



# Catalog 2007-2008



# The Aims Community College

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# CATALOG 2007-2008

Volume XL- August 2007

www.aims.edu



## Greeley Campus

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

970.330.8008  
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  
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  
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  
www.aimsced.com

## Downtown Center

815 8th Avenue, 2nd floor  
Greeley, Colorado 80631  
970.339.6550

**Aims**  
Community College  
**A College Serving  
Northern-Central Colorado**

(Effective Fall Semester, 2007) Established 1967

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# A letter from the *President*

## Welcome to Aims Community College...

I would like to welcome you to Aims Community College. You have chosen Aims at a very exciting time in the history of the college.

Throughout 2007, we will be marking our 40th anniversary with a variety of celebrations - for students, employees and the community. When Aims began in 1967, our founders' goal was to provide access to affordable, quality education for Weld County residents. Since that time, over 200,000 students have attended Aims in both credit and non-credit classes. Those students have come to us to satisfy their need to learn and to invest in their future. Through our 40 years, Aims has been ready to meet the needs of students and the community.



This year, as further proof of our commitment to your future, the campus will be transformed by the construction of the new Allied Health and Sciences Building and the new Aviation Facility in Greeley, along with the renovation of Beaty Hall. Last year, Fort Lupton opened a new Automotive Tech and Construction Tech Facility. The Downtown Center continues to flourish and new plans will soon be in place at the Loveland Campus. As these projects progress, they will bring with them an atmosphere of energy and excitement and sometimes a little inconvenience. The end result, however, will be state-of-the-art labs and classrooms for the health and science programs; fresh new areas for visual, performing and graphic arts; as well as new facilities for other exciting programs in Greeley, Fort Lupton and Loveland.

I thank you for choosing Aims. I know you have made the right choice and hope you will join us as we celebrate our past and build for our future!

A handwritten signature in cursive script, reading "Marsi Liddell". The signature is written in dark ink on a light background.

Dr. Marilynn "Marsi" Liddell  
President



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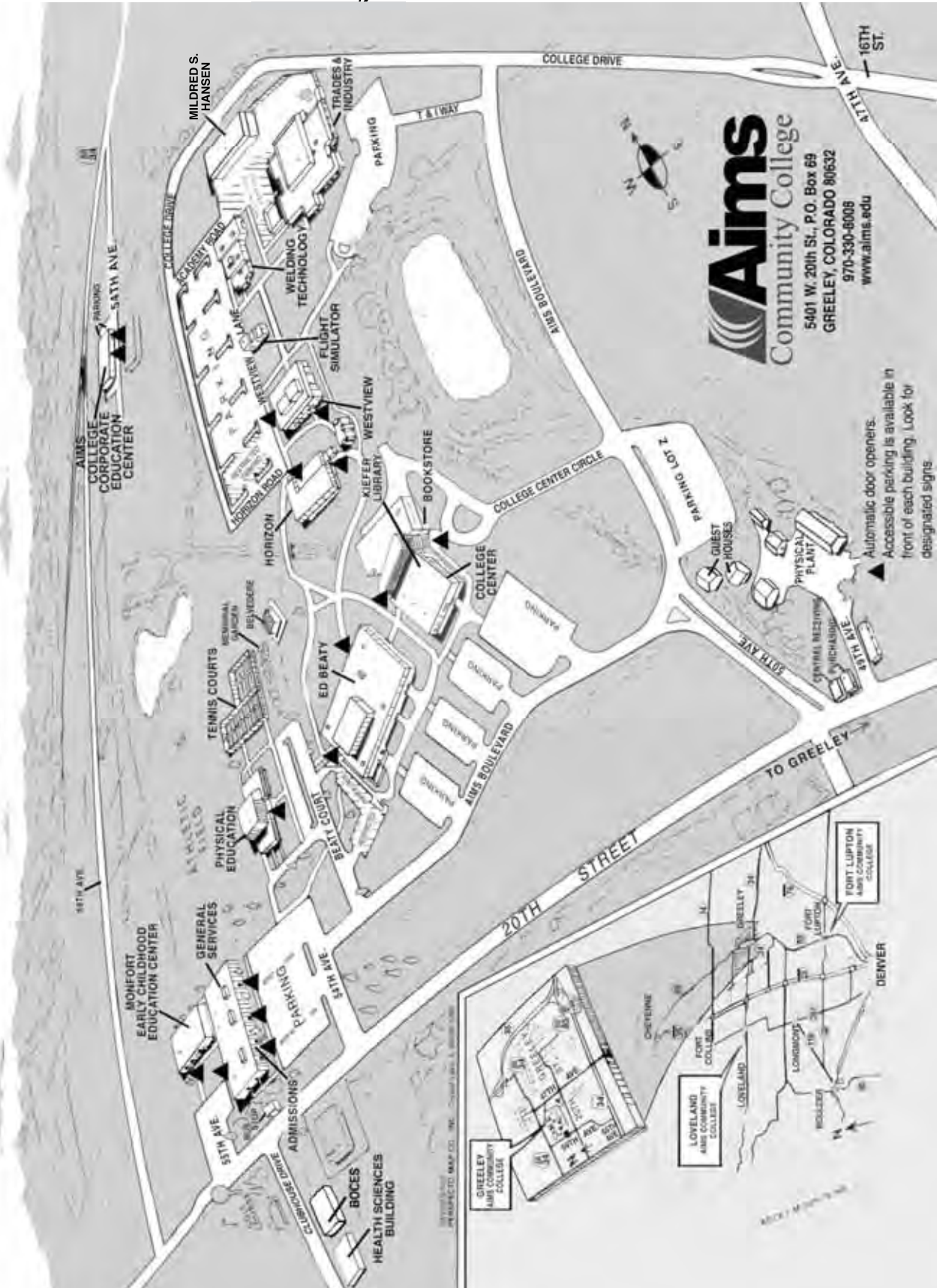
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Course Description Table of Contents on page 15, 125.

# Aims Campus Map



# Academic Calendar 2007-2008

## 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
Thursday, May 17, 2007	25% of tuition and fees due by 11:00 p.m. for Summer Semester
Monday, May 28, 2007	Memorial Day (college closed)
Tuesday, May 29, 2007	Classes Begin
Thursday, June 7, 2007	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
Wednesday, August 8, 2007	Last Day of Summer Session 2007

## FALL SEMESTER 2007

### SEPTEMBER 4, 2007 – DECEMBER 21, 2007 (76 DAYS – INCLUDES 4 DAYS OF FINALS)

Friday, August 24, 2007	25% of tuition and fees due by 11:00 p.m. for Fall Semester
Monday, September 3, 2007	Labor Day (College Closed)
Tuesday, September 4, 2007	Classes Begin
Wednesday, September 19, 2007	Full-term Course Add/Drop Deadline
Monday-Friday, October 22-26, 2007	Midterm Week
Monday, November 12, 2007	Begin Returning Student Registration for Spring Semester
Friday, November 16, 2007	Graduation Application Deadline for Spring 2008
Monday, November 19, 2007	Begin Open Registration for Spring Semester
Monday, November 26, 2007	Full-term Course Withdrawal Deadline
Wednesday-Friday, November 21-23, 2007	Thanksgiving Holiday (college closed)
Tuesday-Friday, December 18-21, 2007	Final Examinations
Friday, December 21, 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	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 SEMESTER 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	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

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# Academic Calendar *2008-2009*

## FALL SEMESTER 2008

### AUGUST 25, 2008 – DECEMBER 12, 2008 (76 DAYS – INCLUDES 4 DAYS OF FINALS)

Monday, August 25, 2008	Classes Begin
Monday, September 1, 2008	Labor Day (college closed)
Wednesday, September 10, 2008	Full-term Course Add/Drop Deadline
Monday-Friday, October 13-17, 2008	Midterm Week
Monday, November 10, 2008	Begin Returning Student Registration for Spring Semester
Wednesday, November 12, 2008	Full-term Course Withdrawal Deadline
Friday, November 14, 2008	Graduation Application Deadline for Spring 2009
Monday, November 17, 2008	Begin Open Registration for Spring Semester
Wednesday-Friday, November 26-28, 2008	Thanksgiving Holiday (college closed)
Tuesday-Friday, December 9-12, 2008	Final Examinations
Friday, December 12, 2008	Last Day of Fall Semester 2008
Monday-Friday, December 22-26, 2008	Christmas Holiday (college closed)
Thursday, January 1, 2009	New Year's Day (college closed)

## SPRING SEMESTER 2009

### JANUARY 12, 2009 – MAY 7, 2009 (78 DAYS – INCLUDES 4 DAYS OF FINALS)

Monday, November 10, 2008	Begin Returning Student Registration for Spring Semester
Monday, November 17, 2008	Begin Open Registration for Spring Semester
Thursday, January 1, 2009	New Year's Day (college closed)
Monday, January 12, 2009	Classes Begin
Monday, January 19, 2009	Martin Luther King Day (college closed)
Wednesday, January 28, 2009	Full-term Course Add/Drop Deadline
Monday-Friday, March 2-6, 2009	Midterm Week
Sunday, March 15, 2009	2009-2010 Financial Aid Application Priority Deadline
Monday-Friday, March 16-20, 2009	Spring Break (no classes)
Monday, April 6, 2009	Begin Returning Student Registration for Summer and Fall Semesters
Friday, April 10, 2009	Graduation Application Deadline for Summer 2009
Friday, April 10, 2009	Begin Open Registration for Summer and Fall Semesters
Monday, April 14, 2009	Full-term Course Withdrawal Deadline
Monday-Thursday, May 4-7, 2009	Final Examinations
Thursday, May 7, 2009	Last Day of Spring Semester 2009
Saturday, May 9, 2009 (tentative date)	Graduation

## SUMMER SESSION 2009

### MAY 25, 2009 – AUGUST 5, 2009 (51 DAYS)

Monday, April 6, 2009	Begin Returning Student Registration for Summer and Fall Semesters
Monday, April 13, 2009	Begin Open Registration for Summer and Fall Semesters
Monday, May 25, 2009	Memorial Day (college closed)
Tuesday, May 26, 2009	Classes Begin
Thursday, June 4, 2009	Full-term Course Add/Drop Deadline
Monday – Thursday, June 29 - July 2, 2009	Midterm Week
Thursday, July 2, 2009	Graduation Application Deadline for Fall 2009
Friday, July 3, 2009	Independence Day Observed (college closed)
Monday, July 20, 2009	Full-term Course Withdrawal Deadline
Wednesday, August 5, 2009	Last Day of Summer Session 2009



# 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.

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

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# Aims Overview

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Tuition charges at Aims Community College are dependent upon the student's residency status (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	\$75.00	\$300.00
Differential	\$87.50	\$145.50	\$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 Community College's first Graduation, 1968.

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.

## 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.

## 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.

## 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.

# Greeley Campus

The Greeley Campus in west Greeley is the center of Aims Community College. The 185 acre campus site is composed of 11 buildings, including several general classroom buildings, a physical education center, administrative services complex, and the College Center.

Of the thousands of students who 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.

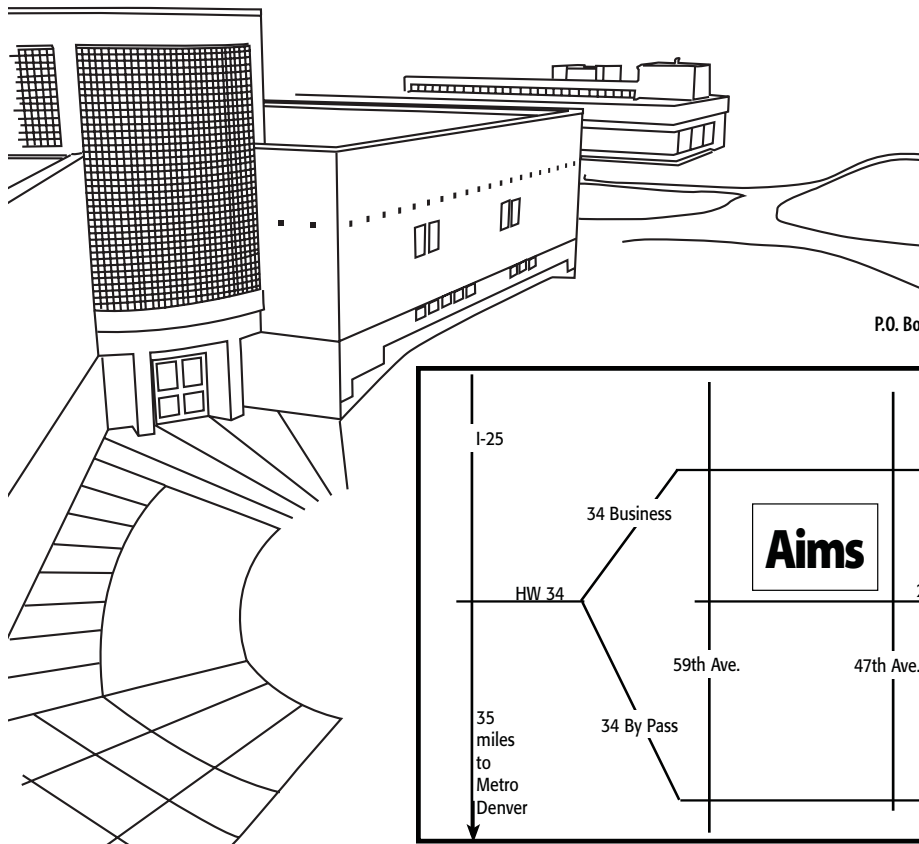
Aims Community College is a single educational institution consisting of the main campus in Greeley (including the Corporate Education Center), campuses in Fort Lupton and Loveland and various outreach sites throughout our service area. The degrees and certificates are conferred by Aims Community College. 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 below identifies programs available at each campus.

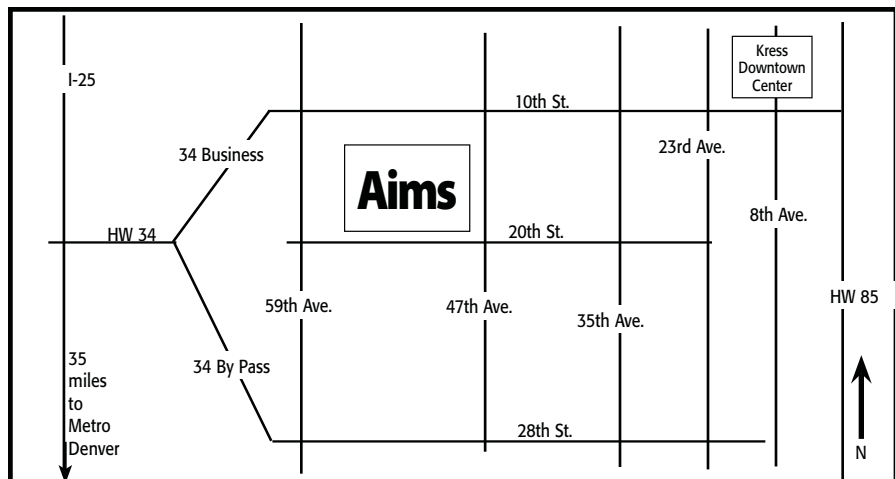
The Aims Community College Downtown Center opened its doors to students in 2006. The building, at 815 8th Ave. in the historic Kress building, offers classes which are more accessible to the east side of Greeley and creates more involvement with the community and businesses of Weld County. The Downtown Center can be reached at 970.339.6550.

Program Offerings	Greeley	Fort Lupton	Loveland	Downtown
A.A. degree state general education guaranteed transfer curriculum	X	X	X	L
A.A. degree electives	X	L	L	L
A.S. degree state general education guaranteed transfer curriculum	X	L	L	L
A.S. degree electives	X	L	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	X
Enrichment courses (Personal Interest)	X	X	X	X
Customized training	X	X	X	X

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



Map not to scale  
 P.O. Box 69 • 5401 W. 20th Street • Greeley, Colorado 80632  
 970.330.8008 • 1.800.301.5388



## 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 the Campus Bistro, 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. In addition to the main campus, Aims leases 12,000 sq. ft. at 575 McKinley in Fort Lupton to house its high tech Automotive Technology and Construction Technology Programs.

Students may complete an Associate of Arts, Associate of Applied Science Degree in Business Technology, Associate of Applied Science Degree in Automotive Technology, Associate of Applied Science Degree in Medical Assistant. Fort Lupton also offers certificates in Electrical Wiring and Carpentry, and various entry level medical career certificates such as: Basic Emergency Medication Technician, Certified Nurse Aide, Phlebotomy, and Clinical Office Specialist.

Credit and non-credit Continuing Education classes and customized training are available on campus or on business

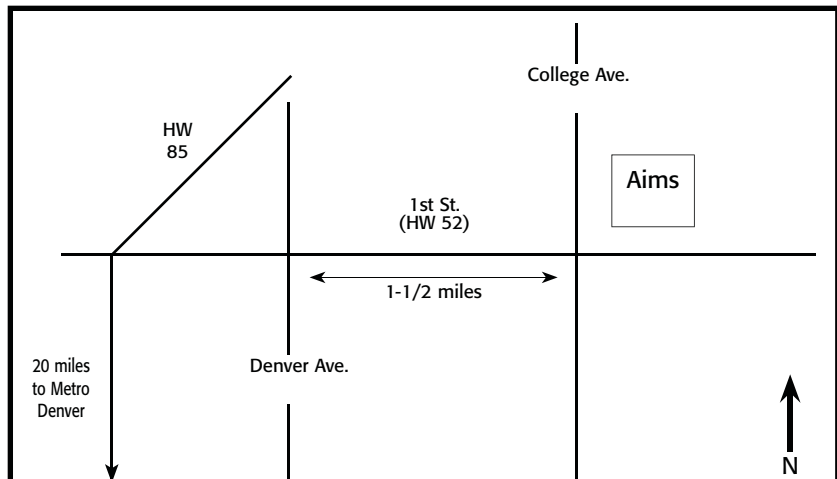
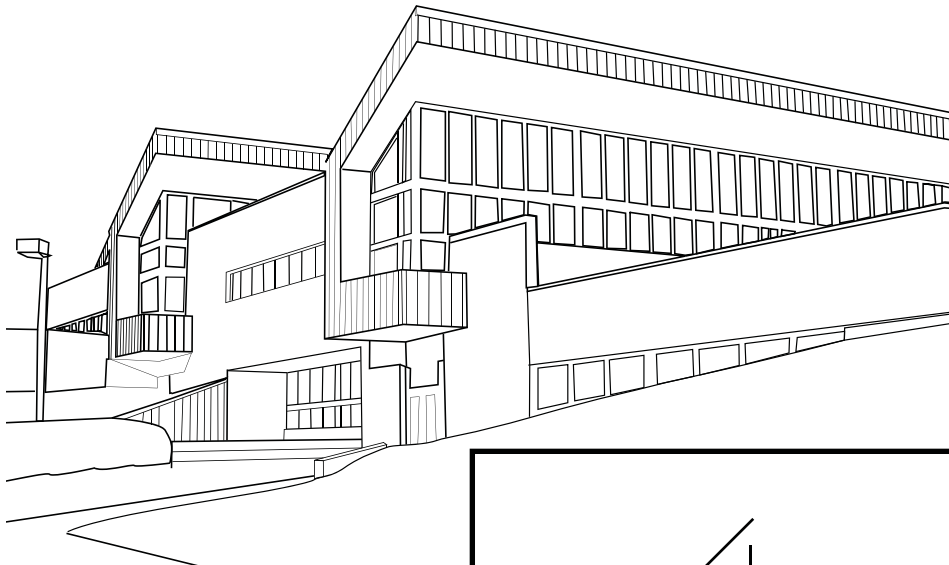
sites. Facility rooms are available for rent and catering services may be arranged. The campus Advanced Technology Center offers opportunities for students to learn Home Technology Integration, laser engraving, video conversion, robotics, pneumatics, computer networking, and a host of high tech software.

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

An Academic Resource Center (ARC) provides academic support and is equipped with personal computers with internet access. During each term the center has day, evening, and Saturday hours.

The Fort Lupton Campus is proud to be associated with University of Colorado, Boulder to offer additional educational opportunities. Our relationship with surrounding school districts makes it possible for high school students to attend Aims Community College for dual credit toward high school graduation as well as college credit.

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

# Loveland Campus

Aims Community College has a campus in downtown Loveland at 104 East 4th Street. The Loveland Campus, donated by the McKee Charitable Trust, opened in the fall of 1990. In addition to traditional classrooms, the Loveland Campus has five state-of-the-art computer classrooms, a science laboratory, a new Certified Nursing Assistant laboratory (or CNA Lab), and an Academic Resource Center, which provides computers, videos and other supplemental resources to enhance students' learning. In 2002, the Loveland Campus began offering classes in hybrid and interactive video-conferencing formats.

Aims Loveland also offers a High School Diploma Program, customized training for business and industry, non-credit seminars

and workshops for the general community, and career classes.

With advising and proper planning students may complete an Associate of Arts degree on the Loveland Campus. Several 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 courses.

Other services provided at the Loveland Campus include: admissions and registration, a full-service bookstore, academic advising, financial aid information, GED testing, assessment, personal and career counseling, and weekend/night school opportunities.

