



ATALOG 2008-2009

Volume XL- August 2008

www.aims.edu

Greeley Campus

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

970.330.8008
TTY 970.339.6388
TTY for individuals who are deaf, hard
of hearing, or speech impaired.

Fort Lupton Campus

260 College Avenue
Fort Lupton, Colorado 80621
303.857.4022

Greeley 970.330.8008
TTY 303.857.4022
TTY for individuals who are deaf, hard
of hearing, or speech impaired.

Loveland Campus

104 E. Fourth Street
Loveland, Colorado 80537
970.667.4611
Greeley 970.330.8008

Metro 303.447.9092
TTY 970.667.2387
TTY for individuals who are deaf, hard
of hearing, or speech impaired.

Continuing Education

Corporate Education Center
5590 W. 11th Street
Greeley, Colorado 80634
Greeley 970.339.6213
www.aimsced.com

Downtown Center

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

Online Campus

www.aims.edu



The right choice at every step

A College Serving Northern-Central Colorado (Effective Fall Semester, 2008) Established 1967

A letter from the President

Welcome to Aims Community College...

I would like to welcome you to Aims Community College. You have chosen Aims at one of the most vibrant and exciting times in the history of the college.

Two new buildings - one for Allied Health and one for Aviation - were constructed during the past year and renovation work on Beaty Hall is scheduled for completion in 2008. In addition, 40 acres of land on I-25 at Berthoud will be designed into a state-of-the-art facility for all of Northern Colorado.

I thank you for choosing Aims. You have come to the right place, whether to get your degree here or to transfer elsewhere. We are here to serve your learning needs.



Dr. Marilynn "Marsi" Liddell
President



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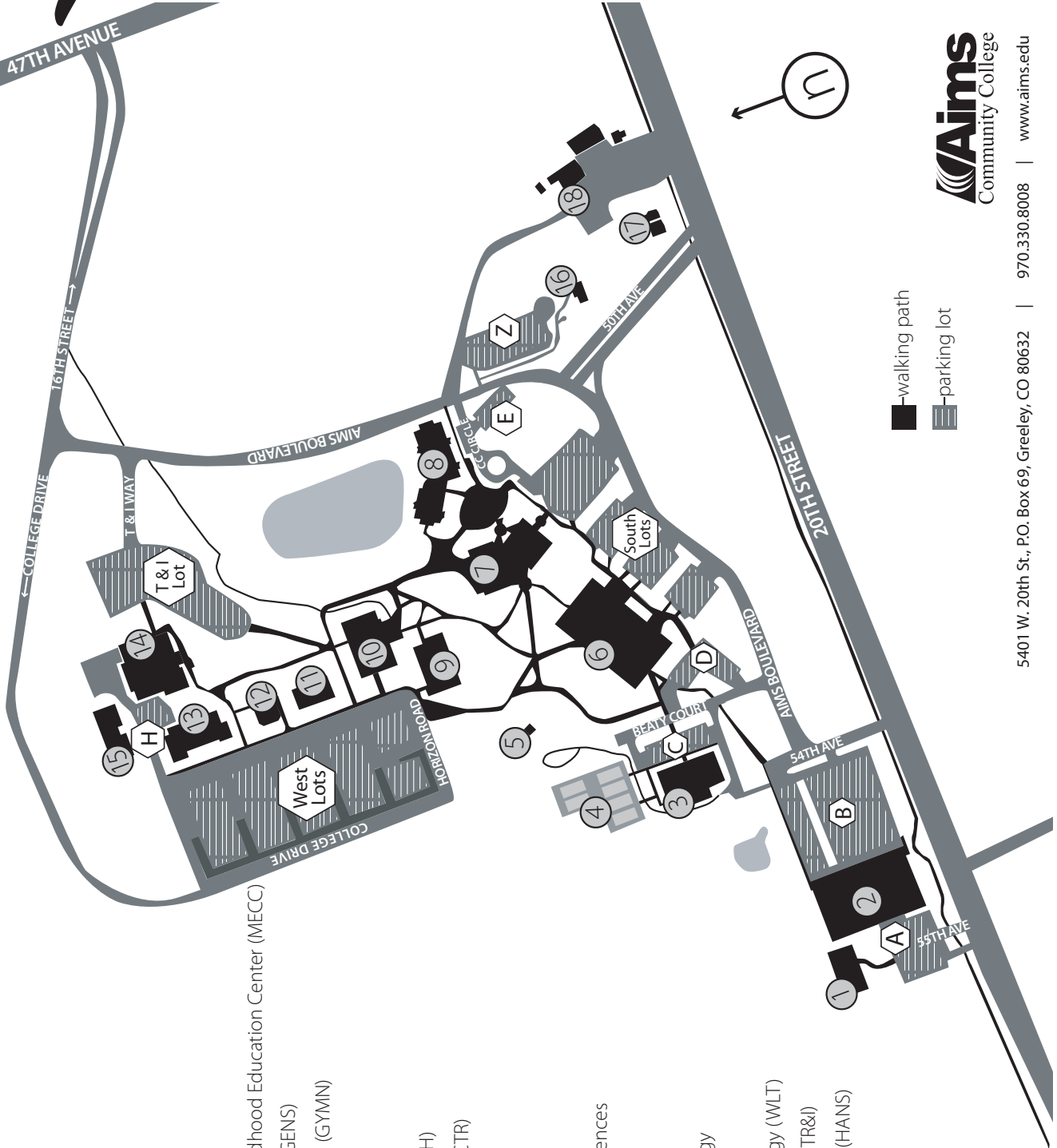
Note

For information on specific courses see Degree and Certificate Index, or
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Aims Campus Map



5401 W. 20th St., P.O. Box 69, Greeley, CO 80632 | 970.330.8008 | www.aims.edu



Greeley CAMPUS MAP

- 1 Monfort Early Childhood Education Center (MECC)
- 2 General Services (GENS)
- 3 Physical Education (GYMN)
- 4 Tennis Courts
- 5 Gazebo
- 6 Ed Beatty Hall (EDBH)
- 7 College Center (CCTR)
- Kiefer Library
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Academic Calendar 2008-2009

SUMMER SEMESTER 2008 MAY 27, 2008 – AUGUST 6, 2008

(41 DAYS - 4-DAY WEEK, MON-THUR, NO DAY CLASSES FRIDAYS SELECT SERVICES AVAILABLE FRI 9 AM - 1 PM)

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

FALL SEMESTER 2008

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

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

SPRING SEMESTER 2009

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

Monday, November 10, 2008	Begin Returning Student Registration for Spring Semester
Monday, November 17, 2008	Begin Open Registration for Spring Semester
Thursday, January 1, 2009	New Year's Day (college closed)
Monday, January 12, 2009	Classes Begin
Monday, January 19, 2009	Martin Luther King Day (college closed)
Wednesday, January 28, 2009	Full-term Course Add/Drop Deadline
Monday-Friday, March 2-6, 2009	Midterm Week
Sunday, March 15, 2009	2009-2010 Financial Aid Application Priority Deadline
Monday-Friday, March 16-20, 2009	Spring Break (no classes)
Monday, April 6, 2009	Begin Returning Student Registration for Summer and Fall Semesters
Friday, April 10, 2009	Graduation Application Deadline for Summer 2009
Monday, April 13, 2009	Begin Open Registration for Summer and Fall Semesters
Friday, April 10, 2009	Full-term Course Withdrawal Deadline
Monday-Thursday, May 4-7, 2009	Final Examinations
Thursday, May 7, 2009	Last Day of Spring Semester 2009
Saturday, May 9, 2009 (tentative date)	Graduation

SUMMER SESSION 2009

MAY 25, 2009 – AUGUST 5, 2009 (42 DAYS)

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

Degree & Certificate Quick Reference Guide

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

The A.A.S. (Associate of Applied Science) degree carries a major, or a major with an option. Career and Technical Education (Occupational) Certificates are also available. For Certificate and A.A.S. programs, both the major and option are recorded on the diploma and official record/transcript. Specific programs are listed in the index.

