

**A College Serving
North-Central Colorado**

(Effective Fall Quarter, 2003)

Established 1967

**Aims Community College
Mission Statement**

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

Aims
Community College
www.aims.edu

Greeley Campus

5401 W. 20th Street

P.O. Box 69

Greeley, Colorado 80632

970.330.8008

1.800.301.5388

FAX 970.339.6664

TTY 970.339.6388

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

Fort Lupton Campus

260 College Avenue

Fort Lupton, Colorado 80621

303.857.4022

Greeley 970.330.8008

FAX 970.352.5443

TTY 303.857.4022

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

Loveland Campus

104 E. Fourth Street

Loveland, Colorado 80537

970.667.4611

Greeley 970.330.8008

Metro 303.447.9092

FAX 970.635.9022

TTY 970.667.2387

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

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

***Aims
Community
College
2003-2004
Catalog***



A letter from the President...

Welcome to Aims Community College...

Congratulations on your decision to make Aims Community College a part of your future. While I would like to visit with each of you to tell you how Aims has enriched thousands of lives, a personal visit is not possible.

Instead, I urge you to utilize this resource information. It contains valuable data about what is expected of you as a student as well as advice about your personal course of study.

For those who have just finished high school recently, your stay with us will be a time to grow, to learn, to have fun and to meet new friends. For those of you coming back to school after some period, I applaud your dedication and determination. I hope you too, have fun, meet new friends and enjoy the investments of your commitment.

Finally, a commitment from me to you: our instructors and staff are behind you 100 percent. That's why we say, "If you want to succeed, we won't let you fail."

Welcome to Aims Community College and enjoy your stay.

Dr. Marilyn "Marsi" Liddell

A handwritten signature in black ink that reads "Marsi Liddell". The signature is written in a cursive, flowing style.

President

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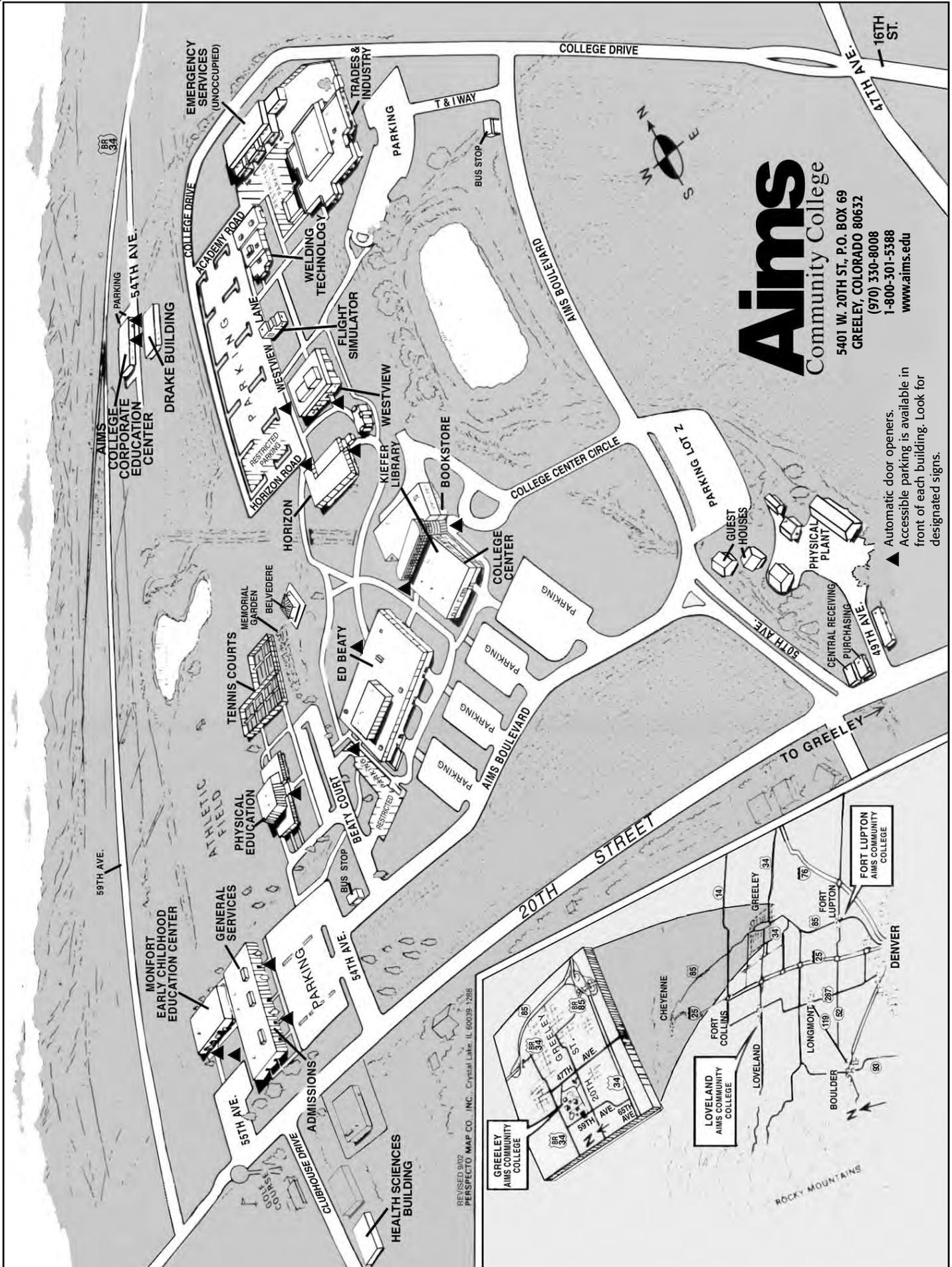
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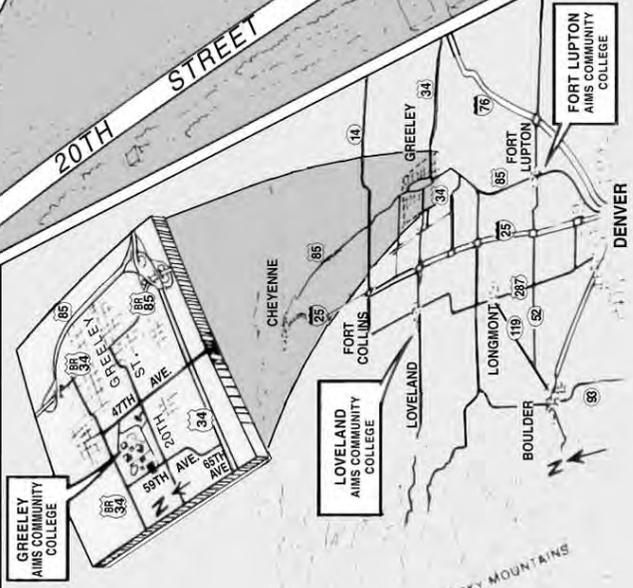


Aims Community College

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

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

REVISED 9/02
 PERSPECTO MAP CO., INC. Crystal Lake, IL 60098-1288



SUMMER QUARTER 2003

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

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

FALL QUARTER 2003
(50 DAYS, 2 EVALUATION DAYS)

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

WINTER QUARTER 2004
(50 DAYS, 2 EVALUATION DAYS)

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

SPRING QUARTER 2004
(50 DAYS, 2 EVALUATION DAYS)

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



**Academic
Calendar
2003-2004**

SUMMER QUARTER 2004**(4-DAY WEEK, 32 DAYS, 80 MINUTE PERIODS, 2 EVALUATION DAYS)**

Monday, May 24, 2004Returning Student Registration for both Summer & Fall Begins
 Tuesday, June 1, 2004Open Registration for Summer and Fall Quarters Begins
 Monday-Thursday June 14-August 26, 20044-Day Work/Class Week Schedule
 (college closed Friday, Saturday, Sunday)

Monday, June 21, 2004Classes Begin

Monday, July 5, 2004Fourth of July Holiday observed (college closed)

Monday, August 16, 2004Last Day of Classes

Tuesday-Wednesday, August 17-18, 2004Evaluation Days

FALL QUARTER 2004**(50 DAYS, 2 EVALUATION DAYS)**

Monday, May 24, 2004Returning Student Registration Begins

Tuesday, June 1, 2004Open Registration Begins

Monday, September 6, 2004Labor Day (College closed)

Monday, September 13, 2004Faculty Return, General Staff Meeting
 (offices closed to public)**Wednesday, September 22, 2004Classes Begin**Friday, November 12, 2004Professional Development Day
 (no daytime classes on the Greeley campus)

Wednesday, November 24, 2004College Open - No Classes

Thursday-Friday, November 25-26, 2004Thanksgiving Holiday (college closed)

Monday, December 6, 2004Classes End

Tuesday-Wednesday, December 7-8, 2004Evaluation Days

Thursday, December 9, 2004Tentative Summer/Fall Graduation
 (7 p.m.)/End of Quarter

Monday-Friday, December 20-24, 2004Christmas Holiday (college closed)

WINTER QUARTER 2005**(50 DAYS, 2 EVALUATION DAYS)**

Monday, November 15, 2004Returning Student Registration Begins

Monday, November 22, 2004Open Registration Begins

Monday-Thursday, December 27-30, 2004College Open - No Classes

Friday, December 31, 2004New Year's Holiday observed (college closed)

Monday, January 3, 2005Faculty Return

Tuesday, January 4, 2005Classes Begin

Monday, Jan. 17, 2005Martin Luther King Holiday (college closed)

Tuesday, March 15, 2005Classes End

Wednesday-Thursday, March 16-17, 2005Evaluation Days

Monday-Friday, March 21-25, 2005Spring Break

Friday, March 25, 2005Water Festival Day

SPRING QUARTER 2005**(50 DAYS, 2 EVALUATION DAYS)**

Monday, February 21, 2005Returning Student Registration Begins

Monday, February 28, 2005Open Registration Begins

Monday, March 28, 2005College Open - No Classes

Tuesday, March 29, 2005Classes Begin

Friday, April 22, 2005College Closed to Public - Professional Development Day

Monday, May 30, 2005Memorial Day (college closed)

Wednesday, June 8, 2005Classes End

Thursday-Friday, June 9-10, 2005Evaluation Days

Saturday, June 11, 2005Tentative Winter/Spring Graduation
 (10 a.m.)/End of Quarter

Academic Calendar 2004-2005

The 2004-2005 calendar is
subject to change depending on
the timetable for the quarter to
semester conversion.

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NOTE: The A.A. (Associate of Arts), A.S. (Associate of Science), and A.G.S. (Associate of General Studies) degrees carry a major of Liberal Arts. A student can earn an A.A., A.S., or A.G.S., degree by completing the college's general education and elective requirements. Some programs allow the student to further refine the Liberal Arts field of study by completing a directed area of study as shown in the Index, however; only the major of Liberal Arts will appear on the diploma and official record/transcript. The directed area of study is not recorded. 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 is recorded on the diploma and official record/transcript. Specific programs are listed in the index.

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Upholstery	63	UNIX	82	Extended Practical Nursing	105
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Yearyr
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HISTORY

In the summer of 1966, a citizen's committee representing all of Weld County's school districts recommended the formation of a junior college district. In January of 1967, voters of the district overwhelmingly approved the establishment of Aims Community College. Two months later a governing board was elected and it, in turn, selected Dr. Ed Beaty as the college's first president.

Enrollment has expanded over the past thirty-six years from 900 students in the fall 1967 to 14,000 credit students annually in 2003.

AIMS MISSION STATEMENT

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

EXTENDED MISSION STATEMENT

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

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

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

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

Aims Community College recognizes the rapid pace of technological, social, and economic change that characterizes today's world. The College strives to be a dynamic and innovative organization where change is embraced and creativity is celebrated.

Aims Community College is a leading source

for career education and workforce development. Thus, the College provides opportunities both to gain necessary skills for employment and to upgrade abilities needed for career advancement.

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

PURPOSES

Aims Community College was established in accordance with the laws of Colorado as a post-secondary educational institution whose purposes are to provide:

1. General educational offerings designed to prepare students to make intelligent choices in all aspects of life, integrating skills, knowledge, and values to promote personal and community growth;
2. College parallel courses preparing students to transfer to four-year colleges or universities;
3. 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.

(Tuition and fees subject to change after August 1, 2003. Consult quarterly schedule.)

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

Number of Credit hours	Tuition and Fees Rate Per Credit Hour		
	*In-District	Out-of-District	Out-of-State
1-15 credit hrs	\$31.50	\$54.00	\$161.00
for each credit hour over 15	\$24.15	\$41.00	\$151.00
STUDENT FEE: \$3.00 PER CREDIT HOUR THROUGH 15 CREDIT HOURS FOR ALL STUDENTS (MAXIMUM OF \$45.00 PER STUDENT). THIS FEE INCLUDES INSURANCE. TECHNOLOGY FEE: \$5.00 PER CREDIT HOUR THROUGH 15 CREDIT HOURS (MAX \$75.00) MATRICULATION FEE: \$10.00 PER TERM, REGARDLESS OF THE NUMBER OF ENROLLED CREDIT HOURS.			

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



**Aims
Overview**

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

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

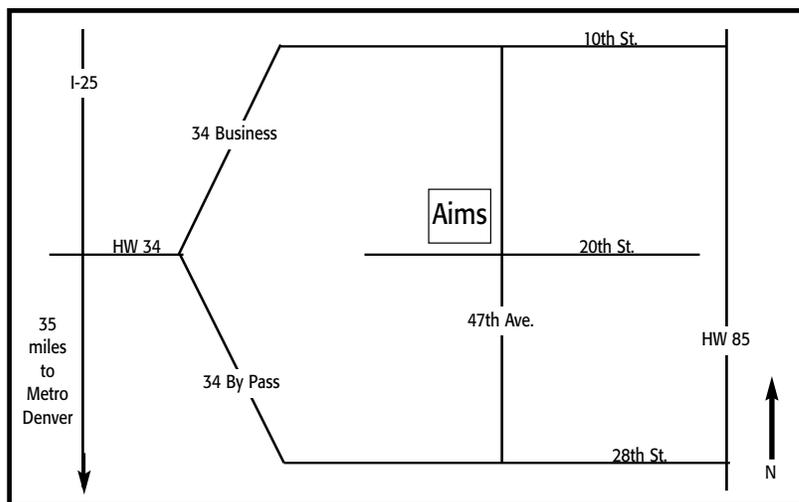
For a comprehensive look of the campus, refer to the map at the beginning of the catalog.

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



Program Offerings	Greeley	Fort Lupton	Loveland
A.A. degree state general education guarantee transfer curriculum	X	X	X
A.A. degree electives	X	L	L
A.S. degree state general education guaranteed transfer curriculum	X	L	L
A.S. degree electives	X	L	L
A.A.S. degree	X	L	L
Career and technical education certificates	X	L	L
College Preparation (Basic Skills, ESL, GED)	X	X	X
Enrichment courses (Personal Interest)	X	X	X
Customized training	X	X	X

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



Map not to scale

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

Greeley Campus

FORT LUPTON CAMPUS

Location:

260 College Avenue
Fort Lupton, CO 80621

Telephone: 303.857.4022

Greeley - 940.330.8008

FAX - 970.352.5443

TTY: 303.857.4022

Chief Campus Officer:

Dr. Douglas D. Smith

Student Services:

Mary Tucker, Ext. 4303

Coordinator of Services:

Bev Koppes, Ext. 4316



The Aims Community College Fort Lupton Campus was opened in September of 1984. This facility serves the community and educational needs in the southern Weld County and northern Adams County regions. Situated one and one half miles east of downtown Fort Lupton, the passive solar design building has an array of ultra-sophisticated teaching facilities spread over 27,000 square feet.

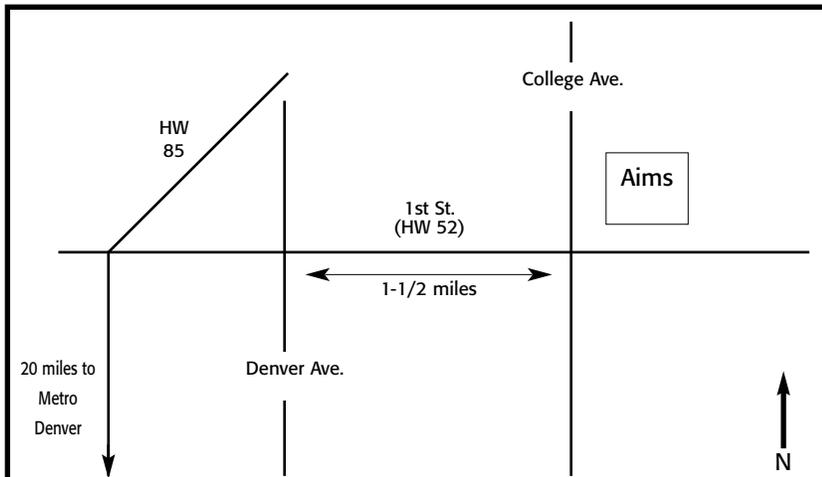
With advising and good planning, students can complete an Associate of Arts degree or Associate of Applied Science in Business Technology on the Fort Lupton Campus. Travel to the Greeley campus may be necessary to complete higher-level science and math classes or career and technical education programs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

public is available for credit or non-credit in a seminar or workshop format on campus or on-site.

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

A Learning Resource Center equipped with personal computers is available to assist students with coursework and access to the internet. During each quarter, the lab has day, evening, and Saturday hours.

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



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

Fort Lupton Campus

**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**Chief Campus Officer:**

Les Race

Student Services:

Charlotte Hardgrave, Ext. 3312

Coordinator of Services:

Sandy Reynolds, Ext. 3336

Executive Assistant:

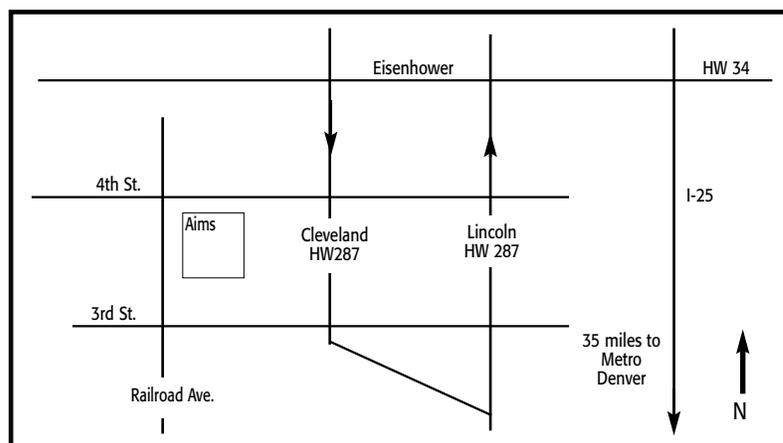
Tobi Hunter, Ext. 3308

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

With advising and proper planning, students can complete an Associate of Arts degree, an Associate of Applied Science in Business Technology, or a Business certificate on the Loveland Campus. Many of the classes needed to

complete an Associate of Science degree are offered on the Loveland Campus with students traveling to the Greeley Campus to complete the higher-level science courses. In addition, customized training for business and industry as well as non-credit seminars and workshops of interest to businesses and the general community are available.

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



Map not to scale

104 E. Fourth Street • Loveland, Colorado 80537

970.667.4611

**Loveland
Campus**

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

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

WHY PEOPLE ATTEND A COMMUNITY COLLEGE, SUCH AS AIMS

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

UNDERSTANDING COMMUNITY COLLEGE TERMS

Advisor:

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

Advisory Committee:

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

Assessment:

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



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

The degree designation for programs designed to lead to employment.

Associate of Arts, (A.A.):

General degree granted by Colorado Commission on Higher Education.

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

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

Associate of Science, (A.S.):

General degree granted by Colorado Commission on Higher Education.

Bachelor's Degree:

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

Career and Technical Education.:

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

Certificate:

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

Class Schedule:

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

Clock hour:

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

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

College Prep Courses:

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

Credit Course:

Courses for which credit units are granted.

Credit:

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

Directed area of study:

A designation that allows a student to focus the choice of courses to a possible major at a university upon transferring.

Electives:

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

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 Associates 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 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.

Quarter Term:

A 10 week academic term. quarter credits is credit earned from a quarter system. One (1) quarter credit hour equals .75 semester credit hour. Courses in this catalog are indicated in quarter terms and total hours of instruction.

Remedial Courses:

See "College Prep Courses"

Semester Term:

A 15 week academic term. Semester credit is credit earned from a semester system. One (1) semester credit hour equals 1.5 quarter credit hours. Courses at Aims Community College are indicated in quarter terms.

State Guaranteed Transfer Courses**General Education:**

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

Transcript:

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

Upper Division:

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

UNDERSTANDING THE DIFFERENCES BETWEEN A COMMUNITY COLLEGE AND A UNIVERSITY

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

INDEPENDENT STUDY COURSES

Some courses are offered on an independent study basis. This format provides an opportunity for the student to study intensively a specific topic under the direction of a faculty member. Prerequisites may be required. Credits available vary with each division. These courses may be repeated at different levels of proficiency. Also, the number of independent study credits taken per quarter may be limited. Contact personnel in the division office offering the course regarding divisional requirements and to register for the independent study. This information is applicable also to practicums listed in the Communications, Humanities, and Business Division.

INDIVIDUALIZED COURSES

Some classes are offered on an individual basis. These courses generally are available throughout the academic year. The format requires no class attendance, allows flexible entry times, and permits the student to proceed at his or her own pace. Help is available on request. Consult the course description and the department offering the course for specific information regarding divisional requirements and how to register for the individualized class.

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. 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, Jerry Jones, General Services Building, room 201, or at **970.330.8008**, ext. 6887, 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 except in designated areas.

DRUG FREE WORKPLACE

Aims Community College is a drug-free workplace.

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



General Information

and Communities Act Amendment of 1989 (PL 101-226) which requires institutions of higher education to implement a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by their students and employees on school premises or as part of any school activity.

This law, in addition to the Drug Free Workplace Act (PL 100-690, 5151-5160), which requires applicants for federally funded grants and contracts to certify that they will institute affirmative steps to prohibit the unlawful manufacture, distribution, possession, and use of controlled substances in the workplace, establishes the foundation on which Aims Community College has established its drug and alcohol policy.

II. Standard of Conduct

Aims Community College complies with both the Drug-Free Schools and Communities Act and the Drug Free Workplace Act. In compliance with these Acts all students and employees are prohibited from the unlawful manufacturing, possession, use or distribution of illicit drugs and alcohol on any of the Aims' campuses or at any Aims sponsored activity.

III. Legal Sanctions

Students and employees are reminded that local, state, and federal laws provide for a variety of legal sanctions and penalties for the unlawful manufacturing, possession, or distribution of illicit drugs and alcohol. These sanctions include but are not limited to incarceration and monetary fines.

The Federal Controlled Substances Act specifies penalties, for a first offense individual involved in the unlawful manufacturing, distribution, or possession with intent to distribute narcotics, of not less than 10 years or more than life imprisonment and a fine up to 4 million dollars, or both. The penalty for simple possession, knowingly or intentionally possessing a controlled substance, is imprisonment up to one year and a minimum fine of \$1,000, or both. Penalties for unlawful distribution of a controlled substance to a person under twenty-one (21) years of age is imprisonment or a fine, or both, up to twice that established for distribution offenses.

The Colorado Criminal Code relating to controlled substances (Title 18, Article 18) establishes penalties for the unlawful distribution, manufacturing, dispensing, sale, or possession of a controlled substance ranging from six months imprisonment or \$500 fine, or both, to 16 years imprisonment and/or \$750,000 in fines, depending on the classification of substance. Penalties under the

Colorado Beer Code (Title 12, Article 47) relating to unlawful manufacturing, distribution, and possession of alcoholic beverages range up to one year imprisonment and/or up to \$5,000 in fines, or both.

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

IV. College Sanctions

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

V. Health Risks

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

VI. Counseling and Referral Sources

ON CAMPUS

- A. Student Success Center -
970.330.8008 ext. 6251
- B. Human Resources Office -
970.330.8008 ext. 6434

OFF CAMPUS

- A. Weld Information and Referral Service (WIRS) 970.352.9477
- B. Weld Mental Health Center - 970.353.3686
- C. Island Grove Regional Treatment Center
 - 1. Detox - 970.356.6664
 - 2. Outpatient - 970.351.6678
- D. Alcoholics Anonymous -
970.351.0240 (Greeley)
970.669.9989 (Loveland)
- E. Narcotics Anonymous - 970.353.6324
- F. Larimer County Mental Health Center -
970.679.4465 (after hours 970.667.3752)
- G. Drug Rap Line - 970.352.3784
- H. Salud Clinic - .303.857.2771 (Fort Lupton)

COLORADO

- 1.303.320.8333
Alcohol and Drug Abuse, Department of Health

NATIONAL HOTLINES

- 1.800.COCAINE
- 1.800.662-HELP
- Directs callers to cocaine abuse treatment center
- 1.800.SAY.NO.TO
- National Clearinghouse for Alcohol and Drug Information

Information on ordinances/statutes, health risks, and referral sources will be maintained in the Office of the Vice President of Enrollment Management in the College Center, the Human Resources Office, in the General Services building, and Student Success Center, also located in the General Services Building.

CONSUMER INFORMATION

Public Information Office 970.330.8008, ext. 6202.

CAMPUS SAFETY ACT REPORT

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

Following is the statistical report for crime on the campuses of Aims Community College for 1998. The Crime Rate is derived by dividing the number of incident reports by total number of FTE (Full-Time Equivalent) students and employees for the same calendar period.

Crime Category	Number of Incidents 2002	Crime Rate 2002
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	1 0.	0002

CATALOG CHANGES

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

BOOKSTORE

The Aims College Bookstore, located in the College Center Building, is an institutionally owned facility operated for the convenience of the students of the College. Students may purchase textbooks, supplies, soft goods, and computer software during posted hours.

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

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

BUS SERVICE

The City of Greeley has a bus system which includes two routes that provide service to Aims Community College. Riders can also transfer to Aims campus routes from other routes which serve the city. Quarterly bus passes can be purchased at the Cashier's office or at the Student Life office.

CENTER FOR PROFESSIONAL DEVELOPMENT

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

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

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

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

MONFORT EARLY CHILDHOOD EDUCATION CENTER

The Monfort Early Childhood Education Center, located on the Greeley Campus, offers a developmentally appropriate program for children, ages 6 weeks to 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 from 7:30 a.m. to 5:30 p.m. Monday through Friday. Full day, half day up to 5 hours, and morning preschool hours are available. The Center serves children of Aims students, faculty, and staff. Limited spaces are offered to the community.

The Monfort Early Childhood Education Center also serves as a laboratory school for students in the Early Childhood Professions Program. Student teachers work side by side with the lead teachers and their Early Childhood instructors in the center classrooms.

Enrollment is open and available as space permits for each classroom. Registration forms are available at the Center. Payment of the registration fee and completion of all registration forms assures a child's placement in the center. Child's attendance must be scheduled in advance. Fees are assessed by the quarter and are payable weekly, monthly, or quarterly. Sliding fee scale is available to Aims students thanks to the Aims Foundation.

FOOD SERVICE

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

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

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

A catering service is offered to those having meetings on campus and off campus. The primary users are on the Greeley Campus, however, arrangements can be made to service the Loveland and Fort Lupton Campuses if desired. A catering menu can be obtained by calling extension 6302.

A variety of food vending machines are available at various locations on all campuses. Each location has a contact person in the event a machine malfunctions. If there is a problem or the contact person cannot be reached, call extension 6450 (Greeley Campus) for assistance.

STUDENT ACCIDENT INSURANCE

The mandatory Student Accident Insurance Coverage, paid by student fees, is administered in the Student Life Office. A student must file an Accident/Incident Report within 24 hours following an accident/incident. All medical bills resulting from an accident/incident must be presented by the student to the Student Life Office in the College Center for processing of insurance claims.

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

HOUSING

Since the College does not provide student housing, it is the student's responsibility to make arrangements for his or her living quarters. It is recommended that these arrangements be made prior to the beginning of the quarter for which the student intends to enroll. It should be noted that most parties who have facilities to rent to college students will require a security deposit when the final arrangements are made.

Students who attend Aims Community College have chosen to live in a variety of facilities. Many students commute daily from their family residences in the area. Others have rented private apartments available in the city of Greeley. Apartment guides are available in the Student Life Office in the College Center.

LEARNING RESOURCES

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

GREELEY CAMPUS LEARNING LAB

This center is multipurpose in its approaches to academic support for all students and faculty. Posted hours include weekdays, evenings, and weekends.

Services includes:

*Macintosh and PC Computers

*Independent study courses for credit

*Tutorial software, videos, and audiocassettes

*Word processing – Mac and PC Formats

*Open lab for PC-based computer classes

*Broad-based support for CIS, ENG, ESL, GED, MAT, and REA classes

*Internet and Aims Library access

Labs: (Horizon Hall 301, ext. 6541; Horizon Hall 302, ext. 6715; Ft. Lupton Campus, 970.353.4664; and Loveland Campus, 970.667.4611, ext. 3304)

LIBRARY

The Jerry A. Kiefer Library, located on the second floor of the College Center, provides Aims students with an array of resources. Public access catalogs (PACs) furnish students with the catalog of print and electronic books and audio and video materials housed in the Library as well as the library catalogs for Colorado public, academic, school, and special libraries.

The Library stores selected bound periodicals, and microform editions of periodicals. Current issues of over 230 periodical titles are available in hard copy, and more than 3000 titles are available in full-text, graphics, and PDF formats. Books and articles not owned or licensed by the Library are provided to students through interlibrary loan at the Library or through the Library Home Page (<http://tlc.aims.edu>)

The Home Page provides access to periodical and reference databases for students and faculty on campus. Remote access to electronic databases is available for all Aims students and employees through Web Services or the Aims homepage at <http://www.aims.edu>. The web site contains library policies and professionally reviewed WWW pages related to courses taught at Aims. When they are not in the Library, students can email reference questions from the Research

Assistance Page (<http://www.aims.edu/VP/Library/assist.htm>). From that Web page, students can link to selected sites for assistance in grammar, source evaluation techniques, online college and university writing centers, MLA and APA style documentations, and other helpful references.

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

Users may check out reserve materials assigned by their instructors at the Circulation Desk or through electronic reserves located on the Library home page. Call 970.330.8008, ext. 6227 for further information.

Library hours appear quarterly in the front part of the Class Schedule. Useful phone numbers: extension 6227 for inquiries about renewals, questions about overdue or reserve materials or extension 6569 for reference questions.

SUPPLEMENTAL SERVICES

One-to-one Tutoring

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

Drop-in Tutoring

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

For further information, visit Greeley Horizon Hall 308 or call 970.330.8008, ext. 6267 TTY 970.339.6388; Ft. Lupton Campus 970.352.4664; and Loveland Campus 105.2, 970.667.4611, ext 3313 (TTY 970.667.2387)

As mandated by Section 504 of the Rehabilitation act of 1973, and the Americans with Disabilities Act of 1990, accommodations and services for students with disabilities include, but are not limited to:

- Adaptive equipment
- Sign language interpreters
- Notetaking paper
- Quiet testing
- Readers
- Writers

Any student with a disability requesting accommodations must contact Supplemental Services by the Returning Student Registration deadline for each upcoming quarter. A student needs a completed and signed Advising

Registration Form plus a completed Request For Accommodations form to ensure accommodations are available on the first day of classes.

WRITING CENTER

Horizon Hall, Room 314

The writing resource center and computer lab is a walk-in lab that is available to any Aims student free of charge. The Writing Center is equipped with 10 Windows-based computers on which students may complete their writing assignment or other course work. Free Internet access to the World Wide Web and to the Aims library resources provided to all Aims students.

The Writing Center staff members are trained English teachers who provide one-on-one assistance with composition. A number of resources are available to students, including grammar software, writing handouts, instructional CD-ROMS and reference materials. Students receive assistance with computers, software, or their writing assignments.

FT. LUPTON CAMPUS AND LOVELAND CAMPUS

Learning Resource Center – Loveland/Ft. Lupton Campuses

The Learning Resource Lab on the Fort Lupton Campus and the Thomas M. McKee Learning Resource Center on the Loveland Campus contain standard reference materials, such as dictionaries and thesauruses for immediate on-site needs. Additional reference materials, such as world and U.S. atlases, almanacs, encyclopedias, and a book of familiar quotations are available in electronic format.

The Jerry A. Kiefer Library of Aims Community College home page (<http://tlc.aims.edu>) is fully accessible in the Resource Center, on all Web accessible campus computers, and remotely through the use of the Web Services username and password. Access to the Internet and to computers, videos, and other supplemental resources, and assistance to students with coursework are also available within the Learning Resource Center at Ft. Lupton and Loveland. Fort Lupton and Loveland students receive books and periodical articles through a cooperative agreement between Greeley, Fort Lupton, and Loveland campuses.

Visit the Resource Center/Lab director or call Fort Lupton, extension 4318; Loveland, extension 3304 for details. See the description above, for the resources available through the Library home page.

General Information, cont.

Additional resources are available at the Fort Lupton Public and School Library located at 425 S. Denver Avenue. Call 303.357.7180 for hours and other information regarding the Ft. Lupton Public and School Library. In Loveland, additional resources are available at the Loveland Public Library located in downtown Loveland at 300 North Adams. Call 970.962.2665 for hours and other information regarding the Loveland Public Library.

TELELEARNING AND MEDIA SERVICES

Telelearning and Media Services provides support to Aims Community College faculty, students and staff in the design, development, and production of informational and instructional materials for distribution via television, videotape, audiotape, and computer-based or multimedia formats. Telelearning and Media Services also provides academic and institutional support in graphics, photography, audio, public address, distance learning, educational technology, and interactive instruction.

This award-winning department is dedicated to the highest standards of service to the academic community and has gained recognition at local, state, regional and national levels.

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

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

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

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

Audio production is done in a digital multi track audio recording/production studio which includes both sound effects and production music libraries. Original narration, sound tracks, and audio for multimedia programs are produced in this facility. On-location audio taping, such as guest lectures, and both high-speed and real-time audio and CD duplication services are also available.

Telelearning and Media Services can deliver real-time, interactive teleclasses to all three campuses and design and produce original, interactive computer-based instructional and promotional materials. Computer-based instructional services include scripting, flowcharting, storyboarding, screen design and creation, including animations and interactive programming. Computer graphics and multimedia presentations are also produced in-house, including CD, DVD, and CD ROM production and duplication.

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

The Television Distribution Center includes a twelve channel closed-circuit television distribution system which feeds nearly 100% of the main campus classrooms with a tape library of over 2,000 volumes. Satellite reception is provided and off-air taping and teleconferences, and cable access is available. Programs are also prepared and broadcast on local cable and microwave TV systems. This area also coordinates videotape purchases for the college.

PARKING

Vehicular parking is available on campus in designated lots. Parking regulations are enforced by the Department of Public Safety.

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



COMMUNITY INTEREST PROGRAMS

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

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

COLLEGE PREPARATION

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

FAMILY & LIFE EDUCATION

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

- 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.
- Professional Education - Courses for teachers and other professionals to refuel and enhance classroom instruction. Some courses apply toward re-licensure. Topics may include state general education

guaranteed transfer content, classroom management leadership, human potential, wellness, problem-solving, safety, cultural sensitivity and field-trip opportunities.

- Early Childhood Education - Certificate and degree programs for individuals seeking a career working with young children.

FOREIGN LANGUAGES

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

INTENSIVE ENGLISH PROGRAM

The Intensive English Program consists of three fifteen-week sessions. The length of study depends on the student's English skill level/ability. By the end of the three fifteen-week sessions the students should be proficient enough in English to advance to college credit classes. The curriculum will include grammar, reading/writing, oral communication/listening and a TOEFL prep class. Classes will be held 6 hours per day Monday through Thursday, with optional field trips or time with instructors on Fridays. For more information, please call **970.330.8008**, ext. 6675 or 6533, or e-mail ahendric@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, **970.330.8008**, ext. 6675 for additional information.

MUSIC EDUCATION

Jazz/Contemporary Ensemble: This instrumental musical ensemble is open to Aims Community College students and the northern



Special Instructional Programs

Special Instructional Programs, cont.

Colorado community. An audition for placement in the ensemble is required. Performance opportunities will be offered on a regular basis. Contact person: June Schock, Chair of Music, **970.330.8008**, ext. 6357.

Concert Chorale - MUS 151: This vocal musical ensemble is open to Aims Community College students and the northern Colorado community. No audition is required. Performance opportunities will be offered on a regular basis. Director: James Margetts. Contact person: June Schock, Chair of Music, **970.330.8008**, ext. 6357.

REAL ESTATE EDUCATION

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

CREDITS

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

SENIOR/ADULT EDUCATION

The Senior Education Program presents stimulating opportunities for the mature adult population to enhance their quality of life through the philosophy of Lifelong Learning. The Program is committed to the furtherance of the intellectual, social, and physical wellness of the participants.

Exciting courses held on the Aims Campus and at convenient off-campus locations in Greeley and throughout Weld County. Please call **970.330.8008**, ext. 6578.

SOCIAL SCIENCES EDUCATION

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

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

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

A program that presents lifelong learning opportunities for mature adults.

Continuing Education:

Offers customized training, workshops, and seminars for business, industry, and the non-profit sector.

College for Kids:

A program that provides learning opportunities in a college environment for students in grades 1 through 12.

English as a Second Language:

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

Intensive English:

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

General Education Development (GED):

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

Developmental/Remedial Education:

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

Tech Prep:

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

Advanced Studies:

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

High School Diploma:

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

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

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

ADVANCED STUDIES

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

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 41 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, extension 6444.

AIMS/FRANKLIN UNIVERSITY ALLIANCE

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

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

For a complete listing of required classes for each major go to www.alliance.franklin.edu and follow the prompts to Aims Community College.

For more information, contact Alan Hendrickson, extension 6675. (Please see Continuing Education for further information.)

NONTRADITIONAL TRANSITION OPPORTUNITIES

HIGH SCHOOL DIPLOMA PROGRAM

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



Transition Opportunities

AIMS FOUNDATION

Location:

General Services Building, Room 217

Telephone: 970.330.8008, Ext. 6846

Executive Director

Lynda M. Nielson

Executive Assistant:

Tobi Vegter, Ext. 6846

Assistant Program Coordinator:

Peg Mullaney, Ext. 6939

Financial Services Department:

Linda Archibeque, Ext. 6433

Aims College Foundation is entering the 2003-2004 school year with some new support for Aims students and programs. Among this support are new scholarships and allocations for technology and small grants.

The John Paul Richard Memorial/Newco Inc. endowment will offer a \$750 scholarship to a student seeking a Business degree. The Winograd Nursing Fund Scholarship will offer two \$1,000 scholarships to students seeking a hands-on career in nursing. Hach Scientific Foundation will be offering three full chemistry scholarship through the Chemistry Department.

The Aims Foundation launched its first major gifts campaign, *Reach for a New Day*, in 1999. The three-year campaign raised \$6.6 million with \$3.6 million in awarded grants. As the campaign enters into its last phase the goal remains the same, to support Aims College and Aims students in the area of scholarships, technology and areas of greatest need. Upon receiving a Title V grant for student retention, a

\$250,000 endowment opportunity came to the Foundation. For every dollar donated to the Aims Foundation in the next three years, the government will match it dollar for dollar.

The distribution of campaign technology funds began in 2002, with the awarding of \$71,000 to three department programs: the Math/Sciences Radiology Department; the Communications, Humanities and Business Department for a Digital Convergence Lab; and the Accounting, Business Technology, CIS, and Marketing's Third Annual Aims Business meet.

The Small Grants Committee awarded grants to the Beta Kappa Lambda chapter for their new member orientation, the Medical Office Technology program for their HOSA annual Health Fair and the Aims Art Committee for an upcoming art exhibit

The campaign also has resulted in the completion of the second Thai House on the Greeley campus and the Harold S. Winograd Center for Innovative Learning located in the Aims College Corporate Education Center.

Aims employees, area residents, businesses and Colorado foundations have been generous in their support of Aims Community College and of Aims students. The *Reach for a New Day* Campaign will continue to seek funds for the Title V endowment, scholarships, technology and areas of greatest need. To receive student scholarship information call **970.330.8008**, ext. 6939. If you would like to invest in Aims Community College and the future of Aims students contact the Aims Foundation **970.330.8008**, ext. 6583 or 6846.

FOUNDATION BOARD



Barb Slobojan, President
Aims Foundation

- Kris Pickett, Vice President
- Carol Hoglund, Treasurer/Secretary
- Denise Bretting
- Nicki Elsberry
- Dr. Bryan Ericson
- Bill Garcia
- Dr. J. Angel Gomez
- George Hall
- Brian Larson
- John D. Reimers
- Al Sharon
- Ruth Slomer
- Dorothy Stewart

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."



**Aims
Foundation**

STUDENT FINANCIAL ASSISTANCE**Location:**

General Services Building

Telephone: 970.330.8008, Ext. 6548**Director:**

Lynne Suppes

Aims Community College administers numerous federal, state, and institutional programs designed to assist **undergraduate** students in meeting their educational costs. Applications and information concerning financial aid programs are available in Student Financial Assistance (General Services Building) and the Fort Lupton Campus and Loveland Campus.

APPLICATION PROCEDURES

Most financial aid is awarded to students on the basis of eligibility. To determine eligibility in a consistent manner, federal and state regulations require financial aid applicants to complete the Free Application for Federal Student Aid (FAFSA). Applications and information about financial aid may be obtained from high school guidance counselors and/or Student Financial Assistance at Aims Community College.

All aid applicants must have the following:

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

Additional items may be required to complete application processing.

Applications for financial assistance are considered **after** applicants have complied with the admissions and assessment procedures listed in this catalog. The following dates are the deadlines for submitting applications for guaranteed processing:

Fall Quarter April 15

Winter Quarter October 15

Spring and Summer* Quarter .. January 15

*In addition to filing the FAFSA, students interested in financial aid for Summer Quarter must complete the Supplemental Summer Financial Aid Application available from Aims Community College Student Financial Assistance beginning the first week of Spring Quarter.

Students are encouraged to apply early because availability of aid funds is limited. Students who are seeking financial assistance are urged to submit their completed application and all required documentation well in advance of the deadline date before the anticipated quarter of registration. Student Financial Assistance will accept applications

after the deadline dates, but awards will depend on the availability of funds at the time of processing. **The funding priority date for all quarters is April 15.**

ESTIMATED ACADEMIC YEAR BUDGETS (9 MONTHS)**INDIRECT BUDGET**

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

TUITION AND FEES

In District Resident	\$1,368.00
Out of District Resident	\$2,052.00
Out of State Resident	\$5,328.00

Add indirect budget to tuition and fees to estimate financial assistance budget. Example: (\$12,129 + \$1,368 = \$13,497)

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

ELIGIBILITY

To determine eligibility for the various types of grants, loans, and work-study, the student and parents (if so directed) must complete the Free Application for Federal Student Aid. This application is used to determine student eligibility for all federal and state programs that we administer at Aims Community College, except the Colorado Undergraduate Scholarship Program.

Aims does not administer any type of aid for International students.

COLLEGE PREPARATION COURSEWORK

Financial aid applicants may need college preparation coursework as determined by assessment testing at Aims Community College. A maximum of 45 credit hours of college preparation coursework can be taken into account when determining a student's enrollment status for state or federal financial aid purposes. The college preparation coursework should be taken within the first four quarters of enrollment. If more than 45 credits of college preparation coursework are needed, the additional credits will not be counted toward a student's enrollment status for state or federal financial aid purposes.



Student Financial Assistance

GRANTS

FEDERAL PELL GRANT:

Federal Pell Grant eligibility is determined by the federal government. Pell Grant awards are preliminary and may be adjusted, depending upon residency status while attending classes, number of credit hours carried, and the final payment schedule developed by the Department of Education. Awards will be made after all required documentation is received by Student Financial Assistance. Financial aid applicants must establish their eligibility for this program before other aid can be awarded. Awards ranged from \$400 to \$4,000 for the 2002-2003 academic year.

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT:

Awards will be made to undergraduate students with high need who are also receiving a Pell Grant. These grants are allocated after other sources of aid are awarded and the applicant still has unmet need. Awards currently average \$1,200 for a full academic year of attendance.

COLORADO STATE GRANT:

State funds are made available to Colorado resident undergraduate students. Awards are made after Pell Grant determination is made. Awards for the 2002-2003 academic year average \$1,800.

COLORADO LEVERAGING EDUCATIONAL ASSISTANCE PARTNERSHIP (LEAP) GRANT:

These funds are awarded to students with exceptional need. Awards for the 2002-2003 academic year average \$1,200. Funds are a combination of state and federal allocations.

STUDENT EMPLOYMENT

FEDERAL COLLEGE AND COLORADO NEED WORK-STUDY PROGRAM:

Awards from the college work-study program are made to students who have financial need. Wages are paid on the basis of an hour's pay for an hour's work. Students may not earn more than their award amount, as determined by Student Financial Assistance. Awards currently average \$1,800 per academic year.

COLORADO NO-NEED WORK-STUDY PROGRAM:

Awards from the Colorado No-Need Work-Study Program may be made to students who do not demonstrate financial need. Students who demonstrate financial need are not eligible for funds under this program. Wages are paid on the basis of an hour's pay for an hour's work. Students may not earn more than

their award amount, as determined by Student Financial Assistance. Awards currently average \$1,800 per academic year.

LOANS

WILLIAM D. FORD FEDERAL FAMILY EDUCATION LOAN PROGRAMS

1. FEDERAL DIRECT LOANS

LOAN LIMIT - An eligible student who has not successfully completed the first year of a program of undergraduate education may borrow up to \$2,625 per academic year. An eligible student who has successfully completed the first year of a program of undergraduate education may borrow up to \$3,500 per academic year.

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

2. FEDERAL UNSUBSIDIZED DIRECT LOANS

Students who do not qualify for the total amount of a Federal Direct Loan, as listed above, may be eligible to borrow the remaining amount under this program. Maximum \$4,000 per academic year for independent students.

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

3. FEDERAL DIRECT PLUS LOANS

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

LOAN LIMITS - A parent may borrow up to the cost of education minus any financial aid and scholarships the student may receive during the academic year.

INTEREST RATE - Variable, not to exceed 9%, plus 4% loan fee.

Loan fees are subject to change.

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

WILLIAM M. THORKILDSEN TRUST

Eligible students must be Colorado high school graduates of good character, considered by their college or university administration as responsible citizens. The specific purposes of the loans are limited to tuition, student fees, laboratory fees, books and supply costs.

Loans shall be funded by Wells Fargo Bank of Greeley as trustee at 5% interest per annum. The loans shall have maturities not to exceed five years following scheduled graduation. Payments will be due in equal monthly

installments commencing six months after scheduled graduation or withdrawal from school, whichever occurs first.

For further details, contact Aims Community College Student Financial Assistance.

AIMS GRANTS

The Aims Grant is an institutional need-based financial aid program designed to assist financially needy students with tuition costs. Eligibility is determined based on U.S. Department of Education guidelines, including a federal formula that calculates Expected Family Contribution (EFC). Students in a degree or certificate program that qualifies for Federal Student Aid are not eligible to participate in this program. The Aims Grant will cover in state tuition only up to the current out-of-district rate. The student is responsible for paying all student, technology, and lab fees associated with enrollment, as well as books, supplies, and other educational expenses. The Aims Grant does not cover courses already attempted. Students applying for this program must have a valid Social Security Number. Applications are available in Student Financial Assistance, Fort Lupton and Loveland. All awards are subject to availability of institutional funding.

AIM SCHOLARS PROGRAM SCHOLARSHIP

The Aims Scholars Program Scholarship is an institutional merit-based financial aid program designed to assist academically excellent students with tuition costs. The program requires declaration of an eligible college-level degree or certificate program, enrollment of at least half-time status (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. Maximum award eligibility is six consecutive quarters, excluding summer, if eligibility criteria are met each quarter. Repeated courses are not eligible for award consideration. Award amounts are \$200 per quarter for full-time enrollment (12 or more credits), \$150 per quarter for three-quarter time (9-11.9 credits), and \$100 for half-time enrollment (6-8.9 credits). Applications are available in Student Financial Assistance, Fort Lupton and Loveland. All awards are subject to availability of institutional funding.

VETERANS BENEFITS

Student Financial Assistance works with the Department of Veterans Affairs to ensure that Aims students eligible under Title 38, United States Code, receive their benefits. The

following programs are included: Chapter 30 and 1606 - Montgomery GI Bill; Chapters 31, 32, 35; and Section 901 and 903.

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

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

CHAPTER 30 - MONTGOMERY GI BILL - MONTHLY RATES:

Full-Time (12 or more credit hours) \$900
Three-Quarter Time (9-11.9 credit hours) 675
Half Time (6-8.9 credit hours) 450

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

CHAPTER 32 - VEAP

Students eligible for this program should contact Student Financial Assistance for more information on application procedure and pay rates. Individual rates may vary according to amount of contribution.

CHAPTER 1606 - SELECTED RESERVE - MONTHLY RATES:

Full-Time (12 or more credit hours) \$276
Three-Quarter Time (9-11.9 credit hours) 207
Half Time (6-8.9 credit hours) 137

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

Full-Time (12 or more credit hours) \$680
Three-Quarter Time (9-11.9 credit hours) 511
Half Time (6-8.9 credit hours) 340

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

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

VA requires that students provide the Admissions Office with an official academic transcript from each college, university, trade or vocational school previously attended. Transcripts

are evaluated to determine if any transfer credits can be accepted toward the Aims program of study. The results of this evaluation must be reported to the Department of Veterans Affairs.

COLORADO NATIONAL GUARD TUITION ASSISTANCE PROGRAM

The State of Colorado has extended the National Guard Tuition Assistance Program to include students attending Aims. The purpose of the program is to encourage enlistment and promote retention in the Colorado National Guard. Students must meet the following eligibility requirements:

1. Current member of the Colorado National Guard
2. Pursuing studies leading to an associate degree or a certificate.
3. Approved for participation by the Department of Military Affairs
4. Agree to serve two years in the Colorado National Guard for each year of tuition assistance granted
5. In good standing and demonstrate academic progress according to standards established by the Tuition Advisory Board.

The maximum amount of the award is 75% of the student's in-state tuition charges each quarter. Assistance may not be granted for more than 198 quarter hours of course work.

Applications for this program should be obtained from the National Guard Unit Commanders. Final letters of approval should be presented to the Cashier at the time of registration.

FINANCIAL AID, SCHOLARSHIP, AND VA SATISFACTORY PROGRESS

Aims Community College students who receive federal or state aid, student loans, and/or veterans benefits are required to:

- A. Enroll each quarter in classes that are applicable to the stated degree or certificate program.
 1. Full-time award = minimum of 12 credit hours of enrollment each quarter
 2. Three-quarter time award = minimum of 9 credit hours of enrollment each quarter
 3. Half-time award = minimum of 6 credit hours of enrollment each quarter
 4. Less than half time award = 3 to 5 credit hours of enrollment each quarter
- B. Maintain satisfactory academic progress each quarter while receiving aid, as defined below.
- C. Seek and receive appropriate academic advising.

MEASURABLE SATISFACTORY ACADEMIC PROGRESS

- A. All students are expected to maintain a 2.0 cumulative GPA.
 1. Full-time students must complete a minimum of 12 credit hours each quarter.
 2. Three-quarter time students must complete a minimum of 9 credit hours each quarter.
 3. Half-time students must complete a minimum of 6 credit hours each quarter.
 4. Less than half-time students must complete all attempted credits each quarter.
- B. Colorado Undergraduate Scholarship recipients must maintain a 3.0 quarter and cumulative GPA.
- C. The following passing grades will be considered as credits completed:
 1. "A" through "D" grades ("D" grade will not meet passing requirements or graduation requirements in some programs).
 2. "S" (passing with credit)
- D. The following shall not be considered as credit completed:
 1. "F" grades
 2. "W" withdrawals
 3. "U" unsatisfactory grades
 4. "NC" no credits
 5. "I" incomplete (see section on conditions of reinstatement)
 6. "AU" audit
 7. "AW" assigned withdrawal
 8. "NR" no report
- E. Prior academic progress will be a consideration for eligibility for financial assistance. Students who have failed to meet the conditions of satisfactory progress during one quarter will be placed on Financial Aid Probation. Students who have failed to meet the conditions of satisfactory progress during two or more quarters will be placed on Financial Aid Suspension. Students on financial aid suspension may appeal using the appeal process listed below.

QUANTITATIVE LIMITS ON STUDENT AID ASSISTANCE Certificate Programs:

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

Degree Programs

Students enrolled in eligible degree programs may receive financial assistance for

up to 135 attempted credit hours. Attempted hours include all credits recorded on the student's permanent academic history including: graded courses, incomplete courses, no report courses, withdraws, and transfer credits. Students retain the right to appeal for credits beyond the maximum of 135 attempted credits hours.

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

FINANCIAL AID PROBATION

In the event a student fails to meet satisfactory academic progress in a quarter, the student will be placed on FINANCIAL AID PROBATION. Probation status will remain on the student's financial aid record for the entire time the student attends Aims Community College or until removed by student initiated procedures described below.

Probation can be removed by:

1. CHANGE OF GRADE

If a student has a prior quarter grade changed and the change results in the student's reversion to a "SATISFACTORY" status, the probationary status can be removed. The student must submit a completed "Request for Removal of Probation/Suspension" form to Student Financial Assistance to have the probation removed.

2. COMPLETION OF CREDITS

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

Enrollment status for Probationary Quarter	Credits to complete for removal
Full-time status (12 or more credits)24 credits
Three-quarter time status (9-11.9 credits)18 credits
Half-time status (6-8.9 credits)12 credits
Less than half time status (less than 6 credits)10 credits

FINANCIAL AID SUSPENSION

If a student fails to meet satisfactory academic progress after being placed on FINANCIAL AID PROBATION, the student is placed on FINANCIAL AID SUSPENSION. Suspension means TERMINATION of all financial aid. Suspension will remain until the student has met the reinstatement

requirements. After being placed on Financial Aid Suspension, it is the student's responsibility to contact the Cashier's Office for prompt payment of the next quarter's tuition and fees.

APPEAL OF FINANCIAL AID SUSPENSION CONDITIONS OF REINSTATEMENT

A. To be reinstated a student must: OPTION I - Have his/her appeal approved by the Financial Aid Appeals Committee. OPTION II - Without assistance from federal, state or institutional financial aid, enroll in and complete minimum credits while meeting all academic progress requirements. Minimum credit completion is determined as follows.

Attempted enrollment for suspension term	Minimum to successfully complete
*Full-time	12 credits
*Three-quarter time	9 credits
*Half-time or less	6 credits

*See Financial Aid, Scholarship, and VA Satisfactory Progress on previous page. When transcript reflects minimum completion, student may submit a completed "Request for Removal of Probation/Suspension" form to Student Financial Assistance. If approved, financial aid can be reinstated for subsequent quarters if funds are available.

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

APPEAL OF FINANCIAL AID SUSPENSION

Once financial aid suspension has been determined, the student may appeal the decision to terminate all financial aid awards using the following steps:

- A. Student must complete a financial aid appeal form and indicate in writing to the Financial Aid Appeals Committee:
 - 1. The reasons he/she did not make satisfactory academic progress.
 - 2. Steps that have been taken to resolve those reasons.
- B. The Financial Aid Appeals Committee will review the appeal to determine if removal of the financial aid suspension is justified. The student will be advised in writing of the Committee's decision. The Financial Aid Appeals Committee meets monthly and will

only process appeals turned in by the established deadlines.

- C. A student wishing to appeal the decision of the Financial Aid Appeals Committee may do so by contacting the Director of Student Life.
- D. A student will be granted the right to an appeal only once. If suspension occurs again it may not be appealed to the Financial Aid Appeals Committee.

APPEAL OF LIMIT FOR STUDENT AID ASSISTANCE

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

RETURN OF TITLE IV FUNDS PROCEDURE

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

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

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

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

General eligibility criteria for all Aims Foundation Scholarships, and specific criteria for individual scholarships, may be found on the Aims website, www.aims.edu under Scholarships through Aims Foundation.

All scholarships are available to students on all three campuses.

AIMS FOUNDATION SCHOLARSHIPS

GENERAL FUNDING

(Open to students in all areas of study.)

ACEA SCHOLARSHIPS

Awarded by:

Faculty Association

Award Amount:

Varies

Application Deadline:

April 15

Qualifications:

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

AIMS STAFF ASSOCIATION SCHOLARSHIPS

Awarded by:

Aims Staff Association

Award Amount:

One \$300 scholarship

Application Deadline:

April 15

MARGARET HOUTCHENS SCHOLARSHIP

Award Amount:

Up to \$300

Application Deadline:

April 15

MARK AND MARY KENDALL SCHOLARSHIP

Award Amount:

Minimum of one \$500 scholarship

Application Deadline:

April 15

THE ERIN PINNEY MEMORIAL SCHOLARSHIP

Award Amount:

One \$300 scholarship

Application Deadline:

April 15

FREDA T. ROOF MEMORIAL SCHOLARSHIP

Award Amount:

Minimum of three \$500 scholarships

Application Deadline:

April 15

SINGLE PARENT SCHOLARSHIP

Award Amount:

Minimum of one \$500 scholarship

Application Deadline:

April 15

Qualifications:

Any single-parent student with primary care responsibility.

HAZEL A. TAYLOR SCHOLARSHIP

Award Amount:

Two \$500 scholarships

Application Deadline:

April 15

WINOGRAD FOUNDATION SCHOLARSHIP

Award Amount:

Two \$1,000 awards

Application Deadline:

April 15

FLORENCE WINOGRAD SCHOLARSHIPS

Award Amount:

Up to three \$1,000 scholarships

Application Deadline:

April 15

Qualifications:

Contact the Aims Foundation for further details.

AUTOMOTIVE

ROY L. SMITH MEMORIAL SCHOLARSHIP

Award Amount:

One \$300 scholarship

Application Deadline:

April 15

WILLIAM YOUNDER AUTOMOTIVE COLLISION REPAIR TECHNOLOGY SCHOLARSHIP

Award Amount:

Two \$300 scholarships

Application Deadline:

March 1

AVIATION

CAPTAIN AL HAYNES AVIATION SCHOLARSHIPS

Award Amount:

Minimum of two \$1,500 awards to current Aviation program students; one \$3,000 award to a Colorado high school senior entering the Aviation program after graduation.

Application Deadline:

April 15



Scholarships

**SCOTT ROYER'S H. EDWIN MORROW
MEMORIAL AVIATION SCHOLARSHIP***Award Amount:*

Minimum of one \$1,000 scholarship

Application Deadline:

April 15

**SCOTT ROYER'S MARVIN BAY AVIATION
EDUCATION SCHOLARSHIP***Award Amount:*

One \$1,000 scholarship

Application Deadline:

April 15

LOYAL KELSEY AVIATION SCHOLARSHIP*Awarded by:*

Aviation Department Faculty

Award Amount:

One \$750 scholarship

Application Deadline:

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

**SEAN PATRICK MCHUGH
MEMORIAL SCHOLARSHIP***Award Amount:*

One \$250 scholarship

Application Deadline:

April 15

BEHAVIORAL SCIENCES**GENE FREDERICK SCHOLARSHIP***Award Amount:*

Minimum of \$250 scholarship

Application Deadline:

April 15

BUSINESS**JOHN PAUL RICHARD MEMORIAL/NEWCO
INC. SCHOLARSHIP***Award Amount:*

One \$500 scholarship

Application Deadline:

April 15

Qualifications:

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

MIRIAM E. PETERSON SCHOLARSHIP*Award Amount:*

One \$1,000 scholarship

Application Deadline:

April 15

CHEMISTRY**THE HACH SCIENTIFIC FOUNDATION
SCHOLARSHIP***Award Amount:*

Three \$5,400 two-year scholarships

Application Deadline:

April 15

Qualifications:

For student in an A.S. degree program with focus on Chemistry.

**DON T. HARRIS CHEMICAL
TECHNOLOGY SCHOLARSHIP***Award Amount:*

Minimum of one \$750 scholarship

Application Deadline:

April 15

Qualifications:

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

CONTINUING EDUCATION**WELD COUNTY HIGH SCHOOL DIPLOMA
SCHOLARSHIP***Award Amount:*

One \$500 scholarship

Application Deadline:

April 15

Qualifications:

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

DEVELOPMENTAL EDUCATION**REMEDIAL STUDENT SCHOLARSHIP***Award Amount:*

Three \$400 scholarships

Application Deadline:

Varies

Qualifications:

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

ED BEATY MEMORIAL SCHOLARSHIP*Award Amount:*

One \$1,200 scholarship

Application Deadline:

April 15

EXPRESS PERSONNEL SERVICES**GED TEST SCHOLARSHIPS***Award Amount:*

Test fee

Application Deadline:

Varies

JOHN H. MARLEY MEMORIAL SCHOLARSHIP*Award Amount:*

Two three-quarter, in-district tuition scholarships

Application Deadlines:

August 1 and March 1

Qualifications:

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

EDUCATION**ELEMENTARY EDUCATION SCHOLARSHIP***Award Amount:*

Two \$1,000 awards

Application Deadline:

April 15

Qualifications:

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

FIRE SCIENCE**DARREL SCHNEIDER MEMORIAL SCHOLARSHIP***Award Amount:*

One \$500 scholarship

Application Deadline:

April 15

HEALTH SCIENCES**THE WINOGRAD FOUNDATION FUND
NURSING SCHOLARSHIP***Award Amount:*

Two \$1,000 scholarships

Application Deadline:

April 15

Qualifications:

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

**OCCUPATIONAL DEGREE
PROGRAMS****BERGER SCHOLARSHIP***Award Amount:*

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

Application Deadline:

April 15

Qualifications:

A.A.S. degree program.

PHYSICAL EDUCATION**C. WILLIAM (BILL) TRIMBLE
MEMORIAL SCHOLARSHIP***Award Amount:*

One \$500 scholarship

Application Deadline:

April 15

Qualifications:

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

TECHNOLOGY**THE BOEING SCHOLARSHIPS***Award Amount:*

Four \$1,500 scholarships

Application Deadline:

April 15

Qualifications:

For full-time students in Aviation Maintenance, Drafting, Business Related Technology Machining or Information Technology. Aims students in Engineering, Computer Information Technology, Welding, CAD, and similar programs will qualify.

WELDING**WINOGRAD'S STEEL AND SUPPLY/DIVISION
OF NORFOLK IRON AND METAL
COMPANY SCHOLARSHIPS***Award Amount:*

Two \$300 scholarships

Application Deadline:

April 15

**GRADUATING HIGH
SCHOOL SENIORS****ALLEN SCHOLARSHIPS***Award Amount:*

Minimum of one \$750 award

Application Deadline:

April 15

Qualifications:

Must be a graduate of Windsor or Roosevelt (Johnstown) high schools.

**NORWEST BANK/WELLS FARGO
SCHOLARSHIPS***Award Amount:*

Minimum of two \$250 scholarships

Application Deadline:

April 15

Qualifications:

Must be a graduating senior from Greeley West or Central.

SPRING AWARDS**GIL BORTHICK MEMORIAL SCHOLARSHIP***Award Amount:*

Handbook in field of study

Application Deadline:

No application; selected by faculty

Qualifications:

Outstanding Engineering Technology graduate

**CHEMICAL RUBBER COMPANY (CRC)
CHEMISTRY AWARD***Award Amount:*

Handbook of Chemistry and Physics, Current Edition

Application Deadline:

No deadline. Recipient chosen by instructors.

ESTHER SIMS PUBLIC SPEAKING AWARD*Award Amount:*

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

Application Deadline:

Recipient chosen by faculty. Award announced Spring quarter.

DOROTHY M. STEWART WRITING AWARDS*Award Amount:*

Cash prize and certificate

Application Deadline:

Students must fill out an application and submit a portfolio by May 1 of each year. Recipient chosen by faculty. Award announced Spring Quarter.

FREDERICK S. TAYLOR HUMANITIES AWARD*Award Amount:*

Cash prize and certificate

Application Deadline:

No application required. Recipient nominated and chosen by faculty. An essay may be required. Award announced Spring Quarter.

CHILDCARE/GED**MILDRED HANSEN CHILDCARE SCHOLARSHIPS***Awarded by:*

Monfort Early Childhood Education Center

Award Amount:

Varies; determined by need

Application Deadline:

Contact Monfort Early Childhood Education Center, Greeley Campus

Qualifications:

Contact MECEC for application and criteria.

**LOVELAND CAMPUS
FORT LUPTON CAMPUS****MILDRED HANSEN CHILDCARE AND
GED SCHOLARSHIPS***Award Amount:*

Varies; determined by need

Application Deadline:

Contact the Chief Campus Officer of the Fort Lupton or Loveland Campus

**COLORADO UNDERGRADUATE
SCHOLARSHIP PROGRAM**

Awards are made to recognize outstanding academic achievement of Colorado undergraduate residents. Applications are available in the Student Financial Assistance Office. Award recipients are selected by the Financial Aid Director after all application requirements are met. This program is funded by the Colorado General Assembly. Awards will vary based on available funding.

UNPUBLICIZED SCHOLARSHIPS

Local, regional and private scholarship information is contained in the Aims Library on an "as-received" basis. Ask to see the Scholarship notebook at the circulation desk.

NURSE AIDE SPONSORSHIP*Award Amount:*

Tuition and student fees

Qualifications:

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

AIMS FOUNDATION

Scholarship amounts and deadlines are subject to change and are contingent upon availability of funds. Before completing an application, please contact the Aims Foundation office at 970.330.8008, ext. 6939, 6846 or 6583. Consult the Aims website, www.aims.edu, for more information.

ADMISSIONS & RECORDS**Location:**

General Services Building

Telephone:

970.330.8008, Ext. 6440

Registrar:

Ext. 6446

Admission Counselors:

See Student Success Center, page 39

Graduation & Transfer Evaluation:

Ext. 6441

Records: Ext. 6403**Transcripts:** Ext. 6482**ADMISSION**

Aims Community College will not deny admission to any district resident because of financial need as determined by the Student Financial Assistance Office. No admission fee is required as a condition for admission. Admission does not assure acceptance of an individual student into a particular course or program. Admission to the College does not, therefore, imply entry into any program which has selective admission standards nor does it assure admission to courses and programs in which an applicant's mental or physical disability may, in the opinion of the College, appear to be impractical or dangerous. The College may deny admission or re-enrollment to individuals who cannot benefit from the programs/courses offered or are considered detrimental to the best interest of the college community.

Some students may be requested to enroll in special courses for correction of scholastic or other deficiencies as identified by the College's assessment process. Minimum skill levels are required for admission to even basic education courses. (See Assessment Requirements)

New students may apply for admission at any time; however, in most cases course registration must be made after the Returning Student Registration period as shown in the Schedule of Classes. Students under age 18 are required to complete additional steps for admission and registration. Any new student who identifies himself/herself as an individual with a disability (mobility, visual, hearing, learning, mental, emotional, speech, or health) should complete the admissions application and schedule an appointment with Supplemental Services by calling **970.330.8008**, ext. 6388 or **TTY 970.339.6388** at least four weeks prior to the beginning of the quarter. Appropriate documentation is requested by the institution to support services the individual may request. Supplemental Services must be involved in the process of arranging for accommodations for any qualified student with a disability seeking

access to educational programs.

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

ENROLLMENT PROCESS

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

Follow these steps to enroll at Aims Community College.

- ___ ● Attend an Aims Community College Information Session
- ___ ● Complete the Admissions Application
- ___ ● Request academic accommodations if disabled
- ___ ● Complete the assessment process and meet the assessment requirements
- ___ ● Apply for financial aid (if desired)
- ___ ● Check with Career Services
- ___ ● Meet with an Advisor
- ___ ● Register for classes
- ___ ● Complete the payment process
- ___ ● Attend a new Student Connections Orientation
- ___ ● Students under age 18 are required to complete additional steps for admission and registration.

AIMS COMMUNITY COLLEGE INFORMATION SESSION

New Student Information Sessions are designed for prospective students that have never been to college. Sessions include:

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

For information on sessions at the Greeley campus, call **970.330.8008**, ext. 6477 or e-mail: jnoonan@aims.edu. For sessions on the Loveland campus call **970.667.4611**. For Fort Lupton campus, call **303.857.4022**.

Contact Supplemental Services one week prior to attending if an accommodation for a disability is needed. Phone **970.330.8008**, ext. 6388, or TTY/Voice **970.339.6388**.

ADMISSION PROCEDURE

A completed Application for Admission is required for all new students and students returning after an absence of one year. This applies to all students, including those taking

**Admissions & Records**

courses for self-improvement or personal interest only. Some programs, such as Radiologic Technology, require a separate, additional application for admission into the program to be submitted to the specific division.

ADMISSION REQUIREMENTS

For Domestic Students:

1. Submit a completed Application for Admission.
2. If pursuing an Aims certificate or degree program and a high school or other college was previously attended, provide an official transcript of high school or college credits or a certified record of GED completion or ACT/SAT scores.
3. If transferring credits, see TRANSFER CREDIT section for procedure.
4. Students under age 18 are required to complete additional steps for admission and registration.

For International (foreign) Students:

1. Submit a completed Application for Admission.
2. Submit a completed financial statement with Application for Admission.
3. Submit English proficiency results from the Test of English as a Foreign Language (TOEFL). To be considered for admission to Aims Community College, International students must have a minimum score of 520 (190 on computer-based test) on the TOEFL. (All International students admitted are required to take the college assessment test.) If a student scores below 520, the student may participate in the Colorado Intensive English Institute. (See Continuing Education Division under Colorado International Intensive English Institute)
4. Completed application and supporting credentials must be in the Admissions Office by midterm of the quarter preceding the quarter of enrollment.
5. International students must meet with the International student advisor upon arrival at the college for further instructions.
6. International students must pay their tuition and fees according to the College payment schedule. Failure to comply will result in withdrawal of their U.S. Immigration Form 20 (I-20). Financial assistance is not available for International students.
7. Maintain satisfactory progress to be eligible for re-enrollment in a subsequent quarter.

If an International student is admissible, the student will be issued the U.S. Immigration Form 20 (I-20). Questions regarding the admission of International students should be forwarded to the Admissions Office.

8. International students may receive on-campus employment only if:

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

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

ASSESSMENT REQUIREMENTS

Based on the statewide remedial education policy, students may be required to assess in reading, writing, and math. Assessment is designed to assist students in understanding their current academic levels and to aid them and their advisors in the selection of college courses. New and returning students are responsible for making arrangements at the Student Success Center to meet the assessment requirement prior to conferring with an advisor and registration.

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

1. Take the Accuplacer assessment in reading, English, arithmetic, and algebra (if applicable), or
2. Show proof of successful equivalent college experience at an accredited college (2.0 grade point average with transfer college level English and math classes), or
3. Show proof of minimum ACT or SAT scores taken within the last two years.

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

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

SPECIAL NOTES: Some programs may require that a student take one or more of the

assessments even if he/she has previous college coursework, ACT, or SAT scores. This may be done due to certification requirements of those professions.

A student may retest on an assessment test one time without special permission. However, retests are NOT allowed for the purpose of skipping a sequence level course. Also, a second retest must be authorized by the appropriate department or a Student Success Center advisor.

Students with mobility, visual, hearing, learning, mental, emotional, speech or health disabilities must meet with Supplemental Services to arrange for special accommodations in testing.

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

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

CAMPUS TOURS

On the Greeley campus, tours are available to prospective students as part of the New Student Information Sessions. For dates and times, and to reserve a spot, call an Admission Counselor at **970.330.8008**, ext. 6477. For a personal tour, groups of more than five, and persons with disabilities requesting accommodations, please schedule a tour one week prior to visiting by calling **970.330.8008**, ext. 6477.

For tours of the Loveland Campus, call the Admission Counselor at **970.667.4611**, ext. 3309. For tours of the Fort Lupton Campus, call the Admission Counselor at **303.857.4022**, ext. 4333.

REGISTRATION

After completing the admissions and assessment processes, each student must complete the following registration process each quarter. A Schedule of Classes listing day and evening courses is published each quarter and is available in the Admissions & Records Office prior to the Returning Student Registration period for returning students and the registration period for new students. Consult the calendar in the front of the Schedule of Classes for registration dates and other important deadlines.

The steps in the registration process are:

1. Obtain advising/registration form from Admissions & Records
2. Meet with advisor
3. Apply for financial aid (if desired)
4. Complete the course registration process as described in the Schedule of Classes
5. Obtain billing of tuition and fees
6. Pay tuition and fees.

(See Tuition Payment Policy)

Admissions & Records, cont.

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

NOTE: Supplemental Services must be involved in the process of arranging for accommodations for any qualified student with a disability seeking access to educational programs. Students with mobility, visual, hearing or learning disabilities, as well as students with chronic health conditions, are eligible for accommodations. A Request For Accommodations form **MUST BE COMPLETED BY THE RETURNING STUDENT REGISTRATION DEADLINE FOR EACH QUARTER TO GUARANTEE ACCOMMODATIONS** for the first day of classes. These forms are available in Supplemental Services, HH 308. Students may call **970.330.8008**, ext. 6388 or TTY **970.339.6388**.

ADD, DROP, WITHDRAWAL, CANCELLATIONS OF CLASSES AND REFUNDS COURSE CANCELLATIONS

Aims Community College must retain the customary right to cancel course offerings where enrollment is too low to make a course educationally sound and economically efficient. Course cancellations will result in refund of tuition.

ADDING, DROPPING, WITHDRAWING FROM CLASSES

Adding and dropping of classes must be done within the first 8 days of the quarter (5 days of summer quarter). For other short term courses, the adding and dropping of courses must be done within the first 15% of the course meetings. Instructors may control late entry into classes even before the add deadline. This is the registration adjustment period, and no academic record will be generated for classes dropped within this time line.

After the 15% date has passed, adding or registration may be done on an exception basis only if space is available and the instructor has given signed permission to enroll. Students may also enroll in certain courses which are designated as continuous enrollment courses.

Any class drop after the 8th class day for a regular full term class or after the 15% deadline for shorter terms (summer) or other short term courses will become a withdrawal and will generate a W grade on the student's record. W grades can affect the student's academic standing. Students may withdraw from classes through 60% of class meetings. After 60% of the class meetings, the faculty may assign a final grade of W (see Grading System).

HOW TO ADD, DROP, WITHDRAW

1. Fill out add/drop/withdrawal form available from Admissions & Records.
2. Obtain instructor's approval and signature to add courses designated in the Schedule of Classes as "Instructors signature? - Yes."
3. Submit form to Admissions & Records by deadlines in the Schedule of Classes.

ADD, DROP, WITHDRAWAL REGULATIONS

1. Students are responsible for properly processing adds, drops, and withdrawals.
2. Instructors may control late entry into classes even before the add deadline.
3. A faculty member or administrator may withdraw a student from class for non-attendance, failure to achieve course objectives, or if it is considered to be in the student's best interest. This is an optional process; therefore, students cannot expect to be withdrawn due to non-attendance.
4. In case of emergencies, students are to submit written withdrawal requests to Admissions & Records, P.O. Box 69, Greeley, CO 80632.
5. Telephone requests for adds, drops, or withdrawals are not honored.

WITHDRAWAL - FROM ALL CLASSES/FROM THE COLLEGE

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

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

REFUND REGULATIONS

Under specific conditions, the College grants refunds for tuition and special course fees to students who withdraw from college or make a reduction in credit hours. **EVEN IF CLASSES ARE NOT ATTENDED, THEY MUST BE DROPPED IN ADMISSIONS & RECORDS BY THE SPECIFIED DEADLINE IN THE CURRENT QUARTER SCHEDULE OF CLASSES IN ORDER TO ELIMINATE CHARGES ON ACCOUNT.**

To be eligible for a refund, a DROP (reduction in credit hours) form must be initiated in person, or in cases of emergency, by letter through the Admissions & Records Office. The date the request is made at the Admissions & Records Office, or the

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

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

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

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

COOPERATIVE REGISTRATION AGREEMENTS

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

UNC - Aims

Students enrolled for 12 credits and paying full-time tuition at the University of Northern Colorado (UNC) or Aims Community College are eligible to take one undergraduate class (maximum 5 credits) at the other school without additional tuition charges. The free course must be one not offered at the student's home school during that term. Courses delivered by Continuing Education (credit or non-credit) do not count in the twelve credit full-time requirement and cannot be taken as the free class. Details are available at the UNC Registration Center in the University Center and at the Aims Admissions & Records Offices on all three campuses.

CSU - Aims

Students enrolled for 12 credits and paying full time tuition at Colorado State University (CSU) or Aims Community College are eligible to take one undergraduate class (maximum 5 credits) at the other school without additional tuition charges. Courses delivered by Continuing Education (credit or non-credit) do not count in the 12 credit full-time requirement and cannot be taken as the free class. Details are available at the CSU Admissions Office and at the Aims Admissions & Records Offices on all three campuses.

(Tuition and fees subject to change after August 1, 2003. Consult quarterly schedule.)

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

Number of Credit hours	Tuition and Fees Rate Per Credit Hour		
	*In-District	Out-of-District	Out-of-State
1-15 credit hrs	\$31.50	\$54.00	\$161.00
for each credit hour over 15	\$24.15	\$41.00	\$151.00
STUDENT FEE: \$3.00 PER CREDIT HOUR THROUGH 15 CREDIT HOURS FOR ALL STUDENTS (MAXIMUM OF \$45.00 PER STUDENT). THIS FEE INCLUDES INSURANCE. TECHNOLOGY FEE: \$5.00 PER CREDIT HOUR THROUGH 15 CREDIT HOURS (MAX \$75.00) MATRICULATION FEE: \$10.00 PER TERM, REGARDLESS OF THE NUMBER OF ENROLLED CREDIT HOURS.			

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

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

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

Complete information regarding residency is available in the Admissions & Records Office, where students may obtain a Change of Residency Petition. The final petition must be submitted and approved prior to registration.

ALL TUITION AND FEE CHARGES ARE SUBJECT TO CHANGE BY THE AIMS JUNIOR COLLEGE DISTRICT BOARD OF TRUSTEES AS CIRCUMSTANCES MAY REQUIRE, WITHOUT NOTICE. SEE CURRENT QUARTER SCHEDULE OF CLASSES FOR UPDATED INFORMATION.

TUITION 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.

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

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

A service charge of 1.75% of the unpaid balance will be added to the student's account if payment is not received in the Cashier's office by the due date. Service charges are figured on the student's account by applying the service charge rate to the balance that is owed at the payment due date. The annual percentage rate (APR) that corresponds to this service charge is 21%. In addition to its internal processes, please be advised that the college also uses external collection services to pursue unpaid amounts. The fee for such services will be added to outstanding balances.

See quarterly schedule of classes for dates and details of all above information.

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

2. Payments may be made in cash, Money Order, VISA, MasterCard, or Discover Card. Cashier will accept personal, one-party checks in the amount of charges only. A valid driver's license is required. Every check returned to the College will be collected by CrediCheck. Checks will not be accepted from students who have written or submitted two or more

returned checks to the College.

3. Self-Supporting/Continuing Education Classes: Tuition and fees for these classes are due upon registration.
4. Students Sponsored by a Third Party Agency:
 - A. A valid letter of sponsorship is required to be on file in Financial Services.
 - B. Students are required to make arrangements for agency billing with Financial Services in accordance with payment deadlines.
 - C. Students are responsible for any charges not covered by their Agency and are subject to late fees and refund guidelines.
 - D. Questions? Call Financial Services, **970.330.8008**, ext. 6349.
5. Each student is responsible for payment of his/her own expenses. The College is not responsible for making payment arrangements with parents, guardians, international agencies, or other third parties.

FINANCIAL OBLIGATIONS OF STUDENTS

The financial obligations of students to the college, such as payments for tuitions, fees, and books, are due and payable on specific dates or at the time the obligations are incurred. Students will not be allowed to register, graduate, or receive transcripts of courses completed unless all financial obligations to the college have been met. See current quarter Schedule of Classes for updated information and specific due dates.

HOPE SCHOLARSHIP, (TAX CREDIT), AND LIFETIME LEARNING CREDIT

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

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

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

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

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

For detailed information, please consult your tax advisor. Limited information is available by contacting Financial Services extension 6349.



Tuition and Fees

STUDENT SUCCESS CENTER**Location:**

General Services Building

Telephone:

970.330.8008, Ext. 6251

Director,

Paula Yanish

Admission Counselors:

Greeley Campus:

Dana Anderson, Ext. 6796

Jannette Noonan, Ext. 6477

Fort Lupton Campus:

Deb Tenorio, Ext. 4333

Loveland Campus:

Carol Heinze, Ext. 3309

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

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

ACADEMIC ADVISING

970.330.8008, Ext. 6251

Aims Community College advocates a two-tiered academic advising model to assist students in the advising process. The Academic Advising Center located in the Student Success Center provides initial advising services to degree/certificate, undeclared, and undecided students. The professional academic advisors will meet the advising needs of 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 roadmap for students to follow during their course of study at Aims.

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

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

Advisor/Advisee Partnership

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

Aims Advisors will:

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

Aims Students/Advisees will:

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

ASSESSMENT:

970.330.8008, Ext. 6299

The Assessment Center provides the following services:

1. Upon application for admission to the college, new students are assessed in reading, English, basic mathematics, and algebra to determine their skill levels. This information is utilized by the advisor and the student in making appropriate decisions about course scheduling.
2. General Educational Development (GED) Test: Upon passing this test, the student will receive a High School Equivalency Diploma. This test is available to those individuals who did not graduate from high school yet want a diploma in order to qualify for employment or to enter a post-secondary school.



Student Success Center

3. Collegiate Assessment of Academic Proficiency (CAAP) Test: Aims Community College is implementing the assessment of General Educational Competencies through the use of the Collegiate Assessment of Academic Proficiency (CAAP). This test, which is produced by ACT, assesses the achievement of Aims graduating students in the areas of critical thinking, written communication and mathematics. The CAAP test is a nationally normed and standardized test.
4. Typing tests.
5. Other testing offered by Assessment includes CLEP and DANTES exams for credit for prior learning, skill check software skills testing, and proctoring of instructional tests as needed.

Students are required to bring their ID's when taking assessments. Call extension 6562 to inquire about fees and testing times.

CAREER PLANNING & PLACEMENT

970.330.8008, Ext. 6596 or 6873

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

Career Planning & Placement can help with:

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

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

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

(CSL 105)

- Career Development On-line (PSY 110)

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

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

To make an appointment, call Career Services at **970.330.8008**, ext. 6596 or 6873

Check out our website at www.aims.edu/student/career_services/index.htm for career information, job search resources, and, through College Central Network, view local job openings or post your resume for employers to review.

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

Fort Lupton: **303.857.4022**

Loveland: **970.667.4611**, ext. 3312



Aims recognizes that learning is gained in a variety of ways. While some students have taken college courses at other colleges and universities and transfer those credits to Aims, others have acquired knowledge and competencies outside a formal college setting. The learning obtained from these life or work experiences is termed experience-based learning and can occur in a variety of non-college settings: in the workplace, in the home, through mass media, through a vocational or service organization or the military. Aims recognizes that transfer credit and/or experience-based learning may be equivalent to Aims college courses.

Students requesting credit for prior learning must submit an Application for Admission and declare a specific degree or certificate program. Credit for prior learning does not meet residency requirements nor does it contribute to eligibility requirements for Financial Aid or Veteran's benefits. Additional information regarding credit for prior learning procedures and requirements may be obtained from Admissions & Records, the Student Success Center, and faculty advisors. Forms to request credit for prior learning are available in Admissions and Records.

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 Program if they apply to the completion of the student's graduation requirements. Credits older than ten years, will also receive careful consideration for transfer. The College reserves the right to examine all credits to determine equivalency of content. In the event that course work is found not to be equivalent, the course may not be accepted as transfer credit. Obsolete course content is not considered equivalent. To be eligible for transfer, courses must have been completed with a "C" grade or better at an accredited college or university, or other approved institution. Transfer courses must be applicable to the student's program of choice. The acceptance of this credit is documented on the student's permanent record as earned credit only, without any indication of grade or quality points. Course work from institutions using the semester credit system is transferred in using the formula of 1 quarter hour equals 2/3 semester hour or 1 semester hour equals 1 1/2 quarter hours.

Twenty-four quarter hours of course work applicable to the degree or fifty percent of

course work applicable to the certificate program and completed prior to graduation must be Aims Community College courses.

Students must submit a Transfer Credit Evaluation Request form to Admissions & Records indicating the specific certificate or degree program the credits are to be evaluated toward. The request for review and the official transcript to be reviewed must be received in the Admissions & Records Office no later than the end of mid-term week of the quarter prior to the anticipated quarter of graduation. Official transcripts 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



Credit for Prior Learning

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.html). 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-Proiciency Examination Program (ACT-PEP), the Regents College Exams (RCE), and the International Baccalaureate (IB) Exams. To apply for such credit, submit an official transcript along with a Transfer Credit Evaluation Request form to the Admissions & Records Office.

PUBLISHED GUIDES

Formal military and/or business/industry training may receive transfer credit through an evaluation of that learning using Published Guides. The American Council on Education (ACE) Military program uses the credit recommendations of the American Council on Education (ACE) to evaluate military training. Credit awards for military experience-based learning are based on recommendations contained in The Guide to the Evaluation of Educational Experiences in the Armed Forces. Credit awards for business and industry training are based on recommendations contained in The Directory of the National Program on Noncollegiate Sponsored Instruction (PONSI). To apply for such credit, submit an official transcript along with a Transfer Credit Evaluation Request form to the Admissions & Records Office.

COURSE CHALLENGE

A student may challenge a course for which the student believes his or her prior training and/or experiences are adequate to meet the instructor's course requirements. Earning course credit through Challenge Examination is equivalent to passing a cumulative, end-of-the-term examination or a series of comparable exams. Examinations will vary depending on the type of course being challenged and will be arranged and evaluated by faculty who teach the course. Only certain courses identified by individual divisions are available for this option. Information about course challenge is available in the Admissions & Records office.

PORTFOLIO

Students at Aims can earn credit for experience-based learning through the presentation of the portfolio. Aims recognizes that some students may have acquired theory and knowledge outside the academic setting through life experiences which may be equivalent to college-level course work. The portfolio is not merely a study of accumulated knowledge, but rather an examination of learned life experiences discussed in essays and presented through publicly verifiable documentation. Students should prove to an expert in the field that they possess the learning which is claimed. This learning must reflect theory beyond the specific situation, procedure, routine or skill from which the learning was based. Further, students must document the relationship between prior learning, written academic goals, and their degree program, and should connect a cognitive theory of learning to the relationship between theory, knowledge, and experience. Students will be responsible for preparation, presentation, and documentation of the portfolio to gain credit for specific courses at Aims. Additionally, students must take a Portfolio course prior to submission of a portfolio. Information on Portfolio is available in the Student Success Center.

COURSE INFORMATION COURSE LOAD

The normal course load for a full-time student is from 12 to 18 credit hours. An

employed student should vary a course load for the quarter according to the number of hours the student works. It is recommended that such a student consult with an advisor about his or her schedule.

COURSE NUMBERING

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

ATTENDANCE

Students are expected to attend all classes for which they are registered, except in case of illness or other emergencies. The instructor shall determine and inform students of the effects of absences on the grade. If any student accumulates so many absences that continued enrollment in the class seems to be of little value, the student may be asked by the instructor to withdraw from the course. By failing to withdraw as requested, the student may be officially withdrawn by the instructor, or the instructor may assign a final grade. Withdrawals must be processed by the deadline shown in the schedule of classes.

REPEATING COURSES

A student who earns a grade of "D" or "F" may repeat the course once to raise the grade to a "C" or better to meet the performance level required for subsequent courses. The course may be repeated more than once with advisor approval. The course may be used only once to meet the graduation requirements of a particular degree or certificate program. A student may not repeat a course in which the student received a letter grade of "C" or higher without instructor approval. All grades will be listed on the student's transcript and will be computed in the student's grade point average (GPA).

Aims Community College assigns the following alphabetical grades:

Grade Symbol	Quality of Work Indicated by Symbol	Grade Points
A	Indicates that the student has demonstrated superior achievement of the course objectives.	4
B	Indicates that the student has demonstrated above-average achievement of the course objectives.	3
C	Indicates that the student has demonstrated acceptable achievement of the course objectives.	2
D	Indicates that the student has demonstrated less-than-acceptable achievement of the course objective. Although a grade of "D" indicates passing, it does not constitute satisfactory performance according to the standards of some programs. These programs may, therefore, issue an "F" grade rather than the "D".	1
F	Indicates that the student has failed to achieve the objectives of the course.	0
S	SATISFACTORY: For designated courses, indicates achievement of the course objectives at a 'C' level or above.	none
U	UNSATISFACTORY: For designated courses, indicates failure to achieve course objectives.	none
AU	AUDIT: No credit is granted. Regular tuition rates apply. The audit (AU) grade does not affect the grade point average. Any course for which an AU grade is assigned: does not count toward any certificate or degree program; cannot be used to satisfy a course prerequisite; cannot be used to satisfy "in residence" requirements; and cannot be used to satisfy requirements for financial aid or veterans' benefits. Each department will set guidelines for the approval or disapproval of a student's auditing a course. The student must obtain instructor approval by the drop/add deadline for the course. The instructor will assign a final grade of AU for an audit enrollment. The student may receive credit for a course that was originally audited only by enrolling in and satisfactorily completing	none

another section of the course in a subsequent quarter.

W	WITHDRAWAL: Indicated withdrawal from the course. May be student or faculty initiated through 60% of the course.	none
AW	ASSIGNED WITHDRAWAL: Indicates that faculty assigned a final grade of W. After 60% of the course has elapsed, faculty may assign a W as a final grade up to final examination.	none
I	INCOMPLETE: An instructor may choose not to record a grade when the student has, for good reason, been delayed in completing the required work. The student who meets the instructor's requirements for an "I" must complete an agreement with the instructor which specifically identifies the terms and conditions for completing the course. This agreement must be filed with the Office of Admissions & Records. The student has a maximum of one academic quarter to complete the course requirements. If at the end of this time the "I" has not been completed, the student will receive the "F" designation for the course. If a student's individual circumstances justify, the instructor and/or the Academic Dean may approve an extension for an "I" completion up to a four-quarter maximum.	none
NC	NO CREDIT: Available only in below-100 and non-credit courses.	none

GRADE POINT AVERAGE

A student's grade point average (GPA) is computed according to the following formula:

Number of credits of "A" multiplied by 4; plus
 Number of credits of "B" multiplied by 3; plus
 Number of credits of "C" multiplied by 2; plus
 Number of credits of "D" multiplied by 1;
 Number of credits of "F" multiplied by 0; then
 Divided by total number of credits accumulated.

Only the credits accumulated and grade points earned in college level courses at Aims Community College are used in computation of quarterly and cumulative GPAs which appear on grade reports and transcripts. Courses numbered below 100 do not count for college credit or in the grade point average. Courses graded "S" count for college credit, but are not used in the grade point average.



Grading System

ACADEMIC STANDARDS POLICY

Aims Community College will implement an Academic Standards Policy to ensure that degree/certificate-seeking students and those taking coursework for transfer maintain satisfactory academic progress. To remain in good standing, students must:

1. Achieve a minimum cumulative and term grade point average (GPA) of 2.00 for all attempted credits.
2. Complete a minimum of 12 credits (full-time status), 9 credits (3/4-time status), 6 credits (1/2-time status), or all credits (below 1/2-time status) each term of enrollment. Enrollment status will be determined by a student's credit load at the end of the add/drop period.

Students who fail to maintain satisfactory academic progress may be placed on academic probation. Probationary students who do not show progress toward good standing the subsequent term may 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 quarter and who earn a GPA of 4.0 (straight A) will be listed on the President's List. Full time students who earn a GPA of 3.5 but less than 4.0, will be on the Dean's List. The achievement of honor status is noted on student transcripts.

STANDARDS OF STUDENT CONDUCT

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

To these ends, Aims Community College students are expected to conduct themselves in a manner which is not disruptive of college functions; does not interfere with free movement of students, school personnel, or guests; and does not cause or threaten to cause injury to

persons or damage to property. Aims will not tolerate menacing behavior or threats by any student toward another student or toward any College employee. The College also prohibits the use of controlled substances and alcohol while on campus or at a College-sponsored event. Aims prohibits the use of tobacco products in all buildings owned and operated by the College. Aims Community College reserves the right to take necessary and appropriate action to protect the safety and well-being of the campus community. Any interference, damage, or threat to persons or property will be deemed misconduct and will be subject to disciplinary sanctions by the College ranging from a warning to suspension or expulsion.

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

Policies and procedures governing College disciplinary proceedings are available in the 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.



Academic Standards

GENERAL REQUIREMENTS

The general requirements for awarding of an Associate of Applied Science (A.A.S.) degree, an Associate of Arts (A.A.) degree, an Associate of Science (A.S.) degree, an Associate of General Studies (A.G.S.) degree, or Certificates in Career and Technical Education (Occupational) programs are outlined in the curricula section of this catalog. A minimum cumulative grade point average of 2.0 is required in the particular program's curriculum for awarding of any type of degree or certificate, and only courses numbered 100 or above may be applicable toward the degree or certificate. Specific requirements for individual programs may be obtained from either the Admissions & Records Office or the Student Success Center.

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

Students must make application for graduation by the end of midterm week, the quarter prior to the anticipated quarter of graduation. Graduation applications are available from the Admissions & Records Office. Completed graduation applications and degree worksheets with the faculty advisor's signature must be returned to the Admissions & Records Office where final evaluations will be made. Additional signatures are required for the following: the A.S. degree requires the signature of the appropriate Department Chair in the Mathematics 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 four consecutive quarters or more, excluding summer sessions, must meet the program requirements of the catalog in use at the time of readmission. Any previously completed Aims career and technical (occupational) course work may be subject to an evaluation of its relevancy to any revised program. If the career and technical (occupational) program in which the student was previously enrolled has been discontinued, or if a public notice of program discontinuance has been given, the student cannot re-enroll in that program.

The College reserves the right to substitute courses for those no longer offered, to modify course content at any time, to approve the substitution of one course for another in any degree or certificate program, or to waive any course prerequisite or corequisite.



Graduation Requirements

STUDENT RECORDS

The Admissions & Records Office under the direction of the registrar keeps the following student information:

1. Personal Data: name, address, phone number, gender, birthdate, ethnic background, employment status, and student/social security number.
2. Educational background information: previous high school and/or college attended and degrees earned.
3. College major and degree or certificate expectations.
4. Degrees and honors received.
5. College records containing courses attempted, grades earned, credits earned, and dates of enrollment.
6. Courses, hours, and credits of current enrollment.

A cumulative record of each student's college application, correspondence, and other miscellaneous forms is kept active while the student is enrolled in the College. If the student's enrollment ceases, the file is kept active for two years. If the student does not enroll again during this two-year period, the record is retired, and the file is destroyed in accordance with the regulations of the Colorado State Archives.

ANNUAL NOTIFICATION STATEMENT

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

1. The right to inspect and review their own education records within 30 days of the day the College receives a request for access. The student should submit to the registrar a written request that identifies the record(s) the student wishes to inspect. The registrar will make arrangements for access and notify the student of the time and place where the records may be inspected.
2. The right to request amendment of the contents of the student's educational records which are believed to be inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. Any student who believes that his/her education records contain information that is inaccurate or misleading or is otherwise in violation of his/her privacy or other rights or who believes that his/her records have been or

are being maintained or processed in violation of his/her privacy or other rights, may discuss his/her concerns informally with the registrar. If the decision of the registrar is in agreement with the student's request, the appropriate records will be amended and the student shall be notified in writing of the amendment(s). If the decision is not in agreement, the student shall be notified within 30 calendar days that the records will not be amended, and the student shall be notified by the registrar of the student's right to a hearing. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. (See the Release of Information section.)
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the college to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

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

The College may provide Directory Information in accordance with the provision of FERPA without the written consent of an eligible student. (See the Release of Information section.)

TRANSCRIPTS

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

Admissions and Records Office
Aims Community College
P.O. Box 69
Greeley, CO 80632-0069
FAX - 970.339.6682

Requests must include the student's 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.



Records, Transcripts, Release of Information

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

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

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

RELEASE OF INFORMATION

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

The following data are considered **Directory Information** and may be disclosed by the College in response to inquiries concerning individual students whether the inquiries are in person, in writing, via email, or over the telephone.

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

3. Dates and terms of attendance.
4. Major fields of study.
5. Degrees and/or certificates earned.

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

1. Graduation lists released to news media.
2. Other listings to the news media 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. Aims Community College officials with a legitimate educational interest in the student (e.g. instructor, advisor, registrar or their agents).
2. Officials of other schools or colleges where the student intends to enroll.
3. State or federal educational authorities in connection with a student's application for financial aid.
4. State and local officials requiring reporting data.
5. Organizations conducting studies for educational institutions or agencies.
6. Accrediting organizations.
7. Parents of a dependent child as certifiable with notarized documents.
8. In compliance with judicial order or subpoena.
9. In case of emergency to protect the health, safety, or welfare of the student or other persons.
10. Officials of reciprocal lending libraries when materials borrowed are overdue.