## 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 Dean:

Timothy Rees, Esq., Ext. 3311

### Student Services:

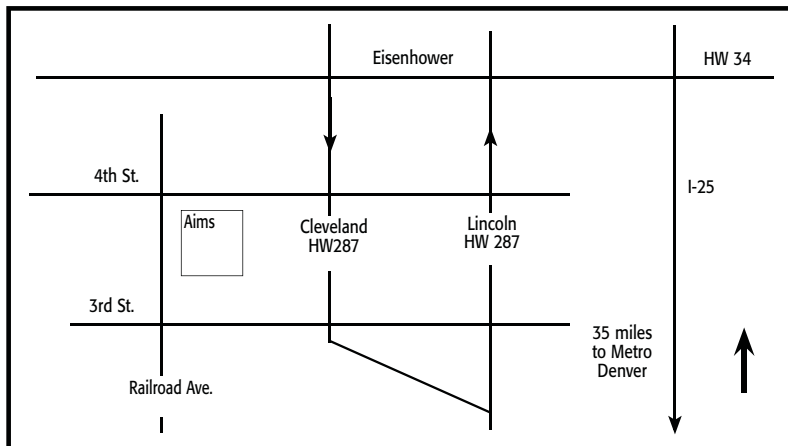
Charlotte Hardgrave, Ext. 3312

### 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





# Understanding Where America Goes to College the Community College

## 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 career 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.

### Developmental Education 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.

### 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 "Developmental Education 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.

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# 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, Westview Building, room 699B, 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 the Westview building, room 699B.

## 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 16 years imprisonment and/or \$750,000 in fines, depending on the classification of

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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**

The Student Success Center in the General Services Building provides academic advising for most degree programs, and is also available for counseling referrals to help with drug/alcohol use, housing and food needs, child and parenting resources, mental health, domestic violence, suicide support services and intervention, as well as a number of other areas. For an appointment or referral, please call 970.339.6251. Information on other community services is also available for students through the Guide to Local Human Services link on the "student" tab of the aims website (www.aims.edu). Here is some of the major community agencies listed:

- United Way referral and information dial 211
- North Range Behavioral Health 970.347.2120
- Island Grove Regional Treatment Center 970.356.6664

**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 2006. 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 2005	Crime Rate 2006
Homicide	0 0	0 0
Rape	0 0	0 0
Robbery	0 0	0 0
Aggravated Assault	0 0	0 0
Burglary	0 0	0 0
Motor Vehicle Theft	0 0	0 0
Petty Theft	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, the Loveland Campus and at the Downtown Center.

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 and the Downtown Center. 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.

## General Information, cont.

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 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 the Campus Bistro. This service offers breakfast and lunch menus consisting of grill items, hot food specials,

sandwiches, a variety of beverages, and snack items. The Bistro is open Monday through Friday 7:30 a.m. to 2:30 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.

The Campus Grind coffee cart, located in the College Center, is open Monday through Thursday, 7:30 am. to 5:30 p.m. and Friday, 7:30 a.m. to 12:30 p.m.

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, Fort Lupton Campuses, and the Downtown Center 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 housing. 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 registered 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).



*The right choice at every step*

### 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.

### 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.

### ACADEMIC RESOURCE CENTERS

The Academic 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 individual, small group and drop-in tutoring.

**Location:** Greeley Campus, Horizon Hall, rooms 301-306, 970.339.6541.

#### SERVICES INCLUDE:

- Academic resources such as 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, individual tutoring and supplement instruction available for selected courses;

- 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.

### 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 ACADEMIC RESOURCE CENTER

Locations:

ARC – Ft. Lupton Campus 108A/B  
303.857.4022, ext. 4338  
Thomas M. McKee ARC  
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



## General Information, cont.

### 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.

Television services include scriptwriting, pre-production services, production and post-production editing for live television, and/or videotaped instructional or promotional programs.

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. Satellite reception is provided for off-air taping and teleconferences, and cable access is available. Programs are also produced and broadcast on Aims' Channel 22 local cable and streamed to the internet. This area also coordinates videotape purchases for the college and the Media Cast® video on-demand server.

### 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.

## DEVELOPMENTAL EDUCATION

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, 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 PERFORMANCE

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.



*The right choice at every step*

## Special Instructional Programs, cont.

### PHYSICAL EDUCATION

The Physical Education Department offers students a place to reduce stress and get fit. There is a weight and cardio room available throughout the day, as well as two racquetball courts, a basketball court and an aerobics room. Check the gym for current availability and see what we have to offer. You must be a current registered student with valid student identification to use the facility. In addition to general use, the Physical Education department offers various classes in Aerobics, Ball Sports, Dance, Health & Wellness and Group Fitness. Many of these classes will fulfill up to three elective credits towards an Associate of 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 or contact Laura at 970.339.6295 or [laura.willoughby@aims.edu](mailto:laura.willoughby@aims.edu) for further information.

### 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, Sociology, and Women's Studies. 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. For information, call: 970.339.6213.

#### College for Kids:

A program that provides learning opportunities in a college environment for students in grades 1 through 12. For information, call: 970.339.6318.

#### English as a Second Language:

A program for students who wish to improve their English skills. For information, call: 970.339.6322.

#### Intensive English:

A program that offers international students an opportunity to learn the English language. For information, call: 970.339.6200.

#### 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. Curriculum is designed around the skills needed to pass the GED examination in reading, math, social studies, science, literature and writing. GED examination is administered through the Aims Assessment Center, the Downtown Center, and Fort Lupton Campus. The classes are held at the Downtown Center and you can start anytime. Pre-GED assessments are given in order to place students in appropriate levels. Students also have access to computer labs at the Corporate Education Center, the Downtown Center, and Fort Lupton Campus for additional GED study opportunities.

For information call: 970.339.6550.

##### 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

*The right choice at every step*

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.

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.

## 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 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 46)

## 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 46 for further information).

## POSTSECONDARY ENROLLMENT OPTIONS

The Postsecondary Enrollment Options Act provides the opportunity for eligible high school juniors and seniors to take certain regular college courses at the community college. High school students should contact the high school counselor for more information. 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", "Business Forensics", "Computer Science", "Digital Communication", "Financial Management", "Forensic Accounting", "Health Care Management", "Human Resources Management", "Information Technology", "Management", "Management Information Sciences", "Marketing", 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).

# Financial Aid

<p><b>FINANCIAL AID</b>  <b>Location:</b>                  General Services Building  <b>Telephone:</b>                  970.339.6548  <b>Director:</b> Teri Dorchuck</p> <p><b>Scholarship Coordinator:</b>  <b>Location:</b>                  Financial Aid Office, General Services Building  <b>Telephone:</b>                  970.339.6399</p>
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## 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 Financial Aid 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 the 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.
- Provide any additional information requested by Financial Aid in a timely manner.
- Contact Financial Aid 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 school 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 all requested documents are received by Financial Aid.

- 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 February 15 for summer semester**.
- Students seeking financial aid for summer semester also need to complete the **2008 Supplemental Summer Financial Aid Application** available from Financial Aid beginning February 15, 2008.

## 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 if you complete your course work successfully.
- 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 . . . . .	\$2,118.00
Out of State Resident . . . . .	\$8,118.00

- 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 . . . . .	\$7,640.00
Books and Supplies . . . . .	\$1,698.00
Misc. Expenses . . . . .	\$2,906.00
Transportation . . . . .	\$ 674.00
<b>Total . . . . .</b>	<b>\$12,918.00</b>

- Add the indirect costs to tuition and fees to estimate the **total budget** Financial Aid will use in your award process. **Example: In District tuition and fees of \$1,518.00 + indirect cost of \$12,918.00 = \$14,436.00.**
- These budgets are examples from the 2006-2007 academic year. Check with Financial Aid for 2007-2008 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. You can do this at [www.fafsa.ed.gov](http://www.fafsa.ed.gov), by calling 1.800.433.3243, or by resubmitting your paper application



confirmation (Student Aid Report).

- 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 2006-2007 academic year.

- **Federal Academic Competitiveness Grant (ACG):** For undergraduates receiving Pell Grants who are U.S. citizens enrolled full-time in their first or second academic year of study.

First academic year students who have completed a rigorous secondary school program of study, graduated from high school after Jan. 1, 2006, and have not been previously enrolled in an undergraduate program are eligible for \$750.

Second academic year students who have completed a rigorous secondary school program of study, graduated from high school after Jan. 1, 2005, and have at least a 3.0 cumulative GPA at the completion of their first year of postsecondary study are eligible for \$1,300.

- **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 2006-2007 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 2006-2007 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 2006-2007 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 2006-2007 academic year. Students may not earn

more than their award amount without first consulting Financial Aid.

- **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 2006-2007 academic year. Students may not earn more than their award amount without first consulting Financial Aid. 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 2006-2007 academic year. Students may not earn more than their award amount without first consulting Financial Aid.

### 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 enrolled in *undergraduate* courses may be eligible to borrow up to \$3,500. Second year students may be eligible to borrow up to \$4,500. Interest rates on loans made on or after July 1, 2006 will have a fixed rate of 6.8 percent. A fee of up to 3 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 under this program (refer to *subsidized* loan guidelines). Independent students may

## Financial Aid, cont.

be eligible to borrow up to \$4,000 per academic year. A fee of up to 3 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.dl.ed.gov](http://www.dl.ed.gov).
- **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 credit based and 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. Interest rates on loans first disbursed on or after July 1, 2006 will have a fixed 7.9% rate. Parents are strongly encouraged to refer to the disclosure statement for more detailed information. A fee of up to 4 percent is deducted proportionately from each loan disbursement.
- **Private Alternative Loans:** Please see Financial Aid office for additional information and application procedures.

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

- Your student account and your financial aid award will be adjusted to reflect course additions and deletions that change your enrollment status throughout the semester.

### ARE OTHER SCHOLARSHIP/GRANT FUNDS AVAILABLE TO ATTEND 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 Financial Aid, 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 2006-2007 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 Financial Aid. 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 an eligible 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.
- **Aims Foundation Scholarships:** Through the generous donations of many individuals and organizations, scholarship funds are available through the Aims Foundation to assist students while attending Aims. A separate online application is required. The application can be found by going to [www.aims.edu/student/financial\\_aid](http://www.aims.edu/student/financial_aid). All complete applications are reviewed and decided upon by the Scholarship Selection Committee.
- **Colorado Centennial Scholars Scholarships:** Awards are made to recognize outstanding academic achievement of Colorado Undergraduate residents. Applications are available in Financial Aid. 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.

- **Other Scholarships:** Scholarship funds are also available through many different organizations. You can begin looking for such organizations through resources available at the Kiefer Library on the Greeley campus, local libraries on by using FREE online scholarship searches like:

[www.fastweb.com](http://www.fastweb.com)

[www.college-scholarships.com](http://www.college-scholarships.com)

[www.fastaid.com](http://www.fastaid.com)

### 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.

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

- Financial Aid 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 Financial Aid 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 of benefits. Forms are available at Financial Aid in Greeley, and at Loveland and Fort Lupton. They should be returned to Financial Aid 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) . . . . . \$1,075.00

###### Three-Quarter Time

(9-11.9 credit hours) . . . . . \$806.25

Half Time (6-8.9 credit hours) . . . . . \$537.50

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

#### Chapter 1607 - REAP

Contact Financial Aid office for more information on application procedure and pay rates. Individual rates may vary according to length of consecutive service.

#### Chapter 1606

##### Selected Reserve – Monthly Rates

###### Full Time

(12 or more credit hours) . . . . . \$309.00

###### Three-Quarter Time

(9-11.9 credit hours) . . . . . \$231.00

###### Half Time

(6-8.9 credit hours) . . . . . \$153.00

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

###### Full Time

(12 or more credit hours) . . . . . \$860.00

###### Three-Quarter Time

(9-11.9 credit hours) . . . . . \$645.00

###### Half Time

(6-8.9 credit hours) . . . . . \$429.00

Contact Financial Aid 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 Financial Aid 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

## Financial Aid, cont.

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. Financial Aid office 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?

- State and federal laws require that we monitor your academic progress.
- 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.
- Financial Aid notifies you by mail of your probation status. It is part of your financial aid record, but not part of your academic transcript.
- 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 Financial Aid 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 Financial Aid.
  - ◆ 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?

- State and federal laws require that we monitor your academic progress.
- If while on probation and again 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 will be placed 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.
- Financial Aid notifies you by mail of your suspension status. It is part of your financial aid record, but not part of your academic transcript.
- 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 Financial Aid.

- ◆ 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 Financial Aid 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
  - ◆ all documentation you feel is pertinent to help explain your situation
- If your appeal is **approved**, Financial Aid 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 successfully completing 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 as listed previously, contact Financial Aid.
- 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 Financial Aid 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.
- Federal regulations limit the maximum time frame in which you can receive financial aid based upon the program you are admitted to regardless if you received financial aid for any or all of these credits.

Example 1: A 60-credit degree program must be completed within 90 attempted credits.

Example 2: A 24-credit hour certificate program must be completed within 36 semester credits.

- 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 Financial Aid 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
- ◆ all 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**, Financial Aid 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 Financial Aid 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 Financial Aid 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.

Penalties may be imposed for abuse or fraudulently reported information and for misuse of financial aid funds.





# Office of Institutional Advancement: Aims Foundation

## AIMS COMMUNITY COLLEGE FOUNDATION

### Location:

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

### Telephone:

970.339.6556

### Director of Institutional Advancement:

970.339.6583

### Staff Specialist:

Rachel Veretto, 970.339.6556

### 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 2006, the Aims Foundation launched the Building for Tomorrow Today Capital Campaign to provide equipment and facility upgrades for the new Allied Health and Science building on the Greeley campus. This new building will increase classroom capacity by 30% and provide hands-on instruction for careers in health care including nursing, surgical technology, radiological technology, and emergency medical services. The campaign began with a \$1 million challenge gift from the Monfort Family Foundation in May 2006 and launched publicly in August 2006 with the ground breaking for the new building.

In 2006-2007, the Foundation will provide more than \$100,000 in student scholarship support to help community members achieve their dreams. Generous donors to the Foundation scholarship

program provide a legacy to Northern Colorado by helping families achieve self-sufficiency. New scholarships like the Bert and Leslie Memorial Scholarship, the Dola Mae Francis Classroom Teacher Scholarship and the Abigail Bennett Memorial Scholarship will add to the existing, substantial scholarship effort offered by the Aims Foundation.

To receive student scholarship information, contact the Student Financial Aid office. If you would like to contribute to Aims Community College the future of Aims Students, contact the Aims Foundation at 970.339.6556. To donate on-line, go to [www.aims.edu/foundation](http://www.aims.edu/foundation).

## 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 Hoglund, Secretary/Treasurer  
Dr. Doug Armbrust  
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Doug Forsman  
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Billie Lesh  
Les Race  
Walt Richter  
Barbara Rodgers  
Ruth Slomer  
Nancy Teksten  
Bill Widmaier  
Karen Wood

Ex Officio: Aims President,

Dr. Marilyn "Marsi" Liddell

Board of Trustees Liaison: Dr. Dick Bond

## BRINGING COMMUNITY MEMBERS TOGETHER

### THE STORY OF BETH WISNEWSKI

When a local women's service group decided to make a donation in honor of a long-time member, they looked locally, and found that students at Aims Community College represented exactly what they were looking for.

"We find girls who are deserving and need help in their education and sponsor them," said Vera Kahl, president of the local chapter of the Philanthropic Educational Organization. Dating back more than a century, the PEO's mission is to improve educational opportunities for women.

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



# Scholarships

*The right choice at every step*

Scholarships are available to students on all campuses. Aims Foundation scholarships, amounts, and deadlines are subject to change and are contingent upon availability of funds. Before completing the online application or if you have questions, please contact the Student Financial Aid office at 970.339.6548 or [financial.aid@aims.edu](mailto:financial.aid@aims.edu). Financial Aid is located in the General Services Building, room 241.

General eligibility criteria for all Aims Foundation Scholarships may be found on the Aims website, [www.aims.edu/student/financial\\_aid](http://www.aims.edu/student/financial_aid), or through the Financial Aid office.

## **THE AIMS FOUNDATION THANKS GENEROUS DONORS FOR PROVIDING THE FOLLOWING SCHOLARSHIPS:**

Abigail E. Bennett Memorial Scholarship	Ed Beaty Memorial Scholarship	Mary Ruff Remedial Scholarship
Aims College Education Association Scholarship	Elementary Education Scholarship	Miriam E. Peterson Scholarship
Aims General Scholarship	Florence Winograd Scholarship	Norfolk Welding Scholarship
Aims Staff Association Scholarship	Gene Frederick Memorial Book Award	Radiological Technology Scholarship
Arlin Brown Memorial Scholarship	Gil Borthick Engineering Scholarship	Roberta B. Miller Nursing Scholarship
Bernard and Margaret Houtchens Memorial Scholarship	Glen E. Sowder Memorial Scholarship	Roof Memorial Scholarship
Bert and Leslie Memorial Scholarship	Glen Morehead Memorial Scholarship	Roy L. Smith Memorial Automotive Technology Scholarship
Bill Hartman Memorial Scholarship	Hach Scientific Foundation Organic Chemistry Course Scholarship	Scott Royer's Aviation Scholarship
Bob and Marilyn Stone Scholarship	Hansen C.N.A. Scholarship	Scott Royer's Edwin Morrow Memorial Aviation Scholarship
Business, Math or Science Single Parent Scholarship	Hansen Childcare Scholarship	Single Parent Scholarship
Capt. Al Haynes Aviation Student Scholarship	Hansen HS Diploma Program Scholarship	Surgical Technology Scholarship W. Manning
Capt. Al Haynes Graduating High School Senior Aviation Scholarship	Hansen Presidential Scholarship	Title V: Arts and Music Scholarship
Col. Kelsey Flight Time Scholarship	Hazel A. Taylor Scholarship	Title V: Single Parent Scholarship
College Credit Union Scholarship	Jeppesen Aviation Scholarship	Title V: Fortner Memorial Scholarship
Darrell Schneider Memorial Scholarship	Jim Dinges Memorial Scholarship	Title V General Scholarship
Debbie LeVan Memorial Scholarship	John and Betty Becker Scholarship	Todd Family Foundation Scholarship
DOES for Freedom Scholarship	John H. Marley Memorial Scholarship	United Power, Inc. Scholarship – Fort Lupton Campus
Dola Mae Francis Classroom Teacher Scholarship	John Paul Richard Memorial Scholarship/NEWCO, Inc.	Thorkildsen Scholarship
Don T. Harris Chemistry Scholarship	Les Race Scholarship – Loveland Campus	
Don W. Bennett Memorial Scholarship	Leslie V. Ward Memorial Scholarship	
Dr. Paul Thompson Memorial Scholarship	Mark and Rebecca Olson Scholarship	
	Mary Ruff High School Diploma Program Scholarship	

# Office of Institutional *Advancement:* Office of Grants and Contracts

## ABOUT THE OFFICE OF GRANTS AND CONTRACTS

As a part of the Office of Institutional Advancement, the Office of Grants and Contracts provides leadership in developing and maintaining grant support at Aims Community College. The Grant Specialist oversees pre-and post-award activities. The Office assists the College in strategic grants planning, helps Aims faculty and staff develop competitive proposals, coordinates institutional approval of all grant and contract proposals submitted by Aims Community College, and provides support for grants management activities.

## GRANT DEVELOPMENT AT AIMS COMMUNITY COLLEGE

Those interested in submitting a grant proposal should contact the Grant Specialist (see contact information). If you

have ideas for grant-funded projects, please contact the Office of Grants and Contracts for assistance in developing proposals. Alternately, if you wish to develop a proposal on your own, please contact the Office of Grants and Contracts as early as possible in the proposal development process to allow time to obtain institutional approval.

Please see <http://www.aims.edu/internal/departments/grants/index.htm> for more information on Aims policies and procedures related to proposal development and approval.

## CONTACT INFORMATION

Bill Moseley, Grant Specialist  
217.3 GENS  
(970) 339-6650  
[bill.moseley@aims.edu](mailto:bill.moseley@aims.edu)

## AIMS COMMUNITY COLLEGE OFFICE OF GRANTS AND CONTRACTS

### Location:

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

### Telephone:

970.339.6556

### Grant Specialist:

Bill Moseley, 970.339.6650  
[bill.moseley@aims.edu](mailto:bill.moseley@aims.edu)

## CURRENT MAJOR GRANTS AT AIMS COMMUNITY COLLEGE

### NORTHERN COLORADO AUTOMOTIVE SERVICE TECHNOLOGY EXPANSION PROJECT

President's Community-Based Job Training Grants, U.S. Department of Labor  
**Amount:** \$818,691

**Project Period:** 11/1/05 – 10/31/08

This grant will allow Aims Community College to implement the expansion of its Automotive Service Technology program from the Greeley campus to the Fort Lupton Campus. By the end of the three-year grant period the program will train an additional 55 participants to obtain employment in this high-growth/high-demand field.

### STRENGTHENING INSTITUTIONS

Title III—Strengthening Institutions Grants, U.S. Department of Education  
**Amount:** \$1,820,085

**Project Period:** 10/1/02 – 9/30/07

This grant will allow Aims Community College to improve student success via federal support for developing and maintaining (1) student support systems, (2) academic systems, and (3) comprehensive faculty/staff development.

### AIMS COMMUNITY COLLEGE STUDENT SUPPORT SERVICES

TRIO—Student Support Services, U.S. Department of Education

**Amount:** \$1,100,000

**Project Period:** 9/1/05 – 8/31/10

This grant will allow Aims Community College to increase the retention, graduation and transfer rates of eligible students, and to foster an institutional climate supportive of the success of low-income and first generation college students and students with disabilities.

### ENGLISH LANGUAGE ACQUISITION: NATIONAL PROFESSIONAL DEVELOPMENT PROGRAM

Bilingual Education—Professional Development, U.S. Department of Education

**Amount:** \$1,400,000

**Project Period:** 9/30/02 – 9/29/07

This “bilingual career ladder” program provides training for bilingual paraprofessionals to complete the A.A. and B.A. degrees, earning certification as K-12 teachers specializing in English as a Second Language.

