in order to qualify for employment, who desire to enter a post-secondary school.
3. **EMT Basic Written Examination:** This written examination consists of 150 multiple choice questions and is based upon tasks identified in the NREMT-Basic Practice Analysis and the national Standard EMT-Basic curriculum. Each candidate must receive a minimum score of 70% to pass the exam. Reservations for testing at Aims Community College **must** be made by visiting the following website: [http://www.aims.edu/student/assessment/national\\_registry\\_exam/national\\_registry\\_exam.html](http://www.aims.edu/student/assessment/national_registry_exam/national_registry_exam.html) or by calling the Assessment Center at 970.339.6562.

## STUDENT SUCCESS CENTER

### Location:

General Services Building

### Telephone:

970.330.8008, Ext. 6251

### Director:

Paula Yanish

### Admissions Advisors:

Coordinator of Recruitment:

Dana Anderson, Ext. 6292

Admission Advisors

Iliana Rocha, Ext. 4333

Margaret Dempsey, Ext. 3309

Jannette Noonan, Ext. 6477

4. **ACT Center:** The ACT Center is a part of the Aims Assessment Center. The ACT Center delivers licensing and certification exams in a secure environment. Through the ACT Center, we offer the following computer-based licensure and/or certification exams: (1) Automotive Service Excellence; (2) Association of Social Work Boards; (3) American Dietetic Association; (4) Nuclear Medicine Technology certification Board; and (5) American Board of Vascular Medicine. To register for an exam, you must visit the individual association websites: (1) ASE - [www.asecert.org](http://www.asecert.org); (2) ASWB - [www.aswb.org](http://www.aswb.org); (3) ADA - [www.eatright.org](http://www.eatright.org); (4) NMTCB - [www.nmtcb.org](http://www.nmtcb.org); and (5) ABVM - [www.vascularboard.org](http://www.vascularboard.org).
5. **CLEP & DANTES:** The Assessment Center offers both the College-Level Examination Program (CLEP) and the DANTES Subject Standardized Tests (DSST). Both programs give individuals the opportunity to obtain college credit for learning obtained outside the conventional college/university classroom.
6. We also provide testing services for our faculty, as well as for students attending other colleges and universities. Testing services for faculty include administering makeup exams for classroom and Internet courses. We also proctor exams for colleges, universities and other institutions. Please note that proctored tests are by appointment only.
7. Other testing offered through the Assessment Center include: (1) Typing Tests; (2) Spanish Placement Test; (3) MOS certification tests; and (4)

## Student Success Center, cont.

Educational Resource Inc. Nursing exams (including entrance testing, individual nursing content are testing, etc.).

Students are required to bring their ID's when taking an assessment at the Assessment Center. Call 970.339.6448 to inquire about fees and testing times.

### CAREER PLANNING & PLACEMENT 970.339.6436 or 970.339.6596

Career Planning & Placement 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 Planning & Placement can help with:

- Career exploration
- Choosing a college major

- Job Search Strategies & Placement Services
- Employment Resources
- Writing a resume
- Preparing for a job interview

**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 informed career choices is the focus of this service.

**Job Search & Placement Services:** From helping individuals develop a resume to targeting potential employers to practice interviewing, Career Planning & Placement can help you get your job search in gear. To make an appointment, call Career Planning & Placement at 970.339.6251.

Check out our website at [www.aims.edu/student/career\\_services/index.htm](http://www.aims.edu/student/career_services/index.htm) for career information, and job search resources.

For Career Planning & Placement information at our outreach campuses, please call:

Fort Lupton: 303.857.4022, ext. 4315  
Loveland: 970.667.4611, ext. 3312

Additionally, students can register online with Weld County Employment Services to view local job openings. [www.eswc.org](http://www.eswc.org)



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# Credit for Prior Learning

Aims recognizes that learning is gained in a variety of ways. While some students have taken college courses at other colleges and universities and transfer those credits to Aims, others have acquired knowledge and competencies outside a formal college setting. The learning obtained from these life or work experiences is termed 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.

## TRANSFERRING CREDIT TO AIMS

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 or Certificate 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 quarter 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.

Fifteen semester 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 semester prior to the anticipated semester of graduation. Official transcripts must be mailed from the previous college directly to Aims; 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) must 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 by a recognized translation service prior to submitting them.

## TRANSFERRING CREDIT OUT OF AIMS

As of January 2003, the State of Colorado has initiated a new general education transfer policy between Colorado public colleges and universities. This policy designates and guarantees the transferability of approved general education courses taken at Colorado community colleges. The exception may be credits earned for prior learning (e.g. CLEP AP, portfolio, etc.). Students are strongly encouraged to work with their transfer advisor for specific information about their particular major and/or degree area. Students may contact the Colorado Commission of Higher Education at the following website for further information ([www.state.co.us/cche/gened/gtpathways/index.pdf](http://www.state.co.us/cche/gened/gtpathways/index.pdf)). The Student Success Center will also assist students with transfer questions.

## 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 College Testing-Proficiency Examination Program (ACT-PEP), the Regents College Exams (RCE), and the International Baccalaureate (IB) Exams. To apply for such credit, submit an 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 a course-based 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 may 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 semester 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. Students who wish to complete a 2-year degree in 2 years excluding summers should take at least 15 credits per term.

### 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. The instructor may assign a final grade or develop an Incomplete contract with the student. 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) unless either a "Fresh Start" or "Grade Replacement" policy applies. See page 46 for explanation of these two policies.



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# Grading System

Aims Community College assigns the following alphabetical grades:

Grade Symbol	Quality of Work Indicated by Symbol	Grade Points
A	.Indicates that the student has demonstrated superior achievement of the course objectives.	4
B	.Indicates that the student has demonstrated above-average achievement of the course objectives.	3
C	.Indicates that the student has demonstrated acceptable achievement of the course objectives.	2
D	.Indicates that the student has demonstrated a below-average level of achievement in the course that does not warrant a failing grade yet represents the minimum passing grade.	1
F	.Indicates that the student has failed to achieve the objectives of the course.	0
S	<b>.SATISFACTORY:</b> For designated courses, indicates achievement of the course objectives at a 'C' level or above.	<b>none</b>
U	<b>.UNSATISFACTORY:</b> For designated courses, indicates failure to achieve course objectives.	<b>none</b>
AU	<b>.AUDIT:</b> 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	<b>none</b>

instructor approval by the drop/add deadline for the course. The instructor will assign a final grade of AU for an audit enrollment. The student may receive credit for a course that was originally audited only by enrolling in and satisfactorily completing another section of the course in a subsequent semester.

**W . . WITHDRAWAL: . . . . . none**

Indicates a student's withdrawal after the point marking 15% of the course (the drop/refund deadline) and before the point marking 75% of the course. After the 75% point, students may no longer choose to withdraw from a course, and faculty will either assign the grade earned or complete an "Incomplete" agreement with the student.

**I . . INCOMPLETE: . . . . . none**

The Incomplete is an option for the instructor when a student has, for good reason, been delayed in completing the required work and has satisfactorily completed at least 75% of the course. To receive the grade of "Incomplete," the student completes an agreement with the instructor, in which the instructor specifically identifies the time frame and requirements for completing the course. The instructor then submits the completed Incomplete Agreement form to the Academic Division Office and ensures that the student receives a copy. The student has a maximum of one term to complete the course requirements. If necessary, the instructor may extend the time limit for one additional academic term. After one year from the issuance of the "I", an Incomplete that remains on a student's record will be converted to the "F" grade.

**NC .NO CREDIT: . . . . . none**

Available only in below-100 courses.

## 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 semester 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 credit, but are not used in the grade point average.

## FRESH START POLICY

"Fresh Start" is an option for students who had a poor start academically and return to Aims after at least a two-year absence, counted from the end of the student's last term at Aims

Under the program, the student may petition to have all of his or her previous grades eliminated from the cumulative Grade Point Average (GPA). The grades would remain on the transcript, but would no longer be calculated in the GPA.

The student may obtain a Fresh Start Petition in the Admissions & Records office or online.

## GRADE REPLACEMENT POLICY

"Grade Replacement" is an option for students who may choose to repeat a limited number of courses for the purpose of replacing a poor grade with a better grade.

Under the program, both the previous and the new grades would remain on the transcript, but only the last grade received would be counted toward the GPA. The student may attempt to improve his or her overall GPA by repeating a maximum of 4 courses in which he or she had received a final grade of "D" or "F".

The student may obtain a Grade Replacement Petition in the Admissions & Records office or online.



# Academic Standards

## ACADEMIC STANDARDS POLICY

Aims Community College has implemented an Academic Standards Policy to ensure that degree/certificate-seeking students maintain satisfactory academic progress. To remain in good standing, students must achieve a minimum cumulative and term grade point average (GPA) of 2.00 for all attempted credits.

Students who fail to maintain satisfactory academic progress will be placed on academic probation. Probationary students who do not show progress toward good standing the subsequent term will be placed on academic suspension.

Financial aid and certain Aims programs may have more specific guidelines



concerning course load and GPA. Students must achieve a minimum cumulative GPA of 2.00 to receive a degree or certificate.

## HONORS

Full-time students who complete at least 12 credit hours of college level courses which are used to compute the GPA during a semester 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 offices of the Dean for Student Services and the Academic Deans. 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.



# Graduation Requirements

## GENERAL REQUIREMENTS

The general requirements for awarding of an Associate of Applied Science (A.A.S.) degree, an Associate of Arts (A.A.) degree, an Associate of Science (A.S.) degree, an Associate of General Studies (A.G.S.) degree, or Certificates in Career and Technical Education (Occupational) 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.

Fifteen semester 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 the first week of "Returning Student Registration" for the anticipated semester of graduation. See calendar in front of catalog for exact deadline dates. 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 and Natural Sciences Department; and the A.G.S. degree requires the signature of the Advising Program Director in the Student Success Center. 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 three consecutive semesters or more, excluding summer sessions, must meet the program requirements of the

catalog in use at the time of readmission. Any previously completed Aims career and technical (occupational) course work may be subject to an evaluation of its relevancy to any revised program. If the career and technical (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.

# Records, Transcripts, Release of Information

## 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, student number 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

The Family Educational Rights and Privacy Act of 1974 (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 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 College 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 the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. The student who wishes to ask the College to amend a record should write the college official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the College decides not to amend the record as requested, the College will notify the student in writing of

the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent permitting the College to disclose personally identifiable information from 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, SW  
Washington, DC 20202-5901

The College may provide Directory Information in accordance with the provisions 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 - 970.506.6958

Requests must include the student's ID number, address, telephone number, 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 mailed to or picked up by the student or a party authorized by the student in writing. Transcripts will not be faxed.

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

All the student's accounts with Aims Community College must be settled and

the student must be in compliance with the terms of any student loans before a transcript may be released.

Transcripts or copies of transcripts from other colleges or institutions 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 enrollment.
4. Major fields of study.
5. Degrees and/or certificates earned.

Addresses (including e-mail) 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 and college personnel 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. School officials with legitimate educational interests. A "school official" is a person employed by Aims Community College; a person or company with whom the College has contracted as its agent to provide a service instead of using College employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a "legitimate educational interest" only if the official needs to review the education record in order to fulfill his or her professional responsibilities for the College.
2. Officials of other schools or colleges where the student intends to enroll.



## Records, Transcripts, Release of Information, cont.

3. State and local educational authorities in connection with an audit or evaluation of Federal or State supported education programs.
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.
14. State and local authorities, within a juvenile justice system, pursuant to C.R.S. 24-72-204.

Students under age 18 sign an authorization to release information to their parent(s) or legal guardian(s) as part of the admission process. The parent(s) or legal guardian(s) may request examination of the student's record only by submitting a signed written request to the registrar each time information is requested. The request must specify the information requested. The registrar reserves the right to rule as to what information is suitable for release to the parent or legal guardian and will determine when the information to be released will be available. The student's authorization to release information to the parent or legal guardian expires when the student reaches age 18 or when voided via a written notice signed by the student and delivered to the registrar. It may take up to 5 days after receiving the notice for the registrar to void the authorization. Students under age 16

cannot void the authorization to release information to the parent or legal guardian.

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 of Directory Information constitutes permission to release it.

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



# Student Life

## STUDENT LIFE

### Location:

College Center, Room 733

### Telephone:

970.339.6450

### Director:

Ron Fay

### Orientation/Student Activities:

970.339.6563

### Office Supervisor:

970.339.6450

### Game Room/Computer Facility:

970.339.6575

### FAX:

970.506.6946

### Arty's Campus Grill:

College Center, 970.339.6302

### Graphics Technician:

970.339.6369



## THE STUDENT LIFE OFFICE

The Student Life Office 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.

## NEW STUDENT ORIENTATION

All new students are encouraged to attend a Connections Orientation program held prior to the semester they plan to attend Aims. The orientation programs are held at the Greeley, Fort Lupton and Loveland campuses and include information about academic requirements, tips from current students, find-your-classes tours, and book buying. Connect to Aims and to other new students at Connections!

## PROGRAMS AND SERVICES

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 implementing 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 two student groups: the Student Government Association and the Student Programming Council, with representation from the Greeley, Fort Lupton, and Loveland campuses. These boards work together and form 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, coffee houses, comedy acts, films, lectures, and educational workshops.

**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.

The Campus Grind coffee cart is located in the Westview building offering coffee and pre-wrapped food items.

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

**Graduation Ceremony** - One graduation is held each year at the conclusion of the spring semester for all students obtaining degrees and certificates during the previous academic year.

**Graphic Services** - Available to the ASACC Board and clubs/organizations to give students an opportunity to commission a professional artist to develop promotional materials, brochures, and signs.

**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.

**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, learning labs card, and includes benefits in the surrounding community including student discounts. All students are expected to obtain an Aims Student ID card after registering for courses for their first term at Aims. Bring a copy of your class schedule and photo ID to the Student Life Office (or to the Learning Resource Center at Loveland/Fort Lupton campuses) to obtain a free student ID.



# Degree & Certificate Information AAS, AA, AS, AGS

## DEGREE & CERTIFICATE INFORMATION

Aims Community College offers a variety of instructional programs designed to meet the needs of a diverse student body and the demands of a technological and diverse society. Each academic division of the college represents the integration of academics (liberal arts and sciences) and career and technical education (vocational/occupational training). The college offers four two-year degrees and numerous shorter career and technical certificates.

Opportunities to prepare for both a career and further education at a four-year school are available within many degree programs. Students should make it clear to advisors which option they are seeking because requirements for career entry and transfer are different.

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.

The certificates/degrees and their purposes are as follows:

### Career and Technical Education certificates

Entry into the workforce

### Associate of Applied Science degree

Entry into the workforce

### Associate of Arts degree

Transfer to four-year colleges

### Associate of Science degree

Transfer to four-year colleges

### Associate of General Studies degree

Tailored to student needs

## CAREER AND TECHNICAL EDUCATION CERTIFICATES

Career and Technical Education (C.T.E.) certificates are short-term courses of study that will give the student entry-level skills in a specific occupation. Some certificates are designed for skill enhancement or re-certification for the career professional seeking professional development or promotion. Certificates vary in length from less than one semester to three semesters.

## ASSOCIATE OF APPLIED SCIENCE DEGREE

The Associate of Applied Science (A.A.S.) degree is a career and technical education degree plan that prepares students primarily for entry into the workforce. Although some college credits within these degree programs are accepted for transfer by particular four-year colleges and universities, career and technical education courses are not specifically designed to transfer. Some alternative transfer options may exist for the student who completes an A.A.S. degree. (See page 61 for information on Alternative Transfer degrees.)

## ASSOCIATE OF ARTS DEGREE AND ASSOCIATE OF SCIENCE DEGREE

The Associate of Arts (A.A.) and the Associate of Science (A.S.) degrees are guaranteed to transfer, upon admission, to baccalaureate arts and sciences degree majors at Colorado public four-year institutions if requirements for State Guaranteed General Education and the 60 + 60 articulation agreement are met. (See <http://www.state.co.us/cche/> for current information regarding State Guaranteed General Education (grPathways), the 60 + 60 Articulation Agreement, and Transfer Guides to 60 + 60 eligible majors at four-year colleges and universities in Colorado.) Students completing either an A.A. or A.S. Liberal Arts degree may elect to sign a contract to complete the course of study for the degree in two years. Any failure on the part of the student to meet the requirements of the 60 + 60 articulation or the contract to complete the A.A. degree in two years voids these agreements.

Additionally, statewide articulation agreements have been established with public four-year colleges in the majors of nursing, elementary teacher education, early childhood education, business, and engineering. Some articulation agreements also have been developed for transfer to a specific baccalaureate major at a specific four-year college.

## ASSOCIATE OF GENERAL STUDIES DEGREE

The Associate of General Studies (A.G.S.) degree is a flexible degree plan that allows the student to combine workplace skill enhancement with arts and sciences courses. The A.G.S. degree may transfer if there is an established articulation agreement with a four-year school. Otherwise, it is not intended for transfer.



## Degree & Certificate Information, cont.

### COLLEGE PREPARATORY COURSES

Aims Community College also provides courses to prepare individuals for college-level course work. College assessment testing may indicate that a student needs basic skills course work before starting in a degree or certificate program. Students who need such course work may be required to take college preparatory courses in reading, mathematics, and/or English composition. College preparatory courses are not transferable and do not fulfill degree or certificate requirements. Students should complete college preparatory courses within their first 30 semester credit hours.

### CONTINUING EDUCATION OFFERINGS

Continuing Education (CE) offers non-credit courses in English as a Second Language (ESL), Intensive English, General Education Development (GED), and Bilingual Citizenship. For workplace skill enhancement, CE also offers customized and basic skills training for business and industry, continuing education for fire and emergency personnel, and workshops and seminars for small businesses. CE also houses the Greeley area Small Business Development Center. Additionally, CE offers quality improvement training, self-interest programs, distance learning, flight simulator training, and lifelong learning workshops and seminars as well as senior education and youth programs. Many of these offerings are in a non-credit format.

### AIMS COMMUNITY COLLEGE

Aims Community College is a single educational institution consisting of campuses in Greeley, Fort Lupton, and Loveland. The Greeley campus also has outlying programs in the Corporate Education Center and the Health Sciences buildings. There also are various outreach sites throughout the college's service area in Weld and Larimer counties. All degrees and certificates are conferred by Aims Community College, not by a specific campus or site. 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 or site.

### GENERAL EDUCATION

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 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 types of courses as meeting the general education requirement of the appropriate degree:

- For the Associate of Applied Science degree, specific courses that are non-career and non-technical are required in each degree program. Courses vary from major to major.
- For the Associate of Arts and Associate of Science degrees, courses designated as State Guaranteed General Education Transfer Courses are required. For current information on State Guaranteed Transfer courses, see gtPathways at <http://www.state.co.us/cche>.
  - ◆ Statewide Articulation Agreements in nursing, elementary teacher education, early childhood education, business, and engineering specify which General Education courses are required.
- For the Associate of General Studies degree, specific arts and sciences courses are required.

Graduates of Aims Community College degree programs are expected to accomplish the following General Education competencies:

#### Critical Thinking Competency

The goal of instruction in "critical thinking" is to help students become capable of critical and open-minded questioning and reasoning. An understanding of argument is central to critical thinking. The Critical Thinking competency is defined as the ability to examine issues and ideas and to identify good and bad reasoning in a variety of fields with differing assumptions, contents and methods.

#### Reading Competency

The ability to read critically is developed as students process visual information and apply information to real problems across the curriculum. The Reading Competency is defined as the ability to read critically and thoughtfully.

#### Written Communication Competency

Learning to write is a complex process that takes place over time with continued practice and informed guidance. While qualified writing professionals help students learn writing skills and knowledge of writing conventions, written communication competency is developed as students apply this knowledge across the curriculum. The Written Communication Competency is defined as the ability to write clearly and concisely.

#### Technology Competency

The integration of appropriate technology competencies and skills support the mastery of content of general education. The use of technology should never suppress content or diminish the rigor of general education courses. The Technology Competency is defined as the ability to select and apply contemporary forms of technology to solve problems or compile information.

#### Mathematics Competency

The Mathematics Competency is defined as the ability to use mathematical tools and strategies to investigate and solve real problems.

Lists of criteria established for each competency are available under Core Curriculum/gtPathways at <http://www.state.co.us/cche>.

These five competencies are presented through course work in the following content areas:

- Communication
- Arts and Humanities
- Social and Behavioral Sciences
- Mathematics
- Physical and Life Sciences

### 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 students 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, career and technical courses are NOT specifically designed to 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

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

1. A minimum of sixty (60) semester hours in approved course work is required for graduation. Since each A.A.S. program is designed for a specified career and technical field, the minimum semester hours requirements above 60 will vary with the particular program.
2. A minimum of fifteen (15) semester hours of the total must be in general education courses. Course requirements vary among the A.A.S. degree programs and are outlined in this catalog within the program section.
3. A minimum cumulative grade point average of 2.0 (a 'C' average) in the particular A.A.S. degree program curriculum is required for graduation.
4. Fifteen (15) semester hours of course work applicable to the degree and completed prior to graduation must be Aims Community College courses.
5. No courses numbered below 100 may be applied toward completion of the A.A.S. degree.
6. Courses used as electives in meeting degree requirements and taken in addition to specified courses in a particular program are accepted toward the requirements of this degree only upon the approval of the appropriate program official. This approval is given only when courses

are appropriate to the educational objectives of the student.

7. An advisor in the field of study must review and sign the application for graduation and the degree worksheet to verify that the student has met degree requirements.

### CERTIFICATE IN CAREER AND TECHNICAL EDUCATION

A certificate in Career and Technical Education is awarded to a student who successfully completes a career and technical 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 program section.

The following are general requirements for the certificate in Career and Technical Education:

1. A minimum cumulative grade point average of 2.0 (a 'C' average) in the particular certificate program curriculum is required for graduation.
2. A minimum of one-half (50%) of course work applicable to the student's program and completed prior to graduation must be Aims Community College courses.
3. No courses numbered below 100 may be applied toward completion of a certificate in Career and Technical Education.
4. Courses used as electives in meeting certificate requirements and taken in addition to specified courses in a particular program are accepted toward certificate requirements only upon the approval of the appropriate program official. This approval is given only when courses are appropriate to the educational objectives of the student.
5. An advisor in the field of study must review and sign the application for graduation and the certificate worksheet to verify that the student has met certificate requirements.

### GENERAL EDUCATION STATE GUARANTEED TRANSFER COURSES

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

The State General Education Guaranteed Transfer Courses provide a comprehensive block of transferable courses that Aims Community College students may complete alone or as the general education component of the two-year Associate of Arts or Associate of Science degrees. For guaranteed transfer, a grade of 'C' or better is required in each course. For more information, students should consult with an advisor.

#### GUARANTEED TRANSFER (GT) NUMBERS

The numbers beside courses in the Associate of Arts and Associate of Science degrees are Colorado Commission on Higher Education (CCHE) identifiers for guaranteed transfer of a general education course. Each number represents a requirement in a particular General Education category. For example, the code GT-CO1 represents the following: GT = Guaranteed Transfer, CO = General Education Category, and 1 = General Education Sub-category. See the CCHE website for additional information, <http://www.state.co.us/ccche/>.

#### STUDENT BILL OF RIGHTS

The General Assembly implemented the Student Bill of Rights (C.R.S. 23-1-125) to assure that students enrolled in public institutions of higher education have the following rights:

- A quality general education experience that develops competencies in reading, writing, mathematics, technology, and critical thinking through an integrated arts and science experience.
- Students should be able to complete their associate of arts and associate of science degree programs in no more than 60 semester credit hours or their baccalaureate programs in no more than 120 semester credit hours unless there are additional



## Degree & Certificate Information, cont.

degree requirements recognized by the Colorado Commission on Higher Education (CCHE).

- A student can sign a two-year or four-year graduation agreement that formalizes a plan for that student to obtain a degree in two or four years, unless there are additional degree requirements recognized by CCHE.
- Students have a right to clear and concise information concerning which courses must be completed successfully to complete their degrees.
- Students have a right to know which courses are transferable among the state public two-year and four-year institutions of higher education.
- Students, upon successful completion of core general education courses, should have those courses satisfy the core course requirements of all Colorado public institutions of higher education.
- Students have a right to know if courses from one or more public higher education institutions satisfy the student's graduation requirements.
- A student's credit for the completion of the core requirements and core courses shall not expire for 10 years from the date of initial enrollment and shall be transferable.

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

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 includes more science and mathematics.

Liberal Arts is the only major a student may pursue within the A.A. degree.

### GENERAL REQUIREMENTS FOR THE A.A. DEGREE

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

1. Sixty (60) semester credit hours in approved course work are required for graduation.
2. A student must maintain a minimum cumulative grade point average of 2.0 (a 'C' average) in the A.A. degree program curriculum. GPA requirements for admission into four year institutions may be higher than 2.0. Students interested in transferring should contact the receiving institution for specific admission requirements.
3. Fifteen (15) semester 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.
5. An advisor must review and sign the application for graduation and the degree worksheet to verify that the student has met degree requirements.

All courses included in General Education in the A.A. degree are intended to transfer. Occasional elective arts and sciences courses and most career and technical courses may not be accepted for transfer by particular baccalaureate institutions. See Approved Degree Electives for appropriate electives for the A.A. degree. Once students have determined which baccalaureate institution they wish to transfer to, they should confirm and obtain in writing the receiving institution's transfer requirements, including a list of specific courses. Students can also consult the web site at <http://www.state.co.us/ccche/> for transfer guides to arts and sciences majors at Colorado's four-year colleges and universities.

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

GENERAL EDUCATION	CREDITS
Communication . . . . .	6
Arts & Humanities . . . . .	9
Social & Behavioral Sciences . . . . .	9
Mathematics . . . . .	3
Physical & Life Sciences . . . . .	8
Oral Communication or Technology . . . . .	3
Electives . . . . .	22
<b>Total . . . . .</b>	<b>60</b>

### ASSOCIATE OF ARTS CURRICULUM COMMUNICATION (6 CREDITS)

The following two courses are required.

ENG 121 English Composition (GT CO1) . . . . .	3
Students will be required to either assess into or take and pass with a 'C' or better specific college preparatory English composition course(s) as a prerequisite for ENG 121. It is recommended that students take ENG 121 within the first two semesters of their degree program.	
ENG 122 English Composition II (GT CO2) . . . . .	3
Prerequisite: ENG 121 with a 'C' or better	
<b>Total Communication</b>	<b>6</b>
<b>Credits for A.A. Degree . . . . .</b>	<b>6</b>

### ARTS & HUMANITIES (9 CREDITS)

Select three courses.

Arts	
ART 110 Art Appreciation (GT-AH1) . . . . .	3
ART 111 Art History I (GT-AH1) . . . . .	3
ART 112 Art History II (GT-AH1) . . . . .	3
MUS 120 Music Appreciation (GT-AH1) . . . . .	3
MUS 121 Introduction to Music History I (GT-AH1) . . . . .	3
MUS 122 Introduction to Music History II (GT-AH1) . . . . .	3
THE 105 Introduction to Theatre Arts (GT-AH1) . . . . .	3
THE 211 Development of Theatre I (GT-AH1) . . . . .	3
THE 212 Development of Theatre II (GT-AH1) . . . . .	3

### Literature and Humanities

HUM 121 Survey of Humanities I (GT-AH2) . . . . .	3
HUM 122 Survey of Humanities II (GT-AH2) . . . . .	3
HUM 123 Survey of Humanities III (GT-AH2) . . . . .	3
LIT 115 Introduction to Literature (GT-AH2) . . . . .	3
LIT 201 Masterpieces of Literature I (GT-AH2) . . . . .	3
LIT 202 Masterpieces of Literature II (GT-AH2) . . . . .	3
LIT 205 Ethnic Literature [GT-AH2] . . . . .	3
LIT 211 Survey of American Literature I [GT-AH2] . . . . .	3
LIT 212 Survey of American Literature II [GT-AH2] . . . . .	3
LIT 221 Survey of British Literature I [GT-AH2] . . . . .	3
LIT 222 Survey of British Literature II [GT-AH2] . . . . .	3

### Ways of Thinking

PHI 111 Introduction to Philosophy (GT-AH3) . . . . .	3
PHI 112 Ethics (GT-AH3) . . . . .	3
PHI 113 Logic (GT-AH3) . . . . .	3



## Degree & Certificate Information, cont.

### Foreign Languages

GER 211	German Language III (GT-AH4)	. 3
GER 212	German Language IV (GT-AH4)	. 3
ITA 211	Italian Language III (GT-AH4)	. . . 3
ITA 212	Italian Language IV (GT-AH4)	. . . 3
JPN 211	Japanese Language III (GT-AH4)	. 3
JPN 212	Japanese Language IV (GT-AH4)	. 3
RUS 211	Russian Language III (GT-AH4)	. . 3
RUS 212	Russian Language IV (GT-AH4)	. . 3
SPA 211	Spanish Language III (GT-AH4)	. . 3
SPA 212	Spanish Language IV (GT-AH4)	. . 3
<b>Total Arts and Humanities</b>		
<b>Credits for A.A. Degree</b>		<b>. . . . . 9</b>

### SOCIAL & BEHAVIORAL SCIENCES (9 CREDITS)

Select three courses, one of which must be History.

#### History

HIS 101	Western Civilization I (GT-HI1)	. . . . . 3
HIS 102	Western Civilization II (GT-HI1)	. . . . . 3
HIS 201	United States History I (GT-HI1)	. . . . . 3
HIS 202	United States History II (GT-HI1)	. . . . . 3
HIS 247	Contemporary World History (GT-HI1)	. . . . . 3

#### Economic and Political Systems

ECO 201	Macroeconomics (GT-SS1)	. . . . . 3
ECO 202	Microeconomics (GT-SS1)	. . . . . 3
POS 105	Intro to Political Science (GT-SS1)	. . . . . 3
POS 111	American Government (GT-SS1)	. . . . . 3

#### Geography

GEO 105	World Geography (GT-SS2)	. . . . . 3
GEO 106	Human Geography (GT-SS2)	. . . . . 3

#### Human Behavior and Social Systems

ANT 101	Cultural Anthropology (GT-SS3)	. . . . . 3
ANT 111	Physical Anthropology (GT-SS3)	. . . . . 3
PSY 101	General Psychology I (GT-SS3)	. . . . . 3
PSY 102	General Psychology II (GT-SS3)	. . . . . 3
PSY 235	Human Growth and Development (GT-SS3)	. . . . . 3
SOC 101	Introduction to Sociology I (GT-SS3)	. . . . . 3
SOC 102	Introduction to Sociology II (GT-SS3)	. . . . . 3

#### Total Social and Behavioral

Sciences Credits for A.A. Degree . . . . . 9

### MATHEMATICS (3 CREDITS)

Select one course.

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 106) may not continue on with the next course in the series; students are required to repeat the course and demonstrate mastery of the material by earning a grade of C or better.

MAT 120	Mathematics for the Liberal Arts (GT-MA1)	. . . . . 4
MAT 121	College Algebra (GT-MA1)	. . . . . 4
MAT 122	College Trig (GT-MA1)	. . . . . 4
MAT 125	Survey of Calculus (GT-MA1)	. . . 4
MAT 135	Intro to Statistics (GT-MA1)	. . . . 3
MAT 201	Calculus I (GT-MA1)	. . . . . 5
MAT 202	Calculus II (GT-MA1)	. . . . . 5
<b>Total Mathematics</b>		
<b>Credits for A.A. Degree</b>		<b>. . . . . 3</b>
(Credits above the minimum of 3 will be counted in the elective category.)		

### PHYSICAL & LIFE SCIENCES (8 CREDITS)

Select two courses. Students may choose an entire full-year sequence (e.g. CHE 111, 112) or a combination of courses. All course prerequisites for science courses must be completed with a grade of C or better.

AST 101	Astronomy I (GT-SC1)	. . . . . 4
AST 102	Astronomy II (GT-SC1)	. . . . . 4
BIO 105	Science of Biology (GT-SC1)	. . . . 4
BIO 111	General College Biology I (GT-SC1)	. . . . . 5
(Credit will not be given for both BIO 105 and BIO 111.)		
BIO 112	General College Biology II (GT-SC1)	. . . . . 5
BIO 201	Human Anatomy & Physiology I (GT-SC1)	. . . . . 4
BIO 202	Human Anatomy & Physiology II (GT-SC1)	. . . . . 4
BIO 204	Microbiology (GT-SC1)	. . . . . 4
CHE 101	Introduction to Chemistry I (GT-SC1)	. . . . . 5
CHE 102	Introduction to Chemistry II (GT-SC1)	. . . . . 5
CHE 111	General College Chemistry I (GT-SC1)	. . . . . 5
(Credit will not be given for both CHE 101 and CHE 111.)		
CHE 112	General College Chemistry II (GT-SC1)	. . . . . 5
GEY 111	Physical Geology (GT-SC1)	. . . . . 4
GEY 121	Historical Geology (GT-SC1)	. . . . 4
MET 150	General Meteorology (GT-SC1)	. . . . 4
PHY 105	Conceptual Physics (GT-SC1)	. . . . 4
PHY 111	Physics: Algebra-Based I (GT-SC1)	. . . . . 5
(Credit will not be given for both PHY 105 and PHY 111.)		

PHY 112	Physics: Algebra-Based II (GT-SC1)	. . . . . 5
PHY 211	Physics: Calculus-Based I (GT-SC1)	. . . . . 5
PHY 212	Physics: Calculus-Based II (GT-SC1)	. . . . . 5
*SCI 155	Integrated Science I - Physics & Chemistry (GT-SC1)	. . . . . 4
*SCI 156	Integrated Science II - Earth & Life Science (GT-SC1)	. . . . . 4

\*NOTE: In order to receive General Education credit for Integrated Science courses, students must complete both SCI 155 and SCI 156. Successful completion of both SCI 155 and SCI 156 will satisfy all General Education requirements in the Physical and Life Sciences category for the A.A. degree.

**Total Physical and Life Sciences credits for A.A. Degree** . . . . . 8  
(Credits above the minimum of 8 will be counted in the elective category.)

### ORAL COMMUNICATION OR TECHNOLOGY (3 CREDITS)

Select one of the following courses.

SPE 115	Public Speaking	. . . . . 3
CIS 118	Intro. to PC Applications	. . . . . 3

NOTE: A student may demonstrate technology proficiency via an examination administered by the college or take CIS 118 or substitute (with advisor approval) a higher level technology course for CIS 118. A fee will be charged for the examination.

**Total Oral Communication or Technology Credits for A.A. Degree** . . . . . 3

### ELECTIVES

Electives may be chosen from the general education curriculum, other arts and sciences courses and specific Career and Technical courses (see Approved Degree Electives page 61). A maximum of 3 credits of Physical Education courses are allowed in A.A. degree electives.

**Total Elective Credits for A.A. Degree** . . . . . 22  
**Total Credits for A.A. degree** . . . . . 60

## Degree & Certificate Information, cont.

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

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 includes more science and mathematics.

Liberal Arts is the only major a student may pursue within the A.S. degree.

All courses included in General Education in the A.S. degree are intended to transfer. Occasional elective arts and sciences courses and most career and technical courses may not be accepted for transfer by particular baccalaureate institutions. See Approved Degree Electives (page 61) for appropriate electives for the A.S. degree. Once students have determined which baccalaureate institution they wish to transfer to, they should confirm and obtain in writing the receiving institution's transfer requirements, including a list of specific courses. Students can also consult the website at <http://www.state.co.us/cche/> for transfer guides to arts and sciences majors at Colorado's four-year colleges and universities.

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

Students pursuing an Associate of Science degree must see an advisor to develop their educational plan. Furthermore, all degree plans must be approved by the faculty advisor and the appropriate Mathematics or Science Department Chair.

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

1. Sixty (60) semester credit hours in approved course work are required for graduation.
2. A student must maintain a minimum cumulative grade point average of 2.0 (a 'C' average) in the A.S. degree program curriculum. GPA requirements for admission into four year institutions may be higher than 2.0. Students interested in transferring should contact the receiving institution for specific admission requirements.
3. Fifteen (15) semester 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.
5. 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. 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; and all mathematics, science, and computer courses applied to this degree must be completed with a grade of 'C' or better.
6. An advisor in the field of study must review and sign the application for graduation and the degree worksheet to verify that the student has met degree requirements. For the A.S. degree, the Mathematics or Science Department Chair must also sign the application. Required signatures certify that the faculty advisor and the mathematics and science departments have reviewed completion of the student's degree requirements.

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

GENERAL EDUCATION	CREDITS
Communication . . . . .	6
Arts & Humanities . . . . .	9
Social & Behavioral Sciences . . . . .	9
Mathematics . . . . .	3
Physical & Life Sciences . . . . .	8
Electives . . . . .	25
<b>Total . . . . .</b>	<b>60</b>

#### ASSOCIATE OF SCIENCE CURRICULUM COMMUNICATION (6 CREDITS)

The following two courses are required.

ENG 121 English Composition (GT CO1) . . . . .	3
Students will be required to either assess into or take and pass with a 'C' or better specific college preparatory English composition course(s) as a prerequisite for ENG 121. It is recommended that students take ENG 121 within the first two semesters of their degree program.	
ENG 122 English Composition II (GT CO2) . . . . .	3
Prerequisite: ENG 121 with a 'C' or better	
<b>Total Communication</b>	
<b>Credits for A.S. Degree . . . . .</b>	<b>6</b>

#### ARTS & HUMANITIES (9 CREDITS)

Select three courses.

##### Arts

ART 110 Art Appreciation (GT-AH1) . . . . .	3
ART 111 Art History I (GT-AH1) . . . . .	3
ART 112 Art History II (GT-AH1) . . . . .	3
MUS 120 Music Appreciation (GT-AH1) . . . . .	3
MUS 121 Introduction to Music History I (GT-AH1) . . . . .	3
MUS 122 Introduction to Music History II (GT-AH1) . . . . .	3
THE 105 Introduction to Theatre Arts (GT-AH1) . . . . .	3
THE 211 Development of Theatre I (GT-AH1) . . . . .	3
THE 212 Development of Theatre II (GT-AH1) . . . . .	3

##### Literature and Humanities

HUM 121 Survey of Humanities I (GT-AH2) . . . . .	3
HUM 122 Survey of Humanities II (GT-AH2) . . . . .	3
HUM 123 Survey of Humanities III (GT-AH2) . . . . .	3
LIT 115 Introduction to Literature (GT-AH2) . . . . .	3
LIT 201 Masterpieces of Literature I (GT-AH2) . . . . .	3
LIT 202 Masterpieces of Literature II (GT-AH2) . . . . .	3
LIT 205 Ethnic Literature (GT-AH2) . . . . .	3
LIT 211 Survey of American Literature I (GT-AH2) . . . . .	3
LIT 212 Survey of American Literature II (GT-AH2) . . . . .	3
LIT 221 Survey of British Literature I (GT-AH2) . . . . .	3
LIT 222 Survey of British Literature II (GT-AH2) . . . . .	3

##### Ways of Thinking

PHI 111 Introduction to Philosophy (GT-AH3) . . . . .	3
PHI 112 Ethics (GT-AH3) . . . . .	3
PHI 113 Logic (GT-AH3) . . . . .	3

##### Foreign Languages

GER 211 German Language III (GT-AH4) . . . . .	3
GER 212 German Language IV (GT-AH4) . . . . .	3
ITA 211 Italian Language III (GT-AH4) . . . . .	3
ITA 212 Italian Language IV (GT-AH4) . . . . .	3
JPN 211 Japanese Language III (GT-AH4) . . . . .	3
JPN 212 Japanese Language IV (GT-AH4) . . . . .	3
RUS 211 Russian Language III (GT-AH4) . . . . .	3
RUS 212 Russian Language IV (GT-AH4) . . . . .	3
SPA 211 Spanish Language III (GT-AH4) . . . . .	3
SPA 212 Spanish Language IV (GT-AH4) . . . . .	3
<b>Total Arts and Humanities</b>	
<b>Credits for A.S. Degree . . . . .</b>	<b>9</b>

### SOCIAL & BEHAVIORAL SCIENCES (9 CREDITS)

Select three courses, one of which must be History.

#### History

HIS 101	Western Civilization I (GT-HI1) . . . . .	3
HIS 102	Western Civilization II (GT-HI1) . . . . .	3
HIS 201	United States History I (GT-HI1) . . . . .	3
HIS 202	United States History II (GT-HI1) . . . . .	3
HIS 247	Contemporary World History (GT-HI1) . . . . .	3

#### Economic and Political Systems

ECO 201	Macroeconomics (GT-SS1) . . . . .	3
ECO 202	Microeconomics (GT-SS1) . . . . .	3
POS 105	Intro to Political Science (GT-SS1) . . . . .	3
POS 111	American Government (GT-SS1) . . . . .	3

#### Geography

GEO 105	World Geography (GT-SS2) . . . . .	3
GEO 106	Human Geography (GT-SS2) . . . . .	3

#### Human Behavior and Social Systems

ANT 101	Cultural Anthropology (GT-SS3) . . . . .	3
ANT 111	Physical Anthropology (GT-SS3) . . . . .	3
PSY 101	General Psychology I (GT-SS3) . . . . .	3
PSY 102	General Psychology II (GT-SS3) . . . . .	3
PSY 235	Human Growth and Development (GT-SS3)	3
SOC 101	Introduction to Sociology I (GT-SS3) . . . . .	3
SOC 102	Introduction to Sociology II (GT-SS3) . . . . .	3

#### Total Social and Behavioral

Sciences Credits for A.S. Degree . . . . . 9

### MATHEMATICS (3 CREDITS)

Select one course.

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 106) may not continue on with the next course in the series; students are required to repeat the course and demonstrate mastery of the material by earning a grade of C or better.

MAT 121	College Algebra (GT-MA1) . . . . .	4
MAT 122	College Trig (GT-MA1) . . . . .	4
MAT 125	Survey of Calculus (GT-MA1) . . . . .	4
MAT 135	Intro to Statistics (GT-MA1) . . . . .	3
MAT 201	Calculus I (GT-MA1) . . . . .	5
MAT 202	Calculus II (GT-MA1) . . . . .	5

**Total Mathematics Credits for A.S. Degree** . . . 3  
(Credits above the minimum of 3 will be counted in the elective category.)

### PHYSICAL AND LIFE SCIENCES

Select two laboratory-based courses. Students may choose an entire full-year sequence (e.g. CHE 111, 112) or a combination of courses. All course prerequisites for science courses must be completed with a "C" or better. (minimum of 8 credits)

AST 101	Astronomy I (GT-SC1) . . . . .	4
AST 102	Astronomy II (GT-SC1) . . . . .	4
BIO 111 and 112	General College Biology I & II (GT-SC1) . . . . .	10
BIO 201	Human Anatomy & Physiology I (GT-SC1) . . . . .	4
BIO 202	Human Anatomy & Physiology II (GT-SC1) . . . . .	4
BIO 204	Microbiology (GT-SC1) . . . . .	4
CHE 111 and 112	General College Chemistry I & II (GT-SC1) . . . . .	10
GEY 111	Physical Geology (GT-SC1) . . . . .	4
GEY 121	Historical Geology (GT-SC1) . . . . .	4
MET 150	General Meteorology (GT-SC1) . . . . .	4
PHY 111 and 112	Physics: Algebra-based I and II (GT-SC1) . . . . .	10
PHY 211 and 212	Physics: Calculus-based I and II (GT-SC1) . . . . .	10

#### Total Physical and Life Sciences

Credits for A.S. Degree . . . . . 8  
(Credits above the minimum of 8 will be counted in the elective category.)

### ELECTIVES

Students will select other electives from the following approved prefixes: AST, BIO, CHE, CIS, CSC, ENV, GEY, MAT, or PHY (see Approved Degree Electives page 61). Credit will not be given for both BIO 105 and BIO 111 or PHY 105 and PHY 111 or CHE 101 and CHE 111 or CHE 102 and CHE 112.

Total Elective Credits for A.S. Degree . . . . . 25  
Total Credits for A.S. degree . . . . . 60

## 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 director of 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 areas of study, 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 career and technical 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

Students seeking the Associate of General Studies degree must complete the Associate of General Studies Degree Contract signed by the faculty advisor and the director of the Student Success Center prior to acceptance into the degree program.

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

1. Sixty (60) semester 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.G.S. degree program curriculum.
3. Fifteen (15) semester 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.G.S. degree.
5. Career and technical courses are applicable toward the A.G.S. degree requirements when the courses are appropriate to the student's educational objectives.
6. The student's advisor and the director in the Student Success Center, must review and sign the application for graduation and the degree worksheet to verify that the student has met degree requirements.

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## Degree & Certificate Information, cont.

Students accepted into the degree program must then earn minimum credits in the following subject areas:

GENERAL EDUCATION	CREDITS
Communications and Humanities . . . .	9
Mathematics, Science and Computer . . . . .	7-9
Behavioral, Social, and Economic Sciences . . . . .	6
Professional Courses . . . . .	10
Electives . . . . .	26-28
<b>Total . . . . .</b>	<b>60</b>

### TOTAL MINIMUM REQUIREMENTS

#### COMMUNICATIONS AND HUMANITIES . . . . . 9

##### Required Courses:

ENG 121 English Composition I (GT-CO1). . . . .	3
SPE 115 Public Speaking. . . . .	3
OR	
SPE 125 Interpersonal Communication . .	3
OR	
SPE 215 Professional & Business Speaking . . . . .	3

**ARTS AND HUMANITIES . . . . . 3**  
Select one of the three-credit courses under the Arts and Humanities category listed in the current catalog for the A.A. degree.

#### MATHEMATICS, SCIENCE AND COMPUTER . . . . . 7-9

Any combination of courses with the following prefixes which are 100-level and above: AST, BIO, CHE, CIS, CSC, ENV, GEY, PHY, or MAT. (The following courses will not apply to this category: MAT 106 and 108.)

#### BEHAVIORAL, SOCIAL, AND ECONOMIC SCIENCES . . . . . 6

Any combination of courses listed in the current catalog under the Social and Behavioral Sciences category of the A.A. degree.

#### PROFESSIONAL COURSES . . . . . min 10

Any combination of professional courses with the following prefixes as listed in the current catalog: ACC, BTE, BUS, CIS, CNG, COM, CRJ, CSL, CSC, CTC, CWB, ECE, FTV, HPR, JOU, LTN, MAN, MAR, MOT, RTV as well as ENG 131, ENG 132, HWE 100, and PSY 100.

#### ELECTIVES . . . . . 26-28

Requirements may be satisfied with courses in the arts and sciences and/or career and technical areas as listed in the current catalog and as listed in the student's plan of study for the A.G.S. degree.

**Total credits for A.G.S. Degree . . . . . 60**





APPROVED DEGREE ELECTIVES

**COURSES APPROVED AS ELECTIVES FOR  
AIMS COMMUNITY COLLEGE ASSOCIATE OF ARTS (A.A.) AND  
ASSOCIATE OF SCIENCE (A.S.) DEGREES AND STATEWIDE  
ARTICULATION AGREEMENTS  
FOR 2006-2007:**

This list of electives reflects the best information currently available. Please check with your advisor to determine which courses are most appropriate for your chosen transfer institution

and major. Nursing, business, elementary teacher education, and pre-engineering students should follow the appropriate statewide articulations for specific course selections. Other courses not included in this list may be used if the student is following a formal institution-to-institution written transfer articulation agreement in a specific area of study (e.g. criminal justice to UNC or Metropolitan State). Other courses not included in this list may be used as electives with the signed approval of an Academic Dean.

PREFIXES	COURSES	DEGREE ABV
ACC 121	Principles of Accounting I.....	BT
ACC 122	Principles of Accounting II.....	BT
ANT	All courses.....	AA
ARA	All courses.....	AA
ART	All courses.....	AA
ASL	All courses.....	AA
AST	All courses.....	AA... AS
BIO 105	Science of Biology.....	AA
	(Credit will not be given for both BIO 105 and BIO 111)	
BIO 106	Basic Human Anatomy & Physiology.....	AA
	(Credit will not be given for both BIO 106 and BIO 201)	
BIO	All other courses.....	AA... AS
BUS 115	Introduction to Business.....	BT
BUS 216	Legal Environment of Business.....	BT
BUS 217	Business Communications & Report Writing.....	BT
BUS 226	Business Statistics.....	BT
CHE 101	Introduction to Chemistry I.....	AA
	(Credit will not be given for both CHE 101 and CHE 111)	
CHE 102	Introduction to Chemistry II.....	AA
	(Credit will not be given for both CHE 102 and CHE 112)	
CHE	All other courses.....	AA... AS
CIS	All courses.....	AA... AS
COM	All courses.....	AA
CSC	All courses.....	AA... AS
DAN	All courses (only 3 credits of PE activity courses apply to electives).....	AA
ECE 101	Introduction to Early Childhood Education.....	AA..... ECE
ECE 102	Introduction to Early Childhood Lab Techniques.....	AA..... ECE
ECE 103	Guidance Strategies for Children.....	AA..... ECE
ECE 205	Nutrition, Health & Safety.....	AA..... ECE
ECE 238	Child Growth & Development.....	AA..... ECE
ECE 241	Administration: Human Relations for ECE.....	AA..... ECE
ECO	All courses.....	AA
EDU 221	Introduction to Education.....	AA..... EE
EDU 231	Introduction to Bilingual Education.....	AA
EDU 234	Multicultural Education.....	AA
EDU 261	Teaching, Learning, and Technology.....	AA..... EE
ENG	All courses except those below 100 and ENG 178 and ENG 278.....	AA
ENV	All courses.....	AA... AS
ETH	All courses.....	AA
FRE	All courses.....	AA
GEO	All courses.....	AA
GER	All courses.....	AA
GEY	All courses.....	AA... AS
HIS	All courses.....	AA
HHP 160	Learn to Meditate.....	AA
	(only 3 credits of PE activity courses apply to electives)	

PREFIXES	COURSES	DEGREE ABV
HUM	All courses.....	AA
HWE 100	Introductory Nutrition.....	AA
HWE 145	Self Defense.....	AA
	(only 3 credits of PE activity courses apply to electives)	
ITA	All course.....	AA
JOU	All courses.....	AA
JPN	All courses.....	AA
LIT	All courses.....	AA
MAT 120	Math for the Liberal Arts.....	AA
MAT 155	Integrated Math I.....	AA
MAT 156	Integrated Math II.....	AA
MAT 175	Geometry.....	AA
MAT	All other MAT courses except those below 120 (AA) or 121 (AS).....	AA... AS
MET	All courses.....	AA... AS
MUS	All courses.....	AA
PED	All courses (only 3 credits of PE activity courses apply to electives).....	AA
PER	All courses (only 3 credits of PE activity courses apply to electives).....	AA
PHI	All courses.....	AA
PHO	All courses.....	AA
PHY 105	Conceptual Physics.....	AA
	(Credit will not be given for both PHY 105 and PHY 111)	
PHY	All other courses.....	AA... AS
POS	All courses.....	AA
PSY	All courses.....	AA
RUS	All courses.....	AA
SCI 155	Integrated Science I – Physics and Chemistry.....	AA
SCI 156	Integrated Science II – Earth and Life Science.....	AA
SOC	All courses.....	AA
SPA	All courses.....	AA
SPE	All courses.....	AA
TEL	All courses.....	AA
THE	All courses.....	AA
WST	All courses.....	AA

**LEGEND:**

- AA = Associate of Arts
- AS = Associate of Science
- BT = Statewide Business Transfer Articulation
- EE = Statewide Elementary Teacher Education Articulation
- ECE = Statewide Early Childhood Education Articulation

The following classes are accepted by at least two transfer institutions as part of their multicultural requirements

- HIS 246 History of Mexico
- LIT 205 Ethnic Literature
- SOC 216 Sociology of Gender
- WST 200 Introduction to Women's Studies



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# Alternative Transfer Degrees

## **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 60 semester 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 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 Accounting, Applied Management, Business Administration, Computer Science, Digital Communications, Health Care Management, Human Resources Management and Marketing, Management, Management Information Sciences, Public Safety Management and Management.

For more information please contact Alan Hendrickson at 970.339.6675 or e-mail [alan.hendrickson@aims.edu](mailto:alan.hendrickson@aims.edu).



# Academic Organization

## AIMS COMMUNITY COLLEGE ACADEMIC ORGANIZATION

### COMMUNICATIONS, APPLIED & NATURAL SCIENCES DIVISION

Academic Dean:

Howard Major, 970.339.6300  
Building/Construction Site Management  
Carpentry  
Communications Media  
Computer Information Systems  
Computer Science  
Electrical Wiring Technician  
Engineering: CAD  
English  
Graphic Technology  
Humanities  
    Literature  
    Philosophy  
    Theatre  
Interactive Design  
Mathematics  
Natural Sciences  
    Astronomy  
    Biology  
    Chemistry  
    Environmental Science  
    Geology  
    Physics  
Plumbing  
Speech

### ALLIED HEALTH & HUMAN SERVICES DIVISION

Academic Dean:

Donna Souther, 970.339.6453  
Early Childhood Education  
Education  
Health Sciences  
    Associate Degree Nursing  
    Certified Nurse Aide  
    Medical Clinical Assistant  
    Med Prep  
    Nuclear Medicine  
    Practical Nursing  
    Radiologic Technology  
    Surgical  
Paraeducator  
Physical Education  
Social Science  
    Anthropology  
    Economics  
    Geography  
    History  
    Political Science  
    Sociology  
    Women's Studies  
World Languages & Ethnic Studies  
    American Sign Language  
    Arabic  
    Ethnic Studies  
    French  
    German  
    Italian  
    Japanese  
    Latin  
    Russian  
    Spanish  
    Swedish

### TRADES, PUBLIC SAFETY, ART & LIFE SKILLS DIVISION

Academic Dean:

Dr. Richard Wood, 970.339.6222  
Accounting  
Auto Collision Repair  
Auto Service  
Aviation  
    General Aviation Pilot  
    Professional Pilot Program  
Business  
Business Technologies  
    Administrative Assistant  
    Business Administration  
    Legal Administrative Assistant  
    Medical Administrative Assistant  
College Prep Math  
College Prep Reading/English  
Criminal Justice  
    Police Academy  
Emergency Medical Services  
    Emergency Medical Technician  
    Gerontology  
Fire Science  
    Fire Service Training Academy  
Marketing/Management  
Psychology  
Visual & Performing Arts  
    Art/Design  
    Music  
Welding

### AIMS COMMUNITY COLLEGE - CONTINUING EDUCATION

Interim Dean:

Roseann Guyette, 970.339.6578

Continuing Medical Education  
    CPR/First Aid  
    MCSA - Microsoft  
    Certified Systems  
    Administrator Certification  
    MCSE - Microsoft Windows  
    Systems Engineer Certification  
Customized & Basic Skills Training  
    (for business and industry)  
Distance Learning  
    English as a Second Language

Flight Simulator Training  
General Education Development  
International Programs  
    Intensive English  
Lifelong Learning Workshops & Seminars  
Quality Improvement Training  
Self-interest Programs  
Small Business Development Center  
Youth Programs  
    College for Kids  
    High School Diploma



# Program Information

AAS, AA, AS, AGS





# Allied Health & Human Services

## ALLIED HEALTH & HUMAN SERVICES DEPARTMENT

### Location:

Health Sciences Building  
2040 Clubhouse Drive  
Greeley, CO 80634  
970.330.8008, Ext. 5011

### Lab Coordinator:

Sandra Short-Robbins, Ext. 5011

### Faculty:

Tess Masters, RN, Ext. 5013

### Location:

BOCES Building, Lower Level  
2020 Clubhouse Drive  
Greeley, CO 80634  
970.339.6266

### Director of Nursing Education Programs:

Jane Hartsock, MA, CNS,  
AOCN, RN, Ext. 6622

### Staff Executive:

Linda Krause, Ext. 6266

### Faculty:

Erika Greenberg, BSN, RN, Ext. 6647  
Stacy Landers, BSN, RN, Ext. 6410  
Katrina Shermock, MSN, RN, Ext. 6568  
Lana Simonds, MSN, RN, Ext. 6451  
Mark Urso, CST, Ext. 6539

### Advisor:

Emily Goodwin, Ext. 6570

### DEGREES/CERTIFICATES OFFERED:

Practical Nursing (Certificate)

Nurse Aide (Certificate)

Surgical Technology (A.A.S. Degree)

Associate Degree Nursing (A.A.S. Degree)

Radiologic Technology (A.A.S. Degree)

Nuclear Medicine (Certificate)

Mammography (Certificate)

### EMERGENCY MEDICAL SERVICES

Aims Community College Emergency Medical Services program offers Allied Health students a variety of career building courses. Our courses will compliment your education and assist you in obtaining work in more specialized areas. Many students use the Emergency Medical Technician Program as a stepping stone into nursing, pre-med, physician assistant, athletic training, cardiac rehab and more. We also offer Intravenous Therapy, EKG training, advanced Cardiac Life Support, CPR training and more. See the Emergency Medical Services pages in the catalog for a complete listing of degrees and certificates or for more information, contact, Kendra Currey, 970.339.6687, or Kristie Schaefer, 970.339.6582.

## SURGICAL TECHNOLOGY

### Advisor (Director):

Mark Urso, CST, Ext. 6539

**Program Length:** An Associate of Applied Science Degree in Surgical Technology can be completed in two years. Students requiring developmental coursework to meet assessment requirements will take more than the usual two years to complete the full degree.

**Program Description:** Intended for the individual desiring to work in an operating room setting requiring multi-tasking abilities. Skills obtained in this degree can be applied to the same-day surgical area, some clinic settings including freestanding surgical centers, and the hospital operating theater. Assisting in the operating room will be possible at an entry level with completion of the Surgical Technology degree.

**Potential Opportunities:** Multi-tasking abilities are highly sought after in the operating room setting today. Local opportunities can be found all over Northern Colorado as well as across the United States. Preparation as a Surgical Technologist also provides experience and gainful employment for those choosing to further their education in Surgical First Assisting, Nursing, Medicine, Physician's Assistant or other health-care professions. Certified graduates are eligible to advance in their profession through programs to become certified as a Surgical First Assistant. Those choosing to go for their Baccalaureate degree in Health Care Management or Health Care Communication will find that the A.A.S. in Surgical Technology will provide many of the requirements to transfer into the Bachelor of Applied Science Degree at the University of Northern Colorado or the Bachelor's in Health Care Management through on-line coursework with Franklin University.

**Registration Requirements:** All students taking this program must provide proof of their high school diploma or GED and have completed the prerequisite requirements prior to formal acceptance into the program. All student must be assessed prior to acceptance into this program and achieve a reading, score of 80, English/Sentence Skills of 95 and Elementary Algebra score of 85 or take the appropriate developmental coursework before being officially accepted into this program. Some course work is restricted to department majors and must have the program advisor's signature on the course



registration before registering.

**Other Requirements:** Prior to entering the clinical operating room settings, students must hold a current CPR card, have completed the HBV vaccination series, have a current MMR, a current Tetanus immunization and a current TB test. The

HBV series involves three immunizations, initial, one at 30 days and one at 3-6 months and a background check is also required.

**Additional Student Resources:** Since professional affiliations are a mark of the best medical workers, all students are encouraged to become active members of HOSA, the Health Occupations Students of America and/or The Association of Surgical Technologists Student Organization.

## **SURGICAL TECHNOLOGY** *(Associate of Applied Science Degree)*

**Faculty and Advisor (Director):**  
Mark Urso, Ext. 6539

### **PREREQUISITES:**

Current CPR card prior to clinical entry.  
BIO 105 Basic Anatomy & Physiology . . . 4  
MAT 106 Survey of Algebra . . . . . 4

### **GENERAL EDUCATION . . . . . 20**

ENG 121 English Composition I . . . . . 3  
BIO 204 Microbiology . . . . . 4  
BIO 201 Human Anatomy &  
Physiology I . . . . . 4  
BIO 202 Anatomy & Physiology II . . . . . 4  
PSY 235 Developmental Psychology . . . . . 3  
HPR 178 Seminar: Medical Terminology . . . 3  
SPA 115 Spanish for the Professional . . . . . 3  
**Total General Education Credits: . . . . . 24**

STE 100 Surgical Technology Theory . . . . . 6  
STE 101 Surgical Technology Skills Lab . . . 4  
STE 105 Pharmacology for Surgical  
Technology . . . . . 2  
STE 110 Surgical Procedures I . . . . . 3  
STE 115 Surgical Procedures II . . . . . 3  
STE 120 Surgical Procedures III . . . . . 3  
STE 181 Clinical Internship I . . . . . 4  
STE 182 Clinical Internship II . . . . . 4  
STE 183 Clinical Internship III . . . . . 6  
STE 275 Special Topics: Certification Exam  
Preparation . . . . . 2  
**Total Credits for A.A.S. Degree: . . . . . 61**

## **SURGICAL TECHNOLOGY** **ADVISORY COMMITTEE**

Sheila Adamson, RN, Charge  
Surgery Center of Northern Colorado  
Peggy Connor, RN, MSN, CNO  
Northern Colorado Medical Center  
Tammy Grant, Coordinator  
Weld County Workforce Development  
Valerie Kerbel, Staff Specialist  
Radiologic Technology  
Aims Community College  
Dana Mayhugh, CST  
Surgical Technologist/part-time faculty  
Northern Colorado Medical Center

Pam Nye, RN  
McKee Medical Center  
Brenda Rask, Director of Career  
and Technical Education  
Aims Community College  
Cindy Richard, Educator  
Sterile Processing Department  
Northern Colorado Medical Center  
Donna Souther, MS, JD, Academic Dean  
Aims Community College,  
Pamyla Tooley  
Student Representative  
Mark Urso, CST  
Surgical Technology Coordinator  
Aims Community College  
Mark Ward, Deputy Coroner  
Weld County  
Paula Yanish, Director,  
Student Success Center  
Aims Community College,

## **NURSE AIDE**

### **Coordinator:**

Tess Masters, RN, Ext. 5013

**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. A criminal background check will be required. 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 will satisfy the requirement for application to the Aims and UNC nursing programs.

**Program Length:** 110 clock hours usually scheduled over 4 weeks.

**Schedule:** Day classes offered 9:00 a.m.-3:30 p.m. and evening classes 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 an advisor's signature on the course registration before registering.

### **CERTIFICATE PROGRAM:**

NUA 101 Certified Nurse Aide  
Health Care Skills . . . . . 4  
NUA 170 Nurse Assistant Clinical  
Experience . . . . . 1  
**Total Credits for Certificate . . . . . 5**

## **GERONTOLOGY CERTIFICATE** **PENDING STATE APPROVAL**

This certificate is intended for people who are involved with caring for the elderly (generally a health care setting) who would like to learn more about the health care pertaining to the elderly. It provides a basic overview of particular concerns involving the elderly patient/client. Recommended for nurse aides, nurses, EMTs, long term health care employees.

HWE 112 Health and Wellness for the  
Elderly . . . . . 3  
EMS 134 The Geriatric Patient . . . . . 1  
EMS 151 Geriatric Emergencies . . . . . 3  
**Total Credits for Certificate: . . . . . 7**

This certificate is intended for people who are involved with caring for the elderly in acute, sub acute, long term, clinical and emergency settings. It provides a basic overview of particular concerns involving the elderly patient/client. Students will learn strategies that they can utilize every day in their working environment with elderly patients/clients. Recommended for nurses, physicians, EMTs, nurses aides, medical assistants, dental assistants, radiology technicians, business office staff and more.

## **PRACTICAL NURSING**

Jane Hartsock, MA, CNS, AOCN, RN  
Director of Nursing Education  
Programs, Ext. 6622

### **Advisors and Faculty:**

Erika Greenberg, BSN, RN, Ext. 6647  
Stacy Landers, BSN, RN, Ext. 6410  
Lana Simonds, MSN, RN,  
Associate Professor, Ext. 6451  
Katrina Shermock, MSN, RN, Ext. 6568

**Program Length:** The Practical Nursing Certificate program is three semesters in length. Students requiring developmental courses will take more than the usual three semesters to complete the full degree.

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## Allied Health & Human Services, cont.

**Program Description:** Intended for the individual desiring to work in a rehabilitation, extended-acute care, long-term care, clinic, or hospital setting involving direct hands-on patient care. Students will learn bedside care of the acutely and chronically ill patient. Skills in sterile and medically aseptic techniques will be stressed. Graduates who successfully complete licensure requirements will be qualified to work in healthcare settings under the supervision of the RN, PA or MD. Students will learn appropriate team nursing techniques and the appropriate lines of delegation for which they will be responsible.

**Potential Opportunities:** Local opportunities can be found all over Northern Colorado as well as being recognized across the United States. Graduates of this program are eligible to sit for the NCLEX-PN examination to become a Licensed Practical Nurse.

**Registration Requirements:** All applicants for enrollment into this program must attend an informational Orientation for Application through the Aims Advising Core. Orientations are held on the second Tuesday of every month at 12 noon and 6:00 p.m. At the time of selection for the program, each new class of students will

be required to attend a formal Nursing Department Orientation, times to be announced upon selection notification. All students taking this program must have proof of their high school diploma or GED and have completed the prerequisite requirements prior to formal acceptance into the program. Some course work is restricted to department majors and must have the program advisor's signature on the course registration before registering.

**Other Requirements:** Prior to entering the Practical Nursing program, students must:

1. Have completed a Certified Nursing Assistant Program and hold a certification from the State of Colorado.
2. Hold a current Health Provider CPR card.
3. Have documented current immunization or proof of immunity for MMR, tetanus and HBV series.
4. Have current proof of TB test.
5. Have a recent (last 6 months) background check without any disqualifying offenses.
6. Complete and get the required scores on the Accuplacer assessment tests and the Nurse Entrance Test, (N.E.T.).

**Additional Student Resources:** Since professional affiliations are a mark of the best medical workers, all students are encouraged to become active members of the Aims Student Nursing Association and the Health Occupations Students Association.

### PRACTICAL NURSING CERTIFICATE ASSESSMENT SCORES:

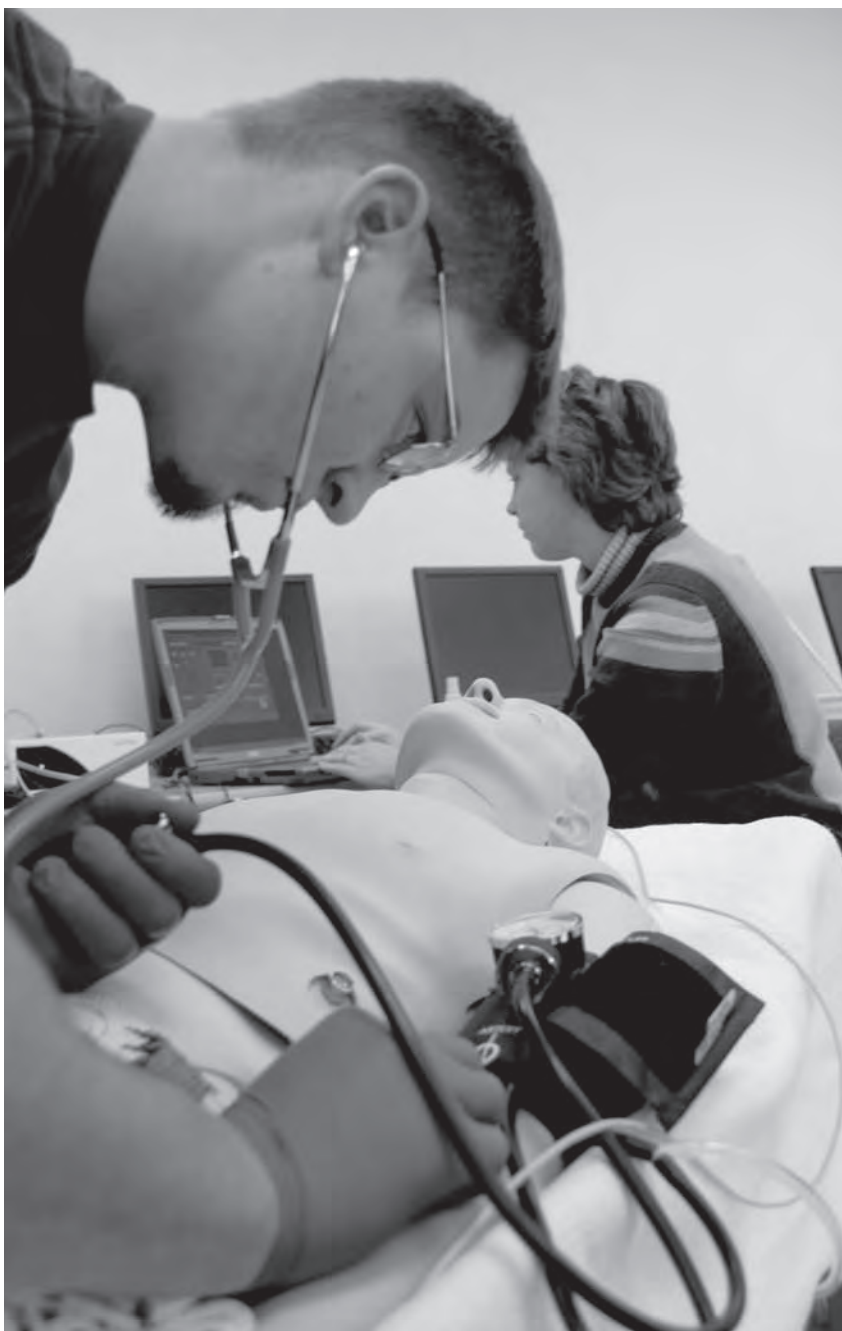
Reading: 80 or Reading 090  
Sentence Skills: 95 or ENG 090  
Elementary Algebra: 85 or MAT 106  
N.E.T. scores: Equal or above National Average

### PROGRAM PREREQUISITES

Criminal Background Check  
Current CPR card

### GENERAL EDUCATION COURSES

BIO 201 Anatomy and Physiology I . . . . . 4  
BIO 202 Anatomy and Physiology II. . . . . 4  
BIO 204 Microbiology. . . . . 4  
ENG 121 English Composition I . . . . . 3  
PSY 235 Human Growth and  
Development. . . . . 3







## ASSOCIATE DEGREE NURSE - RN

(Associate of Applied Science Degree)

(Interim approval State Board of Nursing)

### PENDING STATE APPROVAL

#### Advisors and Faculty:

Jane Hartsock, MA, CNS,

AOCN, RN, Ext. 6622

Director of Nursing

Education Programs

Erika Greenberg, BSN, RN, Ext. 6647

Stacy Landers, BSN, RSN, Ext. 6410

Katrina Shermock, MSN, RN,

Ext. 6568

Lana Simonds, MSN, RN, Ext. 6451

The Aims Associate Degree Nursing Program has interim approval from the State Board of Nursing. Program continuance after 2005-06 is contingent upon the State Board of Nursing granting full approval of the program.

**Program Length:** The length of the Associate Degree Nursing Program is two semesters. The total number of nursing courses equal 34 credits. See list of Core Courses.

**Program Description:** This program is intended to prepare the individual to work in any health care setting within the scope of practice of a Registered Nurse. These may include long-term care, clinic, rehabilitative, community, home or hospital settings. They will be qualified to work in any health-care setting under the supervision of a MD, Advanced Practice Nurse, or PA. Successful graduates of this program will be eligible to sit for the NCLEX-RN exam.

Students will learn advanced concepts and techniques built upon the basics learned in a Practical Nurse Program. They will receive clinical experiences to correlate with concepts learned in the classroom. Students will learn and apply the nursing process and nursing techniques to patients of all age groups and with varied conditions in a variety of clinical settings.

**Registration Requirements:** Those entering this program will have graduated from a PN program and have passed the NCLEX-PN exam or provide evidence of proof to test. Aims Community College nursing program follows the regulations of the Colorado Articulation Model. All applicants must attend an informational Orientation for Application through the Aims Advising Core. Orientations are held on the second Tuesday of every month at

### PRACTICAL NURSING

NUR 101	Pharmacology Calculations . . . . .	1
NUR 105	Practical Nursing Arts & Skills . . . . .	5
NUR 170	Clinical I . . . . .	4
NUR 102	Alterations in Adult Health I . . . . .	3
NUR 103	Basic Health Assessment for the Practical Nurse . . . . .	1
NUR 111	Socialization into Practical Nursing . . . . .	1
NUR 112	Basic Concepts of Pharmacology . . . . .	2
NUR 116	Basic Concepts of Gerontological Nursing . . . . .	1
NUR 171	Clinical II . . . . .	4
NUR 104	Alterations in Adult Health II . . . . .	3
NUR 113	Basic Concepts of Maternal- Newborn Nursing . . . . .	2
NUR 114	Basic Concepts of Nursing of Children . . . . .	2
NUR 115	Basic Concepts in Mental Health & Illness . . . . .	1
NUR 172	Clinical III . . . . .	1
NUR 173	Clinical IV . . . . .	1
NUR 174	Clinical V . . . . .	2
<b>Total credits for Certificate:</b> . . . . .		<b>34</b>

### EXTENDED PRACTICAL NURSING CERTIFICATE PROGRAM PREREQUISITES

#### ASSESSMENT SCORES:

Reading: 80 or Reading 090

Sentence Skills: 95 or ENG 090

Elementary Algebra: 85 or MAT 106

N.E.T. scores: Equal or above National Average

HPR 102 CPR for Healthcare Professionals or Healthcare Provider CPR card is required before starting program classes.

A completed Nurse Aide course and state certification are required before program entry.

### GENERAL EDUCATION COURSES

BIO 201	Anatomy and Physiology I . . . . .	4
BIO 202	Anatomy and Physiology II . . . . .	4
BIO 204	Microbiology . . . . .	4
ENG 121	English Composition I . . . . .	3
PSY 235	Human Growth and Development . . . . .	3

### FIRST SEMESTER

NUR 101	Pharmacology Calculations . . . . .	1
NUR 103	Basic Health Assessment for the Practical Nurse . . . . .	1
NUR 105	Practical Nursing Arts & Skills . . . . .	5
NUR 112	Basic Concepts of Pharmacology . . . . .	2
NUR 170	Clinical I . . . . .	4

### SECOND SEMESTER

NUR 102	Alterations in Adult Health I . . . . .	3
NUR 113	Basic Concepts of Maternal- Newborn Nursing . . . . .	2
NUR 116	Basic Concepts of Gerontological Nursing . . . . .	1
NUR 171	Clinical II . . . . .	4
NUR 172	Clinical III . . . . .	1

### THIRD SEMESTER

NUR 104	Alterations in Adult Health II . . . . .	3
NUR 111	Socialization into Practical Nursing . . . . .	1
NUR 114	Basic Concepts of Nursing of Children . . . . .	2
NUR 115	Basic Concepts in Mental Health & Illness . . . . .	1
NUR 173	Clinical IV . . . . .	1
NUR 174	Clinical V . . . . .	2
<b>Total Credits for Certificate:</b> . . . . .		<b>52</b>



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## Allied Health & Human Services, cont.

12 noon and 6:00 p.m. Each new class of students will be required to attend a formal Nursing Department Orientation, times to be announced upon selection.

**Other Requirements:** Prior to entering the ADN program the student must hold a current Health Provider CPR Card, have documentation of current immunization or proof of immunity for MMR, tetanus and the HBV series; and have proof of current TB test have a recent (last 6 months) criminal background check without disqualifying offenses, complete and get the required score on the Accuplacer Assessment tests and the Nurse Entrance Test (N.E.T) and completed the required General Education Courses.

### PROGRAM PREREQUISITES

Licensed Practical Nurse Certificate, plans to sit for licensure exam, and current CPR certification.

### GENERAL EDUCATION COURSES

BIO 201	Human Anatomy and Physiology I . . . . .	4
BIO 202	Human Anatomy and Physiology II . . . . .	4
BIO 204	Microbiology . . . . .	4
ENG 121	English Composition I . . . . .	3
PSY 235	Human Growth & Development . . . . .	3
SPA 115	Spanish for Professional OR Humanities OR Behavioral/Social Studies Course . . . . .	3
<b>Total General Education Credits . . . . .</b>		<b>21</b>

### FIRST SEMESTER

NUR 206	Advanced Concepts of Medical-Surgical Nursing I . . . . .	5
NUR 210	Nursing Care of Complex Obstetrical & Pediatric Clients . . . . .	5
NUR 279	Seminar: Expanded Concepts of Pharmacology and Nursing Science . . . . .	1
NUR 288	Practicum: Health and Physical Assessment for Nursing Practice . . . . .	1
NUR 270	Expanded Clinical I: Concepts of Gerontological and Adult Nursing . . . . .	3
NUR 271	Expanded Clinical II: Concepts of the Childbearing Family and the Child . . . . .	2
<b>Total First Semester Credits . . . . .</b>		<b>17</b>

### SECOND SEMESTER

NUR 211	Nursing Care of Psychiatric Clients . . . . .	5
NUR 216	Advanced Concepts of Medical-Surgical Nursing II . . . . .	4
NUR 217	Leadership for Professional Nursing Practice . . . . .	2

NUR 272	Expanded Clinical III: Concepts of Medical-Surgical Nursing of the Adult . . . . .	3
NUR 273	Expanded Clinical IV: Psychiatric Nursing . . . . .	1
NUR 289	Expanded Clinical V: Capstone: Comprehensive Nursing Intern . . . . .	2
<b>Total Second Semester Credits . . . . .</b>		<b>17</b>
<b>Total Credits for ADN: . . . . .</b>		<b>55</b>
<b>Credits Accepted from PN Program: . . . . .</b>		<b>23</b>
<b>Total Associate Degree Credits: . . . . .</b>		<b>78</b>

**General Education courses for ADN must be completed prior to admission.**

### NURSING PROGRAMS ADVISORY COMMITTEE

Cherie Badail, RN Education Director Platte Valley Youth Services
Nancy Campbell, RN, DON Columbine Care Center West
Paula Crespin, DON, RN Platte Valley Hospital
Crystal Day, CEO Rehabilitation & Visiting Nurse Association
Ann Fanning, RN, Asst DON Centennial Healthcare
Julie Firman McKee Medical Center
Cindy Gibson, Fairacres Manor
Emily Goodwin, Allied Health Advisor Aims Community College,
Erika Greenberg, BSN, RN, Faculty Aims Community College
Lisa Harrison, Dean of Students Banner Health Systems
Jane Hartsock, MA, RN, CNS, Aims Community College Director Nursing Education Program
Mary Johnson, RN, DON Sierra Vista Health Care Center
Stacy Landers, BSN, RN, Faculty Aims Community College
Raegan L. Maldonado, Ombudsman Weld County Area Agency on Aging
Georgia Martin, RN, HNC Bonell Good Samaritan Center
Tess Masters, RN, CNA Coordinator Aims Community College
Yvonne Myers, CNA Community Relations, Columbine Health Systems
Candace Pruitt, BSN Poudre Valley Health Systems
Cathy Ream, RN, DON Centennial Healthcare
Katrina Shermock, MSN, RN, Faculty Aims Community College

Lana Simonds, MSN, RN, Faculty Aims Community College
Donna Souther, Academic Dean Aims Community College
Dianne Stille, RN, MSN Centennial Area Health Education Center
Kim Tabor, RN, DON Windsor Health Care Center
Marla Trujio, RN, Nurse Educator Fairacres Manor
Rebecca Varghese Kenton Manor
Cheryl Vogel, SDS Life Care Center
Kay Weeks, RN Staff Development Coordinator Kenton Manor
Claudia Weightman Director Human Resources Big Thompson Medical Group, P.C.
Kris Witt, RN, DON Columbine Care Center East
Paula Yanish, Director Student Success Center Aims Community College
Dennis Ziefel, Administrator Centre Avenue Rehab Facility, LLC

### PRENURSING STATEWIDE ARTICULATION AGREEMENT

*(Associate of Arts Degree)*  
(Under Development)

#### Advisors:

Dr. Leba Sarkis, Ext. 6367

This curriculum is designed to provide the student with the general education, statistics and basic science requirements that will transfer into a university program leading to the Bachelor of Science in Nursing Degree (BSN). Since program or transfer goals/requirements may differ, the student should work closely with the prenursing advisor for help in choosing courses.

**Recommended degree requirements for Pre-Nursing Statewide Agreement:**

**COMMUNICATION:** . . . . . 6

See A.A. degree requirements.

**ARTS & HUMANITIES:** . . . . . 9

See A.A. degree requirements.

**SOCIAL & BEHAVIORAL SCIENCES:** . . . . . 9

ANT 101 Cultural Anthropology . . . . . 3  
See A.A. degree requirements for remaining two courses.

## Allied Health & Human Services, cont.

### MATHEMATICS: . . . . . 3-4

- MAT 135 Intro to Statistics . . . . . 3  
OR  
MAT 121 College Algebra . . . . . 4

### PHYSICAL & LIFE SCIENCES: . . . . . 10

- CHE 101 Intro to Chemistry I . . . . . 5  
CHE 102 Intro to Chemistry II . . . . . 5

### ORAL COMMUNICATION

#### OR TECHNOLOGY: . . . . . 3

See A.A. degree requirements.

### ELECTIVES: . . . . . 18-20

#### Required:

- BIO 105 Science of Biology . . . . . 4  
BIO 111 General College Biology I . . . . . 5  
BIO 204 Microbiology . . . . . 4  
BIO 201 Human Anatomy &  
Physiology I . . . . . 5  
BIO 202 Human Anatomy &  
Physiology II . . . . . 5  
PSY 235 Human Growth and  
Development . . . . . 3

(See your advisor for additional transferable courses.)

Total Credits for A.A. Degree: . . . . . 60

## RADIOLOGIC TECHNOLOGY

(Associate of Applied Science Degree)

#### Location:

Ed Beaty Hall, Room 567.4  
970.330.8008, Ext. 6424

#### Program Chair:

Holly Knaub, B.A.S., RTR, Ext. 6324

#### Advisors:

Health Occupations advising core

#### Faculty:

Holly Knaub,  
Department Chair, Ext. 6324  
Debi Knudson, Ext. 6419  
Tracey Warner, Ext. 6420  
Nan Cramer, Ext. 6436  
Terri Wagner, Ext. 6341

### DEGREES/CERTIFICATES OFFERED:

#### Radiologic Technology

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

#### Mammography Technologist (Certificate)

**Program Length:** Requires minimum of five semesters PLUS 17 credits of General Education for Associate of Applied Science degree.

**Entrance Requirements:** This program starts ONLY in fall semester. Admission is highly competitive and attendance at orientation is essential. Completion of a three-phase admission process is required before the student is officially admitted to the program. Students are admitted

on a first-come-first served basis, once prerequisites and acceptable admission rating are achieved. Contact Health Occupations advising core.

**Registration Requirement:** RTE majors in the program must have radiography advisor's signature on all registration forms each semester.

**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 System. Courses listed are subject to change. Students can verify the course offerings from the program chair.

### DEGREE PROGRAM

**Radiologic Technology General Education Courses:** A minimum of 17 semester credit hours of General Education Courses are required.

### PREREQUISITES

- High school Biology  
High school Algebra  
Computer Literacy  
Require CPT scores  
RTE 101 Intro to Radiologic Technology . . 2  
HPR 178 Seminar: Medical  
Terminology . . . . . 1-3  
HPR 102 CPR for Healthcare Provider . . . 0.5  
Total Prerequisite Credits: . . . . . 5.5

### GENERAL EDUCATION

- BIO 106 Basic Anatomy & Physiology . . . 4  
PSY 101 General Psychology I . . . . . 3  
SPE 125 Interpersonal Communications . . 3  
ENG 121 English Composition I . . . . . 3  
MAT 106 Survey in Algebra . . . . . 4  
Total General Education Credits: . . . . . 17

### SPECIFIC COURSES

- RTE 111 Radiographic Patient Care . . . . . 2  
RTE 121 Radiologic Procedures I . . . . . 3  
RTE 122 Radiologic Procedures II . . . . . 3  
RTE 131 Radiographic Pathology &  
Image Evaluation I . . . . . 1.5  
RTE 132 Radiographic Pathology &  
Image Evaluation II . . . . . 1.5  
RTE 141 Radiographic Equipment/  
Imaging I . . . . . 3

- RTE 142 Radiographic Equipment/  
Imaging II . . . . . 3  
RTE 181 Radiographic Internship I . . . . . 5  
RTE 182 Radiographic Internship II . . . . . 5  
RTE 183 Radiographic Internship III . . . . . 7  
RTE 221 Advanced Medical Imaging . . . . . 3  
RTE 231 Radiation Biology/Protection . . . 2  
RTE 281 Radiographic Internship IV . . . . . 8  
RTE 282 Radiographic Internship V . . . . . 8  
RTE 289 Capstone . . . . . 3  
Total Specific Course Credits: . . . . . 58  
Total Credits for A.A.S. Degree: . . . . . 75



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## Allied Health & Human Services, cont.

### MAMMOGRAPHY

(Certificate)

Advisor and Faculty:

Holly Knaub, B.A.S., RTR, Ext. 6324

**Program Length:** Approximately One Semester.

**Program Description & Potential Opportunities:** The program is restricted to only Registered Technologists seeking certification in mammography. Opportunities are in hospitals, clinics and doctors offices.

**Prerequisites:** Registered technologists with 1 year experience.

#### SPECIFIC COURSES

RTE 250 Mammography . . . . .	3
RTE 291 Mammography Clinical . . . . .	3
<b>Total Specific Course Credits:</b> . . . . .	<b>6</b>

### RADIOLOGIC TECHNOLOGY

#### ADVISORY COMMITTEE

Isaac Asbury

Supervisor Radiologic Technology  
McKee Medical Center

Tate Borleske, R.T.(R)  
Staff Technologist

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

Staff Technologist,

Dan Dennie

Manager Medical Imaging

North Colorado Medical Center

Cherlene Goodale, A.A.S., R.T.(R)

Supervising Technologist,

McKee Medical Center

Lois Heater, R.T.(R)

Supervising Technologist

Longmont United Hospital

James Herman, R.T.(R), R.P.A.

Radiology Assistant

Greeley X-Ray Group

Mark Howshar, M.D., Medical Advisor

Radiologist, Poudre Valley Hospital

Deb Mayer, R.T.R

Clinical Supervisor

McKee 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

Jennifer Sarcher, A.A.S., R.T.R

Staff Technologist, NCMC

Brian Zink, A.A.S., R.T.R

Supervising Technologist

Poudre Valley Hospital

### NUCLEAR MEDICINE

(One Year Certificate)

Location:

Ed Beaty Hall, Room 567

970.339.6424

**Program Chair:**

Holly Knaub, B.A.S., RTR,

970.339.6324

**Program Length:** Requires a minimum of three semesters.

**Entrance Requirements:** Applicants must possess RTR certification. Contact the program coordinator for an application. Program is limited to 10 students/year.

**Potential Opportunities:** Nuclear medicine combines chemistry, physics, mathematics, computer technology, and medicine in using radioactivity to diagnose and treat disease. It uniquely provides information about both the structure and function of every major organ system within the body.

Students successfully completing the program are eligible to take the American Registry of Radiologic Technologist Nuclear Medicine and/or the Nuclear Medicine Technologist Certification Board competency exam.

**Prerequisites:** Certified Radiologic Technologist.

**NOTE:** This program may include changes that are subject to approval by the Colorado Community College System. Courses listed are subject to change. Contact the program coordinator to verify course offerings.

#### CERTIFICATE REQUIREMENTS

##### Specific Courses

NMT 200 Nuclear Medicine Science . . . . .	3
NMT 210 Nuclear Medicine Instrumentation . . . . .	2
NMT 211 Nuclear Medicine Procedures I . . . . .	3
NMT 212 Nuclear Medicine Procedures II . . . . .	4
NMT 220 Nuclear Medicine Case Studies . . . . .	2
NMT 230 Nuclear Medicine Licensing & Certification . . . . .	2
NMT 280 Nuclear Medicine Internship I . . . . .	7.5
NMT 281 Nuclear Medicine Internship II . . . . .	7.5
NMT 283 Nuclear Medicine Internship III . . . . .	5
<b>Total Specific Course Credits:</b> . . . . .	<b>36</b>
<b>Total Credits for Certificate:</b> . . . . .	<b>36</b>

#### Nuclear Medicine Advisory Committee

Ruben Aschleman

Poudre Valley Hospital

Josie Brockman

McKee Medical Center

David Donaldson

Swedish Medical Center

Nina Leitman

University Health Sciences Center

Scott Maddes

North Colorado Medical Center

Steve Spicer

Longmont United Hospital





## **AUTOMOTIVE COLLISION REPAIR DEPARTMENT** (A NATEF Master Certified Program) PENDING STATE APPROVAL

### Location:

Trades & Industry, T&I Room 101  
970.339.6278  
1.800.301.5388

### Program Chair:

Pat Hergenreter  
970.339.6278

### Advisors and Faculty:

Pat Hergenreter, 970.339.6278  
Bill Hernandez, 970.339.6278

### DEGREES/CERTIFICATES OFFERED:

**Automotive Collision Repair**  
(two-year A.A.S. Degree)

**Non-Structural Repair Technician**  
(Certificate)

**Structural Repair Technician** (Certificate)

**Plastics Repair Technician** (Certificate)

**Refinish Prep Technician** (Certificate)

**Refinish Technician** (Certificate)

**Damage Appraisal and Estimating**  
(Certificate)

**Street Rod** (Certificate)

**Upholstery** (Certificate)

**Program Scheduling:** The Collision Repair Department will work with individuals or companies alike to plan customized programs of study that will meet their needs.

## **AUTOMOTIVE COLLISION REPAIR TECHNOLOGY** (Associate of Applied Science Degree)

**Mission:** Our overall mission is to develop a competent program that 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 offer outstanding opportunities, it offers the kind of career where you can see the results of your efforts while taking pride in your work on each and every job.

The job of collision repair technicians is to repair damaged vehicles to a pre-accident condition. This is done by replacing or repairing and realigning the exterior panels, which are 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 technicians perform top quality repair, 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.

Automobiles today come from the factory with glamour finishes, using layers of clear coats and pearl coats to give special effects and to 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, prime, sand, and spray the final finish.

**Program Requirements:** To earn an A.A.S. degree, the student must complete all ACT prefix courses and at least 17 credit hours of general education courses. Assessment is required in degree program; dexterity testing is required in degree program. Students are required to furnish their own hand tools.

**Registration Requirement:** All students taking a course or courses must have an appropriate advisors signature on the course registration before registering.