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Certificates

(See advisors for specifics.) 8 weeks to 1 YR

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Associate of Science (A.S.) 2 YR

Associate of General Studies (A.G.S.) 2 YR

Year yr

Semester sem

PAGE Page number in catalog

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

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HORIZON
HALL

Aims Overview

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

Tuition Type	Tuition and Fees Rate Per Credit Hour		
	*In-District	Out-of-District	Out-of-State
Standard	\$52.00	\$78.00	\$336.00
Differential	\$91.00	\$151.00	\$466.00

•STUDENT FEE: \$7.00 PER CREDIT HOUR THROUGH 15 CREDIT HOURS FOR ALL STUDENTS (MAXIMUM OF \$105.00 PER STUDENT). THIS FEE INCLUDES STUDENT ACCIDENT INSURANCE.
•TECHNOLOGY FEE: \$7.50 PER CREDIT HOUR THROUGH 15 CREDIT HOURS (MAX \$112.50)
•MATRICULATION FEE : \$15.00 PER SEMESTER

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

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

HISTORY

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

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

In 2007, Aims' fifth president, Marsi Liddell, presided over the celebration of the College's 40th anniversary. Aims addressed the future with expanded teaching facilities on two campuses. These facilities served to assist in continually improving technology and a never-ending desire to meet the needs of our students. Further, land for a new campus was purchased on I-25 at Berthoud. Aims continues to grow.

BOARD OF TRUSTEES' MISSION STATEMENT

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

BRANDING PLATFORM

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

PURPOSES

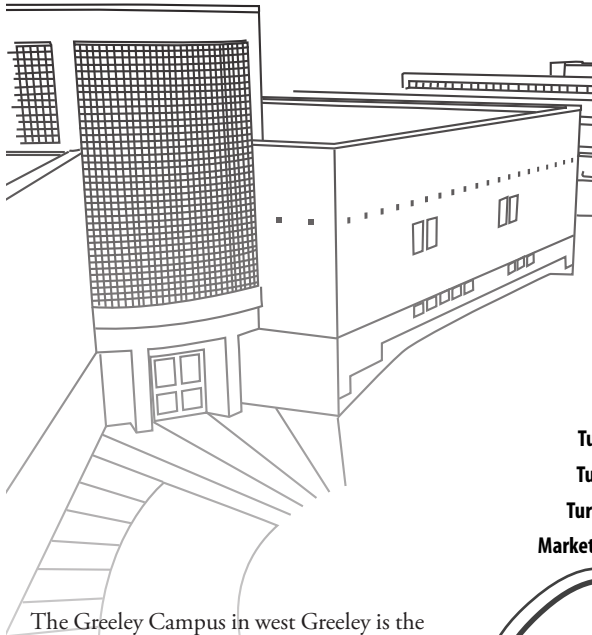
Aims Community College was established in accordance with the laws of Colorado as a post-secondary educational institution whose purposes are to provide:

1. General educational offerings designed to prepare students to make intelligent choices in all aspects of life, integrating skills, knowledge, and values to promote personal and community growth;
2. College parallel courses preparing students to transfer to four-year colleges or universities;
3. Career and technical education courses preparing students for initial employment, further education, or advancement in employment;
4. Developmental education for those needing to advance their skills in preparation for college level study or advancement in the work place;
5. Advising and assessment services to enable students to more clearly define their educational goals; and
6. Community services and continuing educational offerings for adults of all ages.

VALUES

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. As part of this goal, the college embraces the following values:

1. We focus on supporting learning and innovation. Aims is a Learning-Centered College, meaning that all actions and decisions by administration, faculty and staff are based on how they will affect student learning.
2. We believe in building relationships, both with students and with members of our greater community. The strength of these ties enhance the ability of the college to fulfill its mission
3. We are a community college and we're here to serve the community. Aims is ready to meet the educational needs of our ever-changing society, through academic programs and workplace training.



Greeley Campus

To Potter's Hand:
 Go east onto 20th Street
 Turn left onto 47th Avenue
 Turn right onto 10th Street
 Turn right onto 39th Avenue
 Market Square Shopping Center

MAP TO DOWNTOWN
 KRESS BUILDING & POTTER'S HAND
 Map not to scale

To Downtown:
 Go east onto 20th Street
 Turn left onto 47th Avenue
 Turn right onto 10th Street
 Turn left onto 8th Avenue
 815 8th Ave., Greeley

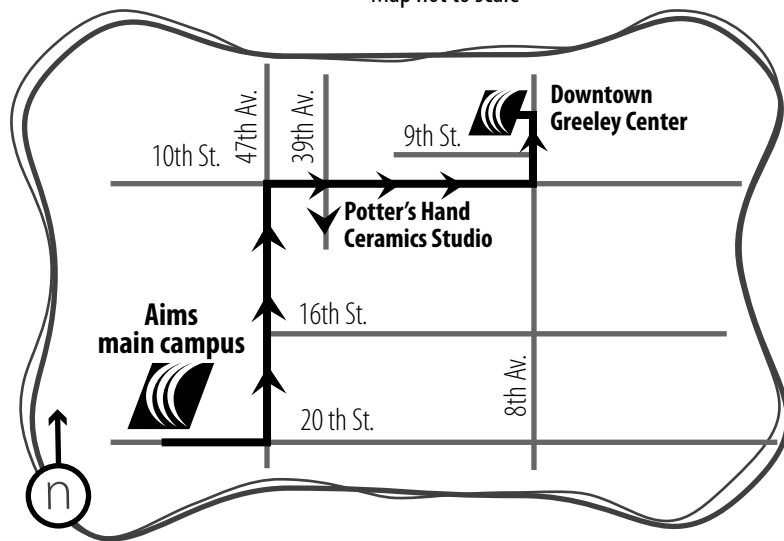
The Greeley Campus in west Greeley is the center of Aims Community College. The 185 acre campus site is composed of 13 buildings, including several general classroom buildings, a physical education center, administrative services complex, and the College Center.

Of the thousands of students who attend Aims annually, 80% of them take classes on the Greeley Campus.

For a comprehensive look of the campus, refer to the map on page 6 of this catalog.

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

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



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

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

WIRELESS TECHNOLOGY AT AIMS COMMUNITY COLLEGE

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

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

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

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

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

Downtown Center

DOWNTOWN CENTER

Location:

815 8th Ave
Greeley, CO 80631

Telephone: 970.339.6550

FAX - 970.475.0455

Director:

Heather Lelchook, 970.339.6510

Student Services:

Marie Gallegos, 970.339.6550

GED:

970.339.6247

The Downtown Center was opened in August 2005 in the restored historical Kress building in the heart of downtown Greeley. It is conveniently located near many shops and restaurants.

The Downtown Center offers various academic classes that are state guaranteed transfer classes, Business and Technology Certificate Program, English as a Second Language, and GED classes and testing. We often think of ourselves as the Bridge campus because of our small class sizes, personalized attention, bi-lingual staff, and course selection. A Downtown Center student can start without a degree and be a novice to higher education and find the classes, support and guidance to feel prepared and scholastically ready to move to the larger campuses and four-year universities.

The Downtown center has four classrooms, two of which are computer labs. In summer 2008 Aims will be adding three more classrooms and offices.

Services at the Downtown Center include testing, the Aims assessment (Acuplacer) and GED, admissions, registration, purchasing of books, academic advising, personal and career counseling, financial aid advice, and an open computer lab with day and evening hours.