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

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

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

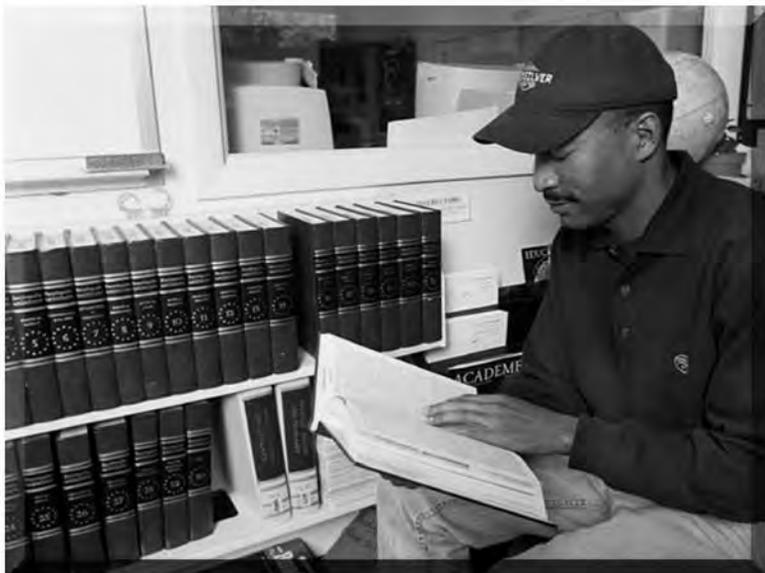
13. In response to a request for information under the USA PATRIOT Act of 2001.

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 for Directory Information constitutes permission to release it.

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



STUDENT LIFE**Location:**

College Center, Room 733

Telephone:

970.330.8008, Ext. 6450

Director:

Ron Fay

Orientation/Student Activities: Ext. 6754**Office Supervisor:** Ext. 6450**Game Room/Computer Facility:**

Ext. 6575

TTY: 970.339.6623**Arty's Campus Grill:**

College Center, Ext. 6302/6405

Graphics Technician: Ext. 6857**STUDENT LIFE**

Offers support and growth experiences through a variety of educational, social, and recreational activities. The Connections Program provides orientation activities for new students to ease their transition into college. Once enrolled, students may participate in student leadership activities through the Associated Students of Aims Community College governing and programming boards. Student Life maintains club lounges, a game room, a copy center, and a computer facility, in addition to overseeing Food Services operations on all campuses, including Arty's Grill and vending machines.

THE STUDENT LIFE OFFICE

The Student Life Office is committed to serving as a resource for Aims students as well as supporting student activities. The office provides opportunities for students to gain valuable experiences in planning and 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 consisting of the Student Government Association and the Student Programming Council, with representation from the three Aims campuses. These boards work together, forming the Associated Students Board.

Student Government Association - The SGA provides a student voice in campus decision making processes and brings student concerns to the forefront of campus operations. This group provides input on student life issues to the college administration and the Aims Board of



**Student
Life**

Student Life, cont.

Trustees. Additionally, this board assists in chartering and working with student clubs and organizations.

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

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

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

Game Room/Computer Facility - This facility includes pool tables, video games, pinball machines, copy center with a copy

machine, and a typewriter. There are 12 computers loaded with current Microsoft Office programs, including Internet access. This area is open during regular business hours and most evenings. Call ahead for hours of operation.

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

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

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

Lounges - The College Center provides several areas in which students can relax,

converse with fellow students, and study. These areas include general and club lounges with couches, tables, chairs, and a big screen television.

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

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





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 unit 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. The degrees and their purpose are listed as follows:

- Associate of Applied Science Degree (A.A.S.)Entry to work world
- Associate of Arts Degree (A.A.)Transfer to four-year colleges
- Associate of Science Degree (A.S.)Transfer to four-year colleges
- Associate of General Studies (A.G.S.)Tailored to student needs
- Career and Technical Education CertificatesEntry to work world

The **Associate of Applied Science** degree is a career and technical degree plan that prepares students primarily for entry into the work world; however, alternative transfer options may exist for the student who completes an A.A.S. degree. (See page 58 for information on Alternative Transfer Degrees.) 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 facilitate transfer.

The **Associate of Arts** and the **Associate of Science** degrees are guaranteed to transfer to baccalaureate Arts & Science degree majors at four-year institutions. (See <http://www.state.co.us/cche/> for more information regarding State Guaranteed Transfer Courses, the 60 + 60 Articulation Agreement, and Arts & Science majors at four-year colleges.) Students completing either an A.A. or A.S. Liberal Arts degree may elect to sign a contract to complete the degree course of study for the degree in two years. Additionally, articulation agreements have been established with public four-year colleges. Four statewide agreements are in the majors of Nursing, Teacher Education, Business, and Engineering. Some specific articulation agreements have been developed for transfer to a baccalaureate major at specific four-year colleges.

The **Associate of General Studies** degree is a flexible program that allows the student to

combine work world 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.

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

In addition to degrees, Aims Community College also provides **Career and Technical Education Certificates**. Most of these 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 1 quarter to 5 quarters.

Students may earn more than one degree or certificate concurrently at Aims Community College if all course and program requirements for each degree or certificate are satisfied. Students may not earn more than one A.A., A.S., or A.G.S. degree. Additional A.A.S. degrees or certificates must be earned in a different major/option.

Aims Community College also provides college preparatory courses for individuals who need basic skills before starting in a degree or certificate program. The college preparatory courses include reading, study skills, mathematics, and English composition. College preparatory courses are not transferable and do not fulfill degree or certificate requirements. Students should complete college preparatory courses within their first 45 (quarter) credit hours.

Continuing Education offers English as a Second Language (ESL), Intensive English, General Education Development (GED), and Bilingual Citizenship courses; customized and basic skills training for business and industry; Small Business Development Center, and workshops and seminars for small businesses; quality improvement training; self-interest programs, lifelong learning workshops and seminars, senior education, and youth programs; distance learning; and flight simulator training. Many of these offerings are in a non-credit format.

Aims Community College is a single educational institution consisting of the campus in Greeley (including the Corporate Education Center), campuses in Fort Lupton and Loveland, and various outreach sites



Degree & Certificate Information

throughout the College's service area. All degrees and certificates are conferred by Aims Community College, not by a specific campus. The College does not offer all degrees and certificates at all campuses. Students who begin their education on one campus may need to complete degree/certificate requirements on a different campus.

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 Transfer Courses (SGTC). (See also GT Pathways at <http://www.state.co.us/cche/gened/gtpathways/index.pdf>.)
 - ❑ Courses listed as General Education in Statewide Articulation Agreements: Nursing, Teacher Education, Business, and Engineering.
- 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 at the Aims Community College web site www.aims.edu.

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

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

COLLEGIATE ASSESSMENT OF ACADEMIC PROFICIENCY (CAAP)

Degree-seeking students who are close to graduation from Aims Community College will be assessed on their attainment of General Education Competencies through the Collegiate Assessment of Academic Proficiency. This standardized exam assesses students' acquisition of skill and knowledge in the following areas: Critical Thinking, Written Communication, Mathematics, Science, and Reading. Results from these assessments will be used to inform the faculty of Aims Community College of the extent to which students have achieved General Education Competencies. Analysis of the results will allow the college to determine what we have done well and what we need to improve. Students will also receive information about their

standing on a nationally normed test. Results of the test are not used in determining a student's graduation eligibility.

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

The Associate of Applied Science (A.A.S.) degree is awarded to a student who successfully completes a program designed to prepare the student for immediate employment in a full-time skilled and/or paraprofessional occupation. Each of the College's A.A.S. degree programs is in a specified occupational field.

Although some college credits within these programs are accepted for transfer by particular four-year colleges and universities, career and technical courses are not specifically designed to facilitate transfer. The student who anticipates transferring is encouraged to check carefully the requirements of the institution and program into which he or she might desire to transfer.

GENERAL REQUIREMENTS

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

1. A minimum of ninety-five quarter hours in approved course work is required for graduation. Since each A.A.S. program is designed for a specified career and technical field, the minimum requirements will vary with the particular program.
2. Twenty-two and a half quarter hours of the total must be in general education courses. Course requirements for the various A.A.S. degree programs are outlined in this catalog within the program section.
3. A minimum cumulative grade point average of 2.0 (a "C" average) in the particular A.A.S. degree program curriculum.
4. Twenty-four quarter hours of course work applicable to the degree and completed prior to graduation must be Aims Community College courses.
5. 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 appropriate to the educational objectives of the student.

- A faculty advisor in the field of study must sign the application for graduation and the degree worksheet to certify the student has met requirements according to the advisor's review.

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 Academic Affairs section.

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

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

GUARANTEED TRANSFER NUMBERS

The numbers beside courses in the following degrees - Associate of Arts and Associate of Science - are state 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 = Communication, and 1 = first requirement.

ASSOCIATE OF ARTS AND ASSOCIATE OF SCIENCE DEGREES 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 their advisor.

GENERAL EDUCATION COURSES CREDITS

Communication9
ENG 121 English Composition I (GT-CO1)
ENG 122 English Composition II (GT-CO2)

Art & Humanities

.....13.5
ART 111 Art History I (GT-AH1)
ART 112 Art History II (GT-AH1)
LIT 115 Introduction to Literature I (GT-AH2)
LIT 201 Masterpieces of Literature I (GT-AH2)
LIT 202 Masterpieces of Literature II (GT-AH2)
MUS 120 Music Appreciation (GT-AH1)
MUS 121 Intro. to Music History I (GT-AH1)
MUS 122 Intro. to Music History II (GT-AH1)
PHI 111 Intro. to Philosophy (GT-AH3)
PHI 112 Ethics (GT-AH3)
THE 105 Intro. to Theatre Arts (GT-AH1)
THE 211 Development of Theatre I (GT-AH1)
THE 212 Development of Theatre II (GT-AH1)

Social & Behavioral Sciences

.....13.5
ANT 101 Cultural Anthropology (GT-SS3)
ANT 111 Physical Anthropology (GT-SS3)
GEO 105 World Geography (GT-SS2)
HIS 101 Western Civilization I (GT-HI1)
HIS 102 Western Civilization II (GT-HI1)
HIS 201 U.S. History I (GT-HI1)
HIS 202 U.S. History II (GT-HI1)
POS 105 Intro. to Political Science (GT-SS1)
PSY 102 General Psychology II (GT-SS3)

Mathematics

.....4.5-7.5
MAT 120 Math for the Liberal Arts (GT-MA1)
MAT 121 College Algebra (GT-MA1)
MAT 125 Survey of Calculus (GT-MA1)
MAT 135 Introduction to Statistics (GT-MA1)
MAT 201 Calculus I (GT-MA1)
MAT 202 Calculus II (GT-MA1)
MAT 203 Calculus III (GT-MA1)

Physical & Life Sciences

.....12
AST 101 Astronomy I (GT-SC1)
AST 102 Astronomy II (GT-SC1)
BIO 111 General College Biology I (GT-SC1)
BIO 112 General College Biology II (GT-SC1)
BIO 113 General College Biology III (GT-SC1)
CHE 111 General College Chemistry I (GT-SC1)
CHE 112 General College Chemistry II (GT-SC1)
CHE 113 General College Chemistry III (GT-SC1)
GEY 111 Physical Geology (GT-SC1)
GEY 121 Historical Geology (GT-SC1)
PHY 111 Physics: Algebra-based I (GT-SC1)
PHY 112 Physics: Algebra-based II (GT-SC1)
PHY 113 Physics: Algebra-based III (GT-SC1)
PHY 211 Physics: Calculus-based I (GT-SC1)
PHY 212 Physics: Calculus-based II (GT-SC1)
PHY 213 Physics: Calculus-based III (GT-SC1)

Not all courses are offered at Aims Community College and courses listed may not be offered each quarter.

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 90 quarter credit hours (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 commission.
- 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 the commission.
- 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 students' graduation requirements.
- A student's credit for the completion of the core requirements and core courses shall not expire for ten 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 program includes more science and mathematics.

Liberal Arts is the only major a student may pursue within the A.A. degree. However, the student who plans to pursue a particular major at a four-year institution may wish to select a particular directed area of study within the A.A. degree. The student may select only one directed area of study.

Although all courses included within an Associate of Arts program are intended to be transferable, the student should realize that occasional arts and sciences courses and many career and technical courses may not be accepted for transfer by baccalaureate institutions. The student who desires to include these courses as electives within an A.A. program should check carefully the requirements of the receiving institution as well as the particular program into which he or she wishes to transfer. In addition, career and technical education courses require the approval of the appropriate academic dean or his/her designee.

GENERAL REQUIREMENTS FOR THE

A.A. DEGREE

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

1. Ninety (90) quarter credit hours in approved course work are required for graduation. Particular program requirements are outlined in this catalog within the program section.
2. A student must maintain a minimum cumulative grade point average of 2.0 (a "C" average) in the A.A. degree program curriculum.
3. Twenty-four quarter hours of course work applicable to the degree program and completed prior to graduation must be Aims Community College courses.
4. No courses numbered below 100 may be applied toward completion of the A.A. degree. Most courses numbered 100 or above, including some generally transferable career and technical courses, apply toward completion of the A.A. degree. See your faculty advisor for appropriate courses for the A.A. degree.
5. Career and technical courses are accepted toward the A.A. degree requirements only upon the approval of the appropriate academic dean or his/her designee. This approval is given only when the courses are appropriate to the student's educational objectives.
6. The student's faculty advisor must sign the application for graduation and the degree worksheet. Required signatures certify that the advisor has reviewed completion of the student's degree requirements.

All courses included in the A.A. degree are intended to be transferable. Students should realize that occasional arts and sciences courses and many career and technical courses might not be accepted for transfer by baccalaureate institutions. Once students have determined which baccalaureate institution they wish to transfer to, they should confirm transfer requirements and courses with the receiving institution.

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

GENERAL EDUCATION	CREDITS
Communication	9
Arts & Humanities	13.5
Social & Behavioral Sciences	13.5
Mathematics	4.5-7.5
Physical & Life Sciences	12
Oral Communication or Technology	4.5
Electives	30-33
Total	90

CURRICULUM

Total Minimum Requirements: CREDITS
COMMUNICATION

Intro. Writing Course (GT-CO1)

ENG 121 English Composition (GT CO1) . . . 4.5
As a result of placement testing, students may be required to take Basic Composition (ENG 090) as a prerequisite for ENG 121. Students who take ENG 090, which is a non-transferable course, must have a 'C' or better in that course before they will be admitted to ENG 121. Proficiency in essay writing is required for a passing grade, and students must have a 'C' or better in ENG 121 before they will be admitted to ENG 122. Students should take ENG 121 within the first two quarters of their degree program.

Intermediate Composition (GT-CO2)

ENG 122 English Composition II (GT CO2) . . . 4.5
Prerequisite: ENG 121

Total Credits for A.A. Degree 9

ARTS & HUMANITIES CREDITS

Select one course from each of the following categories:

Arts (GT-AH1)

ART 111 Art History I (GT-AH1) 4.5
ART 112 Art History II (GT-AH1) 4.5
MUS 120 Music Appreciation (GT-AH1) 4.5
MUS 121 Introduction to
Music History I (GT-AH1) 4.5
MUS 122 Introduction to
Music History II (GT-AH1) 4.5
THE 105 Intro. to Theatre Arts (GT-AH1) . . . 4.5
THE 211 Development of
Theatre I (GT-AH1) 4.5
THE 212 Development of
Theatre II (GT-AH1) 4.5

Literature (GT-AH2)

LIT 115 Intro. to Literature (GT-AH2) 4.5
LIT 201 Masterpieces of
Literature I (GT-AH2) 4.5
LIT 202 Masterpieces of
Literature II (GT-AH2) 4.5

Ways of Thinking (GT-AH3)

PHI 111 Intro to Philosophy (GT-AH3) 4.5
PHI 112 Ethics (GT-AH3) 4.5

Total Credits for A.A. Degree 13.5

SOCIAL & BEHAVIORAL SCIENCES CREDITS

Select one history course:

History (GT-HI1)

HIS 101 Western Civilization I (GT-HI1) 4.5
HIS 102 Western Civilization II (GT-HI1) . . . 4.5
HIS 201 United States History I (GT-HI1) . . . 4.5
HIS 202 United States History II (GT-HI1) . . . 4.5

Select two courses from two different categories:

Economic & Political Systems (GT-SS1)

POS 105 Intro to Political Science (GT-SS1) . . . 4.5

Geography (GT-SS2)

GEO 105 World Geography (GT-SS2) 4.5

Human Behavior & Social Systems (GT-SS3)

ANT 101 Cultural Anthropology (GT-SS3) . . . 4.5

ANT 111 Physical Anthropology (GT-SS3) . . . 4.5

PSY 102 General Psychology II (GT SS2) . . . 4.5

Total Credits for A.A. Degree 13.5

MATHEMATICS

CREDITS

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

Select a minimum of one of the following choices:

Mathematics (GT-MA1)

MAT 120 Mathematics for the

Liberal Arts (GT-MA1) 6

MAT 121 College Algebra (GT-MA1) 6

MAT 125 Survey of Calculus (GT-MA1) 6

MAT 135 Intro. to Statistics (GT-MA1) 4.5

MAT 201 Calculus I (GT-MA1) 7.5

MAT 202 Calculus II (GT-MA1) 7.5

Total credits for A.A. degree 4.5-7.5

PHYSICAL & LIFE SCIENCES

Select an entire sequence (e.g. AST 101, 102) or a combination of courses with advisor approval:

Physical & Life Sciences (GT-SC1)

AST 101 & 102 Astronomy

I & II (GT-SC1) 12

*BIO 111, 112 & 113 General College

Biology I, II & III (GT-SC1) 10-15

(minimum or two sequential courses required for transfer refer to transfer guides.)

*CHE 111, 112 & 113) General College

Chemistry I, II and III (GT-SC1) 10-15

(minimum or two sequential courses required for transfer refer to transfer guides.)

GEY 111, & 121 Physical Geology,

Historical Geology (GT-SC1) 12

*PHY 111, 112 & 113 Physics:

Algebra-based I, II and III (GT-SC1) 10-15

(minimum or two sequential courses required for transfer refer to transfer guides.)

*PHY 211, 212 & 213 Physics:

Calculus-based I, II and III (GT-SC1) 10-15

(minimum or two sequential courses required for transfer refer to transfer guides.)

Total credits for A.A. degree min 12

NOTE: * These science sequences offered only once per academic year, beginning Fall Quarter.

ORAL COMMUNICATIONS

OR TECHNOLOGY

CREDITS

Select one of the following courses:

SPE 115 Public Speaking 4.5

CIS 118 Intro. to PC Applications 4.5

(or higher level technology courses with advisor approval)

Total credits for A.A. degree 4.5

ELECTIVES

CREDITS

Electives may be chosen from the general education curriculum, other Arts and Sciences courses and specific Career and Technical courses. Career and technical courses may be used if they will support a student's particular educational goals. However, some colleges and universities may not accept the transfer of courses that are considered career and technical. Students should consult their advisors for help in choosing appropriate courses for their specific educational needs.

In general, a maximum of 5 credits of Physical Education courses allowed toward degree electives.

NOTE: MAT 101, 103, 106, 110, AAA 109, REA 105 and any course numbered below 100 cannot be applied to this degree.

Total elective credits for A.A. Degree . . . 30-33

Total credits for A.A. degree 90

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 program includes more science and mathematics.

Liberal Arts is the only major a student may pursue within the A.S. degree. However, the student who plans to pursue a particular major at a four-year institution may wish to select a particular directed area of study within the A.S. degree. The student may select only one directed area of study.

Although all courses included within an Associate of Science program are intended to be transferable, the student should realize that occasional arts and sciences courses and many career and technical courses may not be

accepted for transfer by baccalaureate institutions. The student who desires to include these courses as electives within an A.S. program should check carefully the requirements of the receiving institution as well as the particular program into which he or she wishes to transfer. In addition, career and technical education courses require the approval of the appropriate academic dean or his/her designee.

GENERAL REQUIREMENTS FOR THE A.S. DEGREE

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

1. Ninety (90) quarter credit hours in approved course work are required for graduation. Particular program requirements are outlined in this catalog within the program section.
2. A student must maintain a minimum cumulative grade point average of 2.0 (a "C" average) in the A.S. degree program curriculum.
3. Twenty-four quarter hours of course work applicable to the degree program and completed prior to graduation must be Aims Community College courses.
4. No courses numbered below 100 may be applied toward completion of the A.S. degree. Most courses numbered 100 or above, including some generally transferable career and technical courses, apply toward completion of the A.S. degree. See your faculty advisor for appropriate courses for the A.S. degree.
5. Career and technical courses are accepted toward the A.S. degree requirements only upon the approval of the appropriate academic dean or his/her designee. This approval is given only when the courses are appropriate to the student's educational objectives.
6. The A.S. degree is awarded only to those students who have met the minimum degree requirements and who have demonstrated competency in both mathematics and science disciplines. 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.
7. The student's faculty advisor must sign the application for graduation and the degree worksheet. 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 pursuing an Associate of Science degree must see a faculty advisor to help them plan their academic program. Furthermore, all degree plans must be **approved** by the faculty advisor and the appropriate Department Chair.

The Associate of Science Degree is awarded only to those students who have met the minimum degree requirements and who have demonstrated competency in both mathematics and science disciplines. This degree will not be granted to students who have completed only survey type courses in several mathematics and science areas.

All course prerequisites must be met. All mathematics, science and computer courses applied to this degree must be completed with a grade of 'C' or better.

All courses included in the A.S. degree are intended to be transferable. Students should realize that occasional arts and sciences courses and many career and technical courses might not be accepted for transfer by baccalaureate institutions. Once students have determined which baccalaureate institution they wish to transfer to, they should confirm transfer requirements and courses with the receiving institution.

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

GENERAL EDUCATION	CREDITS
Communication	9
Arts & Humanities	13.5
Social & Behavioral Sciences	13.5
Mathematics	4.5-7.5
Physical & Life Sciences	12
Oral Communication or Technology	4.5
Electives	30-33
Total	90

CURRICULUM

Total Minimum Requirements: CREDITS
COMMUNICATION

Intro. Writing Course (GT-CO1)

ENG 121 English Composition (GT CO1) . . . 4.5
As a result of placement testing, students may be required to take Basic Composition (ENG 090) as a prerequisite for ENG 121. Students who take ENG 090, which is a non-transferable course, must have a 'C' or better in that course before they will be admitted to ENG 121.

Proficiency in essay writing is required for a passing grade, and students must have a 'C' or better in ENG 121 before they will be admitted to ENG 122. Students should take ENG 121 within the first two quarters

of their degree program.

Intermediate Composition (GT-CO2)

ENG 122 English Composition II (GT CO2) . . . 4.5

Prerequisite: ENG 121

Total Credits for A.S. Degree 9

ARTS & HUMANITIES CREDITS

Select one course from each of the following categories:

Arts (GT-AH1)

ART 111 Art History I (GT-AH1) 4.5

ART 112 Art History II (GT-AH1) 4.5

MUS 120 Music Appreciation (GT-AH1) . . . 4.5

MUS 121 Introduction to

Music History I (GT-AH1) 4.5

MUS 122 Introduction to

Music History II (GT-AH1) 4.5

THE 105 Intro. to Theatre Arts (GT-AH1) . . . 4.5

THE 211 Development of

Theatre I (GT-AH1) 4.5

THE 212 Development of

Theatre II (GT-AH1) 4.5

Literature (GT-AH2)

LIT 115 Intro. to Literature (GT-AH2) 4.5

LIT 201 Masterpieces of

Literature I (GT-AH2) 4.5

LIT 202 Masterpieces of

Literature II (GT-AH2) 4.5

Ways of Thinking (GT-AH3)

PHI 111 Intro to Philosophy (GT-AH3) . . . 4.5

PHI 112 Ethics (GT-AH3) 4.5

Total Credits for A.S. Degree 13.5

SOCIAL & BEHAVIORAL SCIENCES CREDITS

Select one history course:

History (GT-HI1)

HIS 101 Western Civilization I (GT-HI1) . . . 4.5

HIS 102 Western Civilization II (GT-HI1) . . . 4.5

HIS 201 United States History I (GT-HI1) . . . 4.5

HIS 202 United States History II (GT-HI1) . . . 4.5

Select two courses from two different categories:

Economic & Political Systems (GT-SS1)

POS 105 Intro to Political Science (GT-SS1) . . 4.5

Geography (GT-SS2)

GEO 105 World Geography (GT-SS2) 4.5

Human Behavior & Social Systems (GT-SS3)

ANT 101 Cultural Anthropology (GT-SS3) . . . 4.5

ANT 111 Physical Anthropology (GT-SS3) . . . 4.5

PSY 102 General Psychology II (GT SS2) . . . 4.5

Total Credits for A.S. Degree 13.5

MATHEMATICS CREDITS

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

Select a minimum of one of the following choices:

Mathematics (GT-MA1)

MAT 121 College Algebra (GT-MA1) 6

MAT 125 Survey of Calculus (GT-MA1) 6

MAT 135 Intro. to Statistics (GT-MA1) 4.5

MAT 201 Calculus I (GT-MA1) 7.5

MAT 202 Calculus II (GT-MA1) 7.5

Total credits for A.S. degree 4.5-7.5

PHYSICAL & LIFE SCIENCES

Select an entire sequence (e.g. BIO 111, 112, 113, or GEY 111, 121) with advisor approval:

Physical & Life Sciences (GT-SC1)

AST 101 & 102 Astronomy

I & II (GT-SC1) 12

*BIO 111, 112 & 113 General College

Biology I, II & III (GT-SC1) 15

*CHE 111, 112 & 113) General College

Chemistry I, II and III (GT-SC1) 15

GEY 111, & 121 Physical Geology,

Historical Geology (GT-SC1) 12

*PHY 111, 112 & 113 Physics:

Algebra-based I, II and III (GT-SC1) 15

*PHY 211, 212 & 213 Physics:

Calculus-based I, II and III (GT-SC1) 15

Total credits for A.S. degree min 12

NOTE: * Science sequence usually offered once per year, beginning Fall Quarter.

ORAL COMMUNICATIONS

OR TECHNOLOGY CREDITS

Select one of the following courses:

SPE 115 Public Speaking 4.5

CIS 118 Intro. to PC Applications 4.5

(or higher level technology courses with advisor approval)

Total credits for A.S. degree 4.5

ELECTIVES CREDITS

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

NOTE: Math 101, 103, 106, 110, 113, SCI 230 and any course numbered below 100 cannot be applied to this degree

Total elective credits for A.S. Degree . . . 30-33

Total credits for the A.S. degree 90

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 in the Student Success Center prior to acceptance into the degree program.

Liberal Arts is the designated major for the Associate of General Studies degree. However, selected A.G.S. degrees contain pre-professional 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

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

1. Ninety quarter hours credit 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. Twenty-four quarter hours of course work applicable to the degree program and completed prior to graduation must be Aims Community College courses.
4. No courses numbered below 100 may be applied toward completion of the A.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 faculty advisor must sign the application for graduation and the degree worksheet. The A.G.S. degree requires the signature of the faculty advisor and the Director in the Student Success Center. Required signatures certify the advisor has reviewed completion of the student's degree requirements.

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

Students must then earn minimum credits in the following subject areas:

GENERAL EDUCATION	CREDITS
Communications and Humanities	13.5
Mathematics/Natural, and Applied Sciences.	9.5-12.5
Behavioral, Social, and Economic Sciences.	9
Professional Courses	14
Electives	41-44
Total	90

Total Minimum Requirements: CREDITS
**COMMUNICATIONS AND
HUMANITIES 13.5**

Required Courses:

ENG 121 English Composition I (GT-CO1)	4.5
(see requirements in A.A. degree)	
SPE 115 Public Speaking	4.5
or	
SPE 125 Interpersonal Communication	4.5
or	
SPE 215 Professional and Business Speaking.	4.5

Select one of the Humanities 4.5 hour courses listed in the current catalog for the A.A. degree. 4.5

**MATHEMATICS, SCIENCE AND
COMPUTER 9.5-12.5**

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 103, and MAT 110.)

**BEHAVIORAL, SOCIAL, AND
ECONOMIC SCIENCES 9**

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

PROFESSIONAL COURSES 14

Any combination of professional courses with the following prefixes as listed in the current catalog: ACC, BUS, CIS, CNG, COM, CSL, CSC, CWB, ECE, EDT, EDU, HLH, HPR, LTN, MAN, MAR, as well as ENG 131 and ENG 132.

ELECTIVE CREDIT 41-44

Requirement may be satisfied with courses in the Arts and Sciences and/or Career and Technical areas as listed in the current catalog. Total credits earned with a specific career and technical program or academic discipline may not exceed 30 credits.

Total Credits for A.G.S. Degree 90

AIMS & FRANKLIN UNIVERSITY ALLIANCE

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

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

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

The Bachelor of Science Degrees offered are Accounting, Business Administration, Computer Science, Digital Communications, Management Information Sciences, Health Care Management, Public Safety Management and Applied Management.

BACHELOR OF APPLIED SCIENCE: PUBLIC SERVICE

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

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

semester (90 quarter) credits. If the Associate of Applied Science degree program is less than 60 semester credits, students will be required to fulfill the 120 total semester credit requirement through additional coursework.

ALLIED HEALTH EMPHASIS

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

RESOURCE DEVELOPMENT EMPHASIS

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

Students holding the A.A.S. (or A.A.A.) degree should take approximately 24 months (based on continuous enrollment) to complete the B.A.S. degree. The curriculum is designed for distance education allowing students to participate at their home, workplace or through their local community college. Contact UNC for required degree courses and electives.



Alternative Transfer Degrees

**AIMS COMMUNITY
COLLEGE ACADEMIC
ORGANIZATION**

**ACADEMIC
DEPARTMENT PROGRAMS I**

Academic Dean:

Susan Cribelli

970.330.8008, Ext. 6266

Aviation

Flight Center

College Prep English/Reading

College Prep Mathematics

Communications Media

Emergency Medical Services

English

Fire Science

Graphic Technology

Health Sciences

Certified Nurse Aide

Medical Office Tech

Practical Nursing

Surgical Tech

Programs under dev.

Humanities (HUM, LIT, PHI, THE)

Interactive Design

Mathematics

Natural Sciences

Radiologic Technology

Speech

Visual & Performing Arts

Art/Design

Music

**ACADEMIC
DEPARTMENT PROGRAMS II**

Academic Dean:

Donna Souther

970.330.8008, Ext. 6266

Accounting

Agriculture

Automotive Body Repair

Automotive Technology

Business Technology

(Business Transfer)

CAD/Construction Tech

Computer Info Systems

Computer Science

Construction Management

Criminal Justice

Early Childhood Education Monfort ECEC

Electronics

Engineering

Family Life Education

(Teacher Transfer)

Foreign Languages

(Mexican-American Studies)

Marketing/Management

Physical Education

Psychology

Social Science

Welding

**ACADEMIC
DEPARTMENT PROGRAMS III
CONTINUING EDUCATION**

Academic Dean:

Dick Wood

970.330.8008, Ext. 6222

Bilingual Citizenship

Customized & Basic Skills Training

(for business and industry)

Distance Learning

English as a Second Language

Flight Simulator Training

General Education Development

International Programs Intensive English

Lifelong Learning Workshops & Seminars

Quality Improvement Training

Self-interest Programs

Senior Education

Small Business Development Center

Youth Programs

College for Kids

High School Diploma



**Academic
Organization**





AGRICULTURE TECHNOLOGY

Location:

Trades & Industry, TRI Room 107
970.330.8008, Ext. 6208

Assistant Department Chair, Agriculture:

Dave Schaubert, Ext. 6631

Advisor:

David Schaubert, Ext. 6631

DEGREES/CERTIFICATES OFFERED:

Agriculture Directed Area of Study

(two-year A.A. Degree)

AGRICULTURE DIRECTED AREA OF STUDY ASSOCIATE OF ARTS DEGREE

Designed for students interested in transferring to a four-year college or university with an agriculture program. Consult with advisor for electives and their transferability to individual four-year institutions.

Recommended degree requirements for the Agriculture Area of Study:

	CREDITS
COMMUNICATION:	9.0
ENG 121 English Composition I (GT-CO1)4.5
ENG 122 English Composition II (GT-CO2) .	.4.5
ARTS & HUMANITIES:	13.5
See A.A. degree requirements.	
SOCIAL & BEHAVIORAL SCIENCES:	13.5
See A.A. degree requirements.	
MATHEMATICS:	4.5-7.5
See A.A. degree requirements.	
PHYSICAL & LIFE SCIENCES:	12
See A.A. degree requirements.	
ORAL COMMUNICATIONS OR TECHNOLOGY:	4.5
See A.A. degree requirements.	
ELECTIVES:	30-33
Required:	
ECO 201 Principles of Macroeconomics4.5
ECO 202 Principles of Microeconomics4.5
Remaining electives must be selected in consultation with advisor	
Total Credits for the A.A. Degree:	90



Agriculture

AUTOMOTIVE COLLISION REPAIR TECHNOLOGY (A NATEF Master Certified Program)

Location:

Trades & Industry, TRI Room 101
970.330.8008, Ext. 6278

Program Chair:

Pat Hergenreter, Ext. 6278

Advisors:

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

DEGREES/CERTIFICATES OFFERED:

Automotive Collision Repair

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

Automotive Collision Repair Option (Certificate)

Automotive Refinishing Option (Certificate)

Non Structural Damage Analysis and Repair I

(Certificate)

Non Structural Damage Analysis and Repair II

(Certificate)

Structural Damage Analysis and Repair I

(Certificate)

Structural Damage Analysis and Repair II

(Certificate)

Plastics & Adhesives (Certificate)

Painting and Refinishing I (Certificate)

Painting and Refinishing II (Certificate)

Painting and Refinishing III (Certificate)

Damage Appraisal and Estimating (Certificate)

Street Rod (Certificate)

Upholstery (Certificate)

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

AUTOMOTIVE COLLISION REPAIR TECHNOLOGY ASSOCIATE OF APPLIED SCIENCE DEGREE

2 years (1155 classroom and lab hours plus 22.5 credit hours General Education)

Collision Repair Certificate Option

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

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

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

Potential Opportunities: Collision repair and refinishing on the high-tech automobiles of today is a challenging and rewarding career.

The vast changes in the design, construction, and finish of today's automobiles have created a shortage of top notch technicians.

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

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

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

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

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

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

Program Requirements: To earn an A.A.S. degree, the student must complete all ABR prefix courses and at least 22.5 credit hours of general education courses. Assessment required in degree program, dexterity testing required in degree program. Students are required to furnish their own handtools.

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



Automotive Technology

COLLISION REPAIR DEGREE**DEGREE PROGRAM:**

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

REQUIRED GENERAL EDUCATION COURSES:

AMT 110 Automotive Shop Safety	0.5
CIS 118 Intro to PC Applications	4.5
ECO 105 Intro to Economics	4.5
HEN 106 Red Cross/Standard First Aid/CPR	3
MAT 110 Applied Business Math	5
REA 100 Master College Reading	5
Total General Education:	22.5
Total credits hours for A.A.S. Degree (minimum):	111

**COLLISION REPAIR
CERTIFICATE OPTION****CERTIFICATE PROGRAM:**

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

REQUIRED GENERAL EDUCATION COURSES:

MAT 110 Applied Business Math	5
REA 100 Master College Reading	5
Total General Education	10
Total credits hours for Certificate:	69

**AUTO REFINISHING
CERTIFICATE OPTION****CERTIFICATE PROGRAM:**

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

REQUIRED GENERAL EDUCATION COURSES:

MAT 110 Applied Business Math	5
REA 100 Master College Reading	5
Total General Education Courses:	10
Total Credit Hours for Certificate:	46

**STREET ROD
CERTIFICATE OPTION****(Pending state approval)****CERTIFICATE PROGRAM:**

CERTIFICATE REQUIREMENTS:	CREDITS
ACT 297 Street Rod I	12
ACT 298 Street Rod II	12
ACT 299 Street Rod III	12
Total Option Credit Hours:	36

**UPHOLSTERY
CERTIFICATE OPTION****(Pending state approval)****CERTIFICATE PROGRAM:**

CERTIFICATE REQUIREMENTS:	CREDITS
UPH 101 Auto Upholstery I	6
UPH 102 Auto Upholstery II	6
UPH 103 Auto Upholstery III	6
Total Option Credit Hours:	18

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

The following courses can be taken as NATEF approved individual certificates: (see program advisors for details).

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

All certificates are available in module form.

**AUTOMOTIVE COLLISION REPAIR
TECHNOLOGY ADVISORY COMMITTEE**

Kevin Dubach American Auto Body
Steve Peif Hi-Tech Autobody
Mike Sigg Pro Automotive Finishes
Melva Ruyle State Farm Insurance
Lorri Wilson Precision Auto Body
Nick Zenzen Fort Collins Collision Repair

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

Trades & Industry, TRI Room 106
970.330.8008, Ext. 6277

Program Chair:

Dennis Schossow, Ext 6277/6534

Advisors:

Mark Brothe, Ext. 6277/6914
Dennis Schossow, Ext. 6277/6534

AYES Coordinator:

Mark Brothe, Ext. 6277/6914

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 Drive Trains and Axles (Certificate)****Automotive Engines (Certificate)****Electrical/Electronic Systems (Certificate)****Automatic Transmissions and Transaxles**

(Certificate)

Heating and Air Conditioning (Certificate)

Program Length: CAREER AND TECHNICAL CERTIFICATE: General Automotive Technician option is 813 clock hours. ASSOCIATE OF APPLIED SCIENCE DEGREE: General Automotive Technology 1199 clock hours. An A.A.S. degree can be completed in 6 quarters (2 years) with a course load of approximately 18 credits per quarter. A Career and Technical certificate can be completed in four quarters with 18 credits per quarter. Additional time may be necessary for preparatory classes.

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

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

The General Automotive Technician option teaches the theory of operation and provides practical, hands-on experience on the 8 major systems of the automobile. This option follows course outlines, class hours and industrial competencies as mandated by NATEF (National Automotive Technicians Education Foundation).

In addition to the regular post-secondary program, the department is affiliated with Automotive Youth Educational Systems, (AYES), an organization with a mission to recruit more technicians into the industry. The AYES program targets juniors in high school and encourages them to pursue a special two-year AYES certificate in automotive technology. Its structure is based on a cooperative effort between Aims College, the local area high schools, and local dealerships. During the school year, the student attends the automotive classes on the Greeley campus. Through the summer months the student is placed on an internship with a technician/mentor in a local repair facility. In this program the student must maintain an active membership in Skills USA/VICA the AYES program's student organization; plus uphold excellent scholastic standings.

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

Registration Requirement: All students taking a course or courses must have an appropriate program advisor's signature on the course registration before registering.

GENERAL AUTOMOTIVE TECHNICIAN OPTION ASSOCIATED OF APPLIED SCIENCE DEGREE PROGRAM

DEGREE REQUIREMENTS:	CREDITS
AMT 110 Automotive Shop Safety	.0.5
AMT 131 Brakes	.8
AMT 132 Steering & Suspension Systems	.8
AMT 133 Engine Performance	.20

AMT 232 Electrical15.5
PLUS: The student MUST choose three courses from the following to complete the automotive requirements:

AMT 134 Manual Drive Trains and Axles	.8
AMT 231 Automotive Engines	.9.5
AMT 233 Automatic Transmission & Axle	.9.5
AMT 234 Heating & Air Conditioning	.7
Total Option Credit Hours:	.76.5 to 79

REQUIRED GENERAL EDUCATION COURSES

BUS 115 Introduction to Business	.4.5
HEN 106 Red Cross/Standard First Aid/CPR	.3
PHY 105 Conceptual Physics	.6

Select one of the following:

CIS 118 Intro to PC Applications	.4.5
CSC 100 Computer Literacy	.4.5

Select one of the following:

MAT 106 Survey of Algebra	.6
MAT 110 Applied Business Mathematics	.5

Select one of the following:

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

Total General Education Hours (minimum): .28
Total Credit Hours For A.A.S. Degree (minimum): .104.5

GENERAL AUTOMOTIVE TECHNICIAN CERTIFICATE REQUIREMENTS: CREDITS

AMT 110 Automotive Shop Safety	.0.5
AMT 131 Brakes	.8
AMT 132 Steering & Suspension Systems	.8
AMT 133 Engine Performance	.20
AMT 232 Electrical	.15.5
Total Option Credit Hours:	.52

REQUIRED GENERAL EDUCATION COURSES

HEN 106 Red Cross/Standard First Aid/CPR	.3
MAT 110 Applied Business Math	.5
PHY 105 Conceptual Physics	.6

Total General Education Hours: .14
Total Credit Hours for Certificate: .66

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

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

AYES CERTIFICATE

CERTIFICATE REQUIREMENTS:	CREDITS
AMT 101 Auto Fundamentals	.4
AMT 110 Shop Safety	.0.5
AMT 131 Brakes	.8
AMT 132 Steering & Suspension Systems	.8
AMT 133 Engine Performance	.20
AMT 232 Electrical	.15.5
AMT 290 Internship	.4
Total Credit Hours for Certificate:	.60

AUTOMOTIVE TECHNOLOGY ADVISORY COMMITTEE

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

AVIATION TECHNOLOGY

Location:

Ed Beaty Hall, Room 540
970.330.8008, Ext. 6472

Program Chair, Aviation:

Gina West, Ext. 6373

Advisors:

Martin Boniek, Ext. 6377
Tim Russ, Ext. 6378
Gina West, Ext. 6373

AIMS FLIGHT TRAINING CENTER

Location:

Greeley-Weld County Airport,
970.356.0790

Director:

Greg Gaiser

Chief Flight Instructor:

Mike Joy

DEGREES/CERTIFICATES OFFERED:

General Aviation Pilot Option

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

Professional Pilot Program Option

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

Aviation Certificate Program (Certificate)

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

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

Program Length: Usually three quarters for the General Aviation Pilot Certificate program, six quarters for the General Aviation Pilot Option A.A.S. degree program, and seven quarters for the Professional Pilot Program (PPP) option. Times may be shorter if the student is eligible to receive credit for previous flying experience or college transfer credits. Additional time may be required, depending on assessment scores.

Potential Opportunities/General Aviation Programs: The program is designed to qualify the student for immediate entry into employment as a pilot. Many enter the field as flight instructors. With additional experience, there may be opportunities available in corporate flying, charter work, and some airlines.

Potential Opportunities/Professional Pilot

Program (PPP): The Professional Pilot Program is designed to train pilots to be eligible for employment into flight instructor, commuter, regional, and major airline flying positions. It is anticipated that after two years of successful commuter airline flying along with the experience and flying hours acquired, the student would be prepared to move to a major airline as flight positions become available. Completion of PPP DOES NOT GUARANTEE that the graduate will be employed by any airline. However, Career Placement Services and the Aviation Department will assist the student in possible employment opportunities throughout the industry.

Program Requirements: Students without previous successful college experience pursuing a degree in Aviation Technology MUST complete the AIMS Assessment examinations prior to program enrollment. If qualifying scores are not attained, program advisors will determine preparatory courses that will be required to gain program or class admittance.

Students will be required to take the following tests:

1. Reading skills
2. Writing
3. Math
4. Algebra
5. Computer Literacy

Tests 1, 2, & 3 are Aims College requirements; tests 4 & 5 are requirements of the Aviation Department. If the student successfully passes the Computer Literacy test, he/she will not be required to take a computer class. Otherwise, the student will be required to take one computer class with advisor approval.

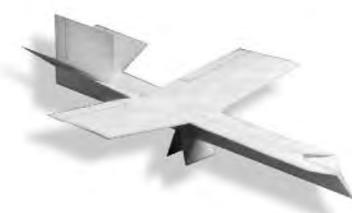
The student MUST also pass the required flight physical exam prior to the first flight. The student MAY also be required to undergo drug testing at any time.

Many of the classes in the aviation program have prerequisites that MUST be met PRIOR to class admittance. (See course descriptions for specific requirements.)

General Information: Additional charges are made for rental of aircraft and flight instructor for flight labs. Charges for aircraft and instructors are subject to change without notice. Flight training is conducted by the Aims College Flight Training Center located at the Greeley-Weld County Airport. (See course descriptions for flight labs.)

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

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



Aviation

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

GENERAL AVIATION PILOT OPTION ASSOCIATE OF APPLIED SCIENCE DEGREE

Aviation Technology General Education Courses: A minimum of 23.5 quarter credit hours of General Education Courses are required with Advisors approval.

AVT 100 Aviation Seminar	1
AVT 101 Private Flight Lab I	2
AVT 102 Private Flight Lab II	2
AVT 103 Instrument/Commercial Flight Lab I	3
AVT 104 Instrument/Commercial Flight Lab II	3
AVT 105 Private Flight Simulator	3
AVT 108 Private Ground School	6
AVT 109 Instrument Ground School	6
AVT 111 Instrument Flight Simulator I	3
AVT 115 Aviation Management & Economics	5
AVT 205 Flight Instructor Ground School	5
AVT 206 Commercial Ground School	3
AVT 213 Advanced Instrument Simulator	6
AVT 216 Instrument/Commercial Flight Lab III	4

AVT 217 Instrument/Commercial Flight Lab IV	4
AVT 226 Multi-Engine Simulator I, Single Pilot	3
Total credits from above courses:	59

REQUIRED GENERAL EDUCATION COURSES

ENG 121 English Composition I (GT-CO1)	4.5
GEY 106 Meteorology	4.5

Select a math course with advisor approval:

ENT 116 Technical Mathematics	5
MAT 121 College Algebra (GT-MA1)	6

Total credits from above courses: 5-6

Select one of the following with advisor approval:

PHY 105 Conceptual Physics	6
PHY 111 Physics - Algebra Based I (GT-SC1)	5
PHY 112 Physics - Algebra Based II (GT-SC1)	5
PHY 113 Physics - Algebra Based III (GT-SC1)	5

Total credits from above courses: 5-6

Select one of the following with advisor approval:

SPE 115 Public Speaking	4.5
SPE 225 Organizational Communications	4.5

Total credits from above courses: 4.5

Aviation Electives These electives may include non-aviation subjects. (Select 15-16 credit hours with advisor approval to total 97.5 credit hours.)

AVT 119 Conventional Gear Transition Lab	2
AVT 155 Crew Resource Management I	1
AVT 156 Crew Resource Management II	1
AVT 157 Crew Resource Management III	1
AVT 158 Crew Resource Management IV	1
AVT 159 Crew Resource Management V	1
AVT 207 Basic Ground Instructor	2
AVT 208 Advanced Ground Instructor	2
AVT 209 Instrument Ground Instructor	2
AVT 218 Certified Flight Instructor Flight Lab	5
AVT 219 Instrument Flight Instructor Flight Lab	3
AVT 225 Multi-Engine Transition Lab	2
AVT 227 Multi-Engine Simulator II, Single Pilot	2
AVT 228 Multi-Engine Simulator III, Single Pilot	1
Total credits from above courses (Aviation Electives):	15-16
Total Credits for Degree General Aviation Option:	minimum 97.5



PROFESSIONAL PILOT PROGRAM OPTION ASSOCIATED OF APPLIED SCIENCE DEGREE

GENERAL INFORMATION

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

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

New students with Private or advanced certificates will be given credit only for AVT 100, AVT 101, AVT 102, AVT 105, and AVT 108. A minimum of 140 flight hours **MUST** be completed while enrolled in the program.

Any student not meeting program requirements may be placed on program probation. If the student makes satisfactory progress at the end of the probationary period the student will be allowed to continue in the program. This evaluation will be accomplished by an Aviation Evaluation Board. The Board may also be convened to consider individual cases where a student displays performance and/or behavioral characteristics **NOT** consistent with those expected of a future Airline Transport Pilot.

A student entering this program **MUST** meet the qualifications as noted for the Aviation program. Graduates who wish to earn the "Professional Pilot Degree", which is a recommendation that the graduate has skill for airline placement, must also meet the following requirements.

1. Average academic GPA of at least 3.0
2. Satisfactory completion with "C" or better on industry observation ride.
3. Completion of all required training and testing which may include Cockpit Resource Management, Weather Avoidance Radar, and required written testing.

DEGREE REQUIREMENTS: CREDITS

AVT 100 Aviation Seminar	1
AVT 101 Private Flight Lab I	2
AVT 102 Private Flight Lab II	2
AVT 103 Instrument/Commercial Flight Lab I	3
AVT 104 Instrument/Commercial Flight Lab II	3

AVT 105 Private Flight Simulator	3
AVT 108 Private Ground School	6
AVT 109 Instrument Ground School	6
AVT 111 Instrument Flight Simulator I	3
AVT 115 Aviation Management & Economics	5
AVT 155 Crew Resource Management I	1
AVT 156 Crew Resource Management II	1
AVT 157 Crew Resource Management III	1
AVT 158 Crew Resource Management IV	1
AVT 159 Crew Resource Management V	1
AVT 206 Commercial Ground School	3
AVT 213 Advanced Instrument Simulator	6
AVT 214 Multi-Engine Simulator, Airline Transition	5
AVT 216 Instrument/Commercial Flight Lab III	4
AVT 217 Instrument/Commercial Flight Lab IV	4
AVT 225 Multi-Engine Transition Lab	2
AVT 226 Multi-Engine Simulator I, Single Pilot	3
AVT 235 Transport Category Aircraft Systems and Engines	10
AVT 237 Professional Pilot Preparation	1
Total credits from above courses:	77

REQUIRED GENERAL EDUCATION COURSES

ENG 121 English Composition I (GT-CO1)	4.5
GEY 106 Meteorology	4.5
MAT 121 College Algebra (GT-MA1)	6

Select one of the following with advisor approval:

PHY 105 Conceptual Physics	6
PHY 111 Physics - Algebra Based I (GT-SC1)	5
PHY 112 Physics - Algebra Based II (GT-SC1)	5
PHY 113 Physics - Algebra Based III (GT-SC1)	5

Total credits from above courses: 5-6

Select one of the following with advisor approval:

SPE 115 Public Speaking	4.5
SPE 225 Organizational Communications	4.5

Total credits from above courses: 4.5

Select a Social Science course with advisor approval (Psychology recommended) . . .4.5-5

Select a Humanities course with advisor approval . . .4.5-5

Total credits for A.A.S. Degree Professional Pilot Program Option:minimum 110.5

AVIATION CERTIFICATE PROGRAM

CERTIFICATE REQUIREMENTS: CREDITS

AVT 100 Aviation Seminar	1
AVT 101 Private Flight Lab I	2
AVT 102 Private Flight Lab II	2
AVT 103 Instrument/Commercial Flight Lab I	3
AVT 104 Instrument/Commercial Flight Lab II	3
AVT 105 Private Flight Simulator	3
AVT 108 Private Ground School	6
AVT 109 Instrument Ground School	6
AVT 111 Instrument Flight Simulator I	3
AVT 206 Commercial Ground School	3
AVT 213 Advanced Instrument Simulator	6
AVT 216 Instrument/Commercial Flight Lab III	4
AVT 217 Instrument/Commercial Flight Lab IV	4
Total Credits for Certificate:	46

AVIATION TECHNOLOGY ADVISORY COMMITTEE

Kim Achziger

Pilot, Southwest Airlines

Robert Anderson

Commercial Pilot

John Everhart

Denver Flight Manager,

Air Wisconsin Airlines

Craig Foltz,

United Airlines

Leonard Holladay

Pilot, TWA

Don McMahon,

FAA Inspector

Mike McDonald

Pilot, Frontier Airlines

Richard J. Nelson

Vice President, Great Lakes Airlines

David Soleta

Pilot, Continental Express

Philip Sperber

Commercial Pilot

BUSINESS

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

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

For the transfer student, the Business Administration option in the Business Technology A.A.S. degree is articulated with Franklin University. Franklin's Bachelor of Science in Business Administration allows students to complete junior and senior level courses through a combination of Aims coursework and on-line instruction through Franklin University.

The Business Transfer area of study, Associate of Arts degree, is designed for transfer to Colorado four-year business colleges.

The Real Estate licensing courses and the Associate of Arts degree in Mortgage Banking provide career and educational opportunities for those in the real estate business.

**BUSINESS TRANSFER
STATEWIDE
ARTICULATION
AGREEMENT
(Associate of Arts Degree)**

Advisors:**Greeley Campus:**

Alysan Broda, Ext. 6246
Chuck Fisher, Ext. 6520
Holly Hartwick, Ext. 6426
John Jordan, Ext. 6328
Trudi Manuel, Ext. 6425
Tony Park, Ext. 6235

Fort Lupton Campus:

Keith Reierstad, Ext. 4310

Loveland Campus:

Michael Ort, Ext. 3315

The Business Transfer (A.A. degree) program is designed for the student who is planning to enter a business degree program at a four-year institution. A Business Transfer is complex for three reasons: (1) university business departments do not accept all courses for transfer; (2) university business requirements vary from school to school, and (3) some general education courses may meet specific business program requirements. The Business Transfer program combines general education classes with specific business courses to meet requirements of university business programs.

After completing an A.A. degree with a Business Transfer, 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:9

See A.A. degree requirements.

ARTS & HUMANITIES:13.5

See A.A. degree requirements.

SOCIAL & BEHAVIORAL SCIENCES:13.5

*ECO 201 Principles of Macroeconomics . .4.5

*ECO 202 Principles of Microeconomics . .4.5

See A.A. degree for History requirement.

(*Per articulation agreement for Business Transfer students only.)

MATHEMATICS:4.5-7.5

See A.A. degree requirements.

PHYSICAL & LIFE SCIENCES:12

See A.A. degree requirements.

ORAL COMMUNICATION

OR TECHNOLOGY:4.5

See A.A. degree requirements.



Business

ELECTIVES:

Select electives based on transfer institution requirements. (Some of these courses may also fulfill state general education guaranteed transfer requirements.)

ACC 121 Principles of Accounting I	.5
ACC 122 Principles of Accounting II	.5
ACC 123 Principles of Accounting III	.5
BUS 115 Introduction to Business	.4.5
BUS 216 Legal Environment of Business	.4.5
BUS 217 Business Communications & Report Writing	.4.5
BUS 226 Business Statistics	.4.5
CIS 118 Intro to PC Applications	.4.5
MAN 226 Principles of Management	.4.5
MAR 216 Principles of Marketing	.4.5
Total Credits for A.A. Degree:	.90

ACCOUNTING**Location:**

Westview, Office 690
970.330.8008, Ext. 6208

Program Chair:

Kerry Colton, Ext. 6215

Loveland Campus:

Accounting questions contact:
Kerry Colton, Ext. 6215

Campus Chair, Fort Lupton Campus:

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

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

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

Accounting Certificate Program

(one-year certificate)

Business Administration

(B.S. Degree Franklin University Alliance)

Public Safety Management

(B.S. Degree Franklin University Alliance)

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 course better fit the career goals and objectives of the student.

General Education Requirements: A minimum of 22.5 quarter credit hours of General Education Courses are required with advisor's approval.

ACCOUNTING ASSOCIATE OF APPLIED SCIENCE DEGREE REQUIREMENTS:**(Pending State Approval) CREDITS**

ACC 105 Payroll Accounting	.3
ACC 121 Principles of Accounting I	.5
ACC 122 Principles of Accounting II	.5
ACC 123 Principles of Accounting III	.5
ACC 131 Income Tax	.5
ACC 196 Accounting Applications I	.1
ACC 197 Computerized Accounting Applications I	.1
ACC 198 Computerized Accounting Applications II	.2
ACC 207 Financial Management	.5
ACC 208 Excel Applications for Business	.3
ACC 209 Spreadsheet Applications for Cost Accounting	.3
ACC 211 Intermediate Accounting I	.5
ACC 212 Intermediate Accounting II	.5
ACC 215 Spreadsheet Applications for Finance	.3
ACC 226 Cost Accounting	.5
ACC 228 Accounting Systems	.5
BUS 108 Computerized Ten Key	.1
BUS 216 Legal Environment of Business	.4.5
Total credits from above courses:	.66.5

GENERAL EDUCATION COURSES

BUS 142 Intermediate Communications	.5
BUS 217 Business Communications and Report Writing	.4.5
CIS 118 Intro to PC Applications	.4.5
MAT 110 Applied Business Mathematics	.5

Select one from the following courses:

BUS 115 Introduction to Business	.4.5
BUS 165 Human Relations at Work	.5
MAN 105 Leadership in Management	.5
PHI 112 Ethics (GT-AH3)	.4.5
PSY 120 Psych of Leadership and Interpersonal Relations	.5
Total credits from above courses:	.23.5-24

ELECTIVES: .4

Electives will be chosen with advisor approval.

Total Credits for A.A.S. Degree:94-94.5

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 area of study.

ACCOUNTING CERTIFICATE PROGRAM CERTIFICATE REQUIREMENTS:**CREDITS**

ACC 105 Payroll Accounting	.3
ACC 121 Principles of Accounting I	.5
ACC 122 Principles of Accounting II	.5
ACC 123 Principles of Accounting III	.5
ACC 196 Accounting Applications I	.1
ACC 197 Computerized Accounting Applications I	.1
ACC 208 Excel Applications for Business	.3
BUS 108 Computerized Ten Key	.1
BUS 142 Intermediate Communications and Report Writing	.4.5
BUS 217 Business Communications	.4.5
CIS 118 Intro to PC Applications	.4.5
MAT 110 Applied Business Mathematics	.5
Total credits from above courses:	.43

Select one from the following courses:

BUS 115 Introduction to Business	.4.5
BUS 165 Human Relations at Work	.5
Total credits from above courses:	.4.5-5
Total Credits for Certificate:	.47.5-48

ACCOUNTING ADVISORY COMMITTEE

Dr. John Elsea, Professor

University of Northern Colorado

Hank Rahmig, Sr. Vice-President

Cache Bank

David Sanchez, Owner

Accounting Plus

Vicki Sears, CPA

Anderson & Whitney

Marcia Siebring, CPA

Kosmicki, Dollarhide & Co.

BUSINESS TECHNOLOGY

Location:

Westview, Room 652
970.330.8008, Ext. 6265

Program Chair, Business:

Dr. Ann Aron, Ext. 6240

Advisors:

Greeley Campus:

DeLynn Anderson, Ext. 6919

Ann Aron, Ext. 6240

Trudi Manuel, Ext. 6425

Paul Martin, Ext. 6216

Fort Lupton Campus:

Ellen Swieter, Ext. 4311

Loveland Campus:

Susan Ehrfurth, Ext. 3316

The A.A.S. and certificate programs in Business Technology are designed for persons interested in gaining skills and knowledge using state-of-the-art equipment and up-to-date technology. Employment opportunities include office settings in government, small business, banking, medical fields, real estate, insurance, law, and the judicial legal system.

Students entering Aims Community College with high school credit in keyboarding, word processing, bookkeeping, and/or notetaking may substitute other courses with the consent of their program advisor.

Registration Requirement: All students taking a course or courses in a business program must have an appropriate business program advisor's signature on the course registration form before registering.

General Education Requirements: A minimum of 23 quarter credit hours of General Education courses is required with advisor's approval. The General Education courses are identified by an asterisk (*).

BUSINESS ADMINISTRATION OPTION ASSOCIATE OF APPLIED SCIENCE DEGREE

GENERAL EDUCATION

REQUIREMENTS:

CREDITS

BUS 216 Legal Environment of Business . . . 4.5

BUS 217 Business Communications and

Report Writing 4.5

ECO 201 Principles of Macroeconomics . . 4.5

ECO 202 Principles of Microeconomics . . 4.5

SPE 115 Public Speaking 4.5

ADDITIONAL

DEGREE REQUIREMENTS:

CREDITS

ACC 121 Principles of Accounting I 5

ACC 122 Principles of Accounting II 5

ACC 123 Principles of Accounting III 5

BUS 115 Introduction to Business 4.5

BUS 257 Managing Office Technology 4

BUS 291 Internship: Administrative 3

MAN 116 Principles of Supervision 5

MAR 111 Sales 5

MAT 106 Survey of Algebra 6

MAT 110 Applied Business Mathematics . . 5

MAT 135 Introduction to Statistics 4.5

Technology Cluster 11

(ACC 208, BUS 111, and BUS 151 or any combination of software classes selected with advisor approval.)

Select one of the following two courses.

BUS 165 Human Relations at Work 5

PSY 120 Psychology of Leadership 5

Select from the following courses.

MAN 125 Teambuilding 2

AND

MAN 246 Ethical Issues in Marketing/

Management 2

OR

MAN 226 Principles of Management 4.5

Select one of the following two courses . . 4.5

MAR 216 Principles of Marketing 4.5

MAR 220 Advertising and Promotion 5

Total Credit for A.A.S. Business

Administration Assistant Option: . . .99-100.5

ADMINISTRATIVE ASSISTANT OPTION ASSOCIATE OF APPLIED SCIENCE DEGREE

GENERAL EDUCATION

REQUIREMENTS:

CREDITS

BUS 115 Introduction to Business 4.5

BUS 142 Intermediate Communications . . 5

BUS 165 Human Relations at Work 5

BUS 217 Business Communications and

Report Writing 4.5

MAT 110 Applied Business Mathematics . . 5

DEGREE CORE REQUIREMENTS:

ACC 101 Fundamentals of Accounting I . . . 5

ACC 208 Excel Applications for Business . . 3

BUS 104 Business Documents IV:

Formatting 5

BUS 108 Computerized Ten-Key 1

BUS 111 Multimedia Business

Presentation I 3

BUS 129 Business Telecommunications I . . 1

BUS 135 Access Business App. 3

BUS 151 Introduction to Word Processing . . 5

BUS 152 Advanced Word Processing 5

BUS 201 Business Document Processing I:

Advanced Formatting 5

BUS 206 Business Telecommunications II . . 3

BUS 236 Voice Recognition App. 2

BUS 256 Desktop Publishing 3

BUS 257 Managing Office Technology

(Microsoft Word) 4

BUS 291 Internship:

Administrative/Legal/Medical 3

CIS 112 Introduction to Windows 3

ADMINISTRATIVE ASSISTANT

DEGREE REQUIREMENTS:

CREDITS

BUS 107 Office Procedures 5

BUS 112 Multimedia Business

Presentation II 3

BUS 197 Combined Bookkeeping

Applications 3

BUS 202 Business Document

Processing II 5

BUS 241 Integrated Office Procedures 5

ELECTIVES:

Select six credits from the following courses. (or as approved by advisor)

ACC 105 Payroll Accounting 3

ACC 121 Principles of Accounting I 5

ACC 122 Principles of Accounting II 5

ACC 123 Principles of Accounting III 5

BUS 101 Business Documents I 4

BUS 102 Business Documents II 4

BUS 123 Ergonomics: Computer

Workstation Health 0.5-1

BUS 124 Using Business Reference 0.5

BUS 125 Using Internet Search Engines

and Directories for Business Research . . 0.5

BUS 126 Proofreading Techniques 1

BUS 127 Business Word Usage 3

BUS 130 Introduction to Internet

and E-Mail I 1

BUS 131 Introduction to Internet

and E-Mail II 1

BUS 132 Microsoft Certification

Preparation, Exam 1 3

BUS 133 Basic Business Computer 3

BUS 134 Basic Beginning Microsoft

Word and Excel 1

BUS 135 Access Business Applications 3

BUS 136 Computerized Proofreading

Applications 1

BUS 141 Introduction to Communications . . 5

BUS 146 Microsoft Certification

Preparation, Exam 2 3

BUS 182 Intermediate WordPerfect 2

BUS 216 Legal Env. of Business 4.5

BUS 221 Business Law 4.5

BUS 235 Business Seminar 0.5-5

BUS 277 Billing Systems: PC Law 5

BUS 278 Using a Personal Digital Assistant . . 3

BUS 279 Case Management Systems 5

CIS 110 Introduction to PC Operating

Systems: DOS 3

CIS 112 Introduction to Windows 3

CIS 118 Intro to PC Applications 4.5

MAN 125 Teambuilding 2

MAN 200 Human Resources Management	.5
MAN 116 Principles of Supervision	.5
MAN 246 Ethical Issues in Marketing/ Management	.2
Total Credits for A.A.S. Degree:	.105

LEGAL ADMINISTRATIVE ASSISTANT OPTION ASSOCIATE OF APPLIED SCIENCE DEGREE

GENERAL EDUCATION

REQUIREMENTS:	CREDITS
BUS 142 Intermediate Communications	.5
BUS 165 Human Relations at Work	.5
BUS 216 Legal Environment of Business	.4.5
BUS 217 Business Communications and Report Writing	.4.5
MAT 110 Applied Business Mathematics	.5

DEGREE CORE REQUIREMENTS: CREDITS

ACC 101 Fundamentals of Accounting I	.5
ACC 208 Excel Applications for Business	.3
BUS 104 Business Documents IV: Formatting	.5
BUS 108 Computerized Ten-Key Presentation I	.1
BUS 111 Multimedia Business Presentation I	.3
BUS 129 Business Telecommunications I	.1
BUS 135 Access Business App.	.3
BUS 151 Introduction to Word Processing	.5
BUS 152 Advanced Word Processing	.5
BUS 201 Business Document Processing I: Advanced Formatting	.5
BUS 206 Business Telecommunications II	.3

BUS 236 Voice Recognition App.	.2
BUS 256 Desktop Publishing	.3
BUS 257 Managing Office Technology (Microsoft Word)	.4
BUS 291 Internship: Administrative/Legal/Medical	.3
CIS 112 Introduction to Windows	.3
Total credits from core requirements:	.54

LEGAL ADMINISTRATIVE ASSISTANT

DEGREE REQUIREMENTS: CREDITS

BUS 117 Legal Terminology	.5
BUS 198 Billing Systems	.1
BUS 211 Legal Procedures & Processes I	.5
BUS 212 Legal Procedures & Processes II	.5
BUS 213 Legal Procedures & Processes III	.5
BUS 214 Legal Procedures & Processes IV	.5
Total Credits for A.A.S. Degree:	.105

MEDICAL ADMINISTRATIVE ASSISTANT OPTION ASSOCIATE OF APPLIED SCIENCE DEGREE

GENERAL EDUCATION

REQUIREMENTS:	CREDITS
BUS 115 Introduction to Business	.4.5
BUS 142 Intermediate Communications	.5
BUS 165 Human Relations at Work	.5
BUS 217 Business Communications and Report Writing	.4.5
BIO 120 Basic Human Anatomy and Physiology	.4.5
MAT 110 Applied Business Mathematics	.5

DEGREE CORE REQUIREMENTS: CREDITS

ACC 101 Fundamentals of Accounting I	.5
ACC 208 Excel Applications for Business	.3
BUS 104 Business Documents IV: Formatting	.5
BUS 108 Computerized Ten-Key Presentation I	.1
BUS 111 Multimedia Business Presentation I	.3
BUS 129 Business Telecommunications I	.1
BUS 135 Access Business App.	.3
BUS 151 Introduction to Word Processing	.5
BUS 152 Advanced Word Processing	.5
BUS 201 Business Document Processing I: Advanced Formatting	.5
BUS 206 Business Telecommunications II	.3
BUS 236 Voice Recognition App.	.2
BUS 256 Desktop Publishing	.3
BUS 257 Managing Office Technology (Microsoft Word)	.4
BUS 291 Internship: Administrative/Legal/Medical	.3
CIS 112 Introduction to Windows	.3
Total credits from degree core requirements:	.54



MEDICAL ADMINISTRATIVE ASSISTANT**DEGREE REQUIREMENTS:**

BUS 197 Combined Bookkeeping	
Applications	.3
BUS 237 Medical Coding	.5
BUS 245 Medical Machine Transcription	.5
BUS 246 Medical Office Procedures I	.4
HPR 178 Medical Terminology	.4.5
Total credits from Medical Administrative Assistant degree requirements:	.21.5
Total Credits for A.A.S. Degree:	.105.5

Students seeking only Front Office work can choose to pursue the Medical Front Office Assistant Certificate; those interested in only Medical Back Office work can choose to pursue the Medical Back Office Assistant Certificate. See Medical Office Technology/Medical Assisting offerings in the Health Sciences Department. Contact Kathy Smith-Stillson, extension 5312.

BUSINESS TECHNOLOGY**CERTIFICATE PROGRAM****CAREER & TECHNICAL CERTIFICATE****CERTIFICATE REQUIREMENTS: CREDITS**

BUS 104 Business Documents I:	
Formatting	.5
BUS 107 Office Procedures	.5
BUS 108 Computerized Ten-Key	.1
BUS 129 Business Telecommunications I	.1
BUS 135 Access Business Applications	.3
BUS 142 Intermediate Communications	.5
BUS 151 Introduction to Word Processing	.5
BUS 165 Human Relations at Work	.5
BUS 201 Business Document Processing I:	
Advanced Formatting	.5
BUS 217 Business Communications and Report Writing	.4.5
BUS 236 Voice Recognition App.	.2
MAT 110 Applied Business Mathematics	.5
Total credits from certificate requirements:	.46.5

ELECTIVES:

Select 5.5 credits from the following courses (with business advisor approval):

ACC 101 Fundamentals of Accounting I	.5
ACC 105 Payroll Accounting	.3
ACC 121 Principles of Accounting I	.5
ACC 122 Principles of Accounting II	.5
ACC 123 Principles of Accounting III	.5
ACC 208 Excel Applications for Business	.3
BUS 101 Business Documents I:	
Beginning Keyboarding	.4
BUS 102 Business Documents II:	
Intro. Speed and Accuracy	.4
BUS 104 Business Documents IV:	
Formatting	.5

BUS 111 Multimedia Business	
Presentation I	.3
BUS 112 Multimedia Business	
Presentation II	.3
BUS 115 Introduction to Business	.4.5
BUS 123 Ergonomics: Computer Workstation Health	.0.5
BUS 124 Using Business Reference	.0.5
BUS 125 Using Internet Search Engines and Directories for Business Research	.0.5
BUS 126 Proofreading Techniques	.1
BUS 127 Business Word Usage	.3
BUS 130 Introduction to Internet and E-Mail I	.1
BUS 131 Introduction to Internet and E-Mail II	.1
BUS 132 Microsoft Certification Preparation, Exam 1	.3
BUS 133 Basic Business Computer	.3
BUS 134 Basic Beginning Microsoft Word and Excel	.1
BUS 136 Computerized Proofreading Applications	.1
BUS 141 Introduction to Communications	.5
BUS 146 Microsoft Certification Preparation, Exam 2	.3
BUS 152 Advanced Word Processing	.5
BUS 171 Business Leadership Activity	.2
BUS 172 Business Leadership Activity	.2
BUS 173 Business Leadership Activity	.2
BUS 182 Intermediate WordPerfect	.2
BUS 197 Combined Bookkeeping Applications	.3
BUS 198 Billing Systems	.1
BUS 202 Business Document Processing II: Transcribing	.5
BUS 206 Business Telecommunications II	.3
BUS 221 Business Law	.4.5
BUS 235 Business Seminar	.0.5-.5
BUS 256 Desktop Publishing	.3
BUS 277 Billing Systems: PC Law	.5
BUS 278 Using a Personal Digital Assistant	.3
BUS 279 Case Management Systems	.5
BUS 291 Internship: Administrative /Legal/Medical	.3
CIS 110 Introduction to PC Operating Systems: DOS	.3
CIS 118 Intro to PC Applications	.4.5
Total credits from electives:	.5.5
Total Credits for Certificate:	.52

MEDICAL TRANSCRIPTION**CERTIFICATE OPTION****CAREER & TECHNICAL CERTIFICATE****CERTIFICATE REQUIREMENTS: CREDITS**

BIO 120 Basic Human Anatomy and Physiology	.6
BUS 107 Office Procedures	.5
BUS 129 Business Telecommunications I	.1

BUS 197 Combined Bookkeeping	
Application	.3
BUS 202 Machine Transcription	.5
BUS 217 Business Communications and Report Writing	.4.5
BUS 241 Integrated Office Procedures	.5
BUS 245 Medical Machine Transcription	.5
BUS 246 Medical Office Procedures I	.5
BUS 247 Medical Office Procedures II	.3
BUS 291 Internship Medical	.3
HPR 178 Medical Terminology	.4.5
Total Credits for Certificate:	.50

Recommended Electives or**Supplemental Courses:**

ACC 101 Fundamentals of Accounting I	.5
BUS 115 Introduction to Business	.4.5
BUS 126 Proofreading	.0.5
BUS 136 Computerized Proofreading	.1
BUS 198 Billing Systems	.1
BUS 206 Business Telecommunications II	.3
BUS 211 Legal Procedures and Processes I	.5
BUS 216 Legal Environment of Business	.4.5
BUS 237 Medical Coding	.5
MOT 137 Human Diseases	.4.5
MOT 150 Medical Assistants	.4.5

MEDICAL CODING**ASSOCIATE CERTIFICATE****CAREER & TECHNICAL CERTIFICATE****CERTIFICATE REQUIREMENTS: CREDITS**

BUS 142 Intermediate Communications	.5
BUS 151 Introduction to Word Processing	.5
BUS 217 Business Communications and Report Writing	.4.5
BUS 237 Medical Coding	.5
BUS 246 Medical Office Procedures I	.4
BUS 247 Medical Office Procedures II	.3
MOT 143 Sciences for Medical Office Administration	.4.5
HPR 100 Introduction to Health Professions	.1.5
HPR 106 Law and Ethics for Health Professions	.3
HPR 178 Medical Terminology	.4.5
Total Credits for Certificate	.40

NOTE: These courses may have prerequisites which must be completed before enrollment. Please check the current college catalog for details.

SKILL ENHANCEMENT CERTIFICATES**CAREER & TECHNICAL CERTIFICATE****CERTIFICATE REQUIREMENTS: CREDITS**

Keyboarding Skill Enhancement Certificate:	.10
BUS 104 Business Documents IV	.5
BUS 201 Business Document Processing I	.5

Word Processing Skill

Enhancement Certificate:10
 BUS 151 Introduction to Word Processing ...5
 BUS 152 Advanced Word Processing5

Business Communications Skill

Enhancement Certificate:14.5
 BUS 141 Introduction to Communications ...5
 BUS 142 Intermediate Communications5
 BUS 217 Advanced Communications and
 Report Writing4.5

Multimedia Presentations Skill

Enhancement Certificate:6
 BUS 111 Multimedia Business
 Presentations I3
 BUS 112 Multimedia Business
 Presentations II3

NOTE: Each course required for a particular certificate must be passed with a grade of A or B to qualify for the Skill Enhancement Certificate. These courses may have prerequisites which must be completed before enrollment. Please check the current college catalog for details.

BUSINESS TECHNOLOGY ADVISORY COMMITTEE

- Arlene Corder
 Fort Lupton, High School
 Counseling Secretary
 Joyce Geiger
 Windsor High School
 Georgia Gutierrez
 Transcription Quality Specialist
 Lori Hatchell
 Fort Lupton, Business Teacher
 Marilyn LeDall
 Greeley Central High School
 Carol McDermott, Office Manager
 Susan Musil
 Greeley Central High School
 Linnette Noffsinger
 Community Advisor
 Leanne Pabst
 Legal Assistant, Houtchens,
 Daniel and Greenfield
 Cliff Pacaro
 State Farm Insurance
 Kathy Smith-Stillson, MSN, RN
 Medical Office Technology Faculty
 Nancy Upchurch, CPS
 Hansel Philips Construction Company
 Patty Wyrick
 HR Representative, Group Publishing

MARKETING/ MANAGEMENT DEGREE

Location:

Westview, Office 690
 970.330.8008, Ext. 6208

Program Chair:

Claudia Stevens, Ext. 6362

Chair, Fort Lupton Campus:

Ellen Swieter, 303.857.4022, Ext. 4311

DEGREES/CERTIFICATES OFFERED:

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

Management Certificate (one-year certificate)

Real Estate License Courses

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

While the programs described are designed to assist those marketing or management students who are interested in pursuing a particular major or in career preparation, these suggested programs should be used only as a guide. Course substitutions may be made when new courses are offered and when the Marketing/Management advisor agrees that alternate courses better fit the career goals and objectives of the student.

Real estate courses are offered for those students interested in taking courses toward preparation for the Real Estate Associate Broker, Independent, or Employing broker's license. Students who want to complete the real estate broker's license should consult with the real estate faculty advisor.

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

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 23 quarter credit hours of General Education Courses are required with advisor's approval. The General Education courses are identified by an asterisk (*).

MARKETING/MANAGEMENT ASSOCIATE OF APPLIED SCIENCES DEGREE

DEPARTMENT REQUIREMENTS: CREDITS

MAN 105 Leadership in Management5
 OR
 PSY 120 Psychology of Leadership and
 Interpersonal Relations5
 MAN 116 Principles of Supervision5
 MAN 125 Teambuilding2
 MAN 126 Total Quality Management3
 MAN 200 Human Resources Management ...5
 MAN 212 Marketing/Management
 Strategies5
 MAN 215 Organizational Behavior5
 MAN 226 Principles of Management4.5
 MAN 236 Negotiations5
 MAN 245 Managing Diversity1
 MAN 246 Ethical Issues in
 Marketing/Management2
 MAN 291 Cooperative Work Experience ...3
 MAR 111 Principles of Sales5
 MAR 125 Marketing Resource Systems ...3
 MAR 216 Principles of Marketing4.5
 MAR 285 Global Issues in
 Marketing/Management2-3
 ACC 101 Fundamentals of Accounting5
 OR
 ACC 121 Principles of Accounting5
Total credits from above courses: ...65-66

Select two from the following:

MAN 216 Small Business Management5
 MAR 217 E-Marketing2-3
 MAR 220 Advertising & Promotion5
 MAR 238 Marketing Research3
 ACC 208 Excel for Business Applications ...3
Total credits from above courses:5-10

GENERAL EDUCATION REQUIREMENTS:

BUS 216 Legal Environment to Business ...4.5
 BUS 217 Business Communication and
 Report Writing4.5
 MAT 110 Applied Business Math5
 Select two from ECO, PSY, SOC, GEO or
 foreign language prefix9-10
Total credits from above courses23-24

ELECTIVES:

(selected with advisor's approval)5
Total Credits for Degree Program: ...98-105

MANAGEMENT**CERTIFICATE PROGRAM****CAREER & TECHNICAL CERTIFICATE****CERTIFICATE REQUIREMENTS: CREDITS**

BUS 217 Business Communications and Report Writing	4.5
CIS 118 Intro to PC Applications	4.5
MAN 105 Leadership in Management	5
OR	
PSY 120 Psychology of Leadership and Interpersonal Relations	5
MAN 116 Principles of Supervision	5
MAN 125 Teambuilding	2
MAN 200 Human Resources Management	5
MAN 226 Principles of Management	4.5
MAN 246 Ethical Issues in Marketing/Management	2
MAR 111 Principles of Sales	5
MAR 125 Marketing Resources Systems	3
MAR 216 Principles of Marketing	4.5

ELECTIVES:**(selected with advisor approval):** .5**Total Credits for Certificate:** .50**REAL ESTATE****COURSES OFFERED FOR THE COLORADO****REAL ESTATE ASSOCIATE BROKERS LICENSE:**

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

COURSES OFFERED FOR**REAL ESTATE APPRAISAL:**

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

MAR 271 Real Estate Registered Appraiser	6
MAR 272 Real Estate Registered Appraiser Ethical Issues	1.5

These courses must be taken concurrently.

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

Don Abbott	SBDC, Aims Community College
Alex Chernoff	Coldwell Banker Plains Real Estate
Rhonda Dudley	State Farm
Kristy Duffy	State Farm
Troy Garcia	New Horizons
Kathy Kersgard	Union Colony Bank
Sue Lapcewich	Windsor Tribune
Matt Pencock	Sun Microsystems
Ron Pullen	Texas Roadhouse
Linda Story	Loveland Reporter Herald



COMMUNICATION TECHNOLOGY

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:

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

COMMUNICATIONS 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 (22.5 hours), Introduction to Mass Media (5 hours), at least one specialized course sequence (15 hours), and a minimum of 49.5 other credit hours of courses bearing the COM- prefix. Certain interdisciplinary electives (non-COM courses) may be applied if pre-approved by a Communications Media advisor.

GENERAL EDUCATION COURSES: CREDITS

- BUS 115 Introduction to Business4.5
- CIS 118 Intro to PC Applications4.5
- ENG 121 English Composition I (GT-CO1) .4.5
- SOC 101 Introduction to Sociology4.5
- SPE 115 Public Speaking4.5
- Total Credits from above courses:22.5**

COMMUNICATIONS MEDIA CORE COURSES

REQUIRED PROGRAM COURSES:

All students will take:

- COM 112 Introduction to Mass Media5
- and at least one specialized course sequence, such as:

Radio Production:

- COM 113 Introduction to Radio Broadcasting I5
- COM 213 Introduction to Radio Broadcasting II5
- COM 223 Advanced Radio Production5
- OR

Audio Production:

- COM 118 Introduction to Audio Production I5
- COM 119 Multimedia Audio Production ...5
- OR
- COM 220 MIDI Production5

- COM 218 Introduction to Audio Production II5
- COM 219 Introduction to Audio Production III5
- OR

TV/Video Production:

- COM 114 Introduction to Television Broadcasting I5
- COM 214 Introduction to Television Broadcasting II5
- COM 291 Television Field Production5
- OR

Digital Video Production:

- COM 180 Graphics for TV and Multimedia .3
- COM 280 Introduction to 3D Modeling and Animation3-4
- COM 281 Non-linear Video Editing3
- OR

Educational Technology:

- COM 283 Educational Technology5
- COM 270 Multimedia Design and Production I (formerly COM 285)5
- COM 286 Multimedia Design and Production II5
- COM 289 Distance Education Methods and Technology5
- OR

Digital Imaging & Publishing:

- COM 287 Digital Photography & Imaging ...3
- COM 288 Advanced Digital Photography and Imaging3
- COM 290 Internet Publishing5
- OR

Broadcast Writing:

- COM 210 Newswriting I5
- COM 211 Newswriting II5
- COM 245 Broadcast Copywriting and Production5

Total credits from above courses:14-30

ELECTIVES:49.5-60.5

Credits 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.

- COM 113 Introduction to Radio Broadcasting I5
- COM 114 Introduction to Television Broadcasting I5
- COM 118 Intro. to Audio Production I5
- COM 119 Multimedia Audio Production ...5
- COM 136 Broadcast Announcing3
- COM 170 Fundamentals of 2D Animation ..5
- COM 180 Graphics for TV and Multimedia ...3
- COM 210 Newswriting I5
- COM 211 Newswriting II5
- COM 213 Introduction to Radio Broadcasting II5

COMMUNICATION TECHNOLOGY

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



Communication Technology

COM 214 Introduction to Television Broadcasting II	.5
COM 218 Introduction to Audio Production II	.5
COM 219 Introduction to Audio Production III	.5
COM 220 MIDI Production	.5
COM 223 Advanced Radio Production	.5
COM 241 Cable TV Production I	.5
COM 242 Cable TV Production II	.5
COM 243 Cable TV Production III	.5
COM 245 Broadcast Copywriting and Production	.5
COM 260 Broadcast Sales and Management	.5
COM 270 Multimedia Design and Production I	.5
COM 275 Special Topics in Communications Media	.0.5-3
COM 280 Introduction to 3D Modeling and Animation	.3-4
COM 281 Non-linear Video Editing	.3
COM 282 Advanced 3D Modeling and Animation	.3-4
COM 283 Educational Technology	.5
COM 285 Independent Study	.1-3
COM 286 Multimedia Design and Production II	.5
COM 287 Digital Photography & Imaging	.3
COM 288 Advanced Digital Photography and Imaging	.3
COM 289 Distance Education Methods and Technology	.5
COM 290 Internet Publishing	.5
COM 291 TV Field Production	.5
COM 292 Interactive Web Animation	.5
COM 294 Media Production Capstone	.5
COM 295 Advanced Video Editing	.3
COM 298 Mass Media Internship	.5
Total Credits for A.A.S. Degree:	.97

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

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

COMMUNICATIONS MEDIA ADVISORY COMMITTEE

Sue Ballou
City of Fort Collins
Warren Berman
Poudre School District
Betty Charles
UC Health Center
Tamara Duven
Wire One Technologies
Wes Fothergill
Thompson School District

J. Carson Hamlin
City of Fort Collins
Karen Height
Height Design
Aric Johnson
Rita McCoy
UPN20 TV
Ann Randall
Aims/Supplemental Services
Kenneth Sauer
Aims/Communications Media
Darren L. Smith
Soundstage Systems Inc.
Claudia Stevens
Aims Marketing/Management
Jason VanVleet
MGA Entertainment
Andre Wayland
High Noon Productions

COMMUNICATIONS MEDIA DIRECTED AREA OF STUDY ASSOCIATE OF ARTS DEGREE

Advisors:

James Crandall, Ext. 6845
Kenneth Sauer, Ext. 6207
The Communications Media Area of Study is available for students who wish to transfer to a four-year college, or for students who wish to complete the two-year degree and move immediately into a career.

Recommended degree requirements for the Communication Media Area of Study: CREDITS

COMMUNICATION:	.9
ENG 121 English Composition I (GT-CO1)	.4.5
ENG 122 English Composition II (GT-CO2)	.4.5

ARTS & HUMANITIES:	.13.5
See A.A. degree requirements.	

SOCIAL & BEHAVIORAL SCIENCES:	.13.5
See A.A. degree requirements.	

MATHEMATICS:	.4.5-7.5
See A.A. degree requirements.	

PHYSICAL & LIFE SCIENCES:	.12
See A.A. degree requirements.	

ORAL COMMUNICATION OR TECHNOLOGY:	.4.5
See A.A. degree requirements.	

ELECTIVES:	30-33
COM 112 Introduction to Mass Media	.5
COM 113 Introduction to Radio Broadcasting I	.5
COM 114 Introduction to Television Broadcasting I	.5

COM 118 Intro. to Audio Production I	.5
COM 119 Multimedia Audio Production	.5
COM 136 Broadcast Announcing	.3
COM 170 Fundamentals of 2D Animation	.5
COM 180 Graphics for TV and Multimedia	.3
COM 210 Newswriting I	.5
COM 211 Newswriting II	.5
COM 213 Introduction to Radio Broadcasting II	.5
COM 214 Introduction to Television Broadcasting II	.5
COM 218 Introduction to Audio Production II	.5
COM 219 Introduction to Audio Production III	.5
COM 220 MIDI Production	.5
COM 223 Advanced Radio Production	.5
COM 241 Cable Television Production I	.5
COM 242 Cable Television Production II	.5
COM 243 Cable Television Production III	.5
COM 245 Broadcast Copywriting and Production	.5
COM 260 Broadcast Sales/Management	.5
COM 270 Multimedia Design and Production I	.5
COM 275 Special Topics in Communications Media	.0.5-3
COM 280 Introduction to 3D Modeling and Animation	.3-4
COM 281 Non-linear Video Editing	.3
COM 282 Advanced 3D Modeling and Animation	.3-4
COM 283 Educational Technology	.5
COM 285 Independent Study	.1-3
COM 286 Multimedia Design and Production II	.5
COM 287 Digital Photography and Imaging	.3
COM 288 Advanced Digital Photography and Imaging	.3
COM 289 Distance Education Methods and Technology	.5
COM 290 Internet Publishing	.5
COM 291 TV Field Production	.5
COM 292 Interactive Web Animation	.5
COM 294 Media Production Capstone	.5
COM 295 Advanced Video Editing	.3
COM 298 Mass Media Internship	.5
Total Elective Credits for A.A. Degree:	.30-33

SPECIALIZATION TRACK OPTIONS:

Audio Option:

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

Radio Option:

COM 113 Introduction to Radio Broadcasting I	5
COM 136 Broadcast Announcing	3
COM 213 Introduction to Radio Broadcasting II	5
COM 223 Advanced Radio Production	5

Television/Digital Video Option:

COM 114 Introduction to Television Broadcasting I	5
COM 180 Graphics for TV and Multimedia	3
COM 214 Introduction to Television Broadcasting II	5
COM 280 Introduction to 3D Modeling and Animation	3-4
COM 281 Non-linear Video Editing	3
COM 291 TV Field Production	5

Educational Technology Option:

COM 270 Multimedia Design and Production I	5
COM 283 Educational Technology	5
COM 286 Multimedia Design and Production II	5
COM 287 Digital Photography & Imaging	3
COM 288 Advanced Digital Photography and Imaging	3

COM 289 Distance Education Methods and Technology	5
COM 290 Internet Publishing	5

Broadcast Writing Option:

COM 210 Newswriting I	5
COM 211 Newswriting II	5
COM 245 Broadcast Copywriting and Production	5
Total Credits for A.A. Degree:	90

COMMUNICATIONS MEDIA CAREER & TECHNICAL CERTIFICATES

Advisors:

James Crandall, Ext. 6845

Kenneth Sauer, Ext. 6207

Students wishing to rapidly obtain proficiency in one of the Communications Media disciplines may opt to pursue a one-year certificate. Each certificate focuses on specific skill sets of a certain discipline within the area of modern mass communication. Certificates are primarily designed to prepare students with relevant,

marketable skills for entry-level employment in the media field. All courses in a certificate may also be applied to a two-year Associate of Applied Science or Associate of Arts degree. There are six certificates from which to choose:

CREDITS**AUDIO PRODUCTION CERTIFICATE:**

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

VIDEO/TELEVISION**PRODUCTION CERTIFICATE:**

COM 114 Introduction to Television Broadcasting I	5
COM 119 Multimedia Audio Production	5
COM 180 Graphics for TV and Multimedia	3
COM 214 Introduction to Television Broadcasting II	5
COM 280 Introduction to 3D Modeling and Animation	3-4
COM 281 Non-linear Video Editing	3
COM 291 TV Field Production	5
Total Credits for Certificate:	29

**DIGITAL IMAGING &
PUBLISHING CERTIFICATE:**

COM 180 Graphics for TV and Multimedia	3
COM 270 Multimedia Design and Production I	5
COM 286 Multimedia Design and Production II	5
COM 287 Digital Photography & Imaging	3
COM 288 Advanced Digital Photography & Imaging	3
COM 290 Internet Publishing	5
COM 292 Interactive Web Animation	5
Total Credits for Certificate:	29

RADIO PRODUCTION CERTIFICATE:

COM 113 Intro. to Radio Broadcasting I	5
COM 118 Intro. to Audio Production I	5
OR	
COM 119 Multimedia Audio Production	5
COM 136 Broadcast Announcing	3
COM 213 Introduction to Radio Broadcasting II	5
COM 223 Advanced Radio Production	5
COM 260 Broadcast Sales & Management	5
Total Credits for Certificate:	28

MEDIA WRITING CERTIFICATE:

COM 210 Newswriting I	5
COM 211 Newswriting II	5



COM 245 Broadcast Copywriting and Production	5
ENG 131 Technical Writing I	4.5
Students will also select any two of the following media writing courses:	
BUS 217 Business Communication and Report Writing	4.5
COM 113 Introduction to Radio Broadcasting I	5
COM 114 Introduction to Television Broadcasting I	5
ENG 132 Technical Writing II	4.5
Total Credits for Certificate:	28.5

INTEGRATED MEDIA PRODUCTION CERTIFICATE:

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

Students will select a minimum of 14 quarter hours each from **any two or more** of the following three groups of courses, for a total of at least 29 quarter hours:

Audio Production - (Group 1): CREDITS

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

Video/Television Production - (Group 2):

COM 114 Introduction to Television Broadcasting I	5
COM 180 Graphics for TV and Multimedia	3
COM 214 Introduction to Television Broadcasting II	5
COM 280 Introduction to 3D Modeling and Animation	3-4
COM 281 Non-linear Video Editing	3
COM 282 Advanced 3D Modeling and Animation	3-4
COM 291 TV Field Production	5
COM 295 Advanced Video Editing	3

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

COM 180 Graphics for TV and Multimedia	3
COM 270 Multimedia Design and Production I (formerly COM 285)	5
COM 280 Introduction to 3D Modeling and Animation	3-4
COM 286 Multimedia Design and Production II	5

COM 287 Digital Photography & Imaging	3
COM 288 Advanced Digital Photography & Imaging	3
COM 289 Distance Education Methods & Technology	5
COM 290 Internet Publishing	5
COM 292 Interactive Web Animation	5
Total Credits for Certificate:	29

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

EDUCATIONAL TECHNOLOGY CERTIFICATE

Advisor:

Kenneth Sauer, Ext. 6207

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

CERTIFICATE REQUIREMENTS:

Desktop Video Production: CREDITS

COM 180 Graphics for TV and Multimedia	3
COM 280 Introduction to 3D Modeling and Animation	3-4
COM 281 Non-linear Video Editing	3

Web Publishing: (choose one)

CWB 165 Complete Web Authoring	4.5
(also offered in online format)	
OR	
COM 290 Internet Publishing	5

Educational Technology:

COM 283 Educational Technology	5
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Multimedia Design and Production:

COM 270 Multimedia Design and Production I	5
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Digital Photography and Imaging:

COM 287 Digital Photography & Imaging	3
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Distance Education:

COM 289 Distance Education Methods and Technologies	5
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Total Credits for Certificate: **31.5-32.5**

GRAPHIC TECHNOLOGY

Location:

Ed Beaty Hall, Room 540
970.330.8008, Ext. 6259

Program Chair, Communication Technology:

Lori Ford, Ext. 6329

Advisors:

Brian Dunning, Ext. 6888

Lori Ford, Ext. 6329

Colleen Martin, Ext. 6301

Program Length: 900 clock hours (74 credits) for the Certificate in Career & Technical Education or 1160 clock hours (100 credits) for the Pre-press Option or 1130 clock hours (99 credits) for the Press Option within the Associate of Applied Science degree program.

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

Program Requirements: Completion of the six certificate requirements will earn a Certificate in 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.

Registration Requirement: All students taking a course or courses in the Graphic Technology program must have an appropriate Department program advisor's signature on the course registration form before registering.

PRESS OR PRE-PRESS OPTION CERTIFICATE PROGRAM

CERTIFICATE REQUIREMENTS: CREDITS

Fall Quarter	24
BUS 101 Business Documents I	4
GRT 101 Graphic Technology I	20

Winter Quarter	25
BUS 141 Introduction to Communications	.5
GRT 102 Graphic Technology II	.20

Spring Quarter	25
MAT 110 Applied Business Mathematics	.5
GRT 103 Graphic Technology III	.20

Total Credits for Certificate:74

GRAPHIC APPLICATION CERTIFICATE

CERTIFICATE REQUIREMENTS: CREDITS

GRT 106 Introduction to Page Layout Program/QuarkXPress5
GRT 107 Introduction to Drawing Program/ Adobe Illustrator5
GRT 108 Introduction to Photo Manipulation Program/Adobe Photoshop5
GRT 110 Typography/Layout Design/Color5
GRT 207 Advanced Illustrator5
GRT 208 Advanced Photoshop5

Total Credits for Certificate:30

GRAPHIC TECHNOLOGY ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAM

Degree Requirements: Completion of required courses plus six to seven courses related to the student's option as listed below. Students may choose to complete the Graphic Technology Pre-Press courses by completing the three 20 credit hour courses or by completing the nine 5-3 credit hour courses plus GRT 103 (20 credit hour course). (Total Degree Requirements range from 98 to 100 credits.)

General Education Courses: A minimum of 23 quarter credit hours of General Education courses are required with advisors approval.