### **COLLISION REPAIR DEGREE DEGREE REQUIREMENTS**

ACT 101	Introduction to Automotive Collision Technology. . . . .	4
ACT 111	Metal Welding and Cutting I . . .	3
ACT 121	Non-Structural Repair Prep. . . .	3
ACT 122	Panel Repair and Replacements. . .	3
ACT 123	Metal Finishing and Body Filling . . . . .	3
ACT 131	Structural Damage Diagnosis . . .	3
ACT 132	Structural Damage Repair. . . . .	3
ACT 151	Plastics and Adhesives I. . . . .	1
ACT 170	Automotive Collision Technology Lab Experience I . . . . .	1
ACT 171	Automotive Collision Technology Lab Experience II . . . . .	1
ACT 172	Automotive Collision Technology Lab Experiences III . . . . .	1
ACT 180	Automotive Collision Repair Internship Level I . . . . .	4
ACT 181	Automotive Collision Repair Level II Internship. . . . .	4
ACT 211	Metal Welding and Cutting II. . .	2
ACT 221	Moveable Glass and Hardware . .	2

ACT 231	Advanced Structural Damage Diagnosis and Repair . . . . .	3
ACT 232	Fixed Glass Repair. . . . .	2
ACT 251	Plastics and Adhesives II . . . . .	1
<b>Total Credits for Specific Course:</b>		<b>44</b>

(Student must also provide a valid Red Cross Standard First Ad/CPR or take HWE 103 in order to qualify for the A.A.S. Degree.)

### **GENERAL EDUCATION**

ENG 131	Technical Writing I. . . . .	3
CIS 118	Intro PC Applications . . . . .	3
PHY 105	Conceptual Physics . . . . .	4
ECO 105	Introduction to Economics . . . .	3
MAT 112	Financial Mathematics . . . . .	3
<b>Total Credits for General Education:</b>		<b>17</b>
<b>Total Credits for A.A.S. Degree:</b>		<b>60</b>

### **NON-STRUCTURAL REPAIR TECHNICIAN CERTIFICATE CERTIFICATE REQUIREMENTS**

ACT 101	Introduction to Automotive Collision Technology. . . . .	4
ACT 111	Metal Welding and Cutting I . . .	3
ACT 121	Non-Structural Repair Prep. . . .	3
ACT 122	Panel Repair and Replacements. .	3
ACT 123	Metal Finishing and Body Filling . . . . .	3
ACT 180	Automotive Collision Repair Internship Level I. . . . .	4
ACT 221	Moveable Glass and Hardware . .	2
ACT 211	Metal Welding and Cutting II. . .	2
<b>Total Credits for Non-Structural Repair Technician Certificate:</b>		<b>24</b>

### **STRUCTURAL REPAIR TECHNICIAN CERTIFICATE CERTIFICATE REQUIREMENTS**

ACT 131	Structural Damage Diagnosis . . .	3
ACT 132	Structural Damage Repair. . . . .	3
ACT 171	Automotive Collision Technology Lab Experiences II. . . . .	2
ACT 231	Advanced Structural Damage Diagnosis and Repair . . . . .	3
ACT 232	Fixed Glass Repair. . . . .	2
<b>Total Credits for Structural Repair Technician Certificate:</b>		<b>13</b>

### **PLASTICS REPAIR TECHNICIAN CERTIFICATE CERTIFICATE REQUIREMENTS**

ACT 101	Introduction to Automotive Collision Technology. . . . .	4
ACT 151	Plastics and Adhesives I. . . . .	1
ACT 172	Automotive Collision Technology Lab Experiences III . . . . .	4
ACT 251	Plastics and Adhesives II . . . . .	1
<b>Total Credits for Plastics Repair Technician Certificate:</b>		<b>10</b>



*The right choice at every step*



## Automotive, cont.

### REFINISH PREP TECHNICIAN CERTIFICATE CERTIFICATE REQUIREMENTS

ACT 101	Introduction to Automotive Collision Technology.....	4
ACT 142	Surface Preparation I.....	2
ACT 143	Spray Equipment Operation .....	2
ACT 144	Refinishing I.....	2
ACT 242	Surface Preparation II.....	2
<b>Total Credits for Refinish Prep Technician Certificate:</b> .....		<b>12</b>

### REFINISH TECHNICIAN CERTIFICATE CERTIFICATE REQUIREMENTS

ACT 170	Automotive Collision Technology Lab Experiences I.....	1
ACT 181	Automotive Collision Repair Level II Internship.....	4
ACT 241	Paint Defects.....	3
ACT 243	Refinishing II.....	2
ACT 244	Final Detail.....	2
<b>Total Credits for Refinish Technician Certificate:</b> .....		<b>12</b>

### DAMAGE APPRAISAL ESTIMATING CERTIFICATE CERTIFICATE REQUIREMENTS

ACT 170	Automotive Collision Technology Lab I.....	1
ACT 205	Estimating and Shop Management.....	3
<b>Total Credits for Damage Appraisal Estimating Certificate:</b> .....		<b>4</b>

### STREET ROD CERTIFICATE CERTIFICATE REQUIREMENTS

ACT 265	Street Rod I.....	6
ACT 267	Street Rod II.....	6
ACT 268	Street Rod III.....	6
ACT 269	Street Rod IV.....	6
ACT 170	Automotive Collision Technology Lab Experiences I.....	3
ACT 171	Automotive Collision Technology Lab Experiences II.....	3
<b>Total Credits for Street Rod Certificate:</b> ..		<b>30</b>

### UPHOLSTERY CERTIFICATE CERTIFICATE REQUIREMENTS

UPH 100	Basic Upholstery Techniques.....	3
UPH 101	Auto Upholstery I.....	3
UPH 102	Auto Upholstery II.....	3
UPH 103	Auto Upholstery III.....	3
<b>Total Credits for Upholstery Certificate Credits:</b> .....		<b>12</b>

### AUTOMOTIVE COLLISION REPAIR TECHNOLOGY ADVISORY COMMITTEE

Kevin Dubach  
American Auto Body  
Steve Peif  
Hi-Tech Auto Body  
Todd Pereria  
State Farm Insurance

Mike Sigg  
Pro Automotive Finishes  
Melva Ruyle  
State Farm Insurance  
Lorri Wilson  
Precision Auto Body  
Nick Zenzen  
Fort Collins Collision Repair

### AUTOMOTIVE SERVICE TECHNOLOGY (A NATEF Certified Program)

**Location:**  
Trades & Industry, T&I Room 106  
970.339.6277

**Program Chair:**  
Pat Hergenreter, 970-339-6278

**AYES Coordinator:**  
Marlin "Butch" Webeck, 970-339-6277

**Advisors and Faculty:**  
Mark Brothe, 970.339.6277  
Marlin "Butch" Webeck, 970.339.6277

#### DEGREES/CERTIFICATES OFFERED:

**General Automotive Technician Option**  
(Two-year A.A.S. Degree)

**AYES Certificate (Certificate)**

**General Automotive Technician Option**  
(Certificate)

**Brakes (Certificate)**

**Steering and Suspension (Certificate)**

**Engine Performance (Certificate)**

**Manual Trans & Drive Trains (Certificate)**

**Engine Mechanical (Certificate)**

**Electrical (Certificate)**

**Automotive Transmissions (Certificate)**

**Heating & Air Conditioning (Certificate)**

**Program Length:** Career and technical certificates, General Automotive Technician emphasis is 49 credit hours. AYES (Automotive Youth Educational System) emphasis is 44 credit hours. The degree can usually be completed within two years following a full time schedule of classes and no breaks in attendance. Preparatory classes, failure to pass classes, and other circumstances will require additional time.

**Potential Opportunities:** Employment opportunities in the Automotive repair and service fields 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 drivability experts. The automotive program can also provide quality training for individuals interested in other related vocations within the automotive industry.

The General Automotive Technician option teaches the theory of operation and provides practical, hands-on experience on 7 of 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)

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

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

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

### GENERAL AUTOMOTIVE TECHNICIAN

(Associate of Applied Science Degree)  
DEGREE REQUIREMENTS

ASE 101	Auto Shop Orientation.....	2
ASE 102	Introduction to the Automotive Shop.....	2
ASE 110	Brakes I.....	3
ASE 210	Brakes II.....	3
ASE 120	Basic Automotive Electricity.....	2
ASE 123	Automotive Battery, Starting, and Charging Systems.....	2
ASE 221	Automotive Body Electrical.....	4
ASE 130	General Engine Diagnosis.....	2
ASE 132	Ignition System Diagnosis and Repair.....	2
ASE 134	Automotive Emissions.....	2
ASE 231	Automotive Computers.....	2

ASE 233	Fuel Injection and Exhaust Systems . . . . .	4
ASE 140	Suspension and Steering I . . . . .	3
ASE 240	Suspension and Steering II . . . . .	3
ASE 250	Automatic Transmission/Transaxle Service . . . . .	1
ASE 251	Automatic Transmission/Transaxle Diagnosis and Assemblies . . . . .	5
ASE 160	Automotive Engine Removal and Installation . . . . .	1
ASE 161	Engine, Disassembly Diagnosis and Assembly . . . . .	5
ASE 150	Automotive U-joint and Axle Shaft Service . . . . .	2
ASE 151	Automotive Manual Transmission/Transaxle and Clutches . . . . .	2
ASE 152	Differentials and 4WD/AWD Service . . . . .	2
<b>Total Specific Course Credits:</b> . . . . .		<b>54</b>

## GENERAL EDUCATION

BUS 217	Business Communications and Report Writing . . . . .	3
OR		
ENG 131	Technical Writing I . . . . .	3
CIS 118	Intro PC Applications . . . . .	3
HWE 103	Community First Aid and CPR . . . . .	1
MAT 106	Survey of Algebra . . . . .	4
PHY 105	Conceptual Physics . . . . .	4
ECO 105	Introduction to Economics . . . . .	3
OR		
PSY 100	Psychology of Workplace Relationships . . . . .	3
<b>Total General Education Credits:</b> . . . . .		<b>18</b>
<b>Total Credits for A.A.S. Degree:</b> . . . . .		<b>72</b>

## GENERAL AUTOMOTIVE TECHNICIAN

### CERTIFICATE REQUIREMENTS

ASE 101	Auto Shop Orientation . . . . .	2
ASE 102	Introduction to the Automotive Shop . . . . .	2
ASE 110	Brakes I . . . . .	3
ASE 210	Brakes II . . . . .	3
ASE 120	Basic Automotive Electricity . . . . .	2
ASE 123	Automotive Battery, Starting, and Charging Systems . . . . .	2
ASE 221	Automotive Body Electrical . . . . .	4
ASE 130	General Engine Diagnosis . . . . .	2
ASE 132	Ignition System Diagnosis and Repair . . . . .	2
ASE 134	Automotive Emissions . . . . .	2
ASE 231	Automotive Computers . . . . .	2
ASE 233	Fuel Injection and Exhaust Systems . . . . .	4
ASE 140	Suspension and Steering I . . . . .	3
ASE 240	Suspension and Steering II . . . . .	3
<b>Total Specific Course Credits:</b> . . . . .		<b>36</b>

## GENERAL EDUCATION

BUS 217	Business Communications and Report Writing . . . . .	3
OR		
ENG 131	Technical Writing I . . . . .	3
CIS 118	Intro PC Applications . . . . .	4
HWE 103	Community First Aid & CPR . . . . .	1

BTE 156	Business Mathematics With Calculators . . . . .	4
OR		
MAT 106	Survey of Algebra . . . . .	4
<b>Total General Education Credits:</b> . . . . .		<b>12</b>
<b>Total Credits for Certificate:</b> . . . . .		<b>49</b>

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

### Brakes Specific Course:

ASE 101	Auto Shop Orientation . . . . .	2
ASE 102	Introduction to the Automotive Shop . . . . .	2
ASE 110	Brakes I . . . . .	3
ASE 210	Brakes II . . . . .	3
<b>Total Credits:</b> . . . . .		<b>10</b>

### Steering & Suspension Specific Course:

ASE 101	Auto Shop Orientation . . . . .	2
ASE 102	Introduction to the Automotive Shop . . . . .	2
ASE 140	Suspension and Steering I . . . . .	3
ASE 240	Suspension and Steering II . . . . .	3
<b>Total Credits:</b> . . . . .		<b>10</b>

### Engine Performance Specific Course:

ASE 101	Auto Shop Orientation . . . . .	2
ASE 102	Introduction to the Automotive Shop . . . . .	2
ASE 130	General Engine Diagnosis . . . . .	2
ASE 132	Ignition Systems Diagnosis and Repair . . . . .	2
ASE 134	Automotive Emissions . . . . .	2
ASE 231	Automotive Computers . . . . .	2
ASE 233	Fuel Injection and Exhaust Systems . . . . .	4
<b>Total Credits:</b> . . . . .		<b>16</b>

### Manual Trans & Drive-Trains

#### Specific Course:

ASE 101	Auto Shop Orientation . . . . .	2
ASE 102	Introduction to the Automotive Shop . . . . .	2
ASE 150	Automotive U-joints and Axle Shaft Service . . . . .	2
ASE 151	Automotive Manual Transmission/Transaxle and Clutches . . . . .	2
ASE 152	Differentials and 4WD/AWD Service . . . . .	2
<b>Total Credits:</b> . . . . .		<b>10</b>

### Engine Mechanical Specific Course:

ASE 101	Auto Shop Orientation . . . . .	2
ASE 102	Introduction to the Automotive Shop . . . . .	2
ASE 160	Automotive Engine Removal & Install . . . . .	1
ASE 161	Engine, Disassembly Diagnosis and Assembly . . . . .	5
<b>Total Credits:</b> . . . . .		<b>10</b>

### Electrical Specific Courses:

ASE 101	Auto Shop Orientation . . . . .	2
ASE 102	Introduction to the Automotive Shop . . . . .	2
ASE 120	Basic Automotive Electricity . . . . .	2

ASE 123	Automotive Battery, Starting, and Charging Systems . . . . .	2
ASE 221	Automotive Body Electrical . . . . .	4
<b>Total Credits:</b> . . . . .		<b>12</b>

### Automatic Transmission Specific Courses:

ASE 101	Auto Shop Orientation . . . . .	2
ASE 102	Introduction to the Automotive Shop . . . . .	2
ASE 250	Automatic Transmission/Transaxle Service . . . . .	1
ASE 251	Automatic Transmission/Transaxle Diagnosis and Assemblies . . . . .	5
<b>Total Credits:</b> . . . . .		<b>10</b>

### Heating & Air Conditioning

#### Specific Courses:

ASE 101	Auto Shop Orientation . . . . .	2
ASE 102	Intro to the Automotive Shop . . . . .	2
ASE 265	Automotive Heating and Air Conditioning . . . . .	5
<b>Total Credits:</b> . . . . .		<b>9</b>

## AYES CERTIFICATE

### CERTIFICATE REQUIREMENTS

ASE 101	Auto Shop Orientation . . . . .	2
ASE 102	Introduction to the Automotive Shop . . . . .	2
ASE 110	Brakes I . . . . .	3
ASE 210	Brakes II . . . . .	3
ASE 120	Basic Automotive Electrical . . . . .	2
ASE 123	Automotive Battery, Starting, and Charging Systems . . . . .	3
ASE 221	Automotive Body Electrical . . . . .	5
ASE 130	General Engine Diagnosis . . . . .	2
ASE 132	Ignition System Diagnosis and Repair . . . . .	2
ASE 134	Automotive Emissions . . . . .	3
ASE 231	Automotive Computers . . . . .	2
ASE 233	Fuel Injection and Exhaust Systems . . . . .	4
ASE 140	Suspension and Steering I . . . . .	3
ASE 240	Suspension and Steering II . . . . .	3
ASE 282	Internship: General (Summer) . . . . .	4
<b>Total Specific Course Credits:</b> . . . . .		<b>43</b>
<b>Total Credits:</b> . . . . .		<b>43</b>

## AUTOMOTIVE SERVICE TECHNOLOGY ADVISORY COMMITTEE

- Marc Dubois  
Advance Auto Pros
- Pauline Motis  
Parent
- Ryan Musgrave  
Student
- Dan Ramseier  
Lab Technologies
- Danny Sisson  
Garnsey & Wheeler
- Lisa Tavenner  
Steven's Carquest Auto Parts
- Scott Williams  
Greeley Auto Tech



The right choice at every step

# Aviation

## AVIATION DEPARTMENT

### Location:

Ed Beaty Hall, Room 540  
970.339.6259 or

### Program Chair, Aviation:

Gina West, 970-339-6373

### Advisors:

Martin Boniek, 970-339-6377  
Tim Russ, 970-339-6378  
Gina West, 970-339-6373

## AIMS FLIGHT TRAINING CENTER

### Location:

Greeley-Weld County Airport,  
970.356.0790 or 1.800.677.2467

### Operations Manager:

Greg Gaiser

### Chief Flight Instructor:

Mike Joy

For program information call Barbara Soleta at 970.339.6472. For up-to-date information on degree programs please refer to the Aviation page on the Aims website, [www.aims.edu](http://www.aims.edu).

### DEGREES/CERTIFICATES OFFERED:

Associate of Applied Science Degree-  
Aviation Technology

General Aviation Pilot Option  
Professional Pilot Option

Aviation Certificate Program

Single-Engine Option  
Multi-Engine Option  
Flight Instructor Option

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

**Program Length:** Usually two to three semesters for the Aviation Certificate Programs, four semesters for the General Aviation Pilot A.A.S. degree program, and five semesters for the Professional Pilot Program A.A.S. Times may be shorter if the student has previous flying experience or college transfer credits. Additional time may be required, depending on assessment scores.

**Potential Opportunities:** This program is designed to provide the graduate with the skills and Federal Aviation Administration certificates necessary for entry-level employment as a pilot.

**General Program Information:** Additional costs apply for aircraft rental and flight instruction. Charges are

subject to change without notice. Per FAA requirements, students engaged in flight training must hold the appropriate FAA medical certificate. Beginning flight students will also need a Student Pilot Certificate and must meet Transportation Security Administration requirements. Contact the aviation department for further information. Any aviation course for which a grade of "D" or "F" is recorded must be repeated.

## GENERAL AVIATION PILOT (Associate of Applied Science Degree) DEGREE REQUIREMENTS

### AVIATION COURSES (required)

AVT 101	Private Pilot Ground School . . . . .	4
AVT 102	Private Pilot Flight . . . . .	4
AVT 103	Intro to Air Traffic Control . . . . .	3
AVT 105	Aviation Meteorology . . . . .	4
AVT 111	Instrument Pilot Ground School . . . . .	4
AVT 112	Instrument Pilot Flight . . . . .	4
AVT 113	Instrument Flight Trainer . . . . .	4
AVT 201	Commercial Pilot Ground School 2 . . . . .	
AVT 202	Commercial Flight I . . . . .	3
AVT 203	Commercial Flight II . . . . .	4
AVT 206	Crew Resource Management . . . . .	1
AVT 229	Aviation Management and Economics . . . . .	3
<b>Total credits from above courses:</b> . . . . .		<b>40</b>





## AVIATION COURSES (electives)

(Choose 3 credits, with advisor approval)

AVT 145	Simulator Lab I	1
AVT 146	Simulator Lab II	1
AVT 207	Multi-Engine Ground School	1
AVT 208	Multi-Engine Flight	1
AVT 209	Multi-Engine Flight Trainer	2
AVT 210	Multi-Engine Cross-Country Flight	2
AVT 211	Fundamentals of Instruction	2
AVT 212	Flight Instructor Ground School	2
AVT 213	Flight Instructor Flight	1
AVT 222	Instrument Instructor Flight	1
AVT 223	Multi-Engine Instructor Flight	1
AVT 231	Advanced Regional Transport Transition	2
AVT 236	Tail Wheel Transition Flight	1
AVT 237	Basic Aerobatics	1
AVT 275	Special Topics	1-6
AVT 285	Independent Study	1-6
<b>Total credits from above courses:</b>		<b>3</b>

## GENERAL EDUCATION COURSES

ENG 121	English Composition I	3
MAT 121	College Algebra	4
Social & Behavioral Sciences Course		3
Arts & Humanities Course		3
PHY 105	Conceptual Physics	4
<b>Total credits from above courses</b>		<b>17</b>
<b>Total Credits for A.A.S. Degree:</b>		<b>60</b>

## PROFESSIONAL PILOT

(Associate of Applied Science Degree)

### DEGREE REQUIREMENTS

#### AVIATION COURSES (required)

AVT 101	Private Pilot Ground School	4
AVT 102	Private Pilot Flight	4
AVT 103	Intro to Air Traffic Control	3
AVT 105	Aviation Meteorology	4
AVT 111	Instrument Pilot Ground School	4
AVT 112	Instrument Pilot Flight	4
AVT 113	Instrument Flight Trainer	4
AVT 201	Commercial Pilot Ground School	2
AVT 202	Commercial Flight I	3
AVT 203	Commercial Flight II	4
AVT 206	Crew Resource Management	1
AVT 207	Multi-Engine Ground School	1
AVT 208	Multi-Engine Flight	1
AVT 209	Multi-Engine Flight Trainer	2
AVT 226	Flight Deck Crew Management Transition Trainer	3

AVT 227	Transport Category Aircraft Systems	3
AVT 228	Regional Transport Aircraft Transition	2
AVT 229	Aviation Management and Economics	3
<b>Total credits from above courses:</b>		<b>52</b>

## AVIATION COURSES (electives)

(Choose 6 credits, with advisor approval)

AVT 210	Multi-Engine Cross-Country Flight	2
AVT 211	Fundamentals of Instruction	2
AVT 212	Flight Instructor Ground School	2
AVT 213	Flight Instructor Flight	1
AVT 222	Instrument Instructor Flight	1
AVT 223	Multi-Engine Instructor Flight	1
AVT 231	Advanced Regional Transport Transition	2
AVT 236	Tail Wheel Transition Flight	1
AVT 237	Basic Aerobatics	1
AVT 275	Special Topics	1-6
AVT 285	Independent Study	1-6
<b>Total credits from above courses:</b>		<b>6</b>

## GENERAL EDUCATION COURSES

ENG 121	English Composition I	3
MAT 121	College Algebra	4
Social & Behavioral Sciences Course		3
Arts & Humanities Course		3
PHY 105	Conceptual Physics	4
<b>Total credits from above courses:</b>		<b>17</b>
<b>Total Credits for A.A.S. Degree:</b>		<b>75</b>

## AVIATION CERTIFICATE PROGRAM/SINGLE-ENGINE CERTIFICATE REQUIREMENTS

AVT 101	Private Pilot Ground School	4
AVT 102	Private Pilot Flight	4
AVT 111	Instrument Pilot Ground School	4
AVT 112	Instrument Pilot Flight	4
AVT 113	Instrument Flight Trainer	4
AVT 201	Commercial Pilot Ground School	2
AVT 202	Commercial Flight I	3
AVT 203	Commercial Flight II	4
<b>Total Credits for Certificate:</b>		<b>29</b>

## AVIATION CERTIFICATE PROGRAM/MULTI-ENGINE CERTIFICATE REQUIREMENTS

AVT 101	Private Pilot Ground School	4
AVT 102	Private Pilot Flight	4
AVT 111	Instrument Pilot Ground School	4
AVT 112	Instrument Pilot Flight	4
AVT 113	Instrument Flight Trainer	4
AVT 201	Commercial Pilot Ground School	2
AVT 202	Commercial Flight I	3
AVT 203	Commercial Flight II	4
AVT 207	Multi-Engine Ground School	1
AVT 208	Multi-Engine Flight	1
AVT 209	Multi-Engine Flight Trainer	2
<b>Total Credits for Certificate:</b>		<b>33</b>

## AVIATION CERTIFICATE PROGRAM/FLIGHT INSTRUCTOR CERTIFICATE REQUIREMENTS

AVT 101	Private Pilot Ground School	4
AVT 102	Private Pilot Flight	4
AVT 111	Instrument Pilot Ground School	4
AVT 112	Instrument Pilot Flight	4
AVT 113	Instrument Flight Trainer	4
AVT 201	Commercial Pilot Ground School	2
AVT 202	Commercial Flight I	3
AVT 203	Commercial Flight II	4
AVT 211	Fundamentals of Instruction	2
AVT 212	Flight Instructor Ground School	2
AVT 213	Flight Instructor Flight	1
<b>Total Credits for Certificate:</b>		<b>34</b>

## AVIATION TECHNOLOGY ADVISORY COMMITTEE

David Fagre, Captain  
Air Wisconsin  
Tory Meisel, Director of Operations,  
Great Lakes Airlines  
Laura Peters, Pilot  
Great Lakes Airlines  
Don Pitts  
Captain, Air Wisconsin  
Mark Price  
FAA Tower Controller  
Mary Schwem  
Center Director, FE Warven Center  
Embry Riddle Aeronautical University  
David Soleta  
Check Airman, Continental Express  
Philip Sperber  
CAE





# Business

## 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, several of the Business A.A.S. degrees are 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 Statewide Articulation Agreement, Associate of Arts degree, is designed for transfer to Colorado four-year business colleges.

The Real Estate licensing courses provide career and educational opportunities for those in the real estate business.

## BUSINESS TRANSFER STATEWIDE ARTICULATION AGREEMENT

### (Associate of Arts Degree)

The Business Transfer (A.A. degree) program is designed for the student who is planning to enter a business degree program at a four-year institution. 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, 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 Business Transfer:

**COMMUNICATION:** . . . . . 6  
See A.A. degree requirements.

**ARTS & HUMANITIES:** . . . . . 6  
See A.A. degree requirements to select two courses.

**SOCIAL & BEHAVIORAL SCIENCES:** . . . . 9  
ECO 201 Principles of Macroeconomics . . . 3  
ECO 202 Principles of Microeconomics . . . 3  
See A.A. degree for History requirement.

**MATHEMATICS:** . . . . . 8  
MAT 121 College Algebra . . . . . 4  
MAT 125 Survey of Calculus . . . . . 4

**PHYSICAL & LIFE SCIENCES:** . . . . . 8  
See A.A. degree requirements.

**ORAL COMMUNICATION OR TECHNOLOGY:** . . . . . 3  
SPE 115 Public Speaking . . . . . 3

**ELECTIVES:**  
All courses in the following list are required.  
ACC 121 Accounting Principles I . . . . . 4  
ACC 122 Accounting Principles II . . . . . 4  
BUS 115 Introduction to Business . . . . . 3  
BUS 216 Legal Environment of Business . . 3  
BUS 217 Business Communications and Report Writing . . . . . 3  
BUS 226 Business Statistics . . . . . 3  
**Total Credits for A.A. Degree:** . . . . . 60

## ACCOUNTING DEPARTMENT

**Location:**  
Westview, Office 694

**Program Chair:**  
Tracie Nobles, Ext. 6506

**Advisors and Faculty:**  
Greeley Campus:  
Lori Hatchell, Ext. 6215  
Ken Neet, Ext. 6284  
Tracie Nobles, Ext. 6506

**Loveland Campus:**  
Susan Ehrfurth, Ext. 3316

**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)
- Accounting (B.S. Franklin Alliance)**
- Business Administration**  
(B.S. Franklin Alliance)
- Public Safety Management**  
(B.S. Franklin Alliance)

**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 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 courses better fit the career goals and objectives of the student.

**General Education Requirements:** A minimum of 15 credit hours of General Education Courses are required with advisor's approval.

**ACCOUNTING**

*(Associate of Applied Science Degree)*

**PENDING STATE APPROVAL**

**BUSINESS EDUCATION REQUIREMENTS**

ACC 121 Accounting Principles I . . . . . 4  
 BUS 216 Legal Environment of Business . . . 3  
 CIS 155 PC Spreadsheet Concepts: Excel . . 3  
 MAN 246 Critical Issues in Marketing  
 and Management . . . . . 3  
**Total Credits** . . . . . 13

**DEGREE REQUIREMENTS**

ACC 115 Payroll Accounting . . . . . 3  
 ACC 122 Accounting Principles II . . . . . 4  
 ACC 125 Computerized Accounting . . . . . 3  
 ACC 131 Income Tax . . . . . 3  
 ACC 135 Spreadsheet Applications  
 for Accounting . . . . . 3  
 ACC 211 Intermediate Accounting I . . . . . 4  
 ACC 212 Intermediate Accounting II . . . . . 4  
 ACC 226 Cost Accounting . . . . . 3  
 ACC 269 Accounting Systems . . . . . 3  
 BTE 108 Ten-Key by Touch . . . . . 1  
 MAN 225 Managerial Finance . . . . . 3  
**Total Credits** . . . . . 13

**GENERAL EDUCATION COURSES**

PSY 100 Psychology of Workplace  
 Relationships . . . . . 3

Select ONE from the following courses:

MAT 108 Technical Mathematics . . . . . 4  
 MAT 112 Financial Mathematics . . . . . 3  
 (recommended)  
 MAT 121 College Algebra . . . . . 4  
 MAT 135 Introduction to Statistics . . . . . 3

Select ONE from the following courses:

ENG 121 English Composition I . . . . . 3  
 ENG 122 English Composition II . . . . . 3  
 ENG 131 Technical Writing . . . . . 3  
 (recommended)

Select ONE from the following courses:

CIS 118 Intro PC Applications . . . . . 3  
 ECO 105 Introduction to Economics . . . . . 3  
 ECO 201 Principles of Macroeconomics . . . 3  
 ECO 202 Principles of Microeconomics . . . 3  
 GEO 106 Human Geography . . . . . 3  
 PHI 112 Ethics . . . . . 3  
 POS 111 American Government . . . . . 3  
 SPE 115 Public Speaking . . . . . 3

Select ONE course (minimum of three credits)  
 from either the Associate of Arts or Associate of  
 Science General Education curriculum. . . . . 3

**Total Credits** . . . . . 15-16

**Total Credits for A.A.S. Degree** . . . . . 62-63

A student who wishes to transfer to a four year  
 accounting program should consult with an  
 accounting advisor at the earliest opportunity.  
 The advisor will guide the student through the  
 A.A. degree with Business Transfer Statewide  
 Articulation Agreement.

**ACCOUNTING**

**CERTIFICATE PROGRAM**

**PENDING STATE APPROVAL**

ACC 115 Payroll Accounting . . . . . 3  
 ACC 121 Accounting Principles I . . . . . 4  
 ACC 122 Accounting Principles II . . . . . 4  
 (recommended)  
 ACC 125 Computerized Accounting . . . . . 3  
 BTE 108 Ten-Key by Touch . . . . . 1  
 BUS 216 Legal Environment of Business . . . 3  
 CIS 155 PC Spreadsheet  
 Concepts: Excel . . . . . 3

Select ONE from the following courses:

MAT 108 Technical Mathematics . . . . . 4  
 MAT 112 Financial Mathematics . . . . . 3  
 MAT 121 College Algebra . . . . . 4  
 MAT 135 Introduction to Statistics . . . . . 3

Select ONE from the following courses:

BUS 217 Business Communications and  
 Report Writing (recommended) . . . . . 3  
 ENG 121 English Composition I . . . . . 3  
 ENG 131 Technical Writing I . . . . . 3  
**Total Credits for Certificate** . . . . . 35-36

**ACCOUNTING ADVISORY COMMITTEE**

- Jeff Cranson  
 Greeley West High School  
 Lindsay Gremmer,  
 Kennedy & Coe  
 Thomas Kapaun, Student  
 Aims Community College  
 Hank Rahmig  
 Bank of Choice  
 Vicki Sears, CPA  
 Anderson & Whitney  
 Marcia Siebring, CPA  
 Self-employed  
 Verniece Thomas  
 Accounting PB Rouche Solutions

**BUSINESS DEPARTMENT**

**Location:**

Westview, Room 694

**Program Chair, Business:**

Tracie Nobles, Ext. 6506

**Advisors and Faculty:**

Greeley Campus:

DeLynn Anderson, Ext. 6919

Lori Hatchell, Ext. 6215

Fort Lupton Campus:

Ellen Swieter, Ext. 4311

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, or  
 bookkeeping, 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.

**ADMINISTRATIVE ASSISTANT**

*(Associate of Applied Science Degree)*

**PENDING STATE APPROVAL**

**BUSINESS EDUCATION REQUIREMENTS**

ACC 121 Accounting Principles I . . . . . 4  
 BUS 216 Legal Environment of Business . . 3  
 CIS 155 PC Spreadsheet Concepts-Excel . . 3  
 MAN 246 Critical Issues in Marketing  
 and Management . . . . . 3  
**Total Credits** . . . . . 13

**DEGREE REQUIREMENTS**

ACC 175 Special Topics: QuickBooks . . . . . 2  
 BTE 108 Ten Key by Touch . . . . . 1  
 BTE 120 Electronic Office Procedures . . . 3  
 BTE 125 Records Management . . . . . 3  
 BTE 155 Word Processing Techniques I . . . 3  
 BTE 225 Administrative Office  
 Management . . . . . 3  
 BTE 255 Word Processing Techniques II . . 3  
 BTE 257 Managing Office Technology . . . 3  
 BUS 111 Introduction to Business  
 Presentation Software I . . . . . 3  
 BUS 112 Introduction to Business  
 Presentation Software II . . . . . 3



*The right choice at every step*

# Business, cont.

BUS 281	Internship: Administrative/Legal/Medical . . . . .	2
CIS 145	Complete PC Database . . . . .	3
<b>Total Credits:</b>		<b>32</b>

## GENERAL EDUCATION REQUIREMENTS

PSY 100	Psychology of Workplace Relationships . . . . .	3
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Select ONE from the following courses:

MAT 108	Technical Mathematics . . . . .	4
MAT 112	Financial Mathematics (recommended) . . . . .	3
MAT 121	College Algebra . . . . .	4
MAT 135	Introduction to Statistics . . . . .	3

Select ONE from the following courses:

ENG 121	English Composition I . . . . .	3
ENG 122	English Composition II . . . . .	3
ENG 131	Technical Writing (recommended) . . . . .	3

Select ONE from the following courses:

CIS 118	Intro PC Applications . . . . .	3
ECO 105	Introduction to Economics . . . . .	3
ECO 201	Principles of Macroeconomics . . . . .	3
ECO 202	Principles of Microeconomics . . . . .	3
GEO 106	Human Geography . . . . .	3
PHI 112	Ethics . . . . .	3
POS 111	American Government . . . . .	3
SPE 115	Public Speaking . . . . .	3
BIO 106	Basic Anatomy and Physiology . . . . .	4

Select ONE course (minimum of three credits) from either the Associate of Arts or Associate of Science General Education curriculum. . . . . 3  
**Total Credits:** . . . . . 15-17  
**Total Credits for A.A.S. Degree:** . . . . . 60-62

## LEGAL ADMINISTRATIVE ASSISTANT (Associate of Applied Science Degree)

### PENDING STATE APPROVAL BUSINESS EDUCATION REQUIREMENTS

ACC 121	Accounting Principles I . . . . .	4
BUS 216	Legal Environment of Business . . . . .	3
CIS 155	PC Spreadsheet Concepts-Excel . . . . .	3
MAN 246	Critical Issues in Marketing and Management . . . . .	3
<b>Total Credits:</b>		<b>13</b>

### DEGREE REQUIREMENTS

BTE 108	Ten Key by Touch . . . . .	1
BTE 117	Legal Terminology and Procedures . . . . .	3
BTE 131	Billing Systems . . . . .	1
BTE 155	Word Processing Techniques I . . . . .	3
BTE 211	Legal Formatting . . . . .	3
BTE 213	Intro to Legal Office Procedures . . . . .	3
BTE 229	Legal Transcription . . . . .	3
BTE 238	Legal Office Procedures . . . . .	3
BTE 255	Word Processing Techniques II . . . . .	3
BTE 257	Managing Office Technology . . . . .	3

BUS 111	Introduction to Business Presentation Software I . . . . .	3
BUS 281	Internship . . . . .	2
CIS 145	Complete PC Database . . . . .	3
<b>Total Credits:</b>		<b>34</b>

## GENERAL EDUCATION REQUIREMENTS

PSY 100	Psychology of Workplace Relationships . . . . .	3
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Select ONE from the following courses:

MAT 108	Technical Mathematics . . . . .	4
MAT 112	Financial Mathematics (recommended) . . . . .	3
MAT 121	College Algebra . . . . .	4
MAT 135	Introduction to Statistics . . . . .	3

Select ONE from the following courses:

ENG 121	English Composition I . . . . .	3
ENG 122	English Composition II . . . . .	3
ENG 131	Technical Writing (recommended) . . . . .	3

Select ONE from the following courses:

CIS 118	Intro PC Applications . . . . .	3
ECO 105	Introduction to Economics . . . . .	3
ECO 201	Principles of Macroeconomics . . . . .	3
ECO 202	Principles of Microeconomics . . . . .	3
GEO 106	Human Geography . . . . .	3
PHI 112	Ethics . . . . .	3
POS 111	American Government . . . . .	3
SPE 115	Public Speaking . . . . .	3

Select ONE course (minimum of three credits) from either the Associate of Arts or Associate of Science General Education curriculum. . . . . 3  
**Total Credits:** . . . . . 15-16  
**Total Credits for A.A.S. Degree:** . . . . . 62-63

## MEDICAL ADMINISTRATIVE ASSISTANT (Associate of Applied Science Degree)

### PENDING STATE APPROVAL BUSINESS EDUCATION REQUIREMENTS

ACC 121	Accounting Principles I . . . . .	4
BUS 216	Legal Environment of Business . . . . .	3
CIS 155	PC Spreadsheet Concepts-Excel . . . . .	3
MAN 246	Critical Issues in Marketing and Management . . . . .	3
<b>Total Credits:</b>		<b>13</b>

### DEGREE REQUIREMENTS

BTE 108	Ten Key by Touch . . . . .	1
BTE 155	Word Processing Techniques I . . . . .	3
BTE 255	Word Processing Techniques II . . . . .	3
BTE 257	Managing Office Technology . . . . .	3
BUS 281	Internship . . . . .	2
CIS 145	Complete PC Database . . . . .	3
HPR 178	Seminar: Medical Terminology . . . . .	3
MOT 110	Medical Office Administration . . . . .	4
MOT 120	Medical Office Financial Management . . . . .	3
MOT 130	Insurance Billing and Coding . . . . .	3
MOT 132	Medical Transcription I . . . . .	4
<b>Total Credits:</b>		<b>32</b>

## GENERAL EDUCATION REQUIREMENTS

PSY 100	Psychology of Workplace Relationships . . . . .	3
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Select ONE from the following courses:

MAT 108	Technical Mathematics . . . . .	4
MAT 112	Financial Mathematics (recommended) . . . . .	3
MAT 121	College Algebra . . . . .	4
MAT 135	Introduction to Statistics . . . . .	3

Select ONE from the following courses:

ENG 121	English Composition I . . . . .	3
ENG 122	English Composition II . . . . .	3
ENG 131	Technical Writing (recommended) . . . . .	3

Select ONE from the following courses:

BIO 106	Basic Anatomy and Physiology . . . . .	4
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Select ONE course (minimum of three credits) from either the Associate of Arts or Associate of Science General Education curriculum. . . . . 3  
**Total Credits:** . . . . . 16-17  
**Total Credits for A.A.S. Degree:** . . . . . 61-62

## BUSINESS TECHNOLOGY CERTIFICATE PENDING STATE APPROVAL CERTIFICATE REQUIREMENTS

BTE 108	Ten-Key by Touch . . . . .	1
BTE 120	Electronic Office Procedures . . . . .	3
BTE 125	Records Management . . . . .	3
BTE 155	Word Processing Techniques I . . . . .	3
BTE 255	Word Processing Techniques II . . . . .	3
BUS 111	Introduction to Business Presentation Software I . . . . .	3
BUS 112	Introduction to Business Presentation Software II . . . . .	3
CIS 155	PC Spreadsheet Concepts: Excel . . . . .	3
MAT 112	Financial Mathematics . . . . .	3
PSY 100	Psychology of Workplace Relationships . . . . .	3

Select ONE from the following courses:

BUS 217	Business Report Writing and Communication (recommended) . . . . .	3
ENG 121	English Composition I . . . . .	3
ENG 122	English Composition II . . . . .	3
ENG 131	Technical Writing . . . . .	3
<b>Total Credits:</b>		<b>31</b>

**MEDICAL TRANSCRIPTION AND CODING CERTIFICATE PENDING STATE APPROVAL CERTIFICATE REQUIREMENTS**

BIO 106 Basic Anatomy & Physiology . . . 4  
 BTE 120 Electronic Office Procedures . . . 3  
 BTE 155 Word Processing Techniques I . . . 3  
 BUS 281 Internship Medical . . . . . 2  
 HPR 178 Seminar: Medical Terminology . . 3  
 MOT 110 Medical Office Administration . . 4  
 MOT 120 Medical Office Financial Management . . . . . 3  
 MOT 130 Insurance Billing and Coding . . . 3  
 MOT 132 Medical Transcription I . . . . . 4

Select ONE from the following courses:  
 BUS 217 Business Report Writing and Communication (recommended) . . . . . 3  
 ENG 121 English Composition I . . . . . 3  
 ENG 122 English Composition II . . . . . 3  
 ENG 131 Technical Writing . . . . . 3  
**Total Credits: . . . . . 32**

**SKILL ENHANCEMENT CERTIFICATES**

**PENDING STATE APPROVAL ADVANCED OFFICE SPECIALIST CERTIFICATE REQUIREMENTS**

BTE 155 Word Processing Techniques I . . . 3  
 BTE 255 Word Processing Techniques II . . 3  
 BUS 111 Introduction to Business Presentation Software I . . . . . 3  
 BUS 112 Introduction to Business Presentation Software II . . . . . 3  
 CIS 145 Complete PC Database . . . . . 3  
 CIS 155 PC Spreadsheet Concepts: Excel . . . . . 3  
**Total Credits: . . . . . 18**

**WORD PROCESSING SKILL ENHANCEMENT CERTIFICATE REQUIREMENTS**

BTE 155 Word Processing Techniques I . . . 3  
 BTE 255 Word Processing Techniques II . . 3  
**Total credits: . . . . . 6**

**MULTIMEDIA PRESENTATIONS SKILL ENHANCEMENT CERTIFICATE REQUIREMENTS**

BUS 111 Introduction to Business Presentation Software I . . . . . 3  
 BUS 112 Introduction to Business Presentation Software II . . . . . 3

**NOTE:** Each course required for a particular certificate must be passed with a grade of A or B to qualify for the Skill Enhancement Certificate. These courses may have prerequisites which must be completed before enrollment. Please check the current college catalog for details.

**BUSINESS TECHNOLOGY ADVISORY COMMITTEE**

- Arlene Corder  
 Brighton Charter School  
 Georgia Gutierrez  
 Transcription Quality Specialist  
 North Colorado Medical Center  
 Jo Anne Hilzer  
 Greeley West High School  
 Cookie Kobel  
 Weld County District Attorney Office  
 Marilyn LeDall  
 Greeley Central High School  
 Susan Musil  
 Greeley Central High School  
 Michael Slawson  
 Northridge High School  
 Nancy Upchurch, CPS  
 Hensel Philips Construction Company  
 Sandy Winkler  
 University of Northern Colorado  
 Patty Wyrick  
 HR Representative, Group Publishing

**MARKETING/ MANAGEMENT DEPARTMENT**

**Location:**  
 Westview, Office 694  
**Program Chair:**  
 Tracie Nobles, Ext. 6506  
**Advisors and Faculty:**  
 Maxine Christenson, 970.339.6255  
 Claudia Stevens, 970.339.6362

**DEGREES/CERTIFICATES OFFERED:**  
**Marketing/Management Degree Program** (two-year A.A.S. degree)  
**Management Certificate** (one-year certificate)  
**Real Estate License Courses**

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 license. Students who want to complete the real estate broker's license should complete the courses as listed.

A student seeking an Associate of Applied Science degree in Marketing/Management should consult with a Marketing/Management faculty advisor 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 15 credit hours of General Education Courses are required with advisor's approval. These courses may have prerequisites.

**MARKETING/MANAGEMENT (Associate of Applied Science Degree)**

**PENDING STATE APPROVAL BUSINESS EDUCATION REQUIREMENTS**

ACC 121 Accounting Principles I . . . . . 4  
 BUS 216 Legal Environment of Business . . 3  
 CIS 155 PC Spreadsheet Concepts-Excel . . 3  
 MAN 246 Critical Issues in Marketing and Management . . . . . 3  
**Total Credits: . . . . . 13**

**DEGREE REQUIREMENTS**

MAN 116 Principles of Supervision . . . . . 3  
 MAN 200 Human Resource Management I . . 3  
 MAN 212 Negotiations and Conflict Resolutions . . . . . 3  
 MAN 215 Organizational Behavior . . . . . 3  
 MAN 226 Principles of Management . . . . . 3  
 MAN 240 Strategic Management . . . . . 3  
 MAN 287 Cooperative Education/ Internship . . . . . 3  
 MAR 111 Principles of Sales . . . . . 3  
 MAR 125 Marketing Resource Systems . . . 3  
 MAR 216 Principles of Marketing . . . . . 3

Select ONE from the following courses:  
 MAN 126 Total Quality Management . . . . 3  
 MAN 216 Small Business Management . . . 3  
 MAN 224 Leadership . . . . . 3  
 MAN 275 Special Topics . . . . . 3  
 MAR 117 Principles of Retailing . . . . . 3  
 MAR 220 Principles of Advertising . . . . . 3  
 MAR 235 Consumer Behavior . . . . . 3  
 MAR 240 International Marketing . . . . . 3  
 MAR 258 Marketing Research . . . . . 3  
 MAR 275 Special Topics . . . . . 3  
**Total Credits: . . . . . 33**



# Business, cont.

## GENERAL EDUCATION REQUIREMENTS

PSY 100 Psychology of Workplace Relationships . . . . . 3

Select ONE from the following courses:

MAT 108 Technical Mathematics . . . . . 4  
 MAT 112 Financial Mathematics . . . . . 3  
 (recommended)  
 MAT 121 College Algebra . . . . . 4  
 MAT 135 Introduction to Statistics . . . . . 3

Select ONE from the following courses:

ENG 121 English Composition I . . . . . 3  
 ENG 122 English Composition II . . . . . 3  
 ENG 131 Technical Writing . . . . . 3  
 (recommended)

Select ONE from the following courses:

CIS 118 Intro. PC Applications . . . . . 3  
 ECO 105 Introduction to Economics . . . . . 3  
 ECO 201 Principles of Macroeconomics . . . . . 3  
 ECO 202 Principles of Microeconomics . . . . . 3  
 GEO 106 Human Geography . . . . . 3  
 PHI 112 Ethics . . . . . 3  
 POS 111 American Government . . . . . 3  
 SPE 115 Public Speaking . . . . . 3

Select ONE course (minimum of three credits) from either the Associate of Arts or Associate of Science General Education curriculum . . . . . 3

**Total Credits:** . . . . . 15-16

**Total Credits for A.A.S. Degree:** . . . . . 61-62

## MANAGEMENT CERTIFICATE

### CERTIFICATE REQUIREMENTS

ENG 131 Technical Writing I . . . . . 3  
 MAN 116 Principles of Supervision . . . . . 3  
 MAN 200 Human Resource Management I . . . . . 3  
 MAN 226 Principles of Management . . . . . 3  
 MAN 246 Critical Issues in Marketing and Management . . . . . 3  
 MAR 111 Principles of Sales . . . . . 3  
 MAR 125 Marketing Resource Systems . . . . . 3  
 MAR 216 Principles of Marketing . . . . . 3

Select ONE from the following courses:

PSY 100 Psychology of Workplace Relationships . . . . . 3  
 MAN 212 Negotiations & Conflict Resolution . . . . . 3

**Total Elective:** . . . . . 3

**Total credits for Certificate:** . . . . . 30

## REAL ESTATE

### COURSES OFFERED FOR THE COLORADO

#### REAL ESTATE ASSOCIATE BROKERS

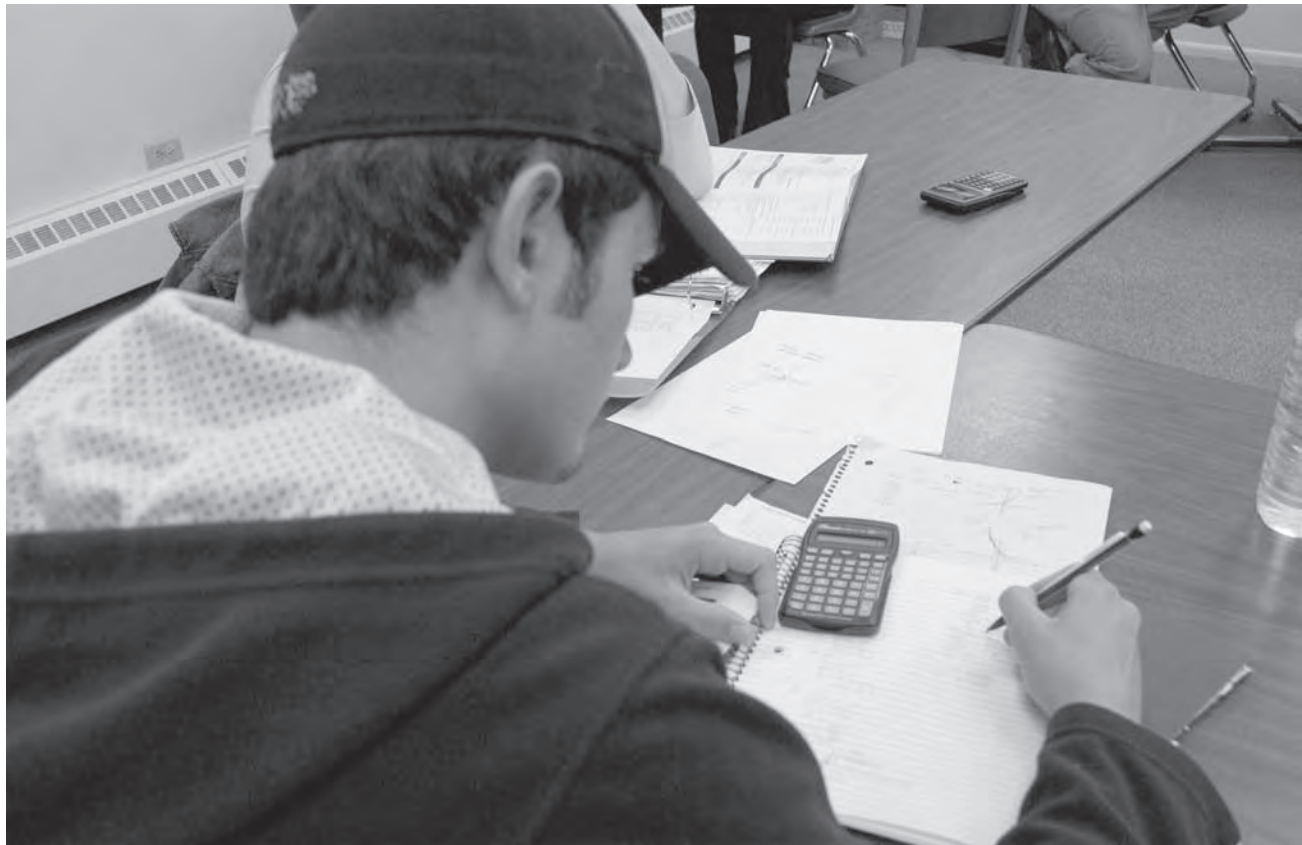
##### LICENSE

REE 275 Real Estate Practice and Law . . . . . 3.5  
 REE 275 Real Estate Current Legal Issue . . . . . 0.5  
 REE 275 Real Estate Practical Applications . . . . . 2.5  
 REE 275 Real Estate Closing & Trusts Accounts . . . . . 2.5

REE 275 Real Estate Colorado Law and Contracts . . . . . 3.5  
 REE 275 Real Estate Exam Prep . . . . . 0.5

## MARKETING/MANAGEMENT/ REAL ESTATE ADVISORY COMMITTEE

- Alex Chernoff  
Colorado Real Estate Now
- David Delgado  
Greeley Central High School
- Rhonda Dudley  
State Farm
- Troy Garcia  
New Horizons
- Kathy Kersgard  
Union Colony Bank
- Sue Lapcewich  
Windsor Tribune
- Phil Sanchez  
Retail Program Managers
- Linda Story  
Loveland Reporter Herald



# Communication Technology

## COMMUNICATION TECHNOLOGY

The Communication Technology program was designated as "promising" 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 DEPARTMENT

### Location:

General Services, Room 260  
970.330.8008, Ext. 6256

### Program Chair,

### Communication Technology:

Lori Ford, Ext. 6329

### Assistant Program Chair,

### Communication Technology:

Kenneth Sauer, Ext. 6207

### Advisors and Faculty:

James Crandall, Ext. 6339  
Kenneth Sauer, Ext. 6207

## COMMUNICATION MEDIA (Associate of Applied Science Degree)

Students who wish to enter the job market directly rather than transfer to a four-year college or university may complete the two-year Communications Media A.A.S. degree. Students in this program must complete a core of general education courses (19 hours), Introduction to Mass Media (3 hours), at least one specialized course sequence (6 to 14 hours), and a minimum of 30 elective credit hours. Certain interdisciplinary electives may be applied if pre-approved by a Communications Media advisor.

### GENERAL EDUCATION COURSES

BUS 115	Introduction to Business	3
CIS 118	Intro PC Applications	3
ENG 121	English Composition I	3
	OR	
ENG 131	Technical Writing	3
MAT 106	Survey of Algebra	4
	OR	
MAT 108	Technical Mathematics	4
PSY 101	Introduction to Psychology	3
SOC 101	Introduction to Sociology	3
	OR	
SPE 115	Public Speaking	3
<b>Total General Education Credits:</b>		<b>19</b>

## COMMUNICATIONS MEDIA CORE COURSES

### REQUIRED PROGRAM COURSES

All students will take:

JOU 105	Introduction to Mass Media	3
and at least one specialized course sequence, such as:		

### RADIO PRODUCTION

RTV 101	Radio Programming and Production I	3
RTV 136	Broadcast Announcing	3
RTV 211	Radio Programming and Production II	3
OR		

### AUDIO PRODUCTION

FVT 208	Sound for Film/Video	3
MGD 163	Sound Design I OR	3
MUS 165	MIDI I	2
RTV 108	Principles of Audio	3
RTV 210	Audio Mixing	3
OR		

### TV/VIDEO PRODUCTION

RTV 107	Television Studio Production	3
RTV 212	Advanced Television Production	3
RTV 269	Video Field Production	3
OR		

### DIGITAL VIDEO PRODUCTION

FVT 264	Introduction to Digital Effects	3
MGD 155	Introduction to 3D Modeling/Animation: Lightwave (or other)	3
MGD 164	Digital Video Editing I	3
OR		

### EDUCATIONAL TECHNOLOGY

EDU 261	Teaching, Learning and Technology	3
EDU 263	Teaching and Learning Online	3
MGD 254	Multimedia Design and Production I	3
MGD 269	Multimedia Design and Production II	3
OR		

### DIGITAL IMAGING & PUBLISHING

ART 205	Digital Photography I	3
ART 206	Digital Photography II	3
MGD 141	Web Design I	3

### BROADCAST WRITING

JOU 106	Fundamentals of Reporting	3
JOU 206	Intermediate Newswriting and Reporting	3
RTV 103	Writing for TV and Radio	3
<b>Total Specific Course Credits:</b>		<b>9-21</b>

### ELECTIVES

Choose from the following courses (or other courses approved by advisor):

NOTE: Courses used to satisfy above Degree Core requirements CANNOT also be counted as Electives.

ART 205	Digital Photography I	3
ART 206	Digital Photography II	3
ART 250	Art of Animation	3
EDU 261	Teaching, Learning & Technology	3
EDU 263	Teaching and Learning Online	3
FVT 208	Sound for Film/Video	3
FVT 209	Production Management Techniques	3
FVT 250	Scriptwriting for Film & Video	3
FVT 264	Introduction to Digital Effects	3
FVT 268	Video Streaming for the Web	3
JOU 106	Fundamentals of Reporting	3
JOU 121	Photo Journalism	3
JOU 206	Intermediate Newswriting and Reporting	3
JOU 280	Print Internship	3
MGD 141	Web Design I	3
MGD 143	Motion Graphic Design I	3
MGD 150	Legal Issues in Multimedia	3
MGD 155	Introduction to 3D Modeling/Animation: Lightwave	3
MGD 163	Sound Design I	3
MGD 164	Digital Video Editing I	3
MGD 204	Videography II	3
MGD 254	Multimedia Design and Production I	3
MGD 255	Advanced 3D Modeling/Animation: Lightwave 3D	3
MGD 266	DVD Authoring	3
MGD 269	Multimedia Design and Production II	3
MGD 289	Capstone	3
MUS 165	MIDI I	2
RTV 101	Radio Programming and Production I	3
RTV 103	Writing for TV and Radio	3
RTV 104	Corporate Scriptwriting	3
RTV 107	Television Studio Production	3
RTV 108	Principles of Audio	3
RTV 136	Broadcast Announcing	3
RTV 210	Audio Mixing	3
RTV 211	Radio Programming and Production II	3
RTV 212	Advanced Television Production	3
RTV 241	Cable Television Production I	3
RTV 242	Cable Television Production II	3
RTV 243	Cable Television Production III	3
RTV 260	Broadcast Sales & Management	3
RTV 269	Video Field Production	3
RTV 275	Special Topics	1-6
RTV 278	Portfolio Presentation	3
RTV 280-283	Broadcast Internship	3
RTV 285	Independent Study	1-3
RTV 289	Capstone	3
<b>Total Elective Credits:</b>		<b>30-38</b>
<b>Total credits for A.A.S. Degree:</b>		<b>66</b>

A portfolio (RTV 278) 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.



*The right choice at every step*

## Communication Technology, cont.

### COMMUNICATIONS MEDIA ADVISORY COMMITTEE

Warren Berman  
Poudre School District

Krystin Carpenter  
Aims Student

Lori Ford  
Program Chair

Wes Fothergill  
Thompson School District

J. Carson Hamlin  
City of Fort Collins

Mark Hovey  
HMC Satellite and Sound

Aric Johnson  
MGA Entertainment

Howard Major  
Academic Dean

Rita McCoy  
UPN20 TV Denver

Andrew Nagel  
Mirage Productions

Dirk Olson  
Independent Producer

Ann Randall  
Aims/Supplemental Services

Kenneth Sauer  
Aims/Communications Media

Claudia Stevens  
Aims Marketing/Management

Grant Storey  
Wire One Technologies

Jason VanVleet  
MGA Entertainment

### COMMUNICATIONS MEDIA CAREER & TECHNICAL CERTIFICATES

#### Advisors:

James Crandall, Ext. 6339  
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 degree. There are six certificates from which to choose:

#### AUDIO PRODUCTION CERTIFICATE

FVT 208 Sound for Film/Video . . . . . 3  
MGD 163 Sound Design I . . . . . 3  
MUS 165 MIDI I . . . . . 2  
RTV 108 Principles of Audio . . . . . 3  
RTV 136 Broadcast Announcing . . . . . 3  
RTV 210 Audio Mixing . . . . . 3  
**Total Credits for Audio  
Production Certificate:** . . . . . 17

### VIDEO/TELEVISION PRODUCTION CERTIFICATE

FVT 264 Introduction to Digital Effects . . 3  
MGD 155 Introduction to 3D Modeling/  
Animation: Lightwave . . . . . 3  
MGD 163 Sound Design I . . . . . 3  
MGD 164 Digital Video Editing I . . . . . 3  
RTV 107 Television Studio Production . . . 3  
RTV 212 Advanced Television Production . 3  
RTV 269 Video Field Production . . . . . 3  
**Total Credits for Video/Television  
Production Certificate:** . . . . . 21

### DIGITAL IMAGING & PUBLISHING CERTIFICATE

ART 205 Digital Photography I . . . . . 3  
ART 206 Digital Photography II . . . . . 3  
FVT 264 Introduction to Digital Effects . . 3  
MGD 141 Web Design I . . . . . 3  
MGD 143 Motion Graphics Design I . . . . 3  
MGD 254 Multimedia Design and  
Production I . . . . . 3  
MGD 269 Multimedia Design  
and Production II . . . . . 3  
**Total Credits for Digital Imaging and  
Publishing Certificate:** . . . . . 21

### RADIO PRODUCTION CERTIFICATE

MGD 163 Sound Design I . . . . . 3  
RTV 101 Radio Programming and  
Production I . . . . . 3  
RTV 108 Principles of Audio . . . . . 3  
OR  
RTV 136 Broadcast Announcing . . . . . 3  
RTV 211 Radio Programming and  
Production II . . . . . 3  
RTV 260 Broadcast Management . . . . . 3  
**Total Credits for Radio  
Production Certificate:** . . . . . 15

### MEDIA WRITING CERTIFICATE

ENG 131 Technical Writing I . . . . . 3  
JOU 106 Fundamentals of Reporting . . . . 3  
JOU 206 Intermediate Newswriting  
and Reporting . . . . . 3  
RTV 103 Writing for TV and Radio . . . . . 3

Students will also select any two of the following courses:

BUS 217 Business Communication and  
Report Writing . . . . . 3  
ENG 132 Technical Writing II . . . . . 3  
RTV 101 Radio Programming and  
Production I . . . . . 3  
RTV 104 Corporate Scriptwriting . . . . . 3  
RTV 107 Television Studio Production . . . 3  
**Total Credits for Media  
Writing Certificate:** . . . . . 18





# Communication Technology, cont.

## INTEGRATED MEDIA PRODUCTION CERTIFICATE

Students will select a minimum of 9 semester hours each from any two or more of the following three groups of courses, for a total of at least 20-21-semester hours.

### AUDIO PRODUCTION - (GROUP 1)

FVT 208	Sound for Film/Video	3
MGD 163	Sound Design I	3
MUS 165	MIDI I	2
RTV 108	Principles of Audio	3
RTV 136	Broadcast Announcing	3
RTV 210	Audio Mixing	3

### VIDEO/TELEVISION PRODUCTION (GROUP 2)

FVT 264	Introduction to Digital Effects	3
MGD 155	Intro to 3D Modeling/Animation: Lightwave	3
MGD 164	Digital Video Editing I	3
MGD 204	Videography II	3
MGD 255	Advanced 3D Modeling/Animation: Lightwave	3
RTV 107	Television Studio Production	3
RTV 212	Advanced Television Production	3
RTV 269	Video Field Production	3

### DIGITAL IMAGING, PUBLISHING & MULTIMEDIA - (GROUP 3)

ART 205	Digital Photography I	3
ART 206	Digital Photography II	3
EDU 263	Teaching and Learning Online	3
FVT 264	Introduction to Digital Effects	3
MGD 141	Web Design I	3
MGD 143	Motion Graphics Design I	3
MGD 155	Intro to 3D Modeling/Animation: Lightwave	3
MGD 254	Multimedia Design and Production I	3
MGD 269	Multimedia Design and Production II	3

**Total credits for Integrated Media Production Certificate:** . . . . . 20-21  
(Certain other multimedia-related courses may be substituted for courses listed in Groups 2 or 3 with advisor approval.)

## EDUCATIONAL TECHNOLOGY CERTIFICATE

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

FVT 264	Introduction to Digital Effects	3
MGD 155	Introduction to 3D Modeling/Animation: Lightwave	3
MGD 164	Digital Video Editing I	3

### WEB PUBLISHING: (choose one)

CWB 110	Complete Web Authoring	3
	(also offered in online format)	
	OR	
MGD 141	Web Design I	3

### EDUCATIONAL TECHNOLOGY

EDU 261	Teaching, Learning and Technology	3
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### MULTIMEDIA DESIGN AND PRODUCTION

MGD 254	Multimedia Design and Production I	3
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### DIGITAL PHOTOGRAPHY AND IMAGING

ART 205	Digital Photography I	3
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### DISTANCE EDUCATION

EDU 263	Teaching and Learning Online	3
<b>Total Credits for Certificate:</b>		24

## GRAPHICS DEPARTMENT

### Location:

Ed Beaty Hall, Room 531  
970.339.6329

### Program Chair, Communication Technology:

Lori Ford, Ext. 6329

### Advisors and Faculty:

Brian Dunning, Ext. 6479  
Lori Ford, Ext. 6329  
Colleen Martin, Ext. 6301

**Program Length:** 49 credits for the Certificate in Career & Technical Education, 21 credits for the Graphic Application Certificate, 64 credits for the Pre-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, desktop publishing, electronic pre-press, electronic page layout, platemaking, and proofing. With additional training, related areas of employment include opportunities in: photography, web page design, journalism, quality control, multi media, management, sales, and equipment repair. If you are interested in communication and how ideas, art, pictures and color are creatively reproduced onto paper then

consider a career in the graphic arts and printing industry, the third largest industry in the United States.

**Program Requirements:** Completion of the certificate requirements will earn a Certificate in Career & Technical Education.

The Associate of Applied Science degree offers the student additional theory as it is related to the student's area of specialization. The degree is recommended for persons wishing to advance in the printing industry.

## GRAPHIC TECHNOLOGY

### PRE-PRESS OPTION

#### (Certificate Program)

### CERTIFICATE REQUIREMENTS:

#### GENERAL EDUCATION COURSES: . . . . . 10

ENG 121	English Composition I	3
	OR	

ENG 131	Technical Writing I	3
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MAT 106	Survey of Algebra	4
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CIS 118	Intro to PC Applications	3
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#### CORE COURSES: . . . . . 39

MGD 105	Typography & Layout	3
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MGD 111	Adobe Photoshop I	3
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MGD 112	Adobe Illustrator I	3
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MGD 113	QuarkXPress I	3
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MGD 114	Adobe InDesign	3
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MGD 211	Adobe Photoshop II	3
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MGD 212	Adobe Illustrator II	3
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MGD 213	Electronic Pre-Press	3
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MGD 256	Graphic Design Production	3
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MGD 260	Graphic Design Production II	3
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MGD 262	Graphic Design Production III	3
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MGD 268	Commercial Art Business	2
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MGD 280	Internship	4
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**Total Credits for Certificate:** . . . . . 49

## GRAPHIC APPLICATION

### CERTIFICATE

#### CERTIFICATE REQUIREMENTS

MGD 105	Typography & Layout	3
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MGD 111	Adobe Photoshop I	3
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MGD 112	Adobe Illustrator I	3
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MGD 113	QuarkXPress I	3
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MGD 114	Adobe InDesign	3
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MGD 211	Adobe Photoshop II	3
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MGD 212	Adobe Illustrator II	3
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**Total Credits for Certificate:** . . . . . 21



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# Communication Technology, cont.



PSY 100	Psychology of Work Place Relationships . . . . .	3
SPE 115	Public Speaking . . . . .	3
	OR	
SPE 125	Interpersonal Communications . . .	3

<b>ELECTIVES:</b>		<b>6</b>
ART 101	Photography I . . . . .	3
ART 102	Photography II . . . . .	3
ART 121	Drawing I . . . . .	3
ART 122	Drawing II . . . . .	3
ART 131	2-D Design . . . . .	3
ART 205	Digital Photography I . . . . .	3
ART 206	Digital Photography II . . . . .	3
ART 231	Advanced 2-D Design . . . . .	3
ART 232	Advanced 3-D Design . . . . .	3
CIS 118	Intro PC Applications . . . . .	3
MGD 141	Web Design I . . . . .	3
MGD 143	Motion Graphics I . . . . .	3
MGD 221	Computer Graphics I . . . . .	3
MGD 222	Computer Graphics II . . . . .	3
	<b>Total Credits for A.A.S. Degree:</b>	<b>64</b>

## GRAPHIC TECHNOLOGY ADVISORY COMMITTEE

- George Beach  
Vision Graphics
- Allyson Byerly  
Media Specialist,  
Aims Community College
- John Bennett  
Penton Media
- Dave Dillman  
Thompson Valley School District
- Tom May  
AB Dick
- Richard Stuntz  
Outdoor Promotions
- Dian Beck  
Aldamin Graphics

## INTERACTIVE DESIGN (Associate of Applied Science Degree)

- Advisors and Faculty:**
- Brian Dunning, Ext. 6479
  - Lori Ford, Ext. 6329
  - Colleen Martin, Ext. 6301

**Program Length:** 18 credits in Web Design Area of Study or 15 credits in Animation Area of Study, 15 credits in Game Design Certificate will earn the student an Career & Technical Education Certificate. 64 credits in the Web Design Area of Study or 64 credits in the Animation Area of Study will earn the student an Associate of Applied Science Degree. Advanced certificates are also available for students wishing to further their knowledge in Interactive Design. They are Animation Specialist Certificate, Game

## GRAPHIC TECHNOLOGY (Associate of Applied Science Degree)

**Degree Requirements:** Completion of required courses will earn the students an A.A.S. degree. (Total Degree Requirements 64 credits.)

**General Education Courses:** A minimum of 16 credit hours of General Education courses are required with advisors approval.

### GRAPHIC TECHNOLOGY REQUIRED COURSES

<b>CORE COURSES:</b>	<b>42</b>
MGD 101 Introduction to Computer Graphics . . . . .	3
MGD 105 Typography & Layout . . . . .	3

MGD 111 Adobe Photoshop I . . . . .	3
MGD 112 Adobe Illustrator I . . . . .	3
MGD 113 QuarkXPress I . . . . .	3
MGD 114 Adobe InDesign . . . . .	3
MGD 211 Adobe Photoshop II . . . . .	3
MGD 212 Adobe Illustrator II . . . . .	3
MGD 213 Electronic Pre-Press . . . . .	3
MGD 256 Graphic Design Production . . . . .	3
MGD 260 Graphic Design Production II . . . . .	3
MGD 262 Graphic Design Production III . . . . .	3
MGD268 Commercial Art Business . . . . .	2
MGD 280 Internship . . . . .	4

### GENERAL EDUCATION COURSES: . . . . . 16

ART 132 3-D Design . . . . .	3
ENG 121 English Composition I . . . . .	3
	OR
ENG 131 Technical Writing I . . . . .	3
MAT 106 Survey of Algebra . . . . .	4

# Communication Technology, cont.

Design Specialist Certificate, and Web Design Specialist Certificate, 18 credits for each certificate.

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

**Program Requirements:** Completion of the three or five certificate requirements will earn a Certificate in Career & Technical Education.

The Associate of Applied Science Degree offers the student additional theory as it is related to the student's area of specialization.

## GENERAL EDUCATION COURSES

ART 132	3-D Design	3
ENG 121	English Composition I	3
	OR	
ENG 131	Technical Writing	3
MAT 106	Survey of Algebra	4
PSY 100	Psychology of Work	
	Place Relationships	3
SPE 115	Public Speaking	3
	OR	
SPE 125	Interpersonal Communications	3
<b>Total General Education Credits:</b>		<b>16</b>

## CORE PROGRAM

ART 122	Drawing II	3
ART 250	Art of Animation	3
CSC 116	Logic and Program Design	3
CWB 110	Complete Web Authoring	3
MGD 105	Typography & Layout	3
MGD 111	Adobe Photoshop I	3
MGD 112	Adobe Illustrator I	3
MGD 143	Motion Graphics I	3
MGD 256	Graphic Design Production	3
MGD 260	Graphic Design Production II	3
MGD 268	Commercial Art Business	2
<b>Total Core Credits:</b>		<b>32</b>

## ANIMATION EMPHASIS

MGD 141	Web Design I	3
MGD 155	Light Wave I	3
	OR	
MGD 153	3D Animation	3
MGD 163	Sound Design I	3
MGD 164	Digital Video Editing I	3
MGD 257	Animation Production	3

MGD 289	Capstone	2
	OR	
MGD 280	Internship	2
<b>Total Animation Credits:</b>		<b>17</b>

## WEB DESIGN EMPHASIS

MGD 141	Web Design I	3
MGD 163	Sound Design I	3
MGD 258	Web Design Production	3
MGD 280	Internship	2
	OR	
MGD 289	Capstone	2
<b>Total Web Design Credits:</b>		<b>11</b>

**ELECTIVES:** Choose from the following electives.

Suggested Elective:

MGD 152	Digital Animatics	3
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ART 101	Photography I	3
ART 110	Art Appreciation	3
ART 121	Drawing I	3
ART 131	2-D Design	3
ART 156	Figure Drawing I	3
ART 205	Digital Photography I	3
ART 206	Digital Photography II	3
CIS 118	Intro PC Applications	3
CIS 145	Complete PC Database	3
CIS 220	Fundamentals of UNIX	3
CIS 222	UNIX System Administration	3
CSC 150	Visual Basic Programming	3
CSC 160	CSI (C++ programming)	4
CSC 240	JAVA Programming	3
MGD 113	QuarkXPress I	3
MGD 211	Adobe Photoshop II	3
MGD 212	Adobe Illustrator II	3
MGD 221	Computer Design I	3
MGD 222	Computer Design II	3
<b>Total Web Design Emphasis Credits:</b>		<b>64</b>
<b>Total Animation Emphasis Credits:</b>		<b>64</b>

## CERTIFICATES

### ANIMATION CERTIFICATE

ART 250	Art of Animation	3
MGD 112	Adobe Illustrator I	3
MGD 143	Motion Graphics I	3
MGD 155	Introduction to 3D Modeling	
	Animation: Lightwave 3D	3
	OR	
MGD 153	3D Animation I	3
MGD 164	Digital Video Editing I	3
<b>Total Credits for Animation Certificate:</b>		<b>15</b>

### ANIMATION SPECIALIST CERTIFICATE

CWB 205	Complete Web Scripting	3
FVT 264	Into to Digital Effects	3
MGD 211	Adobe Photoshop II	3
MGD 212	Adobe Illustrator II	3
MGD 243	Motion Graphics II	3
MGD 255	Advanced 3D Modeling	
	Animation: Lightwave 3D	3
	OR	
MGD 253	3D Animation II	3
<b>Total Credits for Animation Specialist:</b>		<b>18</b>

## GAME DESIGN CERTIFICATE

ART 250	Art of Animation	3
MGD 111	Adobe Photoshop I	3
MGD 143	Motion Graphics I	3
MGD 155	Introduction to 3D Modeling	
	Animation: Lightwave 3D	3
	OR	
MGD 153	3D Animation I	3
MGD 167	Game Design I	3
<b>Total Credits for</b>		
<b>Game Design Certificate:</b>		<b>15</b>

## GAME DESIGN SPECIALIST CERTIFICATE

CWB 205	Complete Web Scripting	3
MGD 211	Adobe Photoshop II	3
MGD 212	Adobe Illustrator II	3
MGD 243	Motion Graphics II	3
MGD 267	Game Design II	3
MGD 255	Advanced 3D Modeling	
	Animation: Lightwave 3D	3
	OR	
MGD 253	3D Animation II	3
<b>Total Credits for</b>		
<b>Game Design Specialist Certificate:</b>		<b>18</b>

## WEB DESIGN CERTIFICATE

CWB 110	Complete Web Authoring	3
MGD 105	Typography Layout	3
MGD 111	Adobe Photoshop I	3
MGD 112	Adobe Illustrator I	3
MGD 141	Web Design I	3
MGD 143	Motion Graphics I	3
<b>Total Credits for</b>		
<b>Web Design Certificate:</b>		<b>18</b>

## WEB DESIGN SPECIALIST CERTIFICATE

CIS 145	Complete PC Database	3
CWB 205	Complete Web Scripting	3
CWB 206	Web Data Base	3
MGD 211	Adobe Photoshop II	3
MGD 212	Adobe Illustrator II	3
MGD 243	Motion Graphics II	3
<b>Total Credits for</b>		
<b>Web Design Specialist Certificate:</b>		<b>18</b>

## Interactive Design Advisory Committee

Ronna K Johnston	University of Northern Colorado Web Manager
Emma Oskel	The Cad Store
Brent Robbins	Variant Studios
Daniel Roberts	Web Site Manager City of Greeley



*The right choice at every step*

# Computer

## COMPUTER DEPARTMENT

### Location:

Ed Beaty Hall, Room 592  
970.339.6252

### Program Chair, Computer Information Systems:

Doug Clay, 970.339.6489

### Loveland Campus Chair:

Rita Clark,  
970.667.4611, Ext. 3317

### Fort Lupton Campus Chair:

Ellen Swieter, 970.352.4664, Ext. 4311

### DEGREES/CERTIFICATE OFFERED:

#### Computer Information Systems

(A.A.S. Degree)

#### Data Base Administration (Certificate)

#### Cyber Security (Certificate)

#### Game Programming (Certificate)

#### Information Technology (Certificate)

#### MCDBA (Certificate)

#### MCSA (Certificate)

#### MCSE (Certificate)

#### Network Analyst (Certificate)

#### Object Programming (Certificate)

#### Telecommunications (Certificate)

#### UNIX (Certificate)

#### Visual Basic Programming (Certificate)

#### Web Page Development (Certificate)

#### Computer Information Systems

Area of Study (A.A. Degree)

#### Computer Programming Area of Study

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

#### Computer Science Area of Study

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

#### Computer Science

(B.S. Degree Franklin University Alliance)

#### Management Information Systems

(B.S. Degree Franklin University Alliance)

#### Telecommunications Area of Study

(A.A. Degree)

## COMPUTER INFORMATION SYSTEMS

(Associate of Applied Science Degree)

### Advisors and Faculty:

Dick Gardner, 970.339.6289  
Tim McFerron, 970.339.6271  
Rex Parr, Ext. 970.339.6363

### Distance Learning Advisor:

John Hutson, Ext. 970.339.6549

**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: Data Base Administration, Web Page Development, Cyber Security, Networking

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.

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 15 credit hours of General Education Courses are required with advisor's approval.

## COMPUTER INFORMATION SYSTEMS

(Associate of Applied Science Degree)

### GENERAL EDUCATION

BUS 217	Business Communications and Report Writing . . . . .	3
	OR	
ENG 121	English Composition I . . . . .	3
SPE 115	Public Speaking. . . . .	3
	OR	
SPE 125	Interpersonal Communication . . . . .	3
MAT 106	Survey of Algebra . . . . .	4
HIS XXX	Any History course that will transfer . . . . .	3

Select one of the following classes:

BUS 216	Legal Environment of Business . . . . .	3
ECO 201	Principles of Macroeconomics . . . . .	3
ECO202	Principles of Microeconomics . . . . .	3
PSY 101	General Psychology I. . . . .	3
<b>Total Credits from General Education:</b> . . . . .		16

### REQUIRED COMPUTER CLASSES

CIS 124	Intro to Operating Systems . . . . .	3
CIS 118	Intro PC Applications . . . . .	3
CIS 145	Complete PC Database . . . . .	3
CNG 101	Intro to Networking . . . . .	3
CSC 116	Logic and Program Design . . . . .	3
CSC 150	Visual Basic Programming. . . . .	3
CSC 160	Computer Science I (C++) . . . . .	4
CWB 110	Complete Web Authoring. . . . .	3
<b>Total Credits from required Computer Classes:</b> . . . . .		25

### CERTIFICATE CREDITS

Choose a minimum of 23 credits from the following courses that are part of the Computer Information Systems Certificates. . . . . 23  
**Total Credits for A.A.S. Degree:** . . . . . 64

### CYBER SECURITY CERTIFICATE

*CNG 101	Intro to Networking . . . . .	3
CNG 131	Network Security Fundamentals . . . . .	3
CNG 133	Network Security Fire Walls & Intrusion Detection. . . . .	3
CNG 136	Disaster Recovery . . . . .	3
CNG 217	Implementing Security for MS Networks. . . . .	4
CNG 258	Computer Forensics . . . . .	4
	OR	
CRJ 250	Computer Crime Investigation . . . . .	3
<b>Total Credits for Network Security Certificate:</b> . . . . .		19-20

**NOTE: (3 credits toward the degree)** The \* identifies courses that are part of the required computer classes in the Computer Information Systems A.A.S. Degree. Students may have to submit to a background check for upper-level security classes.

### DATA BASE ADMINISTRATION CERTIFICATE

*CIS 118	Intro PC Applications . . . . .	3
*CIS 124	Intro to Operating Systems . . . . .	3
*CIS 145	Complete PC Database . . . . .	3
CIS 146	Database Application Development: Access. . . . .	3
CIS 240	Database Design and Development. . . . .	3
CIS 244	SQL PL/SQL . . . . .	3
*CSC 116	Logic and Program Design . . . . .	3
<b>Total Credits for Database Administration Certificate:</b> . . . . .		21

**NOTE: (9 credits towards the degree)** The \* identifies courses that are part of the Required Computer Classes in the Computer Information Systems A.A.S. Degree.

### GAME PROGRAMMING CERTIFICATE

*CIS 118	Intro to PC Applications . . . . .	3
*CIS 124	Intro to Operating Systems . . . . .	3
*CSC 116	Logic and Program Design . . . . .	3
*CSC 160	Computer Science I (C++) . . . . .	4
CSC 200	Game Programming I (C++) . . . . .	3
CSC 216	Computer Logic & Game Design . . . . .	3
MGD 143	Motion Graphic Design I . . . . .	3
MGD 243	Motion Graphic Design II . . . . .	3
<b>Total Credits for Game Programming Certificate:</b> . . . . .		25



NOTE: (13 credits toward the degree)  
The \* identifies courses that are part of the required computer classes in the Computer Information Systems A.A.S. Degree.

## NETWORK ANALYST CERTIFICATE

*CIS 118 Intro PC Applications . . . . .	3
*CIS 124 Intro to Operating Systems . . . . .	3
*CNG 101 Intro to Networking . . . . .	3
CNG 102 Local Area Networks . . . . .	3
CNG 109 Computer Networking Lab. . . . .	3
CNG 222 Designing a Windows Secure Network. . . . .	3
*CSC 116 Logic & Program Design . . . . .	3
<b>Total Credits for Network Analyst Certificate: . . . . .</b>	<b>21</b>

NOTE: (9 credits towards the degree)  
The \* identifies courses that are part of the Required Computer Classes in the Computer Information Systems A.A.S. Degree.

## OBJECT PROGRAMMING CERTIFICATE

*CIS 118 Intro PC Applications . . . . .	3
*CIS 124 Intro to Operating Systems . . . . .	3
*CSC 116 Logic and Program Design . . . . .	3
*CSC 160 Computer Science I (C++) . . . . .	4
CSC 160 Computer Science I (JAVA) . . . . .	4

CSC 161 Computer Science II (JAVA) . . . . .	4
<b>Total Credits for Object Programming Certificate . . . . .</b>	<b>21</b>

NOTE: (8 credits towards the degree)  
The \* identifies courses that are part of the Required Computer Classes in the Computer Information Systems A.A.S. Degree.

## UNIX CERTIFICATE

*CIS 118 Intro PC Applications . . . . .	3
*CIS 124 Intro to Operating Systems . . . . .	3
CIS 220 Fundamentals of UNIX . . . . .	3
CNG 109 Computer Networking Lab. . . . .	3
*CSC 116 Logic and Program Design . . . . .	3
<b>Total Credits for UNIX Certificate: . . . . .</b>	<b>15</b>

NOTE: (6 credits towards the degree)  
The \* identifies courses that are part of the Required Computer Classes in the Computer Information Systems A.A.S. Degree.

## VISUAL BASIC PROGRAMMING CERTIFICATE

*CIS 118 Intro PC Applications . . . . .	3
*CIS 124 Intro to Operating Systems . . . . .	3
*CSC 116 Logic and Program Design . . . . .	3
*CSC 150 Visual Basic Programming. . . . .	3

CSC 151 Advanced Visual Basic Programming . . . . .	3
<b>Total Credits for Visual Basic Programming Certificate: . . . . .</b>	<b>15</b>

NOTE: (3 credits towards the degree)  
The \* identifies courses that are part of the Required Computer Classes in the Computer Information Systems A.A.S. Degree.

## WEB PAGE DEVELOPMENT CERTIFICATE

*CIS 118 Intro PC Applications . . . . .	3
*CIS 124 Intro to Operating Systems . . . . .	3
*CIS 145 Complete PC Database . . . . .	3
*CNG 101 Intro to Networking . . . . .	3
*CSC 116 Logic and Program Design . . . . .	3
*CWB 110 Complete Web Authoring. . . . .	3
CWB 205 Complete Web Scripting. . . . .	3
CWB 206 Web Data Base . . . . .	3
<b>Total Credits for Web Page Development Certificate: . . . . .</b>	<b>24</b>

NOTE: (6 credits towards the degree)  
The \* identifies courses that are part of the Required Computer Classes in the Computer Information Systems A.A.S. Degree.

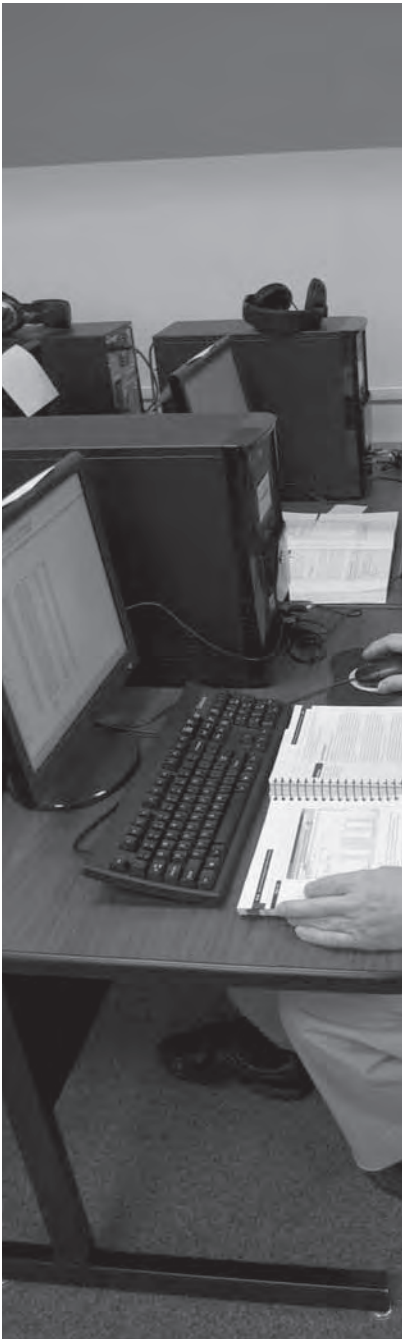


# Computer, cont.

## INFORMATION TECHNOLOGY CERTIFICATE

This program offered through Continuing Education.

CIS 118	Intro PC Applications . . . . .	3
CIS 124	Intro to Operating Systems . . . . .	3
CIS 145	Complete PC Database . . . . .	3
CNG 101	Intro to Networking . . . . .	3
CSC 116	Logic and Program Design . . . . .	3
CSC 150	Visual Basic Programming . . . . .	3
CSC 160	Computer Science I (C++) . . . . .	4
CSC 160	Computer Science I (JAVA) . . . . .	4
CWB 110	Complete Web Authoring . . . . .	3
<b>Total Credits for Information Technology Certificate:</b> . . . . .		<b>29</b>



## MCSA - MICROSOFT CERTIFIED SYSTEMS ADMINISTRATOR CERTIFICATION CERTIFICATE

**Advisor:**

John Hutson, 970.339.6549

This program is offered only at the Aims Corporate Education Center. This certificate prepares a student for the Microsoft Certified Systems Administrator (MCSA) credential.

The MCSA certificate courses introduces students to the materials required to obtain the technical proficiency skills in administering and supporting existing Window 2000/2003 based systems and to prepare for the Microsoft Certified Systems Administrator (MCSA) credential exams.

**Required credits:**

CNG 211	Windows XP Configuration . . . . .	3
CNG 212	Managing a MS Windows Server Environment . . . . .	4
CNG 213	Implementing a MS Windows Network Infrastructure . . . . .	4
CNG 215	Managing a Microsoft Windows Network Environment . . . . .	3

Choose one of the following courses:

CNG 222	Designing a Windows Secure Network . . . . .	3
CNG 227	Administering a Microsoft SQL Database . . . . .	3

**Total Credits for MCSA**

**Certification Certificate:** . . . . . 17

## MCSE - MICROSOFT WINDOWS SYSTEMS ENGINEER CERTIFICATION CERTIFICATE

**Advisor:**

John Hutson, 970.339.6549

This program is offered only at the Aims Corporate Education Center. The Microsoft Certified Systems Engineer (MCSE) credential is a premier technical certification for computer professionals.

The MCSE certificate courses introduce students to the materials required to obtain the technical proficiency necessary to lead organizations in the successful design, implementation, and administration of the Microsoft Windows 2000/2003 platforms and to prepare for the Microsoft Certified Systems Engineer (MCSE) credential exams.

**REQUIRED CREDITS**

CNG 211	Windows XP Configuration . . . . .	3
CNG 212	Managing a MS Windows Server Environment . . . . .	4
CNG 213	Implementing a MS Windows Network Infrastructure . . . . .	4

CNG 214	Plan a MS Windows Server Network Infrastructure . . . . .	4
CNG 216	Plan a MS Windows Server Active Directory Infrastructure . . . . .	4
CNG 221	Design MS Windows Active Directory and Network Infrastructure . . . . .	3

Choose one of the following courses:

CIS 253	Programming a Microsoft SQL Server Database . . . . .	3
CNG 215	Managing a Microsoft Windows Network Environment . . . . .	3
CNG 222	Designing a Windows Secure Network . . . . .	3
CNG 224	Microsoft Windows Wireless Network . . . . .	3
CNG 227	Administering a Microsoft SQL Database . . . . .	3

**Total Credits for MCSE**

**Certification Certificate:** . . . . . 25

## COMPUTER INFORMATION SYSTEMS ADVISORY COMMITTEE

- Dan Balsamo  
City of Greeley
- V. Kirby Bahr  
United Agri Products
- Angelina Borak-Koonz  
Hall-Irwin Construction
- Dan Crogan  
Aztech Software
- Kevin Farrell  
Bonell Good Samariton
- Jennifer Malinovsky  
Aims Community College Webmaster
- Deb Martinez  
Aims Community College
- Deck Reichert  
Dynamic Materials Corporation
- Wray Smith  
Aardvark I.T. Solutions

## TELECOMMUNICATIONS CERTIFICATE

CNG 160	Telecommunications I . . . . .	3
CTC 161	Voice Communications . . . . .	3
CTC 150	Data Communications . . . . .	3
CTC 120	Understanding Voice and Data Networks . . . . .	3

Choose One of the following courses:

CNG 165	Convergent Technologies . . . . .	3
CTC 116	Fiber Optics Technician . . . . .	3

**Total Credits for Telecommunications**

**Certificate:** . . . . . 15

# Construction

## BUILDING/CONSTRUCTION SITE MANAGEMENT

### Location:

Ed Beaty Hall, Room 540  
970.330.8008, Ext. 6286

### Department Chair, Engineering:

John Lenz, Ext. 6626

### Advisors and Faculty:

John Lenz, Ext. 6626  
Peter Montez, Ext. 6432

### DEGREES/CERTIFICATES OFFERED:

#### Building Construction Site Management

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

#### Certificates:

Basics of Construction Management  
Basic Structural Properties  
Project Estimating and Scheduling

**NOTE: Students seeking to transfer to a four-year institution should see an advisor for current transfer information and possibilities.**

**Program Length:** Usually four semesters for the A.A.S. Degree and usually two semesters for a certificate.

**Potential Opportunities:** This is the first of its kind two-year A.A.S. degree in construction management in the state of Colorado. This A.A.S. degree and certificates are designed to prepare the students for a wide range of technical occupations that utilize construction management skills and knowledge, including, yet not limited to: project management, general contracting, on-site superintendent, estimating, materials testing, owner or architect's representative, real estate development, technical sales, and financing. AAS degree graduates are prepared for the workplace, or may want to transfer to a four-year institution. Those students seeking transfer to a four-year institution should see an advisor for current transfer information and possibilities.