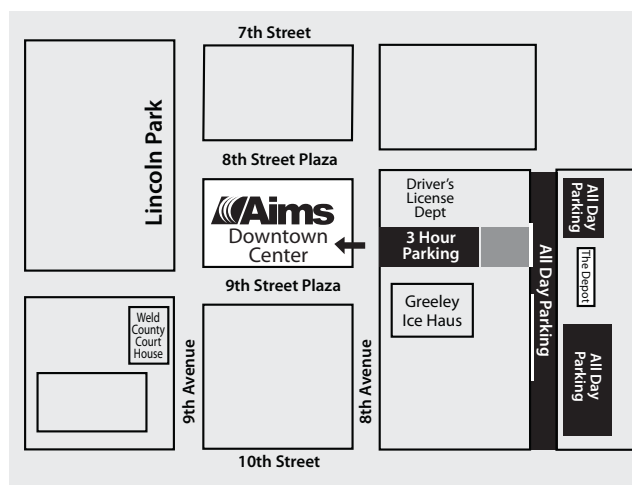
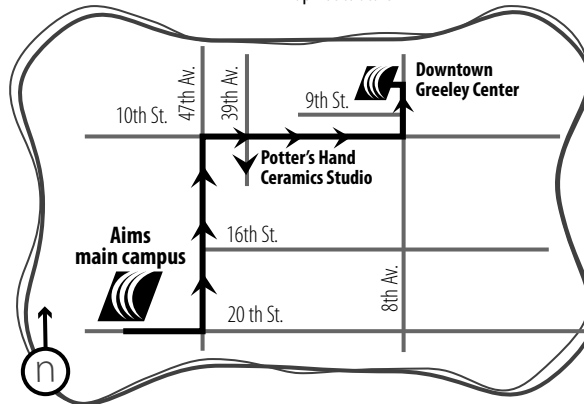
The Downtown Center is involved with the community. We partner with many community organizations to ensure the appropriate services for our students. In addition, our facilities are available to the organizations and businesses for events, trainings and meetings.

MAP TO DOWNTOWN KRESS BUILDING & POTTER'S HAND

To Potter's Hand:
Go east onto 20th Street
Turn left onto 47th Avenue
Turn right onto 10th Street
Turn right onto 39th Avenue

To Downtown:
Go east onto 20th Street
Turn left onto 47th Avenue
Turn right onto 10th Street
Turn left onto 8th Avenue

Market Square Shopping Center Map not to scale



Fort Lupton Campus

The Aims Community College Fort Lupton Campus was opened in September of 1984. This facility serves the community and educational needs in the southern Weld County and northern Adams County regions. Situated one and one half miles east of downtown Fort Lupton, the passive solar design building has an array of ultra-sophisticated teaching facilities spread over 27,000 square feet. In addition to the main campus, Aims leases 12,000 sq. ft. at 575 McKinley in Fort Lupton to house its high tech Automotive Technology and Construction Technology Programs.

Students may complete degrees in Associate of Arts, A.A. in Elementary Education, Associate of Applied Science Business Technology and Associate of Applied Science Automotive Technology. Certificates in Electrical Wiring, Carpentry, Horticulture/Landscape Design, Nurse Aide, and Basic Emergency Technician are also offered.

Non credit Continuing Education and customized training are available. Meeting and training rooms can be rented, and catering can be arranged.

The Advanced Technology Center (ATC) offers opportunities for students to learn at their own pace and time. Students may make arrangements with the ATC coordinator and instructor to learn

a software program such as Photoshop, Illustrator, MS Office; complete a project such as troubleshooting your own computer, making your own DVD, or getting the most out of your digital camera; or just using the lab to work on your own.

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

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

Aims Community College is developing a series of certificate programs to provide education in training in various aspects of horticulture and landscape design. The green industry is currently one of the fastest growing segments of the agriculture cluster, as noted in the employment demand research for both Colorado and

FORT LUPTON CAMPUS

Location:

260 College Avenue
Fort Lupton, CO 80621

Telephone:

303.857.4022
Greeley - 970.330.8008
FAX - 970.352.5443

TTY:

303.857.4022

Associate Dean:

Karen Sell, Ext. 4307

Student Services:

Mary Tucker, Ext. 4303

Coordinator of Services:

Harriett Meeker, Ext. 4316

Intake Advisor:

Twila Cullum, Ext. 4333

Advanced Technology Center:

George Cline, Jr., Ext. 4340

Weld County. The following is the first of these certificates.

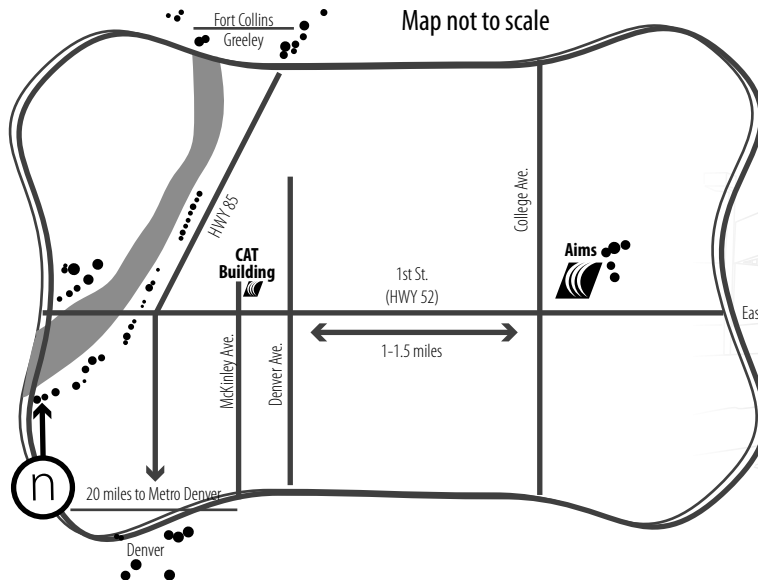
HORTICULTURE/LANDSCAPE DESIGN PROGRAM (CERTIFICATE)

HLT 101 Introduction to Horticulture	4
HLT 125 Landscaping Drafting & Design . .	3
HLT 105 Greenhouse Management and Crops	4
HLT 126 Planting Design	2
HLT 180 Internship	3
Total Credits	16

Directions to the Construction & Automotive Technology (CAT) Building from the Fort Lupton campus:
Take Highway 52, west to McKinley
Go north on McKinley, 511 McKinley

MAP TO FORT LUPTON CAMPUS

Map not to scale



Loveland 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

Associate Dean:

Timothy Rees, Esq., Ext. 3311

Student Services:

Lou Stenger, Ext. 3312

Staff Executive:

Ext. 3336

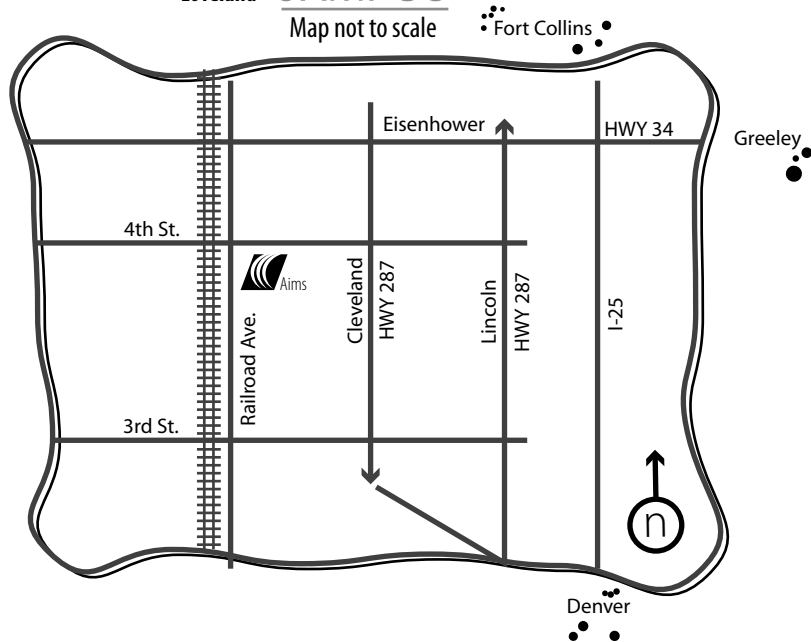
Admissions Advisor:

Margaret Dempsey, Ext. 3309

MAP TO LOVELAND CAMPUS

104 E. Fourth St.,
Loveland

Map not to scale

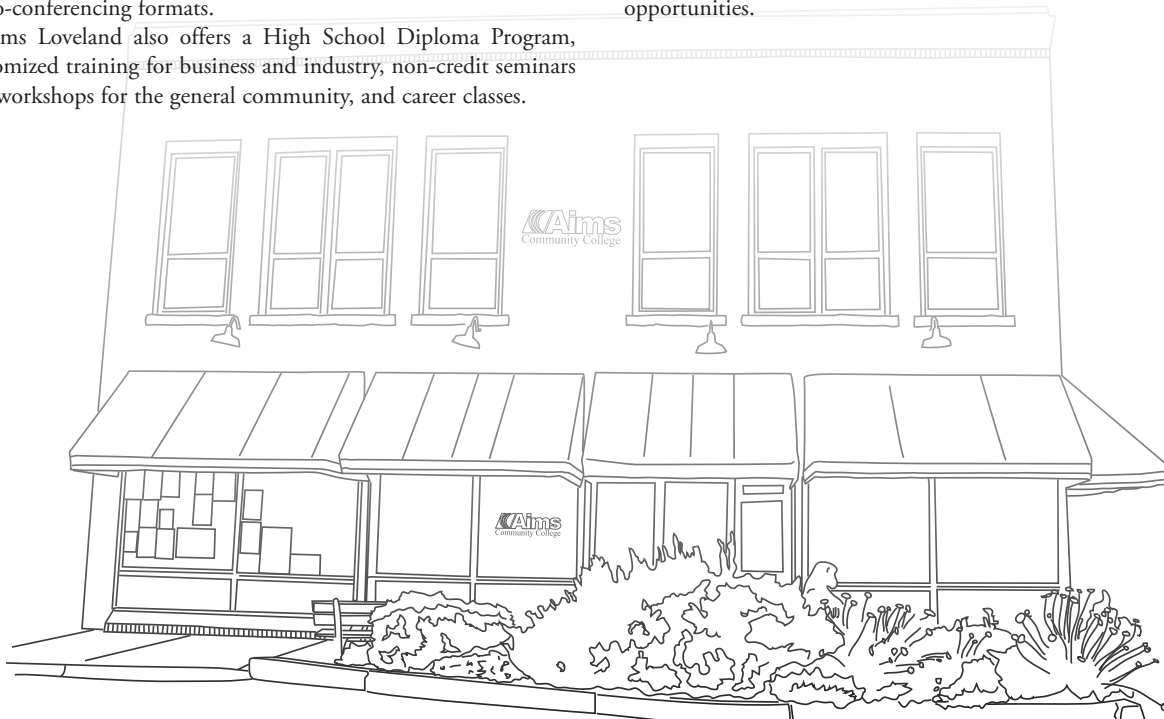


Aims Community College has a campus in downtown Loveland at 104 East 4th Street. The Loveland Campus, donated by the McKee Charitable Trust, opened in the fall of 1990. In addition to traditional classrooms, the Loveland Campus has five state-of-the-art computer classrooms, a science laboratory, a new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

Aims Loveland also offers a High School Diploma Program, customized training for business and industry, non-credit seminars and workshops for the general community, and career classes.

With advising and proper planning students may complete an Associate of Arts degree on the Loveland Campus. Several of the classes needed to complete an Associate of Science degree are offered on the Loveland Campus with students traveling to the Greeley Campus to complete the higher-level courses.

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



ONLINE

Online learning is an increasingly popular way for people to get access to the courses and knowledge they need. Online classes appeal to students with rigid schedules or transportation barriers that might prevent them from attending on-campus classes on a regular basis. With advising and proper planning, students can complete an Associate of Arts (A.A.) degree on the Online Campus.

In Aims online courses, you learn entirely online, using your computer with Internet access. Some classes require one on-campus orientation session and/or testing in an on-campus lab or at another proctored site.

The course content is presented through web pages, audio/video presentations and other means.

Communication tools, such as web-based chat rooms, message boards and e-mail, allow students to interact with the instructor and other classmates.

You will cover the same material in the same amount of time as students in a traditional classroom setting, but your learning experience will be no less demanding; you'll have to be disciplined and motivated to get the most out of your

online learning experience.

Before you enroll in an online class, consider the following:

People who learn effectively in an online setting are:

- Self-motivating and willing to accept responsibility for their own learning,
 - Self-disciplined, able to budget their time effectively and willing to stick to deadlines,
 - Comfortable with technology, especially web-based and Internet technologies,
 - Willing to accept the challenge of being an independent learner,
 - Willing to take the initiative and contact their instructor when they have questions or concerns regarding the course,
 - Able to communicate well in writing,
 - Aware that the flexibility inherent in many online courses does not mean the course will be easy.
- In addition, to be successful at online learning you must have:
- Reliable access to the Internet, including an up-to-date web browser such as Internet Explorer, Mozilla, Firefox, Netscape, or Safari.
 - Access to other technologies as required

ONLINE CAMPUS

Location:

Online Learning Office
Ed Beaty Hall 126B
5401 W. 20th Street
Greeley, CO 80632

Telephone: 970.339.6476

FAX: 970.506.6940

TTY: 970.339.6388

Director:

Jean Otte, 970.336.6476

Staff Specialist:

Patti Campbell, 970.339.6252

for each course. These technologies may include a microphone and/or web camera. Consult the instructor for details.

All student services are available to the online student through the Aims web site.

If online learning suits your style and meets your needs, then consider enrolling in courses in Aims Community College's Online Campus.



Understanding the Community College

UNDERSTANDING COMMUNITY COLLEGE TERMS

Advisor:

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

Advisory Committee:

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

Assessment:

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

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

The degree designation for programs designed to lead to employment.

Associate of Arts, (A.A.):

General degree granted by Colorado Commission on Higher Education.

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

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

Associate of Science, (A.S.):

General degree granted by Colorado Commission on Higher Education.

Bachelor's Degree:

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

Career and Technical Education:

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

Certificate:

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

Class Schedule:

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

Clock hour:

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

Developmental Education Courses:

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

Credit Course:

Courses for which credit units are granted.

Credit:

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

Electives:

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

Full-time Student:

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

General Education:

Certain groups of courses required of all degree candidates.

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

The average of a student's grade.

Independent Courses:

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

Individualized Courses:

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

Liberal Arts Education:

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

Lower Division:

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

Major:

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

Open-entry, Open-exit:

Programs that can be started by students

at any time, not just at the beginning of a semester.

Open Door, or Open Admissions:

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

Option:

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

Placement:

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

Prerequisite:

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

Program:

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

Semester Term:

A 15 week academic term.

Semester Credits:

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

Remedial Courses:

See "Developmental Education Courses"

State Guaranteed Transfer Courses

General Education:

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

Transcript:

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

Upper Division:

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

General Information

APPROVAL AND ACCREDITATION

The operation of Aims Community College is approved by the State of Colorado. It is governed by the five member Aims Junior College District Board of Trustees elected by the voters of the Aims Junior College District. All degree programs are approved by the Colorado State Board for Community Colleges and Occupational Education and the Colorado Commission on Higher Education.

Aims Community College is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools, 30 North LaSalle Street, Suite 2400, Chicago, IL 60602-2504, 800.621.7440 or 312.263.0456, FAX 312.263.7462, www.ncacihe.org. Aims Community College's accrediting agency (NCA) requires that the College share information about student complaints with NCA. Individual identities will be shielded so that a student maintains anonymity.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT

Aims Community College complies with the Federal Family Education Rights and Privacy Act of 1974, as amended, which specifies that (a.) a student's record is closed to non-college officials unless specific authorization to review those records is granted in writing by the student or is granted by provisions of the law and (b.) a student has the right to inspect and review certain specified official records, files, and data directly related to that student. Students desiring to inspect and/or review their official records should contact the Registrar, Office of Admissions & Records. See section titled Records, Transcripts, Requests for Information.

NON-DISCRIMINATION

Aims Community College does not discriminate in its educational programs, activities, or employment practices, based on race, color, national origin, sex, sexual orientation, disability, age, religion, ancestry, veteran status, or any other legally protected classification. Employees and participants who have an inquiry or complaint of harassment or discrimination, or who observe acts of discrimination or harassment, should contact the Equal Opportunity Officer, Westview Building, room 699B, or at 970.339.6471, or one of the EO Representatives.

CHILDREN ON CAMPUS

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

SMOKING POLICY

Smoking is prohibited in all buildings owned and operated by the College.