PRE-PRESS OPTION

REQUIRED COURSES:

GRT 101 Graphic Technology I20
GRT 102 Graphic Technology II20
GRT 103 Graphic Technology III20
OR	
GRT 106 Introduction to Page Layout Program (QuarkXPress)5
GRT 107 Introduction to Drawing Program (Adobe Illustrator)5
GRT 108 Introduction to Photo Manipulation Program (Adobe Photoshop)5
GRT 110 Typography/Layout and Design/Color5
GRT 207 Advanced Illustrator5
GRT 208 Advanced Photoshop5
GRT 209 Pre-Press Applications (Preflight/Imaging/Stripping)3
GRT 210 Resume Writing and Electronic Portfolio3
GRT 211 Digital Input/Output4
GRT 103 Graphic Technology Level III20

GENERAL EDUCATION COURSES:23.5

BUS 141 Introduction to Communications	.5
BUS 142 Intermediate Communications	.5
BUS 165 Human Relations at Work	.5
MAT 106 Survey of Algebra	.6
SPE 125 Interpersonal Communication	.4.5

ELECTIVES:

You must choose four credits from the following electives:

BUS 101 Business Documents I4
BUS 102 Business Documents II4

You must choose 11 credits from the following electives:

AAD 121 Computer Design I3
AAD 122 Computer Design II3
ART 121 Drawing I3
ART 122 Drawing II3
ART 131 Design I3
ART 151 Photography I3
ART 152 Photography II3
ART 244 Graphic Design I3
ART 245 Graphic Design II3
BUS 100 Computerized Keyboarding3
BUS 256 Desktop Publishing3
CIS 118 Intro to PC Applications4.5
COM 112 Intro to Mass Media5
COM 180 Graphics for TV and Multimedia3
COM 287 Digital Photography & Imaging3
COM 288 Advanced Digital Photography and Imaging3
CSC 105 Computer Literacy4.5
CSL 119 Psychology of Success1-5
GRT 104 Graphic Technology IV10
GRT 105 Graphic Design for Web Page3
GRT 275 Special Topics: Graphic Technology2-3
MAN 216 Small Business Management4.5

Total Pre-Press Option Credits:100

PRESS OPTION

REQUIRED COURSES:

GRT 101 Graphic Technology I20
GRT 102 Graphic Technology II20
GRT 103 Graphic Technology III20

GENERAL EDUCATION COURSES:

BUS 141 Intro to Communications5
BUS 165 Human Relations at Work5
MAT 090 Elementary Algebra6
PHY 105 Conceptual Physics6
SPE 125 Interpersonal Communication	.4.5

ELECTIVES:

You must choose 14 credits from the following electives:

BUS 101 Business Documents I4
BUS 102 Business Documents II4
BUS 115 Introduction to Business4.5

BUS 142 Intermediate Communications5
CSC 105 Computer Literacy4.5
CSL 119 Psychology of Success1-5
GRT 104 Graphic Technology IV10
GRT 275 Special Topics:	

Graphic Technology2-3
MAN 216 Small Business Management5
MAT 106 Survey of Algebra6
Total Press Option Credits:99

GRAPHIC TECHNOLOGY ADVISORY COMMITTEE

Jim Brouillard

Vision Graphics

Allyson Byerly

Senior Printer, Aims Community College

Brian Gess

Greeley Tribune

Production Director

Bill Heideman

Kodak Polychrome Graphics

Tom May

AB Dick

Ted Papousek

R.R. Donnelley Norwest

Richard Stuntz

Outdoor Promotions

INTERACTIVE DESIGN (Associate of Applied Science Degree)

Advisors:

Brian Dunning, Ext. 6888

Lori Ford, Ext. 6329

Colleen Martin, Ext. 6301

Program Length: 180 clock hours (30 credits) in Web Design Area of Study or 200 clock hours (16 credits) in Animation Area of Study will earn the student an Career & Technical Education Certificate. 1230 clock hours (107 credits) in Web Design Area of Study or 1230 clock hours (107 credits) in the Animation Area of Study will earn the student and Associate of Applied Science Degree.

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

seeking skills.

Program Requirements: Completion of the three or 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.

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

GENERAL EDUCATION: CREDITS

ART 132 Design II	.3
ENG 121 English Composition (GT-CO1)	.4.5
MAT 106 Survey of Algebra	.6
PSY 120 Psychology of Leadership	.5
SPE 115 Public Speaking	.4.5
Total:	.23

CORE PROGRAM:

ART 122 Drawing II	.3
CSC 116 Logic and Program Design	.4.5
CWB 165 Complete Web Authoring	.4.5
COM 170 Fundamentals of 2D Animation	.5
COM 270 Multimedia Design & Production I (formerly COM 285)	.5
GRT 107 Introduction to Drawing Program (Adobe Illustrator)	.5
GRT 108 Introduction to Photo Manipulation Program (Adobe Photoshop)	.5
GRT 110 Typography/Layout Design/Color	.5
GRT 211 Digital Input/Output	.4
IDN 278 Electronic Portfolio and Resume	.3
IDN 285 Interactive Design Internship	.3
Total:	.47

WEB DESIGN OPTION:

GRT 105 Creating Graphics for Web Pages	.3
CWB 205 Complete Web Scripting	.4.5
COM 119 Multimedia Audio Production	.5
COM 290 Internet Publishing (Dreamweaver/Fireworks)	.5
COM 292 Interactive Web Animation(Flash)	.5
IDN 288 Web Design Capstone	.5
Total	.27.5

ANIMATION OPTION:

COM 180 Graphics for TV and Multimedia	.3
COM 280 Introduction to 3D Modeling and Animation	.3-4
<i>Above course may be taken more than once for elective credit using different software</i>	
GRT 207 Advanced Illustrator	.5
COM 281 Non-Linear Video Editing	.3
COM 290 Internet Publishing (Dreamweaver/Fireworks)	.5
COM 292 Interactive Web Animation (Flash)	.5
IDN 289 Animation Capstone	.5
Total:	.29

ELECTIVES:

(Choose 9.5 Elective Credits for Web Design Area of Study)

(Choose 8 Elective Credits for Animation Area of Study)

ART 121 Drawing I	.3
ART 110 Art Appreciation	.4.5
ART 244 Graphic Design	.3
ART 270 Figure Drawing 1	.3
ART151 Photography I	.3
AAD 121 Computer Design I	.3
AAD 122 Computer Design II	.3
COM 287 Digital Photography & Imaging	.3
COM 288 Advanced Digital Photography and Imaging	.3
GRT 106 Intro to Page Layout Program (QuarkXPress)	.5
GRT 207 Advanced Drawing Program (Adobe Illustrator)	.5
GRT 208 Advance Photo Manipulation Program (Adobe Photoshop)	.5
CIS 118 Intro to PC Applications	.4.5
CSC 150 Visual Basic Programming	.4.5
CSC 160 Computer Science I	.4.5
CIS 145 Complete PC Database	.4.5
CIS 220 Fundamentals of UNIX	.4.5
CIS 222 UNIX System Administration	.4.5
CSC 240 JAVA Programming	.4.5
CWB 205 Complete WEB Scripting	.4.5
Total Web Design Area of Study:	.107
Total Animation Area of Study:	.107

CERTIFICATES

WEB PAGE DESIGN CERTIFICATE: CREDITS

CWB 165 Complete Web Authoring	.4.5
COM 270 Multimedia Design & Production I	.5

COM 290 Internet Publishing (Dreamweaver/Fireworks)	.5
COM 292 Interactive Web Animation (Flash)	.5
GRT 108 Introduction to Photo Manipulation Program (Adobe Photoshop)	.5
GRT 110 Typography/Layout Design/Color	.5
Total:	.30

ANIMATION CERTIFICATE:

COM 180 Graphics for TV and Multimedia Program	.3
COM 280 Introduction to 3D Modeling and Animation	.3-4
COM 290 Internet Publishing (Dreamweaver/Fireworks)	.5
GRT 107 Introduction to Drawing Program (Adobe Illustrator)	.5
Total:	.16

MULTIMEDIA PRODUCTION ARTS

CERTIFICATE: CREDITS

COM 119 Multimedia Audio Production	.5
COM 270 Multimedia Design and Production I	.5
COM 286 Multimedia Design and Production II	.5
COM 287 Digital Photography and Imaging	.5
GRT 108 Introduction to Photo Manipulation Program (Adobe Photoshop)	.5

INTERACTIVE DESIGN ADVISORY COMMITTEE

Ronna K Johnston	University of Northern Colorado Web Manager
Paul Martinez	Design Technologies Educational Representative
Emma Oskel	The Cad Store
Daniel Roberts	Web Site Manager City of Greeley
Amy M. Szczepczynski (Ski)	Design Technologies Educational Representative
Chip Thero	Desk Til Dawn, Vice President

COMPUTER TECHNOLOGY

Location:

Ed Beaty Hall, Room 540
970.330.8008, Ext. 6286

Program Chair, Computer

Information Systems:

Ruby Loveless, Ext. 6372

Loveland Campus Chair:

Susan Ehrfurth, Ext. 3316

Fort Lupton Campus Chair:

Ellen Swieter, 970.352.4664, Ext. 4311

DEGREES/CERTIFICATE OFFERED:

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

CIS Programming (Certificate)

C++ Programming (Certificate)

Information Technology (Certificate)

JAVA Programming (Certificate)

MCSA (Certificate)

MCSE (Certificate)

Network Analyst (Certificate)

Telecommunications (Certificate)

UNIX Certificate (Certificate)

Visual Basic Programming (Certificate)

Web Page Development (Certificate)

Computer Information Systems

Directed Area of Study (A.S. or A.A. Degree)

Computer Programming

Directed Area of Study (A.S. or A.A. Degree)

Computer Science Directed 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 Directed Area of Study

(A.A. Degree)

COMPUTER INFORMATION SYSTEMS DIRECTED AREA OF STUDY ASSOCIATE OF ARTS DEGREE

Advisors:

Douglas Clay, Ext. 6489

Dick Gardner, Ext. 6289

The Computer Information Systems Directed Area of Study is for the student who is interested in a career in business programming/systems and would like to transfer to a four-year institution. This area of study will expose the student to both Computer Science and Business topics.

Recommended degree requirements for the Computer Information Systems Area of Study:

CREDITS

COMMUNICATION: 9

ENG 121 English Composition I (GT-CO1) .. 4.5

ENG 122 English Composition II (GT-CO2) . 4.5

ARTS & HUMANITIES:13.5

See A.A. degree requirements.

SOCIAL & BEHAVIORAL SCIENCES:13.5

HIS 201 U.S. History I (GT-H11) 4.5

See A.A. degree requirements for other course requirements.

MATHEMATICS: 6

Select one from the following courses:

MAT 121 College Algebra (GT-MA1) 6

MAT 125 Survey of Calculus (GT-MA1) 6

PHYSICAL & LIFE SCIENCES:12

Select two of the following:

AST 101 Astronomy I (GT-SC1) 6

AST 102 Astronomy II (GT-SC1) 6

GEY 111 Physical Geology (GT-SC1) 6

GEY 121 Historical Geology (GT-SC1) 6

ORAL COMMUNICATION

OR TECHNOLOGY: 4.5

See A.A. degree requirements.

ELECTIVES: 31.5

Required:

CSC 116 Logic and Program Design 4.5

CSC 150 Visual Basic Programming 4.5

CSC 160 Computer Science I (C++ Programming) 4.5

CSC 161 Computer Science II Part 1 (Using C++) 4

Select remaining electives for the following courses:

CSC 162 Computer Science II Part II (C++ Programming) 4

CIS 124 Intro to Operating Systems: DOS & Windows 4.5

CNG 101 Intro to Networking 4.5

CIS 220 Fundamentals of UNIX 4.5

CIS 222 UNIX System Administration ... 4.5

CSC 151 Advanced Visual Basic Programming 4.5

CSC 251 Programming with Microsoft VB.NET 4.5

CSC 240 JAVA Programming 4.5

CSC 241 Advanced JAVA Programming .. 4.5

BUS 216 Legal Environment of Business .4.5

ACC 121 Principles of Accounting I 5

ACC 122 Principles of Accounting II 5

ACC 123 Principles of Accounting III 5

Total Credits for A.A. Degree:90

COMPUTER INFORMATION SYSTEMS PROGRAMMING CERTIFICATE

REQUIRED CREDITS

CIS 124 Introduction to Operating

Systems: DOS & Windows 4.5

CSC 116 Logic & Program Design 4.5



Computer Technology

CIS 118 Intro to PC Applications	4.5
OR	
CSC 105 Computer Literacy	4.5
CSC 160 Computer Science I (C++ Programming)	4.5
CSC 150 Visual Basic Programming	4.5
CSC 240 JAVA Programming	4.5

Total Credits for CIS**Programming Certificate:27****COMPUTER INFORMATION SYSTEMS ASSOCIATE OF APPLIED SCIENCE DEGREE****Advisors:**

Ruby Loveless, Chair, Ext. 6372

Dick Gardner, Ext. 6289

Tim McFerron, Ext. 6759

Rex Parr, Ext. 6363

Distance Learning Advisor:

John Hutson, Ext. 6836

Potential Opportunities: The Computer Information Systems A.A.S. degree program is designed to prepare you for entry level positions in one of the following areas: Web Page Developer, Network Analyst and Programming.

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

Registration Requirement: The Computer Information Systems degree requires assessment testing in Reading and Arithmetic. Please see the Advising and Assessment department before meeting with a program advisor. All students taking a course or courses in the CIS program must have an appropriate CIS program advisor's signature on the course registration form **before** registering.

Students who earn a D or lower grade in a course that is a prerequisite to another course may not enroll in the higher level course. They are strongly advised to repeat the prerequisite course and demonstrate mastery of the material by earning a grade of C or better.

General Education Requirements: A minimum of 24 quarter credit hours of General Education Courses are required with advisor's approval.

COMPUTER INFORMATION SYSTEMS ASSOCIATE OF APPLIED SCIENCE DEGREE**GENERAL EDUCATION REQUIRED: CREDITS**

BUS 217 Business Communications and Report Writing	4.5
CSC 160 Computer Science (C++ Programming)	4.5
CIS 118 Intro to PC Applications	4.5
MAT 106 Survey of Algebra	6
SPE 115 Public Speaking	4.5

Select one of the following courses:

BUS 216 Legal Environment of Business	4.5
PSY 101 General Psychology I	4.5
SOC 101 Introduction to Sociology I	4.5
SPE 125 Interpersonal Communication	4.5

Total Credits from General Education: . . .24**COMPUTER CLASSES:**

CIS 124 Introduction to Operating Systems: DOS & Windows	4.5
CSC 116 Logic and Program Design	4.5
CIS 118 Intro to PC Applications	4.5
CIS 145 Complete PC Database	4.5
CNG 101 Intro to Networking	4.5
CSC 150 Visual Basic Programming	4.5
CWB 165 Complete Web Authoring	4.5

Total Credits form required**computer classes:31.5****Total Required Credits:55.5****CERTIFICATE CREDITS:34.5**

(Choose 34.5 credits from the following courses that are part of the Computer Information Systems Certificates

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

C++ Programming Certificate	
JAVA Programming Certificate	
MCSA Certification Certificate	
MCSE Certification Certificate	
Network Analyst Certificate	
UNIX Certificate	
Visual Basic Programming Certificate	
Web Page Development Certificate	

Total Required Credits**for A.A.S. Degree:90****C++ PROGRAMMING CERTIFICATE:**

CSC 116 Logic & Program Design	4.5
CIS 118 Intro to PC Applications	4.5
CIS 124 Introduction to Operating Systems: DOS & Windows	4.5
CSC 160 Computer Science I (C++ Programming)	4.5
CSC 161 Computer Science II Part I (C++ Programming)	4
CSC 162 Computer Science II Part II (C++ Programming)	4

Total Credits for C++**Programming Certificate:26****JAVA PROGRAMMING CERTIFICATE:**

CSC 116 Logic & Program Design	4.5
CIS 118 Intro to PC Applications	4.5
CIS 124 Introduction to Operating Systems: DOS & Windows	4.5
CSC 160 Computer Science I (C++ Programming)	4.5

CSC 240 JAVA Programming	4.5
CSC 241 Advanced JAVA Programming	4.5

Total Credits for JAVA Certificate:27**NETWORK ANALYST CERTIFICATE:**

CSC 116 Logic & Program Design	4.5
CIS 118 Intro to PC Applications	4.5
CIS 124 Introduction to Operating Systems: DOS & Windows	4.5
CNG 101 Intro to Networking	4.5
CNG 102 Local Area Networks	4.5
CNG 109 Computer Networking Lab	4.5
CNG 222 Designing a Windows Secure Network	4.5

Total Credits for**Network Analyst Certificate:31.5****UNIX CERTIFICATE:**

CSC 116 Logic & Program Design	4.5
CIS 118 Intro to PC Applications	4.5
CIS 124 Introduction to Operating Systems: DOS & Windows	4.5
CIS 220 Fundamentals of UNIX	4.5
CIS 222 UNIX System Administration	4.5

Total Credits for UNIX Certificate:22.5**VISUAL BASIC PROGRAMMING CERTIFICATE:**

CSC 116 Logic & Program Design	4.5
CIS 118 Intro to PC Applications	4.5
CIS 124 Introduction to Operating Systems: DOS & Windows	4.5
CSC 150 Visual Basic Programming	4.5
CSC 151 Advanced Visual Basic Programming	4.5
CSC 251 Programming with Microsoft VB.Net	4.5

Total Credits Visual Basic**Programming Certificate:27****WEB PAGE DEVELOPMENT CERTIFICATE:**

CSC 116 Logic & Program Design	4.5
CIS 118 Intro to PC Applications	4.5
CIS 124 Introduction to Operating Systems: DOS & Windows	4.5
CIS 145 Complete PC Database	4.5
CNG 101 Intro to Networking	4.5
CWB 165 Complete Web Authoring	4.5
CWB 205 Complete Web Scripting	4.5
CWB 206 Web Database	4.5

Total Credits Web Page**Development Certificate:36**

INFORMATION TECHNOLOGY CERTIFICATE

CONTINUING EDUCATION

Advisor:

John Hutson, Ext. 6549

This program offered through Continuing Education.

CIS 124	Introduction to Operating Systems: DOS & Windows	4.5
CSC 116	Logic and Program Design	4.5
CIS 118	Intro to PC Applications	4.5
CIS 145	Complete PC Database	4.5
CNG 101	Intro to Networking	4.5
CSC 150	Visual Basis Programming	4.5
CWB 165	Complete Web Authoring	4.5
*CSC 160	Computer Science I (C++ Programming)	4.5
CSC 240	JAVA Programming	4.5

Total Credits for the Information Technology Certificate: ...40.5

MCSE - MICROSOFT WINDOWS 2000 CERTIFICATION CERTIFICATE

Advisor:

John Hutson, Ext. 6549

This program offered only at the Aims Corporate Education Center.

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

Required classes:

CNG 210	Windows 2000 Network and Operating Essentials	4.5
CNG 212	Implementing Windows 2000 Professional and Server	6
CNG 213	Implementing a Windows Network Infrastructure	6
CNG 214	Implementing & Administering Windows Directory Services	6

Choose three of the following four courses:

CNG 211	Windows XP Configuration	4.5
CNG 222	Designing a Windows Secure Network	4.5
CNG 221	Designing a Windows Directory Service Infrastructure	4.5
CNG 223	Designing a Windows Network Infrastructure	4.5

Total Credits for MCSE Microsoft Windows 2000 Certification Certificate: ...36

MCSA - MICROSOFT CERTIFIED SYSTEMS ADMINISTRATOR CERTIFICATION CERTIFICATE

Advisor:

John Hutson, Ext. 6549

This program offered only at the Aims Corporate Education Center.

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

Required classes:

CNG 210	Windows 2000 Network and Operating Essentials	4.5
CNG 212	Implementing Windows 2000 Professional and Server	6
CNG 213	Implementing a Windows Network Infrastructure	6
CNG 215	Managing a Microsoft Windows Network Environment	4.5

Optional:

CNG 211	Windows XP Configuration	4.5
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Total Credits for MCSA

Certification Certificate: ...21-25.5

COMPUTER INFORMATION SYSTEMS ADVISORY COMMITTEE

Dan Balsamo	City of Greeley
V. Kirby Bahr	United Agri Products
Dan Crogan	Aztech Software
Annette Kunovic	Allair Corporation
Deb Martinez	Aims Community College
Deck Reichert	Dynamic Materials Corporation
Kevin Schreiner	Valley High School

TELECOMMUNICATIONS DIRECTED AREA OF STUDY ASSOCIATE OF ARTS DEGREE CONTINUING EDUCATION

Advisor:

John Hutson, Ext. 6549

The Telecommunications Directed Area of Study is designed for individuals pursuing a career in the communications field, specifically careers related to telephone companies, the cable industry, and other companies supporting technologies such as fiber optics, local and wide area network, and wireless

communications. Program emphasis is placed on telecommunications concepts, technologies, products, and applications that have daily impact on the telecommunications industry.

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

Registration Requirement:

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

Recommended degree requirements for the Telecommunications Area of Study:

CREDITS

COMMUNICATION:	9
ENG 121 English Composition I (GT-CO1)	4.5
ENG 122 English Composition II (GT-CO1)	4.5

ARTS & HUMANITIES: ...13.5

See A.A. degree requirements.

SOCIAL & BEHAVIORAL SCIENCES: ...13.5

See A.A. degree requirements.

MATHEMATICS: ...6

MAT 121	College Algebra	6
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PHYSICAL & LIFE SCIENCES: ...12

Select two from the following courses:

AST 101	Astronomy I (GT-SC1)	6
AST 102	Astronomy II (GT-SC1)	6
GEY 111	Physical Geology (GT-SC1)	6

ORAL COMMUNICATION

OR TECHNOLOGY ...4.5

See A.A. degree requirements.

ELECTIVES ...31

Required Electives

CIS 291	Basic Telephony Concepts	4.5
CIS 292	Advanced Telecommunications	4.5
CIS 293	Data Communications and Protocol Concepts	4.5
CIS 294	LAN/WAN Concepts	4.5

Select remaining electives from the following courses:

CIS 295	Wireless Technology Concepts	4.5
CIS 196	Fiber Optics Communications	4.5
CSC 116	Logic and Program Design	4.5
CSC 150	Visual Basic Programming	4.5

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

TELECOMMUNICATIONS CERTIFICATE PROGRAM

Students who complete 5 courses from the courses listed below will earn a certificate in Telecommunications:

CIS 291	Basic Telephony Concepts	4.5
CIS 292	Advanced Telecommunications Concepts	4.5
CIS 293	Data Communications and Protocol	4.5
CIS 294	Lan/Wan Concepts	4.5
CIS 295	Wireless Technology Concepts	4.5
CIS 296	Fiber Optic Communications	4.5
ELT 111	DC Fundamentals I	5
ELT 113	AC Fundamentals I	5
Total Certificate Credits:		22.5-23.5

NOTE: Some colleges and universities may not accept the transfer of courses from career and technical education programs, while other schools will accept selected courses from these areas. Consult with your advisor regarding the transferability of these courses to the school of your choice.

COMPUTER PROGRAMMING DIRECTED AREA OF STUDY ASSOCIATE OF ARTS OR ASSOCIATE OF SCIENCE DEGREE

Advisor:

Douglas Clay, Ext 6489

This directed area of study is for the student who wants to focus primarily on writing computer programs and where transferability to a four-year institution is not an issue.

Recommended degree requirements for the Computer Programming Area of Study:
CREDITS

COMMUNICATION:	9
ENG 121 English Composition I (GT-CO1)	4.5
ENG 122 English Composition II (GT-CO2)	4.5

ARTS & HUMANITIES:13.5
See A.A./A.S. degree requirements.

SOCIAL & BEHAVIORAL SCIENCES:13.5
See A.A./A.S. degree requirements.

MATHEMATICS:4.5-7.5
See A.A./A.S. degree requirements.

PHYSICAL & LIFE SCIENCES:12-15
See A.A./A.S. degree requirements.

ORAL COMMUNICATION

OR TECHNOLOGY:4.5
See A.A./A.S. degree requirements.

ELECTIVES:30-33

Required:

CSC 160	Computer Science I (C++ Programming)	4.5
CSC 161	Computer Science II Part 1 (Using C++)	4
CSC 162	Computer Science II Part 2 (Using C++)	4
CSC 240	JAVA Programming I	4.5
CSC 241	Advanced JAVA Programming	4.5

Select remaining electives from the following list:

CIS 124	Introduction to Operating Systems: DOS & Windows	4.5
CSC 116	Logic and Program Design	4.5
CNG 101	Intro to Networking	4.5
CIS 220	Fundamentals of UNIX	4.5
CIS 222	UNIX System Administration	4.5
CSC 150	Visual Basic Programming	4.5
CSC 151	Advanced Visual Basic Programming	4.5
CSC 251	Programming with Microsoft VB.Net	4.5

Total Credits of the A.A. Degree:90

NOTE: Some colleges and universities may not accept the transfer of career and technical education courses, while other schools will accept selected courses from these areas. Consult with your advisor regarding the transferability of these courses to the school of your choice.

COMPUTER SCIENCE DIRECTED AREA OF STUDY ASSOCIATE OF ARTS OR ASSOCIATE OF SCIENCE DEGREE

Advisor:

Douglas Clay, Ext 6489

The Computer Science Directed Area of Study is primarily for the student who is looking to transfer into a Computer Science degree program at a four-year institution. The area of study will provide the student with the necessary math, science, and computer skills needed for transfer.

Recommended degree requirements for the Computer Science Area of Study:
CREDITS

COMMUNICATION:	9
ENG 121 English Composition I (GT-CO1)	4.5
ENG 122 English Composition II (GT-CO2)	4.5

ARTS & HUMANITIES:13.5
See A.A./A.S. degree requirements.

SOCIAL & BEHAVIORAL SCIENCES:13.5
See A.A./A.S. degree requirements.

MATHEMATICS4.5-7.5
See A.A./A.S. degree requirements.

PHYSICAL & LIFE SCIENCES:12
See A.A./A.S. degree requirements.

ORAL COMMUNICATION

OR TECHNOLOGY:4.5
See A.A./A.S. degree requirements.

ELECTIVES:30-33
Required:

CSC 160	Computer Science I (C++ Programming)	4.5
CSC 161	Computer Science II Part 1 (Using C++)	4
CSC 162	Computer Science II Part 2 (Using C++)	4
CSC 240	JAVA Programming I	4.5
CSC 241	Advanced JAVA Programming	4.5

Select remaining electives from the following list:

Highly Recommended Courses:

MAT 122	College Trigonometry	4.5
MAT 201	Calculus I	7.5
MAT 202	Calculus II	7.5
MAT 203	Calculus III	6

Other elective choices:

CIS 124	Intro to Operating Systems: DOS & Windows	4.5
CSC 116	Logic and Program Design	4.5
CSC 150	Visual Basic Programming	4.5
CNG 101	Intro to Networking	4.5
CIS 220	Fundamentals of UNIX	4.5
CIS 222	UNIX System Administration	4.5

Total credits for the A.A. or A.S. Degree:90

NOTE: Some colleges and universities may not accept the transfer of career and technical education courses, while other schools will accept selected courses from these areas. Consult with your advisor regarding the transferability of courses to the school of your choice.

CRIMINAL JUSTICE

Location:

Drake Building, (ACE Bldg) Room 113
970.330.8008, Ext. 5313

Program Chair:

Sue Beecher, Ext. 5313
sbeecher@aims.edu

Director, Peace Officer Academy:

Sue Beecher, Ext. 5313
sbeecher@aims.edu

DEGREES/CERTIFICATES OFFERED:

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

Peace Officer Academy (Certificate)

**CRIMINAL JUSTICE
DIRECTED AREA OF STUDY
ASSOCIATE OF ARTS DEGREE**

Advisors:

Sue Beecher, Ext. 5313
sbeecher@aims.edu
Charles E. Myers II, Ext. 5451

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:

CREDITS

COMMUNICATION:9

ENG 121 English Composition I (GT-CO1) . . .4.5

ENG 122 English Composition II (GT-CO2) . .4.5

ARTS & HUMANITIES:13.5

See A.A. degree requirements.

SOCIAL & BEHAVIORAL SCIENCES:13.5

See A.A. degree requirements.

MATHEMATICS:4.5-6

MAT 121 College Algebra (GT-MA1)6

OR

MAT 135 Intro. to Statistics (GT-MA1)4.5

PHYSICAL & LIFE SCIENCES:12

See A.A. degree requirements.

ORAL COMMUNICATION

OR TECHNOLOGY:4.5

See A.A. degree requirements

ELECTIVES:31.5-33

See Criminal Justice advisor for transfer courses.

Total Credits for the A.A. Degree:90

**CRIMINAL JUSTICE
ADVISORY COMMITTEE**

Deb Bell Baker

Student Advising Director/Aims

Jolene Blair

District Court Judge, 8th Judicial District

Chief Paul Branham

Greeley Police Department

Cori Buggeln

Weld County Social Services

Chief Jim Burack

Milliken Police Department

Al Dominguez, Jr.

District Attorney, Weld County

Doug Erler,

Corrections Consultant/Jefferson County

Chief Mike Guthrie

Evans Police Department

Chief Randy Jacobson

Eaton Police Department

Tom Jones

Career Services Director/Aims

Detective James Kenney

Estes Park Police Department

Sgt. Lesa Post, Retired Patrol Supervisor,

Longmont Police Department

Phil Reichel, Ph.D.

Professor, Sociology, UNC

James Riddle

Investigator, Private Sector/Corporations

David Rogers, Director

Missing Children's Task Force,

Vector Foundation

Tina Rowe, Retired U.S. Marshal

Training Consultant

Chief Al Sharon

Fort Lupton Police Department

Sgt. Leslie Young

Loveland Police Department

Dave Zobeck

Corrections Consultant/Weld County

**CRIMINAL JUSTICE
ASSOCIATE OF
APPLIED SCIENCE DEGREE**

Advisors:

Sue Beecher, Ext. 5313
sbeecher@aims.edu

Charles E. Myers II, Ext. 5451

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



**Criminal
Justice**



with those who come in contact with any aspect of the justice system.

Assessment Guidelines: See a Criminal Justice Advisor.

DEGREE PROGRAM

Criminal Justice General Education Courses: A minimum of 23 quarter credit hours of General Education Courses listed below are required.

NOTE: This program includes changes which are subject to approval by the Colorado Community College and Occupational Education System. Courses listed are subject to change. Students can verify the course offerings with the Department Chair.

CREDITS

CRIMINAL JUSTICE COURSES:67

CRJ 110	Intro to Criminal Justice4.5
CRJ 111	Substantive Criminal Law4.5
CRJ 112	Procedural Criminal Law4.5
CRJ 125	Law Enforcement Operations	..4.5
CRJ 135	Judicial Function4.5
CRJ 145	Correctional Process4.5
CRJ 170	Advanced Substantive Criminal Law5
CRJ 171	Advanced Procedural Criminal Law5
CRJ 210	Constitutional Law4.5
CRJ 216	Juvenile Law and Procedures	..4.5
CRJ 220	Human Relations & Social Control4.5
CRJ 230	Criminology4.5
CRJ 270	Discretionary Justice6
CRJ 271	Criminal Justice Ethics6

GENERAL EDUCATION COURSES:23-24

COMMUNICATION:6

ENG 121	English Composition I (GT-CO1)	..4.5
	AND	
LIS 135	Information Literacy1.5
	OR	
BUS 217	Business Communication & Report Writing4.5
	AND	
LIS 135	Information Literacy1.5

SOCIAL SCIENCES:12.5-13.5

*Select **THREE** from the following courses.

ANT 101	Cultural Anthropology (GT-SS3)	..4.5
GEO 105	World Geography (GT-SS2)4.5
HIS 202	U.S. History II (GT-HI1)4.5
POS 105	Introduction to Political Science (GT-SS1)4.5
POS 111	American Government4.5
PSY 101	General Psychology4.5
SOC 101	Introduction to Sociology I4.5
SOC 218	Sociology of Diversity4.5

With advisor approval, appropriate Criminal Justice, Education, History, Psychology, or Sociology seminar course(s) may be substituted for one Social Science course selection--not to exceed a total of 3.5 credits.

COMPUTERS:4.5

With advisor approval, select a CIS or CSC.

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

PEACE OFFICER ACADEMY (Career & Technical Certificate)

Academy Director:

Sue Beecher, Ext. 5313
sbeecher@aims.edu

Academy and Registration Information:

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

Program Length: Nine months.

Mission Statement: To educate and train peace officers to think clearly and act wisely in their profession.

Program Objective: We provide prospective peace officers with the opportunity to acquire basic academic knowledge and basic technical skills to enter their professional work assignments.

Therefore, our academy is oriented toward academic-stress, mental stress, and technical proficiency.

Student Workload: Students will be expected to study a **minimum** of 60 hours per week outside of the classroom and to ferret out that knowledge necessary to successfully complete this Academy.

College Credit: Success in the Academy leads to a "certificate of completion" and 54.5-quarter college credits.

Assessment Guidelines: Must consult with the Academy Director, Sue Beecher.

Application/Registration Information: Must consult with the Academy Director, Sue Beecher.

CERTIFICATE PROGRAM CREDITS

POA 160	Administration of Justice3
POA 161	Substantive Criminal Law8
POA 162	Procedural Criminal Law3
POA 163	Human Relation Skills4
POA 164	Patrol Procedures4
POA 165	Officer Survival Tactics3
POA 166	Traffic Laws and Procedures4
POA 167	Criminal Investigation Techniques	..2
POA 168	Crime Scene Techniques6
POA 169	Communications4
POA 270	Arrest Control Training4.5
POA 271	Firearms5.5
POA 272	Law Enforcement Driving3.5
Total Credits for Certificate:	54.5



EDUCATION

Location:

Westview, Room 660
970.330.8008, Ext. 6567

Program Director:

Kathy Hamblin, Ext. 6501

Director, Monfort Early

Childhood Education Center:
Linda Neigherbauer, Ext. 6760

Coordinator Parent &

Professional Education:
Colleen Williams, Ext. 6274

DEGREES/CERTIFICATES OFFERED:

Early Childhood Education

(three-quarters certificate)

Group Leader (three-quarters certificate)

Director (three-quarters certificate)

Infant/Toddler Care (one-quarter certificate)

Great Beginnings (one-quarter certificate)

Preschool Candidate (three-quarters certificate)

Infant/Toddler Candidate

(one-quarter certificate)

Early Childhood Education

(A.A.S. degree)

EARLY CHILDHOOD EDUCATION

Potential Opportunities: The demand for quality child care has increased the number of career options in the exciting and rewarding field of Early Childhood. The expansion of knowledge in child development methods, coupled with the economic need for parents to seek part or full-day care outside their home, has created specialized fields for working with young children and their families.

The program is designed to prepare students for positions in private preschools, small and large child care centers, child development centers, Head Start programs, before and after school programs, summer day camps, infant nurseries, inclusive child care centers and family child care homes. Work experience for most positions is required in addition to courses listed. The Colorado Department of Human Services, Office of Child Care Services determines the qualifications for child care positions.

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

EARLY CHILDHOOD EDUCATION CERTIFICATE PROGRAM

Program Length: Usually three quarters (44.5 credits) for a certificate.

Prerequisites: During ECE 102 Introduction to ECE Lab Techniques, each students 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

(Pending State Approval)	CREDITS
ECE 101 Introduction to Early Childhood Education	4.5
ECE 102 Introduction to EC Lab Techniques	4.5
ECE 103 Guidance Strategies for Children	.4.5
ECE 151 Early Childhood Professional Leadership I	1
ECE 180 Internship	7
ECE 225 Language & Cognition for the Young Child	3
ECE 226 Creativity and the Young Child ...	3
ECE 238 Child Development	5
BUS 142 Intermediate Communication ...	5
SPE 125 Interpersonal Communication .	4.5
EMS 108 Infant Child CPR & First Aid0.5
Elective:	2
Total Credits for Certificate:	44.5

GROUP LEADER CERTIFICATE

(Pending State Approval)

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 Professions	4.5
ECE 102 Introduction to EC Lab Techniques	4.5
ECE 103 Guidance Strategies for Children	.4.5
ECE 220 Curriculum Development: Methods/Techniques	4.5
ECE 225 Language and Cognition for the Young Child	3
OR	
ECE 226 Creativity and the Young Child ...	3
ECE 238 Child Development	5
Total Credits for Certificate:	26



Education and Early Childhood Education

CHILDCARE CENTER DIRECTOR CERTIFICATE

(Pending State Approval)

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	4.5
ECE 102 Introduction to EC Lab Techniques	4.5
ECE 103 Guidance Strategies for Children	4.5
ECE 205 Nutrition, Health, Safety	4.5
ECE 220 Curriculum Development: Methods/Techniques	4.5
ECE 238 Child Development	5
ECE 240 Administration of Early Childhood Care and Education Programs	4.5
ECE 241 Administration: Human Relations for Early Childhood Professions	4.5
Total Credits for Certificate:	36.5

INFANT/TODDLER CARE CERTIFICATE

(Pending State Approval)

This competency-based, one-quarter certificate is designed to satisfy Colorado Department of Human Services requirements for Infant Nursery Supervisor positions in child care centers. It includes 90 clock hours of

training and a practicum course.

ECE 111 Infant and Toddler Theory and Practice	5
ECE 112 Introduction to Infant/Toddler Lab Techniques	4.5
ECE 113 Introduction to the Infant/Toddler Environment Rating Scale	1
ECE 211 Advanced Infant and Toddler Theory and Practice	3
Total Credits for Certificate:	13.5

GREAT BEGINNINGS CERTIFICATE

(Pending State Approval)

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

ECE 238 Child Development	5
ECE 261 Exceptional Child Lab Techniques	4.5
ECE 265 First Start: Including Children With Disabilities	4.5
Total Credits for Certificate:	14

INFANT/TODDLER CANDIDATE CERTIFICATE

(Pending State Approval)

This certificate satisfies the educational requirements toward an Infant/Toddler CDA. Students must work with a CDA advisor to complete requirements.

ECE 101 Introduction to Early Childhood Education	4.5
ECE 111 Infant and Toddler: Theory and Practice	5
ECE 211 Advanced Infant and Toddler Theory and Practice	3
Total Credits for Certificate:	12.5

PRESCHOOL CANDIDATE CERTIFICATE

(Pending State Approval)

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

ECE 101 Introduction to Early Childhood Education	4.5
ECE 102 Introduction to EC Lab Techniques	4.5
ECE 238 Child Development	5
EMS 108 Infant Child CPR & First Aid	0.5

Select one of the following:

ECE 103 Guidance Strategies for Children ..	4.5
ECE 225 Language and Cognition for the Young Child	3
ECE 226 Creativity and the Young Child ...	3
Total Credits for Certificate:	17.5



EARLY CHILDHOOD EDUCATION ASSOCIATE OF APPLIED SCIENCE DEGREE

(Pending State Approval)

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 in the second year of their program. Work experience is required in addition to the courses listed.

Program Length: Usually six quarters for an Associate of Applied Science degree (101 credits).

Prerequisites: Same as for certificate program Early Childhood Education.

DEGREE REQUIREMENTS: CREDITS

ECE 101 Introduction to Early Childhood Education	4.5
ECE 102 Introduction to EC Lab Tech.	4.5
ECE 103 Guidance Strategies for Children ..	4.5
ECE 151 Early Childhood Education Leadership I	1
ECE 180 Internship	7
ECE 225 Language and Cognition for the Young Child	3
ECE 226 Creativity and the Young Child	3
ECE 238 Child Development	5
EMS 108 Infant/Child CPR & First Aid	0.5
ECE 111 Infant and Toddler Theory and Practice	5
ECE 205 Nutrition, Health, and Safety	4.5
ECE 220 Curriculum Development: Methods/Techniques	4.5
ECE 240 Administration of Early Childhood Care and Education Programs	4.5
ECE 241 Administration: Human Relations for the Early Childhood Professions	4.5
ECE 265 First Start: Including Children With Disabilities	4.5
ECE 280 Internship	7

Options: Students choose one:

Infant/Toddler Track Option:

ECE 112 Introduction to Infant/Toddler Lab Techniques	4.5
ECE 211 Advanced Infant and Toddler Theory and Practice	3

Special Needs Track Option:

ECE 261 Exceptional Child Lab Techniques	4.5
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GENERAL EDUCATION:

BUS 217 Business Communications and Report Writing	4.5
SPE 125 Interpersonal Communication ..	4.5
MAT 110 Applied Business Mathematics ..	5
PSY 101 General Psychology I	4.5
OR	
PSY 248 Child Psychology	4.5
SOC 101 Introduction to Sociology I	4.5
OR	
SOC 205 Sociology of Marriage and Family	4.5
Elective:	4
Total Credits for A.A.S. Degree:	97.5-99

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 113 Introduction to the Infant/Toddler Environment Rating Scale	1
ECE 114 Introduction to the Early Childhood Environment Rating Scale	1
ECE 127 Music & Movement for the Young Child	2
ECE 145 Creative Materials Workshop	2
ECE 151 Early Childhood Leadership Development I	1
ECE 125 School-age Child in Childcare	3
ECE 228 Language and Literature	2
ECE 251 Early Childhood Leadership Development II	1

EARLY CHILDHOOD EDUCATION ADVISORY COMMITTEE

- Peggy Burdan, Director
- My Friends and Me Learning Center
- Mary Hamilton
- McKee Children's Center, University Children's Center, NCMC Child Care Center
- Jan Knutson
- Greeley Central High School Vocational Home Economics
- Mary Ann Klismet
- Early Childhood Special Education Windsor School District
- Melissa Lelm
- University Schools Child Care Center
- Maurine Summers
- Retired Aims Faculty
- Jennifer Vigil
- Private Consultant

TEACHER PREPARATION

Students interested in a career in education need to identify as early as possible the four-year institution to which they plan to transfer. Elementary and secondary education students will be required to pursue a Bachelor's degree. Early Childhood students have choices of certificates, Associate's degree or Bachelor's degree and beyond. Programs vary among Colorado universities. It is recommended that students seek advising from one of the following Aims advisors;

- Judy Gump - Early Childhood Education
- Marsha Driskill - Math/Science or General Education
- Kathy Hamblin - Elementary Education Fort Lupton Campus
- Jeanne Lewis - Developmental Education
- Peter Montez - Technology
- Tom Pentecost - Math/Natural and Applied Sciences

ELEMENTARY EDUCATION STATEWIDE ARTICULATION AGREEMENT

(Associate of Arts Degree) (Pending State Approval)

Advisors:

- Marsha Driskill
- Kathy Hamblin
- Jeanine Lewis

Elementary Education Statewide Articulation Agreement includes courses for Associate of Arts Degree transfer to UNC. The directed area of study recommended courses may transfer to some other four-year institutions in Colorado. Advisors will assist students in this determination.

Recommended degree requirements for the Elementary Education Statewide Articulation Agreement.

CREDITS

COMMUNICATION:	9
ENG 121 English Composition I (GT-CO1) ..	4.5
ENG 122 English Composition II (GT-CO2) ..	4.5

ARTS & HUMANITIES:

13.5	
LIT 115 Intro. to Literature (GT-AH2)	4.5
MUS 120 Music Appreciation (GT-AH1)	4.5
See A.A. degree requirements for other course requirements.	

SOCIAL & BEHAVIORAL SCIENCES:

13.5	
HIS 201 U.S. History I (GT-H11)	4.5
GEO 105 World Regional Geography (GT-SS2)	4.5
*POS 111 American Government	4.5
(*Per articulation agreement for elementary education students only.)	

MATHEMATICS:9-10.5
 For UNC transfer
 MAT 155 Math for Elementary Teachers I
 (Integrated Math I)4.5
 MAT 156 Math for Elementary Teachers II
 (Integrated Math II)4.5
 All other schools
 MAT 121 College Algebra (GT-MA1)6
 MAT 135 Intro. to Statistics (GT-MA1)4.5

PHYSICAL & LIFE SCIENCES:18
 *BIO 105 Science of Biology6
 GEY 111 Physical Geology (GT-SC1)6
 *PHY 105 Conceptual Physics6
 (*Per articulation agreement for elementary
 education students only.)

ORAL COMMUNICATION

OR TECHNOLOGY:4.5
 SPE 115 Public Speaking4.5

ELECTIVES:21-22.5

Required:

EDU 221 Introduction to Education4.5
 PSY 238 Child Development4.5
 Select remaining electives in consultation with
 advisor.

Total Credits for the A.A. Degree:90

PARAEDUCATOR PROGRAM

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 advising and financial assistance, please contact Kathy Hamblin, extension 6501.

SECONDARY EDUCATION PREPARATION

Students interested in teaching at junior/senior high school level can complete their first two years of general education and content courses at Aims Community College. These courses will transfer to four-year schools and allow students to continue their coursework for secondary education certification. Students should consult with both education and content area advisors. Education advisors include Marsha Driskill, extension 6637 and Kathy Hamblin, extension 6501.

EDUCATION

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

- 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.
- Professional Education - Courses for teachers to refuel and enhance classroom instruction. Some courses apply toward re-licensure. Topics may include core content, classroom management leadership, human potential, wellness, problem-solving, safety, cultural sensitivity and field-trip opportunities.
- Early Childhood Education - Certificate and degree programs for individuals seeking a career working with young children.

Donna Souther, JD., Academic Dean
 Kathy Hamblin, M.A., Program Director
 Colleen Williams, B.S. - Parent and Professional
 Education Coordinator
 Judy Gump, M.A. - Early Childhood Education
 Faculty
 Rebecca Ward, M.S. - Early Childhood
 Education Faculty
 Linda Neigherbauer, M.A., Director, Monfort
 Early Childhood Education Center

SENIOR/ADULT

EDUCATION CONTINUING EDUCATION

This unique program caters to the interests of the vibrant mature adult population and enhances the intellectual and physical well-being of hundreds of enthusiastic multi-age participants. Classes are held at numerous sites throughout Weld County as well as on the Greeley Aims campus.

Dick Wood, Academic Dean,
 Continuing Education



ELECTRONICS TECHNOLOGY

Location:

Ed Beaty Hall, Room 540
970.330.8008, Ext. 6286

Program Chair, Electronics:

Peter Montez, Ext. 6872

DEGREES/CERTIFICATES OFFERED:

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

2 Options:

General Electronic Technician Option
Automated Process Technician Option

Electronics Technology Certificates

Electronic Principles
DC Electronic Principles
AC Electronic Principles
Solid State Devices
Analog Electronics
Digital Electronics
Automated Process

Biomedical Electronics Technology

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

Radiology Equipment Repair (Certificate)

ELECTRONICS TECHNOLOGY ASSOCIATE OF APPLIED SCIENCE DEGREE

Advisors:

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

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

Potential Opportunities: The certificate and degree programs are designed to prepare students for entry level positions with progress toward jobs as research and development technicians, engineering aides, field service representatives, production test technicians, electronic tooling maintenance technicians, design and fabrication technicians, or system technicians for computers, controls, and communications. The student will develop technical work skills, and understanding of applied mathematics and physics, and will learn to use technology to solve typical workplace problems.

Program Requirements: Students entering this program are required to complete Aims Computer Placement Test (assessment examinations) in the areas of reading, sentence skills, mathematics, and algebra. If qualifying scores are not attained, program advisors will determine the preparatory courses that will be required to gain admittance to the program.

A demonstrated proficiency in English

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

Many of the Electronic Technology courses (ELT prefix) have specific prerequisites that must be met prior to class admittance. See course descriptions in the back of the catalog for individual requirements.

Any student registering for an Electronic Technology course must obtain a program advisor's signature on the course registration form before registering.

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

General Information: Most courses within the Electronics Technology program require some degree of manual dexterity, good eyesight, and the ability to perform manual operations such as light lifting and operating test equipment.

Specific courses **may be** suitable for the physically impaired student-contact a program advisor if you have specific questions or needs.

Certain courses may be waived if applicant has 3-5 years of appropriate experience in electronics or a closely related industry. This assessment will be made on an individual basis. Advisor approved courses will be selected in lieu of waived courses. Advanced standing is possible if the applicant has had military or other adult electronic schooling. Advanced standing will be determined on an individual basis.

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

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

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

ETA: (The Electronics Technician Association, International) This organization is sanctioned by Iowa State University. Students may obtain an associate membership certificate without work experience by examination and payment of appropriate membership fees.



Electronics

Program Description: The A.A.S. degree in Electronics Technology consists of the first year core classes (i.e. the Electronic Certificate), the second year elective block, and the General Education requirements. A student may elect to complete only the one-year certificate, or complete the entire A.A.S. degree program of study. The block of elective courses in the second year allows a student (or employer) to custom tailor the degree plan to fit individual needs. These electives also facilitate the integration of several academic disciplines into a student's program of study. Program advisors work with each student to develop a specific program of study.

ELECTRONICS TECHNOLOGY ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAM

The Electronics Technology Associate of Applied Science degree program is comprised of two different program options: The General Electronic Technician Option, and the Automated Process Technician Option. The Electronic Technology Program has several certificate programs available within each degree option.

Distance Learning formats of several of the electronic technology courses are available through Continuing Education. Contact the Aims Continuing Education for more information on availability of Distance Learning courses.

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

AUTOMATED PROCESS TECHNICIAN OPTION

ELT 111	DC Fundamentals I	.5
ELT 113	AC Fundamentals I	.5
ELT 115	Solid State Circuits I	.5
ELT 116	Solid State Circuits II	.5
ELT 117	Digital Fundamentals I	.5
ELT 201	Digital Fundamentals II	.5
ELT 204	Linear IC s and Sensors	.5
ELT 212	Automation Control Circuits	.5
ELT 223	Motor Controls	.5
ELT 224	Programmable Logic Controllers	.5
ELT 296	Electronic Internship	.1
ENT 101	Intro to Engineering Graphics	.3
ELT 275	Special Topic:	
	Engineering Materials	.3
ENT 112	Manufacturing Processes	.4
ENT 207	Technical Job Seeking	.1
ELT 255	Fluid Power	.3
CIS 116	Logic and Program Design	.4.5

Required A.A.S. Degree

General Education Courses:

ENG 131	Technical Writing I	.4.5
PSY 101	General Psychology	.4.5
	OR	
PSY 120	Psych of Leadership & Interpersonal Relations	.5
SPE 115	Public Speaking	.4.5
	OR	
SPE 125	Interpersonal Communication	.4.5
PHY 111	Physics: Algebra-Based I (GT-AH3)	.5
PHY 112	Physics: Algebra-Based II (GT-AH3)	.5

Total General Education Credits: . . .23.5-24

Electronics Technology

A.A.S. Degree Requirements:

Automated Process Technician Option

Core Technical Courses:	.69.5
General Education Courses:	.23.5
Total:	.93

AVAILABLE AUTOMATED PROCESS TECHNICIAN OPTION CERTIFICATE PROGRAMS

Electronic Principles Certificate:	.10	
ELT 111	DC Fundamentals I	.5
ELT 113	AC Fundamentals I	.5

Solid State Devices Certificate: .10

ELT 115	Solid State Circuits I	.5
ELT 116	Solid State Circuits II	.5

Automated Process Certificate: .22

ELT 224	Programmable Logic Controllers	.5
ELT 223	Motor Controls	.5
ELT 212	Automation Control Circuits	.5
ENT 112	Manufacturing Processes	.4
ELT 255	Fluid Power	.3

ELECTRONIC TECHNOLOGY ASSOCIATE OF APPLIED SCIENCE DEGREE GENERAL ELECTRONICS TECHNICIAN OPTION

ELT 111	DC Fundamentals I	.5
ELT 112	DC Fundamentals II	.5
ELT 113	AC Fundamentals I	.5
ELT 114	AC Fundamentals II	.5
ELT 115	Solid State Circuits I	.5
ELT 116	Solid State Circuits II	.5
ELT 117	Digital Fundamentals I	.5
ELT 201	Digital Fundamentals II	.5
ELT 202	Microprocessors I	.5
ELT 204	Linear IC s and Sensors	.5
ELT 205	Electronic Communications I	.5
ELT 208	Electronic Design & Fabrication	.5
ELT 210	Practical Solid State Troubleshooting	.5
ENT 207	Technical Job Seeking	.1
CIS 116	Logic and Program Design	.4.5

Required A.A.S. Degree

General Education Courses:

ENG 131	Technical Writing I	.4.5
PSY 101	General Psychology	.4.5
	OR	
PSY 120	Psych of Leadership & Interpersonal Relations	.5
SPE 115	Public Speaking	.4.5
	OR	
SPE 125	Interpersonal Communication	.4.5
PHY 111	Physics: Algebra-Based I (GT-AH3)	.5
PHY 112	Physics: Algebra-Based II (GT-AH3)	.5

Total General Education Credits: . . .23.5-24



Electronics Technology A.A.S.**Degree Requirements:****General Electronics Technician Option****Core Technical Courses:**70.5**General Education Courses:**23.5-24**Total:**94**AVAILABLE GENERAL ELECTRONICS
TECHNICIAN OPTION CERTIFICATE
PROGRAMS****DC Electronics Principles Certificate:**10

ELT 111 DC Fundamentals I5

ELT 112 DC Fundamentals II5

AC Electronics Principles Certificate:10

ELT 113 AC Fundamentals I5

ELT 114 AC Fundamentals II5

Solid State Devices Certificate:10

ELT 115 Solid State Circuits I5

ELT 116 Solid State Circuits II5

Analog Electronics Certificate:15

ELT 204 Linear IC s and Sensors5

ELT 205 Electronic Communications I5

ELT 208 Electronic Design and Fabrication .5

Digital Electronics Certificate:15

ELT 117 Digital Fundamentals I5

ELT 201 Digital Fundamentals II5

ELT 202 Microprocessors I5

NOTE: For other Electronics offerings, see the quarterly class schedule. See faculty advisors for special needs.

**BIOMEDICAL ELECTRONIC
TECHNOLOGY PROGRAM OPTION
CONTINUING EDUCATION**

This Program offered through Continuing Education.

Advisor:

John Hutson, Ext. 6836

Program Description: The Department of Defense (DoD) Biomedical Equipment Maintenance Technician Training Group (formerly know as the United States Army Medical Equipment and Optical School-USAMEOS) provides the opportunity to earn an Associate in Applied Science (A.A.S.) Degree with an 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 complete the DoD BEMTTG or the USAMEOS Basic and Advanced course training program. (2) Thirty-one additional credits are required. A total of 24 of the 31 credits must be completed with Aims Community College (via distance learning or on site at Aims Community College). These 24 credits cannot include transfer credits or ELT credits earned through the DoD BEMTTG or the USAMEOS programs. A demonstrated proficiency in English Composition is required prior to degree completion. This may be accomplished by (1) completing any number of other college credit classes that demonstrate proficiency in ENG 100 material or (2) by obtaining a qualifying score on a college placement test. Aims will provide a guide for acceptable college placement tests for distance learners. Individuals completing the DoD BEMTTG or the USAMEOS courses in radiology receive a Radiology Equipment Repair Certificate as part of their A.A.S. degree.

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

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

**BIOMEDICAL ELECTRONIC
TECHNOLOGY 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

credit for all ELT prefix courses listed below.

**First Year Degree Requirements Satisfied by
DoD BEMTTG Courses:****CREDITS**

Basic Module 1	
ELT 110 Electronic Assembly4
Basic Module 1	
ELT 111 DC Fundamentals I5
Basic Module 1	
ELT 112 DC Fundamentals II5
Basic Module 1	
ELT 113 AC Fundamentals I5
Basic Module 1	
ELT 114 AC Fundamentals II5
Basic Module 2	
ELT 115 Solid State Circuits I5
Basic Module 2	
ELT 116 Solid State Circuits II5
Basic Module 2	
ELT 117 Digital Fundamentals I5
Total Credits for First Year:39

**Second Year Degree Requirements Satisfied
by DoD BEMTTG Courses:**

Basic Module 3	
ELT 230 Basic Equipment I11
Basic Module 4	
ELT 231 Basic Equipment II11
Basic Module 5	
ELT 232 OR/CMS Equipment10
Basic Module 6	
ELT 233 Advanced Equipment10
Total Credits for Second Year:42

GENERAL EDUCATION REQUIREMENTS

CIS 118 Intro to PC Applications45
CIS 116 Logic and Program Design45
ENT 207 Technical Job Seeking1
PHY 111 Physics: Algebra Based I (GT-SC1)	.5
PHY 112 Physics: Algebra Based II (GT-SC1)	.5
PSY 120 Psychology of Leadership5
SPE 115 Public Speaking45
Total Credits for General Education Requirements:29.5

NOTE: Twenty-four (24) of the thirty-one (31) General Education credits listed above must be completed through Aims Community College. A maximum of seven (7) of these credits may be transferred from other regionally accredited colleges.

Total Credits for A.A.S. Degree:110.5

**RADIOLOGIC EQUIPMENT
REPAIR CERTIFICATE**

Basic Module 7	
ELT 234 Radiology Equipment I12
Basic Module 8	
ELT 235 Radiology Equipment II12
Total Credits for Endorsement:24

NOTE: Students completing the DoD BEMTTG Radiological Equipment I & II courses will receive credit for an additional 24 quarter credits which applies toward a Radiologic Equipment Repair Certificate in addition to the A.A.S. Degree.

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

BIOMEDICAL PROGRAM OCCUPATIONS

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

BIOMEDICAL ELECTRONIC TECHNOLOGY PROGRAM OPTION

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

The individual will receive the following shop operation skills: complete maintenance forms; complete serviceability standards checklist; produce warranty file for new

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

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

BASIC EQUIPMENT I

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

BASIC EQUIPMENT II

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

OR/CMS EQUIPMENT

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

ADVANCED EQUIPMENT

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

RADIOLOGICAL EQUIPMENT I

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

RADIOLOGICAL EQUIPMENT II

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

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

ELECTRONICS TECHNOLOGY ADVISORY COMMITTEE

Bob Brown

Harsh International Inc., Eaton

Ken Burns

Woodward Governor, Fort Collins

Jerry Cotner

Kodak Colorado Division, Windsor

John Connell

RR Donnelley Norwest Inc., Greeley

Michelle Hupfer

Woodward Governor, Fort Collins

Randy Milroy

Rocky Mountain Supply, Inc., Greeley

Holly Sample

Poudre School District Support Services . . .

Center, Fort Collins

Gary Saint

Celestica, Inc.

Dave Watson

Western Sugar Co., Greeley

EMERGENCY MEDICAL SERVICES

Location:

Drake Building
5400 11th Street, Room 101,
970.330.8008, Ext. 5269

Program Chair:

Barb Foster, Ext. 5449

Program Director:

Barbara Foster, Ext. 5449
Continuing Medical Education

EMS Program Coordinator:

Christine Westlund, Ext. 5269

DEGREES/CERTIFICATES OFFERED:

First Responder

(Certificate)

Emergency Medical Technician - Basic

(Certificate)

Emergency Medical Technician - Intermediate

(Certificate)

Emergency Medical Services

(A.A. Degree)

Advisors:

Barbara E. Foster,
Department Chair, Ext. 5449
Lisa Connelly, Ext. 5460
Liz Owen, Ext. 5407
Christine Westlund, Ext. 5269

EMERGENCY MEDICAL TECHNICIAN - BASIC (EMT-B)

Potential Opportunities: This course is offered to the general public and to individuals for a variety of occupations such as: ambulance and fire department employees (paid or volunteer), police officers, military medical personnel, ski patrol, and search and rescue members. Entry level employment as an EMT-Basic may be available through various opportunities. With advanced training, there are also opportunities as EKG and IV technicians in the hospital or clinical setting, or as EMT-Intermediates.

Program Length: This EMT-Basic course is currently a 212-hour, 16.5 credit program that usually meets over 2 quarters. Students are required to be proficient in the cognitive, motor skill and affective domains to successfully pass the program and become eligible for the state examination by the Prehospital Care Program, Colorado Department of Health and Environment. This Colorado EMT certificate is to be renewed within 3 years by taking an EMT-B refresher class or by 36 hours of on-going Continuing Medical Education (CME), and a skill evaluation.

National Registry testing may be available on an as needed basis. Contact an EMS

Department member for information.

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

PREREQUISITES:	CREDITS
EMS 103 Healthcare Provider CPR05
EMS 121 Infection Control05

CERTIFICATE PROGRAM

EMS 123 Emergency Medical Technician - Basic 18
EMS 124 Clinical Experience	1.5
EMS 125 Emergency Medical Technician-Basic 27
Total Credits for Certificate:	16.5

CERTIFICATE RENEWAL PROGRAM

EMS 126 EMT-B Refresher 4
OR
Complete 36 hours CME (Continuing Medical Education) AND Skill Evaluation, within 12 months or application for renewal of certification by an approved Training Center/Group.

EMERGENCY MEDICAL TECHNICIAN INTERMEDIATE (EMT-I)

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

Program Length: EMT-I is currently a 375-hour, 22.0 credit course. The student must have specific EMS field experience prior to enrolling in the course. Students are required to be proficient in both the cognitive, motor skill and affective domains to pass the program and become eligible for state examination by the Prehospital Care Program, Colorado Department of Health and Environment. This certificate must be renewed within 3 years by taking an EMT-I Refresher class or by 36 hours of on-going Continuing Medical Education (CME) and a skill evaluation within 12 months of application for renewal of certification.

National Registry testing may be available on an as needed basis.

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

CERTIFICATE PROGRAM	CREDITS
EMS 204 Emergency Medical Technician - Intermediate (EMT-I) 111
EMS 205 Emergency Medical Technician - Intermediate (EMT-I) 211
Total Credits for EMT Intermediate Certificate:22



Emergency Medical Services

CERTIFICATE RENEWAL PROGRAM

- EMS 206 EMT-Intermediate Refresher4
- EMS 227 ALS Skill Eval/Exam0.5

OR

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

EMS DEPARTMENT COURSES:

- EMS 100 Introduction to Emergency Medical Services0.5
- EMS 101 Heartsaver CPR0.5
- EMS 103 Healthcare Provider CPR0.5
- EMS 104 HCP CPR Renewal0.5
- EMS 105 AHA CPR Instructor1.5
- EMS 106 AHA CPR Instructor Renewal . . .0.5
- EMS 108 Infant and Child CPR/First Aid . .0.5
- EMS 109 Infant and Child CPR/First Aid . .0.5
- EMS 111 Heartsaver CPR/First Aid0.5
- EMS 112 Emergency Medical Dispatch . . .2.5
- EMS 113 First Response AED0.5
- EMS 114 Wilderness First Aid1.0
- EMS 115 First Responder5.0
- EMS 116 First Responder Refresher3.0
- EMS 118 Outdoor Emergency Care2.0
- EMS 121 Infection Control0.5
- EMS 123 EMT Basic 18.0
- EMS 124 EMT Clinical Experience1.5
- EMS 125 EMT Basic 27.0
- EMS 126 EMT-Basic Refresher4.0
- EMS 129 Career Preparation3.0
- EMS 130 IV Therapy for the EMT2.5
- EMS 131 Concepts in EMS4.0
- EMS 132 Legal & Ethical Issues in EMS . .3.0
- EMS 134 EMS Internship3.0
- EMS 140 Emergency Vehicle Operation . .3.0
- EMS 142 Pediatric Emergencies3.0
- EMS 144 Training the Emergency Services .3.0
- EMS 147 EKG Interpretation3.0
- EMS 150 Basic Life Support Continuing Medical Education0.5 to 5.0
- EMS 160 EMS Seminars0.5 to 5.0
- EMS 185 Independent Study0.5-5.0
- EMS 204 EMT Intermediate 111.0
- EMS 205 EMT Intermediate 211.0
- EMS 206 EMT Intermediate Refresher . . .4.0
- EMS 207 Advanced Cardiac Life Support . .1.0
- EMS 208 ACLS Renewal0.5
- EMS 209 ACLS Instructor1.5
- EMS 210 Pediatric Advanced Life Support .1.0
- EMS 211 PALS Renewal0.5
- EMS 212 PALS Instructor1.5
- EMS 213 Prehospital Trauma Life Support (PHTLS)1.5
- EMS 214 PHTLS Instructor0.5
- EMS 226 Paramedic Refresher4.0
- EMS 227 ALS Skill Evaluation/ Examination0.5

- EMS 228 Advanced Life Support Continuing Medical Education0.5 to 5.0

EMERGENCY MEDICAL SERVICES DIRECTED AREA OF STUDY ASSOCIATE OF ARTS DEGREE

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

PREREQUISITES:17.5

- EMS 103 Healthcare Provider CPR0.5
- EMS 121 Infection Control0.5
- EMS 123 EMT-B 18
- EMS 124 EMT Clinical1.5
- EMS 125 EMT-B 27

DEGREE PROGRAM CREDITS

COMMUNICATION:9

See A.A. degree requirements.

ARTS & HUMANITIES:13.5

See A.A. degree requirements.

SOCIAL & BEHAVIORAL SCIENCES:13.5

See A.A. degree requirements.

MATHEMATICS:4.5-7.5

See A.A. degree requirements.

PHYSICAL & LIFE SCIENCES:12

See A.A. degree requirements.

ORAL COMMUNICATION

OR TECHNOLOGY:4.5

See A.A. degree requirements.

*Please discuss state general education guaranteed transfer classes with EMS department advisor, before registering.

May choose from following with advisor approval.

EMS CORE COURSES:37

- EMS 127 IV Therapy for EMS2.5
- EMS 128 EKG Interpretation3
- EMS 129 Career Preparation3
- EMS 131 Concepts in EMS4
- EMS 132 Legal and Ethical Issues in EMS . .3
- EMS 134 EMS Internship3
- EMS 144 Training the Emergency Services .3
- EMS 147 EKG Interpretation3
- MAN 116 Principles of Supervision5
- MAN 200 Human Resources Management . .5
- MAN 236 Negotiations5
- BUS 165 Human Relations at Work5

OR

- PSY 120 Psychology of Leadership & Management5

Total Credits for Area of Study:90

EMERGENCY MEDICAL SERVICES ADVISORY COMMITTEE

- Deb-Bell Baker, Ph.D.
Aims Community College
- James Campaign, MD
Northern Colorado Emergency Physicians
EMS Department Medical Director
- Kelvin Knaub, EMT-B
Milliken Fire Department
Kodak Plant Protection
- Mary Mast
UCFRA EMS Coordinator
- Dave Bressler, Director
Weld County Ambulance Service
- Aims EMS Student - Department Major



ENGINEERING TECHNOLOGY

Location:

Ed Beaty Hall, Room 540
970.330.8008, Ext. 6286

Program Chair, Engineering:

John Lenz, Ext. 6626

DEGREES/CERTIFICATES OFFERED:

Engineering Technology:

CAD Technology (A.A.S. Degree)

CAD Technology Certificates:

- Technical Drawing
- Basic CAD
- Advanced CAD
- Residential/Commercial Architectural
- Civil CAD
- Electronics CAD
- Mechanical CAD
- Graphics Art CAD
- GIS CAD
- Customizing CAD

General Engineering Technology (Certificate)

Pre-Engineering, Statewide

Articulation Agreement

(A.S. Degree)

ENGINEERING TECHNOLOGY: COMPUTER AIDED DRAFTING OPTION ASSOCIATE OF APPLIED SCIENCE DEGREE

Advisors:

John Lenz, Ext. 6626
Robert Palmer, Ext. 6413

Program Length: Usually three quarters for a Certificate and six quarters for Associate in Applied Science degree.

Potential Opportunities: The certificate and degree programs are designed to prepare students for a wide range of technical occupations 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 79 ON THE READING

ASSESSMENT IS REQUIRED FOR ANY ENGINEERING TECHNOLOGY COURSE. (2) A demonstrated proficiency in English composition is required before graduation. This may be accomplished by successful completion ("C" grade or above) or ENG 131 Technical Writing I, or by a qualifying score on the assessment examination. (3) Many Engineering Technology courses (ENT prefix) and electives have specific prerequisites that must be met prior to class admittance. See course descriptions in the back of the catalog for individual requirements. (4) Any student registering for an Engineering Technology course must obtain a program advisor's signature on the course registration form before registering. Any student requesting an evaluation of transfer credits is recommended to meet with an Engineering department advisor. (5) Any course used to satisfy an Engineering Technology degree or certificate requirement must be completed with a "C" or above grade.

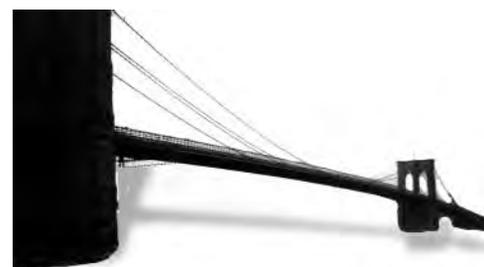
General Information: Most courses within the Engineering Technology program requires some degree of manual dexterity, good eyesight, and the ability to perform manual operations such as light lifting and operating test equipment. Specific courses may be suitable for the physically impaired student - contact a program advisor if you have specific questions or needs.

Program Description: The A.A.S. degree in Engineering Technology: 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.

COMPUTER AIDED DRAFTING TECHNOLOGY, RESIDENTIAL & COMMERCIAL ARCHITECTURAL, CIVIL, MECHANICAL ASSOCIATE OF APPLIED SCIENCE DEGREE

TECHNICAL ELECTIVES (3 credits) CREDITS

CAD 210 Introduction to Inventor3
CAD 225 Intro. to Architectural Desktop3
CAD 226 Introduction to Survey CAD3
CAD 233 Architectural Modeling3
CAD 234 Commercial Modeling3
CAD 249 Auto LISP Programming3
CAD 250 Visual LISP Programming3
CAD 251 Mechanical Modeling3
CAD 254 Intro. to Mechanical Desktop3
CSC 150 Visual Basic Programming4.5
COM 280 3D Modeling and Animation4
ENT 116 Technical Mathematics5
ENT 207 Technical Job Seeking1
GIS 205 Spatial Mapping Tech (GIS I)5
GIS 225 GIS Applications (GIS II)5
PHY 111 Physics: Algebra based 1 (GT-SC1)5



Engineering

GENERAL EDUCATION COURSES (25 credits)

CIS 118	Intro to PC Applications	4.5
ENG 131	Technical Writing I	4.5
PSY 120	Psychology of Leadership & Interpersonal Relations	5
SPE 115	Public Speaking	4.5
	OR	
SPE 125	Interpersonal Communications and one Advisor approved General Education class	5

Core Technical Courses +**(Adv Studies and Demand):** .68**Technical Electives:** .3**General Education:** .23.5**Total Credits:** .94.5**COMPUTER AIDED DRAFTING TECHNOLOGY, RESIDENTIAL & COMMERCIAL ARCHITECTURAL, CIVIL, MECHANICAL CERTIFICATES****TECHNICAL DRAWING CERTIFICATE:** .8

CAD 191	Introduction to Drafting & the Drafting Environment	3
CAD 192	Technical Drawing	5

BASIC CAD CERTIFICATE: .9

CAD 101	Computer Aided Drafting I	3
CAD 102	Computer Aided Drafting II	3
CAD 106	Fundamentals of CAD Drafting	3

ADVANCED CAD CERTIFICATE .9

CAD 103	Computer Aided Drafting III (Advanced)	3
CAD 180	AutoCAD Certificate Prep (Level I)	3
CAD 181	AutoCAD Certificate Prep (Level II)	3

RESIDENTIAL/COMMERCIAL**ARCHITECTURAL CAD CERTIFICATE:** .15

CAD 121	Residential Architectural (Level I)	3
CAD 122	Residential Architectural (Level II)	3
CAD 221	Residential Architectural (Level III)	3
CAD 223	Commercial Architectural	3
CAD 225	Introduction to Architectural Desktop	3

CIVIL CAD CERTIFICATE: .9

CAD 235	Introduction to Land Desktop	3
ENT 107	Survey Civil (Level I Computations)	3
ENT 108	Survey Civil (Level II Field)	3

ELECTRONICS CAD CERTIFICATE: .16

CAD 101	Computer Aided Drafting I (Level)	3
CAD 241	Computer Aided Drafting Electronics	3

ELT 111	DC Fundamentals	5
ELT 113	AC Fundamentals	5

MECHANICAL CAD CERTIFICATE: .9

CAD 202	Computer Aided Drafting IV 3D	3
	OR	
CAD 210	Introduction to Inventor	3
CAD 251	Mechanical Modeling	3
CAD 254	Intro to Mechanical Desktop	3

GRAPHIC ARTS CAD CERTIFICATE: .10

CAD 202	Computer Aided Drafting IV 3D	3
	OR	
CAD 210	Introduction to Inventor	3
	OR	
CAD 254	Intro to Mechanical Desktop	3
CAD 217	3D VIZ	3
COM 280	3D Modeling and Animation	4

GIS CAD CERTIFICATE: .13

CAD 289	Introduction to MAP	3
GIS 205	Spatial Mapping Tech (GIS I)	5
GIS 225	GIS Applications (GIS II)	5

CUSTOMIZING CAD CERTIFICATE: .14

CAD 249	Auto LISP Programming	3
CAD 250	Visual LISP Programming	3
CSC 150	Visual Basic Programming	4.5
CAD 201	Computer Aided Drafting V Customization	3



GENERAL ENGINEERING TECHNOLOGY CERTIFICATE

CERTIFICATE REQUIREMENTS:	CREDITS
ENT 100 Intro to Engineering Technology	.2
ENT 101 Intro to Engineering Graphics	.3
ENT 113 Print Reading Construction	.3
ENT 232 Construction Mechanical & HVAC Systems	.3
ENT 233 Electrical Building Systems	.3
ENT 248 Construction Building Codes	.3
ENT 207 Technical Job Seeking	.1
ENT 106 Construction Methods/Materials	.3

Select 12-16 credits from the following electives:

ENT 107 Civil Survey	.3
ENT 108 Survey Civil: Level II	.3
ENT 111 Engineering Testing & Properties	.5
ENT 112 Manufacturing Processes	.4
ENT 116 Technical Math	.5
ENT 296 Engineering Internship	1-6
Total Credits for Certificate:	.33-37

CAD ADVISORY COMMITTEE

Steve Augerot City of Greeley
Dale Blandin
Bob Billing Poudre School District
Ray Brown Fort Lupton High School
Laurie Clark Aims Student
Debbie Chestnut Weld Central Jr./Sr. High
Dave Gorham Thompson Valley High
Neil Gowen Valley High School
Jade Miller DMW Civil Engineers
Steven Mussman Drexell Barrell & Co.
Herb Paralez Miner and Miner Consulting Engineers, Inc.

John Ryden Thompson Valley High School
Tamara Strang Front Range CAD
Dave Wells City of Greeley

PRE-ENGINEERING STATEWIDE ARTICULATION AGREEMENT (Associate of Science Degree)

Advisors:

Randall Boan, Ext. 6598
Marsha Driskill; Ext. 6637
Shelly Ray-Parson, Ext. 6368
Karen Robinson, Ext 6394
Liz Ryan, Ext. 4309

Pre-Engineering Statewide Articulation Agreement includes recommended for the Associate of Science Degree. Course 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:

	CREDITS
COMMUNICATION:	.9
ENG 121 English Composition I (GT-CO1)	.4.5
ENG 122 English Composition II (GT-CO2)	.4.5

ARTS & HUMANITIES:	13.5
See A.S. degree requirements.	

SOCIAL & BEHAVIORAL SCIENCES:	13.5
*ECO 201 Principles of Macroeconomics	.4.5
*ECO 202 Principles of Microeconomics	.4.5
HIS 101 History of Western Civilization I (GT-HI1)	.4.5
OR	

HIS 102 History of Western Civilization II (GT-HI1)	.4.5
(*Per articulation agreement for Pre-engineering students only.)	

MATHEMATICS:	7.5
MAT 201 Calculus I (GT-MA1)	.7.5

PHYSICAL & LIFE SCIENCES:	12
PHY 211 Physics: Calculus-based I (GT-SC1)	.5
PHY 212 Physics: Calculus-based II (GT-SC1)	.5
PHY 213 Physics: Calculus-based III (GT-SC1)	.5

ORAL COMMUNICATION

OR TECHNOLOGY:	4.5
CSC 160 Computer Science I (C++)	.4.5

ELECTIVES:	27
Required:	
MAT 202 Calculus II (GT-MA1)	.7.5
MAT 203 Calculus III (GT-MA1)	.6
MAT 255 Linear Algebra	.4.5
MAT 265 Differential Equations	.4.5

Select remaining electives from the following list:

CHE 111 General College Chemistry I (GT-SC1)	.5
CHE 112 General College Chemistry II (GT-SC1)	.5
CHE 113 General College Chemistry III (GT-SC1)	.5
MAT 121 College Algebra (GT-MA1)	.6
MAT 122 College Trigonometry	.4.5
MAT 135 Intro. to Statistics (GT-MA1)	.4.5
BUS 226 Business Statistics	.4.5
GEY 111 Physical Geology (GT-SC1)	.6

Total Credits for A.S. Degree: .90

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 TECHNOLOGY

Location:

Trades and Industry Building, Room 105
970.330.8008, Ext. 6485

Program Chair/Program Coordinator:

Randy Souther, Ext. 6276

DEGREES/CERTIFICATES OFFERED:

Volunteer Firefighting Training (Certificate)

Fire Service Training Academy (Certificate)

Fire Science Technology (A.A.S. Degree)

FIRE SCIENCE SCHOLARSHIPS AND AWARDS

AWARD:

DARREL SCHNEIDER MEMORIAL SCHOLARSHIP

Award Amount: \$500 minimum

Qualifications:

Contact the Aims Foundation for qualifications and details

AWARD:

DAVID GOODALE FIRE SCIENCE STUDENT OF THE YEAR AWARD

Award: Plaque

Qualifications:

Contact Fire Science department for qualifications and details

FIRE SCIENCE TECHNOLOGY ASSOCIATE OF APPLIED SCIENCE DEGREE

Advisors:

Randy Souther, Department Chair, Ext. 6276
Eric Dumonteil, Ext. 6452

Potential Opportunities: The protection of life and property from fire is the primary function of a firefighter. With today's sophisticated techniques, training, and equipment, modern firefighters must be well educated in chemistry and physics of fire behavior, personnel management skills, fire and life safety codes and standards, and a variety of legal issues applicable to the fire service. A high school diploma or the equivalent is required at a minimum. Some departments are adopting varying levels of higher education as a prerequisite for hiring and promotion. Sound health, good physical condition, the ability to give and take orders, and common sense are helpful.

Students wishing to further their education have the opportunity to do so with the current articulation agreements with Upper Iowa University, Colorado State University, Franklin University and University of Northern Colorado. (See your advisor or a Fire Science Department representative for more information). Job opportunities may be found in small or large

municipal fire departments, fire protection districts, or in industrial fire departments.

Registration Requirements: Students must meet the assessment requirements before registering for Fire Science classes and applicable prerequisites courses. Contact a department advisor for details.

PREREQUISITES:

CREDITS

FST 100	Fire Academy I7.5
FST 140	Fire Academy I - Drill Ground	...7.5
Students must enroll in FST 100 and FST 140 for continuation into degree classes above FST 115. Students that possess a current state or national Firefighter I certificate meet the prerequisite requirements of FST 100 and FST 140.		

COMMON REQUIREMENTS FOR DEGREE

General Education Requirements:34.5

CIS 118	Intro to PC Applications4.5
ENG 121	English Composition I (GT-C01)	...4.5
MAT 106	Survey of Algebra6
SOC 101	Introduction to Sociology I4.5
PHY 105	Conceptual Physics6
POS 111	American Government4.5
PHI 112	Ethics (GT-AH3)4.5

CORE REQUIREMENTS:54

FST 102	Introduction to Fire Science	...4.5
FST 103	Firefighter Occupational Safety	.4.5
FST 104	Fixed Fire Protection Equipment	.4.5
FST 105	Building Plans & Construction	..4.5
FST 106	Fire Inspection Practices4.5
FST 107	Hazardous Materials I4.5
FST 151	Apparatus and Procedures4.5
FST 201	Instructional Methodology4.5
FST 202	Firefighter Strategy and Tactics	.4.5
FST 204	Codes and Ordinances4.5
FST 205	Fire Cause Determination4.5
FST 206	Fire Service Supervision4.5

RECOMMENDED ELECTIVES:15

EMS 125	EMT - Basic II5
FST 100	Fire Academy I7.5
FST 101	Fire Academy II3.5
FST 115	Industrial Fire Safety4.5
FST 185	Firefighter Physical Fitness4
FST 251	Fire Service and the Law4.5
FST 252	Fire Investigation4.5
PSY 267	Biofeedback and Stress Management4.5
PSY 101	General Psychology4.5
SPA 101	Conversational Spanish I3
BUS 165	Human Relations at Work5

Total Credits for A.A.S. Degree:103.5

Students requesting credit for prior learning can contact the department advisors for details.



Fire Science

**FIRE ACADEMY I (FST 100)
FIRE ACADEMY I - DRILL
GROUND (FST 140) CERTIFICATE
FST 100 (7.5 Credits)**

COREQUISITE: FST 140 (7.5 Credits)

FST 100 is designed to provide entry level training for potential firefighters. This course includes classroom instruction on fire behavior, safety, personal protective equipment, search and rescue, forcible entry, ladders, and other basic elements of fire fighting.

FST 140 is designed to give students hands-on practice on the topics covered in FST 100. The course is taught at a local fire department drill ground.

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

CERTIFICATE PROGRAM CREDITS

CERTIFICATE REQUIREMENTS:

FST 100 Fire Academy I7.5

FST 140 Fire Academy I - Drill Ground ...7.5

Total Credits for Certificate:15

FIRE DEPARTMENT INTERNSHIP

CERTIFICATE REQUIREMENTS:

Prerequisites: Firefighter I Certification and First Responder Training.

The Fire Department Internship is open to all students that meet the above prerequisites. The Intern Program is designed to provide an opportunity for students seeking a career in the Fire Service to gain on-the-job experience and training working as a member of a crew with a participating fire department. Interns respond to fire and medical calls, participate in Public Education, Fire Investigation, and Fire Inspection assignments. The Intern program is a year-long program running from January through December of each year. Written and physical ability testing is conducted as part of the application process. Contact a department advisor for details.

FST 101 Fire Academy II3.5

FST 141 Fire Academy II Drill Ground ...4.5

FST 107 Hazardous Materials I3

FST 280 Fire Science Internship4-10

FIRE OFFICER I

CERTIFICATE REQUIREMENTS:

Prerequisites: FST 100 or current Firefighter I certification.

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.

FST 101 Fire Academy II3.5

FST 107 Hazardous Materials I3

FST 201 Instructional Methodology3

FST 206 Fire Service Supervision3

FST 256 Fire Department Administration ..3

VOLUNTEER FIREFIGHTER TRAINING

Program Length: Will vary from four quarters to eight quarters or more.

Volunteer Firefighter Training is a certificate program, designed to provide theory and practical training for volunteer firefighters and those who wish to become volunteer firefighters.

Potential Opportunities: Opportunities to become volunteer fire fighters exist locally as well as nationwide. This training will also benefit those who wish to become career fire fighters.

Registration Requirements: Fire Science Department signature required as necessary - refer to current quarter schedule of classes.

CERTIFICATE PROGRAM CREDITS

CERTIFICATE REQUIREMENTS:36

A total of 36 credit hours from the following list of classes must be completed:

FST 195 Continuing Fire Education ..0.5-16

EMS 115 First Responder5

EMS 103 Healthcare Provider CPR0.5

EMS 105 CPR Instructor1.5

EMS 107 Bystander Care (First Aid)0.5

The above classes must cover the following required topics:

FIRE TRAINING:8

Firefighter Certification Course

(maximum of 6 credits)

Fire Safety

DRIVER TRAINING:5

EVOG-Fire

VFIS-EVDT

FD Apparatus Engineer

Hydraulics

EMS/RESCUE TRAINING:6

First Responder

Emergency Medical Technician

Health Care Provider CPR

Dive Rescue

Ice Rescue

Trench Rescue

Farm Accident Rescue

Extrication

Other EMS/Rescue topics approved by advisor

COMMAND/ADMINISTRATION TRAINING: .6
ICS

PIC/CIR

FSS-IPE/FSS-ITE

Volunteer Fire Service Management

Other Command Administration topics approved by advisor

HAZARDOUS MATERIALS TRAINING:3

Hazmat First Responder-Awareness and Operations level

FIREFIGHTER ELECTIVES:8

Continuing Fire Education (maximum of 4 credit hours)

Fire/Rescue Field Days

"Initial Fire Attack"

"Making the Difference"

"First Due"

"Rural Fire Fighting Tactics"

**FIRE SCIENCE
ADVISORY COMMITTEE**

Dr. Deb Bell-Baker

Aims Community College

Matt Carlson

Eaton Fire Department

Steve Charles

Berthoud Fire Department

Joe DeSalvo/Tavis Kaberline

Student Representatives

Doug Forsman

Union Colony Fire/Rescue Authority

Jason Goodale

LaSalle Fire Department

Randy Heston

Hudson Volunteer Fire Department

Winn Holman/Kelvin Knaub

Kodak Fire Department

Tim Johnson

Spartan Motors Chassis, Inc.

Tom Jones

Aims Community College

Skip Koenig

Union Colony Fire/Rescue Authority

Mark Miller

Loveland Fire Department

Doug Round

Union Colony Fire Rescue Authority

Ned Sparks/Chris Swisher

Loveland Fire Department

Robert Standen

Evans Fire Department

Theresa Staples

Colorado Division of Fire Safety

Jon Surbeck

Evans Fire Department

Jerry Ward

Windsor-Severance Fire Protection District

HEALTH SCIENCES

Location:

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

Program Chair:

Kathy Smith Stillson, MSN, RN, Ext. 5012

DEGREES/CERTIFICATES OFFERED:

Extended Practical Nursing (Certificate)

Medical Office Technology/Medical Assisting
(A.A.S. Degree)

Medical Front Office Assistant (Certificate)

Nurse Aide (Certificate)

Home Health Aide (Certificate)

Surgical Technology (A.A.S. Degree)

Surgical Technology Assistant (Certificate)

Health Care Management

(B.S. Degree Franklin University Alliance)

Bachelor of Arts in Applied Science

Allied Health Directed Area of Study

(B.A. Transfer degree to University of Northern Colorado)

MEDICAL OFFICE TECHNOLOGY/ MEDICAL ASSISTING ASSOCIATE OF APPLIED SCIENCE DEGREE

Advisors:

Lynette Markley, RMA, Ext. 5010
Lana Simonds, MSN, RN, Ext. 5090
Kathy Smith-Stillson, MS, RN, Ext. 5012

Program Length: Usually five quarters for the Medical Front Office Assistant or seven quarters for the Associate of Applied Science Degree (A.A.S.) in Medical Office Technology. Students requiring prerequisite courses will take more than the usual five to seven quarters to complete the full certificate or degree.

Program Description: Intended for the individual desiring to work in a healthcare setting requiring multi-tasking abilities. Skills obtained in this degree can be applied to the medical office, some surgical care centers, the medical billing and coding in a clinic setting, and limited opportunities exist in both hospital and long term care settings. Students can choose multiple options after completing the core class requirements. Those seeking only Front Office work can choose to pursue the Medical Front Office Certificate. Students wishing to advance beyond the Front Office option can choose to explore Medical Office Management in the Business Department here at Aims or go on for their Associate's in Medical Office Technology by completing the coursework involving back office skills. Those entering this program that have their CNA

certification should consult with the Department Chair for potential transfer credit for skills abilities obtained through prior coursework.

Potential Opportunities: Multi-tasking abilities are highly sought after in the changing healthcare setting today. Local opportunities can be found all over Northern Colorado as well as being recognized across the United States. Preparation as a Medical Office Technologist/Medical Assistant (MOT/MA) also provides experience and gainful employment for those choosing to further their education in Nursing, Medicine, Physician's Assistant or other healthcare professions. Completion of the Associate's degree will be followed by a National Certification examination to yield the title of Registered Medical Assistant. With the successful completion of the MOT/MA A.A.S. degree, those choosing to go for their Baccalaureate degree in Health Care Administration or Health Services Communication may pursue a bachelors degree at the University of Northern Colorado or through Franklin University. **Please note additional listing on pages 68-73 of the Business Department.**

Registration Requirements: All students taking this program must have proof of their high school diploma or GED and have completed the prerequisite requirements prior to formal acceptance into the program. Some course work is restricted to department majors, and must have the program advisor's signature on the course registration **before** registering.

Other Requirements: Prior to entering the clinical coursework in Pharmacology and Laboratory Skills for the Medical Assistant, all students are required to have current immunizations for MMR and the Hepatitis-B Virus (HBV) immunization series. All students will be required to provide proof of a current TB test prior to entering each clinical placement.

Additional Student Resource: Since professional affiliations are a mark of the best medical workers, all students are encouraged to become active members of the Health Occupations Student of America (HOSA).

PROGRAM PREREQUISITES:

ASSESSMENT SCORES:

Reading: 75

Sentence Skills (English): 85

Math: Arithmetic 48

(Completed or tested out)**CREDITS**
HPR 100 Introduction to Healthcare

Professions1.5

CIS 118 Intro to PC Applications

(or Test Out)4.5



Health Sciences

AAA 109 Advanced Academic Achievement (recommended if no prior college experience)5
Current CPR Certification or take	
EMS 103 Health Provider CPR0.5

GENERAL EDUCATION:28.5

BIO 106 Basic Anatomy & Physiology6
BUS 142 Intermediate Communications5
EMS 165 Seminar: Medical Environments Prep3
MAT 110 Applied Business Mathematics5
HPR 178 Seminar: Medical Terminology4.5
COM 126 Communications in Healthcare5

MAJOR EMPHASIS COURSEWORK:70

BUS 217 Business Communications & Report Writing4.5
HHP 100 Complimentary Healing Methods3
HPR 106 Law & Ethics for Health Professions3
MOT 110 Medical Office Administration6
MOT 121 Introduction to Research & Community Health Promotion	1.5
MOT 130 Insurance, Billing & Coding5
MOT 136 Introduction to Clinical Skills3
MOT 137 Human Diseases	4.5
MOT 138 Medical Assisting Laboratory Skills6
MOT 140 Medical Assisting Clinical Skills I	4.5
MOT 146 Basic Safety and Body Mechanics for the Medical Office	1.5
MOT 150 Pharmacology for Medical Assistants	4.5
MOT 152 Dosage Administration for Medical Office Technology	1.5
MOT 156 Office Psychiatric Assisting	1.5
MOT 280 Internship	7.5
PSY 101 General Psychology I	4.5
RTE 100 Orientation to Radiography	4.5
To complete the A.A.S. Degree in Medical Office Technology/Medical Assisting, the student must complete the General Education courses (28.5 credits) and the Major Content requirements (70 credits), for a total of 98.5 credits.	

Total Credits for A.A.S. Degree:98.5**MEDICAL FRONT OFFICE
ASSISTANT CERTIFICATE****PROGRAM PREREQUISITES:****ASSESSMENT SCORES:****Reading: 75****Sentence Skills (English): 85****Math: Arithmetic 48**(Completed or tested out)**CREDITS**

HPR 100 Introduction to Healthcare Professions	1.5
BUS 151 Introduction to Word (May substitute CIS 118 or Test Out)	4.5

AAA 109 Advanced Academic Achievement (recommended if no prior college experience)5
Current CPR Certification or take	
EMS 103 Health Provider CPR0.5

GENERAL EDUCATION:22.5

BUS 142 Intermediate Communications5
EMS 160 Seminar: Medical Environments3
MAT 110 Applied Business Mathematics5
HPR 178 Seminar: Medical Terminology	4.5
COM 126 Communications in Healthcare	4.5

MAJOR EMPHASIS COURSEWORK:42

CIS 165 Spreadsheets Corequivalent Courses3
BUS 124 Using Business References	0.5
BUS 125 Using Internet Search Engines & Directories for Business Research	0.5
BUS 126 Proofreading Techniques2
BUS 152 Advanced Word Processing5
BUS 217 Business Communications & Report Writing	4.5
HPR 106 Law & Ethics for Health Professions3
MOT 110 Medical Office Administration6
MOT 121 Introduction to Research and Community Health Promotion	1.5
MOT 130 Insurance, Billing & Coding5
MOT 143 Medical Sciences for Office Administration	4.5
MOT 146 Basic Safety & Body Mechanics	1.5
MOT 156 Office Psychiatric Assisting	1.5
MOT 181 Administrative Internship for the MOT3
To complete the certificate in Medical Front Office Assisting, the student must complete the General Education courses (22.5 credits) and the Medical Front Office requirements (42 credits), for a total of 64.5 credits.	

**MEDICAL OFFICE TECHNOLOGY
PROGRAMS ADVISORY COMMITTEE**

Ann Aron, BA Aims' General Business, Chair
Debra Bell-Baker, PhD Director Aims' Advising Core
Renee Bourland, Office Manager Women's Clinic of Greeley
Lisa Connelley, AAS Aims' EMS Faculty
Diana Duncan, BS, RTR Aims' Radiography, Chair
Terri Farella, RN, Patient Advocate Greeley Medical Clinic
Pat Farrell, Office Manager Family Practice of Windsor
Mandy Hartshorn, MA Greeley Orthopedic Associates

Linda Hill, MA Big Thompson Pediatric Medical Group
Toni Hooten, Office Manager Westlake Family Physicians
Kyle Lynch, BA, Office Manager Family Physicians of Greeley
Lynette, Markley, RMA Aims' Health Sciences Faculty
Sandra Mayes, MA North Colorado ENT
Cindy McDade, RMA Sunrise Community Health Center
Walt Richter, PhD Aims' Dean Math, Natural & Applied Sciences
Brian Schmalhorst, MD Greeley Medical Clinic Health Sciences Department/MOT Program Medical Director
Kathy Smith Stillson, MSN, RN Aims' Health Sciences, Chair
Gina Valenti, Office Manager Johnstown Family Practice
Carol Wiegand, MT Longmont United Hospital
Janet Zweegman, Office Manager Windsor Family Clinic

NURSE AIDE**Advisors:**

Tess Masters, RN, Ext. 5013

Kim Wallin, Student Success Center, Ext. 6251

Program Description: Intended for the individual desiring to be a nurse aide focusing on care for the adult or disabled patient/client/resident living at home or in a health care facility. Methods of learning include classroom activities, skills practice and simulations, and clinical practice giving actual patient care. The program meets all relevant federal and state requirements. Upon successful completion, the program graduate is qualified to apply for the State of Colorado Nurse Aide Certificate examination. (Cost of examination **not** covered in tuition.) This program content and passing the nurse aide certification exams required for application to the UNC nursing program.

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

Schedule: Day classes offered monthly 8:00 a.m.-3:30 p.m. and evening classes (every other month starting in January) 4:00 p.m.-10:00 p.m.

Potential Opportunities: Plentiful employment opportunities exist for the state-certified nursing assistant in long term care, home health care, and residential care. Local opportunities also exist for employment in hospitals. Also useful for persons wanting wage-earning ability while preparing for nursing or medical careers. Employment opportunities require a current State of

Colorado Nurse Aide Certification.
Registration Requirements: All students taking this program must have the program advisor's signature on the course registration before registering. All students must pass a qualifying reading assessment.

CERTIFICATE PROGRAM	CREDITS
NUA 101 Nurse Aide Theory & Lab6
NUA 170 Nurse Aide Clinical1.5

HOME HEALTH AIDE CERTIFICATE
(Pending State Approval)
REQUIRED COURSES **CREDITS**
 HLH 136 Home Health Aide3
 (Prerequisite: Current CNA & EMS 103)

COMMUNITY CERTIFIED NURSE AIDE TRAINING PROGRAM CONSORTIUM ADVISORY COMMITTEE
 James Contos
 Heartland Homecare
 Crystal Day, RN
 Rehabilitation & Visiting Nurse Association
 Vicky Gilmer
 Fairacres Manor, Inc.
 Emily Goodwin
 Aims Community College
 Jan Hoot Martin, Ph.D.
 School of Nursing

Edie Hughes, RN, BSN
 Banner Home and Community Care
 Sara Kearns
 Bonell Good Samaritan Center
 Raegan Maldonado
 Weld County Ombudsman
 Tess Masters, RN
 Program Instructor/Coordinator
 Jerod McCoy
 The Villa at Greeley, Inc.
 Jane Pomeroy, RN
 Banner Health Systems
 Walt Richter, Ph.D.,
 Aims Community College
 Lana Simonds, MS, RN
 Health Sciences Department Liaison
 Kathy Smith Stillson, MSN, RN
 Health Sciences Chair
 Dianne Stille
 Centennial Area AHEC
 Cheryl Strosnider, SDC
 Life Care Center of Greeley
 Robbyn R. Wacker, Ph.D.
 University of Northern Colorado
 Gerontology Program

SURGICAL TECHNOLOGY
Advisor:
 Kathy Smith Stillson, MSN, RN, Ext. 5012
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 the podiatrist office, freestanding surgical centers, and to the hospital operating theater. Students will be prepared to do some operating circulation work on completion of the certificate option. 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 being recognized 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 healthcare professions. On completion of the Associate's Degree graduates will be eligible to sit for the Association of Surgical Technologists National Certification examination. Certified graduates



are eligible to advance in their profession through programs to become certified as a Surgical First Assist. 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 must be assessed prior to acceptance into this program and achieve a reading score of 83, English/Sentence Skills of 86 and Elementary Algebra score of 55 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, student must hold a current CPR card, have completed the HBV vaccination series, have a current MMR, and a current Tb test. The HBV series involves three immunizations, initial, one at 30 days and one at 6 months.

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

SURGICAL TECHNOLOGY ASSISTANT CERTIFICATE

Prerequisites

(Completed or tested out)

Entry Level Assessment scores:

Accuplacer

REA 75 or REA 090

College Reading5

SS/ENG 86 or ENG 090

Basic Composition5

MAT EA55 or MAT 090

Elementary Algebra5

AAA 109 Advanced Academic

Achievement (recommended)5

(or 10cr previous successful academic college experience)

HPR 100 Intro to Health Professions1.5
(or job experience in OR)

BIO 120 or BIO 106 or BIO 1054.5-6
(pre-requisite to the BIO series)

GENERAL EDUCATION4.5

BIO 201 Human A&P I5

BIO 202 Human A&P II5

BIO 203 Human A&P III5

BIO 205 Microbiology6

CIS 118 Intro to PC Applications4.5

HPR 255 Spanish for Health
Professional Level II1.5

ENG 121 English Composition I (GT-CO1) .4.5

HPR 178 Medical Terminology Seminar . . .4.5

PSY 235 Developmental Psychology4.5

COM 126 Communications in
Healthcare4.5

SURGICAL TECHNOLOGY ASSOCIATE OF APPLIED SCIENCE DEGREE

Specific Courses:52.5

STE 100 Fundamentals of Surg Tech I9

STE 101 Surgical Tech Skills Lab I6

STE 105 Pharmacology for Surg Tech3

STE 110 Surg Procedures I4.5

STE 115 Surg Procedures II4.5

STE 120 Surg Procedures III4.5

STE 181 Clinical Internship I6

STE 182 Clinical Internship II6

STE 183 Clinical Internship III9

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

SURGICAL TECHNOLOGY ADVISORY COMMITTEE

New Aims Faculty

Surgical Technology Instructor

Deb Bell Baker, Ph.D.