**Program Requirements:** (1) Students entering the program are required to complete the Aims assessment examinations in the areas of reading, writing, and mathematics. If qualifying scores are not attained, the program advisors will determine the preparatory courses that will be required to gain admittance to the program. (2) Students are required to demonstrate proficiency in English composition before graduation. This may be accomplished by successful completion ("C grade or above) in (ENG 121) English Composition, (ENG 131) Technical Writing, or by qualifying score on the assessment examination.

(3) Prerequisite courses for this program must be met prior to admittance to the program. See the course descriptions in the back of the catalog for individual course descriptions. (4) Any student registering for a construction management course must obtain a program advisor's signature on the course registration form before registering. Any student requesting an evaluation of transfer credit is required to meet with a construction management department advisor. (5) Any course used to satisfy a construction management technology degree or certificate must be completed with a "C" or better.



**General Information:** Most courses within the Construction Management Technology program require some degree of manual dexterity, good eyesight and the ability to perform manual operations such as the ability to lift and operate test equipment.

Specific courses may be suitable for the physically impaired students – contact a program advisor if you have questions or needs.

**Program Description:** The A.A.S. degree in Construction Management Technology consists of specific construction management courses and general education requirements. The student may elect to complete one or more of the certificates and/or the entire A.A.S. degree program of study.

## BUILDING/CONSTRUCTION SITE MANAGEMENT

(Associate of Applied Science Degree)

### GENERAL EDUCATION

ACC 121	Accounting Principles I	4
ENG 121	English Composition I	3
	OR	
ENG 131	Technical Writing I	3
HIS 101	History of Western Civilization I	3
SPE 115	Public Speaking	3
<b>Total General Education Credits:</b>		<b>16</b>

### SPECIFIC COURSES

AEC 233	Construction Safety and Loss Prevention	2
ARC 107	Blueprint Reading (Residential/Commercial)	3
ENT 142	Surveying II	4
ENT 146	Construction Materials and Methods	3
ENT 247	Strength of Materials	3
MAT 108	Technical Mathematics	4

### \*CORE ELECTIVES

(Select with advisor approval)		3-5
AEC 221	Building Electrical/Mechanical Systems	3
AEC 231	Estimating II: Cost Analysis	3
AEC 234	Construction Contract and Labor Law	2
ARC 236	Codes/Zoning/Specifications	3
CAD 101	Computer Aided Drafting I	3
CAD 102	Computer Aided Drafting II	3
ENT 210	Soil Mechanics	2
ENT 215	Soils Lab	1



## Construction, cont.

ENT 248	Strength of Materials-Complete . . .	4
PHY 111	Physics Algebra Based I . . . . .	5
<b>Total Specific Course Credits:</b> . . . . .		<b>51-53</b>
<b>Total Credits W/O Internship</b> . . . . .		<b>67-69</b>
AEC 280	Internship (Optional with Advisor's Approval) . . . . .	1-6
<b>Total credits with Internship:</b> . . . . .		<b>68-75</b>
<b>Total credits for A.A.S. Degree:</b> . . . . .		<b>67-75</b> (minimum 67 credits required)

### \*CORE ELECTIVES

(Select with advisor approval 3-5 core elective credits from the following)

AEC 287	Cooperative Education . . . . .	1-6
ARC 275	Special Topics . . . . .	1-6
ARC 285	Independent Study . . . . .	1-6
ARC 289	Capstone . . . . .	1-6
ENT 141	Surveying I . . . . .	4
ENT 207	Construction Methods, Planning and Equipment . . . . .	2
ENT 270	Technical Experience . . . . .	3
ENT 275	Special Topics . . . . .	0.0-5
ENT 287	COOP Education . . . . .	1-5
GEY 111	Physical Geology . . . . .	4
<b>Total Required Elective Credits:</b> . . . . .		<b>3-5</b>

## BUILDING/CONSTRUCTION

### SITE MANAGEMENT

(Certificates)

#### BASICS OF CONSTRUCTION MANAGEMENT CERTIFICATE

ENT 146	Construction Materials and Methods . . . . .	3
ENT 207	Construction Methods, Planning and Equipment . . . . .	2
<b>Total Credits for Basics of Construction Management Certificate:</b> . . . . .		<b>5</b>

#### BASIC STRUCTURAL PROPERTIES CERTIFICATE

ENT 247	Strength of Materials . . . . .	3
ENT 248	Strength of Materials-Complete . . .	4
<b>Total Credits for Basic Structural Properties Certificate</b> . . . . .		<b>7</b>

#### PROJECT ESTIMATING AND SCHEDULING CERTIFICATE

ARC 107	Blueprint Reading (Residential/Commercial) . . . . .	3
AEC 231	Estimating II: Cost Analysis . . . . .	3
<b>Total credits for Project Estimating and Scheduling Certificate</b> . . . . .		<b>6</b>

## BUILDING/CONSTRUCTION

### SITE MANAGEMENT

#### ADVISORY COMMITTEE

Ty Alexander	Teracon, Greeley
Lee Blum	Assoc. of General Contractors, Denver

Cindy Buckardt	Colorado Precast Concrete, Loveland
Don Bundy	The Architects Studio, Fort Collins
Jim Cox	CCMK Architects, Fort Collins
Paul Finger	High Plains Mechanical, Fort Collins
Sharie Grant	Officescapes / Scott Rice, Fort Collins
Dr. Larry Grosse	Colorado State University, Fort Collins
Tim Heimbuck	Heimbuck Disposal, Fort Collins
Dave Jones	Hensel Phelps, Inc., Greeley
Gary Larrew	CCP Engineers, Fort Collins
Nichole LeClere	Colorado State University, Fort Collins
Dr. Mike Nobe	Colorado State University, Fort Collins
Dick Schmidt	Schmidt Earth Builders, Windsor
Loren Shanks	Drexel Barrell & Co
Dotti Weber	Home Builders Assn. of Northern Colorado, Windsor

## CONSTRUCTION TECHNOLOGY PROGRAM (Certificates)

Aims Community College is developing a series of certificate programs to provide education and training in various aspects of Construction Technology. Two Programs are scheduled to open on the Fort Lupton Campus in the Summer of 2006. Certificate include:

#### CARPENTRY CERTIFICATE

CAR 100	Introduction to Carpentry	
CAR 102	Hand and Power Tools	
CAR 105	Job Site Layout and Blueprint Reading	
CAR 115	Form and Foundation Systems	
CAR 125	Roofing Materials and Methods	
CAR 133	Construction Framing	
CAR 170	Clinical Construction Lab I	
CAR 130	Windows and Exterior Doors	
CAR 136	Remodeling, Renovation and Additions	
CAR 156	Shop Tools: Stationary, Hand and Portable	
CAR 160	Floor Finishes	
CAR 171	Clinical Construction Lab 2	
<b>Total Credits for Certificate</b> . . . . .		<b>31</b>

#### ELECTRICAL WIRING CERTIFICATE

EIC 100	Electrical Construction and Planning	
EIC 104	Basics of Industrial Electricity	
EIC 105	Basics of AC and DC Electricity	
EIC 110	Electrical Installations	
EIC 124	Electrical Safety Requirements	
EIC 130	National Electrical Code I	
EIC 134	Life Safety Code	
EIC 135	National Electrical Code II	
EIC 144	Grounding and Bonding	
EIC 160	Electrical Instruments and Measurements	
<b>Total Credits for Certificate</b> . . . . .		<b>29.5</b>

Three additional certificates are scheduled to open in the Spring of 2007. They are Plumbing, Masonry and Construction Technology Technician.

This is an open-entry, open-exit instructional program, meaning that students may begin instruction at any time and do not have to wait for a new semester to begin. Each course consists of a series of learning modules designed to teach both construction trades theory and actual construction skills. This flexible instructional delivery system allows students to become employable in the construction industry and to document the skills they have mastered. It also allows construction industry employers to use the Aims Community College construction technology program to upgrade the skills of their workforce. Employers can select from a "menu" of modules the specific skills that they want each employee to master. For more information call the Aims Community College Advising Center at 970.339.6251.

#### CARPENTRY AND ELECTRICAL WIRING ADVISORY COMMITTEE

Dave Jones	Hensel Phelps, Inc., Greeley
Arland Ball	Eaton High School, Eaton
Mark Hout	UNI Design, Greeley
Mick Barker	Barvista Homes, Berthoud
Joeigh Cardona	Weld Central High School, Keenesburg
Rick Hiatt	Eckstine Electric, Platteville
Nicole Tijerina	Aggie Builders, LLC, Gilcrest
Bret Hall	Hall Irwin Construction Co., Greeley

# Criminal Justice

## CRIMINAL JUSTICE

### Location:

Hansen Building, 905.3  
970.339.6313

### Program Chair:

Sue Beecher, 970.339.6313  
sue.beecher@aims.edu

### Director, Peace Officer Academy:

Sue Beecher, 970.339.6313  
sue.beecher@aims.edu

### DEGREES/CERTIFICATES OFFERED:

**Criminal Justice** (A.A.S. or A.A. degree)  
**Peace Officer Academy** (Certificate)

Degree seeking students who do not assess at the college level in English, math or reading will take the required remedial coursework within the first 30 semester hours after declaring the degree in any deficient area or demonstrate proficiency through Aims assessment policy. Remedial courses may be taken concurrently with criminal justice courses as long as the 30 semester hour requirement is met. Contact your advisor or the Aims Assessment Center for additional information of college level assessment.

## CRIMINAL JUSTICE

*(Articulation Agreements for UNC and Metropolitan State College)*  
*(Associate of Arts Degree)*

### Advisor and Program Chair:

Sue Beecher, 970.339.6313  
sue.beecher@aims.edu

This Criminal Justice Directed Area of Study is designed for students who would like to **transfer** to a traditional four-year college or university to complete their bachelor's degree in related programs.

### Recommended degree requirements for Criminal Justice Area of Study:

**COMMUNICATION:** . . . . . 6  
See A.A. degree requirements.

**ARTS & HUMANITIES:** . . . . . 9

**SOCIAL & BEHAVIORAL SCIENCES:** . . . . . 9  
See A.A. degree requirements.

**MATHEMATICS:** . . . . . 3-4  
MAT 121 College Algebra . . . . . 4  
OR  
MAT 135 Intro. to Statistics . . . . . 3

**PHYSICAL & LIFE SCIENCES:** . . . . . 8-10  
See A.A. degree requirements.

**ORAL COMMUNICATION OR TECHNOLOGY:** . . . . . 3  
See A.A. degree requirements

**ELECTIVES:** . . . . . 22-28  
See Criminal Justice advisor for transfer courses. This degree is designed to transfer to University of Northern Colorado and Metropolitan State College per specific articulation agreements. The program must be followed exactly as articulated in the agreements.  
**Total Credits for A.A. Degree:** . . . . . 60

## CRIMINAL JUSTICE

### ADVISORY COMMITTEE

- Tracey Allen, Program Graduate
- Boulder Community Security
- Kendall Alexander, Director
- Island Grove Treatment Center
- Cori Buggeln, Adjunct Faculty
- Youth Emancipation Services
- Chief Jim Burack
- Milliken Police Department
- Phillip Clark, Assistant DA
- Weld County District Attorney's Office
- Doug Erler, Corrections Consultant
- Jefferson County Justice Services
- Chief Mike Guthrie
- Evans Police Department
- Chief Jerry Garner
- Greeley Police Department
- Detective James Kenney
- Estes Park Police Department
- Nomi Ketterling
- Weld County Partners
- Marcelo Kopcow
- Weld County District Court Judge
- Jamie Nuss, Assistant Director
- Platte Valley Youth Services Center
- Cecil O'Farrell
- Victims Advocacy
- Dr. Phillip Reichel, UNC Professor,
- Criminal Justice
- David Rogers, Director
- Missing Children's Task Force
- Pam Shaddock
- Greeley City Council
- James Simpkins, Assistant Chief/Dispatch/
- Communications, Academy Graduate
- Art Terrazas,
- Diversity, Community Representative
- Tyler Youngren
- Criminal Justice Student
- Dave Zobeck
- Corrections Consultant/Weld County

## CRIMINAL JUSTICE

*(Associate of Applied Science Degree)*

### Advisor and Program Chair:

Sue Beecher, 970.339.6313  
sue.beecher@aims.edu

**Non-Majors:** Students **DO NOT** have to be Criminal Justice majors to enroll in Criminal Justice degree courses.

**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:** Degree seeking students who do not assess at the college level in English, math or reading will take the required remedial coursework within the first 30 semester hours after declaring the degree in any deficient area or demonstrate proficiency through Aims assessment policy. Remedial courses may be taken concurrently with criminal justice courses as long as the 30 semester hour requirement is met. Contact your advisor or the Aims Assessment Center for additional information of college level assessment.

### DEGREE PROGRAM

Criminal Justice General Education required courses are listed below.  
**NOTE:** This program includes changes which are subject to approval by the Colorado Community College and Occupational Education System. Courses listed are subject to change. Students can verify the course offerings with the Program Chair.

### CRIMINAL JUSTICE COURSES:

- CRJ 110 Intro to Criminal Justice . . . . . 3
- CRJ 111 Substantive Criminal Law . . . . . 3
- CRJ 112 Procedural Criminal Law . . . . . 3
- CRJ 125 Law Enforcement Operations . . . . . 3
- CRJ 135 Judicial Function . . . . . 3
- CRJ 145 Correctional Process . . . . . 3
- CRJ 210 Constitutional Law . . . . . 3
- CRJ 216 Juvenile Law and Procedures . . . . . 3
- CRJ 220 Human Relations/  
Social Conflict . . . . . 3
- CRJ 230 Criminology . . . . . 3
- CRJ 275 Special Topics: Advanced  
Substantive Criminal Law . . . . . 3
- CRJ 278 Seminar: Advanced Procedural  
Criminal Law . . . . . 3
- CRJ 286 Directed Studies:  
Discretionary Justice . . . . . 3
- CRJ 289 CRJ Capstone . . . . . 4



*The right choice at every step*

# Criminal Justice, cont.

**GENERAL EDUCATION COURSES:** . . . . 19  
 ENG 121 English Composition I . . . . . 3

**MATH:**  
 MAT 106 Survey of Algebra . . . . . 4

**SOCIAL SCIENCES:** . . . . . 9  
 \*Select **three (3)** from the following classes.  
 ANT 101 Cultural Anthropology . . . . . 3  
 GEO 105 World Regional Geography . . . . . 3  
 HIS 202 U.S. History II . . . . . 3  
 POS 105 Introduction to Political Science . 3  
 POS 111 American Government . . . . . 3  
 PSY 101 General Psychology I . . . . . 3  
 SOC 101 Introduction to Sociology I . . . . . 3  
 SOC 218 Sociology of Diversity . . . . . 3  
 \*With advisor approval, appropriate Criminal Justice seminar course(s) may be substituted for one Social Science course selection--not to exceed a total of 3 credits.\*

**COMPUTERS:** . . . . . 3  
 With advisor approval, select a CIS or CSC class.  
 Total Credits for A.A.S. Degree: . . . . . 62

## PEACE OFFICER ACADEMY (Career & Technical Certificate)

**Academy Director and Advisor:**  
 Sue Beecher, 970.339.6313  
 sue.beecher@aims.edu

**Academy and Registration Information:**  
 Must consult with the Academy Director, (Sue Beecher).

**Program Length:** Two semesters.  
**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 25-30 hours per week outside of the classroom to ferret out that knowledge necessary to successfully complete this Academy.

**College Credit:** Success in the Academy leads to a "certificate of completion" and 41 semester credits.

**Assessment Guidelines:** Must consult with the Academy Director, Sue Beecher.

**Application/Registration Information:** Must consult with the Academy Director, Sue Beecher.

This program includes changes mandated by the Colorado Peace Officer Standards and training Board. Courses listed are subject to change. Students can verify the course offerings with the Academy Director.

### CERTIFICATE PROGRAM

CRJ 101	Basic Law Enforcement Academy . . . . .	8
CRJ 103	Basic Law Enforcement Academy III . . . . .	2
CRJ 105	Basic Law . . . . .	6
CRJ 106	Arrest Control Techniques . . . . .	3
CRJ 107	Law Enforcement Driving . . . . .	3
CRJ 108	Firearms . . . . .	3
CRJ 118	Report Writing . . . . .	3
CRJ 126	Patrol Procedures . . . . .	3
CRJ 127	Crime Scene Investigation . . . . .	3
CRJ 132	Intro/Community Policing/Officer Survival . . . . .	1
CRJ 209	Criminal Investigation I . . . . .	3
CRJ 246	Traffic Investigation . . . . .	3
<b>Total Credits for Certificate:</b> . . . . .		<b>41</b>





## EARLY CHILDHOOD EDUCATION

### Location:

Monfort Early Childhood Education Center

### Chair:

Kathy Hamblin, 970.339.6501

### Advisors and Faculty:

Judy Gump, 970.339.6298  
Rebecca Ward, 970.339.6307

### Center Director, Monfort Early Childhood Education Center:

Linda Neigherbauer, 970.339.6275

**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 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, inclusive child care centers and family child care homes. Work experience for most positions is required in addition to courses listed. The Colorado Department of Human Services, Office of Child Care Services determines the qualifications for child care positions.

**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 Education area are: Judy Gump, Associate Professor, Rebecca Ward, Associate Professor, and Kathy Hamblin, Program Director, Education.

## EARLY CHILDHOOD EDUCATION CERTIFICATE PROGRAM

**Prerequisites:** During ECE 102 Introduction to ECE 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

ECE 101	Introduction to Early Childhood Education . . . . .	3
ECE 102	Introduction to EC Lab Techniques . . . . .	3
ECE 103	Guidance Strategies for Children	3
ECE 151	Early Childhood Education Leadership Development. . . . .	1
ECE 180	ECE Internship. . . . .	5
ECE 225	Language & Cognition for the Young Child . . . . .	3
	OR	
ECE 226	Creativity and the Young Child . . . . .	3
ECE 238	Child Growth & Development. . . . .	4
ENG 121	English Composition I . . . . .	3
SPE 125	Interpersonal Communication . . . . .	3
	<b>Total Credits for Certificate:</b> . . . . .	<b>28</b>

## 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.

ECE 101	Introduction to Early Childhood Education . . . . .	3
ECE 102	Introduction to EC Lab Techniques . . . . .	3
ECE 103	Guidance Strategies for Children . . . . .	3
ECE 220	Curriculum Development: Methods/Techniques. . . . .	3
ECE 225	Language and Cognition for the Young Child . . . . .	3
	OR	
ECE 226	Creativity and the Young Child. . . . .	3
ECE 238	Child Growth & Development. . . . .	4
	<b>Total Credits for Certificate:</b> . . . . .	<b>19</b>

## CHILD CARE CENTER DIRECTOR CERTIFICATE

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

ECE 101	Introduction to Early Childhood Education . . . . .	3
ECE 102	Introduction to EC Lab Techniques . . . . .	3
ECE 103	Guidance Strategies for Children . . . . .	3
ECE 205	Nutrition, Health, Safety. . . . .	3
ECE 220	Curriculum Development: Methods/Techniques. . . . .	3
ECE 238	Child Growth & Development. . . . .	4
ECE 240	Administration of Early Childhood Care & Education Programs. . . . .	3
ECE 241	Administration: Human Relations for Early Childhood Professions . . . . .	3
	<b>Total Credits for Certificate:</b> . . . . .	<b>25</b>

## INFANT/TODDLER CARE CERTIFICATE

This competency-based, 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.

ECE 111	Infant and Toddler Theory and Practice. . . . .	3
ECE 112	Introduction to Infant/Toddler Lab Techniques . . . . .	3
ECE 115	Introduction to the Infant/Toddler Environment Rating Scale. . . . .	1
	OR	
ECE 175	Ounce Scale Training . . . . .	1
ECE 211	Advanced Infant and Toddler Theory and Practice . . . . .	3
	<b>Total Credits for Certificate:</b> . . . . .	<b>10</b>

## GREAT BEGINNINGS CERTIFICATE

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

ECE 238	Child Growth & Development. . . . .	4
ECE 261	Exceptional Child Lab Techniques . . . . .	3
ECE 265	First Start: Including Children With Disabilities. . . . .	3
	<b>Total Credits for Certificate:</b> . . . . .	<b>10</b>

## INFANT/TODDLER CANDIDATE CERTIFICATE

This certificate satisfies the educational requirements for an Infant/Toddler CDA. Child Development Associate (CDA) certificate applicable in certain child care settings including Head Start.

ECE 101	Introduction to Early Childhood Education . . . . .	3
ECE 111	Infant and Toddler: Theory and Practice. . . . .	3
ECE 211	Advanced Infant and Toddler Theory and Practice . . . . .	3
	<b>Total Credits for Certificate:</b> . . . . .	<b>9</b>

## PRESCHOOL CANDIDATE CERTIFICATE

This certificate satisfies the educational requirements for Preschool CDA. Child Development Associate (CDA) certificate applicable in certain child care settings including Head Start.

ECE 101	Introduction to Early Childhood Education . . . . .	3
ECE 102	Introduction to EC Lab Techniques . . . . .	3
ECE 238	Child Growth & Development. . . . .	4

Select one of the following:

ECE 103	Guidance Strategies for Children . . . . .	3
ECE 225	Language and Cognition for the Young Child . . . . .	3
ECE 226	Creativity and the Young Child. . . . .	3
	<b>Total Credits for Certificate:</b> . . . . .	<b>13</b>



*The right choice at every step*

# Education, cont.

## EARLY CHILDHOOD EDUCATION

### (Associate of Applied Science Degree)

**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 ECE Certificate Program. Students have opportunities to specialize practicum courses for Infant/Toddler Care and/or Children with Special Needs. Work experience is required in addition to the courses listed.

**Prerequisites:** Same as for certificate program Early Childhood Education.

### DEGREE REQUIREMENTS

ECE 101	Introduction to Early Childhood Education . . . . .	3
ECE 102	Introduction to EC Lab Tech. . . . .	3
ECE 103	Guidance Strategies for Children . . . . .	3
ECE 151	Early Childhood Education Leadership Development. . . . .	1
ECE 180	ECE Internship. . . . .	5
ECE 225	Language and Cognition for the Young Child . . . . .	3
	OR	
ECE 226	Creativity and the Young Child. . . . .	3
ECE 238	Child Growth & Development. . . . .	4
ECE 111	Infant and Toddler Theory and Practice. . . . .	3
ECE 205	Nutrition, Health, and Safety . . . . .	3
ECE 220	Curriculum Development: Methods/Techniques. . . . .	3
ECE 240	Administration of Early Childhood Care & Education Programs . . . . .	3
ECE 241	Administration: Human Relations for the Early Childhood Professions . . . . .	3
ECE 265	First Start: Including Children With Disabilities. . . . .	3
ECE 280	ECE Internship. . . . .	5

### Options: Students choose one:

#### Infant/Toddler Track Option:

ECE 112	Introduction to Infant/Toddler Lab Techniques . . . . .	3
ECE 211	Advanced Infant and Toddler Theory and Practice . . . . .	3

#### Special Needs Track Option:

ECE 261	Exceptional Child Lab Techniques . . . . .	3
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### GENERAL EDUCATION

MAT 120	Mathematics for the Liberal Arts . . . . .	4
ENG 121	English Composition I . . . . .	3
SPE 125	Interpersonal Communication . . . . .	3
PSY 101	General Psychology I. . . . .	3
SOC 101	Introduction to Sociology I . . . . .	3
	OR	

SOC 205	Sociology of Family Dynamics . . . . .	3
<b>Total Credits for A.A.S. Degree:</b> . . . . .		64-67

Students must have a "C" or better in each practicum course to advance to the next practicum course. Practicum courses are: ECE 102, ECE 180, ECE 280.

### PROGRAM ELECTIVES

ECE 127	Music & Movement for the Young Child . . . . .	2
ECE 145	Creative Materials. . . . .	1
ECE 175	Ounce Scale Training . . . . .	1
ECE 114	Introduction to the Early Childhood Environmental Rating Scale . . . . .	1
ECE 115	Introduction to the Infant/Toddler Environmental Rating Scale . . . . .	1
ECE 195	School-age Child in Childcare . . . . .	3
ECE 228	Language and Literacy. . . . .	3

## EARLY CHILDHOOD EDUCATION STATEWIDE ARTICULATION AGREEMENT (Associate of Arts Degree)

Degree requirements for the Early Childhood Education Statewide Articulation Agreement.

<b>COMMUNICATION:</b> . . . . .	6	
ENG 121	English Composition I . . . . .	3
ENG 122	English Composition II. . . . .	3

<b>ARTS &amp; HUMANITIES:</b> . . . . .	6	
ART 110	Art Appreciation . . . . .	3
	OR	

MUS 120	Music Appreciation . . . . .	3
LIT 115	Intro. to Literature . . . . .	3
*LIT 225	Children's Literature . . . . .	3
*LIT 225 can only be used to fulfill the Arts & Humanities general education requirement for this articulation program. If a student chooses to change their degree program, these courses may or may not be applied to the elective category of the chosen degree (see Approved Degree electives in this Catalog).		

<b>SOCIAL &amp; BEHAVIORAL SCIENCES:</b> . . . . .	9	
HIS 201	U.S. History I. . . . .	3
GEO 105	World Geography . . . . .	3
POS 111	American Government . . . . .	3

<b>MATHEMATICS:</b> . . . . .	6	
Select ONE of the following mathematics options:		
<b>Option 1 (2 courses)</b>		
MAT 108	Technical Mathematics . . . . .	4
	OR	
MAT 120	Mathematics for the Liberal Arts . . . . .	4
	OR	
MAT 121	College Algebra. . . . .	4
	AND	

MAT 135	Introduction to Statistics. . . . .	3
<b>Option 2 (2 courses)</b>		

*MAT 155	Integrated Math I . . . . .	3
	AND	

\*MAT 156 Integrated Math II . . . . . 3  
\*MAT 155 & 156 can only be used to fulfill the mathematics general education requirement for this articulation program. If a student chooses to change their degree program, these courses may or may not be applied to the elective category of the chosen degree (see Approved Degree Electives in this catalog).

### PHYSICAL & LIFE SCIENCES: . . . . . 12

Select the following two science courses:  
\*SCI 155 Integrated Science I. . . . . 4  
\*SCI 156 Integrated Science II . . . . . 4  
\*SCI 155 & 156 can only be used to fulfill the science general education requirement for this articulation program. If a student chooses to change their degree program, these courses may or may not be applied to the elective category of the chosen degree (see Approved Degree Electives in this catalog).

Select one additional lab-based science course from the following list:

BIO 105	Science of Biology. . . . .	4
BIO 111	General College Biology I. . . . .	5



CHE 101 Introduction to Chemistry I . . . . 5  
 CHE 111 General College Chemistry I . . . . 5  
 GEY 111 Physical Geology . . . . . 4  
 PHY 105 Conceptual Physics . . . . . 4  
 PHY 111 Physics-Algebra Based I . . . . . 5  
 PHY 211 Physics-Calculus Based I . . . . . 5  
**NOTE:** Science sequence may be offered only once per year, beginning Fall Semester.

**ORAL COMMUNICATIONS OR TECHNOLOGY:** . . . . . 3  
 SPE 115 Public Speaking . . . . . 3

**ELECTIVES** . . . . . 19-25  
 ECE 101 Introduction to Early Childhood Education . . . . . 3  
 ECE 102 Introduction to Early Childhood Lab Techniques . . . . . 3  
 ECE 205 Nutrition, Health & Safety . . . . 3  
 ECE 238 Child Growth & Development . . 4  
 ECE 241 Human Relations for ECE . . . . 3  
**Total credits for A.A. Degree:** . . . . . 60

## EARLY CHILDHOOD EDUCATION ADVISORY COMMITTEE

- Christy Aldridge  
 Private Consultant  
 Peggy Burdan, Director  
 My Friends and Me Learning Center  
 Jill Fetters  
 Children's Workshop  
 Jennifer Geringer, Assistant Professor  
 Early Child Education  
 University of Northern Colorado  
 Deb Gustafson, Third Grade Teacher  
 Brighton School District  
 Mary Hamilton  
 McKee Children's Center, University Children's Center, NCMC  
 Child Care Center  
 Patty Henry  
 Preschool Teacher  
 Lochbuie Elementary School  
 Deb Kohlhoff  
 Special Education Paraeducator  
 School District 6  
 Jan Knutson  
 Early Childhood Education  
 Greeley Central High School  
 Laura Martinez  
 Community Preschool  
 Margie Mellon  
 Family Child Care Provider  
 Deanna Nakashima  
 Student Representative  
 Dreamasia Smith  
 Student Representative  
 Maurine Summers  
 Retired Aims Faculty

Jennifer Vigil  
 Private Consultant  
 Julie Walsh  
 Catholic Charities Plaza del Milgro  
 Christine Wiedeman  
 Starline Preschool Day Care Center

## EDUCATION DEPARTMENT

**Location:**  
 Westview, Room 660  
 970.339.6567  
**Program Director:**  
 Kathy Hamblin, 970.339.6501  
**Coordinator Parent & Professional Education:**  
 Rebecca Richards, 970.339.6274

## TEACHER PREPARATION

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 Education  
 Marsha Driskill - Math/Science or General Education  
 Kathy Hamblin - Elementary Education  
 Holly Hartwick - English/Speech  
 Jeanine Lewis - College Prep Mathematics  
 Tom Pentecost - Math/Natural and Applied Sciences

## ELEMENTARY EDUCATION STATEWIDE ARTICULATION AGREEMENT

*(Associate of Arts Degree)*  
 Elementary Education Statewide Articulation Agreement includes courses for transfer to UNC and other Colorado universities.  
**Degree requirements for the Elementary Education Statewide Articulation Agreement.**

**COMMUNICATION:** . . . . . 6  
 ENG 121 English Composition I . . . . . 3  
 ENG 122 English Composition II . . . . . 3  
 (B or better required in one of the above.)

**ARTS & HUMANITIES:** . . . . . 3  
 LIT 115 Intro. to Literature . . . . . 3  
 LIT 201 Masterpieces of Literature I . . . . 3  
 LIT 202 Masterpieces of Literature II . . . . 3

**SOCIAL & BEHAVIORAL SCIENCES:** . . . . 9  
 HIS 201 U.S. History I . . . . . 3  
 GEO 105 World Geography . . . . . 3  
 POS 111 American Government . . . . . 3

**MATHEMATICS:** . . . . . 6  
 \*MAT 155 Integrated Math I . . . . . 3  
 \*MAT 156 Integrated Math II . . . . . 3  
 \*MAT 155 & 156 can only be used for graduation to fulfill the mathematics general education requirement for his articulation program. If a student chooses to change their degree program, these courses may or may not be applied to the elective category of the chosen degree (see Approved Degree Electives in this catalog).  
 (\*Per statewide articulation agreement for elementary education students only.)

**PHYSICAL & LIFE SCIENCES:** . . . . . 12  
 Select the following two science courses:  
 \*SCI 155 Integrated Science I . . . . . 4  
 \*SCI 156 Integrated Science II . . . . . 4

Select one additional lab-based science course from the following list:  
 BIO 105 Science of Biology . . . . . 4  
 BIO 111 General College Biology I . . . . . 5  
 CHE 101 Introduction to Chemistry I . . . . 5  
 CHE 111 General College Chemistry I . . . . 5  
 GEY 111 Physical Geology . . . . . 4  
 PHY 105 Conceptual Physics . . . . . 4  
 PHY 111 Physics-Algebra Based I . . . . . 5  
 PHY 211 Physics-Calculus Based I . . . . . 5

**ELECTIVES**  
**Required electives**  
 EDU 221 Introduction to Education . . . . 3  
 PSY 238 Child Development . . . . . 3  
 SPE 115 Public Speaking . . . . . 3

The following list has been provided by the University of Northern Colorado for students wishing to transfer to UNC. Students desiring to transfer to UNC must select their remaining 15 credits of electives from this list. Students planning to transfer to an institution other than UNC must contact the transfer institution for further information. It is the student's responsibility to select the appropriate final 15 credits.  
 ANT 101 Cultural Anthropology . . . . . 3  
 ART 110 Art Appreciation . . . . . 3  
 OR  
 MUS 120 Music Appreciation . . . . . 3  
 EDU 261 Teaching, Learning, and Technology . . . . . 3



## Education, cont.

HIS 255	Colorado History . . . . .	3
LIT 255	Children's Literature . . . . .	3
SOC 218	Sociology of Diversity . . . . .	3
<b>Total Credits for A.A. Degree:</b> . . . . .		<b>60</b>

### PARAEDUCATOR PROGRAM (Associate of Applied Science Degree)

This program prepares paraprofessionals for their positions in PreK-12 settings. Course topics include communication skills, instructional techniques, health and safety issues and behavior management. Special courses focus on bilingual, special education and literacy needs. Financial assistance is available through grants for those who qualify. For advising and financial assistance, please contact Kathy Hamblin, 970.339.6501.

<b>GENERAL EDUCATION:</b> . . . . .		<b>34</b>
BIO 105	Science of Biology . . . . .	4
	OR	
GEY 111	Physical Geology . . . . .	4
	OR	
PHY 105	Conceptual Physics . . . . .	4
EDU 221	Introduction to Education . . . . .	3
ENG 121	English Composition I . . . . .	3
HIS 201	US History I . . . . .	3
	OR	
GEO 105	World Geography . . . . .	3
LIT 115	Introduction to Literature . . . . .	3
	OR	
LIT 255	Children's Literature . . . . .	3
MAT 155	Integrated Math I . . . . .	3
MAT 156	Integrated Math II . . . . .	3
MUS 120	Music Appreciation . . . . .	3
	OR	
ART 110	Art Appreciation . . . . .	3
PSY 238	Child Development . . . . .	3
POS 111	American Government . . . . .	3
SPE 115	Public Speaking . . . . .	3

Students may choose one of the tracks listed below and electives for a total of 26 credits.

#### BILINGUAL TRACK

EDU 114	Student Behavior Management for Paraeducators . . . . .	3
TEL 102	Procedures and Techniques for the ESL Classroom . . . . .	3

#### SPECIAL EDUCATION TRACK

ECE 265	First Start: Including Children with Disabilities . . . . .	3
EDU 114	Student Behavior Management for Paraeducators . . . . .	3

#### ELECTIVES

Choose credits from the following list to meet graduation requirements:

EDU 110	Overview of Special Populations for Paraeducators . . . . .	3
EDU 111	Communication Skills with Special Populations for Paraeducators . . . . .	3
EDU 112	Health and Safety Issues in Schools for Paraeducators . . . . .	3
EDU 141	Basic Instructional Techniques for Paraeducators . . . . .	3
EDU 188	Paraeducator Practicum . . . . .	2
EDU 233	English Language Learning K-6 . . . . .	3
EDU 234	Multicultural Education . . . . .	3
ENG 122	English Composition II . . . . .	3
ETH 224	Introduction to Chicano Studies . . . . .	3
<b>Total Credits for A.A.S. Degree:</b> . . . . .		<b>60</b>

### PARAEDUCATOR CERTIFICATE PROGRAM (PENDING STATE APPROVAL)

<b>GENERAL EDUCATION:</b> . . . . .		<b>31</b>
BIO 105	Science of Biology . . . . .	4
	OR	
GEY 111	Physical Geology . . . . .	4
	OR	
PHY 105	Conceptual Physics . . . . .	4
ENG 121	English Composition I . . . . .	3
HIS 201	US History I . . . . .	3
	OR	
GEO 105	World Geography . . . . .	3
LIT 115	Introduction to Literature . . . . .	3
	OR	
LIT 255	Children's Literature . . . . .	3
	OR	
MUS 120	Music Appreciation . . . . .	3
MAT 155	Integrated Math I . . . . .	3
MAT 156	Integrated Math II . . . . .	3
PSY 238	Child Development . . . . .	3
POS 111	American Government . . . . .	3
SPE 115	Public Speaking . . . . .	3

#### ELECTIVES

Choose 17 credits from the following list to meet graduation requirements:

EDU 110	Overview of Special Populations for Paraeducators . . . . .	3
EDU 111	Communication Skills with Special Populations for Paraeducators . . . . .	3
EDU 112	Health and Safety Issues in Schools for Paraeducators . . . . .	3
EDU 141	Basic Instructional Techniques for Paraeducators . . . . .	3
EDU 188	Paraeducator Practicum . . . . .	2
EDU 221	Introduction to Education . . . . .	3
EDU 233	English Language Learning K-6 . . . . .	3
EDU 234	Multicultural Education . . . . .	3
<b>Total Credits for Certificate:</b> . . . . .		<b>48</b>

### SECONDARY EDUCATION PREPARATION

Students interested in teaching at middle school or high school level can complete their first two years of general education and content courses at Aims Community

College. These courses will transfer to four-year schools and allow students to continue their coursework for secondary education licensure. Students should consult with both education and content area advisors. Education advisors include Marsha Driskill, 970.339.6637 and Kathy Hamblin, 970.339.6501.

## EDUCATION

The Education Program provides lifelong learning opportunities to meet the needs of pre-service and in-service teachers, families, parents, and students. Programs include:

- **Professional Education** – Courses include state general education guaranteed core transfer for pre-service teachers, Associate of Applied Science degree program for paraeducators and classroom enhancement for in-service teachers. Some courses may apply toward re-licensure or salary schedule advancement. Topics include English language learners, classroom management, leadership, human potential, wellness, problem-solving, safety, cultural sensitivity and field-trip opportunities.
- **Parent/Family Education** - Courses help parents, guardians, advocates and caregivers understand child development needs, family management and confidence-building strategies for themselves and their children. Family topics include physical, emotional and mental health issues, gender differences, learning styles, communication strategies, positive discipline approaches and stress management techniques. Divorce, step family and single parenting issues are also addressed.
- **Early Childhood Education** - Certificate and degree programs for individuals seeking a career working with young children.

Donna Souther, JD., Academic Dean  
 Kathy Hamblin, M.A., Program Director  
 Rebecca Richards, B.S. - Parent and Professional Education Coordinator  
 Judy Gump, M.A. - Early Childhood Education Faculty  
 Rebecca Ward, M.S. - Early Childhood Education Faculty  
 Linda Neigherbauer, M.A., Director, Monfort Early Childhood Education Center

## ELECTRONICS DEPARTMENT

### Contact:

Howard Major, Academic Dean  
Ed Beaty Hall: Room 592  
970.339.6300

## CUSTOMIZED TRAINING IN ELECTRONICS

Electronics Courses such as those listed below can be arranged as customized training activities with the option of competency-based and/or for-credit instruction. Assessment of entry-level skills can be arranged to ensure that appropriate level of instruction is provided for each learner. Times and learning sites can be adjusted to meet employer or agency needs. Distance learning delivery of electronics course content is available through the Aims Division of Continuing Education.

### SPECIFIC COURSES

ELT 106	Fundamentals of DC/AC . . . . .	3
ELT 107	Fundamentals of Industrial Electronics. . . . .	3
ELT 112	Advanced DC-AC. . . . .	3
ELT113	Advanced Circuit Analysis. . . . .	4
ELT134	Solid State Devices I . . . . .	3
ELT135	Solid State Devices II . . . . .	3
ELT 137	Advanced Transistors. . . . .	3
ELT 147	Digital Devices I. . . . .	3
ELT 148	Digital Devices II . . . . .	3
ELT 165	Electronic Assembly . . . . .	3
ELT 175	Special Topics . . . . .	0-6
ELT 205	Electronic Troubleshooting I. . . . .	3
ELT 215	Operational Amplifiers . . . . .	3
ELT 216	Analog Integrated Circuits . . . . .	2
ELT 225	Communication Electronics I. . . . .	3
ELT 226	Communication Electronics II . . . . .	3
ELT 232	Electronic Design and Fabrication I. . . . .	3
ELT 248	Automation Control Circuits . . . . .	3
ELT 252	Motors and Controls. . . . .	3
ELT 255	Fluid Power. . . . .	3
ELT 258	Programmable Logic Controllers. . . . .	3
ELT 261	Microprocessors . . . . .	3
ELT 275	Special Topics . . . . .	0-6
EIC 130	National Electrical Code I. . . . .	4
EIC 135	National Electrical Code II . . . . .	4

## BIOMEDICAL ELECTRONIC TECHNOLOGY PROGRAM OPTION

### CONTINUING EDUCATION

This Program offered through Continuing Education.

#### Advisor:

John Hutson, 970.339.6549  
1.888.644.3451

**Program Description:** The Department of Defense (DoD) Biomedical Equipment Maintenance Technician Training Group (formerly know as the United States Army Medical Equipment and Optical School-USAMEOS) provides the opportunity to earn an Associate in Applied Science (A.A.S.) Degree with an area of study 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 have completed the DoD BEMTTG or the USAMEOS Basic and Advanced course training program. (2) Seventeen additional credits are required. A total of 15 of the 17 credits must be completed with Aims Community College (via distance learning or on site at Aims Community College). These 15 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.

**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 or 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 (Associate of Applied Science Degree) CONTINUING EDUCATION

### 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 transfer credit for all ELT prefix courses listed below.

#### First Year Degree Requirements Satisfied by DoD BEMTTG Courses:

ELT 106	Fundamentals of DC/AC . . . . .	3
ELT112	Advanced DC-AC. . . . .	3
ELT 113	Advanced Circuit Analysis. . . . .	4
ELT 134	Solid State Devices I . . . . .	3
ELT 135	Solid State Devices II . . . . .	3
ELT 147	Digital Devices I . . . . .	3
ELT 137	Advanced Transistors. . . . .	3
<b>Total Credits for First Year:</b> . . . . .		<b>22</b>

#### Second Year Degree Requirements Satisfied by DoD BEMTTG Courses:

ELT 234	Bio-Medical General Medical Equipment Systems Repair . . . . .	6
ELT 238	Bio-Medical: Respiratory Equipment Systems Repair . . . . .	6
ELT 239	Bio-Medical: Cardiographic Diagnostic Equipment Systems Repair . . . . .	6
ELT 240	Bio-Medical: Clinical Laboratory Systems Repair . . . . .	6



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# Electronics, cont.

ELT 242 Bio-Medical: Diagnostic Imaging Systems Repair . . . . . 4  
**Total Credits for Second Year: . . . . . 28**

**GENERAL EDUCATION REQUIREMENTS**

CIS 118 Intro to PC Applications . . . . . 3  
 CSC 116 Logic and Program Design . . . . . 3  
 COM 101 Employment Strategies . . . . . 1  
 PHY 105 Conceptual Physics . . . . . 4  
 PSY 100 Psychology of Workplace Relationships . . . . . 3  
 SPE 115 Public Speaking . . . . . 3  
**Total Credits for General Education Requirements: . . . . . 17**

**NOTE:** Fifteen (15) of the seventeen (17) General Education credits listed above must be completed through Aims Community College. A maximum of two

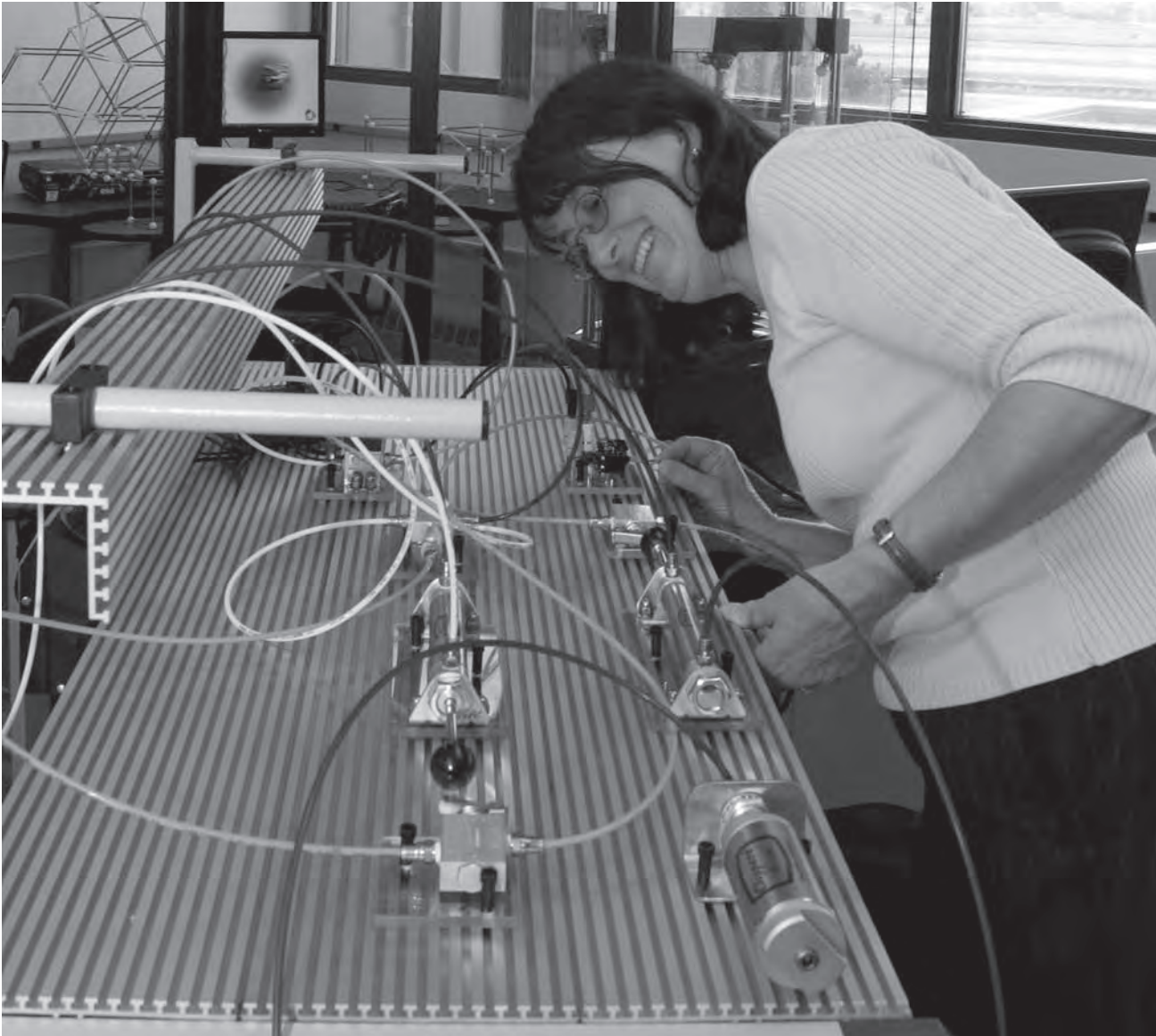
(2) of these credits may be transferred from other regionally accredited colleges.  
**Total Credits for A.A.S. Degree: . . . . . 67**

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

**BIOMEDICAL PROGRAM OCCUPATIONS**

This program will prepare individuals for work as Biomedical Equipment Repair Technicians or Electronic Instrument Repair Technicians. These technicians

work for hospitals, medical laboratories, and research organizations, or may work for repair businesses that have maintenance contracts with hospitals, clinics, schools, and other medical facilities and institutions. For a list of Colorado employers see EMPL 3145. Related COCIS occupations are: Electrical and Electronics Technicians, Electrical Engineers, Robotic Technicians, Laser and Fiber Optic Technicians.





# Emergency Medical Services

## EMERGENCY MEDICAL SERVICES DEPARTMENT

**Location:**

Hansen Building

**Program Chair:**

Randy Souther, Ext. 6276

**CME Coordinator:**

Paul LaFleur, Ext. 6693  
Ted Beckman, Ext. 6694

**CPR Coordinator:**

Kiera Hill, Ext. 6685

**Program Coordinator:**

Michael Lenderink, Ext. 6697

**Faculty:**

Kendra Currey, Ext. 6687  
Kristie Schaefer, Ext. 6582

**DEGREES/CERTIFICATES OFFERED:**

Emergency Medical Technician - Basic  
(Certificate)

Emergency Medical  
Technician - Intermediate  
(Certificate)

## 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 10 credit program. 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.

**PREREQUISITES**

Several prerequisites are required for the EMT-Basic Program including a criminal background check. A complete listing of prerequisites is available from any EMS department member.

**CERTIFICATE PROGRAM**

EMS 125	Emergency Medical Technician Basic . . . . .	9
EMS 170	EMT Basic Clinical. . . . .	1
<b>Total Credits for Certificate:</b> . . . . .		<b>10</b>

## 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 15 credit program. The student must have specific EMS field experience prior to enrolling in the course. Students are required to be proficient in both the



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## Emergency Medical Services, cont.

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.

**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

EMS 203	Emergency Medical Technician-Intermediate I	6
EMS 205	Emergency Medical Technician-Intermediate II	6
EMS 270	Clinical EMT Intermediate	3
<b>Total Credits for EMT Intermediate Certificate:</b>		<b>15</b>

### CONTINUING MEDICAL EDUCATION

Continuing Education credits are available for EMT Basics, Intermediates, and Paramedics. Contact Kendra Currey at 970.339.6687 for further details and for a list of CME offerings

The following EMS degrees and certificates were in the approval process at the time of the publication. Visit the aims Community College website at [www.aims.edu](http://www.aims.edu) or contact a department advisor for details.

Kendra Currey, Ext. 6687

Kristie Schaefer, Ext. 6582

- ◆ Athletic Trainer, Certificate
- ◆ EKG Technician, Certificate
- ◆ Paramedic Prep, Certificate
- ◆ Medical Assistant, Certificate
- ◆ Healthcare Provider/Medical Assistant, A.A.S.
- ◆ EMT Paramedic, Certificate
- ◆ EMT Paramedic, A.A.S.

### CPR AND FIRST AID

Aims Community College offers a wide variety of CPR and First Aid classes to meet the needs of the Public, Business and Industry, and Healthcare Providers through our Continuing Education Division. For further information call:

Kiera Hill, Ext. 6685

Or visit the CPR website at: <http://www.aims.edu/academics/ems/cpr/index.php>

### EMERGENCY MEDICAL SERVICES ADVISORY COMMITTEE

Dave Bressler

Weld County Ambulance Service

James Campaign, MD

North Colorado Emergency Physicians

Physician Advisor/Medical Director

Roseann Guyette

Associate Dean, Continuing Education

Aims EMS Student -

Department Major

Kelvin Knaub

Milliken Fire Department

Randy Leshner

Thompson Valley EMS

Lynn Maier

Air Life Greeley

Mary Mast

UCFRA EMS Coordinator

Jeff Schanhals

NE Colo RETAC

Theresa Staples

Colorado Division of Fire Safety

Paula Yanish, Director

Student Success Center

Aims Community College



# Engineering

## ENGINEERING DEPARTMENT

### Location:

Ed Beaty Hall, Room 540  
970.330.8008, Ext. 6286

### Program Chair, Engineering:

John Lenz, Ext. 6626

### DEGREES/CERTIFICATES OFFERED:

#### Engineering Technology:

#### CAD Technology (A.A.S. Degree)

#### CAD Technology Certificates:

Technical Drawing  
Basic CAD  
Advanced CAD  
Residential/Commercial Architectural  
Civil CAD  
Electronics CAD  
Mechanical CAD  
Graphics Art CAD  
GIS CAD  
Customizing CAD

#### General Engineering Technology (Certificate)

#### Pre-Engineering, Statewide

Articulation Agreement (A.S. Degree)

## ENGINEERING TECHNOLOGY: COMPUTER AIDED DRAFTING (Associate of Applied Science Degree) PENDING STATE APPROVAL

### Advisors:

John Lenz, 970.339.6626

**Program Length:** Usually one to three semesters for a certificate (varies with certificate desired), and four semesters 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 that utilize computer aided drafting. The entry level occupations within these fields may include drafting/design, CAD, 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 80 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: Computer Aided Drafting Option consists of specific CAD, other engineering courses and general education requirements. The student may elect to complete one or more of the certificates, or the entire A.A.S. degree program of study.

## ENGINEERING TECHNOLOGY: COMPUTER AIDED DRAFTING SPECIFIC COURSES

### DEGREE REQUIREMENTS

CAD 101 Computer Aided Drafting I . . . . . 3  
CAD 102 Computer Aided Drafting II . . . . . 3  
CAD 119 Intermediate CAD I . . . . . 3  
CAD 160 AutoCAD Certificate Prep I . . . . . 3  
CAD 121 Intermediate CAD II . . . . . 3  
CAD 161 AutoCAD Certificate Prep II . . . . . 3  
ENT 142 Surveying II . . . . . 4  
CAD 235 Survey/AutoDesk . . . . . 3  
CAD 202 Computer Aided Drafting/3-D . . . . . 3  
CAD 231 Land Desktop/AutoDesk . . . . . 3

CAD 201 Computer Aided  
Drafting/Custom. . . . . 3  
CAD 226 Architectural Desktop . . . . . 6  
CAD 241 Inventor Basics . . . . . 6  
Total Specific Course credits: . . . . . 46

### GENERAL EDUCATION COURSES

CIS 118 Intro PC Applications . . . . . 3  
ENG 131 Technical Writing I . . . . . 3  
PSY 100 Psychology of Workplace  
Relationships . . . . . 3  
SPE 115 Public Speaking . . . . . 3  
OR  
SPE 125 Interpersonal Communication . . . . . 3  
MAT 108 Technical Mathematics . . . . . 4  
Total General Education credits . . . . . 16

### TECHNICAL ELECTIVES

CAD 100 Blueprint Reading for Computer  
Aided Drafting . . . . . 3  
CAD 123 Basic 3D CAD . . . . . 3  
CAD 151 Computer Aided Drafting/  
Technical Drafting Apps . . . . . 4  
CAD 235 Survey/AutoDesk . . . . . 3  
CAD 217 3-D Studio VIZ . . . . . 3  
EGT 231 Drafting & Design II . . . . . 6  
ARC 206 Commercial Drawing/  
CAD Practice II . . . . . 4  
CAD 249 Auto LISP Programming . . . . . 3  
CAD 250 Visual Lisp Programming . . . . . 3  
CAD 242 Inventor Intermediate . . . . . 6  
CAD 254 Mechanical Desktop/Autodesk . . . . . 3  
GIS 101 Introduction to Geographic  
Information Systems . . . . . 3  
GIS 131 Global Positioning Systems for  
Global Information Systems . . . . . 3  
CAD 236 MAP/AutoDesk . . . . . 3  
CAD 275 Special Topics . . . . . 1-6  
CAD 280 Internship . . . . . 1-6  
CAD 243 Inventor Advanced . . . . . 6  
COM 101 Employment Strategies . . . . . 1  
MGD 155 3D Animation . . . . . 3  
CSC 150 Visual Basic Programming . . . . . 3  
PHY 111 Physics: Algebra Based I  
with Lab . . . . . 5  
Total Specific Course Credits: . . . . . 46  
Total Credits for A.A.S. Degree: . . . . . 62

## ENGINEERING TECHNOLOGY: COMPUTER AIDED DRAFTING CERTIFICATES

### TECHNICAL DRAWING CERTIFICATE

CAD 100 Blueprint Reading for Computer  
Aided Drafting . . . . . 3  
CAD 151 Computer Aided Drafting/Technical  
Drafting Applications . . . . . 4  
Total Credits: . . . . . 7



# Engineering, cont.

## BASIC CAD CERTIFICATE

CAD 101 Computer Aided Drafting I . . . .	3
CAD 119 Intermediate CAD I . . . . .	3
CAD 160 AutoCAD Certificate Prep I . . . .	3
<b>Total Credits:</b> . . . . .	<b>9</b>

## ADVANCED CAD CERTIFICATE

CAD 102 Computer Aided Drafting II . . . .	3
CAD 121 Intermediate CAD I . . . . .	3
CAD 161 AutoCAD Certificate Prep II . . . .	3
<b>Total Credits:</b> . . . . .	<b>9</b>

## RESIDENTIAL/COMMERCIAL ARCHITECTURAL CAD CERTIFICATE

CAD 121 Intermediate CAD I . . . . .	3
CAD 235 Survey/AutoDesk . . . . .	3
CAD 226 Architectural Desktop . . . . .	6
<b>Total Credits:</b> . . . . .	<b>12</b>

## CIVIL CAD CERTIFICATE

CAD 231 Land Desktop/Auto Desk . . . . .	3
CAD 235 Survey/AutoDesk . . . . .	3
ENT 142 Surveying II . . . . .	4
<b>Total Credits:</b> . . . . .	<b>10</b>

## MECHANICAL CAD CERTIFICATE

CAD 254 Mechanical Desktop/AutoDesk. . .	3
OR	
CAD 202 Computer Aided Drafting/3D . . .	3
OR	
CAD 241 Inventor Basics . . . . .	6
CAD 242 Inventor Intermediate . . . . .	6
CAD 243 Inventor Advanced . . . . .	6
<b>Total Credits:</b> . . . . .	<b>15-18</b>

## GRAPHIC ARTS CAD CERTIFICATE

CAD 202 Computer Aided Drafting 3D. . . .	3
OR	
CAD 254 Mechanical Desktop/AutoDesk. . .	3
OR	
CAD 241 Inventor Basics . . . . .	6
CAD 217 3-D Studio VIZ . . . . .	3
MGD 155 LightWave I . . . . .	3
<b>Total Credits:</b> . . . . .	<b>9-12</b>

## GIS CAD CERTIFICATE

CAD 236 Map/AutoDesk . . . . .	3
GIS 101 Introduction to Geographic Information Systems . . . . .	3
GIS 131 Global Positioning Systems for Global Information Systems . . . . .	3
<b>Total Credits:</b> . . . . .	<b>9</b>

## CUSTOMIZING CAD CERTIFICATE

CAD 201 Computer Aided Drafting/Custom. . . . .	3
CAD 249 AutoLISP Programming . . . . .	3
CAD 250 Visual LISP Programming. . . . .	3
CSC 150 Visual Basic Programming. . . . .	3
<b>Total Credits:</b> . . . . .	<b>12</b>

## ENGINEERING TECHNOLOGY: GENERAL ENGINEERING (Certificate)

### CERTIFICATE REQUIREMENTS SPECIFIC COURSES

ENT 146 Construction Materials and Methods . . . . .	3
ENT 106 Print Reading for Manufacturing . . . . .	3
ARC 107 Blueprint Reading (Residential/Commercial) . . . . .	3
AEC 221 Building Electrical/Mechanical Systems. . . . .	3
ARC 236 Codes/Zoning/Specifications. . . . .	3
COM 101 Employment Strategies . . . . .	1
ENT 207 Construction Methods, Planning & Equipment . . . . .	2
<b>Total Specific Course Credits:</b> . . . . .	<b>18</b>



## Engineering, cont.

### TECHNICAL ELECTIVES

Select with Advisor Approval 9-11 credits from the following:

ENT 141 Surveying I	4
ENT 142 Surveying II	4



ENT 247 Strength of Materials	3
ENT 155 Manufacturing Technology I	3
MAT 108 Technical Mathematics	4
AEC 280 Internship	1-6
<b>Total Elective Credits:</b>	<b>9-11</b>
<b>Total Certificate Requirements:</b>	<b>27-29</b>

### CAD ADVISORY COMMITTEE

Steve Augerot	City of Greeley
Michael Bedell	City of Greeley
Dale Blandin	B & R Consultants
Ray Brown	Fort Lupton High School
Debbie Chestnut	Weld Central Jr./Sr. High
Dave Gorham	Thompson Valley High
Neil Gowen	Valley High School
Phil Kreiker	Looking Glass Microproducts
Steven Mussman	Drexell Barrell & Co.
Herb Paralez	Miner and Miner Consulting Engineers, Inc.
John Ryden	Thompson Valley High School
Amy Smith	Poudre School District
Tamara Strang	Front Range CAD

### PRE-ENGINEERING STATEWIDE ARTICULATION AGREEMENT

(Associate of Science Degree)

#### Advisors:

Randall Boan, Ext. 6598  
 Karen Robinson, Ext. 6394  
 Pre-Engineering Statewide Articulation Agreement includes recommended courses for the Associate of Science Degree. Courses under this area of study will contribute towards four-year degree requirements for Engineering majors at all Colorado Universities. Advisors will assist students in specialized areas such as Chemical, Civil, Electrical, Computer, and Mechanical Engineering.

**Recommended degree requirements for the Pre-Engineering Statewide Articulation Agreement:**

**COMMUNICATION:** . . . . . 6  
 See A.S. degree requirements.

**ARTS & HUMANITIES:** . . . . . 9  
 See A.S. degree requirements.

**SOCIAL & BEHAVIORAL SCIENCES:** . . . . . 9  
 ECO 201 Principles of Macroeconomics . . . 3  
 ECO 202 Principles of Microeconomics . . . 3  
 HIS 101 History of Western Civilization I . . . . . 3  
 OR  
 HIS 102 History of Western Civilization II . . . . . 3

**MATHEMATICS:** . . . . . 5  
 MAT 201 Calculus I . . . . . 5

**PHYSICAL & LIFE SCIENCES:** . . . . . 10  
 PHY 211 Physics: Calculus-based I . . . . . 5  
 PHY 212 Physics: Calculus-based II . . . . . 5

**ORAL COMMUNICATION OR TECHNOLOGY:** . . . . . 3  
 CSC 160 Computer Science I (C++) . . . . . 3

**ELECTIVES:** . . . . . 18  
**Required:**  
 MAT 202 Calculus II . . . . . 5  
 MAT 203 Calculus III . . . . . 4  
 MAT 255 Linear Algebra . . . . . 3  
 MAT 265 Differential Equations . . . . . 3

Select remaining electives from the following list:

CHE 111 General College Chemistry I . . . 5  
 CHE 112 General College Chemistry II . . . 5  
 MAT 121 College Algebra . . . . . 4  
 MAT 122 College Trigonometry . . . . . 3  
 MAT 135 Intro. to Statistics . . . . . 3  
 BUS 226 Business Statistics . . . . . 3  
 GEY 111 Physical Geology . . . . . 4  
**Total credits for A.S. Degree:** . . . . . 60

**NOTE:** This area of study 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

## FIRE SCIENCE DEPARTMENT

### Location:

Trades & Industry Building, Room 113  
970.339.6485

### Program Chair:

Randy Souther, 970.339.6276

### Program Advisors:

Randy Souther, 970.339.6276  
Michael Lenderink, 970.339.6697

### DEGREES/CERTIFICATES OFFERED:

Fire Science Technology (A.A.S. Degree)

### Fire Science Technology Certificates:

- Fire Service Training Academy I
- Fire Service Training Academy II
- Vehicle Extrication
- Driver-Operator
- Intern
- Fire Prevention/Education
- Fire Officer I

### 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  
DISTINGUISHED SERVICE AWARD

Award: Plaque

#### Qualifications:

Contact Fire Science department for  
qualifications and details

## FIRE SCIENCE TECHNOLOGY

### (Associate of Applied Science Degree)

**Potential Opportunities:** The certificate and degree programs are designed to prepare students for entry level occupations in the fire service as well as provide training and skills for individuals already employed in the fire service that are interested in career advancement. Job opportunities may be found in small or large municipal fire departments, fire protection districts, or industrial fire departments. Students wishing to further their education with a four-year degree have the opportunity to do so through selected university programs.

**Registration Requirements:** Students must meet the assessment requirements before registering for the A.A.S. degree classes and meet applicable prerequisite courses. Contact a department advisor for details.

### PREREQUISITES

#### GENERAL EDUCATION

**REQUIREMENTS:** . . . . . 23-24  
CIS 118 Intro to PC Applications. . . . . 3

Choose one of the following:

ENG 121 English Composition I . . . . . 3  
ENG 131 Technical Writing I. . . . . 3

Choose one of the following:

MAT 106 Survey of Algebra . . . . . 4  
MAT 120 Math for Liberal Arts . . . . . 4

Choose one of the following:

SOC 101 Introduction to Sociology I. . . . . 3  
PSY 102 General Psychology II. . . . . 3

Choose one of the following:

POS 111 American Government . . . . . 3  
HIS 201 U.S. History I. . . . . 3

Choose one of the following:

PHY 105 Conceptual Physics . . . . . 4  
CHE 101 Introduction to Chemistry I . . . . . 5

Choose one of the following:

PHI 112 Ethics . . . . . 3  
PHI 113 Logic. . . . . 3

#### CORE REQUIREMENTS: . . . . . 34

FST 103 Firefighter Occupational  
Health and Safety . . . . . 3  
FST 104 Fire Protection Systems . . . . . 3  
FST 105 Building Plans & Construction. . . 3  
FST 106 Fire Inspection Practices . . . . . 3  
FST 107 Hazardous Materials  
Operations . . . . . 3  
FST 151 Driver Operator . . . . . 4  
FST 201 Instructional Methodology . . . . . 3  
FST 202 Firefighter Strategy & Tactics . . . 3  
FST 204 Fire Codes and Ordinances. . . . . 3  
FST 205 Fire Cause Determination. . . . . 3  
FST 206 Fire Service Supervision. . . . . 3

#### RECOMMENDED ELECTIVES: . . . . . 12

EMS 125 EMT Basic . . . . . 9  
FST 101 Firefighter II . . . . . 3  
FST 152 Wildland Firefighting . . . . . 3  
FST 161 Fire Behavior (Wildland). . . . . 2  
FST 191 Departmental Communication . . . 1  
FST 203 Fire Science Hydraulics . . . . . 3  
FST 207 Fire Fighting Strategy &  
Tactics II. . . . . 3  
FST 251 Fire Service and the Law . . . . . 3  
FST 252 Fire Arson Investigation . . . . . 3  
FST 253 Fire Ground Organization  
and Command . . . . . 3  
FST 255 Fire Service Management . . . . . 3  
SPA 101 Conversational Spanish I. . . . . 3  
**Total Credits for A.A.S. Degree: . . . . . 69-70**

Students requesting credit for prior learning can contact the department advisors for details.

## FIRE SERVICE TRAINING ACADEMY I (Certificate)

**Program Description:** The Fire Service Training Academy I is designed to provide entry level training for potential firefighters. This course includes classroom and drill ground training covering NFPA 1001 objectives, for Firefighter I. Students are administered the Colorado Division of Fire Safety exams for Firefighter I upon successful completion of the academy.





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

**Prerequisite:** Current Professional Level CPR Certification.

## CERTIFICATE REQUIREMENTS

FST 100 Firefighter I . . . . . 9

Choose one of the following:

FST 126 Vehicle Extrication Awareness . . . 1

HPR 102 CPR for Professionals . . . . . 0.5

EMS 115 First Responder . . . . . 3.0

**Total Credits for Certificate:** . . . . . 9.5-12

## FIRE SERVICE TRAINING ACADEMY II (Certificate)

**Program Description:** The Fire Service Training Academy II is designed to build on the skills and training learned in the Fire Service Training Academy I. This course includes classroom and drill ground training covering NFPA 1001, Chapter 4 objectives for Firefighter II. Students are administered the Colorado Division of Fire Safety exams for Firefighter II upon successful completion of the academy.

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

## CERTIFICATE REQUIREMENTS

FST 101 Firefighter II . . . . . 3

Choose one of the following:

FST 127 Vehicle Extrication Operations Level . . . . . 2

FST 107 Hazardous Materials Operations (Level I) . . . . . 3

EMS 125 EMT Basic . . . . . 9

**Total Credits for Certificate:** . . . . . 5-12

## VEHICLE EXTRICATION CERTIFICATE

**Program Description:** This program is designed to provide vehicle extrication training addressing objectives in NFPA 1670. The program is offered in three modules with each module building on the training received in the previous module.

## CERTIFICATE REQUIREMENTS

FST 126 Vehicle Extrication Awareness Level . . . . . 1

FST 127 Vehicle Extrication Operations Level . . . . . 2

FST 128 Vehicle Extrication Technical Level . . . . . 3

**Total Credits for Certificate:** . . . . . 6

## DRIVER-OPERATOR CERTIFICATE

**Program Description:** This program is designed to provide pumper-operator training for individuals interested in becoming an apparatus engineer on a fire department. The course covers classroom and hands-on training covering NFPA 1002, Driver-Operator and Driver-Operator Pumper.

## CERTIFICATE REQUIREMENTS

FST 151 Driver Operator . . . . . 4

FST 203 Fire Science Hydraulics . . . . . 3

**Total Credits for Certificate:** . . . . . 7

## FIRE SCIENCE INTERN CERTIFICATE (Non-paid)

**Program Description:** The Intern program provides students an opportunity to participate in on the job training in the fire service. Interns will work as a member of a fire crew responding to emergency incidents, perform daily shift assignments, participate in department training, and work various special assignments to include inspections, preplanning, equipment maintenance, and report writing.

**Prerequisites:** FST 100 Firefighter I and HPR 102 CPR for Professionals.

## CERTIFICATE REQUIREMENTS

FST 101 Firefighter II . . . . . 3

FST 107 Hazardous Materials Operations (Level I) . . . . . 3

FST 280 Internship . . . . . 1-6

**Total Credits for Certificate:** . . . . . 7-12

## FIRE PREVENTION AND PUBLIC EDUCATION CERTIFICATE

**Prerequisites:** FST 104 Fire Protection Systems and FST 105 Building Plans and Construction.

**Program Description:** This course is designed to provide training and education in the areas of Fire Prevention and Public Education. Some of the objectives covered include automatic fire sprinkler and alarm systems, components of building construction, building and fire codes, plans review, and implementation of a fire prevention program.

## CERTIFICATE REQUIREMENTS

FST 106 Fire Inspection Practices . . . . . 3

FST 204 Fire Codes & Ordinances . . . . . 3

FST 150 Intro to Fire Prevention Education . . . . . 3

FST 208 Fire Plans Review & Testing . . . . . 2

**Total Credits for Certificate:** . . . . . 11

## FIRE OFFICER I CERTIFICATE

**Prerequisites:** FST 101 Firefighter II and FST 107 Hazardous Materials Operations (Level I).

**Program Description:** The Fire Officer I certification program is designed to train current or potential fire officers in the areas of advanced fire fighting techniques, hazardous materials at the operations level, the implementation and delivery of lesson plans for training, HR management, administration, community relations, inspection and investigation, safety, and incident command. The course meets the current NFPA standards and will help prepare the student for Fire Officer I certification through the Colorado Division of Fire Safety.

## CERTIFICATE REQUIREMENTS

FST 201 Instructional Methodology . . . . . 3

FST 206 Fire Company Supervision and Leadership (Fire Officer) . . . . . 3

FST 255 Fire Service Management . . . . . 3

**Total Credits for Certificate:** . . . . . 9

## FIRE SCIENCE ADVISORY COMMITTEE

- Steve Charles  
Berthoud Fire Department
- Justin Harvey  
Student Representative
- Randy Heston  
Hudson Volunteer Fire Department
- Kelvin Knaub  
Kodak Fire Department
- Tim Johnson  
Spartan Motors Chassis, Inc.
- Tom Jones  
Aims Community College
- Kevin Maloney  
Union Colony Fire Rescue Authority
- Del Maxfield  
Student Representative
- Ned Sparks  
Loveland Fire Department
- Robert Standen/Marcia Lutters  
Evans Fire Department
- Theresa Staples  
Colorado Division of Fire Safety
- Jerry Ward  
Windsor-Severance Fire Protection District
- Greg Woods  
Union Colony Fire Rescue Authority



*The right choice at every step*

# Library



## **LIBRARY TECHNICIAN** (Associate of Applied Science Degree) **PENDING STATE APPROVAL**

### **Location:**

Horizon Hall, Room 326  
970.339.6237

### **DEGREES/CERTIFICATES OFFERED:**

**Library Technician**  
(A.A.S. Degree)

**Library Technician**  
(Certificate - 31 hours)

The Library Technician program at Aims Community College consists of one certificate and the Associate of Applied Science Degree. The certificate consists of a combination of General Education courses, Library Technician Core courses, and other Library Tech requirements. The program prepares paraprofessionals for their positions in academic, public, school, or special libraries. Financial assistance is available through grants for those who qualify. For advising and financial assistance, please contact Nancy Edmonds, 970-339-6237.

### **GENERAL EDUCATION**

ENG 121 English Composition I . . . . . 3  
ENG 122 English Composition II. . . . . 3

MUS 120 Music Appreciation . . . . . 3  
OR  
PSY 238 Child Development. . . . . 3  
LIT 115 Introduction to Literature. . . . . 3  
OR  
LIT 255 Children's Literature . . . . . 3  
HIS 201 US History I. . . . . 3  
OR  
HIS 247 Contemporary World History. . . 3  
POS 111 American Government . . . . . 3  
GEO 105 World Geography . . . . . 3  
BIO 105 Science of Biology. . . . . 4  
OR  
GEY 111 Physical Geology. . . . . 4  
OR  
PHY 105 Conceptual Physics . . . . . 4  
**Total General Education Requirement Credits: . . . . . 25**

### **DEGREE CORE REQUIREMENTS**

LTN 101 Introduction to Library Services . 2  
LTN 105 Research Strategies . . . . . 2  
LTN 110 Selection and Acquisitions – Online . . . . . 3  
LTN 115 Library Circulation . . . . . 3  
LTN 119 Library Technology . . . . . 3  
LTN 205 Introduction to Cataloging and Classification . . . . . 3  
LTN 210 Reference Materials . . . . . 3  
LTN 220 Library/Media Center Management & Public Relations . . . . . 3  
**Total Degree Core Requirement Credits: . . 22**

### **LIBRARY TECHNICIAN REQUIREMENTS**

CIS 118 Introduction to PC Applications . . . . . 3  
EDU 221 Introduction to Education . . . . . 3  
MAT 155 Integrated Math I. . . . . 3

MAT 156 Integrated Math II . . . . . 3  
OR  
MAT 120 Math for Liberal Arts . . . . . 4  
SPE 115 Public Speaking. . . . . 3  
**Total Library Tech Credits: . . . . .15-16**  
**Total Credits for A.A.S. Degree: . . . . .62-63**

### **ELECTIVES**

LTN 118 AudioVisual Management. . . . . 2  
LTN 275 Special Topics . . . . . 5-6  
LTN 285 Independent Study . . . . . 5-6

### **LIBRARY TECHNICIAN CERTIFICATE CERTIFICATE REQUIREMENTS**

CIS 118 Intro to PC Applications. . . . . 3  
ENG 121 English Composition . . . . . 3  
SPE 115 Public Speaking. . . . . 3  
MAT 155 Integrated Math I. . . . . 3  
LTN 101 Intro to Library Services . . . . . 2  
LTN 105 Research Strategies . . . . . 2  
LTN 110 Selection and Acquisitions Online 3  
LTN 119 Library Technology . . . . . 3  
LTN 205 Intro to Cataloging and Classification. . . . . 3  
LTN 210 Reference Materials. . . . . 3  
LTN 220 Library/Media Center Management and Public Relations . . . . . 3  
**Total Credits for Certificate: . . . . . 31**

### **ELECTIVES**

LTN 118 AudioVisual Management. . . . . 2

# Mathematics

## **MATHEMATICS DEPARTMENT**

### **Location:**

Ed Beaty Hall, Room 592  
970.339.6252

### **Department Chair:**

Marsha Driskill, 970.339.6637

### **College Prep Chair:**

Jeanine Lewis, 970.339.6254

### **College Prep Faculty:**

Jon Schiltz, 970.339.6

### **Math Faculty:**

Randall Boan, 970.339.6598  
Shelly Ray Parsons, 970.339.6386  
Karen Robinson, 970.339.6394  
Liz Ryan, 303.857.4022  
Tom Griffin, 970.667.4611  
Jan Stapleton, 970.339.6340  
Marsha Driskill, 970.339.6637

### **DEGREES/CERTIFICATES OFFERED:**

Mathematics (A.S. Degree)

Pre-Engineering (A.S. Degree)

(See Pre-Engineering Articulation  
Agreement on page 105)





# Psychology and Counseling

## PSYCHOLOGY DEPARTMENT

### Location:

Westview, Office 690  
970.330.8008, Ext. 6208

### Department Chair:

Dr. ShawnaLee K. Washam, Ext. 6346

### Campus Chair, Fort Lupton Campus:

Ellen Swieter, 303.857.4022, Ext. 4311

### Campus Chair, Loveland Campus:

Rita Clark, 970.667.4611, Ext. 3317

### Advisors and Faculty:

Rita Clark, Ext. 3317  
Dr. Richard Hanks, Ext. 4306  
Juanita Hernandez, Ext. 6270  
Dr. Allan Obert, Ext. 6217  
Wendy Wright-Kilker, Ext. 6205  
Dr. ShawnaLee Washam, Ext. 6346

### DEGREES/CERTIFICATES OFFERED:

Colorado Alcohol and Drug Abuse  
Counselor I and II  
(Coursework only)

## COLORADO ALCOHOL & DRUG ABUSE COURSES COUNSELOR I

### Advisors:

Dr. ShawnaLee Washam  
Greeley Campus, Ext. 6346  
Dr. Richard Hanks,  
Fort Lupton Campus, Ext. 4306  
Rita Clark, Loveland Campus, Ext. 3317

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 the State 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

CSL 245	Professional Ethics. . . . .	1
CSL 255	Infct. Disease in Alcohol/Drug Treatment Setting. . . . .	1
CSL 260	Client Records Management. . . . .	1
CSL 265	Counseling Diverse Treatment Populations. . . . .	1
CSL 268	Addiction Counseling Skills . . . . .	1
CSL 269	Principles of Addictions Treatment. . . . .	1

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

## COLORADO ALCOHOL & AND DRUG ABUSE COURSES COUNSELOR II

The following courses are for students who wish to upgrade Counselor I to Counselor II.

### REQUIRED COURSES

SWK 105	Application of Group Counseling. . . . .	3
CSL 251	Pharmacology I for Counselors. . . . .	1
CSL 252	Pharmacology II for Counselors. . . . .	1
CSL 249	Differential Assessment of Problems Related to Psychoactive Drug Use. . . . .	1
CSL 275	Motivational Interviewing. . . . .	1
CSL 275	Cognitive Behavior Therapy. . . . .	1.5

NOTE: Colorado regulatory agencies regularly update/add/change these courses. See an academic advisor for current course lists.

Three credits of course electives required, and 3,000 hours of field experience in a state-approved treatment center is also required of students prior to their level II certification exam.

### ELECTIVES: . . . . . 3

CSL 247	Family Dynamics of Substance Abuse. . . . .	2
PSY 229	Introduction to Addictive Behaviors. . . . .	2
HSE 103	Introduction to Therapeutic System. . . . .	3
PSY 249	Abnormal Psychology. . . . .	3
PSY 267	Stress Reduction with Biofeedback. . . . .	3

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



# Science

## SCIENCE DEPARTMENT

### Location:

Ed Beaty Hall, Room 592  
970.339.6252

### Department Chair:

Dr. Tom Pentecost, 970.339.6488

### Fort Lupton Campus Chair:

Ellen Swieter, 303.857.4022, Ext. 4311

### Loveland Campus Chair:

Michael Ort, 970.667.4611, Ext. 3315

### Advisors and Faculty:

Dr. Leba Sarkis, 970.339.6367

Biology and Microbiology

Dr. Tom Pentecost, 970.339.6488

Chemistry

Maxine Obleski, 970.339.6389

Anatomy and Physiology

Jim Stone, 970.339.6664

Environmental Science/Geology

Dr. Jennifer Burris, 970.339.6660

Physics

### DEGREES/CERTIFICATES OFFERED:

Associate of Arts - A.A.

Associate of Science - A.S.



# Visual and Performing Arts

## **VISUAL AND PERFORMING ARTS**

### **Location:**

Ed Beaty Hall, Room 540  
970.330.8008, Ext. 6259

### **Music Department Chair:**

TBA

### **ARt Department Chair:**

Tedd Runge

### **Advisors and Faculty:**

Rick Busson, 970.339.6502

Tedd Runge, 970.339.6287

June Schock, 970.339.6357

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, or music. Some courses are not offered each semester, some are offered annually, biannually, or on demand. (See Aims 2-year Academic Course Schedules.)

The curriculum for each area of study 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.

### **FOR COURSES OFFERED IN:**

#### **Design**

#### **Advisor:**

Tedd Runge, Ext. 6287

#### **Fine Arts**

#### **Advisor:**

Tedd Runge, Ext. 6287

### **Music**

#### **Advisors:**

Rick Busson, Ext.6502

June Schock, Ext. 6357

The Music 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.

**\*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.

\*Private instruction 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.





## WELDING DEPARTMENT

### Location:

Welding Tech Center  
970.330.8008, Ext. 6203

### Program Chair:

Paul Hasty, Ext. 6321/6203

### Advisors and Faculty:

Paul Hasty, Ext. 6321/6203  
Jeff Klein, Ext. 6203

## DEGREES/CERTIFICATES OFFERED:

### Welding Technology

(Two-Year A.A.S. Degree)

### Welding Technician (Certificate)

Basic Welding and Cutting  
(Certificate)

SMAW (Certificate)

GMAW (Certificate)

FCAW (Certificate)

Advanced Welding Process (Certificate)

Degree seeking students who do not assess at the college level in English, math or reading must take the required basic skills coursework within the first 30 semester hours after declaring the degree in any deficient area or demonstrate proficiency through reassessment in accordance with the Aims assessment policy. Basic skills courses may be taken concurrently with welding courses as long as the 30 semester hour requirement is met. Contact a welding department advisor or the Aims Assessment Center for additional information on college level assessment.

**Potential Opportunities:** Welding is a skill that impacts almost every industry in the world and provides a challenging, dynamic, and rewarding career. The Welding Technology Program at Aims Community College is designed to provide the skills necessary for the student to successfully enter the welding field. The most common welding and cutting processes are covered in great detail as well as many other skills required of a welder such as: printreading, layout, fabrication, metallurgy, estimating, and weld inspection. Attention to detail and the desire to work steadily and patiently to achieve a high level of skill in the art of welding are prerequisites for this program.

Some of the career possibilities in welding include:

- Production Welder
- Pipe Welder and Fitter
- Repair and Maintenance Welder
- Welding Supervisor
- Automated Welding Machine Technician/Programmer
- Welding Inspection and Quality Control Technician
- Welding Equipment Sales and Repair Business Owner/Entrepreneur

## WELDING TECHNOLOGY

(Associate of Applied Science Degree)

### WELDING TECHNOLOGY DEGREE REQUIREMENTS

Completion of the Welding Technician Certificate requirements, plus the following courses:

MAT 112	Financial Mathematics	3
	OR	
MAT 108	Technical Mathematics	4
PHY 105	Conceptual Physics	4
CIS 118	Intro to PC Applications	3
ENG 121	English Composition I	3
	OR	
BUS 217	Business Communications & Report Writing	3
CAD 101	Computer Aided Drafting I	3
<b>Total General Ed Credits required:</b>		<b>16</b>
<b>Total Credits for A.A.S. Degree:</b>		<b>60</b>

NOTE: Students must provide a valid Red Cross Standard First Aid/CPR card or take HWE 103 to qualify for the A.A.S. Degree.

## WELDING TECHNICIAN CERTIFICATE PROGRAM

### CERTIFICATE REQUIREMENTS

Upon completion of all 5 of the following mini certificates the student will receive the Welding Technician Certificate.

### BASIC WELDING & CUTTING

WEL 100	Safety for Welders	1
WEL 101	Allied Cutting Processes	4
WEL 102	Oxyacetylene Joining Processes	4
<b>Total Basic Welding &amp; Cutting Certificate Credits:</b>		<b>9</b>

### SMAW CERTIFICATE

WEL 103	Basic Shielded Metal Arc Welding I	4
WEL 110	Advanced Shielded Metal Arc Welding I	4
<b>Total SMAW Certificate Credits:</b>		<b>8</b>

### GMAW CERTIFICATE

WEL 201	Gas Metal Arc Welding I	4
WEL 202	Gas Metal Arc Welding II	4
<b>Total GMAW Certificate Credits:</b>		<b>8</b>

### FCAW CERTIFICATE

WEL 203	Flux Cored Arc Welding I	4
WEL 204	Flux Cored Arc Welding II	4
<b>Total FCAW Certificate credits:</b>		<b>8</b>

### ADVANCED WELDING PROCESSES

WEL 224	Advanced Gas Tungsten Arc Welding	4
WEL 230	Pipe Welding I	4
WEL 231	Pipe Welding II	4
<b>Total Advanced Welding Process Certificate credits:</b>		<b>12</b>
<b>Total credits for Welding Technician Certificate:</b>		<b>45</b>

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 certificates:

WEL 175	Special Topics	1-6
WEL 176	Special Topics	1-6
WEL 177	Special Topics	1-6
WEL 275	Special Topics	1-6
WEL 276	Special Topics	1-6
WEL 277	Special Topics	1-6

## WELDING TECHNOLOGY ADVISORY COMMITTEE

Dave Adler

General Air

Orvin Adolf

Harsh International

Glenn Ashley

Bollman Technical Education Center

Royal Burrows

Burrows Enterprises

Farren Elwood

DIA

Gary Magnuson

Xcel Energy



# Continuing Education



## **CORPORATE EDUCATION CENTER**

### **Location**

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

### **Telephone:**

970.339.6354  
FAX: 970.339.6564

### **WEB Site:**

[www.aimsced.com](http://www.aimsced.com)

### **Interim Dean:**

Roseann Guyette, 970.339.6578

### **Associate Dean:**

Roseann Guyette, 970.339.6578

### **Staff Executive:**

Robbe Thibault, 970.339.6536

### **Greeley/Fort Lupton Campuses:**

Michele Reynolds, 970.339.6390  
Jennifer Blando, 970.339.6386

### **Locations:**

**Aims Corporate Education Center**  
5590 W. 11th St.,  
Greeley, CO 80634  
**Aims Fort Lupton Campus**  
260 College Ave.  
Fort Lupton, CO 80621

### **Fort Collin/Loveland**

Cheryl Enke, 970.530.1527  
FAX: 970.530.1542

### **Locations:**

**Aims Continuing  
Education Center**  
2925 S. College Ave.  
Fort Collins, CO 80525  
**Aims Loveland Campus**  
104 E. 4th Street  
Loveland, CO 80537

### **Distance Learning:**

John Hutson, 970.339.6549  
1.888.1644.3451  
FAX: 970.339.6564

### **Youth Programs**

Marsha Harmon, 970.339.6318

### **International Programs:**

Alan Hendrickson, 970.339.6675  
FAX: 970.506.6954  
**Location:**  
Aims Greeley Campus,  
College Center, Room 725  
5401 W. 20th St.,  
Greeley, CO 80634

### **Event Planning**

970.339.6354

### **Small Business Development Center:**

970.352.3661, Ext. 107  
FAX: 970.352.3572

### **Location:**

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

### **Training and Workforce Development:**

#### **Greeley/Fort Lupton:**

Michele Reynolds, 970.339.6390  
Jennifer Blando, 970.339.6386

#### **Ft. Collins/Loveland:**

Cheryl Enke, 970.530.1527

### **Registration:**

970.339.6213

### **Building Highways/Building Careers Program Director:**

Diana Laws, 970.339.6294

### A BRIDGE TO YOUR FUTURE

The Continuing Education Division at Aims Community College is an exciting and dynamic unit of the institution that brings 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) distance learning options for the public, and
- 6) national resources to the local area through teleconferences.

To reach these goals, the Continuing Education Division offers a wide variety of services.

### CONTINUING EDUCATION SERVICES

The Aims College Corporate Education 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. Fees for facilities use are based upon the size of room, 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 to support the needs of any conference, training session or meeting. Smoking is not allowed in the buildings, however, there are designated areas outside.

For information 970.339.6354.

### FACILITIES/AIMS EVENT CENTER

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 (special events)

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

- Classroom or meeting rooms for up to 30 people per room.
- Auditorium may be subdivided into three sections with 16 foot ceiling excellent for audiovisual presentations and seats up to 280 people theatre style.
- 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 within ten minutes.
- Affordable overnight lodging across the street and upscale suites half a mile away.
- Professional assistance available for workshop development, customized packaging of event, and affordable rates for training.
- Audiovisual services with high-resolution remote projection system in auditorium for video and power point presentation, freestanding and remote microphones, podiums, slide projectors, flip charts, and grease boards, fixed and moveable monitors and TV/VCRs, and Internet compatibility.
- Computer equipped classrooms including three state-of-the-art computer labs, most current software, choice of instructors, and seating for up to 16 people per room.
- Similar facilities as described above are also available on the Aims Greeley Campus.

### TELECONFERENCES SATELITE CAPABILITIES

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.

Audio video teleconferencing (international interactive video) is also available. This type of conferencing provides interaction via television satellite for different locations to participate in a class or meeting at the same time.

For information, 970.339.6354.

### 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 students to learn at their own pace in highly individualized, project-based learning environments. In addition to developing technology skills, the learner-centered instruction enables students to enhance and develop their skills in critical thinking, project planning, problem solving, and teamwork. For students and businesses, this means more productivity and success.

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, 970.339.6318.

### ENGLISH AS A SECOND LANGUAGE PROGRAM (ESL)

Aims considers it vital to our community to provide non English speaking persons the opportunity to learn English. The program is now offered through Continuing Education and is designed to help students



## Continuing Education, cont.

speaking English more quickly along with learning to read and write English. Classes are offered at various towns, locations, and times (morning, afternoon, and evening) for student convenience. New classes begin monthly at all locations, where students may learn at their own pace. Assessments place students at the learning level for which they are best suited.

For information, 970.339.6213.

### COMMAND SPANISH PROGRAM

Aims Community College is a certified provider for the Command Spanish®, Inc. Curriculum. Command Spanish®, Inc. is the country's leading provider of customized Spanish language and cross-cultural programs and products for non-Spanish speakers who interact with Spanish-speakers in the workplace. The program provides learner-friendly language materials and workshops that require no prior knowledge of Spanish. It eliminates the tedious grammar instruction found in most other language programs and is designed for short periods of study. The curriculum is workplace specific and centered around single words and short phrases to teach learners to communicate essential information for their particular business or industry. Many major companies, as well as government organizations, have found the training invaluable. Customized workshops may be scheduled through Continuing Education at the Aims Corporate Education Building or at the company work site.

For information, 970.339.6213.

### CPR/FIRST AID PROGRAM

CPR certification and recertification as well as First Aid classes are now offered through Continuing Education. Classes are offered on campus or can be scheduled at off campus locations by request. The CPR segment follows the American Heart Association guidelines.