### HEAD START HISPANIC LATINO SERVICE PARTNERSHIP INSTITUTIONS

Administration for Children and Families, U.S. Department of Health & Human Services

**Amount:** \$718,000

**Project Period:** 9/30/04 – 9/29/09

This grant provides professional development opportunities and incentives for Head Start staff to improve the quality and long-term effectiveness of the Head Start and Migrant Seasonal Head Start programs.

### ALCANZAR ALLIED HEALTH AND EMS CERTIFICATES PROGRAM

The Colorado Trust

**Amount:** \$325,000

**Project Period:** 5/1/05 – 3/31/08

The grant provides assistance to qualified students enrolling several short-term, entry-level health professions certificates. The program is based on a career ladder model where individuals can start with one certificate and add others to enhance their skills.

# 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 Financial Aid Office. No admission fee is required as a condition for admission. 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 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. 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.

## RESIDENCY CLASSIFICATION INITIAL CLASSIFICATION

Initial Residency Classification for tuition purposes is made at the point of admission based upon information the student supplies in the application for admission. Failure to answer all questions on the Application or failure to supply any requested documentation results in the student being charged Out-of-State tuition rates.

## CHANGES IN TUITION CLASSIFICATION

Individuals who feel they meet the requirements for in-state tuition should pick up a petition for in-state tuition classification at the Admissions and Records office. When the petition is returned to the Admissions and Records office, complete with all requested documentation, it will be referred to the Tuition Classification Officer for a decision.

The burden of proof rests upon the petitioner who has the responsibility to submit a petition with the required documentation in a timely manner. Only **photocopies** of requested documents should be submitted with the petition because all information submitted becomes part of the person's permanent record and cannot be returned to the petitioner.

Students remain a non-resident until they have received notification from the Tuition Classification Officer indicating a residency change has been approved. Students who are petitioning for residency remain responsible for paying their student account based upon their current tuition classification. Students are strongly urged to petition early in order to receive a response from the Tuition Classification Officer prior to any applicable tuition and fee deadlines.

## DEADLINES

Completed petitions may be submitted to the Admissions and Records office as early as 90 days prior to the term for which the individual desires a change in classification **BUT NO LATER THAN THE FIRST CLASS DAY OF THE TERM**. The student should allow a minimum of two weeks for the petition to be processed. If additional information is required, it must be submitted within 15 days from the original petition unless special arrangements are made with the Tuition Classification Officer.

If you anticipate receiving financial aid for the term you are applying for residency, it is recommended that you submit your

petition no later than 60 days before the term begins. This will enable your financial aid to be processed correctly and credited to your account by the time classes start.

## APPEALS

Any student who is denied in-state tuition classification by the Tuition Classification Officer may appeal that decision to the Registrar. Appeals must be submitted in **writing** to the Registrar no later than two weeks (10 class days) after the denial decision has been sent to the student. The Registrar will provide the student with instructions regarding the appeals process. The decision of the Registrar is the final College determination. There can be no retroactive changes in classification.

## PROOF OF LAWFUL PRESENCE

Effective August 1, 2006, Colorado law (HB06S-1023) requires that students receiving certain "public benefits" provide proof that they are lawfully present in the United States. In higher education, these "public benefits" include institutional and state-sponsored financial aid, in-state tuition rates, reciprocal tuition agreements, and any other state-sponsored payments or assistance.

All students age 18 or older who apply to Aims Community College and who apply for any "public benefits" (including applying for In-State tuition rates) are subject to the requirements of HB06S-1023 legislation. Students are required to verify their lawful presence by a two-step process which includes both:

1. Signing an affidavit of lawful presence and
2. Producing identification that is specific in the law. This identification may be any of the following:
  - Colorado Driver's License
  - Colorado Identification Card Issued by Department of Motor Vehicle
  - United States Military Card
  - United States Military Dependent Identification Card
  - United States Coast Guard Merchant Mariner Card
  - Native American Tribal Document

This requirement must be fulfilled in person at the Admissions and Records office on either the Greeley, Fort Lupton, or Loveland campus, and can be done at the time of admission or later, but must be done before being permitted to register for classes.

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

*The right choice at every step*



## Admissions & Records, cont.

### STEPS TO ENROLLMENT

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

### 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; 970.667.4611, ext. 3309 at the Loveland Campus; and 970.339.6550 at the Downtown Center. 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

**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.

### ADMISSION FOR INTERNATIONAL STUDENTS

1. Submit your documents to the International Admissions Office located in the College Center Building on campus or mail your documents to the following address:  
Aims Community College  
International Office  
5401 w. 20th Street  
Greeley, Colorado 80634 USA  
The application must include the following:
  - Completed International Student Application
  - Financial statement with a bank statement converted into U.S. dollars (please contact the international office for specific amount)
  - English proficiency results from TOEFL (500/173)
  - Transcripts from high school and other colleges attended translated into 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 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. Students **CANNOT** expect to be withdrawn due to non-attendance.
2. Instructors may control late entry into classes even before the add deadline.
3. In case of emergencies, students are to submit written withdrawal requests to Admissions & Records, P.O. Box 69, Greeley, CO 80632.
4. 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.

# 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.

### APPROXIMATELY ONE WEEK BEFORE TERM BEGINS:

(see schedule of classes for details)  
Student needs to pay at least 25% of their tuition & fees for registered courses one week prior to the beginning of the term or have all of their classes dropped automatically at 11:00 p.m. that evening, please refer to current course schedule for payment deadlines. 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, submitted Third Party paperwork, 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 that same day. 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 then pay a minimum of 25% of their outstanding tuition and fees ore all courses will be dropped.

## 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	\$75.00	\$300.00
Differential	\$87.50	\$145.50	\$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 CreditCheck. 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 2007

Due Dates	Amount Due
August 24	.25%
October 5*	.25%
November 2*	Balance

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

**NOTE:** Students planning to register for Spring Semester 2008 classes beginning January 14, must pay at least 100% of Fall Semester charges by November 2, 2007.



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### FINANCIAL OBLIGATIONS OF STUDENTS

The financial obligations of students to the college, such as payments for tuition, 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 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.

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.
  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.
- 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.

# 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

The Academic Advising program at Aims Community College supports a student's educational journey and sets standards of excellence focused on student learning, technological innovation, and a collaborative partnership for student success based on best practices that enhance the quality of student lives. 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 may be assigned a faculty advisor. Students wanting more intensive advising services can ask to be assigned to a Student Achievement & Retention (STAR) advisor who can help students connect with additional institutional resources as needed.

### 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. **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

## 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

Admissions Advisors

Margaret Dempsey, Ext. 3309

Mario Gonzalez, Ext. 6239

Jannette Noonan, Ext. 6477

Iliana Rocha, Ext. 4333

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.ada.org](http://www.ada.org); (4) NMTCB - [www.nmtcb.org](http://www.nmtcb.org); and (5) ABVM - [www.vascularboard.org](http://www.vascularboard.org).

4. **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.
5. 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.
6. Other testing offered through the Assessment Center include: (1) Typing Tests; (2) Spanish Placement Test; (3) MOS certification tests; and (4) Educational Resource Inc. Nursing exams (including entrance testing, individual nursing content are testing, etc.).



## Student Success Center, cont.

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 SERVICES

970.339.6596

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

#### Career Services can help with:

- Career exploration
- Choosing a college major
- Job search strategies & placement services
- Employment resources
- Writing a resume
- Preparing for a job interview
- And more!

**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 Services can help you get your job search in gear.

To make an appointment, call Career Services 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 Services information at our outreach campuses, please call:

Fort Lupton: 303.857.4022, ext. 4303

Loveland: 970.667.4611, ext. 3312

Downtown: 970.339.6550

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.



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# Course Information



## 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.



# Grading System

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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 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.	none
U	<b>UNSATISFACTORY:</b> For designated courses, indicates failure to achieve course objectives.	none
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 instructor approval on an Audit Request Form and submit the form to the Admissions & Records office by the add/drop deadline for the course. Once approved and submitted,	none

the final grade of AU will be assigned. The grade of AU is final and cannot be changed. 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



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## 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 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 Student Success Center or the Admissions & Records Office.

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 faculty advisors, the Student Success Center, the Admissions &

Records office or on-line under Admissions & Records, Commonly Used Forms. 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 course work may be subject to an evaluation of its relevancy to any revised program. If the career and technical 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.
3. State and local educational authorities in connection with an audit or evaluation



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

- 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.



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# Student *Life*



## 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 the Campus Bistro 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.

**Cultural Center** - located in the College Center in room 35, the Center sponsors monthly speakers and presenters and serves as a study location for students.

**Food Service** - Campus Bistro (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 also located in the College Center 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.

## 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

### Campus Bistro:

College Center, 970.339.6302

### Graphics Technician:

970.339.6369

**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.

**Study 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. Students can study in wireless study areas in the College Center, Westview, Ed Beaty Hall, and Horizon Hall.

**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 the Academic Resource Centers at Loveland/Fort Lupton campuses to obtain a free student ID.



TJ Dalton, Aims Student



# 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 62 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 (gtPathways), 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.





### DEVELOPMENTAL EDUCATION 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/developmental education courses in reading, mathematics, and/or English composition. Developmental education courses are not transferable and do not fulfill degree or certificate requirements. Students should complete developmental education 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. 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, Loveland, and Downtown Center. 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

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## Degree & Certificate Information, cont.

### 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/cche/>.

#### 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 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 Developmental Education 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 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
ART 207 Art History 1900 to Present (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
LIT 225 Intro to Shakespeare Literature II [GT-AH2] . . . . .	3

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## Degree & Certificate Information, cont.

### Ways of Thinking

PHI 111	Introduction to Philosophy (GT-AH3) . . . . .	3
PHI 112	Ethics (GT-AH3) . . . . .	3
PHI 113	Logic (GT-AH3) . . . . .	3
PHI 214	Philosophy of Religion (GT-AH3) . . . . .	3

### Foreign Languages

FRE 211	French Language III (GT-AH4) . . .	3
FRE 212	French Language IV (GT-AH4) . . .	3
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>		
Credits for A.A. Degree . . . . .		9

### 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 111	World Civilization I (GT-HI1) . . .	3
HIS 112	World 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
POS 205	International Relations (GT-SS1) . . . . .	3
POS 225	Comparative 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 107	Introduction to Archeology (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 205	Psychology of Gender (GT-SS3) . . .	3
PSY 226	Social Psychology (GT-SS3) . . . . .	3
PSY 227	Psychology of Death and Dying (GT-SS3) . . . . .	3
PSY 235	Human Growth and Development (GT-SS3) . . . . .	3
PSY 238	Child Development (GT-SS3) . . . . .	3
PSY 249	Abnormal Psychology (GT-SS3) . . . . .	3
SOC 101	Introduction to Sociology I (GT-SS3) . . . . .	3
SOC 102	Introduction to Sociology II (GT-SS3) . . . . .	3
SOC 215	Contemporary Social Problems (GT-SS3) . . . . .	3
SOC 216	Sociology of Gender (GT-SS3) . . .	3
SOC 231	Sociology of Deviant Behavior (GT-SS3) . . . . .	3
<b>Total Social and Behavioral Sciences Credits for A.A. Degree . . . . .</b>		<b>9</b>

### 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) . . . . .	3
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
MAT 203	Calculus III [GT-MA1] . . . . .	4
MAT 215	Discrete Mathematics [GT-MA1] . . . . .	4
MAT 255	Linear Algebra [GT-MA1] . . . . .	3
MAT 265	Differential Equation [GT-MA1] . . . . .	3

#### Total Mathematics

Credits for A.A. Degree . . . . . 3  
(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
<b>(Credit will not be given for both BIO 105 and BIO 111.)</b>		

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
<b>(Credit will not be given for both CHE 101 and CHE 111.)</b>		

CHE 112	General College Chemistry II (GT-SC1) . . . . .	5
GEY 111	Physical Geology (GT-SC1) . . . . .	4
GEY 121	Historical Geology (GT-SC1) . . . .	4
PHY 105	Conceptual Physics (GT-SC1) . . .	4
PHY 111	Physics: Algebra-Based I (GT-SC1) . . . . .	5
<b>(Credit will not be given for both PHY 105 and PHY 111.)</b>		

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



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## 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 64). 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

## 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 Developmental Education 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
ART 207 Art History 1900 to Present (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
LIT 225 Introduction to Shakespeare (GT-AH2) . . . . .	3

## Degree & Certificate Information, cont.

### Ways of Thinking

PHI 111	Introduction to Philosophy (GT-AH3) . . . . .	3
PHI 112	Ethics (GT-AH3) . . . . .	3
PHI 113	Logic (GT-AH3) . . . . .	3
PHI 114	Comparative Religions [GT-AH3] . . . . .	3
PHI 214	Philosophy of Religion (GT-AH3) . . . . .	3

### Foreign Languages

FRE 211	French Language III (GT-AH4) . . .	3
FRE 212	French Language IV (GT-AH4) . . .	3
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

### Total Arts and Humanities

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

### 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 111	World Civilization I (GT-HI1) . . .	3
HIS 112	World 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
POS 205	International Relations (GT-SS1) . . . . .	3
POS 225	Comparative 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 107	Introduction to Archeology (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 205	Psychology of Gender (GT-SS3) . . .	3
PSY 226	Social Psychology (GT-SS3) . . . . .	3
PSY 227	Psychology of Death and Dying (GT-SS3) . . . . .	3
PSY 235	Human Growth and Development (GT-SS3) . . . . .	3
PSY 238	Child Development (GT-SS3) . . . . .	3
PSY 249	Abnormal Psychology (GT-SS3) . . . . .	3
SOC 101	Introduction to Sociology I (GT-SS3) . . . . .	3
SOC 102	Introduction to Sociology II (GT-SS3) . . . . .	3
SOC 215	Contemporary Social Problems (GT-SS3) . . . . .	3
SOC 216	Sociology of Gender (GT-SS3) . . .	3
SOC 231	Sociology of Deviant Behavior (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) . . . . .	3
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
MAT 203	Calculus III [GT-MA1] . . . . .	4
MAT 215	Discrete Mathematics [GT-MA1] . . . . .	4
MAT 255	Linear Algebra [GT-MA1] . . . . .	3
MAT 265	Differential Equation [GT-MA1] . . . . .	3

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
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 64).

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.

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

<b>GENERAL EDUCATION</b>	<b>CREDITS</b>
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**

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# Degree & Certificate Information, cont.

## 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 2007-2008:

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, early childhood 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
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



# 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, Business Forensics, Computer Science, Digital Communications, Financial Management, Forensics Accounting, Health Care Management, Human Resources Management, Information Technology, Management, Management Information Sciences, Marketing, Public Safety Management.

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



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# Academic Organization

## AIMS COMMUNITY COLLEGE ACADEMIC ORGANIZATION

### COMMUNICATIONS, APPLIED & NATURAL SCIENCES DIVISION

Academic Dean:

Jeffrey Reynolds, 970.339.6484  
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  
Speech  
World Languages & Ethnic Studies  
    American Sign Language  
    Arabic  
    Chinese  
    Ethnic Studies  
    French  
    German  
    Italian  
    Japanese  
    Russian  
    Spanish  
    Swedish

### ALLIED HEALTH & HUMAN SERVICES DIVISION

Executive Dean, Chief Academic Officer:

Donna Souther, 970.339.6453  
Developmental Education:  
    Developmental Math  
    Developmental Education  
    Reading/English  
Health Sciences  
    Associate Degree Nursing  
    Certified Nurse Aide  
    Mammography  
    Nuclear Medicine  
    Practical Nursing  
    Radiologic Technology  
    Surgical Technology  
International Programs  
    Intensive English  
Library Services  
Academic Resource Center  
Disability Access Services  
Center for Professional Development  
Faculty Teaching and Learning Center

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

Academic Dean:

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  
Criminal Justice  
    Police Academy  
Early Childhood Education  
Education  
Emergency Medical Services  
    Emergency Medical Technician  
    Gerontology  
    Medical Clinical Assistant  
Fire Science  
    Fire Service Training Academy  
Marketing/Management  
Physical Education  
Psychology  
Social Science  
    Anthropology  
    Economics  
    Geography  
    History  
    Political Science  
    Sociology  
    Women's Studies  
Visual & Performing Arts  
    Art/Design  
    Music  
Welding

## AIMS COMMUNITY COLLEGE - CONTINUING EDUCATION

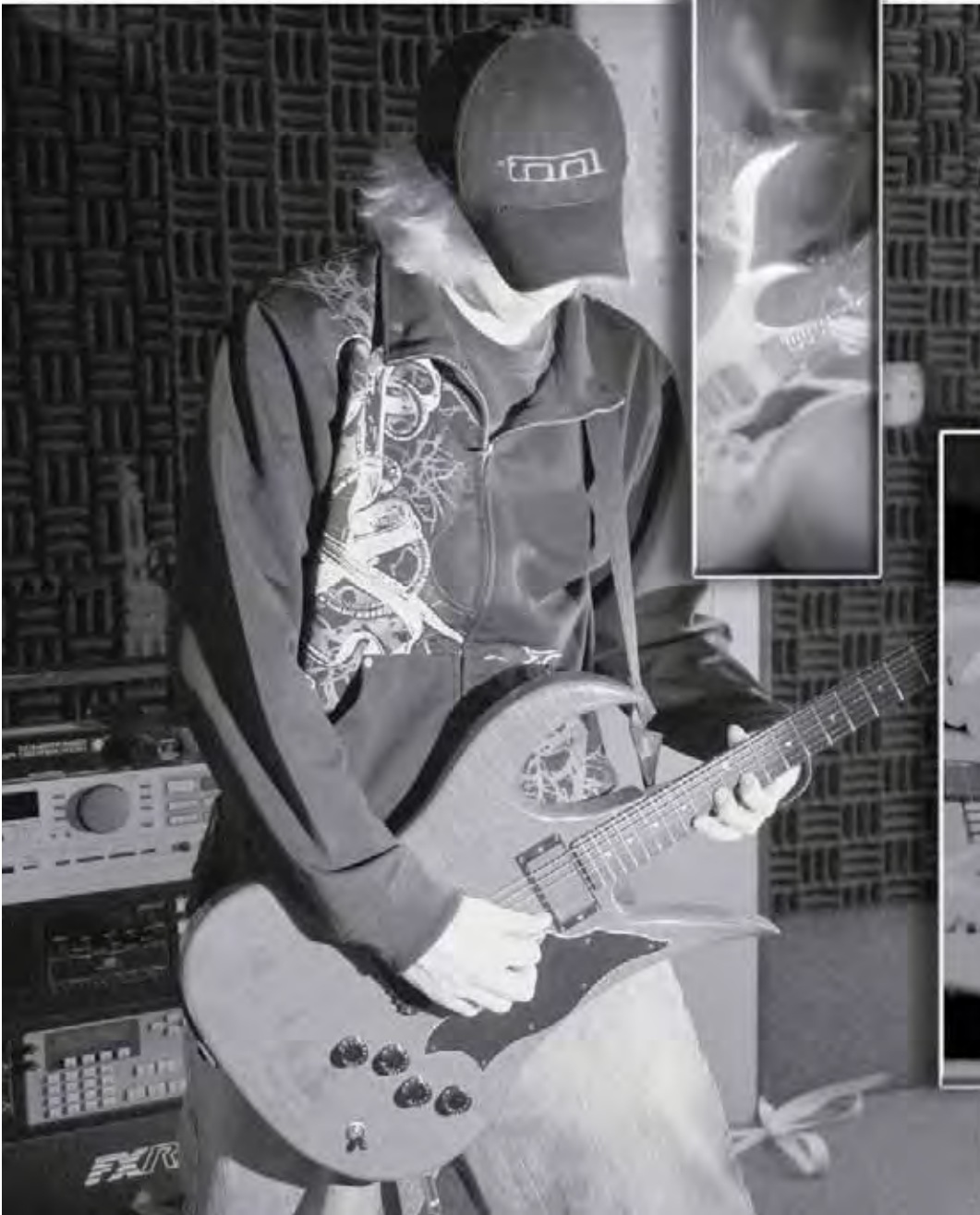
Dean:

Dr. Steven C. Kahla, 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  
Lifelong Learning Workshops & Seminars  
Quality Improvement Training  
Real Estate  
Self-interest Programs  
Youth Programs  
    College for Kids  
    High School Diploma

# Program Information

AAS, AA, AS, AGS



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# Allied Health & Human Services

## ALLIED HEALTH & HUMAN SERVICES DEPARTMENT

### Location:

Allied Health Building  
970.339.6345

### Lab Coordinator:

Sandi Robbins, Ext. 6345

### Faculty:

Tess Masters, RN, Ext. 6281

### Location:

Allied Health Building  
970.339.6266

### Director of Nursing Education Programs:

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

### Staff Executive:

Linda Krause, Ext. 6266

### Clinical Site Coordinator:

Marcia Jorgensen, Ext. 6311

### Alcanzar Programs:

Chris Urso, Ext. 6464

### Faculty:

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

### Advisor:

Carrie Glidden, Ext. 6570  
Emily Goodwin, Ext. 6250

## 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,

Kristie Schaefer, 970.339.6582.

Patricia Rand, 970.339.6687

## 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 for 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 students 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



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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, criminal background check with no disqualifying offenses, fingerprint check, and urinalysis.