Aims Community College

Rod Carbonell

NCMC Day Surgery Greeley

Elaine Flaim

Staff Development Coord Surgical Services

Poudre Valley Hospital

Priscilla Jurkovich, OR Educator

Boulder Community Hospital

Paul Lange, MSN, RN, Surg Services Educator

Banner Health Care Colorado

Pat McGuire, Ph.D.

Aims Associate VP, Academic Affairs

Aims Community College

Nancy O'Connor

Clinical Educator

Longmont United Hospital

Dr. Michael Peetz

Medical Director Surgical Services

North Colorado Medical Center

Walt Richter, Ph.D.

Aims Community College

Kathy Smith Stillson, MSN, RN

Aims Health Sciences, Chair

Debbi Spence, RN

Operating Room Supervisor

Banner Health Care Colorado

Debbie Stewart, Superv. Surgical Services

McKee Medical Center

Kathy Trost, Operating Room Supervisor

Platte Valley Medical Center

EXTENDED PRACTICAL NURSING

Kathy Smith-Stillson, MSN, RN,

Department Chair, Director of Nursing

Education Programs, Ext. 5012

Lana Simonds, MSN, RN,

Associate Professor, Ext. 5090

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

Program Description: Intended for the individual desiring to work in a rehabilitation, extended-acute care, long-term care, clinic, or hospital setting involving direct hands-on patient care. Students will learn bedside care of the acutely and chronically ill patient. Skills in sterile and medically aseptic techniques will be stressed. Graduates who successfully complete licensure requirements will be qualified to work in healthcare settings under the supervision of the RN, PA or MD. Students will learn appropriate team nursing techniques and the appropriate lines of delegation for which they will be responsible. Those entering this program that have their CNA certification should consult with the Department Chair for potential transfer credit for skills abilities obtained through prior coursework.

Potential Opportunities: Local opportunities can be found all over Northern Colorado as well as being recognized across the United States. Graduates of this program are eligible to sit for the N-CLEX examination to become a Licensed Practical Nurse. As a Licensed Practical Nurse, with recommendation of Aims Community College nursing faculty, the graduate may be eligible for direct transfer into one of the locally available Associate Degree Nursing programs to advance her or his training to become a Registered Nurse. Specific agreements for transfer between Aims Community College and Front Range Community College, as well as Morgan Community College, are currently in place.

Registration Requirements: All applicants for enrollment into this program must attend an informational Orientation for Application through the Aims Advising Core. Please call the main Aims number at your local campus and ask for extension 6923 or extension 6251 to

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

Other Requirements: Prior to entering the Extended Practical Nursing program, student must hold a current CPR card, have current immunizations for MMR and the HBV series. All students will be required to provide proof of a current TB test prior to entering each clinical placement.

Additional Student Resource: Since professional affiliations are a mark of the best medical workers, all students are encouraged to become active members of HOSA, the Health Occupations Student Association and/or the Student Nursing Association.

EXTENDED PRACTICAL NURSING CERTIFICATE PROGRAM PREREQUISITES:

ASSESSMENT SCORES:CREDITS

Reading: 75

Sentence Skills (English): 85

Math: Elementary Algebra 55

Demonstrated Computer Competency in Word and Power Point on Assessment

OR

CIS 118 Intro to PC Applications4.5

OR

BUS 151 Introduction to Word5

Current CPR Certification or take

EMS 103 Healthcare Provider CPR0.5

GENERAL EDUCATION:18

BIO 106 Basic Anatomy & Physiology6

DIT 115 Basic Nutrition for Nurses1.5

ENG 121 English Composition I (GT-CO1) .4.5

HPR 178 Introduction to Medical

Terminology for Nurses1.5

COM 126 Communications in Healthcare ..4.5

EXTENDED PRACTICAL NURSING

MAJOR EMPHASIS COURSES:49.5

NUR 101 Pharmacology Calculations1.5

NUR 102 Alterations in Adult Health I ...4.5

NUR 103 Basic Health Assessment for the Practical Nurse1.5

NUR 104 Alterations in Adult Health II ...4.5

NUR 105 Practical Nursing Arts and Skills .7.5

NUR 111 Socialization into Practical Nursing1.5

NUR 112 Basic Concepts of Pharmacology .3

NUR 113 Basic Concepts of Maternal-Newborn Nursing3

NUR 114 Basic Concepts of Nursing of Children3

NUR 115 Basic Concepts in Mental Health and Illness1.5

NUR 116 Basic Concepts of Gerontologic Nursing1.5

NUR 170 Clinical I: Application of Practical Nursing Arts and Skills4.5

NUR 171 Clinical II: Application of Alterations in Adult Health I4.5

NUR 172 Clinical III: Application of Basic Concepts of Maternal-Newborn

Nursing1.5

NUR 173 Clinical II: Application of Basic Concepts of Nursing of Children1.5

NUR 174 Clinical V: Application of Basic Concepts of Leadership & Gerontological

Nursing.4.5

Total Credits for Extended

Practical Nursing Certificate:67.5

To complete the Certificate in Extended Practical Nursing, the student must complete the General Education courses (18 Credits) and the Major Emphasis requirements (49.5 credits), for a total of 67.5 credits.

EXTENDED PRACTICAL NURSING PROGRAMS ADVISORY COMMITTEE:

Karen Alms, RN, NHA

Fort Collins Good Samaritan Village

Deb Bell Baker

Aims Community College

Nancy Campbell, RN, DON

Columbine Care Center West

Crystal Day, CEO

Rehabilitation & Visiting Nurse Association

Dorma Eastman, RN

McKee Medical Center

Carmen Fisher, RN

Fairacres Manor, SDC

Mary Johnson, RN, DON

Sierra Vista Health Care Center

Georgia Martin, RN, HNC

Bonell Good Samaritan Center



Sarah Merle, RN, DON
Spring Creek Health Care Center

Yvonne Myers
Community Relations,
Columbine Health Systems

Barb Newell, RN, Director
In-Patient Services McKee Medical Center

Valorie Oxenfeild, RN, DON
Fairacres Manor

Dee Perkins, RN, DON
Centennial Health Care Center

Candace Pruitt, BSN
Poudre Valley Health Systems

Walt Richter, PhD.
Aims Community College

Lana Simonds, MSN, RN
Aims Community College, Faculty

Robbie Skidmore, RN
Centennial Health Care Center

Kathy Smith Stillson, MSN, RN
Aims Community College Director,
Nursing Education Program

Dianne Stille, RN
Parents of Children With Special Needs

Cheryl Vogel, SDS
Life Care Center

Jodie Walker, RN, BSN, DON
Windsor Health Care Center

Claudia Weightman, Director
Human Resources Big Thompson
Medical Group, P.C

Kris Witt, RN, DON
Columbine Care Center East

Dennis Ziefel, Administrator
Centre Avenue Rehab Facility, LLC

PREHEALTH PROFESSION DIRECTED AREA OF STUDY

(Associate of Science Degree)

Advisor:

Dr. Leba Sarkis, Ext. 6367

This area of study is designed for persons who want to enter various health-care professions other than nursing. The typical program would prepare students for further study in such areas as pre-physical therapy, pre-veterinary medicine, pre-dentistry, pre-medicine, and pre-chiropractic medicine. Some fields require modified programs and thus careful planning should be done with the assistance of an advisor.

Recommended degree requirements for the Pre-Health Profession Area of Study:

CREDITS

COMMUNICATION:9
ENG 121 English Composition I (GT-CO1) . . .4.5
ENG 122 English Composition II (GT-CO2) . .4.5

ARTS & HUMANITIES:13.5

See A.S. degree requirements.

SOCIAL & BEHAVIORAL SCIENCES:13.5

See A.S. degree requirements.

MATHEMATICS:4.5-7.5

See A.S. degree requirements.

*Science majors at four-year institutions may require a full year of calculus.

PHYSICAL & LIFE SCIENCES:15

BIO 111, 112, 113 General College
Biology I, II, III (GT-SC1)15

ORAL COMMUNICATION

OR TECHNOLOGY:4.5

See A.S. degree requirements.

ELECTIVES:12-15

Required:

CHE 111, 112, 113 General College
Chemistry I, II, III (GT-SC1)15

Select remaining electives from the following list:

BIO 201, 202, 203 Human Anatomy &
Physiology I, II, III (GT-SC1)15
BIO 205 Microbiology6
CHE 211, 212, 213
Organic Chemistry I, II, III (GT-SC1)15
EMS 115 First Responder5
MAT 122 College Trigonometry4.5
PHY 111, 112, 113 Physics:

Algebra Based I, II, III (GT-SC1)15

Total Credits for the A.S. Degree:90

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:

CREDITS

COMMUNICATION:9

ENG 121 English Composition I (GT-CO1) . . .4.5
ENG 122 English Composition II (GT-CO2) . .4.5

ARTS & HUMANITIES:13.5

See A.A. degree requirements.

SOCIAL & BEHAVIORAL SCIENCES:13.5

See A.A. degree requirements.

MATHEMATICS:4.5-7.5

MAT 135 Intro to Statistics (GT-MA1)4.5

PHYSICAL & LIFE SCIENCES:25

*BIO 201, 202, 203 Human Anatomy &
Physiology I, II, III15

*Per articulation agreement for pre-nursing students only.

ORAL COMMUNICATION

OR TECHNOLOGY:4.5

See A.A. degree requirements.

ELECTIVES:20

Required:

BIO 205 Microbiology6
CHE 110 Intro to Inorganic Chemistry5
CHE 120 Intro to Organic Chemistry5
PSY 235 Developmental Psychology4.5

Select remaining electives from the following list:

BIO 105 Science of Biology6
BIO 120 Basic Human
Anatomy/Physiology6
EMS 103 Healthcare Provider CPR0.5
(See your advisor for additional transferable courses.)

Total Credits for the A.A. Degree:90

RADIOLOGIC TECHNOLOGY (Associate of Applied Science Degree)

Location:

Ed Beaty Hall, Room 567.4
970.330.8008, Ext. 6424

Program Chair:

Diana Duncan, Ext. 6341

Advisors:

Diana Duncan,
Department Chair, Ext. 6341 or 6424
Holly Knaub, Ext. 6324
Debi Knudson, Ext. 6419
Tracey Warner, Ext. 6420
Nan Cramer, Ext. 6436

DEGREES/CERTIFICATES OFFERED:**Radiologic Technology** (two-year A.A.S. Degree)**Mammography Technologist** (Certificate)

Program Length: Requires minimum of seven quarters PLUS 20 credits of General Education for Associate of Applied Science degree starting fall quarter only.

Entrance Requirements: This program starts **ONLY** in the fall quarter. **Admission is highly competitive and early ADVISING with the ADVISING CORE is essential. A SPECIAL RADIOLOGIC TECHNOLOGY PROGRAM APPLICATION distributed only in the RTE 101 course,** must be completed and submitted to the department. Students are admitted on a first-come-first-served basis, once pre-requisites and acceptable admission rating are achieved. **Contact Advising/Assessment & Career Services for entrance specifics as soon as possible.**

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

Potential Opportunities: The radiographer as part of the health care team is dedicated to the conservation of life and health and the discovery of existing disease.

This program is designed to train individuals in the art and science of Radiologic Technology.

Students successfully completing the program are eligible to take the American Registry of Radiologic Technologists competency examination that upon successful completion will allow the graduate to hold the status of Registered Technologist (R.T.).

NOTE: This program includes changes which are subject to approval by the Colorado Community College and Occupational Education System. **Courses listed are subject to change.** Students can verify the course offerings from the program chair. RTE courses printed in this catalog reflect the curriculum for 2003-2004 **ONLY.** Curriculum changes for 2004-2005 will be posted on the program web page by the beginning of Winter Quarter 2004.

DEGREE PROGRAM**Radiologic Technology General Education**

Courses: A minimum of 20 quarter credit hours of General Education Courses are required with advisor's approval.

DEGREE REQUIREMENTS: CREDITS

RTE 105	Patient Care in Imaging4
RTE 111	Radiographic Positioning I4
RTE 114	Clinical Experience5
RTE 121	Radiographic Positioning II4
RTE 122	Radiographic Exposure I4
RTE 124	Clinical Experience5
RTE 131	Radiographic Positioning III4
RTE 132	Radiographic Exposure II3
RTE 134	Clinical Experience5
RTE 140	Radiographic Pathology3
RTE 144	Clinical Experience9
RTE 211	Radiographic Positioning IV4
RTE 212	Radiographic Equipment Operation & Maintenance I5
RTE 214	Clinical Experience8
RTE 220	Radiation Protection & Biology	..3
RTE 221	Medical Imaging Pharmacology	..4
RTE 222	Radiographic Equipment Operation & Maintenance II5
RTE 224	Clinical Experience8
RTE 234	Clinical Experience9
Total Major Credits:	96

GENERAL EDUCATION REQUIREMENTS: ...20

BIO 106	Basic Human Anatomy & Physiology6
ENG 121	English Composition I (GT-CO1)	..4.5
SPE 125	Interpersonal Communications OR	
COM 126	Communication in Healthcare	..4.5
PSY 101	General Psychology I5
Total Credits:	20
Total Curriculum Credit Hours:	116

Related Courses:

RTE 100	Orientation to Radiography4.5
RTE 101	Introduction to Radiography Technology5
RTE 240	Radiologic Sciences Review3
RTE 284	Clinical Activity1-10

MAMMOGRAPHY CERTIFICATE**Advisor:**

Diana Duncan, B.S., R.T.R., Ext. 6341

Program Length: Approximately One Quarter.**Program Description & Potential**

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

CERTIFICATE REQUIREMENTS: CREDITS

RTE 250	Mammography5
RTE 254	Mammography Clinical5
Total Credits for Certificate:	10

RADIOLOGIC TECHNOLOGY**ADVISORY COMMITTEE**

Tate Borleske, R.T.(R)

Staff Technologist

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

Staff Technologist, McKee Medical Center

John Budge, M.D.

Radiologist, Longmont United Hospital

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

Supervising Technologist,

McKee Medical Center

Lois Heater, R.T.(R)

Supervising Technologist

Longmont United Hospital

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

Radiology Assistant

Greeley X-Ray Group

Mark Howshar, M.D., Medical Advisor

Radiologist, Poudre Valley Hospital

Deb Mayer, R.T.R

Clinical Supervisor

McKee Medical Center

Giesele Morrell, A.A.S., R.T.R.

Supervising Technologist

Poudre Valley Hospital

Daniel Mullins, M.D.

Radiologist

Greeley X-Ray Group

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

Clinical Supervisor

North Colorado Medical Center

Samuel Potts, R.T. (R)

Administrative Technologist

Longmont United Hospital

Mary Richards, R.T.R

Staff Technologist

Longmont United Hospital

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

Supervising Technologist

Poudre Valley Hospital



INTERNATIONAL STUDIES

Advisor: Dr. Michael Kelsey, Ext. 6393,
mikelk@aims.edu

This area of study will help students develop a broad understanding of international relations through the study of geography, foreign language, economics, history, political science, anthropology, and sociology. The program will prepare individuals to work in diverse careers related to international business, government, and travel. Questions may be directed to Dr. Mike Kelsey, professor of Geography, at **970.330.8008**, extension 6393.

INTERNATIONAL STUDIES DIRECTED AREA OF STUDY ASSOCIATE OF ARTS DEGREE

Recommended degree requirements for the International Studies Area of Study:

CREDITS

COMMUNICATION:9
ENG 121 English Composition I (GT-CO1) .. 4.5
ENG 122 English Composition II (GT-CO1) .. 4.5

ARTS & HUMANITIES:13.5
See A.A. degree requirements.

SOCIAL & BEHAVIORAL SCIENCES:13.5

Select one of the following courses:
HIS 102 Western Civilization II (GT-H1) .. 4.5
HIS 202 U.S. History II (GT-H1) 4.5

Select the following course:
GEO 105 World Geography (GT-SS2) 4.5

Select one of the following courses:
ANT 101 Cultural Anthropology (GT-SS3) .. 4.5
POS 105 Intro to Political Science (GT-SS1) .4.5

MATHEMATICS:4.5-7.5
See A.A. degree requirements.

PHYSICAL & LIFE SCIENCES:12
See A.A. degree requirements.

**ORAL COMMUNICATION
OR TECHNOLOGY**4.5
See A.A. degree requirements.

ELECTIVES:30-33
Foreign Language (2 courses)10
ECO 201 Principles of Macroeconomics . 4.5
ECO 202 Principles of Microeconomics .. 4.5
GEO 106 Human Geography 4.5
Remaining electives must be selected in consultation with advisor.

Total Credits for the A.A. Degree:90



International Studies



Mathematics Directed Area of Study includes courses recommended for the Associate of Science Degree. Course under this area of study will contribute towards four-year degree requirements for mathematics majors at all Colorado Universities.

Recommended degree requirements for the Mathematics Area of Study:

CREDITS

COMMUNICATION:9
ENG 121 English Composition I (GT-CO1) ..4.5
ENG 122 English Composition II (GT-CO1) ..4.5

ARTS & HUMANITIES:13.5
See A.S. degree requirements.

SOCIAL & BEHAVIORAL SCIENCES:13.5
See A.S. degree requirements.

MATHEMATICS:4.5-7.5
MAT 201 Calculus I (GT-MA1)7.5

PHYSICAL & LIFE SCIENCES:12
One year of lab science, chosen from:
PHY 211, 212, 213 Physics:
Calculus-based I, II, III (GT-SC1)15
CHE 111, 112, 113 General College
Chemistry I, II, III (GT-SC1)15
BIO 111, 112, 113 General
College Biology I, II, III (GT-SC1)15
GEY 111 and 112 Physical Geology (GT-SC1)
& Historical Geology12

**ORAL COMMUNICATION
OR TECHNOLOGY:**4.5
CSC 160 Computer Science I (C++)4.5

ELECTIVES:27-30
Select from the following list:
MAT 202 Calculus II (GT-MA1)7.5
MAT 203 Calculus III (GT-MA1)6
MAT 121 College Algebra (GT-MA1)6
MAT 122 College Trigonometry4.5
MAT 135 Intro to Statistics (GT-MA1)4.5

OR
BUS 226 Business Statistics4.5
MAT 215 Discrete Mathematics6
MAT 255 Linear Algebra4.5
MAT 265 Differential Equations4.5
Total Credits for the A.S. Degree:90

MATHEMATICS

Location:
Ed Beaty Hall, Room 592
970.330.8008, Ext. 6252

Department Chair:
Marsha Driskill, Ext. 6637

College Prep Mathematics Chair:
Art Terrazas, Ext. 6366

Loveland Campus Chair:
Jeanine Lewis, Ext. 6254

Fort Lupton Campus Chair:
Liz Ryan, 303.857.4022

DEGREES/CERTIFICATES OFFERED:
Mathematics Directed Area of Study
(A.S. Degree)

Pre-Engineering Directed Area of Study
(A.S. Degree)

**MATHEMATICS
DIRECTED AREA OF STUDY
ASSOCIATE OF SCIENCE DEGREE**

Advisors:
Randall Boan, Ext. 6598
Marsha Driskill, Ext. 6637
Shelly Ray Parsons, Ext. 6368
Karen Robinson, Ext. 6394
Liz Ryan, Ext. 4309



Mathematics



POLITICAL SCIENCE

Advisor:

Dr. Vicky Bollenbacher, Ext. 6314
vbollenbacher@aims.edu

This area of study leads graduates through university transfer to a wide variety of careers in governmental service, law practice, or journalism. For further information on career or transfer possibilities, contact Dr. Vicky Bollenbacher, professor of Political Science at 970.330.8008 extension 6314, or vbollenbacher@aims.edu.

POLITICAL SCIENCE DIRECTED AREA OF STUDY ASSOCIATE OF ARTS DEGREE

Recommended degree requirements for the Political Science Area of Study:

CREDITS

COMMUNICATION:9
ENG 121 English Composition I (GT-CO1) .4.5
ENG 122 English Composition II (GT-CO1) .4.5

ARTS & HUMANITIES:13.5
See A.A. degree requirements.

SOCIAL & BEHAVIORAL SCIENCES:13.5

POS 105 Intro to Political Science (GT-SS1)4.5
(See A.A. degree requirements for other course requirements.)

MATHEMATICS:4.5-7.5

See A.A. degree requirements.

PHYSICAL & LIFE SCIENCES:12

See A.A. degree requirements.

ORAL COMMUNICATION

OR TECHNOLOGY:4.5

See A.A. degree requirements.

ELECTIVES:30-33

POS 111 American Government4.5
Remaining electives must be selected in consultation with advisor.

Total Credits for the A.A. Degree:90



Political Science

PSYCHOLOGY

Location:

Westview, Office 690
970.330.8008, Ext. 6208

Department Chair:

Dr. ShawnaLee K. Washam, Ext. 6346

Campus Chair, Fort Lupton Campus:

Liz Ryan, 303.857.4022, Ext. 4309

Campus Chair, Loveland Campus:

Rita Clark, 970.667.4611, Ext. 3317

DEGREES/CERTIFICATES OFFERED:

Colorado Alcohol and Drug Abuse

Counselor I and II

(Coursework only)

General Psychology Directed Area of Study

(two-year A.A. degree)

COLORADO ALCOHOL & DRUG ABUSE PROGRAM: COUNSELOR I & II

Advisors:

Dr. ShawnaLee Washam
Greeley Campus, Ext. 6346

Dr. Richard Hanks,
Fort Lupton Campus, Ext. 4306

Rita Clark, Loveland Campus, Ext. 3317

Program Descriptions: Completion of classes and 1,000-3,000 hours of field experience will fulfill requirements established by the Colorado Department of Health's Alcohol and Drug Abuse Division (ADAD), allowing the students to apply to ADAD for certification as a COUNSELOR I or II.

Potential Opportunities: Certified Drug/Alcohol Treatment Counselors are employed by treatment centers, hospitals, and private clinics. ADAD certification is required of all employees working in certified treatment centers in Colorado.

COUNSELOR I REQUIREMENTS: CREDITS

- CSL 245 Professional Ethics1.5-3
- CSL 255 Infct Disease-Alcohol/Drug Treat ..1.5
- CSL 287 Client Records Management3
- CSL 288 Addictions Counseling4
- CSL 289 Counseling and Diverse Treatment Populations1.5-3

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

COLORADO ALCOHOL & AND DRUG ABUSE PROGRAM: COUNSELOR II

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

REQUIRED COURSES: CREDITS

- CSL 217 Group Counseling4.5
- CSL 251 Pharmacology for Counselors I ...3
- CSL 252 Pharmacology for Counselors II ...3
- PSY 219 Resistant Client1.5-3
- PSY 249 Abnormal Psychology1.5-4.5

ELECTIVES:3

(Choose from the following courses)

- CSL 247 Family Dynamics of Substance Abuse3-4.5

- PSY 229 Introduction to Addictive Behaviors3-5
 - PSY 256 Domestic Violence Counseling .3-4.5
 - PSY 261 Theory & Practice of Counseling .4.5
 - PSY 267 Stress Reduction with Biofeedback4.5
 - PSY 278 Psychology of Criminal Behavior .3-5
- PLUS 3,000 hours of field experience in state-approved treatment centers.

GENERAL PSYCHOLOGY DIRECTED AREA OF STUDY ASSOCIATE OF ARTS DEGREE

Advising available from Faculty advisors: Rita Clark (Loveland campus), Richard Hanks (Ft. Lupton campus), Bill Hardgrave, Juanita Hernandez, Allan Obert, ShawnaLee K. Washam, and Wendy Wright-Kilker.

As part of the two-year liberal arts preparation, directed study of psychology at Aims prepares students for transfer to four-year degree programs in psychology at institutions like CSU and UNC. Students interested in planning a directed study of psychology should seek assistance from their advisor regarding the best selection of electives to fit their academic and career goals as well as institution of transfer.

Recommended degree requirements for Psychology Area of Study:

CREDITS

- COMMUNICATION:9**
- ENG 121 English Composition I (GT-CO1) .4.5
- ENG 122 English Composition II (GT-CO1) .4.5

- ARTS & HUMANITIES:13.5**
- See A.A. degree requirements.

- SOCIAL & BEHAVIORAL SCIENCES:13.5**
- PSY 102 General Psychology II (GT-SS3) ..4.5
- (See A.A. degree requirements for other course requirements.)

- MATHEMATICS:4.5-6**
- MAT 121 College Algebra (GT-MA1) OR6
- MAT 135 Intro to Statistics (GT-MA1)4.5

- PHYSICAL & LIFE SCIENCES:12**
- BIO 111, 112, 113, General College
- Biology I, II, III (GT-SC1) OR15
- CHE 111, 112, 113 General
- College Chemistry I, II III (GT-SC1)15

- ORAL COMMUNICATION OR TECHNOLOGY:4.5**
- See A.A. degree requirements.

ELECTIVES:31.5-33 Required:

- ANT 101 Cultural Anthropology4.5
 - PSY 101 General Psychology I4.5
- Remaining electives must be selected in consultation with advisor.

Total Credits for the A.A. Degree:90



Psychology and Counseling

SCIENCE

Location:

Ed Beaty Hall, Room 592
970.330.8008, Ext. 6252

Department Chair:

Dr. Monica Ramirez, Ext. 6310

Fort Lupton Campus Chair:

Liz Ryan, 303.857.4022, Ext. 4309

DEGREES/CERTIFICATES OFFERED:

Chemistry Directed Area of Study

(A.S. Degree)

Geology Directed Area of Study (A.S. Degree)

Life Sciences Directed Area of Study

(A.S. Degree)

CHEMISTRY

DIRECTED AREA OF STUDY

ASSOCIATE OF SCIENCE DEGREE

Advisor:

Tom Pentecost, Ext. 6488

Chemistry is one of the most basic, yet diverse of the sciences. Options include a professional career in chemistry or preparation to enter professional schools in, for example, pharmacy or veterinary medicine. Mathematics and physics are important corequisites for the chemistry student. See advisor for course selections.

Recommended degree requirements for the Chemistry Area of Study.

CREDITS

COMMUNICATION:9

ENG 121 English Composition I (GT-CO1) . 4.5

ENG 122 English Composition II (GT-CO1) . 4.5

ARTS & HUMANITIES:13.5

See A.S. degree requirements.

SOCIAL & BEHAVIORAL SCIENCES:13.5

See A.S. degree requirements.

MATHEMATICS:6

*MAT 121 College Algebra (GT-MA1)6

*Science majors at four-year institutions may require a full year of calculus.

PHYSICAL & LIFE SCIENCES:12

CHE 111, 112, 113 Introduction to

Chemistry I, II, III (GT-SC1)15

ORAL COMMUNICATION

OR TECHNOLOGY:4.5

See A.S. degree requirements.

ELECTIVES:28.5

Required:

CHE 211, 212, 213

Organic Chemistry I, II, III15

Select remaining electives from the following list:

MAT 201 Calculus I, Parts 1 & 2 (GT-MA1) . .7.5

MAT 202 Calculus II, Parts 1 & 2 (GT-MA1) . .7.5

PHY 211, 212, 213 Physics:

Calculus-based I, II, III (GT-SC1)15

ENV 101 Intro to Environment Science6

(Recommended courses or see your advisor for approved transferable courses.)

Pre-requisites for the above courses will not be considered as part of the required credits.

Total Credits for the A.S. Degree:90

GEOLOGY

DIRECTED AREA OF STUDY

ASSOCIATE OF SCIENCE DEGREE

Advisor:

Monica Ramirez, Ext. 6310

Although earth's geologic processes are timeless, the impact geology has on humans is a current issue. This program not only introduces students to physical and historical geology, but also covers environmental and socially related topics. This area of study is also designed for transfer to four-year colleges and universities. Consult faculty advisor about course selections

CREDITS

COMMUNICATION:9

ENG 121 English Composition I (GT-CO1) . 4.5

ENG 122 English Composition II (GT-CO1) . 4.5

ARTS & HUMANITIES:13.5

See A.S. degree requirements.

SOCIAL & BEHAVIORAL SCIENCES:13.5

ANT 111 Physical Anthropology (GT-SS3) . . 4.5

GEO 105 World Geography (GT-SS2)4.5

HIS 201 U.S. History I (GT-HI1)4.5

MATHEMATICS:6-7.5

MAT 121 College Algebra (GT-MA1)6

OR

MAT 201 Calculus I (GT-MA1)7.5

PHYSICAL & LIFE SCIENCES:12

GEY 111 Physical Geology (GT-SC1)6

GEY 121 Historical Geology (GT-SC1)6

ORAL COMMUNICATION

OR TECHNOLOGY:4.5

See A.S. degree requirements.

ELECTIVES:31.5

Required:

CHE 111, 112, 113 General College

Chemistry I, II, III (GT-SC1)15



Science

Select remaining electives from the following list:

*MAT 202 Calculus II (GT-MA1)	7.5
GEY 130 Geology and Society	4.5
GEY 205 Geology of Colorado	4.5
GEY 208 Geology Field Trip	4.5
GEY 275 Special Topics in Geology	1.5-3
ENV 101 Intro to Environmental Science	6
*Students taking MAT 201 should also take MAT 202.	

Total Credits for the A.S. Degree:90

LIFE SCIENCES

**DIRECTED AREA OF STUDY
ASSOCIATE OF SCIENCE DEGREE**

Advisors:

- Dr. Leba Sarkis, Ext. 6367
- Dr. Grant Wilson, Ext. 6334

Students entering into biological sciences may prepare for a variety of fields such as biology, wildlife management, forestry, and biology teaching. Some fields require modified programs and students should plan this area of study carefully with their advisors.

Recommended degree requirements for the Life Sciences Area of Study:

CREDITS

COMMUNICATION:	9
ENG 121 English Composition I (GT-CO1)	4.5
ENG 122 English Composition II (GT-CO1)	4.5

ARTS & HUMANITIES:13.5
See A.S. degree requirements.

SOCIAL & BEHAVIORAL SCIENCES:13.5
See A.S. degree requirements.

MATHEMATICS:4.5-7.5
See A.S. degree requirements.

*Science majors at four-year institutions may require a full year of calculus.

PHYSICAL & LIFE SCIENCES:12	
BIO 111, 112, 113 General College	
Biology I, II, III (GT-SC1)	15

ORAL COMMUNICATION

OR TECHNOLOGY:4.5
See A.S. degree requirements.

ELECTIVES:27-30
Required:

CHE 111, 112, 113 General College	
Chemistry I, II, III (GT-SC1)	15

Select remaining electives from the following list:

MAT 121 College Algebra (GT-MA1)	6
MAT 122 College Trigonometry	4.5
BIO 201, 202, and 203	
Human Anatomy & Physiology I, II, III	15
BIO 205 Microbiology	6
ENV 101 Intro to Environmental Science	6
BIO 120 Basic Human	
Anatomy/Physiology	6
EMS 103 Healthcare Provider CPR	0.5

Total Credits for the A.S. Degree:90



VISUAL AND PERFORMING ARTS

Location:

Ed Beaty Hall, Room 540
970.330.8008, Ext. 6259

Department Chair:

Tedd Runge, Ext. 6287

Assistant Department Chair:

June Schock, Ext. 6357

Advisors:

Jim Margetts, Ext. 6922

Tedd Runge, Ext. 6287

June Schock, Ext. 6357

In the study of design and the arts, students may work to deepen their understanding of human expression and invention, to strengthen their sensory skills, to develop creative thinking abilities, and to create their own unique expressions, images, or objects.

Some transfer-level courses may be taken as general education requirements; others serve as electives within the program, or as course work toward a four-year program in design, visual arts, music, or theatre. Each course is not offered quarterly; some are offered annually, biannually, or on demand. (See Aims Quarterly Class Schedule.)

The curriculum for each area of 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. Areas of study are intended as guides and do not designate major requirements in a specific four-year designate program.

DESIGN DIRECTED AREA OF STUDY ASSOCIATE OF ARTS DEGREE

Advisor:

Tedd Runge, Ext. 6287

The Design Directed Area of Study prepares students for transfer to four-year college design programs and for employment in design fields.

***NOTE:** A wide variety of visual, spatial, auditory, kinesthetic, and creative thinking abilities are involved, and are instrumental in the successful completion of these courses. Students enrolled in Ceramics, Photography and Jewelry classes will complete a simple written self-assessment at the beginning of each quarter.

Recommended degree requirements for Design Area of Study:

CREDITS

COMMUNICATION:9

ENG 121 English Composition I (GT-CO1) .. 4.5

ENG 122 English Composition II (GT-CO1) .. 4.5

ARTS & HUMANITIES:13.5

ART 111 Art History I (GT-AH1) 4.5

See A.A. degree requirements for other course requirements.

SOCIAL & BEHAVIORAL SCIENCES:13.5

See A.A. degree requirements.

MATHEMATICS:4.5-7.5

See A.A. degree requirements.

PHYSICAL & LIFE SCIENCES:12

See A.A. degree requirements.

ORAL COMMUNICATION

OR TECHNOLOGY: 4.5

See A.A. degree requirements.

ELECTIVES:30-33

Required:

ART 112 Art History II (GT-AH1) 4.5

ART 121 Drawing I3

ART 122 Drawing II3

ART 131 Design I3

ART 132 Design II3

Select remaining electives from the following list:

ART 110 Art Appreciation5

ART 113 World Art History5

ART 151 Photography I3

ART 152 Photography II3

ART 231 Watercolor I3

ART 232 Watercolor II3

ART 244 Graphic Design I3

ART 245 Graphic Design II3

ART 270 Figure Drawing I3

ART 271 Figure Drawing II3

ART 285 Art Independent Study1-3

ART 299 Art Practicum1-3

AAD 121 Computer Design I3

AAD 122 Computer Design II3

AAD 123 Computer Design III3

AAD 242 Special Topics in Photography ..1-3

AAD 243 Photography III3

AAD 244 Special Topics in Photography ..1-3

AAD 251 Interior Design I3

AAD 252 Interior Design II3

AAD 253 Interior Design III3

Total Credits for A.A. Degree:90

FINE ARTS DIRECTED AREA OF STUDY ASSOCIATE OF ARTS DEGREE

Advisor:

Tedd Runge, Ext. 6287

The Fine Arts Directed Area of Study prepares students for transfer to four-year college design programs and for employment in design fields.

***NOTE:** A wide variety of visual, spatial, auditory, kinesthetic, and creative thinking abilities are involved, and-while not assessed-are instrumental in the successful completion of these courses. Students enrolled in Ceramics, Photography and Jewelry classes will complete a simple written self-assessment at the beginning of each quarter.

Recommended degree requirements for Fine Arts Area of Study:



Visual and Performing Arts

CREDITS

COMMUNICATION:9
 ENG 121 English Composition I (GT-CO1) . .4.5
 ENG 122 English Composition II (GT-CO1) . .4.5

ARTS & HUMANITIES:13.5
 ART 111 Art History I (GT-AH1)4.5
 See A.A. degree requirements for other course requirements.

SOCIAL & BEHAVIORAL SCIENCES:13.5
 See A.A. degree requirements.

MATHEMATICS:4.5-7.5
 See A.A. degree requirements.

PHYSICAL & LIFE SCIENCES:12
 See A.A. degree requirements.

ORAL COMMUNICATION OR TECHNOLOGY:4.5
 See A.A. degree requirements.

ELECTIVES:30-33
Required:
 ART 112 Art History II (GT-AH1)4.5
 ART 121 Drawing I3
 ART 122 Drawing II3
 ART 131 Design I3
 ART 132 Design II3

Select remaining electives from the following list:
 ART 113 Art History III5
 ART 141 Jewelry and Metalwork I3
 ART 142 Jewelry and Metalwork II3
 ART 161 Ceramics I3
 ART 162 Ceramics II3
 ART 163 Handbuilt Clay I3
 ART 164 Handbuilt Clay II3
 ART 216 Painting I3
 ART 217 Painting II3
 ART 231 Watercolor I3
 ART 232 Watercolor II3
 ART 241 Jewelry and Metalwork III3
 ART 242 Jewelry and Metalwork IV3
 ART 261 Ceramics III3
 ART 262 Ceramics IV3
 ART 270 Figure Drawing I3
 ART 271 Figure Drawing II3
 ART 273 Figure Painting I3
 ART 274 Figure Painting II3
 ART 285 Art Independent Study1-3
 ART 299 Art Practicum1-3
Total Credits for A.A. Degree:90

MUSIC DIRECTED AREA OF STUDY ASSOCIATE OF ARTS DEGREE

Advisor:
 June Schock, Ext. 6357
 Jim Margetts, Ext.6922

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

Courses required of all students with a Music area of study include:
 Music Theory I (MUS 110), Music Theory II (MUS 111), eight credits of Applied Lessons (MUS 141-143, 241-243), and six credits of performance oriented courses (MUS 151-153, MUS 275, 251-253). Additional courses in Music History are recommended.

***NOTE:** A wide variety of visual, spatial, auditory, kinesthetic, and creative thinking abilities are involved, and--while not assessed--are instrumental in the successful completion of these courses.

Recommended degree requirements for Music Area of Study:

CREDITS

COMMUNICATION:9
 ENG 121 English Composition I (GT-CO1) . .4.5
 ENG 122 English Composition II (GT-CO1) . .4.5

ARTS & HUMANITIES:13.5
 See A.A. degree requirements.

SOCIAL & BEHAVIORAL SCIENCES:13.5
 See A.A. degree requirements.

MATHEMATICS:4.5-7.5
 See A.A. degree requirements.

PHYSICAL & LIFE SCIENCES:12
 See A.A. degree requirements.

ORAL COMMUNICATION OR TECHNOLOGY:4.5
 See A.A. degree requirements.

ELECTIVES:30-33
Required:
 MUS 110 Music Theory I4.5
 MUS 111 Music Theory II4.5
 MUS 141-143, 241-243
 Applied Lessons8
 MUS 151-153, 251-253
 Music Theatre or Recital
 Performance Ensemble6

Select remaining electives from the following list:

MUS 100 Fundamentals of Music Theory . .4.5
 MUS 141 Applied Piano I*2
 MUS 142 Applied Piano II*2
 MUS 143 Applied Piano III*2
 MUS 241 Applied Piano V*2
 MUS 242 Applied Piano VI*2
 MUS 243 Applied Piano VII*2
 MUS 141 Applied Voice I*2
 MUS 142 Applied Voice II*2
 MUS 143 Applied Voice III*2
 MUS 241 Applied Voice V*2
 MUS 242 Applied Voice VI*2
 MUS 243 Applied Voice VII*2
 MUS 141 Applied Instrumental I*2
 MUS 142 Applied Instrumental II*2
 MUS 143 Applied Instrumental III*2
 MUS 241 Applied Instrumental V*2
 MUS 242 Applied Instrumental VI*2
 MUS 243 Applied Instrumental VII*2
 MUS 141 Applied Guitar I*2
 MUS 142 Applied Guitar II*2
 MUS 143 Applied Guitar III*2
 MUS 241 Applied Guitar V*2
 MUS 242 Applied Guitar VI*2
 MUS 243 Applied Guitar VII*2
 MUS 151-153, 251-253
 Music Theatre Performance3
 MUS 151-153, 251-253
 Concert Chorale1
 MUS 151-153, 251-253
 Jazz/Contemporary Ensemble1
 MUS 251-253
 Recital Performance1-3
 MUS 260 Writing Music with the Computer .2
 MUS 270 Diction for Singers2
 MUS 275 Special Topics in Music0.5-5
 MUS 285 Music Independent Study1-3
Total Credits for A.A. Degree:90

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

Applied lessons on guitar, voice, piano, or instrumental may be repeated at the 243 level after completion of the previous levels

Performance ensembles may be repeated at the 253 level after the completion of the previous levels.

MUSIC THERAPY COURSES

Students needing advising in courses related to music therapy or needing information on transfer concerning music therapy, please contact June Schock, **970.330.8003**, Ext. 6357.

WELDING TECHNOLOGY

Location:

Welding Tech Center, Room 151
970.330.8008, Ext. 6203

Program Chair:

Paul Hasty, Ext. 6321/6203

DEGREES/CERTIFICATES OFFERED:

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

Welding Technician (Certificate)

Basic Welding and Cutting (Certificate)

SMAW (Certificate)

GMAW & FCAW (Certificate)

Advanced Welding Processes (Certificate)

Hensel Phelps Construction Certificates

Construction Welding I

Construction Welding II

Construction Welding III

WELDING TECHNOLOGY ASSOCIATE OF APPLIED SCIENCE DEGREE

Advisors:

Paul Hasty, Ext. 6321/6203

Jeff Klein, Ext. 6203

Eric Warren, Ext. 6203

Program Scheduling: The Welding Department advisors will work with individuals and companies alike to plan customized programs of study that will meet their needs. The standard scheduling for certificate and degree programs are listed below:

Potential Opportunities: The program is designed to develop the skills necessary for students to successfully enter the welding field. The most common welding and cutting processes are covered in great detail as well as other skills required of a welder such as: layout, blueprint reading, metallurgy, weld inspection, estimating, and fabrication. Good hand and eye coordination and the desire to work steadily and patiently to achieve high skills in the art of welding are prerequisites for this program.

WELDING TECHNOLOGY DEGREE:

(Two Year Option)

8 quarters (1360 classroom and lab hours)

WELDING TECHNOLOGY DEGREE REQUIREMENTS:

Completion of Welding Technician Certificate requirements plus the following courses:

MAT 110 Applied Business Mathematics ...5

PHY 105 Conceptual Physics6

CIS 118 Intro to PC Applications4.5

ENG 121 English Composition I (GT-CO1) .4.5

OR

BUS 217 Business Communications & Report Writing	4.5
CAD 101 Computer Aided Drafting3
Total General Ed Credits Required:23
Total Credits for A.A.S. Degree:	108

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

WELDING TECHNICIAN CERTIFICATE:

(Two Year Option)

6-7 quarters (1120 classroom and lab hours)

Program Requirements: Completion of the certificate requirements will earn a certificate in Career and Technical Education.

Registration Requirement: All students taking a course or courses must have an appropriate program advisor's signature on the course registration form **before** registering.

CERTIFICATE PROGRAMS

CERTIFICATE REQUIREMENTS:

(Basic Welding & Cutting) CREDITS

WEL 100 Safety for Welders1

WEL 101 Allied Cutting Processes6

WEL 102 Oxyacetylene Joining Processes ...6

(SMAW)

WEL 103 Basic Shielded Metal Arc Weld I ..6

WEL 104 Basic Shielded Metal Arc Weld II ..6

WEL 110 Advanced Shield Metal Arc Weld I6

WEL 111 Advanced Shield Metal Arc Weld II6

(GMAW & FCAW)

WEL 201 Gas Metal Arc Welding I6

WEL 202 Gas Metal Arc Welding II6

WEL 203 Flux Cored Arc Welding I6

WEL 204 Flux Cored Arc Welding II6

(Advanced Welding Processes)

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

WEL 211 Gas Tungsten Arc Welding I6

WEL 212 Gas Tungsten Arc Welding II6

WEL 230 Pipe Welding I6

WEL 231 Pipe Welding II6

WEL 260 Specialized Welding I6

WEL 261 Specialized Welding II6

Total Credits for Welding Technician:85

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



Welding

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

WEL 175 Special Topics:
 Welding Problems I1-4

WEL 176 Special Topics:
 Welding Problems II1-4

WEL 177 Special Topics:
 Welding Problems III1-4

WEL 275 Special Topics:
 Welding Problems IV1-4

WEL 276 Special Topics:
 Welding Problems V1-4

WEL 277 Special Topics:
 Welding Problems VI1-4

**WELDING TECHNOLOGY
ADVISORY COMMITTEE**

- Orvin Adolf
 Harsh International
- Farren Elwood
 DIA
- Mike Emerick
 Thermal Arc Corp.
- Bill Hancock
 Air Products
- Peg Morelli
 Colorado Community
 College System (CCCS)





CORPORATE EDUCATION CENTER

Location

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

Telephone:

970.330.8008, Ext. 6222
FAX: 970.339.6564

TTY: available on pay phone

WEB Site:

www.aimsced.com

Academic Dean:

Dr. Richard Wood

Senior Executive Assistant:

Rebecca Sperber, Ext. 6752

Loveland & Fort Lupton Campuses:

Karoline Woodruff
970.330.8008, Ext. 52-3306

Location:

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

Telephone:

970.667.4611, Ext. 3306
FAX: 970.635.9022

Location:

Aims Fort Lupton Campus
260 College Avenue
Fort Lupton, CO 80621

Telephone:

303-447-9092, Ext. 3306

Distance Learning Director:

John Hutson, Ext. 6549

Youth Programs

Gary Fortner, Ext. 6794
Marsha Harmon, Ext. 6318
Alan Hendrickson, Ext. 6675
FAX: 970.339.6666

Location:

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

Small Business Development

Center Director:

Don Abbott, 970.352.3661, Ext. 107
FAX: 970.352.3572

Location:

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

Training and Workforce Development:

Greeley Campus,
Roseann Guyette, Ext. 6578
Karen Sell, Ext. 6337

Registration/Reception Desk: Ext. 6213



**Continuing
Education**

EDUCATION DESIGNED FOR YOU

The Continuing Education Division at Aims Community College is an exciting and dynamic unit of the institution geared to helping bring the resources of the college to the community. The goal of Continuing Education is to provide life-long learning opportunities by providing:

- 1) educational activities for professional growth and recreational interests to individual members of the community with a low-cost, high-benefit ratio;
- 2) customized training programs to meet the emerging educational needs of local industries;
- 3) life-long learning for all levels of students;
- 4) a community-based environment that creates and supports a focus on the principles of quality improvement;
- 5) 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. The fields and grounds on Aims Greeley Campus can also be utilized for a nominal fee. *Priority is given to Aims related functions.* The community may request the use of the facilities based upon availability. Any group outside Aims must sign a facilities/grounds contract prior to the event. Fees for facilities or grounds use are based upon the size of room, the number of people in the group utilizing the facility, the number of hours used, and charges for food services or additional services rendered. Deposits are required for certain events.

Catering services can be provided in the conference rooms to support the needs of any conference, training session or meeting. Smoking is not allowed in the buildings, however, there are designated areas outside.

For information **970.330.8008**, Ext. 6354.

FACILITIES

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

- Corporate conferences and retreats
- Workshops and seminars
- Customized training sessions
- Community gatherings
- Banquets, proms, social events, weddings and receptions (special events)

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

- Classroom or meeting rooms for up to 40 people per room.
- Auditorium may be subdivided into three sections with 16 foot ceiling excellent for audiovisual presentations and seats up to 280 people theatre style.
- Large foyer areas ideal for preconference functions and refreshments during program breaks.
- Catering available (choice of caterers) or bring in your own caterer (additional cost); eateries are nearby for a quick bite to eat, or formal dining withing ten minutes.
- Affordable overnight lodging across the street and upscale suites half a mile away.
- Professional assistance available for workshop development, customized packaging of event, and affordable rates for training.
- Audiovisual services with high-resolution remote projection system in auditorium for video and power point presentation, freestanding and remote microphones, podiums, slide projectors, flip charts, and grease boards, fixed and moveable monitors and 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.
- The grounds or fields are available for gatherings or athletic activities.

TELECONFERENCES

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, **970.330.8008**, Ext. 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 latest research shows the value of using our "smart" approach. The facts are in. Corporate America is training its workforce to:

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

Learning these skills enables employees to change the future. the best place for employees to learn and develop these skills is at the Harold S. Winograd Center for Innovative Learning. A "Smart Choice" for the evolving workplace.

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

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

KODAK TECHNOLOGY LAB

The Kodak Technology Lab provides learners with practical hands-on opportunities to develop skills in graphics, control technology, circuitry,

physical simulation, computer aided publishing, multimedia design and other technological systems. In the lab environment learners develop technical skills as they engage in project-based learning experiences that teach them to utilize technology as a means of increasing productivity and learning. As participants in project teams, students learn skills in collaboration and other team building fundamentals. They also enhance and develop their critical thinking and problem solving skills. As they assume responsibility for setting project goals and developing project plans they build their capacity for engaging in self-directed learning and work activities. In a systems context, the Kodak Technology Lab is the "Smart Way" to learn about web design, robotics, hydroponics, lasers, digital video, electronics, graphics, applied engineering principles, pneumatics/hydraulics, aerodynamics, and much more.

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

MORGAN SMART CLASSROOM

The Smart Classroom, made possible through donations by Kodak and Mike and Natalie Morgan, is an integrated, state-of-the-art computer teaching facility that accelerates the learning process and improves retention of information. It is equipped with 19 computer workstations, and a unique instructor workstation that controls the classroom.

- Instructors can broadcast information such as Internet sites, videos, CDs and DVDs, PowerPoint presentations, WebCasts, software applications, graphics, and documents to any or all student workstations.
- A flexible camera lets instructors broadcast even the smallest item, such as a computer chip, to student workstations.
- Instant quizzes are available to test student understanding.
- Students use workstation headphones to talk among themselves if the instructor has grouped students to work on a project. Students may also use headphones to speak to the instructor if they are working on a project. Students may also use headphones to speak to the instructor if they are working independently and need individual attention.
- Students may work at their own pace, and instructors can monitor student progress, from the instructor's work station.

The Smart Classroom makes learning faster and easier. Learners spend less time training and more time applying new skills in their work environment.

For information, **970.330.8008**, Ext. 6337 or email ksell@aims.edu.

EDU-000 Introduction to Smart Classroom Technology This course is a hands-on course designed to explore the use of technology in a Smart Classroom. Diversity in learning styles and pace make the Smart Classroom a dynamic setting for both learner and instructor. **.5 credit hour**

EDU-001 Developing a WebQuest Learn the definition and purpose of utilizing a WebQuest as part of course instructional design. Experience a sample WebQuest and develop a WebQuest that would be appropriate to use for your own course instruction. **2 credit hour**

ACT WORKFORCE PRODUCTIVITY SOLUTIONS™ OFFER ADDITIONAL SERVICES FOR BUSINESSES

For more than 40 years American College Testing (ACT), has provided millions of assessments for college admissions, career planning, and educational development. Now ACT has partnered with Aims Community College to build on its growing expertise in the field of business—a full spectrum of training, testing and consulting services designed to improve Weld county and America's workforce. The ACT Center provides:

- Computer delivered certification and licensure tests for the trades and professions.
- Workplace skills assessments
- Continuing Education courses in a broad array of disciplines.
- Skill specific training in selected fields.
- Over 3,000 web and computer-based courses to take at home, work, or at the ACT Center.
- Individualized just-in-time and just-as-much training as you need.

Individual or company training available in all of the following areas:

- Computer
- Industrial/Technical Skills
- Electricity/Electronics
- Heating, Refrigeration, and Air Conditioning
- Industrial Safety
- Mechanical Maintenance
- Information Technology
- Management/Leadership
- Personal Development—Business writing, critical thinking, cultural diversity, communications, finance, presentation, problem solving and decision making, sales, sexual harassment, stress management, telephone, and time management.
- WorkKeys—Listening, locating information, math, technology, observation, reading for information, communication, teamwork, and writing skills.

The ACT Center located in the Aims Corporate Education building is able to address all phases of the employment process—from pre-selection to hiring, training, retaining, promoting, and out placing employees—and the Learning Management System available through ACT can track it all. Companies can use the ACT tools alone or in combination with their own tools to address their unique employment and training needs.

Contact the ACT Center to find out more about how its full line of workforce development products can improve the productivity of your workforce.

For information, **970.330.8008**, Ext. 6337 or email: ksell@aims.edu.

HIGH SCHOOL DIPLOMA PROGRAM

The educational offerings and services of Aims Community College are based upon the belief that the primary obligation of the public educational system is to assist in the development of individuals for meaningful, productive lives in a democratic society.

The Weld/Larimer County High School Diploma Program is designed as a self-paced, competency-based opportunity for students. The diploma program will serve as another alternative for those individuals who are seeking more productive lives. Many working individuals are limited in employment and advancement opportunities because they have not obtained a high school diploma. The Weld/Larimer County High School Diploma is an extension of the options community colleges already provide for adult learners such as GED preparation, basic education, and training courses. The program allows individuals to apply the skills and knowledge they have acquired through life experiences to build the skills and knowledge necessary for the workplace and future educational pursuits. Graduates are better self-directed individuals who are better equipped to be productive members of the community.

For information, **970.330.8008**, Ext. 6318.

SMALL BUSINESS DEVELOPMENT CENTER

The Small Business Development Center provides free one-on-one business assistance to current and prospective small business owners. The Small Business Development Center offers one-stop assistance to small businesses by providing a wide variety of information and guidance, enhancing economic development with management and technical assistance.

Small Business Development Center Services include:

- New business feasibility analysis
- Confidential, free, one-on-one consulting in management, financing and marketing assistance

- Assistance with access to capital
- Intensive management training seminars
- Business resource libraries with access to current business data, demographics, technological information and statistics
- Small business advocacy
- Government procurement, international trade and technology assistance

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

The Small Business Development Center makes special efforts to reach socially and economically disadvantaged groups, veterans, women and the disabled. Assistance is provided to both current and potential small business owners.

The Colorado Small Business Development Center (SBDC) Network is partially funded by the US Small Business Administration (SBA). The support given through such funding does not constitute an expressed or implied endorsement of any of the co-sponsors' or participants' opinions, products or services. The Colorado SBDC is a partnership between the Colorado Office of Business Development, the US SBA, Aims Community College, Greeley/Weld Chamber of Commerce and other supporting organizations. For information, **970.352.3661**, Ext. 107.

LIFE-LONG LEARNING WORKSHOPS AND SEMINARS

Life-long learning can be fun and stimulating when shared with a group of people who have similar interests. Short-term sessions are offered in a no-stress, relaxed atmosphere for nominal cost.

A variety of workshops for adults, teens and families are offered throughout the year including crafts, nutrition, photography, study skills and driver education. Seminars and training sessions for professional growth on topics including career advancement, interpersonal relationships, training the trainer, and skill enhancement are offered.

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

COMPUTER TRAINING

In its commitment to upgrading the skill level of the work force, Aims has established computer training facilities. Dedicated to business and industry groups, these facilities are available to serve the training needs of organizations in the area. Our goal is to provide an opportunity to upgrade the work force in ever-changing skills as technology advances. Instruction in various

applications can be arranged, including word processing, spreadsheets, databases, networking, presentation, desktop publishing, and multi-media. We offer numerous software and operating system packages including, but not limited to: Microsoft Office (Word, Excel, PowerPoint, Access), WordPerfect, Paradox, Quattro Pro, Quicken, Windows NT, Windows, Netware, Groupwise, FrontPage and MCSE classes. Other facilities are also available using Macintosh environments and collaborative software. Programs not listed here can be customized to meet your company's needs. For information, **970.330.8008**, Ext. 6706.

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

This program is offered only at the Aims Corporate Education Center. This certificate prepares a student for the Microsoft Certified Systems Administrator (MCSA) certification. The course work is a valid measure of technical proficiency and expertise in administering and supporting existing Windows 2000-based systems, including Windows NET Server. For information, **970.330-8008**, Ext. 6549.

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

See Computer Technology

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

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

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

For information, **970.330.8008**, Ext. 6549.

COMPUTER INFORMATION SYSTEMS MCSE - MICROSOFT

WINDOWS 2000 CERTIFICATION CERTIFICATE

See Computer Technology

CUSTOMIZED TRAINING

Through Continuing Education, Aims is dedicated to providing high-quality, low-cost support when helping organizations meet their training needs. Customized training involves close collaboration between the customer and the College in the development and delivery of specialized curricula. With the ability to call upon the expertise provided by professional and support staff at Aims Community College and others in the area, the specific needs of organizations can be met. Steps in providing customized training:

- 1) initial consultation,
- 2) development of training agreement or contract,
- 3) needs assessment using a task/work analysis process,
- 4) collaboration to design program,
- 5) delivery of material with continuous customer involvement,
- 6) evaluation of delivery and impact on customer organization.

The Continuing Education Division extends a simple guarantee for contracted services: *If our services fail to meet your requirements as contractually agreed upon, we will re-provide the services at no charge.*

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

SPECIALIST IN CUSTOMER SERVICE CERTIFICATE

The Customer Service Certificate Program is designed to help organizations and individuals focus on ways to maximize the satisfaction and loyalty of their customers. The certificate program provides comprehensive knowledge and skills development: understanding the customer service chain; how to keep informed of what customers think and feel; phone and service counter interactions; how to handle angry/upset customers; creative ways to thank customers; how to develop a customer service plan; and techniques for customer service trainers. The program is 20 contact hours of formal training and 5 contact hours of participant activities spread over approximately three months.

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

COMMERCIAL DRIVERS LICENSE (CDL) (CLASS B)

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:

- 12 hours of classroom instruction
- 40 hours of intensive vehicle safety and operational instruction with approximately 20 hours hands-on driving (teaches walk-around inspections, parking, maneuvering, and driving procedures)
- CDOT physical and drug screen cost is included in the cost of the class (Colorado permit fee not included)
- Test for the CDL license (class B) is part of the 40 hours vehicle operation class with a State certified instructor
- Prerequisite: must be 18 years of age and able to obtain a Colorado State Drivers License (certain restrictions apply until 21 years of age)

For information, **970.330.8008**, Ext. 6675.

REAL ESTATE APPRAISAL

Appraisal Training is provided by Aims Community College in conjunction with Real Estate Training Center through the Continuing Education Division. Both Federal and Colorado State Law require Real Estate Appraisers to be licensed. All appraiser applicants must obtain a Registered Appraiser license, unless otherwise informed by the Colorado Board of Appraisers. For information, **970.330.8008**, Ext. 6706.

REAL ESTATE APPRAISAL CERTIFICATE

This is a distance education course offered collaboratively between the Aims Marketing Management Department, Aims Continuing Education Division, and the Real Estate Training Center.

MAR 271 Real Estate Registered

Appraiser6

MAR 272 Real Estate Registered Appraiser/

Ethical Issues1.5

Total credits for certificate7.5

These courses must be taken concurrently.

REAL ESTATE APPRAISAL LICENSE UPGRADE COURSE

This distance education course offered collaboratively between the Aims Marketing Management Department, Aims Continuing Education Division, and the Real Estate Training Center, provides the training to upgrade from registered appraiser to licensed appraiser.

MAR 278 Registered Appraiser to Licensed

Appraiser1.5

See Business/Marketing

WORKKEYS SERVICE CENTER

In today's economy, the challenges found in a high-performance work place are constantly changing. Business organizations must upgrade the skill level of the current workforce and select a future workforce with the appropriate skills for

the company to successfully compete in the global economy. The ACT *WorkKeys* System can help organizations in this effort. Aims Community College is an ACT certified Service Center which can help identify the skills needed to perform specific jobs. Based upon the results of the assessments, Aims can offer training specific to raising the educational level of the workforce.

WorkKeys is a national informational system that can bridge the communications gap between business and educators by providing a "common language." This system provides a continuous structure for documenting and improving individuals' workplace skills. The three components of the *WorkKeys* System are:

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

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

For information, **970.330.8008**, Ext. 6318.

BASIC TELEPHONE INSTALLATION PROGRAM (Certificate Program)

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

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

The goal is to train students to become the best Network Technician possible using curriculum provided to Aims Community College by Qwest. It is the same curriculum used to train Qwest employees but the skills are applicable to other telecommunications companies. Very specific criteria must be met to pass this program. For information, **970.330.8008**, Ext. 6706.

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. Upcoming

TravelLearn trips scheduled for 2003 include Alaska, Antarctica, Belize, China, Costa Rica, Egypt, Galapagos Islands, Greece, Ireland, Italy, Israel, Kenya, Morocco, Peru, Turkey, and Spain. For information, **970.330.8008**, Ext. 6675.

ACUTHERAPY CERTIFICATE PROGRAM TM

This new post-graduate credit program in Chinese Diagnosis and Acupuncture for health care practitioners will provide you with the opportunity to expand your practice through the incorporation of Chinese diagnosis and various forms of acupuncture, including cupping, moxibustions, 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. It is approved for:

- nursing credits through the college
- continuing education credits for chiropractors
- 100 hours toward Colorado acupuncture licensure for chiropractors

For information, **970.330.8008**, Ext. 6706.

***STATE APPROVAL OF CERTIFICATE PENDING.**

PROGRAMS FOR YOUTH

A variety of courses for youth from first grade through high school are offered throughout the year. Our College for Kids is one of the most popular youth programs receiving interest from individuals from coast to coast, and most recently from around the world. For several years we have offered a successful driver education program using our small fleet of cars and certified instructors. Specific programs for youth have been offered in the local area including graphic technology, aviation technology, first aid, CPR, arts, and physical education. For information, **970.330.8008**, Ext. 6675.

COLLEGE FOR KIDS

College for Kids is an enrichment program for students in grades one through twelve. Emphasis is placed on the summer program, with additional courses offered throughout the year. Classes are held at the Aims Campus sites or with special arrangements, at local schools.

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

For information, **970.330.8008**, Ext. 6675.

DRIVER EDUCATION

We offer a high-quality program to ensure that participants receive the best certified instruction in basic operating skills to become safe, courteous drivers on the road. This class consists of 30 hours of classroom instruction plus 15 hours in a vehicle (8 hours of driving, including experience using both automatic and standard vehicles, and 7 hours of observation). Driving and observation hours are arranged between the participant and the instructor. The test for a driving permit is administered the second session of class for those who do not have one. 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. For information, **970.330.8008**, Ext. 6675.

AIMS & FRANKLIN UNIVERSITY ALLIANCE

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

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

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

The Bachelor of Science Degrees offered are Accounting, Business Administration, Computer Science, Digital Communication, Management Information Sciences, Health Care Management Applied Management, Information Technology and Public Safety Management.

For a complete listing of required classes for each major go to www.aimsced.com and follow the prompts to Franklin University. For information, **970.330.8008**, Ext. 6675.

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.

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

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

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

B.S. DEGREE COMPLETION REQUIREMENTS (124 Semester Credit Hours)

MASTERS OF BUSINESS ADMINISTRATION (MBA Degree - Franklin University)

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

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

MBA DEGREE COMPLETION REQUIREMENTS (124 Semester Credit Hours)

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

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

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

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

B.S. DEGREE COMPLETION REQUIREMENTS (133 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)

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.

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)

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 management situations in the manufacturing or service sectors. The student's technical background, coupled with managerial subjects, positions the student for many attractive job opportunities.

Technical Management is designed to complement the existing technical skills of an individual to include general knowledge, communication skills and application of business

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

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

B.S. DEGREE COMPLETION REQUIREMENTS

(124 Semester Credit Hours)

DISTANCE LEARNING

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

Learners feel comfortable with methods used to deliver course instruction and testing whether they are novices or experts utilizing technology. Students may choose to learn through textbooks, videos, CDs, Internet, e-mail, and chat rooms.

Brochures describing certificate and degree programs are available. New courses and programs are consistently released under a distance learning format. Some of our programs are designed for public access and others are designed in cooperation with specific businesses. For information, **970.330.8008**, Ext. 6549.

TRANSFERS

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

DISTANCE LEARNING AT AIMS COMMUNITY COLLEGE

Some general education courses and programs are available through Distance

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

GENERAL EDUCATION COURSES

CIS 118 Introduction to PC Applications
 CSC 100 Computer Literacy
 ECO 201 Principles of Macroeconomics
 ECO 202 Principles of Macroeconomics
 ENG 131 Technical Writing I
 ENG 135 Developing a Portfolio
 GEO 105 World Geography (GT-SS2)
 HIS 101 Western Civilization I (GT-H11)
 HUM 122 Survey of Humanities II
 HUM 123 Survey of Humanities III
 MAT 121 College Algebra
 MUS 120 Music Appreciation (GT-AH1)
 PHY 111 Physics: Algebra Based I (GT-AH3)
 PHY 112 Physics: Algebra Based II (GT-AH3)
 POS 111 American Government
 PSY 101 General Psychology I
 PSY 120 Psychology of Leadership & Interpersonal Relations
 SOC 101 Introduction to Sociology I
 SPE 115 Principles of Speech Communication

PROGRAMS AND CERTIFICATES:

Biomedical Electronic Technology Program
 Computer Information Systems
 Electronic Technology Certificate
 Marketing and Management with a certificate in Sales and Customer Service
 Microsoft Certified System Engineer Program
 Mortgage Banking Program
 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 complete the DoD BEMTTG or the USAMEOS Basic and Advanced course training program. (2) Thirty-one additional credits are required. A total of 24 of the 31 credits must be completed with Aims Community College (via distance learning or on site at Aims Community College). These 24 credits cannot include transfer credits or ELT credits earned through the DoD BEMTTG or the USAMEOS programs. A demonstrated proficiency in English Composition is required prior to degree completion. This may be accomplished by (1) transferring college credits in an English course that is equivalent to Aims' ENG 100 Composition Style and Technique or ENG 131 Technical Writing, or (2) by obtaining a qualifying score on a college placement test. Aims will provide a guide for acceptable college placement tests for distance learners. Individuals completing the DoD BEMTTG or the USAMEOS courses in radiology may receive a Radiology Equipment Repair Certificate in conjunction with their A.A.S. degree.

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

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

ASSOCIATE OF APPLIED SCIENCE DEGREE

See Electronics Technology

ELECTRONICS TECHNOLOGY (Certificate Program)

The Electronics Technology Certificate Program prepares students for many entry-level jobs within the field of electronic technology. For information, **970.330.8008**, Ext. 6459.

See Electronics Technology

INFORMATION TECHNOLOGY PROGRAM (Certificate Program)

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

INFORMATION TECHNOLOGY CERTIFICATE

See Computer Technology
A.A. DEGREE WITH DIRECTED AREA OF STUDY IN COMPUTER INFORMATION SYSTEMS

See Computer Technology

PROJECT LEADERSHIP CERTIFICATE

This certificate is geared for professionals who manage, design, or support projects, processes, and systems. The curriculum is designed to teach tools and build skills that will assist you in understanding, developing, and improving processes that result in successful projects. This program is offered only at the Aims Aims corporate Education Center. For information, **970.330.8008**, Ext 6549.

PROJECT LEADERSHIP CERTIFICATE

MAN 165 Managing Systems	.3
MAN 166 Traditional Project Management Fundamentals	.3
MAN 167 Reasoning, Problem Solving, Critical Thinking	.3
MAN 168 Basic Process Controls	.3
MAN 169 Project Team Building	.2
MAN 255 Flow, Fast Cycle, and Value-oriented Project Management	.5
MAN 256 Critical Chain Project Management	5
MAN 257 Process Control for Project Management	.3
Total Certificate Credits	.27

SALES AND CUSTOMER SERVICE (Certificate)

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

NOTE: COM 246, COM 247, COM 248, and MAN

265 are offered only by distance at the distance learning tuition rate which includes all books and materials; the remaining certificate courses may be taken by distance or on campus. Students may register for distance courses through Continuing Education either online at www.aimsced.com or faxing forms to **970.339.6646**.

For more information call toll-free **1.888.644.3451**.

SALES AND CUSTOMER SERVICE

CERTIFICATE	CREDITS
CIS 118 Intro to PC Applications	.4.5
OR	
CSC 1055 Computer Literacy	.4.5
BUS 115 Introduction to Business	.4.5
COM 246 Principles of Telecommunications	.5
COM 247 Digital Convergence and Emerging Technologies	.5
COM 248 Ethics and Social Responsibility in Telecommunications	.5
MAN 265 Sales and Customer Service for Telecommunications	.5
MAR 111 Principles of Sales	.5
MAR 216 Principles of Marketing	.4.5
Total Certificate Credits:	.38.5

TELECOMMUNICATIONS PROGRAM DIRECTED AREA OF STUDY (Associate of Arts Degree)

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

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

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

TELECOMMUNICATION CERTIFICATE

See Computer Technology
ASSOCIATE OF ARTS DEGREE WITH TELECOMMUNICATIONS DIRECTED AREA OF STUDY

See Computer Technology

MANAGEMENT: SALES AND CUSTOMER SERVICE (Associate of Applied Science Degree)

The degree is designed for entrance into and career advancement in sales and Customer

services industries, particularly with companies related to the telecommunication. The degree is designed to build skills necessary to compete in the increasingly competitive telecommunication global markets. Program emphasis is placed on telecommunication concepts, Problem Solving/decision making skills, management skills, understand diversity and the principles of Marketing that impact the Telecommunications industry.

CERTIFICATE REQUIREMENTS	CREDITS
BUS 115 Introduction to Business	.4.5
CIS 118 Intro to PC Applications	.4.5
OR	
CSC 105 Computer Literacy	.4.5
COM 246 Principles of Telecommunications	.5
COM 247 Digital Convergence and Emerging Technologies	.5
COM 248 Ethics and Social Responsibility in Telecommunications	.5
MAN 265 Sales and Customer Service for Telecommunications	.5
MAR 111 Principles of Sales	.5
MAR 216 Principles of Marketing	.4.5
Total Credits from above courses:	.38.5

DEGREE REQUIREMENTS	CREDITS
MAN 156 Problem Solving/Decision Making in a Business Environ	.5
MAN 212 Marketing/Management Strategies	.5
MAN 215 Organizational Behavior	.5
MAN 226 Principles of Management	.4.5
MAN 245 Managing Diversity	.1
Total Credits from above courses:	.20.5

A minimum of 22.5 quarter credit hours of General Education courses are required with advisor's approval. Suggested General Education courses are:

General Education Requirements:

BUS 216 Legal Environment of Business	.4.5
ECO 201 Principles of Macroeconomics	.4.5
OR	
ECO 202 Principles of Microeconomics	.4.5
ENG 121 English Composition I (GT-CO1)	.4.5
OR	
BUS 142 Intermediate Communications	.5
ENG 122 English Composition II (GT-CO2)	.4.5
OR	
BUS 217 Business Communication and Report Writing	.4.5
MAT 110 Applied Business Math	.5
OR	
MAT 105 Intermediate College Algebra	.5
PSY 120 Psychology of Leadership	.5
OR	
PSY 101 General Psychology I	.4.5
OR	
MAN 105 Leadership in Management	.5
SPE 115 Public Speaking	.4.5
Total Credits from above courses:	.32-33
Total Credits for A.A.S. Degree:	.91-92

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AAD: DESIGN**AAD 121 COMPUTER DESIGN I**

This course is an introduction to the use of Macintosh computers and the applications of QuarkXPress, Adobe Photoshop and Adobe Illustrator. Skills include how to find, create and store words, pictures and charts in creative ways to be used as graphic design. This course allows new students to begin using computer graphics and can be helpful to students with computer graphic knowledge to improve their creative design skills. Emphasis of the course will be on design, not computer skills. The computer is only the tool to be used for creative graphic design. Students work at the computer each class with specific assignments that give direction and requirements for completing weekly design problems. Three credits: 40 clock hours.

AAD 122 COMPUTER DESIGN II

This class is a continuation of Computer Design I, using the same software programs. The assignments for this section will challenge the second level student and build on their computer skills and the knowledge they acquired in Computer Design I. Students explore new creative graphic ideas and add to their level of ability by solving graphic problems. Prerequisite: AAD 121. Three credits: 40 clock hours.

AAD 123 COMPUTER DESIGN III

This course allows students to develop a professional level computer design portfolio. Creative ideas will be emphasized. A comfortable level of computer design skills will be attained. Prerequisite: AAD 121, AAD 122. Three credits: 40 clock hours.

AAD 242**AAD 244 SPECIAL TOPICS IN PHOTOGRAPHY**

This course offers activities which would involve photo processing and darkroom experience of a specialized nature. One to three credits. (See Physical and Dexterity Requirements for ART 151 and 152.)

AAD 243 PHOTOGRAPHY III

Photography I and II (ART 151, 152) include a survey of historical and contemporary photographic styles, the study of relevant design elements and principles of organization, camera mechanics, and darkroom techniques. The planning and execution of photographs of expressive and creative visual content is emphasized. Photography III includes a survey of functional applications of photography (e.g. photo illustration, portraiture), and work with

related design principles and photographic techniques. Three credits: 40 clock hours. (See Physical and Dexterity Requirements for ART 151 and 152.)

AAD 251 INTERIOR DESIGN I**AAD 252 INTERIOR DESIGN II****AAD 253 INTERIOR DESIGN III**

Interior Design I and II cover visual and spatial elements, organizing principles, materials, and their relationships to architecture. Each emphasizes the process of studying and designing for interior spaces. Interior Design III gives students an opportunity to apply, within a structured course setting, interior design concepts to specific problems (e.g. residential interiors, display spaces). Three credits each: 40 clock hours each.

**ABF: AUTO BODY
REFINISHING****ABR: AUTOMOTIVE
COLLISION REPAIR****ABF 151 PAINTING AND REFINISHING I**

This course the student will become familiar with refinishing procedures used in the auto collision repair industry, safety procedures, identification of tools and equipment, their uses and maintenance. Emphasis will be on surface preparation to include proper cleaning, sanding, feathering, chemical treatment of bare metals and application of primer surfacers. Proper use and identification of spray gun and correct spraying techniques as well as masking and detailing are included. Twelve credits: 160 clock hours.

ABF 151AA PAINTING SAFETY & EQUIPMENT

This module offers the student an opportunity to become familiar with safety practices and identification of equipment utilized within the refinishing industry. Three and one-half credits: 50 clock hours.

ABF 151AB SURFACE PREPARATION

This module offers the student the opportunity to become familiar with inspection and identification of substrate, plan of action for refinishing, proper application of sanding techniques, tool selection, and safety precautions. Four and one-half credits: 70 clock hours.

**Course
Descriptions**

ABF 151AC PAINT MATERIALS

This module offers the student the opportunity to become familiar with identification, selection, and use of sand papers and paint materials used for refinishing. Four credits: 40 clock hours.

ABF 152 PAINTING AND REFINISHING II

This course the student will become familiar with proper application and spraying techniques used for the application of state of the art finishes used in the auto collision industry. Training will include the use of siphon and gravity feed spray equipment, high volume low pressure, low volume low pressure is included. Performance in the application of primers, sealers, paints including single and two-stage are required. Twelve credits: 150 clock hours.

ABF 152AA PAINT APPLICATION

This module offers the student the opportunity to become familiar with paint mixing, paint matching, and application techniques to include blending and overall vehicle application. Seven credits: 85 clock hours.

ABF 152AB PAINT APPLICATION PROBLEMS

This module offers the student the opportunity to identify various paint application problems and determine the cause(s) and correct the condition. Five credits: 65 clock hours.

ABF 153 PAINTING AND REFINISHING III

Students will prep and apply top coats to the entire car using single and multiple stage painting, with skills developed from previous courses. Prerequisite: ABF 151, or permission of instructor. Twelve credits: 150 clock hours.

ABF 153AA FINISH DEFECTS, CAUSES AND CURES

This module offers the student an opportunity to become familiar with techniques to repair finish defects to include inspection and identification. Two and one-half credits: 35 clock hours.

ABF 153AB FINAL DETAIL

This module offers the student an opportunity to become familiar with proper techniques for final detail. Training will include proper selection of cleaning materials and their uses, selection of equipment for interior and exterior clean-up, and application of exterior decals and stripping tape. Two credits: 25 clock hours.

ABF 153AC SPOT REPAIR & OVERALL REFINISHING

This course was designed for the student to become familiar with proper application and spraying techniques used for the application of state-of-the-art finishes used in industry. Training will include the use of siphon and gravity feed spray equipment. Performance in the application of primers, sealers, paint including single and two-state are required. Seven and one-half credits: 90 clock hours.

ABR 123 DAMAGE APPRAISAL ESTIMATING

This course is designed so the student will become familiar with the manuals, forms, and procedures of writing estimates. Four credits: 60 clock hours.

ABR 132 PLASTIC AND ADHESIVES

This course offers the student an opportunity to study the identification and analysis of plastic repair. Repair methods will include chemical bonding, hot air welding and use of plastic repair materials. The students will learn proper techniques for the repair of plastics to include safety, proper materials and equipment. Five and one-half credits: 75 clock hours.

ABR 132AA PLASTIC IDENTIFICATION

This module offers the student an opportunity to become familiar with techniques used to identify the various plastics and determine repair or replacement. Two credits: 25 clock hours.

ABR 132AB PLASTIC REPAIR TECHNIQUES

This module offers the student an opportunity to become familiar with proper procedures to repair plastics utilized in and on automobiles. Training to include two-part repair material, and plastic welding. Three and one-half credits: 50 clock hours.

ABR 141 NON-STRUCTURAL DAMAGE ANALYSIS & REPAIR I

This course will introduce the student to the automotive collision repair industry to include safety practices, tools and equipment, automobile construction, the repair estimate, welding and cutting, characteristics and properties of sheet metal, damage analysis, sequence of repair, straightening techniques, metal finishing, use and application of body fillers. The student will also become familiar with steering and suspensions components. Eighteen and one-half credits: 250 clock hours.

ABR 141AA ORIENTATION AND SAFETY

This module will introduce the student to guidelines and policies of the Auto Collision program, emphasizing safety. One credit: 10 clock hours.

ABR 141AB TOOLS AND EQUIPMENT

This module will familiarize the student with automotive collision repair tools and equipment utilized in a collision repair facility. One credit: 15 clock hours.

ABR 141AC AUTOMOTIVE CONSTRUCTION & DAMAGE ANALYSIS

This module will familiarize the student to automobile construction to include framed vehicles, unibody construction, and space frame designs. It will also introduce the student to the damage appraisal sheet or estimate or repairs. Training will include purpose, utilization of estimating guides, terms, definitions, and analyzing a written or computer generated estimate. Two credits: 20 clock hours.

ABR 141AD WELDING AND CUTTING

This module will familiarize the student to welding and cutting techniques utilized in the Collision Repair industry. Instruction will include oxy-acetylene welding and cutting, MIG welding, and plasma-arc cutting. Five and one-half credits: 80 clock hours.

ABR 141AE STRAIGHTENING TECHNIQUES

This module will introduce the student to straightening techniques common to our industry. Training will include stress/relief, metal finishing, straightening techniques, and mixing/application of body fillers. Three credits: 45 clock hours.

ABR 141AF STEERING AND SUSPENSION

This module will familiarize the student with identification, removal, replacement and adjustments to the steering and suspension components. Six credits: 80 clock hours.

ABR 142 NON-STRUCTURAL DAMAGE ANALYSIS & REPAIR II

This course will study identification, removal and replacement of bolt-on parts and accessories to include adjustment and alignment of fenders, doors, hoods, bumpers, deck lids and interior parts. Instruction will also include emphasis on proper tool selection, use and safety practices of shop equipment. Performance of repair and straightening techniques to include tension pulls/stress relief and finishing to pre-accident condition. The student will also become familiar with basic

operation of the electrical and brake systems of the automobile. Sixteen and one-half credits: 210 clock hours.

ABR 142AA OUTER-BODY REPAIRS AND ADJUSTMENTS

This module allows the student to become familiar with replacement and adjustment of non-structural bolt-on parts, repair techniques for rusted or torn sheet metal, and straightening of damaged panels using power/hand tools. Six credits: 77 clock hours.

ABR 142AB ADVANCED STRAIGHTENING

This module allows the students to become familiar with advanced straightening techniques, door skin replacement, non-structural outer-body panel replacement, proper tools selection, and safety practices of tools and equipment. Three credits: 40 clock hours.

ABR 142AC MOVEABLE GLASS

This module allows the student to become familiar with removal and replacement of interior trim, power driven accessories, window regulators, and related controls. One and one-half credits: 24 clock hours.

ABR 142AD ELECTRICAL

This module allows the student to become familiar with identification, removal, and replacement of electrical components used throughout the automobile. Four credits: 45 clock hours.

ABR 142AE BRAKES

This module allows the student to become familiar with inspection, identification, removal, replacement, and adjustment of the brake system. Two credits: 25 clock hours.

ABR 143 STRUCTURAL DAMAGE ANALYSIS & REPAIR I

This course offers the student an opportunity to study identification and analysis of framed and unibody structures, straightening techniques, frame machines, measuring systems, direct/indirect damage, stress relieving servicing and sectioning of structural frames. The student will apply methods of frame measurement using vehicle dimension charts, conventional measuring and service manuals, know and understand terms and definitions of vehicle structures. Vehicle diagnoses and straightening techniques will be covered as well as identification and analysis of damage. Safety procedures and equipment use is included. The student will also become familiar with heating, air conditioning, cooling, and drivetrain components. Twelve credits: 160 clock hours.

ABR 143AA FRAME INSPECTION AND REPAIR

This module allows the student to become familiar with diagnosis and straightening techniques on framed vehicles. Three credits: 50 clock hours.

ABR 143AB UNIBODY INSPECTION AND REPAIR

This module allows the student to become familiar with diagnosis and straightening techniques on unibody vehicles. Five credits: 70 clock hours.

ABR 143AC FIXED GLASS

This module allows the student to become familiar with removal and replacement of fixed glass. Identification of heated, non-heated, and modular glass are emphasized. One credit: 10 clock hours.

ABR 143AD HEATING AND AIR CONDITIONING

This module allows the student to become familiar with the overall operation of the heating and air-conditioning systems. Training will include safety practices, identification, inspection, and recharging of systems. One credit: 10 clock hours.

ABR 143AE COOLING SYSTEMS

This module allows the student to become familiar with the engine cooling systems to include identification, inspection, removal, replacement, refilling and bleeding the system for proper operation. One credit: 10 clock hours.

ABR 143AF DRIVETRAIN

This module allows the student to become familiar with identification, inspection, removal, replacement, and adjustment to drivetrain assemblies. One credit: 15 clock hours.

ABR 199 COLLISION REPAIR SPECIALTY

This course is offered to upgrade skills or to develop skills in a specialty area. Objective to be agreed upon by the instructor, program supervisor and the student. Variable credit: One to six credits.

ABR 241 STRUCTURAL DAMAGE ANALYSIS & REPAIR II

This course offers the student an opportunity to become familiar with major body repairs to include advanced techniques to straighten and align damaged frame and unibody structures. Also included will be identification and analysis of frames, unibody, heating and stress relieving, servicing and sectioning of structural components, know and understand fuel, exhaust, and restraint systems. Twelve credits: 160 clock hours.

ABR 241AA FUEL INTAKE AND EXHAUST SYSTEMS

This module offers the student an opportunity to become familiar with the fuel intake and exhaust systems to include identification, inspection, removal, and replacement of related components. One credit: 15 clock hours.

ABR 241AB RESTRAINT SYSTEMS

This module offers the student an opportunity to become familiar with safety restraint systems to include passive, active, and (SRS) supplemental restraint systems. One and one-half credits: 25 clock hours.

ABR 241AC ADVANCED UNIBODY TECHNIQUES

This module was designed so the student could become familiar with measuring and tolerance limits of unibody construction, Car-o-liner frame machine use and setup, identification of direct and indirect damage, proper stress relief, and straightening techniques. Nine and one-half credits: 120 clock hours.

ABR 242 DAMAGE ANALYSIS AND REPAIR

A continuation of previous course work to include major and minor straightening, frame and unibody repairs and related mechanical and electrical component identification and refinishing. Twelve credits: 150 clock hours.

ABR 243 DAMAGE ANALYSIS AND REPAIR II

This course will cover all areas of collision repair, straightening, parts replacement, major and minor frame and unibody analysis and repair. With instructor approval, the student may be placed in an intern position. Twelve credits: 150 clock hours.

***Agriculture Technology* ABM: AGRICULTURE BUSINESS MANAGEMENT**

ABM 111 RECORDS & BUSINESS PLANNING I

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

ABM 112 RECORDS & BUSINESS PLANNING II

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

ABM 121 FINANCIAL ANALYSIS I

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

ABM 122 FINANCIAL ANALYSIS II

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

ABM 131 COMMODITY MARKETING I

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

ABM 132 COMMODITY MARKETING II

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

ABM 141 ADVANCED BUSINESS**MANAGEMENT I**

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

ABM 142 ADVANCED BUSINESS**MANAGEMENT II**

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

ABM 151 RURAL BUSINESS**ENTREPRENEURSHIP I**

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

ABM 152 RURAL BUSINESS**ENTREPRENEURSHIP II**

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

ACC: ACCOUNTING

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

ACC 101 FUNDAMENTALS OF ACCOUNTING I

This course presents the basic elements and concepts of accounting with emphasis on the procedures used for maintaining journals, ledgers, and other related records, and for completion of end-of-period reports for small service and merchandising businesses. This course is not intended as part of the accounting sequence or for transfer credit. Five credits: 50 clock hours.

ACC 105 PAYROLL ACCOUNTING

An in-depth study of the need for payroll and personnel records, computing gross salary using different methods, determining taxes (Social Security, Federal and State withholding, and unemployment), and various accounting systems used to record payroll. A payroll project will be completed. Prerequisite: ACC 101 or ACC 121. Three credits: 30 clock hours.

ACC 111 ACCOUNTING REVIEW I

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

ACC 112 ACCOUNTING REVIEW II

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

ACC 113 ACCOUNTING REVIEW III

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

ACC 121 PRINCIPLES OF ACCOUNTING I

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

ACC 122 PRINCIPLES OF ACCOUNTING II

This course continues the study of accounting principles as they apply to sole proprietorships, partnerships and corporations. Major topics include inventory systems and costing, plant assets and intangible asset accounting, depreciation methods and practices, stocks and bonds. Prerequisite: ACC 121 (ACC 196 recommended to be taken concurrently). Five credits: 50 clock hours.

ACC 123 PRINCIPLES OF ACCOUNTING III

A continuation of ACC 122 emphasizing cash flow statements, financial analysis, budgeting, cost and managerial accounting. Prerequisite: ACC 122 (ACC 197 recommended to be taken concurrently). Five credits: 50 clock hours.

ACC 131 INCOME TAX FOR INDIVIDUALS

A study of the important income tax code provisions primarily as they affect individuals and sole proprietors. Topics include: filing requirements and status, inclusions/exclusions of gross income, itemized deductions, losses, depreciation, credits, and property transactions. Five credits: 50 clock hours.

ACC 132 INCOME TAX FOR PARTNERSHIPS AND CORPORATIONS

A study of the important income tax code provisions as they apply to C corporations, S corporations, and partnerships. Topics include: analyzing forms of ownership, handling distributions, and preparing required forms. Three credits: 30 clock hours.

ACC 196 ACCOUNTING APPLICATIONS I

The completion of a merchandising practice set for a proprietorship. Prerequisite: ACC 121. One credit: 15 clock hours.

ACC 197 COMPUTERIZED ACCOUNTING APPLICATIONS I

A practice set to be completed on a micro-computer using integrated accounting software. Prerequisite: ACC 122. One credit: 15 clock hours.

ACC 198 COMPUTERIZED ACCOUNTING APPLICATIONS II

A practice set to be completed on a micro-computer using integrated accounting software. Prerequisite: ACC 123. Two credits: 30 clock hours.

ACC 207 FINANCIAL MANAGEMENT

Deals with conceptual basis of financial management. Topics include financial statement analysis, budgeting, sources and cost of short-time and long-time capital, time-value of money calculations and analysis of the cost of capital. Prerequisite: ACC 123. Five credits: 50 clock hours.

ACC 208 EXCEL APPLICATIONS FOR BUSINESS

This course introduces the student to concepts and applications of an electronic spreadsheet. Topics include calculations, built-in functions, and spreadsheet design; also an introduction to graphics, database, and macros. Three credits: 30 clock hours.

ACC 209 SPREADSHEET APPLICATIONS FOR COST ACCOUNTING

To provide the student with the opportunity to use electronic spreadsheets to solve common cost accounting problems such as job order costing, budgeting, standard costing, and inventory control. Corequisite: ACC 226. Three credits: 45 clock hours.

ACC 211 INTERMEDIATE ACCOUNTING I

This course is a study of the conceptual framework of financial accounting and advanced theory and practice applicable to the following major topics: financial accounting functions and basic theory, current assets,

current liabilities, and operational assets. Prerequisite: ACC 123. Five credits: 50 clock hours.

ACC 212 INTERMEDIATE ACCOUNTING II

Continuation of ACC 211 with emphasis on long-term assets and liabilities (long-term and short-term), investments, and flow of funds. Prerequisite: ACC 211. Five credits: 50 clock hours.

ACC 215 SPREADSHEET APPLICATIONS FOR FINANCE

Provides the student with the opportunity to use electronic spreadsheets to solve common financial management problems such as ratio analysis, financial forecasting, and asset management. Corequisite: ACC 207. Three credits: 45 clock hours.

ACC 226 COST ACCOUNTING

This course is a study of cost accumulation methods and management reports. The concepts and procedures of job order, process, standard and direct cost systems are covered and budgeting, planning, and control of costs are included. Prerequisite: ACC 123. Five credits: 50 clock hours.

ACC 228 ACCOUNTING SYSTEMS

A study of the flow of accounting information within an organization, with emphasis on integration of accounting sub-systems, and internal control procedures. Advanced accounting practice set and/or projects will be completed. Prerequisite: ACC 123. Five credits: 50 clock hours.

ACC 235 VOLUNTEER INCOME TAX ASSISTANCE - VITA

The student will learn to assist taxpayers with the preparation of Forms 1040 A, 1040 EZ, 1040, and selected related schedules. The student will gain technical proficiency in basic tax return preparation. Two credits: 30 clock hours.

ACC 280 ACCOUNTING SEMINAR

A series of courses which will provide opportunities for students to update knowledge in specific areas of accounting and explore accounting applications. One-half to five credit hours each: contact instructor.

ACC 297 COMPUTERIZED APPLICATIONS III

To provide the student with the opportunity to complete a computerized accounting simulation involving advanced accounting theory related to a corporation. Prerequisite: ACC 123. Two credits: 30 clock hours.

ACC 298 ACCOUNTING APPLICATIONS II

The completion of a practice set commensurate with the level of accounting theory the student has taken. It could be a practice set for a corporate merchandising firm, job order or process cost practice set, or working from incomplete records. Prerequisite: ACC 122. One credit: 15 clock hours.

AMT: AUTOMOTIVE TECHNOLOGY**AMT 100 BASIC CAR CARE & MAINTENANCE FOR BEGINNERS**

This course is designed to provide students with basic knowledge of the major automotive systems. The course will incorporate information on preventive maintenance procedures as well as recognizing service and/or repair situations. A short session on selecting repair facilities will be included. One-half credit: 7 clock hours.

AMT 101 AUTOMOTIVE FUNDAMENTALS

Students develop a basic knowledge of the major systems of the automobile upon successful completion of this course. Lesson plans will cover parts identification and basic theory of operation of the major systems. Minor repair and diagnosing common problems will be taught and students will be provided the opportunity to try the hands-on activities. Good shop safety practices and accident prevention are included with each job in this course. Four credits: 60 clock hours. Prerequisite: AMT 110

AMT 110 AUTOMOTIVE SHOP SAFETY

Safety awareness and accident prevention IS the top priority in all automotive courses. To this end, Automotive Shop Safety is required for entrance into all or part of the automotive courses. Accident prevention is the emphasis of this course. Students will learn all aspects of working safety in an automotive shop including facility safety, fire prevention, equipment safety, vehicle safety, personal safety, and hazardous material and waste safety. Leather work shoes or boots and A.N.S.I. Z-87 approved safety glasses and face shield are required. One-half credit: 7 clock hours.

AMT 131 BRAKES

In this course students should learn the proper service procedures on disc, drum, and anti-skid brake systems. Each major system will be studied and tested in component action and theory of operation. Lab work will involve the practice of performing the proper industrial

methods of disassembling, measuring, inspecting, cleaning, machining, assembling, adjusting, and testing the various units of the systems. Sources of repair information and recommended maintenance procedures will be sought from automobile makers, component manufactures, and after market manual companies. Safety awareness and accident prevention policies will remain a high priority throughout this course of instruction. Eight credits: 103 clock hours. Prerequisite: AMT 110

**AMT 131AA AUTOMOTIVE BRAKES-
HYDRAULIC SYSTEM**

This module is designed so the student can acquire the knowledge, and practice the skills to diagnose, adjust, service, and/or repair the hydraulic brake system and its individual components. Two and one-half credits: 32 clock hours.

**AMT 131AB AUTOMOTIVE BRAKES-
DISC BRAKES**

This module is designed so the student can acquire the knowledge, and practice the skills to diagnose, adjust, service, and/or repair the DISC brake system and its individual components. One and one-half credits: 19 clock hours.

**AMT 131AC AUTOMOTIVE BRAKES-
DRUM BRAKES**

This module is designed so the student can acquire the knowledge, and practice the skills to diagnose, adjust, service, and/or repair the drum brake system and its individual components. One credit: 13 clock hours.

**AMT 131AD AUTOMOTIVE BRAKE-POWER
ASSIST**

This module is designed so the student can acquire the knowledge, and practice the skills to diagnose, adjust, service, and/or repair the power system and its individual components. One-half credit: 7 clock hours.

**AMT 131AE AUTOMOTIVE BRAKES-
RELATED BRAKE SERVICE**

This module is designed so the student can acquire the knowledge, and practice the skills to diagnose, adjust, service, and/or repair adjustable and non-adjustable wheel bearings, the parking brake system and its individual components, and the electrical circuits and components of the brake system. One credit: 13 clock hours.

**AMT 131AF AUTOMOTIVE BRAKES-
ANTI-LOCK BRAKE SYSTEM**

This module is designed so the student can acquire the knowledge, and practice the skills to diagnose, adjust, service, and/or repair the anti-lock system and its individual components. One and one-half credits: 19 clock hours.

AMT 132 STEERING & SUSPENSION SYSTEMS

In this course the student should learn the proper diagnostic, service, and repair procedures on various suspension and steering systems, on two and four wheel alignments and on wheel and tire assemblies. Each system will be studied and tested in component identification and theory of operation. Lab work will involve the practice of performing the proper industrial methods of diagnosing, disassembling, measuring, inspecting, cleaning, assembling, adjusting, and testing of components in the various systems. Sources of repair information and recommended maintenance procedures will be sought from automobile makers, component manufactures, and after market manual companies. Safety awareness and accident prevention policies will remain a high priority throughout this course of instruction. Eight credits: 103 clock hours. Prerequisite: AMT 110

**AMT 132AA STEERING & SUSPENSION-
STEERING SYSTEMS**

This module is designed so the student can acquire the knowledge, and practice the skills to diagnose, adjust, service, and/or repair the steering system and its individual components. Two and one-half credits: 32 clock hours.

**AMT 132AB STEERING & SUSPENSION-
FRONT SUSPENSION**

This module is designed so the student can acquire the knowledge, and practice the skills to diagnose, adjust, service, and/or repair the front suspension systems on its individual components. One and one-half credits: 19 clock hours.

**AMT 132AC STEERING & SUSPENSION-
REAR SUSPENSION**

This module is designed so the student can acquire the knowledge, and practice the skills to diagnose, adjust, service, and/or repair the rear suspension system and its individual components. One-half credit: 7 clock hours.

**AMT 132AD STEERING & SUSPENSION-
RELATED SUSPENSION SERVICE**

This module is designed so the student can acquire the knowledge, and practice the skills to diagnose, adjust, service, and/or repair the

shock absorbers and strut assemblies, adjustable and non-adjustable wheel bearings, and the electronically-controlled system and its individual components. One-half credit: 7 clock hours.

**AMT 132AE STEERING & SUSPENSION-
WHEEL ALIGNMENT**

This module is designed so the student can acquire the knowledge, and practice the skills to perform two and four wheel alignment procedures. Two and one-half credits: 32 clock hours.

**AMT 132AF STEERING & SUSPENSION-
WHEELS AND TIRES**

This module is designed so the student can acquire the knowledge, and practice the skills to perform two and four wheel alignment procedures. One-half credit: 7 clock hours.

AMT 133 ENGINE PERFORMANCE

In this course students should learn the proper diagnostic, service, and repair procedures on the engine to obtain maximum performance and economy while minimizing exhaust emissions. Each system will be studied and tested in component identification and theory of operation. Lab work will involve the practice of performing the proper industrial methods of diagnosing, disassembling, measuring, inspecting, cleaning, assembling, adjusting, and testing of components in the various systems. Sources of repair information and recommended maintenance procedures will be sought from automobile makers, component manufactures, and after market manual companies. Safety awareness and accident prevention policies will remain a high priority throughout this course of instruction. Twenty credits: 260 clock hours. Prerequisite: AMT 110

**AMT 133AA ENGINE PERFORMANCE-
GENERAL ENGINE**

This module is designed to provide the student with the knowledge and skills to determine the condition of the engine prior to performing service and/or repair procedures. Three credits: 39 clock hours.

**AMT 133AB ENGINE PERFORMANCE-
COMPUTERIZED ENGINE CONTROLS**

This module is designed to provide the student with the knowledge and skills to diagnose, adjust, service, and/or repair the computer and related system components on late model vehicles. Four credits: 52 clock hours.

AMT 133AC ENGINE PERFORMANCE-IGNITION SYSTEM

This module is designed to provide the student with the knowledge and skills to diagnose, adjust, service, and/or repair various components of the ignition system. Three credits: 39 clock hours.