### CPR FOR PROFESSIONALS

This course covers choking, one-rescuer and two-rescuer CPR for an adult, infant, and child. It also covers the use of an AED (Automatic External Defibrillator), pocket mask, and a bag valve mask. CPR Healthcare Provider is the required level of training for those who work in emergency services, health care and other professional area. As

well as, anyone else who would like to gain the knowledge needed to help save a life. This class will consist of lecture/video and practice on CPR manikins. Prerequisite: None

### CPR FOR PROFESSIONALS-RENEWAL

This course provides opportunity for currently certified CPR providers to renew their certifications. Prerequisite: Current CPR card.

### HEART SAVER CPR

This class will include CPR, how to handle a foreign-body airway obstruction (choking), and rescue breathing for an Adult, Infant and Child. The use of a pocket mask and the AED (Automatic External Defibrillator) will also be reviewed. This class will consist of lecture/video and practice on CPR manikins. Prerequisite: None.

### HEART SAVER CPR-RENEWAL

This course provides opportunity for currently certified CPR providers to renew their certifications. Prerequisite: Current CPR card.

### CPR INSTRUCTOR

This instructor's course and textbook are designed to prepare instructors to teach others how to perform the BLS techniques recommended by the AHA. The primary role of the CPR instructor is to help participants acquire the skills and knowledge they need to provide emergency care in a potentially life threatening situation. CPR instructors must evaluate fairly each participant in all required course criteria using the most current evaluation tools. Instructors will indicate successful completion of course requirements by issuing the appropriate AHA card to the participants who fulfill the course requirements. Prerequisite: Current CPR card.

### CPR INSTRUCTOR-RENEWAL

This course provides update information and review of CPR skills for the CPR Instructor. Prerequisite: Current CPR Instructor.

### HEART SAVER FIRST AID

This class is designed to teach the students how and when to access the emergency response number (911) and gain a basic understanding of many

common adult medical emergencies such as: heart attack, seizures, diabetes, choking, bleeding, shock, fractures, etc. This is all good information to know and when is the right time to use it, to perform emergency first aid, and life saving techniques until help arrives. Prerequisite: None.

### INFANT/CHILD CPR AND FIRST AID

This course will include Infant and Child CPR, the management of foreign-body airway obstruction (choking), rescue breathing, basic pediatric emergencies, child safety and child proofing homes. This course will also include basic First Aid for adult, child and infants. This course will consist of lecture/video and practice on CPR manikins. Prerequisite: None.

### INFANT/CHILD CPR AND FIRST AID-RENEWAL

Provides renewal for daycare providers and others needing to maintain certification for infant/child CPR and first aid. Prerequisite: Current Infant/Child CPR card.

### HEART SAVER CPR IN SPANISH

This class will include CPR, how to handle a foreign-body airway obstruction (choking), and rescue breathing for an Adult, Infant and Child. The use of a pocket mask and the AED (Automatic External Defibrillator) will also be reviewed. This class will consist of lecture/video and practice on CPR manikins. (All text and videos will be in the Spanish language) Prerequisite: None.

### HEART SAVER AED

This course will cover the basic techniques of adult CPR and the use of an AED (Automated External Defibrillator). Students will also learn to use barrier devices in CPR and give aid to those responsive victims who may be choking. Prerequisite: None.

### INTERNATIONAL STUDENTS

Aims College is an accredited two-year public college located 50 minutes north of Denver. The main campus is in Greeley overlooking the Rocky Mountains and is a safe, friendly and beautiful place in which to study. Aims offers an Intensive English Program, University Transfer Program, High School Completion, and Associate

Degrees and certificates. Because Aims' students earn college credit for all post-secondary courses, they can transfer to all major universities in Colorado and other universities in the United States. Annually, 14,000 students attend Aims for its low cost, quality education, small classes, dedicated and friendly faculty and staff. One of our special facilities is an international student lounge where students from around the world can make friends, study, and plan activities.

International Student Program offers students a variety of services:

- Immigration assistance
- Orientation to Aims Community College
- Completed Advising in academic matters
- Employment information
- International Club and Lounge
- Cultural and social activities
- International advisors help with pre-arrival assistance, information on visas, registration and housing.
- Intensive English Program

### ADMISSION REQUIREMENTS

The following is required for admissions to Aims:

- Completed application
- Financial statement for academic year converted in US dollars
- Letter from sponsor (if applicable)
- English proficiency res from TOEFL (500/173)
- Transcripts from high school and other colleges attended translated in English

### HOUSING

We do not have on-campus housing, however, our International advisors will assist in helping to find apartments and/or houses.

### HEALTH

Health care can be very costly. Insurance provides protection in case of illness or accident. It is highly recommended that you purchase health insurance.

### MORE INFORMATION

For more information please contact Alan Hendrickson at [alan.hendrickson@aims.edu](mailto:alan.hendrickson@aims.edu) or visit our web site at [www.aims.edu](http://www.aims.edu) and click on International Students.

## INTENSIVE ENGLISH PROGRAM

The Intensive English Program (IEP) offers students expert instruction in the English language as well as the study skills necessary to succeed in college. The goal of most IEP students is to become proficient enough in English enter to college level classes at Aims.

Full-time students are in the IEP all year round, taking courses 24 hours per week and practicing in the learning lab one hour (or more) per week. Part-time students may take as few as six hours of class per week.

All *new* students must take an English language proficiency test during registration so that they may be placed at appropriate class levels.

### CURRICULUM

- Grammar
- Reading
- Writing
- Oral Communication (Listening/Speaking)

### CLASSES

- 6 hours per day Monday through Thursday
- Interactive practice in the learning lab (available 7 days/week)
- Fridays: class field trips or time with instructors.

For more information please contact Meredith Folley at 970.339.6200 or e-mail [mfolley@aims.edu](mailto:mfolley@aims.edu); Alan Hendrickson at 970.339.6675 or e-mail [alan.hendrickson@aims.edu](mailto:alan.hendrickson@aims.edu); Susie Gallardo at 970.330.6508 or e-mail [susie.gallardo@aims.edu](mailto:susie.gallardo@aims.edu).

## BUILDING HIGHWAYS/ BUILDING CAREERS PROGRAM

The Building Highways program is funded by the Colorado Department of Transportation to provide training designed to allow participants to enter a wide spectrum of careers in highway construction.

Program personnel work individually with each person to match the student's experience and background with desired career goals in the industry. Mentoring and placement assistance are also provided. All classes and program support are available in a bilingual – English/Spanish format.

Basic construction classes prepare the student for entry-level employment as laborers or flaggers. The basic classes are 6 weeks and scheduled 'as needed' throughout the year. Self-paced classes are available in some cases.

CDL (commercial driver's license) classes include both CDL-B & CDL-A with various endorsements. Students are assisted in obtaining the required CDL permit and physical, and then enrolled in intensive hands-on driving & safety class, which includes on-site testing.

Heavy equipment classes, including scraper, loader, grader and backhoe, are available to those with experience in the industry and CDL licenses.

Funding is available for all levels of training with selection criteria based on targeted populations (women, minorities), background, experience and career potential.

## HIGH SCHOOL DIPLOMA PROGRAM

The Weld/Larimer County High School Diploma Program is designed as a self-paced, competency-based opportunity for students. 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 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, 970.339.6492.

## GENERAL EQUIVALENCY DIPLOMA (GED)

Students who have not obtained a high school diploma can study for the GED test at the Aims Corporate Education Center. Instructor led classes include all areas of study in a self-paced classroom environment. On-line instruction is also available for students who can't attend daily classes. On-line and campus classes begin monthly. A GED pre-test is available once a month for individuals to assess their learning levels.

For information, 970.339.6264.

## Continuing Education, cont.

### **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, 970.352.3661, 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 Schedule for courses offered. Special brochures and bulletins are also available.

### **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), Windows, FrontPage and MCSE classes. Programs not listed here can be customized to meet your company's needs.

For information, 970.339.6322.

### **COMPUTER INFORMATION SYSTEMS MICROSOFT CERTIFIED SYSTEMS ADMINISTRATOR 2003 (MCSA) CERTIFICATION CERTIFICATE (Certificate Program)**

This program is offered on-campus or via distance learning only through 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 2003 Server.

For information, 970.339.6549

### **COMPUTER INFORMATION SYSTEMS MICROSOFT CERTIFIED SYSTEMS ADMINISTRATOR 2000/2003 (MCSA) CERTIFICATION CERTIFICATE**

See Computer Technology

### **COMPUTER INFORMATION SYSTEMS MCSE- MICROSOFT WINDOWS 2003 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 2003 platforms and Microsoft server products.

For information, John Hutson at 970.339.6549.

### **COMPUTER INFORMATION SYSTEMS MCSE - MICROSOFT WINDOWS 2000/2003 CERTIFICATION CERTIFICATE**

See Computer Technology

### **CNG121-COMPUTER TECH 1: A+**

Learn advanced PC hardware and software diagnosis, repair and maintenance, as well as how to support system users. This extensive hands-on class includes PC setup and configuration, floppy and hard drive installation, anti-virus procedures, upgrade and system recovery. The knowledge you gain may save you money by extending the life of your present equipment. Prepares students for the core hardware service technician portion of the CompTIA A+ Certification Exam. 4 credits

For information, John Hutson at 970.339.6549.



## CUSTOMIZED TRAINING

Through Continuing Education, Aims is dedicated to providing high-quality, low-cost support when helping organizations meet their training needs. Customized training involves close collaboration between the customer and the College in the development and delivery of specialized curricula. With the ability to call upon the expertise provided by professional and support staff at Aims Community College and others in the area, the specific needs of organizations can be met. Steps in providing customized training:

- 1) initial consultation,
- 2) development of training agreement or contract,
- 3) needs assessment using a task/work analysis process,
- 4) collaboration to design program,
- 5) delivery of material with continuous customer involvement,
- 6) evaluation of delivery and impact on customer organization.

The Continuing Education Division extends a simple guarantee for contracted services: If our services fail to meet your requirements as contractually agreed upon, we will re-provide the services at no charge.

For information, 970.339.6386.

## PROFESSIONAL CERTIFICATES NON-CREDIT

The following certificates are offered through Continuing Education. Students may take a single course or take the series of courses in an area of interest to earn a certificate.

For more information on certificate courses, call 970.339.6390 (Greeley) or 970.530.1527 (Ft. Collins)

## ATECH AUTOMOTIVE TECHNOLOGY CERTIFICATE

Students may attend one of these courses or attend all three to earn an ATECH Automotive Technology Certificate. Contact John Hutson, 970.339.6594, [john.hutson@aims.edu](mailto:john.hutson@aims.edu).

CED 450	CBI Basic Automotive Electricity Technologies . . . . .	40
CED 451	CBI Automotive Electricity Technologies . . . . .	40
CED 452	CBI Automotive Engine Control Fundamentals Technology . . . . .	40

CED 450	Basic Automotive Electricity Technologies	
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These courses demonstrate the fundamentals of automotive electricity. It is a blend of computer based instruction and laboratory hands-on activities. The courses explain the principles of trouble shooting techniques.

## HOME TECHNOLOGY INTEGRATION CERTIFICATE

Students may attend one of these courses or attend all four to earn a Home Technology Integration Certificate. Contact John Hutson, 970.339.6594, [john.hutson@aims.edu](mailto:john.hutson@aims.edu).

CED 440	Residential Cabling Technologies . . . . .	90
CED 441	Basic Residential Audio and Video Systems Technologies . . .	50
CED 442	Basic Residential Security, Access Control and Surveillance Technology . . . . .	50
CED 443	Basic Automating and Integrating Residential Systems Technologies . . .	50
CED 440	Residential Cabling Technologies	

This course outlines the foundation for designing and installing an automated home system. Primary topics include basic electricity, the purpose and need for codes and standards, high-voltage wiring fundamentals, low-voltage data and wiring, home networks and system planning. 90 contact hours.

CED 441	Basic Residential Audio and Video System Technologies	
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This course outlines the various audio/video system infrastructures found in homes, as well as the troubleshooting, design planning and testing of these subsystems. Students will learn through a series of hands-on experiments, various wiring options, hardware and systems used for audio/video installation in the home. 50 contact hours.

CED 442	Basic Residential Security, Access Control and Surveillance Technologies	
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This course focuses on integrating all types of security systems within the home. Students will learn the various security options available for homes, as well as the infrastructures and installation of each. 50 contact hours.

CED 443	Basic Automating and Integrating Residential Systems Technologies	
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This is the final course in the HTI Academy. This course takes all the previous learned HTI skills and pulls them together for a "whole-house" overview. The individual subsystems are brought together and integrated for a fully automated and networked home. 50 contact hours.

## HUMAN RESOURCES CERTIFICATE

Students may attend one of these 6 hour seminars or attend all six to earn a Human Resources Certificate.

CED 538	Strategic Management . . . . .	6
CED 539	Workforce Planning and Employment . . . . .	6

CED 540	Human Resources Development .	6
CED 541	Compensation and Benefits . . . .	6
CED 542	Employee and Labor Relations . .	6
CED 543	Occupational Health, Safety, and Security (OSHA) . . . . .	6
<b>Total hours for certificate . . . . .</b>		<b>36</b>

## LASER TECHNOLOGY CERTIFICATE

CED 460	Fundamentals of Epilog Laser Technology . . . . .	4
Contact John Hutson 970.339.6549, <a href="mailto:john.hutson@aims.edu">john.hutson@aims.edu</a> .		
CED 460	Epilog Laser Technologies Fundamentals	

This course demonstrates the fundamentals of Laser engraving using the Epilog Laser Engraver. It is a blend of computer based instruction and laboratory hands-on activities. Special artistic ability or experience is NOT needed for this course.

## LEADERSHIP CERTIFICATE

Students may attend one of these seminars or attend all seven to earn a Leadership Certificate.

CED 315	Taking Aim on Leadership . . . . .	4
CED 316	Coaching and Performance Management . . . . .	6
CED 317	Building a High-Performing Team . . . . .	4
CED 318	Creating a Motivating Environment . . . . .	4
CED 319	Managing Conflict Strategically . . . . .	4
CED 320	Escaping the Time Bind . . . . .	4
CED 321	Facilitating Productive Meetings . . . . .	4
<b>Total hours for certificate . . . . .</b>		<b>30</b>

## PAYROLL PRACTICE AND MANAGEMENT CERTIFICATE

Students may take one of these classes or all 4 to earn a Payroll Practice and Management Certificate. All courses are online.

CED 340	Payroll Practice - Wage and Hour Laws . . . . .	10
CED 341	Payroll Practice - Taxation and Compensation . . . . .	10
CED 342	Payroll Practice - Fringe Benefits, Compensation and Taxation . . .	10
CED 343	Payroll Practice - Payroll Management and Year-End Reporting . . . . .	10
<b>Total hours for certificate . . . . .</b>		<b>40</b>

## PROJECT MANAGEMENT CERTIFICATE

Students may attend one of these seminars or attend all seven to earn a Project Management Certificate.

CED 523	Scope and Framework . . . . .	18
CED 525	Cost and Time Management . . .	15
CED 523	Risk Management . . . . .	15



*The right choice at every step*

## Continuing Education, cont.

CED 527	Contracts and Procurement. . . . .	9
CED 528	Quality Management . . . . .	9
CED 523	Team Dynamics . . . . .	9
CED 530	Project Integration Management. . . . .	12
<b>Total hours for certificate. . . . .</b>		<b>87</b>

### PROJECT MANAGEMENT ADVANCED CERTIFICATE

Students may attend one of these seminars or attend the first four along with MS Project Level 1 & 2 to earn Advanced Project Management Certificate.

CED 544	Improving Negotiation Skills . . . . .	6
CED 534	Advanced Managing Multi-Projects . . . . .	9
CED 532	Advanced Project Communications Management. . . . .	6
CED 533	Advanced Managing Projects in a Global Environment . . . . .	6
CED 535	PMI Exam Preparation Workshop . . . . .	12
<b>Total hours for certificate. . . . .</b>		<b>57</b>

### REAL ESTATE APPRAISAL CERTIFICATE

These are distance education online courses offered collaboratively between the Aims Continuing Education Division and the Real Estate Training Center.

CED 272	Fundamentals of Real Property Appraisal . . . . .	60
CED 273	Ethical Issues (pending state approval) . . . . .	15
<b>Total hours for certificate. . . . .</b>		<b>75</b>

### REAL ESTATE APPRAISAL LICENSE UPGRADE COURSE

This distance education online course is offered collaboratively between the Aims Continuing Education Division and the Real Estate Training Center. It provides training to upgrade from registered appraiser to licensed appraiser.

CED 274	Registered Appraiser to Licensed Appraiser (Pending State approval) . . . . .	15
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### SUPERVISORY CERTIFICATE

Students may attend one of these seminars or attend all seven to earn a Supervisory Certificate.

CED 590	More Effective Less Painful Performance Appraisals . . . . .	6
CED 591	Managing Transition and Change in the Workplace. . . . .	8
CED 593	Transition into Supervision . . . . .	8
CED 594	Developing Your Own Supervisory Style. . . . .	6
CED 595	Delegation: An Essential Managerial Skill . . . . .	4
CED 598	Feeling at Ease with Effective Public Speaking. . . . .	6

CED 612	Sharpening Your Business Writing Skills . . . . .	6
<b>Total hours for certificate. . . . .</b>		<b>44</b>

### WATER RIGHTS CERTIFICATE

Students may attend one of these seminars or attend all six to earn a Water Rights Certificate.

CED 325	Colorado History & Hydrology. . . . .	3.5
CED 326	Water Law 101 . . . . .	3.5
CED 327	Running the River. . . . .	3.5
CED 328	Water Rights in the Market Place. . . . .	3.5
CED 330	Major Water Projects in Colorado. . . . .	3.5
CED 329	Emerging Trends and Issues . . . . .	3.5
<b>Total hours for certificate. . . . .</b>		<b>21</b>

### 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, 970.339.6318.

### TRAVEL-STUDY PROGRAMS

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. For information, 970.339.6675.

### AMERICAN ACADEMY OF ACUTHERAPY™

This post-graduate credit program for physicians and chiropractors will provide the opportunity to expand your practice through the incorporation of Chinese diagnosis and various forms of acupunctherapy, including cupping, moxibustion, laser acupuncture, and electrotherapies used to treat acupuncture points. Participants will learn organ pathologies, five-element theory, point location and pulse/tongue diagnosis, among other Chinese treatment principles.

Courses are taught by Dr. Andrew Gow and Dr. Michael Springfield, practicing chiropractors and acupuncturists in the Loveland-Greeley area. This course is available as a traditional lecture course or on-line. It is approved for:

- continuing education credits for chiropractors
- 100 hours toward Colorado acupuncture licensure for chiropractors

For information, 970.339.6322.

### 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, 970.339.6492.

### **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 four-week sessions for a nominal cost. A variety of classes are offered: Computer Activities, Fine and Performing Arts, Languages, Physical Education, Explorations in Science, and more. Instructors include Aims faculty, public/private school teachers and other approved professionals. For information, 970.339.6492.

### **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. Participants must be 15 years of age by class start date. A copy of your birth certificate is needed to obtain a driver permit which is required for driving vehicles. 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. Additional driving hours may be scheduled day or night for a fee.

Driver Education Parent/Guardian Information Seminar. Aims Driver Education is proud to announce its free information seminar for any parent, relative or guardian of students under 18 years-of-age. Our instructors will review Colorado laws, statistics, insurance, driving with teens and will try to answer questions and address concerns. For information, 970.339.6675.

### **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 60 semester credit 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 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 Accounting, Business Administration, Management, Computer Science, Digital Communication, Management Information Sciences, Human Resources Management and Marketing, Health Care Management Applied Management, Information Technology and Public Safety Management.

For a complete listing of required classes for each major go to [www.aimsced.com](http://www.aimsced.com) and follow the prompts to Franklin University. For information, 970.339.6675, or [alan.hendrickson@aims.edu](mailto:alan.hendrickson@aims.edu).

### **ACCOUNTING (B.S. DEGREE - FRANKLIN UNIVERSITY)**

The purpose of the Accounting program is to prepare undergraduate students for careers in the profession of accounting, to offer accounting courses for other major programs of the University, and to serve the profession and the community.

Graduates of the Accounting major program are prepared for employment or promotion in public accounting, private industry or government. They also have the educational background and framework to seek professional certification (Certified Public Accountant and/or Certified Management Accountant). These designations require successful completion of rigorous examinations and additional study beyond that required for the Bachelor of Science degree. Review is usually necessary. Qualified Franklin University students are encouraged to acquire training and work experience by competing for internship with certified public accounting firms, private industry, and government.

### **B.S. DEGREE COMPLETION REQUIREMENTS (128 Semester Credit Hours)**

### **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)**

### **MASTERS OF BUSINESS ADMINISTRATION (MBA DEGREE - FRANKLIN UNIVERSITY)**

As a Franklin University Online MBA student, you gain comprehensive



## Continuing Education, cont.

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)

### **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**

(131 Semester Credit Hours)

### **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)

### **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)

### **HUMAN RESOURCES MANAGEMENT (B.S. DEGREE - FRANKLIN UNIVERSITY)**

Franklin's Human Resources Management major prepares undergraduate students for a successful career in human resources. The Program's curriculum combines theory with real-life scenarios, incorporating current industry practice with traditional HR concepts. Students will develop oral and written skills, as well as the critical thinking and reasoning required of human resources professionals. Franklin students graduating with a Human Resource Management degree will have understanding of:

- Employee relations
- Compensation management
- EEO/Affirmative Action
- Other legal aspects of employment, employee and organization development, benefits administration, diversity in the workplace and human resources strategies.

### **B.S. DEGREE COMPLETION REQUIREMENTS**

(124 Semester Credit Hours)

### **MARKETING (B.S. DEGREE - FRANKLIN UNIVERSITY)**

Franklin's University's Marketing major is geared toward the ever-changing business world. Courses are updated frequently to reflect the latest marketing knowledge, technology and industry trends. As a Marketing major, students will develop the skills and knowledge to succeed in the competitive field of marketing by exploring topics including: basic marketing principles; analytical methods of marketing research; marketing mix variable; and effective

written analysis and communication skills. Students graduating with a Marketing degree will be prepared for careers in:

- Advertising
- Public Relations
- E-Marketing
- Retail
- Sales
- Services

### **B.S. DEGREE COMPLETION REQUIREMENTS**

(124 Semester Credit Hours)

### **INFORMATION TECHNOLOGY (B.S. DEGREE - FRANKLIN UNIVERSITY)**

The Information Technology program provides an application-based technology curriculum. The goal of the program is to graduate technology professionals who have skills in programming, networking and database administration. Graduates of this program are prepared to seek a wide variety of technical positions such as applications programmer, internet programmer, software specialist web page developer, network specialist, network administrator, database administrator and information application specialist.

### **B.S. DEGREE COMPLETION REQUIREMENTS**

(124 Semester Credit Hours)

### **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**

(126 Semester Credit Hours)

### **MANAGEMENT (B.S. DEGREE - FRANKLIN UNIVERSITY)**

The Management major is designed to create a focused degree that will prepare students for management roles in any industry by combining human resources, budget planning, process applications, marketing, financial and strategic analysis with information technology. Graduates of the Management major can anticipate opportunities in management areas such as: Real Estate Management, Retail Management, Bank Office Management, Manufacturing Management, Market Management, Information Product Management and Product Quality Management.

### **B.S. DEGREE COMPLETION REQUIREMENT**

(124 Semester Credit Hours)

### **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)

### **APPLIED 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 managementsituations 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 REQUIREMENT (124 Semester Credit Hours)**

## Continuing Education, cont.

### 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, DVD, 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. Students may contact Continuing Education-Distance Learning either online at [www.aimsced.com](http://www.aimsced.com) or by calling toll-free 1.888.644.3451 or 970.339.6549.

### 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 courtesy of the Continuing Education Division. Check with your advisor and degree program about credit and transfer application. These courses are subject to distance tuition rates. Students may contact Continuing Education-Distance Learning either online at [www.aimsced.com](http://www.aimsced.com) or by calling toll-free 1.888.644.3451 or 970.339.6549

### GENERAL EDUCATION COURSES

CIS 118 Introduction to PC Applications  
ENG 121 English Composition I  
ENG 122 English Composition II  
GEO 105 World Geography  
HIS 101 History of Western Civilization I  
LIT 115 Introduction to Literature  
MAT 121 College Algebra  
MUS 120 Music Appreciation

PHI 111 Introduction to Philosophy  
PHY 105 Conceptual Physics  
POS 105 Introduction to Political Science  
PSY 101 Psychology of Workplace Relationships  
PSY 102 General Psychology II  
SPE 115 Public Speaking

A complete listing can be obtained by contacting Continuing Education-Distance Learning either online at [www.aimsced.com](http://www.aimsced.com) or by calling toll-free 1.888.644.3451 or 970.339.6549.

### 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, Project Leadership 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 area of study 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 have completed the DoD BEMTTG or the USAMEOS Basic and Advanced course training program. (2) Seventeen additional credits are required. A total of 15 of the 17 credits must be completed with Aims Community College (via distance learning or on site at Aims Community College). These 15 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 090 Basic Composition 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. 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 Electronics Technology

### FAMILY CHILD CARE PRE-LICENSING

Individuals completing this independent study fulfill the State requirement of 12 clock hours of pre-licensing training and 1.5 clock hours of Universal Precautions training required to obtain a family child care home license in Colorado. The course consists of child growth and development, early childhood care and education, child nutrition, appropriate discipline, child abuse recognition and reporting, operation of a family child care business, safety and health practices, universal precautions, and additional resources. Materials include student manual, homework booklet, video, and several brochures from various agencies. Students complete at own pace and the instructor is available for consultation via phone or e-mail. Upon successful completion a certificate is issued for the child care provider to submit to the



licensing representative. Register through the Continuing Education Office by call 970.339.6549 or 970.339.6418. 1.888.644.3451

## **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 15 weeks to complete each course. Students may register for distance courses through Continuing Education either online at [www.aimsced.com](http://www.aimsced.com) or by faxing forms to 970.339.6564. For more information call toll-free 1.888.644.3451.

### **INFORMATION TECHNOLOGY CERTIFICATE** See Computer Technology

## **PROJECT LEADERSHIP CERTIFICATE**

This certificate is geared for professionals who manage, design, or support projects, processes, and systems. The curriculum is designed to teach tools and build skills that will assist you in understanding, developing, and improving processes that result in successful projects. This program is offered only at the Aims Corporate Education Center. Students may register for distance courses through Continuing Education either online at [www.aimsced.com](http://www.aimsced.com) or by faxing forms to 970.339.6564.

For more information call toll-free 1.888.644.3451.

See Marketing Management.

MAN 165	Managing Systems	2
MAN 166	Project Team Building I	1
MAN 167	Reasoning, Problem Solving, Critical Thinking	2
MAN 168	Basic Process Controls	2
MAN 169	Project Team Building	1
MAN 255	Flow, Fast Cycle, and Value-oriented Project Management	3
MAN 256	Critical Chain Project Management	2
MAN 267	Process Control for Project Management	3
<b>Total Certificate Credits:</b>		<b>16</b>

## **SALES AND CUSTOMER SERVICE** *(Certificate)*

This program is designed for entrance into and career advancement in sales and customerservice 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:** CTC 105, CTC 166, CTC 248, MAN 156, 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](http://www.aimsced.com) or by faxing forms to 970.339.6564. For more information call toll-free 1.888.644.3451.

### **SALES AND CUSTOMER SERVICE CERTIFICATE**

See Marketing Management.

Students may register for distance courses through Continuing Education either online at [www.aimsced.com](http://www.aimsced.com) or by faxing forms to 970.339.6546. For more information call toll-free 1.888.644.3451.

BUS 115	Introduction to Business	3
CIS 118	Introduction to PC Applications	3
OR		
CSC 105	Computer Literacy	3
CTC 105	Overview of Telecommunications	3
CTC 166	Emerging Technologies	2
CTC 248	Legal and Ethical Issues in Telecommunications	3
MAN 265	Sales and Customer Service for Telecommunications	3
MAR 111	Principles of Sales	3
MAR 216	Principles of Marketing	3
<b>Total Certificate Credits:</b>		<b>23</b>

### **TELECOMMUNICATION CERTIFICATE**

See Computer Technology

## **MANAGEMENT: SALES AND CUSTOMER SERVICE** *(Associate of Applied Science Degree)*

The degree is designed for entrance into and career advancement in sales and Customer services industries, particularly with companies related to the telecommunication industry. The degree is designed to build skills necessary to compete in the increasingly competitive telecommunication global markets. Program

emphasis is placed on telecommunication concepts, Problem Solving/decision making skills, management skills; understand diversity and the principles of marketing that impact the Telecommunications industry. Students may register for distance courses through Continuing Education either online at [www.aimsced.com](http://www.aimsced.com) or by faxing forms to 970.339.6564. For more information call toll-free 1.888.644.3451.

See Marketing Management.

### **CERTIFICATE REQUIREMENTS**

BUS 115	Introduction to Business	3
BUS 216	Legal Environment of Business	3
CIS 118	Intro to PC Applications	3
OR		
CSC 105	Computer Literacy	3
CTC 105	Overview of Telecommunications	3
CTC 166	Emerging Technologies	2
CTC 248	Legal and Ethical Issues in Telecommunications	3
MAN 156	Problem Solving/Decision Making in a Business Environ	3
MAN 215	Organizational Behavior	3
MAN 240	Strategic Management	3
MAN 246	Critical Issues in Marketing and Management	3
MAN 265	Sales and Customer Service for Telecommunications	3
MAR 111	Principles of Sales	3
MAR 216	Principles of Marketing	3
<b>Total credits from above courses:</b>		<b>38</b>

### **GENERAL EDUCATION COURSES**

ENG 121	English Composition I	3
OR		
BTE 167	Business Editing Skills II	3
ENG 122	English Composition II	3
OR		
ENG 131	Technical Writing I	3
BTE 156	Business Mathematics with Calculators	4
MAT 121	College Algebra	4
<b>Total Credits from above courses:</b>		<b>13</b>

Select one from the following:

ECO 201	Principles of Macroeconomics	3
ECO 202	Principles of Microeconomics	3
MAN 224	Leadership	3
PSY 101	General Psychology I	3
SPE 115	Public Speaking	3
Electives (with advisor approval)		6
<b>Total Credits for A.A.S. Degree:</b>		<b>57</b>



*The right choice at every step*

# Course Descriptions

COURSE NAME	PAGE				
AAA	Advanced Academic Achievement . . . . .	127	HSE	Human Services . . . . .	167
ACC	Accounting . . . . .	127	HUM	Humanities . . . . .	167
ACT	Auto Collision Technology . . . . .	128	HWE	Health & Wellness . . . . .	167
AEC	Architectural Engineering & Construction Management . . . . .	130	ITA	Italian . . . . .	168
ANT	Anthropology . . . . .	130	JOU	Journalism . . . . .	168
ARC	Architectural Technology . . . . .	131	JPN	Japanese . . . . .	169
ARA	Arabic . . . . .	130	LAT	Latin . . . . .	169
ART	Art . . . . .	131	LIT	Literature . . . . .	169
ASE	Automotive Service Technology . . . . .	133	LTN	Library Technology . . . . .	170
ASL	American Sign Language . . . . .	135	MAN	Management . . . . .	170
AST	Astronomy . . . . .	135	MAR	Marketing . . . . .	172
AVT	Aviation Technology . . . . .	135	MAT	Math . . . . .	172
BIO	Biological Sciences . . . . .	137	MET	Meteorology . . . . .	174
BTE	Business Technology . . . . .	137	MGD	Multimedia Graphic Design . . . . .	174
BUS	Business . . . . .	139	MOT	Medical Office Technology . . . . .	176
CAD	Computer Assisted Drafting . . . . .	140	MUS	Music . . . . .	176
CHE	Chemistry . . . . .	141	NMT	Nuclear Medicine . . . . .	178
CIS	Computer Information System . . . . .	141	NUA	Nursing Assistant . . . . .	178
CNG	Computer & Networking Technology . . . . .	142	NUR	Nursing . . . . .	178
COM	Communications . . . . .	144	PED	Physical Education . . . . .	181
CRJ	Criminal Justice and Peace Officer Academy . . . . .	145	PER	Physical Education & Recreation . . . . .	183
CSC	Computer Science . . . . .	147	PHI	Philosophy . . . . .	183
CSL	Counseling . . . . .	147	PHO	Photography . . . . .	184
CTC	Communication Technology . . . . .	148	PHY	Physics . . . . .	184
CWB	Computer Web-Based . . . . .	149	POS	Political Science . . . . .	184
DAN	Dance . . . . .	149	PSY	Psychology . . . . .	184
ECE	Early Childhood Education . . . . .	150	REA	Reading . . . . .	186
ECO	Economics . . . . .	151	REE	Real Estate . . . . .	186
EDU	Education . . . . .	152	RTE	Radiologic Technology . . . . .	186
EGT	Engineering Graphics Technology . . . . .	155	RTV	Radio & Television . . . . .	187
EIC	Electricity Industrial/Commercial . . . . .	156	RUS	Russian . . . . .	188
ELT	Electronics . . . . .	155	SCI	Science . . . . .	189
EMS	Emergency Medical Services . . . . .	157	SOC	Sociology . . . . .	189
ENG	English . . . . .	158	SPA	Spanish . . . . .	189
ENT	Engineering Technology . . . . .	159	SPE	Speech . . . . .	190
ENV	Environmental Science . . . . .	160	STE	Surgical Technology . . . . .	190
ETH	Ethnic Studies . . . . .	160	SWE	Swedish . . . . .	191
FRE	French . . . . .	160	SWK	Social Work . . . . .	191
FST	Fire Science . . . . .	160	TEL	Teaching English as a Second Language . . . . .	191
FVT	Film & Video Technology . . . . .	163	THE	Theatre . . . . .	191
GEO	Geography . . . . .	163	UPH	Upholstery . . . . .	191
GER	German . . . . .	163	WEL	Welding Technology . . . . .	191
GEY	Geology . . . . .	164	WST	Women's Studies . . . . .	192
GIS	Geographical Information Systems . . . . .	164			
HHP	Holistic Health Professional . . . . .	165			
HIS	History . . . . .	165			
HPR	Health Professional . . . . .	166			

# Course Descriptions

## **AAA: ADVANCED ACADEMIC ACHIEVEMENT**

### **AAA 109 ADVANCED ACADEMIC ACHIEVEMENT**

Examines theories and practices associated with successful learning to enhance college success. Areas of study include education and career planning, effective communication personal management, critical and creative thinking, development of community and awareness of diversity, leadership, and techniques for successful academic performance. Recommended for new and returning students. This class does not substitute for REA 090. This course does not meet minimum nor elective requirements for the A.A. or A.S. degrees. Prerequisite(s): Placement test. Three credits.

## **ACC: ACCOUNTING**

### **ACC 101 FUNDAMENTALS OF ACCOUNTING**

Presents the basic elements and concepts of accounting, with emphasis on the procedures used for maintaining journals, ledgers, and other related records, and for the completion of end-of-period reports for small service and merchandising businesses. Three credits.

### **ACC 115 PAYROLL ACCOUNTING**

Studies federal and state employment laws and their effects on personnel and payroll records. The course is non-technical and is intended to give students a practical working knowledge of the current payroll laws and actual experience in applying regulations. Students are exposed to computerized payroll procedures. Prerequisite(s): ACC 101 OR ACC 121. Three credits.

### **ACC 121 ACCOUNTING PRINCIPLES I**

Introduces the study of accounting principles for understanding of the theory and logic that underlie procedures and practices. Major topics include the accounting cycle for service and merchandising companies, special journals and subsidiary ledgers, internal control principles and practices, notes and interest, inventory systems and costing, plant assets and intangible asset accounting, and depreciation methods and practices. Four credits.

### **ACC 122 ACCOUNTING PRINCIPLES II**

Continues the study of accounting principles as they apply to partnerships and corporations. Major topics include stocks and bonds, investments, cash flow statements, financial analysis, budgeting, and cost and managerial accounting. Prerequisite(s): ACC 121. Four credits.

### **ACC 125 COMPUTERIZED ACCOUNTING**

Introduces the capabilities of computer applications in accounting. Includes solving accounting problems of a financial nature and hardware and software controls. Corequisite(s): ACC 122. Three credits.

### **ACC 131 INCOME TAX**

This course is the study of basic concepts of federal income taxation, including gross income, deductions, accounting periods and methods, and property transactions, with emphasis on taxation of individuals and sole proprietorships. Three credits.

### **ACC 135 SPREADSHEET APPLICATIONS FOR ACCOUNTING**

This course introduces spreadsheets as an accounting tool. Using an accounting perspective, the student applies fundamental spreadsheet concepts. The spreadsheet is used as a problem solving and decision making tool. Prerequisite(s): CIS 155. Corequisite(s): MAN 225 or ACC 226. Three credits.

### **ACC 175 SPECIAL TOPICS**

Provides students with a vehicle to pursue in depth exploration of special topics of interest. Zero to six credits.

### **ACC 211 INTERMEDIATE ACCOUNTING I**

Focuses on comprehensive analysis of generally accepted accounting principles (GAAP), accounting theory, concepts and financial reporting principles for public corporations. It is the first of a two-course sequence in financial accounting and is designed primarily for accounting and finance majors. Focuses on the preparation and analysis of business information relevant and useful to external users of financial reports. Explores the theories, principles and practices surveyed in Accounting Principles and critically examines 'real-world' financial analysis and reporting issues. Prerequisite(s): ACC 122. Four credits.

### **ACC 212 INTERMEDIATE ACCOUNTING II**

Focuses on the theoretical and practical aspects of accounting for long-term liabilities, stockholders' equity, investments, pensions and leases. Includes income tax allocation, financial statement analysis, cash flow statements and accounting methods changes. Prerequisite(s): ACC 211. Four credits.

### **ACC 226 COST ACCOUNTING**

Studies cost accumulation methods and reports. Focuses on the concepts and procedures of job order, process, standard, and direct cost systems, budgeting, planning, and control of costs. Prerequisite(s): ACC 122. Three credits.

### **ACC 231 BUSINESS TAXATION**

Introduces student to taxation of business entities and transactions. Topics include taxation of property transactions, various tax issues that apply to different tax entities, tax administration and practice, and the taxation effects of formation, operation, and dissolution of corporations, partnerships, S corporations, trusts and estates. Prerequisite(s): ACC 131. Three credits.

### **ACC 269 ACCOUNTING SYSTEMS**

Provides students the opportunity to study the flow of accounting information within an organization, with emphasis on integration of accounting subsystems and internal control procedures in both manual and computerized systems. This class also includes a review of library research, professional ethics, and resume-writing and interview techniques. Prerequisite(s): ACC 122. Three credits.

### **ACC 275 SPECIAL TOPICS**

Provides students with a vehicle to pursue in depth exploration of special topics of interest. One to six credits.

### **CIS 155 PC SPREADSHEET CONCEPTS: EXCEL**

Listed in the CIS course section.

### **MAN 225 MANAGERIAL FINANCE**

Listed in the MAN course section.



## **ACT: AUTO COLLISION TECHNOLOGY**

### **ACT 101 INTRODUCTION TO AUTOMOTIVE COLLISION TECHNOLOGY**

Designed as an orientation to the automotive collision repair industry. Students receive an overview of job possibilities as well as learn various types of automobile construction. Names, uses and maintenance procedures for a variety of tools and equipment are covered. Focuses on general collision repair and refinishing shop safety procedures with an emphasis on personal and environmental safety issues. Students also learn the proper handling and disposal of hazardous materials. Prerequisite(s): None. Four credits.

### **ACT 111 METAL WELDING AND CUTTING I**

Covers sheet metal oxygen-acetylene welding and MIG welding techniques including safety, materials, equipment and setups. Personal and vehicle protective measures prior to welding procedures are presented. Prerequisite(s): ACT 101 or permission of Instructor. Three credits.

### **ACT 121 NON-STRUCTURAL REPAIR PREPARATION**

Covers the basic characteristics of preparation for automotive repair. Students familiarize themselves with damage analysis, extent of damage and the sequence of repair. Focuses on removal of vehicle components and protection of panels along with storage and labeling of parts. Safety procedures and equipment use are included. Prerequisite(s): ACT 101 or permission of Instructor. Three credits.

### **ACT 122 PANEL REPAIR AND REPLACEMENTS**

Covers straightening techniques including tension pulls/stress relief, metal finishing, metal shrinking and use of fillers. Emphasizes the identification, handling and replacement of parts such as adjustment and alignment of bolt-on parts, fixed parts and accessories. Training covers the use of adhesives, sound deadeners and welding methods performed during repairs. Prerequisite(s): ACT 101 or permission of Instructor. Three credits.

### **ACT 123 METAL FINISHING AND BODY FILLING**

Covers metal finishing, metal shrinking and the use of cosmetic fillers. Emphasis is placed on the use of proper tools required to perform these tasks, including use, selection and safety procedures for tools and equipment selected. Prerequisite(s): ACT 101 or permission of Instructor. Three credits.

### **ACT 131 STRUCTURAL DAMAGE DIAGNOSIS**

Focuses on methods of frame measurement using dimension charts and service manuals. Includes the use of self-centering gauges and mechanical and electronic measuring. Appropriate terms and definitions of vehicle structures and vehicle diagnosis is covered including identification and analysis of damage. Includes the techniques for basic hook ups and safety procedures used in making corrective pulls. Prerequisite(s): ACT 101 or permission of instructor. Three credits.

### **ACT 132 STRUCTURAL DAMAGE REPAIR**

Continues the study and application of frame measurement and repair. The student applies methods found in dimension charts and service manuals for vehicle diagnosis and straightening. Training includes the replacement of a structural panel with the identification of damaged suspension components replaced according to manufacturer's recommendations. Prerequisite(s): ACT 101 or permission of instructor. Three credits.

### **ACT 141 REFINISHING SAFETY**

Covers correct use of safety procedures used in refinishing. Proper fit and use of various types of protective equipment is emphasized. The identification of tools and equipment, with use and maintenance is covered including national guidelines for proper disposal and handling of hazardous materials. One credit.

### **ACT 142 SURFACE PREPARATION I**

Covers surface preparation for refinishing including cleaning, sanding, feather edging, chemical treatment of bare materials and priming. The application of primers, including rationale and use is covered. In addition the student learns skills for proper removal and storage of exterior trim and protection of adjacent panels. Prerequisite(s): ACT 141 or permission of instructor. Two credits.

### **ACT 143 SPRAY EQUIPMENT OPERATION**

Covers the inspection, cleaning and determination of the condition of spray guns and related equipment. Students learn skills for adjusting spray guns by setting-up and testing spray gun operations. Prerequisite(s): ACT 142 or permission of instructor. Two credits.

### **ACT 144 REFINISHING I**

Provides the knowledge needed for application and use of automotive paint systems. Course includes locating color codes, mixing formulas, matching and selections of materials. Proper paint gun use and adjustments is taught for the product being applied. In addition, the student practices correct masking and detailing techniques. Prerequisite(s): ACT 142 and ACT 143. Two credits.

### **ACT 151 PLASTICS & ADHESIVES I**

Designed to teach the state-of-the-art repair for both rigid and flexible plastic components and choosing adhesives using the latest manufacturer's repair techniques. Prerequisite(s): ACT 101 or permission of instructor. One credit.

### **ACT 170 AUTOMOTIVE COLLISION TECHNOLOGY LAB EXPERIENCES I**

Designed to prepare the student to perform basic tasks for a specialized area in a controlled instructional lab. Prerequisite(s): None. One to nine credits.

### **ACT 171 AUTOMOTIVE COLLISION TECHNOLOGY LAB EXPERIENCES II**

Course is a continuation of Lab experience. Designed to prepare the individual to perform basic tasks for a specialized area in a controlled instructional lab. Prerequisite(s): None. One to nine credits.

### **ACT 172 AUTOMOTIVE COLLISION TECHNOLOGY LAB EXPERIENCES III**

Course is a continuation of Lab experience. Designed to prepare the individual to perform basic tasks for a specialized area in a controlled instructional lab. Prerequisite(s): None. One to nine credits.

### **ACT 175 SPECIAL TOPICS**

Assists students who are interested in individual topics within the normal curriculum. The student identifies and selects objectives that he/she needs for industry upgrades or special training to enter the workforce. The student may explore current topics, issues or activities related to one or more aspects of the Automotive Collision industry. Prerequisite(s): None. One to nine credits.

### **ACT 176 SPECIAL TOPICS**

Provides students with a vehicle to pursue in depth exploration of special topics of interest. Prerequisite(s): None. One-half to six credits.

### **ACT 177 SPECIAL TOPICS**

Provides students with a vehicle to pursue in depth exploration of special topics of interest. Prerequisite(s): None. One-half to six credits.

### **ACT 180 AUTOMOTIVE COLLISION REPAIR INTERNSHIP LEVEL I**

Designed to meet the needs of the student in selected specialized area in a work-based environment. Individualized instruction at the job site is coordinated based on student's interest and instructor approval. Prerequisite(s): permission of instructor. One to nine credits.

### **ACT 181 AUTOMOTIVE COLLISION REPAIR LEVEL II INTERNSHIP**

Course is a continuation of Level I Internship. Student uses the knowledge and skills acquired throughout the ACT program in a job site placement. Prerequisite(s): permission of instructor. One to nine credits.

### **ACT 205 ESTIMATING AND SHOP MANAGEMENT**

Initiates written estimates on damaged vehicles. Students learn shop management including work orders, ordering supplies, operating costs, time cards, shop liabilities, employee's safety and insurance management issues. Prerequisite(s): ACT 101 or permission of instructor. Three credits.

### **ACT 211 METAL WELDING AND CUTTING II**

Covers mig welding procedures of seam weld, stitch welds and destructive testing. Resistance spot welding, which includes two-sided spot weld, plasma cutting, safety, materials, and equipment and operating procedures, with emphasis on shop safety are also presented. Prerequisite(s): ACT 111. Two credits.

### **ACT 221 MOVEABLE GLASS AND HARDWARE**

Covers door glass, vent windows and glass mechanisms (both electric and mechanical) with emphasis on removal and replacement. In addition, interior trim panels, seats and headliners are removed and replaced. Student learns proper care and treatment of vehicle seat protectors plus the proper use of tools required to perform these tasks. Prerequisite(s): ACT 101 or permission of instructor. Two credits.

### **ACT 231 ADVANCED STRUCTURAL DAMAGE DIAGNOSIS & REPAIR**

Covers major automotive body repair in vehicles with major damage on conventional structures and unibody structures. Student learns the operation of equipment and techniques used to straighten and align damaged frames. Identification and analysis of frames, hot and cold stress relieving, servicing and sectioning of structural frames is also included. Liability issues and the importance of making these corrections according to the manufacturer's recommendations and industry standards are emphasized. Prerequisite(s): ACT 131, ACT 132, and ACT 133 or permission of instructor. Three credits.

### **ACT 232 FIXED GLASS REPAIR**

Covers the removal and replacement of fixed glass using manufacturer's specifications, proper tools and recommended materials. Application of skills are demonstrated and utilized for the removal and replacement of modular glass using manufacturer's specifications and procedures. Prerequisite(s): ACT 101 or permission of instructor. Two credits.

### **ACT 241 PAINT DEFECTS**

Covers paint defects. Emphasizes the causes of paint defects with methods to cure problems during and after refinishing procedures. Students learn to identify the proper surface preparations to apply prior to refinishing. Training includes using paint equipment and determining paint film thickness with proper temperatures for refinishing. Three credits.

### **ACT 242 SURFACE PREPARATION II**

Emphasizes surface preparation for refinishing including cleaning, sanding, feather edging, chemical treatment of bare metals and priming. The application of primers, including why and where using them is covered. Prerequisite(s): ACT 142 and ACT 143. Two credits.

### **ACT 243 REFINISHING II**

In this advanced course students learn the necessary skills used to tint and blend panels working with the latest finishes and paints. Special coatings and procedures are covered in this course. Prerequisite(s): ACT 242. Two credits.

### **ACT 244 FINAL DETAIL**

Focuses on the detailing procedures in paint refinishing of vehicles. Methods and techniques are specialized to enhance painting skills. Transfers and tapes methods with decals etc. are demonstrated. Prerequisite(s): ACT 141 or permission of instructor. Two credits.

### **ACT 251 PLASTICS & ADHESIVES II**

Emphasizes advanced plastic and adhesives. The current state-of-the-art repairs for both rigid and flexible plastic components using the latest manufacturer's repair techniques are presented. Sheet Molded Compound procedures and the use of proper adhesives is covered. Prerequisite(s): ACT 151. One credit.

### **ACT 265 STREET ROD I**

Introduces the student to the Street Rod 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, and the use and application of body fillers. ACT 101, ACT 110, ACT 111, ACT 121, ACT 122, ACT 123, ACT 142, ACT 143, ACT 144, ACT 211, ACT 241, and ACT 243 or permission of instructor. Six credits.

### **ACT 266 RESTRAINT SYSTEMS**

Students learn to inspect, remove and replace active restraint systems, passive restraint systems and supplemental restraint systems. Procedures are demonstrated for disarming and diagnosing restraint systems using electronic equipment and trouble codes. Instruction for passive restraint replacement is also covered in this course. Prerequisite(s): None. One credit.

### **ACT 267 STREET ROD II**

Continues Street Rod I 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, and the use and application of body fillers. Prerequisite(s): ACT 265. Six credits.

### **ACT 268 STREET ROD III**

Continues Street Rod II to include engine mounting, transmission mounting, frame assembly procedures, body modification including frenching, chop tops, shaving and sectioning procedures, sheet metal fabrication, body reconstruction, and metal fabrication. Prerequisite(s): ACT 267. Six credits.

### **ACT 269 STREET ROD IV**

Continues Street Rod III to include electrical systems, wiring and installation, body assembly and refinishing, interior vehicle modifications, brake system design and mounting, final vehicle assembly, and custom painting to include graphics, flames, special effects, and color sanding and polishing. Prerequisite(s): ACT 268. Six credits.

### **ACT 275 SPECIAL TOPICS**

Assists students who are interested in individual topics within the normal curriculum. The student identifies and selects objectives that he/she needs for industry upgrades or special training to enter the workforce. The student may explore current topics, issues or activities related to one or more aspects of the Automotive Collision industry. Prerequisite(s): None. One to nine credits.

## ACT 276 SPECIAL TOPICS

Provides students with a vehicle to pursue in depth exploration of special topics of interest. Prerequisite(s): None. One-half to six credits.

## UPH: UPHOLSTERY

See UPH prefix for related Automotive Upholstery courses.

## AEC: ARCHITECTURAL

### AEC 221 BUILDING ELECTRICAL/MECHANICAL SYSTEMS

Acquaints the student with electrical and mechanical equipment and systems in buildings. Lectures cover the basic principles of electrical distribution, artificial lighting, fire protection, plumbing systems and heating, ventilating and air conditioning (HVAC) systems. Prerequisite(s): None. Three credits.

### AEC 231 ESTIMATING II: COST ANALYSIS

Focuses on estimating techniques used to establish and verify costs of materials, equipment, and labor and the time requirements related to building construction projects. Emphasis is placed on preparation of an estimate of construction costs of a commercial building. Prerequisite(s): ARC 107 or permission of instructor. Three credits.

### AEC 233 CONSTRUCTION SAFETY & LOSS PREVENTION

Explores construction site hazards and unsafe practices, related health and safety regulations and standards, and loss and theft prevention. Training in basic first aid and CPR is included. Prerequisite(s): None. Two credits.

### AEC 234 CONSTRUCTION CONTRACT & LABOR LAW

Focuses on construction labor, contract and licensing laws and regulations. Lectures and student projects investigate building construction project contracts and labor and employment regulations as related to building construction. Prerequisite(s): None. Two credits.

### AEC 280 INTERNSHIP

Provides students with the opportunity to supplement coursework with practical work experience related to their educational program. Students work under the immediate supervision of experienced personnel at the business location and with the direct guidance of the instructor. Instructor permission required. One to six credits.

## ANT: ANTHROPOLOGY

### ANT 101 CULTURAL ANTHROPOLOGY

Studies human cultural patterns and learned behavior. Includes linguistics, social and political organization, religion, culture and personality, culture change, and applied anthropology. This course is a state guaranteed transfer course GT-SS3. Three credits.

### ANT 107 INTRODUCTION TO ARCHAEOLOGY

Introduces the science of recovering the human prehistoric and historic past through excavation, analysis, and interpretation of material remains. Includes a survey of the archaeology of different areas of the Old and New Worlds. Also includes the works of selected archaeologists and discussions of major archaeological theories. Three credits.

### ANT 111 PHYSICAL ANTHROPOLOGY

Studies human biology and its effects on behavior. Includes principles of genetics and evolution, vertebrates and primates, human origins, human variation, and ecology. This course is a state guaranteed transfer course GT-SS3. Three credits.

## ANT 121 CULTURES OF THE SOUTHWEST

(Formerly: ANT 109) Includes the major prehistoric cultures (Paleoindian, Desert Culture, Anasazi, Hohokam, Mogollon) and ethnographic views of the historic cultures (Pueblos, Navajo, Apache, Pima, Papago, Spanish-American, and Anglo-American). The purpose of the study is to trace the stages through which these cultures have passed in order to evaluate environmental influences on human activities and to perceive human influences on the environment. Three credits.

## ANT 126 COLORADO ARCHAEOLOGY

Identifies and evaluates distinct prehistoric cultures present in the region now known as Colorado since about 10,000 years ago, using specific archaeological techniques and terminologies. Three credits.

## ANT 137 SOUTHWEST US ARCHAEOLOGY

Identifies the complex regional population centers and cultural traditions of prehistoric peoples of the 4-Corners (Colorado, Arizona, New Mexico, Utah) and analyses evidence of cultural interaction with peoples of Meso-America and with the ecology of the region. Three credits.

## ANT 215 INDIANS OF NORTH AMERICA

(Formerly: ANT 117) Studies the Indians of North America from the origins of native peoples in the New World, through the development of geographic culture areas, to European contact and subsequent contemporary Native American issues. Three credits.

## ANT 275 SPECIAL TOPICS IN ANTHROPOLOGY

(Formerly: ANT 285) Provides opportunity for off-campus field experience or study of a special topic in anthropology. Field study may occur at archaeological sites, museums, host educational institutions, within ethnographic situations, or other anthropologically appropriate places. Study of a special topic may include that derived from physical anthropology, cultural anthropology, archaeology, or other anthropological discipline. One to five credits.

## ANT 285 INDEPENDENT STUDY

(Formerly: ANT 295) Allows the student to independently study certain aspects of anthropology. It provides opportunity to investigate an area of interest that developed in introductory courses. Prerequisite(s): ANT 101 OR ANT 111. One to six credits.

## ARA: ARABIC

NOTE: Foreign Language courses are listed under the following prefixes: ARA (Arabic), ASL (American Sign Language), FRE (French), GER (German), ITA (Italian), JPN (Japanese), LAT (Latin), RUS (Russian), SPA (Spanish), SWE (Swedish).

### ARA 101 CONVERSATIONAL ARABIC I

Introduces beginning students to conversational Arabic and focuses on understanding and speaking Arabic. Covers basic vocabulary, grammar, and expressions that are used in daily situations and in travel. Three credits.

### ARA 111 ARABIC LANGUAGE I

Begins a sequence dealing with the development of functional proficiency in listening, speaking, reading and writing the Arabic language. Five credits.



## **ARC: ARCHITECTURAL TECHNOLOGY**

### **ARC 107 BLUEPRINT READING (RESIDENTIAL/COMMERCIAL)**

Covers the interpretation and reading of blueprints and related documents as used in the building trades industry and architect's office. Prerequisite(s): None. Three credits.

### **ARC 206 COMMERCIAL DRAWING/CAD PRACTICE II**

Studies light commercial building construction techniques. Details of timber, concrete, tilt-up, and structural steel systems are discussed. Working drawings are completed as assigned. Prerequisites: Four credits.

### **ARC 236 CODES/ZONING/SPECIFICATIONS**

Reviews the restrictions, standards, and requirements which in the interest of public safety and welfare have been established by law to govern the construction of buildings and their materials. Specifications are developed to describe building materials to be furnished and how they are to be installed. Prerequisite(s): None. Three credits.

### **ARC 275 SPECIAL TOPICS**

Provides students with a vehicle to pursue in depth exploration of special topics of interest. One to six credits.

### **ARC 285 INDEPENDENT STUDY**

Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor. Instructor permission required. One to six credits.

### **ARC 289 CAPSTONE**

A demonstrated culmination of learning within a given program of study. Instructor permission required. One to six credits.

## **ART: ART**

### **ART 110 ART APPRECIATION**

(Formerly: ART 110) Introduces the cultural significance of the visual arts, including media, processes, techniques, traditions, and terminology. This course is a state guaranteed transfer course GT-AH1. Prerequisite(s): None. Three credits.

### **ART 111 ART HISTORY I**

(Formerly: ART 111) Provides the knowledge base to understand the visual arts, especially as related to Western culture. Surveys the visual arts from the Ancient through the Medieval periods. This course is a state guaranteed transfer course GT-AH1. Prerequisite(s): None. Three credits.

### **ART 112 ART HISTORY II**

(Formerly: ART 112) 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. This course is a state guaranteed transfer course GT-AH1. Prerequisite(s): None. Three credits.

### **ART 113 HISTORY OF PHOTOGRAPHY**

(Formerly: PHO 107) Surveys the history of photography from its beginnings to the present. Emphasizes individual photographers who have made significant contributions to the field. Includes technical, artistic, commercial and social development of photography as a form of visual communication. Three credits.

### **ART 121 DRAWING I**

(Formerly: ART 121) Investigates the various approaches and media that students need to develop drawing skills and visual perception. Prerequisite(s): None. Three credits.

### **ART 122 DRAWING II**

(Formerly: ART 122) Explores expressive drawing techniques with an emphasis on formal composition, color media and content or thematic development. Prerequisite(s): None. Three credits.

### **ART 123 WATERCOLOR I**

(Formerly: ART 231) Provides an introduction to the basic techniques and unique aspects of materials involved in the use of either transparent or opaque water media or both. Color theory is included. Prerequisite(s): None. Three credits.

### **ART 124 WATERCOLOR II**

(Formerly: ART 232) Continues the study of watercolor techniques, emphasizing original compositions and experimentation with materials. Color theory is included. Prerequisite(s): None. Three credits.

### **ART 125 LANDSCAPE DRAWING I**

Emphasizes nature, particularly landscape. Drawing outside or in view of landscape using graphite, ink, prisma-color, pastel, and washes. Students concentrate on various approaches, viewpoints, and styles and acquire expertise and interpretation in a variety of media. Prerequisite(s): None. Three credits.

### **ART 126 LANDSCAPE DRAWING II**

Focuses on drawing outdoors or in view of landscape (both rural and inner city) using graphite, ink, washes, pencils, pastels, and watercolor. Students concentrate on various approaches, viewpoints and styles and acquire expertise in a variety of media. Each student presents finished pieces matted for critique. Prerequisite(s): None. Three credits.

### **ART 128 DRAWING FROM IMAGINATION**

Emphasizes illustration using various media including inks, pencils, paints, etc. Elements of fantasy is accompanied by exercises designed to provoke the imagination. The generation of ideas and the invention of corresponding images is explored along with technique and experimentation. Prerequisite(s): None. Three credits.

### **ART 131 2-D DESIGN**

(Formerly: ART 131) Examines the basic elements of design, visual perception, and artistic form and composition as they relate to two-dimensional media. Prerequisite(s): None. Three credits.

### **ART 132 3-D DESIGN**

(Formerly: ART 132) Focuses on learning to apply the elements and principles of design to three dimensional problems. Prerequisite(s): None. Three credits.

### **ART 138 PHOTOGRAPHY I**

(Formerly: PHO 101) Introduces black and white photography as a fine art medium and develops skills necessary for basic camera and lab operations. Three credits.

### **ART 139 PHOTOGRAPHY II**

(Formerly: PHO 102) 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. Prerequisite(s): ART 138. Three credits.

### **ART 141 JEWELRY AND METAL WORK I**

(Formerly: ART 141) Introduces the construction of jewelry designs in metals and small casting techniques. Prerequisite(s): None. Three credits.

### **ART 142 JEWELRY AND METAL WORK II**

(Formerly: ART 142) Emphasizes conceptual design development, using casting and specialized techniques. Prerequisite(s): None. Three credits.

### **ART 143 DIGITAL PHOTOGRAPHY I**

(Formerly: PHO 205) Introduces the basic concepts of digital imaging as applied to photography. Using applicable technology and hands on experience, modern developments are presented leading to the present applications of digital imaging which combine traditional photographic ideas with electronic media. Enables the student to learn how to operate image manipulation software using a variety of scanning equipment, software tools and output devices by executing new assignments and applying these technologies to their photographic process. Three credits.

### **ART 154 SCULPTURE I**

(Formerly: ART 224) Introduces the fundamentals of sculpture such as modeling, casting, carving, and the processes of assemblage. Prerequisite(s): None. Three credits.

### **ART 155 SCULPTURE II**

(Formerly: ART 225) Develops an understanding and focus on manipulation of three dimensional form, with greater concentration on individual creativity and style. Prerequisite(s): None. Three credits.

### **ART 156 FIGURE DRAWING I**

(Formerly: ART 270) Introduces the basic techniques of drawing the human figure. Student must be at least 16 years of age to enroll in this class. Prerequisite(s): None. Three credits.

### **ART 157 FIGURE PAINTING I**

(Formerly: ART 273) Focuses on painting the human figure, and includes a brief survey of figure painting, and instruction in the fundamental methods of composition and expressions. Student must be at least 16 years of age to enroll in this class. Prerequisite(s): None. Three credits.

### **ART 161 CERAMICS I**

(Formerly: ART 161) Introduces traditional and contemporary ceramic forms and processes including handbuilding and throwing on the potter's wheel. Prerequisite(s): None. Three credits.

### **ART 162 CERAMICS II**

(Formerly: ART 162) A continuation of ART 161, this course emphasizes skill, technique and form. Prerequisite(s): None. Three credits.

### **ART 163 HANDBUILT CLAY I**

(Formerly: ART 163) Provides instruction in several methods of handbuilding and the study of functional and decorative design elements. Prerequisite(s): None. Three credits.

### **ART 164 HANDBUILT CLAY II**

(Formerly: ART 164) Provides continued instruction in various methods of handbuilding. Prerequisite(s): None. Three credits.

### **ART 175 SPECIAL TOPICS**

Provides students with a vehicle to pursue in depth exploration of special topics of interest. One to six credits.

### **ART 185 INDEPENDENT STUDY**

Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor. Prerequisite(s): Permission of department chair is required. One to six credits.

### **ART 207 ART HISTORY -- 1900 TO PRESENT**

(Formerly: ART 113) Provides students with the knowledge base to understand the visual arts as related to Modern and Contemporary visual art. Surveys world art of the twentieth century, including Modernism to Post-Modernism. Student must be at least 16 years of age to enroll in this class. Prerequisite(s): None. Three credits.

### **ART 209 STUDIO ART**

Designed for advanced students interested in further exploring an art discipline to develop a more comprehensive portfolio. Prerequisite(s): None. Three credits.

### **ART 210 LANDSCAPE PAINTING**

Focuses on specific landscape concerns in the painting media of your choice. Prerequisite(s): None. Three credits.

### **ART 211 PAINTING I**

(Formerly: ART 216) Explores basic techniques, materials, and concepts used in opaque painting processes in oil or acrylic painting to depict form and space on a two-dimensional surface. Prerequisite(s): None. Three credits.

### **ART 212 PAINTING II**

(Formerly: ART 217) This course further explores techniques, materials, and concepts used in opaque painting processes in oil or acrylic painting, with emphasis on composition and content development. Prerequisite(s): None. Three credits.

### **ART 213 PAINTING III**

Provides continued exploration of techniques, materials, and concepts used in opaque painting processes in oil or acrylic painting, with emphasis on composition and content development. Prerequisite(s): None. Three credits.

### **ART 214 PAINTING IV**

Explores advanced techniques, materials, and concepts used in opaque painting processes, with emphasis on the development of themes and a cohesive body of work. Prerequisite(s): None. Three credits.

### **ART 221 DRAWING III**

Offers a continued study of expressive drawing techniques and development of individual style, with an emphasis on composition and technique variation. Prerequisite(s): None. Three credits.

### **ART 222 DRAWING IV**

Explores advanced drawing problems with an emphasis on conceptual development and portfolio and/or exhibition quality presentation. Prerequisite(s): None. Three credits.

### **ART 223 WATERCOLOR III**

Concentrates on the advanced study of subject development, form, color, and theme in watercolor. Prerequisite(s): None. Three credits.

### **ART 224 WATERCOLOR IV**

Concentrates on the advanced study of techniques, individual style or expression, and consistency of compositional problem solving in watercolor. Prerequisite(s): None. Three credits.

### **ART 231 ADVANCED 2-D DESIGN**

(Formerly: ART 244 & ART 245) Provides continued study of the principles and elements of two-dimensional design with an emphasis on visual communication for further application in fine art, commercial art, and/or applied arts. Prerequisite(s): None. Three credits.

### **ART 232 ADVANCED 3-D DESIGN**

(Formerly: ART 245 & ART 246) Provides continued study of the principles and elements of three-dimensional design with an emphasis on visual communication for further application in fine art, commercial art, and/or applied arts. Prerequisite(s): None. Three credits.

### **ART 238 PHOTOGRAPHY III**

(Formerly: PHO 202) Explores photography technique with emphasis on history, theory, and assimilation of ideas into the students' creative work. Includes the development of a comprehensive portfolio. Prerequisite(s): ART 138 or ART 139. Three credits.

### **ART 241 JEWELRY AND METAL WORK III**

(Formerly: ART 241) Focuses upon advanced work and emphasizes experimentation with materials and techniques, individual designs, and superior craftsmanship. Prerequisite(s): None. Three credits.

### **ART 242 JEWELRY AND METAL WORK IV**

(Formerly: ART 242) Provides continued study of the properties of metal and stone in creating decorative work. Students employ advanced design and techniques to explore original, personal expression. A variety of materials and approaches are used in discovering new and independently creative finished pieces. Prerequisite(s): None. Three credits.

### **ART 243 DIGITAL PHOTOGRAPHY II**

(Formerly: PHO 206) Expands upon the beginning digital photography class. Focuses on digital photography in terms of design and communication factors including color, visual design, lighting, graphics, and aesthetics. Prerequisite(s): ART 143 or permission of instructor. Three credits.

### **ART 250 ART OF ANIMATION**

(Formerly COM 170) Introduces character development and transitions from one media to another. Students learn the foundational skills necessary to create the illusion of life for sketched characters. Focuses on the traditional medium of paper and pencil to turn ideas into visual treatment for creating animatics by use of a light box and computer. Character development and storyboarding by script are emphasized. Prerequisite: ART 121 or permission of instructor. Three credits.

### **ART 252 LANDSCAPE PHOTOGRAPHY**

(Formerly: PHO 209) Focuses on traditional and contemporary approaches to landscape photography. Examines technical and aesthetic aspects of landscape photography through group discussions, a field study, lectures, and print and slide critiques. Prerequisite(s): ART 138. Two credits.

### **ART 253 STUDIO PHOTOGRAPHY**

(Formerly: PHO 211) Explores the creative uses of studio lighting from the perspective of fine art photography with an emphasis on portraiture, three dimensional object photography, and two dimensional collage photography. Prerequisite(s): ART 138. Three credits.

### **ART 256 ADVANCED FIGURE DRAWING**

(Formerly: ART 271) Provides continuing study of the various methods of drawing the human figure, with emphasis on the description of form and individual style. Student must be at least 16 years of age to enroll in this class. Prerequisite(s): None. Three credits.

### **ART 257 ADVANCED FIGURE PAINTING**

(Formerly: ART 274) Offers continued study of painting the human figure with advanced problem solving in composition and experimentation with materials and techniques. Student must be at least 16 years of age to enroll in this class. Three credits.

### **ART 261 CERAMICS III**

(Formerly: ART 261) Encourages students to develop an individual style of wheel thrown and handbuilt ceramic forms with continuing involvement in surface treatment. Prerequisite(s): None. Three credits.

### **ART 262 CERAMICS IV**

(Formerly: ART 262) Continues advanced work with emphasis on various clay bodies, unique glazes and engobes, and combining different textures and shapes, and development of personal forms. Prerequisite(s): None. Three credits.

### **ART 263 HANDBUILT CLAY III**

(Formerly: ART 265) Covers advanced problems with importance placed on large scale pieces that promote creativity with techniques and combinations of different textures. Prerequisite(s): None. Three credits.

### **ART 268 SCULPTURE III**

(Formerly: ART 226) Focuses on advanced individual sculpture projects, emphasizing experimentation with materials, accomplished technique and conceptual significance. Prerequisite(s): None. Three credits.

### **ART 269 CERAMIC SCULPTURE**

(Formerly: ART 227) Explores a variety of processes to create three-dimensional images in clay. Focuses on hand-built sculptures, without using a potter's wheel and relying on very basic tools. Encourages creative experimentation and engaging in the process. Prerequisite(s): None. Three credits.

### **ART 285 INDEPENDENT STUDY**

(Formerly: ART 285) Provides structured and guided, individualized research that is organized and tailored around the interests and needs of the individual student. Prerequisite(s): Permission of department chair is required. One to six credits.

## **ASE: AUTO SERVICE TECHNOLOGY**

### **ASE 101 AUTO SHOP ORIENTATION**

Provides students with safety instruction in the shop and on the Automobile. Emphasis is placed on the proper use and care of test equipment, precision measuring and machining equipment, gaskets, adhesives, tubing, wiring, jacks, presses, and cleaning equipment and techniques. Prerequisite(s): None. Two credits.

### **ASE 102 INTRODUCTION TO THE AUTOMOTIVE SHOP**

Prepares the incoming automotive student to work in the shop safely and gain familiarity with the shop and common equipment. Prerequisite(s): ASE 101 or permission of Department. Two credits.

### **ASE 110 BRAKES I**

Covers basic operation of automotive braking systems. Includes operation, diagnosis, and basic repair of disc brakes, drum brakes, and basic hydraulic systems. Prerequisite(s): ASE 101 or permission of Department. Three credits.

### **ASE 120 BASIC AUTOMOTIVE ELECTRICITY**

Introduces automotive electricity and includes basic electrical theory, circuit designs, and wiring methods. Focuses on multi-meter usage and wiring diagrams. Prerequisite(s): ASE 101 or permission of Department. Two credits.



### **ASE 123 AUTOMOTIVE BATTERY, STARTING, AND CHARGING SYSTEMS**

Covers the operation, testing, and servicing of automotive battery, starting, and charging systems. Includes voltage and amperage testing of starter and generator, load testing and maintenance of a battery, and starter and generator overhaul. Prerequisite(s): ASE 101, ASE 120 or permission of Department. Two credits.

### **ASE 130 GENERAL ENGINE DIAGNOSIS**

Focuses on lecture and related laboratory experiences in the diagnosis and necessary corrective actions of automotive engine performance factors. Prerequisite(s): ASE 101 or permission of Department. Two credits.

### **ASE 132 IGNITION SYSTEM DIAGNOSIS AND REPAIR**

Focuses on lecture and related laboratory experiences in the diagnosis, service, adjustments and repair of various automotive ignition systems. Prerequisite(s): ASE 101, ASE 130 or permission of Department. Two credits.

### **ASE 134 AUTOMOTIVE EMISSIONS**

Focuses on lecture and laboratory experiences in the diagnosis and repair of automotive emission control systems. Prerequisite(s): ASE 101, ASE 130 or permission of Department. Two credits.

### **ASE 140 SUSPENSION AND STEERING I**

Focuses on lecture and related experiences in the diagnosis and service of suspensions and steering systems and their components. Prerequisite(s): ASE 101 or permission of Department. Three credits.

### **ASE 150 AUTOMOTIVE U-JOINT & AXLE SHAFT SERVICE**

Studies the operating principles and repair procedures relating to axle-shaft and universal joints. Prerequisite(s): ASE 101 or permission of Department. Two credits.

### **ASE 151 AUTOMOTIVE MANUAL TRANSMISSION/TRANSAXLES & CLUTCHES**

A comprehensive course combining lecture and related laboratory experiences in the diagnosis and repair of automotive manual transmissions, transaxles and clutches and related components. Prerequisite(s): ASE 101 or permission of Department. Two credits.

### **ASE 152 DIFFERENTIALS & 4WD/AWD SERVICE**

A comprehensive course combining lecture and related laboratory experiences in the diagnosis and repair of automotive differentials, four wheel and all wheel drive units. Prerequisite(s): ASE 101, ASE 150 or permission of Department. Two credits.

### **ASE 160 AUTOMOTIVE ENGINE REMOVAL & INSTALLATION**

Focuses on lecture and laboratory experiences in the removal and installation procedures of the automotive engine from and into front wheel and rear wheel drive vehicles. Prerequisite(s): ASE 130. One credit.

### **ASE 161 ENGINE, DISASSEMBLY DIAGNOSIS & ASSEMBLY**

Focuses on lecture and laboratory experiences in the disassembly, diagnosis and reassembly of the automotive engine. Topics include the diagnostic and repair procedures for the engine block and head assemblies. Prerequisite(s): ASE 130. Five credits.

### **ASE 170 LABORATORY EXPERIENCE I**

Continues to build upon the principles that are expected to be understood by students. Prerequisite(s): ASE 101 or permission of Department. One-half to six credits.

### **ASE 210 BRAKES II**

Covers the operation and theory of the modern automotive braking systems. Includes operation, diagnosis, service, and repair of the anti-lock braking systems, power assist units and machine operations of today's automobile. Prerequisite(s): ASE 101, ASE 110 or permission of Department. Three credits.

### **ASE 220 SPECIALIZED ELECTRONICS TRAINING**

Provides a systematic approach to automotive electrical systems. Builds from the basic electrical principles and concepts through semiconductors and microprocessors. Features on-bench exercises. Students practice diagnostic procedures that have applications to present and future automotive electronics and electrical systems. Prerequisite(s): ASE 101, ASE 120 or permission of Department. Two credits.

### **ASE 221 AUTOMOTIVE BODY ELECTRICAL**

Provides a comprehensive study of the theory, operation, diagnosis, and repair of vehicle accessories. Prerequisite(s): ASE 101, ASE 120 or permission of Department. Four credits.

### **ASE 231 AUTOMOTIVE COMPUTERS**

Focuses on lecture and laboratory experiences in the inspection and testing of typical computerized engine control systems. Prerequisite(s): ASE 101, ASE 130 or permission of Department. Two credits.

### **ASE 233 FUEL INJECTION AND EXHAUST SYSTEMS**

Focuses on lecture and related laboratory experiences in the diagnosis and repair of electronic fuel injection systems and modern exhaust systems. Prerequisite(s): ASE 101, ASE 130 or permission of Department. Four credits.

### **ASE 235 DRIVEABILITY DIAGNOSIS**

Emphasizes lecture and related laboratory experience in diagnostic techniques and the use of diagnostic scan tools, oscilloscopes, lab scopes, multi-meters and gas analyzers. Students diagnose live vehicle driveability problems. Prerequisite(s): ASE 101, ASE 130 or permission of Department. One credit.

### **ASE 240 SUSPENSION AND STEERING II**

Emphasizes lecture and related experiences in the diagnosis and service of electronic suspensions and steering systems and their components. Prerequisite(s): ASE 101, ASE 140 or permission of Department. Three credits.

### **ASE 250 AUTOMATIC TRANSMISSION/TRANSAXLE SERVICE**

Focuses on practical methods of maintaining, servicing, and performing minor adjustments on an automatic transmission and transaxle. Prerequisite(s): ASE 101 or permission of Department. One credit.

### **ASE 251 AUTOMATIC TRANSMISSION/TRANSAXLE DIAGNOSIS AND ASSEMBLIES**

Covers diagnosis, principles of hydraulics, principles of electronic components, power flow, theory of operation, removal of transmission/transaxle, tear down, replacement of components, measurement and subsequent adjustment of components and replacement of transmission/transaxle. Prerequisite(s): ASE 101, ASE 250 or permission of Department. Five credits.

### **ASE 265 AUTOMOTIVE HEATING AND AIR CONDITIONING**

Emphasizes lecture and related laboratory experiences in the diagnosis and service of automotive heating and air conditioning systems and their components. Prerequisite(s): ASE 101 or permission of Department. Five credits.

### **ASE 282 INTERNSHIP: GENERAL (SUMMER)**

Emphasizes practical on-the-job, work-related experience that corresponds to the area of study. In this semester, the student takes all related sponsor requirements in (STS) Service Training Standards (General Motors) or ("F.A.S.T") Fundamental Automotive Systems Training (Chrysler) or others as required by the program track. Required as part of AYES program. Prerequisite(s): ASE 101 or permission of Department. One to five credits.

## **ASL: AMERICAN SIGN LANGUAGE**

NOTE: Foreign Language courses are listed under the following prefixes: ARA (Arabic), ASL (American Sign Language), FRE (French), GER (German), ITA (Italian), JPN (Japanese), LAT (Latin), RUS (Russian), SPA (Spanish), SWE (Swedish).

### **ASL 101 BASIC SIGN LANGUAGE I**

Provides students with the basic knowledge of communicating with the deaf community. Students will develop basic vocabulary and conversational skills and will be introduced to aspects of the deaf culture and community. Three credits.

### **ASL 102 BASIC SIGN LANGUAGE II**

Continues the sequence for students who want to learn basic conversational patterns to communicate with the Deaf community. The material covers basic vocabulary and conversational skills, and aspects of the Deaf culture and community. Three credits.

### **ASL 121 AMERICAN SIGN LANGUAGE I**

(Formerly: ASL 111) Exposes the student to American Sign Language. Readiness activities are conducted focusing on visual/receptive skills and basic communication. Utilizes the direct experience method. Students must complete this course with a `B` or higher or pass the ASL proficiency test with a score of at least 80% or better prior to registering for ASL 122 if planning to enroll in the Interpreter Preparation Program. Prerequisite(s): ASL 101 or permission of instructor. Five credits.

### **ASL 122 AMERICAN SIGN LANGUAGE II**

(Formerly: ASL 112) Develops a basic syntactic knowledge of American Sign Language (ASL), basic vocabulary and basic conversational skills. Incorporates vital aspects of deaf culture and community. The direct experience method is used to enhance the learning process. Students must complete this course with a `B` or higher or pass the ASL 121 proficiency test at 80% or better prior to acceptance into the Interpreting and Transliterating Preparation program. Prerequisite(s): ASL 121 or permission of instructor. Five credits.

### **ASL 275 SPECIAL TOPICS**

(Formerly: ASL 282) Provides students with a vehicle to pursue in depth exploration of special topics of interest. One to six credits.

## **AST: ASTRONOMY**

NOTE: Science courses are listed under the following prefixes: AST (Astronomy), BIO (Biology), CHE (Chemistry), ENV (Environmental Science), GEY (Geology), MET (Meteorology), PHY (Physics). All course prerequisites for science courses must be completed with a grade of "C" or better.

### **AST 101 ASTRONOMY I**

Focuses on the history of astronomy, the tools of the astronomer and the contents of the solar system including the planets, moons, asteroids, comets, and meteoroids. Incorporates laboratory experience. This course is a state guaranteed transfer course GT-SC1. Prerequisite(s): None. Four credits.

### **AST 102 ASTRONOMY II**

Emphasizes the structure and life cycle of the stars, the sun, galaxies, and the universe as a whole, including cosmology and relativity. Incorporates laboratory experience. This course is a state guaranteed transfer course GT-SC1. Prerequisite(s): None. Four credits.

### **AST 175 SPECIAL TOPICS**

(Formerly: AST 185) Provides students with a vehicle to pursue in depth exploration of special topics of interest. Prerequisite(s): Permission of instructor. One to six credits.

### **AST 185 INDEPENDENT STUDY**

(Formerly: AST 295) Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor. Prerequisite(s): Permission of instructor. One to six credits.

## **AVT: AVIATION**

For up-to-date information on degree requirements, please refer to the Aviation page on the Aims website, [www.aims.edu](http://www.aims.edu).

### **AVT 101 PRIVATE PILOT GROUND SCHOOL**

Prepares student for the Private Pilot Airplane, Single Engine Land FAA Knowledge Exam. Prerequisite(s): None. Four credits.

### **AVT 102 PRIVATE PILOT FLIGHT**

Focuses on flight training in preparation for the Private Pilot Airplane, Single-Engine Land FAA Practical Test, and completing requirements for the Private Pilot Certificate. Prerequisite(s): AVT 101, or equivalent instruction and approval of Department Chair. Four credits.

### **AVT 103 INTRODUCTION TO AIR TRAFFIC CONTROL**

Focuses on the history of the Air Traffic Control System, including its structure, function, and operation. Also includes radar operations and the future of the National Airspace System. Prerequisite(s): None. Three credits.

### **AVT 105 AVIATION METEOROLOGY**

Focuses on recognition, interpretation and evaluation of atmospheric weather as it relates to and affects aviation. Prerequisite(s): None. Four credits.

### **AVT 106 PINCH-HITTER PILOT**

Prepares the non-pilot passenger to participate in airplane flight, and to take over and successfully land the airplane should the pilot become incapacitated. Prerequisite(s): None. One credit.

### **AVT 111 INSTRUMENT PILOT GROUND SCHOOL**

Focuses on preparation for the FAA Instrument Rating Knowledge Exam. Prerequisite(s): Private Pilot Certificate. Four credits.

### **AVT 112 INSTRUMENT PILOT FLIGHT**

Focuses on flight training in preparation for the Instrument Rating, Single-Engine Airplane FAA Practical Test, and completing requirements for the Instrument Rating. Prerequisite(s): Private Pilot Certificate, or consent of Department Chair. Four credits.

### **AVT 113 INSTRUMENT FLIGHT TRAINER**

Introduces and develops the skills necessary to operate in the IFR environment. Prerequisite(s): FAA Private Pilot Certificate; Corequisites: AVT 111 and AVT 112. Two credits.

### **AVT 145 SIMULATOR LAB I**

Reviews attitude instrument flight for students who desire instruction in addition to their normal instrument training, or for rated pilots desiring to upgrade or refresh their skills utilizing the Flight Training Device. Prerequisite(s): Private Pilot Certificate, Airplane Single- or Multi-Engine Land. One credit.

### **AVT 146 SIMULATOR LAB II**

Continues training in the Flight Training Device for those having completed AVT 145 (Simulator Lab I). Prerequisite(s): AVT 145. One credit.

### **AVT 201 COMMERCIAL PILOT GROUND SCHOOL**

Prepares the student for the Commercial Pilot Airplane, Single-Engine Land FAA Knowledge Exam. Prerequisite(s): Private Pilot Certificate with Instrument Rating, or consent of Department Chair. Two credits.

### **AVT 202 COMMERCIAL FLIGHT I**

This course is the first of a two-part sequence of flight training in preparation for the Commercial Pilot Certificate, Airplane, Single-Engine Land FAA Practical Test. Consists of the cross country aeronautical experience required for the Commercial Certificate. Prerequisite(s): Private Pilot Certificate with an Instrument Rating, or consent of Department Chair. Three credits.

### **AVT 203 COMMERCIAL FLIGHT II**

Continuation of flight training in preparation for the Commercial Pilot, Airplane Single-Engine Land FAA Practical Test, completing requirements for the Commercial Pilot Certificate. Prerequisite(s): Commercial Flight I, or consent of Department Chair. Four credits.

### **AVT 205 MOUNTAIN FLYING GROUND SCHOOL**

Acquaints the student with the unique aspects of flying in mountainous terrain and the additional knowledge and proficiency necessary for safe and efficient operation in mountainous and high altitude terrain. Prerequisite(s): Private Pilot Certificate or consent of Department Chair. One credit.

### **AVT 206 CREW RESOURCE MANAGEMENT**

Focuses on classroom instruction coupled with Line-Oriented Flight Training (LOFT) in a Flight Training Device. Covers the knowledge, skills, and attitudes necessary to enhance safety and operate effectively as a member of an airplane crew. Prerequisite(s): Instrument Rating. One credit.

### **AVT 207 MULTI-ENGINE GROUND SCHOOL**

Prepares the student for the FAA Practical Test for Private or Commercial Pilot, Airplane Multi-Engine Land. Prerequisite(s): Private or Commercial Pilot Certificate for Airplane Single-Engine Land. One credit.

### **AVT 208 MULTI-ENGINE FLIGHT**

Focuses on flight training in preparation for the Airplane, Multi-Engine Rating and completing requirements for this rating. Prerequisite(s): Private or Commercial Airplane, Single-Engine Land Pilot Certificate. One credit.

### **AVT 209 MULTI-ENGINE FLIGHT TRAINER**

Focuses on the skills necessary to operate in a single-pilot flight environment in IFR conditions, using a multi-engine aircraft flight trainer. Prerequisite(s): AVT 111. Two credits.

### **\*AVT 210 MULTI-ENGINE CROSS-COUNTRY FLIGHT**

(Pending State Approval) Focuses on cross-country flight in multi-engine aircraft. Flights will be conducted to and from high-traffic airports with approach control and tower facilities. All flights will be conducted under instrument flight rules. Prerequisite(s): AVT 208 or multi-engine rating. Two credits.

### **AVT 211 FUNDAMENTALS OF INSTRUCTION**

Focuses on preparation for the FAA Fundamentals of Instruction Knowledge Exam. Prerequisite(s): Commercial Pilot Certificate with Instrument Rating. Two credits.

### **AVT 212 FLIGHT INSTRUCTOR GROUND SCHOOL**

Focuses on preparation for the FAA Flight Instructor Airplane Knowledge Exam. Prerequisite(s): AVT 211 or equivalent. Two credits.

### **AVT 213 FLIGHT INSTRUCTOR FLIGHT**

Focuses on flight training in preparation for the Flight Instructor Airplane, Single-Engine Land FAA Practical Test, completing requirements for the Flight Instructor Certificate. Prerequisite(s): AVT 211 and 212, or equivalent instruction and approval of Department Chair. One credit.

### **AVT 221 INSTRUMENT INSTRUCTOR GROUND SCHOOL**

Focuses on preparation for the FAA Instrument Instructor Knowledge Exam. Prerequisite(s): Flight Instructor Certificate - Airplane Single-Engine land, or consent of Department Chair. Two credits.

### **AVT 222 INSTRUMENT INSTRUCTOR FLIGHT**

Focuses on flight training in preparation for the Flight Instructor Instrument Airplane, Single-Engine Land FAA Practical Test, completing requirements for the Instrument Instructor Certificate. Prerequisite(s): Flight Instructor Certificate, Airplane Single-Engine Land. One credit.

### **AVT 223 MULTI-ENGINE INSTRUCTOR FLIGHT**

Focuses on flight instruction in preparation for the addition of Multi-Engine Rating to the Flight Instructor Airplane Single-Engine Land Certificate. Prerequisite(s): Flight Instructor - Airplane Single Engine Land Certificate. One credit.

### **AVT 226 FLIGHT DECK CREW MANAGEMENT TRANSITION TRAINER**

Focuses on the skills necessary to operate in a two-pilot flight environment in IFR conditions, using a multi-engine aircraft flight trainer. Prerequisite(s): AVT 209 or instructor permission. Three credits.

### **AVT 227 TRANSPORT-CATEGORY AIRCRAFT SYSTEMS**

Focuses on basic transport-category aircraft systems Prerequisite(s): FAA Commercial Pilot Certificate or successful completion of AVT 201. Three credits.

### **AVT 228 REGIONAL TRANSPORT AIRCRAFT TRANSITION**

Develops the skills necessary for regional transport aircraft operations in a crew environment in IFR conditions, using a full-motion simulator. Non-motion flight trainers will be used as necessary to enhance preparation for the full-motion simulator. Prerequisite(s): Multi-Engine rating or AVT 226 or instructor permission. Corequisite: AVT 227. Two credits.

### **AVT 229 AVIATION MANAGEMENT AND ECONOMICS**

Introduces the student to the history of aviation. Discusses the elements necessary for a successful commercial aviation business including organizational structure, management, marketing, operations, and finances. Prerequisite(s): None. Three credits.



### **AVT 230 CL-65 TYPE RATING PREP COURSE**

Prepares the student to pass oral and written exams on CL-65 aircraft systems procedures and aircraft limitations. Five credits.

### **AVT 231 ADVANCED REGIONAL TRANSPORT TRANSITION**

Provides advanced training, including systems and wind shear training, in regional transport aircraft operations in a crew environment in IFR conditions, in full-motion simulator and/or non-motion flight trainer. Prerequisite(s): AVT 228 or instructor permission. Two credits.

### **AVT 235 PILOT REFRESHER FLIGHT**

Provides a refresher to allow a certified pilot to maintain or regain proficiency. May count as a flight review when the requirements of CFR Part 61.56 are met. Prerequisite(s): Pilot Certificate. One credit.

### **AVT 236 TAIL WHEEL TRANSITION FLIGHT**

Focuses on flight training in preparation to receive the Tail-Wheel Endorsement from a Certificated Flight Instructor. Prerequisite(s): Private Pilot Certificate and consent of Department Chair. One credit.

### **AVT 237 BASIC AEROBATICS**

Introduces the student to the unusual attitudes of flight with emphasis on technique and recovery from inadvertent unusual attitudes. Maneuvers may include but are not limited to stalls, spins, aileron rolls, loops, Cuban eight, barrel rolls, split "s", and cloverleaf. The FAA-required parachutes are provided. All flights in this course are dual only. Prerequisite(s): Private Pilot Certificate, Airplane Single-Engine Land. One credit.

### **AVT 241 AIRLINE TRANSPORT PILOT FLIGHT**

Focuses on flight instruction in preparation for the FAA Airline Transport Pilot Practical Test. Prerequisite(s): 1,500 hours of pilot time, 23 years of age, a current Third Class Medical Certificate. Core-requisite(s): Passed the ATP Knowledge Exam within past two years, able to meet requirements of CFR Part 61, Subpart G. One credit.

### **AVT 275 SPECIAL TOPICS**

Provides students with a vehicle to pursue in-depth exploration of special topics of interest. Prerequisite(s): None. One to six credits.

### **AVT 285 INDEPENDENT STUDY**

Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor. Prerequisite(s): Permission of instructor. One to six credits.

## **BIO: BIOLOGY SCIENCES**

NOTE: Science courses are listed under the following prefixes: AST (Astronomy), BIO (Biology), CHE (Chemistry), ENV (Environmental Science), GEY (Geology), MET (Meteorology), PHY (Physics). All course prerequisites for science courses must be completed with a grade of "C" or better.