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, OR Manager  
Surgery Center of Northern Colorado  
Sarah Bean, CST  
Northern Colorado Medical Center  
Tammy Grant, Coordinator  
Weld County Workforce Development  
Carolyn Haug, RN, CNOR  
Clinical Nurse Educator-Surgical Services  
Northern Colorado Medical Center  
David Kuhlman, RN  
Weekend O.R. Supervisor  
Northern Colorado Medical Center

Jennifer Malinski  
Academic Program Coordinator  
Aims Community College  
Dana Mayhugh, CST  
Surgical Technologist  
Northern Colorado Medical Center  
NcKee Medical Center  
Martha Mendez-Pipes  
Staff Associate, CTE  
Aims Community College  
Brenda Rask, Associate Dean, Career  
and Technical Education  
Aims Community College  
Donna Souther, MA, JD, Executive Dean  
and Chief Academic Officer,  
Aims Community College,  
Mark Urso, CST  
Surgical Technology Program Coordinator  
Aims Community College  
Mark Ward, Deputy Coroner  
Weld County Coroner's Office  
Paula Yanish, Program Director, Advising  
Aims Community College,

## **NURSE AIDE**

**Coordinator:**

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

**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 and drug screen will be required. Upon successful completion, the program graduate is qualified to apply to take 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 attend an orientation and 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**

## **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

**Program Description:** The Practical Nursing Program length and curriculum are under revision to meet State Board of Nursing Rules and National League of Nursing Requirements. When all program changes are complete, information will be posted on the Aims Community College Web site at [www.aims.edu](http://www.aims.edu) under Allied Health Programs.

Orientation to start the process of entering the Nursing Programs will be to attend a Nursing Orientation, which is held on the second Tuesday of the Month at 12:00 noon and 6:00 p.m. Call Advising Services at 970.339.6251, for further information.

## **ASSOCIATE DEGREE NURSE - RN**

(Associate of Applied Science Degree)

**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  
Amy Szczepanski, BSN, RN, Ext. 6568  
Lana Simonds, MSN, RN, Ext. 6451

**Program Description:** The Associate Degree Nursing Program length and curriculum are under revision to meet State Board of Nursing Rules and National

## Allied Health & Human Services, cont.

League of Nursing Requirements. When all program changes are complete, information will be posted on the Aims Community College Web site at [www.aims.edu](http://www.aims.edu) under Allied Health Programs.

Orientation to start the process of entering the Nursing Programs will be to attend a Nursing Orientation, which is held on the second Tuesday of the Month at 12:00 noon and 6:00 p.m. Call Advising Services at 970.339.6251, for further information.

### NURSING PROGRAMS ADVISORY COMMITTEE

Crystal Day, RN, CEO  
Rehabilitation & Visiting  
Nurse Association  
Cindy Duval, RN, Aims Graduate  
Poudre Valley Hospital

Emily Goodwin, Allied Health Advisor  
Aims Community College  
Erika Greenberg, RN,  
BSN (Master's Candidate), Faculty  
Aims Community College  
Lisa Harrison, Dean of Students  
Banner Health Systems  
Jane Hartsock, RN, CNS,  
Director of Nursing Programs  
Aims Community College  
Carl Janz, RN, Aims Graduate  
Poudre Valley Hospital  
Stacy Landers, RN,  
Master's Candidate, Faculty  
Aims Community College  
Georgia Martin, RN, HNC  
Bonell Good Samaritan Center  
Tess Masters, RN, CNA Coordinator  
Aims Community College  
Stan May, Educator  
Union Colony Preparatory School

Charles Riesselmann, RN, Aims Graduate  
Weld County Jail  
Lana Simonds, MSN, RN, Faculty  
Aims Community College  
Donna Souther, MA, JD, Executive Dean  
and Chief Academic Officer,  
Aims Community College  
Dianne Stille, RN, MSN  
Centennial Area Health  
Education Center  
Marla Trujio, RN, Nurse Educator  
Fairacres Manor  
Kris Witt, RN, Director of Nursing  
Columbine Care Center East

### 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.

**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.



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**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 Co-Chairs:**

Debi Knudson, BS, RTR, Ext. 6419  
Tracey Warner, AAS, RTR, Ext. 6420

**Advisors:**

Health Occupations advising core

**Faculty:**

Debi Knudson, Ext. 6419  
Tracey Warner, Ext. 6420  
Nan Cramer, Ext. 6334  
Terri Wagner, Ext. 6341  
Roger Brockhaus, Ext. 6321

**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. Criminal Background check with no disqualifying offenses, fingerprint check, urinalysis. 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
<b>Total Prerequisite Credits:</b> .....		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
<b>Total General Education Credits:</b> .....		17

**SPECIFIC COURSES**

**Fall 1st Year**

RTE 111	Radiographic Patient Care.....	2
RTE 121	Radiologic Procedures I.....	3
RTE 141	Radiographic Equipment/ Imaging I.....	3
RTE 181	Radiographic Internship I.....	5
<b>Total credits</b> .....		13

**Spring 1st Year**

RTE 122	Radiologic Procedures II.....	3
RTE 142	Radiographic Equipment/ Imaging II.....	3
RTE 182	Radiographic Internship II.....	5
RTE 231	Radiation Biology/Protection ...	2
<b>Total credits</b> .....		13

**Summer 1st Year**

RTE 183	Radiographic Internship III.....	7
<b>Total credits</b> .....		7

**Fall 2nd Year**

RTE 131	Radiographic Pathology & Image Evaluation I.....	1.5
RTE 221	Advanced Medical Imaging....	3
RTE 281	Radiographic Internship IV.....	8
<b>Total credits</b> .....		12.5

**Spring 2nd Year**

RTE 132	Radiographic Pathology & Image Evaluation II.....	1.5
RTE 282	Radiographic Internship V.....	8
RTE 289	Capstone.....	3
<b>Total Credits</b> .....		12.5
<b>Total Specific to Radiology Program:</b> .....		58
<b>Total Credits for A.A.S. Degree:</b> .....		75



# Allied Health & Human Services, cont.

## MAMMOGRAPHY

### (Certificate)

#### Advisor and Faculty:

Tracey Warner, AAS, RTR, Ext. 6420

Debi Knudson, BS, RTR, Ext. 6419

**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

Total Specific Course Credits: . . . . . 6

## RADIOLOGIC TECHNOLOGY

### ADVISORY COMMITTEE

Steve Alkire

Coordinator of Alternative Credit Options

Aims Community College

Dana Anderson

Coordinator of Recruitment

Aims Community College

Cindy Barnett

Student, Aims Community College

Roger Brockhaus

Education, Aims Community College

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

Staff Technologist, Radiology/Ultrasound

Skyline Medical Center

Nan Cramer

Education, Aims Community College

Dan Dennie

Radiology Director

North Colorado Medical Center

Liz Fegley

Radiology Director

Poudre Valley Hospital

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

Radiology Director

McKee Medical Center

Emily Goodwin

Advising, Aims Community College

Lois Heater, R.T.(R)

Supervising

Longmont United Hospital

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

Radiology Physician Assistant

Diversified

Monica Hinze

Education, Aims Community College

Mark Howshar, M.D.

Radiologist, Poudre Valley Hospital

Advanced Medical Imaging Consultants

Marna Juarez

Education, Aims Community College

Valerie Kerbel

Staff Specialist

Aims Community College

Lori Ketelhut

Career Services

Aims Community College

Debi Knudson

Education, Aims Community College

Jennifer Malinski

Academic Program Coordinator

Aims Community College

Scott Mattes

Radiology Manager

North Colorado Medical Center

Debbie Mayer, R.T.R

Radiology Manager

McKee Medical Center

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

Radiology Supervisor

North Colorado Medical Center

Melody Pierson

Radiology Supervisor

Poudre Valley Hospital

Martha Pipes

CTE Office, Aims Community College

Samuel Potts, R.T. (R)

Radiology Director

Longmont United Hospital

Brenda Rask

Associate Dean, CTE

Aims Community College

Jennifer Sarchet, A.A.S., R.T.R

Staff Technologist, NCMC

Donna Souther, MA, JD Executive Dean

and Chief Academic Officer,

Aims Community College

Terri Wagner

Education, Aims Community College

Tracey Warner

Education, Aims Community College

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

Team Leader, Radiology

Poudre Valley Hospital

## NUCLEAR MEDICINE

### (One Year Certificate)

#### Location:

Ed Beaty Hall, Room 567

970.339.6424

#### Program Chair:

Tracey Warner, AAS, RTR, Ext. 6420

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

**Entrance Requirements:** Applicants must possess RTR certification. Program is limited up to 10 students per year. Contact the Radiology Department at 970.339.6424 for additional information.

**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

**Entrance Requirements:** Applicants must possess RTR certification. Program is limited to 10 students per year. Contact the Radiology Department at 970.339.6424 for additional information.

#### Specific Courses

##### Fall Semester

NMT 200 Nuclear Medicine Science . . . . . 3

NMT 210 Nuclear Medicine

Instrumentation . . . . . 2

NMT 211 Nuclear Medicine Procedures I . . 3

NMT 280 Nuclear Medicine

Internship I . . . . . 7.5

**Total Credits.** . . . . . 15.5

##### Spring Semester

NMT 212 Nuclear Medicine Procedures II . 4

NMT 220 Nuclear Medicine Case Studies . . 2

NMT 230 Nuclear Medicine Licensing &

Certification . . . . . 2

NMT 281 Nuclear Medicine Internship II . 7.5

**Total Credits.** . . . . . 15.5

##### Summer Semester

NMT 283 Nuclear Medicine Internship III . . 5

**Total Credits.** . . . . . 5

**Total Specific Course Credits:** . . . . . 36

**Total Credits for Certificate:** . . . . . 36

### Nuclear Medicine Advisory Committee

Ruben Aschleman

Poudre Valley Hospital

Josie Brockman

McKee Medical Center

David Donaldson

Swedish Medical Center

Joe Langinberg

North Colorado Medical Center

Liz Fegley

Poudre Valley Hospital

Nina Leitman

University Health Sciences Center

Scott Mattes

North Colorado Medical Center

Steve Spicer

Longmont United Hospital



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

### Location:

Trades & Industry, T&I Room 101  
970.339.6278

### 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>

# 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
- Rock Dunham  
Quality Paint & Body
- Tina Ebben  
Previous Aims Student

- Lary Long  
Automotive Instructor, Boulder TEC
- John Murphy  
Jerry's Auto Upholstery
- Rick Osborne  
Quality Paint & Body
- Steve Peif  
Hi-Tech Auto Body
- Todd Pereria  
State Farm Insurance
- Mike Sigg  
Pro Automotive Finishes
- Lorri Wilson  
Precision Auto Body

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

- Location:**  
Trades & Industry, T&I Room 102 (Greeley) 970.339.6534  
Construction and Automotive Technology (CAT) Building (Fort Lupton) 970.330.8008, Ext. 6190
- Program Chair:**  
Marlin "Butch" Webeck 970.339.6534 (Greeley) 970.330.8008, Ext. 6190 (Fort Lupton)
- Advisors and Faculty:**  
Mark Brothe, 970.339.6497  
Carter Sekerak, 970.339.6263  
Marlin "Butch" Webeck, 970.339.6534

- 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 drive-ability 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
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>

*The right choice at every step*



## **Automotive, cont.**

### ***AUTOMOTIVE SERVICE TECHNOLOGY ADVISORY COMMITTEE-GREELEY***

Spencer Dunn  
Greeley Auto Tech  
Lary Long  
Automotive Instructor, Boulder TEC  
Pauline Motis  
Parent  
Ryan Musgrave  
Student  
Roger Ramirez  
Weld County Garage  
Lisa Tavenner  
Steven's Carquest Auto Parts  
Phil White  
Phil's Pro Auto Service  
Scott Williams  
Greeley Auto Tech

### ***AUTOMOTIVE SERVICE TECHNOLOGY ADVISORY COMMITTEE-FORT LUPTON***

Stan Barthlama  
Stan's Auto Service  
Mike Campbell  
Fort Lupton High School  
Joeigh Cardona III  
Weld Central High School  
Eli E. Frick  
Longmont Ford  
Jerry Fernandez  
Purifoy Chevrolet  
Steve and Becky Howerton  
S & R Automotive  
Jeff Johnson  
Brighton Ford  
Phil Kehl, Auto  
Brighton High School  
Bill Martindale  
Snap-On Industrial  
Cory McCorkle  
Grease Monkey  
Ken Meaney  
Johnson Auto Plaza  
Jose Nevarez  
Jose's Automotive  
Candyce Rice  
Johnson Auto Plaza  
Joan E. Root  
Brighton High School  
Mike Shelley  
Formby Ford  
Laura Stewart  
Grease Monkey  
James Sundberg  
Frederick High School  
Mrs. Laura Zermuehlem  
B & L Repair & Tire





## AVIATION DEPARTMENT

### Location:

Aviation Building  
970.339.6472 or

### Program Chair, Aviation:

Gina West, 970.339.6373

### Advisors:

Martin Boniek, 970.339.6377  
Mike Joy, 970.339.6456  
Gina West, 970.339.6373

## AIMS FLIGHT TRAINING CENTER

### Location:

Greeley-Weld County Airport,  
970.356.0790 or 1.800.677.2467

### Operations Manager and Chief Flight Instructor:

Greg Gaiser

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  
Professional Pilot  
Helicopter Pilot

### Aviation Certificate Program

Single-Engine  
Multi-Engine  
Flight Instructor

Awarded 1997 Programs 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, four semesters for the Helicopter Pilot A.A.S. degree program, and five semesters for the Professional Pilot A.A.S. degree program. 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.

All students enrolled in any of the aviation degree programs must receive flight training, both dual and solo, required for all certificates and ratings, at the Aims Flight Training Center for airplane training and at the Aims-designated provider for helicopter training.

FAA Private Pilot Certificate is a prerequisite for students enrolled in the Instrument/Commercial Certificate course.



## 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 . . . . .	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 205	Mountain Flying Ground School . . . . .	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 226	Flight Deck Crew Management Transition Trainer . . . . .	3
AVT 227	Transport Category Aircraft Systems . . . . .	3

AVT 228	Regional Transport Aircraft Transition . . . . .	2
AVT 230	CL-65 Type Rating Prep Course . . . . .	5
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>

# Aviation, cont.

## 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 205	Mountain Flying Ground School	1
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 230	CL-65 Type Rating Prep Course	5
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>

## HELICOPTER PILOT

(Associate of Applied Science Degree)

### DEGREE REQUIREMENTS

#### AVIATION COURSES (required)

AVT 101	Private Pilot Ground School	4
AVT 103	Intro to Air Traffic Control	3
AVT 104	Private Pilot Flight, Helicopter	4

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 204	Commercial Flight I, Helicopter	2
AVT 211	Fundamentals of Instruction	2
AVT 212	Flight Instructor Ground School	2
AVT 213	Flight Instructor Flight	1
AVT 214	Commercial Flight II, Helicopter	5
AVT 215	Flight Instructor Flight, Helicopter	1
AVT 229	Aviation Management and Economics	3
<b>Total credits from above courses:</b>		<b>44</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>61</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, Manager  
Flight Operations Training  
Lynx Aviation  
Tory Meisel, Director of Operations,  
Great Lakes Airlines  
Laura Miller, Captain  
Great Lakes Airlines  
Don Pitts, Pilot, Owner  
Hanger 1  
Mark Price  
FAA Tower Controller  
Tim Russ, Pilot  
Frontier Airlines  
Mary Schwem  
Center Director, FE Warven Center  
Embry Riddle Aeronautical University



## 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.

## 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 652  
**Program Chair:**  
Ellen Swieter, Ext. 6522  
**Advisors and Faculty:**  
Lori Hatchell, Ext. 6215  
Ken Neet, Ext. 6284

### 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)*

### 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



# Business, cont.

program information

www.aims.edu

2007-08 aims catalog

## GENERAL EDUCATION COURSES

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

Select ONE from the following courses:

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:

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

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

Diane Alexander  
Anderson & Whitney

Jeff Cranson  
Greeley West High School

Thomas Kapaun, Student  
Aims Community College

Marcia Siebring, CPA  
Self-employed

Verniece Thomas  
Accounting PB Rouche Solutions

## BUSINESS DEPARTMENT

**Location:**  
Westview, Room 652

**Program Chair, Business:**  
Ellen Swieter, Ext. 6522

**Advisors and Faculty:**  
Ellen Swieter, Ext. 6522  
Sue Ehrfurth, Ext. 6682  
DeLynn Anderson, Ext. 6499  
Lori Hatchell, Ext. 6215

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)

### 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 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

BUS 281 Internship: Administrative/Legal/Medical . . . . . 2

CIS 145 Complete PC Database . . . . . 3

**Total Credits:** . . . . . 32

## GENERAL EDUCATION REQUIREMENTS

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

Select ONE from the following courses:

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:

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)

### 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

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



*The right choice at every step*

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  
**Total Credits:** . . . . . 34

**GENERAL EDUCATION REQUIREMENTS**

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

Select ONE from the following courses:  
 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:  
 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)*

**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**

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  
**Total Credits:** . . . . . 32

**GENERAL EDUCATION REQUIREMENTS**

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

Select ONE from the following courses:  
 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:  
 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:** . . . . . 16-17  
**Total Credits for A.A.S. Degree:** . . . . . 61-62

**BUSINESS TECHNOLOGY**

**CERTIFICATE**

**CERTIFICATE REQUIREMENTS**

BTE 108 Ten-Key by Touch . . . . . 1  
 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  
 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  
**Total Credits:** . . . . . 31

**MEDICAL TRANSCRIPTION AND CODING CERTIFICATE**

**CERTIFICATE REQUIREMENTS**

BIO 106 Basic Anatomy & Physiology . . . 4  
 BTE 155 Word Processing Techniques I . . . 3  
 BTE 225 Administrative Office  
     Management . . . . . 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**

**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**

- Georgia Gutierrez  
     North Colorado Medical Center
- Ellen Hetterle  
     Rick Management Department  
     Banner Health
- Jo Anne Hilzer  
     Greeley West High School
- Cookie Kobel  
     Weld County District Attorney Office
- Joyce Korth  
     John Dent Law Office

# Business, cont.

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

## MARKETING/MANAGEMENT DEPARTMENT

### Location:

Westview, Office 652

### Program Chair:

Ellen Swieter, Ext. 6522

### Advisors and Faculty:

Maxine Christenson, Ext. 6255  
 Claudia Stevens, Ext. 6362

### DEGREES/CERTIFICATES OFFERED:

**Marketing/Management Degree Program**  
 (two-year A.A.S. degree)

**Management Certificate**  
 (one-year certificate)

**Small Business Management**  
 (one-year certificate)

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.

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
<b>Total Credits:</b>		<b>13</b>

#### DEGREE REQUIREMENTS

MAN 116	Principles of Supervision . . . . .	3
MAN 125	Teambuilding . . . . .	1
MAN 200	Human Resource Management I . . .	3
MAN 212	Negotiations and Conflict Resolutions . . . . .	3
MAN 215	Organizational Behavior . . . . .	3
MAN 224	Leadership . . . . .	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 216	Principles of Marketing . . . . .	3

#### Select ONE from the following courses:

MAN 216	Small Business Management . . . . .	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
<b>Total Credits:</b>		<b>34</b>

#### GENERAL EDUCATION REQUIREMENTS

##### Select ONE from the following courses:

ECO 105	Introduction to Economics . . . . .	3
ECO 201	Principles of Macroeconomics . . .	3
ECO 202	Principles of Microeconomics . . .	3

##### Select ONE from the following courses:

MAT 112	Financial Mathematics . . . . .	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 . . . . .	3

##### Select ONE from the following courses:

GEO 106	Human Geography . . . . .	3
PHI 112	Ethics . . . . .	3
POS 111	American Government . . . . .	3
PSY 101	General Psychology I . . . . .	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

<b>Total Credits:</b>		<b>15-16</b>
<b>Total Credits for Degree:</b>		<b>62-63</b>

## MANAGEMENT CERTIFICATE

### PENDING STATE APPROVAL

#### CERTIFICATE REQUIREMENTS

ENG 131	Technical Writing I . . . . .	3
MAN 116	Principles of Supervision . . . . .	3
MAN 125	Teambuilding . . . . .	1
MAN 200	Human Resource Management . . .	3
MAN 224	Leadership . . . . .	3
MAN 226	Principles of Management . . . . .	3
MAN 246	Critical Issues in Marketing and Management . . . . .	3
MAR 111	Principles of Sales . . . . .	3

#### Select ONE from the following courses:

MAN 212	Negotiations & Conflict Resolution . . . . .	3
MAR 216	Principles of Marketing . . . . .	3
<b>Total credits for Certificate:</b>		<b>25</b>

## SMALL BUSINESS MANAGEMENT

### CERTIFICATE

#### PENDING STATE APPROVAL

#### CERTIFICATE REQUIREMENTS

ACC 121	Principles of Accounting . . . . .	4
MAN 125	Teambuilding . . . . .	1
MAN 216	Small Business Management . . .	3
MAR 220	Advertising . . . . .	3

#### Select ONE from the following courses:

MAN 226	Principles of Management . . . . .	3
MAR 216	Principles of Marketing . . . . .	3

#### Select ONE from the following courses:

MAN 116	Principles of Supervision . . . . .	3
MAN 200	Human Resource Management . . .	3
<b>Total credits for Certificate:</b>		<b>17</b>

## MARKETING/MANAGEMENT ADVISORY COMMITTEE

- David Delgado  
 Greeley Central High School
- Karen Danielson  
 State Farm
- Pamela Farmer  
 Bank of Choice
- Heather Fritzler  
 American Family Insurance
- Troy Garcia  
 New Horizons
- Kathy Kersgard  
 Union Colony Bank
- Melvin Landry  
 Swift and Company
- Sue Lapcewich  
 Northern Colorado Communications
- Phil Sanchez  
 Professional Services
- Wade Smith  
 Fort Lupton High School
- 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 (9 to 14 hours), an internship, 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
	OR	
SOC 101	Introduction to Sociology . . . . .	3
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 . . . . .	3
	OR	
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 3D . . . . .	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 143	Digital Photography I . . . . .	3
ART 243	Digital Photography II . . . . .	3
MGD 141	Web Design I . . . . .	3
	OR	

### 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>12-17</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 143	Digital Photography I . . . . .	3
ART 243	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	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 3D . . . . .	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
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 . . . . .	0
RTV 280	Internship: TV studio/Video Production . . . . .	3
RTV 283	Internship: Radio/Audio Production . . . . .	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.