AMT 133AD ENGINE PERFORMANCE-FUEL, AIR, & EXHAUST SYSTEM

This module is designed to provide the student with the knowledge and skills to diagnose, adjust, service, and/or repair the fuel, air induction and exhaust systems. Four credits: 52 clock hours.

AMT 133AE ENGINE PERFORMANCE-EMISSION CONTROL SYSTEMS

This module is designed to provide the student with the knowledge and skills to diagnose, adjust, service, and/or repair the various emission control systems. Four credits: 52 clock hours.

AMT 133AF ENGINE PERFORMANCE-ENGINE RELATED SERVICE

This module is designed to provide the student with the knowledge and skills to perform minor diagnostics and service procedures on the engine's electrical systems. One credit: 13 clock hours.

AMT 133AG ENGINE PERFORMANCE - ENGINE ELECTRICAL SYSTEMS

This module is designed to provide the student with the knowledge and skills to perform minor diagnostics and service procedures on the engine's electrical systems. One credit: 13 clock hours.

AMT 134 MANUAL DRIVE TRAINS AND AXLES

In this course the students should learn the proper service procedures on clutch assemblies, transaxles, and final drive components. Each major system will be studied and tested in component identification and theory of operation. Lab work will involve the practice of performing the proper industrial methods of disassembling, measuring, inspecting, cleaning, assembling, adjusting, and testing the various units of the systems. Sources of repair information and recommended maintenance procedures will be sought from automobile makers, component manufactures, and after market manual companies. Safety awareness and accident prevention policies will remain a high priority throughout this course of instruction. Eight credits: 103 clock hours. Prerequisite: AMT 110

AMT 134AA MANUAL DRIVE TRAINS & AXLES - CLUTCH ASSEMBLIES

This module is designed so the student can acquire the knowledge and practice the skills to diagnose, adjust, service, and/or repair the clutch assemblies and its individual components. One credit: 13 clock hours.

AMT 134AB MANUAL DRIVE TRAINS & AXLES - TRANSMISSION

This module is designed so the student can acquire the knowledge and practice the skills to diagnose, adjust, service, and/or repair manual transmissions and their individual components. One and one-half credits: 19 clock hours.

AMT 134AC MANUAL DRIVE TRAINS & AXLES - TRANSAXLE

This module is designed so the student can acquire the knowledge and practice the skills to diagnose, adjust, service, and/or repair manual transaxles and their individual components. Two credits: 26 clock hours.

AMT 134AD MANUAL DRIVE TRAINS & AXLES - DRIVESHAFT, HALFSHAFT, UNIVERSAL & CV JOINTS

This module is designed so the student can acquire the knowledge and practice the skills to diagnose, adjust, service, and/or repair the driveshafts and halfshaft assemblies. One credit: 13 clock hours.

AMT 134AE MANUAL DRIVE TRAINS & AXLES-REAR AXLE DRIVES

This module is designed so the student can acquire the knowledge and practice the skills to diagnose, adjust, service, and/or repair manual transaxles and their individual components. One and one-half credits: 19 clock hours.

AMT 134AF MANUAL DRIVE TRAINS & AXLES - 4-WHEEL DRIVE SYSTEMS

This module is designed so the student can acquire the knowledge and practice the skills to diagnose, adjust, service, and/or repair 4-wheel drive system and its individual components. One credit: 13 clock hours.

AMT 199 SPECIAL NEEDS/AUTO MECHANICS

This course is designed to improve skills in any one of the various areas of auto mechanics. Actual course content will be established as necessary upon agreement of the student, instructor, and advisor. The student must be enrolled in the Automotive Mechanics program. One credit: 10 clock hours. Prerequisite: AMT 110.

AMT 231 AUTOMOTIVE ENGINES

In this course the student should learn the proper diagnostic, service, and repair procedures on the major systems of the automotive engine. Each system will be studied and tested in component identification and theory of operation. Lab work will involve the practice of performing the proper industrial methods of diagnosing, disassembling, measuring, inspecting, cleaning, assembling, adjusting, and testing of the cooling system, lubrication system, block, valve train and supporting components pertaining to those systems. Sources of repair information and recommended maintenance procedures will be sought from automobile makers, component manufactures, and after market manual companies. Safety awareness and accident prevention policies will remain a high priority throughout this course of instruction. Nine and one-half credits: 123 clock hours. Prerequisite: AMT 110.

AMT 231AA AUTOMOTIVE ENGINES - GENERAL ENGINE DIAGNOSIS

This module is designed so the student can acquire the knowledge, and practice the skills to perform proper diagnostic procedures on an internal combustion engine to determine engine condition and recommended repairs. Two credits: 26 clock hours.

AMT 231AB AUTOMOTIVE ENGINES-REMOVAL AND REINSTALLATION

This module is designed so the student can acquire the knowledge, and practice the skills to successfully remove and reinstall a longitudinal or transverse-mounted engine. One and one-half credits: 20 clock hours.

AMT 231AC AUTOMOTIVE ENGINES - CYLINDER HEAD AND VALVE TRAIN

This module is designed so the student can acquire the knowledge, and practice the skills to disassemble, clean, inspect, measure, machine, and reassemble a cylinder head and components. Two credits: 26 clock hours.

AMT 231AD AUTOMOTIVE ENGINES - ENGINE BLOCK

This module is designed so the student can acquire the knowledge, and practice the skills to disassemble, clean, inspect, measure, machine, and reassemble an engine block and components. Two credits: 26 clock hours.

AMT 231AE AUTOMOTIVE ENGINES - LUBRICATION & COOLING SYSTEMS

This module is designed so the student can acquire the knowledge, and practice the skills to diagnose, service, and/or repair the lubrication and cooling systems. One credit: 12 clock hours.

AMT 231AF AUTOMOTIVE ENGINES IGNITION, FUEL, EXHAUST, BATTERY AND STARTING

This module is designed so the student can acquire the knowledge, and practice the skills to diagnose, service, and/or repair the ignition, fuel, exhaust, battery, and starting systems for initial engine start-up. One credit: 12 clock hours.

AMT 232 ELECTRICAL

In this course the student should learn the proper diagnostic, service, and repair procedures on the electrical and electronic systems. Each system will be studied and tested in component identification and theory of operation. A portion of the course studies the fundamental principles of electricity. Lab work will involve the practice of performing the proper industrial methods, where applicable, of diagnosing, disassembling, measuring, inspecting, cleaning, assembling, adjusting, and/or testing of the all major and auxiliary electrical circuits, computerized circuits, battery, and charging and starting systems. Sources of repair information and recommended maintenance procedures will be sought from automobile makers, component manufactures, and after market manual companies. Safety awareness and accident prevention policies will remain a high priority throughout this course of instruction. Fifteen and one-half credits: 201 clock hours. Prerequisite: AMT 110.

AMT 232AA ELECTRICAL/ELECTRONICS SYSTEMS - GENERAL ELECTRICAL SYSTEM

This module is designed so the student can acquire the knowledge, and practice the skills to diagnose, test, inspect and repair automotive electrical circuits. Three and one-half credits: 44 clock hours.

AMT 232AB ELECTRICAL/ELECTRONICS SYSTEMS - BATTERY

This module is designed so the student can acquire the knowledge, and practice the skills to diagnose, test, service and replace the vehicle's battery. One and one-half credits: 20 clock hours.

AMT 232AC ELECTRICAL/ELECTRONICS SYSTEMS - STARTING SYSTEM

This module is designed so the student can acquire the knowledge, and practice the skills to diagnose, test, service replace and/or repair the starting system and its individual components. One and one-half credits: 20 clock hours.

AMT 232AD ELECTRICAL/ELECTRONICS SYSTEMS - CHARGING SYSTEM

This module is designed so the student can acquire the knowledge, and practice the skills to diagnose, test, service replace and/or repair the charging system and its individual components. Two credits: 26 clock hours.

AMT 232AE ELECTRICAL/ELECTRONICS SYSTEMS - LIGHTING SYSTEM

This module is designed so the student can acquire the knowledge, and practice the skills to diagnose, test, service replace and/or repair the lighting system and its individual components. Two credits: 26 clock hours.

AMT 232AF ELECTRICAL/ELECTRONICS SYSTEMS-GAUGES, WARNING DEVICES & DRIVER INFORMATION SYSTEMS

This module is designed so the student can acquire the knowledge, and practice the skills to diagnose, test, service replace and/or repair gauges, warning devices & driver information systems One and one-half credits: 20 clock hours.

AMT 232AG ELECTRICAL/ELECTRONICS SYSTEMS - HORN & WIPER/WASHER

This module is designed so the student can acquire the knowledge, and practice the skills to diagnose, test, service replace and/or repair the horn and wiper/washer systems and their individual components. One credit: 13 clock hours.

AMT 232AH ELECTRICAL/ELECTRONICS SYSTEMS - ACCESSORIES

This module is designed so the student can acquire the knowledge, and practice the skills to diagnose, test, service replace and/or repair the electrical accessory systems and related components. Two and one-half credits: 32 clock hours.

AMT 233 AUTOMATIC TRANSMISSIONS AND AXLES

In this course students should learn the principles of hydraulics, planetary gear sets, and power flow through modern automatic transaxles. Each system will be studied and tested in component identification and theory

of operation. Lab work will involve the practice of performing the proper industrial methods of disassembling, measuring, inspecting, cleaning, assembling, adjusting, and testing of the various units in the system. Sources of repair information and recommended maintenance procedures will be sought from automobile makers, component manufacturers, and after market manual companies. Safety awareness and accident prevention policies will remain a high priority throughout this course of instruction. Nine and one-half credits: 123 clock hours. Prerequisite: AMT 110.

AMT 233AA AUTOMATIC TRANSMISSION & TRANSAXLE-GENERAL TRANSMISSION AND TRANSAXLE

This module is designed so the student can acquire the knowledge regarding component identification and function, transmission layout, hydraulic circuitry, and service procedures of the modern transmission and transaxle. Three credits: 40 clock hours.

AMT 233AB AUTOMATIC TRANSMISSION & TRANSAXLE-MAINTENANCE & ADJUSTMENT

This module is designed so the student can acquire the knowledge, and practice the skills of maintenance and adjustment procedures on automatic transmissions and transaxles. One credit: 13 clock hours.

AMT 233AC AUTOMATIC TRANSMISSION & TRANSAXLE - IN-VEHICLE REPAIRS

This module is designed so the student can acquire the knowledge, and practice the skills to diagnose, test, service and/or repair transmission assemblies while in the vehicle. Two credits: 26 clock hours.

AMT 233AD AUTOMATIC TRANSMISSION & TRANSAXLE - OFF-VEHICLE REPAIRS

This module is designed so the student can acquire the knowledge, and practice the skills to rebuild an automatic transmission and/or transaxle and to clean, inspect, test and recondition all related components according to the manufacturers recommendations. Three and one-half credits: 44 clock hours.

AMT 234 HEATING AND AIR CONDITIONING

In this course students should learn the proper diagnostic, service, and repair procedures on heating and air conditioning systems to include both R-12 and R134 refrigerants. Each system will be studied and tested in component identification and theory of operation. Lab work will involve the practice of performing the proper industrial methods of

diagnosing, disassembling, measuring, inspecting, cleaning, assembling, adjusting, and testing of individual components and/or whole systems. In addition, the student should learn the skills of recovering, evacuating, charging, and testing the A/C systems. Students who successfully meet the requirements of the course can become certified A/C technicians as required by the State of Colorado. Sources of repair information and recommended maintenance procedures will be sought from automobile makers, component manufacturers, and after market manual companies. Safety awareness and accident prevention policies will remain a high priority throughout this course of instruction. Seven credits: 90 clock hours. Prerequisite: AMT 110.

AMT 234AA HEATING & AIR CONDITIONING - A/C SYSTEM DIAGNOSIS & REPAIR

This module is designed so the student can acquire the knowledge, and practice the skills to diagnose, test, and perform minor service on the air-conditioning system. Two credits: 26 clock hours.

AMT 234AB HEATING & AIR CONDITIONING - REFRIGERATION SYSTEM & COMPONENTS

This module is designed so the student can acquire the knowledge, and practice the skills to diagnose, test, service replace and/or repair refrigeration system components. One credit: 13 clock hours.

AMT 234AC HEATING & AIR CONDITIONING - HEATING & ENGINE COOLING SYSTEM

This module is designed so the student can acquire the knowledge, and practice the skills to diagnose, test, service replace and/or repair refrigeration system components. One credit: 13 clock hours.

AMT 234AD HEATING & AIR CONDITIONING - OPERATING SYSTEMS & RELATED CONTROLS

This module is designed so the student can acquire the knowledge, and practice the skills to diagnose, test, service replace and/or repair the operating and control components of the air-conditioning system. Two credits: 26 clock hours.

AMT 234AE HEATING & AIR CONDITIONING- REFRIGERANT RECOVERY, RECYCLING, & HANDLING

This module is designed so the student can acquire the knowledge, and practice the skills to properly recover, recycle, and charge an air-conditioning system; and to safely handle and store refrigerant at all times. One credit: 12 clock hours.

AMT 290 INTERNSHIP

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

ANT: ANTHROPOLOGY

ANT 101 CULTURAL ANTHROPOLOGY (GT-SS3)

This course introduces the scientific basis of human origins and culture. Topics include social, political, and religious organization of human cultures. Films, discussions and research permit investigation of a multi-cultural world. Ethnic identity and cultural change are key facets of this course. Four and one-half credits.

ANT 107 INTRODUCTION TO ARCHAEOLOGY

This survey course of field and laboratory techniques, modern site management problems, and the changing view of anthropology ethics focuses on world-wide archaeological sites. Four and one-half credits.

ANT 111 PHYSICAL ANTHROPOLOGY (GT-SS3)

Topics in this course include the scientific investigation of human origins and a brief study of primatology. The principles of human ecology, biology, genetics, human variation, and human impact on world ecosystems are included in this course. Five credits: 50 clock hours.

ANT 137 SOUTHWEST U.S. ARCHAEOLOGY

Four-Corners archaeological sites serve as the basis of this course. Prehistoric peoples, such as the Anasazi, are highlighted. An optional field tour is included within this course. Five credits: 50 clock hours.

ANT 285 SPECIAL TOPICS IN ANTHROPOLOGY

Numerous workshops and short courses will be presented, reflecting faculty expertise and/or special needs of Aims anthropology students. This course may be repeated. One to ten credits: 10 to 100 clock hours.

ANT 295 INDEPENDENT STUDY IN ANTHROPOLOGY

With permission of instructor, the anthropology student may engage in directed study of archaeology, diversity, anthropology, genetics, primatology, repatriation, futurism, or related topics. Prerequisite: ANT 101 or ANT 111. One to three credits: 10 to 30 clock hours.

ART: ART

ART 101 ARTS FOR HUMAN DEVELOPMENT I

ART 102 ARTS FOR HUMAN DEVELOPMENT II

ART 103 ARTS FOR HUMAN DEVELOPMENT III

ART 104 ARTS FOR HUMAN DEVELOPMENT IV

ART 105 ARTS FOR HUMAN DEVELOPMENT V

ART 106 ARTS FOR HUMAN DEVELOPMENT VI

These courses offer a variety of information and activities in the areas of drawing, design awareness of the arts. One-half to two credits.

ART 110 ART APPRECIATION

Introduces the cultural significance of the visual arts, including media, processes, techniques, traditions, and terminology. Four and one-half credits.

ART 111 ART HISTORY I (GT-AH1)

Provides the knowledge base to understand the visual arts, especially as related to Western Culture. Surveys the visual arts from the Ancient through Medieval periods. Four and one-half credits.

ART 112 ART HISTORY II (GT-AH1)

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. Four and one-half credits.

ART 113 ART HISTORY III

Provides the knowledge base to understand the visual arts, especially as related to NON-WESTERN CULTURE. Students must be at least 16 years of age to enroll in this class. Five credits.

ART 121 DRAWING I

This course is an investigation of various approaches and media designed to develop drawing skills and visual awareness. Three credits: 40 clock hours.

ART 122 DRAWING II

This course is a study of expressive drawing techniques and development of individual expressive style. Three credits: 40 clock hours.

ART 131 DESIGN I

This course is a study of basic design elements, visual perception, form, and composition. Three credits: 40 clock hours.

ART 132 DESIGN II

This course covers the application of design elements and principles to both two and three dimensional problems. Three credits: 40 clock hours.

Physical and Dexterity Requirements for ART 141, 142, 241, & 242 - Jewelry and Metal work classes.

- Be able to pick up small objects the size of a ball bearing
- Be able to use tweezers to pick up small objects
- Be able to work with both hands at the same time
- Be capable of following directions

ART 141 JEWELRY AND METALWORK I

This course is an introduction to the construction of jewelry designs in metals and small casting techniques. Three credits: 40 clock hours.

ART 142 JEWELRY AND METALWORK II

This course emphasizes conceptual design development, using casting and specialized techniques. Three credits: 40 clock hours.

Physical and Dexterity Requirements for ART 151, 152 and AAD 242, 243, and 244 - Photography classes

- Be able to manipulate small buttons, dials, controls, and levers.
- Be able to work in close, confined spaces.
- Be able to see in limited light

ART 151 PHOTOGRAPHY I

This course is an introduction to black and white photography as a fine art medium, and develops skills necessary for basic camera and lab operations. Three credits: 40 clock hours.

ART 152 PHOTOGRAPHY II

This course is a further exploration in camera and lab operations with an emphasis on individual creativity. It includes the development of a comprehensive portfolio. Three credits: 40 clock hours.

Physical and Dexterity Requirements for ART 161, 162, 261, and 262 - Ceramics classes

- Be able to work with both hands at the same time.
- Be able to use two fingers on each hand to form ceramics pieces.
- Be able to lift ceramics materials such as glazes and clay.

ART 161 CERAMICS I

This course is an introduction to traditional and contemporary ceramic forms and processes including handbuilding and throwing on the potter's wheel. Three credits: 40 clock hours.

ART 162 CERAMICS II

This course is a continuation of Ceramics I with emphasis on skills, techniques, and form. Three credits: 40 clock hours.

ART 163 HANDBUILT CLAY I

This course provides instruction in several methods of handbuilding and study of functional and decorative design elements. Three credits: 40 clock hours.

ART 164 HANDBUILT CLAY II

This course provides continued instruction in several methods of handbuilding. Surface treatment will be emphasized. Three credits: 40 clock hours.

ART 216 PAINTING I

This course covers color, composition, materials, and techniques of studio painting. Three credits: 40 clock hours.

ART 217 PAINTING II

This course emphasizes experimentation with materials, composition, and color. Three credits: 40 clock hours.

ART 231 WATERCOLOR I

This course is an introduction to the basic techniques and unique aspects of materials involved with using transparent and/or opaque water media. Three credits: 40 clock hours.

ART 232 WATERCOLOR II

This course provides advanced study of subject development, form, color, and theme. Three credits: 40 clock hours.

ART 241 JEWELRY AND METALWORK III

This course focuses upon advanced work and emphasizes experimentation with materials and techniques, individual designs, and superior craftsmanship. Three credits: 40 clock hours. (See dexterity information for ART 141 and 142.)

ART 242 JEWELRY AND METALWORK IV

This course continues the focus on advanced work and emphasizes experimentation with materials and techniques, individual designs, and superior craftsmanship. Three credits: 40 clock hours. (See dexterity information for ART 141 and 142.)

ART 244 GRAPHIC DESIGN I

This course focuses upon the study of design, layout and conceptual elements concerning graphic design projects such as posters, advertisements, logos and brochures. Three credits: 40 clock hours.

ART 245 GRAPHIC DESIGN II

This course continues instruction in idea development for advanced graphic design. Prerequisite: Graphic Design I or permission of instructor. Three credits: 40 clock hours.

ART 261 CERAMICS III

This course encourages students to develop an individual style of wheel thrown and handbuilt ceramic forms with continuing involvement in surface treatment. Three credits: 40 clock hours. (See dexterity information for ART 161 and 162.)

ART 262 CERAMICS IV

This course continues advanced work with emphasis on various clay bodies, unique glazes and engobes, and combining different textures and shapes, and development of personal forms. Three credits: 40 clock hours. (See dexterity information for ART 161 and 162.)

ART 270 FIGURE DRAWING I

This course is an introduction to the basic techniques of drawing the human figure. Students must be at least 16 years of age to enroll in this class. Three credits: 40 clock hours.

ART 271 FIGURE DRAWING II

This course provides continuing study of the various methods of drawing the human figure, with emphasis on the description of form and individual style. Students must be at least 16 years of age to enroll in this class. Three credits: 40 clock hours.

ART 273 FIGURE PAINTING I

This course is an introduction to painting the human figure, and includes a brief survey of figure painting, instruction in the fundamental methods of composition and expression. Students must be at least 16 years of age to enroll in this class. Three credits: 40 clock hours.

ART 274 FIGURE PAINTING II

This course offers a continued study of painting the human figure with advanced problem solving in composition and experimentation with materials and techniques. Students must be at least 16 years of age to enroll in this class. Three credits: 40 clock hours.

ART 285 ART INDEPENDENT STUDY

This course is designed to facilitate development of creative talents. The particular format and content of each independent study is determined by the art form which the student is working in and the student's level of proficiency. Permission of instructor is required. One to three credits.

ART 299 ART PRACTICUM

Supervised practical application of creative talents determined by the specific art form in which the student is working, and the student's level of proficiency. Permission of instructor is required. One to three credits.

ASL: AMERICAN SIGN LANGUAGE

ASL 101 INTRODUCTION TO AMERICAN SIGN LANGUAGE I

This course exposes students to American Sign Language. Readiness activities are conducted which focus on visual and receptive skills and basic communication. The direct experience method, using American Sign Language, enhances the learning process. This course is a prerequisite for ASL 111. Three to five credits: 30 to 50 clock hours.

ASL 102 INTRODUCTION TO AMERICAN SIGN LANGUAGE II

This course is a continuation of Introduction to American Sign Language I, which exposes students to American Sign Language. Readiness activities are conducted which focus on visual and receptive skills and basic communication. The direct experience method, using American Sign Language, enhances the learning process. Three to five credits: 30 to 50 clock hours.

ASL 282 SPECIAL TOPICS IN AMERICAN SIGN LANGUAGE

This course will focus on special areas of sign language. Topics may include survival sign language, finger spelling, signing exact English, among others. No prerequisite. One-half to five credits: 5 to 50 clock hours.

AVT: AVIATION TECHNOLOGY

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

AVT 100 AVIATION SEMINAR

A general study of the aviation field which includes theory of flight, history of aviation, aviation in today's economy, and aviation careers. For students who wish to be commercial pilots. One credit: 10 clock hours.

AVT 101 PRIVATE FLIGHT LAB I

Designed for completion of first solo flight. Prerequisite: recommended concurrent enrollment in AVT 108 & AVT 105. Two credits: 20 clock hours.

AVT 102 PRIVATE FLIGHT LAB II

Designed for completion of private pilot certificate. Includes cross country, emergency procedures, and basic instrument flying. Prerequisite: AVT 101 or previous solo flight. Two credits: 20 clock hours.

AVT 103 INSTRUMENT/COMMERCIAL FLIGHT LAB I

The first of four phases in preparation for the FAA commercial certificate. Includes an introduction to the basic commercial flight maneuvers. The student will complete lesson 23. Prerequisite: AVT 102, or Private Certificate or instructor permission. Three credits: 50 clock hours.

AVT 104 INSTRUMENT/COMMERCIAL FLIGHT LAB II

Continuation of AVT 103 with a greater emphasis on cross country and night flying. The student will complete lesson 36. Prerequisite: AVT 103 or permission of instructor. Three credits: 60 clock hours.

AVT 105 PRIVATE FLIGHT SIMULATOR

Upon completion of the course, the student will be able to demonstrate a high level of skill in basic attitude instrument flying in a flight simulator. Students will be expected to complete the flight syllabus for this course. Prerequisite: recommended concurrent enrollment in AVT 101 and 108. Three credits: 30 clock hours.

AVT 107 AIRPLANE PINCH HITTER COURSE

This course is designed to provide training for non-pilots who wish to be able to assist a pilot of a small airplane and also to be prepared to handle the airplane in an emergency. Two credits: 20 clock hours.

AVT 108 PRIVATE GROUND SCHOOL

Includes basic aerodynamics, airplane systems, air traffic control and communications, aircraft weight and balance, meteorology, Federal Aviation regulations, basic navigation and radio navigation, aeronautical information manual, medical factors of flight, and review for the FAA test. The successful student will pass the Private Pilot computer test. Six credits: 60 clock hours.

AVT 109 INSTRUMENT GROUND SCHOOL

Includes advanced meteorology, IFR procedures, flight and navigation instruments, IFR regulations and procedures and other information necessary for passing the FAA instrument test. The successful student will pass the Instrument computer test. Prerequisite: Private certificate, or permission of instructor. Six credits: 60 clock hours.

AVT 111 INSTRUMENT FLIGHT SIMULATOR I

Designed to develop skills in VOR navigation and ADF procedures such as holding patterns and missed approach procedures. Various instrument approaches will also be covered. Prerequisite: AVT 105, concurrent enrollment in AVT 109, or permission of instructor. Three credits: 30 clock hours.

AVT 115 AIRLINE MANAGEMENT & ECONOMICS

A general study of management, marketing and economic aspects of commercial aviation intended to impart an understanding of the requirements necessary for successful operation of an air transport business. Five credits: 50 clock hours.

AVT 119 CONVENTIONAL GEAR TRANSITION LAB

Includes orientation to tail wheel aircraft including principles of "P" factor and torque. Two credits: 20 clock hours.

AVT 155 CREW RESOURCE MANAGEMENT I

Crew Resource Management is presented as a management and teamwork style of conducting a flight. This course will include an overview of the critical CRM behavior markers. The first of the Big 5, "Briefing" will be covered in detail. One credit: 10 clock hours.

AVT 156 CREW RESOURCE MANAGEMENT II

Crew Resource Management is presented as a management and teamwork style of conducting a flight. This course will include an overview of the critical CRM behavior markers. The second of the Big 5, "Inquiry, Assertion, and Advocacy" will be covered in detail. One credit: 10 clock hours.

AVT 157 CREW RESOURCE MANAGEMENT III

Crew Resource Management is presented as a management and teamwork style of conducting a flight. This course will include an overview of the critical CRM behavior markers. The third of the Big 5, "Communications, Decisions" will be covered in detail. One credit: 10 clock hours.

AVT 158 CREW RESOURCE MANAGEMENT IV

Crew Resource Management is presented as a management and teamwork style of conducting a flight. This course will include an overview of the critical CRM behavior markers. The fourth of the Big 5, "Overall Technical Proficiency" will be covered in detail. One credit: 10 clock hours.

AVT 159 CREW RESOURCE MANAGEMENT V

Crew Resource Management is presented as a management and teamwork style of conducting a flight. This course will include an overview of the critical CRM behavior markers. The fifth of the Big 5, "Leadership, Followership" will be covered in detail. One credit: 10 clock hours.

AVT 202 INSTRUMENT SIMULATOR REFRESHER

Course is designed to assist the instrument rated pilot in maintaining current status for IFR flight. Prerequisite: Instrument rating or permission of instructor. One credit: 10 clock hours.

AVT 205 FLIGHT INSTRUCTOR GROUND SCHOOL

Theory and practice of instructional methods; fundamentals of instruction and preparing a lesson plan. The successful student will pass the FAA Fundamentals of Instruction and Flight Instructor-Airplane computer tests. Prerequisites: Commercial and Instrument Ground Schools. Five credits: 50 clock hours.

AVT 206 COMMERCIAL GROUND SCHOOL

Includes aeronautical charts, pilotage and dead reckoning, advanced human factors, advanced systems, aerodynamics, and performance limitations. The successful student will pass the Commercial computer test. Prerequisite: AVT 109, or permission of instructor. Three credits: 30 clock hours.

AVT 207 BASIC GROUND INSTRUCTOR

The successful student will pass the FAA Basic Ground Instructor test. Prerequisite: permission of instructor. Two credits: 20 clock hours.

AVT 208 ADVANCED GROUND INSTRUCTOR

The successful student will pass the FAA Advanced Ground Instructor test. Prerequisite: permission of instructor. Two credits: 20 clock hours.

AVT 209 INSTRUMENT GROUND INSTRUCTOR

The successful student will pass the FAA Instrument Ground Instructor test. Prerequisite: permission of instructor. Two credits: 20 clock hours.

AVT 213 ADVANCED INSTRUMENT SIMULATOR

Course will develop skills in all phases of instrument flying. Includes review of skills learned in AVT 111 and cross country procedures. The student will fly an instrument proficiency check ride at the end of the course. Prerequisite: AVT 111 or permission of instructor. Six credits: 60 clock hours.

AVT 214 MULTI-ENGINE SIMULATOR, AIRLINE TRANSITION

Designed to bring instrument flying skills and procedures to the level of Airline Transport Pilot standards. Prerequisite: AVT 226, Instrument rating and Commercial certificate, or permission of instructor. Five credits: 50 clock hours.

AVT 216 INSTRUMENT/COMMERCIAL FLIGHT LAB III

Includes flight instruction to qualify the student to receive the FAA instrument rating. To successfully complete the course, the student will pass the FAA instrument check ride and lesson 65. Prerequisite: AVT 104 or permission of instructor. Four credits: 60 clock hours.

AVT 217 INSTRUMENT/COMMERCIAL FLIGHT LAB IV

The final flight lab in preparation for the commercial certificate. To successfully complete the course, the student will pass the FAA commercial flight check. Prerequisite: AVT 216 or permission of instructor. Four credits: 60 clock hours.

AVT 218 CERTIFIED FLIGHT INSTRUCTOR LAB

Theory and practice of instructional methods; fundamentals of instruction and preparing a lesson plan. A review of flight maneuvers. To successfully complete the course, the student will pass the FAA CFI check ride. Prerequisite: AVT 205 or permission of instructor. Five credits: 50 clock hours.

AVT 219 INSTRUMENT FLIGHT INSTRUCTOR LAB

Theory and practice of teaching basic attitude instrument flying, instrument flight planning, and instructional techniques. To successfully complete the course, the student will pass the FAA IFI check ride. Prerequisite: AVT 218 or Certified Flight Instructor Certificate. Three credits: 30 clock hours.

AVT 221 SINGLE ENGINE INSTRUMENT PROFICIENCY CHECK

This course is designed as a refresher on IFR flight for the instrument rated pilot. A proficiency check is given by the instructor. Prerequisites: Instrument flight rating and permission of instructor. One credit: 10 clock hours.

AVT 222 MULTI-ENGINE INSTRUMENT PROFICIENCY CHECK

This course is designed as a refresher on instrument procedures for the instrument rated pilot. A proficiency check is given by the instructor. Prerequisites: Instrument flight rating and permission of instructor. One credit: 10 clock hours.

AVT 225 MULTI-ENGINE TRANSITION LAB

Principles and procedures of light twin-aircraft, advanced systems, orientation and familiarization, emergency situations. To successfully complete the course, the student will pass the multi-engine check ride. Prerequisite: commercial pilot certificate or permission of instructor. Two credits: 20 clock hours.

AVT 226 MULTI-ENGINE SIMULATOR I, SINGLE PILOT

To prepare the student for single pilot multi-engine operations in multi-engine aircraft. Prerequisite: Private Pilot certificate & Instrument rating or permission of instructor. Three credits: 30 clock hours.

AVT 227 MULTI-ENGINE INSTRUMENT SIMULATOR II, SINGLE PILOT

Designed to give the student additional skill in instrument flight with a multi-engine airplane and to develop instrument and emergency skills to a high level. Prerequisite: permission of instructor. Two credits: 20 clock hours.

AVT 228 MULTI-ENGINE SIMULATOR III, SINGLE PILOT

To prepare the student for single pilot, multi-engine aircraft and operations. Course also can provide a comprehensive review for multi-engine rated pilots. Prerequisite: permission of instructor. One credit: 10 clock hours.

AVT 235 TRANSPORT CATEGORY AIRCRAFT SYSTEMS AND ENGINES

Commuter type aircraft engines and systems will be studied. Covers background and theory of advanced transport category engines and systems. Successful students will be able to pass the FAA Flight Engineer computer test. Prerequisite: Instructor permission. Ten credits: 100 clock hours.

AVT 237 PROFESSIONAL PILOT PREPARATION

Designed to prepare Professional Pilot Program (PPP) students for entry into the job market as a professional pilot. Emphasis will be placed on resume-writing and interviewing skills. Prerequisite: permission of instructor. One credit: 10 clock hours.

AVT 267 MULTI-ENGINE FLIGHT INSTRUCTOR LAB

The successful student will obtain the knowledge and aeronautical experience necessary to meet the requirements for the addition of a multi-engine airplane class rating to an existing flight instructor certificate. Prerequisite CFI-I and Multi-Engine rating. Three credits: 40 clock hours.

BUS: BUSINESS

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

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

BUS 101 BUSINESS DOCUMENTS I: BEGINNING KEYBOARDING

This course is an introduction to touch keyboarding as well as basic operations and functions of equipment. Areas of emphasis include learning the alphanumeric keyboard, proper technique, and speed and control. This course is designed for the student who has minimal or no keyboarding skills. Four credits: 50 clock hours.

BUS 102 BUSINESS DOCUMENTS II: INTRODUCTION TO SPEED AND ACCURACY

This is an individualized keyboarding course designed to increase speed and improve accuracy. Effective in helping students refresh their keyboarding skills. Additional lab hours will be needed. Prerequisite: BUS 101 or one year high school keyboarding class and/or keyboarding speed of more than 28 wpm with five or fewer errors. Four credits: 50 clock hours.

BUS 104 BUSINESS DOCUMENTS IV: FORMATTING

This course is designed for students with minimal keyboarding skills. Letters, tables, memos, and reports are introduced. Speed and accuracy is also emphasized. Prerequisite: BUS 101 or one year high school keyboarding and/or 40 wpm with five or fewer errors. Five credits: 50 clock hours.

BUS 107 OFFICE PROCEDURES

A study of general business office duties and problems, job interviewing and application, business etiquette, reception and messenger work, mail handling, and filing. Prerequisite: BUS 101 or equivalent. Five credits: 50 clock hours.

BUS 108 COMPUTERIZED TEN-KEY

An introduction to touch control of the ten-key pad. This class emphasizes the development of speed and accuracy using proper technique. Additional lab hours will be needed. One credit: 15 clock hours.

BUS 111 MULTIMEDIA BUSINESS**PRESENTATION I**

Students will develop a business presentation using a business presentation software. Emphasis will be placed on developing business presentations utilizing multimedia technology to create overheads, handouts, and other business documents to help present data in a professional manner. Prerequisite: Previous computer experience recommended or permission of instructor. Three credits: 30 clock hours.

BUS 112 MULTIMEDIA BUSINESS**PRESENTATION II**

Students will develop more extensive knowledge of multimedia technology by creating/designing a business slide presentation that includes audio and graphic components. Students will develop a web page using a web page software. Prerequisite: BUS 111. Three credits: 30 clock hours.

BUS 115 INTRODUCTION TO BUSINESS

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. Oral and written communication emphasized. Four and one-half credits: 45 clock hours.

BUS 117 LEGAL TERMINOLOGY

A study of the language of law. Basic preparation for the student training to work in a legal environment. Emphasizes understanding terminology as well as being able to spell and use terms correctly.

NOTE: Successful completion of BUS 117 with a grade of C or better is a prerequisite to BUS 212 Legal Procedures and Processes II and BUS 213 Legal Procedures and Processes III. Five credits: 50 clock hours.

BUS 123 ERGONOMICS: COMPUTER WORKSTATION HEALTH

This course will expose students to the health issues involved in using a computer workstation. Techniques for improving performance and reducing fatigue and injury will be explored. One-half to one credit: 5 to 10 clock hours.

BUS 124 USING BUSINESS REFERENCES

This course will help students learn to use business references effectively to solve common business problems. One-half credit: 5 clock hours.

BUS 125 USING INTERNET SEARCH ENGINES & DIRECTORIES FOR BUSINESS RESEARCH

This course will teach students effective research techniques using Internet search engines and directories which will help them quickly locate relevant information. Correct citation format for Internet sources will be covered. One-half credit: 5 clock hours.

BUS 126 PROOFREADING TECHNIQUES

This course will assist individuals in developing proofreading skills necessary to create error-free communications. Recommended for all business technology majors. Two credits: 20 clock hours.

BUS 127 BUSINESS WORD USAGE

This course will assist individuals in developing business language skills necessary to create error-free communications. Recommended for all business technology majors. Prerequisite: Permission of instructor or BUS 141. Three credits: 45 clock hours.

BUS 129 BUSINESS TELECOMMUNICATIONS I

This course gives students an orientation and hands-on training to develop effective telephone skills. These skills include communicating with difficult callers and presenting a business-like manner. One credit: 10 clock hours.

BUS 130 INTRODUCTION TO INTERNET AND E-MAIL I

This introductory course will help students learn about the Internet and E-Mail as used in a business office. One credit: 10 clock hours.

BUS 131 INTRODUCTION TO INTERNET AND E-MAIL II

This intermediate course will help students learn about the Internet and E-Mail as used in a business office. Prerequisite: BUS 130. One credit: 10 clock hours.

BUS 132 MICROSOFT CERTIFICATION PREPARATION, EXAM 1

This course prepares a student to take the first Microsoft Word User Specialist Exam. Three credits: 30 clock hours.

BUS 133 BASIC BUSINESS COMPUTER

This is a basic class that will take a simplified look at fundamental microcomputer concepts specifically related to business applications. Topics covered will be vocabulary, word processing, file management, operating system, and spreadsheets, with emphasis on keyboarding skills and techniques. Three credits: 30 clock hours.

BUS 134 BEGINNING MICROSOFT WORD AND EXCEL

This course will introduce students to the basic concepts of Microsoft Word and Excel. One credit: 10 clock hours.

BUS 135 ACCESS BUSINESS APPLICATIONS

An individualized course designed as an introduction to Microsoft Access 2000. This course provides students with the opportunity to design, create, query, and maintain a database. In addition, students will learn to create reports and forms. Three credits: 30 clock hours.

BUS 136 COMPUTERIZED PROOFREADING APPLICATIONS

Practical hands-on experience with proofreading applications on the microcomputer. The student's proofreading skills will be improved through self-paced learning experiences delivered by computer software. Prerequisite: Permission of instructor or BUS 126. One credit: 15 clock hours.

BUS 141 INTRODUCTION TO COMMUNICATIONS

Fundamentals of communication theory and practice. Includes a study of vocabulary, spelling, mechanics, parts of speech, sentence analysis, and dictionary usage as these principles apply to the business world. Written business communication will be introduced through computerized applications. Five credits: 50 clock hours.

BUS 142 INTERMEDIATE COMMUNICATIONS

Students will develop more extensive vocabularies and learn parts of speech, sentence structure, punctuation, spelling, and word division as used in business communication. Practical application of principles learned will be demonstrated through the writing of business communications through computerized applications. Prerequisite: Permission of instructor or BUS 141 and BUS 100 or BUS 101. Five credits: 50 clock hours.

BUS 146 MICROSOFT CERTIFICATION PREPARATION, EXAM 2

This course will help prepare a student to take the second Microsoft Word User Specialist Exam. Three credits: 30 clock hours.

BUS 151 INTRODUCTION TO WORD PROCESSING

This course is designed to provide instruction in the preparation of business documents for the modern office using basic

software commands and functions. This includes originating, processing, and editing documents. Prerequisite: Permission of instructor or BUS 104 with a grade of C or better. Five credits: 50 clock hours.

BUS 152 ADVANCED WORD PROCESSING

An advanced-level continuation course designed for experienced users of word processing software. Emphasis of the curriculum includes desktop publishing applications of producing business correspondence, merging, the math feature of tables, columnar text, and the sorting function. This includes production of documents utilizing graphics, shading, horizontal and vertical rules, and multiple-column layout. (This course may not be substituted for BUS 151 in business technology degree requirements.) Prerequisite: Permission of instructor or BUS 151 with a grade of C or better. Five credits: 50 clock hours.

BUS 158 REAL ESTATE LAW FOR MORTGAGE BANKERS

This correspondence course provides in-depth coverage of the fundamentals of real estate law, exploring the dynamics of the transfer of real estate and the sale of ownership interests. Students will also acquire an understanding of the regulation of ownership interest, including the regulation of land development, Fair Housing and environmental laws. It concludes with a discussion of leasehold interests, landlord-tenant relationships, condominiums, cooperatives, time shares and real estate securities and provides an excellent overview of the legal aspects of buying and selling real estate. Five credits.

BUS 159 INTRO TO MORTGAGE BANKING

This correspondence course provides an insider's perspective on how a full-service mortgage banking company really works, starting with origination and moving through warehousing and marketing. It provides important insights on each of the mortgage banking functions and the ways it may relate to other departments. A lesson on commercial real estate financing is included to give students an understanding of both the residential and commercial aspects of mortgage banking. Five credits.

BUS 160 REGULATORY COMPLIANCE

This correspondence course examines the many varied regulations affecting residential mortgage lending and shows students how to stay in complete compliance. Laws covered

include the Truth-in-Lending Act, Fair Housing Act, Equal Credit Opportunity Act, Real Estate Settlement Procedures Act, the Community Reinvestment Act, the Fair Debt Collection Act, the Right to Financial Privacy Act, and the National Flood Insurance Program. Students will gain a better understanding of the importance of complying with legal requirements, and the steps necessary to make sure your operations are well within the law. Five credits.

BUS 165 HUMAN RELATIONS AT WORK

This course is a study of several topics including personal development and adjustment in business and industry, as well as attitudes and working relationships with co-workers and supervisors, so that the information learned will help organizations function in greater harmony. Five credits: 50 clock hours.

**BUS 171 BUSINESS LEADERSHIP ACTIVITY
BUS 172 BUSINESS LEADERSHIP ACTIVITY
BUS 173 BUSINESS LEADERSHIP ACTIVITY**

These courses are designed to encourage growth and development through activities in a student organization with professional goals. Two credits: 20 clock hours each.

BUS 181 BEGINNING WORD PROCESSING

A beginner's level word processing class to be taught on various word processing programs (such as WordPerfect, MicroSoft Word, or MicroSoft Works) utilizing personal computers (such as IBM or Macintosh). Students will learn to use basic commands and functions used in producing various documents, including business letters, memos, reports, and tables. Prerequisite: Permission of instructor or BUS 100. Two credits: 30 clock hours.

BUS 182 INTERMEDIATE WORD PROCESSING

A continuation (intermediate) word processing class to be taught on various word processing programs (such as WordPerfect, MicroSoft Word, or MicroSoft Works) utilizing personal computers (such as IBM or Macintosh). Students will have the opportunity to learn intermediate commands and functions used in producing various business documents. These commands will assist in producing applications utilizing search and replace, mail merge, columnar text formatting, move and copy, header and footer features, and tables. Prerequisite: Permission of instructor or BUS 181. Two credits: 30 clock hours.

BUS 195 BOOKKEEPING APPLICATIONS

This course provides students with the opportunity to apply basic bookkeeping theory by working through the bookkeeping cycle through the completion of a manual practice set. Prerequisite: Permission of instructor or ACC 101. One credit: 15 clock hours.

BUS 196 COMPUTERIZED BOOKKEEPING APPLICATIONS

This course provides students with the opportunity to apply basic bookkeeping principles by working through the bookkeeping cycle through the completion of a computerized practice set. Prerequisite: Permission of instructor or ACC 101 and BUS 195. One credit: 15 clock hours.

BUS 197 COMBINED BOOKKEEPING APPLICATIONS

This course provides students with the opportunity to review and apply basic bookkeeping theory by working through the completion of a manual practice set, a computerized practice set, and instructional materials. Prerequisite: Permission of instructor or ACC 101. Three credits: 45 clock hours.

BUS 198 BILLING SYSTEMS

This course provides students with the opportunity to apply basic bookkeeping principles by working through the bookkeeping cycle through the completion of a computerized practice set. Prerequisite: Permission of instructor or ACC 101 and BUS 195. One credit: 15 clock hours.

BUS 201 BUSINESS DOCUMENT**PROCESSING I: ADVANCED FORMATTING**

Further development of keyboarding techniques on personal computers. Emphasis on production of mailable copy of business letters, tabulations, business communication forms, and special reports. Prerequisite: BUS 104 or 50 wpm with five or fewer errors and BUS 151 with a "C" or better. Five credits: 50 clock hours.

BUS 202 BUSINESS DOCUMENT**PROCESSING II: TRANSCRIBING**

Further development of keyboarding techniques as applied in machine transcription from audio tapes, and in office-type situations. Emphasis will be placed on production of mailable copy. Additional lab hours may be needed. Prerequisite: Permission of instructor or BUS 151, BUS 201, and BUS 142, and 55 wpm with five or fewer errors. Five credits: 50 clock hours.

BUS 206 BUSINESS TELECOMMUNICATIONS II

This course focuses on theory and hands-on experiences to show students how some businesses use data, voice, and video communications to link products and services to customers. Prerequisite: BUS 151 or permission of instructor. Three credits: 30 clock hours.

BUS 211 LEGAL PROCEDURES & PROCESSES I

Production practice in keyboarding legal correspondence, legal instruments, and court documents. Emphasizes word processing units of instruction.

NOTE: BUS 211 is to be taken concurrently with BUS 117.

NOTE: Successful completion of BUS 211 with a grade of C or better is a prerequisite to both BUS 212 Legal Procedures and Processes II and to BUS 213 Legal Procedures and Processes III. Prerequisite: BUS 151 and BUS 201 and 55 wpm keyboarding speed. Five credits: 50 clock hours.

BUS 212 LEGAL PROCEDURES & PROCESSES II

Students will learn to transcribe legal documents in mailable copy and to properly format copy from legal dictation, master legal terms, use proper grammar and spelling, and proofread accurately. Prerequisite: BUS 211, BUS 117, and BUS 142. Five credits: 50 clock hours.

BUS 213 LEGAL PROCEDURES AND PROCESSES III

This course simulates a typical legal office and acquaints students with the tasks and responsibilities performed in a legal office environment and shows how these tasks relate to the court system. Prerequisite: BUS 211 and BUS 117 both with a grade of C or better. Five credits: 50 clock hours.

BUS 214 LEGAL PROCEDURES AND PROCESSES IV

A comprehensive course designed for advanced-level students who desire to become legal office assistants. It is designed to meet the needs of a legal trainee by integrating previously acquired knowledge and applying it to a legal environment. Prerequisite: BUS 213. Five credits: 50 clock hours.

BUS 216 LEGAL ENVIRONMENT OF BUSINESS

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. Oral and written communication emphasized. Five credits: 50 clock hours.

BUS 217 BUSINESS COMMUNICATIONS AND REPORT WRITING

Emphasizes effective business writing and covers letters, memoranda, oral and written reports, application letters, and resumes. Includes the fundamentals of business communication and an introduction to international communication. Prerequisite: Permission of instructor or BUS 142. Four and one-half credits: 45 clock hours.

BUS 221 BUSINESS LAW I

Introduces Business Law and covers the foundations of the legal system, contract, property, and cyberlaw. Prerequisite: BUS 216 or permission of instructor. Four and one-half credits: 45 clock hours.

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. Credit not allowed for both MAT 135 and BUS 226. Prerequisite: "C" or better in MAT 106 within the last 4 quarters or a current assessment test. Permission of Math department required. Four and one-half credits: 45 clock hours.

BUS 235 BUSINESS SEMINAR

Unique, customized training available to business and industry that provides workers and employers opportunities to update knowledge and skills. May include computer applications covering the latest office technology on state-of-the-art equipment. One-half to five credits: 5 to 50 clock hours.

BUS 236 VOICE RECOGNITION APPLICATIONS

This course introduces the student to alternative input technologies, particularly voice recognition. The student will learn to input basic commands, practice dictation, and use voice recognition in an office simulation. Two credits: 20 clock hours.

BUS 237 MEDICAL CODING

This course provides entry-level clerical health occupations students a basic knowledge of terms and how to apply the correct codes used in medical facilities for services provided. Instruction on applying CPT, ICD-9-CM and HCPCs is included as well as Medicare, DRGs, PROs, and APGs. Five credits: 50 clock hours.

BUS 241 INTEGRATED OFFICE PROCEDURES

A capstone course designed to simulate a typical business office. This class provides culminating, integrating experience in keyboarding, word processing, notehand, communications, and interpersonal skills. Students will gain production experience on word processing equipment. Prerequisite: Permission of instructor or BUS 151, BUS 107, BUS 147, BUS 202, and BUS 217. Five credits: 50 clock hours.

BUS 245 MEDICAL MACHINE TRANSCRIPTION

Further development of keyboarding techniques as applied in medical machine transcription and in medical office situations. Emphasis will be placed on production of mailable copy. Additional lab hours may be needed. Prerequisite: Permission of instructor or BUS 151, BUS 201, BUS 142, and HLH 120 and 55 wpm keyboarding speed with five or fewer errors. Five credits: 50 clock hours.

BUS 246 MEDICAL OFFICE PROCEDURES I

A capstone course designed to simulate a typical medical office. This class provides a culminating, integrating experience in keyboarding, word processing, notehand, communications, and interpersonal skills in the medical office. Students will gain production experience on word processing equipment. Prerequisite: Permission of instructor or BUS 151, BUS 107, BUS 147, BUS 152, BUS 202, and HLH 120. Four credits: 50 clock hours.

BUS 247 MEDICAL OFFICE PROCEDURES II

An advanced course designed to give the front office medical worker skills in scheduling, insurance HICFA forms, organizational skills necessary when working with medical records and telephone triage. Prerequisites: BUS 246 and permission of the Department Chair from Business or Health Occupations or the course instructor. Three credits: 40 clock hours.

BUS 256 DESKTOP PUBLISHING

An introductory course which provides the opportunity to learn basic software commands used in producing business correspondence, such as a company letterhead, sales flyer, business newsletter, and a three-panel brochure. Emphasis includes design and layout concepts which should be applied when integrating graphics and text in a document. Participants will apply these concepts through hands-on applications in the production of these business applications. Prerequisite: Touch keyboarding skills recommended. Three credits: 30 clock hours.

BUS 257 MANAGING OFFICE TECHNOLOGY

An advanced-level office automation course utilizing integrated software applications. Students will research, explore, and report on current concepts of the cooperative computing environment and how office productivity is affected by modern technology. Prerequisite: Permission of instructor or BUS 152. Four credits: 40 clock hours.

BUS 258 MORTGAGE LOAN UNDERWRITING

This correspondence course is designed for both newcomers and experienced underwriters who need an update on recent changes in underwriting practices and procedures. It also reviews key underwriting concepts. Students will learn how to examine the applicant's financial capability to repay the loan through analysis of the borrower's credit report, income, and assets available to close the loan. An introductory lesson to underwriting the self-employed borrower is included along with a discussion of the Uniform Residential Appraisal Report. Prerequisite: BUS 158, BUS 159, BUS 160. Four credits.

BUS 259 INTRODUCTION TO RESIDENTIAL LOAN ADMINISTRATION

This comprehensive correspondence course discusses the importance of servicing income to the lender's profitability and explains how this income is calculated. It covers the functions of each of the major areas within a typical residential loan administration operation. After completing this course, students will have a good understanding of how money from homeowner payments is processed, allocated into accounts for escrow, principal and interest, and ultimately paid to investors. Prerequisite: BUS 158, BUS 159, BUS 160. Four credits.

BUS 260 RESIDENTIAL SECONDARY MORTGAGE MARKET

This correspondence course provides an understanding of the theory and practical applications of secondary market operations from a mortgage banker's point of view. Students will receive information about mortgage backed securities and the key players issuing them, master residential secondary marketing principles and pricing programs, discover the vast array of residential mortgage products available, and find out about REMICs and "stripped" mortgage-backed securities. Students will learn the operational philosophies guiding the secondary mortgage market today. Prerequisite: BUS 158, BUS 159, BUS 160. Four credits.

BUS 261 QUALITY CONTROL IN MORTGAGE LENDING

This correspondence course presents a process that evaluates the steps and procedures involved in the origination and servicing of a mortgage loan to ensure sound business practices. It takes students step-by-step through the quality control requirements and enforcement alternatives of HUD/FHA, VA, Fannie Mae, and Freddie Mac. It defines the goals and purposes of a quality control plan and gives suggestions for designing the elements of a plan. Prerequisite: BUS 158, BUS 159, BUS 160. Four credits.

BUS 262 MORTGAGE LOAN ORIGATION

This correspondence course provides the background information students need to understand the residential loan origination process and the role of the loan originator in mortgage banking. It teaches how to perform a market analysis and how to analyze and develop new sources of business, review alternative methods of financing and various sales techniques, explore advertising methods, human relations principles, and how to sell yourself. Students will examine each sequential step in loan processing and how regulatory requirements affect the process. Practical approaches are stressed throughout with tips for success. Prerequisite: BUS 158, BUS 159, BUS 160. Four credits.

BUS 263 PROCESSING GOVERNMENT LOANS

This correspondence course leads students step-by-step through the current practices and multiple stages of processing government loans—from the initial application to closing. Students will focus on the processing of single-family loans, including legal and administrative procedures for FHA, VA, and RHS loans. Students also will become familiar with the varied terminology and acronyms used in mortgage banking. Exhibits include actual forms used in processing. Prerequisite: BUS 158, BUS 159, BUS 160. Four credits.

BUS 264 CONVENTIONAL LOAN PROCESSING

This introductory correspondence course focuses on the processing of conventional single-family loans from application to underwriting submission. Students will discover how easy it is to understand the varied terminology and acronyms used in mortgage banking, identify pertinent areas of the appraisal report of importance to the lender, and order the process verifications of employment (including self-employment), deposits, loans, credit reports, and equity in other real estate transactions. It stresses

accuracy, completeness, and consistency in assembling the underwriting package. Prerequisite: BUS 158, BUS 159, and BUS 160. Four credits.

BUS 265 CLOSING THE LOAN

This comprehensive correspondence course will provide students with a detailed analysis of the closing process. It focuses first on an overview of the mortgage loan industry and then delves into the specifics of the closing process. Students will be able to concentrate on pertinent closing activities from examination of insurance documents to actual closing and post-closing operations. Prerequisite: BUS 158, BUS 159, BUS 160. Four credits.

BUS 266 INTRODUCTION TO COMMERCIAL REAL ESTATE FINANCE FOR MORTGAGE BANKERS

This correspondence course introduces the lending professional to the skills and knowledge necessary for financing commercial real estate. Students will learn how to analyze different property types and select the right financing package. Course lessons will examine the fundamentals of making income property loans and each step of the process—from the preliminary analysis to the submission of the loan package to the investor. Prerequisite: BUS 158, BUS 159, BUS 160. Four credits.

BUS 277 BILLING SYSTEMS: PC LAW

The student will learn the fundamental applications of PC Law software as used or time, billing, and accounting. Five credits: 50 clock hours.

BUS 278 USING A PERSONAL DIGITAL ASSISTANT

The student will learn to use a Personal Digital Assistant (PDA) to schedule and calendar business appointments, access the Internet, e-mail, and messaging, and communicate with your PC. Three credits: 30 clock hours.

BUS 279 CASE MANAGEMENT SYSTEMS

The student will learn the fundamentals of using a case management system including working with files, working with contacts, working with calendaring and appointments, working with master schedules, keeping track of time, and working with documents. Five credits: 50 clock hours.

BUS 291 INTERNSHIP:

ADMINISTRATIVE/LEGAL/MEDICAL

This course provides students with work experience in the office, legal, or medical field and prepares them to accept an entry-level position in the public or private sector. Prerequisite: Permission of instructor. Three credits: 90 clock hours

BUS 295 BUSINESS TECHNOLOGY

INDEPENDENT STUDY

This course provides an opportunity for the student to engage in independent study for the purpose of furthering business skills and knowledge in a particular area under the supervision of a business faculty member. Prerequisite: Permission of instructor. One to five credits: 10 to 50 clock hours.

CAD: COMPUTER AIDED DRAFTING

CAD 101 COMPUTER AIDED DRAFTING I

This course introduces computer aided drafting (CAD) and examines the hardware that makes up a CAD workstation. It also covers the operating system (Windows) that enables the equipment to function a unit. Topics to be basically covered include: drawing set-up, drawing and editing techniques, dimensioning, printing, plotting, and basic drafting development. Completion of Secondary School drafting or Instructor Approval. Three credits: 40 clock hours

CAD 102 COMPUTER AIDED DRAFTING II

Designed to build on the skills acquired in the AutoCAD Level I area, this course introduces the student to advanced AutoCAD drafting concepts with AutoCAD. The topics in this course include dimensioning techniques, hatching, block attributes, referenced data creation and management of symbols. The construction of a multiview drawing layout concept and isometric drafting techniques will be examined. Prerequisite: CAD 101. Three credits: 40 clock hours

CAD 103 COMPUTER AIDED DRAFTING III

Through a combination of lecture, hands-on exercises, and drawing assignments, the AutoCAD Level III course introduces the student to the more advanced features of CAD. Designed to provide the student with the necessary skills to streamline drawing tasks, the topics covered include: blocks, and wblocks, block attributes, attribute editing, external references and multiline layout, isometric drawing and dimensioning

techniques, and the creation of scripted slide shows. Prerequisite: CAD 102. Three credits: 40 clock hours

CAD 106 FUNDAMENTALS OF CAD DRAFTING

Students will be introduced to freehand sketching, multi-view orthographic projections, shape modeling, and its applications in computer aided drafting and design (CADD). Studies will include graphic geometry and projection techniques, visualization methods, pictorial drawings, geometric modeling techniques for CADD, drafting practices, and manufacturing processes and material documentation. Three credits: 40 clock hours

CAD 121 RESIDENTIAL ARCHITECTURAL:

LEVEL II

This course is an introduction to the preparation of architectural construction documents for a single-family residence. The course provides a study of light frame construction techniques and the production of residential construction drawings using a CAD system. Students will produce a basic set of working drawings of a residential structure. Specifications, codes, and architectural office practices are put into real life environment. Three credits: 40 clock hours

CAD 122 RESIDENTIAL ARCHITECTURAL:

LEVEL II

This course is the second part of architectural documents needed for construction. This course provides a study of light frame construction techniques and the production of residential construction drawings using a CAD system. The introduction of basic detailed drawings needed for interior and exterior building designs. Foundations, floor, and roof plans will be studied to design construction details and systems as related to wood frame structures. Students will continue to produce a basic set of working drawings of a residential structure using specifications, codes, and general architectural office practices. Prerequisite: CAD 121. Three credits: 40 clock hours

CAD 180 AUTOCAD CERTIFICATE PREP:

LEVEL I

This course prepares individuals for the assessment exams Level 1. The course shows how to use AutoCAD to set up drawings and gather information within a drawing. General commands and editing will be used to obtain information about drawings and files. Three credits: 40 clock hours

CAD 181 AUTOCAD CERTIFICATE PREP:**LEVEL II**

This course prepares individuals for the assessment exams Level 2. The course shows how to use AutoCAD to set up drawings and gather information within a drawing. General commands and editing will be used to obtain information about drawings and files. Prerequisite: CAD 130. Three credits: 40 clock hours

CAD 191 INTRO TO DRAFTING & THE DRAFTING ENVIRONMENT

This course introduces board drafting and Computer Aided Drafting (CAD) to an integrated drafting environment. Drafting and CAD will be a study of careers in drafting and design. Demonstrate sketch and drawing projections (orthographic projection and auxiliary views) used in engineering graphics. Projections principles and views will be applied to analyze drawings that used manual drafting. The student will use computer graphics to produce drawings. Three credits: 40 clock hours

CAD 192 TECHNICAL DRAWING

This course introduces the second part of Computer Assisted Drafting (CAD) to draw engineering graphic design without traditional methods and techniques to develop technical engineering drawings. Emphasis is placed on graphic communication skills a beginner would need to produce Computer Assisted Assembly's and Details. This includes the interpretation and construction of technical engineering drawings, and the drawing standards, which are common to industry drawings. Five credits: 60 clock hours

CAD 201 CAD V (Customization)

Upon successful completion of this course, the student should have the ability to understand the techniques for customizing the AutoCAD environment, the AutoCAD menu system, and the AutoCAD drawing environment. Some of the topics covered include creating and modifying toolbars, pull-down menu, image tile managing symbol libraries, and guidelines for effective menu modifications. This course introduces basic AutoLisp and DCL (Dialog Control Language), and covers advanced features such as Windows OLE. Computer programming is not taught in, or required for this course. Three credits: 40 clock hours.

CAD 202 CAD IV (3-D)

This course explores the three-dimensional viewing and construction capabilities of CAD. Topics covered include a review of point

coordinate entry, X, Y and Z filters, and the Use Coordinate System (UCS). Spherical and cylindrical coordinate entry, 3D viewing options, 3D geometry construction, surface mesh, region, and solid modeling are also introduced. Using paper space, model space, and multiple viewports for 3D constructions is covered. Creating presentation graphics using bitmap files, shading, and rendering are also discussed. Three credits: 40 clock hours.

CAD 210 INTRO TO INVENTOR

This course introduces student to AutoDesk Inventor and Parametric Modeling of 3-D Computer Assisted Drafting (CAD). The students will use parametric modeling fundamentals to design and build solid geometry objects. Constraints, techniques and part functionality with the symmetrical design features will construct basic units in the end will be assembled into working models. Three credits: 40 clock hours.

CAD 217 3-D VIZ

This is an advanced course using the animation package 3-D Studio VIZ. Students will discover the techniques employed in VIZ to create 3-D animation of civil, mechanical, and architectural graphics. Three credits: 40 clock hours.

CAD 221 RESIDENTIAL ARCHITECTURAL:**LEVEL III**

This course is the third part of architectural documents needed for construction. The course provides a study of light frame construction techniques and the production of residential construction drawings using a CAD system. The introduction of basic detailed drawings needed for interior and exterior building designs. Electrical, Piping, Underground work, and Mechanical design construction details and systems as related to wood frame structures will be studied. Students will continue to produce a basic set of working drawings of a residential structure using specifications, codes, and general architectural office practices. Three credits: 40 clock hours.

CAD 223 COMMERCIAL ARCHITECTURAL

Three credits: 40 clock hours.

CAD 225 INTRO TO ARCHITECTURAL DESKTOP

This course is an introduction to the preparation and use of CAD to develop and produce working drawings in architectural. Students will use modeling fundamentals to design and build residential/commercial architectural models. Presentation and construction documents are introduced. Three credits: 40 clock hours.

CAD 226 INTRO TO SURVEY CAD

Three credits: 40 clock hours.

CAD 233 ARCHITECTURAL MODELING

Three credits: 40 clock hours.

CAD 234 COMMERCIAL MODELING

Three credits: 40 clock hours.

CAD 235 INTRO TO LAND DESKTOP

Three credits: 40 clock hours.

CAD 241 CAD ELECTRONICS

Three credits: 40 clock hours.

CAD 249 AUTO LISP PROGRAMMING

Three credits: 40 clock hours.

CAD 250 VISUAL LISP PROGRAMMING

Three credits: 40 clock hours.

CAD 252 MECHANICAL MODEL

Through a combination of lecture, hands-on exercises, and drawing assignments, the Mechanical Model course introduces the student to the more advanced features of 3D Parametric Modeling. The course is designed to provide the student with the necessary skills to complete a Design Project, utilizing 3D Solid Modeling. The topics covered include, but are not limited to: adaptively, surfacing, derived parts, assemblies, simulating motion, and bill of materials. Three credits: 40 clock hours.

CAD 289 INTRO TO MAP (GIS)

Three credits: 40 clock hours.

COMPUTER INFORMATION SYSTEMS/COMPUTER SCIENCE CIS, CNG, CSC, CWB

CIS: Computer Information Systems

All CIS courses require assessment in both Reading and Arithmetic before registering.

CIS 112 INTRO TO WINDOWS

This course introduces the functions and capabilities of Microsoft Windows. Topics include using, configuring, and modifying the operating environment. Prerequisite: None. Three credits: 30 clock hours.

CIS 118 INTRO TO PC APPLICATIONS

This course 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. Prerequisite: None. Four and one-half credits: 45 clock hours.

CIS 124 INTRO TO OPERATING SYSTEMS: DOS & WINDOWS

(Previously CIS 110) This course introduces concepts, terminology, and hands-on skills in the use of DOS and Windows. Emphasizes navigation, file manipulation, file creation and troubleshooting. Prerequisite: None. Four and one-half credits: 45 clock hours.

CIS 130 INTRO TO INTERNET

This course introduces the Internet, the global network of computer networks. The Internet's resources and tools are explored. Topics include history, topology, e-mail, listserv, telnet, ftp, World Wide Web and various search engines. Prerequisite: None. Two credits: 20 clock hours

CIS 145 COMPLETE PC DATABASE

This course 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: CIS 118. Four and one-half credits: 45 clock hours.

CIS 146 DATABASE APPLICATION DEVELOPMENT: ACCESS

This course covers the PC database concepts necessary to create database applications. Includes programming, shared files, resource locking, and database recovery. Prerequisite: CIS 145. Four and one-half credits: 45 clock hours.

CIS 185 SPECIAL TOPICS IN CIS

Topics will reflect the special expertise of the faculty and/or the special needs of the students. Prerequisite: Dependent of topic covered. One-half to six credits: 5 to 60 clock hours.

CIS 218 ADVANCED PC APPLICATIONS

This course covers the advanced capabilities of a microcomputer applications suite. Prerequisite: CIS 118. Five credits: 50 clock hours

CIS 220 FUNDAMENTALS OF UNIX

(Previously CIS 212) This course covers the structure and fundamentals of the UNIX operating system. Includes the file system and file processing, various utility programs, and shell, multi-user operation, text processing, and communications. Prerequisite: CSC 116 and CIS 124. Four and one-half credits: 45 clock hours.

CIS 232 TROUBLESHOOTING MICROSOFT OFFICE APPLICATIONS

This course familiarize a student with the applications of Microsoft Office 2000 suite from a user and usage perspective, and prepares them to offer support based on this enhanced understanding. The student also examines the major components of the Office 2000 software and includes coverage of the bundled applications. Real-world case studies are used to help students learn what they can reasonably expect to encounter in day-to-day support. Prerequisite: CIS 118. Three credits: 30 clock hours

CIS 291 BASIC TELEPHONY CONCEPTS

An introductory telecommunications course with emphasis on the integration of telephone technology into the field of telecommunications. Concepts focus on how a telephone functions, analog to digital conversion, multiplexing, and transmission of voice, data and video signals. Four and one-half credits.

CIS 292 ADV. TELECOMMUNICATIONS CON

This course assumes the student has an introductory telecommunications foundation or background. Emphasis is placed on Common Channel Signaling/Signaling System Seven (CCS/SS7), Public Packet Switched Network (PPSN), Integrated Services Digital Network (ISDN), and the Synchronized Optical Network (SONET). In addition, the students will explore the 1996 Telecommunications Bill and its possible impacts on the Public Switched Network, the local loop, CATV and microcellular technologies. Four and one-half credits: 45 clock hours.

CIS 293 DATA COMM & PROTOCOL CON

This course explores the technology and concepts of data communications with emphasis on computer networks, the field of data communications (including application principles, design approaches, and standards), protocols, and basic internet tools and techniques. Four and one-half credits: 45 clock hours.

CIS 294 LAN / WAN CONCEPTS

LAN/WAN Concepts provides an overview of Local Area Networks and Wide Area Networks. The focus of this course is on hardware and software, topologies and access methods, installing and managing a LAN or WAN, and how LANs communicate with other networks in a WAN. Four and one-half credits: 45 clock hours.

CIS 295 WIRELESS TECHNOLOGY CON

This course introduces wireless voice communications concepts in terms of dynamics and interplay of technologies, regulators, providers, and consumers. Topics covered include cellular technology, satellite technology, PCS (Personal Communication Services), PNC (Personal Communications Network), and universal access. Four and one-half credits: 45 clock hours.

CIS 296 FIBER OPTIC COMMUNICATIONS

This course provides a comprehensive working knowledge of Fiber Optic Communications used in today's telecommunications industry. Theory, design, installation, testing and maintenance practices are discussed. Extensive hands on video training is provided covering cable preparation, splicing, installation practices and testing procedures. Future applications of broadband communications technology, research and development programs are discussed. Four and one-half credits: 45 clock hours.

CNG: COMPUTER NETWORKING**CNG 101 INTRO TO NETWORKING**

(Previously CIS 200) This course 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. Prerequisite: CIS 124. Four and one-half credits: 45 clock hours.

CNG 102 LOCAL AREA NETWORKS

(Previously CIS 202) This course introduces Local Area Networking. Focuses on discussions and demonstrations of planning, installing, and supporting networks. Prerequisite: CNG 101. Four and one-half credits: 45 clock hours.

CNG 109 COMPUTER NETWORKING LAB

(Previously CIS 203) This course 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: CNG 102. Four and one-half credits: 45 clock hours.

CNG 121 COMPUTER TECHNICIAN I: A+

(Previously CIS 282) This course 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. Prerequisite: CIS 124. Six credits: 60 clock hours.

CNG 210 WINDOWS 2000 NETWORKING AND OPERATING ESSENTIALS

(Previously NET 231) This course 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. Prerequisite: None. Four and one-half credits: 45 clock hours.

CNG 211 WINDOWS XP CONFIGURATIONS

(Previously NET 237) This course 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. Prerequisite: None. Four and one-half credits: 45 clock hours.

CNG 212 IMPLEMENTING WINDOWS 2000 PROFESSIONAL AND SERVER

(Previously NET 232) This course provides students with the knowledge and skills necessary to install and configure Microsoft Windows 2000 Professional on stand-alone and client computers that are part of a workgroup or domain. Focuses on the skills and knowledge necessary to install and configure Windows 2000 Server to create file, print, Web, and Terminal servers. Provides students with the prerequisite knowledge and skills required for course CNG 213

Implementing a Windows 2000 Network Infrastructure. Prerequisite: CNG 210. Six credits: 60 clock hours.

CNG 213 IMPLEMENTING A WINDOWS 2000 NETWORK INFRASTRUCTURE

(Previously NET 233) This course is designed for support professionals who are new to Microsoft Windows and are responsible for installing, configuring, managing, and supporting a network infrastructure that uses the Microsoft Windows Server products. Provides students with the prerequisite knowledge and skills required for course CNG 214 Implementing and Administering Windows Directory Services. Prerequisite: CNG 212. Six credits: 60 clock hours.

CNG 214 IMPLEMENTING & ADMINISTERING WINDOWS DIRECTORY SERVICES

(Previously NET 234) This course provides students with the knowledge and skills necessary to install, configure, and administer Microsoft Windows Active Directory™ directory services. Focuses on implementing Group Policy and performing the Group Policy-related tasks that are required to centrally manage users and computers. Provides students with the prerequisite knowledge and skills required for course CNG 221, Designing a Windows 2000 Directory Service Infrastructure. Prerequisite: CNG 213. Six credits: 60 clock hours.

CNG 215 MANAGING A MICROSOFT WINDOWS 2000 NETWORK ENVIRONMENT

(Previously NET 238) This course 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: CNG 214. Four and one-half credits: 45 clock hours.

CNG 221 DESIGNING A WINDOWS DIRECTORY SERVICES INFRASTRUCTURE

(Previously NET 242) This course provides students with the knowledge and skills necessary to design a Windows directory services infrastructure in an enterprise network. Presents strategies to assist the student in identifying the information technology needs of an organization and to design a Windows Active Directory structure that meets those needs. Prerequisite: CNG 214. Four and one-half credits: 45 clock hours.

CNG 222 DESIGNING A WINDOWS SECURE NETWORK

(Previously CIS 253.) This course covers enterprise networking, including the selection and installation of multiple types of network operating systems and client workstations, available products and services, and cross-platform communications. Prerequisite: CIS 220. Four and one-half credits: 45 clock hours

CNG 222 DESIGNING A SECURE NETWORK

(Previously NET 241) This course 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: CNG 102 or CNG 214. Four and one-half credits: 45 clock hours.

CNG 223 DESIGNING A NETWORK SERVICES INFRASTRUCTURE

(Previously NET 243) This course 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: CNG 214. Four and one-half credits: 45 clock hours.

CSC: COMPUTER SCIENCE

CSC 100 COMPUTER LITERACY

An introduction to computers, their application and their impact on our lives. Included is an overview of the history, the components, the terminology and uses of the computer. The hands-on lab exposes the student to a sampling of software and programming. Prerequisite: None. Five credits. 50 clock hours.

CSC 152 VISUAL BASIC PROGRAMMING III CSC 105 COMPUTER LITERACY

(Previously CSC 100) This course 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. Prerequisite: None. Four and one-half credits: 45 clock hours.

CSC 116 LOGIC & PROG DESIGN

(Previously CIS 116) This course 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. Prerequisite: None. Four and one-half credits: 45 clock hours.

CSC 150 VISUAL BASIC PROGRAMMING

(Previously CIS 166) This course introduces programming and applications development for the Microsoft Windows Programming environment using Visual Basic for Windows. Prerequisite: CSC 116 and CIS 118. Four and one-half credits: 45 clock hours.

CSC 151 ADVANCED VISUAL BASIC PROGRAMMING

(Previously CIS 266) This course builds on the skills learned in CSC 150. Focuses on more involved applications, works with advanced controls, and deals with additional advanced topics. Prerequisite: CSC 150. Four and one-half credits: 45 clock hours.

CSC 160 CS I (C++ PROGRAMMING)

This course will introduce students to the discipline of computer science. Topics covered will include algorithm development, data representation, arithmetic and logical expressions, sub-programs and input/output operations using a structured programming language. Intensive computer laboratory activities are required. Prerequisite: CSC 116 and MAT 106. Four and one-half credits: 45 clock hours.

CSC 161 CS II, PT 1 (C++ PROGRAMMING)

This course continues the structured algorithm development and problem solving techniques begun in Computer Science I. Students gaining experience in the use of data structures will be emphasized. Intensive computer laboratory experience required. Prerequisite: CSC 160. Four credits: 40 clock hours.

CSC 162 CS II, PT 2 (C++ PROGRAMMING)

This course is a continuation of Computer Science II, Part 1. Topics include number representation, iterative approximation, file systems, data base models, and computer graphics. Prerequisite: CSC 161. Four credits: 40 clock hours.

CSC 185 SPECIAL TOPICS IN CSC (.5-6)

Topics will reflect the special expertise of the faculty and/or the special needs of the students. Prerequisite: Consent of the instructor. One to six credits: 10 to 60 clock hours.

CSC 225 COMPUTER ORGANIZATION

This course introduces the student to the organization of a computer at the logic level. Topics covered will include numbering systems, digital logic, digital systems, machine level representation of data, assembly language programming, machine organization and memory system organization. Prerequisite: CSC 116. Six credits: 50 lecture hours and 30 lab hours.

CSC 240 JAVA PROGRAMMING

(Previously CSC 238) This course introduces the JAVA programming language and covers basic graphics, events/procedures, user interface, and libraries. Enables the student to write and execute a variety of JAVA programs. Incorporates JAVA Applets into HTML. Prerequisite: CSC 160. Four and one-half credits: 45 clock hours.

CSC 241 ADVANCED JAVA PROGRAMMING

This course continues the study of the JAVA programming language. Covers advanced programming topics including multi-threading, network/internet programming, database programming, and JAVABeans. Enables the student to write advanced, large, and complex programs. Prerequisite: CSC 240. Four and one-half credits: 45 clock hours.

CSC 251 PROGRAMMING WITH MICROSOFT VB.NET

(Previously CSC 152) 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: CSC 151. Four and one-half credits: 45 clock hours.

CSC 295 INDEP STUDY IN COMP SCIENCE

Provides an opportunity for the experienced programming student to complete appropriate projects if interested. The student will be limited as to the number of independent study credits to be taken. Prerequisite: Previous computer programming courses or programming experience. One to three credits: contact advisor.

CWB: COMPUTER WEB

CWB 165 COMPLETE WEB AUTHORING

(Previously CIS 131) This class 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: CIS 118. Four and one-half credits: 45 clock hours.

CWB 205 COMPLETE WEB SCRIPTING

(Previously CIS 132) 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: CSC 116 and CWB 165. Four and one-half credits: 45 clock hours.

CWB 206 WEB DATA BASE

(Previously CIS 219) This course emphasizes scripting languages used to create and manage Web databases. Addresses multimedia authors who wish to add database management and search functionality to their web sites. Enables students to build an inexpensive, portable database solution. Prerequisite: CWB 205, and CIS 145, and CSC 150. Four and one-half credits: 45 clock hours.

COM: COMMUNICATIONS MEDIA

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

COM 112 INTRODUCTION TO MASS MEDIA

Students study the history, ethics, current problems, and practices of the mass media within the social system. Newspapers, radio and television broadcasting, and advertising are emphasized. Five credits.

COM 113 INTRODUCTION TO RADIO BROADCASTING I

Students will learn the basic principles and theories involved in Radio Broadcasting through lecture, book discussion, "real-world" examples, and field trips. Topics include the science behind radio, the history of radio broadcasting, types of radio formats and programming, the role of research and promotion strategies, and the various roles and career options in the field. Five credits: 4 hours lecture, 2 hours lab per week.

COM 114 INTRODUCTION TO TELEVISION BROADCASTING I

This course introduces the video production field, including equipment, processes, and possible careers in the field. Students will operate TV cameras, microphones, audio mixers and video switchers, as well as face the camera in live-on-tape studio productions. Five credits: 4 hours lecture, 2 hours lab per week.

COM 118 INTRO TO AUDIO PRODUCTION I

This course introduces the audio production field, including equipment and processes. Students will learn the basics of sound theory, acoustics, microphones, mixers, and production. They will learn to operate and configure basic production and sound reinforcement equipment, consoles, and recorders. This course includes basic writing for production. Five credits: 4 hours lecture and 2 hours lab per week.

COM 119 MULTIMEDIA AUDIO PRODUCTION

This course is a hands-on approach to the principles of tapeless digital recording on a variety of digital workstation platforms. Instruction includes in-depth discussion of disk-based digital audio synchronization, audio for video/film, Internet and multimedia presentations. The course focuses on the use of digital audio workstations in an audio post-production environment. Five credits: 4 hours lecture, 2 hours lab per week.

COM 136 BROADCAST ANNOUNCING

This course introduces the field of broadcast announcing, including the techniques and proficiencies involved in announcing for radio and television. Students will acquire practice in announcing and narration with an emphasis on voice, diction, writing and performance. Three credits: 2 hours lecture, 2 hours lab per week.

COM 170 FUNDAMENTALS OF 2D ANIMATION

This course introduces the student to the process of hand-drawn and stop-motion animation in order to build proficient drawing skills. Topics covered will include methods and principles of animation, thumbnails, storyboards, and character design. Students will become familiar with transferring sequential art into a digital work environment to create a finished pencil test animation. Five credits: 4 hours lecture, 2 hours lab per week.

COM 180 GRAPHICS FOR TV & MULTIMEDIA

In this course, students will learn the basics of graphic design with special attention placed on the technical requirements and aesthetic attributes of television and multimedia applications. Especially suited for non-art majors. Topics will include graphic design theory, character generation, 2D and 3D graphics, compositing, multimedia interface design and more. Demonstration and hands-on practice using Combustion®, Adobe After Effects® and other industry standard compositing software. Three credits: 2 hours lecture, 2 hours lab per week.

COM 210 NEWSWRITING I

Students will learn the basic elements of news writing and news editing primarily geared toward print publications. Inverted pyramid writing style is taught using the AP stylebook as a reference tool. This course focuses on non-biased news gathering and teaches organizational skills to assist writers in being thorough and non-judgmental in their news reporting. Prerequisite: ENG 100 with a "C" or better. Five credits.

COM 211 NEWSWRITING II

This course provides variety and real-life experience in news writing opportunities and ethics, including on-the-scene news gathering, dealing with deadline pressures, and developing checklists to strengthen news writing skills. Broadcast journalism is emphasized as it is compared and contrasted with print journalism. Prerequisite: COM 210 with a "C" or better. Five credits.

COM 213 INTRODUCTION TO RADIO BROADCASTING II

Students will participate in advanced concepts of radio broadcasting through the programming and operation of the Aims student radio station. This includes, but is not limited to, commercial production, music announcing, newscasting, promotions and PSA's. Students will be required to host a daily music shift in the student radio station. Prerequisite: COM 113 with a "C" or better. Five credits: 4 hours lecture, 2 hours lab per week.

COM 214 INTRODUCTION TO TELEVISION BROADCASTING II

This course builds upon the fundamentals of COM 114, including advanced aspects of scripting, visualizing, producing and performing in original videotaped programs, including basic lighting and editing techniques. Prerequisite: COM 114 with a "C" or better. Five credits: 4 hours lecture, 2 hours lab per week.

COM 218 INTRODUCTION TO AUDIO PRODUCTION II

This course builds on the fundamentals of COM 118 and will include digital and analog multi-track recording concepts with a focus on music production, patching, mixing, ear training and producing. Experience will be gained in operating advanced audio production equipment, including digital effects processors and digital recorders. Prerequisite: COM 118 with a "C" or better. Five credits: 4 hours lecture and 2 hours lab per week.

COM 219 INTRODUCTION TO AUDIO PRODUCTION III

In this course, students learn first-hand how to combine sound and picture to develop a complete project. The production aspects of field recording and SMPTE time code are taught extensively and the post-production principles of Foley, automated dialogue replacement (ADR), mix-to-picture, non-linear editing, Dolby Surround and THX are introduced. Projects, both in-studio and on location, are directed, produced, engineered, recorded and edited entirely by students from

COM 219 and COM 291 (TV Field Production) with assistance from faculty. Prerequisites: COM 218 with a "C" or better. Five credits: 4 hours lecture, 2 hours lab per week.

COM 220 MIDI PRODUCTION

This course will introduce MIDI, including synthesizers, drum machines, samplers, and sequencers. The student will learn to operate a MIDI studio and will gain experience in synthesis, sound programming, sound design, electronic arranging, and production for broadcast. Prerequisite: COM 118 with a "C" or better. Five credits: 4 hours lecture, 2 hours lab per week.

COM 223 ADVANCED RADIO PRODUCTION

Students will synthesize skills previously learned in COM 113 and COM 213 by focusing their hands-on efforts on the daily practice of digital radio production projects. Students hone their radio skills by selecting one of two radio tracks: radio production or radio production with announcing. In each track, students will learn how to analyze broadcast copy with specific attention being given to the different production and voicing techniques used in producing commercials, PSA's, news reports and music announcing. Prerequisites: COM 213 with a "C" or better. Five credits: 4 hours lecture, 2 hours lab per week.

COM 241 CABLE TELEVISION PRODUCTION I

Students will synthesize knowledge and experience gained in Introduction to Television Broadcasting I in a real-life simulation of studio television production. The end product will be a weekly campus TV program. Prerequisite: COM 114 with a "C" or better. Five credits: 4 hours lecture, 2 hours lab per week.

COM 242 CABLE TELEVISION PRODUCTION II

Students will produce regularly scheduled television programs as part of a production unit in a studio and remote shooting environment. The end product will be a weekly campus TV program. Prerequisite: COM 241 with a "C" or better. Five credits: 4 hours lecture, 2 hours lab per week.

COM 243 CABLE TELEVISION PRODUCTION III

Students will manage the production of a regularly scheduled television program as part of a production unit in a studio and remote shooting environment. The end product will be a weekly campus TV program. Prerequisite: COM 242 with a "C" or better. Five credits: 4 hours lecture, 2 hours lab per week.

COM 245 BROADCAST COPYWRITING AND PRODUCTION

Students will learn the skills and techniques required of copywriters employed in radio, television, cable TV and advertising agencies. Prerequisite: COM 112 with a "C" or better. Five credits: 4 hours lecture, 2 hours lab per week.

COM 246 PRINCIPALS OF TELECOMMUNICATIONS

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

COM 247 DIGITAL CONVERGENCE AND EMERGING TECHNOLOGIES

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

COM 248 ETHICS & SOCIAL RESPONSIBILITY IN TELECOMMUNICATIONS

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

COM 260 BROADCAST SALES/MANAGEMENT

This course applies basic sales and management principles to radio, television, and cable operations. It also addresses copyright law, promotion, research, broadcast ethics, and human relations in the workplace. Through guest speakers from the broadcast industry and individual student projects, the course emphasizes realistic work situations. Prerequisite: COM 112 with a "C" or better. Five credits.

COM 270 MULTIMEDIA DESIGN AND PRODUCTION I

This course offers an overview of the development of interactive, computer-based media for presentational or instructional use. Screen design, user interfaces, branching techniques, and other design aspects will be illustrated using a hands-on approach. Basic multimedia concepts will be addressed, including production, authoring and authoring tools, software and hardware selection, media preparation and presentation. Prerequisite: None. Five credits: 4 hours lecture, 2 hours lab per week.

COM 275 SPECIAL TOPICS IN COMMUNICATIONS MEDIA

These seminars will cover current and emerging topics and specific areas of expertise in the Communications Media field. One-half to five credits: 5 to 30 clock hours per week.

COM 280 INTRODUCTION TO 3D MODELING AND ANIMATION

This class consists of lecture, demonstration, and hands-on practice in 3D modeling and animation. Topics include basic modeling tools and techniques, basic animation tools and techniques, surfacing, material or texture map creation, compositing and lighting. Special attention will be given to logo creation and animation. Course can be taken using either Lightwave 3D® or 3D Studio Max® software. Three to four credits: 2 to 3 hours lecture, 2 to 3 hours lab per week.

COM 281 NON-LINEAR VIDEO EDITING

This course consists of lecture/demonstration and hands-on operation of digital video editing equipment, to include hard disk recording, non-linear editing systems and Firewire® technologies. The software and systems currently used in this course are Adobe Premiere® and other industry standard non-linear editing software. Three credits: 2 hours lecture, 2 hours lab per week.

COM 282 ADVANCED 3D MODELING AND ANIMATION

This class builds upon the principles learned in COM 280. Topics will include more advanced modeling techniques, animations and surfacing techniques, such as bones, morphs, inverse kinematics, image editing, image filters and more. Prerequisite: COM 280 with a "C" or better. Three credits: 2 hours lecture, 2 hours lab per week.

COM 283 EDUCATIONAL TECHNOLOGY

This course applies formal learning theory to the design and utilization of current and emerging instructional media in business, industry, and education. A heavy emphasis is placed on the PROCESSES of planning, analysis, design, development, implementation, and evaluation. The course also includes an overview of current and emerging media technologies used in support of teaching. Prerequisite: None. Five credits.

COM 285 COMMUNICATIONS INDEPENDENT STUDY

This course provides an opportunity for the serious-minded students to develop his or her skills in writing and producing programs or media materials under the direction of a faculty member. It may be repeated at different levels of proficiency. Prerequisite: permission of instructor. One to three credits.

COM 286 MULTIMEDIA DESIGN AND PRODUCTION II

Designed for the advanced student, this course offers in-depth training in specific multimedia development software. Students will research and design a multimedia product. The authoring application will then be used to develop and distribute a working program or instructional package. Current industry trends and preference will dictate which software will be covered in each course section. Prerequisite: COM 285 with a "C" or better. Five credits: 4 hours lecture, 2 hours lab per week.

COM 287 DIGITAL PHOTOGRAPHY & IMAGING

This course covers the basic use of digital cameras, resolution issues, file sharing, digital storage and basic electronic photo design and editing. The software currently used to support this course is Adobe PhotoShop. It will also cover the use of scanners to digitize film pictures for editing and restoration - including how to restore a severely damaged photo. Students may work on personal projects to accomplish the objectives of this course. Prerequisite: None. Three credits: 2 hours lecture, 2 hours lab per week.

COM 288 ADVANCED DIGITAL PHOTOGRAPHY AND IMAGING

This course covers advanced digital photo resolution issues for electronic and print media, photo design and editing, color correction and PhotoShop filter use. Course activities focus on specific projects and individual needs off students. Prerequisite: COM 287 with a "C" or better. Three credits: 2 hours lecture, 2 hours lab per week.

COM 289 DISTANCE EDUCATION METHODS AND TECHNOLOGY

This course will focus on the theory and practice of transmitting and receiving interactive training or instruction, commonly referred to as "distance learning." Current applications utilizing telephony or wireless technology will be emphasized. These may include audio conferencing, audiographics, video conferencing, desktop video, Internet and broadcast or satellite television. Prerequisite: None. Five credits: 4 hours lecture, 2 hours lab per week.

COM 290 INTERNET PUBLISHING

This course employs a hands-on approach to high-level Web Publishing and HTML publishing applications. Programs employing JavaScript, and various browser plug-ins will be a focus. Web site deployment and management, is explored, emphasizing how to enhance the usability of a site. Form creation for Internet-based training and testing will also be discussed. Software currently used in this course is Macromedia Dreamweaver® and Fireworks®. Five credits: 4 hours lecture, 2 hours lab per week.

COM 291 TV FIELD PRODUCTION

This course prepares students for production of professional-quality video programming. Students will have an opportunity to attain proficiency in single-camera remote videography, as well as post-production editing and engineering considerations. Prerequisite: COM 214 with a "C:" or better. Five credits: 4 hours lecture, 2 hours lab per week.

COM 292 INTERACTIVE WEB ANIMATION

This course applies high-level 2D animation techniques for Web delivery. Students will create animated forms, and Web delivered productions. Students will also build and publish an interactive Web site. Software currently used in this course is Macromedia Flash®. Five Credits: 4 hours lecture, 2 hours lab per week.

COM 294 MEDIA PRODUCTION CAPSTONE

This course provides an opportunity for the student to develop his/her skills in media production under the direction of several faculty members. Prerequisite: Instructor signature and any one of the following: COM 219, COM 280, COM 281, COM 288, COM 291. Fiver credits: 4 hours lecture, two hours lab per week.

COM 295 ADVANCED VIDEO EDITING

Content will include critical examinations and applications of aesthetic theory and practical "hands-on" technical editing strategies. Prerequisite: COM 291 with a "C" or better. Three credits: 2 hours lecture, 2 hours lab per week.

COM 298 MASS MEDIA INTERNSHIP

This course affords Communications Media students an opportunity for actual on-the-job experience in specific areas within mass media. Prerequisite: Permission of instructor. Five credits.

CRJ: CRIMINAL JUSTICE**CRJ 110 INTRO 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. Four and one-half credits.

CRJ 111 SUBSTANTIVE CRIMINAL LAW

Teaches legal definitions of crime, purposes and functions of the law, historical foundations, and the limits of the law. Four and one-half credits. Prerequisite: CRJ 110 or department permission.

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. Four and one-half credits. Prerequisite: CRJ 110 or department permission.

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. Four and one-half credits. Prerequisite: CRJ 110 or department permission.

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. Four and one-half credits. Prerequisite: CRJ 110 or department permission.

CRJ 145 CORRECTIONAL PROCESS

Focuses on the post-conviction corrections process, the development of a correctional philosophy, theory, and practice, a description of institutional operation, programming and management, and community-based corrections, probation, and parole. Four and one-half credits. Prerequisite: CRJ 110 or department permission.

CRJ 170 ADVANCED SUBSTANTIVE**CRIMINAL LAW**

An intensive study and analysis of the Colorado Revised Statutes and Model Penal Code and relevant case law. Five credits. Prerequisite: Department permission. (Formerly one-half of CRJ 270)

CRJ 171 ADVANCED PROCEDURAL**CRIMINAL LAW**

An intensive study and analysis of criminal procedure state and federal case law. Five credits. Prerequisite: Department permission. (Formerly one-half of CRJ 270)

CRJ 175 SPECIAL TOPICS

Provides students with a vehicle to pursue in-depth exploration of special topics of interest related to police practices and procedures, both formal and informal. One and one-half to nine credits. Prerequisite: Department permission. (Formerly CRJ 195)

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. Four and one-half credits. Prerequisite: CRJ 110 or department permission.

CRJ 216 JUVENILE LAW AND PROCEDURES

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 at all levels of government. Examines the social and psychological factors influencing individual delinquent patterns. Four and one-half credits. (Formerly CRJ 155)

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. Four and one-half credits. Prerequisite: CRJ 110 or department permission.

CRJ 230 CRIMINOLOGY

Examines the question of crime causation from legal, social, political, psychological and theoretical perspectives. Covers the history and development of criminology. Four and one-half credits. Prerequisite: CRJ 110 or department permission.

CRJ 270 DISCRETIONARY JUSTICE

An intensive integration and synthesis of criminal justice workplace competencies with criminal justice theories and principles to include community policing, restorative justice, and peacemaking. Field work is required. Six credits. Prerequisite: Department permission. (Formerly one-half of CRJ 271)

CRJ 271 CRIMINAL JUSTICE ETHICS

Critically examines the use of authority throughout all phases of the criminal justice system and the influence of social psychological variables upon the justice professional's discretionary judgments in light of formal and informal ethical standards. Six credits. Prerequisite: Department permission. (Formerly one-half of CRJ 271)

CRJ 275 SPECIAL TOPICS

Provides students with a vehicle to pursue in depth exploration of special topics of interest which focus on critical or relevant issues in criminal justice. One and one-half to nine credits. Prerequisite: CRJ 110 or department permission. (Formerly CRJ 295)

CRJ 278 SEMINAR: ADVANCED OFFICER ACADEMY

Provides peace officers with experiential learning opportunities to update and refresh their education and training. One and one-half to nine credits. Prerequisite: Department permission. (Formerly CRJ 250)

CRJ 280 CRIMINAL JUSTICE INTERNSHIP

Provides placement (observation and/or experiential) in the criminal justice field to integrate theory with practice. One and one-half to nine credits. Prerequisite: Department permission. (Formerly CRJ 255)

CSL: COUNSELING**CSL 101 NEW STUDENT ORIENTATION PROGRAM**

The new student orientation program will provide students with the information and strategies needed to navigate their first year at Aims Community College. One and one-half credits.

CSL 105 BUSINESS AND INDUSTRY CAREER PLANNING

Provides access to occupational resources within a chosen profession and educational program. Students learn how to identify salary scales, how to pursue a particular job, where jobs of interest are found, the employment outlook and working conditions. Students will have the opportunity to participate in the job search procedures. One to three credits.

CSL 109 INTRODUCTION TO CAREER PLANNING

This course helps students recognize their career potential by clarifying abilities, interests, and values; and helps students with job information, vocational planning, and decision making. One to three credits.

CSL 111 BASIC HUMAN POTENTIAL SEMINAR

A personal growth workshop based on the self-actualization principles of psychologists Abraham Maslow and Herbert Otto. The activities of this course are designed to help people tap their potential for becoming more self-determining, self-motivating, self-affirming, and understanding of others. Three credits.

CSL 112 ADVANCED HUMAN POTENTIAL SEMINAR

The advanced seminar is designed to further the participant's identification of his or her personal resources and potentialities and to explore their use in setting and meeting life

goals. Methods for resolving personal conflict, setting long-range goals, and life-style planning are developed. Prerequisite: CSL 111. Three credits.

CSL 148 CRITICAL INCIDENT DEBRIEFING

Methods and techniques for helping survivors and professionals cope with extreme crises like airplane accidents, floods, homicide, suicide, etc. One-half to three credits.

CSL 217 GROUP COUNSELING

Study and practice of theories and techniques of group counseling. Four to five credits.

CSL 235 OVERCOMING TEST ANXIETY

This course identifies the causes of test anxiety and methods for overcoming test anxiety. Participants practice techniques for overcoming test anxiety. One credit.

CSL 237 ASSERTIVENESS TRAINING

Study and practice in asserting individual needs and feelings. Three credits.

CSL 245 PROFESSIONAL ETHICS

Discussion of the Colorado laws regulating the ethical practice of alcohol and drug counselors and a description of the NAADAC Counselor Code of Ethics. One-half to three credits.

CSL 247 FAMILY DYNAMICS OF SUBSTANCE ABUSE

Examines the dynamics of families of substance abusers and methods for effective intervention. Three to four and one-half credits.

CSL 251 PHARMACOLOGY FOR COUNSELORS I

An introduction to pharmacological concepts that will be useful to counselors in the field of alcohol and substance abuse. This is the first of two classes required for the certification program in alcohol and substance abuse counseling. Three credits.

CSL 252 PHARMACOLOGY FOR COUNSELORS II

The second of two classes required for the certification program in alcohol and substance abuse counseling. Topics include the pharmacology of alcohol and drugs such as stimulants, nicotine, cannabis, hallucinogens, designer drugs, over the counter medications, and medications for psychiatric illnesses. Prerequisite: CSL 251. Three credits.

CSL 255 INFECTIOUS DISEASES IN THE ALCOHOL/DRUG TREATMENT SETTING

Counseling methods are applied to individuals infected with HIV/AIDS and a discussion of the risk factors for transmission of HIV/AIDS. One and one-half credits.

CSL 267 FIELD EXPERIENCE A

Students learn basic counseling skills for working with addictive persons by helping professional therapists in various alcohol and substance abuse treatment centers. One to eight credits.

CSL 268 FIELD EXPERIENCE B

Continuation of CSL 267. One to ten credits.

CSL 269 FIELD EXPERIENCE C

Continuation of CSL 268. One to ten credits.