### **BIO 105 SCIENCE OF BIOLOGY**

Examines the basis of biology in the modern world and surveys the current knowledge and conceptual framework of the discipline. Explores biology as a science - a process of gaining new knowledge - as is the impact of biological science on society. Includes laboratory experiences. Designed for non-science majors. This course is a state guaranteed transfer course GT-SC1. Credit will not be given for both BIO 105 and BIO 111. Four credits.

### **BIO 106 BASIC ANATOMY AND PHYSIOLOGY**

(Formerly: BIO 120) Focuses on basic knowledge of body structures and function, and provides a foundation for understanding deviations from normal and disease conditions. This course is designed for individuals interested in health care and is directly applicable to the Practical Nursing Program, Paramedic Program and the Medical Office Technology Program. Program and transfers to selected four-year baccalaureate programs. This course also surveys all body systems. Laboratory portion includes microscopic study of tissue, skeleton and selected dissections and demonstrations. Four credits.

### **BIO 111 GENERAL COLLEGE BIOLOGY I WITH LAB**

(Formerly: BIO 111 & BIO 112) Examines the fundamental molecular, cellular and genetic principles characterizing plants and animals. Includes cell structure and function, and the metabolic processes of respiration, and photosynthesis, as well as cell reproduction and basic concepts of heredity. The course includes laboratory experience. This course is a state guaranteed transfer course GT-SC1. Prerequisite(s): BIO 105 or high school general biology within last 5 years. Five credits.

### **BIO 112 GENERAL COLLEGE BIOLOGY II WITH LAB**

(Formerly: BIO 112 & BIO 113) A continuation of Biology I. Includes ecology, evolution, classification, structure, and function in plants and animals. This course includes laboratory experience. This course is a state guaranteed transfer course GT-SC1. Prerequisite(s): BIO 111. Five credits.

### **BIO 201 HUMAN ANATOMY AND PHYSIOLOGY I**

Focuses on an integrated study of the human body including the histology, anatomy, and physiology of each system. Examines molecular, cellular, and tissue levels of organization plus integuments, skeletal, articulations, muscular, nervous, and endocrine systems. Includes a mandatory hands-on laboratory experience covering experimentation, microscopy, observations, and dissection. This is the first semester of a two-semester sequence. This course is a state guaranteed transfer course GT-SC1. Prerequisite(s): BIO 105 or BIO 106 or BIO 111. Four credits.

### **BIO 202 HUMAN ANATOMY AND PHYSIOLOGY II**

Focuses on the integrated study of the human body and the histology, anatomy, and physiology of the following systems and topics: cardiovascular, hematology, lymphatic and immune, urinary, fluid and electrolyte control, digestive, nutrition, respiratory, reproductive, and development. Includes a mandatory hands-on laboratory experience involving experimentation, microscopy, observations, and dissection. This is the second semester of a two-semester sequence. This course is a state guaranteed transfer course GT-SC1. Prerequisite(s): BIO 201. Four credits.

### **BIO 204 MICROBIOLOGY**

(Formerly: BIO 205) Designed for health science majors. Examines microorganisms with an emphasis on their structure, development, physiology, classification, and identification. The laboratory experience includes culturing, identifying, and controlling microorganisms with an emphasis on their role in infectious disease. This course is a state guaranteed transfer course GT-SC1. Prerequisite(s): BIO 111 or BIO 201 or (BIO 105 and CHE 101) or permission of instructor. Four credits.

### **BIO 275 SPECIAL TOPICS**

(Formerly: BIO 185) Covers a specific topic within biology, as determined by the instructor. Reflects the special expertise of the faculty and/or the special needs of the students. Prerequisite(s): Permission of instructor. One to six credits.

### **BIO 285 INDEPENDENT STUDY**

Allows students to pursue a specific project within biology. The student and instructor determine the topic, outline of work, and method of evaluation. Prerequisite(s): BIO 111 or equivalent or Department or instructor approval. One to six credits.

### **HWE 100 INTRODUCTORY NUTRITION**

(Formerly: BIO 107) Listed in the HWE course section.

## ***BTE: BUSINESS TECHNOLOGY***

### **BTE 102 KEYBOARDING APPLICATIONS I**

Designed for students with minimal keyboarding skills. Introduces letters, tables, memos, and manuscripts. Emphasizes speed and accuracy. Two credits.

### **BTE 108 TEN-KEY BY TOUCH**

Introduces touch control of the ten-key pad. Emphasizes the development of speed and accuracy using proper technique. One credit.

### **BTE 111 KEYBOARDING SPEEDBUILDING I**

Designed to increase speed and improve accuracy in keyboarding on the PC through the use of correct techniques and concentrated effort. This course is designed for students with typing speed less than 35 wpm. Two credits.

### **BTE 112 KEYBOARDING SPEEDBUILDING II**

Continues the skill building sets from BTE 111. This course is designed to increase speed and improve accuracy in keyboarding on the PC through the use of correct techniques and concentrated effort. Prerequisite: BTE 111. Two credits.

### **BTE 117 LEGAL TERMINOLOGY AND PROCEDURES**

Introduces legal terminology and its proper usage in legal documents, legal instruments, and legal correspondence. Emphasis will be placed on definition of legal terms and expressions, correct spelling of terms, correct pronunciation, proper usage in a legal context, and legal procedures. The student will gain a basic understanding of the various areas of the law and career opportunities. Three credits.

### **BTE 120 ELECTRONIC OFFICE PROCEDURES**

Provides instruction in the latest electronic office procedures using business technologies which include: e-mail, FAX, Windows, presentation graphics, telephone techniques, internet, electronic calendaring and appointment scheduling. Prerequisite(s): Be able to keyboard without looking at keys. Three credits.

### **BTE 125 RECORDS MANAGEMENT**

Instructs on how records are created, stored, and retrieved. Covers the basic filing rules - classifying, indexing, coding, storing, and retrieving as applied to basic methods - alphabetic, chronological, subject, numeric, and geographic. Emphasizes "hand-on" records management through the use of simulations, which includes manual and/or computer software. Three credits.

### **BTE 131 BILLING SYSTEMS**

Develops the skills needed to use a computerized billing system, such as TimeSlips. Prerequisite(s): ACC 101 or ACC 121 with a grade of C or better or permission of instructor. One credit.

### **BTE 155 WORD PROCESSING TECHNIQUES I**

Provides instruction in the preparation of business documents for the modern office using current software and learning software commands and functions. Includes creating, processing, and editing documents. Prerequisite(s): Be able to type 35 wpm. Three credits.

### **BTE 157 BUSINESS LEADERSHIP ACTIVITIES**

Prepares students to understand and utilize the free enterprise system, parliamentary procedures, and business reporting in relation to a student organization, Phi Beta Lambda, while developing leadership skills. One credit.

### **BTE 167 BUSINESS EDITING SKILLS II**

(Formerly BUS 143) Introduces intermediate-level business writing techniques, stressing the use of appropriate business terminology, business vocabulary, and writing using recommended standards for business communication. Provides practice in composing and writing simple business documents. Stresses use of writing models in realistic business situations. Prerequisite(s): BTE 166 with a grade of C or better or permission of instructor. Three credits.

### **BTE 204 KEYBOARDING APPLICATIONS III**

Produces mailable computer printouts from straight-copy, rough-draft, and simulated office projects and develops the ability to make decisions without direct supervision. Prerequisite(s): BTE 103 & BTE 155 with a grade of C or better or permission of instructor. Three credits.

### **BTE 211 LEGAL FORMATTING**

Introduces keyboarding and formatting legal correspondence, legal instruments, and court documents and provides an introduction to legal procedures. Prerequisite(s): BTE 117 & BTE 155 with a grade of C or better or permission of instructor. Three credits.

### **BTE 213 INTRODUCTION TO LEGAL OFFICE PROCEDURES**

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(s): BTE 117 & BTE 211 with a grade of C or better or permission of instructor. Three credits.

### **BTE 225 ADMINISTRATIVE OFFICE MANAGEMENT**

Presents new developments, technology, procedures, organization, and contemporary terminology used in effective office management. Emphasizes decision making and application of administrative skills. Prerequisite(s): BTE 255 with a grade of C or better or permission of instructor. Three credits.

### **BTE 226 MACHINE TRANSCRIPTION**

Designed to help students become more proficient in transcribing memos, letters and other documents from machine transcription. Includes exercises to improve language arts skills. Introduces proper dictation techniques. Prerequisite(s): BTE 155 with a grade of C or better or permission of instructor. Three credits.

### **BTE 229 LEGAL TRANSCRIPTION**

Prepares students to work as legal transcriptionists. Students transcribe a variety of legal documents and develop a legal vocabulary. Prerequisite(s): BTE 211 with a grade of C or better or permission of instructor. Three credits.

### **BTE 238 LEGAL OFFICE PROCEDURES**

Designed for students who will be working in a legal office either in the private or the public sector. Covers fundamental office procedures found in both general and specialized law offices. Prerequisite(s): BTE 213 with a grade of C or better or permission of instructor. Three credits.

### **BTE 255 WORD PROCESSING TECHNIQUES II**

Introduces basic applications for advanced word processing for Windows. It reviews and expands the students' knowledge of MS Word functions including merging, sorting, tables, charts, desktop publishing newsletters, document enhancements, styles, macros, templates and wizards to increase proficiency. Prerequisite(s): BTE 155 with a grade of C or better or permission of instructor. Three credits.

### **BTE 257 MANAGING OFFICE TECHNOLOGY**

Utilizes integrated software applications to research, explore, and report on current concepts of the cooperative computing environment and how office productivity is affected by modern technology. Prerequisite(s): BTE 255 with a grade of C or better or permission of instructor. Three credits.

### **BTE 275 SPECIAL TOPICS**

Provides students with a vehicle to pursue in depth exploration of special topics of interest. One to six credits.

## ***BUS: BUSINESS***

### **BUS 111 INTRODUCTION TO BUSINESS PRESENTATION SOFTWARE I**

Surveys the components of at least three different presentation software programs. Emphasis includes design and layout concepts integrating graphics, text, sound, and animation to create business documents such as: presentations, overheads, handouts, outlines, company letterheads, sales flyers, business newsletters, and other business documents recommended by IAAP (International Association of Administrative Professionals). Prerequisite(s): BTE 155 with a grade of C or better or permission of instructor. Three credits.

### **BUS 112 INTRODUCTION TO BUSINESS PRESENTATION SOFTWARE II**

Develops more extensive knowledge of multimedia technology through creating web pages and designing an original web site using a web page software and creating desktop publishing documents using desktop publishing software. Emphasis includes advanced design and layout concepts integrating audio and graphic components to create business documents such as: websites, three-panel brochures, business cards, calendars, certificates, and other business documents recommended by IAAP (International Association of Administrative Professionals). Prerequisite(s): BUS 111 with a grade of C or better or permission of instructor. Three credits.

### **BUS 115 INTRODUCTION TO BUSINESS**

Focuses on the operation of the American business system. Covers fundamentals of the economy, careers and opportunities, marketing, management, production, governmental regulations, tools of business and social responsibilities. Three credits.

### **BUS 216 LEGAL ENVIRONMENT OF BUSINESS**

Emphasizes public law, regulation of business, ethical considerations, and various relationships existing within society, government, and business. Specific attention is devoted to economic regulation, social regulation, regulation and laws impacting labor-management issues, and environmental concerns. Students develop an understanding of the role of law in social, political, and economic change. Three credits.

### **BUS 217 BUSINESS COMMUNICATION & REPORT WRITING**

Emphasizes effective business writing and covers letters, memoranda, reports, application letters, and resumes. Includes the fundamentals of business communication and an introduction to international communication. Prerequisite(s): ENG 090 with a grade of C or better or appropriate assessment scores. Three credits.

### **BUS 221 BUSINESS LAW I**

Introduces Business Law and covers the foundations of the legal system, contract, property, and cyberlaw. Prerequisite(s): BUS 216 with a grade of C or better or permission of instructor. Three credits.

### **BUS 226 BUSINESS STATISTICS**

Focuses on statistical study, descriptive statistics, probability, and the binominal distribution, index numbers, time series, decision theory, confidence intervals, linear regression, and correlation. Intended for the business major. Prerequisite(s): MAT 106 with a grade of C or better or permission of instructor. Three credits.

### **BUS 281 INTERNSHIP**

Provides continued instruction and the opportunity for students to supplement coursework with practical work experience related to their educational program. Students work under the immediate supervision of experienced personnel at the business location and with the direct guidance of the instructor. Prerequisite(s): Another course may substitute with advisor approval. Must be taken as one of the last five classes of degree. One to six credits.

### **BUS 285 INDEPENDENT STUDY**

Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor. One to six credits.

### **CIS 145 COMPLETE PC DATABASE**

Listed in the CIS course section.

### **MAT 112 FINANCIAL MATHEMATICS**

Listed in the MAT course section.

### **MOT 110 MEDICAL OFFICE ADMINISTRATION**

Listed in the MOT course section.

### **MOT 120 MEDICAL OFFICE FINANCIAL MANAGEMENT**

Listed in the MOT course section.

### **MOT 130 INSURANCE BILLING AND CODING**

Listed in the MOT course section.

### **MOT 132 MEDICAL TRANSCRIPTION I**

Listed in the MOT course section.

### **PSY 100 PSYCHOLOGY OF WORKPLACE RELATIONSHIPS**

Listed in the PSY course section.

## ***CAD: COMPUTER AIDED DRAFTING***

### **CAD 100 BLUEPRINT READING FOR COMPUTER AIDED DRAFTING**

Covers linetype identification, identification of symbols, linear dimensions, angular dimensions, arrowless dimensions, machine process callouts, drawing notes, ANSI/ASME/ISO dimensioning standards, tolerances, freehand sketching and reading working drawings. Prerequisite(s): None. Three credits.



### **CAD 101 COMPUTER AIDED DRAFTING I**

Focuses on basic computer aided drafting skills using the latest release of CAD software. Includes file management, Cartesian coordinate system, drawing set-ups, drawing aids, layer usage, drawing geometric shapes, editing objects, array, text applications, basic dimensioning, and Help access. Prerequisite(s): Drafting computer skill required or permission of instructor. Three credits.

### **CAD 102 COMPUTER AIDED DRAFTING II**

Focuses on advanced computer aided drafting skills using the latest release of CAD software. Includes blocks and weblocks, polylines, multilines, polyline editing, advanced editing, editing with grips, hatching, isometric drawings, dimensions and dimension variables, paper space and viewports, templates, external references, and printing/plotting. Prerequisite(s): CAD 101 or permission of instructor. Three credits.

### **CAD 119 INTERMEDIATE CAD I**

Serves all areas of technical graphics. Includes producing two-dimensional working drawings using applications of geometric construction, intersection and development methods and animation techniques. Databases and file management systems are incorporated into the learning experience to improve and increase production time of technical drawings. Prerequisite(s): None. Three credits.

### **CAD 121 INTERMEDIATE CAD II**

Focuses on 2D residential concept drawings that are created from given design parameters and appropriate specifications. Requires 2D floor plans, cross sections and elevations. Prerequisite(s): CAD 101 or permission of instructor. Three credits.

### **CAD 123 BASIC 3D CAD**

Focuses on advanced applications of three-dimensional construction techniques that are applied to an architectural construction model. The 3D model is constructed using current building methods, UBC and other local codes. Prerequisite(s): None. Three credits.

### **CAD 151 COMPUTER AIDED DRAFTING/TECHNICAL DRAFTING APPLICATIONS**

Focuses on the principles of technical drafting using the latest release of CAD software. Includes geometric constructions, multiview projection, sectional views, auxiliary views, manufacturing design and processes, dimensioning and tolerancing, threads, fasteners, classes of fit, design and working drawings, bill of materials, axonometric projection, intersections and developments, and gearing and cams. Prerequisite(s): None. Four credits.

### **CAD 160 AUTOCAD CERTIFICATE PREP I**

Prepares individuals for the assessment exams level I. This course shows how to prepare for engineering testing and evaluation of basic CAD drawings. Prerequisite(s): CAD 101 or permission of instructor. Three credits.

### **CAD 161 AUTOCAD CERTIFICATE PREP II**

Prepares individuals for the assessment exams level II. This course shows how to prepare for engineering testing and evaluation of advanced CAD drawings. Prerequisite(s): CAD 102 or permission of instructor. Three credits.

### **CAD 201 COMPUTER AIDED DRAFTING/CUSTOM**

Focuses on program customization using the latest release of CAD software. Includes customizing menus, customizing toolbars, attribute extraction, basic CAD programming, advanced dimensioning, path options, script files, and slide shows. Prerequisite(s): None. Three credits.

### **CAD 202 COMPUTER AIDED DRAFTING/3-D**

Focuses on construction of three-dimensional objects using the latest release of CAD software. Includes wireframe construction, surface modeling, solid modeling, extrusions, Boolean operations, 3D editing, 3D views, rendering, and 3D to 2D construction. Prerequisite(s): None. Three credits.

### **CAD 217 3-D STUDIO VIZ**

Focuses on introductory level basic features of the software using the latest version of 3D Studio VIZ. Includes creation and modification of primitive and complex shapes, Boolean constructions, creation and modification of lights, applying materials to objects, creation and modification of backgrounds, creation and adjustment of cameras, rendering, and animation by keyframing. Prerequisite(s): None. Three credits.

### **CAD 226 ARCHITECTURAL DESKTOP**

Focuses on creation of production drawings using AutoDESK Architectural Desktop with an emphasis on 3D concept design. Prerequisite(s): None. Six credits.

### **CAD 231 LAND DESKTOP/AUTODESK**

Focuses on the basic command structure and applications of civil mapping concepts utilizing a civil software, to include data collection files, symbols libraries, setting attributes, COGO, layer control, surface modules, road calc, and site design. All course work is completed on a CAD system. Prerequisite(s): None. Three credits.

### **CAD 235 SURVEY/AUTODESK**

Advances to techniques employed in the creation of civil engineering graphics. Communicating survey data to and from the field. Topics include: Symbology, Scales, Mapping, Computations, Surveying Notes, Drawing Plats, and Roadway Design. Prerequisite(s): CAD 121 or permission of instructor. Three credits.

### **CAD 236 MAP/AUTODESK**

Advances to CAD techniques employed in the creation of precision mapping, topology, and GIS analysis for civil engineering. Topics include 2 & 3-D viewing and 2 & 3-D geometry construction drawings. Prerequisite(s): None. Three credits.

### **CAD 241 INVENTOR BASICS**

Focuses on the basic applications of Inventor software to build parametric models of parts and assemblies. Prerequisite(s): None. Six credits.

### **CAD 242 INVENTOR INTERMEDIATE**

Explores the intermediate applications of SolidWorks to create parametric models. Prerequisite(s): None. Six credits.

### **CAD 243 INVENTOR ADVANCED**

Focuses on advanced applications of Inventor to create parametric models. Prerequisite(s): None. Six credits.

### **CAD 249 AUTOLISP PROGRAMMING**

Introduces the student to the development of AutoLISP programming language. Covers techniques and concepts needed to design the AutoCAD environment to suite the drafter's specific needs. Prerequisite(s): None. Three credits.

### **CAD 250 VISUAL LISP PROGRAMMING**

Introduces the student to the development of Visual LISP programming skills with the concept and theories of visual basic. Construct techniques and concepts needed to help design the drafters environment in Visual LISP programming needs. Prerequisite(s): None. Three credits.

### **CAD 254 MECHANICAL DESKTOP/AUTODESK**

Examines 3D Parametric Solid modeling techniques. Students construct solid models and generate 2D mechanical drawings utilizing these models. Three credits.

### **CAD 275 SPECIAL TOPICS**

Provides students with a vehicle to pursue in depth exploration of special topics of interest. One to six credits.

### **CAD 280 INTERNSHIP**

Provides students with the opportunity to supplement coursework with practical work experience related to their educational program. Students work under the immediate supervision of experienced personnel at the business location and with the direct guidance of the instructor. Instructor permission required. One to six credits.

## **CHE: CHEMISTRY**

**NOTE:** Science courses are listed under the following prefixes: AST (Astronomy), BIO (Biology), CHE (Chemistry), ENV (Environmental Science), GEY (Geology), MET (Meteorology), PHY (Physics). All course prerequisites for science courses must be completed with a grade of "C" or better.

### **CHE 101 INTRODUCTION TO CHEMISTRY I**

(Formerly: CHE 110) Includes the study of measurements, atomic theory, chemical bonding, nomenclature, stoichiometry, solutions, acid and base, gas laws, and condensed states. Laboratory experiments demonstrate the above concepts qualitatively and quantitatively. Designed for non-science majors, students in occupational and health programs, or students with no chemistry background. This course is a state guaranteed transfer course GT-SC1. Credit will not be given for both CHE 101 and CHE 111. Prerequisite(s): MAT 090 or permission of instructor. Five credits.

### **CHE 102 INTRODUCTION TO CHEMISTRY II**

(Formerly: CHE 120 & 210) Focuses on introductory organic and biochemistry (sequel to Introduction to Chemistry I). This course includes the study of hybridization of atomic orbitals for carbon, nomenclature of both organic and biochemical compounds, physical and chemical properties of various functional groups of organic chemistry, and physical and chemical properties of biochemical compounds along with their biochemical pathways. Laboratory experiments are included. This course is a state guaranteed transfer course GT-SC. Credit will not be given for both CHE 102 and CHE 112. Prerequisite(s): CHE 101 or permission of instructor. Five credits.

### **CHE 111 GENERAL COLLEGE CHEMISTRY I**

(Formerly: CHE 111 & CHE 112) Focuses on basic chemistry and measurement, matter, chemical formulas, reactions and equations, stoichiometry and thermochemistry. This course covers the development of atomic theory culminating in the use of quantum numbers to determine electron configurations of atoms, and the relationship of electron configuration to chemical bond theory and molecular orbital theory. The course includes gases, liquids, and solids and problem-solving skills are emphasized through hands-on laboratory experiments. This course is a state guaranteed transfer course GT-SC1. Prerequisite(s): One year high school chemistry or equivalent MAT 106 concurrent or permission of instructor. Five credits.

### **CHE 112 GENERAL COLLEGE CHEMISTRY II**

(Formerly: CHE 112 & CHE 113) Presents concepts in the areas of solution properties, chemical kinetics, chemical equilibrium, acid-base and ionic equilibrium, thermodynamics, electrochemistry, nuclear chemistry, and organic chemistry. This course emphasizes problem solving skills and descriptive contents

for these topics. Hands-on laboratory experiments demonstrate qualitative and quantitative analytical techniques. This course is a state guaranteed transfer course GT-SC1. Prerequisite(s): CHE 111 and MAT 121 or permission of instructor. Five credits.

### **CHE 211 ORGANIC CHEMISTRY I**

(Formerly: CHE 211 & CHE 212) Focuses on compounds associated with the element carbon including structure and reactions of aliphatic hydrocarbons and selected functional group families. The course covers nomenclature of organic compounds, stereochemistry, reaction mechanisms such as SN1, SN2, E1 and E2. Hands-on laboratory experiments demonstrate the above concepts plus the laboratory techniques associated with organic chemistry. Prerequisite(s): CHE 111 or permission of Instructor. Five credits.

### **CHE 212 ORGANIC CHEMISTRY II**

(Formerly: CHE 212 & CHE 213) Continues the investigation into the chemistry of carbon-based compounds, their reactions and synthesis including the structure, physical properties, reactivities, and synthesis of organic functional groups not covered in the first semester. The course explores functional groups including alcohols, ethers, aromatics, aldehydes, ketones, amines, amides, esters, and carboxylic acids and the reactions and reaction mechanisms of aromatic compounds. An introduction to biochemical topics may be included if time permits. Hands-on laboratory experiences demonstrate the above concepts and the laboratory techniques associated with organic chemistry. Prerequisite(s): CHE 211 or permission of Instructor. Five credits.

### **CHE 275 SPECIAL TOPICS**

(Formerly: CHE 185) Provides students with a vehicle to pursue in depth exploration of special topics of interest. Prerequisite(s): Permission of instructor. One to six credits.

### **CHE 285 INDEPENDENT STUDY**

(Formerly: CHE 295) 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. Includes the opportunity for a student to complete a course when the course has not been offered or has been canceled. The option to make independent study available is at the discretion of qualified faculty and the department chair. Prerequisite(s): Permission of instructor. One to six credits.

## **CIS: COMPUTER INFORMATION SYSTEM**

**NOTE:** Computer Information System and Computer Science courses are listed under the following prefixes: CIS (Computer Information System), CNG (Computer and Networking Technology), CSC (Computer Science), CTC (Communication Technology), and CWB (Computer Web-Based).

### **CIS 118 INTRODUCTION PC APPLICATIONS**

Introduces computer concepts and components, as well as application-suite software and the Internet. Includes descriptions of and hands-on experiences with word processing, spreadsheets, databases, operating environments and other common PC application packages Three credits.

### **CIS 124 INTRODUCTION TO OPERATING SYSTEMS**

(Formerly: CIS 110, CIS 112) Introduces concepts, terminology and hands-on skills in the use of DOS and Windows. Emphasizes navigation, file manipulation, file creation and troubleshooting. Three credits.

### **CIS 145 COMPLETE PC DATABASE**

Explores a complete array of database skills. Includes table, query, form, and report creation and modification. Other topics include application integration and automation of database tasks within the database. Prerequisite(s): CIS 118 or CIS 155 or permission of instructor. Three credits.

### **CIS 146 DATABASE APPLICATION DEVELOPMENT: ACCESS**

Covers the PC database concepts necessary to create database applications. Includes programming, shared files, resource locking, and database recovery. Prerequisite(s): CIS 145 or permission of instructor. Three credits.

### **CIS 155 PC SPREADSHEET CONCEPTS: EXCEL**

(Formerly: ACC 208) Exposes the student to a wide range of uses of the electronic spreadsheet with special emphasis on using it as a business tool. Includes fundamentals and terms, creating and saving workbooks, entering and using formulas, formatting, printing, multiple-page workbooks, creating charts, entering and using functions, managing lists, and simple macros. Three credits.

### **CIS 175 SPECIAL TOPICS**

(Formerly: CIS 185) Provides students with a vehicle to pursue in-depth exploration of special topics of interest. 0.25 to six credits.

### **CIS 218 ADVANCED PC APPLICATIONS**

Covers the advanced capabilities of a PC software applications suite. Emphasizes solving business problems by integrating data from all of the software applications that facilitate the production of useful information. Printed documents, reports, slides, and forms are produced to communicate information. Prerequisite(s): CIS 118 or permission of instructor. Three credits.

### **CIS 220 FUNDAMENTALS OF UNIX**

Covers the structure and fundamentals of the UNIX operating system. Includes the files system and file processing, various utility programs, and shell, multi-user operation, text processing and communications. Prerequisite(s): None. Three credits.

### **CIS 222 UNIX SYSTEM ADMINISTRATION**

Introduces the UNIX/Linux operating system and covers the skills required to install, configure and operate a UNIX/Linux system. Prerequisite(s): CIS 220 or permission of instructor. Three credits.

### **CIS 240 DATABASE DESIGN AND DEVELOPMENT**

Introduces the basic concepts of relational databases, data storage, and retrieval. Covers database design, data modeling, transaction processing, and introduces the Structured Query Language for databases. Prerequisite(s): None. Three credits.

### **CIS 244 SQL PL/SQL**

Provides a detailed introduction to the Structured Query Language (SQL) as used in modern relational database systems. Students will develop skills in storing, retrieving and manipulating data using SQL as well as in defining database objects using the portion of SQL known as the Data Definition Language (DDL). The course will also provide a detailed introduction to the PL/SQL programming language that is integral to some widely-used relational database systems, such as Oracle. Students will learn to create and maintain blocks of PL/SQL code that are used and shared by multiple forms, reports and program libraries. Users will learn to implement database triggers and other coded structures applicable to client/server databases Prerequisite(s): CIS 145 or permission of instructor. Three credits.

### **CIS 253 PROGRAMMING A MICROSOFT SQL SERVER 2000 DATABASE**

Provides students with the technical skills required to program a database solution by using Microsoft SQL Server 2000. Prerequisite(s): None. Three credits.

### **CIS 282 INTERNSHIP**

Provides students with the opportunity to supplement coursework with practical work experience related to their educational program. Students work under the immediate supervision of experienced personnel at the business location and with the direct guidance of the instructor. Instructor permission required. 0.0 to six credits.

## **CNG: COMPUTER & NETWORKING TECHNOLOGY**

NOTE: Computer Information System and Computer Science courses are listed under the following prefixes: CIS (Computer Information System), CNG (Computer and Networking Technology), CSC (Computer Science), CTC (Communication Technology), and CWB (Computer Web-Based).

### **CNG 101 INTRODUCTION TO NETWORKING**

Focuses on underlying concepts of data communications, telecommunications and networking. Emphasizes the terminology and technologies in current networking environments and provides a general overview of the field of networking as a basis for continued study in the field. Co-requisite(s): CIS 118 or permission of instructor. Three credits.

### **CNG 102 LOCAL AREA NETWORKS**

Introduces Local Area Networking. Focuses on discussions and demonstrations of planning, installing, and supporting networks. Co-requisite(s): CNG 101 or permission of instructor. Three credits.

### **CNG 104 INTRODUCTION TO TCP/IP**

Outlines four important networking architectures in corporate environments today - TCP/IP, SNA, AppleTalk, and DNA. Focuses on the major components and functions of each of these architectures as well as methods used to connect different architectures. Provides students with concepts that are important to the field of systems integration, as well as a conceptual basis for understanding network architectures. Three credits.

### **CNG 109 COMPUTER NETWORKING LAB**

Demonstrates problem-solving skills in data communications, telecommunications and networking. Covers workstation operation, wiring and cabling, network construction using a variety of network/internet devices, and configuring and managing Novell and Windows 2000 operating systems. Prerequisite(s): CNG 102 or permission of instructor. Three credits.

### **CNG 120 A+ CERTIFICATION PREPARATION**

(Formerly: CIS 282) Prepares students for the CompTIA A+ certification examination. Hardware and software concepts are reviewed using A+ techniques. Four credits.

### **CNG 121 COMPUTER TECHNICIAN I: A+**

Introduces personal computer hardware to gain the skills and knowledge for a successful entry-level computer service technician. Provides extensive hands-on work with computer systems. Includes PC setup and configuration, floppy and hard drive installation and basic maintenance and troubleshooting. Successful completion prepares the student for the core hardware service technician portion of the CompTIA A+ Certification Exam. Four credits.



### **CNG 122 COMPUTER TECHNICIAN II: A+**

Focuses on operating systems as well as installation of modems, tape backups, CD-ROM drives, and SCSI subsystems. Covers operating systems, Windows 9x, Windows NT and Windows 2000 installation, configuration and upgrading. Includes laser printers and backup power systems. This course prepares the student for the CompTIA A+ OS Technologies Exam. Three credits.

### **CNG 123 NETWORK SERVER BASICS: SERVER+**

Provides students who are preparing for roles as network support technicians with skills training in the support of multi-processor computers and high capacity data storage systems typical of servers used in medium to large-scale networks. Three credits.

### **CNG 124 NETWORKING I: NETWORK +**

Provides students with the knowledge necessary to understand, identify and perform necessary tasks involved in supporting a network. Covers the vendor-independent networking skills and concepts that affect all aspects of networking, such as installing and configuring the TCP/IP. This course also prepares students for the Networking II: Network + course. Three credits.

### **CNG 125 NETWORKING II: NETWORK +**

Continues to provide students with the knowledge necessary to implement and support a network. Focuses on the vendor-independent networking skills and concepts that affect all aspects of networking. The Networking I and II: Network + courses prepare students for the Network + certification. Three credits.

### **CNG 131 NETWORK SECURITY FUNDAMENTALS**

Delivers a comprehensive overview of network security, including general security concepts. Communication Security is studied, including remote access, e-mail, the Web, directory and file transfer, and wireless data. Common network attacks are introduced. Cryptography basics are incorporated, and operational/organizational security is discussed as it relates to physical security, disaster recovery, and business continuity. Computer forensics is introduced. Three credits.

### **CNG 132 PRINCIPLES OF INFORMATION SECURITY**

Examines the field of information security to prepare information systems students for their future roles as business decision-makers. The course presents a balance of the managerial and the technical aspects information security. The concepts covered in this course should be helpful for students working towards the Certified Information Systems Security Professional (CISSP) certification. Three credits.

### **CNG 133 NETWORK SECURITY: FIRE WALLS AND INTRUSION DETECTION AND NETWORK SECURITY**

Teaches students the basics of network firewall security. It covers basic installation techniques, discusses how to make an intelligent choice of firewall technology, and presents basic firewall troubleshooting. Three credits

### **CNG 136 GUIDE TO DISASTER RECOVERY**

Presents methods to identify vulnerabilities and take appropriate countermeasures to prevent and mitigate failure risks for an organization. It will take an enterprise-wide approach to developing a disaster recovery plan. Three credits

### **CNG 160 TELECOMMUNICATIONS I**

(Formerly: CIS 291) Introduces the background needed to understand telephony products and services in the telecommunications industry. Includes hardware and devices, transmission characteristics and codes, network configurations, software and protocols. Three credits.

### **CNG 163 EMERGING TECHNOLOGIES IN TELECOMMUNICATIONS**

Focuses on the next generation of telecommunication technologies. Includes next-generation networks, broadband infrastructure, VoIP, VPNs, authentication, Sonet, optical OADM's, broadband access solutions, and wireless communication options. Three credits.

### **CNG 165 CONVERGENT TECHNOLOGIES**

(Formerly: CIS 295) Summarizes telecommunications with a survey of how data, voice, video technologies are converging for telecommunications systems. Covers wireless, ISDN, PCM, DSL, cable, IP voice, and computer networks. Three credits.

### **CNG 210 WINDOWS 2000 NETWORK & OPERATING ESSENTIALS**

Provides individuals new to Microsoft Windows 2000 with the knowledge necessary to understand and identify the tasks involved in supporting Windows 2000 networks. Introduces an overview of networking concepts and how they are implemented in Windows 2000. Provides students with the prerequisite knowledge and skills required for course CNG 212, Implementing Windows 2000 Professional and Server. Three credits.

### **CNG 211 WINDOWS XP CONFIGURATION**

Provides students with the knowledge and skills necessary to address the implementation and desktop support needs of customers who are planning to deploy and support Microsoft Windows XP Professional in a variety of network operating system environments. Three credits.

### **CNG 212 MANAGING A MS WINDOWS SERVER ENVIRONMENT**

Provides students with the knowledge and skills that are required to manage accounts and resources, maintain server resources, monitor server performance, and safeguard data in a Microsoft Windows Server environment. Prerequisite(s): CNG 210 or permission of instructor. Four credits.

### **CNG 213 IMPLEMENTING A MS WINDOWS NETWORK INFRASTRUCTURE**

Provides students with the knowledge and skills to implement and manage a Microsoft Windows Server network infrastructure. Students will learn to implement routing; implement and manage Dynamic Host Configuration Protocol (DHCP), Domain Name System (DNS), and Windows Internet Name Service (WINS); secure Internet Protocol (IP) traffic with Internet Protocol security (IPSec) and certificates; configure a network access infrastructure, manage and monitor network access. Prerequisite(s): CNG 212 or permission of instructor. Four credits.

### **CNG 214 PLAN A MS WINDOWS SERVER NETWORK INFRASTRUCTURE**

Provides students with the knowledge and skills necessary to plan and maintain a Windows Server network infrastructure. Students will learn to Plan optimize and troubleshoot a TCP/IP physical and logical network, routing, Dynamic Host Configuration Protocol (DHCP), Domain Name System (DNS) Windows Internet Naming Service (WINS) and IPSec network access. Prerequisite(s): CNG 213 or permission of instructor. Four credits.

### **CNG 215 MANAGING A MICROSOFT WINDOWS NETWORK ENVIRONMENT**

Provides the knowledge required to implement, manage and troubleshoot existing network and server environments based on the Microsoft Windows® platform. These skills are generally required in medium to large size organizations that maintain 200 to 26,000 user desktops and servers, spanning 2 to 100 physical locations via Large Area Networks (LANs) and the Internet or Intranets. Prerequisite(s): CNG 214 or permission of instructor. Three credits.

### **CNG 216 PLAN A MS WINDOWS SERVER ACTIVE DIRECTORY INFRASTRUCTURE**

Provides students with the knowledge and skills to successfully plan, implement, and troubleshoot a Microsoft Windows Server Active Directory service infrastructure. The course focuses on a Windows Server directory service environment, including forest and domain structure, Domain Name System (DNS), site topology and replication, organizational unit structure and delegation of administration, Group Policy, and user, group, and computer account strategies. Four credits.

### **CNG 217 IMPLEMENTING SECURITY FOR MICROSOFT NETWORKS**

Provides students with the knowledge and skill necessary to implement, manage, maintain, and troubleshoot security in a Microsoft network infrastructure. Students will learn to plan and configure a Microsoft Public Key Infrastructure (PKI) system. Four credits.

### **CNG 221 DESIGN MS WINDOWS ACTIVE DIRECTORY AND NETWORK INFRASTRUCTURE**

Provides students with the knowledge and skills to design an Active Directory service and network infrastructure for a Microsoft Windows Server environment. The course is intended for systems engineers who are responsible for designing directory service and/or network infrastructures. Prerequisite(s): CNG 214 or permission of instructor. Three credits.

### **CNG 222 DESIGNING A WINDOWS SECURE NETWORK**

Provides students with the knowledge and skills necessary to design a security framework for small, medium, and enterprise networks by using Microsoft Windows technologies. Students learn to secure access to Local Network Users, Remote Users and Remote Offices, Partners, and to secure access between private and public networks. Prerequisite(s): CNG 102 or permission of instructor. Three credits.

### **CNG 223 DESIGNING A WINDOWS NETWORK INFRASTRUCTURE**

Provides students with 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. Covers Windows network solutions that require a single technology, such as DHCP, to provide Internet Protocol (IP) address configuration support. Examines several technology options such as Open Shortest Path First (OSPF), Routing Information Protocol (RIP), and Internet Group Management Protocol (IGMP) to design an IP routing scheme. Prerequisite(s): CNG 214 or permission of instructor. Three credits.

### **CNG 224 MICROSOFT WINDOWS WIRELESS NETWORK**

Provides the student with the Microsoft official curriculum from the Microsoft Regional Academy. Offers detailed instruction on the foundation concepts and technologies of wireless data networking. Upon completion of this course, students are prepared to take the Certified Wireless Network Administrator (CWNP) Certification Exam. Three credits.

### **CNG 227 ADMINISTERING A MICROSOFT SQL SERVER DATABASE**

Provides students with the knowledge and skills required to install, configure, administer, and troubleshoot the client-server database management system of Microsoft® SQL Server. Three credits.

### **CNG 240 FUNDAMENTALS OF NETWORK SECURITY**

This course is part of the Cisco Networking Academy Program. Emphasizes security policy design and management, security technologies, products and solutions. Covers firewall and secure router design, installation, configurations and maintenance. Includes AAA and VPN implementation using routers and firewalls. This course enables the student to take the Cisco MCNS (Managing Cisco Network Security) and the CSPFA (Cisco Secure PIX Firewall Advanced) exams, giving the student the new Cisco Security Specialist 1 certification. NOTE: In order to take the MCNS and CSPFA exams, CCNA certification is required. Five credits.

### **CNG 253 FIREWALLS AND HOW THEY WORK**

Introduces students to the design and implementation of firewalls. Covers such topics as firewalls using CISCO Routers, Microsoft server platform and UNIX platform. Focuses on how firewalls function in these environments and the basic steps to plan and implement firewalls. Three credits.

### **CNG 258 COMPUTER FORENSICS**

Exposes the student to the field of Computer Forensics and investigation. Provides the student with methods to properly conduct a computer forensics investigation beginning with a discussion of ethics. Topics covered include fundamental concepts, history of computer forensics, file structures, data recovery techniques, computer forensic tools and analysis. The curriculum and objectives map to the International Association of Computer Investigative Specialists (IACIS) certification. Four credits.

### **CNG 260 CISCO NETWORK ASSOCIATE I**

Introduces network fundamentals, the OSI model and industry standards, IP addressing (subnet masks) and basic network design. Five credits.

### **CNG 261 CISCO NETWORK ASSOCIATE II**

Focuses on router theory and technologies, including router configurations, protocols, network management and introductory LAN switching. Prerequisite(s): CNG 260 or permission of instructor. Five credits.

### **CNG 262 CISCO NETWORK ASSOCIATE III**

Focuses on advanced routing and switching configurations, LAN switching, network management and advanced network design. Prerequisite(s): CNG 261 or permission of instructor. Five credits.

### **CNG 263 CISCO NETWORK ASSOCIATE IV**

Focuses on project-based learning, including advanced network design projects and advanced management projects. This course and CNG 260, 261 and 262 prepare students for the CISCO Certified Network Associate (CCNA) certification exam. Prerequisite(s): CNG 262 or permission of instructor. Five credits.

### **CNG 285 INDEPENDENT STUDY**

Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor. Instructor permission required. One to six credits.

## **COM: COMMUNICATIONS**

NOTE: Psychology, counseling, and career courses are found under the following prefixes: COM (Communications), CSL (Counseling), HHP (Holistic Health Professional), HSE (Human Services), PSY (Psychology), SWK (Social Work). Communication technology courses are found under the following prefixes: CTC (Communication Technology), EDU (Education), FVT (Film & Video Technology), JOU (Journalism), MGD (Multimedia Graphic Design), MUS (Music), and RTV (Radio & Television).

### **COM 101 EMPLOYMENT STRATEGIES**

(Formerly CSL 105) This course is designed to assist students with the development of skills that are needed to search for, and acquire a job. Topics include surveying job markets, building resumes, applying for jobs, and interviewing for positions. One credit.

### **COM 126 COMMUNICATION IN HEALTHCARE**

Familiarizes the student with interactive concerns in settings related to patient-client care. Course includes discussions of diverse cultures, client interaction and family/caregiver issues. The student will also address the concerns of attitude, office politics, teamwork, self-initiative and conflict management as specifically experienced in the patient as client setting. Three credits.

## **CRJ: CRIMINAL JUSTICE**

### **CRJ 110 INTRODUCTION TO CRIMINAL JUSTICE**

Introduces a study of the agencies and processes involved in the criminal justice system: the legislature, the police, the prosecutor, the public defender, the courts, and corrections. Includes an analysis of the roles and problems of the criminal justice system in a democratic society, with an emphasis upon inter-component relations and checks and balances. Three credits.

### **CRJ 111 SUBSTANTIVE CRIMINAL LAW**

Teaches legal definitions of crimes, purposes and functions of the law, historical foundations, and the limits of the criminal law. Three credits.

### **CRJ 112 PROCEDURAL CRIMINAL LAW**

Covers constitutional and procedural considerations affecting arrest, search and seizure, post-conviction treatment, origin, development, philosophy, and constitutional basis of evidence. Focuses on degrees of evidence and rules governing admissibility, judicial decisions interpreting individual rights, and an analysis of case studies from arrest through final appeal. Three credits.

### **CRJ 125 LAW ENFORCEMENT OPERATIONS**

Examines the complexity and multi-dimensional aspects of the law enforcement role and career; law enforcement discretion; law enforcement values and culture in modern America. Covers the role and functions of law enforcement in occupational, social, political and organizational context. Three credits.

### **CRJ 135 JUDICIAL FUNCTION**

Examines the criminal process with an analysis of the major judicial decision-makers, i.e., prosecutors, defense attorneys, judges, and the discretionary aspects of adjudication. Three credits.

### **CRJ 145 CORRECTIONAL PROCESS**

Focuses on the post-conviction corrections process, the development of correctional philosophy, theory, and practice, a description of institutional operation, programming and management, and community-based corrections, probation, and parole. Three credits.

### **CRJ 150 VICTIMS OF CRIME AND TRAUMA**

Introduces the student to the role the crime victim plays in the criminal justice system. The traditional response that a crime victim receives from the system will be studied and the psychological, emotional and financial impact these responses have on victimization will be analyzed. Three credits.

### **CRJ 151 DOMESTIC VIOLENCE**

Examines theories, issues, legal strategies, and interventions applicable to abuse in intimate relationships. Three credits.

### **CRJ 153 VIOLENCE AGAINST CHILDREN**

Includes an in-depth study of physical, sexual, and emotional abuse and neglect of children. Focuses on identification and treatment of abusive families and victims of abuse; and, the responses of the legal system, the community, and human service agencies. Three credits.

### **CRJ 175 SPECIAL TOPICS**

(Formerly: CRJ 195) Provides students with a vehicle to pursue in depth exploration of special topics of interest. One to six credits.

### **CRJ 178 SEMINAR: ADVANCED OFFICER ACADEMY**

(Formerly: CRJ 211 & CRJ 212) Provides students with an experiential learning opportunity. One to six credits.

### **CRJ 185 INDEPENDENT STUDY**

(Formerly: CRJ 275) This course meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor. One to six credits.

### **CRJ 210 CONSTITUTIONAL LAW**

Focuses on the powers of government as they are allocated and defined by the United States Constitution. Includes intensive analysis of United States Supreme Court decisions. Three credits.

### **CRJ 216 JUVENILE LAW AND PROCEDURES**

(Formerly: CRJ 155) Focuses on an in-depth analysis of the socio-legal operation of the Juvenile Justice System emphasizing the substantive and due process rights of minors. Includes analysis of legal reasoning underlying the juvenile law as it operates within all levels of government. Three credits.

### **CRJ 220 HUMAN RELATIONS AND SOCIAL CONFLICT**

Highlights the environmental, organizational and socio-psychological dimensions of social control. Includes the study of individual attitudes, beliefs and behavior involved in role conflicts, community relations and conflict management in the social structure. Three credits.

### **CRJ 227 L.E. SUPERVISORY TRAINING PROGRAM**

Develops the Law Enforcement Supervisor. It provides an overview of police supervision and gives the student an understanding of the first-line supervisor's role from three perspectives: management expectations, first-line supervisors' concept of the role, and subordinates' expectations. This is a P.O.S.T. approved course. Two credits.

### **CRJ 230 CRIMINOLOGY**

Examines the question of crime causation from legal, social, political, psychological and theoretical perspectives. Covers the history and development of criminology. Three credits.

### **CRJ 231 INTRODUCTION TO FORENSIC SCIENCE AND CRIMINALISTICS**

Focuses on the fundamentals of forensic science that are essential for gathering evidence at the crime scene and analyzing it in the crime laboratory. Three credits.

### **CRJ 250 COMPUTER CRIME INVESTIGATION**

Provides a basic foundation of the skills and knowledge necessary to understand and investigate the computer criminal. Investigative procedures, interviewing skills and the necessity of search warrants will be covered. Legal issues regarding personal liability, privacy and wiretapping will also be discussed. Three credits.



### **CRJ 251 INTERNET CRIMINAL ACTIVITY I**

Covers basic criminal investigation methods and procedures for Internet Crime, including but not limited to extortion, espionage, threats, child pornography, hacking and piracy. Threats on information systems and defenses will be examined. Three credits.

### **CRJ 252 INTERNET CRIMINAL ACTIVITY II**

Examines various investigation techniques from tools used to commit crimes to tools used to prevent, detect and track intrusion. E-mail headers, internet protocol and intelligence gathering will also be explored. Three credits.

### **CRJ 253 COMPUTER CRIME INVESTIGATION**

Provides students with the foundational principles necessary to successfully navigate and understand the complicated evidence collection process. Enables the student to develop insight into the judicial process. Three credits.

### **CRJ 275 SPECIAL TOPICS: ADVANCED SUBSTANTIVE CRIME LAW**

(Formerly: CRJ 270) Provides students with a vehicle to pursue in depth exploration of special topics of interest. One to six credits.

### **CRJ 278 SEMINAR: ADVANCED PROCEDURAL CRIMINAL LAW**

(Formerly: CRJ 212 & CRJ 213) Provides students with an experiential learning opportunity. One to six credits.

### **CRJ 280 INTERNSHIP**

(Formerly: CRJ 255) Provides placement in the criminal justice field to integrate theory with practice. One to six credits.

### **CRJ 286 DIRECTED STUDIES: DISCRETIONARY JUSTICE**

(Formerly: CRJ 249) Focuses on an independent project designed to enhance the student's ability by concentrating on an assignment more complex than that achieved in a classroom setting. Three credits.

### **CRJ 289 CAPSTONE**

(Formerly: CRJ 271) Provides a demonstrated culmination of learning within a given program of study. One to six credits.

## **PEACE OFFICER ACADEMY**

All Peace Officer Academy classes conform to POST standards and state certification requirements as well as the basic skills and knowledge necessary to perform the entry level duties of a Police Officer. Permission of Academy Director is required to register.

### **CRJ 101 BASIC LAW ENFORCEMENT ACADEMY**

(Formerly: POA 160) Conforms to POST standards and state certification requirements as well as the basic skills and knowledge necessary to perform the entry level duties of a Police Officer. Emphasis will be on simulating actual situations utilizing a lecture and laboratory mode of learning. Prerequisite(s): Permission of Academy Director. Eight credits.

### **CRJ 102 BASIC LAW ENFORCEMENT ACADEMY II**

Conforms to POST standards and state certification requirements as well as the basic skills and knowledge necessary to perform the entry level duties of a Police Officer. Emphasis will be on simulating actual situations utilizing a lecture and laboratory mode of learning. Prerequisite(s): Permission of Academy Director. Six credits.

### **CRJ 103 BASIC LAW ENFORCEMENT ACADEMY III**

(Formerly: POA 165) Enhances the standards established by the P.O.S.T. Board and state certification requirements as well as the basic skills and knowledge necessary to perform the entry

level duties of a Police Officer. Emphasis will be on expanding the P.O.S.T. curriculum to create a unique learning experience. Prerequisite(s): Permission of Academy Director. Two credits.

### **CRJ 104 BASIC LAW ENFORCEMENT ACADEMY IV**

Enhances the standards established by the P.O.S.T. Board and state certification requirements as well as the basic skills and knowledge necessary to perform the entry level duties of a Police Officer. Emphasis will be on expanding the P.O.S.T. curriculum to create a unique learning experience. Prerequisite(s): Permission of Academy Director. One credit.

### **CRJ 105 BASIC LAW**

(Formerly: POA 161) Covers constitutional and procedural considerations affecting arrest, search and seizure, and civil liability. Includes the Colorado criminal, liquor, controlled substance, and children's codes. Emphasizes victim's rights and court room testimony. Prerequisite(s): Permission of Academy Director. Six credits.

### **CRJ 106 ARREST CONTROL TECHNIQUES**

(Formerly: POA 270) Covers the skills, knowledge and abilities necessary to effectively maintain control of a suspect when making an arrest. Emphasizes the continuum of force and de-escalation of force. Prerequisite(s): Permission of Academy Director. Three credits.

### **CRJ 107 LAW ENFORCEMENT DRIVING**

(Formerly: POA 272) Covers the skills, knowledge and abilities required for operation of a law enforcement vehicle. Emphasizes defensive driving. Enables students to demonstrate skills by driving a vehicle under simulated conditions. Prerequisite(s): Permission of Academy Director. Three credits.

### **CRJ 108 FIREARMS**

(Formerly: POA 271) Discusses the skills, knowledge and abilities necessary to safely use police firearms. Students will demonstrate skills by firing weapons on a firing range. The student will demonstrate basic safety techniques and will explain the firearms role within the continuum of force. Prerequisite(s): Permission of Academy Director. Three credits.

### **CRJ 118 REPORT WRITING**

(Formerly: POA 169) Identifies the areas of concern in regards to proper documentation of police related activities. Focuses on report writing skills, proper structuring of interviews and chronological documentation of events. Incorporates proper sentence structuring, the use of correct terminology and accuracy in written reports. Prerequisite(s): Permission of Academy Director. Three credits.

### **CRJ 126 PATROL PROCEDURES**

(Formerly: POA 164) Focuses on an in-depth study of the basic knowledge and skills required of a peace officer to safely and effectively accomplish the patrol procedure. Prerequisite(s): Permission of Academy Director. Three credits.

### **CRJ 127 CRIME SCENE INVESTIGATION**

(Formerly: POA 168) Focuses on basic procedures in crime scene management to include photography and preparing initial reports and sketches. Includes processing evidence and related criminalistic procedures. Covers interviewing suspects, witnesses and victims to include the recording of identifications and descriptions. Incorporates lab and lecture. Prerequisite(s): Permission of Academy Director. Three credits.

### **CRJ 132 INTRODUCTION/Framework FOR COMMUNITY POLICING/OFFICER SURVIVAL**

(Formerly: POA 163) Explains the genesis of community policing and its implications for police operations, citizen involvement and community safety. Prerequisite(s): Permission of Academy Director. One credit.

### **CRJ 209 CRIMINAL INVESTIGATION I**

(Formerly: POA 167) Covers the function of the preliminary investigation at a crime scene to include securing the scene, crime scene searchers, police drawings, and recognition and collection of evidence. Prerequisite(s): Permission of Academy Director. Three credits.

### **CRJ 246 TRAFFIC INVESTIGATION**

(Formerly: POA 166) Provides an overview of the skills and concepts necessary to complete an accurate investigation of a traffic collision. Emphasizes traffic management concepts, selective traffic enforcement, and safety issues. Prerequisite(s): Permission of Academy Director. Three credits.

## **CSC: COMPUTER SCIENCE**

NOTE: Computer Information Systems and Computer Science courses are listed under the following prefixes: CIS (Computer Information Systems), CNG (Computer and Networking Technology), CSC (Computer Science), CTC (Communication Technology), and CWB (Computer Web-Based).

### **CSC 105 COMPUTER LITERACY**

Introduces computers and includes the history of computers and their impact on society. Focuses on microcomputer terminology as well as criteria for evaluating hardware and software. Enables students to develop a working knowledge of an operating system, the internet, and several microcomputer applications. Three credits.

### **CSC 116 LOGIC AND PROGRAM DESIGN**

Introduces computer program design using concepts of structured programming and logic. Includes pseudocode, flowcharts, and structure charts. Covers variables, data types, control structures, looping, program breaks, and arrays. Three credits.

### **CSC 150 VISUAL BASIC PROGRAMMING**

Introduces programming and applications development for the Microsoft Windows Programming environment using Visual Basic for Windows. Co-requisite(s): CSC 116 or permission of instructor. Three credits.

### **CSC 151 ADVANCED VISUAL BASIC PROGRAMMING**

Builds on the skills learned in CSC150. Focuses on more involved applications, work with advanced controls, and deal with additional advanced topics. Prerequisite(s): CSC 150 or permission of instructor. Three credits.

### **CSC 160 COMPUTER SCIENCE I: (LANGUAGE)**

Introduces students to the discipline of computer science. Covers algorithm development, data representation, logical expressions, sub-programs and input/output operations using a structured programming language. Requires intensive lab work outside of class time. Prerequisite(s): CSC 116 or permission of instructor. Four credits.

### **CSC 161 COMPUTER SCIENCE II: (LANGUAGE)**

Continues the structured algorithm development and problem solving techniques begun in Computer Science I. Enables students to gain experience in the use of data structures and design of larger software projects. Requires intensive computer laboratory experience. Prerequisite(s): CSC 160 or permission of instructor. Four credits.

### **CSC 200 GAME PROGRAMMING I (C++/ALLEGRO)**

Introduces the C++ student to game programming techniques and using a game library. Skills developed include programming input devices, 2D game theory and design, bit map handling, sprite programming and threads. Three credits.

### **CSC 216 COMPUTER GAME LOGIC AND DESIGN**

This course teaches the fundamentals of two and three dimensional game programming. The course includes use of graphics, sound and multiple input devices. Three credits.

### **CSC 225 COMPUTER ARCHITECTURE/ASSEMBLY LANGUAGE PROGRAMMING**

Introduces concepts of computer architecture, functional logic, design and computer arithmetic. Focuses on the mechanics of information transfer and control within a computer system. Includes symbolic programming techniques, implementing high level control structures, addressing modes and their relation to arrays, subprograms, parameters, linkage to high level languages and the assembly process. Prerequisite(s): CSC 160 or permission of instructor. Four credits.

### **CSC 251 PROGRAMMING IN VISUAL BASIC.NET**

Provides students with the knowledge and skills needed to develop Microsoft .NET-based applications by using Visual Basic .NET. Focuses on Visual Basic .NET (a significant upgrade to Visual Basic) and incorporates new features and framework goals of the .NET architecture. Enables the student to create enterprise applications for the .NET Platform and to create more traditional Visual Basic applications that take advantage of the enhancements to the language. Prerequisite(s): CSC 151 or permission of instructor. Three credits.

### **CSC 275 SPECIAL TOPICS**

(Formerly: CSC 185) Provides students with a vehicle to pursue in depth exploration of special topics of interest. One to six credits.

### **CSC 285 INDEPENDENT STUDY**

(Formerly: CSC 295) Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor. Instructor permission required. One to six credits.

## **CSL: COUNSELING**

NOTE: Psychology, counseling, and career courses are found under the following prefixes: COM (Communications), CSL (Counseling), HHP (Holistic Health Professional), HSE (Human Services), PSY (Psychology), SWK (Social Work).

### **CSL 178 SPECIAL TOPICS SEMINAR**

(Formerly: CSL 101, CSL 102, CSL 111, CSL 112) A seminar of interest in psychology to include New Student Orientation Program, Connections Seminar, Basic Human Potential Seminar and Advanced Human Potential Seminar. Zero to three credits.

#### **New Student Orientation Program**

Provides new students with the information and strategies needed to navigate their first year at Aims Community College. Zero credits.

#### **Connections Seminar**

Focuses on increasing student oral and group communication skills, scheduling success, ability to interview, and higher-order thinking skills. Activities will be linked to the tasks of building connections with people in higher education, learning strategies to negotiate the academic environment, increasing exposure to resources and program opportunities in higher education, and developing an initial career plan. One credit.

#### **Basic Human Potential Seminar**

Focuses on the self-actualization principles of psychologists Abraham Maslow and Herbert Otto. Students engage in structured

activities designed to develop skills for understanding and improving self-motivation and self-determination in a variety of relationships. Two credits.

#### **Advanced Human Potential Seminar**

Focuses on furthering the student's identification of personal resources and potentials in a variety of life situations. Two credits.

#### **CSL 235 OVERCOMING TEST ANXIETY**

Focuses on identification of the causes of test anxiety and methods for overcoming test anxiety. One-half credit.

#### **CSL 245 PROFESSIONAL ETHICS**

Focuses on ethical practice in counseling through an overview of Colorado Mental Health Statute as well as the structure, function, and administration of the licensing and grievance boards in Colorado. This course meets the professional ethics mandatory training requirement for the Counselor I level of the Colorado Alcohol and Drug Abuse Program. One credit.

#### **CSL 247 FAMILY DYNAMICS OF SUBSTANCE ABUSE**

Focuses on increasing understanding and awareness of the family origins of addictive behavior. Effective family interventions and substance abuse treatment models are considered. Two credits.

#### **CSL 249 DIFFERENTIAL ASSESSMENT OF PROBLEMS RELATED TO PSYCHOACTIVE DRUG USE**

Focuses on comparing diagnostic and assessment models available to drug and alcohol addictions counselors. This course meets the differential assessment mandatory training requirements for the Counselor II level of the Colorado Drug and Alcohol Abuse Program. One credit.

#### **CSL 251 PHARMACOLOGY I FOR COUNSELORS**

Focuses on providing the student with an introduction to pharmacological concepts that will be useful to counselors in the field of alcohol and substance abuse. When combined with CSL 252, this course meets the pharmacology training requirement for the Counselor II level of the Colorado Alcohol and Drug Abuse Program. One credit.

#### **CSL 252 PHARMACOLOGY II FOR COUNSELORS**

Focuses on the pharmacology of alcohol and drugs such as stimulants, nicotine, cannabis, hallucinogens, designer drugs, over the counter medications, and medications for psychiatric illnesses. When combined with CSL 251, this course meets the pharmacology training requirement for the Counselor II level of the Colorado Alcohol and Drug Abuse Program. Prerequisite(s): CSL 251. One credit.

#### **CSL 255 INFECTIOUS DISEASES IN THE ALCOHOL/ DRUG TREATMENT SETTING**

Focuses on risk factors for transmission of HIV/AIDS and the application of counseling methods to individuals infected with HIV/AIDS. This course meets the infectious diseases in treatment settings requirement for the Counselor I level of the Colorado Alcohol and Drug Abuse Program. One credit.

#### **CSL 260 CLIENT RECORDS MANAGEMENT**

(Formerly: CSL 287) Focuses on Colorado State Laws surrounding the methods of client records documentation. This course meets the records management training requirement for the Counselor I level of the Colorado Alcohol and Drug Abuse Program. One credit.

#### **CSL 265 COUNSELING DIVERSE TREATMENT POPULATIONS**

(Formerly: CSL 289) Focuses on therapeutic methods for treatment of substance abuse disorders as applied particularly to the needs of minorities and special populations. This class meets

the diverse treatment populations mandatory training requirements for the Counselor I level of the Colorado Drug and Alcohol Abuse Program. One credit.

#### **CSL 268 ADDICTIONS COUNSELING SKILLS**

Focuses on clinical skills practice, crisis intervention techniques, and an overview of substance abuse. This course meets the addictions counseling skills training requirement for the Counselor I level of the Colorado Alcohol and Drug Abuse Program. One credit.

#### **CSL 269 PRINCIPLES OF ADDICTIONS TREATMENT**

(Formerly: CSL 288) Focuses on the major theories of addiction in an historical and theoretical context. Includes an elaboration on NIDA's Principles of Drug Addiction Treatment. This class meets the principles of addictions training requirement for the Counselor I level of the Colorado Alcohol and Drug Abuse Program. One and one-half credits.

#### **CSL 275 MOTIVATIONAL INTERVIEWING**

Motivational Interviewing will present both the model of motivational interviewing as well as the underlying Stages of Change model. Presentation of uses of this theoretical approach must include discussion of addiction treatment. The course syllabus must specify successful completion of significant observed skills practice and/or demonstration. The course should present various assessment instruments to evaluate readiness for change, and teach clinical skills specific to each stage of readiness. This course meets the motivational interviewing training requirements for the Counselor II level of the Colorado Alcohol and Drug Abuse Program. One credit.

#### **CSL 275 COGNITIVE BEHAVIOR THERAPY**

Cognitive Behavioral Therapy will present the theory behind cognitive behavioral therapy. Presentation of uses of this theoretical approach must include discussion of addiction treatment. The course syllabus must specify that the course includes significant skills training in the use of this model. This course meets the cognitive behavioral therapy training requirement for the Counselor II level of the Colorado Alcohol and Drug Abuse Program. One and one-half credits.

### ***CTC: COMMUNICATION TECHNOLOGY***

NOTE: Computer Information System and Computer Science courses are listed under the following prefixes: ART (Photography), CIS (Computer Information System), CNG (Computer and Networking Technology), CSC (Computer Science), CTC (Communication Technology), and CWB (Computer Web-Based). Other communication technology courses are listed under the following prefixes: EDU (Education), FVT (Film & Video Technology), JOU (Journalism), MGD (Multimedia Graphic Design), MUS (Music), and RTV (Radio & Television).

#### **CTC 105 OVERVIEW OF TELECOMMUNICATIONS**

Provides the student with the background and history of the telecommunications field. Includes transmission systems, LAN data communication, cable communication, telephone communication and video technology. Three credits.

#### **CTC 116 FIBER OPTICS TECHNICIAN**

(Formerly: CIS 296) Provides information on fiber optic system overview, applications, rackmount optical transmitters and receivers, forward and return optical node operations and activation, fiber optic design topologies, fiber design cost studies, fiber optic system design, fiber construction, fiber tests and documentation, and optical test equipment. Prerequisite(s): None. Three credits.



### **CTC 120 UNDERSTANDING VOICE & DATA NETWORKS**

(Formerly: CIS 294) Introduces telecommunications technology and terminology and develops a broad knowledge base for a career in the telecom industry. Requires no prior technical background or experience in the field. Enables a student to gain a comprehensive understanding of telecommunications technologies and their applications and implications for business. Combines computer, electrical engineering and business aspects of telecommunications, providing a thorough, up-to-date presentation of the latest technologies as well as practical industry applications. Three credits.

### **CTC 150 DATA COMMUNICATIONS**

(Formerly: CIS 293) Provides the student with an overview of network systems. Focuses on the architecture of each network, transmission modes, functions, uses, protocols and advantages of each. Addresses synchronous as well as asynchronous data systems. Three credits.

### **CTC 161 VOICE COMMUNICATIONS**

(Formerly: CIS 292) Provides students with an overview of telephone communication systems. Addresses the components and processes used in a public switched network, residence, business and special telephone service, class 5 switching centers, outside telephone plants, video delivery and video conferencing. Covers the operation and application of pagers. Three credits.

### **CTC 166 EMERGING TECHNOLOGIES**

Provides the student with an opportunity to research concepts and applications of related technologies that are being reviewed and experimented with today. Focuses on presentations and discussions with industry experts. Enables students to develop presentations on areas of interest in emerging technologies. Covers applications and implications of new discoveries. Two credits.

### **CTC 248 LEGAL AND ETHICAL ISSUES IN TELECOMMUNICATIONS**

Analyzes the social, political and economic implications of modern telecommunications. Students will learn about the complex issues confronting each step in the R & D production of enhanced telecommunication equipment and services on a social and ethical level. Telecommunications includes 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. Three credits.

## **CWB: COMPUTER WEB-BASED**

NOTE: Computer Information System and Computer Science courses are listed under the following prefixes: CIS (Computer Information System), CNG (Computer and Networking Technology), CSC (Computer Science), CTC (Communication Technology), and CWB (Computer Web-Based).

### **CWB 110 COMPLETE WEB AUTHORING**

(Formerly: CIS 131 & CWB 165) Explores the complete set of web authoring skills using HTML and/or other scripting languages. Includes links, backgrounds, controlling text and graphic placement, tables, image maps, frames and forms. Prerequisite(s): CIS 118 or permission of instructor. Three credits.

### **CWB 205 COMPLETE WEB SCRIPTING**

(Formerly: CIS 132 & CWB 205) Explores the complete set of web scripting skills needed to develop Web Applications. Includes variables, data types, arithmetic operations, logical operations, looping, creating and reading cookies, creating an array, displaying data based on a cookie value, setting flags, working with frames, creating objects in a hidden frame, using the History Object, writing HTML to another window, determining browser and detecting keystrokes. Prerequisite(s): CWB 110 and CSC 116 or permission of instructor. Three credits.

### **CWB 206 WEB DATA BASE**

Emphasizes scripting languages used to create and manage Web databases. Targets to multimedia authors who wish to add database management and search functionality to their web sites. Enables students to build an inexpensive, portable database solution. Co-requisite(s): CWB 205 and CIS 145 or permission of instructor. (Course uses Apache Web Server, MySQL, and PHP on a Linux Platform.) Three credits.

## **DAN: DANCE**

(Physically challenged students planning to register for a Physical Education class should contact the Physical Educational Department at 970.339.6295, no less than three days before registering to ensure access to and success in the chosen class.)

NOTE: Physical Education courses are found under the following prefixes: DAN (Dance), HHP (Holistic Health Professional), HWE (Health and Wellness), PED (Physical Education), PER (Physical Education and Recreation).

### **DAN 105 HIP HOP DANCE I**

(Formerly: PED 105) Learn basic traditional jazz and ballet movements through Hip Hop Dance. Warm-up exercises will include body toning and stretching. Students will learn diagonal step combinations leading to hip-hop dance routines. One credit.

### **DAN 106 HIP HOP DANCE II**

(Formerly: PED 106) Learn traditional jazz, ballet and street dancing techniques as well as warm-up exercises such as body toning and stretching through Hip Hop Dance II. Students will learn diagonal and center step combinations leading to hip-hop dance routines. One credit.

### **DAN 111 MODERN DANCE I**

(Formerly: PED 177) Introduces basic concepts and skills of modern dance. Focuses on technique work to increase strength, flexibility, endurance, coordination, rhythm and spatial awareness. Explores dance as a tool for communication and dance as an art form. May be repeated for no more than three credits. One credit.

### **DAN 115 COUNTRY SWING I**

(Formerly: PED 171) Teaches many styles and various combinations of steps for Western dance music. Will also teach the students how to convert combinations of other dances of traditional and fad as they become popular. Prerequisite(s): None. One credit.

### **DAN 116 COUNTRY SWING II**

(Formerly: PED 172) Teaches advanced steps and dancing skills which will enable the student to enjoy the art of dancing for leisure time activity. One credit.

### **DAN 121 JAZZ I**

(Formerly: PED 121) Introduces the basic techniques and vocabulary of jazz dance and the basic elements of dance. Focuses on movement oriented dance, comprised of warm-up exercises, center combinations, traveling combinations and cool down. May be repeated for a maximum of three credits. One credit.

### **DAN 122 JAZZ II**

(Formerly: PED 122) Continues Jazz I with an increased knowledge of jazz dance. Enables the student to work at an intermediate level with a basic understanding of body alignment, balance and musicality. May be repeated for a maximum of three credits. One credit.

### **DAN 123 JAZZ III**

(Formerly: PED 123) Builds on skills learned in DAN 122 and incorporates work at an intermediate/advanced level. Expands on jazz dance technique through more challenging movement combinations. Requires knowledge of the learned basics in dance. May be repeated for a maximum of three credits. Prerequisite(s): None. One credit.

### **DAN 130 DANCE SAMPLER**

(Formerly: PED 190 *Swing & Jitter Bug I*) Introduces the beginning dancer to popular dances through a social dance sampler in Salsa, Swing, and Country Western Dance technique, footwork, body posturing, rhythms, and dance floor etiquette. Examines a variety of dances such as Salsa, Mambo, Cha-Cha, Rumba, and Swing's Lindy Hop (jitterbug). Prerequisite(s): None. One credit.

### **DAN 141 REGIONAL DANCES**

(Formerly: PED 165 *Ballroom Dance I*) Introduces the basic terminology, techniques and routines of several dances from a specific country or region. Focuses on the music, costumes and customs related to the dances they study. Partners are not required. May be repeated for a maximum of three credits. Prerequisite(s): None. One credit.

### **DAN 142 REGIONAL DANCES II LATIN AMERICAN BALLROOM**

(Formerly: PED 166 *Ballroom Dance II*) Continues Dance 141 with focus on regional dances, customs and rhythms. Partners are not required. May be repeated for a maximum of three credits. Prerequisite(s): None. One credit.

### **DAN 151 BELLY DANCE I**

(Formerly: PED 131) Presents belly dance - the oldest dance form known to humankind and a celebration of life! Emphasizes developing balance and enables the student to perform a belly dance and learn the history of belly dance and costuming techniques. Prerequisite(s): None. One credit.

### **DAN 152 BELLY DANCE II**

(Formerly: PED 132) Continues Belly Dance 1 (DAN 151) with emphasis on coordination and balance and additional techniques. Includes costume design. Prerequisite(s): None. One credit.

## ***ECE: EARLY CHILDHOOD EDUCATION***

### **ECE 101 INTRODUCTION TO EARLY CHILDHOOD EDUCATION**

Provides an introduction to Early Childhood Education. Includes the eight key areas of professional knowledge: Child Growth and Development; Health, Nutrition and Safety; Developmentally appropriate Practices; Guidance; Family and Community Relationships; Diversity; Professionalism; Administration and Supervision. Focuses on ages birth through age eight. Three credits.

### **ECE 102 INTRO TO EARLY CHILDHOOD LAB TECHNIQUES**

Focuses on a classroom seminar and placement in a child care setting. The supervised placement provides the student with the opportunity to observe children, to practice appropriate interactions, and to develop effective guidance and management techniques. Addresses ages birth through age 8. Three credits.

### **ECE 103 GUIDANCE STRATEGIES FOR CHILDREN**

Explores guidance theories, applications, goals, techniques and factors that influence expectations, classroom management issues, and pro-social skills. Addresses ages birth through age 8. Three credits.

### **ECE 106 MEDICATION ADMINISTRATION FOR CHILD CARE PROVIDERS**

Introduces the current status of medication administration and nursing practice in the state of Colorado as it relates to child care services. One-half credit.

### **ECE 111 INFANT/TODDLER THEORY/PRACTICE**

Presents an overview of theories, applications (including observations) and issues pertinent to infant and toddler development in group and/or family settings. Includes state requirements for licensing, health, safety and nutrition issues. Three credits.

### **ECE 112 INTRODUCTION TO INFANT/TODDLER LAB TECHNIQUES**

Includes a classroom seminar and placement in an infant and/or toddler setting. The supervised placement provides the student with the opportunity to observe, to practice appropriate interactions and to develop effective guidance and nurturing techniques with infants and/or toddlers. Addresses ages prenatal through age 2. Prerequisite(s): ECE 211 or permission of Department or instructor. Three credits.

### **ECE 114 EARLY CHILDHOOD ENVIRONMENTAL RATING SCALE**

Provides an introduction to the Early Childhood Environmental Rating Scale Revised. Course content includes basic training on the rating instrument. Topics for discussion include: space and furnishings, personal care routines, language-reasoning, activities, interaction, and program structure. Students will use the rating scale in practical observation to assess quality of an environment for children 2 through 5 years of age. One credit.

### **ECE 115 INFANT TODDLER ENVIRONMENTAL RATING SCALE**

Provides an introduction to the Infant Toddler Environmental Rating Scale. Course content includes basic training on the rating instrument. Topics of discussion include: furnishings and display for children, personal care routines, listening and talking with young children, learning activities, interaction, and program structure. Students will use the rating scale in practical observation to assess quality of an environment for infants and/or toddlers. One credit.

### **ECE 127 MUSIC/MOVEMENT FOR THE YOUNG CHILD**

Focuses on the purposes of incorporating music and movement into the early childhood curriculum. Through active participation with hands-on experiences, students work with the concepts of age and developmental appropriateness when designing fun activities with both subjects. Two credits.

### **ECE 145 CREATIVE MATERIALS**

Introduces and develops creative ways to prepare inexpensive materials to enhance the learning of young children. This course includes designing practical uses for recycled and found materials to meet the developmental needs of young children, leading activities with groups of young children, and presenting activities and created materials to colleagues. One credit.

### **ECE 151 EARLY CHILDHOOD EDUCATION LEADERSHIP DEVELOPMENT**

Introduces concepts of leadership as an early childhood professional and provides opportunities to develop leadership skills. This course includes qualities, characteristics, and responsibilities of successful leaders, ethics, advocacy, collaboration, and professional growth. One credit.

### **ECE 175 SPECIAL TOPICS IN ECE**

Explores current topics, issues and activities related to one or more aspects of the early childhood profession. One-half to three credits.

### **ECE 175 OUNCE SCALE TRAINING**

This course discusses various observation techniques to facilitate the completion of the Observation Record and the Developmental Profile portions of the Ounce Scale. Students will discuss ways to involve and support families in enhancing their infant's and toddler's development. One credit.

### **ECE 180 ECE INTERNSHIP**

Focuses on work experience in an early childhood setting. Students will develop skills in planning, implementing and evaluating activities and guiding behaviors of young children. Students will work with the lead teacher and other center staff to create a positive classroom experience. Prerequisite(s): ECE 102 or permission of department or instructor. Five credits.

### **ECE 195 SCHOOL AGED CHILD IN CHILD CARE**

Explores important issues of before and after school care (school holiday and summer day camp), emphasizing child development, health, safety, and appropriate activities for school-age children in the child care setting. Two credits.

### **ECE 205 NUTRITION, HEALTH & SAFETY**

Focuses on nutrition, health, and safety as key factors for 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.

### **ECE 211 ADVANCED INFANT & TODDLER THEORY AND PRACTICE**

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(s): ECE 111 or permission of department or instructor. Three credits.

### **ECE 220 CURRICULUM DEVELOPMENT: METHODS AND TECHNIQUES**

Provides an overview of early childhood curriculum development. Includes processes for planning and implementing developmentally appropriate environments, materials and experiences, and quality in early childhood programs. Three credits.

### **ECE 225 LANGUAGE AND COGNITION FOR THE YOUNG CHILD**

Examines theories of cognitive and language development as a framework for conceptualizing the way children acquire thinking skills. Includes observing, planning, facilitating, creative representation, and evaluating strategies within the context of play. Focuses on language, science, math, problem solving and logical thinking. Addresses ages birth through age 8. Three credits.

### **ECE 226 CREATIVITY AND THE YOUNG CHILD**

Provides an emphasis on encouraging and supporting creative self expression and problem solving skills in children. Explores creative learning theories and research. Focuses on developmentally appropriate curriculum strategies in all developmental domains. Addresses ages birth through age 8. Three credits.

### **ECE 228 LANGUAGE AND LITERACY**

Presents strategies for optimum language development, literacy, social and emotional development. Supports children's language and literacy in home, classroom, and community settings. Provides appropriate teacher/child verbal interactions, classroom environments, and activities. Addresses ages birth through age 8. Three credits.

### **ECE 238 CHILD GROWTH & DEVELOPMENT**

In this course, the student considers 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 for the whole child and how adults can provide a supportive environment for children is also emphasized. Four credits.

### **ECE 240 ADMINISTRATION OF EARLY CHILDHOOD CARE AND EDUCATION PROGRAMS**

Examines Colorado's minimal licensing requirements, as well as optimal standards pertaining to the operation of programs for young children. Focuses on the director's administrative skills and role as a community advocate for young children. Addresses ages birth through age 12. Three credits.

### **ECE 241 ADMIN: HUMAN RELATIONS FOR ECE**

Focuses on the human relations component of an early childhood professional's responsibilities. Includes director-staff relationships, staff development, leadership strategies, parent-professional partnerships, and community interaction. Prerequisite(s): ECE 101 or permission of department or instructor. Three credits.

### **ECE 261 EXCEPTIONAL CHILD LAB TECHNIQUES (GREAT BEGINNINGS)**

Incorporates a supervised experience in a program serving exceptional children in an inclusive setting. Focuses on the responsibility for planning and implementing developmentally appropriate activities, supporting classroom adaptations and accommodations, practicing appropriate interactions, and developing effective guidance and nurturing techniques. Prerequisite(s): ECE 265 & ECE 238 or permission of department or instructor. Three credits.

### **ECE 265 FIRST START: INCLUDING CHILDREN WITH DISABILITIES**

Covers services for infants, toddlers, and young children with disabilities and chronic conditions. Focuses on strategies, activities, and adaptations that assist with the inclusion of children in childcare and public school programs. Addresses ages birth through age 8. Three credits.

### **ECE 280 ECE INTERNSHIP**

Focuses on work experience in a licensed early childhood care and education program. Prerequisite(s): ECE 180 or permission of department or instructor. Five credits.

## ***ECO: ECONOMICS***

### **ECO 101 ECONOMICS OF SOCIAL ISSUES**

Examines the major social-economic issues of the past century. Covers poverty and growth, education, health care, pollution and discrimination. Three credits.

### **ECO 105 INTRODUCTION TO ECONOMICS**

This course is a survey of economics. It is designed as a beginning economics class. The course covers economics theories, supply and demand, national income accounting, money and banking, market structures and contemporary economic issues. Three credits.

### **ECO 201 PRINCIPLES OF MACROECONOMICS**

Focuses on the study of the American economy, stressing the interrelationships among 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. This course is a state guaranteed transfer course GT-SS1. Three credits.



## **ECO 202 PRINCIPLES OF MICROECONOMICS**

Studies the firm, the nature of cost, and how these 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. This course is a state guaranteed transfer course GT-SS1. Three credits.

## **ECO 285 INDEPENDENT STUDY**

(Formerly: ECO 295) Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor. One to six credits.

## **EDU: EDUCATION**

### **EDU 110 OVERVIEW OF SPECIAL POPULATION FOR PARAEDUCATORS**

Provides students with knowledge in the areas of: laws and history of special education; roles and responsibilities of para-educators; planning for students with disabilities; typical and non-typical developmental stages of children and youth; basic learning concepts; cognitive, communicative, physical and affective needs of students with disabilities; understanding people with disabilities; transition, job coaching; and how to teach students self-advocacy skills. Three credits.

### **EDU 111 COMMUNICATION SKILLS WITH SPECIAL POPULATIONS FOR PARAEDUCATORS**

Provides knowledge in areas of effective communication skills; problem solving techniques; and analyzing self as communicator. Three credits.

### **EDU 112 HEALTH & SAFETY ISSUES IN SCHOOLS FOR PARAEDUCATORS**

Provides students with the knowledge in the areas of health and safety issues in schools; basic first aid and CPR procedures; and the feeding and positioning of physically challenged students. Three credits.

### **EDU 114 STUDENT BEHAVIOR MANAGEMENT FOR PARAEDUCATORS**

Provides students knowledge in the areas of behavior modification; teaching appropriate behaviors; contingency contracts; observing and recording behavior; lunchroom supervision; and playground supervision. Three credits.

### **EDU 141 BASIC INSTRUCTIONAL TECHNIQUES FOR PARAEDUCATORS**

Provides students with knowledge in the areas of delivering instruction; grouping students; reading with students; modifying instructional materials; using technology; and utilizing adaptive equipment. Three credits.

## **EDU 175 SPECIAL TOPICS IN EDUCATION**

(Formerly: EDU 116) Provides students with a vehicle to pursue in depth exploration of special topics of interest. One-half to three credits.

## **EDU 175 BUILDING FAMILY STRENGTHS**

Realize individual and family potential by incorporating behaviors that strong emotionally healthy families share. Understanding and applying these important concepts will strengthen the larger society, including our schools.

## **EDU 175 DEVELOPING A WEBQUEST**

Explain the definition and purpose of utilizing WebQuests as part of your course instructional design. Students will experience a sample WebQuest and develop a WebQuest that would be appropriate to use in class instruction.

## **EDU 175 DEVELOPING CAPABLE PEOPLE**

Identify seven critical skills and perceptions that young people need to acquire to lead a successful and productive life. Barriers and builders to successful relationships will be discussed.

## **EDU 175 ENERGY FOR EDUCATORS: ESSENTIAL SKILLS FOR WELL-BEING**

Challenges educators (including students in education) to explore goals, objectives and activities which will enrich their lives. This expanded self-appreciation is needed for educators to encourage and empower the students they teach, particularly those who are disadvantaged or not reaching their potential.

## **EDU 175 GENDER DIFFERENCES**

Explore differences in how men and women perceive and communicate. Recognize gender differences in conversational style and learn to re-frame gender-based approaches for more cooperative relationships.

## **EDU 175 IMAGES OF AMERICA: VISUAL PORTRAYALS OF SOCIAL ISSUES**

Gain a clearer understanding of local, national and global concerns: violence, ethnicity, ecology, poverty/wealth, gender, justice, etc. through "socially significant" visual images (appropriate for educators and students in all disciplines.)

## **EDU 175 LAUGHTER: THE BEST MEDICINE**

Integrate humor and play into your personal and work life. Develop the art of appreciating and laughing at yourself and learn to celebrate individual and team efforts, progress and successes.

## **EDU 175 LIVING WITH ACTIVE YOUNG CHILD**

Recognize ways to meet your young child's needs with love and limits. Learn to deal more effectively with daily challenges: stranger anxiety and attachment, toilet teaching, tantrums, independence, sharing, sibling rivalry, aggression, safe exploring while enhancing brain development.

## **EDU 175 MORE THAN A MOOD: DEPRESSION IN AMERICA**

Analyze the scope of depression in the U.S. and the world. Familiarize yourself with various forms of depression: warning signs, risk factors, toxic vs. healthy coping strategies, cultural implications and serious related issues.

## **EDU 175 MENTORING & COACHING STRATEGIES IN EDUCATION**

Provides opportunities to explore theory, develop strategies, define and practice mentoring, coaching and supervision of pre-service or newly in-service teachers.

## **EDU 175 NATIVE AMERICAN CULTURAL EDUCATION AND SENSITIVITY**

Become aware of the many ways Native Americans have maintained a connection to their traditional way of life despite European dominance and other outside influences. Discuss rites of passage, animal relationships, culture classes and assimilation.

## **EDU 175 PARENTING AFTER DIVORCE**

Provides information on divorce adjustments for parents and children, communication and parenting strategies. This course is mandated by the courts for all divorcing parents with children under 18 years of age. Information is relevant to parents and/

or family members seeking a change in parental responsibility regarding legal custody, child support or parenting plans. The class is also applicable to previously divorced people, never-married parents, or grandparents who want to increase their understanding of children and improve co-parenting skills. It is also open to educators, counselors, etc.

#### **EDU 175 TEAM BUILDING AND SELF-DISCOVERY ACTIVITIES FOR CLASSROOM SUCCESS (K-5)**

Recognize the value of team building in the grades K-5 classroom, other group settings and families. This class will examine learning styles and communication styles. It is designed with a hands-on approach.

#### **EDU 175 TEAM BUILDING AND SELF-DISCOVERY ACTIVITIES FOR CLASSROOM SUCCESS (6-12)**

Recognize the value of team building in the grades 6-12 classroom, other group settings and families. This class will examine learning styles and communication styles. It is designed with a hands-on approach.

#### **EDU 188 PARAEDUCATOR PRACTICUM**

Provides the final supervised experience in a school setting where students apply the theories and practices learned in additional coursework. Students complete a variety of para-educator duties with emphasis on reflection and self-evaluation in relation to children's learning. This course is appropriate for both pre-service and in-service para-educators. Two credits.

#### **EDU 221 INTRODUCTION TO EDUCATION**

Students study the historical, social, political, philosophical, cultural, legal and economic forces that shape the United States public school system as they explore teaching as a career choice. Topics will include current issues of educational reform, technology as it relates to education and considerations related to becoming a teacher in the state of Colorado. Social interest will be paid to the topic of diversity in the K-12 school system. A field-based classroom experience will be included in this course. Three credits.

#### **EDU 231 INTRODUCTION TO BILINGUAL EDUCATION**

Focuses on bilingual and multicultural education with emphasis on the linguistically and culturally diverse learner. Covers historical perspectives, philosophical frameworks, legal implications, subject matter methodologies and current issues which impact bilingual educational programs. Three credits.

#### **EDU 232 LITERACY IN THE MULTICULTURAL/ MULTILINGUAL CLASSROOM**

Introduces students to the theories, methods, and techniques for teaching reading and language to children from diverse cultural and linguistic backgrounds. Includes field experience applying coursework with children. Three credits.

#### **EDU 233 ENGLISH LANGUAGE LEARNING K-6**

Prepares teachers with strategies to develop English language learners' social and academic English and support their transition to US culture and schools. This course is appropriate in a variety of program models-mainstream classrooms, self-contained ESL classrooms, and bilingual programs and may be adapted for use with pre-service teachers. Three credits.

#### **EDU 261 TEACHING, LEARNING AND TECHNOLOGY**

Prepares students to integrate technology into their teaching curriculum. Enables the student to design educational and training materials incorporating instructional technology. Explores a variety of technologies, including the computer, Internet, multimedia, graphics, audio, and text with an emphasis on increasing learning through their use. Examines combining technology with a variety of instructional methodologies. Three credits.

#### **EDU 263 TEACHING AND LEARNING ONLINE**

Provides faculty with the knowledge and skills necessary to design, develop, and deliver courses in a distance format. Focuses on assessment and evaluation methods and methods to incorporate interactive, collaborative and expanded learning activities. Three credits.

#### **EDU 275 SPECIAL TOPICS**

Provides students with a vehicle to pursue in depth exploration of special topics of interest. One-half to three credits.

#### **EDU 275 ABCS OF SUBSTITUTE TEACHING**

Recognize the attributes needed to be a prepared and successful substitute teacher. Identify the roles of a permanent teacher and those of a substitute teacher; learn skills for effective classroom management and explore the need for a survival kit.

#### **EDU 275 ADD/ADHD IN DEPTH: PRACTICAL STRATEGIES FOR TEACHERS AND PARENTS**

Examine current ADD/ADHD research and its impact on individuals, families, and teachers. Discuss brain physiology and explore strategies for use in both the home and the classroom which help with self-control and self-esteem.

#### **EDU 275 ANGER: AWARENESS, UNDERSTANDING, RESPONSE**

Understand the emotion of anger as an honest and important emotion. Explore topics of parental modeling unresolved issues and affirmations. Discern differences between passive, passive-aggressive, aggressive and assertive behavioral responses. Learn helpful not harmful ways to deal with anger.

#### **EDU 275 AVOIDING BURNOUT: MAINTAINING TEACHING EXCELLENCE**

Explore ways to manage the stress that comes with the challenging life of a classroom teacher. These may include creative teaching methods, lesson planning, assigning effective homework, managing student conflict and recognizing the value of teaching. This class is suitable for both the novice and the experienced teacher.

#### **EDU 275 BRAIN-BASED RESEARCH ACROSS THE K-12 CURRICULUM: TRANSFORM AND ENLIVEN CLASSROOM LEARNING**

Apply brain-based learning theories and best teaching practices to motivate students to exceed state expectations. Explore intrinsic motivational techniques, sensory modality preferences and ideas for integration of content materials.

#### **EDU 275 BUILDING CLIMATE IN THE CLASSROOM**

Explore the meaning and value of a healthy climate in classroom and schools. Discover the classroom conditions that lead to learning, growth and productivity and identify resources that enrich and empower students.

#### **EDU 275 COPING WITH DIFFICULT PEOPLE**

Examine types of difficult people and discover various ways to improve your skills in this important human relationships areas.

#### **EDU 275 CURRENT ISSUES IN CHILD AND ADOLESCENT MENTAL HEALTH**

Outlined common childhood mental disorders and treatments; discuss tasks at various ages of child development (attachment, consistency, predictability, boundaries, self-perception and identify formation) and explore the concept of resiliency.

### **EDU 275 ENCOURAGING SELF ADVOCACY FOR LEARNERS WITH SPECIAL NEEDS (K-ADULT)**

Discover ways that educators (including parents and students in education) can empower their learners with self-advocacy abilities in all areas of life by applying the strengths of a "self-reliant" model.

### **EDU 275 ENHANCING STUDENT AND TEACHER STRENGTHS**

Expand students' people skills as well as developing effective methods to create a positive atmosphere in the classroom. Students will examine the role of the school in the process of building strengths and conflict management.

### **EDU 275 FACES OF POVERTY IN OUR LAND: PRETENDING NO MORE**

Recognize that the lack of assets means entrenched, inter-generational poverty for millions of Americans, no matter how hard they work. Identify and discuss risk factors for poverty.

### **EDU 275 GRANT WRITING: HOW TO GET IN THE GAME!**

Examine the essential components of proposal development. This beginner course is a professional-level training and is appropriate for people working in the non-profit sector and those working in government positions (at any level) who need to access funding through grant writing. They will also be exposed to statewide resources, internet search engine sources and actual examples of grant proposals that have been funded.

### **EDU 275 HELPING YOUNG CHILDREN COPE WITH STRESS**

Explore the role of the teacher, caregiver and parent in helping young children ages 3-7 cope with stress and develop faster resiliency. Also, recognize how a child's development affects his coping skills and identify some characteristics of resilient children.