*The right choice at every step*



## Communication Technology, cont.

A school-to-work experience such as an off-site internship (JOU 280, RTV 280 or RTV 283) is required of all A.A.S. students.

### COMMUNICATIONS MEDIA ADVISORY COMMITTEE

Warren Berman  
Poudre School District  
Krystin Carpenter  
Aims Student  
Wes Fothergill  
Thompson School District  
J. Carson Hamlin  
City of Fort Collins  
Mark Hovey  
HMC Satellite and Sound  
Aaron Day  
Interlogix, Inc.  
Steve McGarrah  
Interlogix, Inc.  
Rita McCoy  
UPN20 TV Denver  
Andrew Nagel  
Mirage Productions  
Dirk Olson  
Independent Producer  
Michaëlle Henry  
KCOL Radio  
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 3D. . . . . 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 143 Digital Photography I . . . . . 3  
ART 243 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





## Communication Technology, cont.

*The right choice at every step*

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
<b>Total Credits for Media Writing Certificate:</b> . . . . .		18

### 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 3D . . . . .	3
MGD 164	Digital Video Editing I . . . . .	3
MGD 204	Videography II . . . . .	3
MGD 255	Advanced 3D Modeling/Animation: Lightwave 3D . . . . .	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 143	Digital Photography I . . . . .	3
ART 243	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 3D . . . . .	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 3D . . . . .	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 143	Digital Photography I . . . . .	3
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#### DISTANCE EDUCATION

EDU 263	Teaching and Learning Online . . .	3
<b>Total Credits for Certificate:</b> . . . . .		24



# Communication Technology, cont.

## GRAPHICS DEPARTMENT

### Phone:

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

MAT 106 Survey of Algebra ..... 4

CIS 118 Intro to PC Applications ..... 3

**CORE COURSES:** ..... 39

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

MGD 268 Commercial Art Business ..... 2

MGD 280 Internship ..... 4

**Total Credits for Certificate:** ..... 49

## GRAPHIC APPLICATION

### CERTIFICATE

#### CERTIFICATE REQUIREMENTS

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

**Total Credits for Certificate:** ..... 21

\*These classes are offered in an on-line and face to face format.

## 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.

**GENERAL EDUCATION COURSES:** ..... 16

ART 110 Art Appreciation ..... 3  
OR

ART 111 Art History ..... 3

ENG 121 English Composition I ..... 3  
OR

ENG 131 Technical Writing I ..... 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

## GRAPHIC TECHNOLOGY

### REQUIRED COURSES

**CORE COURSES:** ..... 42

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

**ELECTIVES:** ..... 6

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 143 Digital Photography I ..... 3

ART 243 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

**Total Credits for A.A.S. Degree:** ..... 64

\*These classes are offered in an on-line and face to face format.

## GRAPHIC TECHNOLOGY ADVISORY COMMITTEE

George Beach

Vision Graphics

John Bennett

Penton Media

Dave Dillman

Thompson Valley School District

Chris Johnston

Kendall Printing

Ronna K Johnston

University of Northern Colorado

Web Manager

Emma Oskel

The Cad Store

Brent Robbins

Variant Studios

Richard Stuntz

Outdoor Promotions

*The right choice at every step*

## 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 18 credits in Animation Area of Study, 15 credits in Game Design Certificate will earn the student an Career & Technical Education Certificate. 62 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 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 110 Art Appreciation . . . . .	3
OR	
ART 111 Art History . . . . .	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 AREA OF STUDY

*MGD 141 Web Design I . . . . .	3
MGD 119 Maya I . . . . .	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 AREA OF STUDY

*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

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 143 Digital Photography I . . . . .	3
ART 243 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>62</b>
<b>Total Animation Emphasis Credits:</b> . . . . .	<b>65</b>

### CERTIFICATES

#### ANIMATION CERTIFICATE

ART 250 Art of Animation . . . . .	3
*MGD 112 Adobe Illustrator I . . . . .	3
MGD 143 Motion Graphics I (Flash) . . . . .	3
MGD 119 Maya 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 219 Maya 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 119 Maya I . . . . .	3
MGD 167 Game Design I . . . . .	3
<b>Total Credits for 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 219 Maya II . . . . .	3
<b>Total Credits for 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 (Flash) . . . . .	3
<b>Total Credits for 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 Web Design Specialist Certificate:</b> . . . . .	<b>18</b>
*These classes are offered in an on-line or face to face format.	



# Computer

## COMPUTER DEPARTMENT

Phone:

970.339.6252

Program Chair, Computer

Information Systems/Computer Science:

Doug Clay, 970.339.6489

### DEGREES/CERTIFICATE OFFERED:

Computer Information Systems

(A.A.S. Degree)

Data Base Administration (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 the student for entry level positions in one of the following areas: Data Base Administration, Web Page Development, 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

### 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 131	Network Security Fundamentals . . . . .	3
*CSC 116	Logic & Program Design . . . . .	3
<b>Total Credits for Network Analyst 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.

### 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> . . . . .		21

**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  
 CNG 131 Network Security Fundamentals . 3  
 \*CSC 116 Logic and Program Design . . . . . 3  
**Total Credits for UNIX Certificate: . . . . . 18**

**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  
**Total Credits for Visual Basic Programming Certificate: . . . . . 15**

**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  
**Total Credits for Web Page Development Certificate: . . . . . 24**

**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.

**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  
**Total Credits for Information Technology Certificate: . . . . . 29**

*The right choice at every step*



# Computer, cont.

## 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

- Jennifer Bailey
- Dan Balsamo  
City of Greeley
- Angelina Borak-Koonz  
Hall-Irwin Construction
- Dan Crogan  
Aztech Software
- Kevin Farrell  
Bonell Good Samaritan
- 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

## **BUILDING/CONSTRUCTION SITE MANAGEMENT**

**Phone:**

970.330.8008, Ext. 6252

**Department Chair, Engineering:**

John Lenz, Ext. 6626

**Advisors and Faculty:**

John Lenz, Ext. 6626

John Mangin, Ext. 6413

**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.

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.



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

## **BUILDING/CONSTRUCTION SITE MANAGEMENT**

*(Associate of Applied Science Degree)*

**GENERAL EDUCATION**

ENG 121	English Composition I . . . . .	3
	OR	
ENG 131	Technical Writing I . . . . .	3
HIS 101	Select One:	
	101, 102, 201, 202 or 247 . . . . .	3
MAT 108	Technical Mathematics . . . . .	4
	OR	
MAT 121	College Algebra . . . . .	4
PHY 105	Physics: Conceptual Physics . . . . .	4
	OR	
PHY 111	Physics: Algebra Based I . . . . .	5
SPE 115	Public Speaking . . . . .	3
	OR	
SPE 125	Interpersonal Communication . . . . .	3
	<b>Total General Education Credits: . . . . .</b>	<b>17-18</b>



# Construction, cont.

## REQUIRED COURSES

AEC 221	Building Electrical/ Mechanical Systems . . . . .	3
AEC 231	Estimating II: Cost Analysis . . . . .	3
AEC 233	Construction Safety and Loss Prevention . . . . .	2
AEC 234	Construction Contract and Labor Law . . . . .	2
ARC 107	Blueprint Reading (Residential/Commercial) . . . . .	3
ARC 236	Codes/Zoning/Specifications . . . . .	3
CAD 101	Computer Aided Drafting I . . . . .	3
CAD 102	Computer Aided Drafting II . . . . .	3
ENT 142	Surveying II . . . . .	4
ENT 146	Construction Materials and Methods . . . . .	3
ENT 210	Soil Mechanics . . . . .	2
ENT 215	Soils lab . . . . .	1
ENT 247	Strength of Materials . . . . .	3
ENT 248	Strength of Materials-Complete . . . . .	4
<b>Total Required Courses Credits:</b> . . . . .		<b>39</b>

## ELECTIVES

(Select with advisor approval 2 or more core elective credits from the following:

ACC 121	Accounting Principles I . . . . .	4
AEC 280	Internship . . . . .	1-6
ARC 275	Special Topics . . . . .	1-6
ARC 285	Capstone . . . . .	1-6
ENT 207	Construction Methods, Planning and Equipment . . . . .	2
ENT 270	Technical Experience . . . . .	3
ENT 275	Special Topics . . . . .	0-5
GEY 111	Physical Geology . . . . .	4
<b>Total credits for A.A.S. Degree:</b> . . . . .		<b>60-63</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>

## CONSTRUCTION TRADES PROGRAM (Certificates)

Aims Community College is developing a series of certificate programs to provide education and training in various aspects of Construction Trades. Two programs began on the Fort Lupton Campus in the Fall 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>

Certificates such as Plumbing, Masonry and Construction Technology Technician are being considered as additional future options.

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 Fort Lupton Campus at 303.857.4022.

## JOINT ADVISORY COMMITTEE FOR BUILDING/CONSTRUCTION SITE MANAGEMENT AND CONSTRUCTION TECHNOLOGY

- Ty Alexander  
Teracon, Greeley
- Mick Barker  
Barvista Homes, Berthoud
- Lee Blum  
Assoc. of General Contractors, Denver
- Cindy Buckardt  
Colorado Precast Concrete, Loveland
- Don Bundy  
The Architects Studio, Fort Collins
- Joeigh Cardona  
Weld Central High School, Keenesburg
- 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
- Bret Hall  
Hall Irwin Construction Co., Greeley
- Tim Heimbuck  
Heimbuck Disposal, Fort Collins
- Rick Hiat  
Eckstine Electric, Platteville
- Mark Hout  
UNI Design, Greeley
- 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
- Loren Shanks  
Drexel Barrell & Co
- Nicole Tijerina  
Aggie Builders, LLC, Gilcrest
- Dotti Weber  
Home Builders Assn. of Northern  
Colorado, Windsor



*The right choice at every step*

## 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  
CEO, Abacus Security & Investigation
- 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
- Mike Guthrie, Director  
Weld County Juvenile Assessment Center
- Chief Jerry Garner  
Greeley Police Department
- Detective James Kenney  
Estes Park Police Department
- Nomi Ketterling, Coordinator  
Colorado Prevention Partners/  
Island Grove
- Marcelo Kopcow  
Weld County District Court Judge
- Jamie Nuss, Assistant Director  
Platte Valley Youth Services Center
- Roger Muller, Adjunct Faculty  
GPD Retired
- Cecil O'Farrell  
Victims Advocacy/GPD
- 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, Program Graduate  
Criminal Justice Student, UNC

## 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:** . . . . . 43

- 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

# 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  
**Total Credits for Certificate:** . . . . . 41



## 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, 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	Internship . . . . .	5
ECE 125	Science/Math and the Young Child . . . . .	3
	OR	
ECE 226	Creativity and the Young Child. . . . .	3
	OR	
ECE 228	Language and Literacy. . . . .	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 125	Science/Math and the Young Child . . . . .	3
	OR	
ECE 226	Creativity and the Young Child. . . . .	3
	OR	
ECE 228	Language and Literacy. . . . .	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 125	Science/Math and the Young Child . . . . .	3
ECE 226	Creativity and the Young Child. . . . .	3
ECE 228	Language and Literacy. . . . .	3
<b>Total Credits for Certificate:</b> . . . . .		<b>13</b>



# 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 Techniques	3
ECE 103	Guidance Strategies for Children	3
ECE 151	Early Childhood Education Leadership Development	1
ECE 180	Internship	5
ECE 125	Science/Math and the Young Child	3
	OR	
ECE 226	Creativity and the Young Child	3
ECE 228	Language and Literacy	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	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>		<b>64-67</b>

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	2
ECE 228	Language and Literacy	3

## EARLY CHILDHOOD EDUCATION STATEWIDE ARTICULATION AGREEMENT

*(Associate of Arts Degree)*

Early Childhood Education Statewide Articulation Agreement includes courses for transfer to UNC and other Colorado Universities.

**\*Courses for guaranteed transfer to UNC for Early Childhood Professional Teacher Education program**

### COMMUNICATION: 6

*ENG 121	English Composition I	3
*ENG 122	English Composition II	3

### ARTS & HUMANITIES: 6

ART 110	Art Appreciation	3
MUS 120	Music Appreciation	3

LIT 115	Intro. to Literature	3
*LIT 225	Children's Literature	3

### SOCIAL & BEHAVIORAL SCIENCES: 9

*HIS 201	U.S. History I	3
*GEO 105	Geography	3
*POS 111	American Government	3

### MATHEMATICS: 6-7

Select ONE of the following mathematics options:

#### Option 1 (2 courses)

MAT 120	Mathematics for the Liberal Arts	4
	OR	
MAT 121	College Algebra	4
	AND	
MAT 135	Introduction to Statistics	3

#### Option 2 (2 courses)

*MAT 155	Integrated Math I	3
*MAT 156	Integrated Math II	3

### 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

**NOTE:** Science sequence may be offered only once per year, beginning Fall Semester.

### ORAL COMMUNICATIONS: 3

*SPE 115	Public Speaking	3
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*The right choice at every step*

**ELECTIVES** . . . . . 22

ANT 101 Cultural Anthropology . . . . . 3

\*ECE 101 Introduction to Early Childhood Education . . . . . 3

\*ECE 102 Introduction to Early Childhood Lab Techniques . . . . . 3

\*ECE 205 Nutrition, Health & Safety . . . . . 3

\*ECE 220 Curriculum Development: Methods/Techniques . . . . . 3

\*ECE 228 Language & Literacy . . . . . 3

\*ECE 238 Child Growth & Development . . . . . 4

\*ECE 240 Administration of Early Childhood Care and Education Programs . . . . . 3

\*ECE 261 Teaching, Learning & Technology . . . . . 3

SOC 218 Sociology of Diversity . . . . . 3

**Total credits for A.A. Degree:** . . . . . 60

**EARLY CHILDHOOD EDUCATION ADVISORY COMMITTEE**

- Christy Aldridge  
Private Consultant
- Jill Fetters  
Children's Workshop
- Mary Hamilton  
Sunshine Child Care Centers
- Patty Henry  
Preschool Teacher  
Lochbuie Elementary School
- Peggy Johnson, Director  
My Friends and Me Learning Center
- Deb Kohlhoff  
Special Education Paraeducator  
School District 6
- Jessica Luca  
Early Childhood Education  
Greeley Central High School
- Laura Martinez  
Community Preschool
- Brandie Meisner  
Student
- Margie Mellon  
Children's World
- Vanessa Mininger  
United Way of Weld County
- Terri Neufield  
ABC Child Development Center
- Angela Ruiz  
Student Representative
- Maurine Summers  
Retired Aims Faculty
- Susan Thompson  
School of Teacher Ed  
University of Northern Colorado
- Laura Ulmer  
Weld Opportunity High School
- Julie Walsh  
Catholic Charities Plaza del Milgro
- Janos Wertz  
Kiddieland
- 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 - Secondary Education and Elementary Education

Kathy Hamblin - Elementary Education

Holly Hartwick - English/Speech

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

HIS 255 Colorado History . . . . . 3

LIT 255 Children's Literature . . . . . 3

SOC 218 Sociology of Diversity . . . . . 3

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

## Education, cont.

### 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.

#### GENERAL EDUCATION: . . . . . 34

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

**Track Options. . . . . 6**  
Students may choose one of the tracks listed below.

#### 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 . . . . . 20

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)

#### GENERAL EDUCATION: . . . . . 31

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 . . . . . 17

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 a four-year university 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, and cultural sensitivity.
- 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.

## **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
ELT 242	Bio-Medical: Diagnostic Imaging Systems Repair . . . . .	4
<b>Total Credits for Second Year:</b> . . . . .		<b>28</b>

### **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
<b>Total Credits for General Education Requirements:</b> . . . . .		<b>17</b>

**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

### Director of Paramedic Training:

Kristie Schaefer, Ext. 6582

### Faculty:

Kristie Schaefer, Ext. 6582

Patricia Rand, Ext. 6687

### Program Coordinator:

Wendy Rogers, Ext. 6696

### CME Coordinator:

Paul LaFleur, Ext. 6693

Ted Beckman, Ext. 6694

### Driving Simulator Coordinator:

Kevin Maloney, Ext. 6694

### CPR Coordinator:

Victoria Maloney, Ext. 6685

### DEGREES/CERTIFICATES OFFERED:

Emergency Medical Technician -

Paramedic (A.A.S. degree)

Healthcare Provider: EMS Medical

Clinical Assistant (A.A.S. degree)

Emergency Medical Technician - Basic

(Certificate)

Emergency Medical

Technician - Intermediate

(Certificate)

Emergency Medical Technician -

Paramedic (Certificate)

Athletic Trainer (Certificate)

EKG Technician (Certificate)

Paramedic Preparation (Certificate)

Healthcare Provider: EMS Medical

Clinical Assistant (Certificate)

Healthcare Provider: Clinical Office

Specialist (Certificate)

Healthcare Provider: Medical Technician

(Certificate)

Gerontology (Certificate)

Phlebotomy (Certificate)

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

**Potential Opportunities:** This certificate is an entry-level program designed for students seeking a career in emergency medicine. Training for this course may be used in the clinical or field setting. Successful completion of the program enables the student to sit for the National Registry practical and written exams. A criminal background check is required for entry into this program. Disqualifying information

and online background check procedures can be found at: [www.aims.edu/aims\\_info/hr/background/disqualify.htm](http://www.aims.edu/aims_info/hr/background/disqualify.htm).

**Program Length:** This course is a 10 credit, one semester course.

**Prerequisites:** High School diploma or GED, 16 years of age, Reading Score of 80 or above, CPR certification at the professional level, Current TB & MMR vaccinations, and a criminal background check. Contact an EMS advisor for complete details.

### 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:** This program is designed for individuals that are currently EMT-Basic certified and want to enhance their training and provide a higher level of patient care. A criminal background check is required for entry into this program. Disqualifying information and online background check procedures can be found at: [www.aims.edu/aims\\_info/hr/background/disqualify.htm](http://www.aims.edu/aims_info/hr/background/disqualify.htm).

**Program Length:** The program is a 15 credit, two semester course.

**Prerequisites:** See an EMS advisor for a current list of prerequisites.

### 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>

## EMERGENCY MEDICAL TECHNICIAN - PARAMEDIC (EMT-P)

**Potential Opportunities:** This program is for individuals that want to obtain advanced medical training for a career as a medic on a fire department, ambulance service, or as a flight medic. Three years of field experience as an EMT-Basic or above is required for entry into the program. Students must complete a paramedic application to be

considered for the program Applications can be obtained from an EMS advisor. A criminal background check is required for entry into this program. Disqualifying information and online background check procedures can be found at: [www.aims.edu/aims\\_info/hr/background/disqualify.htm](http://www.aims.edu/aims_info/hr/background/disqualify.htm).

**Program Length:** The Paramedic program is a 51 credit certificate program and is held over three consecutive semesters. Students can take an additional 18 credits or general education classes to earn an A.A.S. degree in Paramedicine.

**Prerequisites:** See an EMS advisor for a current list of prerequisites.

### CERTIFICATE PROGRAM

EMS 225	Fundamentals of Paramedic Practice . . . . .	3
EMS 226	Fundamentals of Paramedic Practice Lab. . . . .	2
EMS 227	Paramedic Considerations . . . . .	3
EMS 228	Paramedic Considerations Lab . . . . .	2
EMS 229	Paramedic Pharmacology. . . . .	3
EMS 230	Paramedic Pharmacology Lab . . . . .	2
EMS 231	Paramedic Cardiology. . . . .	5
EMS 232	Paramedic Cardiology Lab . . . . .	1
EMS 233	Paramedic Medical Emergencies . . . . .	4
EMS 234	Paramedic Medical Emergencies Lab . . . . .	1
EMS 235	Paramedic Trauma Emergencies . . . . .	4
EMS 236	Paramedic Trauma Emergencies Lab . . . . .	1
EMS 237	Paramedic Internship Preparatory . . . . .	2
EMS 273	Paramedic Clinical . . . . .	6
EMS 280	Paramedic Internship I . . . . .	6
EMS 281	Paramedic Internship II. . . . .	6
<b>Total Credits for EMT Paramedic Certificate:</b> . . . . .		<b>51</b>

### GENERAL EDUCATION

Courses required for Paramedic A.A.S. degree.

CHE 101	Introduction to Chemistry . . . . .	5
ENG 121	English Composition I . . . . .	3
OR		
ENG 131	Technical Writing . . . . .	3
MAT 120	Mathematics for Liberal Arts. . . . .	4
OR		
MAT 121	College Algebra. . . . .	4
POS 111	American Government . . . . .	3
OR		
HIS 201	US History . . . . .	3
SPE 115	Public Speaking. . . . .	3
OR		
SPE 125	Interpersonal Communication . . . . .	3
<b>Total Credits for EMT-Paramedic A.A.S. Degree:</b> . . . . .		<b>69</b>



*The right choice at every step*

## HEALTHCARE PROVIDER: EMS MEDICAL CLINICAL ASSISTANT

*(Associate of Applied Science Degree)*

**Potential Opportunities:** This program is a two-year program for individuals wanting a degree to enter the emergency medical field as an EMT-B on an ambulance service, fire department or in a clinical site as a medical assistant.