CSL 287 CLIENT RECORDS MANAGEMENT

Students interested in chemical/alcohol counselor I certification will learn Colorado state laws, counter methods and client records documentation in this course. Three credits.

CSL 288 ADDICTIONS COUNSELING

Experimental clinical skill practice, crisis intervention techniques and an overview of substance abuse are presented in this course. This course is for persons seeking chemical/alcohol counselor certification. Four credits.

CSL 289 COUNSELING AND DIVERSE TREATMENT POPULATIONS

Therapeutic methods for treatment of substance abuse disorders are applied to the needs of minorities and special populations. One and one-half to three credits.

ECE: EARLY CHILDHOOD EDUCATION

ECE 101 INTRODUCTION EARLY CHILDHOOD EDUCATION

(Formerly ECP 101) This course provides an introduction to the field of early childhood. It includes the eight key areas of professional knowledge: child growth and development, nutrition and safety, developmentally appropriate practices, guidance, family and community relationships, diversity, professionalism and administration and supervision. This overview covers prenatal through age eight. Four and one-half credits: 45 clock hours.

ECE 102 INTRO TO EC LAB TECHNIQUES

(Formerly ECP 102) This course involves students in an early childhood setting and a classroom seminar. Placed in a facility under direct supervision, students practice appropriate interactions, guidance techniques, care practices, observation methods and teaching strategies. Course covers birth through age 8. Prerequisite: Permission of instructor or ECE 101. Four and one-half credits: 60 clock hours.

ECE 103 GUIDANCE STRATEGIES FOR CHILDREN

(Formerly ECP 148) This course explores guidance theories, applications, goals, techniques, factors that influence expectations, classroom management issues and prosocial skills development. This course covers birth through age 8. Four and one-half credits: 45 clock hours.

ECE 111 INFANT AND TODDLER: THEORY AND PRACTICE

(Formerly ECP 111) This course is an overview of growth and development of children up to 30 months. Also covers basic health, safety, nutrition and developmentally appropriate practices applicable to very young children. Five credits: 50 clock hours.

ECE 112 INTRODUCTION TO INFANT/TODDLER LAB TECHNIQUES

(Formerly ECP 112) This course involves students in an early childhood setting and a classroom seminar. Placed in an Infant/Toddler facility under direct supervision, students practice appropriate interactions, guidance techniques, care practices, observation methods and teaching strategies for children birth through age 2. Corequisite: ECE 111 or permission of instructor. Four and one-half credits: 65 clock hours.

ECE 114 INTRODUCTION TO THE EARLY CHILDHOOD ENVIRONMENT RATING SCALE

This course is an introduction to the Early Childhood Environment Rating Scale. Learn basic training on the rating instrument and 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: 12 clock hours.

ECE 115 INTRODUCTION TO THE INFANT/TODDLER ENVIRONMENT RATING SCALE

This course is an introduction to the Infant Toddler Environment Rating Scale. Learn basic training on the rating instrument and use the rating scale in practical observation to assess quality of an environment for infants and/or toddlers. One credit: 12 clock hours.

ECE 127 MUSIC AND MOVEMENT FOR THE YOUNG CHILD

(Formerly ECP 195) This course helps students to demonstrate and identify age appropriate music/movement activities for young children. Students plan creative movement lessons according to the needs and interests of the children and to teach the lesson with an emphasis on the creative responses of children. Two credit: 20 clock hours.

ECE 145 CREATIVE MATERIALS WORKSHOP

(Formerly ECP 145) This course explores creative ways to prepare inexpensive materials for enhancing the learning of preschool children. Students design practical uses for recycled items to the developmental needs of preschool children. Two credits: 20 clock hours.

ECE 151 EARLY CHILDHOOD LEADERSHIP DEVELOPMENT I (Formerly ECP 151)

These courses provide experiences for participation in a student/professional organization: Aims Early Childhood Education Association. One credit: 10 clock hours.

ECE 175 SPECIAL TOPICS

Call Kathy Hamblin at extension 6501 for information.

ECE 180 INTERNSHIP

(Formerly ECP 103) A practical experience in a laboratory preschool designed to develop skills of an assistant teacher: planning activities for small groups of children; identifying and assessing appropriate techniques for guiding the activities and behaviors of young children. To be taken concurrently with ECE 225 or ECE 226. Prerequisite: ECE 102 or permission of instructor. Seven credits: 115 clock hours.

ECE 205 NUTRITION, HEALTH, AND SAFETY

(Formerly ECP 205) This course focuses on nutrition, health, and safety as key factors of optimal growth and development of young children. Content includes nutrient knowledge, menu planning, food program participation, health practices, management and safety, appropriate activities, and communication with families. Course covers prenatal through age 8. Four and one-half credits: 45 clock hours.

ECE 211 ADVANCED INFANT AND TODDLER THEORY AND PRACTICE

(Formerly ECP 111) This course explores developmental theories, applications including observations and issues pertinent to infants and toddlers. It examines the needs of children in group and family settings including health, safety, nutrition and licensing requirements for

infant/toddler homes and centers. Course covers prenatal through age 2. Prerequisite: ECE 111 or permission of instructor. Three credits: 30 clock hours.

ECE 220 CURRICULUM DEVELOPMENT:**METHODS/TECHNIQUES**

(Formerly ECP 227) This course focuses on an overview of early childhood curriculum development, developmentally appropriate practice, quality in early childhood programs and planning. This course covers birth through age 8. Prerequisite: ECE 225 or ECE 226 or permission of instructor. Four and one-half credits: 45 clock hours.

ECE 225 LANGUAGE AND COGNITION FOR THE YOUNG CHILD

(Formerly ECP 214) This course examines theories of cognitive and language development as a framework for conceptualizing the way children acquire thinking skills. The content includes: observing, planning, facilitating creative representation, and evaluating strategies within the context of play. The content areas include language, science, math, problem solving and logical thinking. This course covers birth through age 8. Three credits: 30 clock hours.

ECE 226 CREATIVITY AND THE YOUNG CHILD

(Formerly ECP 215) This course provides an emphasis on encouraging and supporting creative self expression and problem solving in children. The content explores creative learning theories and research. It focuses on developmentally appropriate curriculum strategies in all developmental domains. This course covers birth through age 8. Three credits: 30 clock hours.

ECE 238 CHILD DEVELOPMENT

(Formerly ECP 236) This course covers the growth and development of the child from conception through the elementary school years. Physical, cognitive, emotional, psychosocial and environmental factors are emphasized. The concept of the whole child and how adults can provide a supportive environment for children is also emphasized. Five credits: 50 clock hours.

ECE 240 ADMINISTRATION OF EARLY CHILDHOOD CARE & EDUCATION PROGRAMS

(Formerly ECP 226) This course examines Colorado's minimal licensing requirements, as well as optimal standards, pertaining to the operation of programs for young children. It includes a focus on the human relations component of an early childhood professional's

responsibilities. Course content focuses on new directors' administrative skills and administration from a teacher's perspective. Prerequisite: ECE 101 or permission of instructor. Four and one-half credits: 45 clock hours.

ECE 241 ADMINISTRATION: HUMAN RELATIONS FOR EARLY CHILDHOOD PROFESSIONS

(Formerly ECP 216) This course focuses on the human relations component of an early childhood professional's responsibilities. Course content includes director-staff relationships, staff development, leadership strategies, parent-professional partnerships and community interaction. Prerequisite: ECE 101 or permission of instructor. Four and one-half credits: 45 clock hours.

ECE 251 EARLY CHILDHOOD LEADERSHIP DEVELOPMENT IV (Formerly ECP 251)

These courses provide students with opportunities to develop "hands-on" leadership skills for professional growth and to promote their understanding of the tools of a professional organization. One credit: 10 clock hours.

ECE 261 EXCEPTIONAL CHILD LAB TECHNIQUES

(Formerly ECP 296) This course provides individualized opportunities for students to participate in and self-evaluate performance in an inclusive environment for infants, toddlers or preschoolers with special needs. Emphasis is on learning environments, child assessment, teaching plans, and communication with parents and specialists. Prerequisite ECE 265 and ECE 238. Four and one-half credits: minimum 65 clock hours.

ECE 265 FIRST START: INCLUDING CHILDREN WITH DISABILITIES

(Formerly ECP 210) This course covers child care services for infants, toddlers, and young children with disabilities and chronic conditions. The focus is on strategies, activities, and adaptations that assist students with inclusion of children with disabilities and chronic conditions in child care programs. Four and one-half credits: 45 clock hours.

ECE 280 INTERNSHIP

(Formerly ECP 202) This course focuses on team teaching skills in the laboratory preschool or in a supervised early childhood classroom. Responsibilities include unit planning and organizing the classroom for effective learning. Emphasis is on the teacher as a team member. To be taken concurrently with ECE 220. Seven credits: 115 clock hours.

ECO: ECONOMICS**ECO 101 PRINCIPLES OF ENTERPRISE I**

Students will learn about the principles of our free enterprise economic system by participating in the activities of SIFE (students in Free Enterprise), a student organization with professional goals. One to two credits: 10-20 clock hours.

ECO 102 PRINCIPLES OF ENTERPRISE II

Students will learn more about the principles of our free enterprise economic system by participating in the activities of SIFE (Students in Free Enterprise), a student organization with professional goals. This course is a continuation of ECO 101. One to two credits: 10-20 clock hours.

ECO 105 INTRODUCTION TO ECONOMICS

This course is a survey of economics. It is designed as a beginning economics class. The course covers how modern economics evolved, supply and demand, national income accounting, money and banking, market structures, and contemporary economics issues. Four and one-half credits.

ECO 201 PRINCIPLES OF MACROECONOMICS

Studies the American economy, stressing the interrelationships among the household, business, and government sectors. Explores saving and investment decisions, unemployment, inflation, national income accounting, taxing and spending policies, the limits of the market and government, public choice theory, the Federal Reserve System, money and banking, and international trade. Four and one-half credits.

ECO 202 PRINCIPLES OF MICROECONOMICS

Studies the firm in-depth, the nature of cost, and how those relate to the economy as a whole. Analyzes economic models of the consumer, perfect competition, monopoly, oligopoly, and monopolistic competition. Explores economic issues including market power, population growth, positive and negative externalities, income distribution, poverty and welfare, discrimination, and international economic interdependence. Four and one-half credits.

EDT: EDUCATION**EDT 109 NATIVE AMERICAN CULTURAL****EDUCATION AND SENSITIVITY**

Participants will become aware of the many ways Native Americans have maintained a connection to their traditional way of life despite European dominance and other outside influences. One credit.

EDT 126 GRIEF AND BEREAVEMENT:**HELPING YOURSELF AND OTHERS**

This course offers participants in understanding the grief and recovery process following life losses. One credit.

EDT 128 JUGGLING FAMILY, WORK AND**ELDERCARE: THE BALANCED CAREGIVER**

Juggling family, work and eldercare demands physical, emotional, financial and spiritual strength. This class is appropriate for educators (school, social services, health, religious) and family caregivers. One credit.

EDT 135 RAISING BOYS IN THE 21ST CENTURY

This class will focus on the question, "How well are we, as a society and within our communities, guiding boys to manhood?" Historical, cross-cultural, fictional and mythological material will provide examples, illustrate concepts and encourage discussion. One credit.

EDT 186 PARENTING AFTER DIVORCE

This course is mandated by the courts for all divorcing parents with children under 18 years of age. Information is relevant to parents and/or family members seeking a change in parental responsibility regarding legal custody, child support or parenting plans. The class is also applicable to previously divorced people, never-married parents, or grandparents who want to increase their understanding of children and improve co-parenting skills. It is also open to educators, counselors, etc. The course includes information on divorce adjustments for parents and children, communication and parenting strategies. One-half credit.

EDT 203 UNVEILING THE MASK OF EATING**DISORDERS: WHAT TEACHERS, PARENTS AND FRIENDS MUST KNOW**

This workshop will focus on the dynamics of eating disorders including how an eating disorder is developed, how it is treated and how eating disorders can be prevented. One credit.

EDT 204 DYNAMICS OF SINGLE PARENTING: FOR PARENTS AND EDUCATORS

This class is designed to aid and support adults and children as they adjust to their roles as single parent families and to help educators understand the dynamics of single parent families. One credit.

EDT 209 LEARNING STYLES AND MULTIPLE INTELLIGENCES

This course will enable teachers to design more effective instruction by recognizing cultural diversity, diversity in learning styles and diversity of intelligence. One credit.

EDT 216 ABC'S OF SUBSTITUTE TEACHING

Recognize the attributes needed to be a prepared and successful substitute teacher. This class is appropriate for full-time teachers and substitute teachers. One credit.

EDT 217 BEHAVIOR PATTERNS OF CHILDREN IN CHANGE/CRISIS

(Formerly Behavior Patterns of Adopted Children) A look at behavior patterns of children of divorce, adoption, abuse and neglect. One credit.

EDT 220 POST-TRAUMATIC STRESS: PREVENTION AND HEALING

This course is an overview of the effects of post-traumatic disorders on children, ages K-12. Students will learn PTS symptoms, how a child's reaction to trauma becomes pathological and principles of healing PTS trauma. One credit.

EDT 226 STORYTELLING: STRATEGIES THAT WORK IN THE CLASSROOM

This course will help educators build storytelling techniques into their specific subject areas (history, math, social studies, drama, writing, etc.), create exciting methods of communication and problem-solving, and develop interactive skills between the teacher and students. One-half to two credits.

EDT 252 ANGER: AWARENESS, UNDERSTANDING, RESPONSE

This class will help participants (teachers in classroom settings, parents in family settings and individuals in personal and workplace settings) understand the emotions of anger more fully. One credit.

EDT 255 UNDERSTANDING THE VIOLENT BEHAVIOR OF AT-RISK YOUTH

This class will provide an introductory understanding of the violent behavior of some at-risk youth. Educators, parents, youth services

providers and students will be offered proven principles from model programs in youth violence prevention. One credit.

EDT 277 ADD/ADHD IN DEPTH: PRACTICAL STRATEGIES FOR TEACHERS AND PARENTS

A look at current research on ADD/ADHD, an examination of its impact on individuals, families and teachers and strategies to use in coping with the disorder at different ages in families and in the classroom. One credit.

EDT 284 HELPING YOUNG CHILDREN COPE WITH STRESS

This class will explore the role of the teacher, caregiver and parent in helping young children, ages 3-7, cope with stress and foster resiliency. One credit.

EDU: EDUCATION

EDU 129 DEVELOPING CAPABLE PEOPLE

This class provides training in understanding seven critical skills and perceptions that are needed to lead a successful and productive life. Barriers and builders to successful relationships will be discussed. Two credits.

EDU 139 GRANT WRITING: HOW TO GET IN THE GAME!

This beginner course is a professional level training. It is appropriate for people working in the non-profit sector and those working in government positions (at any level) who need to access funding through grant writing. One credit.

EDU 143 MENTORING AND COACHING STRATEGIES IN EDUCATION

Provides participants with opportunities to explore strategies for mentoring, coaching and supervising preservice and inservice teachers. Participants will be provided the opportunity to experience the correlation of theory and practical application of a variety of supervisory techniques. One to five credits.

EDU 158 HUMOR AND PLAY IN LIFE

Humor and play contribute to a long and healthy life! this lively course will help you integrate humor and play into your personal and work life. One credit.

EDU 165 COPING WITH DIFFICULT PEOPLE

Participants will identify types of difficult people and develop effective strategies for coping with them. One credit.

EDU 214 CURRENT ISSUES IN CHILD AND ADOLESCENT MENTAL HEALTH

This class will outline common childhood mental disorders and treatments. One credit.

EDU 217 EFFECTIVE COMMUNICATION WITH TEENS

Participants will learn the reasons for teen misbehavior and learn the appropriate responses. It will emphasize how to develop the teen's responsibility and enhance communication skills. One credit.

EDU 221 INTRODUCTION TO EDUCATION

Students study the historical, social, political, philosophical, cultural, legal and economic forces that shape the United State 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. Special 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. Four and one-half credits.

EDU 223 SUICIDE PREVENTION: IT'S EVERYBODY'S BUSINESS

Colorado has one of the nation's highest suicide rates. This class will offer insight into the reasons a person may become suicidal and what can be done in the family, school and workplace to aid in prevention. "Cluster" or "copycat" suicides will also be discussed. One credit.

EDU 228 WHOLE BRAIN THINKING

This class will help strengthen the student's cognitive and intuitive abilities to problem-solve and relate well to other people. One credit.

EDU 231 UNDERSTANDING YOUNG CHILDREN WITH DISABILITIES AND/OR AT RISK

This course is designed to provide information for educators and parents to understand the importance of early intervention. Emphasis will be on early physical and psychological development and the implications for teaching and learning. One credit.

EDU 243 BUILDING FAMILY STRENGTHS

There are important patterns that strong families share. Students will identify and develop the strengths that help individuals and families reach their potential. One credit.

EDU 246 HOW TO TALK SO KIDS WILL LISTEN

Provides basic knowledge of normal development of the school age child (5-12 years) and fosters the parent-child relationship by teaching a communication process that deals with feelings and problem-solving. One credit.

EDU 266 ENHANCING STUDENT AND TEACHER STRENGTHS

This course provides educators with the opportunity to strengthen their own family, expand the people skills of their students and develop effective methods for creating a positive atmosphere in the classroom. One to two credits.

EDU: EDUCATION

Bilingual Teachers Aide Program

EDU 106 INTRODUCTION TO TEACHER AIDE: BILINGUAL EDUCATION

To provide the student with information on various aspects of organization and planning for instruction in bilingual education. Four credits.

EDU 107 INTRODUCTION TO BILINGUAL EDUCATION

Students will develop an awareness of bilingual education; its history and current programs. Students will be required to review, select, and use materials applicable to the bilingual classroom. Also included will be development in the adoption of materials for use in a bilingual classroom. Three credits: 30 clock hours.

EDU 108 FIELD EXPERIENCE IN BILINGUAL TEACHER AIDE PROGRAM

Exposure to actual on-the-job experience in a classroom setting. Five credits.

EDU 109 METHODS OF TEACHING THE BILINGUAL

Bilingual teaching techniques used in reading, writing, spelling, language arts, arithmetic, social studies, and science will be emphasized as they relate to the role of the bilingual teacher aide. Four and one-half credits: 45 clock hours.

EDU 111 PARAPROFESSIONALS IN THE CLASSROOM

Participants will focus on the roles and responsibilities of the Paraprofessional in the classroom setting. Learn the skills needed by the paraprofessional in order to become an effective educator. One to four and one-half credits.

EDU 219 ENGLISH AS A SECOND LANGUAGE METHODS

Students will learn the most current research and methodologies for teaching English as a second language (ESL) to Limited English Proficient students (LEP). Two credits.

EDU 237 TEACHING READING TO THE BILINGUAL CHILD

To emphasize the teaching of reading to Limited English Proficient (LEP) students. Course will cover methods and techniques. Three credits.

EDU 267 SELECTION AND EVALUATION OF BILINGUAL MATERIALS

Students develop an understanding of available resource materials for bilingual classroom and give them the skills necessary to evaluate the appropriateness of these resource materials. Three credits.

ELT: ELECTRONICS TECHNOLOGY**ELT 100 SURVEY OF ELECTRONICS**

(This course will not satisfy minimum or elective credit for the A.A.S. degree.) Introduces the wide range of opportunities in electronics. Provides hands on experience in the areas of test equipment operation, circuit fabrication and testing, troubleshooting, and computer programming. Two credits: 30 clock hours.

ELT 107 INDUSTRIAL ELECTRONICS I

This course is designed to introduce students to the basic electrical/electronic fundamentals found in the industrial setting. Basic DC and AC electrical properties are introduced and applied to various circuit configurations. The construction, operation, and application of resistors, capacitors, inductors, and transformers are analyzed in detail. Prerequisite: ENT 116 or instructor permission. Five credits: 60 clock hours.

ELT 108 INDUSTRIAL ELECTRONICS II

This course introduces students to 3-phase AC fundamentals, motor and generator construction and operation, and basic semiconductor power devices used to control various types of loads such as heaters, lamps, motors, valves, and actuators. Also studied will be basic integrated circuits and digital logic concepts. Prerequisite: ELT 107 or equivalent dc/ac background. Five credits: 60 clock hours.

ELT 109 ELECTRONICS TECHNOLOGY SEMINAR I**ELT 119 ELECTRONICS TECHNOLOGY SEMINAR II****ELT 129 ELECTRONICS TECHNOLOGY SEMINAR III**

These courses will cover current and advanced topics in industrial electronics. Prerequisite: permission of instructor.

ELT 109: One credit: 10 clock hours.

ELT 119: Two credits: 20 clock hours.

ELT 129: Three credits: 30 clock hours.

ELT 110 ELECTRONIC ASSEMBLY

This course covers industrial safety, component recognition, circuit basics, soldering basics, and mass production processes used in electronic assembly. Four credits: 60 clock hours.

ELT 111 DC FUNDAMENTALS I

This foundational course introduces the student to fundamental electrical quantities, units, and laws, and applies these to series, parallel, and series-parallel resistive circuits. Actual circuit applications will provide experience in identifying the various circuit configurations and in making a voltage, current, and resistance measurements using a multimeter. Prerequisite: MAT 100, ENT 116, or a strong algebra background. Five credits: 60 clock hours.

ELT 112 DC FUNDAMENTALS II

This course is designed to provide an extended study of resistive dc circuits including ladder, bridge, and multisource circuits. Advanced analysis techniques including the Superposition Theorem, Thevenin's Theorem, Norton's Theorem, Y-to- Δ and Δ -to-Y conversions, and mesh equations will be introduced and applied to complex circuits. Prerequisite: ELT 111 or instructor permission. Five credits: 60 clock hours.

ELT 113 AC FUNDAMENTALS I

This course analyzes the AC sinusoidal waveform and its effect in resistive, capacitive, and inductive circuits. Phasors and complex numbers are introduced to aid in the analysis of basic AC circuits. AC multimeter and oscilloscope measurements are studied in detail. The construction, operation, and application of transformers is also studied. Prerequisite: ELT 112 or instructor permission. Five credits: 60 clock hours.

ELT 114 AC FUNDAMENTALS II

The application of the principles studied in ELT 113 to RC, RL, and RLC AC circuits comprises this course. The frequency response, impedance, and phase shifting characteristics of common AC circuits will be studied in detail. Also analyzed will be passive filter circuits, phase shifters, integrators, and differentiators. Prerequisite: ELT 113 or instructor permission. Five credits: 60 clock hours.

ELT 115 SOLID STATE CIRCUITS I

This course introduces the student to the construction and operation of solid state devices to include the PN junction diode, zener diode, and bipolar transistor. Current flow in N and P-type semiconductor materials, and the characteristics of the PN junction are studied in depth. Diode applications such as rectification, voltage regulation, and waveform shaping are covered. Several transistor biasing circuits and their characteristics are analyzed. Prerequisite: ELT 114 or permission of instructor. Five credits: 60 clock hours.

ELT 116 SOLID STATE CIRCUITS II

This course is designed to introduce the student to the application and response of the circuits studied in ELT 115, and to the operation and application of specialized semiconductor discrete and integrated circuit devices such as FETs, the 555 timer, thyristors, optoelectronic devices, and voltage regulators. Prerequisite: ELT 115 or permission of instructor. Five credits: 60 clock hours.

ELT 117 DIGITAL FUNDAMENTALS I

Study of digital fundamentals beginning with the block diagram of a general purpose digital computer. Includes number systems, IC gates, Boolean algebra, flip-flops and applications including arithmetic circuits. Some software attention. Reference is made to systems (a microprocessor) at appropriate points. Prerequisite: ELT 116 or permission of instructor. Five credits: 60 clock hours.

ELT 138 NATIONAL ELECTRICAL CODE REVIEW

Introduction/review of the current National Electrical Code (NEC) for electrical contractors and journeymen to prepare them to take the State Electrical License exam. Five credits: 50 clock hours.

ELT 199 ELECTRONICS TECHNOLOGY SEMINAR (SPECIAL TOPICS)

This course is designed to enable students to pursue additional studies in specialized electronic topics. Prerequisite: permission of the instructor. One to ten credits: 10 to 100 clock hours.

ELT 201 DIGITAL FUNDAMENTALS II

This study of digital devices builds on the concepts introduced in ELT 117. The construction, operation, and application of counters, registers, encoders, decoders, multiplexers, demultiplexers, and data converters will be studied in detail. The characteristics of various integrated-circuit logic families will be analyzed. This course will also introduce students to the characteristics and operation of various types and ROM and RAM memory devices. Prerequisite: ELT 117 or instructor permission. Five credits: 60 clock hours.

ELT 202 MICROPROCESSORS I

This course is designed to introduce students to the basic architecture, operation, programming, and interfacing of basic microprocessors. Students will analyze, program, and interface the popular Z-80 microprocessor with I/O and memory devices to develop a broad range of knowledge and skills that will enable them to work with a wide variety of microprocessors and microcontrollers. Prerequisite: ELT 201 or instructor permission. Five credits: 60 clock hours.

ELT 204 LINEAR ICs AND SENSORS

Studies linear integrated circuits (especially operational amplifiers). Stresses analysis of commonly encountered applications. Some attention given to sensors and actuators. Prerequisite: ELT 116 or permission of instructor. Five credits: 60 clock hours.

ELT 205 ELECTRONIC COMMUNICATIONS I

Students will be exposed to the basic concepts of major analog communications systems. Beginning with the study and analysis of noise and its effect on electromagnetic signals, basic filter circuits are then reviewed. AM, SSB, and FM modulation transmission and receiving systems are studied in detail with an emphasis on the design and operation of the common modulation and detection circuits used in these circuits. The advantages and disadvantages of each of these systems is examined. Prerequisite: ELT 116 or instructor permission. Five credits: 60 clock hours.

ELT 206 ELECTRONIC COMMUNICATIONS II

Systems approach will be major emphasis as individual circuits studied previously will be combined in complete systems. Modulation modes, transmission lines, and antennas are studied along with methods that enhance information transmission from point to point. Laboratory experiments are included. Prerequisite: ELT 205 or permission of instructor. Five credits: 60 clock hours.

ELT 207 ELECTRONIC COMMUNICATIONS III

Advanced topics in Electronic Communications are studied. This includes data communications and telecommunications techniques; microwave generation and transmission; vacuum tube, telephone system, antennas and networking theory and applications; satellite technology and global communications, and FCC regulations. Prerequisite: ELT 206 or permission of instructor. Five credits: 60 clock hours.

ELT 208 ELECTRONIC DESIGN AND FABRICATION

Provides a working knowledge of electronics layout, design, and fabrication technique along with print reading and documentation encountered in the industry. Prerequisite: ELT 201, ELT 204, or instructor permission. Five credits: 60 clock hours.

ELT 209 INDEPENDENT STUDY IN ELECTRONICS TECHNOLOGY I**ELT 219 INDEPENDENT STUDY IN ELECTRONICS TECHNOLOGY II****ELT 229 INDEPENDENT STUDY IN ELECTRONICS TECHNOLOGY III**

These courses provide the opportunity to engage in intensive study in the areas of electronic technology that are not covered in scheduled classes or in greater depth than covered in class activities. Studies are under the supervision of faculty member and are limited as to the credits that may be taken. Independent study courses DO NOT replace required program courses. Prerequisite: permission of instructor.

ELT 209: One credit: 10 clock hours.

ELT 219: Two credits: 20 clock hours.

ELT 229: Three credits: 30 clock hours.

ELT 210 PRACTICAL SOLID STATE TROUBLESHOOTING

A logical approach to troubleshooting modern, solid-state equipment. Lab and industrial systems are stressed. Also covers some electronics used in homes. Prerequisites: ELT 202, ELT 204, or permission of instructor. Five credits: 60 clock hours.

ELT 211 INTEGRATED CIRCUIT FABRICATION TECHNIQUES

Provides students with a general view of manufacturing processes. Topics include physics of semiconductors, materials used, processes including photolithography, diffusion/vacuum systems, device recognition, and data acquisition. Field trips are included. Prerequisites: ELT 204, CIS 160, and ELT 201 or permission of instructor. Five credits: 60 clock hours.

ELT 212 AUTOMATION CONTROL CIRCUITS

Provides the student with general control terminology, theory and application in the areas of motors, motor control, sensors, and closed loop control theory. Prerequisites: ELT 204, ELT 117, or ELT 108, or permission of instructor. Five credits: 60 clock hours.

ELT 224 PROGRAMMABLE LOGIC CONTROLLERS

This course examines programmable logic controllers (PLCs) and associated I/O devices, design logic diagrams, and program controllers. Students will program and interface the Allen-Bradley MicroLogix-1000 PLC using Windows-based software. Prerequisite: ELT 107, or ELT 111, or instructor permission. Five credits: 60 clock hours.

ELT 296 ELECTRONIC INTERNSHIP

This course provides students with actual industry experience in the electronics field, preparing them for entry-level employment. Prerequisite: Must be in second year of Electronics program. Instructor permission required. One to six credits: 30 to 180 clock hours.

EMS: EMERGENCY MEDICAL SERVICES**EMS 100 INTRODUCTION TO EMERGENCY SERVICES**

This course provides an introduction to various levels of emergency care. Students will be introduced to a broad spectrum of careers and career paths to assist them with career planning. One-half credit: 6 clock hours.

EMS 101 HEARTSAVER CPR

This course provides basic information for students to respond to adults that may be choking or suffering from cardiac arrest. Follows American Heart Association guidelines. One-half credit: 4 clock hours.

EMS 103 HEALTH CARE PROVIDER CPR

This course is designed for the Health Care Provider that must obtain certification for infant, child and adult airway obstruction and CPR. One-half credit: 8 clock hours.

EMS 104 HEALTH CARE CPR RENEWAL

This course provides renewal information for American Heart Association Healthcare Provider CPR. Prerequisite: Current CPR card. One-half credit: 4 clock hours.

EMS 105 AHA CPR INSTRUCTOR

This course provides basic information for the American Heart Association CPR Instructor. Topics include select teaching methods, equipment maintenance and cleaning, documentation and AHA guidelines for instruction. One and one-half credits: 16 clock hours.

EMS 106 CPR INSTRUCTOR RENEWAL

This course provides the current AHA CPR instructor to renew their instructor certification. This course follows American Heart Association guidelines. Prerequisite: Current CPR Instructor certification. One-half credit: 4 clock hours.

EMS 108 INFANT/ CHILD CPR AND FIRST AID

This course is designed to provide life-saving information for emergencies with infants and small children. This course meets state requirements for day care workers. This course would be especially helpful for parents with small children. One-half credit: 6 clock hours.

EMS 109 INFANT/CHILD CARE CPR RENEWAL

This course is designed for the Day Care Provider that must maintain current certification in pediatric CPR and First Aid. One-half credit: 6 clock hours.

EMS 111 HEARTSAVER CPR & FIRST AID

This course provides material for the student to perform adult CPR and provide basic First Aid. CPR segment follows American Heart Association guidelines. One-half credit: 8 clock hours.

EMS 112 EMERGENCY MEDICAL DISPATCH

This course is specifically designed for those students that are currently employed as a 911 dispatcher or those that wish to be employed in the Emergency Services. This course will be based on specific medical dispatch protocols and guidelines Prerequisite: Current CPR certification. Two and one-half credits: 25 clock hours.

EMS 113 FIRST RESPONSE AED

This course teaches the approved AED course material for "First Response" individuals. Prerequisite: Current CPR card. One-half credit: 4 clock hours.

EMS 114 WILDERNESS FIRST AID

This course is for students that wish to apply Basic First Aid and CPR knowledge to the backcountry setting. This is an introductory course that will be conducted in a mountain setting. One credit: 16 clock hours.

EMS 115 FIRST RESPONDER

This course provides the student with the knowledge and skills to perform basic patient assessment and then treat patients according to the standards set forth by the Department of Transportation. This course meets Division of Fire Safety criteria. Five credits: 69 clock hours.

EMS 116 FIRST RESPONDER REFRESHER

This course is specifically for the current First Responder as an option to renew the FR certificate. Options for the student with expired cards are available. This course meets Division of Fire Safety criteria. Three credits: 40 clock hours.

EMS 118 OUTDOOR EMERGENCY CARE

This class is designed for the student that already possesses basic medical knowledge and skills and wishes to apply that knowledge to outdoor emergencies. Class sessions will be conducted in the outdoor setting. Two credits: 50 clock hours.

EMS 121 INFECTION CONTROL

This course provides the student with the basic knowledge and skills to protect the rescuers and their patients from infectious and communicable disease. One-half credit: 4 clock hours.

EMS 123 EMERGENCY MEDICAL**TECHNICIAN - BASIC 1**

(Attendance at first class session is required.) This course is the first of three courses needed to complete the Colorado Prehospital Care Program and National Registry requirements for the EMT Basic. There are several prerequisites. An appointment with an EMS department member is required for registration. Eight credits: 106 clock hours.

EMS 124 EMT CLINICAL EXPERIENCE

This course provides the EMT student with the opportunity to practice skills in the clinical setting for initial, renewal or re-entry programs. One and one-half credits: 30 clock hours.

EMS 125 EMERGENCY MEDICAL**TECHNICIAN - BASIC 2**

(Attendance at first class session is required.) This course is the last in a sequence of three (EMS 123, 124 and 125) for successful completion for the EMT Basic. Seven credits: 106 clock hours.

EMS 126 EMT-BASIC REFRESHER

(Attendance at first class session is required.) This course meets Colorado State requirements for renewal of the EMT Basic certificate. Re-entry programs are available within this program. Four credits: 50 clock hours.

EMS 129 CAREER PREPARATION

This course is for those in the Health related fields to develop skills and tools that will assist with a job search and future employment. Resumes, interviewing skills, assessment centers and other job strategies will be discussed. Three credits: 30 clock hours.

EMS 130 IV THERAPY FOR THE EMT

(Attendance at first class session is required.) This course is designed specifically for the EMT Basic that must acquire IV skills for employment or advancement. This course has several prerequisites and requires a department signature. Two and one-half credits: 30 clock hours plus 10 hours clinical experience.

EMS 131 CONCEPTS IN EMS

This course provides the department major or the interested EMT with detailed information regarding crisis intervention, communications and documentation. A community service project will be required for successful completion of the course. Four credits: 50 clock hours.

EMS 132 LEGAL AND ETHICAL ISSUES IN EMS

This course is a forum for discussion and discovery of the ethical and legal challenges in emergency medicine. Three credit: 35 clock hours.

EMS 134 EMS INTERNSHIP

This course provides the certified EMT student the opportunity to acquire field or managerial experience. Open to department majors only. Six hours will be required for meetings with the instructor. A project will be assigned as part of the internship program. Three credits: 96 clock hours.

EMS 140 EMERGENCY VEHICLE OPERATIONS

This course provides the student with the knowledge, skills, and proper perspective to become a safe emergency vehicle operator. Must have valid driver's license. Three credits: 40 clock hours.

EMS 142 PEDIATRIC EMERGENCIES

This course provides essential information for the EMT or First Responder to effectively assess and treat pediatric emergencies Prerequisite: Current First Responder Certification or higher. Three credits: 40 clock hours.

EMS 144 TRAINING THE EMERGENCY SERVICES

This course provides the student with the opportunity to acquire knowledge and skills needed to become an effective instructor in EMS or Fire Science courses. Three credits: 40 clock hours.

EMS 147 EKG INTERPRETATION

(Attendance at first class session is required.) This course provides instruction in the interpretation of EKG's emphasizing pre-hospital assessment of cardiac rhythms. 12-Lead EKG interpretation is also included in the curriculum. Three credits: 30 clock hours.

EMS 150 BASIC LIFE SUPPORT CONTINUING MEDICAL EDUCATION (CME)

These courses are designed specifically for EMS rescue agencies and fire departments. These classes can be used for state recertification of EMTs and First Responders. Classes emphasize both theory and skills. One-half to five credits: Varying clock hours.

EMS 160 EMS SEMINAR

This course is intended to address new developments in EMS, present information in a very condensed presentation or discover new ideas and topics. One-half to five credits: Varying clock hours.

EMS 185 INDEPENDENT STUDY

This course is available for students wishing to emphasize a particular area of study in emergency medicine. Appointment with EMS advisor is required for registration.

EMS 203 EMT-INTERMEDIATE 1

(Attendance at first class session is required.) This course is for the experienced EMT Basic. All course objectives meet or exceed the requirements set forth by the National Registry and the State of Colorado Prehospital Care Program. Students must register for EMS 205 concurrently. There are several prerequisites. Department signature is required. Eleven credits.

EMS 205 EMT-INTERMEDIATE 2

(Attendance at first class session is required.) Continued instruction for the EMT Intermediate candidate. This course does include ACLS instruction. Students who successfully complete this course will be eligible to take both Colorado and National Registry Certification Exams. Eleven credits.

EMS 206 EMT INTERMEDIATE REFRESHER

(Attendance at first class session is required.) This course is designed to provide the EMT student with the information and skill practice to fulfill recertification requirements for either Colorado State or National Registry certification. Department signature required. Four credits: 50 clock hours.

EMS 207 ADVANCED CARDIAC LIFE**SUPPORT (ACLS)**

(Attendance at first class session is required.) This course presents information, skill practice and evaluations required for this American Heart Association course. Prerequisites: Current CPR card. Department signature required. One credit: 14 clock hours.

EMS 208 ADVANCED CARDIAC LIFE**SUPPORT (ACLS) RENEWAL**

(Attendance at first class session is required.) This course includes ACLS updates, the treatment of cardiac arrhythmia and sudden death. Prerequisite: Current AHA CPR "Course C" and current ACLS completion cards. Department signature required. One-half credit: 8 clock hours.

EMS 209 ADVANCED CARDIAC LIFE**SUPPORT (ACLS) INSTRUCTOR**

This course provides current ACLS providers the opportunity to certify as ACLS instructors. A teaching practicum is required. Prerequisite: Current ACLS and Health Care Provider, or its equivalent, course completion cards and a letter of recommendation from affiliate faculty or course instructor. One credit: 20 clock hours.

EMS 210 PEDIATRIC ADVANCED LIFE**SUPPORT (PALS)**

(Attendance at first class session is required.) This course presents information, skill practice and evaluations required for this American Heart Association course. Prerequisites: Current CPR card. Department signature required. One credit: 16 clock hours.

EMS 211 PEDIATRIC ADVANCED LIFE**SUPPORT (PALS) RENEWAL**

(Attendance at first class session is required.) Instruction is intended to review and update skills associated with PALS. Prerequisite: Current PALS and AHA CPR "Course C" completion cards. Department signature required. One-half credit: 8 clock hours.

EMS 212 PEDIATRIC ADVANCED LIFE**SUPPORT (PALS) INSTRUCTOR**

This course provides current PALS providers the opportunity to certify as PALS instructors. A teaching practicum is required. Prerequisite: Current PALS and AHA CPR Healthcare Provider card or its equivalent and a letter of recommendation from affiliate faculty or course instructor. One credit: 20 clock hours.

EMS 213 PREHOSPITAL TRAUMA LIFE**SUPPORT (PHTLS)**

This course will provide the student with instruction in advanced trauma life support knowledge and skills. Course includes recognition, assessment, and performance of critical advanced life support skills for the victim of trauma. Must be certified as an EMT. One and one-half credits: 20 clock hours.

EMS 225 ADVANCED LIFE SUPPORT**CLINICAL EXPERIENCE**

This clinical experience is designed specifically for the EMT Intermediate or Paramedic with a demonstrated need for the advanced clinical rotations. Eligibility is reviewed on an individual basis with the department chair or assigned EMS department member. One-half to five credits: Varying clock hours.

EMS 226 PARAMEDIC REFRESHER

(Attendance at first class session is required.) This course follows the requirements for Colorado State or National Registry renewal, or, reentry programs. There may be additional renewal requirements, based on individual status. Four credits: 50 clock hours.

EMS 227 ADVANCED LIFE SUPPORT SKILL**EXAMINATION/EVALUATION**

This short session is available for the ALS student that needs review and formal evaluation/examination of skills for state or national certification. One-half credit: Varying clock hours.

EMS 228 ADVANCED LIFE SUPPORT**CONTINUING MEDICAL EDUCATION**

This course is geared specifically for the EMT Intermediate or Paramedic that must maintain certification through continuing medical education. Class meets or exceeds Colorado State and National Registry requirements. Prerequisite: Current certification as EMT-Intermediate or Paramedic. One-half to five credits: Varying clock hours.

ENG: ENGLISH COMMUNICATIONS

*This course will not satisfy minimum nor elective credits for the A.A. or A.S. degree.

**Indicates instruction is administered by Developmental Education.

***Intensive English as a Second Language Course.

**ENG 012 DEVELOPMENTAL WRITING II

This class is for pre-GED students only. The purpose of this course is to improve the student's ability to communicate well in writing. This course emphasizes (a) using and spelling words correctly and (b) writing sentences correctly in regard to sentence structure and punctuation. Prerequisite: placement. Two to five credits.

*ENG 013 DEVELOPMENTAL WRITING III

This class is for pre-GED students only. The purpose of this course is to improve the student's ability to communicate well in writing. This course emphasizes (a) writing sentences correctly in regard to sentence structure and punctuation and (b) writing effective paragraphs. Prerequisite: placement. Two to five credits.

*ENG 014 DEVELOPMENTAL WRITING IV

This class is for pre-GED students only. The purpose of this course is to improve the student's ability to communicate well in writing. This course emphasizes (a) writing effective paragraphs and (b) writing effective essays. Prerequisite: placement. Two to five credits.

*ENG 015 DEVELOPMENTAL WRITING

This class is only for students preparing to take the GED writing test. The purpose of this course is to improve the student's ability to communicate well in writing. This course emphasizes (a) writing effective essays and (b) preparing for the GED Writing Test and college level writing tasks. Prerequisite: placement. Two to five credits.

**ENG 020 WRITING BASICS

This course is for students who score below the ENG 030 minimum CPT SS score, but at the REA 060 minimum for Aims consideration. The students will be given an individual educational plan for basic writing skills to prepare them for ENG 030.

**ENG 030 WRITING SKILLS

This is a transition course for students who have a high school diploma or its equivalent but who have a limited background in basic language skills. The course is a survey of basic grammar, punctuation, sentence structure, and paragraph development. Students must earn a "C" or better in ENG 030 before they will be admitted to ENG 060. Prerequisite: placement. Five credits.

**ENG 060 WRITING FUNDAMENTALS

This course is for students who have a high school diploma or its equivalent but who need a review of grammar, punctuation, and sentence structure. Emphasis will be on advanced paragraph development and introduction to the essay. Students must earn a "C" or better in ENG 060 before they will be admitted to ENG 090. Prerequisite: ENG 030 or placement tests. Five credits.

***ENO 025 ENGLISH ORAL

CIO 025 COMMUNICATION

This class assumes that the student has had little or no previous training in the English language. Oral Level I is intended to develop basic speaking and listening communicative English skills. Successful completion of objectives in Oral Level I with 80% accuracy will allow the student to go on to Oral Level II. Prerequisite: Placement. One to five credits.

***ENO 027 ENGLISH ORAL

CIO 027 COMMUNICATION LEVEL II

Level II is intended to continue in the development of basic oral communication in the English language. Successful completion of objectives in Oral Level II with 80% accuracy will allow the student to go on to Oral Level III. Prerequisite: ENG 025. One to fifteen credits.

***ENO 030 ENGLISH ORAL

ENO 030 COMMUNICATION LEVEL III

Oral Level III is intended to continue in the development of oral English at a low intermediate level. Successful completion of objectives in Oral Level III with 80% accuracy will allow the student to go on to Oral Level IV. Prerequisite: ENG 027. One to fifteen credits.

***ENO 033 ENGLISH ORAL

CIO 033 COMMUNICATION LEVEL IV

Oral Level IV is intended to continue in the oral development of English at a high intermediate level. Successful completion of objective in Oral Level IV with 80% accuracy will allow the student to go on to Oral Level V. Prerequisite: ENG 030. One to fifteen credits.

***ENG 025 WRITING I

This is a transition course for international students who have very limited background in basic language skills. This course emphasizes basic word usage, grammar, punctuation, and sentence structure. Students must earn a "C" or better in ENG 025 before they will be admitted to ENG 027. Prerequisite: Placement, (Chair determination). Five credits.

***ENG 027 INTENSIVE WRITING

This course is for international students who have limited background in language skills. This course emphasizes word usage, grammar, punctuation, advanced sentence construction, and paragraph development. Prerequisite: Placement, chair determination. One to five credits.

ENG: ENGLISH (COMPOSITION)

ENG 090 BASIC COMPOSITION

This course introduces academic writing with an emphasis on writing process, information sources, and organization and development of written assignments for specific purposes and audiences. Students will examine composition techniques, including language fluency, effective diction, and appropriate sentence, paragraph, and essay structure. Grammar review is a significant component of the course. Proficiency in essay writing and competence in language skills are required for a passing grade, and students must earn a "C" or better in ENG 090 before they will be admitted to ENG 121.

NOTE: ENG 090 is a non-transferable course. Prerequisite: ENG 060 or placement test. No exceptions to course prerequisite will be allowed. Five credits.

ENG 121 ENGLISH COMPOSITION I (GT-CO1)

Emphasizes the planning, writing, and revising of compositions, including the development of critical and logical thinking skills. 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. Prerequisite: ENG 090 with a "C" or better, or placement test. No exceptions to course prerequisite will be allowed. Four and one-half credits.

ENG 122 ENGLISH COMPOSITION II (GT-CO1)

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.

NOTE: This course requires that papers be written with the aid of a computer, so students must have adequate keyboarding skills. Prerequisite: ENG 121 with a "C" or better. No exceptions to course prerequisite will be allowed. Four and one-half 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. Four and one-half credits.

ENG 132 TECHNICAL WRITING II

Expands and refines the objectives of ENG 131, emphasizing formal presentations, both written and oral. Prerequisite: ENG 131. Four and one-half credits.

ENG 135 DEVELOPING A PORTFOLIO

This distance learning course prepares the student to write and assemble a course-based portfolio, one of Aims' credit for prior learning options. The completed portfolio will include self-assessed learning theory, explication, and documentation of work or life experience which may be parallel to college-level learning. Students will be advised through the process of petitioning for at least one college-level course, writing and assembling the portfolio, and submitting it for faculty assessment. Two credits.

ENG 221 CREATIVE WRITING I

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. Four and one-half credits.

ENG 222 CREATIVE WRITING II

Provides continued development of written expression in such forms as poetry, fiction, and/or nonfiction writing. Prerequisite: ENG 221. Four and one-half credits.

ENG 225 ADVANCED COMPOSITION

This course offers students the opportunity to study the styles of professional writers in order to refine students' writing skills. Students will study advanced techniques in essay and article writing. Prerequisite: ENG 121. Five credits.

ENG 227 CREATIVE WRITING PROJECTS I

This course provides the student with instruction on how to write creatively by working on individual writing projects in the development of some poetry, short stories, or a novel. One to three credits.

ENG 228 CREATIVE WRITING PROJECTS II

A continuation of ENG 227. Prerequisite: ENG 227. One to three credits.

ENG 229 CREATIVE WRITING PROJECTS III

A continuation of Creative Writing Projects II, with the addition of more advanced goals. Prerequisite: ENG 228. One to three credits.

ENG 295 INDEPENDENT STUDY IN COMMUNICATION

Independent study provides an opportunity for the serious minded student to engage in intensive study and research on a specified topic under the direction of a faculty member. (This course is repeatable as long as content varies.) Prerequisite: ENG 121, permission of an instructor required. One to three credits.

Engineering Technology ENT: ENGINEERING TECHNOLOGY

ENT 100 INTRODUCTION TO CONSTRUCTION TECHNOLOGY

Construction Introduction Technology presents the basis knowledge of materials and methods utilized in construction. The course is designed for the future constructor and students in related design professions. The information covered in this course will include principle materials and methods used to design and construct most buildings. Three credits: 30 clock hours.

ENT 101 INTRO TO ENGINEERING GRAPHICS

A print reading approach to understanding of technical/engineering drawing concepts. Topics explored will include concept of scaling and the associated instrumentation. Lettering procedures, line work concepts, orthographic projection, pictorial drawings, measuring tools, and drafting tools. Prerequisite: None. Three credits: 40 clock hours.

ENT 106 CONSTRUCTION METHODS AND MATERIALS

The student will become more proficient in basic knowledge of materials and methods utilized in construction. The class is designed for future contractors and students in related design professions. The information covered in this course will include principle materials and methods used in design and construction of most buildings. The student shall learn advanced building material processes, including Secretary of Interior's Standards for Historic Preservation of buildings. The student will attend field trips and write reports concerning the buildings visited. The student will learn project management techniques including grant and critical path scheduling. Three credits: 30 clock hours.

ENT 107 CIVIL SURVEYING (COMPUTATION)

Students will learn the basics of land and construction surveying computations as well as record keeping. Prerequisite: ENT 116. Three credits: 30 clock hours.

ENT 108 SURVEY CIVIL (FIELD SURVEYING)

The student will learn the use of: Level plus rod and tape and Total Station in field for construction and land surveying. Prerequisites: ENT 116 and ENT 107. Three credits: 30 clock hours.

ENT 111 MATERIALS TESTING & PROPERTIES

Student will learn the properties of materials used in the construction industry including: wood, steel, and concrete. Student will learn the processes necessary to produce each general type building material and properties that make it useful, as well as limitations of each general material. Prerequisite: ENT 116. Five credits: 60 clock hours.

ENT 112 MANUFACTURING PROCESSES

A study of manufacturing processes that use metals, plastics, and other common materials. Prerequisite: ENT 111, ENT 116. Four credits: 50 clock hours.

ENT 113 CONSTRUCTION PRINT READING

The students will become more proficient in the solution of practical problems through the use of linear equations in one and multiple unknowns, simultaneous and quadratic equations and graphic algebra. The student will also study right and oblique triangle trigonometry problems as applied to land surveying, physics, statics and related engineering technology courses. Prerequisite: ENT 116. Three credits: 30 clock hours.

ENT 116 TECHNICAL MATHEMATICS

Exposes the student to pre-algebra, algebra and trigonometry. Five credits: 50 clock hours.

ENT 109 ENGINEERING SEMINAR I**ENT 119 ENGINEERING SEMINAR II****ENT 129 ENGINEERING SEMINAR III**

These seminars will cover current and advanced topics in the engineering market place. Prerequisite: permission of instructor.

ENT 109: One credit: 10 clock hours

ENT 119: Two credits: 20 clock hours

ENT 129: Three credits: 30 clock hours

ENT 161 EXPLORATION AND DISCOVERY IN THE HAROLD S. WINOGRAD CENTER

Reconnaissance I: An Introduction To The Exploration And Discovery Process In The Harold S. Winograd Center For Innovative Learning: This course is designed to provide students of all ages with an introduction to the learning process and high tech environment in the Harold S. Winograd Center for Innovative Learning. It is designed to provide students with opportunities to engage their first learning experience in the Center and acquire a skill foundation that will enable them to engage additional course work. Students will: 1. Explore the Center environment; 2. Be introduced to the Center learning process; 3. Reflect on the skill development goals that drive instruction in the Center; (and 4. Engage and document their initial learning experience. Three credits: 30 clock hours.

ENT 162 ADVENTURES IN TECHNOLOGY

Adventures in Technology – An introduction and overview of the systems of technology represented in the Harold Winograd Center for Innovative Learning. Students will explore and engage in hands on experiences in the context of the wide range of software, technical equipment, and modeling kits available in the Center and document their learning through the development of project portfolios. Samples of explorations include multi-media design and production, digital photo and video production, graphics, aerodynamics and flight simulation, structural testing and design, laser technology, applied engineering, hydroponics, robotics, pneumatics/hydraulics, and a variety of additional math and science applications. Prerequisite: Knowledge of Microsoft Office programs, Windows Operating System, and Keyboarding skills or Instructor approval. One to eight credits: 10 to 80 clock hours.

ENT 165 EXPEDITIONS IN TECHNOLOGY I

Students will individually or as a team explore technical areas of their own interest. Students will explore the ethical and legal issues inherent in utilizing technology. Expeditions will be documented through the use of project plans and portfolios. A plan and portfolio will be developed in one or a combination of the following areas: multi-media design and production, digital photo and video production, flight simulation and aerodynamics, structural testing and design, laser technology, applied engineering, and/or other technologies/applications available in the Center environment and explored during Adventures in Technology. Prerequisite: ENT 162. Eight credits: 80 clock hours.

ENT 166 EXPEDITIONS IN TECHNOLOGY II

Independent Study. Students will individually or as a member of a team explore technical areas of their own interest. Where appropriate these explorations will occur in the context of a business internship/mentorship. A plan and portfolio will be developed in one or a combination of the following areas: multi-media design and production, digital photo and video production, flight simulation and aerodynamics, structural testing and design, laser technology, applied engineering, and/or other technologies/ applications available in the Center environment and explored during Adventures in Technology. Students will have opportunities for in depth exploration of specific software, technical equipment and modeling kits available in the Center. Prerequisite: ENT 162. One to eight credits: 10 to 80 clock hours.

ENT 205 SOILS FOR BUILDINGS AND CONSTRUCTION

The student will learn the properties of soils that are necessary to provide good foundations for building and civil construction projects. The student should learn the processes for testing soil properties as well as the process for recording, reporting, and understanding results. Prerequisite: None. Five credits: 65 clock hours.

ENT 207 TECHNICAL JOB SEEKING

A study of current skills, interests, and employment search procedures, preparation of resumes and applications will be studied along with how to prepare and present oneself for an interview. Preparation of a current resume will be required. Prerequisite: Second year of program. One credit: 10 clock hours.

ENT 209 INDEPENDENT STUDY IN ENGINEERING TECHNOLOGY I**ENT 219 INDEPENDENT STUDY IN ENGINEERING TECHNOLOGY II****ENT 229 INDEPENDENT STUDY IN ENGINEERING TECHNOLOGY III**

These courses provide the opportunity to engage in intensive study in the areas of engineering technology that are not covered in scheduled classes or in greater depth than covered in class activities. Studies are under the supervision of a faculty member and are limited as to the credits that may be taken. Independent study courses DO NOT replace required program courses. Prerequisite: Permission of instructor.

ENT 209: One credit: 10 clock hours.

ENT 219: Two credits: 20 clock hours.

ENT 229: Three credits: 30 clock hours.

ENT 232 CONSTRUCTION MECHANICAL & HVAC SYSTEMS

The students will become knowledgeable in fundamentals of: refrigeration and basic residential and commercial systems, basic heating and air conditioning, including principles and applications of absorption systems. The student will learn the principles of measuring airflow and balancing, as well as how obtain heat loads. The student will learn advantages and disadvantages of humidification. The students will earn general maintenance and cleaning of the systems. Three credits: 30 clock hours.

ENT 233 ELECTRICAL BUILDING SYSTEMS

This course introduces the student to the field of electricity and electronics. The student will learn electron theory, electrical and electronic components, circuit analysis, use of instrumentation, power sources. The student will be taught AC residential and commercial wiring, problem solving skills, circuit building skills, and safety with electrical systems. Prerequisite: None. Three credits: 30 clock hours.

ENT 248 CONSTRUCTION BUILDING CODES

This course introduces the student to building codes and explores the non-structural standards of the UBC. This includes, but is not limited to the occupancy classifications, typos of construction, building area, height, and location limitations, exit requirements, fire-resistive standards, roofing, glass, fireplaces, and ADA accessibility requirements. Introduction to the NES and UPC will also be discussed. Zoning regulations will also be discussed. Prerequisite: None. Three credits: 30 clock hours.

ENT 296 ENGINEERING INTERNSHIP

This course provides students with actual industry experience in the Engineering field, preparing them for entry-level employment. Students must apply and be accepted into the internship program. Prerequisite: Must be in second year of Engineering program. Department Chair approval required. One to Six credits: 30 to 180 clock hours.

ESL: ENGLISH AS A SECOND LANGUAGE

The ESL program and courses are under going revisions. Please call 970.330.8008, Ext. 6578.

ESL 001 SURVIVAL/CONVERSATIONAL ENGLISH AS A SECOND LANGUAGE I

This course is designed for the Survival ESL adult students without a formal educational background. The student will develop basic survival skills in personal communication.

ESL 002 SURVIVAL/CONVERSATIONAL ENGLISH AS A SECOND LANGUAGE II

This course continues to develop Survival ESL skills. It will develop the student's general dialogue skills.

ESL 003 SURVIVAL/CONVERSATIONAL ENGLISH AS A SECOND LANGUAGE III

This course provides additional Survival ESL skills. The student will develop dialogue skills in relation to family and community.

ESL 004 SURVIVAL/CONVERSATIONAL ENGLISH AS A SECOND LANGUAGE IV

This course continues to develop Survival ESL skills. The student will develop dialogue skills in relation to health.

ESL 005 SURVIVAL/CONVERSATIONAL ENGLISH AS A SECOND LANGUAGE V

This course continues to develop Survival ESL skills. The student will develop dialogue skills in relation to transportation.

ESL 006 SURVIVAL/CONVERSATIONAL ENGLISH AS A SECOND LANGUAGE VI

This course is a continuation of Survival ESL dialogue. The student will develop dialogue skills in relation to food.

ESL 007 SURVIVAL/CONVERSATIONAL ENGLISH AS A SECOND LANGUAGE VII

This course continues to expand Survival ESL dialogue. The student will develop dialogue skills in relation to clothes.

ESL 008 SURVIVAL/CONVERSATIONAL ENGLISH AS A SECOND LANGUAGE VIII

This course expands Survival ESL dialogue skills. The student will develop dialogue skills in relation to housing.

ESL 009 SURVIVAL/CONVERSATIONAL ENGLISH AS A SECOND LANGUAGE IX

This course provides an opportunity to expand Survival ESL skills. The student will develop dialogue skills in relation to occupations.

ESL 010 SURVIVAL/CONVERSATIONAL ENGLISH AS A SECOND LANGUAGE X

This course provides an additional opportunity to develop Survival ESL skills. The student will develop general dialogue skills in relation to community.

ESL 011 SURVIVAL ENGLISH AS A SECOND LANGUAGE I

This course begins a sequence which provides the non-English speaking individual with functional English language skills in listening, speaking, reading, and writing. The present continuous tense is introduced. Prerequisite: Placement.

ESL 012 SURVIVAL ENGLISH AS A SECOND LANGUAGE II

This course will continue to expand the objectives of ESL 011. The simple present tense is introduced. Prerequisite: ESL 011 or placement.

ESL 013 SURVIVAL ENGLISH AS A SECOND LANGUAGE III

This course will continue to expand the objectives of ESL 012. The simple future and the simple past tenses are introduced. Prerequisite: ESL 012 or placement.

ESL 014 SURVIVAL ENGLISH AS A SECOND LANGUAGE IV

This course will continue to expand the objectives of ESL 013. This course offers the student a basic review of the simple present, past, and future tenses. Prerequisite: ESL 013 or placement.

ESL 015 SURVIVAL ENGLISH AS A SECOND LANGUAGE V

This course will continue to expand the objectives of ESL 014. The past and future continuous tenses are introduced. Prerequisite: ESL 014 or placement.

ESL 016 SURVIVAL ENGLISH AS A SECOND LANGUAGE VI

This course will continue to expand the objectives of ESL 015. The present perfect tense is introduced. Prerequisite: ESL 015 or placement.

ESL 017 SURVIVAL ENGLISH AS A SECOND LANGUAGE VII

This course will continue to expand the objectives of ESL 016. The past perfect, the present perfect continuous, and the past perfect continuous tenses are introduced. Prerequisite: ESL 016 or placement.

ESL 018 SURVIVAL ENGLISH AS A SECOND LANGUAGE VIII

This course will continue to expand the objectives of ESL 017. The passive voice and the subjunctive mood will be introduced. Prerequisite: ESL 017 or placement.

ESL 019 SURVIVAL ENGLISH AS A SECOND LANGUAGE IX

This course requires the most advanced level of English proficiency. The student will be introduced to the fundamentals of public speaking, reading in the content areas and writing compositions using appropriate grammar and style. Prerequisite: ESL 018 or placement.

FST: FIRE SCIENCE

FST 100 FIRE ACADEMY I

This course will address the requirements identified in Chapter 3, NFPA 1001, Fire fighter Professional Qualifications. Seven and one-half credits: 75 clock hours. Corequisite: FST 140.

FST 101 FIRE ACADEMY II

This course will address the requirements identified in Chapter 4, NFPA 1001, Fire Fighter Professional Qualifications. Prerequisite: FST 100. Three and one-half credits: 35 clock hours. corequisite: FST 141 variable credits 1-16.

FST 140, 141 FIRE ACADEMY I AND II - DRILL GROUND

This course is designed to give students hands-on training on the topics covered in FST 100 and FST 101. This course is taught at a local fire department drill ground. Variable credits: 1-16.

FST 102 INTRODUCTION TO FIRE SCIENCE & SUPPRESSION

Introduction to fire service organizations and operations from past to present. Students will study the organization and operation of federal, state, local, and private fire protection agencies. Extinguishing methods and equipment, special extinguishing agents, and special hazard considerations will be covered. Students will also receive skills and knowledge necessary for entry level written examinations and oral interview procedures. Four and one-half credits: 45 clock hours.

FST 103 FIREFIGHTER OCCUPATIONAL HEALTH & SAFETY

Students will study on scene and on-the-job firefighter health, safety and fitness; the safety officer, mental well-being, stress management and standards related to health, safety and fitness. Four and one-half credits: 45 clock hours.

FST 104 FIRE PROTECTION SYSTEMS

Students will study portable fire extinguishing equipment requirements. Sprinkler system types, installation, and maintenance. Special protection systems for various occupancies, including residential sprinklers. Three credits: 30 clock hours, or Four and one-half credits: 45 clock hours.

FST 105 BUILDING PLANS & CONSTRUCTION

Students will study various types of building construction, principles of fire resistance, flame spread, smoke and fire containment. Students will also acquire the basic knowledge of plans review, how to read and understand blueprints, specifications and schedules. Four and one-half credits: 45 clock hours.

FST 106 FIRE INSPECTION PRACTICES

Organization and function of the fire prevention organization; inspections, surveying and mapping procedures; company inspections recognition of fire hazards, engineering a solution to the hazard, enforcement of the solution, and public relations as affected by fire prevention. Prerequisite: FST 105. Three credits: 30 clock hours, or Four and one-half credits: 45 clock hours.

FST 107 HAZARDOUS MATERIALS I

Students will analyze hazardous materials incidents, acquire the knowledge to recognize and identify hazardous materials; plan the response, decision making implement response plans; and evaluate the progress of hazardous materials incident at the Awareness and Operations levels. Three credits: 30 clock hours, to Five credits: 50 clock hours.

FST 112 FIRE SERVICE PLANNING

Students will develop communication and team building skills. These skills will enable them to plan emergency operations, staffing concepts, and effective station placement. Four and one-half credits: 45 clock hours.

FST 113 INTRODUCTION TO FIRE PREVENTION AWARENESS

Students will acquire the ability to inspect building for the compliance of adopted codes in their respective service area, as well as understanding the functions for the fire prevention organization. The importance of prefire planning as well as good public relations will be emphasized. Four and one-half credits: 45 clock hours.

FST 114 FIRE COMPANY ORGANIZATION & PROCEDURE

Students will study fire department organization, the company officer, fire company organization, communications, group dynamics, leadership styles, counseling personnel, and problem solving techniques. Four and one-half credits: 45 clock hours.

FST 115 INDUSTRIAL FIRE SAFETY CONCEPTS

Familiarization with various trades in which specific hazards may present complicated and unique fire suppression or rescue problems for the fire fighter. The safety of fire fighters will be stressed at all times. Four and one-half credits: 45 clock hours.

FST 151 FIRE APPARATUS & PROCEDURES

Driving laws, driving techniques; construction and operation of pumping engines, ladder trucks, aerial platforms, and specialized equipment; apparatus maintenance. Prerequisite: FST 100. Four and one-half credits: 45 clock hours.

FST 185 VOLUNTEER FIRE SEMINAR

Provides Fire Service Training on a supplementary and upgrading basis to firefighters who are members of volunteer fire departments, fire protection districts, or paid members of smaller fire departments. The objective is to orient the training toward the equipment available in the department or district and to stress fire fighting methods appropriate to the equipment and to the district. Variable credits: .5 to 16 credits.

FST 195 CONTINUING FIRE EDUCATION

Provides Fire Service Training on a supplementary and upgrading basis to firefighters who are members of volunteer fire departments, fire protection districts, or paid

members of smaller fire departments. The objective is to orient the training toward the equipment available in the department or district and to stress fire-fighting methods appropriate to the equipment and to the district. One-half to five credits: 5 to 50 clock hours.

FST 201 INSTRUCTIONAL METHODOLOGY

Students will learn the roles and responsibilities of Fire Service Instructor. Competencies covered are oral communications, concepts of learning, instructional materials, instructional planning, lesson plan development, instructional methods, testing and evaluation, training records and reports, and the demonstration of instructional abilities. Meets current state requirements for certification. Prerequisite: FST 100. Three credits: 30 clock hours, to Five credits: 50 clock hours.

FST 202 FIRE FIGHTING STRATEGY & TACTICS

Students will study basics of strategy and tactics, fire behavior and its relationship to building construction, pre-fire planning, the incident command system, engine and truck company operations and multi-company operations. Prerequisite: FST 100. Four and one-half credits: 45 clock hours.

FST 204 RELATED CODES AND ORDINANCES I

Familiarization and interpretation of national, state and local codes; ordinances and the laws which influence the field of fire prevention. The Uniform Fire Code, Uniform Building Code and Life Safety Code will be reviewed and referred throughout this course. Prerequisite: FST 100 & FST 106. Four and one-half credits: 45 clock hours.

FST 205 FIRE CAUSE DETERMINATION

Students will acquire the ability to determine the cause of fire (accidental, suspicious and incendiary); types of fire, area and point of origin, method and cause of fire spread, recognition of evidence and preservation of the fire scene. Prerequisite: FST 100. Four and one-half credits: 45 clock hours.

FST 206 FIRE COMPANY SUPERVISION AND LEADERSHIP

Studies fire department organization. Includes personnel relations, leadership, motivation, training, hiring, and disciplinary action. Prerequisite: FST 100. Three credits: 30 clock hours, to Five credits: 50 clock hours.

FST 250 CHEMISTRY FOR FIRE PROTECTION

A basic, practical course in chemistry designed specifically for firefighters. Various materials which firefighters encounter will be reviewed in open classroom discussion. Four and one-half credits: 45 clock hours.

FST 251 FIRE SERVICE & THE LAW

This course is to inform fire departments, fire boards, and firefighters of civil and criminal liabilities under the law. This course will also cover pensions, Workmen's Compensation, drug testing, union bargaining agreements and more. Colorado laws and revised statutes will be covered. Prerequisite: FST 100. Four and one-half credits: 45 clock hours.

FST 252 FIRE INVESTIGATION

The student will acquire information on the national arson problem, fire investigation responsibilities and the conduct of the investigator. Student will acquire the ability to recognize and preserve evidence of arson, understanding of the law as it applies to arson, the process of interviewing witnesses and suspects, arrest and detention procedures, court procedures and proper presentation of testimony will be stressed. Prerequisite: FST 100, 205. Four and one-half credits: 45 clock hours.

FST 256 FIRE DEPARTMENT ADMINISTRATION

Students will study concepts and principles of fire service administration. Areas of study include organizational systems design, risk analysis for fire protection, labor relations, and fire financial management. Contact Fire Science Department. Prerequisite: FST 100. Three credits: 30 clock hours, to Five credits: 50 clock hours.

**Family & Life Education
EXPECTANT FAMILIES**

As of January 1, 2003, the Expectant Families Program is sponsored by North Colorado Medical Center. Evening and weekend classes form continuously. Current brochures are available from local healthcare providers, and the Monfort Family Birth Center. To obtain additional information and current registration instructions, contact the Expectant Families Program Coordinator at **970.350.6944**.

FOREIGN LANGUAGE

NOTE: Students wishing to satisfy a five-semester hour language requirement at the university level must take two sequential quarters of the same five credit foreign language courses at the 111 level or above OR take one 7.5 credit foreign language course. Students may take either five credit language sequences or 7.5-credit sequences, not both. Some universities may have additional foreign language requirements.

FRE: FRENCH

***See Foreign Languages introductory note.**

FRE 101 CONVERSATIONAL FRENCH I

This is the first course in a sequence for beginning students who wish to understand and speak French. The material will include basic vocabulary, grammar, and expressions that are used in daily situations and in travel. One to three credits: 10 to 30 clock hours.

FRE 111 FRENCH LANGUAGE I

Begins a sequence dealing with the development of functional proficiency in listening, speaking, reading, and writing the language. Five or seven and one-half credits: 50 or 75 clock hours*.

FRE 112 FRENCH LANGUAGE II, PART 1

Continues French Language I in the development of functional proficiency in listening, speaking, reading, and writing the language. Prerequisite: FRE 111 or instructor's permission. Five or seven and one-half credits: 50 or 75 clock hours*.

FRE 113 FRENCH LANGUAGE II, PART 2

Continues French Language II in the development of functional proficiency in listening, speaking, reading, and writing the language. Prerequisite: FRE 112 or instructor's permission. Five credits: 50 clock hours.

FRE 211 FRENCH LANGUAGE III

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: FRE 113. Five credits: 50 clock hours.

FRE 212 FRENCH LANGUAGE IV, PART 1

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: FRE 211. Five credits: 50 clock hours.

GER: GERMAN

***See Foreign Languages introductory note.**

GER 101 CONVERSATIONAL GERMAN I

This is the first course in a sequence for beginning students who wish to understand and speak German. The materials will include basic vocabulary, grammar, and expressions that are used in daily situations and in travel. One to three credits: 10 to 30 clock hours.

GER 111 GERMAN LANGUAGE I

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 or seven and one-half credits: 50 or 75 clock hours*.

GER 112 GERMAN LANGUAGE II

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: GER 111 or permission of instructor. Five or seven and one-half credits: 50 or 75 clock hours*.

GER 113 GERMAN LANGUAGE II, PART 2

A continuation of German Language II, Part 1. The third course in a sequence dealing with the development of functional proficiency in listening, speaking, reading, and writing the language. Prerequisite: GER 112 or permission of instructor. Five credits: 50 clock hours.

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.

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.

GER 235 GERMAN READING-WRITING**(ADVANCED GERMAN READING AND WRITING)**

Enables the student to build vocabulary and develop reading and writing strategies in German to analyze fictional and non-fictional texts and gain further cultural insight of the German world. 45 clock hours.

ITA: ITALIAN

***See Foreign Languages introductory note.**

ITA 101 CONVERSATIONAL ITALIAN I

This is the first course in a sequence for beginning students who wish to understand and speak Italian. The material will include basic vocabulary, grammar, and expressions that are used in daily situations and in travel. One to three credits: 10 to 30 clock hours.

ITA 102 CONVERSATIONAL ITALIAN II

This is the second course in a sequence for beginning students who wish to understand and speak Italian. The material will continue to cover basic conversational patterns, expressions, and grammar. Prerequisite: ITA 101. One to three credits: 10 to 30 clock hours.

ITA 111 ITALIAN LANGUAGE I

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 or seven and one-half credits: 50 or 75 clock hours*.

ITA 112 ITALIAN LANGUAGE II, PART 1

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: ITA 111 or permission of instructor. Five or seven and one-half credits: 50 or 75 clock hours*.

SPA: SPANISH

***See Foreign Languages introductory note.**

SPA 101 CONVERSATIONAL SPANISH I

This is the first course in a sequence for beginning students who wish to understand and speak Spanish. The material will include basic vocabulary, grammar, and expressions that are used in daily situations and in travel. One to three credits: 10 to 30 clock hours.

SPA 102 CONVERSATIONAL SPANISH II

This is the second course in a sequence for beginning students who wish to understand and speak Spanish. The material will continue to cover basic conversational patterns, expressions, and grammar. Prerequisite: SPA 101. One to three credits: 10 to 30 clock hours.

SPA 109 SPANISH CONVERSATIONAL REVIEW

Designed for students who have been away from the language for a while and wish to review the conversational aspects of the language. Prerequisite: Permission of instructor. One to three credits: 10 to 30 clock hours.

SPA 111 SPANISH LANGUAGE I

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 or seven and one-half credits: 50 or 75 clock hours*.

SPA 112 SPANISH LANGUAGE II, PART 1

Continues Spanish Language I in the development of functional proficiency in listening, speaking, reading and writing the Spanish language. **NOTE:** The order of the topics and the methodology will vary according to individual texts and instructors. Prerequisite: SPA 111 or instructor's permission. Five or seven and one-half credits: 50 or 75 clock hours*.

SPA 113 SPANISH LANGUAGE II, PART 2

Continues Spanish Language II in the development of functional proficiency in listening, speaking, reading, and writing the language. Prerequisite: SPA 112 or instructor's permission. Five credits: 50 clock hours.

SPA 135 SPECIAL TOPICS

The special topics class will be offered by the Spanish language faculty in order to focus on specialized areas related to the Spanish language and Hispanic cultures. Offerings may include topics such as advanced grammar, translation, Hispanic civilization and history.

SPA 201 CONVERSATIONAL SPANISH III

This is the third course in a sequence for students who wish to continue their study of understanding and speaking Spanish. The material will include intermediate level vocabulary, grammar, and expressions. Prerequisite: SPA 102. One to three credits: 10 to 30 clock hours.

SPA 211 SPANISH LANGUAGE III

Continues Spanish Language I and II in the development of increased functional proficiency in listening, speaking, reading and writing the Spanish language. **NOTE:** The order of the topics and the methodology will vary according to individual texts and instructors. Prerequisite: SPA 113 or instructor's permission. Five credits: 50 clock hours*.

SPA 212 SPANISH LANGUAGE IV, PART 1

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. Prerequisite: SPA 211 or permission of instructor. Five credits: 50 clock hours*.

SPA 225 SPANISH FOR THE PROFESSIONAL

This course, designed for professionals, covers specific job related vocabulary, expressions, and grammar. One to three credits: 10 to 30 clock hours.

SPA 235 SPANISH READING-WRITING**(ADVANCED SPANISH READING AND 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. 45 clock hours.

SPA 295 SPANISH INDEPENDENT STUDY

Designed to meet the needs of those students who already have a background in Spanish and who desire to improve their language skills and whose needs are not met by our regular first year Spanish offerings. Prerequisite: permission of instructor. One to three credits: 10 to 30 clock hours.

GEO: GEOGRAPHY**GEO 105 WORLD REGIONAL GEOGRAPHY (GT-SS2)**

An introductory course designed to facilitate an understanding of spatial relationships between and among the geographic regions of the world. Included are demographic and cultural (political, economic, and historic) forces related to the physical environments of selected regions. Methods of study include analysis of/and interrelationships between developed and developing regions. Four and one-half credits.

GEO 106 HUMAN GEOGRAPHY

This course is an introduction to geographic perspectives and methods which relate to the study of human activities with special emphasis on spatial distribution patterns, impacts on the environment and how Geographic Information Systems (GIS) may be used to better understand the relationship between people and their environment. Four and one-half credits.

GEO 111 PHYSICAL GEOGRAPHY

This course introduces the elements of the physical environment, especially the impacts of different landscapes on people and their activities. GIS techniques contribute to an increased understanding of physical environment-planet earth. Five credits: 40 hours lecture, 20 hours lab.

GEO 235 GIS INTERNSHIP (GIS IIIB)

This course provides students with on-the-job training with business or government agencies. Students will apply their GIS classroom work and enhance their overall learning experience. This course is conducted off-campus and is project based. Prerequisite: GIS 225. Five credits: 125 internship hours.

GRN: GERONTOLOGY**GRN 205 INTRODUCTION TO GERONTOLOGY**

A survey of the field of gerontology from a multi-disciplinary perspective. This course includes a review of the social, physical, psychological economic and political aspects of aging. Also included is a cross-cultural analysis of the aging experience. Five credit: 50 clock hours.

GRT: GRAPHIC TECHNOLOGY

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

GRT 101 GRAPHIC TECHNOLOGY I

Students will be given the opportunity to acquire basic knowledge and skills in electronic pre-press, including; QuarkXpress, Adobe Photoshop, Adobe Illustrator, electronic imaging, film stripping, platemaking, proofing, and offset printing. The student will perform

the above fundamental activities at production quality level. The technical expertise needed to produce posters, brochures, advertisements, magazine and newspaper design are all a part of this educational program. Your training will allow you to examine your ability to develop ideas as well as master the technical steps that support every job to evolve to a finished product. Twenty credits: 250 clock hours.

GRT 102 GRAPHIC TECHNOLOGY II

Students will be given the opportunity to acquire advanced knowledge and skills in one of two options; press or pre-press. Students in the press option will develop skills in ink and water balance, multi-color printing, press registration techniques, trouble shooting, and job estimating. Students in the pre-press option will develop skills in advanced electronic page layout and graphic design, learn more electronic imaging and stripping techniques. The students will perform these activities listed above at a production quality level. The student will also acquire knowledge and skills in job placement. Prerequisite: GRT 101 with a "C" or better. Twenty credits: 250 clock hours.

GRT 103 GRAPHIC TECHNOLOGY III

Students will be given the opportunity to further develop the skill acquired in GRT 101 and GRT 102. The student will perfect the quality of their work and increase their production of work. The student will also be given the opportunity to participate in an internship directly related to his/her specialization. Prerequisite: GRT 102 with a "C" or better. Twenty credits: 250 clock hours.

GRT 104 GRAPHIC TECHNOLOGY IV

Students will be given the opportunity to choose an additional specialization from the Pre-Press option or Press option. Prerequisite: GRT 103 and permission of instructor. Ten credits: 125 clock hours.

GRT 105 GRAPHIC DESIGN FOR WEB PAGES

Become familiar with software application. Create buttons and other Web related graphics. Learn file formats and best methods of scanning for the Web. Three credits: 40 clock hours.

GRT 106 INTRODUCTION TO PAGE LAYOUT PROGRAM (QUARK XPRESS)

Analyze the thumbnail design. Create a new document and place images on the page. Enter copy directory on the page and place existing copy. Color text and graphics and print a laser proof of the design. Prerequisite: BUS 101 with a "C" or better. Five credits: 60 clock hours.

GRT 107 INTRODUCTION TO DRAWING PROGRAM (ADOBE ILLUSTRATOR)

Create and save a new illustrator document. Learn to use the illustrator toolbar and tools. Paint objects with colors, patterns, gradients. Use guides to layout dimensions, work with text as copy and type as design elements. Create art elements and final layouts. Prerequisite: BUS 101 with a "C" or better. Five credits: 60 clock hours.

GRT 108 INTRODUCTION TO PHOTO MANIPULATION PROGRAM (ADOBE PHOTOSHOP)

Learn the basics of isolating portions of an image and how to use channels to build complex images. Learn about Photoshop's drawing and painting tools and how to use layer's to develop images. Prerequisite: BUS 101 with a "C" or better. Five credits: 60 clock hours.

GRT 110 LAYOUT AND DESIGN/ TYPOGRAPHY/COLOR

This course will provide the student with basic knowledge and understanding of basic principles of layout, including typography, color, and other elements of design. Five credits: 60 clock hours.

GRT 119, 129 SPECIAL TOPICS: GRAPHICS TECHNOLOGY

These courses were designed to provide the student with the opportunity to customize the course objectives to meet individual needs. All course objectives must be approved by an instructor. Two to three credits: 20 to 30 clock hours.

GRT 199 GRAPHIC TECHNOLOGY/SPECIAL NEEDS

Allows the student to work on a few specific objectives in conjunction with the Graphic Technology certificate requirements. The student and the instructor may develop an individual program which is agreeable to both parties. The student must be enrolled in the Graphic Technology program. This course may be repeated. One credit: 10 clock hours.

GRT 205 ADVANCED GRAPHICS DESIGN FOR WEB PAGES

This course is designed to teach advanced techniques off graphic design for web pages. The course will also cover web page construction and sit design. Upon successful completion of the course, students will be familiar with sound graphic design principles and advanced techniques as they apply to the world wide web. Three credits: 40 clock hours.

GRT 207 ADVANCED ILLUSTRATOR

The course is designed to give the students an opportunity to advance their knowledge and skills in an electronic drawing program. Prerequisite: GRT 107 with a "C" or better. Five credits: 60 clock hours.

GRT 208 ADVANCED PHOTOSHOP

The course is designed to give the students an opportunity to advance their knowledge and skills in an electronic photo manipulation program. Prerequisite: GRT 108 with a "C" or better. Five credits: 60 clock hours.

GRT 209 PRE-PRESS APPLICATIONS (PREFLIGHT/IMAGING/STRIPPING)

Students will be given the opportunity to acquire basic knowledge and skills in electronic pre-press operations, including: Preflighting electronic files, electronic imaging, film assembly, proofing methods and introduction to press and the printing process. Three credits: 40 clock hours.

GRT 210 RESUME WRITING AND ELECTRONIC PORTFOLIO

This course will provide the student with skills for job placement in the printing industry. Three credits: 40 clock hours.

GRT 211 DIGITAL INPUT/OUTPUT

Students will be given the opportunity to acquire knowledge and skills in scanning, digital camera, optimizing files, file management, texture maps, 2D GIF animation, and Vector vs Raster images. Four credits: 50 clock hours.

GRT 275 SPECIAL TOPICS: GRAPHIC TECHNOLOGY

These seminars will cover current and advanced topics in the Graphic Technology marketplace. Permission of instructor required. One to three credits.

GRT 295 GRAPHIC TECHNOLOGY/ INDEPENDENT STUDY

This course provides an opportunity for the student to engage in intensive study and research on a specific topic under the direction of a faculty member. Prerequisite: permission of instructor only. Two credits: 20 clock hours.

GRT 296 GRAPHIC TECHNOLOGY/ INDEPENDENT STUDY

This course provides an opportunity for the student to engage in intensive study and research on a specific topic under the direction of a faculty member. Prerequisite: permission of instructor only. Three credits: 30 clock hours.

GRT 297 GRAPHIC TECHNOLOGY/ INDEPENDENT STUDY

This course provides an opportunity for the student to engage in intensive study and research on a specific topic under the direction of a faculty member. Prerequisite: permission of instructor only. Five credits: 50 clock hours.

HEN: HEALTH OCCUPATIONS

(Physically challenged students planning to register for a Physical Education class should contact the Physical Education Department at 970.330.8008, Ext. 6295, no less than three days before registering to ensure access to and success in the chosen class.)

HEN 106 RED CROSS STANDARD**FIRST AID/CPR**

Principles and practices of first aid to give immediate, temporary treatment in case of accident or sudden illness before the service of a physician can be secured. Students will also learn the proper techniques for adult, child and infant CPR. (The students who satisfactorily pass the American Red Cross examination will receive their; Standard First Aid, Adult CPR and Infant CPR cards.) Three credits: 30 clock hours.

HEN 113 LIFEGUARD TRAINING, AMERICAN RED CROSS

Upon successful completion of this course, the student will have the basic ability to recognize and attempt to rescue swimmers in distress. The student will learn skills involving swimming rescues, CPR, first aid, public relations and the characteristics and responsibilities of the professional lifeguard. Prerequisite: 15 years of age. Two credits: 30 clock hours.

HEN 115 WATER SAFETY INSTRUCTOR (WSI)

The purpose of this course is to train instructor candidates to teach American Red Cross Swimming and Water Safety Courses. Prerequisite: 17 years of age, successfully pass the pre course written test and skills test. Two credits: 30 clock hours.

HEN 117 NUTRITION & WEIGHT LOSS**HEN 118 NUTRITION & WEIGHT LOSS II****HEN 119 NUTRITION & WEIGHT LOSS III**

This course utilizes a behavioral/nutritional approach that will enable overweight individuals to lose excess body weight. Permanent weight control will be the main objective of this course.

Nutritional counseling will include: 1) Proper nutrition 2) Exchange system of food charting

3) Shopping and reading labels 4) Keeping a nutritional diary 5) Integrating a nutritional food plan into one's daily life.

Behavioral education will include: 1) What to do to lose weight 2) Keeping weight off permanently 3) Controlling overeating practices 4) Learning about feelings and how moods affect eating behavior 5) Eating on special occasions/restaurants 6) Stress Management/relaxation training 7) Assertiveness training 8) Eating Disorders. One credit: 10 clock hours.

HEN 191 WELLNESS, HEALTH AND FITNESS I

This course is designed to help individuals become aware of how to develop and/or improve healthy styles of living by becoming aware of intelligent choices concerning wellness, health and exercise. One to one and one-half credits count towards Physical Education requirements. Remaining two to three credits count as elective credits. Three and one-half credits to four and one-half credits: 50 clock hours.

HEN 195 INDEPENDENT STUDY IN HEALTH

This course offers the serious minded students an opportunity to be involved in practical experience in teaching and/or research in the area of health and/or physical education. Course can be repeated if content changes. Prerequisite: Permission of Department Chair. One-half credit: 10 clock hours. One credit: 20 clock hours. One and one-half credits: 30 clock hours. Two credits: 40 clock hours.

HIS: HISTORY**HIS 101 WESTERN CIVILIZATION I (GT-HI1)**

Explores the major political, economic, social, diplomatic/military, cultural, and intellectual events and the roles of key personalities that shaped Western civilization from the prehistoric era to 1648. Four and one-half credits.

HIS 102 WESTERN CIVILIZATION II (GT-HI1)

Explores the major political, economic, social, diplomatic/military, cultural, and intellectual events and the roles of key personalities that shaped Western civilization from 1648 to the present. Four and one-half credits.

HIS 115 HISTORY OF THE OCCULT, MAGIC & SUPERSTITION

An historical examination of the beliefs and practices of voodoo, vampirism, witchcraft, hunting magic, snake handling cults, palmistry, tarot cards, I Ching, demonic possession and ESP. Five credits.

HIS 117 THE CIVIL WAR - A HISTORY

A survey of the history of the Civil War from the causes of the war through Lincoln's assassination. Four and one-half credits.

HIS 139 WOMEN IN U.S. HISTORY

This course surveys women's changing roles in American history from the colonial period to the present. Special emphasis is placed upon the nature of women's work and the participation of women in the family, church and reform movements. Five credits.

HIS 140 HISTORY OF WORLD WAR II

Examines the many factors that combined to cause World War II, as well as the most significant effects of the conflict. Four and one-half credits.

HIS 157 ANCIENT EGYPTIAN HISTORY

Provides an overview of our current knowledge concerning the genesis of the fabulous culture and examines the Age of the Great Pyramids, the predynastic culture, unification of Egypt, development of Egyptian mortuary architecture during the first six dynasties and the decline of Pharaonic power. Five credits.

HIS 201 U.S. HISTORY I (GT-HI1)

Examines the major political, economic, social, diplomatic/military, cultural, and intellectual events in American History from the first inhabitants through the Civil War/Reconstruction. Four and one-half credits.

HIS 202 U.S. HISTORY II (GT-HI1)

Examines the major political, economic, social, diplomatic/military, cultural, and intellectual events in American History from Reconstruction to the present. Four and one-half credits.

HIS 215 HISTORY OF CHRISTIANITY

A survey of the history of Christianity from its beginning to the present, including ecclesiastical and doctrinal developments. Emphasizes the interaction of Christianity with the world and the influence each has had on the other. Five credits.

HIS 216 HISTORY AND HOLLYWOOD: FILM AND HISTORICAL PERSPECTIVE IN MODERN AMERICA

This course surveys the impact of the film industry on historical perspective in modern America. Students will view and critique a number of feature films, and formulate views on the role Hollywood plays in shaping our understanding of history. Four and one-half credits.

HIS 225 HISTORY OF COLORADO

This course presents the story of the people, society, and cultures of Colorado from the earliest Native Americans, through the Spanish influx, the explorers, the fur traders and mountain men, the gold rush, railroad builders, the cattlemen and farmers, the silver boom, and the modern twentieth-century state. Four and one-half credits.

HIS 235 MODERN GERMAN HISTORY

A survey of German history from unification under Bismarck to reunification in 1990 and beyond, including political, economic, social, intellectual, and religious developments. Emphasis is given to the Weimar and Nazi periods. Five credits.

HIS 246 HISTORY OF MEXICO

This course surveys the major political, economic, social, and cultural developments of Mexico from pre-Columbian times to the present. Four and one-half credits.

HIS 248 HISTORICAL ROOTS OF MODERN RUSSIA

This course surveys the major political, economic, social, and ideological developments that have shaped modern Russia and the Soviet Union. Four and one-half credits.

HIS 255 THE MIDDLE AGES

This course surveys the civilizations of Europe and the Islamic world from the decline of Rome to the Renaissance (AD 500-1500) Five credits.

HIS 295 INDEPENDENT STUDY IN HISTORY

Provides an opportunity for the serious-minded student to engage in intensive study and research on a specified topic under the direction of a faculty member. One-two credits: contact instructor.

**HEALTH SCIENCES:
DIT, HHP, HPR, MOT, NUA,
NUR, STE****DIT 115 INTRODUCTION TO NORMAL NUTRITION**

This course is designed to provide the student with a basic understanding of normal nutrition. Emphasis is placed on the application of the general concepts and principles of good nutrition as a consumer and health care provider. Prerequisites: None. One and one-half credits: 10 lecture hours, 10 hours lab.

HHP 100 INTRODUCTION TO**COMPLIMENTARY HEALTH PRACTICES**

The student will explore some of the more widely used alternative /complimentary healing methods. This class is designed to expand the student's health horizons and enable the student to converse in a knowledgeable manner with patients and practitioners. Three credits: 10 hours lecture, 20 hours lab.

HPR 100 INTRO TO HEALTH PROFESSIONS

This course provides the student an opportunity to explore various health related professions. Students will learn about the types of careers that require post secondary education and training at the Certificate, Associates Degree, Bachelors Degree and post graduate levels. Course work that supports career choices will be emphasized. This course will require classroom, resource lab, library, computer resource lab (Discover and COCIS Program) and field trip activities. Prerequisite: None. One and one-half credits: minimum 20 clock hours; however, career exploratory assignments may require additional time: 10 lecture hours, 10 hours lab minimum.

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. Telephone communication issues will be included. Three credits: 30 contact hours.

HPR 110 IV THERAPY FOR LPNS

This course provides LPNs with an opportunity to expand their nursing roles by learning appropriate procedures for intravenous therapy and venous blood withdrawal. The course includes lecture, laboratory practice and clinical experiences. The course prepares the student for IV certification under State Board of nursing Guidelines. Required number of IV starts in clinical setting will be required. Prerequisites: Current License as an LPN in Colorado; current CPR certificate and clinical malpractice insurance, current HBV & MMR immunizations, and Tb screening. Four and one-half credits: 35 hours lecture, 13 hours lab, 16 hours clinical.

HPR 178 INTRODUCTION TO MEDICAL TERMINOLOGY FOR THE NURSE

This course introduces the student to basic medical terminology through building and analyzing medical terms using word parts. Emphasis is placed on definitions, word usage, spelling, and pronunciation. Commonly used

abbreviations are introduced with related terms. The intent is to help the student interpret and understand medical terms, reports and therapies related to health care. Prerequisites: Reading and Sentence Skill Assessments required. One and one-half credits: 10 lecture hours, 10 hours lab.

HPR 275 SPECIAL TOPICS:

This course provides students with a vehicle to pursue in depth exploration of special topics of interest. One to ten credits.

CURRENT SPECIAL TOPICS:

Train the Trainer, Teach Nurse Aide: The purpose of this program is to allow the participants, RNs and LPNs, an opportunity to not only become familiar with the regulations related to Nurse Aide training but also to practice instructional skills. Following the course the participant will be able to apply principles of adult learning by selecting materials for assessing learner performance. The participant will be exposed to various lessons plans. Discussion will include organization of time, space, materials, and equipment for instruction. Emphasis will include communication skills as well as effective instruction methods. Instruction will include methods to maintain a positive learning climate and maintaining appropriate classroom behavior. One and one-half credits: 16 contact hours.

MOT 121 INTRO TO RESEARCH & COMMUNITY HEALTH PROMOTION

Course will introduce students to the basics in researching health statistics locally, regionally and nationally. Library, agency, and internet time outside of class is required. Students will address the needs of a community and how to work as a group using team skills to begin work on a year-long project to plan, promote, and implement a major health promotion event. Personal wellness goals and awareness as a means to identify with the pursuit of preventative health care will be included. Classroom discussion and course project will address group roles, leadership, professionalism, and time management in a service-learning endeavor. This course sets the foundation that will be carried through all clinical courses in MOT and culminate in a campus-wide health fair. One and one-half credits: 5 hours lecture, 25 hours lab.

MOT 130 INSURANCE, BILLING AND CODING

This course established a foundation in outpatient coding in order to complete a correct HCFA-1500 form using ICD-9-CM, CPT and HCPC codes. Informs students what documentation is needed to justify those codes, the problems of incorrect coding and

how to manage third party requirements and reimbursements. Prerequisites: BIO 120 and HPR 178. Five credits: 50 clock hours.

MOT 136 INTRO TO MEDICAL ASSISTANT CLINICAL

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. Body mechanics and ergonomic considerations for the office and clinic setting will be addressed. Basic safety measures for fire and electrical emergencies will be addressed. Prerequisites: HPR 178, BIO 120 (may be taken concurrently with department permission). Three credits: 10 hours lecture, 40 hours lab.

MOT 137 HUMAN DISEASE

The student will become familiar with major diseases, signs, symptoms, and prognoses using a systemic approach. Treatment modalities appropriate to each disease will also be addressed. Lecture instruction will be supplemented by lab application sessions weekly. Mandatory field trip to see cadavers at CSU. Prerequisites: BIO 120 and (HLH 120 or MOT 114, 115) and permission of Department. Four and one-half credits: 35 lecture hours, 25 lab hours.

MOT 138 MEDICAL ASSISTANT LABORATORY SKILLS II

This course provides the learner with basic knowledge of the structure and function of the venous system, selection and site preparation and techniques of phlebotomy. Student will learn to identify venous sites appropriate for drawing blood for laboratory analysis. Site selection and preparation as well as appropriate phlebotomy techniques will be demonstrated and practiced. Introduction to different phlebotomy tubes will be covered. Bloodborne pathogen concern will be re-emphasized. Manikin models are used for practice; learners will also practice on each other.

Continued practice with basic routine laboratory skills and techniques for collection and handling of laboratory specimens. Examination of laboratory specimens often encountered in the ambulatory care setting, CLIA waived testing. Emphasizes hands-on experience. Must be taken in combination with MOT 128 to meet transfer equivalencies for

MOT 138 content with programs on semester system. Prerequisite: MOT 128 or MOT 206. Six credits: 25 hours lecture, 55 hours lab. 8 hours off-site practicum required. Immunizations must be current.

MOT 140 MEDICAL ASSISTANT CLINICAL

Provides hands on experience with the clinical skills required for assisting with patient care for the orthopedic, cardiovascular, urinary, gynecologic, obstetric, and pediatric environments. Delivers the theory behind each skill presented as well as proper technique for performing each skill. Prerequisites: BIO 120, MOT 136, MOT 137. Six credits: 30 hours lecture, 60 hours lab.

MOT 143 MEDICAL SCIENCES FOR THE OFFICE

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. Prerequisite: HPR 178. Four and one-half credits: 45 contact hours.

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. Prerequisites: BIO 120, MOT 137. Four and one-half credits: 40 hours lecture, 10 lab hours.

MOT 152 DOSAGE ADMINISTRATION FOR THE MEDICAL OFFICE TECH

Provides additional practice with adult and pediatric dosage calculation, pouring liquid medications, and filling syringes. Students will learn the landmarks and sites, angle and appropriate equipment to be used for Intradermal, subcutaneous, and intramuscular injections. Mixed dosages and insulin measurements will be practiced. Learners will practice techniques on mannequins and on each other. Emergency drugs will be discussed. Prerequisite: MOT 150 and permission of the department. Student must have current MMR, completed HBV series and current Tb test prior to starting course. One and one-half credits: 10 lecture hours, 10 lab hours.

MOT 156 OFFICE PSYCHIATRIC ASSISTING

This course will familiarize the student with common psychiatric diagnoses and how they would assist clients in the psychiatric office or in general medical settings. Role playing and guest speakers will be incorporated into the course presentation format. Prerequisites: HLH 120 or MOT 114/115 (can be concurrent) and permission of the Department. One and one-half credits: 16 clock hours.

MOT 181 ADMINISTRATIVE INTERNSHIP

Provides hands on experience with the clinical skills required for assisting with patient care for vision screening & injuries, hearing screening, sexually transmitted diseases, specialty examinations, surgical asepsis, surgical instruments, and assisting with office surgeries. Delivers the theory behind each skill presented as well as proper technique for performing each skill. Prerequisite: MOT 136 or MOT 117, Three credits: 90 clock hours.

MOT 280 INTERNSHIP

Provides supervised placement in contracted facility for guided experience in applications of knowledge and skills acquired in the classroom. Positions are non-paid due to CAAHEP requirement. Student must have permission by program coordinator to begin internship. Prerequisites: current Health Provider CPR certification, current MMR, completed HBV series, Tb test. Permission of Department required. Four and one-half credits: 120 clock hours.