### **EDU 275 INCREASING LITERACY AND HIGHER LEVEL THINKING SKILLS WITH INTERMEDIATE-LEVEL READERS**

Using time-tested children's literature, increase your students' comprehension and reading pleasure. This class is suitable for teachers and parents of students of all ages.

### **EDU 275 LEARNING STYLES & MULTIPLE INTELLIGENCES**

Enables teachers, education students and parents to design more effective instruction by recognizing cultural diversity in learning styles, diversity in teaching styles and diversity of intelligence.

### **EDU 275 NAVIGATING THE COLORADO COURTS**

Acquire the knowledge you will need to manage routine civil and domestic procedures and proceedings without an attorney. This is an instructional class only - no legal advice will be provided.

### **EDU 275 ON-LINE GOLD MINE: READY TO USE CLASSROOM IDEAS (GRADES K-5)**

Helps teachers be prepared and successful by complimenting and expanding current classroom ideas with website resources appropriate for grades K-5 classrooms.

### **EDU 275 ON-LINE GOLD MINE: READY TO USE CLASSROOM IDEAS (GRADES 6-12)**

Helps teachers be prepared and successful by complimenting and expanding current classroom ideas with website resources appropriate for grades 6-12 classrooms.

### **EDU 275 POSITIVE DISCIPLINE FOR SUCCESSFUL TEACHING & PARENTING**

Enhance a child's growth and development by using positive discipline, goal-setting and problem-solving strategies. Various discipline problems are explored and new techniques are practiced.

### **EDU 275 PREVENTING AND HEALING: POST TRAUMATIC STRESS DISORDERS IN CHILDREN & ADOLESCENTS**

Identify the effects of post-traumatic disorder on children, grades K-12. Students will recognize PTSD symptoms, discover how a child's reaction to trauma becomes pathological and explore principles of healing PTSD traumas.

### **EDU 275 SPEECH AND LANGUAGE PROBLEMS IN CHILDHOOD AND ADOLESCENCE**

Designed to provide participants with a working knowledge of common speech-language disorders. Emphasis areas will include voice issues, stuttering, articulation problems and language disorders. Issues regarding identification and placement of students in speech-language services will also be discussed.

### **EDU 275 STRATEGIES FOR STRESS AND TRAUMA**

Identify how stress and traumatic stress enters and affects the mind and body. Students will learn coping skills and relaxation techniques for improving their stress response.

### **EDU 275 SUICIDE PREVENTION: IT'S EVERYBODY'S BUSINESS**

Consider that Colorado has one of the nation's highest suicide rates. This class offers 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.

### **EDU 275 TEACHER FORUM: HOW NOT TO SINK A SUB**

Curb classroom chaos! Permanent teachers will learn to adequately prepare substitutes. Substitute teachers will recognize their roles and responsibilities in managing someone else's classroom.

### **EDU 275 TEACHING PHONICS-BASED READING IN THE PRIMARY CLASSROOM (K-2)**

Examine phonics routines/instruction that will help K-2 students succeed early in reading. This course is appropriate for educators, education students and parents.

### **EDU 275 TEACHING STUDENTS WITH AUTISM SPECTRUM DISORDERS (PRE K-12)**

Designed to provide participants with knowledge and skills for teaching students (Pre K-12) with autism. Emphasis areas will include: various research studies on autism, implications for screening and assessment, parental and family involvement, placement and educational programming.

### **EDU 275 TEENS AND STRESS**

Assist in identifying teen stress and recognize factors that cause a teenager stress. Develop skills that improve communication between adults and teenagers. The discussion will be tailored to the needs of the participants.

### **EDU 275 TELL ME A STORY: DEVELOPING READING AND WRITING SKILLS THROUGH STORYTELLING**

Build storytelling techniques into specific subject areas (history, English, math, social studies, drama, science, writing, etc.), create exciting methods of communication and problem-solving, and develop interactive skills between the teacher and students.

### **EDU 275 UNDERSTANDING YOUNG CHILDREN WITH DISABILITIES AND/OR AT-RISK**

Provide information for educators and parents to understand the importance of early intervention. Emphasis will be on early physical and psychological development and the implications for teaching and learning.



### **EDU 275 VIOLENCE INTERVENTION STRATEGIES FOR YOUTH: USING FAMILY, SCHOOL AND COMMUNITY INVOLVEMENT**

Examine "what works" in youth prevention/intervention models using family, school and community-based design approaches. Also, recognize personality factors as a component of effective youth empowerment.

### **EDU 275 WHAT KIDS NEED TO SUCCEED: THE FORTY DEVELOPMENTAL ASSETS**

Examine a new perspective on child and adolescent health and well-being. The model, based on scientific research, is called the "Forty Development at Assets." These assets have the power during critical adolescent years to influence choices young people make and help them become caring, responsible adults.

### **EDU 275 WHOLE BRAIN THINKING**

Understand the meaning, purpose and value of developing and practicing "whole brain" thinking. Participants will learn to strengthen cognitive and intuitive abilities to problem-solve and relate well to other people.

## **EGT: ENGINEERING GRAPHICS TECHNOLOGY**

### **EGT 230 DRAFTING & DESIGN I**

Introduces the concept of multiple part mechanical assembly and detail drawings. Includes cast, machined, welded and purchased parts and operating mechanisms. Covers part call-outs, material lists, drawing organization and appropriate dimension systems such as precision and/or metric applications. Six credits.

### **EGT 231 DRAFTING & DESIGN II**

Focuses on the culmination of one or more final projects exploring design problems in areas such as robotics, aerospace, jig and fixture, tool and dies and biomedical. Projects require full documentation details and presentation of graphics and documentation. Prerequisites None. Six credits.

## **EIC: ELECTRICITY INDUSTRIAL/ COMMERCIAL**

### **EIC 130 NATIONAL ELECTRICAL CODE I**

(Formerly: ELT 138) Focuses on the National Electrical Code and local code requirements for electrical installation. Covers chapters one through four of the National Electrical Code. Requires one year field experience in electrical work and high school algebra, or permission of instructor. Four credits.

### **EIC 135 NATIONAL ELECTRICAL CODE II**

(Formerly: ELT 138) Builds on course EIC 130 and covers chapters five through nine of the National Electrical Code, including hazardous locations, special occupancies, conditions and equipment. Requires one year field experience in electrical work and high school algebra, or permission of instructor. Four credits.

## **ELT: ELECTRONICS**

### **ELT 106 FUNDAMENTALS OF DC/AC**

(Formerly: ELT 111 & 112) Introduces the basic skills needed for many careers in electronics and related fields. Covers the operations and applications of basic DC and AC circuits consisting of resistors, capacitors, inductors, transformers and diodes. Emphasizes the use of common test instruments in troubleshooting. Prerequisite(s): MAT 106 or MAT 108 or permission of instructor. Three credits.

### **ELT 107 FUNDAMENTALS OF INDUSTRIAL ELECTRONICS**

(Formerly: ELT 107) Provides a basic knowledge of generators, motors, and the solid state devices and digital techniques used for industrial control applications. Prerequisite(s): MAT 106 or MAT 108. Three credits.

### **ELT 112 ADVANCED DC-AC**

(Formerly: ELT 113 & 114) Continues to build on ELT 106 and covers advanced concepts of DC-AC circuits. Includes an expanded treatment of power supplies, dual-supply rectifier circuits, and Zener diode voltage regulators. Emphasizes troubleshooting. Prerequisite(s): ELT 106 with a grade of C or better. Three credits.

### **ELT 113 ADVANCED CIRCUIT ANALYSIS**

(Formerly: ELT 113 & 114) Serves as an advanced course in the analysis of passive AC circuits. Emphasizes the use of complex algebra and network analyses. Prerequisite(s): ELT 112 with a grade of C or better. Four credits.

### **ELT 134 SOLID STATE DEVICES I**

(Formerly: ELT 115) Focuses on diode and transistor studies starting with a review of semiconductor materials. Emphasizes rectifier circuits, R-C and L-C filters, limiters and peak detectors, zener regulators, Schottky diodes, varactors/varistors, LED's bipolar transistors, transistor approximation, load-lines, biasing techniques, saturation, operating point, AC models including small-signal operation, h-parameters, and data sheet understanding and interpolation. Prerequisite(s): ELT 113. Three credits.

### **ELT 135 SOLID STATE DEVICES II**

(Formerly: ELT 116) Continues the study of transistors with an emphasis on application of modern devices to industrial circuits. Includes power amplifiers, Cascaded and Darlington configurations, field-effect devices, JFET's and MOSFET's, depletion and enhancement mode devices, biasing techniques, thyristors, SCR's and variations of the SCR family of devices. Prerequisite(s): ELT 134. Three credits.

### **ELT 137 ADVANCED TRANSISTORS**

(Formerly: ELT 116) Continues ELT 135 with specifications and additional applications of bipolar transistors, JFETs and MOSFETs. Covers voltage regulation, common-collector, and power amplifiers. Includes analyses of single and cascaded amplifier stages. Emphasizes troubleshooting. Prerequisite(s): ELT 135. Three credits.

### **ELT 147 DIGITAL DEVICES I**

(Formerly: ELT 117) Introduces the operation and application of gates, flip-flops, counters, shift registers, encoders-decoders and LED displays. Covers binary numbers, Boolean algebra and troubleshooting. Prerequisite(s): ELT 135. Three credits.

### **ELT 148 DIGITAL DEVICES II**

(Formerly: ELT 201) Continues ELT 147 with emphasis on the operation and application of programmable logic devices, synchronous counters, multiplexers, liquid crystal displays, ROM and RAM. Includes specifications of ICs, display multiplexing, and design and minimization of circuits. Troubleshooting is emphasized. Prerequisite(s): ELT 147. Three credits.

### **ELT 165 ELECTRONIC ASSEMBLY**

(Formerly: ELT 110) Introduces electronic assembly methods with an emphasis on processes, safety, component recognition, and soldering techniques for both through hole and surface mount components. Prerequisite(s): none. Three credits.

### **ELT 175 SPECIAL TOPICS**

(Formerly: ELT 109) Provides students with a vehicle to pursue in depth exploration of special topics of interest. Six credits.

### **ELT 205 ELECTRONIC TROUBLESHOOTING I**

(Formerly: ELT 210) Introduces basic troubleshooting techniques and skills required to analyze, troubleshoot, and repair both analog and digital electronic devices. Prerequisite(s): ELT 148, ELT 215. Three credits.

### **ELT 215 OPERATIONAL AMPLIFIERS**

(Formerly: ELT 204) Focuses on a study of integrated operational amplifiers and their applications. Troubleshooting is emphasized. Prerequisite(s): ELT 135. Three credits.

### **ELT 216 ANALOG INTEGRATED CIRCUITS**

(Formerly: ELT 204) Introduces the operation and applications of integrated voltage regulators, timers, phase-locked loops, analog-to-digital and digital-to-analog converters. Emphasizes troubleshooting. Prerequisite(s): ELT 135. Two credits.

### **ELT 225 COMMUNICATION ELECTRONICS I**

(Formerly: ELT 205) Focuses on a basic analog communication course emphasizing the elements of a communication system, radio frequency analysis and characteristics, radio frequency circuits, AM and FM modulation techniques, and AM and FM transmitters and receivers. Prerequisite(s): ELT 137. Three credits.

### **ELT 226 COMMUNICATION ELECTRONICS II**

(Formerly: ELT 206) Introduces basic digital communication techniques, transmission line characteristics, radio wave propagation, and antennas. Prerequisite(s): ELT 225. Three credits.

### **ELT 232 ELECTRONIC DESIGN AND FABRICATION I**

(Formerly: ELT 208) Focuses on the application of basic and advanced analog and/or digital theory in the design, construction, testing, and troubleshooting of an electronic project. Prerequisite(s): ELT 148, ELT 215. Three credits.

### **ELT 234 BIO-MEDICAL GENERAL MEDICAL EQUIPMENT SYSTEMS REPAIR**

Focuses on a complete knowledge of clinical applications, theory of operation and circuit analysis of the following medical equipment: Infusion pumps, Ultrasound Therapy Units, Infant incubator systems, Hypo/Hyperthermia units, thermotic suction apparatus, and electrosurgical apparatus. Prerequisite(s): ELT 137, or permission of instructor. Six credits.

### **ELT 238 BIO-MEDICAL: RESPIRATORY EQUIPMENT SYSTEMS REPAIR**

Introduces the student to medical equipment with advanced microprocessor/electronic and pneumatic characteristics, life-supporting respiratory equipment and related test measurement and diagnostic equipment (TMDE). Focuses on the clinical application, theory of operation and circuit analysis of TMDE. Equipment covered in this course: Volume Pressure Ventilator, Pulmonary Function testers, Respiratory Gas monitors, and Anesthesia systems. Prerequisite(s): ELT 234 or permission of instructor. Six credits.

### **ELT 239 BIO-MEDICAL: CARDIOGRAPHIC DIAGNOSTIC EQUIPMENT SYSTEMS REPAIR**

Focused on the clinical application, theory of operation and circuit analysis of Cardiographic Diagnostic Equipment Systems. Equipment covered in this course: Multichannel Electrocardiographs, Defibrillators, Fetal Heart monitors, Physiological Monitors, and Blood Pressure monitors. Prerequisite(s): ELT 238 or permission of instructor. Six credits.

### **ELT 240 BIO-MEDICAL: CLINICAL LABORATORY SYSTEMS REPAIR**

Focuses on the clinical application, theory of operation and circuit analysis of Clinical Laboratory Systems. Equipment covered in this course: Electrolytic Analyzers, Chemistry Analyzers, Blood Gas Analyzers, Blood Cell Counters, Refrigerated Centrifuges and Microscopes. Prerequisite(s): ELT 239 or permission of instructor. Six credits.

### **ELT 242 BIO-MEDICAL: DIAGNOSTIC IMAGING 1 REPAIR**

Focuses on the clinical application, theory of operation and circuit analysis of Diagnostic Imaging 1 Systems. Equipment covered in this course: Mobile Radiographic units, Dental X-Rays units, and Film Processors. Prerequisite(s): ELT 240 or permission of instructor. Four credits.

### **ELT 248 AUTOMATION CONTROL CIRCUITS**

(Formerly: ELT 212) Introduces the fundamentals of automatic controls including process control methodologies used to regulate a system or multiple systems for the purpose of establishing and maintaining a predictable manufacturing process. Prerequisite(s): ELT 113. Three credits.

### **ELT 252 MOTORS AND CONTROLS**

(Formerly: ELT 223) Enables the student to study, construct, test, and evaluate basic industrial control systems, including AC/DC motors, stepper motors, power sources, generators, tachometers, line diagrams and logic functions. Covers safety standards and preventive maintenance. Prerequisite(s): ELT 112. Three credits.

### **ELT 255 FLUID POWER**

Enables the student to study, construct, test and evaluate circuit diagrams, transmission of force and energy, pumps and motors, actuators, cylinders, valves, and control devices. Incorporates the construction of hydraulic and pneumatic circuits using industrial equipment in the laboratory. Prerequisite(s): ENT 155. Three credits.

### **ELT 258 PROGRAMMABLE LOGIC CONTROLLERS**

(Formerly: ELT 224) Covers the fundamentals of programmable logic controllers (PLCs) as they are applied in robotics and automation. Includes history, terminology, typical applications, hardware, and software. Incorporates lab and project activities that address operating, monitoring, programming, troubleshooting, and repairing PLC controlled lab trainers as well as actual industrial equipment. Prerequisite(s): ELT 112. Three credits.

### **ELT 261 MICROPROCESSORS**

(Formerly: ELT 202) Focuses on basic operation and applications of microprocessors. Enables the student to write machine and assembly language programs, interface microprocessors to various devices, and troubleshoot microprocessor-based systems. Prerequisite(s): ELT 148. Three credits.

### **ELT 275 SPECIAL TOPICS**

(Formerly: ELT 219) Provides students with a vehicle to pursue in depth exploration of special topics of interest. Zero to six credits.

### **ELT 280 INTERNSHIP**

(Formerly: ELT 296) Provides students with the opportunity to supplement coursework with practical work experience related to their educational program. Students work under the immediate supervision of experienced personnel at the business location and with the direct guidance of the instructor. Instructor permission required. One to 12 credits.

### **ELT 289 CAPSTONE: AUTOMATED SYSTEMS/ROBOTICS**

Enables the student to plan, construct and evaluate a modified flexible manufacturing system using a programmable logic controller, industrial computer, robot and workcell peripherals. Addresses safety and emergency control procedures throughout this course. Prerequisite(s): ELT 248, ELT 252, ELT 258 or permission of instructor. Three credits.

## **EMS: EMERGENCY MEDICAL SERVICES**

NOTE: Health related courses are found under the following prefixes: EMS (Emergency Medical Services), HHP (Holistic Health Professional), HPR (Health Professional), HWE (Health and Wellness), MOT (Medical Office Technology), NUA (Nursing Assistant), NUR (Nursing), STE (Surgical Technology), (CPR) Continuing Education.

### **EMS 115 FIRST RESPONDER**

Provides the student with core knowledge and skills to function in the capacity of a first responder arriving at the scene of an emergency, providing supportive care until advanced EMS help arrives. Prerequisite(s): Professional level CPR certification. Three credits.

### **EMS 116 FIRST RESPONDER REFRESHER**

Provides the First Responder student with needed updates and review materials to renew and maintain the First Responder certificate. Prerequisite(s): HPR 102 and EMS 130 or Instructor permission. Two credits.

### **EMS 121 INFECTION CONTROL FOR THE EMT**

Provides the student with information regarding blood-borne pathogens, communicable disease and transmission, and safety precautions and procedures. Prerequisite(s): None. One-half credit.

### **EMS 125 EMT BASIC**

Enables the student after successful completion of this course to take the EMT Certification Examination subject to the requirements of the Colorado Department of Health and Environment. Includes written and practical examinations. Student must be at least 18 years of age. Co-requisite: EMS 170. Nine credits.

### **EMS 126 EMT BASIC REFRESHER**

Provides required didactic and skills review for renewing EMT students. Accommodates the needs of the re-entry EMT student. Prerequisite(s): Current CPR and EMT Basic - current or less than 36 months expired or permission of instructor. Three credits.

### **EMS 130 EMT INTRAVENOUS THERAPY**

Focuses on cognitive and skill practice as required by Colorado Pre-hospital Care program for EMT Basic level IV approval. Examines criteria, procedures and techniques for ICV therapy, discusses fluid and electrolyte balance and principles and treatment for shock. Prerequisite(s): Restricted to current EMT Basic/CPR - Appropriate vaccination Records are required for admission or permission of Instructor. Two credits.

### **EMS 136 EMT/PARAMEDIC SAFETY ISSUES IN THE FIELD**

Provides EMTs and paramedics with the skills needed to quickly assess the scene for potential hazards to themselves. Introduces topics on scene safety, evaluation of potential problem patients, verbal communication control techniques, physical control techniques for the problem patient, and scene control techniques. Prerequisite(s): Permission of instructor. One credit.

### **EMS 148 CRITICAL INCIDENT DEBRIEFING**

(Formerly: CSL 148) Focuses on debriefing members of emergency response teams to enable them to process emergency situations and more effectively manage their stress responses. One credit.

### **EMS 150 PEDIATRIC EDUCATION FOR PREHOSPITAL PROFESSIONALS**

(Formerly: EMS 142) Provides the student with core knowledge and skills necessary to provide emergency care to the pediatric patient. Prerequisite(s): EMS 123 Restricted to certified EMTs. One credit.

### **EMS 152 WELLNESS FOR THE EMERGENCY SERVICES**

Offers the EMS provider methods for coping with stress in the workplace and educates pre-hospital providers on finding additional options to reduce stress and make wise choices in the midst of difficult situations. Prerequisite(s): Permission of instructor. One credit.

### **EMS 170 EMT BASIC CLINICAL**

(Formerly: EMS 124) Provides the EMT student with the clinical experience required of initial and some renewal processes. Prerequisite(s): EMT Basic initial or renewal students or permission of instructor. One credit.

### **EMS 178 EMS SEMINAR**

(Formerly: EMS 160) Provides the student with the opportunity to explore local interests and needs in a less formal setting. Prerequisite(s): Restricted to certified EMTs. One-half to six credits.

### **EMS 180 EMT CLINICAL INTERNSHIP**

(Formerly: EMS 134) Provides the Emergency Medical Technician (EMT) with a supervised clinical learning experience that goes beyond the initial EMT requirements for the State of Colorado Department of Health. Enables the student to work with an assigned preceptor for 90 hours of clinical experience to develop an understanding of the role and responsibilities of the EMT-Basic. Prerequisite(s): Restricted to EMT B and I - Department Majors only or permission of Instructor. Two to three credits.

### **EMS 185 INDEPENDENT STUDY**

Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor. Prerequisite(s): Restricted to certified EMTs, permission of Instructor. One to six credits.

### **EMS 203 EMT INTERMEDIATE I**

(Formerly: EMS 204) Course provides preparatory information and is the first part of the EMT Intermediate program. Prerequisite(s): EMT Basic - current or less than 36 months expired or permission of Instructor. Six credits.

### **EMS 205 EMT INTERMEDIATE II**

Serves as the second course for EMT Intermediate certification. Prerequisite(s): EMS 203. Six credits.

### **EMS 206 EMT INTERMEDIATE REFRESHER**

Meets or exceeds minimum requirements for renewing EMT Intermediate or EMT Intermediates in the re-entry program. Prerequisite(s): Current EMT I - current or less than 36 months expired or permission of Instructor. Three credits.

### **EMS 213 PREHOSPITAL TRAUMA LIFE SUPPORT**

Provides basic and/or advanced trauma life support information and skill practice. Prerequisite(s): Current certified EMT. One credit.

### **EMS 214 BASIC TRAUMA LIFE SUPPORT**

Provides students with information and skill practice to treat trauma patients in the pre-hospital environment. Prerequisite(s): Permission of Instructor. One credit.



### **EMS 220 PARAMEDIC REFRESHER**

(Formerly: EMS 226) Updates the EMT-P in four specific areas of pre-hospital emergency care. Includes trauma, medical, Advanced Life Support (ALS) and elective topics focused on ancillary issues in EMS. Prerequisite(s): Current Paramedic Certification or less than 36 months expired. Three credits.

### **EMS 225 FUNDAMENTAL OF PARAMEDIC PRACTICE**

Serves as the first course of the National Standard paramedic Curriculum as approved by the Colorado State Department of Health and Environment. Three credits.

### **EMS 226 FUNDAMENTAL OF PARAMEDIC PRACTICE LAB**

Serves as the lab experience to coincide with EMS 225 topics. Two credits.

### **EMS 227 PARAMEDIC CONSIDERATIONS**

Focuses on a comprehensive study of Advanced Life Support Practice. Three credits.

### **EMS 228 PARAMEDIC CONSIDERATIONS LAB**

Serves as the lab experience for those students enrolled in EMS 227. Two credits.

### **EMS 229 PARAMEDIC PHARMACOLOGY**

Focuses on a comprehensive study of emergency pharmacology. Three credits.

### **EMS 230 PARAMEDIC PHARMACOLOGY LAB**

Serves as the required lab course in the paramedic education program for EMS 229. Two credits.

### **EMS 231 PARAMEDIC CARDIOLOGY**

Addresses cardiology topics as presented in the National Standard Curriculum for paramedics. Five credits.

### **EMS 232 PARAMEDIC CARDIOLOGY LAB**

Incorporates a hands-on application of principles of cardiac care in the hospital environment. One credit.

### **EMS 233 PARAMEDIC MEDICAL EMERGENCIES**

Focuses on a comprehensive study of adult medical emergencies. Four credits.

### **EMS 234 PARAMEDIC MEDICAL EMERGENCIES LAB**

Focuses on a clinical study of adult a pediatric medical emergencies. One credit.

### **EMS 235 PARAMEDIC TRAUMA EMERGENCIES**

Focuses on a comprehensive study of adult and pediatric trauma emergencies. Four credits.

### **EMS 236 PARAMEDIC TRAUMA EMERGENCIES LAB**

Serves as a lab presenting various acute trauma scenarios. One credit.

### **EMS 237 PARAMEDIC INTERNSHIP PREPARATORY**

Reviews concepts and techniques used in the prehospital setting. Two credits.

### **EMS 270 CLINICAL: EMS INTERMEDIATE**

### **EMS 273 PARAMEDIC CLINICAL**

Students will participate in clinical rotations at local hospitals where they will apply the Advanced Life Support skills taught in the related didactic courses. Six credits.

### **EMS 280 PARAMEDIC INTERNSHIP I**

Serves as the preceptor/internship program for paramedic students. Six credits.

### **EMS 281 PARAMEDIC INTERNSHIP II**

Serves as the continuation of EMS 280, preceptor program for paramedic students. Six credits.

## **ENG: ENGLISH**

\*This course will not satisfy minimum nor elective requirements for associate degrees.

### **\*ENG 030 BASIC WRITING SKILLS**

Focuses on sentence and basic paragraph structure and development. Enables the student to review and improve grammar, usage, and punctuation skills while employing critical thinking strategies and the writing process to respond to a wide variety of writing situations. Prerequisite(s): Placement test. Students must pass both the exit essay and earn a grade of C or better in ENG 030 for placement into ENG 060. Two credits.

### **\*ENG 060 WRITING FUNDAMENTALS**

Focuses on paragraph structure and development and introduces the formal essay. Enables the student to review and improve grammar, usage, and punctuation skills while employing critical thinking strategies and the writing process to respond to a wide variety of writing situations. Prerequisite(s): Eng 030 with a grade of C or better or placement test. Students must pass both the exit essay and earn a grade of C or better in ENG 060 for placement into ENG 090. Three credits.

### **\*ENG 090 BASIC COMPOSITION**

Emphasizes critical thinking as students explore writing for specific purposes and audiences. Enables the student to develop skills required for college-level writing while reviewing paragraph structure and focusing on essay development. 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 with a grade of C or better or placement test. No exceptions to course prerequisite will be allowed. Three credits.

### **ENG 121 ENGLISH COMPOSITION I**

Emphasizes the planning, writing, and revising of compositions, including the development of critical and logical thinking skills. This course includes a minimum of five compositions that stress 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. This course is a state guaranteed transfer course GT-CO1. Prerequisite(s): REA 090 or REA 100 & ENG 090 (formerly ENG 100) with a grade of C or better or placement test. No exceptions to course prerequisite will be allowed. Three credits.

### **ENG 122 ENGLISH COMPOSITION II**

Expands and refines the objectives of English Composition I. Emphasizes critical/logical thinking and reading, problem definition, research strategies, and writing analytical, evaluative, and/or persuasive papers that incorporate research. This course is a state guaranteed transfer course GT-CO2. Prerequisite(s): ENG 121 with a grade of C or better. No exceptions to course prerequisite will be allowed. Three credits.

### **ENG 131 TECHNICAL WRITING I**

Develops skills one can apply to a variety of technical documents. Focuses on principles for organizing, writing, and revising clear, readable documents for industry, business, and government. Three credits.

### **ENG 132 TECHNICAL WRITING II**

Expands and refines the objectives of ENG 131, emphasizing formal presentations, both written and oral. Prerequisite(s): ENG 131 with a grade of C or better or permission of instructor. Three credits.

### **ENG 178 SEMINAR/WORKSHOP**

(Formerly: ENG 227) Provides students with an experiential learning experience using the seminar/workshop format. Each course is designed with specific outcomes based on specific activities. Zero to six credits.

### **ENG 221 CREATIVE WRITING I**

Teaches techniques for creative writing. Explores imaginative uses of language through creative genres (fiction, poetry, literary nonfiction) with emphasis on the student's own unique style, subject matter and needs. Three credits.

### **ENG 222 CREATIVE WRITING II**

Provides continued development of written expression in such forms as poetry, fiction, and/or nonfiction writing. Prerequisite(s): ENG 221 with a grade of C or better or permission of instructor. Three credits.

### **ENG 230 CREATIVE NONFICTION**

(Formerly: ENG 225) Teaches students to incorporate literary techniques into factual writing. Enables the student to survey a wide range of readings and analyze form and content. Could include critical review, biographical profiles, travel writing, and memoirs. Provides the opportunity for students to write and review their own nonfiction in a supportive, constructive setting. Prerequisite(s): ENG 121 with a grade of C or better or permission of instructor. Three credits.

### **ENG 278 SEMINAR/WORKSHOP**

(Formerly: ENG 228) A continuation of ENG 178. Provides students with an experiential learning experience using the seminar/workshop format. Each course is designed with specific outcomes based on specific activities. Zero to six credits.

### **ENG 285 INDEPENDENT STUDY**

(Formerly: ENG 295) Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor. One credit.

## ***ENT: ENGINEERING TECHNOLOGY***

### **ENT 106 PRINT READING FOR MANUFACTURING**

Focuses on blueprint reading techniques related to manufacturing operations. Covers basic drafting standards, sketching, machine shop math, symbol interpretation, tolerancing, and dimensioning standards. Prerequisite(s): None. Three credits.

### **ENT 141 SURVEYING I**

Serves as a beginning course in plane surveying. It covers horizontal distance measurement by pacing and chaining, care and use of total stations, theodolites, transits and levels, differential leveling, traversing, and basic construction surveying. Various instruction is given in proper survey note procedures and surveying terminology. Calculation of bearings, azimuths and slope reduction is also covered in this comprehensive course. Prerequisite(s): Permission of instructor. Four credits.

### **ENT 142 SURVEYING II**

Introduces topographic and land surveying. Covers advanced construction surveying techniques including curves, grades, and slope staking. Addresses use and care of theodolites and electronic total station equipment. Prerequisite(s): None. Four credits.

### **ENT 146 CONSTRUCTION MATERIALS & METHODS**

Focuses on basic knowledge of construction materials, how they are manufactured, and their application in light commercial and industrial structures. Prerequisite(s): None. Three credits.

### **ENT 155 MANUFACTURING TECHNOLOGY I**

Focuses on contemporary manufacturing organization, methods, and processes involved in converting raw materials into finished products. Prerequisite(s): None. Three credits.

### **ENT 207 CONSTRUCTION METHODS, PLANNING & EQUIPMENT**

Focuses on the study of various construction methods and techniques, value engineering, types of equipment and safety. Prerequisite(s): None. Two credits.

### **ENT 210 SOIL MECHANICS**

Emphasizes basic principles of soil mechanics and proper testing procedures as they relate to construction. Co-requisite(s): ENT 215. Two credits.

### **ENT 215 SOILS LAB**

Introducing students to soils, and the testing of soils, is the purpose of this course. Determination and verification of soil characteristics create decisions about foundation size and type and are therefore extremely important for construction management students. Co-requisite(s): ENT 210. One credit.

### **ENT 236 ELECTRONIC DRAFTING**

Schematics, printed circuit board layouts, symbols, and wiring diagrams will be produced on CAD workstation; terminology and the manufacturing process of printed circuit boards will be covered. Prerequisite(s): None. Three credits.

### **ENT 247 STRENGTH OF MATERIALS**

Serves as an extension of Statics and includes the study of mechanical properties of materials and their limitations in engineering design by the study of stresses, strains, torsion forces, shear forces, and deflections placed upon these materials. Prerequisite(s): None. Three credits.

### **ENT 248 STRENGTH OF MATERIALS - COMPLETE**

Studies the basic stress-strain relationships as a result of tensile, shear, compression, bending loads, moments of inertia, and centers of gravity. Special consideration is given to stress & deformation; engineering materials and their properties; thin-walled pressure vessels; torsion; centroids & moments of inertia of areas; shear and moment beams; stresses, design and deflection of beams; and columns. Prerequisite(s): ENT 247 or permission of instructor. Four credits.

### **ENT 275 SPECIAL TOPICS**

Allows flexible utilization and covers specific topics and current issues in the Engineering Technology field. Includes "as-needed" for credit appropriate to the topic(s) selected. Each individual offering of this course includes a complete description of the topic(s) selected in a course syllabus unique to that particular offering. Prerequisite(s): Permission of instructor. Five credits.

## **ENV: ENVIRONMENTAL SCIENCE**

NOTE: Science courses are listed under the following prefixes: AST (Astronomy), BIO (Biology), CHE (Chemistry), ENV (Environmental Science), GEY (Geology), MET (Meteorology), PHY (Physics). All course prerequisites for science courses must be completed with a grade of "C" or better.

### **ENV 101 INTRODUCTION TO ENVIRONMENTAL SCIENCE**

Introduces the student to the basic concepts of ecology and the relationship between environmental problems and biological systems. Includes discussions on biology, chemistry, geology, energy, natural resources, pollution and environmental protection. Course includes laboratory experience. Prerequisite(s): None. Four credits.

### **ENV 275 SPECIAL TOPICS**

Provides students with a vehicle to pursue in depth exploration of special topics of interest. Prerequisite(s): Permission of Instructor. One to six credits.

### **ENV 285 INDEPENDENT STUDY**

Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor. Prerequisite(s): Permission of Instructor. One to six credits.

## **ETH: ETHNIC STUDIES**

### **ETH 106 HISPANIC JOURNEY INDIO-CHICANO**

(Formerly: MAS 106) Provides the student with an opportunity to dialogue on the intersection of cultures of the indigenous peoples, Mexicans and Anglos. Explores the change in culture through the northward migration of people as they remain committed to their culture. Emphasizes the sensitivity to cultural prejudice and stereotypes. Three credits.

### **ETH 200 INTRODUCTION TO ETHNIC STUDIES**

Introduces students to the issues of race and ethnicity. Emphasizes ethnic relations in the United States as it pertains to four major groups: Americans of African, Asian, Latino and Native descent. Explores issues of racial and ethnic identity, racism and discrimination, stereotyping, prejudice, segregation, colonialism, integration and acculturation. Three credits.

### **ETH 212 AFRICAN AMERICAN STUDIES**

Explores in-depth introduction of Africans to the colonies and historical developments through modern-day America. Focuses on the decisions and choices which have impacted African-Americans through contemporary times. Three credits.

### **ETH 224 INTRODUCTION TO CHICANO STUDIES**

(Formerly: MAS 105) Introduces students to skills development in multicultural education. Covers Chicano history, migration and labor, education, law and Chicano culture. Three credits.

### **ETH 275 SPECIAL TOPICS**

(Formerly: MAS 295) Provides students with a vehicle to pursue in depth exploration of special topics of interest. One to six credits.

## **FRE: FRENCH**

NOTE: Foreign Language courses are listed under the following prefixes: ARA (Arabic), ASL (American Sign Language), FRE (French), GER (German), ITA (Italian), JPN (Japanese), LAT (Latin), RUS (Russian), SPA (Spanish), SWE (Swedish).

### **FRE 101 CONVERSATIONAL FRENCH I**

Introduces beginning students to conversational French and focuses on understanding and speaking French. Covers basic vocabulary, grammar, and expressions that are used in daily situations and in travel. Three credits.

### **FRE 102 CONVERSATIONAL FRENCH II**

Continues the sequence for beginning students who wish to understand and speak French. Covers basic conversational patterns, expressions, and grammar. Prerequisite(s): FRE 101 or permission of instructor. Three credits.

### **FRE 111 FRENCH LANGUAGE I**

(Formerly: FRE 111 & FRE 112) Begins a sequence dealing with the development of functional proficiency in listening, speaking, reading and writing the French language. Five credits.

### **FRE 112 FRENCH LANGUAGE II**

(Formerly: FRE 112 & FRE 113) Continues French I in the development of functional proficiency in listening, speaking, reading and writing the French language. Prerequisite(s): FRE 111 with a grade of C or better or permission of instructor. Five credits.

### **FRE 211 FRENCH LANGUAGE III**

(Formerly: FRE 211 & FRE 212) Continues French I and II in the development of increased functional proficiency in listening, speaking, reading and writing the French language. Note: The order of the topics and the methodology will vary according to individual texts and instructors. Prerequisite(s): FRE 112 with a grade of C or better or permission of instructor. Three credits.

### **FRE 212 FRENCH LANGUAGE IV**

(Formerly: FRE 212 & FRE 213) Continues French I, II and III in the development of increased functional proficiency in listening, speaking, reading and writing the French language. Note: The order of the topics and the methodology will vary according to individual texts and instructors. Prerequisite(s): FRE 211 with a grade of C or better or permission of instructor. Three credits.

### **FRE 275 SPECIAL TOPICS**

Provides students with a vehicle to pursue in depth exploration of special topics of interest. One-half to six credits.

### **FRE 285 INDEPENDENT STUDY**

(Formerly: FRE 295) Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor. One to six credits.

## **FST: FIRE SCIENCE**

### **FST 100 FIREFIGHTER I**

Addresses the requirements necessary to perform at the first level of progression as identified on National Fire Protection Association (NFPA) 1001, Firefighter Professional Qualifications. This is a lecture and lab course for meeting the NFPA 1001, Level I, standard. Prerequisite(s): Professional level CPR certification. Nine credits.

### **FST 101 FIREFIGHTER II**

Addresses the requirements necessary to perform at the second level of progression as identified in NFPA 1001, level II Fire Fighter Professional Qualifications. Prerequisite(s): Current Firefighter I Certification. Three credits.



### **FST 102 INTRODUCTION TO FIRE SCIENCE AND SUPPRESSION**

Introduces the fire service organization and operation from past to present operations. Includes operation and organization of federal, state, local and private protection forces. Emphasizes extinguishing methods and equipment, special extinguishing agents, and special hazard considerations. Serves as a prerequisite for students having no previous fire suppression training or experience. Three credits.

### **FST 103 FIREFIGHTER OCCUPATIONAL HEALTH AND SAFETY**

Focuses on 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. Three credits.

### **FST 104 FIRE PROTECTION SYSTEMS**

Addresses principles and functions involved in the installation and use of sprinkler systems, special suppression systems, and fire detection and alarm systems. Covers portable fire extinguishing equipment requirements, sprinkler systems, installation, inspection and maintenance, special protection systems, and residential sprinklers. Three credits.

### **FST 105 BUILDING PLANS AND CONSTRUCTION**

Covers various methods of building construction, the materials used in building construction, and their relationship to methods of fire attack and extinguishments. Includes types of building construction, principles of fire resistance, flame spread, smoke and fire containment, basic knowledge of plan review, and blueprint specifications. Prerequisite(s): None. Three credits.

### **FST 106 FIRE INSPECTION PRACTICES**

Introduces the organization of the fire prevention agency; inspections, surveying, mapping and company inspections; recognition of fire hazards; engineering a solution to the hazard, enforcement of the solution, and public relations as affected by fire prevention. Fire Inspector I State Certificate available. Prerequisite(s): FST 105. Three credits.

### **FST 107 HAZARDOUS MATERIALS OPERATIONS (LEVEL I)**

Introduces hazardous materials incidents, recognizing and identifying hazardous materials, planning response, implementing response procedures, decision making, and continued evaluation at the awareness and operation level. Prerequisite(s): None. Three credits.

### **FST 110 JOB PLACEMENT AND ASSESSMENT**

Addresses all aspects of the Fire Service entrance examination process and especially emphasizes various components of the exam, including the written, physical abilities, and oral interview. The objective of this class is to help increase the entrance firefighter candidate's chance of obtaining a career in the Fire Service. Prerequisite(s): None. Three credits.

### **FST 126 VEHICLE EXTRICATION AWARENESS LEVEL**

Provides the student with the basic knowledge and skills to safely operate at the scene of a vehicle/machinery extrication. This level represents the minimum capability of a responder who, in the course of his or her regular job duties, could be called upon to respond to, or could be the first on scene of, a technical rescue incident. This level can involve search, rescue, and recovery operations. Members of a team at this level are generally not considered rescuers. Prerequisite(s): None. One credit.

### **FST 127 VEHICLE EXTRICATION OPERATIONS LEVEL**

Provides the student with the knowledge and skills to safely operate at the scene of a vehicle/machinery extrication. This level represents the second highest level of operation at the rescue scene involving vehicle extrication. Students shall be capable of hazard recognition, equipment use, and techniques necessary to operate

safely and effectively at incidents involving persons injured or entrapped in a vehicle or machinery. Members of a team at this level are generally considered rescuers. Prerequisite(s): FST 126. Two credits.

### **FST 128 VEHICLE EXTRICATION TECHNICIAN LEVEL**

Provides the student with the knowledge and skills to safely operate at the scene of a vehicle/machinery extrication. This level represents the highest level of operation at the rescue scene involving vehicle extrication. Students shall be capable of hazard recognition, equipment use, and techniques necessary to operate and effectively supervise at incidents involving persons injured or entrapped in a vehicle or machinery. Members of a team at this level are considered rescuers. Prerequisite(s): FST 127. Three credits.

### **FST 150 INTRODUCTION TO FIRE PREVENTION EDUCATION**

Focuses on conducting prevention and education needs assessment, targeting audiences; development and delivery of prevention and education programs. Includes methods of conducting fire prevention and safety inspections. Prerequisite(s): None. Three credits.

### **FST 151 DRIVER-OPERATOR**

Provides the student with the basic knowledge and skills to safely operate fire apparatus according to the NFPA professional standard. Enables the student to display and demonstrate knowledge of fire apparatus, operation of apparatus, pumps and pumping, hydraulics calculations, maintenance and testing. Prerequisite(s): FST 100. Four credits.

### **FST 152 WILDLAND FIREFIGHTING**

Introduces a basic understanding of wildland fire and the strategies and tactics involved during suppression operations. Includes fire line safety, emphasizing the wildland fire orders and watch out situations. Students receive training qualifying them as Certified Wildland Firefighters under the Incident Command System, recognized by the National Wildfire Coordinating Group. Covers fire behavior, fire weather, fuel types, safety equipment and guidelines, incident size up, determining resource needs, aircraft identification and capabilities, direct vs. indirect attack, burn-out, backfiring and map reading. Prerequisite(s): None. Three credits.

### **FST 161 FIRE BEHAVIOR**

Introduces fire in forest and range ecosystems. Emphasizes the effects of fuel, weather and topography on wildland fire behavior. Includes the principles and techniques for evaluating fire effects on the environment. Prerequisite(s): None. Two credits.

### **FST 175 SPECIAL TOPIC**

Offers foundational (100 level) and advanced (200 level) classes in the fire service field that do not fall under the standard curriculum. Includes seminar classes or prior learning credit portfolio classes that apply to fire electives. Includes National Fire Academy courses, NFPA courses, and local seminars and other professional courses and certifications. Prerequisite(s): Permission of instructor. One-half to six credits.

### **FST 180 COOPERATIVE EDUCATION INTERNSHIP**

Allows students to gain experience and knowledge from on-the-job training. Positions are non-paid. This course must be arranged through the office of Job Placement/Cooperative Education and with approval of the student's advisor. One to six credits.

### **FST 191 DEPARTMENTAL COMMUNICATIONS**

Assists the company officer in improving communication skills. Addresses oral and written skills by utilizing leaderless group exercises, simulated interviews, and other written exercises. One credit.

### **FST 201 INSTRUCTIONAL METHODOLOGY**

Covers the role and responsibility of the fire service instructor. Includes oral communication skills, concepts of learning, planning and development of lesson plans, instructional materials and delivery methods, testing and evaluations, records and reports, and demonstration of instructional abilities. Fire Instructor I State Certificate is available. Prerequisite(s): None. Three credits.

### **FST 202 FIREFIGHTING STRATEGY AND TACTICS**

Firefighting strategy and tactics, methods of fire attack, fire behavior, building construction, and pre-fire planning. Prerequisite(s): FST 100. Three credits.

### **FST 203 FIRE SCIENCE HYDRAULICS**

Covers hydraulic calculations that are necessary in water delivery and supply for fire suppression; hydraulic laws and formulas as applied to fire protection requirements, and fire apparatus UL requirements. Prerequisite(s): FST 151. Three credits.

### **FST 204 FIRE CODES & ORDINANCES**

Covers familiarization and interpretation of national, state and local codes, ordinances and laws which influence the field of fire prevention. Fire code and life safety code are reviewed and referred to throughout the course. Prerequisite(s): FST 100, FST 106. Three credits.

### **FST 205 FIRE CAUSE DETERMINATION**

Covers the proper method(s) of conducting basic fire investigation, determining area and point of origin, cause and methods of fire spread, recognition and preservation of evidence. Includes arson law, Constitutional law, interviewing, court procedures and testimony. Prerequisite(s): FST 100. Three credits.

### **FST 206 FIRE COMPANY SUPERVISION AND LEADERSHIP (FIRE OFFICER I)**

Covers fire department organization, management philosophies, leadership traits, time management, group dynamics, communications, motivation counseling, conflict resolution, and employee discipline. Meets components of Fire Officer I State Certificate. Prerequisite(s): FST 100. Three credits.

### **FST 207 FIREFIGHTING STRATEGY AND TACTICS II**

Focuses on tactics and strategies associated with transportation emergencies and fires, high-rise fires, below-ground incidents, confined space emergencies, and special rescue situations. Prerequisite(s): FST 202. Three credits.

### **FST 208 FIRE PLANS REVIEW AND ACCEPTANCE TESTING**

Instructs the student on how to review building plans submitted to a fire department, acceptance testing procedures, implementation of a fire inspection program, and how to deal effectively with the public for fire prevention and education activities. Prerequisite(s): FST 106, FST 204. Two credits.

### **FST 250 CHEMISTRY FOR FIRE PROTECTION**

Addresses the actions and reactions of commonly encountered products and chemicals, chemical properties, and field applied chemistry. Prerequisite(s): None. Three credits.

### **FST 251 FIRE SERVICE & THE LAW**

Provides the professional fire officer with detailed information on federal, state and local laws, ordinances, and civil and criminal liabilities that impact the fire service. Includes the OSHA and NFPA standards in-depth, as well as pensions, Workman's Compensation, drug testing, union bargaining agreements and other topics. Three credits.

### **FST 252 FIRE ARSON INVESTIGATION**

Studies cause and origin as related to arson fires; evidence preservation and chain of evidence; interviewing; giving testimony; and laws associated with fire and arson investigation, records and reports. Prerequisite(s): FST 100. Three credits.

### **FST 253 FIRE GROUND ORGANIZATION AND COMMAND**

Focuses on fire ground management, resource availability, management and deployment, Integrated Management System and all related components, communications, problem solving, and table top exercises. Three credits.

### **FST 254 HAZARDOUS MATERIALS TECHNICIAN LEVEL**

Focuses on techniques associated with hazardous materials mitigation, the use of monitoring devices, components of a mitigation teams, command and control of hazardous materials incidents. Three credits.

### **FST 255 FIRE SERVICE MANAGEMENT**

Serves as the basic management course for present and potential members of the fire service, and for students and members of other fire science-related professions. Introduces the student to current management practices and philosophies and real-world applications from the supervisor's point of view. Covers decision making/problem solving, communication skills, conflict resolution, creativity and innovation, as well as the role of the manager in supervising personnel and programs, e.g., motivation, leadership, counseling, ethics, and handling discipline and grievances. Three credits.

### **FST 256 FIRE SERVICE EMS MANAGEMENT**

Addresses budgeting, staffing, training, and equipment issues; transportation, standard of care, and protocols; operations, communications, incident and disaster management, and legal issues associated with EMS operations. Prerequisite(s): FST 100. Three credits.

### **FST 257 FIRE DEPARTMENT ADMINISTRATION**

Focuses on the operations of volunteer and combination fire departments, compliance with standards and ordinances, funding, recruiting, hiring and retaining employees, funding and budgeting, organizational planning and public relations. Three credits.

### **FST 258 WILDLAND FIRE INCIDENT MANAGEMENT AND ORG.**

Introduces and develops supervisory and decision-making skills for fire-line management individuals. Covers (1) First Attack Incident Commander, (2) Crew Supervisor, (3) Incident Commander Multi-resource, and (4) Task Force/Strike Team Leader. All four courses are certifiable by the Incident Command System under NIIMS and recognized by the National Wildfire Coordinating Group. Covers fire-line safety, size-up, incident planning, ordering, tactics, strategies, and administrative duties. Three credits.

### **FST 259 WILDLAND FIREFIGHTING STRATEGY AND TACTICS**

Focuses on management of uncontrolled fire burning, urban/wildland interface, strategy and tactics used in controlling wild land fires, prevention methods, and incident command practices. Three credits.

### **FST 260 INTER. FIRE BEHAVIOR S-290**

Analyzes the affects of fuels, weather, topography and fire behavior on the wildland fire environment. Acquaints prospective fire line supervisors in wildland fire behavior for effective and safe fire management operations. Two credits.

### **FST 261 FIRE OPERATIONS IN THE URBAN INTERFACE**

Examines fire-line personnel skills to anticipate and predict wildland fire behavior, weather, and rates of spread. This course was developed under the Interagency Curriculum established and coordinated by the National Wildfire Coordinating Group. Covers fire environment, fuels classification, topography and fire behavior, temperature-moisture relationship, fuel moisture, local and general winds, atmospheric stability and instability, keeping current with the weather, extreme fire behavior, fire behavior affecting fire-line tactics, and fire behavior predictions. Two credits.

### **FST 262 WILDLAND FIRE BEHAVIOR**

Gives fire-line personnel skills to anticipate and predict wildland fire behavior, weather, and rates of spread. This course was developed under the Interagency Curriculum established and coordinated by the National Wildfire Coordinating Group. The course covers fire environment, fuels classification, topography and fire behavior, temperature-moisture relationship, fuel moisture, local and general winds, atmospheric stability and instability, keeping current with the weather, extreme fire behavior, fire behavior affecting fire-line tactics, and fire behavior predictions. Three credits.

### **FST 263 POWERSAWS S212**

Teaches the wildland firefighter the skills necessary to use, repair and maintain a chain-saw in the field. Focuses on techniques to fell trees and buck material in a fire-line operation. Two credits.

### **FST 265 IGNITION OPERATIONS S-234**

Teaches the wildland firefighter techniques in conducting firing operations. Focuses on the duties and responsibilities in applying fire to the ground, the devices used, techniques and sequences, fire behavior descriptions, evaluations of the operation and safety concerns related. Two credits.

### **FST 266 CREW BOSS S230**

Meets the training needs of a Crew Boss on an incident. Includes preparation, mobilization, tactics and safety, off-line duties, demobilization and post-incident responsibilities. Two credits.

### **FST 275 SPECIAL TOPICS**

Provides students with a vehicle to pursue in depth exploration of special topics of interest not previously offered. Includes National Fire Academy courses, VFIS courses, NFPA certification courses or other special subject classes that do not fall under the standard FST curriculum. Prerequisite(s): Permission of Instructor. One to four credits.

### **FST 280 INTERNSHIP**

Provides students with the opportunity to supplement coursework with practical work experience related to their educational program. Students work under the immediate supervision of experienced personnel at the business location and with the direct guidance of the instructor. Prerequisite(s): FST 100, EMS 103, EMS 115. One to six credits.

### **FST 285 INDEPENDENT STUDY**

Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor. Prerequisite(s): Permission of Instructor. One to six credits.

## **FVT: FILM & VIDEO TECHNOLOGY**

### **FVT 208 SOUND FOR FILM/VIDEO**

Covers sound acquisition (equipment and techniques) sound perspective and sync as well as covering post-production methods including an introduction to sweetening, Foley, and audio editing software. Prerequisite(s): RTV 210 or permission of instructor. Three credits.

### **FVT 209 PRODUCTION MANAGEMENT TECHNIQUES**

Breaks down a film or TV show. This course teaches students to plan, schedule and budget the shoot using production boards and Movie Magic software. Three credits.

### **FVT 250 SCRIPTWRITING FOR FILM AND VIDEO**

Develops screenwriting skills, focusing on the basic format of the craft, scene construction, genre conventions, three act structure, characterization and idea generation. Three credits.

### **FVT 264 INTRODUCTION TO DIGITAL EFFECTS**

Introduces software and methods for creating digital effects in the post production environment. The coursework covers compositing, alpha channels, 2D and 3D effects. Three credits.

### **FVT 268 VIDEO STREAMING FOR THE WEB**

Presents compression and encoding schemes and other considerations that should be understood and employed in shooting and streaming projects for distribution over the Web. Three credits.

## **GEO: GEOGRAPHY**

### **GEO 105 WORLD REGIONAL GEOGRAPHY**

Facilitates an understanding of spatial relationships between and among the geographic regions of the world. Includes demographic and cultural (political, economic, and historic) forces related to the physical environments of selected regions. Focuses on analysis of interrelationships between developed and developing regions, and the interactions between human societies and natural environments. This course is a state guaranteed transfer course GT-SS2. Three credits.

### **GEO 106 HUMAN GEOGRAPHY**

Introduces geographic perspectives and methods with applications to the study of human activities. Emphasizes the distribution of humans, adjustments to the natural environment, and land use practices. This course is a state guaranteed transfer course GT-SS2. Three credits.

### **GEO 111 PHYSICAL GEOGRAPHY - LANDFORMS**

Introduces the principles of landforms as a major aspect of our natural environment. Incorporates an integrated process of lecture, discussion, and laboratory assignments. Four credits.

### **GEO 175 SPECIAL TOPICS**

(Formerly: GEO 125) Provides students with a vehicle to pursue in depth exploration of special topics of interest. One-half to six credits.

### **GEO 285 INDEPENDENT STUDY**

(Formerly: GEO 295) Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor. One to six credits.

## **GER: GERMAN**

NOTE: Foreign Language courses are listed under the following prefixes: ARA (Arabic), ASL (American Sign Language), FRE (French), GER (German), ITA (Italian), JPN (Japanese), LAT (Latin), RUS (Russian), SPA (Spanish), SWE (Swedish).

### **GER 101 CONVERSATIONAL GERMAN I**

Introduces beginning students to conversational German and focuses on understanding and speaking German. Covers basic vocabulary, grammar, and expressions that are used in daily situations and in travel. Three credits.



## GER 102 CONVERSATIONAL GERMAN II

Continues the sequence for students who wish to understand and speak German. Covers basic patterns, expressions, and grammar. Prerequisite(s): GER 101 or permission of instructor. Three credits.

## GER 111 GERMAN LANGUAGE I

(Formerly: GER 111 & GER 112) Begins a sequence dealing with the development of functional proficiency in listening, speaking, reading and writing the German language. Note: The order of the topics and methodology will vary according to individual texts and instructors. Five credits.

## GER 112 GERMAN LANGUAGE II

(Formerly: GER 112 & GER 113) Continues German Language I in the development of functional proficiency in listening, speaking, reading and writing the German language. Note: The order of the topics and the methodology will vary according to individual texts and instructors. Prerequisite(s): GER 111 with a grade of C or better or permission of instructor. Five credits.

## GER 211 GERMAN LANGUAGE III

Continues German Language I and II in the development of increased functional proficiency in listening, speaking, reading and writing the German language. Note: The order of the topics and the methodology will vary according to individual texts and instructors. Prerequisite(s): GER 112 with a grade of C or better or permission of instructor. This course is a state guaranteed general education course GT-AH4. Three credits.

## GER 212 GERMAN LANGUAGE IV

Continues German Language I, II and III in the development of increased functional proficiency in listening, speaking, reading and writing the German language. Note: The order of the topics and the methodology will vary according to individual texts and instructors. Prerequisite(s): GER 211 with a grade of C or better or permission of instructor. This course is a state guaranteed general education transfer course GT-AH4. Three credits.

## GEY: GEOLOGY

NOTE: Science courses are listed under the following prefixes: AST (Astronomy), BIO (Biology), CHE (Chemistry), ENV (Environmental Science), GEY (Geology), MET (Meteorology), PHY (Physics). All course prerequisites for science courses must be completed with a grade of "C" or better.

## GEY 111 PHYSICAL GEOLOGY

Studies the materials of the Earth, its structure, surface features and the geologic processes involved in its development. This course includes laboratory experience. This course is a state guaranteed transfer course GT-SC1. Four credits.

## 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 environments, fossil life-forms, and physical events, all within the framework of shifting crustal plates. Course includes laboratory experience. This course is a state guaranteed transfer course GT-SC1. Prerequisite(s): GEY 111 or permission of department or instructor. Four credits.

## GEY 135 ENVIRONMENTAL GEOLOGY

Introduces geology and its relationship to man's environment. Covers geologic hazards such as floods, landslides, avalanches, earthquakes and volcanoes. Focuses on surface and groundwater resources in terms of exploitation and man's responsibility to protect

these resources from contamination. The geologic aspects of land use practices, as well as mineral and energy resource exploitation are reviewed and related to legislation regarding environmental law. Three credits.

## GEY 140 INTRODUCTION TO GLOBAL POSITIONING SYSTEMS

Provides instruction on the use and application of global positioning systems (GPS). Includes navigation, using a GPS with a topographic map, mapping geologic and man-made features using a GPS and exchanging information with computerized digital maps. One credit.

## GEY 145 EARTH SCIENCE

(Formerly: EAS 105) Provides opportunities for the student to develop comprehensive concepts basic to the Earth, its materials, processes, history and environment. Part one will pertain to mineral identification, igneous, sedimentary, and metamorphic rocks, the rock cycle, the earth's interior, land formation, theory of plate tectonics, formation of rivers and streams, the hydrologic cycle, and topographic maps. Part two will give an overview of weather and climate and how they relate to Earth and its processes. Part three will provide the student with an overview of the solar system, stars and galaxies and the most recent scientific discoveries in astronomy. Part four is focused on oceanography as it studies the composition of oceans, seafloor, diversity of ocean life. Field and in-classroom laboratory investigations of selected topics in the specific content areas are an integral part of the course. Four credits.

## GEY 205 THE GEOLOGY OF COLORADO

Covers the geologic history of Colorado, with emphasis on formation of mountain ranges, igneous, sedimentary and metamorphic rock types, ore deposits and landforms. Incorporates field experience and/or class room lectures. Three credits.

## GEY 208 GEOLOGY FIELD TRIP

Involves in-depth field studies into the geology of specific regions both within and outside Colorado. Trips lasting from one to several days length to study the area constitute the major activity of the course. The specific area of investigation is indicated in the schedule of classes each time the course is offered. Prerequisite(s): GEY 111 or permission of instructor. Three credits.

## GEY 275 SPECIAL TOPICS

Presents an overview of the special topic including one aspect of the Earth and its history as recorded in rocks and rock formations. May also include current changes and impact of historical events and exploration of current topics, issues and activities related to one or more aspects of the named discipline. Prerequisite(s): Permission of instructor. One to three credits.

## GIS: GEOGRAPHY INFORMATION SYSTEMS

### GIS 101 INTRODUCTION TO GEOGRAPHIC INFORMATION SYSTEMS

Surveys the development and operation of automated geographic information systems. Focuses on the fundamentals of using computers to draw maps. Incorporates study of cartographic fundamentals such as map projections, map scales, selective display of data on maps, and various computer software applications in GIS. Three credits.

### GIS 131 GLOBAL POSITIONING SYSTEMS FOR GLOBAL INFORMATION SYSTEMS

Introduces the terminology, hardware, and technological principles of GPS. Students will receive an introduction in the fundamentals of using a basic hand-held GPS unit. Data will be integrated with pre-existing spatial data. Fundamentals of mapping and map reading will be covered. Garmin GPS units will be used initially, followed with Trimble GeoExplorers and Pathfinder Office software. Final student projects integrate GPS data within ArcView projects. Three credits.

## **HHP: HOLISTIC HEALTH PROFESSIONAL**

NOTE: Health related courses are found under the following prefixes: EMS (Emergency Medical Services), HHP (Holistic Health Professional), HPR (Health Professional), HWE (Health and Wellness), MOT (Medical Office Technology), NUA (Nursing Assistant), NUR (Nursing), STE (Surgical Technology).

NOTE: Physical Education courses are found under the following prefixes: DAN (Dance), HHP (Holistic Health Professional), HWE (Health and Wellness), PED (Physical Education), PER (Physical Education and Recreation).

### **HHP 100 COMPLIMENTARY HEALING METHODS**

Explores some of the more widely used alternative/ complimentary healing methods. Expands the student's health horizons and enables the student to converse in a knowledgeable manner with patients and practitioners. One credit.

\*This is a physical education course:

(Physically challenged students planning to register for a Physical Education class should contact the Physical Education Department at 970.339.6295, no less than three days before registering to ensure access to and success in the chosen class.)

### **\*HHP 160 LEARN TO MEDITATE**

Focuses on techniques to meditate and explores the life-enhancing benefits of meditation. One-half credit.

### **HHP 214 EXPLORING YOUR DREAMS**

People of all ages and in all stages of health dream nightly, whether or not they remember their dreams. This participatory course of dream interpretation leads to an awareness of the benefits of dreams as a valuable tool for facilitating health and personal growth. Participants learn simple tools for dream recall, recording dreams and uncovering the many levels of meaning that are found in every dream. Students evaluate their lifestyles and develop an individual concept of wellness and optimal health by tapping into their dreams as a source for reducing stress and increasing spirituality and inner growth. One credit.

### **HHP 255 FUNDAMENTALS OF ACUTHERAPY**

(Formerly: HHP 280) Focuses on a complete knowledge of Traditional Chinese Medicine, emphasizing learning diagnostic procedures with hands on applications of various Acupuncture techniques. Prerequisite(s): Transcribed Anatomy and Physiology or demonstrated knowledge or instructor approval. Three credits.

### **HHP 257 DIAGNOSIS/TREATMENT IN ACUTHERAPY-**

(Formerly: HHP 281) Focuses on the continued proficiency of diagnoses in Traditional Oriental Medicine, emphasizing in treatment modalities related to acupuncture. Prerequisite(s): HHP 255. Three credits.

## **HIS: HISTORY**

### **HIS 101 HISTORY OF WESTERN CIVILIZATION I**

Explores a number of events, peoples, groups, ideas, institutions, and trends that have shaped Western Civilization from the prehistoric era to 1650. Reflects the multiple perspectives of gender, class, religion, and ethnic groups. Focuses on developing, practicing, and strengthening the skills historians use while constructing knowledge in this discipline. This course is a state guaranteed transfer course GT-HI1. Three credits.

### **HIS 102 HISTORY OF WESTERN CIVILIZATION II**

Explores a number of events, peoples, groups, ideas, institutions, and trends that have shaped Western Civilization from 1650 to the present. Reflects the multiple perspectives of gender, class,

religion, and ethnic groups. Focuses on developing, practicing, and strengthening the skills historians use while constructing knowledge in this discipline. This course is a state guaranteed transfer course GT-HI1. Three credits.

### **HIS 201 US HISTORY I**

Explores events, trends, peoples, groups, cultures, ideas, and institutions in North America and United States history, including the multiple perspectives of gender, class, and ethnicity, between the period when Native American Indians were the sole inhabitants of North America, and the American Civil War. Focuses on developing, practicing, and strengthening the skills historians use while constructing knowledge in the discipline. This course is a state guaranteed transfer course GT-HI1. Three credits.

### **HIS 202 US HISTORY II**

Explores events, trends, peoples, groups, cultures, ideas, and institutions in United States History, including the multiple perspectives of gender, class, and ethnicity, between the period of the American Civil War and the present. Focuses on developing, practicing, and strengthening the skills historians use while constructing knowledge in the discipline. This course is a state guaranteed transfer course GT-HI1. Three credits.

### **HIS 205 WOMEN IN WORLD HISTORY**

Examines the roles, experiences, and contributions of women in world history and explores ways in which women's history modifies the traditional interpretations of historical events. Three credits.

### **HIS 215 WOMEN IN US HISTORY**

(Formerly: HIS 139) Examines women's changing roles in American history from the pre-colonial native population to the present. Emphasizes the nature of women's work and the participation of women in the family, political, religious, and cultural activities and in social reform movements. Three credits.

### **HIS 216 HISTORY AND HOLLYWOOD: FILM AND HISTORICAL PERSPECTIVE IN MODERN AMERICA**

Examines the role in film in informing the historical perspective of modern Americans. Focuses on the status of film as historical document, and the methods and sources employed to critique historical films effectively. Three credits.

### **HIS 225 COLORADO HISTORY**

Presents the story of the people, society, and cultures of Colorado from its 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, the tourists, and the modern state. Three credits.

### **HIS 236 CONTEMPORARY U.S. HISTORY**

Focuses on the major political, economic, social, and cultural developments that have shaped modern America. Three credits.

### **HIS 244 HISTORY OF LATIN AMERICA**

Focuses on the major political, economic, social, and cultural influences that have shaped Latin America from pre-European conquest to the present. Emphasizes the early history of Latin America but connects it to the present. Three credits.

### **HIS 246 HISTORY OF MEXICO**

Focuses on the major political, economic, social, and cultural developments of Mexico from Pre-Columbian times to the present. Three credits.

### **HIS 247 CONTEMPORARY WORLD HISTORY**

Investigates the major political, social, and economic developments, international relationships, scientific breakthroughs, and cultural trends that have shaped the various global regions and nation-states from 1900 to the present. Emphasizes the interactions of global regions and nation-states. This course is a state guaranteed transfer course Three credits.

### **HIS 248 HISTORICAL ROOTS OF MODERN RUSSIA**

Traces the major political, ideological, economic, religious, social, and cultural developments of Russia from the establishment of the Kievan State to the present. Emphasizes the sources and development of the Soviet Union and the former-Soviet Union state(s). Three credits.

### **HIS 249 HISTORY OF ISLAMIC CIVILIZATION**

Surveys the tenets of Islam and the political, social and cultural history of the civilizations which embraced it from the 6th century to the modern day. Focuses on the diversity and dynamism of Islamic civilizations through time by looking at legal systems, scientific and artistic accomplishments, philosophical heterogeneity and political developments. Three credits.

### **HIS 255 THE MIDDLE AGES**

Focuses on political, social, cultural, economic and intellectual developments in Europe, Byzantium and the Islamic world from the collapse of Rome through the Renaissance, approximately A.D. 400-1400. Three credits.

### **HIS 275 SPECIAL TOPICS**

(Formerly: HIS 285) Focuses on the exploration of current topics, issues and activities related to one or more aspects of history. One to five credits.

### **HIS 285 INDEPENDENT STUDIES**

(Formerly: HIS 295) Incorporates structured and guided, individualized research that is organized and tailored around the interests and needs of the individual student. One to five credits.

## **HPR: HEALTH PROFESSIONAL**

NOTE: Health related courses are found under the following prefixes: EMS (Emergency Medical Services), HHP (Holistic Health Professional), HPR (Health Professional), HWE (Health and Wellness), MOT (Medical Office Technology), NUA (Nursing Assistant), NUR (Nursing), STE (Surgical Technology).

### **HPR 102 CPR FOR PROFESSIONALS**

(Formerly: EMS 103) Meets the requirement for American Red Cross Professional Rescuer CPR or American Heart Association Basic Life Support for those who work in Emergency Services, Health Care and other professional areas. Material presented in the course is basic patient assessment, basic airway management, rescue breathing, and CPR for infant, children and adult patients. One-half credit.

### **HPR 103 CPR FOR PROFESSIONAL -- RENEWAL**

(Formerly: EMS 104) Provides opportunity for currently certified CPR providers to renew certificates. Prerequisite(s): HPR 102 or permission of instructor. One-half credit.

### **HPR 104 HEALTH CAREERS OPTIONS & READINESS**

Discusses current market trends in the medical profession, professional opportunities, continuing education, and professional affiliations. Discussions regarding resumes, letters of inquiry, and interviewing techniques, as well as job search information is provided. This course is primarily informational and provides information to the student about aspects of career choices of Medical Office Technology career-chosen avenues: Medical Assisting, Medical Transcription, and Phlebotomy. One credit.

### **HPR 106 LAW/ETHICS FOR HEALTH PROFESSIONS**

Advances student knowledge in the study and application of medico-legal concepts in medical careers. Establishes a foundation for ethical behavior and decision making. Two credits.

### **HPR 108 DIETARY NUTRITION**

(Formerly: DIT 115) Studies the basic principles in clinical practice involved in the assistance of health care. The course will cover factors which influence the nutritional status of individuals, methods of nutritional assessment and support, and diet modification for specific disease states. One credit.

### **HPR 120 ACLS**

(Formerly: EMS 207) Presents the required material for ACLS completion. It will cover arrhythmias, medications, therapeutic modalities for life threatening arrhythmias, airway management, and other treatment modalities used in cardiac and respiratory arrest. Prerequisite(s): HPR 102, Current EMT Certification or licensed nurse, physician or permission of instructor. One credit.

### **HPR 121 ACLS RENEWAL**

(Formerly: EMS 208) Presents the required material for ACLS recertification. It will cover rhythm recognition, cardiac drugs, cardiac monitors, and case based scenarios. Prerequisite(s): HPR 120, Current ACLS and HCP CPR cards. One-half credit.

### **HPR 122 ACLS INSTRUCTOR COURSE**

(Formerly: EMS 209) Presents information on how to obtain a complete health history, assessment skills of inspection, palpation, percussion, and auscultation are practiced in class. Prerequisite(s): Current ACLS and HCP CPR cards or permission of instructor. One-half credit.

### **HPR 125 OUTDOOR EMERGENCY CARE**

(Formerly: EMS 118) Prepares the student without previous first aid training to handle the emergency care problems seen as alpine and nordic ski areas. The knowledge and skills are oriented toward the wilderness setting with special emphasis on ski and snowboard injuries, altitude and cold weather illnesses, wilderness extrications, and the special equipment ski patrollers need for emergency care and transportation in the outdoor environment. This is a National Ski Patrol course. Four credits.

### **HPR 130 PEDIATRIC ADVANCED LIFE SUPPORT**

(Formerly: EMS 210) Provides students the needed information and skills as required by health care agencies for pediatric emergencies. One credit.

### **HPR 131 PEDIATRIC ADVANCED LIFE SUPPORT RENEWAL**

(Formerly: EMS 211) Provides students with updates and skill practice to complete renewal requirements for PALS completion card. Prerequisite(s): HPR 130 Current PALS and HCP CPR Cards. One-half credit.

### **HPR 132 PEDIATRIC ADVANCE LIFE SUPPORT INSTRUCTOR**

(Formerly: EMS 212) Provides the current PALS provider the information and practice needed to instruct PALS initial and renewal courses. Prerequisite(s): current PALS and HCP CPR cards. One credit.

### **HPR 137 HUMAN DISEASES**

(Formerly: MOT 137) Covers basic knowledge of the deviations that occur in the human body with disease and injury. An integrated study of signs/ symptoms, diagnostic tests and treatment. Prerequisite(s): HPR 178 or equivalent & BIO 106. Four credits.

### **HPR 175 SPECIAL TOPICS**

Provides students with a vehicle to pursue in depth exploration of special topics of interest. One to five credits.



### **HPR 178 SEMINAR: MEDICAL TERMINOLOGY**

Introduces the student to the structure of medical terms with emphasis on combining and using the most common prefixes, roots and suffixes. Includes terms related to clinical laboratory, diagnostic imaging, nuclear medicine and oncology, as well as major body systems. Classroom structure provides accepted pronunciation of terms and relative use in the healthcare setting. Prerequisite(s): Met state remediation assessment scores. (One credit course restricted to nursing students). One to three credits.

### **HPR 180 INTERNSHIP**

Provides students with the opportunity to supplement coursework with practical work experience related to their educational program. Students work under the immediate supervision of experienced personnel at the business location and with the direct guidance of the instructor. Prerequisite(s): EMS 115, HPR 102, HPR 104, HPR 178, NUR 101, and NUR 178. One and one-half credit.

### **HPR 185 INDEPENDENT STUDY**

Provides structured and guided, individualized research that is organized and tailored around the interests and needs of the individual student. Prerequisite(s): Instructor approval. One to six credits.

### **HPR 190 BASIC EKG INTERPRETATION**

(Formerly: EMS 147) Provides instruction for interpretation of EKG strips, anatomy and physiology of the heart, using three-lead monitoring as a guide. Twelve-lead EKG may be discussed. Prerequisite(s): EMS 123, Minimum of EMT Basic certification or experience. Two credits.

### **HPR 200 12 LEAD ECG INTERPRETATIONS**

Focuses on each wave and interval of the complex, the axis, and the 12-lead presentation of some rhythm disturbances. Prerequisite(s): Basic EKG or permission of instructor. Three credits.

### **HPR 216 PATHOPHYSIOLOGY**

Focuses on the functions of the human body systems with emphasis on their interrelationships and adaptation to stress and disease. Advisor approval. Four credits.

## ***HSE: HUMAN SERVICES***

### **HSE 108 INTRODUCTION TO THERAPEUTIC SYSTEM**

(Formerly: PSY 261) Introduces basic concept of major therapeutic systems, including backgrounds. Developmental theories and practices of specific systems from psychoanalysis to reality therapy. Prerequisite(s): PSY 101 OR PSY 102. Three credits.

## ***HUM: HUMANITIES***

### **HUM 103 INTRODUCTION TO FILM ART**

(Formerly: HUM 151) Studies the relationships among film's stylistic systems, narrative systems and audience reception. Students view, discuss and critically analyze a variety of films which represent key historical and aesthetic periods as well as a variety of genres and themes. The course incorporates the vocabulary stylistic systems (for instance, cinematography, editing and art direction) and narrative systems (for instance, story structure and character motivation) as both relate to the kinds of meanings a film conveys. Three credits.

### **HUM 121 EARLY CIVILIZATIONS**

Introduces students to the history of ideas that have defined cultures through a study of the visual arts, literature, drama, music, and philosophy. 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 state guaranteed transfer course GT-AH2. Three credits.

### **HUM 122 FROM THE MEDIEVAL TO THE MODERN**

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. Any two of the three Survey of Humanities courses equal a sequence. This course is a state guaranteed transfer course GT-AH2. Three credits.

### **HUM 123 THE MODERN WORLD**

Examines the cultures of the 17th through the 20th centuries by focusing on the interrelationships of the arts, ideas, and history. Considers the influences of industrialism, scientific development and non-European peoples. This course is a state guaranteed transfer course GT-AH2. Three credits.

### **HUM 131 THE ARTS AND CULTURES OF MEXICO**

Introduces students, through visual arts, music, and literature to attitudes toward the sacred and toward power (political, economic, social, religious) held by various cultures in Mexico from the Pre-Hispanic era to the mid-twentieth century. Three credits.

### **HUM 175 SPECIAL TOPICS**

(Formerly: HUM 135) Provides students with a vehicle to pursue in depth exploration of special topics of interest. One to six credits.

### **HUM 285 INDEPENDENT STUDY**

(Formerly: HUM 295) Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor. One to six credits.

## ***HWE: HEALTH & WELLNESS***

NOTE: Health related courses are found under the following prefixes: EMS (Emergency Medical Services), HHP (Holistic Health Professional), HPR (Health Professional), HWE (Health and Wellness), MOT (Medical Office Technology), NUA (Nursing Assistant), NUR (Nursing), STE (Surgical Technology).

NOTE: Physical Education courses are found under the following prefixes: DAN (Dance), HHP (Holistic Health Professional), HWE (Health and Wellness), PED (Physical Education), PER (Physical Education and Recreation).

\*This is a physical education course.

(Physically challenged students planning to register for a Physical Education class should contact the Physical Education Department at 970.339.6295, no less than three days before registering to ensure access to and success in the chosen class.)

### **HWE 100 INTRODUCTORY NUTRITION**

(Formerly: BIO 107) Introduces basic principles of nutrition with emphasis on personal nutrition. Satisfies nutrition requirement of students entering health care professions. Prerequisite(s): None. Three credits.

### **\*HWE 103 COMMUNITY FIRST AID & CPR**

(Formerly: HEN 106 Red Cross Standard 1st Aid CPR) Uses demonstration videos, instructor led practice and workbook/textbook study to prepare for certification in Adult/Child/Infant CPR and Community First Aid. Prerequisite(s): None. One credit.

### **HWE 104 CPR INSTRUCTOR**

(Formerly: EMS 105) Provides information for the potential CPR instructor. Course requirements, renewal information and current content are discussed. Practice teaching is included in course. Prerequisite(s): None. One credit.

### **HWE 105 CPR INSTRUCTOR RENEWAL**

(Formerly: EMS 106) Provides update information and review of CPR skills for the CPR instructor Prerequisite(s): None. One-half credit.

### **HWE 106 INFANT AND CHILD CPR AND FIRST AID**

(Formerly: EMS 108) Provides Day Care Providers and new parents with important lifesaving skills for infants and children Prerequisite(s): None. One-half credit.

### **HWE 107 INFANT/CHILD CP/FIRST AID RENEWAL**

(Formerly: EMS 109) Provides renewal for Day Care Providers and others needing to maintain certification for infant and child CPR and First Aid. One-half credit.

### **\*HWE 108 WEIGHT LOSS**

(Formerly: HEN 117) Focuses on combining a healthy diet and exercise to shed unwanted pounds and inches. The course will include classroom sessions that will focus on personal habits including diet that lead to weight gain and possibly exercise sessions in the gym. One credit.

### **\*HWE 111 HEALTH AND FITNESS**

(Formerly: HEN 191) Studies health and fitness in the U.S. today. The course will look at personal health issues, managing stress, nutrition and health life styles Three credits.

### **HWE 113 STANDARD FIRST AID**

(Formerly: EMS 111) Teaches the recognition and care for breathing and cardiac emergencies for victims 8 years old and up; identify and care for life-threatening bleeding, sudden illness and injuries. American Red Cross certification in Adult CPR and Standard First Aid is available for students meeting those requirements One-half credit.

### **HWE 120 WILDERNESS FIRST AID**

(Formerly: EMS 114) Provides limited medical information to cope with basic wilderness emergencies. One credit.

### **\*HWE 145 SELF DEFENSE**

(Formerly: PEF 108) Introduces the basic skills and techniques of the art of self defense. One credit.

## **ITA: ITALIAN**

NOTE: Foreign Language courses are listed under the following prefixes: ARA (Arabic), ASL (American Sign Language), FRE (French), GER (German), ITA (Italian), JPN (Japanese), LAT (Latin), RUS (Russian), SPA (Spanish), SWE (Swedish).

### **ITA 101 CONVERSATIONAL ITALIAN I**

Provides the first course in a sequence for beginning students who wish to understand and speak Italian. The material includes basic vocabulary, grammar, and expressions that are used in daily situations and in travel. Three credits.

### **ITA 102 CONVERSATIONAL ITALIAN II**

Provides the second course in a sequence for students who wish to understand and speak Italian. The material continues to cover basic conversational patterns, expressions, and grammar. Prerequisite(s): ITA 101 or permission of instructor. Three credits.

### **ITA 111 ITALIAN LANGUAGE I**

(Formerly: ITA 111 & ITA 112) Introduces a sequence dealing with the development of functional proficiency in listening, speaking, reading and writing the Italian language. Note: The order of the topics and methodology will vary according to individual texts and instructors. Five credits.

### **ITA 112 ITALIAN LANGUAGE II**

(Formerly: ITA 112 & ITA 113) Continues Italian Language I in the development of functional proficiency in listening, speaking, reading and writing the Italian language. Note: The order of the topics and the methodology will vary according to individual texts and instructors. Prerequisite(s): ITA 111 with a grade of C or better or permission of instructor. Five credits.

### **ITA 211 ITALIAN LANGUAGE III**

Continues Italian Language I and II in the development of increased functional proficiency in listening, speaking, reading and writing the Spanish language. Note: The order of the topics and the methodology will vary according to individual texts and instructors. Prerequisite(s): ITA 112 with a grade of C or better or permission of instructor. This course is a state guaranteed transfer course GT-AH4. Three credits.

### **ITA 212 ITALIAN LANGUAGE IV**

Continues Italian Language I, II and III in the development of increased functional proficiency in listening, speaking, reading and writing the Spanish language. Note: The order of the topics and the methodology will vary according to individual texts and instructors. Prerequisite(s): ITA 211 with a grade of C or better or permission of instructor. This course is a state guaranteed transfer course GT-AH4. Three credits.

### **ITA 285 INDEPENDENT STUDY**

(Formerly: ITA 295) Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor. One to six credits.

## **JOU: JOURNALISM**

### **JOU 105 INTRODUCTION TO MASS MEDIA**

Places the mass media in an historical and cultural perspective, considering the validity, integrity and influence of the media in a democracy. Three credits.

### **JOU 106 FUNDAMENTALS OF REPORTING**

Introduces newswriting, reporting and interviewing with an emphasis on clarity, accuracy, completeness, timeliness and fairness. Three credits.

### **JOU 206 INTERMEDIATE NEWSWRITING & REPORTING**

Presents how to gather information as an investigative reporter through research of local, state and federal government publications; how to cover police beat and city hall; how our courts and regulatory agencies function; and how to cover other challenges as the environment, religion, science, medical, public safety and business. Prerequisite(s): JOU 106 or permission of instructor. Three credits.

### **JOU 121 PHOTOJOURNALISM**

Provides an introductory, hand-on course in black-and-white photography, with an emphasis on photo-journalistic techniques, processing and printing. This course includes an investigation of word/pictures relationships in creating photo essays for publications. Three credits.

### **JOU 280 INTERNSHIP**

Provides a structured and guided, individualized research that is organized and tailored around the interests and needs of the individual student who may use journalism skills and experiences acquired during previous coursework. One to six credits.

## **JPN: JAPANESE**

NOTE: Foreign Language courses are listed under the following prefixes: ARA (Arabic), ASL (American Sign Language), FRE (French), GER (German), ITA (Italian), JPN (Japanese), LAT (Latin), RUS (Russian), SPA (Spanish), SWE (Swedish).

### **JPN 101 CONVERSATIONAL JAPANESE I**

Introduces beginning students to conversational Japanese and focuses on understanding and speaking Japanese. Covers basic vocabulary, grammar, and expressions that are used in daily situations and in travel. Three credits.

### **JPN 102 CONVERSATIONAL JAPANESE II**

Continues the sequence for students who wish to understand and speak Japanese. Covers basic conversational patterns, expressions and grammar. Prerequisite(s): JPN 101 or permission of instructor. Three credits.

### **JPN 111 JAPANESE LANGUAGE I**

Introduces a sequence dealing with the development of functional proficiency in listening, speaking, reading and writing the Japanese language. NOTE: The order of topics and methodology will vary according to the individual instructors and texts. Five credits.

### **JPN 112 JAPANESE LANGUAGE II**

Continues Japanese Language I in the development of functional proficiency in listening, speaking, reading and writing the Japanese language. NOTE: The order of the topics and the methodology will vary according to individual texts and instructors. Prerequisite(s): JPN 111 with a grade of C or better or permission of instructor. Five credits.

### **JPN 211 JAPANESE LANGUAGE III**

Continues Japanese Language I and II in the development of increased functional proficiency in listening, speaking, reading and writing the Japanese language. Note: The order of the topics and the methodology will vary according to individual texts and instructors. Prerequisite(s): JPN 112 with a grade of C or better or permission of instructor. This course is a state guaranteed transfer course GT-AH4. Three credits.

### **JPN 212 JAPANESE LANGUAGE IV**

Continues Japanese Language I, II and III in the development of increased functional proficiency in listening, speaking, reading and writing the Japanese language. Note: The order of the topics and the methodology will vary according to individual texts and instructors. Prerequisite(s): JPN 211 with a grade of C or better or permission of instructor. This course is a state guaranteed transfer course GT-AH4. Three credits.

### **JPN 285 INDEPENDENT STUDY**

(Formerly: JPN 295) Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor. One to six credits.

## **LAT: LATIN**

NOTE: Foreign Language courses are listed under the following prefixes: ARA (Arabic), ASL (American Sign Language), FRE (French), GER (German), ITA (Italian), JPN (Japanese), LAT (Latin), RUS (Russian), SPA (Spanish), SWE (Swedish).

### **LAT 111 LATIN I**

Deals with the development of functional proficiency in listening, speaking, reading and writing Latin. NOTE: The order of the topics and methodology will vary according to individual texts and instructors. Five credits.

## **LIT: LITERATURE**

### **LIT 115 INTRODUCTION TO LITERATURE**

Introduces students to fiction, poetry, and drama. Emphasizes active and responsive reading. This course is a state guaranteed transfer course GT-AH2. Three credits.

### **LIT 175 SPECIAL TOPICS**

(Formerly: LIT 135) Provides students with a vehicle to pursue in depth exploration of special topics of interest. One to three credits.

### **LIT 201 MASTERPIECES OF LITERATURE I**

Examines significant writings in world literature from the ancients through the Renaissance. Emphasizes careful readings and understanding of the works and their cultural backgrounds. This course is a state guaranteed transfer course GT-AH2. Three 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. This course is a state guaranteed transfer course GT-AH2. Three credits.

### **LIT 205 ETHNIC LITERATURE**

Focuses on significant texts by ethnic Americans, including African-American Native American, Latino/a, and Asian Americans. Emphasizes careful reading and understanding of the cultural and literary elements of the works. This course is a state guaranteed transfer course GT-AH2. Three credits.

### **LIT 211 SURVEY OF AMERICAN LITERATURE I**

Provides an overview of American literature for the Native American through the nineteenth century Romantics. It explores ideas, historical and social contexts, themes and literary characteristics of work in various genres by major writers. Three credits.

### **LIT 212 SURVEY OF AMERICAN LITERATURE II**

Provides an overview of American literature from the mid-nineteenth century to the present. It explores ideas, historical and social contexts, themes and literacy characteristics of works in various by major writers. Three credits.

### **LIT 221 SURVEY OF BRITISH LITERATURE I**

Provides an overview of British literature from the Anglo-Saxon period through the 17th century. It explores ideas, historical and social contexts, themes and literary characteristics of works in various genres by major writers. Three credits.

### **LIT 222 SURVEY OF BRITISH LITERATURE II**

Provides an overview of British literature from the 18th century to the present. It explores ideas, historical and social contexts, themes and literary characteristics of works in various genres by major writers. Three credits.

### **LIT 225 INTRODUCTION TO SHAKESPEARE**

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. Three credits.

### **LIT 235 SCIENCE FICTION**

Examines the techniques and issues of science fiction through a close reading a variety of writers in the genre. Three credits.



### **LIT 246 LITERATURE OF WOMEN**

Examines the techniques and themes in literature by and about women by examining women's issues from various genres. Three credits.

### **LIT 255 CHILDREN'S LITERATURE**

This course will provide students with the skills to evaluate and select appropriate literature for children through exploration of genres, age levels, values taught through literature, and the literary and artistic quality of various texts. Three credits.

### **LIT 285 INDEPENDENT STUDY**

(Formerly: LIT 295) Explores particular authors, topics, themes in depth, such as Ibsen, Faulkner or Twain, or great fiction of the nineteenth century. Three credits.

## ***LTN: LIBRARY TECHNOLOGY***

### **LTN 101 INTRODUCTION TO LIBRARY SERVICES**

Introduces libraries and their procedures, tools, and techniques for library processes are emphasized. Two credits.

### **LTN 105 RESEARCH STRATEGIES**

Introduces effective research strategies. Includes advanced on-line information retrieval techniques, analyses and evaluation of found materials, as well as discussions of social and legal issues surrounding the use of information. Two credits.

### **LTN 110 SELECTION AND ACQUISITIONS - ONLINE**

Covers tools, vendors, jobbers, approval plans for books, periodicals, and audiovisual material. Includes developing an acquisitions policy; developing a weeding plan, weeding the collection, and identifying new purchases for a library as a volunteer project; and dealing with censorship. Three credits.

### **LTN 115 LIBRARY CIRCULATION**

Discusses customer service and circulation issues and procedures. Students will learn to role of customer service and the effects that automation has had on the circulation function of the library. Three credits.

### **LTN 118 AUDIO VISUAL MANAGEMENT**

Provides tools to help in selecting equipment, writing bid specifications, using standard equipment and in-house maintenance tips. Includes statistics keeping and repair records. Two credits.

### **LTN 119 LIBRARY TECHNOLOGY**

Provides students with an overview of technological uses in a library setting. The course includes technology and electronic resources used in library functions and services, basic office equipment typically found in libraries, as well as instructional hardware and software technologies. Three credits.

### **LTN 205 INTRODUCTION TO CATALOGING AND CLASSIFICATION**

Introduces the library organization, how to use Dewey and Sears subject headings, elements of cataloging, practice in the use of Dewey and the Library of Congress classification systems, use of cutter tables, subject classification, accession numbers, and bar codes. Basic philosophy, procedures, tools, and techniques for library routines are emphasized. Three credits.

### **LTN 210 REFERENCE MATERIALS**

Teaches how to select reference materials, how to use at least 100 reference resources, the reference interview, and the role of resource sharing (interlibrary loan) in reference. Students will prepare a bibliography of the 100 titles they would want in their reference collection and 10 online sources they find useful. Three credits.

### **LTN 220 LIBRARY/MEDIA CENTER MANAGEMENT & PUBLIC RELATIONS**

Includes budget preparation, how to work with staff, the public, and administrators, and the use of statistics. Three credits.

### **LTN 275 LIBRARY TECHNICIAN – SPECIAL TOPICS**

Provides students with a vehicle to pursue in depth exploration of special topics of interest. One-half to six credits.

### **LTN 285 LIBRARY TECHNICIAN – INDEPENDENT STUDY**

Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor. One-half to six credits.

## ***MAN: MANAGEMENT***

### **MAN 116 PRINCIPLES OF SUPERVISION**

Studies the principles and techniques of supervising and motivating personnel. This course is designed for students who are interested in supervising others or for those currently in supervision. Course content focuses on the human interaction in supervision. Three credits.

### **MAN 125 TEAMBUILDING**

Introduces the concept of working as a team member. Activities and assignments will emphasize the ability to negotiate, work together, build consensus, and make quality decisions. One credit.

### **MAN 126 TOTAL QUALITY MANAGEMENT**

Covers the rationale for, method 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 environments. Three credits.

### **MAN 156 PROBLEM SOLVING AND DECISION MAKING IN A BUSINESS ENVIRONMENT**

Defines the problem solving and decision making processes. Those processes include: identifying decision elements, recognizing characteristics of good and bad decisions, practicing various approaches to decision making, utilizing a 9 step process for organizational decision making, exploring the nature of problems, understanding problems situation factors, identifying problems, considering the human side of problem solving and utilizing a 6 step problem solving process. Three credits.

### **MAN 165 MANAGING SYSTEMS**

Explores and discusses systems thinking and theory on process leadership for organizations. Participants will apply strategies and applications for developing systems tools, archetypes, and models. Introduces concepts of organizational inter-dependence, cooperative versus competitive systems, variation, theory of knowledge, and social systems. Utilization of systems models, mental maps, and thinking tools. Two credits.

### **MAN 166 PROJECT TEAM BUILDING**

Develops skills in project team building and group decision techniques. Participants will experience effective methods for building high performance project teams while developing and understanding team dynamics, team composition, and team decision making tools. Develops skill in team diagnostics, evaluation, and coaching techniques. One credit.