DRUG FREE WORKPLACE

Aims Community College is a drug-free workplace.

OMBUDSMAN

A student ombudsman is available to help you with instructional or interpersonal problems. You can find this resource the in Westview building, room 699B.

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

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

SEX OFFENDERS INFORMATION

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

AN ALCOHOL AND DRUG FREE EDUCATION INSTITUTION

I. BACKGROUND

The National Drug Control Strategy issued in September 1989, proposed that the Congress pass legislation requiring schools, colleges and universities to implement and enforce firm drug prevention and education

programs as a condition of eligibility to receive Federal financial assistance. On December 12, 1989, President Bush signed the Drug-Free Schools and Communities Act Amendment of 1989 (PL 101-226) which requires institutions of higher education to implement a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by their students and employees on school premises or as part of any school activity.

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

II. STANDARD OF CONDUCT

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

III. LEGAL SANCTIONS

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

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

The Colorado Criminal Code relating to controlled substances (Title 18, Article

General Information, cont.

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 & REFERRAL

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

of the aims website (www.aims.edu). Here is some of the major community agencies listed:

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

COLORADO

1.303.320.8333
 Alcohol and Drug Abuse,
 Department of Health

NATIONAL HOTLINES

1.800.COCAINE - 1.800.662-HELP
 Directs callers to cocaine abuse treatment center 1.800.SAY.NO.TO
 National Clearinghouse for Alcohol and Drug Information
 Information on ordinances/statutes, health risks, and referral sources will be maintained the Human Resources Office, in the General Services building, and Student Success Center, also located in the General Services Building.

CONSUMER INFORMATION

Public Information Office 970.339.6202.

CAMPUS SAFETY ACT REPORT

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

Following is the statistical report for crime on the campuses of Aims Community College for 2006. The Crime Rate is derived by dividing the number of incident reports by total number of FTE (Full-Time Equivalent) students and employees for the same calendar period.

Crime Category	Number of Crime Rate	
	Incidents 2006	2007
Homicide	0 0	0 0
Rape	0 0	0 0
Robbery	0 0	0 0
Aggravated Assault	0 0	0 0
Burglary	0 0	0 0
Motor Vehicle Theft	0 0	0 0
Petty Theft	13	13

CATALOG CHANGES

Aims Community College reserves the right, whenever it judges it necessary or advisable to meet changing academic, instructional, student, or fiscal needs, to cancel or modify, without notice, any

course or program described in this catalog. The College also reserves the right to change any provision or requirement of this catalog, including tuition and fees.

BOOKSTORE

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

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

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

BUS SERVICE

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

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

MONFORT EARLY CHILDHOOD EDUCATION CENTER

The Monfort Early Childhood Education Center, located on the Greeley Campus, offers a developmentally appropriate program for children, ages 6 weeks to 5 years. The Center is licensed by the Colorado Department of Human Services and staff meet the licensing requirements for their positions. The Center is accredited by the National Association for the Education of Young Children and maintains staff child ratios accordingly.

The Center is open daytime hours Monday through Friday. Full day, half day up to 5 hours, and morning preschool hours are available. The Center serves children of Aims students, faculty, and staff. Limited spaces are offered to the community.

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

Enrollment is open and available as space permits for each classroom. Registration

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

FOOD SERVICE

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

The Greeley campus has a cash food service known as the Campus Bistro. This service offers breakfast and lunch menus consisting of grill items, hot food specials, sandwiches, a variety of beverages, and snack items. The Bistro is open Monday through Friday 7:30 a.m. to 2:00 p.m., during the fall and spring semesters when classes are in session. Summer hours vary and are posted prior to the start of the term.

The Campus Grind coffee cart, located in the College Center, is open Monday through Thursday, 7:30 a.m. to 5:30 p.m. and Friday, 7:30 a.m. to 2:00 p.m.

A catering service is offered to those having meetings on campus and off campus. The primary users are on the Greeley Campus, however, arrangements can be made to service the Loveland, Fort Lupton Campuses, and the Downtown Center if desired. A catering menu can be obtained by calling 970.339.6302.

A variety of food vending machines are available at various locations on all campuses. Each location has a contact person in the event a machine malfunctions. If there is a problem or the contact person cannot be reached, call 970.339.6450 (Greeley Campus) for assistance.

STUDENT ACCIDENT INSURANCE

The mandatory Student Accident Insurance Coverage, paid by student fees, is administered in the Student Life Office. A student must file an Accident/Incident Report within 24 hours following an on-campus or college sanctioned accident/incident. Filing of insurance claims is processed through the Student Life Office, Room 733 in the College Center.

The College does not provide student

health insurance coverage. Information about obtaining a private health insurance policy is available in the Student Life office in the College Center.

HOUSING

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

Students who attend Aims Community College have chosen to live in a variety of facilities. Many students commute daily from their family residences in the area. Others have rented private apartments.

STUDENT SUPPORT SERVICES PROGRAM

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

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

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

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

Interested students can contact the

Student Support Services Office, Horizon Hall Room 344 or visit our web site at www.aims.edu/student/support. For additional information contact Therese Lask, Program Director at 970.339.6273 or e-mail therese.lask@aims.edu.

TELELEARNING AND MEDIA SERVICES

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

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

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

The Television Distribution Center includes a twelve channel closed-circuit television distribution system which feeds nearly 100% of the Greeley Campus classrooms with a tape library. Satellite reception is provided for off-air taping and teleconferences, and cable access is available. Programs are also produced and broadcast on Aims' Channel 22 local cable and streamed to the internet. This area also coordinates videotape purchases for the college and the Media Cast® video on-demand server.

PARKING

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

Disabled parking permits are issued by the Student Life Office, Room 733 in the College Center.

Special Instructional Programs

COMMUNITY INTEREST PROGRAMS

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

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

DEVELOPMENTAL EDUCATION

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

WORLD LANGUAGES

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

INTENSIVE ENGLISH PROGRAM

The Intensive English Program runs year-round, and offers classes in speaking, grammar, reading, and writing, as well as interactive computer-based language

practice. The goal of the IEP is to develop students' proficiency in English so that they will be ready to take college level courses. Full-time IEP students take 24 hours of classes per week Monday through Thursday, while part-time students take fewer hours. Fridays are reserved for field trips or help from instructors. For more information please contact Cynthia Baker at 970.339.6200 or e-mail; cbaker14@aims.edu, Alan Hendrickson at 970.339.6675 or e-mail alan.hendrickson@aims.edu; Susie Gallardo at 970.339.6508 or e-mail susie.gallardo@aims.edu.

INTERNATIONAL PROGRAMS

By attracting students from all over the world to pursue their studies at Aims, the International Office strives to increase the college's diversity. Currently, Aims has international students from throughout Latin America, Asia, the former Republics of the Soviet Union, and Europe. While attaining a quality education at Aims, international students benefit from the unique opportunity to study abroad at a small, friendly college in beautiful Northern Colorado. In addition, these students bring a wealth of cultural experience to our regular American students. Because many of our American students have not yet had the chance to travel abroad, taking classes and socializing with international students helps enrich their educational experience and cultural knowledge as well. The connections made between the international students, American students, and Aims faculty broadens everyone's educational and professional horizons by opening up the opportunity for future cultural exchanges through Study Abroad or Teach Abroad programs and by forging international friendships that can last a lifetime.

Please contact Alan Hendrickson at 970.339.6675 or alan.hendrickson@aims.edu for additional information.

MUSIC PERFORMANCE

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



PHYSICAL EDUCATION

The Physical Education Department offers students a place to reduce stress and get fit. There is a weight and cardio room available throughout the day, as well as two racquetball courts, a basketball court and an aerobics room. Check the gym for current availability and see what we have to offer. You must be a current registered student with valid student identification to use the facility. In addition to general use, the Physical Education department offers various classes in Aerobics, Ball Sports, Dance, Health & Wellness and Group Fitness. Many of these classes will fulfill up to three elective credits towards an Associate of Arts degree. For those students seeking fun while staying fit at Aims Community College the opportunities available with the Physical Education Department are just what the doctor ordered. For a complete list of the classes offered, see the course descriptions in the back of the catalog or contact Laura at 970.339.6295 or laura.willoughby@aims.edu for further information.