NUA 101 CERTIFIED NURSE AIDE HEALTH CARE SKILLS

Prepares the student to perform the fundamental skills of the nurse aide. Basic nursing skills, restorative services, personal care skills, safety and emergency care issues will be covered in theory and lab. The student will learn skills that address mental health needs as well as patient/resident/client rights. Prerequisites: Reading Assessment. Six credits: 58 hours lecture, 24 hours lab.

NUA 105 HOME HEALTH AIDE THEORY

This course will introduce the student to the expanding field of Home Health Nursing, The student will discover the uniqueness of Home Health Care and the vital role that the nursing assistant plays as part of the home care team. The student will learn how to assist home care patients with activities of daily living and maintain a safe, clean and comfortable environment. The student will also learn the differences and challenges of caring for patient in their natural home environment versus institutional settings. Bowel and bladder

training, and quad care will be emphasized. Prerequisites: NUA 101, 170, or current CAN certification and Current Healthcare provider CPR certification. Three credits: 20 lecture, 12 lab.

NUA 170 NURSE ASSISTANT CLINICAL EXPERIENCE

Applies knowledge gained from NUA 101 in a clinical setting. One and one-half credits: 30 clock hours.

NUR 101 PHARMACOLOGY CALCULATIONS

Introduces the nursing student to the concepts and techniques of dosage calculations and medication administration by a variety of routes. Learners will apply basic math concepts to complex conversion of dosages between and among various systems of weights and volumes. Learners will apply critical thinking skills to the calculation and administration of medications by oral and parenteral (including intravenous) routes of administration. Pre-requisite: Acceptance into a practical nursing program. One and one-half credits: 30 hours lab.

NUR 102 ALTERATIONS IN ADULT HEALTH I

Introduces the Practical Nurse to basic concepts necessary for assessing and meeting nursing care needs of the adult and older individual. The course focuses on the concepts of acute and chronic illness, pain management, fluid and electrolyte balance, perioperative care, oncology, death and dying, infection and inflammation, and shock syndromes. Common disorders of the musculoskeletal, integumentary, respiratory and reproductive systems are presented. Relevant psychosocial and ethno cultural concepts and legal and ethical implications are integrated throughout. Pre-requisite: Successful completion of preceding required program course work or permission of program director. Four and one half Credits: 30 lecture hours, 30 lab hours.

NUR 103 BASIC HEALTH ASSESSMENT FOR THE PRACTICAL NURSE

This course is designed to provide a foundation in assessment and related therapeutic communication and teaching skills within the legal role of the Practical Nurse. Information is presented to assist the learner in obtaining a health history and in performing a basic assessment on adults and older adults with predictable outcomes. Health maintenance and health promotion concepts are incorporated throughout the course. Relevant mental health, psychosocial and ethno cultural concepts are integrated.

Learning theory regarding teaching and learning concepts are presented. Prerequisite: Successful completion of preceding required program course work or permission of program director. One and One half credits: 10 hours lecture, 20 hours lab.

NUR 104 ALTERATIONS IN ADULT HEALTH II

Continues the concepts introduced in Alterations in Adult Health I. It introduces the learner to basic concepts necessary for assessing and meeting nursing care needs of the adult and older individual. The course focuses on the common disorders of the neurological, cardiovascular, blood, lymphatic, immune, endocrine, gastrointestinal, renal and urinary systems and the special senses. Relevant psychosocial and ethno cultural concepts are integrated throughout. Prerequisite: Successful completion of preceding required program course work or permission of program director. Four and one-half credits: 30 lecture hours, 30 lab hours.

NUR 105 PRACTICAL NURSING ARTS AND SKILLS

Introduces the Practical Nursing learner to the principles of basic procedures necessary in caring for clients across the lifespan with stable and predictable outcomes in selected health care settings. Emphasis is placed on use of the nursing process in providing care. Opportunities are provided in the classroom and laboratory to develop competence in the performance of nursing skills. Relevant psychosocial and ethno cultural concepts are integrated throughout. Content regarding multidisciplinary relationships, historical perspectives, and health care delivery systems is presented. (1 or more credits may be given for students completing a Community College of Colorado approved CNA program.) Prerequisite: Successful completion of preceding required program coursework or permission of the program director. Seven and one-half credits: 25 lecture hours, 95 lab hours.

NUR 111 SOCIALIZATION INTO PRACTICAL NURSING

Introduces roles and responsibilities of the graduate Practical Nurse as defined by established standards, including the Colorado Nurse Practice Act. Emphasis is placed on accountability, delegation, and perspectives in health care. Career and job readiness skills are developed. Pre-requisite: Successful completion of preceding required program coursework or permission of the program director. One and one-half credits: 10 hours lecture, 10 hours lab.

NUR 112 BASIC CONCEPTS OF PHARMACOLOGY

Introduces the basic concepts of pharmacology related to the actions, therapeutic and adverse effects, interactions of drugs, drug classifications, and the basic pharmacology of commonly used medications. Emphasis is placed on nursing considerations and client education. Learners will apply knowledge gained in selected clinical settings in caring for clients across the lifespan. Prerequisite: Successful completion of preceding required program coursework or permission of the program director. Three credits: 24 hours lecture, 26 hours lab.

NUR 113 BASIC CONCEPTS OF MATERNAL-NEWBORN NURSING

Introduces the study of families experiencing childbirth. The focus is on normal pregnancy and the physiological and psychological changes during this time including the care of the normal newborn. Selected common complications are discussed. Relevant psychosocial and ethno cultural concepts are integrated throughout. The nursing process is used as a framework to assist the learner in understanding basic maternal/newborn needs and nursing care within the role of the Practical Nurse. Prerequisite: Successful completion of preceding required program coursework or permission of the program director. Three credits: 30 hours lecture.

NUR 114 BASIC CONCEPTS OF NURSING OF CHILDREN

Provides the learner with a basic understanding of the care of both the well and sick child within the role of the Practical Nurse. Emphasis is placed on the normal growth and development from infancy to adolescence. Nursing care of common childhood conditions is discussed. Theory is related to the nursing care of the well child, the sick child in various settings, the child with special needs, and the impact of pediatric care on the family. Relevant psychosocial, ethno cultural and family concepts are integrated throughout. Prerequisite: Successful completion of preceding required program coursework or permission of the program director. Three credits: 30 hours lecture.

NUR 115 BASIC CONCEPTS IN MENTAL HEALTH AND ILLNESS

Introduces the learner to basic concepts of mental health and illness. The course focuses on clients throughout the lifespan. Emphasis is placed on mental health concepts, selected common psychiatric disorders, treatment

modalities and related nursing care. This course is designed to assist the Practical Nurse in caring for clients with varied psychosocial and ethno cultural backgrounds. Prerequisite: Successful completion of preceding required program coursework or permission of the program director. One and one-half credits: 10 hours lecture, 10 hours lab.

NUR 116 BASIC CONCEPTS OF GERONTOLOGICAL NURSING

Introduces the learner to basic knowledge of normal aging, disorders related to aging and nursing care of the older individual within the role of the Practical Nurse. Concepts regarding legal and ethical factors affecting the older individual are presented. Relevant psychosocial and ethno cultural concepts are integrated throughout. Prerequisite: Successful completion of preceding required program coursework or permission of the program director. One and one-half credits: 5 hours lecture, 25 hours lab.

NUR 170 CLINICAL: APPLICATION OF PRACTICAL NURSING ARTS AND SKILLS

This is a foundation course that introduces the learner to the health care environment. The course enables the learner to begin to apply the nursing process in assessing and meeting the needs of the client within the role of the Practical Nurse. Emphasis is placed on the application of communication skills, basic and advanced nursing procedures, assessment and documentation of cares in selected health care settings. Prerequisite: Successful completion of preceding required program coursework or permission of the program director. Four and one-half credits: 120 clock hours: 7 hour shifts three days per week: total 4.5 weeks, plus orientation and lab preparation.

NUR 171 CLINICAL: APPLICATION OF ALTERATIONS IN ADULT HEALTH I

This clinical course is designed to enable the learner to develop skills in applying the nursing process in delivery of increasingly complex nursing care. The course is intended to prepare the learner for the entry role of the Practical Nurse in assessing and meeting the needs of adults and older individuals in selected health care settings. Prerequisite: Successful completion of preceding required program coursework or permission of the program director. Four and one-half credits: 90 clock hours: 6 hours orientation, 4 week block of 8 hour shifts plus 20 hours OR.

NUR 172 CLINICAL: APPLICATION OF BASIC CONCEPTS OF MATERNAL-NEWBORN NURSING

This is a foundation course that introduces the learner to the environment of the childbearing client and newborn. The course provides an opportunity for the learner to apply the principles learned in Basic Concepts of Maternal-Newborn Nursing. Pre-requisite: Successful completion of preceding required program coursework or permission of the program director. One and one-half credits: 30 clock hours: 7 days Clinic/Acute care 4-6 hour shifts.

NUR 173 CLINICAL: APPLICATION OF BASIC CONCEPTS OF NURSING OF CHILDREN

This is a foundation course that introduces the learner to the environment of the pediatric client. The course provides an opportunity for the learner to apply the principles learned in Basic Concepts of Nursing of Children. Prerequisite: Successful completion of preceding required program coursework or permission of the program director. One and one-half credits: 30 contact hours: 16 hours Office/Acute care child, 14 hours Pediatric free-clinic work.

NUR 174 CLINICAL: APPLICATION OF BASIC CONCEPTS OF LEADERSHIP AND GERONTOLOGICAL NURSING

This course is designed to provide the learner with the opportunity to enhance the application and integration of nursing theory with multiple clients who have stable and predictable outcomes. The focus is on the scope of practice for the Practical Nurse, the leadership roles expected of Practical Nurses, with concentration on the role of the Practical Nurse in gerontologic nursing settings. This course is meant to help the student with the transition from the role of learner to graduate Practical Nurse. Emphasis is on the physiologic, psychosocial and ethno cultural needs of multiple clients in geriatric settings. Prerequisite: Successful completion of preceding required program coursework or permission of the program director. Four and one-half credits: 60 Instructor Contact hours, 60 Preceptor Contact hours: 10 hours orientation, 10 days, 8 hour/day LTC.

STE 100 FUNDAMENTALS OF SURGICAL TECHNOLOGY I

Introduces principles of surgical technology. Emphasizes theoretical and clinical applications in areas of asepsis, anesthesia, hemostasis, diagnostic criteria, ethics, interpersonal communication, stress

management, personal and professional relations. Students will be introduced to the areas of professionalism, including their role in relation to the Association of Surgical Technologists, health agencies, and job seeking skills including job retention issues and how to separate from a job professionally. Nine credits: 90 clock hours lecture.

STE 101 SURGICAL TECH SKILLS LAB I

Introduces basic skills required of surgical technology. Student role playing will include identification of the patient, patient transport, positioning, skin preparation, basic procedures, vital signs, emergency procedures and documentation. Course will include the American Heart Association Heart Saver CPR during this course and students will receive their CPR card upon successful completion of this course work. Six credits: 90 lab clock hours.

STE 105 PHARMACOLOGY FOR SURGICAL TECHNOLOGY

Explores pharmaceutical therapy used preoperatively, intraoperatively and postoperatively for the patient undergoing surgical intervention. Emphasizes drug types, effects/side effects, principles of administration and appropriate personnel actions. Three credits: Thirty clock hours.

STE 110 SURGICAL PROCEDURES I

Presents principles and applications of basic operating room skills with emphasis on safe and efficient use of mechanized and non-mechanized equipment common to surgery. Presents applications of principles related to use and management of instruments, sutures, needles, sponges and dressings commonly used in major surgical procedures. Four and one-half credits: 45 clock hours.

STE 115 SURGICAL PROCEDURES II

Identifies common procedures required of the surgical tech including urinary catheterization, collection of specimens, suturing, stapling, steri-strip application, and the application of dressings. Drains and how they are secured and dressed will also be demonstrated and practiced. Students will practice working with maniquens with multiple tubes including drains, catheters, and IV tubing. Appropriate documentation of procedures will again be emphasized. Four and one-half credits: 45 clock hours.

STE 120 SURGICAL PROCEDURES III

Identifies and differentiates between surgical specialties. Preoperative diagnosis, incisions and closures will be demonstrated, practiced and learner will demonstrate clinical proficiency to an employment-acceptable level in general surgical procedures and commonly performed specialty procedures. Four and one-half credits: 45 clock hours.

STE 181 SURGICAL TECHNOLOGY INTERNSHIP I

Refines the interdependent functions of the surgical technologist related to surgical procedures, instrumentation, supplies and equipment, with appropriate interventions by operating room staff. Presents surgical intervention theory related to pathology of body systems, focusing on preoperative, intraoperative and postoperative surgical patient care. Current TB screening, completion of HBV series, and current MMR must be documented prior to registration for this course. Six credits: 8 weeks in the operating room, 180 clock hours.

STE 182 SURGICAL TECHNOLOGY INTERNSHIP II

Further refines the interdependent functions of the surgical technologist related to surgical procedures, instrumentation, supplies and equipment, with appropriate interventions by operating room staff. Presents surgical intervention theory related to pathology of body systems, focusing on preoperative, intraoperative and postoperative surgical patient care. Current TB screening, completion of HBV series, and current MMR must be documented prior to registration for this course. Six credits: 8 weeks in the operating room, 180 clock hours.

STE 183 SURGICAL TECHNOLOGY INTERNSHIP III

Further refines the interdependent functions of the surgical technologist related to surgical procedures, instrumentation, supplies and equipment, with appropriate interventions by operating room staff. Presents surgical intervention theory related to pathology of body systems, focusing on preoperative, intraoperative and postoperative surgical patient care. Current TB screening, completion of HBV series, and current MMR must be documented prior to registration for this course. Nine credits: 12 weeks in the operating room, 270 clock hours.

HUM: HUMANITIES

HUM 103 INTRODUCTION TO FILM ART (INTRODUCTION TO ART OF FILM)

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.

HUM 121 SURVEY OF HUMANITIES I

Introduces students to the history of ideas in Western cultures through a study of the visual arts, literature, drama, music, and philosophy of early civilizations, Greek and Roman antiquity and Christian eras. Emphasizes connections among the arts, values, and diverse cultures. Four and one-half credits.

HUM 122 SURVEY OF HUMANITIES II

Examines the Medieval, Renaissance, and Baroque periods through a study of the visual arts, literature, music, and philosophy. Compares and contrasts diverse cultural ideas and feminine and masculine viewpoints. **NOTE:** HUM 121 is not a prerequisite for HUM 122. Four and one-half credits.

HUM 123 SURVEY OF HUMANITIES III

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. **NOTE:** HUM 121 and HUM 122 are not prerequisites for HUM 123. Four and one-half credits.

HUM 151 INTRODUCTION TO THE ART OF FILM

This course promotes an appreciation of film as an art form by exploring relationships between a film's visual and narrative components. Students view, discuss, and critically analyze a variety of motion pictures from technical, historical, and aesthetic perspectives. The course incorporates the vocabulary of film's mechanics (e.g. cinematography, editing, sound, art direction) as well as film's literary strategies (plot structure, character motivation, conflict, closure). Five credits.

HUM 275 TOPICS IN HUMANITIES

Introduces students to a variety of humanities genres which may include epic, theatre, music, art, philosophy, architecture, and others. Specific topics will reflect the expertise of the faculty and/or the needs of the students. Themes which may be explored are human creativity, heroism, love, death, nature, and others. The course may be taken more than once for elective credit, provided topics are not repeated. One-half to five credits.

HUM 285 HUMANITIES INDEPENDENT STUDY

Provides an opportunity for the serious-minded student to engage in intensive study and research on a specified topic under the direction of a faculty member. Prerequisite: permission of instructor. One to three credits.

MAS 105 INTRODUCTION TO MEXICAN AMERICAN STUDIES

This course is designed to provide the student with the opportunity to study the evolution of a new Mexican-American culture in the New World and to develop an understanding and appreciation of this unique culture in a contemporary setting. Four and one-half credits.

MAS 120 CULTURE OF MEXICO AND SOUTH AMERICA

Examines the social and cultural institutions, as well as the history of Mexico and South America from pre-Colombian time to the present. Emphasis will be placed on the Folkloric aspects of Hispanic culture. Four and one-half credits.

IDN: INTERACTIVE DESIGN

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

IDN 225 E-COMMERCE SITE DESIGN

Students will explore the design and creation of various types of virtual storefronts. Concepts such as security, co-browsing and electronic customer service techniques will be introduced. The use of digital certificates and credit card payment will be covered.

knowledge base, site analyzer software and form to database integration for an online catalog will be utilized. Students will create and maintain their own mock online catalog E-business. Five credits: 60 clock hours.

IDN 278 ELECTRONIC PORTFOLIO & RESUME

This course will provide students with skills for job placement in the Interactive Design industry. Three credits: 40 clock hours.

IDN 285 INTERACTIVE DESIGN INTERNSHIP

Students will participate in an internship related to his or her emphasis area. Each student will be required to keep a journal of their 10 week internship. Prerequisite: Permission of instructor. Three credits: 90 clock hours.

IDN 288 WEB DESIGN CAPSTONE

This course provides an opportunity for the student to develop his or her skills in Web design under the direction of a faculty member. Five credits: 60 clock hours.

IDN 289 ANIMATION CAPSTONE

This course provides an opportunity for the student to develop his or her skills in Animation Design under the direction of a faculty member. Five credits: 60 clock hours.

INS: INSURANCE**INS 100 LICENSURE PROPERTY/CASUALTY INSURANCE**

Principles of insurance, casualty insurance, legal concepts and regulations and ethics as required by State Division of Insurance for eligibility to test for and receive a Property and Casualty Insurance License. One and one-half credits: 15 clock hours

INS 101 LICENSURE LIFE INSURANCE

Principles of insurance, life insurance, legal concepts and regulations and ethics as required by State Division of Insurance for eligibility to test for and receive a Life Insurance License. One and one-half credits: 15 clock hours.

INS 102 LICENSURE ACCIDENT/HEALTH INSURANCE

Principles of insurance, accident and health, legal concepts and regulations, and ethics as required by State Division of Insurance for eligibility to test for and receive an Accident and Health Insurance License. One and one-half credits: 15 clock hours.

INS 105 INTRODUCTION TO CLAIMS

Each person will recognize and appropriately use many terms pertaining to insurance claims handling, demonstrate a basic understanding of how claims are handled, and understand how the role of insurance adjusting relates to the insurance mechanism as a whole. One and one-half credits: 15 clock hours.

INS 200 PROPERTY AND LIABILITY INSURANCE PRINCIPLES

Basic principles of insurance, introduction to contracts and operations of insurance business. Meets INS 21 requirements. Three credits: 30 clock hours.

INS 201 PERSONAL INSURANCE

Analysis of personal loss exposures and personal insurance coverages including home, auto, life, and health. Meets INS 22 requirements. Three credits: 30 clock hours.

INS 202 COMMERCIAL INSURANCE

Commercial coverage including property, business income, inland and ocean marine, crime boiler and machinery, general liability, auto, workers compensation and package policies. Meets INS 23 requirements. Three credits: 30 clock hours.

INT: INTERNATIONAL STUDIES**INT 100 INTERNATIONAL STUDIES SEMINAR**

Provides an opportunity to study and research on a specified topic related to International Studies. Under the direction of a faculty member, students will develop a better understanding of international relations through independent study or by attending workshops and conferences. One to three credits: 10-30 clock hours.

LIS: LIBRARY AND INFORMATION SCIENCE**LIS 135 INTRO TO INFORMATION LITERACY**

Integrates class work and lab sessions to help students develop information skills within majors, minors, and certificate programs. Often links with an introductory class, such as ENG 122 or PSY 101. Students will research a final project for a content area class. Designed in a three or four week format. Two credits.

LIT: LITERATURE**LIT 115 INTRO TO LITERATURE (GT-AH2)**

Introduces students to fiction, poetry, and drama. Emphasizes active and responsive reading. Four and one-half credits.

LIT 135 TOPICS IN LITERATURE

Introduces students to a variety of literary genres, including fiction, non-fiction, poetry and/or drama. Particular course titles and emphases will vary based on student interest. Specific topics will reflect the expertise of the faculty and/or the needs of the students. Course may be taken more than once for elective credit, provided titles are not repeated. One-half to five credits.

LIT 201 MASTERPIECES OF LITERATURE I (GT-AH2)

Examines significant writings in world literature from the ancients through the Renaissance. Emphasizes careful reading and understanding of the works and their cultural backgrounds. Four and one-half credits.

LIT 202 MASTERPIECES OF LITERATURE II (GT-AH2)

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. LIT 201 is not a prerequisite for LIT 202. Four and one-half credits.

LIT 225 INTRO 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. Four and one-half credits.

LIT 235 SCIENCE FICTION

Examines the techniques and issues of science fiction through a close reading a variety of writers in the genre. Four and one-half credits.

LIT 285 LITERATURE INDEPENDENT STUDY

Provides an opportunity for the serious-minded student to engage in intensive study and research on a specified topic under the direction of a faculty member. (This course is repeatable as long as content varies.) Prerequisite: ENG 121 and a course in literature or humanities and permission of instructor. One to three credits: contact instructor.

MAN: MANAGEMENT**MAN 101 GROUP DYNAMICS & LEADERSHIP**

This course provides the student with working knowledge of the dynamics of team building, the variety of communication styles, the procedures for conducting a meeting, and the components of problem solving. Students participate in communication situations from interpersonal to small group and formal meetings. One and one-half credits: Ten hours lecture, ten hours lab per week.

MAN 102 UNDERSTANDING LEADERSHIP

This course provides the student with working knowledge of the styles of leadership and related communication concepts. Students participate in realistic situations involving communication and leadership. One and one-half credits: Ten hours lecture, ten hours lab per week.

MAN 103 DIVERSITY AND LEADERSHIP

This course includes discussion of diversity, culture, and gender related to communication and leadership. Students participate in communication situations to gain understanding and skills related to diverse environments and leadership roles. One and one-half credits: Ten hours lecture, ten hours lab per week.

MAN 105 LEADERSHIP IN MANAGEMENT

This course deals with learning the non-technical strategies and interpersonal tactics needed to compete in today's business world. Students will identify and develop managerial leadership skills and should be able to apply those skills in the workplace. Five credits.

MAN 116 PRINCIPLES OF SUPERVISION

This course concentrates on the management skills needed by first-line and new supervisors with practical applications taken from common supervisory situations. Five credits: 50 clock hours.

MAN 125 TEAMBUILDING

This course examines techniques to develop teamwork. By using teamwork, students can develop decision making skills, solve problems, develop planning skills, and create and maintain work channels so that quality leadership is created through teamwork. Two credits: 20 clock hours.

MAN 126 TOTAL QUALITY MANAGEMENT

Students learn the rationale for, methods of implementing and key characteristics of TQM. Topics include developing a vision of a quality

culture, strategic planning for implementation, customer focus, supplier relationships, benchmarking, continuous improvement, employee empowerment, and teamwork. Through case studies, students learn to apply TQM in manufacturing and service environment. Three credits: 30 clock hours.

MAN 200 HUMAN RESOURCE MANAGEMENT

This course provides the student with a broad overview of the contemporary issues, theories, and principles used to effectively manage human resources. Topics include hiring, compensation, development, employee relations, and legal issues. Five credits: 50 clock hours.

MAN 212 MARKETING/MANAGEMENT STRATEGIES

Students will analyze data, plan strategies and make business management and marketing decisions using computer business management simulations. Students can learn how various combinations of the marketing mix will change business outcomes and how competition affects decision making and outcomes. Prerequisite: MAN 226 and MAR 216. Five credits: 50 clock hours.

MAN 215 ORGANIZATIONAL BEHAVIOR

This course examines the behaviors of groups and individual members of organizations, and how that behavior can be influenced. Course emphasis is on the tools managers use to achieve organizational effectiveness. Five credits: 50 clock hours.

MAN 216 SMALL BUSINESS MANAGEMENT

This course examines the elements necessary for the successful formation of a new small business. It is also designed to enhance the skills of those already involved in the operation of a small business. The course includes the development of a complete small business plan. Five credits: 50 clock hours.

MAN 226 PRINCIPLES OF MANAGEMENT

A survey of the principles of management. Emphasis will be on the primary functions of planning, organizing, staffing, directing, and controlling with a balance between the behavioral and operational approach. Four and one-half credits: 45 clock hours.

MAN 236 NEGOTIATIONS

Students will explore negotiation and mediation through reading, exercises and class discussion. Conflict resolution, power influence and persuasion will be discussed. Five credits: 50 clock hours.

MAN 245 MANAGING DIVERSITY

This course will examine and recognize the impact of a diverse workforce. The management issues of dealing with such a work force will be examined. One credit: 10 clock hours.

MAN 246 ETHICAL ISSUES IN MARKETING/ MANAGEMENT

Students will examine current problems, practices, and trends of ethics in marketing and management. Two credits: 20 clock hours.

MAN 285 INDIVIDUAL STUDY IN MANAGEMENT

This course provides an opportunity for students to engage in extensive study and research beyond the stated prerequisites. Prerequisite: Marketing/Management major or advisor approval. One-half to five credits: Contact instructor.

MAN 291 COOPERATIVE WORK EXPERIENCE

Bridges the gap between classroom instruction and work experience for the management-oriented student. Attention is given to specific on-the-job problems encountered by the student. Student will formulate work objectives and attend a weekly one-hour seminar. Employer involved in student evaluation. Other courses may be substituted with the consent of the advisor. Prerequisite: Declared Marketing/Management major, consent of a Marketing/Management advisor, enrolled in one or more of the Marketing/Management program courses each quarter, employed in an area which is complimentary to degree option. Two to five credits: 10 lecture hours, 30-120 cooperative work experience hours.

MAR: MARKETING

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

MAR 111 PRINCIPLES OF SALES

The student will learn to develop and deliver effective sales techniques. Topics include product knowledge, consumer buying behavior, and the progression from prospecting to closing the sale. Five credits: 50 clock hours.

MAR 117 PRINCIPLES OF RETAILING

This course is an introductory course which will examine strategies for retail store management. The content will include retail organization, management, merchandising, promotion, control, and customer service. Five credits: 50 clock hours.

MAR 125 MARKETING RESOURCE SYSTEMS

This course examines the resource systems that influence marketing and related marketing activities. Topics include external planning environment, risk management, business cycles, and international trade. Three credits: 30 clock hours.

MAR 185 INDIVIDUAL STUDY IN MARKETING**MAR 186 INDIVIDUAL STUDY IN MARKETING****MAR 187 INDIVIDUAL STUDY IN MARKETING**

These courses provide an opportunity for students to engage in intensive study and research beyond the stated prerequisites. Prerequisite: Marketing/Management major or advisor approval. One to three credits each: contact instructor.

MAR 216 PRINCIPLES OF MARKETING

Presents the analysis of theoretical marketing processes and the strategies of product development, pricing, promotion and distribution, and their applications to business and the individual consumer. Four and one-half credits: 45 clock hours.

MAR 220 PRINCIPLES OF ADVERTISING

Students will study emerging trends in the principles and practices of advertising and its relationship to business in order to promote a business or organization. Areas of major emphasis include advertising principles, strategies and planning, media, copy and layout, and ethical considerations. Five credits: 50 clock hours.

MAR 238 MARKETING RESEARCH

This course will introduce the principles and practices of marketing research, including research instruments and data collection and interpretation. Prerequisite: MAR 216. Three credits: 30 clock hours.

MAR 256 REAL ESTATE CLOSING AND TRUST ACCOUNTS

The student will analyze the brokers responsibilities and legal requirements related to closing, record keeping responsibilities, establishment and maintenance of trust accounts related to real estate closing. This course is required for the Colorado Real Estate license exam. Four credits: 40 clock hours.

MAR 257 REAL ESTATE PRACTICE AND LAW

The student should be able to identify the language of real estate, identify the essential elements of real estate law and principles, and be able to practice real estate under the supervision and training of a manager broker. This course is required for the Colorado Real Estate license exam. Six credits: 60 clock hours.

MAR 258 COLORADO REAL ESTATE LAW & CONTRACTS

Students will categorize and develop a comprehension of Colorado Real Estate laws and Colorado Real Estate contracts. This course is required for the Colorado Real Estate license exam. Six credits: 60 clock hours.

MAR 264 REAL ESTATE: CURRENT LEGAL ISSUES

A course of study for students to develop or enhance their knowledge and awareness of current real estate related statutes and regulations and important legal issues, developments and practices. This course is required for the Colorado Real Estate license exam. One credit: 10 clock hours.

MAR 269 REAL ESTATE PRACTICAL APPLICATIONS

A course of study in the applications of laws, rules and standards of practices in real estate. This course is required for the Colorado Real Estate license exam. Four credits: 40 clock hours.

MAR 271 REAL ESTATE REGISTERED APPRAISER

This course will meet the educational requirements for the registered Appraisal license. The students should be able to demonstrate knowledge on terminology and concepts of appraisal theory. This course includes 60 hours of appraisal theory as related to the uniform standards of professional appraisal practice and exam preparation. Six credits.

MAR 272 REAL ESTATE REGISTERED APPRAISER ETHICAL ISSUES

This course will meet the educational requirements for the registered Appraisal license. The student should be able to understand the ethical considerations. This course includes 15 hours of ethics as related to the uniform standards of professional appraisal practice and exam preparation. One and one-half credits.

MAR 274 REAL ESTATE BROKERAGE ADMINISTRATION

A course for employing brokers for the practical application of laws, rules, and sound business practices for the establishment and everyday management, operation, and supervision of a Real Estate Brokerage company. Prerequisite: MAR 257, MAR 258, MAR 264. Three credits: 30 clock hours.

MAR 275 MARKETING SEMINAR

Contemporary problems are explored as they relate to students' goals and aspirations. Prerequisite: Marketing/Management major or advisor approval. One-half to five credits each: 5 to 50 clock hours.

MAR 285 GLOBAL ISSUES IN MARKETING/ MANAGEMENT

This course will look at the world environment in which the international marketer must operate. The economic, political, and cultural dimensions of the world's markets that constrains the practice of international marketing will be examined. Two to three credits: 20 to 30 clock hours.

MAS: MEXICAN AMERICAN STUDIES**MAS 105 INTRODUCTION TO MEXICAN AMERICAN STUDIES**

This course is designed to provide the student with the opportunity to study the evolution of a new Mexican-American culture in the New World and to develop an understanding and appreciation of this unique culture in a contemporary setting. Five credits.

MAS 106 FROM INDIOS TO CHICANOS, A HISPANIC JOURNEY

This course is designed to provide the student with an opportunity to dialogue on historical topics of the Mexican-American culture. Special emphasis will be on the multi-layered history of the Chicano from the Aztecs to contemporary society.

MAS 120 CULTURE OF MEXICO AND SOUTH AMERICA

Examines the social and cultural institutions, as well as the history of Mexico and South America from pre-Columbian times to the present. Emphasis will be placed on the Folkloric aspects of Hispanic culture. Five credits.

MAS 161 EARLY HISTORY OF MEXICO

Studies the important aspects of Indian history and culture in Mexico. Emphasizes the Aztec empire and its cultural contributions. Examines the Spanish conquest and its effects on the Mexican Indian. Five credits.

MAS 162 INTRO TO MODERN MEXICO

Studies the cultural and historical events that have shaped Mexico into what it is today. Topics include Mexican-U.S. relations, the Mexican Revolution, contemporary issues such as immigration, industrialization, and population. Five credits.

MAT: MATHEMATICS

***Indicates instruction is administered by College Preparation Math.**

Numbers have changed to comply with Colorado common course number system.

***MAT 012 DEVELOPMENTAL MATHEMATICS II**

This Pre-GED course provides students, who lack computational skills, with instruction in whole numbers in the arithmetic operations of addition, subtraction, multiplication, and division. The major objectives are to develop computational and arithmetic operational skills in whole numbers to enable the student to enter MAT 013. Prerequisite: placement. Two to five credits.

***MAT 013 DEVELOPMENTAL MATHEMATICS III**

This Pre-GED course provides students, who lack computational skills, with instruction in the operations dealing with fractions. The major objective is to develop computational skills in fractions to enable the student to enter MAT 014. Prerequisite: MAT 012 or placement. Two to five credits.

***MAT 014 DEVELOPMENTAL MATHEMATICS IV**

This Pre-GED course provides students, who lack computational skills, with instruction in decimals, ratios, proportions, and percents. The major objective is to develop computational skills in decimals, ratios, proportions, and percents to enable the student to enter MAT 015. Prerequisite: MAT 013 or placement. Two to five credits.

***MAT 015 DEVELOPMENTAL MATH V**

This course provides students, who lack computational skills, with instruction in graphs, measurement, and introductory algebra. Prepares the student to pass the mathematics portion of the GED test. Prerequisite: MAT 014 or placement. Two to five credits.

***MAT 030 FUNDAMENTALS OF MATHEMATICS**

This course includes the vocabulary, basic operations and applications of whole numbers, decimals, and an introduction to areas and perimeters. Fractions may be included, if time permits. Three credits.

***MAT 060 PRE-ALGEBRA**

(Previously listed as MAT 095) This course includes the vocabulary, basic operations and applications of fractions, mixed numbers, ratio, proportion, percent, integers, algebraic expressions, and the solution of basic first-degree equations. Five credits.

***MAT 080 MATHEMATICS AND BASIC ALGEBRA**

(Previously listed as MAT 097) This course includes the vocabulary, basic operations and applications of rational numbers, ratio, proportion, percent, algebraic expressions, monomials, laws of exponents, and the solution of basic first-degree equations. Three credits.

MAT 090 ELEMENTARY ALGEBRA

(This course will not apply to the A.A. or A.S. degree. Previously MAT 100)

This course includes the study of linear equations, polynomials, factoring rational expressions, quadratic equations, linear systems, inequalities, graphing, and applications. Also included systems of linear inequalities, and radicals. Prerequisite: "C" or better in MAT 080 or a current assessment test is required. Six credits: 60 clock hours.

MAT 103 INTRODUCTION TO GEOMETRY

(This course will not apply to the A.A. or A.S. degrees.)

This course provides the basic content of geometry for use in future mathematics courses including trigonometry and calculus. Topics include points, lines, planes, angles, parallel and perpendicular lines, congruent and similar triangles, quadrilaterals, circles, areas and volumes. Other topics will be included if time permits. Prerequisite: MAT 090 or current math and reading assessment tests. Two credits: 20 clock hours.

MAT 106 SURVEY OF ALGEBRA

(This course will not apply to the A.A. or A.S. degrees. Previously MAT 109.)

This course approaches problem solving using equations, slope, inequalities systems of equations, polynomials, quadratic equations, rational expressions, rational exponents, radical expressions, graphing, and applications. Also covered will be an introduction to functions, inverse functions, quadratic and quotient inequalities, and an introduction to logarithms. Prerequisite: "C" or better in MAT 090, or a current assessment test. Six credits: 60 hours.

MAT 110 APPLIED BUSINESS MATHEMATICS

(This course will not satisfy minimum nor elective requirements for the A.A. or A.S. degree. Business Division course)

The objectives of this course are to: (1) provide the student with math skills to enter a job in business; (2) provide the student with a broad introduction into the math and terminology used in different areas of business; and (3) provide the student with the basic math procedures in order to make better use of calculators. Five credits: 50 clock hours.

MAT 120 MATHEMATICS FOR LIBERAL ARTS (GT-MA1)

(Formerly MAT 150) This course is designed to improve the student's real-world problem solving skills. Topics may include sets, logic, probability, descriptive statistics and estimation, interest and annuities, geometry, linear programming, exponential and logarithmic functions and/or an introduction to trigonometry. This course may be used for selected A.A. degree students. Prerequisite: "C" or better in MAT 106 or current assessment test. Permission of the department required. Six credits: 60 hours.

MAT 121 COLLEGE ALGEBRA (GT-MA1)

Includes equations and inequalities, functions and their graphs, exponential and logarithmic functions, linear and non-linear systems, graphing of the conic sections, introduction to sequences and series, permutations and combinations, the binomial theorem, theory of equations and an introduction to matrices and determinants. Prerequisite: "C" or better in MAT 106 within the last 4 quarters or a current assessment test. Permission of the department required. One year of high school Geometry or MAT 103 strongly recommended. Six credits: 60 hours.

MAT 122 COLLEGE TRIGONOMETRY

This is a traditional prerequisite course to the calculus sequence. Topics include trigonometric functions (with graphs and inverse functions), identities and equations, solutions of triangles, complex numbers, vectors and topics in analytic geometry. Prerequisite: 1 year of high school geometry or MAT 103 and MAT 121 or a current assessment test. Four and one-half credits: 45 hours.

MAT 125 SURVEY OF CALCULUS (GT-MA1)

For business, life science and social science majors. Includes derivatives, integrals, and their applications, with attention restricted to algebraic, exponential and logarithmic functions. Prerequisite: "C" or better in MAT 121 or current assessment test. Six credits: 60 clock hours.

MAT 135 INTRO TO STATISTICS (GT-MA1)

Includes data presentation and summarization, introduction to probability concepts and distributions, statistical inference-estimation, hypothesis testing, comparison of populations, correlation and regression. Prerequisite: "C" or better in MAT 106. within the last 4 quarters or current assessment test. Credit not allowed for both BUS 226 and MAT 135. Four and one-half credits: 45 clock hours.

MAT 155 MATHEMATICS FOR ELEMENTARY TEACHERS I

This course is particularly pertinent to prospective arithmetic teachers, presenting arithmetic and algebra from a modern approach. Topics include natural numbers, integers, rational numbers, relations, functions, and equations. Prerequisite: MAT 106 with a "C" or better or equivalent. Four and one-half credits: 45 hours.

MAT 156 MATHEMATICS FOR ELEMENTARY TEACHERS II

This course is a continuation of MAT 155. It includes the study of the fundamentals of probability, statistics, and measurement including some geometry suitable for K-8 curriculum. Prerequisite: MAT 155 and/or MAT 106 with a "C" or better or equivalent. Four and one-half credits: 45 clock hours.

MAT 185 SPECIAL TOPICS IN MATHEMATICS

Topics will reflect the special expertise of the faculty and/or the special needs of the students. Prerequisite: Consent of instructor. One to six credits.

MAT 201 CALCULUS I Part 1 & 2 (GT-MA1)

Introduces single variable calculus and analytic geometry. Includes limits, continuity, derivatives, and applications of derivatives as well as indefinite and definite integrals. Trigonometric functions are included. Prerequisite: MAT 121 and MAT 122 or a current assessment test. Completion of Parts 1 & 2, for a total of seven and one half credits, is required and will satisfy all course objectives for transfer as 5 semester credit hours. Seven and one-half credits: 75 hours.

MAT 202 CALCULUS II Parts 1 & 2 (GT-MA1)

This course is a continuation of single variable calculus that will include exponential and logarithmic functions, trigonometric and hyperbolic functions, techniques of integration, analytic geometry, improper integrals and infinite series. Prerequisite: MAT 201. Completion of Parts 1 and 2, for a total of seven and one-half credits, is required and will satisfy all course objectives for transfer as 5 semester credit hours. Seven and one-half credits: 75 clock hours.

MAT 203 CALCULUS III (GT-MA1)

Completes the traditional subject matter of the Calculus. Topics include vectors, vector-valued functions, and multivariable calculus including partial derivatives, multiple integrals, line integrals and application. Prerequisite: MAT 202. Six credits: 60 clock hours.

MAT 215 DISCRETE MATHEMATICS

Designed for computer science students. Includes algorithms, counting, graph theory, logic and finite-state machines. Prerequisite: MAT 125 or MAT 201, and one high-level programming language. Six credits: 60 clock hours.

MAT 255 LINEAR ALGEBRA

This course includes an introduction to the theory of vector spaces, linear transformations, matrix representations, eigenvalues, and eigenvectors. Prerequisite: MAT 201 or permission of instructor. Four and one-half credits: 45 hours.

MAT 265 DIFFERENTIAL EQUATIONS

The primary emphases in this course are on techniques of problem solving and applications. Topics include first, second, and higher order differential equations, series methods, approximations, systems of differential equations, and Laplace transforms. Prerequisite: MAT 202. Four and one-half credits: 45 clock hours.

MAT 295 INDEPENDENT STUDY IN MATHEMATICS

Provides an opportunity for the highly-motivated student to engage in intensive study and research on a specified topic under the direction of a faculty member. The student will be limited as to the number of independent study credits taken per quarter. Prerequisite: previous academic study or experience in mathematics. Prerequisite: Permission of instructor. One to three credits.

MUS: MUSIC**MUS 100 FUNDAMENTALS OF MUSIC THEORY**

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. Four and one-half credits.

MUS 110 MUSIC THEORY I

Presents music fundamentals, diatonic four-part harmony, analysis, ear training, and keyboard harmony. Prerequisite: MUS 100 or instructor permission. Four and one-half credits.

MUS 111 MUSIC THEORY II

Presents chromatic four-part harmony, analysis, ear training, and keyboard harmony. Prerequisite: Music Theory I or Instructor permission. Four and one-half credits.

MUS 120 MUSIC APPRECIATION (GT-AH1)

Covers the basic materials of music, musical forms, media, genres and musical periods. Emphasizes the development of tools for intelligent listening and appreciation. Four and one-half credits.

MUS 121 MUSIC HISTORY I (GT-AH1)

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. Four and one-half credits.

MUS 122 MUSIC HISTORY II (GT-AH1)

Continues Music History I with a study of music from the early Romantic period to the present. Four and one-half credits.

MUS: PRIVATE APPLIED INSTRUCTION**MUS 141 APPLIED PIANO I****MUS 142 APPLIED PIANO II****MUS 143 APPLIED PIANO III****MUS 241 APPLIED PIANO V****MUS 242 APPLIED PIANO VI****MUS 243 APPLIED PIANO VII****MUS 141 APPLIED GUITAR I****MUS 142 APPLIED GUITAR II****MUS 143 APPLIED GUITAR III****MUS 241 APPLIED GUITAR V****MUS 242 APPLIED GUITAR VI****MUS 243 APPLIED GUITAR VII****MUS 141 APPLIED INSTRUMENTAL I****MUS 142 APPLIED INSTRUMENTAL II****MUS 143 APPLIED INSTRUMENTAL III****MUS 241 APPLIED INSTRUMENTAL V****MUS 242 APPLIED INSTRUMENTAL VI****MUS 243 APPLIED INSTRUMENTAL VII****MUS 141 APPLIED VOICE I****MUS 142 APPLIED VOICE II****MUS 143 APPLIED VOICE III****MUS 241 APPLIED VOICE V****MUS 242 APPLIED VOICE VI****MUS 243 APPLIED VOICE VII**

Private Applied instruction consists of one thirty minute lesson, three hours of required student practice, and one sixty-minute lecture/recitation session per week. Participation in a student performance is required at least once each quarter. Two credits each.

MUS 151-153, 251-253**CONCERT CHORALE**

Concert Chorale is open to adult singers of all skill levels and ages and requires no entrance audition. Participants can expect an informal and enjoyable learning environment where techniques of good choral singing will be taught and where they will be exposed to a variety of choral music. One credit: 25 clock hours.

MUS 151-153, 251-253**JAZZ/CONTEMPORARY ENSEMBLE**

Jazz/Contemporary Ensemble is open to students with previous study on their instrument. Ensemble music will reflect various styles and musical periods. The ensemble will perform at the end of the quarter. One credit: 25 clock hours.

MUS 151-153, 251-253**MUSIC THEATRE PERFORMANCE**

Practical experience in the performance of musical repertoire. Students will be taught techniques of singing, acting, and movement as well as additional aspects of live performance of music theatre culminating in a public performance. Three credits: 45 clock hours.

MUS 201 INTRODUCTION TO MUSIC THERAPY

This course will give a historical perspective of music therapy and include current trends and practices in music therapy. In addition, this course will provide an overview of characteristics and therapeutic approaches implemented for a variety of disabilities. Additional areas of study will examine the approaches to stress management. Clinical settings for employment will also be explored.

MUS 250 MUSIC THERAPY PRACTICE

This course examines clinical populations and appropriate therapeutic approaches while also teaching treatment planning and documentation techniques. Professional and therapeutic skills are explored in the areas of counseling, professional interactions, group leading skills, and professional and ethical behavior. Documentation areas of study will include observation and assessment, selecting and implementing accurate data collection methods, reporting client progress, and designing therapeutic interventions.

MUS 251-253 RECITAL PERFORMANCE

An opportunity for advanced applied students to perform publicly in a solo recital or half-recital (at least 20 minutes). Permission of department chair is required. One to three credits.

MUS 260 WRITING MUSIC WITH THE COMPUTER

Students will learn to use Finale software to write music. Two credits.

MUS 270 DICTION FOR SINGERS

A course in the performance of English Song Literature with particular emphasis on the problems of singing in one's own language and on learning the International Phonetic Alphabet. Two credits.

MUS 275 SPECIAL TOPICS IN MUSIC

Special topics in music could involve a history of country western music, rock, jazz, worldbeat, big band or swing. It could also involve music workshops for elementary to secondary music teachers. Variable credit: One-half to five credits: 5 to 50 clock hours.

MUS 285 MUSIC INDEPENDENT STUDY

This course is designed to facilitate development of creative talents. The particular format and content of each independent study is determined by the music form in which the student will be working and the student's level of proficiency. Permission of department chair is required. One to three credits: contact department chair.

PEA: PHYSICAL EDUCATION ACTIVITIES

(Physically challenged students planning to register for a Physical Education class should contact the Physical Education Department at 970.330.8008, Ext. 6295, no less than three days before registering to ensure access to and success in the chosen class.)

PEA 101 ARCHERY I**PEA 102 ARCHERY II****PEA 103 ARCHERY III**

Teaches the techniques and fundamentals of archery. One credit: 20 clock hours.

PEA 131 BOWLING I**PEA 132 BOWLING II****PEA 133 BOWLING III**

Rules, skills, strategy, and courtesies of individual and team bowling are covered. One credit: 20 clock hours.

PEA 151 AQUASIZE I**PEA 152 AQUASIZE II****PEA 153 AQUASIZE III**

This unique form of exercise tones and trims with minimal effort and also has therapeutic value. Class is performed in swimming pool. Basic water safety tips are taught. One credit: 20 clock hours. One and one-half credit: 30 clock hours.

PEA 161 SWIMMING I

Instructs non-swimmers, using the American Red Cross swimming program. Teaches basic strokes of swimming. One credit: 20 clock hours. One and one-half credit: 30 clock hours.

PEA 162 SWIMMING II**PEA 163 SWIMMING III**

Incorporates the basic sequence of skills taught in the American Red Cross intermediate and advanced swimmer classifications. One credit: 20 clock hours. One and one-half credit: 30 clock hours.

PEA 185 SCUBA DIVING

This course strictly follows the program of study prescribed by P.A.D.I., and students who successfully complete this course and subsequently satisfy the open-water dive requirements will be certified by P.A.D.I. and receive a basic SCUBA "C" card. Prerequisite: Ability to swim. One credit: 20 clock hours.

PEB: PHYSICAL EDUCATION BALL SPORTS

(Physically challenged students planning to register for a Physical Education class should contact the Physical Education Department at 970.330.8008, Ext. 6295, no less than three days before registering to ensure access to and success in the chosen class.)

PEB 100 RECREATIONAL BASKETBALL

Gives students the opportunity to learn and practice good teamwork, sportsmanship and cooperation. One credit: 20 clock hours. One and one-half credits: 30 clock hours.

PEB 101 BASKETBALL I

An activity class which allows the student to learn and develop the fundamentals of basketball. Class also involves team play. One credit: 20 clock hours. One and one-half credits: 30 clock hours.

PEB 102 BASKETBALL II

Gives students additional training in basketball skills, fundamentals, and team play. One credit: 20 clock hours. One and one-half credits: 30 clock hours.

PEB 103 BASKETBALL III

Reviews and further develops course content covered in Basketball I and Basketball II. One credit: 20 clock hours. One and one-half credits: 30 clock hours.

PEB 104 FLAG FOOTBALL I**PEB 105 FLAG FOOTBALL II****PE B 106 FLAG FOOTBALL III**

Allows students to participate on a team level. Participants are divided into teams and records are maintained throughout the season. One credit: 20 clock hours. One and one-half credits: 30 clock hours.

PEB 107 GOLF I**PEB 108 GOLF II****PEB 109 GOLF III**

Develops knowledge of the rules, courtesies, and skills of golf and instills an appreciation of the game. One credit: 20 clock hours. One and one-half credits: 30 clock hours.

PEB 141 RACQUETBALL I

Teaches the basic movements, skills and rules of racquetball. One credit: 20 clock hours. One and one-half credits: 30 clock hours.

PEB 142 RACQUETBALL II

Improves player skills and strategies of PEB 141. More individual play will be stressed. One credit: 20 clock hours. Prerequisite: PEB 141. One and one-half credits: 30 clock hours.

PEB 143 RACQUETBALL III

For students who want to further improve the skills and knowledge of racquetball as covered in Racquetball I and II. Prerequisite: PEB 141. One credit: 20 clock hours. One and one-half credits: 30 clock hours.

PEB 144 ADVANCED RACQUETBALL

An advanced course that will emphasize more strategy and a variety of difficult shots. Prerequisite: PEB 142 or instructor permission. One credit: 20 clock hours. One and one-half credits: 30 clock hours.

PEB 151 SOFTBALL I**PEB 152 SOFTBALL II****PEB 153 SOFTBALL III**

Teaches various skills, techniques, rules, and regulations of softball. One credit: 20 clock hours. One and one-half credits: 30 clock hours.

PEB 161 TENNIS I**PEB 162 TENNIS II****PEB 163 TENNIS III**

Introduces theory and practice of tennis. Skills taught include serve, forehand and backhand, volleying, footwork, scoring, rules. One credit: 20 clock hours. One and one-half credits: 30 clock hours. Two credits: 40 clock hours.

PEB 171 VOLLEYBALL I**PEB 172 VOLLEYBALL II****PEB 173 VOLLEYBALL III**

Teaches basic skills of volleyball. Team play is stressed, and some intra-squad competition is provided. One credit: 20 clock hours. One and one-half credits: 30 clock hours.

PEB 181 COMPETITIVE VOLLEYBALL I**PEB 182 COMPETITIVE VOLLEYBALL II****PEB 183 COMPETITIVE VOLLEYBALL III**

Provides the students with the opportunity to develop skills and strategies for competitive volleyball. One credit: 20 clock hours. One and one-half credits: 30 clock hours.

PED: PHYSICAL EDUCATION DANCE

(Physically challenged students planning to register for a Physical Education class should contact the Physical Education Department at 970.330.8008, Ext. 6295, no less than three days before registering to ensure access to and success in the chosen class.)

PEB 105 HIP HOP DANCE I**PEB 106 HIP HOP DANCE II****PEB 107 HIP HOP DANCE III**

Hip Hop Dance consists of basic traditional jazz, ballet and street dance movements. Warm-up exercises will include body toning and stretching. Students will learn diagonal step combinations leading to hip hop dance routines. One-half credit: 10 clock hours. One credit: 20 clock hours. One and one-half credits: 30 clock hours.

PEB 111 AEROBICS I**PEB 112 AEROBICS II****PEB 113 AEROBICS III**

Helps students gain cardiovascular efficiency through a variety of dance routines. One credit: 20 clock hours. One and one-half credits: 30 clock hours.

PEB 117 BENCH AEROBICS I**PEB 118 BENCH AEROBICS II****PEB 119 BENCH AEROBICS III**

Step training class using individual benches to step on and off of while simultaneously performing upper body movements. This low impact/high intensity cardiovascular workout is an excellent fat burning class which also works the legs and gluts. One credit: 20 clock hours. One and one-half credits: 30 clock hours.

PEB 121 JAZZ DANCE I**PEB 122 JAZZ DANCE II****PEB 123 JAZZ DANCE III**

Introduces students to this indigenous dance form of the United States. Teaches basic jazz techniques, terminology, jazz movement, and routines. One-half credit: 10 clock hours. One credit: 20 clock hours. One and one-half credits: 30 clock hours.

PED 126 LOW IMPACT AEROBICS I**PED 127 LOW IMPACT AEROBICS II****PED 128 LOW IMPACT AEROBICS III**

This class is designed to help the student obtain a better understanding of Health & Fitness through cardiovascular exercise without the normal impact of aerobic activity. One credit: 20 clock hours. One and one-half credits: 30 clock hours.

PED 131 BELLY DANCE I

This course is a fun way to build the appropriate muscles and limber the body in order to be able to form a graceful dance to music of the Middle East. The students will also be introduced to costume making and the history of the dance. One half credit: 10 clock hours. One credit: 20 clock hours. One and one-half credits: 30 clock hours.

PED 132 BELLY DANCE II

This course is a fun way to refine the skills learning in Belly Dance I while being introduced to more complex movements and combinations. Prerequisite: PED 131. One-half credit: 10 clock hours. One credit: 20 clock hours. One and one-half credits: 30 clock hours.

PED 133 BELLY DANCE III

This course is a fun way to learn a more advanced form of Belly Dance. Students will add more complex movements and combinations to their repertoires as well as learn about staging and other performance issues. Prerequisite: PED 132. One-half credit: 10 clock hours. One credit: 20 clock hours. One and one-half credits: 30 clock hours.

PED 141 CARDIO KICKBOXING AEROBICS I**PED 142 CARDIO KICKBOXING AEROBICS II****PED 143 CARDIO KICKBOXING AEROBICS III**

Aerobic Kickboxing is an innovative and new interval training aerobics workout that burns fat and increase cardio respiratory endurance. This high intensity course will focus on basic kickboxing moves and techniques through hi-low aerobics choreography and target striking. The course will also include floor work to focus on toning and flexibility. Come and kick it up! One-half credit: 10 clock hours. One credit: 20 clock hours. One and one-half credits; 30 clock hours.

PED 155 BEGINNING TAP DANCE

A mentally, physically, and rhythmically challenging aerobic activity using tap dance techniques. One half credit: 10 clock hours. One credit: 20 clock hours. One and one-half credits: 30 clock hours.

PED 161 TAP DANCE I

Formal instruction in tap techniques and movements. Introduces the student to the special mix of rhythm, sound, and style that constitute the American tap dance form. One-half credit: 10 clock hours. One credit: 20 clock hours. One and one-half credits: 30 clock hours.

PED 165 BALLROOM DANCING I

Students will learn a variety of social dances and various steps and the rhythmical aspects of ballroom dance. One credit: 20 clock hours. One-half credits: 10 clock hours.

PED 166 BALLROOM DANCING II

This course is designed for those individuals wishing to expand their knowledge of social dance. Ballroom basics and etiquette will be applied to the more complicated styles of Tango, Viennese Waltz, Mambo and Samba. One-half credit: 20 clock hour. One credit: 20 clock hours. One and one-half credits: 30 clock hours.

PED 171 COUNTRY SWING I**PED 172 COUNTRY SWING II****PED 173 COUNTRY SWING III**

Introduces the many styles and various combinations of steps suitable for Western dance music. Includes instruction in converting combinations of other traditional and fad dance steps to country swing as they become popular. One credit: 20 clock hours.

PED 174 ADVANCED COUNTRY SWING

This class is especially designed for advanced level students. The specific steps to be taught are triple step, two step, waltz, double two step, cowboy cha-cha and advanced turns associated with each rhythm. One credit: 20 clock hours.

PED 183 LINE DANCE

Learn line dancing its fun and great exercise too! The routines taught in this class are: the Electric Slide, the Laurie, the Cowboy Cha Cha, the Cowboy Boogie, the Flying 8, the Waltz Across Texas and more. One-half credit: 10 clock hours. One credit: 20 clock hours.

PED 186 STEP 'N' SLIDE

A cardiovascular exercise performed to music using two types of equipment, the slide and the step/bench. One credit: 20 clock hours. One and one-half credits: 30 clock hours.

PED 190 SWING - JITTER BUG

This class will focus on the fast paced and aerobic dance style of East Coast Swing. The variation of West Coast and Hustle will also be covered. One-half credit: 10 clock hours. One credit: 20 clock hours. One and one-half credits: 30 clock hours.

PED 191 SWING - JITTERBUG II

This class will build on the Swing, Jitterbug and West Coast basics of PED 190. More advanced steps will be studied while incorporating techniques of leading and following and improving dancing style. The course is tailored for those individuals that can execute basic swing steps and would like to further their dancing skills One-half credit: 10 clock hours. One credit: 20 clock hours. One and one-half credits: 30 clock hours.

PED 192 SWING - JITTERBUG III

This class allows the interested students to continue to expand their knowledge, skills, and techniques in Swing, Jitterbug, and West Coast dancing. Level three students will also begin to learn some of the more difficult tricks involved in these dance methods. One-half credit: 10 clock hours. One credit: 20 clock hours. One and one-half credits: 30 clock hours.

PED 197 STEP N' TONE I**PED 198 STEP N' TONE II****PED 199 STEP N' TONE III**

This fun filled class is the hottest new way to blast fat while sculpting and toning the muscles. We combine aerobic conditioning with resistance training to maximize performance and results. The focus of this class is on step aerobics, using a variety of hi-low choreography and muscle conditioning. Weights, xertubes, xerbands and tri-fit are all used in this one jam packed, total body conditioning class. One-half credit: 10 clock hours. One credit: 20 clock hours. One and one-half credits: 30 clock hours.

PEF: PHYSICAL EDUCATION FITNESS

(Physically challenged students planning to register for a Physical Education class should contact the Physical Education Department at 970.330.8008, Ext. 6295, no less than three days before registering to ensure access to and success in the chosen class.)

PEF 101 PILATIES MATWORK I**PEF 102 PILATIES MATWORK II**

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. Progresses in difficulty in Pilates Matwork II. One-half credits: 10 clock hours. One credits: 20 clock hours. One and one-half credits: 30 clock hours.

PEF 104 AEROBIC CONDITIONING I**PEF 105 AEROBIC CONDITIONING II****PEF 106 AEROBIC CONDITIONING III**

This class emphasizes increasing cardiovascular endurance through a variety of Aerobic dance activities as well as walking. Muscular toning exercises are included. One credit: 20 clock hours. One and one-half credits: 30 clock hours.

PEF 108 SELF-DEFENSE I**PEF 109 SELF-DEFENSE II****PEF 110 SELF-DEFENSE III**

Teaches various skills and techniques of self defense within the areas of Anshinkai-do, Kempo, and Taekwondo. One credit: 20 clock hours. One and one-half credits: 30 clock hours.

PEF 111 PHYSICAL FITNESS I**PEF 112 PHYSICAL FITNESS II****PEF 113 PHYSICAL FITNESS III**

With permission of the department chair, a student who wishes to be involved with a variety of physical activities yet is unable to participate in a classroom situation may enroll in this supervised study course. The on campus student and/or distant learner could benefit from this course. Some of the activities the student could participate in could be swimming, aerobics golf, tennis, basketball, racquetball, weight training, etc. The students is required to meet with the department chair throughout the quarter to evaluate the student's progress, program, or concerns. Students are encouraged to preregister for his course since enrollment is limited to twenty students. One-half credit: 10 clock hours. One credit: 20 clock hours. One and one-half credits: 30 clock hours. Two credits: 40 clock hours.

PEF 115 CONDITIONING COMBO I**PEF 116 CONDITIONING COMBO II****PEF 117 CONDITIONING COMBO III**

A combination of aerobic exercises and toning work, including stretching to increase the student's overall fitness level and body awareness. The activities will vary from class to class yet will be consistent in safety and form

techniques. One-half credit: 10 clock hours. One credit: 20 clock hours. One and one-half credits: 30 clock hours.

PEF 118 FAT BURNERS I**PEF 119 FAT BURNERS II****PEF 120 FAT BURNERS III**

This course is designed for overweight individuals who wish to tone and burn fat from the body frame. Students will learn to isolate and tone various muscle groups through continuous activity. One credit: 20 clock hours. One and one-half credits: 30 clock hours.

PEF 125 CIRCUIT TRAINING I**PEF 126 CIRCUIT TRAINING II****PEF 127 CIRCUIT TRAINING III**

Circuit Training is a series of exercise stations that are designed to tone all major muscle groups and increase cardiorespiratory endurance. The stations include hand weights, pulley resistance machines, step benches, stationary bicycles, a rowing machine, and a mini trampoline. One credit: 20 clock hours. One and one-half credits: 30 clock hours.

PEF 135 POWER LUNCH I ENERGIZING**BLEND OF CARDIO & TONING I**

A blend of cardiovascular activity, toning exercises and stretches designed to boost the metabolism and increase the student's energy level through the afternoon. One-half credit: 10 clock hours. One credit: 20 clock hours. One and one-half credits: 30 clock hours.

PEF 141 BEGINNING YOGA I**PEF 142 BEGINNING YOGA II****PEF 143 BEGINNING YOGA III**

Helps students attain physical health, clarity of mind, and spiritual awareness through various exercises. Studies a person's entire being, consisting of body, mind, and spirit. One credit: 20 clock hours. One and one-half credit: 30 clock hours.

PEF 144 ASHTANGA YOGO

Ashtanga yoga is a strength-based power yoga. Its key for success is based on heat. This class is ideal for those who would like to improve their stamina, endurance, strength and flexibility. Meditation and relaxation is built into the work-out. This type of yoga is not recommended for those who are pregnant or have chronic back problems. One-half credit: 10 clock hours. One credit: 20 clock hours. One and one-half credits: 30 clock hours.

PEF 145 BEGINNING FAT BURNERS I**PEF 146 BEGINNING FAT BURNERS II****PEF 147 BEGINNING FAT BURNERS III**

This is a low intensity level class designed for the beginning exerciser who wants to achieve increased endurance and muscular tone while burning body fat without strenuous movement. One credit: 20 clock hours. One and one-half credits: 30 clock hours.

PEF 151 EXERCISE & NUTRITION

This course is designed to provide information of all aspects of physical fitness and to teach each student how to achieve physical fitness on an individualized basis. Many health issues will be presented as well. In addition, the course intends to provide each student with a comfortable and enjoyable experience in a variety of fitness programs according to their personal capabilities. A pre- and post-fitness evaluation will be included. This course is for all ages and fitness levels and will educate and train individuals to pursue, achieve, and maintain good health as part of an everyday lifestyle! (One credit counts towards P.E. requirements. Remaining 2 credits count as elective credits). Three credits: 40 clock hours.

PEF 156 WALK N' TONE I**PEF 157 WALK N' TONE II****PEF 158 WALK N' TONE III**

This is an activity class consisting of walking for cardiorespiratory endurance and stretching and toning for muscular strength, endurance and flexibility. One credit: 20 clock hours. One and one-half credits: 30 clock hours.

PEF 161 BODYBUILDING I**PEF 162 BODYBUILDING II****PEF 163 BODYBUILDING III**

To attain maximum potential in muscular and overall body definition and size through progressive resistant training and diet. One credit: 20 clock hours. One and one-half credits: 30 clock hours.

PEF 171 TAI CHI I**PEF 172 TAI CHI II****PEF 173 TAI CHI III**

Tai Chi is an ancient Chinese system that combines movement, meditation and martial art. It promotes balance, flexibility, increased vitality and a sense of inner calm. This class will work on a set of individual forms that, when combined, become a fluid series called "Grasp Sparrow Tail". One-half credit: 10 clock hours. One credit: 20 clock hours. One and one-half credits: 30 clock hours.

PEF 175 MARTIAL ARTS I**PEF 176 MARTIAL ARTS II****PEF 177 MARTIAL ARTS III**

To promote physical fitness through various methods of martial arts conditioning and to provide students with a basic understanding of weaponless self-defense methods. One credit: 20 clock hours. One and one-half credits: 30 clock hours.

Emphasis in ANSHINKAI-DO (JAPANESE). Anshinkai-Do, meaning "The Way of the Peaceful Mind", is a blending of Japanese and Okinawan karate systems. The student will study some soft styles of Kung Fu in the way of kata. This helps the student become more fluid in movement in the performance of kata. Anshinkai-Do also teaches self defense techniques that have been combat proven by the founder of Anshinkai-Do. Anshinkai-Do places the emphasis on self-defense and the perfection and understanding of kata's. Anshinkai-Do is a traditional karate system.

Emphasis in KEMPO. Issho-ryu Kempo is a Sino-Japanese martial art focused on a scientific approach to self defense rooted in traditional oriental combative methodology. Course based on sequential levels of training which advance students from novice to expert status with its non sport or non competition approach to instruction. Students learn a balance of hand and foot technique which promote of practical self-defense application and life long participation in the art.

Emphasis in KARATE. Okinawan martial arts master Gichin Funikoshi, often regarded as the "father of modern Karate," brought a style of unarmed combat to mainland Japan in the early 1900's. His method, Karate-do (empty hand way), quickly spread through Japan and eventually around the world. Aims students have the opportunity to train in a traditional karate environment. Lessons include basic karate techniques (block, strikes, kicks), martial history, and kumite (sparring); however, the primary class focus is on performance of kata (traditional, predetermined patterns of movement). Karate training improves physical fitness, heightens mental awareness, and teaches practical self defense.

Emphasis in TAEKWONDO. Taekwondo is a form of weaponless self-defense that originated in Korea. It is a hard style, known for many standing and flying kicking techniques.

PEF 178 ADVANCED MARTIAL ARTS

Advanced Martial Arts is an activities course directed toward the further advancement of skills and knowledge of those individuals who have had previous training equivalent to the green belt level, or higher, in a karate like discipline. One credit: 20 clock hours.

PEF 181 BODYBALL I**PEF 182 BODYBALL II****PEF 183 BODYBALL III**

The Bodyball has evolved from a physical therapy tool into a major component of the well-rounded workout. This is a complete aerobic/toning combination class. The large bodyball is used to strengthen core body muscles through bouncing, lifting and balancing. One can promote coordination, agility and flexibility to build confidence. This is a lighthearted workout while being extremely effective at the same time. One-half credit: 10 clock hours. One credit: 20 clock hours. One and one-half credits: 30 clock hours.

PEF 186 YOGA MEDITATION

Students will be taught to sit in a variety of positions and to hold themselves in those positions for ten minute periods, where with the aid of the teacher's verbal guidance they may direct their concentration into an awareness of internal phenomenon associated with breath, glandular secretions, cardiovascular circulation, and neural transmission occurring within their bodies. One credit: 20 clock hours. One and one-half credits: 30 clock hours.

PEF 194 BODY SCULPTING I**PEF 195 BODY SCULPTING II****PEF 196 BODY SCULPTING III**

This class is designed to strengthen and tone all major muscles of the body with isolated muscular exercise using a variety of resistance apparatus for better results. One credit: 20 clock hours. One and one-half credits: 30 clock hours.

PEF 197 TONE AND CARDIO FUNK I

A combination of toning work including free weights, exercubes, ankle weights, and fit ball along with aerobic dance choreography 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 all over body workout. One-half credit: 10 clock hours. One credit: 20 clock hours. One and one-half credits: 30 clock hours.

PEF 200 MOVEMENT FOR HEALTH & RELAXATION

Would you like to improve your concentration, flexibility, and balance? Learn how to handle stress, and perhaps even lower your blood pressure? This course can help you achieve all of the above movements similar to Tai Chi, but it is much easier to learn and perform. One-half credit: 10 clock hours. One credit: 20 clock hours. One and one-half credits: 30 clock hours.

PEF 206 STRETCH N RELAX I**PEF 207 STRETCH N RELAX II****PEF 208 STRETCH N RELAX III**

This course teaches proper stretching techniques to all parts of the body. Static stretches (no movement) are used to gain knowledge of relaxation skills. Students also learn how the body becomes more flexible through this class. One-half credit: 10 clock hours. One credit: 20 clock hours. One and one-half credits: 30 clock hours.

PEF 210 MOUNTAIN HIKING I

This ten week class starts with a discussion on basic conditioning, equipment and the planning needed for safe day hiking in our beautiful Rockies. The class eventually progresses to a hike up one of the area's highest mountains. One and one-half credits: 30 clock hours.

PEF 211 MOUNTAIN HIKING II

This course reviews basic conditioning, equipment, and the planning needed for safe day hiking. The class hikes up several of the area's highest mountains. One and one-half credits: 30 clock hours.

PEF 215 BACKPACKING I

This class consists of three hours of pre-trip instruction on equipment, conditioning, technique, and planning needs for a successful and safe overnight backpacking trip. Students will participate in one overnight backpacking trip where they will get first hand experience with the techniques which were presented during the first class. The class concludes with a one hour "post trip" meeting. Students are required to attend the first class. One and one-half credits: 30 clock hours.

PEF 241 INTERMEDIATE YOGA I**PEF 242 INTERMEDIATE YOGA II****PEF 243 INTERMEDIATE YOGA III**

This class will emphasize holding intermediate level asanas (asanas such as headstand, shoulderstand, wheel, and the Marchi series) for periods from one to five minutes. Breathing exercises, as well, will be sustained from one to five minutes. One-half credit: 10 clock hours. One credit: 20 clock hours. One and one-half credits: 30 clock hours.

PEF 251 SHAPE UP I

To demonstrate safe and effective exercises for adults to raise their fitness level, gain muscle strength, coordination, joint flexibility and balance by using assorted props. Class will be flexible to meet the needs of the students. Health information will be given. One-half credit: 10 clock hours. One credit: 20 clock hours.

PEF 252 SHAPE UP II

Shape Up II is a natural progression from Shape Up I. To demonstrate safe and effective exercises for adults to raise their fitness level higher, gain muscle strength, coordination, joint flexibility and balance by using assorted props. Class will be flexible to meet the needs of the students. Health information will be given. One-half credit: 10 clock hours. One credit: 20 clock hours.

PEF 253 SHAPE UP III

Shape Up III is a natural progression from Shape Up II. To demonstrate safe and effective exercises for adults to raise their fitness level higher, gain muscle strength, coordination, joint flexibility and balance by using assorted props. Class will be flexible to meet the needs of the students. Health information will be given. One-half credit: 10 clock hours. One credit: 20 clock hours.

PEF 254 SHAPE UP IV

Shape Up IV is a natural progression from Shape Up III. To demonstrate safe and effective exercises for adults to raise their fitness level higher, gain muscle strength, coordination, joint flexibility and balance by using assorted props. Class will be flexible to meet the needs of the students. Health information will be given. One-half credit: 10 clock hours. One credit: 20 clock hours.

PHI: PHILOSOPHY**PHI 111 INTRO TO PHILOSOPHY (GT-AH3)**

Introduces significant human questions and emphasizes understanding the meaning and methods of philosophy. Includes human condition, knowledge, freedom, history, ethics, the future, and religion. Four and one-half credits.

PHI 112 ETHICS (GT-AH3)

Examines human life, experience, and thought in order to discover and develop the principles and values of pursuing a more fulfilled existence. Theories designed to justify ethical judgements are applied to a selection of contemporary and social issues. Four and one-half 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. Four and one-half credits.

PHI 114 COMPARATIVE RELIGIONS

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. Five credits.

PHI 116 WORLD RELIGIONS- EAST (EASTERN TRADITIONS)

Emphasizes the diversity and richness of Eastern Religions within a cross-cultural context. Concepts such as fate, reincarnation, enlightenment and morality are analyzed. Five credits.

PHI 135 TOPICS IN PHILOSOPHY

Encourages students who have special interests in philosophy to pursue them in depth. Specific topics will reflect the expertise of the faculty and/or the needs of the students. Readings will be selected by instructors as appropriate to the topic. Course may be taken more than once for elective credit provided topics are not repeated. One-half to five credits.

POA: PEACE OFFICER ACADEMY**POA 160 ADMINISTRATION OF JUSTICE**

This course conforms to current Colorado Peace Officer Standards and Training (P.O.S.T.) Basic Academy requirements. Prerequisite: Full and complete acceptance into the Aims Peace Officer Academy per P.O.S.T. rules **AND** successful completion (80%) in required courses. Three credits.

POA 161 SUBSTANTIVE CRIMINAL LAW

This course conforms to current Colorado Peace Officer Standards and Training (P.O.S.T.) Basic Academy requirements. Prerequisite: Full and complete acceptance into the Aims Peace Officer Academy per P.O.S.T. rules **AND** successful completion (80%) in required courses. Eight credits.

POA 162 PROCEDURAL CRIMINAL LAW

This course conforms to current Colorado Peace Officer Standards and Training (P.O.S.T.) Basic Academy requirements. Prerequisite: Full and complete acceptance into the Aims Peace Officer Academy per P.O.S.T. rules **AND** successful completion (80%) in required courses. Three credits.

POA 163 HUMAN RELATION SKILLS

This course conforms to current Colorado Peace Officer Standards and Training (P.O.S.T.) Basic Academy requirements. Prerequisite: Full and complete acceptance into the Aims Peace Officer Academy per P.O.S.T. rules **AND** successful completion (80%) in required courses. Four credits.

POA 164 PATROL PROCEDURES

This course conforms to current Colorado Peace Officer Standards and Training (P.O.S.T.) Basic Academy requirements. Prerequisite: Full and complete acceptance into the Aims Peace Officer Academy per P.O.S.T. rules **AND** successful completion (80%) in required courses. Four credits.

POA 165 OFFICER SURVIVAL TACTICS

This course conforms to current Colorado Peace Officer Standards and Training (P.O.S.T.) Basic Academy requirements. Prerequisite: Full and complete acceptance into the Aims Peace Officer Academy per P.O.S.T. rules **AND** successful completion (80%) in required courses. Three credits.

POA 166 TRAFFIC LAWS AND PROCEDURES

This course conforms to current Colorado Peace Officer Standards and Training (P.O.S.T.) Basic Academy requirements. Prerequisite: Full and complete acceptance into the Aims Peace Officer Academy per P.O.S.T. rules **AND** successful completion (80%) in required courses. Four credits.

POA 167 CRIMINAL INVESTIGATION TECH.

This course conforms to current Colorado Peace Officer Standards and Training (P.O.S.T.) Basic Academy requirements. Prerequisite: Full and complete acceptance into the Aims Peace Officer Academy per P.O.S.T. rules **AND** successful completion (80%) in required courses. Two credits.

POA 168 CRIME SCENE TECHNIQUES

This course conforms to current Colorado Peace Officer Standards and Training (P.O.S.T.) Basic Academy requirements. Prerequisite: Full and complete acceptance into the Aims Peace Officer Academy per P.O.S.T. rules **AND** successful completion (80%) in required courses. Six credits.

POA 169 COMMUNICATIONS

This course conforms to current Colorado Peace Officer Standards and Training (P.O.S.T.) Basic Academy requirements. Prerequisite: Full and complete acceptance into the Aims Peace Officer Academy per P.O.S.T. rules **AND** successful completion (80%) in required courses. Four credits.

POA 270 ARREST CONTROL TRAINING

This course conforms to current Colorado Peace Officer Standards and Training (P.O.S.T.) Basic Academy requirements. Prerequisite: Full and complete acceptance into the Aims Peace Officer Academy per P.O.S.T. rules **AND** successful completion (80%) in required courses. Four and one-half credits.

POA 271 FIREARMS

This course conforms to current Colorado Peace Officer Standards and Training (P.O.S.T.) Basic Academy requirements. Prerequisite: Full and complete acceptance into the Aims Peace Officer Academy per P.O.S.T. rules **AND** successful completion (80%) in required courses. Five and one-half credits.

POA 272 LAW ENFORCEMENT DRIVING

This course conforms to current Colorado Peace Officer Standards and Training (P.O.S.T.) Basic Academy requirements. Prerequisite: Full and complete acceptance into the Aims Peace Officer Academy per P.O.S.T. rules **AND** successful completion (80%) in required courses. Three and one-half 1credits.

POS: POLITICAL SCIENCE**POS 105 INTRODUCTION TO POLITICAL SCIENCE (GT-SS1)**

Introduces the student to the field of political science by examining the state, elements of government, the political process, political ideologies, and international relations. Four and one-half credits.

POS 111 AMERICAN GOVERNMENT

Includes the background of the U.S. Constitution; the philosophy of American government; general principles of the Constitution; federalism; civil liberties; public opinion and citizen participation; political parties, interest groups, and the electoral process; and the structure and functions of the national government. Four and one-half credits.

POS 118 STATE AND LOCAL GOVERNMENTS

This course is a study of the structure and function of state, county, and municipal governments including their relations with each other and with national government. Colorado government and politics are emphasized. Four and one-half credits.

POS 205 INTERNATIONAL RELATIONS

This course examines relationships among modern nation-states. Topics include diplomacy, nationalism, ideologies, power and influence, conflict and cooperation, the role of non-state actors, and theoretical attempts to understand international behavior. Four and one-half credits.

PSY: PSYCHOLOGY**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. Four and one-half credits.

PSY 102 GENERAL PSYCHOLOGY II (GT-SS3)

Focuses on the scientific study of behavior including cognition, language, intelligence, psychological assessment, personality, abnormal psychology, therapy, life span development, and social psychology. Four and one-half 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. Four and one-half 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. One to three credits.

PSY 120 PSYCHOLOGY OF LEADERSHIP AND INTERPERSONAL RELATIONS

Students will learn how to develop leadership skills and how to use those skills for effective working relationships with coworkers and supervisors. Topics will include communication and listening, attitudes and values, motivation, team building, conflict resolution and problem solving, and special challenges in interpersonal relations. Four to five credits.

PSY 175 SPECIAL TOPICS

Provides students with a vehicle to pursue in depth exploration of special topics of interest. Two to five credits.

PSY 205 PSYCHOLOGY OF GENDER

Examines gender differences in work, courtship, family life, and sexual behavior throughout the life span. Four and one-half credits.

PSY 217 HUMAN SEXUALITY

Surveys physiological, psychological, and psychosocial aspects of human sexuality. Topics include relationships, sexual identity, and sexual health. Four and one-half credits.

PSY 219 RESISTANT CLIENT

Therapeutic approaches for working with difficult clients in alcohol and drug treatment centers. One and one-half to three credits.

PSY 225 ADVANCED COUNSELING

The emphasis of the course is on a multimodel approach to the development of counseling skills such as attending, assessment, life-style analysis, pacing, empathy, reframing and problem solving skills. Prerequisite: PSY 261. Four and one-half 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. Four and one-half credits.

PSY 229 INTRODUCTION TO ADDICTIVE BEHAVIORS

This course presents the subject of addictive behavior and its effect on individuals, families and society. Three to five credits.

PSY 232 PSYCHOLOGY OF DREAMS

An exploration of the literature in the field. Coverage will include theory and technique and current sleep research with a major goal of understanding the process of dreaming. Two to five credits.

PSY 235 HUMAN GROWTH AND DEVELOPMENT

Examines human development from conception through death emphasizing physical, cognitive, emotional and psychosocial factors. Four and one-half credits.

PSY 238 CHILD DEVELOPMENT

Focuses on growth and development of the individual from conception through childhood, emphasizing physical, cognitive, emotional, and psychosocial factors. Four and one-half credits.

PSY 239 ADOLESCENT AND ADULT**PSYCHOLOGY**

Examines growth and development of the individual from adolescence to death, emphasizing physical, cognitive, emotional and psychosocial factors. Four and one-half credits.

PSY 249 ABNORMAL PSYCHOLOGY

Examines abnormal behavior and its classification, causes, treatment, and prevention. One and one-half to four and one-half 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. Four and one-half credits.

PSY 256 DOMESTIC VIOLENCE COUNSELING

Focuses on understanding domestic violence perpetrators and therapeutic techniques. Three to four and one-half credits.

PSY 258 INTRODUCTION TO**NEUROPSYCHOLOGY**

A seminar-type introduction to basic neuropsychological terms and concepts with an emphasis on applications of thinking and behavior in humans. Prerequisite: PSY 101. Four and one-half credits.

PSY 261 THEORY AND PRACTICE OF**COUNSELING**

Students are introduced to basic concepts and techniques of behavior, gestalt, cognitive, Adlerian, client centered, transactional analysis, and psychoanalytic therapies. Prerequisite: PSY 101 or PSY 102. Four and one-half 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. Four and one-half 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. Four and one-half credits.

PSY 275 SPECIAL TOPICS

Provides students with a vehicle to pursue in depth exploration of special topics of interest. Two to five credits.

PSY 278 Psychology of Criminal Behavior

Analysis of the personality structure of criminals and the study of effective rehabilitation techniques. Three to five credits.

PSY 279 PSYCHOLOGICAL ASPECTS OF**ABUSE IN RELATIONSHIPS**

This course introduces the issues of abuse in relationships from the perspective of the victim, the perpetrator and society. Three to five credits.

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 and one half to three credits.

REA: READING

***This course will not satisfy minimum nor elective requirements for the A.A. or A.S. degree.**

Some courses are undergoing revisions.

****Indicates instruction is administered by Continuing Education, call extension 6578.**

*****Intensive English as a Second Language Course, call extension 6578.**

***REA 013 DEVELOPMENTAL READING III**

To provide the student with instruction in structural analysis, vocabulary development, and comprehension, through practice in general and content area reading materials. Primary purposes are to improve the student's reading level, to expand the variety of reading skills a student uses, and to prepare the student for REA 014. Prerequisite: Placement. One to five credits.

****REA 014 DEVELOPMENTAL READING IV**

To provide the student with additional instruction in vocabulary development, structural analysis, comprehension, through practice in general and content area reading materials. Primary purposes are to improve the student's reading level, and to expand the variety of reading skills the student uses. Prerequisite: REA 013 or placement. One to five credits.

****REA 015 DEVELOPMENTAL LITERATURE READING V**

This course provides an additional opportunity for the student who has completed the work at the REA 014 level, but

who is not quite ready to advance to GED or College Skills classes, to receive additional instruction in vocabulary development, structural analysis, and comprehension. Includes instruction in general and content area reading materials. Primary purposes are to improve the students' reading level and to expand the variety of reading skills the student uses. Prerequisite: REA 014 or placement. One to five credits.

****REA 040 VOCABULARY EXPLORATION (INDEPENDENT STUDY)**

Highlights of the course include: intensive words-in-context approach, practice and reinforcement, and essential words focus. Prerequisite: Placement. Three credits.

****REA 042 VOCABULARY BUILDING (INDEPENDENT STUDY)**

Highlights of the course include intensive works-in-context approach, practice and reinforcement, and essential words focus at a level above REA 040. Prerequisite: Placement. Three credits.

****REA 045 SPELLING SKILLS (INDEPENDENT STUDY)**

To provide fundamental information and varying strategies to best master common spelling rules and exceptions to same while working with word lists developed by the student in conjunction with the teacher. Prerequisite: Placement. Three credits.

*****REA 055/CIR 055 READING I**

The purpose of this course is to provide students with intensive reading practice to give them the necessary skills to comprehend at a fundamental level. Prerequisite: CPT or Chair determination. One to five credits.

*****REA 057/CIR 057 READING II**

The purpose of this course is to provide students with extended intensive reading practice to give them the necessary skills to comprehend at an intermediate level. Prerequisite: CPT or Chair determination. One to five credits.

***REA 060 FOUNDATIONS OF READING**

Provides instruction in literal, inferential, and critical reading skills that are necessary for success in college-level reading. Learning higher level vocabulary is also stressed. Students must earn a "C" or better in REA 060 before they will be admitted to REA 090. Prerequisite: Placement. Five credits.

***REA 090 COLLEGE PREPARATORY READING**

Provides advanced instruction to increase the student's ability to comprehend college-level texts. Emphasis will be placed on critical and inferential reading skills through longer passages. College level vocabulary is an integral part of study. Students must earn a "C" or better to pass this class. Prerequisite: REA 060 or Placement. Five credits.

REA 103 COLLEGE VOCABULARY SKILLS (INDEPENDENT STUDY)

Helps students master strategies for becoming independent learners of vocabulary that is relevant to continuing academic work. Prerequisite: Placement or successful completion of REA 060 and/or 090. Three credits.

REA 105 READING SPEED AND EFFICIENCY (INDEPENDENT STUDY)

This course helps the student increase her/his knowledge of literal, critical, and affective comprehension skills while learning the use of several reading speeds. Prerequisite: Placement or successful completion of REA 090. Five credits.

AAA 109 ADVANCED ACADEMIC ACHIEVEMENT

The purpose of this course is to provide a comprehensive approach to study utilized by successful students. Areas of emphasis include understanding textbook material, through a study method, outlining and notetaking, with understanding of test taking techniques, memory devices, and time management skills. An examination of personal patterns and goals is an integral of the course content. This class is not a substitute for REA 090. Prerequisite: Placement. Five credits.

****SCR 013 DEVELOPMENTAL SCIENCE READING III**

The primary purposes of this course is to introduce students to reading in the content area of science. Course work includes an emphasis on the development and application of vocabulary and reading comprehension skills in science. Prerequisite: Placement. One to five credits.

****SCR 014 DEVELOPMENTAL SCIENCE READING IV**

This course is designed to continue to develop the student's reading in the content area of science. Course work includes further development and application of vocabulary and reading comprehension skills in science. Prerequisite: Placement or SCR 013. One to five credits.

****SCR 015 DEVELOPMENTAL SCIENCE READING V**

This course provides a basic introduction to reading in the content field of science. Major objectives of the course are to familiarize students with content vocabulary and to prepare students fully to apply reading comprehension skills in science, preparing them to take the science section of the GED test. Prerequisite: Placement or SCR 014. One to five credits.

****SSR 013 DEVELOPMENTAL SOCIAL STUDIES READING III**

The primary purpose of this course is to introduce students to reading in the content area of social studies. Course work includes an emphasis on the development and application of vocabulary and reading comprehension skills in social studies. Prerequisite: Placement. One to five credits.

****SSR 014 DEVELOPMENTAL SOCIAL STUDIES READING IV**

This course is designed to continue to develop the student's reading in the content area of social studies. Course work includes further development and application of vocabulary and reading comprehension skills in social studies. Prerequisite: Placement or SSR 013. One to five credits.

****SSR 015 DEVELOPMENTAL SOCIAL STUDIES READING V**

This course provides a basic introduction to reading in the content field of social studies. Major objectives of the course are to familiarize students with content vocabulary and to prepare students fully to apply reading comprehension skills in social studies, preparing them to take the social studies section of the GED test. Prerequisite: Placement or SSR 014. One to five credits.

RTE: RADIOLOGIC TECHNOLOGY**RTE 100 ORIENTATION TO RADIOGRAPHY**

This course is designed for allied health students who are **NOT** radiologic technology majors. The focus is to introduce students to the terminology of diagnostic imaging, radiation exposure, x-ray generation, radiation safety and protection. Prerequisite: Consent of Department. Four and one-half credits: 40 hours lecture, 10 hours lab.

RTE 101 INTRODUCTION TO RADIOLOGIC TECHNOLOGY

Prerequisite course required for program application. Provides an avenue for assessing the student's program entry level skills. Introduces the student to the role of radiography in health care delivery. Emphasis will be placed on department organization, ethics, professional communications and conduct, problem solving, radiography terminology, radiation safety, radiographic positioning, and radiographic exposure. Prerequisite: See Advisor and consent of Department. Five credits: 30 hours lecture, 40 hours lab.

RTE 105 PATIENT CARE IN IMAGING

Introduces the student to the nursing procedures required to manage patient care in the diagnostic imaging department. Prerequisite: RTE 101 and consent of Department. Four credits: 20 hours lecture, 40 hours lab.

RTE 111 RADIOGRAPHIC POSITIONING I

Designed to ensure that students gain the ability and confidence they need to perform the radiographic examinations they will be expected to handle in the clinical setting; fundamentals of positioning, positioning nomenclature, positioning of the thoracic contents, abdomen and contents, and distal upper and lower extremities. Prerequisite: RTE 101, and consent of Department. Four credits: 20 hours lecture, 40 hours lab.

RTE 114 CLINICAL EXPERIENCE

The student in the clinical setting will perform radiographic procedures under the direct supervision of a qualified radiologic technologist or radiologist. Correlates skills from academic courses. Only full time radiologic technology students are permitted to participate in this course. Prerequisite: RTE 101, and consent of Department. Five credits: Approximately 160 contact hours.

RTE 121 RADIOGRAPHIC POSITIONING II

A continuation of RTE 111. Consideration will be given to the structure and positioning of the upper and lower extremities, hip, and abdominal contents. Prerequisite: RTE 111, and consent of Department. Four credits: 20 hours lecture, 40 hours lab.

RTE 122 RADIOGRAPHIC EXPOSURE I

Introduces the student to the theory of radiographic prime factors, factors influencing exposure values, attenuating and restricting devices. Provides the student with guided

experiences in the laboratory setting to reinforce the theory material. Prerequisite: RTE 101, and consent of Department. Four credits: 20 hours lecture, 40 hours lab.

RTE 124 CLINICAL EXPERIENCE

Continuation of supervised clinical education under the direct supervision of a qualified radiologic technologist. Correlates skills from academic courses. Prerequisite: RTE 114, and consent of Department. Five credits: Approximately 160 contact hours.

RTE 131 RADIOGRAPHIC POSITIONING III

A continuation of RTE 121. Emphasis on the structure and positioning of spinal column, bony thorax, shoulder girdle and special radiographic procedures. Prerequisite: RTE 121, and consent of Department. Four credits: 20 hours lecture, 40 hours lab.

RTE 132 RADIOGRAPHIC EXPOSURE II

Continuation of RTE 122 with emphasis on application of theory. Prerequisite: RTE 122, and consent of Department. Three credits: 10 hours lecture, 40 hours lab.

RTE 134 CLINICAL EXPERIENCE

Continuation of supervised clinical education under the direct supervision of a qualified radiologic technologist. Correlates skills from academic courses. Prerequisite: RTE 124, and consent of Department. Five credits: Approximately 160 contact hours.

RTE 140 RADIOGRAPHIC PATHOLOGY

Gives the student a basic understanding of the definition and types of selected diseases common to radiography. Consideration will be given to common illnesses of the body systems and their effects on the production of a diagnostic radiograph. Prerequisite: Consent of Department. Three credits: 30 hours lecture.

RTE 144 CLINICAL EXPERIENCE

Continuation of supervised clinical education under the direct supervision of a qualified radiologic technologist. Correlates skills from academic courses. Prerequisite: RTE 134, and consent of Department. Nine credits: Approximately 270 contact hours.

RTE 211 RADIOGRAPHIC POSITIONING IV

A continuation of RTE 131. Emphasis on cranium, sinuses, facial bones, and special positions of the cranium. Prerequisite: RTE 131, and consent of Department. Four credits: 20 hours lecture, 40 hours lab.

RTE 212 RADIOGRAPHIC EQUIPMENT

OPERATION & MAINTENANCE I

Imparts an understanding of basic x-ray physics, includes: structure of matter, electrostatics, magnetism, electrodynamics, electromagnetism, x-ray generator circuit components & function. Prerequisite: RTE 132, and consent of Department. Five credits: 50 hours lecture.

RTE 214 CLINICAL EXPERIENCE

Continuation of supervised clinical education under the direct supervision of a qualified radiologic technologist. Correlates skills from academic courses. Only full-time radiologic technology students are permitted to participate in the course. Prerequisite: RTE 144, and consent of Department. Eight credits: Approximately 240 contact hours.

RTE 220 RADIATION PROTECTION & BIOLOGY

Designed to ensure that the student has an understanding of the effects of ionizing radiation in biologic systems, and the public right to minimal radiation exposure. Prerequisite: consent of Department. Three credits: 30 hours lecture.

RTE 221 MEDICAL IMAGING PHARMACOLOGY

Designed to introduce the student to: Drug Classifications; Drugs Common in Medical Imaging; Radiographic Contrast Material; Venipuncture; Drug Administration. Four credits: 20 hours lecture, 40 hours lab.

RTE 222 RADIOGRAPHIC EQUIPMENT

OPERATION & MAINTENANCE II

Continuation of RTE 212. Designed to provide the student with an introduction to the operation and evaluation of standard and special radiographic imaging systems to assure consistency in the production of quality images. The components involved in various radiographic imaging systems will be identified. Tests and procedures to evaluate these components will be discussed. State and federal impacts will be described. Prerequisite: RTE 212, and consent of Department. Five credits: 50 hours lecture.

RTE 224 CLINICAL EXPERIENCE

Continuation of RTE 214. Correlates skills from previous classes. Prerequisite: RTE 214, and consent of Department. Eight credits: Approximately 240 contact hours.

RTE 234 CLINICAL EXPERIENCE

Continuation of RTE 224. Correlates skills from previous classes. Prerequisite: RTE 224, majors only. Nine credits: Approximately 240 contact hours.

RTE 240 RADIOLOGICAL SCIENCES REVIEW

Designed to give students an over-all review of courses and clinical work in the Radiography Program to prepare for the ARRT Exam. Prerequisite: consent of Department. Three credits: 30 hours lecture.

RTE 250 MAMMOGRAPHY

This course will address routine and special mammography positioning, mammography exposure, equipment operation and maintenance and MQSA monitoring standards. Preparation for registry exam will also be addressed. Prerequisite: **Must be ARRT certified** and consent of Department. Five credit hours: 50 clock hours.

RTE 254 MAMMOGRAPHY CLINICAL

Theory content of RTE 250 is applied in the clinical environment. Students will be required to secure a clinical site and apply for the Colorado Temporary License. Perform a minimum of 150 mammography exams with technically acceptable diagnostic quality. Apply the requirements of MQSA. Prerequisite: **Must be ARRT certified** and consent of Department. Five credit hours: 150 clock hours.

RTE 284 CLINICAL ACTIVITY

Designed to provide radiographic clinical experience for students with prior clinical involvement. Prerequisite: previous radiographic clinical experience and consent of Department. One to ten credits: approximately 30 to 300 hours.

SCIENCE **AST, BIO, CHE, ENV, GEY, PHY**

AST: ASTRONOMY

AST 101 ASTRONOMY I (GT-SC1)

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. Prerequisite: none. Six credits: 45 hours lecture, 30 hours lab.

AST 102 ASTRONOMY II (GT-SC1)

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. Prerequisite: none. Six credits: 45 hours lecture, 30 hours lab.

AST 275 SPECIAL TOPICS IN ASTRONOMY

Provides students with a vehicle to pursue in depth exploration of special topics of interest in astronomy. Prerequisite: permission of instructor. One to six credits.

AST 285 INDEPENDENT STUDY IN ASTRONOMY

Meets the individual needs of students. Students will engage in intensive study or research in astronomy under the direction of a qualified instructor. Prerequisites: permission of instructor. One to six credits.

BIO: BIOLOGICAL SCIENCES**HWE 100 HUMAN NUTRITION**

Introduces basic principles of nutrition with emphasis on personal nutrition. Satisfies nutrition requirement of students entering health care professions. Prerequisites: None. Four and one-half credits: 45 hours lecture

BIO 105 SCIENCE OF BIOLOGY

Designed for non-science students. Examines the basis of biology in the modern world and surveys the current knowledge and conceptual framework of the discipline. Biology as a science—a process of gaining new knowledge—is explored as is the impact of biological science on society. This course includes laboratory experiences. Credit not given for both BIO 105 and BIO 111. Prerequisite: None. Six credits: 45 hours lecture, 30 hours lab.

BIO 106 BASIC ANATOMY AND PHYSIOLOGY

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 and transfers to selected 4-year baccalaureate programs. This course also surveys all body systems. Laboratory portion includes microscopic study of tissue, skeleton and selected dissections and demonstrations. Prerequisites: None. Six credits: 45 hours lecture, 30 hours lab

GENERAL COLLEGE BIOLOGY I, II, III

This sequence of courses is designed for students interested in the Life Sciences or Pre-Health Professions. It is recommended that students complete and transfer these courses as an aggregate. These are sequence courses offered beginning Fall Quarter of each academic year.

BIO 111 GENERAL COLLEGE**BIOLOGY I (GT-SC1)**

Examines the fundamental molecular, cellular and genetic principles characterizing plants and animals. Includes cell structure and function; energy, respiration and photosynthesis; mitosis and meiosis; developmental biology; heredity and evolution. This course includes laboratory experience. Prerequisites: 1 year of current high school biology or BIO 105 or permission of instructor. Five credits: 40 hours lecture, 20 hours lab.

BIO 112 GENERAL COLLEGE**BIOLOGY II (GT-SC1)**

A continuation of Biology I. Includes classification of animals; structure and function, ecology, and evolutionary relationship. This course includes laboratory experience. Prerequisites: BIO 111. Five credits: 30 hours lecture, 40 hours lab.

BIO 113 GENERAL COLLEGE**BIOLOGY III (GT-SC1)**

A continuation of Biology II. Includes classification of monera, protista, fungi, and plants; structure and function; ecology and evolutionary relationship. This course includes laboratory experience. Prerequisite: BIO 112. Five credits: 30 hours lecture, 40 hours lab.

BIO 120 BASIC HUMAN ANATOMY AND PHYSIOLOGY

An introductory course in human anatomy and physiology which emphasizes the relationship between body structure and function and survey of all body systems. The laboratory portion includes microscopic study of tissue, skeleton and selected dissections. Credit not given for both BIO 120 and BIO 201. Prerequisite: None. Five credits: 40 hours lecture, 30 hours lab.

HUMAN ANATOMY AND PHYSIOLOGY I, II, III

This sequence of courses is designed for students interested in the Life Science, Prehealth or Prenursing directed areas of study. It is recommended that students complete and transfer these courses as an aggregate. These are sequence courses offered beginning Fall Quarter of each academic year.