**MAN 167 REASONING, PROBLEM SOLVING, CRITICAL THINKING**

Learn skills in the area of problem solving, critical thinking, inductive and deductive reasoning. Students will learn and apply structured scientific models for defining, verifying, and analyzing problems, while selecting reasonable solutions. The course concentrates on the use of the 7MP tools, QFD decision matrices and Goldratt's Thinking Process tools. Two credits.

**MAN 168 BASIC PROCESS CONTROLS**

Presents the basic concepts and terminology of statistical process control. Participants learn and practice the seven quality tools to find and remove causes of process variation. Participants will identify and become familiar with the basic statistical tools, their uses, and potential application and be introduced to process capability, variation, and process control. Two credits.

**MAN 200 HUMAN RESOURCE MANAGEMENT I**

Provides the student with a broad overview of the contemporary issues, theories and principles used to effectively manage human resources. Topics include recruiting, hiring, compensation and benefits, training and development, employee relations, and legal issues. Three credits.

**MAN 212 NEGOTIATION & CONFLICT RESOLUTION**

Presents proper techniques in negotiation and conflict resolution. Key practices that determine successful negotiation are explored. This course covers principles of conflict resolution including business policies, accepted business practices contracts, labor union contracts, pay raises and starting salaries. Three credits.

**MAN 215 ORGANIZATIONAL BEHAVIOR**

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. Three credits.

**MAN 216 SMALL BUSINESS MANAGEMENT**

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. Three credits.

**MAN 224 LEADERSHIP**

Focuses on the leadership skills necessary to bring about change in an organization. Students learn to develop and communicate a shared vision, to empower employees, to manage conflict, to negotiate, and to develop organizations so that all are working toward common goals. Three credits.

**MAN 225 MANAGERIAL FINANCE**

Examines the concepts and techniques used to analyze financial accounting information for managerial planning, decision-making and control. The focus of the course is on decision-making relating to the areas of budgets, forecasts, cost volume production, ROI and financial statements. Prerequisite(s): ACC 122. Three credits.

**MAN 226 PRINCIPLES OF MANAGEMENT**

Presents a survey of the principles of management. Emphasis is on the primary functions of planning, organizing, leading and controlling with a balance between the behavioral and operational approach. Three credits.

**MAN 240 STRATEGIC MANAGEMENT**

Presents the development of business policy and the integration of skills learned in prior business study, including strategy formulation, implementation, and evaluation. Focus is on the coordination of marketing, production, finance, accounting, and ethics and social responsibility to achieve competitive advantage. Prerequisite(s): MAR 216 and MAN 226. Three credits.

**MAN 241 PROJECT MANAGEMENT IN ORGANIZATIONS**

Introduces students to the planning, implementation, and control activities of project management, including project and performance evaluation, quality control and work flow analysis. Emphasis will be on the initiating, planning, executing, controlling, and closing activities of project management. Three credits.

**MAN 246 CRITICAL ISSUES IN MARKETING AND MANAGEMENT**

Examine current issues, practices, challenges and trends in the marketing and management environments including truth in advertising, promotional codes of conduct and a diverse workforce. Three credits.

**MAN 255 FLOW, FAST CYCLE, AND VALUE-ORIENTED PROJECT MANAGEMENT**

Introduces participants to new project management techniques based on the lean thinking principles, fast cycle project management, and value-based project management. Topics include project flow systems, last planner system, phase scheduling, value analysis, and ISO 9000 quality management. Participants will develop an understanding of recent thinking and theories in project management. Prerequisite(s): MAN 166. Three credits.

**MAN 256 CRITICAL CHAIN PROJECT MANAGEMENT**

Learn Eli Goldratt's critical chain as a new and exciting way to accurately manage multiple projects within budget and time constraints. Understand the concept of constraints, critical chain, making time estimates under conditions of uncertainty, buffer management, interdependency of resources, and focusing effort. Learn the implications of critical chain for various types of projects. Prerequisite(s): MAN 166. Three credits.

**MAN 265 SALES AND CUSTOMER SERVICE FOR TELECOMMUNICATIONS**

Develop a comprehensive understanding of competitive sales and customer service strategies in the telecommunications industry. Three credits.

**MAN 267 PROCESS CONTROL FOR PROJECT MANAGEMENT**

Introduces advanced concepts of statistical process control. Participants will learn and apply statistical tools for discovering and addressing sources of variation. Statistical concepts and tools include variable selection, control charts, chart interpretation, process capability and control, gage studies, and process control maintenance. Statistical calculator or statistical software program required. Prerequisite(s): MAN 168. Three credits.

**MAN 275 SPECIAL TOPICS**

Provides students with a vehicle to pursue special topics of interest in business. The content of this course is designed on an as needed basis to provide current, up-to-date information. One to six credits.

**MAN 278 SEMINAR**

Provides students with an experiential learning opportunity. One to three credits.

**MAN 287 COOPERATIVE EDUCATION/ INTERNSHIP**

Provides students with the opportunity to supplement course work with practical work experience related to their educational program and occupational objectives. They work under the immediate supervision of experienced personnel at the business location and with the direct guidance of the instructor/coordinator. One to six credits.

## **MAR: MARKETING**

NOTE: Real Estate courses are found under the REE prefix.

### **MAR 111 PRINCIPLES OF SALES**

Enables the student to understand and develop ethical sales techniques and covers the role of selling in the marketing process. Areas of emphasis include behavioral considerations in the buying and selling process and sales techniques. Three credits.

### **MAR 117 PRINCIPLES OF RETAILING**

Emphasizes the study of the basic principles and techniques of merchandising, operations, layout, store organization, site location, and customer service with an emphasis on retailing operations. Three credits.

### **MAR 125 MARKETING RESOURCE SYSTEMS**

Examines the resource systems that influence marketing and related marketing activities. Topics include external planning environmental factors, risk management, virtual management. Three credits.

### **MAR 178 SEMINAR/WORKSHOP**

Provides students with an experimental learning experience. Zero to six credits.

### **MAR 185 INDEPENDENT STUDY**

Meet the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor. One to six credits.

### **MAR 216 PRINCIPLES OF MARKETING**

Presents the analysis of theoretical marketing processes and the strategies of product development, pricing, promotion and distribution, and their applications to businesses and the individual consumer. Three credits.

### **MAR 220 PRINCIPLES OF ADVERTISING**

Examines 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, media, copy and layout, and ethical considerations. Three credits.

### **MAR 235 CONSUMER BEHAVIOR**

Enables the student to understand the variables that affect consumer behavior in the marketplace and the implications of this knowledge for marketing decisions and strategies. Three credits.

### **MAR 240 INTERNATIONAL MARKETING**

Enables the student to explore the international marketing for U.S. products, and to explore the increasing competitive international environment and recent changes in the environment that have challenged U.S. business. The course is designed to make the reader an "informed observer" of the global market place as well as enabling him/her to develop skills to make marketing decisions in a global context. Three credits.

### **MAR 258 MARKETING RESEARCH**

Introduces the principles and practices of marketing research, including creating research design, data collection and interpretation, and communicating the results. Prerequisite(s): MAR 216. Three credits.

### **MAR 275 SPECIAL TOPICS**

Provides students with a vehicle to pursue special topics of interest in business. The content of this course is designed on an as needed basis to provide current, up-to-date information. One to six credits.

### **MAR 278 SEMINAR**

Provides students with an experiential learning opportunity. One to six credits.

## **MAT: MATH**

NOTE: Prerequisite courses must be completed with a "C" or better. \*This course will not satisfy minimum nor elective requirements for associate degrees.

### **\*MAT 030 FUNDAMENTALS OF MATHEMATICS**

Includes the vocabulary, operations and applications of whole numbers, decimals and basic fractions and mixed numbers. Prerequisite(s): Placement test. Students must pass MAT 030 with a grade of "C" or better for placement into MAT 060. Two credits.

### **\*MAT 060 PRE-ALGEBRA**

Further the study of fractions and mixed numbers. Also included are vocabulary, operations and applications of ratio, proportion, percent, area, perimeter, US and metric measures, integers, and an introduction to algebraic expressions and the solution of basic first-degree equations. Prerequisite(s): MAT 030 with a grade of "C" or better or placement test. Students must pass MAT 060 with a grade of "C" or better for placement into MAT 090. Three credits.

### **\*MAT 090 INTRODUCTORY ALGEBRA**

Includes first-degree equations, inequalities, formulas, polynomials, algebraic fractions, factoring polynomials, solving quadratic equations by factoring, and applications. Coordinate geometry, graphing linear equations and inequalities, and systems of linear equations are included. Prerequisite(s): MAT 060 or Assessment. Four credits.

### **MAT 106 SURVEY OF ALGEBRA**

Emphasizes problem solving with further study of equations, slope, inequalities, systems of equations, polynomials, quadratic equations, rational expressions, rational exponents, radical expressions, graphing and applications. Prerequisite(s): MAT 090 or Assessment. Four credits.

### **MAT 108 TECHNICAL MATHEMATICS**

(Formerly: ENT 116) Covers material designed for career technical or general studies students who need to study particular mathematical topics. Topics may include measurement, algebra, geometry, trigonometry, graphs, and/or finance. These are presented on an introductory level and the emphasis is on applications. Prerequisite(s): MAT 090 or assessment. Four credits.

### **MAT 112 FINANCIAL MATHEMATICS**

Covers topics including pricing, taxes, insurance, interest, annuities, amortization, investments using financial calculators and spreadsheets. Prerequisite(s): MAT 090 or assessment. Three credits.

### **MAT 120 MATHEMATICS FOR THE LIBERAL ARTS**

Develops mathematical and problem-solving skills. Appropriate technological skills are included. Content is selected to highlight connections between mathematics and the society in which we live. Topics include set theory and logic, mathematical modeling, probability and statistical methods, and consumer mathematics. Additional content will include one topic in geometry, numeration systems, decision theory, or management science. This course is a state guaranteed transfer course GT-MA1. Prerequisite(s): MAT 106 or assessment. Four credits.



### **MAT 121 COLLEGE ALGEBRA**

Includes a brief review of intermediate algebra, equations, and inequalities, functions and their graphs, exponential and logarithmic functions, linear and non-linear systems, selection of topics from among graphing of the conic sections, introduction to sequences and series permutations and combinations, the binomial theorem and theory of equations. This course is a state guaranteed transfer course GT-MA1. Prerequisite(s): MAT 106 or assessment. Four credits.

### **MAT 122 COLLEGE TRIGONOMETRY**

Covers topics including trigonometric functions (with graphs and inverse functions), identities and equations, solutions of triangles, complex numbers, and other topics as time permits. This is a traditional prerequisite course to the calculus sequence. This course is a state guaranteed transfer course GT-MA1. Prerequisite(s): MAT 121 or assessment. Three credits.

### **MAT 125 SURVEY OF CALCULUS**

Includes derivatives, integrals, and their applications, with attention restricted to algebraic, exponential, and logarithmic functions for business, life science and/or social science majors. This course is a state guaranteed transfer course GT-MA1. Prerequisite(s): MAT 121. Four credits.

### **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. This course is a state guaranteed transfer course GT-MA1. Prerequisite(s): MAT 106 or Assessment. Three credits.

### **MAT 155 INTEGRATED MATH I**

Covers topics including natural numbers, integers, rational numbers, relations, functions, and equations. This course is the first of a two-course sequence particularly pertinent to prospective arithmetic teachers, presenting arithmetic and algebra from a modern approach. This course is a state guaranteed transfer course GT-MA1. Prerequisite(s): MAT 106 or assessment. Three credits.

**NOTE:** In order to receive General Education credit for Integrated Math courses as part of the Elementary Education Articulation Agreement, students must complete both MAT 155 and MAT156. Successful completion of both MAT 155 and MAT 156 will satisfy all General Education requirements in the Mathematics category for the A.A. degree under the Elementary Education Articulation Agreement.

### **MAT 156 INTEGRATED MATH II**

Continues MAT 155. It includes the study of the fundamentals of probability, statistics, and informal Euclidean geometry suitable for K-8 curriculum, employing laboratory techniques where applicable. This course is a state guaranteed transfer course GT-MA1. Prerequisite(s): MAT 155 or MAT 106. Three credits.

**NOTE:** In order to receive General Education credit for Integrated Math courses as part of the Elementary Education Articulation Agreement, students must complete both MAT 155 and MAT156. Successful completion of both MAT 155 and MAT 156 will satisfy all General Education requirements in the Mathematics category for the A.A. degree under the Elementary Education Articulation Agreement.

### **MAT 175 SPECIAL TOPICS**

(Formerly: MAT 185) Provides students with a vehicle to pursue in depth exploration of special topics of interest. Prerequisite(s): Permission of instructor. One to three credits.

### **MAT 175 SPECIAL TOPICS – INTRODUCTION TO GEOMETRY**

(Formerly: MAT 103) This course provides the basic content of geometry for use in future mathematics courses including trigonometry and calculus. Topics include points, lines, congruent and similar triangles, quadrilaterals, circles, areas and volumes. Other topics will be included if time permits. Prerequisite(s): MAT 090 or assessment. One credit.

### **MAT 185 INDEPENDENT STUDY**

Studies the basic principles in clinical practice involved in the assistance of health care. The course will cover factors which influence the nutritional status of individuals, methods of nutritional assessment and support, and diet modification for specific disease states. Prerequisite(s): Permission of instructor. One to three 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 and some applications. This course is a state guaranteed transfer course GT-MA1. Prerequisite(s): MAT 121, MAT 122, or assessment. Five credits.

### **MAT 202 CALCULUS II**

Continuation of single variable calculus which will include techniques of integration, polar coordinates, analytic geometry, improper integrals, and infinite series. This course is a state guaranteed transfer course GT-MA1. Prerequisite(s): MAT 201 or assessment. Five credits.

### **MAT 203 CALCULUS III**

(Formerly: MAT 260) Completes the traditional subject matter of the Calculus. Topics include vectors, vector-valued functions, and multi-variable calculus including partial derivatives, multiple integrals, line integrals and application. Prerequisite(s): MAT 202 or assessment. Four credits.

### **MAT 215 DISCRETE MATHEMATICS**

Includes formal logic, algorithms, induction proofs, counting and probability, recurrence relations, equivalence relations, graphs, shortest-path, and tree traversal. This course is designed for mathematics and computer science students. Prerequisite(s): MAT 125 or MAT 201. Four credits.

### **MAT 255 LINEAR ALGEBRA**

Includes vector spaces, matrices, linear transformations, matrix representation, eigenvalues, and eigenvectors. Prerequisite(s): MAT 202. Three credits.

### **MAT 265 DIFFERENTIAL EQUATIONS**

Emphasizes 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(s): MAT 202. Three credits.

### **MAT 285 INDEPENDENT STUDY**

(Formerly: MAT 295) Provides an opportunity for the highly-motivated student to engage in intensive study and research on a specified topic under direction of a faculty member Prerequisite(s): Permission of instructor. One to three credits.

## **MET: METEOROLOGY**

NOTE: Science courses are listed under the following prefixes: AST (Astronomy), BIO (Biology), CHE (Chemistry), ENV (Environmental Science), GEY (Geology), MET (Meteorology), PHY (Physics).

### **MET 150 GENERAL METEOROLOGY**

(Formerly: GEY 106) Provides an introduction to general meteorology and atmospheric sciences. It includes the composition and structure of the atmosphere and characteristics that affect the atmosphere, such as temperature, pressure, and moisture. Additionally, the development of weather systems, such as storm systems, hurricanes, weather fronts and cloud development will also be examined. Finally, concepts of climatology will be stressed. This course is a state guaranteed transfer course GT-SC1. Four credits.

## **MGD: MULTIMEDIA GRAPHIC DESIGN**

### **ART 250 ART OF ANIMATION**

(Formerly: COM 170) Listed in the ART course section.

### **MGD 101 INTRODUCTION TO COMPUTER GRAPHICS**

Introduces the student to the computer system developed for graphics. The student will learn the hardware and software components for multimedia production. Each student will explore basic computer operations, ergonomics, file management, scanning techniques, archiving capabilities, and utilization of the multimedia department server and internet connection. Prerequisite(s): None. Three credits.

### **MGD 105 TYPOGRAPHY & LAYOUT**

Covers the creation and production of graphic projects, emphasizing the layout creative design process, problem solving, and research. Provides experience producing thumbnails, roughs and digital layouts emphasizing refined creative typography. Three credits.

### **MGD 111 ADOBE PHOTOSHOP I**

Concentrates on the high-end capabilities of a raster photo-editing software as an illustration, design and photo retouching tool. Students explore a wide range of selection and manipulation techniques that can be applied to photos, graphics and videos. Three credits.

### **MGD 112 ADOBE ILLUSTRATOR I**

Acquaints students with the processes of a vector drawing program on the computer. Students learn how to use the tools to create digital artwork that can be used in web design, print media and digital screen design. Three credits.

### **MGD 113 QUARK XPRESS I**

Introduces students to QuarkXPress, a digital page layout tool. Students learn how to assemble, organize, manipulate and manage text and graphics to produce a high quality publication. Class discussions and independent projects supplement hands-on classroom work. Three credits.

### **MGD 114 ADOBE INDESIGN**

Introduces students to InDesign, a page layout program which integrates effortlessly with other Adobe design programs. InDesign delivers creative freedom and productivity to DTP. Class discussions and independent projects supplement hands-on classroom work. Three credits.

### **MGD 141 WEB DESIGN I**

Introduces the fundamentals of HTML syntax using a simple text editor to create a web page. Web-safe colors and the use of graphic editors will be explored. Students study web aesthetics and intuitive interface design. The course emphasizes file organization and layout including tables and frames. Students learn file formats and best methods of scanning for the Web. Three credits.

### **MGD 143 MOTION GRAPHIC DESIGN I**

Stresses creation of animation and dynamic interactive media for web and multimedia applications. Students will learn how to animate objects, create symbols, and assemble motion tweens. Three credits.

### **MGD 150 LEGAL ISSUES IN MULTIMEDIA**

Educates the student about the unique business legal concerns that media producers face. These include media contracts, labor issues, libel, and privacy rights. Special attention is paid to the use and protection of copyrights and trademarks, both from the copyright holder's and the user's standpoints. Three credits.

### **MGD 152 DIGITAL ANIMATICS**

Introduces the steps followed by professional animators and game designers for producing media in a digital environment. Students learn the foundational skills of planning, organizing, storyboarding and pre-visualization techniques necessary to create animated stories. Students will also study the history of animation and game design. Three credits.

### **MGD 153 3D ANIMATION I**

Encompasses all major aspects of creating 3D characters using animation software. Using developed characters, the student will learn how to animate for personality. Three credits.

### **MGD 155 INTRODUCTION TO 3D MODELING/ANIMATION: LIGHTWAVE 3D (OR OTHER)**

Introduces students to LightWave's Modeler program with an emphasis on modeling techniques. It also touches on LightWave's Layout program for setting up scenes with texture maps and lighting. There will also be instruction on how to import models from other programs. Three credits.

### **MGD 163 SOUND DESIGN I**

Explores the use of sound in multimedia production and audio storytelling. Students examine the principles of recording. Classes focus on how sound can enhance interactive productions and improve computer presentations. Students learn how to use the computer as a full audio editing studio. Three credits.

### **MGD 164 DIGITAL VIDEO EDITING I**

This course introduces digital non-linear video editing. Students will capture, compress, edit, and manipulate video images using a personal computer. Assembly techniques including media management, editing tools, titles, and motion control; transitions and filters, and special effects are explored. Three credits.

### **MGD 167 GAME DESIGN I**

Introduces students to game design from conceptual development and functionality, through production of a virtual world prototype. Students examine such things as character registration, in-betweens, inking and clean up used for creating real-time game environments. Storytelling and visual metaphor development are emphasized. Three credits.

### **MGD 204 VIDEOGRAPHY II**

Offers advanced study of digital video imaging concepts using digital video cameras. Heavy emphasis is placed upon media aesthetics and the creative integration of sight, sound, and motion in student projects. Prerequisite(s): RTV 269 or permission of instructor. Three credits.

### **MGD 211 ADOBE PHOTOSHOP II**

Develops and reinforces image composition techniques learned in Adobe Photoshop I, MGD 111. Fundamentals are continuously reinforced as new design techniques are introduced. Prerequisite(s): MGD 111 or permission of instructor. Three credits.

### **MGD 212 ADOBE ILLUSTRATOR II**

Enables the student to continue development of electronic drawing skills through practice and use of state of the art illustration software. Prerequisite(s): MGD 112 or permission of instructor. Three credits.

### **MGD 213 ELECTRONIC PRE-PRESS**

Explores in detail the electronic pre-press process. Students examine steps for preparing a digital file for trapping, output considerations and proofing techniques. Creating effective electronic designs and efficient use of today's software programs are also covered. Prerequisite(s): None. Three credits.

### **MGD 221 COMPUTER GRAPHICS I**

Introduces the process of generating computer design. Prerequisite(s): None. Three credits.

### **MGD 222 COMPUTER GRAPHICS II**

Continues MGD 221 with advanced problems in generating computer design for graphics application, emphasizing production of individual fine art pieces. Prerequisite(s): MGD 221. Three credits.

### **MGD 241 WEB DESIGN II**

Expands on previously learned fundamentals of HTML introducing cascading style sheets, DHTML, JavaScripts and CGI forms. Color usage and interface design principles are emphasized in this course. In this course we'll examine Web sites that employ more complex structures, optimal site architecture and navigation necessary for larger and more complex sites. Prerequisite(s): MGD 141 or permission of instructor. Three credits.

### **MGD 243 WEB MOTION GRAPHIC DESIGN II**

Stresses the complex creation of 2D animated motion graphics concentrating on the prior skills learned and the use of scripting and behaviors. Students will create motion graphics using these skills and apply them to web sites. Web site justification of motion graphics will be stressed, appraised and weighed. Prerequisite(s): CWB 110 & CSC 116 or permission of instructor. Three credits.

### **MGD 253 3D ANIMATION II**

Addresses more advanced aspects of creating 3D characters on the computer. Students also examine facial animation, lip synchronization, scene design and lighting set-ups. Three credits.

### **MGD 254 MULTIMEDIA DESIGN AND PRODUCTION I**

Provides an overview of the development of interactive, computer-based media for presentational or instructional use. Selection of appropriate media, 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. Three credits.

### **MGD 255 ADVANCED 3D MODELING/ANIMATION: LIGHTWAVE 3D**

Further examines LightWave's Layout program with an emphasis on animation and animation techniques. It also touches on LightWave's Layout program for setting up scenes with advanced procedural texture maps and lighting. Prerequisite(s): MGD 155 or permission of instructor. Three credits.

### **MGD 256 GRAPHIC DESIGN PRODUCTION**

Provides an opportunity to combine several draw and paint applications into one design and layout class. Students will explore advanced techniques in creating and designing computer art. Prerequisite(s): None. Three credits.

### **MGD 257 ANIMATION PRODUCTION**

Examines development of 3D animation from a production standpoint. The process of transforming conceptual designs into actual projects is explored. Students study the management function of those tasks associated with the business end of development. The student will produce a 3D animation project. Three credits.

### **MGD 258 WEB DESIGN PRODUCTION**

Stresses web site development and usability issues, as well as, pre-production, production and post-production concepts. Students will prepare project evaluations, objectives and analysis reports, project budgets and time-lines, content outlines, storyboards, and flow charts. Students will also examine interactive interface design for several Web applications. Projects will vary from semester to semester.

### **MGD 260 GRAPHIC DESIGN PRODUCTION II**

Continues design and production techniques with further instruction in computer file set-up and creation of camera-ready art. Use of black and white and spot color for a variety of design projects. Prerequisite(s): MGD 256 or permission of instructor. Three credits.

### **MGD 262 GRAPHIC DESIGN PRODUCTION III**

Covers advanced study in design and production techniques and processes, including use of full color for publication design and book formats, advertising campaigns, business reply mail, promotional items, and editorial design. Prerequisite(s): MGD 260 or permission of instructor. Three credits.

### **MGD 266 DVD AUTHORIZING**

Introduces students to all aspects of DVD authoring: covering source acquisition, DVD production, interface design, organization, management and appropriate DVD output solution. Three credits.

### **MGD 267 GAME DESIGN II**

Explores more advanced features of game design. Students examine such things as integration of mainline code, subroutines and interrupts into game structure. I/O structure, playtesting and distribution are emphasized. Three credits.

### **MGD 268 COMMERCIAL ART BUSINESS**

Presents a guide to freelance work and a study of business practices and procedures unique to commercial art including billing rates, client management, business forms, employee management, taxes, licenses, registration, bid processes and self-promotion. Course may include visits by professionals in the field and discussion of career opportunities and professional organizations. Two credits.

### **MGD 269 MULTIMEDIA DESIGN AND PRODUCTION II: DIRECTOR**

Examines Macromedia Director, the leading authoring tool for interactive multimedia from the art director's perspective. Students will learn the basics of 2D animation for both computer presentations and the web. Interface design and scene development is emphasized. Hands-on projects include lingo scripts, behaviors, adding sound and digital video to student's movies. Prerequisite(s): MGD 254 or permission of instructor. Three credits.

### **MGD 275 SPECIAL TOPICS**

Provides students with a vehicle to pursue in depth exploration of special topics of interest. Permission of instructor is required. One to six credits.

### **MGD 278 SEMINAR/WORKSHOP**

Provides students with an experiential learning opportunity. One to six credits.



### **MGD 280 INTERNSHIP**

Provides students with the opportunity to supplement coursework with practical work experience related to their educational program. Students work under the immediate supervision of experienced personnel at the business location and with the direct guidance of the instructor. Prerequisite(s): MGD 256 or permission of instructor. One to six credits.

### **MGD 285 INDEPENDENT STUDY**

Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor. Permission of instructor is required. One to six credits.

### **MGD 289 CAPSTONE**

A demonstrated culmination of learning within a given program of study. Prerequisite(s): FTV 208 or MGD 155 or MGD 164 or PHO 206 or RTV 269. One to six credits.

## ***MOT: MEDICAL OFFICE TECHNOLOGY***

NOTE: Health related courses are found under the following prefixes: EMS (Emergency Medical Services), HHP (Holistic Health Professional), HPR (Health Professional), HWE (Health and Wellness), MOT (Medical Office Technology), NUA (Nursing Assistant), NUR (Nursing), STE (Surgical Technology).

### **MOT 110 MEDICAL OFFICE ADMINISTRATION**

Introduces the administrative duties specifically used in medical offices. Prerequisite(s): co-enrollment of HPR 178 or permission of instructor. Four credits.

### **MOT 120 MEDICAL OFFICE FINANCIAL MANAGEMENT**

Covers the practical uses of accounts and records with emphasis on accounting principles and analysis for use in a medical office. Prerequisite(s): MOT 110 or permission of instructor. Three credits.

### **MOT 129 SURVEY OF SCIENCES FOR MEDICAL OFFICE ADMINISTRATION**

(Formerly: MOT 143) This course will prepare those seeking careers in the Medical Business Office, such as Reception, Billing, Coding, Insurance, and Transcription, with entry level applied knowledge in anatomy, physiology, pathophysiology, and pharmacology of all nine systems of the body. Prerequisite(s): HPR 178 or equivalent. Three credits.

### **MOT 130 INSURANCE BILLING AND CODING**

Introduces outpatient coding with an ultimate goal to present a clear picture of medical procedures and services performed (CPT codes), correlating the diagnosis, symptom, complaint or condition (ICD-9 codes), thus establishing the medical necessity required for third-party reimbursement. Prerequisite(s): None or permission of instructor. Three credits.

### **MOT 132 MEDICAL TRANSCRIPTION I**

Provides basic knowledge, understanding, and skills required to transcribe medical dictation with accuracy, clarity, and timeliness, applying the principles of professional and ethical conduct. Prerequisite(s): BTE 155 & HPR 178 with a grade of C or better or permission of instructor. Three credits.

### **MOT 136 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 measurement of vital signs. Prerequisite(s): HPR 178 or equivalent & BIO 106. Two credits.

### **MOT 138 MEDICAL ASSISTING LABORATORY SKILLS**

Introduces the student to basic routine laboratory skills and techniques for collection, handling, and examination of laboratory specimens often encountered in the ambulatory care setting. Emphasizes hands-on experience. Prerequisite(s): HPR 137, MOT 136 or OSHA blood borne pathogens coursework, also need current HBV & tetanus immunization. Four credits.

### **MOT 140 MEDICAL ASSISTING CLINICAL SKILLS**

Provides hands on experience with the clinical skills required for assisting with patient care. Delivers the theory behind each skill presented as well as proper technique for performing each skill. Prerequisite(s): BIO 106 and MOT 136. Four credits.

### **MOT 150 PHARMACOLOGY FOR MEDICAL ASSISTANTS**

Provides an overview of pharmacology language, abbreviations, systems of measurement and conversions. The Controlled Substances Act, prescriptions, forms of medications, patient care applications, drug classifications/ interactions, and safety in drug therapy and patient care are presented. Information regarding the measurement of medications, dosage calculations, routes of administration, and commonly prescribed drugs in the medical office is provided. Prerequisite(s): HPR 178 or equivalent, BIO 106, HPR 137 or taken concurrently. Three credits.

### **MOT 280 INTERNSHIP**

Provides students with the opportunity to supplement coursework with practical work experience related to their educational program. Students work under the immediate supervision of experienced personnel at the business location and with the direct guidance of the instructor. Prerequisite(s): Completed all MOT coursework or permission of instructor, current HBV, MMR, and Tetanus immunizations, current TB test and CPR card. Six credits.

## ***MUS: MUSIC***

### **MUS 100 FUNDAMENTALS OF MUSIC**

Designed to help the beginning music student, or those students with a limited background in music theory, study the basic elements of music, including notation, rhythm, scales, key signatures, intervals and chords. Three credits.

### **MUS 110 MUSIC THEORY I**

Presents music fundamentals, diatonic four-part harmony, analysis, ear training, and keyboard harmony. For music majors transferring to a 4-year program or students interested in composition. Co-requisite: MUS 112 must be taken at the same time. Three credits.

### **MUS 111 MUSIC THEORY II**

Presents chromatic four-part harmony, analysis, ear training, and keyboard harmony. Prerequisite(s): MUS 110; MUS 112. Co-requisite: MUS 113 must be taken at the same time. Three credits.

### **MUS 112 EAR TRAINING/SIGHT-SINGING LAB I**

Presents exercises in sight-singing with melodic and rhythmic dictation. Co-requisite: MUS 110 must be taken at the same time. One credit.

### **MUS 113 EAR TRAINING/SIGHT-SINGING LAB II**

Presents exercises in sight-singing with melodic and rhythmic dictation. Prerequisite: MUS 110 and 112. Co-requisite: MUS 111 must be taken at the same time. One credit.

### **MUS 120 MUSIC APPRECIATION**

Covers the basic materials of music, musical forms, media, genres and musical periods. Emphasizes the development of tools for intelligent listening and appreciation. This course is a state guaranteed transfer course GT-AH1. Three credits.

### **MUS 121 INTRODUCTION TO MUSIC HISTORY I**

Studies the various periods of music history with regard to the composers, esthetics, forms, and genres of each period. Considers music from the Middle Ages through the Classical period. This course is a state guaranteed transfer course GT-AH1. Three credits.

### **MUS 122 INTRODUCTION TO MUSIC HISTORY II**

Continues Music History I with a study of music from the early Romantic period to the present. This course is a state guaranteed transfer course GT-AH1. Three credits.

### **MUS 141 PRIVATE INSTRUCTION: (SPECIFY)**

Two credits for music majors planning to transfer to 4 year school or students who wish to learn basic technique. Offers private instruction consisting of a thirty or sixty minute lesson per week. Participation in a student performance is required at least once each term for 1 credit. Regular attendance at and participation in student performances is required for 2 credits. Two credits.

### **MUS 142 PRIVATE INSTRUCTION: (SPECIFY)**

Two credits for music majors planning to transfer to 4 year school or students who wish to learn basic technique. Offers private instruction consisting of a thirty or sixty minute lesson per week. Participation in a student performance is required at least once each term for 1 credit. Regular attendance at and participation in student performances is required for 2 credits. Prerequisite(s): MUS 141. Two credits.

### **MUS 143 PRIVATE INSTRUCTION: (SPECIFY)**

Two credits for music majors planning to transfer to 4 year school or students who wish to learn basic technique. Offers private instruction consisting of a thirty or sixty minute lesson per week. Participation in a student performance is required at least once each term for 1 credit. Regular attendance at and participation in student performances is required for 2 credits. Prerequisite(s): MUS 142. Two credits.

### **MUS 144 PRIVATE INSTRUCTION: (SPECIFY)**

Two credits for music majors planning to transfer to 4 year school or students who wish to learn basic technique. Offers private instruction consisting of a thirty or sixty minute lesson per week. Participation in a student performance is required at least once each term for 1 credit. Regular attendance at and participation in student performances is required for 2 credits. May be repeated for credit more than once per individual institution policy. Prerequisite(s): MUS 143. Two credits.

### **MUS 151 ENSEMBLE I**

Rehearses and performs various types of musical literature in either a vocal ensemble or instrumental ensemble. One credit.

### **MUS 152 ENSEMBLE II**

Rehearses and performs various types of musical literature in either a vocal ensemble or instrumental ensemble. One credit.

### **MUS 153 ENSEMBLE III**

Rehearses and performs various types of musical literature in either a vocal ensemble or instrumental ensemble. One credit.

### **MUS 161 ELECTRONIC/COMPUTER MUSIC I**

Provides each student with an understanding of how to write music on a personal computer using music engraving software. Three credits.

### **MUS 165 MIDI I**

Allows people to create music easily with computers whether you are a musician or a novice. You will be creating music in a few class sessions on state-of-the-art computer, software, and sound generators. You can apply your understanding of MIDI to enhance your environment at work and at home. Some topics we will cover are: recording, editing, and playback with special sequencing software; notation software that will let you produce a copy of your musical piece/composition output; synchronization of your sound track so you may dub it onto a video tape or synchronize it with another sound output, such as a VCR, CD, etc., and other music related software and hardware possibilities. Prerequisite(s): RTV 108 or permission of instructor. Two credits.

### **MUS 175 SPECIAL TOPICS**

Provides students with a vehicle to pursue in depth exploration of special topics of interest. Zero to six credits.

### **MUS 241 PRIVATE INSTRUCTION: (SPECIFY)**

Two credits for music majors planning to transfer to 4 year school or students who wish to learn basic technique. Offers private instruction consisting of a thirty or sixty minute lesson per week. Participation in a student performance is required at least once each term for 1 credit. Regular attendance at and participation in student performances is required for 2 credits. Prerequisite(s): MUS 144. Two credits.

### **MUS 242 PRIVATE INSTRUCTION: (SPECIFY)**

Two credits for music majors planning to transfer to 4 year school or students who wish to learn basic technique. Offers private instruction consisting of a thirty or sixty minute lesson per week. Participation in a student performance is required at least once each term for 1 credit. Regular attendance at and participation in student performances is required for 2 credits. Prerequisite(s): MUS 241. Two credits.

### **MUS 243 PRIVATE INSTRUCTION: (SPECIFY)**

Two credits for music majors planning to transfer to 4 year school or students who wish to learn basic technique. Offers private instruction consisting of a thirty or sixty minute lesson per week. Participation in a student performance is required at least once each term for 1 credit. Regular attendance at and participation in student performances is required for 2 credits. Prerequisite(s): MUS 242. Two credits.

### **MUS 244 PRIVATE INSTRUCTION: (SPECIFY)**

Two credits for music majors planning to transfer to 4 year school or students who wish to learn basic technique. Offers private instruction consisting of a thirty or sixty minute lesson per week. Participation in a student performance is required at least once each term for 1 credit. Regular attendance at and participation in student performances is required for 2 credits. May be repeated for credit more than once per individual institution policy. Prerequisite(s): MUS 243. Two credits.

### **MUS 251 ENSEMBLE I**

Rehearses and performs various types of musical literature in either a vocal ensemble or instrumental ensemble. Prerequisite(s): MUS 153. One credit.

### **MUS 252 ENSEMBLE II**

Rehearses and performs various types of musical literature in either a vocal ensemble or instrumental ensemble. Prerequisite(s): MUS 251. One credit.

### **MUS 253 ENSEMBLE III**

Rehearses and performs various types of musical literature in either a vocal ensemble or instrumental ensemble. Prerequisite(s): MUS 252. One credit.

### **MUS 275 SPECIAL TOPICS**

Covers specific topics in music. This course is offered as needed for credit appropriate to the topic and each offering includes a description of the topic(s). Permission of department chair is required. One to three credits.

### **MUS 285 INDEPENDENT STUDY**

Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor. Permission of department chair is required. Zero to six credits.

## ***NMT: NUCLEAR MEDICINE***

### **NMT 200 NUCLEAR MEDICINE SCIENCE**

Covers the general principles of radiation and radiation exposure. The course focuses on the principles of radiation protection for patients, radiation workers and the public. The course also provides an understanding of the use of radiation measurement equipment. Students must be RT certified. Prerequisite(s): Must be RT or permission of department. Three credits.

### **NMT 210 NUCLEAR MEDICINE INSTRUMENTATION**

Introduces the fundamental aspects of nuclear medicine equipment including a basic review of the radiation detection process; and operation of gas filled detectors, scintillation detectors, planar gamma cameras and Single Photon Emission Computed Tomography (SPECT) and Positron Emission Tomography (PET) scanners. Students must be RT certified. Prerequisite(s): Must be RT. NMT 200 or permission of department. Two credits.

### **NMT 211 NUCLEAR MEDICINE PROCEDURES I**

Includes the basic operation of nuclear medicine cameras and computers, and acquisition and processing of radionuclide imaging. Focuses on preparation and administration of radiopharmaceuticals for, and performance of radionuclide bone, lung, thyroid, parathyroid, and lymphatic radionuclide procedures. Students must be RT certified. Prerequisite(s): NMT 210 or permission of department. Three credits.

### **NMT 212 NUCLEAR MEDICINE PROCEDURES II**

Introduces material additional to that covered in NMT 211, including the knowledge of anatomy, pathology, and applications necessary to perform nuclear medicine images of the cardiovascular system, genitourinary system, gastric system, hepatobiliary system, and cerebral spinal areas with direct supervision. Students must be RT certified. Prerequisite(s): NMT 211 or permission of department. Four credits.

### **NMT 220 NUCLEAR MEDICINE CASE STUDIES**

Introduces material in addition to NMT 211 and 212, including imaging critiquing, identification of artifacts and pathology, and impact of image quality on interpretation of nuclear medicine images. Students must be RT certified. Prerequisite(s): NMT 212 or permission of department. Two credits.

### **NMT 230 NUCLEAR MEDICINE LICENSING & CERTIFICATION**

Introduces material about regulations and record keeping pertaining to use of radioactive material, government inspections of nuclear medicine departments, billing and reimbursement of nuclear medicine procedures, and design of nuclear medicine departments. Provides review of major categories tested on the ARRT and NMTCB registration exams for Nuclear Medicine Technology, and instruction in the exam application process. Students must be RT certified. Prerequisite(s): NMT 220 or permission of department. Two credits.

### **NMT 280 NUCLEAR MEDICINE INTERNSHIP I**

Introduces the clinical education experience at the clinical education center. The student applies knowledge learned in the classroom to the actual practice of nuclear medicine technology. Students must be RT certified. Prerequisite(s): NMT 230 or permission of department. Seven and one-half credits.

### **NMT 281 NUCLEAR MEDICINE INTERNSHIP II**

Introduces additional concepts and additional nuclear medicine procedures than those learned in Nuclear Medicine Internship I. Students must be RT certified. Prerequisite(s): NMT 280 or permission of department. Seven and one-half credits.

### **NMT 282 NUCLEAR MEDICINE INTERNSHIP III**

Introduces the student to in-vitro nuclear medicine procedures, labeled cell imaging, tumor and infection site imaging, and radionuclide therapy, as well as reinforcing the basic concepts of Nuclear Medicine Internship I and II. Students must be RT certified. Prerequisite(s): NMT 281 or permission of department. Five credits.

## ***NUA: NURSING ASSISTANT***

**NOTE:** Health related courses are found under the following prefixes: EMS (Emergency Medical Services), HHP (Holistic Health Professional), HPR Health Professional), HWE (Health and Wellness), MOT (Medical Office Technology), NUA (Nursing Assistant), NUR (Nursing), STE (Surgical Technology).

### **NUA 101 CERTIFIED NURSE AIDE HEALTH CARE SKILLS**

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 are covered in theory and lab. The student will learn skills that address mental health needs as well as patient/resident/client rights. Prerequisite(s): Accuplacer reading assessment of 60 or equivalent. Four credits.

### **NUA 170 NURSE ASSISTANT CLINICAL EXPERIENCE**

Applies knowledge gained from NUA 101 in a clinical setting. Prerequisite(s): NUA 101. One credit.

## ***NUR: NURSING***

**NOTE:** Health related courses are found under the following prefixes: EMS (Emergency Medical Services), HHP (Holistic Health Professional), HPR Health Professional), HWE (Health and Wellness), MOT (Medical Office Technology), NUA (Nursing Assistant), NUR (Nursing), STE (Surgical Technology).

### **NUR 101 PHARMACOLOGY CALCULATIONS**

Introduces the nursing student to the concepts and techniques of dosage calculations and medication administration by a variety of routes. Learners will apply basic math concepts to complex conversion of dosages between and among various systems of weights and volumes. Prerequisite(s): Acceptance into Practical Nursing program. One credit.

### **NUR 102 ALTERATIONS IN ADULT HEALTH I**

Introduces the Practical Nurse to basic concepts necessary for assessing and meeting nursing care needs of the adult and older individual. The course focuses on the concepts of acute and chronic illness, pain management, fluid and electrolyte balance, perioperative care, oncology, death and dying, infection and inflammation, and shock syndromes. Common disorders of the musculoskeletal, integumentary, respiratory and reproductive systems are presented. Relevant psychosocial and ethno cultural concepts and legal and ethical implications are integrated throughout. To be taken concurrently with NUR 171. Prerequisite(s): All previous term program requirements. Three credits.



### **NUR 103 BASIC HEALTH ASSESSMENT FOR THE PRACTICAL NURSE**

Provides a foundation in assessment and related therapeutic communication and teaching skills within the legal role of the Practical Nurse. Information is presented to assist the learner in obtaining a health history and in performing a basic assessment on adults and older adults with predictable outcomes. Health maintenance and health promotion concepts are incorporated throughout the course. Relevant mental health, psychosocial and ethno cultural concepts are integrated. Learning theory regarding teaching and learning concepts are presented. Prerequisite(s): All previous term program requirements. One credit.

### **NUR 104 ALTERATIONS IN ADULT HEALTH II**

Continues the concepts introduced in Alterations in Adult Health I. It introduces the learner to basic concepts necessary for assessing and meeting nursing care needs of the adult and older individual. The course focuses on the common disorders of the neurological, cardiovascular, blood, lymphatic, immune, endocrine, gastrointestinal, renal and urinary systems and the special senses. Relevant psychosocial and ethno cultural concepts are integrated throughout. To be taken concurrently with NUR 174. Prerequisite(s): NUR 102. Three credits.

### **NUR 105 PRACTICAL NURSING ARTS AND SKILLS**

Introduces the Practical Nursing learner to the principles of basic procedures necessary in caring for clients across the lifespan with stable and predictable outcomes in selected health care settings. Emphasis is placed on use of the nursing process in providing care. Opportunities are provided in the classroom and laboratory to develop competence in the performance of nursing skills. Relevant psychosocial and ethno cultural concepts are integrated throughout. Content regarding multidisciplinary relationships, historical perspectives, and health care delivery systems is presented. To be taken concurrently with NUR 170. Five credits.

### **NUR 111 SOCIALIZATION INTO PRACTICAL NURSING**

Introduces roles and responsibilities of the graduate Practical Nurse as defined by established standards, including the Colorado Nurse Practice Act. Emphasis is placed on accountability, delegation, and perspectives in health care. Career and job readiness skills are developed. Prerequisite(s): All previous term program requirements. One credit.

### **NUR 112 BASIC CONCEPTS OF PHARMACOLOGY**

Introduces the basic concepts of pharmacology related to the actions, therapeutic and adverse effects, interactions of drugs, drug classifications, and the basic pharmacology of commonly used medications. Emphasis is placed on nursing considerations and client education. Learners will apply knowledge gained in selected clinical settings in caring for clients across the lifespan. Prerequisite(s): Acceptance into Extended Practical Nurse Program. Two credits.

### **NUR 113 BASIC CONCEPTS OF MATERNAL-NEWBORN NURSING**

Introduces the study of families experiencing childbirth. The focus is on normal pregnancy and the physiological and psychological changes during this time including the care of the normal newborn. Selected common complications are discussed. Relevant psychosocial and ethno cultural concepts are integrated throughout. The nursing process is used as a framework to assist the learner in understanding basic maternal/newborn needs and nursing care within the role of the Practical Nurse. To be taken concurrently with NUR 172. Prerequisite(s): All previous term program requirements. Two credits.

### **NUR 114 BASIC CONCEPTS OF NURSING OF CHILDREN**

Provides the learner with a basic understanding of the care of both the well and sick child within the role of the Practical Nurse. Emphasis is placed on the normal growth and development from infancy to adolescence. Nursing care of common childhood conditions is discussed. Theory is related to the nursing care of the well child, the sick child in various settings, the child with special needs, and the impact of pediatric care on the family. Relevant psychosocial, ethno cultural and family concepts are integrated throughout. To be taken concurrently with NUR 173. Prerequisite(s): All previous term program requirements. Two credits.

### **NUR 115 BASIC CONCEPTS IN MENTAL HEALTH AND ILLNESS**

Introduces the learner to basic concepts of mental health and illness. The course focuses on clients throughout the lifespan. Emphasis is placed on mental health concepts, selected common psychiatric disorders, treatment modalities and related nursing care. This course is designed to assist the Practical Nurse in caring for clients with varied psychosocial and ethno cultural backgrounds. Prerequisite(s): All previous term program requirements. One credit.

### **NUR 116 BASIC CONCEPTS OF GERONTOLOGICAL NURSING**

Introduces the learner to basic knowledge of normal aging, disorders related to aging and nursing care of the older individual within the role of the Practical Nurse. Concepts regarding legal and ethical factors affecting the older individual are presented. Relevant psychosocial and ethno cultural concepts are integrated throughout. Prerequisite(s): Acceptance into Practical Nursing program. One credit.

### **NUR 170 CLINICAL I**

Offers the clinical practicum to apply Practical Nursing Arts and Skills theory. To be taken concurrently with NUR 105. Prerequisite(s): Current HPV, MMR, & tetanus immunizations, current TB test and CPR card. Four credits.

### **NUR 171 CLINICAL II**

Offers the clinical practicum to apply the Adult Health I theory. To be taken concurrently with NUR 102. Prerequisite(s): Current HPV, MMR, & tetanus immunizations, current TB test and CPR card. Four credits.

### **NUR 172 CLINICAL III**

Offers the clinical practicum to apply the concepts of Maternal-Newborn Nursing theory. Prerequisite(s): Current HPV, MMR, & tetanus immunizations, current TB test and CPR card. To be taken concurrently with NUR 113. One credit.

### **NUR 173 CLINICAL IV**

Offers the clinical practicum to apply the Nursing of Children theory. To be taken concurrently with NUR 114. Prerequisite(s): Current HPV, MMR, & tetanus immunizations, current TB test and CPR card. One credit.

### **NUR 174 CLINICAL V**

Offers the clinical capstone to apply the Nursing Adult Health II theory. To be taken concurrently with NUR 104. Prerequisite(s): Current HPV, MMR, & tetanus immunizations, current TB test and CPR card and all Nursing courses. Two credits.

### **NUR 175 INDEPENDENT STUDY**

Provides students with a vehicle to pursue in depth exploration of special topics of interest. One to six credits.

### **NUR 206 ADVANCED CONCEPTS OF MEDICAL-SURGICAL NURSING I**

This course focuses on the role of the registered professional nurse as care provider, teacher, manager, professional, and advocate in meeting the nursing needs of adults across the life span. Utilizing the nursing process, the student is expected to integrate previous learning to assist the patient and family in achieving optimal functioning in various health care settings. Prerequisites: admission into the Associate Degree Nursing Program. Five credits.

### **NUR 210 NURSING CARE OF COMPLEX OBSTETRICAL AND PEDIATRIC CLIENTS**

This course prepares the professional nurse to comprehend and apply advanced concepts in the care of high-risk child bearing family and for children with complex health problems from birth through adolescence. Emphasis is on the special needs and complications during the prenatal experience and altered functioning, special needs and disease processes manifested in children. The nursing process is used as a framework to attain optimal levels of maternal-newborn and pediatric health and wellness. Legal and ethical accountability are integrated throughout the course. Critical thinking skills are utilized throughout. Prerequisites: admission into the Associate Degree Nursing Program. Five credits.

### **NUR 211 NURSING CARE OF PSYCHIATRIC CLIENTS**

This course develops concepts of psychosocial integrity and emphasizes the function and responsibility of nursing in promoting and maintaining mental health of individuals and families. It emphasizes communication and caring through the application of the therapeutic relationship and nursing process in the care and treatment of common clinical conditions and disorders. Prerequisites: admission into the Associate Degree Nursing Program. Five credits.

### **NUR 216 ADVANCED CONCEPTS OF MEDICAL-SURGICAL NURSING II**

This course continues to focus on the role of the registered professional nurse as care provider, teacher, manager, professional and advocate in meeting the complex medical and surgical health care needs of adult clients. Utilizing the nursing process the student is expected to integrate previous learning to assist the patient and family in achieving optimal functioning in various complex health care situations and settings. Prerequisites: NUR 206. Four credits.

### **NUR 217 LEADERSHIP FOR PROFESSIONAL NURSING PRACTICE**

This course socializes the student into the graduate registered nurse role. The focus is on the exploration and analysis of contemporary nursing practice, current trends and issues impacting nursing care delivery. Advanced leadership and management concepts are discussed as part of the professional nurse's role. Prerequisites: all previous term program requirements. Two credits.

### **NUR 270 EXPANDED CLINICAL I: CONCEPTS OF GERONTOLOGICAL AND ADULT NURSING.**

This nursing clinical is a companion course to NUR 206 Advanced Medical-Surgical Nursing I. Utilizing the clinical contact environment of acute care setting, this course focuses on the role of the registered professional nurse as care provider, teacher, manager, professional, and advocate in meeting the nursing needs of adults across the life span. Utilizing the nursing process, the student is expected to integrate previous learning to assist the patient and family in achieving optimal functioning in various health care settings. Patient assignments will focus on the concepts presented in NUR 206. Critical thinking skills are utilized and legal-ethical accountability are integrated throughout the course. Prerequisites: admission into the Associate Degree Nursing Program and NUR 206 or equivalent. Three credits.

### **NUR 271 EXPANDED CLINICAL II: CONCEPTS OF THE CHILD BEARING FAMILY AND THE CHILD.**

This nursing clinical is a companion course for NUR 210 Nursing Care of the Complex Obstetrical and Pediatric Client. Utilizing the clinical contact environment of acute care and clinic/community settings, this course focuses on the role of the registered professional nurses as care provider, teacher, manager, professional, and advocate in meeting the nursing needs of the high-risk child bearing family and for children with complex and chronic health problems from birth through adolescence. The nursing process is used as a framework to attain optimal levels of maternal-newborn and pediatric health and wellness. Critical thinking skills are utilized and legal-ethical accountability are integrated throughout the course. Prerequisites: admission into the Associate Degree Nursing Program and concurrent enrollment in NUR 210. Two credits.

### **NUR 272 EXPANDED CLINICAL III: CONCEPTS IN MEDICAL – SURGICAL NURSING OF THE ADULT.**

This nursing clinical is a companion course for NUR 216 Advanced Medical-Surgical Nursing II. Utilizing the clinical contact environment of acute care settings, this course continues to focus on the role of the registered professional nurse as care provider, teacher, manager, professional and advocate in meeting the complex medical and surgical health care needs of adult clients. Utilizing the nursing process, the student is expected to integrate previous learning to assist the patient and family in achieving optimal functioning in various complex health care situations and settings. Patient assignments will focus on concepts presented in NUR 216. Critical thinking skills are utilized and legal-ethical accountability are integrated throughout the course. Prerequisites: NUR 270 and NUR 206 or equivalent and concurrent enrollment in NUR 216. Three credits.

### **NUR 273 EXPANDED CLINICAL IV: PSYCHIATRIC NURSING**

This nursing clinical is a companion course for NUR 211 Nursing Care of the Psychiatric Client. Utilizing the clinical contact environment of Psychiatric care settings, this course focuses on the role of the registered professional nurse as care provider, teacher, manager, professional and advocate in meeting the nursing needs of the psychiatric client. Utilizing the nursing process, the student is expected to integrate previous learning to assist the client and family in achieving optimal functioning in various psychiatric settings. Patient assignments will focus on concepts presented in NUR 211. This course emphasizes communication and caring through the application of the therapeutic relationship in the care and treatment of common clinical conditions/disorders. Critical thinking skills are utilized and legal-ethical accountability are integrated throughout the course. Prerequisites: admission into the Associate Degree Nursing Program and concurrent enrollment in NUR 211. One credit.

### **NUR 279 SEMINAR: EXPANDED CONCEPTS OF PHARMACOLOGY AND NURSING SCIENCE**

This course further familiarizes the student with the practical applications of drug administration within nursing practice. It increases the knowledge base that the students were exposed to in NUR 112 Basic Concepts of Pharmacology. Emphasis is on Intravenous administration of medications and the legal/ethical implications of drug administration. Prerequisites: admission into the Associate Degree Nursing Program and a basic pharmacology course (NUR112 or equivalent). One credit.

### **NUR 288 PRACTICUM: HEALTH AND PHYSICAL ASSESSMENT FOR NURSING PRACTICE**

This course builds on skills acquired in NUR 103: Basic Nursing Assessment and focuses on nursing assessment across the life span using effective communication, interview techniques and advanced physical assessment techniques. The course emphasizes critical thinking skills in assessment, data analysis and derivation of actual and/or potential health needs. Prerequisites: admission into the Associate Degree Nursing Program and a basic assessment course (NUR 103 or equivalent). One credit.

### **NUR 289 EXPANDED CLINICAL V: CAPSTONE: COMPREHENSIVE NURSING INTERNSHIP**

This clinical course facilitates the transition from student to graduate nurse role through application of nursing principles and skills in an area of health care delivery. Critical thinking, life long learning, nursing process, caring, collaboration, and health teaching and promotion are emphasized. Prerequisites: all previous Associate Degree Nursing Program courses. Two credits.

## ***PED: PHYSICAL EDUCATION***

(Physically challenged students planning to register for a Physical Education class should contact the Physical Educational Department at 970.339.6295, no less than three days before registering to ensure access to and success in the chosen class.)

NOTE: Physical Education courses are found under the following prefixes: DAN (Dance), HHP (Holistic Health Professional), HWE (Health and Wellness), PED (Physical Education), PER (Physical Education and Recreation).

### **PED 100 BEGINNING GOLF**

Introduces a basic course in golf designed for those who have had little or no formal instruction or for those with some experience who are interested in improving some aspect of their game. Includes driving range, putting green, and possibly on-course play. One credit.

### **PED 102 VOLLEYBALL**

(Formerly: PEB 171) Introduces and improves student skill level in volleyball. The primary emphasis is on teaching the student the elements of volleyball including rules, offensive and defensive play, passing, serving, setting, attacking, team play and game strategies. One credit.

### **PED 103 SOFTBALL**

(Formerly: PEB 151) Introduces and improves skill level in softball. Emphasizes the elements of softball including rules of play, variations of play, equipment, skill technique, and offensive and defensive play and strategies. One credit.

### **PED 104 RACQUETBALL**

(Formerly: PEB 141) Introduces and improves the skill level in racquetball. Emphasizes teaching the student the elements of racquetball including rules, stroke technique, scoring, serving, the various shots, and offensive and defensive strategies. One credit.

### **PED 105 BASKETBALL**

(Formerly: PEB 101) Introduces basketball and focuses on improving student skill level. Emphasizes teaching the student the elements of basketball rules, offensive and defensive footwork, shooting, passing, dribbling, rebounding, team play, and game strategies. One credit.

### **PED 106 TENNIS**

(Formerly: PEB 161) Introduces tennis and focuses on improving the skill level of the student. Emphasizes the elements of tennis including the rules of the game, ground strokes, serving, the various shots, and singles and doubles play and strategies. One credit.

### **PED 108 BEGINNING SWIMMING**

(Formerly: PEA 161) Teaches the fundamentals of swimming including the front crawl, elementary backstroke, back crawl, and the fundamentals of treading water. Students may also be introduced to the breaststroke and sidestroke and the basics of turning at a wall. This course is for the non-swimmer or novice swimmer looking to improve aquatic skills. One credit.

### **PED 109 ADVANCED SWIMMING**

(Formerly: PEA 162) Builds on PED 108 and enables the student to coordinate and refine the major swimming strokes. Examines the butterfly stroke, open turns and surface dives. Students develop endurance swimming using the primary swimming strokes. Prerequisite(s): PED 108 or equivalent or permission of instructor. One credit.

### **PED 110 FITNESS CENTER ACTIVITY I**

(Formerly: PEF 111 Physical Fitness I) Focuses on improving total fitness via an aerobic circuit training program. Includes an individual fitness evaluation, computerized analysis of results, and a prescribed exercise program. Covers the basic components of fitness including flexibility, muscular strength, muscular endurance, cardiovascular fitness, and body composition. Weight machines, stationary bicycles, and computerized cardiovascular equipment are incorporated to elicit improvements in fitness. One credit.

### **PED 111 FITNESS CENTER ACTIVITY II**

(Formerly: PEF 112 Physical Fitness II) Offers an independent self-paced format of conditioning exercises to meet individual needs. Emphasizes the value of lifetime fitness and its contribution to achieving personal health and wellness. Students utilize cardiorespiratory, muscular strength and endurance exercises to promote positive changes in health-related fitness components. One credit.

### **PED 112 CONDITIONING LAB**

(Formerly: PEF 225 Physical Fitness V) Offers an independent self-paced format of conditioning exercises to meet individual needs. Emphasizes the value of lifetime fitness and its contribution to achieving personal health and wellness. Students utilize cardiorespiratory, muscular strength and endurance exercises to promote positive changes in health-related fitness components. One credit.

### **PED 113 FITNESS CONCEPTS**

(Formerly: PEF 226 Physical Fitness VI) Focuses on providing information and guidelines for moving toward a more healthy lifestyle. Includes classroom instruction, an individual fitness evaluation, computerized analysis of results, and a prescribed exercise program utilizing the equipment and exercise options available in the gym. One credit.

### **PED 114 WALKING AND JOGGING**

(Formerly: PEF 156 Walk N Tone) Enables the student to understand the values in walking and jogging. Safety precautions and emphasis on personal programs are emphasized. One credit.

### **PED 115 BODY SCULPTING AND TONING**

(Formerly: PEF 194) Introduces exercise techniques to improve overall physical fitness. Emphasizes the interaction between cardiovascular conditioning, muscular strength and endurance, flexibility and program design integrated into an aerobic format. Focuses on blending together different combinations and sequences of exercises while conditioning the entire body. Students exercise using various types of resistance equipment. One credit.



### **PED 116 WEIGHT TRAINING**

(Formerly: PEF 161 **Body Building**) Offers basic instruction and practice in weight training. Students utilize weight training equipment in accordance to their abilities and goals. Emphasizes weight training equipment orientation, correct lifting techniques, and basic program design for men and women. One credit.

### **PED 117 CROSS TRAINING**

(Formerly: PEF 190) Introduces basic cross-training techniques designed to improve physical work capacity of an individual. Enables the student to gain an understanding of the basic principles of cross training, the effects cross training has upon the body's energy systems and muscles, program design and terminology. One credit.

### **PED 119 FITNESS CIRCUIT TRAINING**

(Formerly: PEF 115 **Conditioning Combo I**) Examines a number of different circuit training programs. Emphasizes the development of cardiovascular endurance, muscular strength and endurance, flexibility and a healthy body composition to meet individual needs. One credit.

### **PED 120 SWIMMING FITNESS**

(Formerly: PEA 163) Enables the student to perfect stroke mechanics to swim with more ease, efficiency, power, and smoothness over greater distances. This course may utilize the competitive strokes, starts, and turns, and provide the 'whys' as well as the 'hows' of swim fitness so students can plan training programs to meet their changing needs. Prerequisite(s): PED 108 or equivalent or permission of instructor. One credit.

### **PED 121 STEP AEROBICS**

(Formerly: PED 117 **Bench Aerobics**) Introduces basic step aerobics and exercise techniques to improve physical fitness. Emphasizes the basic principles of step aerobics including the effects upon the cardio-respiratory system and skeletal muscles, various step patterns and choreography. One credit.

### **PED 125 BOWLING**

(Formerly: PEA 131) Introduces bowling fundamentals to improve the student's skill level. The primary emphasis is on teaching the student the elements of bowling, rules and regulations, footwork, courtesies, delivery, selection of ball, scoring, and team and individual competition. One credit.

### **PED 126 WATER AEROBICS**

(Formerly: PEA 151 **Aquasize I**) Offers water exercise to develop physical fitness. Includes instruction in a variety of water exercises and vigorous activities to develop cardiovascular and muscular endurance, flexibility and the promotion of body composition management. One credit.

### **PED 129 SCUBA DIVING**

(Formerly: PEA 185) Provides basic instruction in scuba diving. Focuses on the knowledge and skills related to swimming and snorkeling, diving equipment, communications, the environment, safety, dive tables, and other pertinent information a student needs for safe scuba diving. This course prepares the student for open-water (PADI) certification. Prerequisite(s): Basic Swimming Skills or permission of instructor. One credit.

### **PED 135 INTERMEDIATE TENNIS**

(Formerly: PEB 162 **Tennis II**) Introduces advanced instruction and practice for students who already have playing experience and skill in the basic strokes. Emphasizes learning the lob, smash, half-volley, serve variations and tennis strategy for singles and doubles. One credit.

### **PED 136 ADVANCED WEIGHT TRAINING**

(Formerly: PEF 162 **Body Building II**) Offers guided instruction and independent practice in weight training for men and women. Students practice various weight training techniques in accordance with their abilities. Emphasizes physiological considerations, equipment orientation, correct lifting techniques, program design, and nutrition. Two credits.

### **PED 143 TAI CHI I**

(Formerly: PEF 171) Introduces Tai Chi as an expression of understanding of self-control, exercise and self-defense. The primary emphasis is to gain an understanding of the history (origins and changes) of Tai Chi, the movements and their names, application of movements and terminology. One credit.

### **PED 144 TAI CHI II**

(Formerly: PEF 172) Emphasizes the instruction of Tai-Chi from a practical and scientific approach with illustrations of applications for each of the movements in daily life. Cardiovascular training, strength and flexibility training, balance and coordination are integral parts of the Tai-Chi training. In addition, psychosocial skills such as meditation, relaxation and self-efficacy are covered. One credit.

### **PED 145 PILATES MATWORK I**

(Formerly: PEF 101) A physical education class built upon the philosophies and exercises of Josef Pilates. The course will focus on Pilates matwork to increase core strength, overall muscles tone and flexibility with focused and precise floor work techniques. One credit.

### **PED 146 MARTIAL ARTS**

(Formerly: PEF 175) Introduces basic martial arts techniques and forms designed to improve the physical and mental capacity of an individual. Enables the student to gain an understanding of the basic philosophies and concepts around the martial arts and the approach to ethics. Provides a clear-cut guide for developing a powerful sense of character and will. One credit.

### **PED 147 YOGA**

(Formerly: PEF 141) Offers a guided instruction in yoga. Students practice yoga according to their individual fitness levels and abilities. Emphasizes enhancing general health and well-being through the performance of yoga strength, flexibility, balance and relaxation techniques and exercises. One credit.

### **PED 148 YOGA II**

(Formerly: PEF 142) Continues to build on the concepts of basic yoga. Increases awareness of yoga including physical and mental benefits. One credit.

### **PED 149 ADVANCED KARATE**

(Formerly: PEF 176 **Martial Arts II**) Presents an empty-hand form of self defense using all parts of the body in various blocking, kicking, punching and striking techniques against one or more assailants. The style of Karate taught will be Tae Kwon Do. Based on the results of an initial skills test, each student will be assigned two additional kicks, one additional jump kick, and one pattern. Intermediate sparring and self-defense techniques will be taught. Each student will be assigned a goal that the student will strive to achieve by the end of the course. One credit.

### **PED 153 HIKING**

(Formerly: PEF 210 **Mountain Hiking**) Provides skills related to hiking and wilderness travel. Emphasizes hiking skills, proper conditioning, route finding, equipment, and hiking hazards and ethics. The course involves conditioning in the fitness center and weekend hikes. One credit.

### **PED 154 BACKPACKING**

(Formerly: PEF 215) Provides skills related to wilderness travel and outdoor adventure. Emphasizes knowledge of backpacking skills, survival techniques, proper physical conditioning, route finding, equipment selection, and an understanding and respect for the environment. The course incorporates lecture and discussion sessions followed by a weekend trip in the mountains. Two credits.

### **PED 158 ARCHERY I**

(Formerly: PEA 101) To introduce the use of archery equipment, to learn the basic skills, safety precautions, and rules of archery. One credit.

### **PED 164 STRETCH 'N RELAX**

(Formerly: PEF 206) Teaches proper stretching techniques for all parts of the body, Static Stretched (No movement), gain knowledge of relaxation skills, learn how the body becomes more flexible through this class. One credit.

### **PED 168 CARDIO KICKBOXING AEROBICS I**

(Formerly: PED 141) Burns fat and increases cardio respiratory endurance through Cardio Kickboxing, an innovative new interval training aerobics workout. This high intensity course will focus on basic kickboxing moves and technique through hi-low aerobics choreography and target striking. The course will also include floor work to focus on toning and flexibility. One credit.

### **PED 169 TONE AND CARDIO FUNK I**

(Formerly: PEF 197) Includes toning work including free weights, exercubes, ankle weights, and fit ball along with aerobic dance choreography that will be used to strengthen and tone. The routines will vary from class to class to include a cardio routine using hip hop and funk and a toning sequence to get an overall body workout. One credit.

### **PED 200 ADVANCED GOLF**

(Formerly: PEB 108 Golf II) Covers skills designed for individuals with an advanced level of golfing skills who are interested in improving their game. Driving range, putting green and on course instruction and play will be included. Use of woods, irons, wedges and putting will be stressed. All instruction will be by certified golf instructors. One credit.

### **PED 204 POWER VOLLEYBALL**

(Formerly: PEB 181 Competitive Volleyball I) Introduces and improves student's advanced skills in volleyball. The primary emphasis is on teaching students quick offensives and advanced defensive systems in order to play volleyball at a competitive level. One credit.

### **PED 210 FITNESS CENTER ACTIVITY III**

(Formerly: PEF 113 Physical Fitness III) Serves as an advanced exercise course designed for individuals interested in attaining a high level of total fitness. Includes an individual fitness evaluation, computerized analysis of results, and a prescribed exercise program. Focuses on the basic components of fitness including flexibility, muscular strength and endurance, cardiovascular fitness, and body composition. The primary mode of training is Aerobic Circuit Training. The circuit training is supplemented with additional work on specialized weight machines, dumbbells, treadmills, rowers, and stair climbers available in the gym. One credit.

### **PED 211 FITNESS CENTER ACTIVITY IV**

(Formerly: PEF 224 Physical Fitness IV) Focuses on advanced instruction designed for individuals interested in attaining a high level of total fitness. Includes an individual fitness evaluation, computerized analysis of results, and a prescribed exercise program. Focuses on the basic components of fitness including flexibility,

muscular strength, muscular endurance, cardiovascular fitness, and body composition. The primary mode of training is Aerobic Circuit Training. The circuit training is supplemented with additional work on the specialized weight machines, dumbbells, treadmills, rowers, and stair climbers, found in the gym. One credit.

### **PED 245 INTERMEDIATE PILATES MATWORK II**

(Formerly: PEF 131) Builds upon the philosophies and exercises of Joseph Pilates. Pilates Matwork is a prerequisite, as this course builds upon basic techniques learned therein. Core strength, flexibility, overall muscle tone and balance are the goals of the matwork. One credit.

### **PED 268 CARDIO KICKBOXING AEROBICS II**

(Formerly: PED 142) Progress from Cardio Kickboxing I to Cardio Kickboxing II, a natural progression from one class to the next. It involves more intermediate skills and a better understanding of body positioning and form. More focus will be placed on proper technique and overall improvement. Focus is placed on core strength and improved flexibility. One credit.

## **PER: PHYSICAL EDUCATION & RECREATION**

(Physically challenged students planning to register for a Physical Education class should contact the Physical Educational Department at 970.339.6295, no less than three days before registering to ensure access to and success in the chosen class.)

NOTE: Physical Education courses are found under the following prefixes: DAN (Dance), HHP (Holistic Health Professional), HWE (Health and Wellness), PED (Physical Education), PER (Physical Education and Recreation).

### **PER 150 WATER SAFETY INSTRUCTOR**

(Formerly: HEN 115) Prepares students to become certified by the American Red Cross (ARC) as a Water Safety Instructor (WSI). Enables students to develop skills for teaching infant and preschool aquatics, Levels 1-7 in the Learn to Swim Program, Community Water Safety, and Water Safety Instructor Aide. Focuses on teaching people with special needs and planning and conducting safe and effective swim lessons. Prerequisite(s): 17+ years old Pass the precourse ARC written & skills test or permission of Instructor. Two credits.

### **PER 151 LIFEGUARD TRAINING**

(Formerly: HEN 113) Provides the necessary minimum knowledge and skills training for a person to qualify as a non-surf lifeguard. Prepares lifeguard candidates to recognize emergencies, respond quickly and effectively to emergencies and prevent drowning and other incidents. The course also teaches other skills in individual needs to be a professional lifeguard. Prerequisite(s): PED 109 or equivalent or permission of Instructor. Two credits.

### **PER 232 CARE & PREVENTION OF ATHLETIC INJURIES**

(Formerly: HEN 120 Basic Prevention & Care Athletic Injury) Focuses on techniques in prevention, care and basic rehabilitation of athletic injury. Prerequisite(s): None. Three credits.

## **PHI: PHILOSOPHY**

### **PHI 111 INTRODUCTION TO PHILOSOPHY**

Introduces significant human questions and emphasizes understanding the meaning and methods of philosophy. Includes human condition, knowledge, freedom, history, ethics, the future, and religion. This course is a state guaranteed transfer course GT-AH3. Three credits.

### PHI 112 ETHICS

Examines human life, experience, and thought in order to discover and develop the principles and values for pursuing a more fulfilled existence. Theories designed to justify ethical judgments are applied to a selection of contemporary personal and social issues. This course is a state guaranteed transfer course GT-AH3. Three 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. This course is a state guaranteed transfer course GT-AH3. Three credits.

### PHI 114 COMPARATIVE RELIGIONS

(Formerly: PHI 115) Introduces students to the similarities and differences among concepts predominant in the major world religions, comparing sociological, philosophical, and phenomenological similarities between major world faiths. It is designed to transfer to any four-year college philosophy, religious studies or humanities department. Three credits.

### PHI 116 WORLD RELIGIONS EAST

Emphasizes the diversity and richness of Eastern Religions within a cross-cultural context. Concepts such as fate, reincarnation, enlightenment and morality are analyzed. Three credits.

### PHI 175 SPECIAL TOPICS

(Formerly: PHI 135) Consists of specially offered courses as a response to interest or need. One to six credits.

## PHO: PHOTOGRAPHY

Photography is now located under Art course description section ART.

## PHY: PHYSICS

NOTE: Science courses are listed under the following prefixes: AST (Astronomy), BIO (Biology), CHE (Chemistry), ENV (Environmental Science), GEY (Geology), MET (Meteorology), PHY (Physics). All course prerequisites for science courses must be completed with a grade of "C" or better.

### PHY 105 CONCEPTUAL PHYSICS

Focuses on mechanics, heat, properties of matter, electricity and magnetism, light and modern physics. Incorporates laboratory experience. This course is a state guaranteed transfer course GT-SC1. Credit will not be given for both PHY 105 and PHY 111. Prerequisite(s): MAT 090. Four credits.

### PHY 111 PHYSICS: ALGEBRA-BASED I WITH LAB

(Formerly: PHY 111 & PHY 112) Enables the student to explore the truth about physical reality through reasoning, mathematics and experimentation. Examines kinematics, force, circular motion, energy, momentum, torque, rotational dynamics, simple harmonic motion, temperature, heat and thermodynamics. The concepts and theories presented are explored through demonstrations and hands-on laboratory experiments. It is a general physics course that is recommended for all of the health sciences and all other interested students. Students entering engineering or one of the advance sciences should register for PHY 211. This course is a state guaranteed transfer course GT-SC1. Prerequisite(s): MAT 121 or permission of instructor. Five credits.

### PHY 112 PHYSICS: ALGEBRA-BASED II WITH LAB

(Formerly: PHY 112 & PHY 113) Expands upon PHY 111 and covers sound waves, electric fields, electric circuits, magnetic fields, optics, and modern physics. Explores the concepts and theories presented in class through demonstrations and hands-on laboratory experiments. This course is a state guaranteed transfer course GT-SC1. Prerequisite(s): PHY 111 or permission of instructor. Five credits.

### PHY 211 PHYSICS: CALCULUS-BASED I WITH LAB

(Formerly: PHY 211 & PHY 212) Enables the student to examine the truth about physical reality through reasoning, mathematics and experimentation. Covers kinematics, force, gravity, energy, momentum, torque, rotational dynamics, fluids, waves, and thermodynamics. The concepts and theories presented in class are explored through demonstrations and hands-on laboratory experiments. This first semester calculus-based physics course is recommended for students entering engineering or one of the advance sciences. This course is a state guaranteed transfer course GT-SC1. Prerequisite(s): MAT 201 Concurrent or permission of instructor. Five credits.

### PHY 212 PHYSICS: CALCULUS-BASED II WITH LAB

(Formerly: PHY 212 & PHY 213) Expands upon PHY 211 and examines electric fields, electric circuits, magnetic fields, light and optics, and modern physics. The concepts and theories presented in class are explored through demonstrations and hands-on laboratory experiments. This course is a state guaranteed transfer course GT-SC1. Prerequisite(s): MAT 202 (concurrent) and PHY 211 or permission of instructor. Five credits.

### PHY 275 SPECIAL TOPICS

(Formerly: PHY 185) Provides students with a vehicle to pursue in depth exploration of special topics of interest. Prerequisite(s): permission of instructor. One to six credits.

### PHY 285 INDEPENDENT STUDY

(Formerly: PHY 295) Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor. Prerequisite(s): permission of instructor. One to six credits.

## POS: POLITICAL SCIENCE

### POS 105 INTRODUCTION TO POLITICAL SCIENCE

Focuses on a survey of the discipline of political science, including political philosophy and ideology, democratic and non-democratic governments, and processes, and international relations. This course is a state guaranteed transfer course GT-SS1. Three credits.

### POS 111 AMERICAN GOVERNMENT

Includes the background of the U.S. Constitution, the philosophy of American government, general principles of the Constitution, federalism, and civil liberties. Examines public opinion and citizen participation, political parties, interest groups, and the electoral process, and the structure and functions of the national government. This course is a state guaranteed transfer course GT-SS1. Three credits.

### POS 125 AMERICAN STATE AND LOCAL GOVERNMENT

(Formerly: POS 118) Emphasizes the structure and function of state, county, and municipal governments including their relations with each other and with national government. Includes a study of Colorado government and politics. Three credits.



### **POS 205 INTERNATIONAL RELATIONS**

Examines relationships among modern nation states. Topics include diplomacy, nationalism, ideologies, power and influence, conflict and cooperation, the role of non-state actors, the international economy and theoretical attempts to understand international behavior. Three credits.

### **POS 225 COMPARATIVE GOVERNMENT**

Focuses on a comparison of the basic features of selected developed and developing countries. Topics include ideologies, political parties, interest groups, and governmental institutions. Three credits.

### **POS 285 INDEPENDENT STUDY**

(Formerly: POS 299) Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor. One to six credits.

### **POS 288 PRACTICUM**

(Formerly: POS 207) Provides students with the opportunity to supplement coursework with practical work experience related to their educational program. Students work under the immediate supervision of experienced personnel at the business location and with the direct guidance of the instructor. One-half to six credits.

## ***PSY: PSYCHOLOGY***

NOTE: Psychology, counseling, and career courses are found under the following prefixes: COM (Communication), CSL (Counseling), HHP (Holistic Health Professional), HSE (Human Services), PSY (Psychology), SWK (Social Work).

### **PSY 100 PSYCHOLOGY OF WORKPLACE RELATIONSHIPS**

Focuses on interactions among people – their conflicts, cooperative efforts, and group relationships. Examines why beliefs, attitudes, and behaviors cause relationship problems in our personal lives and in work-related situations. Emphasizes the analysis of human behavior, the application of prevention strategies, and resolution of the behavior. Three credits.

### **PSY 101 GENERAL PSYCHOLOGY I**

Focuses on the scientific study of behavior including motivation, emotion, physiological psychology, stress and coping, research methods, consciousness, sensation, perception, learning and memory. This course is a state guaranteed transfer course GT-SS3. Three credits.

### **PSY 102 GENERAL PSYCHOLOGY II**

Focuses on the scientific study of behavior including cognition, language, intelligence, psychological assessment, personality, abnormal psychology, therapy, life span development, and social psychology. This course is a state guaranteed transfer course GT-SS3. Three credits.

### **PSY 110 CAREER DEVELOPMENT**

Assists the student in recognizing their career potential, and provides tools for making realistic decisions concerning educational and occupational objectives. Three credits.

### **PSY 116 STRESS MANAGEMENT**

Identifies the physiological, emotional and behavioral aspects of stress. Techniques of stress reduction and management are explored and applied, including nutrition, exercise, assertiveness, time management, and financial management. This course is not designed for transfer. Three credits.

### **PSY 205 PSYCHOLOGY OF GENDER**

Examines gender differences in work, courtship, family life, and sexual behavior throughout the life span. Three credits.

### **PSY 215 PSYCHOLOGY OF ADJUSTMENT**

Emphasizes personal growth and the development of interpersonal skills. Focuses on the practical application of psychological principles and theories in achieving self-understanding and personal growth. Three credits.

### **PSY 217 HUMAN SEXUALITY**

Surveys physiological, psychological, and psychosocial aspects of human sexuality. Topics include relationships, sexual identity, and sexual health. Three credits.

### **PSY 226 SOCIAL PSYCHOLOGY**

Focuses on the behavior of humans in social settings including attitudes, aggression, conformity, cooperation and competition, prejudice, and interpersonal attraction. Three credits.

### **PSY 227 PSYCHOLOGY OF DEATH AND DYING**

Examines the philosophies of life and death, emphasizing dying, death, mourning, and the consideration of one's own death. Three credits.

### **PSY 235 HUMAN GROWTH AND DEVELOPMENT**

Examines human development from conception through death emphasizing physical, cognitive, emotional and psychosocial factors. This course is a state guaranteed transfer course GT-SS3. Three credits.

### **PSY 236 ASSERTIVENESS TRAINING**

Teaches the awareness and expressions of individual rights and needs in interpersonal relationships. One credit.

### **PSY 238 CHILD DEVELOPMENT**

Focuses on growth and development of the individual from conception through childhood, emphasizing physical, cognitive, emotional, and psychosocial factors. Three credits.

### **PSY 249 ABNORMAL PSYCHOLOGY**

Examines abnormal behavior and its classification, causes, treatment, and prevention. Prerequisite(s): PSY 101 OR PSY 102 or instructor approval. Three credits.

### **PSY 250 DYNAMICS OF RACISM AND PREJUDICE**

(Formerly: PSY 209) Focuses on early race relations in the United States, the development of prejudicial attitudes and the social impact, and strategies for positive change. Three credits.

### **PSY 257 PSYCHOLOGICAL ASPECTS OF ABUSE IN RELATIONSHIPS**

(Formerly: PSY 279) Focuses on psychosocial factors contributing to both abusive and victimization behaviors in a variety of relationships. Two credits.

### **PSY 258 INTRODUCTION TO NEUROPSYCHOLOGY**

Focuses on introduction to basic neuropsychological terms and concepts with emphasis on application of thinking and behavior in humans. Prerequisite(s): PSY 101 OR PSY 102. Three credits.

### **PSY 267 STRESS REDUCTION WITH BIOFEEDBACK**

Focuses on the biological and psychological basis of stress and the detrimental effects it may have on health. Emphasizes learning and applying stress reduction skills which are monitored with simple biofeedback instruments. Three credits.

### **PSY 268 ORGANIZATIONAL PSYCHOLOGY**

(Formerly: PSY 206) Provides a comprehensive study of psychological principles and theories as applied to organizational behavior. Topics include motivation, job satisfaction, conflict supervision, human relations and stress management. Three credits.

### **PSY 275 SPECIAL TOPICS**

(Formerly PSY 256 and PSY 278) Provides students with a vehicle to pursue in depth exploration of special topics of interest. To include Domestic Violence Counseling and Psychology of Criminal Behavior. One to six credits.

#### **Domestic Violence Counseling**

Focuses on factors leading to battering behavior in males and psychosocial issues of domestic violence. One credit.

#### **Psychology of Criminal Behavior**

Focuses on the history, theories, personality structure, and responses to criminal behavior. One credit.

### **PSY 285 INDEPENDENT STUDY**

Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor. One to six credits.

### **COM 101 EMPLOYMENT STRATEGIES**

(Formerly CSL 105) Listed in the COM course section.

### **EMS 148 CRITICAL INCIDENT DEBRIEFING**

(Formerly: CSL 148) Listed in the EMS course section.

### **HHP 214 EXPLORING YOUR DREAMS**

(Formerly: PSY 232) Listed in the HHP course section.

### **HSE 108 INTRODUCTION TO THERAPEUTIC SYSTEM**

(Formerly: PSY 261) Listed in the HSE course section.

### **SWK 105 APPLICATION OF GROUP COUNSELING**

Listed in the SWK course section.

## **REA: READING**

\*This course will not satisfy minimum nor elective requirements for the A.A. or A.S. degrees.

### **\*REA 060 FOUNDATIONS OF READING**

Focuses on strategies for vocabulary development, improved reading comprehension, and enrichment. Prerequisite(s): Placement test. Students must pass REA 060 with a grade of "C" or better for placement into REA 090. Three credits.

### **\*REA 090 COLLEGE PREPARATORY READING**

Enables the student to apply strategies for improving comprehension, developing vocabulary, and increasing rate for reading college textbooks. Prerequisite(s): Placement test or successful completion of REA 060. Students must pass REA 090 with a grade of "C" or better to complete the reading sequence. Three credits.

### **\*REA 112 SPEED READING**

Improves reading comprehension and speed of reading for students who want to enhance skills for success in college or career environments. Prerequisite(s): Placement test or successful completion of REA 090. Two credits.

## **REE: REAL ESTATE**

### **REE 275 SPECIAL TOPICS**

Provides students with a vehicle to pursue in depth exploration of special topics of interest. To include Real Estate Practice and Law, Real Estate Current Legal Issues, Real Estate Practical Applications, Real Estate Closings and Trust Accounts, Colorado Real Estate Contracts and Regulations, and Real Estate Exam Prep. Zero to six credits.

### **REAL ESTATE PRACTICE AND LAW**

To protect the public by introducing the student to the practice of real estate through the study of a common body of knowledge including key terms and concepts in real estate as well as the related federal laws practiced in the majority of states on a national level. Three and one-half credits.

### **REAL ESTATE CURRENT LEGAL ISSUES**

To protect the public by providing a course of study for students to develop or enhance their knowledge and awareness of current real estate and real estate related statutes and regulations and important legal issues, developments and practices. One-half credit.

### **REAL ESTATE PRACTICAL APPLICATIONS**

To protect the public by providing a course of study for new real estate brokers in the application of laws, rules, and standard of practices. Two and one-half credits.

### **REAL ESTATE CLOSINGS AND TRUST ACCOUNTS**

To protect the public by students exhibiting the basic skills necessary to properly close a real estate transaction, including responsibilities from the contract through and after the closing, plus accounting for all funds received and disbursed as well as a comprehensive review of the legal documents prepared by the broker. Instruct the students in the proper record keeping procedures required by the REC to maintain and account for funds belonging to others. Two and one-half credits.

### **COLORADO REAL ESTATE CONTRACTS AND REGULATIONS**

To protect the public by having students prepare and understand Colorado Real Estate Commission approved contracts and understand Colorado real estate regulations. Three and one-half credits.

### **REAL ESTATE EXAM PREP**

Assist the student in completing the Colorado real estate license exam. One-half credit.

## **RTE: RADIOLOGIC TECHNOLOGY**

### **RTE 101 INTRODUCTION TO RADIOGRAPHY**

Provides an introduction to radiology including equipment, exposure, positioning and the knowledge necessary for the radiography student to provide safe patient care including communication skills, body mechanics, patient transfer, radiography as a profession, and medical legal issues. Prerequisite: Permission of Department Chair. Two credits.

### **RTE 111 RADIOGRAPHIC PATIENT CARE**

Provides expansion of the information presented in RTE 101, including diversity, universal precautions, legal considerations and ethics. Includes lecture and laboratory experience in the patient care areas of asepsis, vital signs, venipuncture, medical emergencies, assistance with drug administration, patient with special needs, death and dying, body mechanics and patient transfer techniques. Prerequisite: RTE 101, or permission of Department Chair. Two credits.

### **RTE 121 RADIOLOGIC PROCEDURES I**

Introduces fundamentals of radiographic positioning including use of radiographic equipment and safety, positioning, terminology, anatomy, pathology, and skills necessary to perform radiographic procedures of the chest, abdomen, upper extremity, gastrointestinal and urinary systems. Prerequisite: RTE 101, or permission of Department Chair. Three credits.

### **RTE 122 RADIOLOGIC PROCEDURES II**

Introduces additional material covered in RTE 121 including the knowledge of anatomy, pathology, and skills necessary to perform radiographic procedures of the lower extremity, pelvis, spine, and bony thorax. Prerequisite(s): RTE 121, or permission of Department Chair. Three credits.

### **RTE 131 RADIOGRAPHIC PATHOLOGY AND IMAGE EVALUATION I**

Provides a detailed anatomic discussion of the respiratory, digestive, genitourinary systems and related medical terminology. The course will also cover the details of bony anatomy including bone structure, pathology and arthrology. Prerequisite: RTE 101. One and one-half credits.

### **RTE 132 RADIOGRAPHIC PATHOLOGY AND IMAGE EVALUATION II**

Provides a detailed anatomic/pathologic discussion of the spine, circulatory system, nervous system, and skull and related medical terminology. Prerequisite: RTE 131. One and one-half credits.

### **RTE 141 RADIOGRAPHIC EQUIPMENT/IMAGING I**

Introduces the fundamental aspects of radiographic equipment including a basic review of physics fundamentals pertaining to x-ray production, the x-ray machine, image receptors, and control of scatter radiation. Prerequisite(s): RTE 101, or permission of department chair. Three credits.

### **RTE 142 RADIOGRAPHIC EQUIPMENT/IMAGING II**

Expands information covered in RTE 141 and provides in-depth knowledge of radiographic exposure and the factors that effect radiographic film quality and assurance. Prerequisite(s): RTE 141, or permission of department chair. Three credits.

### **RTE 181 RADIOGRAPHIC INTERNSHIP I**

Introduces the clinical education experience at the clinical education site. The student applies knowledge learned in the classroom to the actual practice of radiography. Prerequisite(s): RTE 101, or permission of Department Chair. Five credits.

### **RTE 182 RADIOGRAPHIC INTERNSHIP II**

Introduces additional concepts and more complex radiographic procedures than those learned in Clinical Internship I. Prerequisite(s): RTE 181, or permission of Department Chair. Five credits.

### **RTE 183 RADIOGRAPHIC INTERNSHIP III**

Reinforces the basic concepts of Clinical Internship I & II. Prerequisite(s): RTE 182, or permission of department chair. Seven credits.

### **RTE 221 ADVANCED MEDICAL IMAGING**

Introduces advanced imaging techniques including radiography of the cranium, facial bones and special radiographic procedures. These concepts are combined with the basic oral communication techniques necessary for the professional radiographer. Prerequisite(s): RTE 122, RTE 142, or permission of department chair. Three credits.

### **RTE 231 RADIATION BIOLOGY/PROTECTION**

Provides the basic knowledge and understanding of the biologic effects of ionizing radiation and radiation protection and safety. Prerequisite(s): RTE 181, or permission of Department Chair. Two credits.

### **RTE 250 MAMMOGRAPHY**

Introduces the fundamentals of mammography as required for ARRT mammography certification. Prerequisite(s): Must be RTR or permission of Department Chair. Three credits.

### **RTE 281 RADIOGRAPHIC INTERNSHIP IV**

Introduces the student to the radiographic specialty areas of pediatrics, geriatrics, the out-patient clinic, as well as increasing proficiency in general radiography. Prerequisite(s): RTE 183, or permission of Department Chair. Eight credits.

### **RTE 282 RADIOGRAPHIC INTERNSHIP V**

Introduces the student to the radiographic specialty areas of pediatrics, geriatrics, the out-patient clinic, portable and trauma radiography as well as increasing proficiency in general radiography. Prerequisite: RTE 281, or permission of Department Chair. Eight credits.

### **RTE 289 CAPSTONE**

Prepares the radiologic technology student to effectively search for a job in radiography & sit for the American Registry of Radiologic Technology examination. Prerequisite(s): Permission of Department. Three credits.

### **RTE 291 MAMMOGRAPHY CLINICAL**

Provides clinical experience for demonstrating and documenting clinical competencies required by the American Registry of Radiologic Technologist for application for registry examination. Prerequisite(s): Must be RTR or permission of Department Chair. Three credits.

## **RTV: RADIO & TELEVISION**

### **RTV 101 RADIO PROGRAMMING AND PRODUCTION I**

Focuses on radio programming, formats and audience rating survey, basic and sophisticated communications systems, history of broadcasting, broadcasting and production equipment, and program broadcast systems and propaganda. Three credits.

### **RTV 103 WRITING FOR TV AND RADIO**

Explores writing techniques for television and radio emphasizing professional techniques, format and style. Prerequisite(s): JOU 105 or permission of instructor. Three credits.

### **RTV 104 CORPORATE SCRIPTWRITING**

Focuses on script-writing formats and techniques as they apply to creating corporate and institutional video productions and other broadcast and non-broadcast media productions. Three credits.

### **RTV 107 TELEVISION STUDIO PRODUCTION**

Examines principles and techniques of basic television production and direction in a laboratory setting using commercial television broadcast equipment for broadcast and institutional video productions. Three credits.