ADDITIONAL PROGRAMS AT AIMS COMMUNITY COLLEGE

Continuing Education:

Offers customized training, workshops, and seminars for business, industry, and the non-profit sector. For information, call: 970.339.6213.

College for Kids:

A program that provides learning opportunities in a college environment for students in grades 1 through 8. For information, call: 970.339.6492.

English as a Second Language:

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

General Education

Development (GED):

The General Education Development classes are offered through the Continuing Education division. The classes help prepare students for the GED examination. Curriculum is designed around the skills needed to pass the GED examination in reading, math, social studies, science, literature and writing. GED examination is administered through the Aims Assessment Center, the Downtown Center. The classes are held at the Downtown Center and you can start anytime.



Pre-GED assessments are given in order to place students in appropriate levels. Students also have access to computer labs at the Corporate Education Center and the Downtown Center.

For information call: 970.339.6550.

Developmental/Remedial Education:

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

Test Prep:

Program is designed to improve ACT/ SAT or Accuplacer scores.

High School Diploma:

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

Transition Opportunities

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

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 Susan Burrows, 970.339.6327.

ARTICULATION OF CREDIT

Articulation of Credit is a process of linking high school and community college educational systems. It helps students pass from one educational level to another without delays or repeating their learning. A student receives credit for classes taken at the high school and this credit is transferred into the community college as transfer credit. This permits a student to immediately advance into higher level courses at the community college. Articulation expands student learning opportunities at the higher levels of education by not repeating already achieved competencies and by providing more advanced competencies. (Please see Transferring Credit to Aims on Page 46)

CREDIT FOR PRIOR LEARNING

Aims recognizes learning is gained in a variety of ways. Many people have acquired knowledge and competencies outside a formal college setting. The learning obtained from life or work experience is termed experiential learning. Such learning can occur in a variety of non-college settings: in the workplace, the home, through mass media, vocational or service organizations or the military. Aims recognizes that experiential learning may be



equivalent to Aims college courses. (Please see page 46 for further information).

POSTSECONDARY ENROLLMENT OPTIONS

The Postsecondary Enrollment Options Act provides the opportunity for eligible high school juniors and seniors to take certain regular college courses at the community college. High school students should contact the high school counselor for more information. For more information contact Susan Burrows, 970.339.6327.

AIMS/FRANKLIN UNIVERSITY ALLIANCE

Receive a Bachelor of Science (BS) degree without ever leaving Aims campus. Thanks to an alliance with Franklin University in Columbus, Ohio, Aims Community College is able to offer students a Bachelor of Science degree in

- Accounting
- Applied Management
- Business Administration
- Business Forensics
- Computer Science
- Financial Management
- Forensic Accounting
- Healthcare Management
- Human Resources Management
- Information Technology
- Management
- Management Information Sciences

- Marketing
- Public Safety Management
- Web Development
- eMarketing

Please contact Alan Hendrickson at 970.339.6675 or alan.hendrickson@aims.edu for additional information.

Students may complete approximately two-thirds (instead of the normal one-half) of their course work through Aims. The remaining one-third or 40 semester hours will be completed through on-line courses from Franklin University. Aims will remain the student's home campus and students will continue to have complete access to Student Services. All financial aid goes through Franklin University.

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

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

HIGH SCHOOL DIPLOMA PROGRAM

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

PURPOSE OF FINANCIAL AID

The purpose of financial aid is to provide assistance to students in meeting their educational costs as they pursue their current academic program. Financial aid awards may come from one or any combination of grants, scholarships, work-study or loans. Financial aid awarded to students may be funded from federal, state, institutional and/or private funds.

To be considered for most types of financial aid, students must apply for the Free Application for Federal Student Aid (FAFSA). The application is available online at www.fafsa.ed.gov. The Federal School Code for Aims Community College is: 007582.

Most scholarships require an application separate from the FAFSA. Please contact the organization granting the scholarship or the Financial Aid Office for more information.

FINANCIAL AID DEADLINES

A FAFSA must be completed for each academic year (Fall through Summer). The FAFSA is available in January of each year for the following Fall semester.

Priority Deadline Dates

To be considered for certain types of grants and/or work-study funds that are very limited, you need to have your Free Application for Federal Student Aid (FAFSA) processed by March 15, 2008.

To have your financial aid processed in order for your registration fees to be paid by financial aid by the fee payment deadline, you must complete ALL STEPS in the application instructions by the Financial Aid Priority Deadline Date:

Fall 2008	June 1, 2008
Spring 2009	November 1, 2008
Summer 2009	March 1, 2009

Late Applicants

If you miss the Financial Aid Priority Deadline for the term in which you wish to enroll, you are still strongly encouraged to apply. Your application will be accepted and processed; but, it may not be processed in time for you to use your financial aid to meet the tuition payment deadlines and/or to pay for your tuition, fees and books. If this is the case, you will need to make other arrangements to pay your tuition, fees and to purchase your books. If you qualify for financial aid, a refund check, if eligible, will be issued to you later in the term.

There is a tuition payment plan available through the Cashier's Office, for more information see page 40.

FINANCIAL AID APPLICATION INSTRUCTIONS

You must apply for financial aid each academic year (Fall through Summer).

1. Apply for admissions to the College
 - Go to www.aims.edu
 - Click on 'Considering Aims'
2. Be a current degree-seeking student at Aims Community College or a student seeking an eligible certificate program and take courses that are required for that degree or certificate.
3. Complete the Free Application for Federal Student Aid (FAFSA) and submit it to the Central Processing System (CPS). Aims Community College's Federal School Code is 007582. This school code must be on your FAFSA for Aims to process your financial aid.

You may submit the FAFSA using one of the following methods:

- Online at www.fafsa.ed.gov – this is the quickest and most efficient way
 - Regular mail – you can download a paper FAFSA by going to www.federalstudentaid.ed.gov this method may add additional time to the processing of your application.
4. Research and apply for scholarships. Check the financial aid link on Aim's web site: www.aims.edu and search for FREE scholarship searches on the Internet.
 5. Submit additional documentation as requested.

Other important application information:

Verification – The federal government requires that some applications be reviewed for accuracy through a process called 'verification'. In addition, if the Financial Aid Office has conflicting information you may be selected for verification by the school. If your application is selected for this process, you will be required to complete a Verification Worksheet and provide copies of the signed federal tax returns for individuals whose income is required to be on your FAFSA. You will be notified, by letter, if you have been selected for verification.

FINANCIAL AID

Location:

General Services Building

Telephone:

970.339.6548

Director: Teri Dorchuck

Scholarship Coordinator: Karen Brighton

Location:

Financial Aid Office, General Services Building

Telephone:

970.339.6399

Federal database matches – When your FAFSA is processed through the CPS, your name, social security number and date of birth are matched with a variety of federal agencies. Agency matches are performed against the files of the Social Security Administration, Department of Homeland Security, Selective Service, Veterans Administration (if applicable) and the National Student Loan Data System (NSLDS). If there are any differences or questions about your information, you will be asked to provide additional documentation or to take additional actions to confirm your eligibility for federal/state and/or institutional financial aid. You will be notified by the CPS and our office, by letter, should additional documentation be required.

Transfer Students Who Have Applied for Financial Aid at Another School

If you previously applied for federal financial aid at another school and are now looking to apply for financial aid at Aims, you must add Aims' federal school code (007582) to your FAFSA for the current academic year. This can be done by submitting a correction to your FAFSA online at www.fafsa.ed.gov.

In addition, if the other school has awarded you financial aid for the term in which you are transferring to Aims, you will need to request those awards be canceled. Once canceled, it can take up to 60-days for those cancellations to be reported to NSLDS. It is our recommendation that you submit, to our office, a signed statement from the other school's financial aid office indicating your financial aid awards for the said term have been canceled. This will allow us to move forward in determining your financial aid eligibility.

You cannot receive financial aid from two schools for the same semester of enrollment.