**Program Length:** The program is a 61 credit, two year program.

**Prerequisites:** See an EMS advisor for a current list of prerequisites.

### DEGREE REQUIREMENTS

EMS 130	EMT Intravenous Therapy	2
EMS 229	Paramedic Pharmacology	3
HPR 106	Law & Ethics for Health Professions	2
HPR 137	Human Diseases	4
HPR 142	Human Relations	5
HPR 175	Special Topics (Health & Safety)	3
HPR 178	Seminar: Medical Terminology	3
MOT 130	Insurance, Billing and Coding	3
MOT 136	Introduction to Clinical Skills	2
MOT 138	Medical Assisting Laboratory Skills	4
MOT 140	Medical Assisting Clinical Skills	4
MOT 280	Clinical Internship	3
PSY 235	Human Growth and Development	3
SPA 175	Special Topics (Basic Conversational Spanish)	2
<b>Total Credits for EMT Paramedic Certificate:</b>		<b>51</b>

### GENERAL EDUCATION

BIO 201	Human Anatomy & Physiology I	4
BIO 202	Human Anatomy & Physiology II	4
CIS 118	Intro to 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
<b>Total Credits for A.A.S. Degree:</b>		<b>61</b>

## HEALTHCARE PROVIDER: EMS MEDICAL CLINICAL ASSISTANT

*(Certificate)*

**Potential Opportunities:** This program is a certificate program to prepare individuals to work in the emergency medical field in a clinical site as a medical assistant.

### CERTIFICATE REQUIREMENTS

MOT 136	Introduction to Clinical Skills	2
MOT 138	Medical Assisting Laboratory Skills	4
MOT 140	Medical Assisting Clinical Skills	4
MOT 280	Clinical Internship	3
<b>Total Credits for Certificate:</b>		<b>13</b>

## HEALTHCARE PROVIDER: MEDICAL TECHNICIAN

*(Certificate)*

**Potential Opportunities:** This program prepares individuals to enter the clinical setting as a medical assistant.

### CERTIFICATE REQUIREMENTS

EMS 130	EMT Intravenous Therapy	2
EMS 229	Paramedic Pharmacology	3
HPR 137	Human Diseases	4
HPR 178	Seminar: Medical Terminology	3
MOT 136	Introduction to Clinical Skills	2
MOT 138	Medical Assisting Laboratory Skills	4
MOT 140	Medical Assisting Clinical Skills	4
MOT 280	Clinical Internship	3
PSY 235	Human Growth and Development	3
<b>Total Credits for Certificate:</b>		<b>28</b>

## HEALTHCARE PROVIDER: CLINICAL OFFICE SPECIALIST

*(Certificate)*

**Potential Opportunities:** This program prepares individuals to perform office work in an clinical setting.

### CERTIFICATE REQUIREMENTS

HPR 106	Law & Ethics for Health Professions	2
HPR 142	Human Relations	5
MOT 130	Insurance, Billing and Coding	3
CIS 118	Intro to PC Applications	3
SPA 175	Special Topics (Basic Conversational Spanish)	2
<b>Total Credits for Certificate:</b>		<b>15</b>

## EMERGENCY MEDICAL TECHNICIAN-PARAMEDIC PREPARATION

**Potential Opportunities:** This program is designed to prepare individuals for the paramedic certificate program.

### CERTIFICATE REQUIREMENTS

BIO 201	Human Anatomy & Physiology I	4
BIO 202	Human Anatomy & Physiology II	4
EMS 130	EMT Intravenous Therapy	2
EMS 134	The Geriatric Patient	1
EMS 136	EMT/Paramedic Safety in the Field	1
EMS 151	Geriatric Emergencies	3
EMS 178	EMS Seminar	3
EMS 180	EMT Clinical Internship	2
EMS 213	Pre-hospital Trauma Life Support	1
EMS 229	Paramedic Pharmacology	3



# Emergency Medical Services, cont.

HPR 120	Advanced Cardiac Life Support . . .	1
HPR 130	Pediatric Advanced Life Support . . .	1
HPR 178	Medical Terminology . . . . .	3
HPR 190	Basic EKG Interpretation . . . . .	2
HPR 200	12 Lead ECG Interpretation . . . . .	3
<b>Total Credits for Certificate:</b> . . . . .		<b>34</b>

## EMERGENCY MEDICAL TECHNICIAN-EKG TECHNICIAN

**Potential Opportunities:** This program is a one semester program designed to provide training for an individual wanting to work as an EKG Technician in a clinical site or to provide additional training for individuals already working in the healthcare field.

### CERTIFICATE PROGRAM

HPR 180	Internship . . . . .	2
HPR 190	Basic EKG Interpretation . . . . .	2
HPR 200	12 Lead ECG Interpretation . . . . .	3
<b>Total Credits for Certificate:</b> . . . . .		<b>7</b>

## EMERGENCY MEDICAL TECHNICIAN-ATHLETIC TRAINER

**Potential Opportunities:** This program trains individuals in the prevention and care of sports injuries. Ideal for coaches at all levels, athletic trainers, physical education instructors, and others that work with athletes.

### CERTIFICATE PROGRAM

HWE 103	Community First Aid . . . . .	1
PER 232	Care and Prevention of Athletic Injuries. . . . .	3
HPR 217	Kinesiology . . . . .	4
<b>Total Credits for Certificate:</b> . . . . .		<b>8</b>

## GERONTOLOGY GERONTOLOGY CERTIFICATE

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.

**Potential Opportunities:** This program is designed to train individuals in the care of geriatric patients in the emergency, clinical, long-term care facility, or home setting.

### CERTIFICATE PROGRAM

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

## PHLEBOTOMY

### Program Coordinator:

Wendy Rogers, 970.339.6696  
wendy.rogers@aims.edu

**Prerequisites:** A criminal background check and orientation is required for entry into this program.

Complete Accuplacer assessment tests for Reading, Writing, and Math. Must have an Accuplacer Reading score of 80 or provide the Assessment Center documentation of one of the following before starting HPR 112.

- A.A./A.S degree or higher
- ACT Reading score of 17 or higher
- SAT Verbal score of 430 or higher
- Successful completion of College level English Class

Successful completion of REA 090 Attend an EMS/MA Program Orientation. Orientations are the first Wednesday of the month, Greeley Campus, Hansen Building Room TBA, 12:15 p.m. or 6:00 p.m.

TB skin test within two months of the class starting.

Proof of MMR booster if born after 1957.

Hepatitis B and current tetanus or sing waiver.

Complete the required American DataBank Background check and drug screening; [www.aimscx.com](http://www.aimscx.com).

**Career Opportunities:** Phlebotomists can find employment in hospitals, clinics, physician offices, and lab throughout the nation.

**Additional Requirements:** Student must co-enroll in HPR 112 and HPR 113. The Phlebotomy classes will require outside clinical experience. A pair of royal blue scrubs is required for this experience. Students must be available a minimum of two eight-hour shifts a week (Monday-Friday) during the clinical portion of the class to attend clinical sites.

### PHLEBOTOMY CERTIFICATE REQUIREMENTS

HPR 112	Phlebotomy. . . . .	4
HPR 113	Advanced Phlebotomy. . . . .	4
<b>Total Credits for Certificate:</b> . . . . .		<b>8</b>

### CONTINUING MEDICAL EDUCATION

Continuing Education training is available for EMT Basics, Intermediates, and Paramedics. Contact a CME Coordinator at 970.339.6694 for further details and for a list of CME offerings.

### 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:

Victoria Maloney, Ext. 6685

Or visit the CPR website at: <http://www.aims.edu/academics/ems/cpr/index.php>

## EMERGENCY MEDICAL SERVICES/ MEDICAL ASSISTING ADVISORY COMMITTEE

Ben Barco

Student Representative

Mike Blackwill

Windsor-Severance Fire Department/  
Weld County Paramedic Service

Judith Bratten

Poudre Valley Ambulance

Dave Bressler

Weld County Ambulance Service

Dr. James Campaign

Physician Advisor

Bo Cheatham

Air Life

Rod Deroo

Weld County Paramedic Service

Donovan Erhman

North Colorado Medical Center

Darren Jacques

Windsor-Severance Fire Department

Dr. Tyler James

Physician Advisor

Barb Kuehne

North Colorado Medical Center

Dr. Keith Rangel

Family Physicians of Windsor

Jeff Schanhals

NE Colo RETAC

Robert Schleich

Weld County Paramedic Service/EMS  
part-time Instructor

Doug Smith

Life Care Ambulance

Jeff Stranahan

Union Colony Fire Rescue Authority

Bob Walters

Morgan Colorado Ambulance Service

Scott Wilson

Poudre Valley Ambulance

# Engineering

*The right choice at every step*

## ENGINEERING DEPARTMENT

### Location:

Hansen Building

### Phone:

970.330.8008, Ext. 6252

### 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

GIS CAD

#### General Engineering Technology

(Certificate)

#### Pre-Engineering, Statewide

Articulation Agreement (A.S. Degree)

## ENGINEERING TECHNOLOGY: COMPUTER AIDED DRAFTING (Associate of Applied Science Degree)

### 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 100	Blueprint Reading for Computer Aided Drafting . . . . .	3
CAD 101	Computer Aided Drafting I . . . . .	3
CAD 102	Computer Aided Drafting II . . . . .	3
CAD 119	Intermediate CAD I . . . . .	3
CAD 121	Intermediate CAD II . . . . .	3
CAD 151	Computer Aided Drafting/ Technical Drafting Apps . . . . .	4
CAD 160	AutoCAD Certificate Prep I . . . . .	3
CAD 161	AutoCAD Certificate Prep II . . . . .	3
CAD 226	Architectural Desktop . . . . .	6
CAD 231	Land Desktop/AutoDesk . . . . .	3
CAD 235	Survey/AutoDesk . . . . .	3

CAD 241	Inventor Basics . . . . .	6
ENT 142	Surveying II . . . . .	4
<b>Total Specific Course credits:</b> . . . . .		<b>47</b>

### GENERAL EDUCATION COURSES

CIS 118	Intro PC Applications . . . . .	3
ENG 131	Technical Writing I . . . . .	3
MAT 108	Technical Mathematics . . . . .	4
PSY 100	Psychology of Workplace Relationships . . . . .	3
SPE 115	Public Speaking . . . . .	3
	OR	
SPE 125	Interpersonal Communication . . . . .	3
<b>Total General Education credits</b> . . . . .		<b>16</b>

### TECHNICAL ELECTIVES

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
<b>Total Specific Course Credits:</b> . . . . .		<b>47</b>
<b>Total Credits for A.A.S. Degree:</b> . . . . .		<b>63</b>

## 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
<b>Total Credits:</b> . . . . .		<b>7</b>

### 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>



# Engineering, cont.

## MECHANICAL CAD CERTIFICATE

CAD 119 Intermediate CAD I . . . . . 3  
 OR  
 CAD 151 CAD Technical Drafting Apps. . . 4  
 OR  
 CAD 241 Inventor Basics . . . . . 6  
**Total Credits:** . . . . . 13

## 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  
**Total Credits:** . . . . . 9

## CAD ADVISORY COMMITTEE

- Steve Augerot  
City of Greeley
- Dale Blandin  
B & R Consultants
- Phil Kreiker  
Looking Glass Microproducts
- Michael Miller  
Thompson Valley High
- Steven Mussman  
Lyons Filter Comp. Inc.
- Herb Paralez  
Miner and Miner Consulting Engineers, Inc. (retired)
- 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 DEPARTMENT

### Location:

Trades & Industry Building, Room 113  
970.339.6485

### Program Chair:

Randy Souther, 970.339.6276

### Program Advisors:

Randy Souther, 970.339.6276

### 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.



### GENERAL EDUCATION

#### REQUIREMENTS: . . . . . 20-21

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 108 Technical Mathematics . . . . . 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: . . . . . 30

- 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 110 Job Placement and Assessment . . . . . 3
- FST 151 Driver Operator . . . . . 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: . . . . . 9-10

- EST 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
- FST 280 Internship . . . . . 1-6
- CIS 118 Intro to PC Applications . . . . . 3
- SPA 101 Conversational Spanish I . . . . . 3

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

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, 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

- Greg Boatman  
Frederick/Firestone Fire Department
- Michael Cerovski  
Loveland Fire Department
- Steve Charles  
Berthoud Fire Department
- Ryan Fuller  
Platteville/Gilcrest Fire Department
- Hugh Kane  
Eaton Fire Department
- Chris Klass  
Johnstown Fire Department
- Calvin Kliner  
Student Representative
- Marcia Lutters  
Evans Fire Department
- Kevin Maloney  
Union Colony Fire/Rescue Authority
- Brian Martens  
Windsor-Severance Fire  
Protection District
- Del Maxfield  
Student Representative/Windsor-  
Severance Fire Protection District
- Barry Schaefer  
Platte Valley Fire Protection District
- Evans Fire Department
- Theresa Staples  
Colorado Division of Fire Safety
- Jerry Ward

# Mathematics

*The right choice at every step*

## **MATHEMATICS DEPARTMENT**

**Phone:**

970.339.6252

**Department Chair:**

Marsha Driskill, 970.339.6637

**Developmental Education Chair:**

Jeanine Lewis, 970.339.6254

**Developmental Education Faculty:**

Jon Schiltz, 970.339.6414

**Math Faculty:**

Randall Boan, 970.339.6598

Shelly Ray Parsons, 970.339.6386

Karen Robinson, 970.339.6394

Liz Ryan, 970.339.4309

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 652

### Department Chair:

Dr. ShawnaLee K. Washam, Ext. 6346

### Advisors and Faculty:

Rita Clark, Ext. 6221

Dr. Richard Hanks, Ext. 6513

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, Ext. 6346

Dr. Richard Hanks, Ext. 6513

Rita Clark, Ext. 6221

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 Infect. 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 & 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 250 Motivational Interviewing . . . . . 1

\*CSL 253 Cognitive Behavior Therapy . . . . . 1

\*Pending State approval.

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 DEPARTMENT

**Phone:**

970.339.6252

**Department Chair:**

Dr. Tom Pentecost, 970.339.6488

**Advisors and Faculty:**

Dr. Jennifer Burris, 970.339.6660  
Physics

Dr. Clifton "Corky" Corkern  
Biology, 970.339.6594

Tom Griffin, 970.339.6366  
Geology

Maxine Obleski, 970.339.6389  
Anatomy and Physiology

Dr. Tom Pentecost, 970.339.6488  
Chemistry

Dr. Leba Sarkis, 970.339.6367  
Biology and Microbiology

Jim Stone, 970.339.6664  
Environmental Science/Geology

**DEGREES/CERTIFICATES OFFERED:**

Associate of Arts - A.A.

Associate of Science - A.S.



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# Visual and Performing *Arts*

## **VISUAL AND PERFORMING ARTS**

### **Music Department Chair:**

Dr. Richard Busson

### **Art Department Chair:**

Tedd Runge

### **Advisors and Faculty:**

Rick Busson, 970.339.6502

Tedd Runge, 970.339.3315

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 and Fine Arts**

#### **Advisor:**

Tedd Runge, Ext. 3315

#### **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

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## 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

## DEGREE OFFERED

### Welding Technology

(Two-Year A.A.S. Degree)

## CERTIFICATES OFFERED

### Welding Technician

#### Basic Welding and Cutting

SMAW

GMAW

FCAW

#### Advanced Welding Process

**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
  - Total General Ed Credits required: . . . . 16-17
  - Total Credits for A.A.S. Degree: . . . . . 61-62
- 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
- Total Basic Welding & Cutting Certificate Credits: . . . . . 9

### SMAW CERTIFICATE

- WEL 103 Basic Shielded Metal Arc Welding I . . . . . 4
- WEL 110 Advanced Shielded Metal Arc Welding I . . . . . 4
- Total SMAW Certificate Credits: . . . . . 8

### GMAW CERTIFICATE

- WEL 201 Gas Metal Arc Welding I . . . . . 4
- WEL 202 Gas Metal Arc Welding II . . . . . 4
- Total GMAW Certificate Credits: . . . . . 8

### FCAW CERTIFICATE

- WEL 203 Flux Cored Arc Welding I . . . . . 4
- WEL 204 Flux Cored Arc Welding II . . . . . 4
- Total FCAW Certificate credits: . . . . . 8

### ADVANCED WELDING PROCESSES

- WEL 224 Advanced Gas Tungsten Arc Welding . . . . . 4
- WEL 230 Pipe Welding I . . . . . 4
- WEL 231 Pipe Welding II . . . . . 4
- Total Advanced Welding Process Certificate credits: . . . . . 12
- Total credits for Welding Technician Certificate: . . . . . 45

Students seeking the Welding Technology A.A.S. degree or Welding Technician certificate shall take the Accuplacer assessment test prior to beginning the program. The certificate seeking student's assessment scores should qualify them for classes at the 090 level in English, reading, and math. Degree students should qualify for college level courses. Students not meeting the assessment standards will be required to take the appropriate remedial courses in any deficient area or demonstrate proficiency through reassessment in accordance with Aims

assessment policy. *Remedial courses may be taken concurrently with welding courses. Degree seeking students are required to complete all remedial coursework within the first 30 semester hours of classes.*

Students who assess below the 030 level in English and math, or the 060 level in reading will be required to reassess at the above level or higher prior to beginning the welding program. Students not able to begin the program due to low assessment scores will be referred to the Aims Continuing Education Division for advising on basic skills programs.

Students in the Welding Technician Certificate or the Welding Technology A.A.S. degree programs will also be required to complete the Work Keys Assessment. The tests are administered by the welding faculty as an integral part of the program. Students meeting the minimum standards set by the welding industry in Applied Math, Reading for Information, and Locating Information will receive a nationally recognized Career Readiness Certificate.

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
- Farren Elwood  
DIA
- Heidi Lanning  
Eaton High School
- Gary Magnuson  
Xcel Energy
- Michelle Parrott  
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)

### **Dean:**

Dr. Steven C. Kahla, 970.339.6578

### **Staff Executive:**

Robbe Thibault, 970.339.6536

### **Downtown Center Location:**

815 8th Ave  
Greeley, CO 80631

### **Greeley/Fort Lupton Campuses:**

Michele Reynolds, 970.339.6390  
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

### **Loveland**

Cheryl Enke, 970.530.1527  
FAX: 970.530.1542

### **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

### **Training and Workforce**

#### **Development:**

#### **Greeley/Fort Lupton:**

Michele Reynolds, 970.339.6390  
970.339.6386

#### **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.

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)

- 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,



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.

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.

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## Continuing Education, cont.

### TELECONFERENCES SATELLITE 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 speak 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 visa's, 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 to enter 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.

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## Continuing Education, cont.

### 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, 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 and the Downtown 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. Downtown Center, 970.339-6550

### **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





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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, [john.hutson@aims.edu](mailto:john.hutson@aims.edu).

## **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, [john.hutson@aims.edu](mailto:john.hutson@aims.edu).

## **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).

## **A TECH 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	

These courses demonstrates the fundamentals of automotive electricity. It is a blend of computer based instruction and laboratory hands-on activities. The courses explains 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.

# Continuing Education, cont.

**CED 441 Basic Residential Audio and Video System Technologies**

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. 90 contact hours.

**CED 442 Basic Residential Security, Access Control and Surveillance Technologies**

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**

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, [john.hutson@aims.edu](mailto:john.hutson@aims.edu).

**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
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 . . . . .	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 acutherapy, 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, 970.339.6504.

### 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

*The right choice at every step*



## Continuing Education, cont.

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, Business Forensics, Computer Science, Digital Communication, Financial Management, Forensics Accounting, Health Care Management, Human Resources Management, Information Technology, Management, Management Information Sciences, Marketing, 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), or [john.hutson@aims.edu](mailto:john.hutson@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)

### BUSINESS FORENSICS

#### (B.S. DEGREE - FRANKLIN UNIVERSITY)

The Business Forensics major at Franklin University teaches you how to apply business and basic accounting principles, theories, and disciplines to uncover facts and analyze hypotheses at issue in legal disputes. This fascinating field encompasses virtually every branch of business knowledge, and Franklin's Business Forensics major gives you a broad-based knowledge of the many disciplines involved including accounting, auditing, business administration, finance, quantitative methods and others.

#### B.S. DEGREE COMPLETION REQUIREMENTS

(124 Semester Credit Hours)

### FINANCIAL MANAGEMENT

#### (B.S. DEGREE - FRANKLIN UNIVERSITY)

Responsible financial management is essential for success on both individual and corporate levels. The Financial Management major at Franklin University will help you acquire the skills necessary to develop and implement strategies for business or personal financial planning.

Upon graduation, you will be eligible to take the national Certified Financial Planner (CFP) examination.

#### B.S. DEGREE COMPLETION REQUIREMENTS

(124 Semester Credits)

### FORENSIC ACCOUNTING

#### (MBA DEGREE - FRANKLIN UNIVERSITY)

The Forensic Accounting major at Franklin University gives you the tools you need to become a skilled specialist in forensic accounting and the related litigation advisory services, teaching you how to reduce the incidence of white collar crimes. Plus, the major allows you to focus on readiness for professional certification, including the CFE (Certified Fraud Examiner) and the CPA (Certified Public Accountant), paying your way to success in this growing profession.