### **RTV 108 PRINCIPLES OF AUDIO**

Focuses on basic audio production techniques to be used in media production. Includes the use of basic audio equipment and mixer to produce audio tracks for radio and television production. Three credits.

### **RTV 136 BROADCAST ANNOUNCING**

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.



### **RTV 210 AUDIO MIXING**

Includes the fundamentals of audio mixing from the audio source to final master. By explaining the principles of mixing and the technical foundations of audio recording. Analyzing the principles of acquiring, manipulating, recording, and final mixing of audio and discussing the differences between digital and analog recording. Each student will summarize the function of microphones, audio sources, recording devices, and speakers and complete recording exercises and projects according to provided guidelines. Demonstration of linear and non-linear master mixing will also be required. Prerequisite(s): RTV 108 or permission of instructor. Three credits.

### **RTV 211 RADIO PROGRAMMING & PRODUCTION II**

Focuses on styles of writing and reporting news, editorials, interviews, and commentaries; station logs and announcing styles and techniques; the Federal Communications Commission with emphasis on politics and serving the public interest; job finding and advancing in broadcasting; women in broadcasting; drama; and specialized production. Includes sports casting and weathercasting. Prerequisite(s): RTV 101 or permission of instructor. Three credits.

### **RTV 212 ADVANCED TELEVISION PRODUCTION**

Introduces additional principles and techniques of television production in theory and the approach of studio and production in news, weather and sports. Emphasizes direction and production development to include single and multi-camera production. Examines use of effects and chromakeying. Includes laws and ethics governing the television broadcast industry and Institutional Television. Prerequisite(s): RTV 107 or permission of instructor. Three credits.

### **RTV 241 CABLE TV BROADCASTING I**

Synthesizes knowledge and experience gained in Introduction to Television Studio Production (RTV 107) in a real-life television studio production scenario. The end product will be a weekly cable TV program. Prerequisite(s): RTV 107 or permission of instructor. Three credits.

### **RTV 242 CABLE TV BROADCASTING II**

Synthesizes knowledge and experience gained in Advanced Television Production (RTV 212). Students will produce regularly-scheduled television programs as part of a production unit in a studio and on-location production environment. The end product will be a weekly cable TV program. Prerequisite(s): RTV 107, RTV 241 or permission of instructor. Three credits.

### **RTV 243 CABLE TV BROADCASTING III**

Students will manage the production of a regularly scheduled television program as part of a TV production team unit in a studio and remote shooting environment. The end product will be a weekly cable TV program. Prerequisite(s): RTV 107, RTV 212, RTV 241, RTV 242 or permission of instructor. Three credits.

### **RTV 260 BROADCAST MANAGEMENT**

Introduces the field of broadcast management as applied to day-to-day radio and television station operations, broadcast law, broadcast promotion, sales, research, ratings, logs, demographics and human relations in the broadcast workplace and arena. Prerequisite(s): JOU 105 or permission of instructor. Three credits.

### **RTV 269 VIDEO FIELD PRODUCTION**

Prepares students for production of professional-quality video programming. Students will be afforded the opportunity to attain proficiency in single-camera remote videography, as well as post-production editing and recording engineering. Prerequisite(s): RTV 107, RTV 212 or permission of instructor. Three credits.

### **RTV 275 SPECIAL TOPICS**

Provides students with a vehicle to pursue in depth exploration of special topics of interest. One to six credits.

### **RTV 278 ELECTRONIC MEDIA PORTFOLIO PRESENTATION**

Provides students with an experiential learning experience (portfolio design and presentation).

### **RTV 280 INTERNSHIP: TV STUDIO/VIDEO PRODUCTION II**

Provides experience in a commercial television station or and allied industry. One to six credits.

### **RTV 283 INTERNSHIP: RADIO/AUDIO PRODUCTION**

Incorporates advanced experience in a commercial radio station or allied industry. One to six credits.

### **RTV 285 INDEPENDENT STUDY**

Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor. One to three credits.

### **RTV 289 CAPSTONE**

A demonstrated colmination of learning within a given program of study. One to six credits.

## **RUS: RUSSIAN**

**NOTE:** Foreign Language courses are listed under the following prefixes: ARA (Arabic), ASL (American Sign Language), FRE (French), GER (German), ITA (Italian), JPN (Japanese), LAT (Latin), RUS (Russian), SPA (Spanish), SWE (Swedish).

### **RUS 101 CONVERSATIONAL RUSSIAN I**

Introduces beginning student to conversational Russian and focuses on understanding and speaking Russian. Covers basic vocabulary, grammar, and expressions that are used in daily situations and in travel. Three credits.

### **RUS 111 RUSSIAN LANGUAGE I**

Begins a sequence dealing with the development of functional proficiency in listening, speaking, reading and writing the Russian language. **NOTE:** The order of the topics and methodology will vary according to individual texts and instructors. Five credits.

### **RUS 112 RUSSIAN LANGUAGE II**

Continues Russian I in the development of functional proficiency in listening, speaking, reading and writing the Russian language. **Note:** The order of the topics and the methodology will vary according to individual texts and instructors. Prerequisite(s): RUS 111 with a grade of C or better or permission of instructor. Five credits.

### **RUS 211 RUSSIAN LANGUAGE III**

Continues Russian Language I and II in the development of increased functional proficiency in listening, speaking, reading and writing the Russian language. **Note:** The order of the topics and the methodology will vary according to individual texts and instructors. Prerequisite(s): RUS 112 with a grade of C or better or permission of instructor. This course is a state guaranteed transfer course GT-AH4. Three credits.

### **RUS 212 RUSSIAN LANGUAGE IV**

Continues Russian Language I, II and III in the development of increased functional proficiency in listening, speaking, reading and writing the Russian language. **Note:** The order of the topics and the methodology will vary according to individual texts and instructors. Prerequisite(s): RUS 211 with a grade of C or better or permission of instructor. This course is a state guaranteed transfer course GT-AH4. Three credits.

## **RUS 285 INDEPENDENT STUDY**

(Formerly: RUS 195) Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor. One to six credits.

## **SCI: SCIENCE**

### **SCI 155 INTEGRATED SCIENCE I – PHYSICS AND CHEMISTRY**

Examines the nature of energy and matter, their interactions and changes, and the application of fundamental concepts to the study of our natural world. These concepts will be explored in hands-on laboratory experiments. This course integrates the fundamental concepts and ideas about the nature of physics and chemistry with the natural world. Integrated Science is a course that helps the student develop an appreciation of the beauty of science and how physics and chemistry play an important role in their everyday lives, from driving a car, reading their energy bill to cooking. Students will expand their scientific knowledge and skills through the laboratory experience, doing scientific experiments and investigations. This course is a state guaranteed transfer course GT-SCI1. Prerequisites: MAT 106. Four credits.

### **SCI 156 INTEGRATED SCIENCE II – EARTH AND LIFE SCIENCE**

The second semester of the integrated science series. Students are exposed to a synthesis of geology and biology. Topics covered include the origins of the planet and life upon it, interactions between climatology and life, how to interpret land forms and the implications, basic mineralogy, basic biological chemistry, cell structure and metabolism, and other areas of interface between the two disciplines. Students will expand their scientific knowledge and skills through the laboratory experience, doing scientific experiments and investigations. This course is a state guaranteed transfer course GT-SCI1. Prerequisites: SCI 155. Four credits.

## **SOC: SOCIOLOGY**

### **SOC 101 INTRODUCTION TO SOCIOLOGY I**

Examines the basic concepts, theories, and principles of sociology as well as human culture, social groups, and the social issues of age, gender, class, and race. This course is a state guaranteed transfer course GT-SS3. Three 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. This course is a state guaranteed transfer course GT-SS3. Three credits.

### **SOC 201 INTRODUCTION TO GERONTOLOGY**

Acquaints students with the major issues and concepts pertinent to the field of gerontology. The course introduces various theoretical perspectives on aging, the changing trends in life expectancy and other demographic considerations, and the interrelationship between elders and key social institutions. It provides an overview of physical, cognitive, and socioemotional factors associated with aging. Three credits.

### **SOC 205 SOCIOLOGY OF FAMILY DYNAMICS**

Develops 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. Three credits.

### **SOC 215 CONTEMPORARY SOCIAL PROBLEMS**

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. Three credits.

## **SOC 216 SOCIOLOGY OF GENDER**

Gives students the theoretical and factual background necessary to understand the phenomenon of gender stratification in American and other cultures. Students will be exposed to a history of gender stratification in human societies, theoretical explanations for this and insights into the consequences of gender differentiation in our world today. Three credits.

## **SOC 218 SOCIOLOGY OF DIVERSITY**

Explores the variety of intergroup relations regarding race, nationality, ethnicity, gender, sexual orientation, and other diversity issues. Patterns of prejudice, discrimination and possible solutions to these issues will be addressed. Prerequisite(s): SOC 101 OR SOC 102 OR SOC 205 OR SOC 215. Three credits.

## **SOC 275 SPECIAL TOPICS**

(Formerly: SOC 285) Provides students with a vehicle to pursue in depth exploration of special topics of interest. One-half to six credits.

## **SOC 285 INDEPENDENT STUDY**

(Formerly: SOC 295) Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor. One to six credits.

## **SPA: SPANISH**

NOTE: Foreign Language courses are listed under the following prefixes: ARA (Arabic), ASL (American Sign Language), FRE (French), GER (German), ITA (Italian), JPN (Japanese), LAT (Latin), RUS (Russian), SPA (Spanish), SWE (Swedish).

### **SPA 101 CONVERSATIONAL SPANISH I**

Offers beginning students the skills necessary to understand and speak Spanish. The material includes basic vocabulary, grammar, and expressions that are used in daily situations and in travel. Three credits.

### **SPA 102 CONVERSATIONAL SPANISH II**

Offers students the skills necessary to understand and speak Spanish. The material continues to cover basic conversations patterns, expressions, and grammar. Prerequisite(s): SPA 101 or permission of instructor. Three credits.

### **SPA 111 SPANISH LANGUAGE I**

(Formerly: SPA 111 and SPA 112) Deals with the development of functional proficiency in listening, speaking, reading and writing the Spanish language. Note: The order of the topics and methodology will vary according to individual texts and instructors. Five credits.

### **SPA 112 SPANISH LANGUAGE II**

(Formerly: SPA 112 and SPA 113) Continues Spanish Language I in the development of functional proficiency in listening, speaking, reading and writing the Spanish language. Note: The order of the topics and the methodology will vary according to individual texts and instructors. Prerequisite(s): SPA 111 with a grade of C or better or permission of instructor. Five credits.

### **SPA 115 SPANISH FOR THE PROFESSIONAL I**

(Formerly: SPA 225) Designed as an introduction to a working knowledge of the target language, cultural behaviors and values useful in various professional fields such as health care, law enforcement, bilingual education, business, and others. Three credits.

### **SPA 175 SPECIAL TOPICS**

(Formerly: SPA 135) Provides students with a vehicle to pursue in depth exploration of special topics of interest. One to six credits.

### **SPA 201 CONVERSATIONAL SPANISH III**

Provides students with the skills necessary to continue their study of understanding and speaking Spanish. The material includes intermediate level vocabulary, grammar, and expressions. Prerequisite(s): SPA 102 or permission of instructor. Three credits.

### **SPA 202 CONVERSATIONAL SPANISH IV**

Provides students the skills necessary to continue their study of understanding and speaking Spanish. The material will continue to cover intermediate level conversational patterns, expressions, and grammar. Prerequisite(s): SPA 201 or permission of instructor. Three credits.

### **SPA 211 SPANISH LANGUAGE III**

Continues Spanish Language I and II in the development of increased functional proficiency in listening, speaking, reading and writing the Spanish language. **NOTE:** The order of the topics and the methodology will vary according to individual texts and instructors. SPA 211 and SPA 212 can be taken out of sequence. Prerequisite(s): SPA 112 with a grade of C or better or permission of instructor. This course is a state guaranteed transfer course GT-AH4. Three credits.

### **SPA 212 SPANISH LANGUAGE IV**

Continues Spanish Language I, II and III in the development of increased functional proficiency in listening, speaking, reading and writing the Spanish language. **NOTE:** The order of the topics and the methodology will vary according to individual texts and instructors. SPA 212 and SPA 211 do not have to be taken in sequence. Prerequisite(s): SPA 112 with a grade of C or better or permission of instructor. This course is a state guaranteed transfer course GT-AH4. Three credits.

### **SPA 235 SPANISH READING-WRITING**

Builds vocabulary and develop reading and writing strategies in Spanish to be able to analyze fictional and non-fictional texts and gain further cultural insight of the Hispanic world. Three credits.

### **SPA 261 GRAMMAR FOR THE HERITAGE LANGUAGE SPEAKER**

Provides formal grammatical instruction to Foreign Language students whether native or bilingual who want to develop their existing proficiency in the target language. Three credits.

### **SPA 285 INDEPENDENT STUDY**

(Formerly: SPA 295) Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor. One to six credits.

## **SPE: SPEECH**

### **SPE 115 PUBLIC SPEAKING**

Combines the basic theory of speech communication with public speech performance skills. Emphasis is on speech delivery, preparation, organization, support, and audience analysis. Prerequisite(s): ENG 090 or BTE 167 or with a grade of C or better or permission of instructor. Three credits.

### **SPE 125 INTERPERSONAL COMMUNICATION**

Examines the communication involved in interpersonal relationships occurring in family, social and career situations. Relevant concepts include self-concept, perception, listening, nonverbal communication, and conflict. Three credits.

### **SPE 175 SPECIAL TOPICS**

(Formerly: SPE 135) Provides students with a vehicle to pursue in depth exploration of special topics of interest. One to six credits.

### **SPE 216 PRINCIPLES OF SPEECH COMMUNICATION II**

Emphasizes the intensification of ideas and styles with a focus on persuasive speaking. The course includes additional studies in rhetorical analysis and oral delivery methods. Prerequisite(s): SPE 115 with a grade of C or better or permission of instructor. Three credits.

### **SPE 225 ORGANIZATIONAL COMMUNICATION**

Studies human communication systems and patterns in business and organizational settings. Topics include exploration of leadership strategies; effective managerial communication skills with peers, superiors and subordinates; and organizational communication environments, networks, and goal. Prerequisite(s): SPE 115 with a grade of C or better or permission of instructor. Three credits.

### **SPE 226 ORAL INTERPRETATION**

Excites and exposes the student to the potential offered in the reading and performing of great literature such as is found in prose, poetry, and drama. Prerequisite(s): SPE 115 with a grade of C or better or permission of instructor. Three credits.

### **SPE 285 INDEPENDENT STUDY**

(Formerly: SPE 299) Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor. Prerequisite(s): SPE 115 with a grade of C or better or permission of instructor. One to six credits.

## **STE: SURGICAL TECHNOLOGY**

**NOTE:** Health related courses are found under the following prefixes: EMS (Emergency Medical Services), HHP (Holistic Health Professional), HPR (Health Professional), HWE (Health and Wellness), MOT (Medical Office Technology), NUA (Nursing Assistant), NUR (Nursing), STE (Surgical Technology).

### **STE 100 FUNDAMENTALS OF SURGICAL TECHNOLOGY**

Emphasizes the theoretical basis of surgical technology practice. Prerequisite(s): HPR 178, BIO 201, BIO 202. Six credits.

### **STE 101 SURGICAL TECHNOLOGY SKILLS LAB**

Provides the opportunity to learn and practice basic surgical technology skills. Prerequisite(s): STE 100 or concurrently. Four credits.

### **STE 105 PHARMACOLOGY FOR THE SURGICAL TECHNOLOGIST**

Covers basic surgical pharmacology including the metric system, pharmacology theory, surgical drugs, and aspects of anesthesia. Prerequisite(s): HPR 178, BIO 201, BIO 202. Two credits.

### **STE 110 SURGICAL PROCEDURES I**

Covers the principles and skills required to assist in procedures in the following surgical specialties: general and gastrointestinal, obstetrics/gynecology, and genitourinary. Prerequisite(s): BIO 205 or taking concurrently, and all previous term program requirements. Three credits.

### **STE 115 SURGICAL PROCEDURES II**

Covers the principles and skills required to assist in procedures in the following surgical specialties: orthopedic, ophthalmology, otorhinolaryngology, head/neck, and plastic/reconstructive. Prerequisite(s): STE 110. Three credits.

### **STE 120 SURGICAL PROCEDURES III**

Covers the principles and skills required to assist in procedures for peripheral vascular, cardiovascular, thoracic, and neurosurgical procedures. Prerequisite(s): STE 115. Three credits.



### **STE 181 INTERNSHIP I**

Allows students to integrate theoretical concepts in a clinical surgical setting. Prerequisite(s): STE 110, Current HBV, MMR & tetanus immunizations, Current TB test and CPR card. Four credits.

### **STE 182 INTERNSHIP II**

Allows students to integrate advanced theoretical concepts in a clinical surgical setting. Prerequisite(s): STE 115, Current HBV, MMR & tetanus immunizations, Current TB test and CPR card. Four credits.

### **STE 183 INTERNSHIP III**

Allows students to integrate advanced theoretical concepts in a clinical surgical setting. Prerequisite(s): STE 120, Current HBV, MMR & tetanus immunizations, Current TB test and CPR card. Six credits.

### **STE 275 SPECIAL TOPICS**

Provides students with a vehicle to pursue in depth exploration of special topics of interest. Prerequisite(s): All STE level 100 coursework. Two credits.

## **SWE: SWEDISH**

NOTE: Foreign Language courses are listed under the following prefixes: ARA (Arabic), ASL (American Sign Language), FRE (French), GER (German), ITA (Italian), JPN (Japanese), LAT (Latin), RUS (Russian), SPA (Spanish), SWE (Swedish).

### **SWE 101 CONVERSATIONAL SWEDISH I**

Introduces beginning students to conversational Swedish and focuses on understanding and speaking Swedish. Covers basic vocabulary, grammar, and expressions that are used in daily situations and in travel. Three credits.

## **SWK: SOCIAL WORK**

NOTE: Psychology, counseling, and career courses are found under the following prefixes: COM (Communication), CSL (Counseling), HHP (Holistic Health Professional), HSE (Human Services), PSY (Psychology), SWK (Social Work).

### **SWK 105 APPLICATION OF GROUP COUNSELING**

Covers the basic techniques, philosophies and principles of problem solving through group counseling. It teaches group leaders how to apply techniques in working with a variety of client groups. Three credits.

## **TEL: TEACHING ENGLISH AS A SECOND LANGUAGE**

### **TEL 102 PROCEDURES AND TECHNIQUES FOR THE ESL CLASSROOM**

Focuses on the teaching of English grammar, speaking and listening, and reading and writing in the ESL classroom. Writing lesson plans, selecting and adapting instructional resources and technology, developing classroom management skills, and integrating cultural awareness in classroom activities provide the basis for this class. Observation of ESL sites provides an opportunity for TESL students to observe various working models. Three credits.

### **TEL 225 SECOND LANGUAGE ACQUISITION**

Examine the intricate web of variables that interact in the second language learning process. The emphasis in the course will be on examining each of these variables and then attempting to understand how they work together to foster or inhibit successful second language learning and acquisition. Three credits.

## **THE: THEATRE**

### **THE 105 INTRODUCTION TO THEATRE ARTS**

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 is a state guaranteed transfer course GT-AH1. Three credits.

### **THE 111 ACTING I**

Covers basic acting techniques and approaches including scene study, improvisation, and script analysis. It includes practical application through classroom performance. Three credits.

### **THE 211 DEVELOPMENT OF THEATRE I**

Surveys the history and evolution of drama from Ancient Greece to the Renaissance, emphasizing all aspects of the art from period values to analysis of dramatic literature and performance. This course is a state guaranteed transfer course GT-AH1. Three credits.

### **THE 212 DEVELOPMENT OF THEATRE II**

Surveys the history and evolution of drama from the Renaissance to the present, emphasizing all aspects of the art from period values to the analysis of dramatic literature and performance. This course is a state guaranteed transfer course GT-AH1. Three credits.

### **THE 275 SPECIAL TOPICS**

Explores current topics, issues and activities related to one or more aspects of the named discipline. One to three credits.

### **THE 285 INDEPENDENT STUDY**

Emphasizes structured and guided, individualized study that is organized and tailored around the interests and needs of the individual student. One to three credits.

## **UPH: UPHOLSTERY**

### **UPH 100 BASIC UPHOLSTERY TECHNIQUES**

Covers the upholstery industry: safety, familiarization with tools and materials, sewing, tacking, layout and pattern work. Three credits.

### **UPH 101 AUTO UPHOLSTERY I**

Covers auto seat upholstery, including removal and replacement, teardown, correct use of materials, cutting and stretching. Prerequisite(s): UPH 100 or permission of Instructor. Three credits.

### **UPH 102 AUTO UPHOLSTERY II**

Continues UPH 101, emphasizing skill development. Carpet, trim, convertible tops, tonneau covers and convertible boots are course components. Prerequisite(s): UPH 101 or permission of Instructor. Three credits.

### **UPH 103 AUTO UPHOLSTERY III**

Introduces repair and/or replacement of armrests, carpet, wind lace, door panels, headliner, convertible tops, tonneau covers and convertible boots. Prerequisite(s): UPH 102 or permission of Instructor. Three credits.

## **WEL: WELDING TECHNOLOGY**

### **WEL 100 SAFETY FOR WELDERS**

Covers the hazards of welding on health and safety, locating essential safety information from a code or other standard, and identifying and applying shop safety procedures. Prerequisite(s): None. One credit.

### **WEL 101 ALLIED CUTTING PROCESSES**

Covers setting up equipment and performing cutting and gouging operations utilizing the oxyacetylene, air carbon arc, exothermic, and plasma arc cutting processes. This course will also provide an introduction to blueprint reading. Prerequisite(s): WEL 100. Four credits.

### **WEL 102 OXYACETYLENE JOINING PROCESSES**

Introduces safety inspections, minor repairs, operating parameters, oxyacetylene welding equipment, and oxyacetylene welding, brazing, and soldering operations. Blueprint reading skills will be practiced in this course. Prerequisite(s): WEL 100 and WEL 101. Four credits.

### **WEL 103 BASIC SHIELDED METAL ARC I**

Covers performing safety inspections, making minor repairs, adjusting operating parameters, and operating SMAW equipment utilizing E-6010 electrodes. Layout procedures and practices will be introduced. Prerequisite(s): WEL 100 and WEL 102. Four credits.

### **WEL 110 ADVANCED SHIELDED METAL ARC I**

Covers safety inspections, minor repairs, operating parameters, operation of SMAW equipment, and SMAW operations on groove and fillet welds utilizing E-6010 and E-7018 electrodes. Layout procedures will be practiced during this course. Prerequisite(s): WEL 100 and WEL 103. Four credits.

### **WEL 175, 176, 177, 275, 276, 277 SPECIAL TOPICS**

Provides students with a vehicle to pursue in-depth exploration of special topics of interest. Prerequisite(s): WEL 100. One to six credits.

### **WEL 201 GAS METAL ARC WELDING I**

Covers safety inspections, minor repairs, operating parameters, operation of GMAW equipment on plain carbon steel utilizing short circuit and spray transfer, and fundamental metallurgy principles. Prerequisite(s): WEL 100 and WEL 110. Four credits.

### **WEL 202 GAS METAL ARC WELDING II**

Covers safety inspections, minor repairs, operating parameters, operation of GMAW equipment utilizing a variety of electrodes and base metals, and fundamental principles of welding metallurgy to welding, fabrication, and inspection. Prerequisite(s): WEL 100 and WEL 201. Four credits.

### **WEL 203 FLUX CORED ARC WELDING I**

Covers safety inspections, minor repairs, operating parameters, operation of FCAW equipment utilizing self shielded wire, and principles to joint design, preparation, and material selection to welding operations. Prerequisite(s): WEL 100 and WEL 202. Four credits.

### **WEL 204 FLUX CORED ARC WELDING II**

Covers safety inspections, minor repairs, operating parameters, operating FCAW equipment utilizing gas shielded wire, and applying fundamentals of welding applications and cost estimating to welding, fabrication, and inspection. Prerequisite(s): WEL 100 and WEL 203. Four credits.

### **WEL 224 ADVANCED GAS TUNGSTEN ARC WELDING**

Covers welding in all positions on carbon steel, stainless steel and aluminum plate and carbon steel pipes with the GTAW process. Student should be familiar with basic metallurgy pertaining to the weldability of metals, structural joints, and safety in the welding industry. Prerequisite(s): WEL 100 and WEL 204. Four credits.

### **WEL 230 PIPE WELDING I**

Covers safety inspections, minor repairs, operating parameters, and operation of SMAW, GMAW, and FCAW equipment in a variety of positions on plain carbon steel pipe joints. Also covers evaluating and solving complex welding and fabrication problems and administering hands on training and supervision to other students during assigned fabrication and welding operations. Prerequisite(s): WEL 100 and WEL 224. Four credits.

### **WEL 231 PIPE WELDING II**

Covers safety inspections, minor repairs, operating parameters, and operation of SMAW, GMAW, and FCAW equipment in a variety of positions on plain carbon steel pipe joints. Also covers evaluating and solving complex welding and fabrication problems and administering hands on training and supervision to other students assigned fabrication and welding operations. Prerequisite(s): WEL 100 and WEL 230. Four credits.

## ***WST: WOMEN'S STUDIES***

### **WST 200 INTRODUCTION TO WOMEN'S STUDIES**

Examines the nature and function of women in society from an interdisciplinary perspective, focusing on the similarity and diversity of women's experience over time and across cultures. The course will examine topics such as sex role, socialization, political, and philosophical perspectives on women's issues, and women's accomplishments in history, art, literature, science, health issues and the family. Students will gain an awareness of the limitations of traditional scholarship on women, and gain a means of practical application of the new scholarship on women's roles and nature. Three credits.

# AIMS COMMUNITY COLLEGE

# Administration & Faculty

## Aims Board of Trustees



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Hudson, Prospect Valley



# Administration

## SENIOR MANAGEMENT

<b>DR. MARILYNN "MARSJ" LIDDELL</b> ..... 2003 *	<b>DR. HOWARD MAJOR</b> ..... 2004 *
President, (B.A., English, M.A., Sociology/ Criminal Justice, Drake University; Ed.D., University of Houston; Ph.D., Tri-State University, Honorary)	Academic Dean, Division I, (B.L.A., Western Michigan; M.L.S. Western Michigan; Ed.D., Western Michigan)
<b>DR. GARY BARDSLEY</b> ..... 2004	<b>DR. PATRICIA A. MATIJEVIC</b> ..... 2005
Chief Information Officer, (B.S., University of Colorado; M.S., University of Colorado; Ph.D., University of Northern Colorado)	Dean for Student Services, (B.A., Chicago State University, M.A., Governors State University, Ph.D., Loyola University, Chicago)
<b>ROSEANN GUYETTE</b> ..... 1997	<b>DONNA L. SOUTHER</b> ..... 1990
Interim Dean, Continuing Education	Academic Dean, (B.S., Colorado State University; M.A., University of Northern Colorado; J.D., University of Colorado Law School)
<b>CAROL HOGLUND</b> ..... 2000	<b>DR. RICHARD WOOD</b> ..... 1991
Chief Business Officer, (B.S., Regis University; M.S., Colorado State University)	Academic Dean, Division III (B.A., State University of New York (Oswego); M.A., State University of New York (Buffalo); Ed.D., University of Northern Colorado)

## ADMINISTRATIVE STAFF

<b>DON ABBOTT</b> ..... 1999 *	<b>JEFF REYNOLDS</b> ..... 1993 *
Associate Academic Dean, Loveland Campus, (B.S., Eastern Oregon University, M.A., University of Northern Colorado)	Academic Dean Interim, (B.A., University of Northern Colorado; M.A., University of Northern Colorado; Advanced graduate study CU - Boulder, University of Northern Colorado)
<b>SUSAN DALE</b> ..... 2004	<b>KENNETH F. SAUER</b> ..... 1979
Chief Financial Officer, (B.S., Colorado State University; M.B.A., University of Phoenix; Certified Public Accountant)	Director: Telelearning and Media Services, (B.S., Indiana University; M.A., University of Northern Colorado)
<b>NANCY EDMONDS</b> ..... 2000	<b>KAREN SELL</b> ..... 1998
Learning Resources Officer, (B.A., Wittenberg University; M.A.L.S., University of Denver)	Associate Academic Dean, Fort Lupton Campus, (B.S., M.A., University of Northern Colorado)
<b>RON FAY</b> ..... 1989	<b>LYNNE SUPPES</b> ..... 1979
Director, Student Life (B.S., Regis College; M.A., University of Northern Colorado)	Director: Student Financial Assistance, (B.A., University of Northern Colorado)
<b>MICHAEL KELLY</b> ..... 2005	<b>STUART THOMAS</b> ..... 1989
Controller, Financial Services, (B.S., Colorado State University; M.S., Hofstra University, New York)	Registrar: Admissions and Records, (B.A., Business Administration, University of Northern Colorado)
<b>DR. SUSAN KIRKPATRICK</b> ..... 2004	<b>SUSAN WEBER</b> ..... 2003
Executive Director, Aims Foundation, (B.A., University of Michigan; Ed.M., Harvard University; Ph.D., Colorado State University.)	Director, Human Resources, (B.A., University of Arizona)
<b>DONALD A. PLANT</b> ..... 1981	<b>PAULA YANISH</b> ..... 1998
Director: Physical Plant, (B.A., Lycoming College)	Director, Student Success Center, (B.B.A., University of North Dakota; M.S., University of North Dakota)
<b>BRENDA RASK</b> ..... 2005	
Director, Career & Technical Education (M.A., Bemidji State University, B.A., Grand View College, B.S., Bemidji State University)	

\* Indicates year individual joined the college.

# AIMS COMMUNITY COLLEGE Awards for Excellence

The Aims Community College Foundation pays special tribute to several outstanding faculty members each year for excellence in teaching. The following individuals have been awarded the prestigious Award for Excellence Bell and presented a cash gift. The program is made possible through donations from regional businesses.

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## FACULTY AWARDS STUDENT SELECTION

Roger A. DeWitt, 2000  
Michael Ort, 2001  
Dr. Bill Hardgrave, 2002  
Jeanine Lewis, 2003  
Lynette Markley, 2004  
Roger DeWitt, 2005

## ACADEMIC DEANS' SELECTION

Art Terrazas, 2000  
Eugene Cross, 2001  
Dr. Anne Machin, 2002  
Marsha Driskill, 2003  
Martin Boniek, 2004  
Ellen Sweiter, 2005

## FACULTY SENATE SELECTION

Thomas Griffin, 2000  
Phil Edwards, 2001  
Dr. Anne Machin, 2002  
Evan Oakley, 2003  
Marsha Driskill, 2003  
Judy Gump, 2004  
Liz Ryan, 2004  
Jeanine Lewis, 2005

## AIMS COLLEGE EDUCATION ASSOCIATION ADJUNCT FACULTY AWARDS

2000  
Chris Baxter  
Sharon Benson  
Trisha Brown  
Don Lowe  
Shane Lynch

2001  
Jacque Hill  
Rebecca Krystyniak  
Deborah Pearson

2002  
Ruth MacFarlane  
Mercedes Torres  
Pam Westover

2003  
Rick Busson  
Ernest Leroy Ewing

2004  
Franklin Jones

**WILLIAM F. "BILL" HARTMAN AWARD**  
Dr. Doug Smith, 2000

## TEAM AWARDS

### Dry Creek Review, 2000

Holly Hartwick  
Evan Oakley  
Anne Machin  
Anthony Park

### Admissions and Records, 2000

Ruby Corman	Norman Forman
Susie Gallardo	Bill Green
Johanna Habayeb	Connie Hoffmann
Karen Karst	Barbara Porter
Mechelle Rathbun	John Salnaitis
Lee Ann Sappington	Joyce Schultz
Scott Smith	Patty Stephens
Cyndee Stewart	Jeanette Stewart
Stuart Thomas	Paula Yanish

### The Recruitment Team, 2001

Dana Anderson  
Carol Heinze  
Jamie Viehhaus-Zak

### The Learning Lab, 2002

Jon Anderson	Miguel Leyva
David Andrade	Juanita McCloy
Jennifer Bailey	Cassandra Ochoa
Jon Billheimer	Cathy Olmsted
Shara Billheimer	James Salmen
Taylor Hall	Jacque Schmidt
Sam Krosney	Bob Sullivan
Ron Lewis	Nancy Tregoning

### Telelearning & Media Services, 2003

Greg Driskill	Mark Lewis
George Miller	Shawn Miller
Dev Multer	Miles Rugh
Ken Sauer	Debbie Wall
Robert Waltman	Nathan Wright

### Student Financial Assistance, 2004

Vicki Lovato	Eric Seever
Lorna Shingler	Yolanda Silva
Lynne Suppes	Mickey Yarmer

### Reprographics, 2005

Jeff Batt	Allyson Byerly
Palmer Lopez	Janine Moore
Margaret Willoughby	

## STUDENT SERVICES AWARD

Anne Randall, 2004  
Tom Jones, 2005

## AIMS STAFF ASSOCIATION SELECTION PROFESSIONAL EXCELLENCE AWARD

Shannon McCasland, 2000  
Robert Waltman, 2001  
Darlin Jean Krause, 2002  
Juanita McCloy, 2002  
Mark Lewis, 2003  
David Cushman, 2003  
Patty Miller, 2003  
Deb Martinez, 2004  
Linda Archibeque, 2005

## DR. JERRY KIEFER ADMINISTRATION LEADERSHIP AWARD

Dr. John Turner, 2000  
Mark L. Olson, 2001  
Dr. Dick Wood, 2002  
Pat McGuire, 2004  
Susan Cribelli, 2005

## LEADERSHIP AWARD

Bob Sullivan, 2005

## HONORARY FELLOWS

John Dent  
Bryan Ericson  
Florence Winograd

# AIMS COMMUNITY COLLEGE Faculty

\* = Graduate of Aims Community College

**ALDRICH, LINDA** ..... 2002  
(English, Humanities)  
B.A., University of New Hampshire; M.A., Florida State University; M.F.A., Vermont College/Norwich University.

**ANDERSON, DELYNN** ..... 2001  
(Business Technology)  
A.S., Quinsigamond Community College, Worcester, MA; B.S., Metropolitan State College of Denver; 11 years of corporate training experience.

**BEECHER, SUSAN M.\*** ..... 1986  
(Program Coordinator, Program Chair, Criminal Justice, Peace Officer Academy Director)  
A.A., A.A.S., Aims Community College; B.A., University of Northern Colorado; Certified Legal Assistant; Leadership Academy for Staff; Colorado Vocational Credentials; Graduate Studies, University of Northern Colorado and Regis; 2003-04, 2004-05, and 2005-06, Who's Who Among America's Teachers.

**BEIGHEY, CATHY** ..... 2001  
(Social Sciences)  
B.A., State University of New York at New Paltz; M.A., Colorado State University.

**BENZEL, DOUG** ..... 2000  
(World Languages and Ethnic Studies)  
B.A. and M.A., University of Nebraska, Kearney; M.A., University of Northern Colorado.

**BOAN, RANDALL P.** ..... 1993  
(Math/Science/Computer/Statistics)  
B.A., University of Northern Colorado; M.S. University of Northern Colorado; Four years consulting experience. Advanced Graduate Study, University of Northern Colorado.

**BOLLENBACHER, VICKY** ..... 2001  
(Department Chair, Social Sciences, Physical Education)  
B.A., Ph.D., University of Houston

**BONIEK, MARTIN** ..... 2001  
(Aviation Technology)  
A.A., Bethany Lutheran College; B.S., University of Minnesota; 19 years commercial pilot experience.

**BRODA, ALYSAN** ..... 1988  
(Speech, English)  
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.

**BROTHE, MARK\*** ..... 1998  
(Automotive Service Technology)  
A.A.S., General Automotive Technology emphasis, Aims Community College; Ten years Industrial Experience, ASE Certified Master Technician, EPA Certified Air Conditioning.

**BURRIS, JENNIFER** ..... 2005  
(Physics)  
M.S., and Ph.D., Colorado State University; B.A., University of North Carolina.

**BUSSON, RICHARD** ..... 2004  
(Music)  
B.A., University of Akron; M.A., University of Northern Colorado; Ph.D., University of Northern Colorado; 2003 Award for Excellence for Adjunct Faculty.

**BUTLER, DONALD E.** ..... 1988  
(English, Spanish)  
B.A., Brigham Young University; M.A., Brigham Young University.

**CHRISTENSON, MAXINE** ..... 1986  
(Marketing/Management)  
B.S., University of Wisconsin, M.S., University of Wisconsin; Advanced graduate study, University of Northern Colorado.

**CLARK, RITA** ..... 1998  
(Psychology, Loveland Campus Chair)  
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.

**CRAMER, NAN** ..... 2001  
(Radiologic Technology, Clinical Instructor)  
Diploma, Copley Memorial Hospital, Registered with American Registry of Radiologic Technologists, 32 years clinical experience.

**CRANDALL, JAMES\*** ..... 1997  
(Communications Media)  
A.A. Aims Community College, B.A. University of Wisconsin-Stevens Point, M.A. University of Wisconsin-Stevens Point.

**CURREY, KENDRA\*** ..... 2004  
(Emergency Medical Services)  
A.A., Aims Community College. Paramedic, St. Anthony's.

**DEWITT, ROGER A.** ..... 1986  
(Social Sciences)  
B.A., University of Northern Colorado; M.A., University of Northern Colorado; Award for Excellence Eastman Kodak Student Selection, 1991, 1994, 2000, Team Award, 1992, 1994.

**DIRKSEN, DEBRA** ..... 2003  
(Instructional Designer)  
B.S., Brigham Young University; M.Ed., Utah State University; Ph.D., University of Northern Colorado.

**DRISKILL, MARSHA J.** ..... 1990  
(Chair, Mathematics)  
B.S., University of Kansas; M.A., University of Northern Colorado; Advanced Graduate Study, University of Northern Colorado. Award for Excellence ACEA 2003; Award for Excellence, Deans Selection, 2003.

**DUNLEVY-WILSON, KATHRYN** ..... 2002  
(English, Literature)  
B.A. Eastern Nazarene College, M.A., California State University, Sacramento.

**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.

**EDWARDS, JAMIE** ..... 2002  
(College Prep, Reading, English, World Languages, Fort Lupton Campus)  
B.A., University of Montana; Licenciatura, Universidad De Alicante (Spain); M.Ed., Montana State University.

**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  
(Program Chair, 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.



## AIMS COMMUNITY COLLEGE **Faculty, cont.**

- GOSCH, PHYLLIS** ..... 1990  
(Learning Lab/Reading)  
B.S., State University College of New York at Fredonia; M.S.Ed., State University College of New York at Buffalo; Advanced Study, University of Northern Colorado and Colorado State University.
- GREENBERG, ERIKA** ..... 2005  
(Health Sciences, Nursing)  
B.S.N., University of Northern Colorado
- GRIFFIN, THOMAS J.** ..... 1993  
(Math and Science, Loveland Campus)  
B.S., Kansas State University; M.S., Kansas State University; 14 years professional experience. 1996 Student Award for Excellence in Teaching; 2000 Faculty Senate Award for Excellence in Teaching.
- GUERRERO, ANDRES G.** ..... 1996  
(World Languages and Ethnic Studies)  
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 Education)  
B.S., McPherson College, Kansas; M.S., Wheelock College, Massachusetts. Award for Excellence ACEA 2004.
- HAMBLIN, KATHERINE** ..... 1976  
(Program Director, Education)  
B.A., Colorado State University; M.A., University of Northern Colorado; Aims Foundation Fellow, 1984; 1996 Team Award for Excellence.
- HANKS, RICHARD** ..... 2002  
(Psychology, Fort Lupton Campus)  
B.A. Experimental Psychology, University of California at Santa Barbara; M.A., & Psy. D., Counseling Psychology, University of Northern Colorado; Licensed Psychologist in State of Colorado.
- HARTSOCK, JANE** ..... 2004  
(Director of Nursing Education Program, Allied Health)  
B.S., Marycrest College; M.S., University of Iowa. 36 years nursing experience, 26 years teaching experience Clinical Nurse Specialist: Oncology.
- HARTWICK, HOLLY** ..... 1995  
(English, Literature)  
B.A., Colorado State University; M.Ed., Wichita State University; M.A., University of Northern Colorado. 2000 Team Award of Excellence.
- HASTY, PAUL\*** ..... 1998  
(Program Chair, Welding Technology)  
A.A.S., Aims Community College; Advance Study, CSU; 9 years Industrial Experience; AWS Certified Welding Inspector (CWI).
- HATCHELL, LORI** ..... 2005  
(Accounting, Business Technology)  
B.S., University of Colorado. 16 years of teaching experience and 12 years of business and industry experience.
- HERGENRETER, PATRICK** ..... 1989  
(Auto Collision Repair Technology, Program Chair)  
B.S., Colorado State University, Vocational Education Credential, 26 years industrial experience. ASE Master Certified Technician, PPG Certified Technician. 1999 Team Award for Excellence.
- HERNANDEZ, JUANITA** ..... 1998  
(Psychology)  
B.A., Saginaw Valley State University; M.A., Central Michigan University.
- 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; 17 years industrial experience, PPG Certified Technician. 1999 Team Award for Excellence.
- 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; 9 years industrial experience, AWS Certified Associate Welding Inspector.
- KNAUB, HOLLY\*** ..... 2000  
(Program Chair, Radiologic Technology, Nuclear Medicine)  
B.A.S., University of Northern Colorado; A.A.S., Aims Community College, Registered with ARRT, 17 years clinical experience.
- KNUDSON, DEBRA** ..... 1982  
(Clinical Coordinator, Radiologic Technology)  
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.
- LANDERS, STACY** ..... 2005  
(Health Sciences, Nursing)  
BSN, Regis University
- LENDERINK, MICHAEL\*** ..... 2005  
(Fire & EMS Coordinator, Fire Science/EMS)  
Certificate, Firefighter-I Hazmat Operations, EMT-B, Aims Community College
- LENZ, JOHN** ..... 2001  
(Chair, Engineering Technology)  
A.A.S., Aims Community College; 31 years industry/engineering experience. Two years CAD engineering consulting.
- LEWIS, JEANINE MARIE** ..... 1995  
(Mathematics)  
B.A., University of Nebraska - Lincoln, M.A.T., University of Nebraska - Lincoln. 2003 and 2005 Award for Excellence in Teaching.
- MACHIN, ANNE** ..... 1996  
(Humanities)  
B.S., University of Kansas; M.A., Colorado State University; Ph.D., University of Northern Colorado. 2000 Team Award for Excellence; 2002 Academic Dean's Award for Excellence in Teaching; 2003 Faculty Senate Award for Excellence in Teaching.
- MARTIN, COLLEEN\*** ..... 1998  
(Graphic Technology)  
A.A., Arapahoe Community College (Art); B.A., Metropolitan State College (Art/Painting); M.A., University of Northern Colorado (Visual Arts/Computer Graphic Art); Certificate, Aims Community College (Graphic Technology PrePress); industry and freelance experience.
- MASTERS, TERESA** ..... 2005  
(CNA Program Coordinator, AHHS)  
R.N., St. Elizabeth School of Nursing.
- MCFERRON, TIM** ..... 1998  
(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  
(College Prep, English)  
A.A., Aims Community College; B.A., University of Northern Colorado; M.A., University of Northern Colorado; Colorado Secondary Teaching License, English; University of Northern Colorado; 16 years business and industry experience.

**MONTEZ, PETER LORENZO** ..... 1999  
MEPM, Denver University; B.S.E.E.T., Metro State Colleg. Graduate Studies in Master of Business Administration University of Northern Colorado. 27 years industry/engineering experience; three years electrical engineering consulting. Eight years Enviro Reg. Compliance and Management Project.

**NEET, KENNETH** ..... 1982  
(Accounting)  
B.A., Point Loma College, California; Seven years business experience. Aims Foundation Fellow, 1986. 1999 Hartman Award for Excellence in Teaching.

**NEIGHERBAUER, LINDA A.** ..... 1995  
(Early Childhood Center Director, Monfort Early Childhood Education Center)  
A.A., Bergen Community College; B.A., Glassboro State College; M.A., University of Northern Colorado.

**NOBLES, TRACIE** ..... 2004  
(Accounting, Department Chair)  
B.B.A., M.S., Texas A&M University; CPA.

**OAKLEY, EVAN** ..... 1995  
(English, Speech Chair, Professor English and Humanities)  
B.S., Colorado State University; M.A., University of Northern Colorado; M.F.A., George Mason University, Virginia. 2000 Team Award for Excellence; 2003 Faculty Senate Award for Excellence in Teaching.

**OBERT, ALLAN** ..... 1999  
(Psychology)  
Ph.D., Wichita State University; M.A., University of Colorado, Denver; M.A., University of Northern Colorado; B.A., University of Northern Colorado.

**OBLESKI, MAXINE** ..... 2003  
(Anatomy and Physiology)  
B.S., Lebanon Valley College; M.S., University of Pittsburgh, School of Medicine, M.S., Wright State University

**ORT, MICHAEL** ..... 1992  
(Professor, Humanities, English)  
B.A., University of Northern Colorado; M.A. University of Northern Colorado. 1994 Team Award for Excellence; Student Selection Award for Excellence in Teaching 1995, 2001.

**OTTE, JEAN** ..... 1983  
(Communications Media, Instructional Designer Title V)  
M.A. University of Northern Colorado

**PARK, ANTHONY** ..... 1988  
(Department Chair, Humanities)  
B.A., Colorado State University; M.A., M.F.A., Colorado State University; Advanced Graduate Study, Colorado State University. 1993 Student Selection for Excellence in Teaching. 1994 Team Award for Excellence; 2000 Team Award for Excellence.

**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)  
B.S., University of Tennessee-Martin; M.S., Louisiana State University; Ph.D., University of Northern Colorado. Regional Catalyst Award for Excellence in Chemistry Teaching, 1999.

**RAY PARSONS, MICHELLE** ..... 1999  
(Mathematics)  
B.S. Colorado State University, M.A., University of Northern Colorado. Advanced Graduate Study, Colorado State University.

**REIERSTAD, KEITH B.** ..... 1986  
(Communication, Humanities, MSCA, Fort Lupton Campus)  
B.A., English, Wesleyan University; M.A./Ph. D., English, University of Pennsylvania

**REYNOLDS, JEFFREY A.** ..... 1993  
B.A., University of Northern Colorado; M.A., University of Northern Colorado; Advanced graduate study CU - Boulder, University of Northern Colorado.

**ROBBINS, SANDI** ..... 2005  
(Allied Health Sciences Coordinator, AHHS)  
B.A., Colorado State University.

**ROBINSON, KAREN** ..... 1985  
(Mathematics)  
B.S., Colorado State University; M.S., Colorado State University. 1996 Faculty Senate Award for Excellence in Teaching.

**ROWE, ANN** ..... 2005  
(History, Social Sciences)

**ROY, NANCY** ..... 1993  
(Speech, Theatre)  
B.S., University of Wisconsin, LaCrosse; M.A., University of Northern Colorado; Graduate study, University of Northern Colorado.

**RUNGE, TEDD** ..... 1984  
B.F.A., Painting, University of Illinois-Champaign; M.A., Painting, University of Northern Colorado, Advanced graduate study, University of Northern Colorado.

**RUSS, TIMOTHY** ..... 2002  
(Aviation Technology)  
B.A., University of Colorado; 20 years military and commercial Aviation experience; Airline Transport Pilot.

**RYAN, ELIZABETH A.** ..... 1990  
(Mathematics)  
B.A. University of Colorado; M.Ed., University of Texas; M.Ed., Lesley College; Advanced graduate study, University of Northern Colorado. Award for Excellence, ACEA 2004.

**SARKIS, LEBAW.** ..... 1991  
(Biology)  
B.A., California State University, Northridge; M.A., University of Northern Colorado; D.A., University of Northern Colorado.

**SCHAEFER, KRISTIE\*** ..... 2005  
(Emergency Medical Services)  
Certificate, EMT Basic, EMT IV Therapy, Aims Community College; M.A., University of Northern Colorado; Paramedic, Columbia Health One, Swedish Medical Center.

**SCHAUBERT, DAVID L.** ..... 1993  
(Social Sciences)  
B.S., North Dakota State University; M.S., North Dakota State University.

**SCHILTZ, JON P.** ..... 1996  
(Mathematics)  
B.S., Iowa State University; M.Ed., Colorado State University; 27 years industrial experience.

**SCHOCK, JUNE** ..... 1997  
B.A., University of Mary; M.M. University of Colorado; Doctoral studies at University of Colorado; National and International professional solo performances.

**SHERMOCK, KATRINA** ..... 2004  
(Health Sciences, Nursing)  
B.S.N., Colloege of St. Benedict, 1993; M.S.N., University of Northern Colorado, 2003. Eight years teaching experience, 13 years nursing experience.

**SIMONDS, LANA** ..... 2001  
(Health Sciences, Nursing)  
B.S.N., University of Northern Colorado; M.S.N., University of Northern Colorado, over 26 years experience in nursing and long-term care, 12 years teaching experience.

**AIMS COMMUNITY COLLEGE Faculty, cont.**

**SOUTHER, DONNA L.** ..... 1990  
(Academic Dean)  
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.

**SOUTHER, RANDALL L.\*** ..... 1995  
(Assistant Director, Fire Science; Program Coordinator, Classes/Seminars)  
B.S., University of Northern Colorado, and Certificate, FF-II, Emergency Medical Technician-Basic.

**STAPLETON, JAN.**..... 2002  
(Mathematics)  
B.A., University of Northern Colorado; M.A., University of Northern Colorado: Advanced Graduate Study, University of Northern Colorado.

**STEVENS, CLAUDIA B.** ..... 1985  
(Marketing/Management)  
B.A., University of Northern Colorado; additional graduate coursework, University of Northern Colorado; Fourteen years business experience.

**STONE, JIM** ..... 2005  
(Earth Science)  
B.S., University of Tennessee; Marketing; B.S., M.S., Kansas State University, Geology.

**SWIETER, ELLEN** ..... 1995  
(Campus Chair, Business and Communication Technology Programs, 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, World Languages and Ethnic Studies)  
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.

**TRENAM, TRACEY L.**..... 2001  
(Social Sciences)  
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.

**URSO, MARK**..... 2004  
(Health Sciences, Surgical Technology)  
Certificate of Surgical Technology, Connolly Skill Learning Centers.

**WAGNER, TERRI**..... 2005  
(Radiologic Technology)  
Certificate, Registered with ARRT, 3 years clinical experience.

**WARD, REBECCA** ..... 1997  
(Early Childhood Education)  
B.S., Syracuse University, New York; M.S., Colorado State University; M.S., University of Northern Colorado.

**WARNER, TRACEY L.\*** ..... 1996  
(Radiologic Technology)  
A.A.S., Aims Community College; Registered with American Registry of Radiologic Technologists, six years clinical experience.

**WASHAM, SHAWNALEE K.** ..... 2001  
(Department Chair, Psychology)  
B.S., M.S., Ph.D., Psychology, Colorado State University.

**WEBECK, MARLIN "BUTCH"** ..... 2004  
(Automotive Service Technology)  
40 years Automotive experience; ASE certified Master Technician; Colorado Emission Licensed, EPA Certified Air Conditioning, LI Certified.

**WEST, GINA\***..... 1987  
(Program Chair, Aviation Technology)  
A.A.S., Aims Community College; B.A., University of Northern Colorado, Six years Industrial experience. 1997 Team Award for Excellence.

**WILEY, LARA\***..... 2005  
(Project Coordinator, Family & Life Education)  
A.A., Aims Community College; M.Ed., Colorado State University.

**WRIGHT-KILKER, WENDY**..... 2001  
(Psychology)  
B.S., University of Wisconsin; M.A., Regis University.

# AIMS COMMUNITY COLLEGE

## Emeritus Status

**Larry Batman** . . . . . (1967-1994)  
(Faculty Emeritus, Mathematics/Natural and Applied Sciences)

B.A. and M.A., University of Northern Colorado; Post Graduate Work, Colorado State University

**Marvin Bay** . . . . . (1970-2002)  
(Faculty Emeritus, Aviation Technology, Department Chair)

B.S., Colorado State University; M.A., University of Northern Colorado; Advanced graduate study, University of Northern Colorado; Eight years industrial experience.

**W. Arlin Brown, Ed.D** . . . . . (1968-1989)  
(Deceased)

(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** . . . . . (1969-1996)  
(Faculty Emerita, Department Chair, Humanities)

B.A. and M.A., University of Wyoming; Ph.D., University of Denver; NEH Fellow, Harvard University.

**Kerry L. Colton** . . . . . (1971-2004)  
(Faculty Emeritas, Program Chair, Accounting)

B.A., University of Northern Colorado; M.S., University of Northern Colorado; Advanced Graduate Study, Colorado State University; 1995 Team Award for Excellence in Teaching.

**Susan Cribelli** . . . . . (1972-2005)  
(Academic Dean, Professor Emeritas)

B.A., University of Northern Colorado; M.A., University of Northern Colorado; 2005 Administrator of the Year Award for Excellence.

**Bill Cullins** . . . . . (1982-2000)  
(Faculty Emeritus, Engineering, Technology Division)

B.S., Tarleton State University, Texas; Graduate study University of Northern Colorado and Angelo State University; Certified Manufacturing Engineer.

**John Dent** . . . . . (1990-2003)  
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Bachelor Degree, Colorado College  
J.D., Drake Law School.

Emeritus Status is awarded to full-time employees who retire or for other honorable reasons leave the employment of the College,

- and have completed at least 15 years of employment with the College;
- demonstrated that their job performance was uncommonly superior and that they made significant contributions to the College;
- and have shown evidence of exemplary service above and beyond what was expected of them in the performance of their assigned duties in areas illustrated by, but not limited to the following:

Scholarly publications, community service, innovative practices, prestigious awards(s), meaningful organizational or public office, state, regional, or national recognition, professional or personal activities beneficial to the College, service on college committees, service as advisor to student organizations, sponsorship of College or community-related workshops or conference.

The Aims Community College Board of Trustees confers Emeritus Status.

**Diana Duncan** . . . . . (1979-2005)  
(Faculty Emeritas, Department Chair, Radiologic Technology)

Certificate in Mammography, Aims Community College; Certificate in Radiology, Weld County General Hospital; B.S., Colorado State University; AART Certification, Radiography and Mammography.

**J. Phil Edwards** . . . . . (1969-1982, 1986-2002)  
(Faculty Emeritus, Computer Science, Math and Science; Campus Chair, Mathematics/ Natural & Applied Sciences, West Campus)

B.A., University of Northern Colorado; M.A., University of Northern Colorado; Advanced Graduate Study, Colorado State University, American University/ Commonwealth Institute.

**Paul W. Gaiser** . . . . . (1967-1971, 1977-1993)  
(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** . . . . . (1972-2000)  
(Faculty Emeritus, General Business)

A.A., Graceland College, Iowa; A.B., University of Northern Colorado; M.A., Colorado State University; advanced graduate study, University of Northern Colorado, Leslie College, Colorado State University; four years business experience. 1991 NBEA's Most Outstanding Post Secondary Teacher; 1997 Faculty Senate Award for Excellence; 1998 CCOES Faculty of the Year Award.

**Judy Green** . . . . . (1982-2001)  
(Faculty Emerita, Psychology/Biofeedback)

B.A., University of Chicago; M.A., University of Iowa; Ph.D., Union Graduate School, Ohio. Certified Biofeedback Therapist. 1994 Faculty Senate Award for Excellence in Teaching.

**Hardgrave, Billy D.** . . . . . (1989-2004)  
(Faculty Emeritus, Chair Psychology, Behavioral, Social & Economic Sciences)

A.A. Pensacola Junior College; B.A., University of West Florida; M.A., and Ed.D., Univeristy of Northern Colorado.

**Donald T. Harris** . . . . . (1970-1996)  
(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

**Samuel K. Heen** . . . . . (1971-2004)  
(Faculty Emeritus, Chairman, Department of Physical Education)

B.A., Colorado State University; M.Ed., Colorado State University; Advanced graduate study, University of Northern Colorado.

**Gale E. Heiman, Ph.D.** . . . . . (1969-1994)  
(Deceased)

(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.



## Emeritus Status, cont.

---

**Jerry Karst** . . . . . (1970-2001)  
(Faculty Emeritus, Chair, Department of Sociology)

B.A., University of Northern Colorado; M.Ed., Colorado State University; Advanced graduate study, University of Northern Colorado.

**Jerry A. Kiefer, Ph.D.** . . . . . (1974-1998)  
(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

**Judy Leusink** . . . . . (1976-2001)  
(Faculty Emerita, Assistant Chair, General Business)

B.A., Colorado State University; Graduate study, University of Northern Colorado; Five years business experience. 1993 Faculty Senate Award for Excellence in Teaching. 1994 Faculty of the Year Award.

**Ruth M. Lorenson** . . . . . (1971-1996)  
(Faculty Emerita, Department Chair, Health Occupations)

Nursing Diploma, University of Oklahoma; B.S.N., University of Northern Colorado; M.A., University of 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.

**Paul Martin** . . . . . (1981-2004)  
(Faculty Emeritus, Business Technology)

B.A., NcNeese State University, Louisiana; M.A., University of Northern Colorado; Advanced graduate study, University of Northern Colorado; 12 years business experience.

**Nancy Martz** . . . . . (1969-2003)  
(Faculty Emerita, 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.

**Barbara Maxfield** . . . . . (1980-2004)  
(Faculty Emerita, GED, Continuing Education)

B.A., Colorado State University; B.S., Colorado State University; M.A., University of Northern Colorado. Aims Foundation Fellow, 1985; Winner of Awards for Excellence, Amnesty Program Team.

**Susan Musil** . . . . . (1985-2001)  
(Faculty Emerita, Assistant Chair, General Business)

B.A., University of Northern Colorado; M.A., University of Northern Colorado.

**Mark L. Olson** . . . . . (1982-2005)  
(Director Emeritus, Public Information)

B.A., Colorado State University; M.A., University of Northern Colorado.

**Dwane R. Raile, Ed.D.** . . . . . (1971-1993)  
(Vice President Emeritus, School of Arts and Sciences)

B.A. and M.A., New Mexico Western University of Silver City; Ed.D., University of Northern Colorado.

**Barbara G. Reale** . . . . . (1969-1987)  
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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** . . . . . (1969-1996)  
(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** . . . . . (1967-1994)  
(Faculty Emerita, Communications/Humanities)

B.A. and M.A. University of Northern Colorado; Advanced Graduate Study, University of Northern Colorado; Cambridge University, England. 1991 Academic Dean's Award for Excellence in Teaching; 1991 Faculty Senate Award for Excellence in Teaching; 2004 Who's Who in America.

**Robert Stockhouse, Ph.D.** . . (1983-1988)  
(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** . . . . . (1972-1996)  
(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.** . . (1987-2003)  
(Deceased)  
(President Emeritus)

B.S., Gustavus Adolphus; M.A., and Ph.D., University of Illinois.

**Russell Ward** . . . . . (1987-2003)  
(Faculty Emeritus, English)

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# Index

## A

Academic Administration	195
Academic Budgets, Estimated	27
Academic Calendar	3-4
Academic Initiatives	47
Academic Standards	47
Accounting BS Degree	121
Accounting (ACC) Course Descriptions	127
Accounting (A.A.S.)	79
Accreditation	19
Activities, Student	51
Adding Classes	38
Additional Programs at Aims Community College	25
Add/Drop Withdraw	38
Administrative Staff	195
Admissions, Application for	37, back of catalog
Admissions Procedure	37
Admissions Requirements for International Students	38
Admissions & Records	37
Advanced Academic Achievement (AAA) Course Description	127
Advanced Studies	26
Advising	42
Advisor/Advisee Partnership	42
Aims Foundation	33
Aims/Franklin University Alliance	26, 121
Aims Junior College District, Board of Trustees	194
Aims Overview	13
Aims Tuition Grants	28
Alcohol & Drug Abuse Prevention	19
Alcohol & Drug Free	19
Allied Health & Human Services	66
Alternative Transfer Degrees	62
American Academy of Acupuncture	120
American Sign Language (ASL) Course Descriptions	135
Annual Notification Statement	49
Anthropology (ANT) Course Descriptions	130
Appeal of Financial Aid Suspension	31
Appeal of Limit for Student Aid Assistance	31
Application for Admission to	
Aims Community College	back of catalog
Application Procedures (Student Financial Assistance)	27
Applied Management BS Degree	123
Approval (Aims Community College Operation)	19
Approved Degree Electives	61
Architectural Engineering & Construction	
Management (AEC) Course Descriptions	130
Architectural Technology (ARC) Course Descriptions	131
Art (ART) Course Descriptions	131
Articulation of Credit	26
Assessment	38, 42
Assessment Center	42
Associate Degrees	53
Associate Degree Nurse-RN (A.A.S.)	69
Associate of Applied Science: Requirements	54
Associate of Arts Degree: Requirements	53, 56
Associate of Science Degree: Requirements	53, 58
Associate of General Studies Degree: Requirements	59
Astronomy (AST) Course Descriptions	135
ATECH Automotive Technology Certificate	119
Attendance	45

Auto Collision Technology (ACT) Course Descriptions	128
Auto Collision Repair Technology	73
Automotive	73
Automotive Service Technology	75
Automotive Service Technology (ASE) Course Descriptions	133
Aviation Technology (AVT) Course Descriptions	135
Aviation Technology Program	76
Awards for Excellence	196

## B

Biological Sciences (BIO) Course Descriptions	137
Biomedical Electronic Technology (A.A.S.)	99, 124
Biomedical Electronic Technology Certificate	99
Board of Trustees, Aims Junior College District	194
Bookstore	20
Budgets, Estimated Academic Year (Student)	27
Building/Construction Site Management (A.A.S.)	91
Bus Service	20
Business Administration BS Degree	121
Business (BUS) Course Descriptions	139
Business Programs	78
Business Technology	80
Administrative Assistant (A.A.S.)	79
Business Technology Certificate	80
Legal Administrative Assistant Option	80
Medical Transcription and Coding Certificate	81
Word Processing Skill Enhancement Certificate	81
Business Technology (BTE) Course Descriptions	137
Business Transfer, Statewide Articulation Agreement	78

## C

Campus Map, Greeley	2
Campus Safety Act Report	20
Campus Tours	37
Career Counseling Services	43
Career Education Services	43
Career Planning & Placement	43
Catalog Changes	20
Catalog, Effective	48
Center for Professional Development	20
Certificates Awarded	53
Certificate in Career and Technical:	
Total Minimum Requirements	55
Challenging, Course	45
Cheating	47
Chemistry (CHE) Course Descriptions	141
Childcare Center Director Certificate	95
Child Care Services	21
Children on Campus	19
Class Cancellation	38
College for Kids	121
College Preparation	24
Colorado Alcohol & Drug Abuse Program: Counselor I & II	110
Colorado National Guard Tuition Assistance Program	29
Command Spanish Program	116
Communication (COM) Course Descriptions	144
Communications Media Career and Technical Certificate	84
Communication Media (A.A.S.)	83
Communication Technology (CTC) Course Description	148
Community Interest Programs	24

## Index, cont.

Computer Aided Drafting . . . . .	103	FRE (French) . . . . .	160
Computer Aided Drafting (CAD) Course Descriptions . . . . .	139	FST (Fire Science) . . . . .	160
Computer Information Systems (CIS) Course Descriptions . . . . .	141	FVT (Film & Video Technology) . . . . .	163
Computer Information Systems; A.A.S. . . . .	88	GEO (Geography) . . . . .	163
Computer Information Systems Microsoft Certified Systems Administrator (MCSA) Certification Certificate . . . . .	90, 118	GER (German) . . . . .	163
Computer Information Systems MCSE-Microsoft Windows Systems Certification Certificate . . . . .	90, 118	GEY (Geology) . . . . .	164
Computer & Network Technology (CNG) Course Descriptions . . . . .	142	GIS (Geographical Information Systems) . . . . .	164
Computer Science BS Degree . . . . .	122	HHP (Holistic Health Professional) . . . . .	165
Computer Science (CSC) Course Descriptions . . . . .	147	HIS (History) . . . . .	165
Computer Training . . . . .	118	HPR (Health Professional) . . . . .	166
Computer Web-Based (CWB) Course Descriptions . . . . .	149	HSE (Human Services) . . . . .	167
Conduct, Standards of Student . . . . .	47	HUM (Humanities) . . . . .	167
Construction Management Certificates . . . . .	92	HWE (Health & Wellness) . . . . .	167
Consumer Information . . . . .	20	ITA (Italian) . . . . .	168
Continuing Education . . . . .	114	JOU (Journalism) . . . . .	168
Cooperative Registration Agreements . . . . .	39	JPN (Japanese) . . . . .	169
Corporate Education Center . . . . .	114	LAT (Latin) . . . . .	169
Counseling (CSL) Course Descriptions . . . . .	147	LIT (Literature) . . . . .	169
Course Cancellation . . . . .	38	LTN (Library Technology) . . . . .	169
Course Challenge . . . . .	45	MAN (Management) . . . . .	170
Course Descriptions . . . . .	127	MAR (Marketing) . . . . .	172
AAA (Advanced Academic Achievement) . . . . .	127	MAT (Mathematics) . . . . .	172
ACC (Accounting) . . . . .	127	MET (Meteorology) . . . . .	174
ACT (Auto Collision Technology) . . . . .	128	MGD (Multimedia Graphic Design) . . . . .	174
AEC (Architectural Engineering & Construction Management) . . . . .	130	MOT (Medical Office Technology) . . . . .	176
ANT (Anthropology) . . . . .	130	MUS (Music) . . . . .	176
ARA (Arabic) . . . . .	130	NMT (Nuclear Medicine) . . . . .	178
ARC (Architectural Technology) . . . . .	131	NUA (Nursing Assistant) . . . . .	178
ART (Art) . . . . .	131	NUR (Nursing) . . . . .	178
ASL (American Sign Language) . . . . .	135	PED (Physical Education) . . . . .	181
AST (Astronomy) . . . . .	135	PER (Physical Education & Recreation) . . . . .	183
AVT (Aviation Technology) . . . . .	135	PHI (Philosophy) . . . . .	183
BIO (Biological Sciences) . . . . .	137	PHY (Physics) . . . . .	184
BTE (Business Technology) . . . . .	137	POS (Political Science) . . . . .	184
BUS (Business) . . . . .	139	PSY (Psychology) . . . . .	185
CAD (Computer Assisted Drafting) . . . . .	139	REA (Reading) . . . . .	186
CHE (Chemistry) . . . . .	141	REE (Real Estate) . . . . .	186
CIS (Computer Information Systems) . . . . .	141	RTE (Radiologic Technology) . . . . .	186
CNG (Computer & Networking Technology) . . . . .	142	RTV (Radio & Television) . . . . .	187
COM (Communication) . . . . .	144	RUS (Russian) . . . . .	188
CRJ (Criminal Justice & Peace Officer Academy) . . . . .	145	SCI (Science) . . . . .	189
CSC (Computer Science) . . . . .	147	SOC (Sociology) . . . . .	189
CSL (Counseling) . . . . .	147	SPA (Spanish) . . . . .	189
CTC (Communication Technology) . . . . .	148	SPE (Speech) . . . . .	190
CWB (Computer Web-Based) . . . . .	149	STE (Surgical Technology) . . . . .	190
DAN (Dance) . . . . .	149	SWE (Swedish) . . . . .	191
ECE (Early Childhood Education) . . . . .	150	SWK (Social Work) . . . . .	191
ECO (Economics) . . . . .	151	TEL (Teaching English as a Second Language) . . . . .	191
EDU (Education) . . . . .	152	THE (Theatre) . . . . .	191
EIC (Electricity Industrial/Commercial) . . . . .	155	UPH (Upholstery) . . . . .	191
EGT (Engineering Graphics Technology) . . . . .	155	WEL (Welding Technology) . . . . .	191
ELT (Electronics Technology) . . . . .	156	WST (Women's Studies) . . . . .	192
EMS (Emergency Medical Services) . . . . .	157	Course Information . . . . .	45
ENG (English) . . . . .	158	Course Load . . . . .	45
ENT (Engineering Technology) . . . . .	159	Course Numbering . . . . .	45
ENV (Environmental Science) . . . . .	160	Course, Repeating . . . . .	44
ETH (Ethnic Studies) . . . . .	160	CPR/First Aid Program . . . . .	116
		Credit for Prior Learning . . . . .	26, 44
		Criminal Justice (CRJ) Course Descriptions . . . . .	145
		Criminal Justice Articulation Agreement (A.A.) . . . . .	93

Criminal Justice Program (A.A.S.)	93	Financial Assistance, Eligibility	27
CRJ Basic Peace Officer Academy	94	Financial Assistance, Student	27
Customized Training	119	Financial Assistance, VA Satisfactory Progress	29
<b>D</b>		Financial Assistance Programs, Student	27
Dance (DAN) Course Descriptions	149	Financial Obligations of Students	41
Deans	195	Fire Academy	106
Degree and Certificate Index	7-10	Fire Science (FST) Course Descriptions	160
Degree and Certificate Information	53	Fire Science Technology Degree (A.A.S.)	106
Degree and Certificate Quick Reference Guide	5-6	Food Service	21
Degree Programs		Foreign Languages	24
Associate of Applied Science Degree	55,	Fort Lupton Campus	15
Associate of Arts Degree	56,	Foundation, The (Aims Community College)	33
Associate of Science Degree	58,	Franklin University Alliance	26, 121
Associate of General Studies Degree	59	French (FRE) Course Descriptions	160
Digital Communication - B.S. Degree	122	<b>G</b>	
Disability Access Center	22	GED	25, 117
Distance Learning	124	General Automotive Technician (A.A.S.)	75
Driver Education	121	General Aviation Pilot (A.A.S.)	76
Dropping Classes	38	General Education	54
Drug/Alcohol Counselor Program	110	General Education Development (GED)	25, 117
Drug Free Workplace	19	General Engineering Certificate	104
<b>E</b>		General Information	19
Early Childhood Education Center	21	General Requirements	48
Early Childhood Education (A.A.S.)	96	Geographical Information Systems (GIS) Course Descriptions	164
Early Childhood Education Certificates	95	Geography (GEO) Course Descriptions	163
Early Childhood Education (ECE) Course Description	150	Geology (GEY) Course Descriptions	164
Economics (ECO) Course Descriptions	151	German (GER) Course Descriptions	163
Education	95	Government, Student (ASACC)	51
Education (EDU) Course Descriptions	152	Grade Point Average	46
Educational Rights and Privacy Act	19	Grading System	46
Effective Catalog	48	Graduation Requirements	48
Electronics Technology (ELT) Course Descriptions	155	Graphic Technology Pre-Press Certificate	85
Electronics Technology	99	Grants	28
Elementary Education Statewide Articulation Agreement (A.A.)	97	Grants, Tuition (Student)	28
Eligibility (Student Financial Assistance)	27	Graphic Technology (MGD) Course Descriptions	174
Emergency Medical Service (EMS) Course Descriptions	157	Graphic Technology (A.A.S.)	86
Emergency Medical Services (A.A.S.)	101	Great Beginnings Certificate	95
Emergency Medical Technician - Basic/Intermediate	101	Greeley Campus	14
Emeritus Status	201	Group Leader Certificate	95
Employment: Part-Time, Student	28	Guaranteed Transfer Courses, State	55
Engineering Graphics Technology (EGT) Course Descriptions	155	<b>H</b>	
Engineering Technology (ENT) Course Descriptions	159	Handicapped Parking Permits	23
Engineering Technology: Computer Aided Drafting (A.A.S.)	103	Harold S. Winograd Center for Innovative Learning	115
English as a Second Language (ESL)	115	Health Care Management BS Degree	122
English (ENG) Course Descriptions	158	Health Professional (HPR) Course Descriptions	166
Enrollment Process	37	Health & Wellness (HWE) Course Descriptions	167
Environmental Science (ENV) Course Descriptions	160	High School Diploma Program	26, 117
Ethnic Studies (ETH) Course Descriptions	160	History, Aims Community College	13
Expectations for Performance	47	History (HIS) Course Descriptions	165
<b>F</b>		Holistic Health Professional (HHP) Course Descriptions	165
Facilities Reservations	115	Honorary Fellows of Aims Community College	196
Faculty	197	Honors	47
Family Childcare Pre-Licensing	124	Housing	21
Family Educational Rights and Privacy Act	19	Humanities (HUM) Course Descriptions	167
Fees, Laboratory	40	Human Resources Certificate	119
Fees, Student Insurance	40	Human Resources Management BS Degree	122
Film & Video Technology (FVT) Course Descriptions	163	Human Services (HSE) Course Descriptions	167
Financial Assistance, Application Procedures	27		



## Index, cont.

<b>I</b>	
Independent Study Courses	18
Individualized Courses	18
Infant/Toddler Care Certificate	95
Information Session	37
Information Technology BS Degree	123
Information Technology Certificate	125
Interactive Design (A.A.S.)	86
Intensive English Program	24, 117
International Cultural Program	24
International Students, Admission Requirements for	38
Italian (ITA) Course Description	168
<b>J</b>	
Japanese (JPN) Course Descriptions	169
Journalism (JOU) Course Descriptions	168
<b>L</b>	
Laser Technology Certificate	119
Law Enforcement (see Criminal Justice)	93
Leadership Certificate	119
Learning Resource Services	21
Library	22
Library Technician (A.A.S.)	108
Library Technology (LTN) Course Descriptions	170
Life Long Learning Workshops and Seminars	118
Literature (LIT) Course Descriptions	169
Live Teleconferences and Taped Video Conferences	115
Load, Course	45
Loans	28
Loveland Campus	16
<b>M</b>	
Main Campus, Greeley	14
Mammography Certificate	70
Management BS Degree	123
Management Certificate Program	82
Management Information Sciences BS Degree	123
Management (MAN) Course Descriptions	170
Map, Greeley Campus	2
Marketing (MAR) Course Descriptions	171
Marketing/Management (A.A.S.)	81
Mathematics (MAT) Course Descriptions	172
Mathematics Department	109
MBA, Masters of Business Administration	121
MCSE-Microsoft Windows Systems Certification Certificate	118
Medical Office Technology (MOT) Course Descriptions	176
Meteorology (MET) Course Descriptions	174
Mission Slogan, Aims	13
Monfort Early Childhood Education Center	21
Multimedia Graphic Design (MGD) Course Descriptions	174
Music (MUS) Course Descriptions	176
Music Education	24
<b>N</b>	
New Student Information Session	37
Non-Discrimination	19
Nuclear Medicine Certificate	72
Nuclear Medicine (NMT) Course Descriptions	178
Nurse Aide	68
Nursing Assistant (NUA) Course Descriptions	178
Nursing (NUR) Course Descriptions	178
<b>O</b>	
Official Add/Drop Period	38
Ombudsman	19
Organizations, Student	51
Overview	13
<b>P</b>	
Para-Educator Program (A.A.S.)	98
Parking	23
Part-Time Employment Student	28
Payroll Practice and Management Certificate	119
Peace Officer Academy	94
Peace Officer Academy (CRJ) Course Descriptions	145
Performance Expectations	47
Philosophy, Aims Community College	13
Philosophy (PHI) Course Descriptions	183
Physical Education (PED) Course Descriptions	181
Physical Education (PER) Course Descriptions	183
Physics (PHY) Course Descriptions	184
Peace Officer Academy (see Criminal Justice)	94
Physical Education	24
Political Science (POS) Course Descriptions	184
Portfolio	45
Postsecondary Enrollment Option	26
PreEngineering Statewide Articulation Agreement (A.S.)	105
PreNursing Statewide Articulation Agreement (A.A.)	70
Preschool Candidate Certificate	95
Pre-Press Option, Graphic Technology Program	85
Privacy Act, Family Education Rights and	19
Professional Certificate Non-Credit	119
Programs for Youth	120
Project Leadership Certificate	125
Psychology Department	110
Psychology (PSY) Course Descriptions	185
Public Information	20
Public Safety Administration B.S. Degree	123
Published Guides	44
Purposes, Aims Community College	13
<b>R</b>	
Radiation & Television (RTV) Course Descriptions	187
Radiologic Technology (RTE) Course Descriptions	186
Radiologic Technology (A.A.S.)	71
Reading (REA) Course Descriptions	186
Real Estate Education	25, 120
Real Estate (REE) Course Descriptions	186
Records	49
Refund Regulations	39
Registration	38
Repeating Courses	45
Release of Information	49
Rights and Privacy Act, Family Educational	19
Russian (RUS) Course Descriptions	186
<b>S</b>	
Sales and Customer Service Certificate	125
Satisfactory Progress, Financial Aid and VA	30
Scholarships	34

## Index, cont.

Science Department . . . . .	111	Telecommunication Services . . . . .	22
Secondary Education . . . . .	98	Telelearning and Media Services . . . . .	22
Self-Supporting Classes, Refund Regulation . . . . .	39	Theatre (THE) Course Descriptions . . . . .	191
Sex Offenders Information . . . . .	19	Transcript Evaluation . . . . .	49
Small Business Development Center . . . . .	118	Transcripts . . . . .	49
Smoking Policy . . . . .	19	Transcripts, Requests for . . . . .	49
Social Sciences Education . . . . .	25	Transfer Credit . . . . .	44
Social Work (SWK) Course Descriptions . . . . .	191	Transfer Credit Evaluation Request Form . . . . .	Back of Catalog
Sociology (SOC) Course Descriptions . . . . .	189	Transition Opportunities . . . . .	26
Spanish (SPA) Course Descriptions . . . . .	189	Travel Studies Programs . . . . .	120
Special Instructional Programs . . . . .	24	Tuition . . . . .	40
Speech (SPE) Course Descriptions . . . . .	190	Tuition Assistance, Veterans . . . . .	29
Standardized Testing . . . . .	44	Tuition Assistance, National Guard . . . . .	30
Standards of Student Conduct . . . . .	47	Tuition Grants, Student . . . . .	28
Student Accident Insurance . . . . .	21	Tuition and Fees . . . . .	40
Student Activities and Organizations . . . . .	51	Tuition Payment Policy . . . . .	40
Student Advisory Board (ASACC) . . . . .	51		
Student Employment . . . . .	27	<b>U</b>	
Student Financial Assistance . . . . .	27	Upholstery (UPH) Course Descriptions . . . . .	191
Student Financial Assistance Programs . . . . .	27		
Student, Financial Obligations of . . . . .	41	<b>V</b>	
Student Insurance Fees . . . . .	41	VA Satisfactory Progress . . . . .	30
Student Life . . . . .	51	Veterans' Benefits . . . . .	29
Student Organizations . . . . .	51	Visual and Performing Arts . . . . .	112
Student Records . . . . .	49		
Student Rights . . . . .	19	<b>W</b>	
Student Success Center . . . . .	42	Water Rights Certificate . . . . .	120
Surgical Technology . . . . .	66	Welding Technology (WEL) Course Descriptions . . . . .	191
Surgical Technology (STE) Course Descriptions . . . . .	190	Welding Technology (A.A.S.) . . . . .	113
Swedish (SWE) Course Descriptions . . . . .	191	Where America Goes To College . . . . .	17
		Withdrawal from Classes . . . . .	39
<b>T</b>		Women's Studies (WST) Course Descriptions . . . . .	192
Table of Contents . . . . .	1	Work Keys Service Center . . . . .	120
Teacher Preparation . . . . .	97		
Teaching English as a Second Language (TEL)			
Course Descriptions . . . . .	191		

# **Your A.A. or A.S. degree will transfer to all public 4-year colorado colleges and universities**

## **IF YOU**

- complete your AA or AS degree including a minimum 35 semester credits of state-guaranteed general education courses, and
- earn a C grade or better in all courses for the degree,

## **THEN**

- at least 60 semester hours of approved coursework of your AA/AS degree will transfer completely to a baccalaureate Liberal Arts and Sciences major in Colorado's public four-year institutions if you are accepted by the receiving institution\*

## **AND**

- you are guaranteed to be able to finish your liberal arts and sciences baccalaureate degree in just another 60 semester hours.

\* See your transfer advisor as soon as possible for a list of degrees applicable. Special articulations exist for Elementary Teacher Education, Business, Transfer Engineering and Nursing that specify which lower- division credits you need. For other majors, ask for a transfer guide that will help you select lower-division credits that will speed you on your way to finishing that baccalaureate degree.

Credit earned for prior learning, Advanced Placement, correspondence courses, CLEP and other tested-only credit may not apply. The institution to which you transfer will evaluate these credits according to its own policies.

## **STUDENT APPEALS POLICY**

### **IF YOU**

- graduated with an AA/AS degree,
- completed a minimum 35 semester credits of state-guaranteed general education courses, and
- earned a C grade or better in each course for the degree,

### **AND**

- your transcript evaluation indicates that you need more than 60 semester hours to complete your bachelor's degree in liberal arts and sciences, or your state-guaranteed courses are NOT applied to graduation requirements, you can file an appeal.

Contact your transfer advisor at Aims Community College who will provide you with the transfer and student appeals policies and process.

You also may find these policies at [www.aims.edu](http://www.aims.edu) or [www.state.co.us/cche/stuinf.html](http://www.state.co.us/cche/stuinf.html)



## 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)
Name on transcript(s) if different from current name	(Eve/Home)
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:	State	Have you ordered transcripts?	
School, Institution, or Test		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 \_\_\_\_\_





## APPLICATION FOR ADMISSION

(5401 W 20th Street) PO Box 69, Greeley, CO 80632 (970) 330-8008  
 260 College Avenue, Fort Lupton, CO 80621 (303) 857-4022  
 104 E Fourth Street, Loveland, CO 80537 (970) 667-4611  
 www.aims.edu

**PLEASE PRINT**  
**No Fee Required**

FULL LEGAL NAME:	Last	First	Middle
	AIMS ID	Other names used previously at Aims	

Social Security Number (SSN)	Your Social Security Number is collected for reporting purposes under Section 484 of the Higher Education Act and Section 6109 of the Internal Revenue Code. It will not be used as your primary identifier, and is protected by privacy laws.
------------------------------	--

ADDRESS (Street, Apt # and/or PO Box)			
CITY	STATE	ZIP CODE	
COUNTY	SCHOOL DISTRICT	E-MAIL ADDRESS	
TELEPHONE: Evening (_____) - _____		Day (_____) - _____	
<small>Area Code</small>		<small>Area Code</small>	

<input type="checkbox"/> Male <input type="checkbox"/> Female  <div style="border: 1px solid black; padding: 2px; font-size: small;">         (Voluntary information to be used for Federal and State reporting)       </div>	DATE OF BIRTH – month, day, year  AGE: _____ (If under 16, special permission for admission is required. Please contact the Admissions Office.)	<input type="checkbox"/> American Indian <input type="checkbox"/> Black <input type="checkbox"/> Asian/Pacific Islander <input type="checkbox"/> Hispanic <input type="checkbox"/> Caucasian  <div style="border: 1px solid black; padding: 2px; font-size: small; width: fit-content;">         (Voluntary information to be used for Federal and State reporting)       </div>
--	---	--

U.S. Citizen?  Yes  No If not a U.S. Citizen:  visa  permanent resident  other (explain) \_\_\_\_\_

**Provide a photocopy of your visa or Permanent Resident Card ("green card")**

*NOTE: If you are in the U.S. on any type of visa, you must contact the International Student Office at the Greeley campus.*

When will you start at Aims?  20____ <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer	Home Campus (Where you will register) <input type="checkbox"/> Greeley <input type="checkbox"/> Ft. Lupton <input type="checkbox"/> Loveland	To comply with the law, males the age of 17 yrs 9 months to 26 yrs must register with Selective Service ("military draft"). Have you registered with the Selective Service? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, state reason: _____
--	---	---

**Please select the academic program best suited to meeting your objective. (Check only one box, please.)**

AA: Associate of Arts – Liberal Arts major. Directed Area of Study (optional): \_\_\_\_\_

AS: Associate of Science – Liberal Arts major. Directed Area of Study (optional): \_\_\_\_\_

AAS: Associate of Applied Science – Specific major (required): \_\_\_\_\_

Occupational Certificate – Specific major (required): \_\_\_\_\_

AGS: Associate of General Studies – Liberal Arts major (Must sign contract; See Student Success Center for details.)

College coursework only (no degree). Area of interest: \_\_\_\_\_

**Attendance Plans:**  
 Part Time (less than 12 credits per term) or Full Time (12 credits or more per term)?  Part Time  Full Time

**Please indicate the primary reason you want more education now. (Check only one box, please.)**

<input type="checkbox"/> Transfer for further education	<input type="checkbox"/> Prepare for a change in my job or field of work
<input type="checkbox"/> Prepare for a first job	<input type="checkbox"/> Adult general interest
<input type="checkbox"/> Upgrade or certification of knowledge or skills for current job	<input type="checkbox"/> Other

**Highest education level completed:**

Did not graduate from High School	Currently in High School	High School Graduate	Received GED	Occupational Certificate	Associate Degree	Bachelors Degree	Masters or higher			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
					Circle one:					
					AA	AS	AAS	AGS		

<b>OFFICE USE ONLY</b>
R      N Ina    New
LTA _____ Is LTA CE only? Y      N
Prev. App. Date: _____
Student Age "RU" Hold?
Ethnicity I B A H W
Citizen Y      N
"RV" Hold?
ExpTerm _____
Campus: G F L
Selective Service "RD" Hold?
AA _____
AS _____
AAS _____
CERT _____
AGS _____
NONE _____
SGASTDN: P F
Education Goal TR NJ FJ PI CJ X
Education Level LHS C09-C12 HS GED 1 AA AS AAS AGS 4 5

Are you Claiming Tuition Classification as a Colorado Resident?  
 YES  NO  ...If NO, specify state of residence \_\_\_\_\_

**COLORADO RESIDENCY/TUITION CLASSIFICATION: COMPLETION OF ALL QUESTIONS IN THIS SECTION IS REQUIRED.**

Failure to do so will result in your being classified as Out-of-State for tuition purposes. Answer "NA" if not applicable with explanation. The college may request supporting documentation by the student at any time. If not provided or not consistent with information supplied, residency classification may be changed to Out-of-State and tuition assessed retroactively. Recipients of financial aid funds may also be liable for repayment of funds received.

- Age \_\_\_\_\_ (If under 22 and unmarried, use column A; If 23 or older, use column B; If 22 but not yet 23, use both A & B)
- If married and under 23, marriage date \_\_\_\_\_ (If married at least one year ago, use column B; otherwise, use both A & B)
- If emancipated, use column B & attach Proof of Emancipation.

	<b>Column A</b>	<b>Column B</b>
If Parents are separated/divorced, which parent(s) live in Colorado _____	Answers below apply to my: <input type="checkbox"/> <b>Parent</b> <input type="checkbox"/> <b>Legal Guardian</b> (court-appointed) (Provide proof of guardianship)	Answers below apply to: <b>ME (the student)</b> (Reminder: If emancipated, must provide proof of emancipation)

Dates of continuous physical presence in Colorado	_____/_____/_____ to _____/_____/_____ <small>Month Day Year Month Day Year</small>	_____/_____/_____ to _____/_____/_____ <small>Month Day Year Month Day Year</small>
Dates of any extended absence from Colorado in past 12 months (More than 1 month)	_____/_____/_____ to _____/_____/_____ <small>Month Year Month Year</small>	_____/_____/_____ to _____/_____/_____ <small>Month Year Month Year</small>
Last 2 years of State Income Tax Returns filed	Tax Year: _____ State(s): _____ Tax Year: _____ State(s): _____	Tax Year: _____ State(s): _____ Tax Year: _____ State(s): _____
Last 2 years of employment or source of income	Employer: _____ State: _____/_____/_____ to _____/_____/_____ <small>Month Year Month Year</small>	Employer: _____ State: _____/_____/_____ to _____/_____/_____ <small>Month Year Month Year</small>
Date current Colorado Driver's License or ID was issued. Also, provide license or ID number	Month & Year: _____/_____ New <input type="checkbox"/> Renewal <input type="checkbox"/> # _____	Month & Year: _____/_____ New <input type="checkbox"/> Renewal <input type="checkbox"/> # _____
Last 3 years of Colorado Motor Vehicle Registration	_____, _____, _____	_____, _____, _____
Date of Colorado Voter Registration (mo/yr)	Month & Year: _____ / _____	Month & Year: _____ / _____

Current work status: 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

Prior Education:  
 Current or last High School or GED: \_\_\_\_\_ City & State: \_\_\_\_\_  
 Date graduated from High School or earned GED: (month/year) \_\_\_\_\_  
 Prior College transferring from: \_\_\_\_\_ City & State: \_\_\_\_\_

<p><b>Are you concerned about any of the following? (Check all that apply.)</b></p> <input type="checkbox"/> Being ready for college level courses <input type="checkbox"/> Adequate financial resources <input type="checkbox"/> Choosing a program or courses <input type="checkbox"/> Work schedule conflicts <input type="checkbox"/> Choosing a career <input type="checkbox"/> Child care availability	<p><b>What are your attendance plans?</b></p> Will you attend only one term? <input type="checkbox"/> Yes <input type="checkbox"/> No Will you attend only night classes? <input type="checkbox"/> Yes <input type="checkbox"/> No
Have either of your parents earned a 4-year degree? <input type="checkbox"/> Yes <input type="checkbox"/> No	

I certify that to the best of my knowledge the information I have provided on this form is true and complete without evasion or misrepresentation. If I am under age 18, I authorize access to my educational records by my parents or legal guardians until I reach the age of 18 or until I revoke access via letter to the Registrar. Requests to view my educational records must be in writing.

\_\_\_\_\_  
 Student Signature \_\_\_\_\_ Date \_\_\_\_\_

In regard to this student, who is my child under the age of 18, I hereby certify my consent for:

- him/her to be tested and to enroll in classes at this college,
- Aims Community College to issue and permanently record grades issued to him/her by college instructors,
- Aims Community College to hold me liable for tuition, fees, and any other charges accrued by him/her pursuant to admission and enrollment at Aims Community College,
- Aims Community College to hold me responsible for his/her behavior according to college code, and
- Aims Community College to allow him/her unrestricted access to the library, Internet, computer resources, and college events.

\_\_\_\_\_  
 Parent Signature (for students under age 18) \_\_\_\_\_ Date \_\_\_\_\_ Print Name of Parent or Guardian signing \_\_\_\_\_

**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.

**OFFICE USE ONLY**

In-District (1)

Out-District (2)

Out-State (3)

WUE (W)

(Attach WUE App)

Employment  
F M P  
L N

SOAHSCH

HS or GE

SOAPCOL

SGAUSDF  
Element 1  
1 4  
2 5  
3 6

Element 2: Y N

Element 3: Y N

Element 4: Y N