BIO 201 HUMAN ANATOMY & PHYSIOLOGY I

This course is an integrated study of the human body in which the histology, anatomy, and physiology of each system is covered. The first part of the three quarter sequence includes molecular, cellular, and tissue levels of organization, integuments, skeletal, and articulations. This course includes laboratory

work involving experimental procedures, microscope work in visual histology, dissection and observation covering the same topics as the lecture. Course requires dissection of preserved specimens which is an integral part of this course. Prerequisite: BIO 105 or BIO 120 or permission of instructor. High school chemistry or the equivalent is desirable. Five credits: 40 hours lecture, 30 hours lab.

BIO 202 HUMAN ANATOMY & PHYSIOLOGY II

This course is an integrated study of the human body in which the histology, anatomy, and physiology of each system is covered. The second part of the three quarter sequence includes muscular, peripheral, central and autonomic nervous systems, endocrine system, the senses, and digestion with nutrition. This course includes laboratory work involving muscular system dissection and physiology, nervous systems response measurements, microscope, observation, and experimentation covering the same topics as the lecture. Prerequisite: BIO 201. Five credits: 40 hours lecture, 30 hours lab.

BIO 203 HUMAN ANATOMY & PHYSIOLOGY III

This course is an integrated study of the human body in which the histology, anatomy, and physiology of each system is covered. The third part includes the following systems, cardiovascular with hematology, lymphatic, immunology, urinary with fluid and electrolyte balance, respiratory, reproductive with genetics and development. This course includes laboratory experience that involves experimentation, microscope, observation, and dissection. The lab covers the same topics as the lecture. Prerequisite: BIO 202. Corequisite: Valid CPR card or completion of EMS 103. Five credits: 40 hours lecture, 30 hours lab.

BIO 205 MICROBIOLOGY

Foundation course in microbiology emphasizing structure, function, development, metabolism, genetics, growth, control and classification of organisms. Includes both prokaryotic and eukaryotic micro-organisms. Emphasizes organisms with medical and economic impact on human populations including viruses, pathogenicity and immunology. Major laboratory emphasis includes culturing, identifying, and controlling micro-organisms. Prerequisites: BIO 111 or BIO 201; CHE 110 or CHE 111 strongly recommended, or permission of the instructor. Five credits: 30 hours lecture, 40 hours lab. *Limited seating. Must contact instructor one quarter prior to registering to determine seat availability.

BIO 228 – FIELD BIOLOGY III

Involves in-depth field study of natural environments within and outside of the United States. The course varies from seven to twenty-one days in length. Focuses on the identification of organisms, as well as an examination of ecological concepts and principles. Requires hands-on laboratory and field experience (includes extensive hiking). Prerequisites: BIO 111 or equivalent. Six credits: 45 hours lecture, 30 hours lab.

BIO 275 SPECIAL TOPICS IN BIOLOGY

Provides students with a vehicle to pursue in depth exploration of special topics of interest in biology. Prerequisite: Permission of Instructor. One to six credits: lecture.

BIO 285 INDEPENDENT STUDY IN BIOLOGY

Meets the individual needs of students. Students will engage in intensive study or research in Biology under the direction of a qualified instructor. Prerequisite: Permission of Instructor. One to six credits.

CHE: CHEMISTRY**CHE 110 INTRODUCTION TO INORGANIC CHEMISTRY**

CHE 110 is the first course in a three quarter chemistry sequence designed to meet the needs of allied health students. This course will introduce the student to the fundamental laws and theories of inorganic chemistry. Applications to health related areas will be stressed where appropriate. Prerequisite: MAT 090 or the equivalent. High school chemistry is recommended. Credit not given for both CHE 110 and CHE 111. Five credits: 40 hours lecture, and 30 hours lab. (Replaces CHE 100)

GENERAL COLLEGE CHEMISTRY I, II, III

Students majoring in chemistry, chemical technology, biology, pre-veterinary medicine, pre-medicine, pre-dental medicine and pre-chiropractic medicine should complete this series as fulfillment of a full year of general chemistry. Pre-engineering requires all or part of this series. Each course includes an integrated lecture and laboratory study. It is recommended that students complete and transfer these courses as an aggregate. Chemistry sequence begins each Fall Quarter. Another sequence may begin Winter Quarter depending on student enrollment.

CHE 111 GENERAL COLLEGE**CHEMISTRY I (GT-SC1)**

General College Chemistry I introduces basic chemistry and measurement: matter, chemical formulas, reactions and equations, stoichiometry and thermochemistry. Development of atomic theory is discussed, culminating in the use of quantum numbers to determine electron configurations of atoms. Problem-solving skills are emphasized. Laboratory experiments will provide hands-on opportunities to qualitatively and quantitatively support the learning of the above concepts. Five credits: 40 hours lecture, 30 hours lab.

CHE 112 GENERAL COLLEGE**CHEMISTRY II (GT-SC1)**

The sequel to General College Chemistry I, this course will present concepts in the areas, electron configuration, chemical bond theory, gases, liquids, solids, solution properties, and organic chemistry. Problem solving skills and descriptive contents for these topics will also be included. Organic chemistry may be included if time permits. The laboratory experiments will demonstrate both the qualitative and quantitative analytical techniques of these content areas. Five credits: 40 hours lecture, 30 hours lab.

CHE 113 GENERAL COLLEGE**CHEMISTRY III (GT-SC1)**

The sequel to General College Chemistry II, this course will present concepts in the areas of chemical kinetics, chemical equilibrium, acid-based equilibrium ionic equilibrium, thermodynamics, electrochemistry, and nuclear chemistry. Problem solving skills and descriptive contents for these topics will also be included. Nuclear chemistry may be included if time permits. The laboratory experiments will demonstrate both the qualitative and quantitative analytical techniques of these content areas. Prerequisite: CHE 112. Five credits: 40 hours lecture, 30 hours lab.

CHE 115, 116 CHEMICAL TECHNOLOGY I

Consists of two modules: Gravimetric Analysis and Volumetric Analysis.

CHE 115 GRAVIMETRIC ANALYSIS

Intensive laboratory-oriented study of the methods and procedures of chemical analysis involving the use of a semi-micro analytical balance. Prerequisite: CHE 111 or permission of instructor. One credit: 5 hours lecture, 10 hours lab.

CHE 116 VOLUMETRIC ANALYSIS

Laboratory-oriented study of the methods of chemical analysis through the use of pipets, burets and other volume measuring devices. Prerequisite: CHE 111 or permission of instructor. One credit: 5 hours lecture, 10 hours lab.

CHE 120 INTRO TO ORGANIC CHEMISTRY

The second course in a three quarter sequence designed primarily for the allied health student. The course content includes structures, nomenclature, and chemical properties of alkanes, alkenes, alkynes, aromatic molecules, alcohols, organic halides, ethers, epoxies, acids, aldehydes, ketones, heterocyclic and nitrogen compounds. Selected topics in the chemistry of molecules of biological interest also will be presented. Credit not given for both CHE 120 and CHE 211. Prerequisite: CHE 110 or equivalent. Five credits: 40 hours lecture, 30 hours lab.

CHE 210 INTRO TO HUMAN BIOCHEMISTRY

CHE 210 is the third course of a three quarter sequence designed primarily for the allied health student. This course will introduce the student to the chemistry of living systems with emphasis on biochemical structures and the reactions involved in metabolic pathways. Applications to human disease processes will be introduced where appropriate. Prerequisite: CHE 120 or equivalent. Five credits: 40 hours lecture, 30 hours of lab.

ORGANIC CHEMISTRY I, II, III

Students majoring in chemistry, chemical technology, biology, pre-veterinary medicine, pre-medicine, pre-dental medicine and pre-chiropractic medicine should complete this series as fulfillment of a full year of organic chemistry. Each course integrates laboratory and lecture. These are sequence courses offered beginning Fall Quarter of each academic year.

CHE 211 ORGANIC CHEMISTRY I

The topics in this course include structure and reactions of aliphatic hydrocarbons and selected functional group families. Nomenclature of organic compounds, stereo chemistry and reaction mechanisms will be covered. The laboratory will demonstrate the above concepts and techniques. Prerequisite: CHE 112 or equivalent. Five credits: 40 hours lecture, 30 hours lab.

CHE 212 ORGANIC CHEMISTRY II

The topics in this course include structure, reactions and reaction mechanisms of aromatic compounds and a continuation of functional

group families from CHE-211. Instrumental methods of analysis, including Infra-Red and Nuclear Magnetic Spectroscopy are explored in both lecture and laboratory. The laboratory will demonstrate the above concepts and techniques. Prerequisite: CHE 211 or permission of instructor. Five credits: 40 hours lecture, 30 hours lab.

CHE 213 ORGANIC CHEMISTRY III

The topics in this course include structure, reactions and reaction mechanisms of alcohols, carbonyls, acids and derivatives, and a continuation of functional group families from CHE-212. Introduction to the chemistry of heterocycles, and biologically related compounds will be covered as time permits. The laboratory will demonstrate the above concepts and techniques. Prerequisite: CHE 212 or permission of instructor. Five credits: 40 hours lecture, 30 hours lab.

CHE 215, 216 CHEMICAL TECHNOLOGY II

Consists of two modules: UV-Visible Spectroscopy and Atomic Absorption Spectroscopy.

CHE 215 UV-VISIBLE SPECTROSCOPY

Concentrated study of instrumentation, applications, and analysis in ultra-violet and visible absorption spectra. Prerequisite: CHE 112 or permission of instructor. One credit: 5 hours lecture, 10 hours lab.

CHE 216 ATOMIC ABSORPTION SPECTROSCOPY

Concentrated study of applications, theory, operation, and adjustment of instrumentation. Preparation of solutions and interpretations of analytical data. Prerequisite: CHE 112 or permission of instructor. One credit: 5 hours lecture, 10 hours lab.

CHE 225, 226 CHEMICAL TECHNOLOGY III

Consists of two modules: pH Millivolt Titrations and Specific Ion Electrodes and Gas Chromatography.

CHE 225 SPECIFIC ION ELECTRODES

Intensive investigation of electrode construction for hydrogen ion and redox titrimetry. Theory and application of specific ion electrodes for both cation and anion analysis will be investigated. Prerequisite: CHE 112 or permission of instructor. One credit: 5 hours lecture, 10 lab hours.

CHE 226 GAS CHROMATOGRAPHY

Instrument operation parameters, column selection and applications using internal and external standards will be investigated. Prerequisite: CHE 211 or permission of instructor. One credit: 2 hours lecture, 16 hours lab.

CHE 235, 236 CHEMICAL TECHNOLOGY IV

Consists of two modules: Infrared Spectroscopy and High Performance Liquid Chromatography.

CHE 235 INFRARED SPECTROSCOPY

Concentrated study of instrumentation, sample preparation, applications and interpretation of infrared absorption spectra. Prerequisite: CHE 112 or permission of instructor. One credit: 5 hours lecture, 10 hours lab.

CHE 236 HIGH PERFORMANCE LIQUID CHROMATOGRAPHY

Instrument operation parameters and applications will be investigated using various mobile phases and detectors. Prerequisite: CHE 112 or permission of instructor. One credit: 5 hours lecture, 10 hours lab.

CHE 275 SPECIAL TOPICS IN CHEMISTRY

Provides students with a vehicle to pursue in depth exploration of special topics of interest in chemistry. Prerequisite: Permission of Instructor. One to six credits.

CHE 285 INDEPENDENT STUDY IN CHEMISTRY

Meets the individual needs of students. Students will engage in intensive study or research in chemistry under the direction of a qualified instructor. Prerequisite: Permission of Instructor. One to six credits.

ENV: ENVIRONMENTAL SCIENCE

ENV 101 INTRODUCTION TO ENVIRONMENTAL SCIENCE

Introduces the student to the basic concepts of ecology and the relationship between environmental problems and biological systems. Includes discussions on biology, chemistry, geology, energy, natural resources, pollution and environmental protection. Prerequisite: None. Six credits: 45 hours lecture, 30 hours lab.

ENV 275 SPECIAL TOPICS IN ENVIRONMENTAL SCIENCE

Provides students with a vehicle to pursue in depth exploration of special topics of interest in environmental science. Prerequisite: Permission of Instructor. One to six credits.

ENV 285 INDEPENDENT STUDY IN

ENVIRONMENTAL SCIENCE

Meets the individual needs of students. Students will engage in intensive study or research in environmental science under the direction of a qualified instructor. Prerequisite: Permission of Instructor. One to six credits.

GEY: GEOLOGY

GEY 106 INTRODUCTION TO METEOROLOGY

Basic course in meteorology. Studies the atmosphere, its composition, thermal structure, pressure, humidity, wind, precipitation, clouds, and storm fronts. Practical aspects such as weather for flying, and weather map analysis may be discussed. Field trip required. Prerequisite: None. Four and one-half credits: 30 hours lecture, 30 hours lab.

GEY 111, 121

Students majoring in geology or a general earth science, should take the geology sequence (one year), GEY 111 and GEY 121. This sequence also satisfies the one-year science requirement for the general education core transfer program and A.S. degree program. This sequence is offered year round.

GEY 111 PHYSICAL GEOLOGY (GT-SC1)

Studies the materials of the earth, its structure, surface features and the geologic processes involved in its development. This course includes laboratory and field experience. Field trip required. Prerequisites: None. Six credits: 40 hours lecture, 40 hours lab.

GEY 121 HISTORICAL GEOLOGY (GT-SC1)

Studies the physical and biological development of the earth through the vast span of geologic time. Emphasizes the investigation and interpretation of sedimentary rocks, the record of ancient environment, fossil life forms, and physical events, all within the framework of shifting crustal plates. Field trips required. Prerequisite: GEY 111 or permission of instructor. Six credits: 40 hours lecture, 40 hours lab.

GEY 130 GEOLOGY AND SOCIETY

Interaction between people and the geologic environment. This course will focus on the following topics: earth dynamics, origin of landscapes, natural resources, earth materials, GPS, geologic structures, and the interpretation of geologic history. This field-based course will be taught at various locations off-campus. Overnight may be required depending on which quarter the course is taught. Prerequisite: None. Four and one-half credits: 15 hours lecture, 60 hours lab.

GEY 140 INTRODUCTION TO GLOBAL POSITIONING SYSTEMS

Provides instruction on the use and application of global positioning systems (GPS). Includes navigation, using a GPS with a topographic map, mapping geologic and man-made features using GPS and exchanging information with computerized digital maps and GIS. Prerequisites: None. Three credits: Two hours lecture; one hour lab.

GEY 145 EARTH SCIENCE

Provides opportunities for the student to develop comprehensive concepts basic to the earth, its materials, processes, history and environment. Part one will pertain to mineral identification, igneous, sedimentary, and metamorphic rocks, the rock cycle, the earth's interior, land formation, theory of plate tectonics, formation of rivers and streams, the hydrologic cycle, and topographic maps. Part two will give an overview of weather and climate and how they relate to earth and its processes. Part three will provide the student with an overview of the solar system, stars and galaxies and the most recent scientific discoveries in astronomy. Part four is focused on oceanography as it studies the composition of oceans, seafloor, diversity of ocean life. Field and in-classroom laboratory investigations of selected topics in the specific content areas are an integral part of the course. Prerequisites: None. Six credits: 45 hours lecture, 30 hours lab.

GEY 205 GEOLOGY OF COLORADO

This course covers the geological history of Colorado, with emphasis on formation of the mountain ranges, igneous, sedimentary and metamorphic rock types; ore deposits and landforms. This field-based course will be taught at various locations off-campus (may include overnight) and also through classroom lecture. Prerequisite: None. Mountain hiking experience desired. Student must have general good health. Three to five credits: 50-70 contact hours.

GEY 207 GENERAL OCEANOGRAPHY

This course introduces students to geological, chemical, physical and biological aspects of oceans and ocean basins. Field trip required. Prerequisite: None. Six credits: 45 hours lecture, 30 hours lab.

GEY 208 GEOLOGY FIELD TRIP

Involves in-depth field studies into the geology of the specific regions both within and outside Colorado. Field study trips may last several days or more and 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: Permission of Instructor. Four and one-half credits: 15 hours lecture, 60 hours lab.

GEY 275 SPECIAL TOPICS IN GEOLOGY

Topics will reflect the special expertise of the faculty and/or the special needs of the students. Topics include: avalanche awareness training and snow studies of the Rockies. Prerequisite: None. One to six credits.

GEY 285 GEOLOGY INDEPENDENT STUDY

This course meets the individual needs of students. Students engage in intensive study research under the direction of a qualified instructor. Prerequisite: Previous academic study or experience in geology. One to five credits.

PHY: PHYSICS**PHY 105 CONCEPTUAL PHYSICS**

Studies mechanics, heat, properties of matter, electricity and magnetism, light and modern physics. This course includes laboratory experience. Credit not given for both PHY 105 and PHY 111 or PHY 211. Prerequisite: MAT 090 or equivalent. Six credits: 45 hours lecture, 30 hours lab.

PHYSICS: ALGEBRA BASED I, II, III

An introductory sequence of courses for students in preprofessional disciplines. It is recommended that this sequence be transferred to other academic institutions as an aggregate. Physics sequence is offered beginning every Fall Quarter.

PHY 111 PHYSICS: ALGEBRA-BASED I (GT-SC1)

Studies mechanics including the concepts of statics, kinematics, momentum, work and energy. This course includes laboratory experience. Prerequisite: MAT 121 or permission of instructor. Five credits: 40 hours lecture, 20 hours lab.

PHY 112 PHYSICS: ALGEBRA-BASED II (GT-SC1)

A continuation of PHY 111. Studies the concepts of heat, light, waves, optics and energy transformations. This course includes laboratory experience. Prerequisite: PHY 111. Five credits: 40 hours lecture, 20 hours lab.

PHY 113 PHYSICS: ALGEBRA-BASED III (GT-SC1)

A continuation of PHY 112. Studies the concepts of electricity, magnetism, modern physics, special relativity, quantum phenomena and radioactivity. This course includes laboratory

experience. Prerequisite: PHY 112. Five credits: 40 hours lecture, 20 hours lab per week.

PHY 275 SPECIAL TOPICS IN PHYSICS

Provides students with a vehicle to pursue in depth exploration of special topics of interest in physics. Prerequisite: Permission of Instructor One to six credits.

PHYSICS: CALCULUS BASED I, II, III

This sequence of courses provides a thorough understanding of basic physics for students majoring in engineering, physical science, or related disciplines. The student will acquire a working knowledge of fundamental laws and principles in preparation for advanced study. It is recommended that this sequence be transferred to other academic institutions as an aggregate. These are sequence courses offered beginning Fall Quarter of each academic year.

PHY 211 PHYSICS: CALCULUS-BASED I (GT-SC1)

An analytical and comprehensive treatment of mechanics (not mechanical waves), including basics of relativistic mechanics. A research paper or project may be required. This course includes laboratory experience. Prerequisite: MAT 122, or MAT 201 (MAT 201 may be taken concurrently). Five credits: 40 hours lecture, 30 hours lab.

PHY 212 PHYSICS: CALCULUS-BASED II (GT-SC1)

A continuation of PHY 211. An analytical and comprehensive treatment of mechanical wave and wave motion. Sound, light, and energy transformation also included. A research paper or project may be required. This course includes laboratory experience. Prerequisite: MAT 202 (MAT 202 may be taken concurrently), and PHY 211. Five credits: 40 hours lecture, 30 hours lab.

PHY 213 PHYSICS: CALCULUS-BASED III (GT-SC1)

A continuation of PHY 212. An analytical and comprehensive treatment of thermodynamics, electricity and magnetism. A research paper or project may be required. This course includes laboratory experience. Prerequisite: MAT 203 and PHY 212. (MAT 203 may be taken concurrently). Five credits: 40 hours lecture, 30 hours lab.

PHY 285 INDEPENDENT STUDY IN PHYSICS

Meets the individual needs of students. Students will engage in intensive study or research in physics under the direction of a qualified instructor. Prerequisite: Permission of Instructor. One to six credits.

SOC: SOCIOLOGY**SOC 101 INTRODUCTION TO SOCIOLOGY I**

Examines the basic concepts, theories, and principles of sociology, as well as human cultures, social groups, and the social issues of age, gender, class and race. Four and one-half 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. Four and one-half credits.

SOC 205 SOCIOLOGY OF MARRIAGE & FAMILY

This course will help develop an understanding of marriage, family and kinship. It examines the family as an institution and how social, cultural, and personal factors influence family relations. The stability and diversity of the family will be explored, along with current trends and some alternative life styles. Four and one-half credits.

SOC 210 SOCIOLOGY OF AGING

To introduce the student to issues relating to social gerontology. The students will acquire an understanding of the social, environmental, physical and psychological aspects that influence the lives of older individuals. Information will be introduced through lectures, class discussion, films, group activities, and presentations from community resources. Five credits.

SOC 215 CONTEMPORARY SOCIAL PROBLEMS

This course explores current social issues that result in societal problems. It focuses on such issues as civil liberties, gender discrimination, substance abuse, crime, poverty, and social change. Four and one-half credits.

SOC 218 SOCIOLOGY OF DIVERSITY

This course explores the variety of intergroup relations; race, nationality, ethnicity, income, and other minority classifications. Patterns of prejudice, discrimination, and possible solutions to these issues will be examined. Four and one-half credits. Prerequisite: SOC 101 or SOC 215, either may be taken concurrently.

SOC 219 INTRODUCTION TO SOCIAL WORK

Basic elements of social work will be presented in this class, including the various tasks of Social Workers, including short-term focused brief therapy, mental health, aging and community organizations. Five credits.

SOC 235 SOCIOLOGY OF EDUCATION

A study of the relationship of social and educational systems in American society. We will explore the performance of the American educational system in fulfilling the promise of opportunity and in providing access for upward mobility. Five credits.

SOC 295 INDEPENDENT STUDY IN**SOCIOLOGY**

Provides an opportunity for the serious-minded student to engage in intensive study and research on a specified topic under the direction of a qualified faculty member. One to three credits: contact instructor.

SPE: SPEECH**COM 126 COMMUNICATION IN HEALTHCARE SETTINGS**

This course will familiarize the student with interactive concerns in settings related to patient-client care. Course will include discussions of diverse cultures, client interaction and family/caregiver issues. The student will also address the concerns of attitude, office politics, team work, self-initiative and conflict management as specifically experienced in the patient as client setting. Permission of Health Sciences or Radiologic Department Chair required. Four and one-half credits: 45 clock hours.

SPE 101 GROUP DYNAMICS & LEADERSHIP

This course provides the student with working knowledge of the dynamics of team building, the variety of communication styles, the procedures for conducting a meeting, and the components of problem solving. Students participate in communication situations from interpersonal to small group and formal meetings. One and one-half credits: 10 hours lecture, 10 hours lab per week.

SPE 102 UNDERSTANDING LEADERSHIP

This course provides the student with working knowledge of the styles of leadership and related communication concepts. Students participate in realistic situations involving communication and leadership. One and one-half credits: 10 hours lecture, 10 hours lab per week.

SPE 103 DIVERSITY AND LEADERSHIP

This course includes discussion of diversity, culture, and gender related to communication and leadership. Students participate in communication situations to gain understanding and skills related to diverse environments and leadership roles. One and one-half credits: 10 hours lecture, 10 hours lab per week.

SPE 115 PUBLIC SPEAKING

Combines the basic theory of speech communication with public speech performance skills. Emphasizes speech delivery, preparation, organization, support, and audience analysis. Prerequisite: Assessment test or ENG 090 with a 'C' or better or BUS 142 with a 'C' or better. Four and one-half credits: 45 clock hours.

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. Four and one-half credits: 45 clock hours.

SPE 135 SPECIAL TOPICS IN SPEECH COMMUNICATION

The special topics class will be offered by the speech faculty in order to focus on specialized areas of speech communication. The offerings will vary based on faculty expertise and student need. Offerings may include speech anxiety, reading poetry to an audience, story telling techniques, advanced presentation skills and others. One-half to five credits.

SPE 215 PROFESSIONAL AND BUSINESS SPEAKING

This course covers speech communication techniques applicable to professional, business, and educational careers. Emphasis is on conference speaking, marketing presentations, business meetings, briefing, interviewing, and managerial/supervisory communication. It includes skill development and analysis of communication. Five credits: 50 clock hours.

SPE 216 PRINCIPLES OF SPEECH COMMUNICATION II (ADVANCED PUBLIC SPEAKING)

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: SPE 115. Four and one-half credits: 45 clock hours.

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: SPE 115. Four and one-half credits: 45 clock hours.

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: SPE 115 or instructor permission. Five credits: 50 clock hours.

SPE 299 SPEECH PRACTICUM

Provides an opportunity for the serious-minded student to develop speaking skills under the direction of a faculty member. May be repeated at different levels of proficiency. Prerequisite: SPE 115 and permission of instructor. One to three credits.

SPP: SPECIAL PROGRAMS**GED 020 ORIENTATION TO GED**

Includes orientation and practice for students in the content areas that are tested in the GED exam. Informs students of the eligibility and requirements pertaining to the GED test, and introduces the students to test taking techniques. Prerequisite: Placement.

BIC 025 BILINGUAL CITIZENSHIP

Designed to prepare students to successfully pass the test to obtain United States citizenship. Local, state, and national government functions and procedures will be emphasized. When the student is ready, an application packet issued by the Immigration and Naturalization Department will be given to the student to apply for citizenship. Spanish instruction will be provided for those who need it.

DST 065 BILINGUAL DRIVER'S EDUCATION

Designed to prepare students to understand and pass the driver's license oral or written examination. If the student cannot read or write, emphasis is given to the verbal understanding of signs, rules, and state laws. Spanish instruction will be provided for those who need it.

THE: THEATRE**THE 105 INTRO TO THEATRE ARTS (GT-AH1)**

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. Four and one-half credits: 45 clock hours.

THE 111 ACTING I

An introduction to basic principles of acting and dramatic production, development of characterization skills, and familiarity with dramatic literature. Five credits: 50 clock hours.

THE 211 DEVELOPMENT OF THEATRE I (GT-AH1)

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. Four and one-half credits: 45 clock hours.

THE 212 DEVELOPMENT OF THEATRE II (GT-AH1)

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. THE 211 is not a prerequisite for THE 212. Four and one-half credits: 45 clock hours.

THE 275 SPECIAL TOPICS: THEATRE

Exploration of current topics, issues and activities related to one or more aspects of the named discipline. One to three credits.

THE 285 INDEPENDENT STUDY IN THEATRE

This course is designed to facilitate development of creative talents. The particular format and content of each independent study is determined by the theatre form in which the student will be working and the student's level of proficiency. Permission of department chair is required. One to three credits: contact department chair.

WEL: WELDING TECHNOLOGY**WEL 100 SAFETY FOR WELDERS**

Upon successful completion of this course the student should have the ability to explain the hazards of welding on health and safety, locate essential safety information from a code or other standard, and identify and apply shop safety procedures. One credit: 10 clock hours.

WEL 101 ALLIED CUTTING PROCESSES

Upon successful completion of this course the student should have the ability to set up equipment and perform cutting and gouging operation utilizing the oxyacetylene, air carbon arc, exothermic, and plasma arc cutting processes. This course will also provide an introduction to blue print reading. Six credits: 80 clock hours.

WEL 102 OXYACETYLENE JOINING PROCESSES

Upon successful completion of this course the student should be able to perform safety inspections, make minor repairs, adjust operating parameters, operate oxyacetylene welding equipment, and perform oxyacetylene welding, brazing, and soldering operations. Blueprint reading skills will be practiced in this course. Six credits: 80 clock hours.

WEL 103 BASIC SHIELDED METAL ARC WELDING I

Upon successful completion of this course the student should be able to perform safety inspections, make minor repairs, adjust operating parameters, and operate SMAW equipment utilizing E-6010 electrodes. Layout procedures and practices will also be introduced. Six credits: 80 clock hours.

WEL 104 BASIC SHIELDED METAL ARC WELDING II

Upon successful completion of this course the student should be able to perform safety inspections, make minor repairs, adjust operating parameters, and operate SMAW equipment utilizing E-7018 electrodes. Layout procedures will be practiced during this course. Six credits: 80 clock hours.

WEL 110 ADVANCED SHIELDED METAL ARC WELDING I

Upon successful completion of this course the student should be able to perform safety inspections, make minor repairs, adjust operating parameters, operate SMAW equipment, and perform SMAW operations on groove and fillet welds utilizing E-6010 and E-7018 electrodes. layout procedures will be practiced during this course. Six credits: 80 clock hours.

WEL 111 ADVANCED SHIELDED METAL ARC WELDING II

Upon successful completion of this course the student should be able to perform safety inspections, make minor repairs, adjust operating parameters, operate SMAW equipment utilizing various electrodes, locate essential welding information from codes or other standards, and perform weld inspections. Six credits: 80 clock hours.

WEL 201 GAS METAL ARC WELDING I

Upon successful completion of this course the student should be able to perform safety inspections, make minor repairs, adjust operating parameters, operate GMAW equipment on plain carbon steel utilizing short circuit and spray transfer, and recognize fundamental metallurgy principles. Six credits: 80 clock hours.

WEL 202 GAS METAL ARC WELDING II

Upon successful completion of this course the student should be able to perform safety inspections, make minor repairs, adjust operating parameters, operate GMAW equipment utilizing a variety of electrodes and base metals, and apply fundamental principles of welding metallurgy to welding, fabrication, and inspection. Six credits: 80 clock hours.

WEL 203 FLUX CORED ARC WELDING I

Upon successful completion of this course the student should be able to perform safety inspections, make minor repairs, adjust operating parameters, operate FCAW equipment utilizing self shielded wire, and apply principles of joint design, preparation, and material selection to welding operations. Six credits: 80 clock hours.

WEL 204 FLUX CORED ARC WELDING II

Upon successful completion of this course the student should be able to perform safety inspections, make minor repairs, adjust operating parameters, operate FCAW equipment utilizing gas shielded wire, and apply fundamentals of welding applications

and cost estimating to welding, fabrication, and inspection. Six credits: 80 clock hours.

WEL 211 GAS TUNGSTEN ARC WELDING I

Upon successful completion of this course the student should be able to perform safety inspections, make minor repairs, adjust operating parameters, operate GTAW equipment on plain carbon and stainless steels. The students should also be able to evaluate and solve complex welding and fabrication problems, administer hands on training and supervise other students during assigned fabrication and welding operations. Six credits: 80 clock hours.

WEL 212 GAS TUNGSTEN ARC WELDING II

Upon successful completion of this course the student should be able to perform safety inspections, make minor repairs, adjust operating parameters, operate GTAW equipment on aluminum and PAW equipment on plain carbon steel. The students should also be able to evaluate and solve complex welding and fabrication problems, administer hands on training and supervise other students during assigned fabrication and welding operations. Six credits: 80 clock hours.

WEL 230 PIPE WELDING I

Upon successful completion of this course the student should be able to perform safety inspections, make minor repairs, adjust operating parameters, and operate SMAW equipment in a variety of positions on plain carbon steel pipe joints. The student should also be able to evaluate and solve complex welding and fabrication problems, administer hands on training and supervise other students during assigned fabrication and welding operations. Six credits: 80 clock hours.

WEL 231 PIPE WELDING II

Upon successful completion of this course the student should be able to perform safety inspections, make minor repairs, adjust operating parameters, and operate SMAW, and GTAW equipment on plain carbon steel pipe joints. The student should also be able to evaluate and solve complex welding and fabrication problems, administer hands on training and supervise other students during assigned fabrication and welding operations. Six credits: 80 clock hours.

WEL 260 SPECIALIZED WELDING I

Specialized Welding is designed to provide the student with the opportunity to customize some of the course objectives to meet individual needs. Your instructor must approve ALL course objectives. Course objectives

usually consist of competencies from the GTAW and Pipe welding classes, welding competencies not found in the program, advanced study, and special projects. Six credits: 80 clock hours.

WEL 261 SPECIALIZED WELDING II

Specialized Welding is designed to provide the student with the opportunity to customize some of the course objectives to meet individual needs. Your instructor must approve ALL course objectives. Course objectives usually consist of competencies from the GTAW and Pipe welding classes, welding competencies not found in the program, advanced study, and special projects. Six credits: 80 clock hours.

WEL 175, 176, 177, 275, 276, 277**SPECIAL TOPICS: WELDING PROBLEMS I-VI**

These courses were designed to provide the non degree seeking student with the opportunity to customize the course objectives to meet individual needs. Your instructor must approve ALL course objectives. One to four credits: 15 to 60 clock hours.

WEL 160 CONSTRUCTION OXYACETYLENE CUTTING

Upon successful completion of this course the student should be able to safely set up and operate manual and machine operated oxy-acetylene cutting equipment. One credit: 10 clock hours.

WEL 161 CONSTRUCTION OXYACETYLENE WELDING

Upon successful completion of this course the student should be able to safely set up and operate manual and machine operated oxy-acetylene welding equipment. One credit: 10 clock hours.

WEL 162 CONSTRUCTION FLUX CORED ARC WELDING

Upon successful completion of this course the student should be able to safely set up and operate the flux core arc welding equipment. One credit: 10 clock hours.

WEL 163 CONSTRUCTION SHIELDED METAL ARC WELDING

Upon successful completion of this course the student should be able to safely set up and operate the shielded metal arc welding equipment. One credit: 10 clock hours.





John R. Dent,
President, Director District A
Represents: RE-8 Fort Lupton;
RE-3J Keenesburg,
Hudson, Prospect Valley



Bernard C. Kinnick,
Secretary, Director District B
Represents: RE-1 La Salle, Gilcrest, Platteville
RE-4 Windsor
RE-5J Johnstown, Milliken
RE-6 Greeley, Evans



Kenneth H. Nickerson,
Treasurer, Director District E
Represents: RE-2 Eaton
RE-6 Greeley, Evans
RE-7 Gill, Kersey



Beth Bashor
Member, Director District C
Represents: RE-9 Ault-Highland
RE-10J Briggsdale
RE-11J New Raymer
RE-12 Grover



Dick Bond
Member, Director District D
Represents: RE-6 Greeley, Evans



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Community College
Board of
Trustees**

ADMINISTRATIVE STAFF

*

DR. MARILYNN "MARSI" LIDDELL2003
 President, (B.A., English, M.A., Sociology/
 Criminal Justice, Drake University; Ed.D.,
 University of Houston)

DR. RUSSELL G. DE VRIENDT2000
 Title III Coordinator, Special Assignment,
 (B.S., Mankato State University; M.A., Ed.D.
 University of Northern Colorado)

CAROL HOGLUND2000
 Chief Operations & Administrative Officer,
 (B.S., Regis University; M.S., Colorado State
 University)

PAT McGUIRE1993
 Associate Vice President for Educational
 Services, (B.A., University of Wyoming; B.S.,
 University of Northern Colorado; M.A.,
 University of Wyoming)

AUGUSTUS "GUS" SKINNER2002
 Chief Financial Officer, (B.S., Metropolitan
 State College)

LES RACE1991
 Chief Campus Officer, Loveland Campus,
 (B.A., M.A., Western State College; Post M.A.,
 UNC)

DR. DOUGLAS D. SMITH1993
 Chief Campus Officer, Fort Lupton Campus,
 (B.A., M.A., and Ph.D., University of Northern
 Colorado)

VACANT
 Director, Human Resources

GERALD BLAKE1992
 Director: Purchasing, (B.S., M.Ed., Colorado
 State University)

DR. WALT RICHTER1980
 Special Assignment, (B.S., Wagner College;
 Ph.D., University of Vermont)

*

DR. SOMPHOL "PIA"
DOUNGLOMCHUNT1980
 International Program, (A.A., Aims
 Community College; B.A., M.A., Ed.D.,
 University of Northern Colorado)

VACANT
 Institutional Grants Office, Enterprise
 Technology Services

NANCY R. EDMONDS2000
 Learning Resources Officer, (B.A., Wittenberg
 University; M.A.L.S., University of Denver)

LYNDA M. NIELSEN2002
 Executive Director, Aims Foundation, (B.A.,
 University of Northern Colorado; M.S.M.,
 Regis University)

MARK L. OLSON1982
 Director: Public Information, (B.A., Colorado
 State University; M.A., University of Northern
 Colorado)

DONALD A. PLANT1981
 Director: Physical Plant, (B.A., Lycoming
 College)

DR. DONALD B. RITTER1971
 Special Assignment, (B.A., M.A., Michigan
 State University; M.A., Ed.D., University of
 Northern Colorado)

KENNETH F. SAUER1979
 Director: Telelearning and Media Services,
 (B.S., Indiana University; M.A., University of
 Northern Colorado)

LYNNE SUPPES1979
 Director: Student Financial Assistance, (B.A.,
 University of Northern Colorado)

PAULA YANISH1998
 Director, Student Success Center, (B.B.A.,
 University of North Dakota; M.S., University
 of North Dakota)

DEANS

*

SUSAN CRIBELLI1972
 Academic Dean, (B.A., M.A., University of
 Northern Colorado)

DONNA L. SOUTHER1990
 Academic Dean, (B.S., Colorado State
 University; M.A., University of Northern
 Colorado; J.D., University of Colorado Law
 School)

*

DR. RICHARD WOOD1991
 Continuing Education Dean, (B.A., State
 University of New York (Oswego); M.A.,
 State University of New York (Buffalo);
 Ed.D., University of Northern Colorado)

VACANT
 Dean for Student Services



Administrative Staff

* Indicates year individual joined the college.

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, William F. "Bill" Hartman Endowment.

**FACULTY AWARDS
STUDENT SELECTION**

Roger A. DeWitt, 1991, 1994 & 2000
Joseph S. Fajardo, 1992
Anthony Park, 1993
Michael Ort, 1995, 2001
Thomas Griffin, 1996
John Lee, 1997
Dr. Russell E. Ward, 1998
Grant Wilson, 1999
Dr. Bill Hardgrave, 2002
Jeanine Lewis, 2003

ACADEMIC DEANS' SELECTION

Dorothy M. Stewart, 1991
Dr. Russell E. Ward, 1992
Dr. Robert Shellenberger, 1993
Dr. Diane Vantine Brotemarkle, 1994
Samuel E. Cooper, 1994
Maria Velasquez, 1995
Ruby Loveless, 1996
Dennis Schossow, 1997
Paul Martin, 1998
Dean Dushack, 1999
Art Terrazas, 2000
Eugene Cross, 2001
Dr. Anne Machin, 2002
Marsha Driskill, 2003

FACULTY SENATE SELECTION

Dorothy M. Stewart, 1991
Betty. J Buxman, 1992
Judy P. Leusink, 1993
Dr. Ruth Lorenson, 1994
Dr. Judith Green, 1994
Donna Meier, 1995
Karen Robinson, 1996
Jerry Goddard, 1997
Dr. Ann Aron, 1998
Marvin Bay, 1998
Gerald Karst, 1999
Thomas Griffin, 2000
Phil Edwards, 2001
Dr. Anne Machin, 2002
Evan Oakley, 2003
Marsha Driskill, 2003

**AIMS COLLEGE EDUCATION ASSOCIATION
ADJUNCT FACULTY AWARDS**

1997	1998
Jolene Fulton	Bryce Hedstrom
Carol Lower	Ron Lewis
Judi Pippin	Greg Thompson
Sheri Sweigard	
Christine Wire	2000
	Chris Baxter
1999	Sharon Benson
Dennis Duncan	Trisha Brown
Kelvin Knaub	Don Lowe
Chrisann Reese	Shane Lynch
2001	
Jacque Hill	Rebecca Krystyniak
Deborah Pearson	
2002	
Ruth MacFarlane	Pam Westover
Mercedes Torres	
2003	
Rick Busson	Ernest Leroy Ewing

WILLIAM F. "BILL" HARTMAN AWARD

Dr. Carol Monthei, 1994
Donna Meier, 1995
Dr. Michael Kelsey, 1996
Bob Widlund, 1997
Art Terrazas, 1998
Ken Neet, 1999
Dr. Doug Smith, 2000

TEAM AWARDS

Amnesty Team, 1991

Anna Maria Rios	Vera Benavidez
Olivia Montes	Maria Velasquez
Juanita McCloy	Ruth Gomez
Mary Vigil	Barbara Maxfield

Family and Life Education, 1992

Mellie Brand	Marilyn Gerbrandt
Joan Eisenman	Sue Lorge
Roger A. DeWitt	Kitty Stevens
Katharine Frey	

Supplemental Services, 1993

Era Berg	Karen H. Soutar
Janet Krause	Linda Wallis
Les Race	

1994 (tie) - The 5C's Team

Jane Abbott	Anthony Park
John Jordan	Dr. Russell Ward
Beth Korbitz	Jean Warnke
Mark Lewis	Sue Young
Michael Ort	

Psychology Team

Ron Courson	Mark Lewis
Sue Davison	Charlotte Rodriguez
Roger DeWitt	Dr. Robert Shellenberger
Dr. Judith Green	Ruth Slomer
Dr. Bill Hardgrave	Dr. John Turner
Dr. Jim Jokerst	

Computer Science/Computer
Information Team, 1995

Doug Clay	Rex Parr
Sam Cooper	Linda Scott
Cathy Hall	Thelma Stephenson
Ruby Loveless	

The Monfort Early Childhood Education
Center Team, 1996

Mellie Brand	Maurine Summers
Kathy Hamblin	Dr. John Turner

The Aviation Faculty Team, 1997

Marvin Bay	Val W. Taylor
Greg Gaiser	Gina West

Aims Flight Training Center Team, 1997

Robert Cashel	Jay Pickar
Greg Gaiser	Pat Sickles
Erik Kauber	Barbara Soleta

Building Maintenance Team, 1998

Orlando Ayala	Ron Hatch
Jon Borawski	Joe Howard
Gary Barber	Ron Masters
Ray Delgado	Don Plant
Dorene Gutierrez	Anne Thompson

Institutional Planning and Research, 1999

Pete Manthei	Janine Walker
Laura Norton	

I-Car Team, 1999

Michael Bannister	Bill Hernandez
Pat Hergenreter	Bill Killebrew

Dry Creek Review, 2000

Holly Hartwick	Evan Oakley
Anne Machin	Anthony Park

Admissions and Records, 2000

Ruby Corman	Norman Forman
Susie Gallardo	Bill Green
Johanna Habayeb	Connie Hoffmann
Karen Karst	Barbara Porter

Mechelle Rathbun	John Salnaitis
Lee Ann Sappington	Joyce Schultz
Scott Smith	Patty Stephens
Cyndee Stewart	Jeanette Stewart
Stuart Thomas	Paula Yanish

The Recruitment Team, 2001

Dana Anderson	Carol Heinze
Jamie Viefhaus-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

**AIMS STAFF ASSOCIATION
SELECTION**

PROFESSIONAL EXCELLENCE AWARD

Darlene Nold, 1994
Becky Sperber, 1995
Kathy Barney, 1996
Tami Breske, 1997
Marian Graeb, 1998
Shirley Medbery, 1999
Anne Thompson, 1999
Shannon McCasland, 2000
Robert Waltman, 2001
Darlin Jean Krause, 2002
Juanita McCloy, 2002
Mark Lewis, 2003

PRESIDENT'S SELECTION

**DR. JERRY KIEFER ADMINISTRATION
LEADERSHIP AWARD**

Dr. Jerry Kiefer, 1997
Terry Carr, 1998
Dr. Pia Dounglomchunt, 1999
Songsri Dounglomchunt, 1999
Dr. John Turner, 2000
Mark L. Olson, 2001
Dr. Dick Wood, 2002

HONORED GUESTS

Margaret Houtchens, 1991
Vic Nottingham, 1992
Julianne Haefeli, 1993
Ken Monfort, 1994
Florence and Harold Winograd, 1995
Dale Majors, 1996
Bob and Betty Tointon, 1997
Ken Whitney, 1998
Jil and David Rosentrater, 1999
20th Anniversary Donors, 2000
George Hall, 2001
Pat Thomas, 2002

**Aims
Community College
Awards for
Excellence**

* = Graduate of Aims Community College

ALDRICH, LINDA2002 (English) B.A., University of New Hampshire; M.A., Florida State University; M.F.A., Vermont College/Norwich University.

ANDERSON, DELYNN2001 (Business Technology) A.S., Quinsigamond Community College, Worcester, MA; B.S., Metropolitan State College of Denver; 11 years of corporate training experience.

ARON, ANN1978 (Program Chair, Business Technology) B.S., University of Nebraska; M.A., University of Northern Colorado; Ed. D., University of Northern Colorado; Advanced graduate studies, University of Colorado, Colorado State University. 1998 Faculty Award for Excellence in Teaching.

BEIGHEY, CATHY2001 (Social Sciences) B.A., State University of New York at New Paltz; M.A., Colorado State University.

BENAVIDEZ, E. C. "VERA"1984 (College Prep Reading, English, Fort Lupton Campus) B.A., Metropolitan State College; M.A., University of Northern Colorado; Winner of Award for Excellence, Amnesty Program Team. Advanced graduate study, University of Northern Colorado.

BENZEL, DOUG2000 (Foreign Languages: Spanish) B.A. and M.A., University of Nebraska, Kearney.

BOAN, RANDALL P.1993 (Math/Science/Computer/Statistics) B.A., University of Northern Colorado; M.S. University of Northern Colorado; Four years consulting experience. Advanced Graduate Study, University of Northern Colorado.

BOLLENBACHER, VICKY2001 (Social Sciences) B.A., Ph.D., University of Houston

BONIEK, MARTIN2001 (Aviation Technology) A.A., Bethany Lutheran College; B.S., University of Minnesota; 19 years commercial pilot experience.

BRODA, ALYSAN1988 (Assistant Chair, Speech) B.A., Paterson State College, New Jersey; M.A., William Paterson College, New Jersey; Advanced graduate study, Colorado State University and University of Northern Colorado.

BROTHE, MARK1998 (Automotive Technology) Certificate, Automotive Technology, Aims Community College; Ten years Industrial Experience, ASE Certified Master Technician, EPA Certified Air Conditioning.

BUTLER, DONALD E.1988 (English, Spanish) B.A., Brigham Young University; M.A., Brigham Young University.

CHRISTENSON, MAXINE GROSS1986 (Marketing/Management) B.S., University of Wisconsin, M.S., University of Wisconsin; Advanced graduate study, University of Northern Colorado, five years business experience.

CLARK, RITA1998 (Psychology, Loveland Campus Chair) B.S., Colorado State University; M.A., University of Northern Colorado.

CLAY, DOUGLAS G.1985 (Computer Science) B.S., Purdue University, Indiana; M.A., Lesley College, Massachusetts; Advanced Graduate Study, Florida International University, University of Northern Colorado. 1995 Team Award for Excellence in Teaching.

COLTON, KERRY L.1971 (Department 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.

CRAMER, NAN2001 (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.

CRIBELLI, SUSAN1972 (Academic Dean) B.A., University of Northern Colorado; M.A., University of Northern Colorado; Advanced Graduate Study, University of Northern Colorado, Colorado State University.

DeWITT, ROGER A.1986 (Social Sciences) B.A., University of Northern Colorado; M.A., University of Northern Colorado; 1991 Student Award for Excellence in Teaching, Award for Excellence Eastman Kodak Student Selection, 1991, 1994, 2000, Team Award, 1992, 1994.

DIRKSEN, DEBRA2003 (Instructional Designer)

DRISKILL, MARSHA J.1990 (Chair, Mathematics & Coordinator, Aims/ UNC Math Program) B.S., University of Kansas; M.A., University of Northern Colorado; Advanced Graduate Study, University of Northern Colorado.



Aims Community College Faculty

- DUNCAN, DIANA**1979
(Radiologic Technology, Program Chair)
B.S., Colorado State University. Radiologic Technology Certificate, Weld County General Hospital; Registered Technologist (American Registry of Radiologic Technology); Ten years clinical experience.
- DUNLEVY-WILSON, KATHRYN**2002
(English, Humanities)
B.A. Eastern Nazarene College, M.A., California State University, Sacramento.
- DUNNING, BRIAN**2000
(Graphic Technology)
A.A.S., Colorado Institute of Art, Industrial Design Technology; B.F.A., Cornish Institute, Seattle, Fine Arts/Sculpture; M.A., University of Northern Colorado, Sculpture and Digital Imaging. Ten plus years exhibition experience, two years industrial design experience.
- EDWARDS, JAMIE**2002
(College Prep, Reading, English, Foreign Languages, Fort Lupton Campus)
B.A., University of Montana; Licenciatura, Universidad De Alicante (Spain); M.Ed., Montana State University.
- EHRFURTH, SUSAN**2001
(Business Technology, Campus Chair, Loveland Campus)
B.S., University of Wisconsin, Whitewater.
- FLAGG, AMY C.**2002
(English)
B.A., Flagler College; M.A., Florida State University; Ph.D. Candidate Florida State University.
- 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.
- GOMEZ, RUTH**1973
(Reading/English Chair, College Prep)
M.A., University of Northern Colorado; Ed. S., University of Northern Colorado; Winner of Award for Excellence, Amnesty Program Team.
- GOSCH, PHYLLIS**1990
(Learning Lab)
B.A., State University College of New York at Fredonia; M.A., State University College of New York at Buffalo.
- GRIFFIN, THOMAS J.**1993
(Math and Science, Loveland Campus)
B.S., Kansas State University; M.S., Kansas State University; 14 years professional experience.
- GUERRERO, ANDRES G.**1996
(Foreign Languages)
B.A., University of St. Thomas, M.Th., University of St. Thomas, M.A., University of St. Thomas, Th.M., Harvard University, Th.D., Harvard University.
- GUMP, JUDITH**1996
(Early Childhood Education)
B.S., McPherson College, Kansas; M.S., Wheelock College, Massachusetts.
- HANKS, RICHARD**2002
(Psychology, Fort Lupton Campus)
B.A. Experimental Psychology, University of California at Santa Barbara; M.A., & Psy.D., Counseling Psychology, University of Northern Colorado; Licensed Psychologist in State of Colorado.
- HARDGRAVE, BILLY D.**1989
(Psychology)
A.A., Pensacola Junior College, B.A., University of West Florida, M.A. and Ed.D., University of Northern Colorado.
- HARTWICK, HOLLY**1995
(Chair, English and Speech)
B.A., Colorado State University; M.Ed., Wichita State University; M.A., University of Northern Colorado.
- HASTY, PAUL***1998
(Program Chair, Welding Technology)
A.A.S., Aims Community College; Advance Study, CSU; 5 years Industrial Experience; AWS Certified Welding Inspector (CWI), AWS Certified Welding Educator (CWE).
- HEEN, SAMUEL K.**1971
(Chairman, Department of Physical Education)
B.A., Colorado State University; M.Ed., Colorado State University; Advanced graduate study, University of Northern Colorado.
- HERGENRETER, PATRICK**1989
(Auto Collision Repair Technology, Program Chair)
B.S., Colorado State University, Vocational Education Credential, 25 years industrial experience. ASE Master Certified Technician, PPG Certified Technician.
- 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; 12 years industrial experience, PPG Certified Technician.
- KELSEY, MICHAEL L.**1993
(Social Sciences)
B.S., Salisbury State University, Maryland; M.A., University of Northern Colorado; Ph.D., Kent State University. Twelve years corporate and independent business experience. 1996 Hartman Award for Excellence in Teaching.
- KLEIN, JEFF***2000
(Welding Technology)
Advance Study, Colorado State University; A.A.S., Aims Community College; Five years industrial experience.
- KNAUB, HOLLY***2000
(Radiologic Technology)
A.A.S., Aims Community College, Registered with ARRT, 17 years clinical experience.
- KNUDSON, DEBRA**1982
(Clinical Coordinator, Radiologic Technology)
B.S., Colorado State University, X-Ray Certificate from Presbyterian Hospital School of Radiology; Registered with American Registry of Radiologic Technologists; Seven years clinical experience.
- LENZ, JOHN**2001
(Chair, Engineering Technology)
A.A., Aims Community College; 28 years industrial experience.
- LEWIS, JEANINE MARIE**1995
(Math Chair)
B.A., University of Nebraska - Lincoln, M.A., University of Nebraska - Lincoln.
- LOVELESS, RUBY**1981
(Chair, Computer Information Systems)
B.S., Colorado State University; Six years business experience. 1995 Team Award for Excellence in Teaching. 1996 Academic Deans' Award for Excellence.
- MACHIN, ANNE**1996
(Humanities)
B.S., University of Kansas; M.A., Colorado State University; Ph.D., University of Northern Colorado.
- MANUEL, TRUDI C.**1985
(Business Technology)
B.S., University of Colorado; M.A., University of Northern Colorado; Second M.A., University of Northern Colorado; Ten years business and industry experience.
- MARGETTS, JAMES**2001
(Music)
B.Music, Brigham Young; M.Music, University of Cincinnati.
- MARKLEY, LYNETTE, RMA**2002
(Health Sciences)
Medical Careers Training Center, 1995, 7 years Family Practice experience.

- MARTIN, COLLEEN**1988
(Graphic Technology)
A.A., Arapahoe Community College; B.A., Metropolitan State College; Certificate in Graphic Technology - Aims Community College; 5 years industry and freelance experience.
- MARTIN, PAUL**1981
(Business Technology)
B.A., McNeese State University, Louisiana; M.A., University of Northern Colorado; Advanced graduate study, University of Northern Colorado; 12 years business experience.
- MASTERS, TERESA, RN**2002
(Nurse Aide Program Coordinator, Health Sciences)
Forty years experience as an RN and 9 years experience as an instructor.
- MAXFIELD, BARBARA**1980
(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 Award for Excellence, Amnesty Program Team.
- McFERRON, TIM**1998
(Computer Information Systems)
A.A.S., Aims Community College; B.A., University of Northern Colorado; Five years experience, Learning Lab Coordinator, Aims Community College.
- MEDINA, NICKIE***1997
(College Prep, English)
A.A., Aims Community College; B.A., University of Northern Colorado; M.A., University of Northern Colorado; Colorado Secondary Teaching License, English; University of Northern Colorado; 16 years business and industry experience.
- MONTEZ, PETER LORENZO**1999
(Program Chair, Electronic Technology)
MEPM, Denver University; B.S.E.E.T., Metro State College. Graduate Studies in Master of Business Administration University of Northern Colorado. 27 years industry/engineering experience; three years electrical engineering consulting.
- MYERS, CHARLES E., II**1982
(Criminal Justice)
B.A., Fresno State University, M.A., University of Northern Colorado. Graduate Study, Chico State University; Graduate Study, Colorado State University; P.O.S.T., Basic, Intermediate, and Advanced Certification, California. Colorado Vocational Credential.
- NEET, KENNETH**1982
(Accounting)
B.A., Point Loma College, California; Seven years business experience. Aims Foundation Fellow, 1986. 1999 Hartman Award for Excellence in Teaching.
- OAKLEY, EVAN**1995
(English, Humanities, Loveland Campus)
B.S., Colorado State University; M.A., University of Northern Colorado; M.F.A., George Mason University, Virginia.
- 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.
- ORT, MICHAEL**1992
(Campus Chair, Communications and Humanities, Loveland Campus)
B.A., University of Northern Colorado; M.A. University of Northern Colorado. 1995 Student Selection for Excellence in Teaching.
- OTTE, JEAN**1983
(Communications Media Instructional Designer Title V)
M.A. University of Northern Colorado
- OWEN, ELIZABETH H.**2001
(Emergency Medical Services)
B.S., University of Missouri, NREMT-P, ACLS instructor, over 20 years of teaching experience in emergency medical services and wilderness emergency care.
- PARK, ANTHONY**1988
(Department Chair, Humanities)
B.A., Colorado State University; M. A., Colorado State University; Advanced Graduate Study, Colorado State University. 1993 Student Selection for Excellence in Teaching.
- PARR, REX A.**1993
(Computer Information Systems)
B.S. Wesleyan College, Ohio; M.A., Webster University, Illinois; Master of Telecommunications, Denver University; 20 years government and civilian business experience. 1995 Team Award for Excellence in Teaching.
- PENTECOST, THOMAS C.**1997
(Chemistry and Physics)
B.S., University of Tennessee-Martin; M.S., Louisiana State University; Graduate study in Chemical Education, University of Northern Colorado.
- RACE, LES**1991
(Chief Campus Officer, Loveland Campus)
B.A., M.A., Western State College; Post M.A., UNC, 1993 Team Award for Excellence in Teaching.
- RAMIREZ, MONICA**1997
(Department Chair, Science)
B.A. and M.S., LM-University of Munich, Germany; Ed.S., Nova Southeastern University Florida; Environmental Specialist Supervisor's Certificate, Florida; GIS/GPS Colorado Occupational Certificate.
- RAY PARSONS, MICHELLE**1999
(Mathematics)
B.S. Colorado State University, M.A., University of Northern Colorado.
- REIERSTAD, KEITH B.**1986
(Communication, Humanities Campus Chair, Fort Lupton Campus)
B.A., English, Wesleyan University; M.A./Ph. D., English, University of Pennsylvania
- REYNOLDS, JEFFREY A.**1993
(Department Chair, Social Sciences)
B.A., University of Northern Colorado; M.A., University of Northern Colorado; Advanced graduate study CU - Boulder, University of Northern Colorado.
- RICHTER, WALTER**1980
(Special Assignment)
B.S. Wagner College, New York; Ph.D., University of Vermont; Post-doctoral Research Fellow, University of Alabama Medical Center.
- ROBINSON, KAREN**1985
(Mathematics)
B.S., Colorado State University; M.S., Colorado State University.
- 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, Design and Fine Arts)
B.F.A., Painting, University of Illinois-Champaign; M.A., Painting, University of Northern Colorado, Advanced graduate study, University of Northern Colorado.
- RUSS, TIMOTHY**2002
(Aviation Technology)
B.A., University of Colorado; 20 years military and commercial Aviation experience; Airline Transport Pilot.
- RYAN, ELIZABETH A.**1990
(Campus Chair, Mathematics, Science, Psychology, Social Sciences, Fort Lupton Campus)
B.A. University of Colorado; M.Ed., University of Texas; M.Ed., Lesley College; Advanced graduate study, University of Northern Colorado.
- SARKIS, LEBE W.**1991
(Biology)
B.A., California State University, Northridge; M.A., University of Northern Colorado; D.A., University of Northern Colorado.
- SCHAUBERT, DAVID L.**1993
(Assistant Chair, Agriculture and Economics)
B.S., North Dakota State University; M.S., North Dakota State University.
- SCHILTZ, JON P.**1996
(Electronics Technology)
B.S., Iowa State University; M.Ed., Colorado State University; 27 years industrial experience.

- SCHOCK, JUNE**1997
(Assistant Chair, Music)
B.A., University of Mary; M.M. University of Colorado; Doctoral studies at University of Colorado; National and International professional solo performances.
- SCHOSSOW, DENNIS**1980
(Automotive Mechanics Technology, Program Chair)
B.S., Moorhead State University, Minnesota; Vocational Education Certificate, Advanced studies, Colorado State University; Seven years industrial experience. ASE Certified Master Technician.
- SIMONDS, LANA, MSN, RN**2001
(Health Sciences)
B.S.N., University of Northern Colorado; M.S.N., University of Northern Colorado, over 24 years experience in nursing and long-term care.
- SMITH STILLSON, KATHY**1997
(Department Chair, Health Sciences)
B.S.N., Northern Illinois University, M.N., College of Nursing, Montana State University, Ph.D., Candidate Colorado State University. Twenty-eight years nursing experience, Thirteen years career/technical higher education experience.
- SOUTHER, DONNA L.**1990
(Academic Dean)
B.S., Colorado State University; J.D., University of Colorado Law School; M.A., University of Northern Colorado. 1995 Faculty Award for Excellence in Teaching, 1995 Bill Hartman Award for Excellence in Teaching, 1996 Faculty of the Year Award.
- STEVENS, CLAUDIA B.**1985
(Program Chair, Marketing/Management)
B.A., University of Northern Colorado; additional graduate coursework, University of Northern Colorado; Thirteen years business experience.
- SULLIVAN, ROBERT**1992
(Quarter to Semester Conversion Chair)
B.S., Wisconsin State College and Institute of Technology; M.S., University of Wisconsin-Platteville; Additional graduate coursework, University of Northern Colorado; 20 years higher education administrative experience.
- SWIETER, ELLEN**1995
(Campus Chair, Business and Communication Technology Programs, Fort Lupton Campus)
B.A., B.S., University of Northern Colorado; M.A., Colorado State University; Five years business experience.
- TARNASKY, RALPH F.**1990
(Department Chair, Foreign Languages)
B.A., University of North Dakota; M.A., University of Nebraska-Lincoln; Ed.S., University of Nebraska at Omaha. Ed.D., University of Northern Colorado.
- TERRAZAS, ART***1973
(Department Chair, College Prep, Mathematics)
A.A., Aims Community College; B.A., University of Northern Colorado; M.A., University of Northern Colorado. 1996 Associated Students' Faculty Advisor of the Year; 1998, Bill Hartman Award for Excellence in Teaching; 2000 Academic Deans Bell of Distinction for Excellence in Teaching; 1995-1999, Equity in Arithmetics Education Leadership Institute.
- TIERNEY, TAMMY**2001
(Accounting)
B.A., B.S., Moorhead State University; M.B.A., University of North Dakota. Certified Management Accountant Designation, 1994. Ten years business experience.
- TRENAM, TRACEY L.**2001
(Social Sciences, Loveland Campus)
B.S., Georgetown University; Ph.D., Columbia University. Work towards MA in Education, City University of New York, Fulbright Scholar. Wilson Center Junior Fellow and IREX Scholar. Graduate study in Poland and Russia.
- VELASQUEZ, MARIA B.**1972
(Special Assignment)
B.A., University of Northern Colorado; M.A., University of Northern Colorado; Winner of Award for Excellence, Amnesty Program Team. 1995 Academic Deans Award For Excellence in Teaching.
- WARD, REBECCA**1997
(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.
- WARREN, ERIC***1999
(Welding Technology)
A.A.S., Aims Community College; Five years industrial experience; Adv. Study Colorado State University; AWS Certified Welding Inspector (CWI). AWS Certified Welding Educator (CWE).
- WASHAM, SHAWNALEE K.**2001
(Department Chair, Psychology)
B.S., M.S., Ph.D., Psychology, Colorado State University.
- WEST, GINA***1987
(Program Chair, Aviation Technology)
A.A.S., Aims Community College; B.A., University of Northern Colorado, Six years industrial experience.
- WILLIAMS, PAUL**2002
(Physics)
B.A., Rice University; Ph.D., University of Texas at Austin.
- WILSON, GRANT**1997
(Science)
B.S., Brigham Young University, M.S. Brigham Young University, Ph.D. Utah State University, Secondary Teaching Certificate 1986, 1991, 1997; Ten years teaching experience.
- WRIGHT-KILKER, WENDY**2001
(Psychology)
B.S., University of Wisconsin; M.A., Regis University.

Larry Batman**(Faculty Emeritus, Mathematics/Natural and Applied Sciences)**

B.A. and M.A., University of Northern Colorado; Post Graduate Work, Colorado State University

Marvin Bay**(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 (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**(Faculty Emerita, Department Chair, Humanities)**

B.A. and M.A., University of Wyoming; Ph.D., University of Denver; NEH Fellow, Harvard University.

Bill Cullins**(Faculty Emeritus, Engineering, Technology Division)**

B.S., Tarleton State University, Texas; Graduate study University of Northern Colorado and Angelo State University; Certified Manufacturing Engineer.

J. Phil Edwards**(Faculty Emeritus, Computer Science, Math and Science; Campus Chair, Mathematics/Natural & Applied Sciences, West Campus)**

B.A., University of Northern Colorado; M.A., University of Northern Colorado; Advanced Graduate Study, Colorado State University, American University/Commonwealth Institute.

Paul W. Gaiser**(Vice President Emeritus, School of Occupational Education)**

B.A. and M.A. University of Northern Colorado; Post Graduate work, Colorado State University.

Jerry F. Goddard**(Faculty Emeritus, General Business)**

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

Judy Green**(Faculty Emerita, Psychology/Biofeedback)**

B.A., University of Chicago; M.A., University of Iowa; Ph.D., Union Graduate School, Ohio. Certified Biofeedback Therapist. 1994 Faculty Senate Award for Excellence in Teaching.

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

B.S., Western Kentucky State University; M.A., Western Kentucky State University; Advanced Graduate Study, University of Northern Colorado (ABD). Aims Foundation Fellow, 1983

Gale E. Heiman, Ph.D. (Deceased)**(Faculty Emeritus, General Business)**

A.B., M.A., University of Northern Colorado; Ph.D., Laurence University School of Banking, California; 14 years of business experience.

Jerry Karst**(Faculty Emeritus, Chair, Department of Sociology)**

B.A., University of Northern Colorado; M.Ed., Colorado State University; Advanced graduate study, University of Northern Colorado.

Jerry A. Kiefer, Ph.D.**(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**(Faculty Emerita, Assistant Chair, General Business)**

B.A., Colorado State University; Graduate study, University of Northern Colorado; Five years business experience. 1993 Faculty Senate Award for Excellence in Teaching. 1994 Faculty of the Year Award.

Ruth M. Lorenson**(Faculty Emerita, Department Chair, Health Occupations)**

Nursing Diploma, University of Oklahoma; B.S.N., University of Northern Colorado; M.A., University of Northern Colorado; Ed.D., University of Northern Colorado. Ten years nursing experience. 1994 Faculty Senate Award for Excellence in Teaching. 1995 Faculty of the Year Award.

Nancy Martz**(Faculty Emerita, Humanities)**

B.A., University of Northern Iowa; M.S.T., University of Wisconsin; Advanced graduate study, University of Northern Colorado, Colorado State University, Naropa Institute.



**Aims
Community College
Emeritus
Status**

Susan Musil

(Faculty Emerita, Assistant Chair, General Business)

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

Dwane R. Raile, Ed.D.

(Vice President Emeritus, School of Occupational Education)

B.A. and M.A., New Mexico Western University of Silver City; Ed.D., University of Northern Colorado.

Barbara G. Reale

(Faculty Emerita, Developmental Studies)

A.A., Colorado Women's College; B.A., University of Northern Colorado; M.A., University of Northern Colorado; Advanced Graduate Study, University of Colorado, Eastern New Mexico University, University of Northern Colorado, Adams State College.

James (Lyn) Robinson

(Faculty Emeritus, Department Chair, Science)

B.S. University of New Mexico; M.A., University of New Mexico; Advanced graduate study, Ed.D., University of Northern Colorado; University of Kansas, University of Denver, Colorado State University

Dorothy Stewart

(Faculty Emerita, Communications/Humanities)

B.A. and M.A. University of Northern Colorado; Advanced Graduate Study, University of Northern Colorado; Cambridge University, England.

Robert Stockhouse, Ph.D.

(Director Emeritus, Assessment Center)

A.A.S., Aims Community College; B.S. Black Hills State College; M.A., Columbia University; Ed.D., Stanford University; Kellogg Post-Doctoral Fellowship, University of Texas.

Maurine Summers

(Faculty Emerita, Early Childhood Education)

B.A. University of Northern Colorado; M.Ed., Colorado State University; Advanced graduate study, Pacific Oaks College, California; University of Northern Colorado; Seven years experience in child care services.

Paul N. Thompson, Ph.D. (Deceased)

(President Emeritus Status)

B.S., Gustavus Adolphus; M.A., and Ph.D., University of Illinois.

* = Graduate of Aims Community College

- ABBOTT, DON**1999
(Program Director, Small Business Development Center, Continuing Education)
B.S., Eastern Oregon University.
- ALCOTT, JUDY L.***1982
(Cataloging, Archival, Serials Librarian, Library Services)
A.A.S., Aims Community College; B.A., University of Northern Colorado.
- ALIG, CHRIS**2002
(Purchasing Assistant, Purchasing)
- ALKIRE, STEVEN**2000
(Program Coordinator, Academic Student Affairs)
M.A., University of Northern Colorado; M.B.A., Colorado State University.
- ANDERSON, DANA**1999
(Admission Counselor, Student Success Center)
A.A.S., Western Nebraska Community College; B.A., University of Nebraska, Lincoln. 2001 Team Award for Excellence.
- ANDERSON, RON**1997
(Assistant Director of Distance Learning, Continuing Education)
B.A. Chadron State College, Nebraska; MBA, University of Nebraska, Kearney
- ARCHIBEQUE, LINDA E.**2001
(Accountant, Financial Services)
B.S., Regis University
- AYALA, ANNA M.***1974
(Executive Assistant, Fort Lupton Campus)
A.A.S., Aims Community College. 1991 Team Award for Excellence. Leadership Academy for Staff.
- AYALA, IDA Z.***1981
(Senior Office Specialist, Human Resources)
A.A.S., Aims Community College.
- AYALA, ORLANDO**1997
(Trades Specialist, Physical Plant)
- BAPTISTE, JUDITH**2000
(Lead Childhood Development Teacher, Monfort Early Childhood Education Center)
B.S. Oklahoma State.
- BARNAS, CHARLES A.**2002
(Trades Specialist, Physical Plant)
- BARNES, DAVID**2001
(Grounds Maintenance Worker, Physical Plant)
- BARR, ERIN**2000
(Office Specialist, Continuing Education)
- BATCHELOR, JOHN**2000
(Advisor, Student Success Center)
B.A., University of Texas; M.A., University of Houston, Clear Lake; Ph.D., University of Northern Colorado.
- BATES, DOROTHY J.***1987
(Executive Assistant, Human Resources)
A.G.S., Aims Community College.
- BATT, JEFF**2001
(Senior Printer, Reprographics)
B.A., University of Northern Colorado.

- BAUMAN, LARRY D.**1984
(Ground Maintenance Supervisor, Physical Plant)
- BEECHER, SUSAN M.***1986
(Program Coordinator, Department Chair, Criminal Justice, Peace Officer Academy Director)
A.A., A.A.S., Aims Community College; B.A., University of Northern Colorado; Certified Legal Assistant; Leadership Academy for Staff, Colorado Vocational Credentials, Graduate Studies, University of Northern Colorado and Regis.
- BELL, SUSEN**2003
(Accounting Technician, Financial Services)
- BELOIN, DEBBIE**1999
(Senior Executive Assistant)
- BLEVINS, JEFF**2000
(Technical Analyst I, Enterprise Technology Services)
- BOTT, RUTH**2002
(Accounting Technician, Financial Services)
A.A.S., Aims Community College
- BOWLDS, CARLA S.**2001
(Office Specialist, Loveland Campus)
- BOYD, DORENE J.**1987
(Executive Assistant, Physical Plant)
- BREIEN, PATRICIA C.**1988
(Administrative Officer, President's Office)
B.A., University of Wyoming; M.A., University of Northern Colorado.
- BROWN, LARRY**1998
(Lab Specialist, Loveland Campus)
- BURROWS, SUSAN J.***1996
(Program Coordinator, Placement)
A.A., Aims Community College; B.A., University of Northern Colorado.
- BYERLY ALLYSON**1999
(Senior Printer, Reprographics)
- CARLISLE, LYN**1990
(Senior Executive Assistant)
- CLARE, BEVERLEY**2001
(Office Specialist, Human Resources)
- CONKEY, ROBERT MARK**2000
(Advisor, Student Success Center)
M.A., University of Northern Colorado.
- CORDOVA, JOHN L.**1979
(Bookstore Operations Coordinator, Bookstore)
M.B.A., University of Northern Colorado.
- CURTIS, MARK**2002
(Senior Irrigation Specialist, Physical Plant)
- CUSHMAN, DAVID**2000
(Maintenance/Public Safety Officer, Fort Lupton Campus)
- DANFORTH, BETTY J.**1990
(Payroll Specialist, Financial Services)
- DELGADO, RAYMOND J.**1984
(HVAC Supervisor, Physical Plant)



Aims Community College Staff

DeVORE, LAUREN D*1976
(Senior Payroll Specialist, Financial Services)
A.A.S., A.S., Aims Community College.

DEXTER, SANDRA2000
(Office Specialist, Continuing Education)
B.A., University of Northern Colorado.

DIAZ-GARCIA, NATALIA2000
(Lead Child Development Teacher, Monfort Early Childhood Education Center)
A.A.S., Aims Community College.

DINGES, JAMES L.1981
(Grounds Maintenance Worker, Physical Plant)

DODGE, JEANINE2000
(Office Assistant, Continuing Education)

DONOVAN, TIMOTHY J*1985
(Campus Security Supervisor, Public Safety)
Certificate, Emergency Medical Technician/ Basic Peace Officer Academy, A.A., Aims Community College.

DRISKILL, GREGORY1999
(Senior Media Producer, Telelearning & Media Services)

DUNN, SHARON2002
(Staff Writer, Public Information Office)
B.A., Metropolitan State College of Denver.

ELDER, JOY E.*1995
(Programmer Analyst I, Enterprise Technology Services)
Certificate, Local Area Network Administration, A.A.S., Aims Community College.

EMERICK, GALE1997
(Senior Executive Assistant, Communications, Humanities and Business)

ERBACHER, HALLIE1991
(Bookstore Operations Coordinator, Greeley Campus Bookstore)

FAHLER, JASON2002
(Bookstore Operation Assistant)

FAY, RONALD W.1989
(Program Director, Student Life)
M.A., University of Northern Colorado.

FORMAN, NORMA JEAN1998
(Office Specialist, Admissions & Records)
B.A., University of Northern Colorado; M.A., University of Northern Colorado.

FORTNER, GARY2001
(Coordinator of Your Programs, Continuing Education)
M.A., Colorado State University

FOSTER, BARBARA E.1996
(Program Director, EMS/Department Chair, Continuing Medical Education)
B.A., University of Northern Colorado; Graduate Study, Adams State College; EMT Paramedic; Faculty for Colorado State Prehospital Care Program.

GAISER, GREGORY P*1992
(Flight Center Director, Aims Flight Center, Aviation Technology)
A.A., A.A.S., Aims Community College.

GEISERT, CAROLYN K*1979
(Buyer/Property Control Specialist, Purchasing)
A.A.S., Aims Community College; B.S., University of Northern Colorado. Leadership Academy for Staff.

GOSSETT, STEPHANIE2000
(Executive Assistant Title V, Fort Lupton Campus)

GREENING, VICKY A.2001
(Program Coordinator, Head Start Partnership Grant; Family & Life Education, Behavioral, Social and Economic Sciences)
B.A., and M.A., University of Colorado.

GRIEGO, BETTY1999
(Food Manager, Monfort Early Childhood Center)

GRIMM, ROGER L.2001
(Coordinator of Advising and Assessment, Student Success Center)
B.A., in Psychology, Trinity Western University; M.A., in Rehabilitation Counseling with an Emphasis in Vocational Evaluation from UNC.

GROSSAINT, TIMOTHY P.1991
(Programmer Analyst, Information Technology Services)

GROTNESS, ANN L.*1993
(Senior Executive Assistant, Vice President for Administrative Services)
A.A.S., Aims Community College; A.A., Riverside Community College. Leadership Academy for Staff. B.S., Regis University.

GUY, LINETTE K.1997
(Executive Assistant, Learning Resources Center)
B.S., University of Northern Colorado.

GUYETTE, ROSEANN1997
(Program Director, Continuing Education)

HACK, LINDA1999
(Lead Child Development Teacher; Monfort Early Childhood Center)
B.S., Colorado State University.

HALVERSON, JEFF2003
(Accountant, Financial Services)

HAMBLIN, KATHERINE1976
(Program Director, Family and Life Education)
B.S., Colorado State University; M.A., University of Northern Colorado; Aims Foundation Fellow, 1984; 1996 Team Award for Excellence.

HARDGRAVE, CHARLOTTE L.*1995
(Senior Advising Coordinator, Loveland Campus)
A.A., Aims Community College; B.A., M.A., University of Northern Colorado.

HARMON, MARSHA L.1992
(Program Director, High School Diploma, Continuing Education)
M.A., University of Northern Colorado.

HASTINGS, MARSHA L.1986
(Mail Processing Clerk, Purchasing)

HATCH, RONALD W.1996
(Trades Specialist, Physical Plant)

HEINZE, CAROL A.1996
(Recruiter, Student Success Center, Loveland Campus)
B.S., University of Northern Colorado. 2001 Team Award for Excellence.

HENDRICKSON, ALAN D.1996
(Program Director, Youth Programs & Franklin University Alliance, International Programs, Continuing Education)

HERNANDEZ, FRANCES2002
(Office Specialist, Health Sciences)

HOFFMANN, CONNIE K.1997
(Admissions Specialist, Admissions and Records)
B.A., University of Northern Colorado.

HOOVER, CAROLE2000
(Bookstore Operations Assistant)
B.A., University of Northern Colorado

HOWARD, JOE W.1990
(Trade Specialist, Physical Plant)

HUNTER, TOBI2000
(Executive Assistant, Loveland Campus)

HUTSON, JOHN2001
(IT Trainer, Continuing Education)
B.A., University of Northern Colorado

JACKSON, ANNE1985
(Associate Director, Physical Plant)
A.A., Mesa Community College; B.A., M.S.M., Regis University. 1999 Award for Excellence

JOINER, KIMBERLY A.*1996
(Assistant Early Childhood Center Director, Monfort Early Childhood Education Center)
Certificate, Infant and Toddler Care, Aims Community College.

JONES, JERRY L.2001
(Special Assistant to the President Equal Opportunity/Legal Affairs)
J.D., University of Nebraska, Lincoln

JONES, TOM2000
(Career Services, Student Success Center)
M.Ed., Colorado State University.

JORDAN, JOHN R.1992
(Senior Lab Coordinator, Business and English Labs)
B.S., Colorado State University; M.A., Colorado State University.

JORDAN, STERLING L.1997
(Technology Analyst I, Loveland Campus)

KERBEL, VALERIE2000
(Senior Office Specialist, Semester Conversion)

KOCHEVAR, KELLY2000
(Lead Child Development Teacher, Monfort Early Childhood Education Center)
B.A., University of Northern Colorado

- KOELTZOW, JANET**2000
(Senior Office Specialist, Visual and Performing Arts and Graphic Technology)
- KOPPES, BEVERLY R.**1994
(Campus Services Coordinator, Ft. Lupton Campus) Certificate, Basic Business, Parks School of Business.
- KOZAN, RUBY***2001
(Lead Child Development Teacher; Monfort Early Childhood Education Center)
A.A., Aims Community College
- KRAUSE, JANET M.**1981
(Program Director, Supplemental Services)
B.A., M.A., University of Northern Colorado.
1993 Team Award for Excellence.
- KRAUSE, LINDA A.***1979
(Senior Executive Assistant, Deans)
Certified Professional Secretary, Professional Secretaries International; A.G.S., Aims Community College. Leadership Academy for Staff.
- LaCOMBE, CHERYL M.***1990
(Office Technician, Dean Student Services)
A.G.S., A.A., Aims Community College.
- LAWS, DIANA S.***1995
(Senior Grants Project Manager)
A.A., Aims Community College; B.A., University of Northern Colorado.
- LEE, KATHY**1998
(Office Specialist)
- LENSTROM, LINDSEY**2002
(Office Specialist)
- LENSTROM, PENNY***1999
(Director of Accounting, Financial Services)
A.A., Aims Community College; B.S., University of Northern Colorado.
- LEROUX, VICKI J.**2001
(Senior Office Specialist)
B.S., Portland State University, Portland, Oregon.
- LEWIS, LAURA A.**1995
(Senior Office Specialist, Institutional Research)
- LEWIS, G. MARK***1983
(Media Producer, Telelearning & Media Services)
A.A., Aims Community College.
- LONGAN, DAVID H.***2001
(Technical Analyst I, Enterprise Technology Services)
- LOPEZ, YRENE PALMER***1986
(Senior Printer, Reprographics)
A.A.S., Aims Community College.
- LORGE, SUZANNE**1979
(Senior Office Specialist)
A.A., Napa Junior College. 1992 Team Award for Excellence.
- LOVATO, VICKI R.**1994
(Senior Financial Aid Specialist, Student Financial Assistance)
- LYNCH, SHARON K.***1991
(Senior Executive Assistant, Technology)
A.A.S., Aims Community College. Leadership Academy for Staff.
- MAIMARK, JENNIFER**2003
(Training Coordinator, Center for Professional Development)
- MALDONADO, GREGORIO**2000
(Senior Grants Project Manager, Continuing Education)
- MANTHEI, PETER B.***1991
(Planning & Research Manager, Institutional Planning)
A.S., Aims Community College; B.A., Hamline University.
- MARTIN, LINDA S.**1983
(Campus Catering Manager, Food Services)
- MARTINEZ, CORREEN**1996
(Assistant Program Coordinator/Head Start Partnership Grant)
B.A., University of Northern Colorado.
- MARTINEZ, DEBRA E.***1989
(Call Center Manager, Enterprise Technology Services)
A.A. and A.A.S., Aims Community College; B.S., University of Northern Colorado.
- MASTERS, RONALD G.**1988
(Facility Maintenance Supervisor, Physical Plant)
- McCASLAND, SHANNON E.**1998
(Program Coordinator, Student Life)
B.A., University of Northern Colorado; M.S. Colorado State University. 2000 Award for Excellence.
- McCLOY, JUANITA**1990
(Office Specialist, Learning Resources)
1991 Team Award for Excellence. 2002 Faculty Team Award for Excellence; 2002 Staff Team Award for Excellence; 2002 Staff Individual Award for Excellence.
- McEACHRON, LORI K.**1996
(Office Specialist)
- McENDAFFER, NAOMI**1971
(Accounting Technician, Financial Services)
- MEDBERY, SHIRLEY***1974
(Executive Assistant, Public Information Office)
A.A., A.A.S., Aims Community College; B.S., University of Northern Colorado. 1999 Award for Excellence.
- MILLER, GEORGE**1998
(Media Technician, Telelearning & Media Services)
- MILLER, SHAWN D.**2001
(Media Technician, Media Services)
A.A., Full Sail - Center for Recording Arts, Orlando, Florida.
- MILSAP, JERRY**1999
(Campus Security Officer, Public Safety)
- MOORE, JANINE L.***1988
(Senior Printer, Reprographics)
A.A.S., Aims Community College.
- MULTER, FORREST D.***1990
(Program Director, Telelearning & Media Services)
A.A., Aims Community College; M.A., University of Northern Colorado.
- MUSGRAVE, PATRICIA**2002
(Accountant, Financial Services)
- NAGEL, CONNIE K.**1987
(Senior Office Specialist, Fort Lupton Campus)
- NEIGHERBAUER, LINDA A.**1995
(Early Childhood Center Director, Monfort Early Childhood Education Center)
A.A., Bergen Community College; B.A., Glassboro State College; M.A., University of Northern Colorado.
- NICHOLS, BONNIE**1992
(Executive Assistant, Center for Professional Development and Title III)
- NOWAKE, TERISINA**2003
(Retention Services Coordinator, Student Success Center)
M.S., Higher Education Counseling, Old Dominion University.
- OLDRIGHT, KAREN F.**1997
(Office Specialist, Fire Science)
- OSAKI-HANSEN, CONNIE L.***1986
(Media Producer, Public Information Office)
A.A.S., Aims Community College; A.O.S. Colorado Institute of Art.
- PEREZ, SALLY**2001
(Executive Assistant, Institutional Planning & Research)
- PIPES, MARTHA M.***1980
(Senior Executive Assistant)
A.A.S., Aims Community College.
- PORTER, BARBARA E.***1989
(Executive Assistant, Admissions and Records)
A.A.S., Aims Community College.
- PRINTZ, NANCY L.***2002
(Bookstore Operations Assistant, Greeley Campus Bookstore)
A.A.S., Aims Community College
- RANDALL, ANNE M.**1994
(Assistant Program Coordinator, Special Populations Programs, Supplemental Services)
B.A., University of Colorado.
- RATHBUN, MECHELLE A.***1989
(Office Specialist, Admissions and Records)
A.A.S., Aims Community College.
- REYNOLDS, SANDRA E.**1993
(Campus Services Coordinator, Admissions and Records, Loveland Campus)
B.A., Colorado State University.
- RODRIGUEZ, AMBROSIO**2001
(Intervention Coordinator Title V)
B.F.A., San Diego State University.

ROQUET, PAUL A.*1982
 (Programmer Analyst, Enterprise Technology Services)
 A.A.S., Aims Community College; B.S., University of Northern Colorado.
 M.A., University of Northern Colorado

ROSKOP, TARA2002
 (Accounting Technician, Greeley Bookstore)

RUGH, MILES K.*1991
 (Senior Lab Coordinator, Telelearning and Media Services)
 A.A.S., Aims Community College

RUSSELL, JANET K.*1996
 (Purchasing)
 A.A.S., Aims Community College.

SAPPINGTON, LEE ANN2000
 (Assistant Program Coordinator, Assessment)
 A.S., Aims Community College, B.A., Mathematics, University of Northern Colorado.

SATERSMOEN, CAROL2002
 (Public Services Librarian, Library Services)
 B.A., University of Michigan; M.A., University of Denver; M.L.S., Emporia State University.

SCHAEFER-RANDOLPH, CARRIE J.*1993
 (Executive Assistant, Purchasing)
 A.A., Aims Community College; B.S., Colorado State University.

SCHEUERMAN, MARIAN E.1991
 (Lab Specialist, Computing and Telecommunications Services, Fort Lupton Campus)
 B.A., Adams State College.

SELL, KAREN1998
 (Financial Assistance, Student Success Center, Coordinator Workforce Training, Continuing Education)
 B.S. University of Northern Colorado; M.A., University of Northern Colorado.

SHALLCROSS, DOROTHY A.2002
 (Accountant, Accounts Receivable, Financial Services)
 B.S., Regis University.

SHINGLER, LORNA C.1993
 (Senior Financial Aid Specialist, Student Financial Assistance)
 B.S., Central State University, Oklahoma.

SILVA, YOLANDA1999
 (Office Technician, Student Financial Assistance)

SMITH, RUSS2001
 (Fiscal Coordinator, Continuing Education)
 MBA, Regis University.

SOLETA, BARBARA H.1994
 (Executive Assistant, Flight Center)

SOUTHER, RANDALL L.*1995
 (Assistant Director, Fire Science; Program Coordinator, Classes/Seminars)
 B.S., University of Northern Colorado, and Certificate, FF-I, Emergency Medical Technician-Basic.

SPERBER, REBECCA L.*1985
 (Senior Executive Assistant, Continuing Education)
 A.A.S., A.G., Aims Community College; Certified Administrative Professional, Certified Professional Secretary. Leadership Academy for Staff.

STEPHENS, PATRICIA J.*1996
 (Office Specialist, Dean, Student Services)
 A.A.S., Aims Community College.

STEWART, CYNDEE2000
 (Office Specialist, Admissions and Records)
 A.A., Liberal Arts, Aims Community College

STEWART, JEANETTE M.*1987
 (Senior Office Specialist, Admissions and Records)
 Certificate, Office Clerical, A.A.S., Aims Community College.

STONE, LINDA2002
 (Senior Office Specialist, Student Life)

TENORIO, DEBRA2001
 (Recruiter, Student Success Center, Fort Lupton Campus)
 B.A., University of Colorado, Denver.

THIBAUT, ROBBE1998
 (Executive Assistant, Information Technology)
 B.A., M.P.H., University of Northern Colorado.

THOMAS, STUART R.*1989
 (Assistant Registrar, Admissions and Records)
 A.G.S., Aims Community College; B.S., University of Northern Colorado.

THOMPSON, DAN*2001
 (Accounting Technician-Reconcilements, Financial Services)
 A.A.S., Aims Community College

TUCKER, MARY M.1994
 (Senior Advisor, Fort Lupton Campus)
 B.A., M.S., Southern Illinois University. Leadership Academy for Staff.

URANO, DAVID C.*1989
 (Programmer Analyst I, Enterprise Technology Services)
 A.A., A.A.S., Aims Community College; B.S., University of Northern Colorado.

VAUGHN, F. ANNETTE1996
 (Lead Child Development Teacher, Monfort Early Childhood Education Center)
 B.A., Washburn University.

VEGTER, TOBI A.*2002
 (Executive Assistant, Aims Foundation)
 A.A.S., Aims Community College

WAKE, ROY E.*1988
 (Equipment Mechanic, Physical Plant)
 A.S., Aims Community College.

WALL, DEBRA L.1993
 (Senior Office Specialist, Telelearning & Media Services)

WALLIN, KIM1999
 (Admissions Specialist, Student Success Center)
 B.S. Sociology, South Dakota State University.

WALTMAN, ROBERT F.1979
 (Media Producer, Telelearning & Media Services)
 B.A., Adams State College.

WILLOUGHBY, LAURA M.*1984
 (Senior Office Specialist, Physical Education)
 A.A., Aims Community College.

WILLOUGHBY, MARGARET*1983
 (Print Shop Manager, Reprographics)
 A.A.S., Aims Community College.

WILMOTH, BETTY1999
 (Senior Lab Coordinator, Math and Sciences)
 B.S., Colorado State University.

WOODRUFF, KAROLINE2000
 (Assistant Program Coordinator, Continuing Education, Loveland & Fort Lupton Campuses)
 B.S., Colorado State University.

WRIGHT, DAVID1997
 (Media Technician, Telelearning & Media Services)

YARMER, MARJORIE K.1985
 (Student Loan Coordinator, Student Financial Assistance)

YAUK, PAULETTA K.1996
 (Office Specialist, Monfort Early Childhood Education Center)
 B.A., University of Northern Colorado.

YELEK, THERESA*2000
 (Bookstore Operations Assistant, Loveland Campus)
 A.A.S., Aims Community College.

YOUNG, SUSAN C.*1989
 (Senior Executive Assistant, President)
 Certified Administrative Professional; Certified Professional Secretary; A.A.S. Aims Community College; Leadership Academy for Staff.



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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 52.5 quarter credits of state-guaranteed general education courses, and
- earn a C grade or better in all courses for the degree,

THEN

- at least 90 quarter hours (60 sem. hrs) 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 *

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 Teacher Education, Business, 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 52.5 quarter 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 or www.state.co.us/cche/stuinf.html



PLEASE PRINT
No Fee Required

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

FULL LEGAL NAME: Last _____ First _____ Middle _____ SOCIAL SECURITY NUMBER or STUDENT ID _____ Other Names Used Previously at Aims: _____		OFFICE USE ONLY R C N Ina Cont New LQA _____ is LQA CE only? Y N Prev. App. Date: _____ <u>Student Age</u> "RU" Hold? <u>Ethnicity</u> I B A H W <u>Citizen</u> Y N "RV" Hold? Exp Qtr _____ Campus: G F L <u>Selective Service</u> "RD" Hold? AA: _____ AS: _____ AAS: _____ CERT: _____ AGS: _____ NONE: _____ BE: GED0 BE: ESL0 or ESL1 SGASTDN: P F <u>Education Level</u> LHS HS GED 1 2 4 5 <u>Education Goal</u> TR NJ FJ PI CJ X
ADDRESS (Street, Apt# and/or PO Box) _____ CITY _____ STATE _____ ZIP CODE _____ COUNTY _____ SCHOOL DISTRICT _____ E-MAIL ADDRESS _____ TELEPHONE: Evening (_____) _____ - _____ Day (_____) _____ - _____ <small style="display: block; text-align: center;">Area Code Area Code</small>		
<input type="checkbox"/> Male <input type="checkbox"/> Female <small>(Voluntary information to be used in Federal & State Reporting)</small>	DATE OF BIRTH - Month, Day, Year _____-_____-_____ AGE: _____ (If under 16, special permission for admission is required. Please contact the Admissions Office.)	
U.S. Citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No. If not a U.S. Citizen: <input type="checkbox"/> visa <input type="checkbox"/> permanent resident <input type="checkbox"/> other (explain) _____ Provide a photocopy of your visa or Permanent Resident Card ("green card") NOTE: If you are in the U.S. on any type of visa, you must contact the International Student Advisor in the Admissions Office in Greeley.		
When will you start at Aims? 20____ <input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring <input type="checkbox"/> Summer	Home Campus (where you will register): <input type="checkbox"/> Greeley <input type="checkbox"/> Ft. Lupton <input type="checkbox"/> Loveland	
If you are a male age 18 to 25, have you registered with the Selective Service ("military draft")? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, state reason: _____		
PLEASE select the academic program best suited to meeting your objective. (Check only one box, please.) <u>College degrees and certificates:</u> <input type="checkbox"/> AA: Associate of Arts - Liberal Arts major. Emphasis (optional): _____ <input type="checkbox"/> AS: Associate of Science - Liberal Arts major. Emphasis (optional): _____ <input type="checkbox"/> AAS: Associate of Applied Science - Specific major (required): _____ <input type="checkbox"/> Occupational Certificate - Specific major (required): _____ <input type="checkbox"/> AGS: Associate of General Studies - Liberal Arts major (Must sign contract; see Student Success Center for details.) <input type="checkbox"/> College coursework only (no degree). Area of interest: _____ <u>Basic skills instruction:</u> <input type="checkbox"/> High school equivalency diploma (GED) <input type="checkbox"/> English Institute		
<u>Attendance plans?</u> Part Time (less than 12 credits per term) or Full Time (12 credits or more per term)? <input type="checkbox"/> Part Time <input type="checkbox"/> Full Time		
Please tell us a little more about your educational background. <u>Highest education level:</u> Non High School Grad <input type="checkbox"/> High School Grad <input type="checkbox"/> GED <input type="checkbox"/> Certificate <input type="checkbox"/> Associate <input type="checkbox"/> Bachelor <input type="checkbox"/> Masters or higher <input type="checkbox"/>		
PLEASE indicate the primary reason you want more education now. (Check only one box, please.) <input type="checkbox"/> Transfer for further education <input type="checkbox"/> Prepare for a change in my job or field of work <input type="checkbox"/> Prepare for a first job <input type="checkbox"/> Adult general interest <input type="checkbox"/> Upgrade or certification of knowledge or skills for current job <input type="checkbox"/> Other		

COMPLETE FOR COLORADO RESIDENCY CLASSIFICATION. Failure to do so will result in your being classified as Out-of-State for tuition purposes. You must answer ALL questions to be considered for In-State Residency. Answer "NA" if not applicable. The college may request supporting documentation by the student at any time. If not provided or not consistent with information supplied, residency classification may be changed to Out-of-State and tuition assessed retroactively. Recipients of financial aid funds may also be liable for repayment of funds received.

- Age _____ (If under 22 and unmarried, use column A; if 23 or older, use column B; if 22 but not yet 23, use both A & B)
 If married and under 23, marriage date _____ (If married at least one year ago, use column B; otherwise, use both A & B)
 If emancipated, use column B & attach Proof of Emancipation

Column A

Answers below apply to my:
 Parent
 Legal Guardian
 (provide proof of guardianship)

Column B

Answers below apply to:
 ME (the student)

Dates of continuous physical presence in Colorado

____/____/____ 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

____/____ to ____/____
 Month Year Month Year

____/____ to ____/____
 Month Year Month Year

Last 2 years of State Income Tax Returns filed

Tax Year: _____ State(s): _____

Last 2 years of employment or source of income

Employer: _____

Employer: _____

State: ____ / ____ to ____ / ____
 Month Year Month Year

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 2 years of Colorado Motor Vehicle Registration

____/____ and ____/____
 Month Year Month Year

____/____ and ____/____
 Month Year Month Year

Date of Colorado Voter Registration

____/____
 Month Year

____/____
 Month Year

Current working status: Working: Full Time Part Time, 1 to 9 hours/week Part Time, 10 to 35 hours/week
 Unemployed, looking for work Unemployed, not looking for work

Prior Education:

Current or last High School: _____ City & State: _____

Date graduated from High School (month/year) _____ If still attending, what grade are you in? _____

Prior College transferring from: _____ City & State: _____

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

- Being ready for college level courses Adequate financial resources
 Choosing a program or courses Work schedule conflicts
 Choosing a career Child care availability

What are your attendance plans?

Will you attend only one quarter?

- Yes No

Will you attend only night classes?

- Yes No

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

I certify that to the best of my knowledge the information I have provided on this form is true and complete without evasion or misrepresentation. If I am under age 18, I authorize access to my educational records by my parents or legal guardians until I reach the age of 18 or until I revoke access via letter to the registrar. Requests to view my educational records must be in writing.

 Student Signature Date

In regard to this student, who is my child under the age of 18, I hereby certify my consent for:

1. him/her to be tested and to enroll in classes at this college,
2. Aims Community College to issue and permanently record grades issued to him/her by college instructors,
3. Aims Community College to hold me liable for tuition, fees, and any other charges accrued by him/her pursuant to admission and enrollment at Aims Community College,
4. Aims Community College to hold me responsible for his/her behavior according to college code, and
5. Aims Community College to allow him/her unrestricted access to the library, Internet, computer resources, and college events.

 Parent Signature (for students under age 18) Date Print Name of Parent or Guardian signing

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

OFFICE USE ONLY

In-District
(1)

Out-District
(2)

Out-State
(3)

Employment
 F M P
 L N
SOAHSCH

HS or GE/C09-12
SOAPCOL

Element 1
 1 4
 2 5
 3 6

Element 2: Y N

Element 3: Y N

Element 4: Y N



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 _____