#### B.S. DEGREE COMPLETION REQUIREMENTS

(128 Semester Credits)

### MASTERS OF BUSINESS

### ADMINISTRATION

#### (MBA DEGREE - FRANKLIN UNIVERSITY)

As a Franklin University Online MBA student, you gain comprehensive knowledge and practical skills in functional business areas such as finance, marketing, strategy and information management. Additionally, you will learn to apply that knowledge across functional areas in our integrated courses such as Knowledge Management, International Business and Organizational Leadership. The 17-month program consists of 6-week courses. Students enrolled in the online MBA are on the fast track to their degree.

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

#### MBA DEGREE COMPLETION REQUIREMENTS

(124 Semester Credit Hours)

### 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



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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)

## Continuing Education, cont.

### **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 managementsituationsinthemanufacturing 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)

### **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.

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### **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 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







# Course Descriptions

*The right choice at every step*

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# 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 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. Prerequisite: ACC 121 or permission of instructor. 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 with a grade of "C" or better or permission of instructor. 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): MAT 108 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. This course is a state guaranteed transfer course GT-SS3. 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), CHI (Chinese), FRE (French), GER (German), ITA (Italian), JPN (Japanese), 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.

### **ARA 112 ARABIC LANGUAGE II**

Continues Arabic Language I in the development of functional proficiency in listening, speaking, reading and writing the Arabic language. Note: The order of the topics and the methodology will vary according to individual texts and instructors. 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**

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**

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**

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**

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**

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**

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**

Provides on 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**

Continues the study of watercolor techniques, emphasizing original compositions and experimentation with materials. Color theory is included. Prerequisite(s): None. Three credits.

### **ART 131 2-D DESIGN**

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**

Focuses on learning to apply the elements and principles of design to three dimensional problems. Prerequisite(s): None. Three credits.

### **ART 138 PHOTOGRAPHY I**

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**

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**

Introduces the construction of jewelry designs in metals and small casting techniques. Prerequisite(s): None. Three credits.

### **ART 142 JEWELRY AND METAL WORK II**

Emphasizes conceptual design development, using casting and specialized techniques. Prerequisite(s): None. Three credits.

### **ART 143 DIGITAL PHOTOGRAPHY I**

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**

Introduces the fundamentals of sculpture such as modeling, casting, carving, and the processes of assemblage. Prerequisite(s): None. Three credits.

### **ART 155 SCULPTURE II**

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**

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**

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**

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**

A continuation of ART 161, this course emphasizes skill, technique and form. Prerequisite(s): None. Three credits.

### **ART 163 HANDBUILT CLAY I**

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**

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**

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. This course is a state guaranteed transfer course GT-AH1. 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**

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**

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 238 PHOTOGRAPHY III**

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**

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**

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. Three credits.

### **ART 243 DIGITAL PHOTOGRAPHY II**

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**

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**

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**

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**

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 261 CERAMICS III**

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**

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**

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**

Focuses on advanced individual sculpture projects, emphasizing experimentation with materials, accomplished technique and conceptual significance. Prerequisite(s): None. Three credits.

### **ART 269 CERAMIC SCULPTURE**

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**

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), CHI (Chinese), FRE (French), GER (German), ITA (Italian), JPN (Japanese), 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): MAT 160 or higher. 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): AST 101 or permission of instructor. 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 104 PRIVATE PILOT FLIGHT, HELICOPTER**

Focuses on flight training in preparation for the Private Pilot Helicopter 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 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 108 GLOBAL POSITIONING SYSTEM FOR PILOTS**

(Pending State Approval) Focuses on the Global Positioning System and its uses in aviation. 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 or consent of department chair. 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. Four credits.

### **AVT 113 INSTRUMENT FLIGHT TRAINER**

Introduces and develops the skills necessary to operate in the IFR environment. Prerequisite(s): Private Pilot Certificate or consent of department chair. Four credits.

### **\*AVT 115 AIR TRAFFIC CONTROL PROCEDURES**

(Pending State Approval) Focuses on IFR operations in the Air Traffic Control System, including general procedures, terminal and IFR procedures, radar and non-radar environments, enroute procedures, and special and emergency procedures. Prerequisite(s): None. Four 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 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 204 COMMERCIAL FLIGHT I, HELICOPTER**

Focuses on the first part of a two-part sequence of flight training in preparation for the Commercial Pilot Helicopter FAA Practical Test. Consists of training and review of those maneuvers required for Private Pilot Helicopter certification with emphasis placed on student performance of these maneuvers to commercial pilot proficiency standards, as well as the introduction of additional maneuvers required for the Commercial Pilot Helicopter Certificate. Two 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): None. 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 or consent of department chair. 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 or consent of department chair. 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 or consent of department chair. 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 or consent of department chair. Two credits.

### **AVT 210 MULTI-ENGINE CROSS-COUNTRY FLIGHT**

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 or consent of department chair. 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 214 COMMERCIAL FLIGHT II, HELICOPTER**

Continues flight training in preparation for the Commercial Pilot Helicopter FAA Practical Test, completing requirements for the Commercial Pilot Certificate. Five credits.

### **AVT 215 FLIGHT INSTRUCTOR FLIGHT, HELICOPTER**

Focuses on flight training in preparation for the Flight Instructor Helicopter FAA Practical Test, and completing requirements for the Flight Instructor Helicopter Certificate. One credit.

### **AVT 216 COMMERCIAL HELICOPTER, ADD-ON FLIGHT**

Focuses on flight training in preparation for Commercial Helicopter Add-On to an existing private or commercial pilot airplane certificate and completing requirements for the Commercial Pilot Certificate. Four credits.

### **\*AVT 218 PHRASEOLOGY I**

(Pending State Approval) Focuses on the proper use of phraseology in the Air Traffic Control System. Prerequisite(s): None. 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 consent of department chair. 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 or consent of department chair. 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 consent of department chair. 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 consent of department chair. 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 or Commercial 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 or 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 eights, 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 or consent of department chair. 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, 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 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 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 202 OFFICE SIMULATION I**

Provides experience in using in-basket exercise typical of those occurring in an office operation. If focuses on procedures and computer skills needed for successful performance in the workplace. 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**

Emphasis is place on functions of the office. Includes office organization, work in the office, office layout, equipment and supplies, procurement and control, work flow, forms design, record storage and retrieval systems, personnel administration and problems, and government control. 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 226 BUSINESS STATISTICS**

Focuses on statistical study, descriptive statistics, probability, and the binomial 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 wblocks, 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. 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 106 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. 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 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.

## CHI: CHINESE

NOTE: Foreign Language courses are listed under the following prefixes: ARA (Arabic), ASL (American Sign Language), CHI (Chinese), FRE (French), GER (German), ITA (Italian), JPN (Japanese), RUS (Russian), SPA (Spanish), SWE (Swedish).

### CHI 101 CONVERSATIONAL CHINESE I

Introduces beginning students to conversational Chinese and focuses on understanding and speaking Chinese. Covers basic vocabulary, grammar, and expressions that are used in daily situations and in travel. Three credits.

### CHI 111 CHINESE LANGUAGE I

Focuses on the development of functional proficiency in listening, speaking, reading and writing the Chinese language. Note: The order of the topics and methodology varies according to individual texts and instructors. Five 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 searches, 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 250 MOTIVATIONAL INTERVIEWING IN DRUG AND ALCOHOL COUNSELING**

Opportunity for students to learn both the model of Motivational Interviewing as well as the underlying Stages of Development model. Discussion of the populations of clients where these models have proven most effective. Opportunity for skills practice during class that includes skill sets specific to each stage of client readiness. Presentation of assessment instruments to evaluate client readiness for change. 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 253 COGNITIVE BEHAVIOR THERAPY IN DRUG AND ALCOHOL COUNSELING**

Opportunity for students to learn the model of Cognitive Behavior Therapy as it applies to addiction. Discussion of the populations of clients where this model has proven most effective. Opportunity for skills practice during class that includes clinical feedback. One credit.

## ***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. 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**

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**

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**

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**

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**

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**

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**

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**

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**

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 BALLROOM DANCE**

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 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**

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**

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 1/2 through 5 years of age. One credit.

### **ECE 115 INFANT TODDLER ENVIRONMENTAL RATING SCALE**

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 125 SCIENCE/MATH AND THE YOUNG CHILD**

Examines theories of cognitive development as a framework for conceptualizing the way young children acquire scientific and mathematical skills, concepts, and abilities. Enables students to research and develop appropriate individual and group scientific/mathematical activities for young children. Three credits.

### **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 socio-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 POPULATIONS 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**

Provides students with a vehicle to pursue in depth exploration of special topics of interest. One-half to three credits.

### **EDU 175 DEVELOPING CAPABLE PEOPLE**

Identify seven critical skills and perceptions that young people need 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 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 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 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 BRAIN-BASED RESEARCH ACROSS THE 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 BULLYING IN OUR SCHOOLS: GUIDELINES FOR EFFECTIVE ACTION**

Explore the cycles of bullying and develop techniques for prevention. This class will cover bullying from multiple perspectives, including those of students and adults in the school environment.

### **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 and how to increase community awareness of this very real problem.

### **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 INCREASING LITERACY USING TEACHER DIRECTED STRATEGIES**

Develop curriculum and instruction that make productive use of the emerging literacy abilities of students. Discuss the factors that facilitate active involvement with text such as meta-cognition, task knowledge and self-knowledge.

### **EDU 275 INTELLIGENT DESIGN, EVOLUTION, AND FREEDOM**

Intelligent design is presented as an alternative to natural explanations for the development of life. Examine key topics to generate constructive dialogue in the classroom on this persistently controversial topic.

### **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 NEW STRATEGIES FOR CLASSROOM MANAGEMENT**

Discuss the importance of a thought out teaching philosophy, rules and procedures, intrinsic motivation, humanistic interventions, and physical classroom setup. Discover strategies to integrate these ideals into a current classroom setting.

### **EDU 275 NEW DEVELOPMENTS FOR WORKING WITH ELL STUDENTS**

Apply brain based research principles to ELL students and develop lesson plans that are brain-research friendly. Learn how to support and instruct students just beginning to acquire English reading comprehension strategies.

### **EDU 275 NURTURING INDEPENDENT LEARNERS THROUGH LITERACY STRATEGIES**

Discover student-initiated strategies which promote strategic reading and independent learning. This course will focus on how teachers can incorporate strategy training in their own classroom. Several specific reading and learning strategies will be discussed.

### **EDU 275 ON-LINE GOLD MINE: READY TO USE CLASSROOM IDEAS**

Helps teachers be prepared and successful by complimenting and expanding current classroom ideas with website resources appropriate for all grades.

### **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 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 STRANGE BEDFELLOWS: INTEGRATING MATH, LANGUAGE AND FINE ARTS**

Learn how to develop integrated lesson plans that recognize various learning styles. Discover how arts and math fit with reading and science. This is a hands on workshop which will provide you with many new ideas and lesson plans for the coming year.

### **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 STREET GANG AWARENESS AND PREVENTION**

Understand the risk factors for gang membership and explore gang history, lifestyles, behaviors, mentalities and profiles. Discover strategies and resources for prevention and intervention.



## **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 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 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.

## ***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. 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 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 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): MAT 108 or MAT 121. 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): MAT 108 or MAT 121. 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. Prerequisite(s): MAT 108 or MAT 121. 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 MAT 108 or MAT 121 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.

## **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), CHE (Chinese), FRE (French), GER (German), ITA (Italian), JPN (Japanese), 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. This course is a state guaranteed general education course GT-AH4. 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. This course is a state guaranteed general education course GT-AH4. 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), CHI (Chinese), FRE (French), GER (German), ITA (Italian), JPN (Japanese), 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 instructor. 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: GEOGRAPHICAL 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 111 WORLD CIVILIZATION I**

Enables the student to view history up to 1500 CE in a broad global sense. Focuses on the common denominators among all people. This approach goes beyond political borders, to provide a better appreciation for different cultures. This course is a state guaranteed transfer course GT-HI1. Three credits.

## **HIS 112 WORLD CIVILIZATION II**

Enables students to view post 1500 CE in a broad global senses. Focuses on the common denominators among all people. This approach goes beyond political borders, to provide a better appreciation for different cultures. 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 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. GT-HI1 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 275 SPECIAL TOPICS**

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**

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**

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**

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. 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**

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**

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). Two 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**

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. 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. One credit.

## **HWE 105 CPR INSTRUCTOR RENEWAL**

(Formerly: EMS 106) Provides update information and review of CPR skills for the CPR instructor. 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 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**

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), CHI (Chinese), FRE (French), GER (German), ITA (Italian), JPN (Japanese), 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 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 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 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), CHI (Chinese), FRE (French), GER (German), ITA (Italian), JPN (Japanese), 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.

## **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. This course is a state guaranteed transfer course GT-AH2. 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. This course is a state guaranteed transfer course GT-AH2. 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. This course is a state guaranteed transfer course GT-AH2. 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. This course is a state guaranteed transfer course GT-AH2. 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. This course is a state guaranteed transfer course GT-AH2. 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.

## **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): ACC 121, 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**

### **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 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 060 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, and covers functions, exponential and logarithmic functions, theory of equations, graphs, and linear and nonlinear systems with a selection of several topics from among graphing of the conic sections, sequences and series, permutations and combinations, and the binomial theorem. 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 156 or 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 MAT 156. 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**

This course 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 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 MAT 156. 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 IN MATHEMATICS**

Provides an opportunity for the highly-motivated student to engage in intensive study and research on a specified topic, appropriate at this level, under the direction of a faculty member. The student will be limited to the number of independent study credits taken per semester. Prerequisite: Previous mathematical study with 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 and 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. This course is a state guaranteed transfer course GT-MA1. 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. This course is a state guaranteed transfer course GT-MA1. 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. This course is a state guaranteed transfer course GT-MA1. 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**

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 119 MAYA I**

Introduces students to Maya, a high-end character animation tool. Emphasis is on building models of various types. Students learn setting up and animating scenes for render in movie format. Three credits.

### **MGD 141 WEB DESIGN I**

(This class uses Dream Weaver) 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 (FLASH)**

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 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. Three credits.

### **MGD 219 MAYA II**

Explores in-depth Maya's animation techniques. Also, the student will be exposed to rigging characters for animation. 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 (FLASH)**

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 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. Three credits.

### **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**

Examines 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 recommended. 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. Four 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. One to 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 JAZZ/ROCK MUSIC THEORY AND ARRANGING**

This class presents a structural analysis of contemporary rock and jazz styles including an exploration of harmonic language, melodic construction, and song forms. Students generate creative projects with a focus on arranging music for small instrumental ensembles and vocal groups. Course will include musical analysis, directed listening, details of notation, score preparation, and layout. Prerequisite(2): MUS 110 and MUS 111 or consent of instructor. Two credits.

### **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. 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): 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): 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): 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): 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): 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): 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, communication skills, restorative services, personal care skills, safety and emergency care issues are covered in theory and lab. Includes knowledge and/or principles of asepsis, OSHA and HIPAA regulations. Ethical behaviors, cultural sensitivity and principles of mental health will be addressed, as well as patient/resident rights. Prerequisite(s): Accuplacer reading assessment of 60 or equivalent. Four credits.

### **NUA 170 NURSE ASSISTANT CLINICAL EXPERIENCE**

This course prepares the student to apply knowledge and skill gained in NUA 101 when caring for patients 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).

The Practical Nursing and Associate Degree Nursing Programs are both under revision to meet State Board of Nursing Rules and National League of Nursing Requirements. When all program changes are complete, the course descriptions will be posted on the Aims Community College Web site at [www.aims.edu](http://www.aims.edu) under Class Schedules and Catalogs.

## ***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**

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**

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**

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**

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**

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**

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**

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**

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**

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 cardio-respiratory, muscular strength and endurance exercises to promote positive changes in health-related fitness components. One credit.

### **PED 112 CONDITIONING LAB**

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**

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**

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**

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**

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**

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**

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**

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**

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**

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**

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**

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**

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**

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**

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**

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**

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**

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**

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**

Continues to build on the concepts of basic yoga. Increases awareness of yoga including physical and mental benefits. One credit.

### **PED 149 ADVANCED KARATE**

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 martial arts 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 158 ARCHERY I**

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**

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**

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**

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**

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**

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**

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**

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 217 AEROBICS**

Offers a level of aerobic exercise to increase the student's aerobic endurance and further explains the components of aerobic conditioning. Charting and developing of cardiovascular rates are stressed. One credit.

### **PED 226 FITNESS WALKING**

This low impact, aerobic walking will build endurance while improving cardiovascular fitness and strengthening all major muscle groups. One credit.

### **PED 245 INTERMEDIATE PILATES MATWORK II**

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**

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-surv 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. This course is a state guaranteed transfer course GT-AH3. 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.

### **PHI 214 PHILOSOPHY OF RELIGION**

Focuses on the critical examination of the fundamental concepts, ideas, and implications of religion. Includes the nature of God, the varieties of religious experience, argument concerning God's existence, the Problem of Evil, faith and reason, religion and human destiny, and the connection between religion and ethics. This course is a state guaranteed transfer course GT-AH3. Prerequisite(s): PHI 111 or PHI 114. Three 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 106. 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 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. This course is a state guaranteed transfer course GT-SSI. 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. This course is a state guaranteed transfer course GT-SSI. 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.

## **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. This course is a state guaranteed transfer course GT-SS3. 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. This course is a state guaranteed transfer course GT-SS3. 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. This course is a state guaranteed transfer course GT-SS3. 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 the growth and development of the individual from conception through childhood, emphasizing physical, cognitive, emotional, and psychosocial factors. This course is a state guaranteed transfer course GT-SS3. Three credits.

### **PSY 249 ABNORMAL PSYCHOLOGY**

Examines abnormal behavior and its classification, causes, treatment, and prevention. This course is a state guaranteed transfer course GT-SS3. Prerequisite(s): PSY 101 or PSY 102 or instructor approval. Three credits.

### **PSY 250 DYNAMICS OF RACISM AND PREJUDICE**

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**

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**

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.

#### **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.

### **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.

## **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: 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: 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): 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: Permission of department chair. 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: Permission of department chair. 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): 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): 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): 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): Permission of department chair. Five credits.

### **RTE 183 RADIOGRAPHIC INTERNSHIP III**

Reinforces the basic concepts of Clinical Internship I & II. Prerequisite(s): 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): 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): 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): 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: 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 sportscasting 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 culmination 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), CHI (Chinese), FRE (French), GER (German), ITA (Italian), JPN (Japanese), 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 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. This course is a state guaranteed transfer course GT-SS3. 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. This course is a state guaranteed transfer course GT-SS3. 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. Three credits.

### **SOC 231 SOCIOLOGY OF DEVIANT BEHAVIOR**

Examines the nature, identification, and explanation of deviant categories. Theories, and philosophies as well as methods of treatment related to deviancy will also be considered. The course will study society's attempts to control, change, and institutionalize those acts, individuals or groups that a population may deem unacceptable. This course is a state guaranteed transfer course GT-SS3. 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), CHI (Chinese), FRE (French), GER (German), ITA (Italian), JPN (Japanese), 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), CHI (Chinese), FRE (French), GER (German), ITA (Italian), JPN (Japanese), 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. Prerequisite(s): WEL 100 and WEL 101. Four credits.

### **WEL 103 BASIC SHIELDED METAL ARC I**

Covers safety inspections, minor repairs, adjusting operating parameters, and operating SMAW equipment utilizing E-6010 electrodes. Prerequisite(s): WEL 100 and WEL 102. Four credits.

### **WEL 110 ADVANCED SHIELDED METAL ARC I**

Covers safety inspections, minor repairs, operating parameters, and operation of SMAW equipment 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, and operation of GMAW equipment on plain carbon steel utilizing short circuit transfer. 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. 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 of 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, operation of 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 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, 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 and GTAW 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 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.



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**DR. GARY BARDSLEY** ..... 2004  
 Chief Information Officer, (B.S., University of Colorado; M.S., University of Colorado; Ph.D., University of Northern Colorado)

**CAROL HOGLUND** ..... 2000  
 Chief Business Officer, (B.S., Regis University; M.S., Colorado State University)

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 Dean for Student Services, (B.A., Chicago State University, M.A., Governors State University, Ph.D., Loyola University, Chicago)

**JEFFREY A. REYNOLDS** ..... 1993  
 Academic Dean, Acting Division I, (B.A., University of Northern Colorado; M.A., University of Northern Colorado; Advanced graduate study CU - Boulder, University of Northern Colorado.)

**DONNA L. SOUTHER** ..... 1990  
 Executive Dean and Chief Academic Officer, Division II, (B.S., Colorado State University; M.A., University of Northern Colorado; J.D., University of Colorado Law School)

**ACADEMIC DEAN, DIVISION III** .....

## ADMINISTRATIVE STAFF

**GREGORY APPLING** ..... 2006 \*  
 Director Institutional Research, (B.A., Stanford University; M.A., Cornell University; Ph.D., Cornell University)

**SUSAN DALE** ..... 2004  
 Chief Financial Officer, (B.S., Colorado State University; M.B.A., University of Phoenix; Certified Public Accountant)

**TERI A. DORCHUCK** ..... 2006  
 Director, Student Financial Assistance, (B.S., Business Administration, Dixie State College of Utah)

**RON FAY** ..... 1989  
 Director, Student Life (B.S., Regis College; M.A., University of Northern Colorado)

**JULIE BUDERUS** ..... 2007  
 Director, Institutional Advancement (B.A., University of Western Illinois; M.A. Regis University)

**MICHAEL KELLY** ..... 2005  
 Controller, Financial Services, (B.S., Colorado State University; M.S., Hofstra University, New York)

**DAVID LAURENCE** ..... 2006  
 Director, Physical Plant, (B.S., Oklahoma State)

**LEARNING RESOURCES OFFICER** .....

**BRENDA RASK** ..... 2005 \*  
 Associate Dean, Career & Technical Education (M.A., Bemidji State University, B.A., Grand View College, B.S., Bemidji State University; Advanced Study, University of Minnesota)

**TIMOTHY M. REES, ESQ.** ..... 2007  
 Associate Dean, Loveland Campus, (B.S.E.E., Ohio State University; M.B.A., Colorado State University; J.D., University of Denver)

**KENNETH F. SAUER** ..... 1979  
 Director, Telelearning and Media Services, (B.S., Indiana University; M.A., University of Northern Colorado)

**KAREN SELL** ..... 1998  
 Associate Dean, Fort Lupton Campus, (B.S., M.A., University of Northern Colorado)

**STUART THOMAS** ..... 1989  
 Registrar, Admissions and Records, (B.A., Business Administration, University of Northern Colorado)

**SUSAN WEBER** ..... 2003  
 Director, Human Resources, (B.A., University of Arizona)

**PAULA YANISH** ..... 1998  
 Director, Student Success Center, (B.B.A., University of North Dakota; M.S., University of North Dakota)

\* Indicates year individual joined the 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.