GENERAL ELIGIBILITY REQUIREMENTS

Your eligibility for financial aid is dependent upon the availability of federal, state, institutional and private resources. To be eligible for financial aid, you must:

1. Be accepted to Aims Community College as an eligible degree (A.A, A.S., A.A.S, A.G..S.) or certificate seeking student; and
2. Be making satisfactory academic progress in accordance with the financial aid satisfactory academic progress guideline; and
3. Be a U.S. citizen, a national, or an eligible non-citizen; and
4. Enroll at least half-time (6 credits) for most financial aid programs. Enrollment must be for courses required for your degree or certificate; and
5. Not be in default on a prior student loan; and
6. Not owe a repayment or overpayment of a federal grant or loan; and
7. Be registered with the Selective Service, if required; and
8. Have a high school diploma or GED or passed a U.S. Department of Education approved ability to benefit (ATB) test, or completed secondary school education in a home school that state law treats as a home or private school; and
9. Not have been convicted for sale or possession of illegal drugs while receiving federal (Title IV) funds.

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

PAYMENT OF FINANCIAL AID

Payment of your financial aid will occur just prior to the scheduled start date of each semester provided your financial aid awards have been made and you have completed all additional requirements, if applicable.

- There is a 30-calendar day delay, from the beginning of the semester, for all

first-time loan borrowers who are an undergraduate student. Provided you have completed all of the additional steps, the first disbursement of your loan will occur AFTER the 30th calendar day past the start of the semester.

- Work-study funds are NOT paid to your student tuition account. Once you are hired for a work-study eligible job, you will be paid monthly for hours worked within each pay period.

Your financial aid payment will be based on the number of credits in which you are enrolled that apply toward you degree or certificate. If you are enrolled for less than 12 credit hours, the amount of financial aid that pays to your student tuition account may be different than the amount stated on your award letter. Many programs, particularly grants, require the amount paid to be adjusted according to your enrollment status, where enrollment status and adjustments are defined as:

ENROLLMENT STATUS	AMOUNT OF AWARD PAID
Full-time (12 or more credits).....	100%
Three-quarter time: (9-11.99 credits)....	75%
Half-time (6-8.99 credits).....	50%
Less-than-half-time (.5-5.99 credits).....	0%

Outstanding tuition and fees charges will be paid from the financial aid credited to your student tuition account. If there is a credit balance remaining, a refund check will be mailed to your address currently on record with the Admissions and Records Office. Once the semester begins, refund checks are usually available within 3 business day of the funds being paid to your student tuition account. It is important to keep your address up to date to ensure the timely receipt of your financial aid refund.

Please note: Not attending your classes can impact the amount of financial aid you are eligible to receive and possibly cause you to owe a repayment of financial aid funds already received.

COLLEGE PREPARATORY COURSES

College-preparatory (Basic Education) course work can be counted in a student's enrollment for financial aid purposes. However, financial aid will fund a maximum of 30 semester credits of college-preparatory course work.

SATISFACTORY ACADEMIC PROGRESS FOR FINANCIAL AID PURPOSES

All students who have received any form of financial aid and/or filed a FAFSA must meet the standards of progress as outlined below. Satisfactory Academic Progress will be evaluated at the end of each semester.

The three satisfactory academic progress requirements are:

1. Maintain a cumulative grade point average (GPA) of at least a 2.0. Some scholarships require a high cumulative GPA: Aims Scholars requires a 3.0 and Colorado Centennial Scholars Scholarship requires a 3.5; and
2. Successfully complete the minimum number of required credits for your enrollment status each term
 - If you attempted 12 or more credits, you must successfully complete 12 of those credits
 - If you attempted between 9 and 11.99 credits, you must successfully complete 9 of those credits
 - If you attempted between 6 and 8.99 credits, you must successfully complete 6 of those credits
 - If you attempted between .5 and 5.99 credits, you must successfully complete all credits attempted
3. You may attempt no more than 150% of the credits required for your degree or certificate program
 - Example A: A 60 credit hour degree program must be completed within 90 attempted credit hours
 - Example B: A 24 credit hour certificate program must be completed within 36 attempted credit hours

If courses from other schools were transferred in, these courses will be considered in the evaluation of your attempted credit hours.

For financial aid purposes, being enrolled in a course for credit beyond the official add/drop deadline counts in your attempted hours. All attempted courses are counted, including those taken as part of a different degree or certificate program.

For financial aid purposes, successful completion of a course means an earned

grade of A, B, C, S; a grade of D is 'passing below average' and will negatively impact your grade point average. Grades of F, I, W, U, AW, NR, and WR are considered unsuccessful completions and will negatively impact your satisfactory academic progress review.

If you do not meet the Standards of Satisfactory Academic Progress due to your grade point average or number of successfully completed credits, you will be placed on financial aid probation. While on probation you will remain eligible for the payment of your financial aid. While on probation, if you again do not meet either of these requirements you will be placed on financial aid suspension and will not be eligible for further financial aid until you meet the minimum requirements for reinstatement. You will need to pay the tuition, fees and books for the courses you take while on financial aid suspension.

If you have attempted 150% of the credits required for your academic program, you will be considered to have used your maximum credits and are no longer eligible for financial aid.

You do have the right to appeal a Financial Aid Suspension and/or Maximum Credit status if you have extenuating circumstances. Appeal forms are available from the Financial Aid Office. Documentation of your extenuating circumstances will be required. Appeal forms must be submitted to the Financial Aid Office by the deadlines posted online at www.aims.edu/student/finaid.

REPAYMENT OF UNEARNED FEDERAL FINANCIAL AID

If you received federal student aid (Title IV) and you completely withdraw (officially or unofficially) from all of your courses within 60% of the semester and/or you stop attending all courses, a pro-rated portion of your federal financial aid may need to be repaid. In this case, you will be billed for the amount of aid that must be repaid, and holds will be placed on your record until the balance owed is paid in full. A detailed handout that explains the required calculation is available upon request from the Financial Aid Office.

FINANCIAL AID PROGRAMS AVAILABLE

GRANTS

Grants may be awarded if you show financial need based on the results of the Free Application for Federal Student Aid (FAFSA).

Federal Pell Grant: This is a need-based federal grant program for students who are seeking their first undergraduate degree. Students who establish eligibility will be funded.

Federal Supplemental Opportunity Grant (SEOG): A federal need-based grant awarded to students seeking a first undergraduate degree in an eligible program who have exceptional financial need. Priority is given to Pell eligible students who file their FAFSA early. Limited funding is available.

Federal Academic Competitiveness Grant (ACG): A federal grant program for undergraduate students who completed a rigorous high school program and are receiving Pell Grants who are U.S. citizens in a degree program and are enrolled full-time in their first or second academic year of study.

Colorado State Grant (CSG): These state funds are available to Colorado resident undergraduate students with a documented EFC between 0 and 6063. Awards are made after Pell Grant eligibility is determined. These funds are made available through the Colorado General Assembly.

Colorado Leveraging Educational Assistance Program (CSIG): This program is a combination of state and federal dollars. Funds are limited and available to Colorado resident undergraduate students with exceptional documented financial need. Priority is given to Pell eligible students who file their FAFSA early. Limited funding is available. The state funds provided for this program are made available through the Colorado General Assembly.

Aims Need-Based Grant: This need-based program assists students with tuition costs. A separate application, available from the Financial Aid Office, is required. A FAFSA is not required. Eligibility is based upon U.S. Department of Education guidelines, including a federal formula that calculates the student's Expected Family Contribution (EFC). Only students in academic programs where the program is not financial aid

eligible will be considered for these funds. This grant will cover tuition only for in-district and out-of-district student and tuition only up to the current out-of-district rate for qualifying out-of-state students. All awards are subject to the availability of institutional funding.

Aims College Grant: This need-based program assists students attending summer school with a documented EFC between 0 and 6063. Awards are made after Pell Grant eligibility is determined. Annual award amount is dependent upon available institutional funding. All awards are subject to the availability of institutional funding.

SCHOLARSHIPS

Aims Scholars Scholarship: This is a merit-based program designed to assist student who have excelled academically. A separate application, available from the Financial Aid Office, is required. A FAFSA is not required. Annual award amount is dependent upon available funding. All awards are subject to the availability of institutional funding.