Program sponsors include Kodak Colorado Division, Hensel Phelps, Flood & Peterson.

## FACULTY AWARDS STUDENT SELECTION

Roger A. DeWitt, 2000  
Michael Ort, 2001  
Dr. Bill Hardgrave, 2002  
Jeanine Lewis, 2003  
Lynette Markley, 2004  
Roger DeWitt, 2005  
Dave Schaubert, 2006

## ACADEMIC DEANS' SELECTION

Art Terrazas, 2000  
Eugene Cross, 2001  
Dr. Anne Machin, 2002  
Marsha Driskill, 2003  
Martin Boniek, 2004  
Ellen Sweiter, 2005  
Tracie Nobles, 2006  
Mark Urso, 2006

## 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  
Tom Pentecost, 2006

## 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

2006  
Barbara Hawthorne

## 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	Norma 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	

### Academic Assistants, 2006

Debbie Beloin	Trina Burgermeister
Lyn Carlisle	Valerie Kerbel
Jan Koeltzow	Linda Krause
Kathy Lee	Sue Lorge
Sharon Lynch	Margery Mathes
Lori McEchron	Harriett Meeker
Martha Mendez Pipes	Karen Oldright
Lindsey Oster	Barb Soleta
Becky Sperber	Jennifer Tallchief
Deb Wall	Laura Willoughby
Sarah Wirty	

### STUDENT SERVICES AWARD

Anne Randall, 2004  
Tom Jones, 2005  
Linda Stone, 2006

## 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  
Joy Elder, 2006

## DR. JERRY KIEFER ADMINISTRATION LEADERSHIP AWARD

Dr. John Turner, 2000  
Mark L. Olson, 2001  
Dr. Dick Wood, 2002  
Pat McGuire, 2004  
Susan Cribelli, 2005  
Donna Souther, 2006

### LEADERSHIP AWARD

Bob Sullivan, 2005

### HONORARY FELLOWS

John Dent  
Songsri & Somphol  
(Toot & Pia) Dounglomchunt  
Bryan Ericson  
George Hall  
Dr. Jongrak Krainam  
Linda Perez  
Pat Thomas  
Bob Tointon  
Florence Winograd

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\* = Graduate of Aims Community College

**ALDRICH, LINDA** ..... 2002  
(English, Humanities, Literature)  
B.A., University of New Hampshire; M.A., Florida State University; M.F.A., Vermont College/Norwich University.

**ALLEE, CYNTHIA E.** ..... 2007  
(EMS)  
Registered Medical Assistant, Colorado College of Medical & Dental Careers

**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.

**BIGHEY, 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)  
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.

**BROCKHAUS, ROGER** ..... 2006  
(Radiologic Technology)  
A.S., George Washington University

**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.

**BROTHER, 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, Department Chair, Performing Arts)  
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)  
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.

**CORKEN, CLIFTON "CORKY"** ..... 2006  
(Biology)  
B.S., Southeastern Louisiana University; M.S., Texas A&M University; Ph.D., Texas A&M University.

**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.

**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.

**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.

**DUNNING, BRIAN** ..... 2000  
(Graphic Technology)  
A.A.S., Colorado Institute of Art, Industrial Design Technology; B.F.A., Cornish Institute, Seattle, Fine Arts/Sculpture; M.A., University of Northern Colorado, Sculpture and Digital Imaging. Ten plus years exhibition experience, two years industrial design experience.

**EHRFURTH, SUSAN** ..... 2001  
(Business Technology)  
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.

**GOSCH, PHYLLIS** ..... 1990  
(Reading, Developmental Education, Co-Chair)  
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)  
BSN, University of Northern Colorado, Master's Candidate, University of Northern Colorado. Seven years as a Registered Nurse. One year teaching experience.

**GRIFFIN, THOMAS J.** ..... 1993  
(Math and Science)  
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, JUDY** ..... 1996  
(Early Childhood Education)  
B.S., McPherson College, Kansas; M.S., Wheelock College, Massachusetts. Award for Excellence ACEA 2004.

**HANKS, RICHARD**..... 2002  
(Psychology)  
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.A. in Nursing, University of Iowa. 37 years nursing experience, 27 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, Welding Technology; A.A.S., Aims Community College Welding Systems Management; 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.

**JOY, MIKE** ..... 2005  
(Aviation Technology)  
B.S., Metropolitan State College, 20 years Commercial Aviation Experience.

**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)  
A.A.S., Aims Community College, Welding Technology; Advance Study, Colorado State University; 9 years industrial 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, Master's Candidate, University of Northern Colorado. Eleven years experience as a Registered Nurse. One year teaching experience.

**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, Developmental Education, Co-Chair)  
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.

**MANGIN, JOHN** ..... 2006  
(Building Site Construction Management)  
B.S., University of Wisconsin - Madison Construction Administration.

**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.

**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  
(English, Developmental Education)  
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, KEN**..... 1982  
(Accounting)  
B.A., Point Loma College, California; Seven years business experience. Aims Foundation Fellow, 1986. 1999 Hartman Award for Excellence in Teaching.

**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



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**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.

**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. 1999 Regional  
Catalyst Award for Excellence in Chemistry  
Teaching. 2006 Faculty Senate Award for  
Excellence in Teaching.

**RAND, PATRICIA** ..... 2006  
(Emergency Medical Services)  
EMT Basic Longmont United Hospital,  
Paramedic Denver Health, B.A., University  
of Colorado Boulder; B.S. University of  
Colorado School of Dentistry.

**RAY PARSONS, MICHELLE** ..... 1999  
(Mathematics)  
B.S. Colorado State University, M.A.,  
University of Northern Colorado. Advanced  
Graduate Study, Colorado State University.

**REYNOLDS, JEFFREY A.** ..... 1993  
(Academic Dean, Acting Division I)  
B.A., University of Northern Colorado;  
M.A., University of Northern Colorado;  
Advanced graduate study CU - Boulder,  
University of Northern Colorado.

**ROBINSON, KAREN** ..... 1985  
(Mathematics)  
B.S., Colorado State University; M.S.,  
Colorado State University. 1996 Faculty  
Senate Award for Excellence in Teaching.

**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  
(Department Chair, Visual Arts)  
B.F.A., Painting, University of Illinois-  
Champaign; M.A., Painting, University of  
Northern Colorado, Advanced graduate  
study, University of Northern Colorado.

**RYAN, ELIZABETH A.** ..... 1990  
(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, LEBAN W.** ..... 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, Developmental Education)  
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.

**SEKERAK, CARTER** ..... 2006  
(Automotive Technology)  
A.A.S., Wyoming Technical Institute; ASE,  
Master Technician Certified; EPA, Air  
Conditioning Certified; ATRA Certified, 15  
years Auto Tech. experience.

**SIMONDS, LANA** ..... 2001  
(Health Sciences, Nursing)  
B.S.N., University of Northern Colorado;  
M.S.N., University of Northern Colorado.  
Board Certified in Gerontology. 27 years  
experience in nursing and long-term care.  
Thirteen years teaching experience.

**SOUTHER, DONNA L.** ..... 1990  
(Executive Dean and Chief Academic  
Officer, Division II)  
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.

**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; B.S., M.S.,  
Kansas State University.

**SWIETER, ELLEN** ..... 1995  
(Business Programs Chair)  
B.A., B.S., University of Northern Colorado;  
M.A., Colorado State University; Five years  
business experience.

**SZCZEPANSKI, AMY J.** ..... 2007  
(Health Sciences, Nursing)  
B.S.N., D'Youville College, Buffalo, NY

**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. Colorado  
Professional Teacher license.

**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.

AIMS COMMUNITY COLLEGE **Faculty, cont.**

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**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, Program  
Chair)  
A.A.S., Aims Community College; 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.

**WRIGHT-KILKER, WENDY** ..... 2001  
(Psychology)  
B.S., University of Wisconsin; M.A., Regis  
University.

# Emeritus Status

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**Ann Aron** . . . . . (1978-2006)  
(Faculty Emeritus, Business)

B.S., University of Nebraska, Lincoln;  
M.A., University of Northern Colorado.

**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 Emerita, 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 Emerita)

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.

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.

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Bachelor Degree, Colorado College  
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Radiologic Technology)

Certificate in Mammography, Aims  
Community College; Certificate  
in Radiology, Weld County General  
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Radiography and Mammography.

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B.A., University of Northern Colorado;  
M.A., University of Northern Colorado;  
Advanced Graduate Study, Colorado  
State University, American University/  
Commonwealth Institute. 2001 Faculty  
Senate Award for Excellence.

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Occupational Education)

B.A. and M.A. University of Northern  
Colorado; Post Graduate work,  
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A.A., Graceland College, Iowa; A.B.,  
University of Northern Colorado; M.A.,  
Colorado State University; advanced  
graduate study, University of Northern  
Colorado, Leslie College, Colorado State  
University; four years business experience.  
1991 NBEA's Most Outstanding Post  
Secondary Teacher; 1997 Faculty Senate  
Award for Excellence; 1998 CCCOES  
Faculty of the Year Award.

**Judy Green** . . . . . (1982-2001)  
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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.

**Billy D. Hardgrave** . . . . . (1989-2004)  
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Behavioral, Social & Economic Sciences)

A.A. Pensacola Junior College; B.A.,  
University of West Florida; M.A.,  
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Excellence selected by Students.

**Donald T. Harris** . . . . . (1970-1996)  
(Faculty Emeritus, Mathematics/Natural  
and Applied Sciences)

B.S., Western Kentucky State  
University; M.A., Western Kentucky  
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Study, University of Northern Colorado  
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**Samuel K. Heen** . . . . . (1971-2004)  
(Faculty Emeritus, Chairman,  
Department of Physical Education)

B.A., Colorado State University; M.Ed.,  
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graduate study, University of Northern  
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**Gale E. Heiman, Ph.D.** . . . . . (1969-1994)  
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A.B., M.A., University of Northern  
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School of Banking, California; 14 years  
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## Emeritus Status, cont.

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(Faculty Emeritus, Chair, Department of Sociology)

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**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)  
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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.

**Ruby Loveless** . . . . . (1981-2004)  
(Faculty Emeritus, Computer Information)

B.S., Colorado State University; 1996 Academics Dean Award for Excellence; 1997 Team Award for Excellence.

**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)  
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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.

**Patricia Mcguire** . . . . . (1993-2004)  
(Director Emerita)

B.A., University of Wyoming; M.A. University of Wyoming; B.S., Nursing, University of Northern Colorado, 2004 Administrator of the Year Award.

**Susan Musil** . . . . . (1985-2001)  
(Faculty Emerita, Assistant Chair, General Business)

B.A., University of Northern Colorado; M.A., University of Northern Colorado.

**Charles E. Myers, II** . . . . . (1982-2006)  
(Faculty Emeritus, Criminal Justice)

B.A., Fresno State University; M.A., University of Northern Colorado; Advanced Peace Officer Certification, California P.O.S.T.

**Mark L. Olson** . . . . . (1982-2005)  
(Director Emeritus, Public Information)

B.A., Colorado State University; M.A., University of Northern Colorado. 2001 Administrator of the Year Award for Excellence.

**Dwane R. Raile, Ed.D.** . . . . . (1971-1993)  
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**James (Lyn) Robinson** . . . . . (1969-1996)  
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**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.

**Arthur Terrazas** . . . . . (1973-2006)  
(Faculty Emeritus)

B.A., University of Northern Colorado; M.A., University of Northern Colorado. 2000 Academic Dean's Award for Excellence.

**Marla Velasquez** . . . . . (1972-2004)  
(Faculty Emeritus, Business)

B.A., University of Northern Colorado; M.A., University of Northern Colorado

**Russell Ward** . . . . . (1987-2003)  
(Faculty Emeritus, English)

B.A., University of Northern Colorado; M.A., University of Northern Colorado; D.A., Idaho State University.



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*The right choice at every step*

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# **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)	(Eve/Home)
Name on transcript(s) if different from current name			Student Signature	Date

The student is responsible for ordering official transcripts from the previous school(s) attended, as well as catalog course descriptions for courses taken at out-of-state schools. Transfer credit will be evaluated only from official transcripts and only for a declared major. Please indicate below the Aims program toward which you want to have your previous coursework evaluated.

**Aims Degree or Certificate:**

- Associate of Arts, Liberal Arts
- Associate of Science, Liberal Arts
- Associate of Applied Science: \_\_\_\_\_  
Major (and Option, if applicable)
- Occupational Certificate: \_\_\_\_\_  
Major

Aims Catalog year used for requirements: \_\_\_\_\_ Aims Advisor: \_\_\_\_\_

Transferring from:	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](http://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.

Male  Female  
 DATE OF BIRTH – month, day, year \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
 AGE: \_\_\_\_\_ (If under 16, special permission for is required. Please contact the Admissions Office.)  
 American Indian  
 Black  
 Asian/Pacific Islander  
 Hispanic  
 White, Non-Hispanic  
 (Voluntary information to be used for Federal and State reporting)

When will you Start at Aims?  Fall  Spring  Summer  
 Year: 20 \_\_\_\_\_  
 Home Campus  Greeley  Ft. Lupton  Loveland  
 Have you registered with Selective Service? (Required by Federal law for males age 17 yrs 9 months to 26 yrs)  Yes  No  
 If no, state reason: \_\_\_\_\_

MAILING ADDRESS (Street, Apt # and/or PO Box) \_\_\_\_\_  
 \_\_\_\_\_  
 CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_  
 COUNTY \_\_\_\_\_ SCHOOL DISTRICT (Where you reside) \_\_\_\_\_ E-MAIL ADDRESS \_\_\_\_\_  
 TELEPHONE: Evening (\_\_\_\_\_) \_\_\_\_\_ Day (\_\_\_\_\_) \_\_\_\_\_ Cell (\_\_\_\_\_) \_\_\_\_\_  
 PERMANENT ADDRESS (If Different From Above) \_\_\_\_\_  
 \_\_\_\_\_  
 CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

**While at Aims, which of the below best describes your program of study? (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): \_\_\_\_\_  
**If NOT declaring one of the above majors, please select one of the choices below (Check only one box, please.)**  
 Will transfer credit to another school but will NOT graduate from Aims  
 Will not graduate or transfer, but will take classes for personal interest only  
 Undecided or Unknown

**Highest education level completed:**  
 Did not graduate from High School  Grade \_\_\_\_\_  
 Currently in High School  High School Graduate  Received GED  Occupational Certificate  Associate Degree  Bachelors Degree  Masters or higher   
 Circle one: AA AS AAS AGS

**Prior Schools:**  
 Name of Current or last High School: \_\_\_\_\_ City & State: \_\_\_\_\_  
 Date graduated from High School (month/year) \_\_\_\_\_ Date earned GED: (month/year) \_\_\_\_\_  
 Prior College: \_\_\_\_\_ City & State: \_\_\_\_\_

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 R \_\_\_\_\_ N \_\_\_\_\_  
 Ina \_\_\_\_\_ New \_\_\_\_\_  
 LTA \_\_\_\_\_  
 Is LTA CE only? Y \_\_\_\_\_ N \_\_\_\_\_  
 Prev. App. Date: \_\_\_\_\_  
 Student Age "RU" Hold? \_\_\_\_\_  
 Ethnicity I \_\_\_\_\_ B \_\_\_\_\_ A \_\_\_\_\_ H \_\_\_\_\_ W \_\_\_\_\_  
 ExpTerm \_\_\_\_\_  
 Campus: G F L \_\_\_\_\_  
 Selective Service "RD" Hold? \_\_\_\_\_  
 AA \_\_\_\_\_  
 AS \_\_\_\_\_  
 AAS \_\_\_\_\_  
 CERT \_\_\_\_\_  
 TR, 0000  
 NONE, 0000  
 000000, 0000  
 Education Level LHS C09-C12 HS GED 1 AA AS AAS AGS 4 5  
 SOAHSCH  
 HS or GE  
 SOAPCOL

**Are you claiming to be a Colorado Resident for tuition purposes?**

- NO If NO, what is your state of residence? \_\_\_\_\_ . You may skip the rest of this section.
- YES If YES, you **must answer ALL** of the following questions. Failure to answer a question will result in your being classified as **Out-of-State** for tuition purposes. You may answer "No" or "None", but **do not leave any question blank**. If a question is not applicable, answer "NA", but please also include an explanation, either on this application or on an additional sheet. The college may request supporting documentation at any time. If not provided or inconsistent with answers supplied, residency may be changed to Out-of-State and higher tuition assessed retroactively.

**Please select one of the following 5 choices, and proceed accordingly:**

- Under age 22 and unmarried (Use column A, below)
- 22 and unmarried (Use both columns A & B, below)
- 23 or older (Use column B)
- Married and under 23; marriage date \_\_\_\_\_ (If married at least 1 year ago, use column B; if not, use both A & B)
- Emancipated (Use column B & attach Proof of Emancipation)

*Reminder: If claiming In-State Residency, you MUST answer ALL of the questions below. Answer either Column A or B, according to directions above.*

Dates of continuous physical presence in Colorado

**Column A** Answers apply to my:

- Parent  
 Legal Guardian (court-appointed)  
 (Provide proof of guardianship)

**Column B** Answers apply to:

- ME (the student)**  
 (Reminder: If emancipated, must provide proof of emancipation)

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_\_  
 Month Day Year Month Day Year

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_\_  
 Month Day Year Month Day Year

Dates of any extended absence from Colorado in past 12 months (More than 1 month)

\_\_\_\_\_/\_\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_\_  
 Month Year Month Year

\_\_\_\_\_/\_\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_\_  
 Month Year Month Year

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  
 Check here if unemployed \_\_\_\_\_

Employer: \_\_\_\_\_  
 State: \_\_\_\_/\_\_\_\_/\_\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_\_  
 Month Year Month Year

Employer: \_\_\_\_\_  
 State: \_\_\_\_/\_\_\_\_/\_\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_\_  
 Month Year Month Year

Date current Colorado Driver's License or ID was issued. Also, provide license or ID number

Month & Year: \_\_\_\_/\_\_\_\_\_  
 New  Renewal  # \_\_\_\_\_

Month & Year: \_\_\_\_/\_\_\_\_\_  
 New  Renewal  # \_\_\_\_\_

Last 3 years of Colorado Motor Vehicle Registration (Colorado License Plates/Tags Renewal)

2005  2006  2007

2005  2006  2007

Date of Colorado Voter Registration (mo/yr)

Month & Year: \_\_\_\_/\_\_\_\_

Month & Year: \_\_\_\_/\_\_\_\_

List dates of military service (if applicable)

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_\_  
 Month Day Year Month Day Year

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_\_  
 Month Day Year Month Day Year

Parent name \_\_\_\_\_

**Are you concerned about any of the following? (Check all that apply.)**

- Choosing a career  Adequate financial resources  Child care availability

Have either of your parents earned a 4-year degree?  Yes  No

I swear or affirm under penalty of perjury under the laws of the State of Colorado that (check one):

- I am a United States Citizen (**Documentation Required**)
- I am a Permanent Resident Alien (i.e. Immigration Status is "LPR" or "Green Card") (**Documentation Required**)
- \*  I am otherwise lawfully present in the U.S. (provide visa type or status): \_\_\_\_\_ (**Documentation Required**)
- I am not a US Citizen and have no lawful status with the US Citizenship & Immigration Service.

\* NOTE: If you are here on any type of visa, you must apply through the International Student Office at the Greeley campus.

I certify, under penalty of perjury, that the information I have provided on this form is true and complete without evasion or misrepresentation. I understand that if found otherwise, it is sufficient cause for delay of admission, loss of credit, rejection, or dismissal. If asked by an authorized official, I agree to provide proof of the information I have provided.

\_\_\_\_\_  
 Student Signature

\_\_\_\_\_  
 Date

**If the student is under 18 years of age at the time this application is signed, the student's parent or court-appointed guardian must also sign the application, certifying:**

1. Aims Community College may assess, advise, and enroll my student, and may issue and permanently record earned grades,
2. Aims Community College may hold me liable for tuition, fees, and any other charges accrued by my student, and
3. Aims Community College may hold me responsible for my student's behavior according to college code.

\_\_\_\_\_  
 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.

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In-District  
(1)

Out-District  
(2)

Out-State  
(3)

SGAUSDF  
 Element 1  
 3 4 6

Element 4: Y N

Citizen  
 Y  
 PR  
 OT  
 NS

"RV" Hold?

"RH" Lawful  
 Presence Hold?