Colorado Centennial Scholars Scholarship: Awards are intended to recognize outstanding academic achievement of undergraduate Colorado resident students. Applications are available from the Financial Aid Office. Award recipients are selected by the Financial Aid Director after all application requirements have been met. Funding for this program is limited. A FAFSA is not required. Annual award amount is dependent upon available funding. All awards are subject to the availability of state funding.

Aims Foundation Scholarships: Through the generous donations of many individuals and organizations, scholarship funds are available through the Aims Foundation to assist students while attending Aims. A separate application is required. The online application is available at <http://www.aims.edu/student/finaid/aimsscholarship.htm>

Other Scholarships: There is a wide variety of scholarships available to students. The key is to search for them often and then take the time to apply! Scholarship funds can be found and awarded on the basis of one's merit (grade point average), interests, life experiences, future plans, specific characteristic (left-handed), etc.

Financial Aid, cont.

You should **NEVER** have to pay to find out about the availability of scholarships. Our recommendation is that you do a search on the Internet for 'Free Scholarship Searches'. This will bring up a number of free searches for you to look into. These searches work by asking a series of questions to determine your interests, accomplishments, etc.

LOANS

A FAFSA is required to determine a student's eligibility for all federal loan types.

Federal Direct Subsidized Stafford Loan (DIRECT): A fixed interest rate (6.8) loan that is based on documented financial need. The U.S. Department of Education is the lender. A fee of up to 3% of the loan amount is deducted proportionately from each loan disbursement. Interest is paid on the loan by the U.S. Government so long as you are enrolled at least half-time, during the 6-month grace period and during eligible periods of deferment. You become responsible for the payment of interest at the time the loan goes into repayment until it is paid in full.

Federal Direct Unsubsidized Stafford Loan (DLUNSB): A fixed interest rate (6.8) loan that is not based on documented financial need. The U.S. Department of Education is the lender. A fee of up to 3% of the loan amount is deducted proportionately from each loan disbursement. You are responsible for the payment of interest that begins to accrue from the time the loan is disbursed until it is paid in full.

Federal Direct Parent Loan for Undergraduate Students (DPLUS): This is a loan where the parent of a dependent undergraduate student can borrow to help pay for their student's educational costs less other aid being offered. This is a credit-based loan and a separate application is required. The U.S.

Department of Education is the lender. This loan has a fixed 7.9% interest rate and the repayment of the loan will begin within 60 days of being fully disbursed. Interest will begin to accrue once the first disbursement of the loan has been made. A fee of up to 4% of the loan amount is deducted proportionately from each loan disbursement.

Alternative Educational Loans: Aims Community College is approved with a number of lenders for our students to apply for loan funding to assist them in meeting their educational costs. These loan products are not backed by the U.S. Department of Education. A complete list of these lenders and their loan products is available from the Financial Aid Office.

WORKSTUDY

A FAFSA is required to determine a student's eligibility for all work-study programs.

Federal Work-Study: A Federal funded work program with a portion of the funds contributed by the college. Awards are made only to students who have documented financial need. On and off-campus jobs, with non-profit agencies, are available.

Colorado Work-Study: Funding by the Colorado General Assembly for an employment program awarded to Colorado residents with documented financial need. On and off-campus jobs, with non-profit agencies, are available.

Colorado No-Need Work-Study: Funding by the Colorado General Assembly for an employment program awarded to a limited number of Colorado residents without documented financial need. On and off-campus jobs, with non-profit agencies, are available.

VETERANS BENEFITS

Veteran education benefits (Chapter 30, 1606 and 1607; Montgomery GI Bill: Chapters 31, 32, 35; and Section 901 and

903) are administered through the Financial Aid Office. The VA Certifying Official is available to address the needs of the veteran students and eligible dependents. VA benefit programs change frequently, so we hope you will seek the advice of our VA Certifying Official when applying for your benefits.

Visit the Department of Veterans Affairs website at www.gibill.va.gov for more information about specific programs and their eligibility requirements.

If you believe you may be eligible for benefits, you should contact Financial Aid at least **12 weeks before enrolling** to allow for adequate application processing time by Aims and the Department of Veterans Affairs.

Complete an **Enrollment Certification Request Form** for each semester of enrollment. Failure to do so will result in no payment of benefits. Forms are available from the Financial Aid Office in Greeley, and at Loveland and Fort Lupton campuses. They should be returned to the Financial Aid Office after you register.

Your VA benefits will vary based on the type of benefit, your contract, and the number of credit hours you are enrolled for each semester. Visit the GIBILL website at www.gibill.va.gov for current rates.

To keep your VA benefits current, it is important you report any change in program or enrollment status to the Financial Aid Office as soon as it happens. Failure to do so may result in you being overpaid. Funds you are not eligible for must be returned to the Department of Veterans Affairs. The Department aggressively pursues collection of overpayments.

You are responsible for having an official academic transcript from each college, university, trade or vocational school you previously attended sent to the Admissions Office. Transcripts are evaluated to determine if any transfer credits can be accepted toward your Aims program of study.

Office of Institutional Advancement Aims Foundation

AIMS COMMUNITY COLLEGE FOUNDATION

Location:

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

Telephone:

970.339.6556

Director of Institutional Advancement:

970.339.6583

Staff Specialist:

Stacey Coffman, 970.339.6556

Financial Services:

Linda Archibeque, 970.339.6433

Generous individuals and organizations, primarily in Northern Colorado, make gifts to improve student success at Aims Community College through the Aims

Foundation. Since 1979, donors have provided private contributions for student scholarships, to enhance program offerings and to upgrade buildings and equipment. Supporters of Aims also attend special events to benefit educational opportunities at the College.

In 2006, the Aims Foundation launched the Building for Tomorrow Today Capital Campaign to provide equipment and facility upgrades for the new Allied Health and Science building on the Greeley campus. The new building has increased classroom capacity by 30% and provides hands-on instruction for careers in health care including nursing, surgical technology, radiological technology, and emergency medical services.

In 2008-2009, the Foundation will provide more than \$100,000 in student scholarship support to help community members achieve their dreams. Generous donors to the Foundation scholarship

program provide a legacy to Northern Colorado by helping families achieve self-sufficiency. New scholarships like the College Promise Scholarship Fund, the Dr. Walt Francis/Dr. Frank Gordon Social Science Scholarship, and the Daniels Opportunity Fund Scholarship will add to the existing, substantial scholarship effort offered by the Aims Foundation.

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

MISSION STATEMENT

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



John Guyette,
President
Aims Foundation



MAKING A DIFFERENCE

The College Promise Scholarship was established by an anonymous donor and community members to start a new scholarship program for Weld County District 6 students who plan to attend Aims Community College after high school graduation. The money will provide a \$2,000 scholarship to eligible District 6 students who attend Aims. The money will pay for an average full

load of classes at in-district tuition rates for a year.

FOUNDATION BOARD

John Guyette, President
Mark Bradley, Vice President
Carol Hoglund, Secretary/Treasurer
Dr. Doug Armbrust
Sally Asmus
Billie Lesh
Les Race
Ruth Slomer
Nancy Teksten
Dr. John Welch
Bill Widmaier
Karen Wood

Ex Officio: Aims President,
Dr. Marilyn "Marsi" Liddell
Board of Trustees Liaison: Dr. Walt Richter

THE DANIELS OPPORTUNITY FUND SCHOLARSHIP

The Daniels Opportunity Fund Scholarship funding is awarded through grants to colleges and universities that convert them into need-based scholarships for non-traditional students pursuing education later in life. The Daniels Fund will provide 28 scholarships to Aims EMT and Paramedic students during the next two years. This will translate to increased healthcare services to the community.



Scholarships

General eligibility criteria for all Aims Foundation Scholarships may be found on the Aims website, www.aims.edu/student/financial_aid, or through the Financial Aid office.

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

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

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



Office of Institutional Advancement: Office of Grants and Contracts

ABOUT THE OFFICE OF GRANTS AND CONTRACTS

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

GRANT DEVELOPMENT AT AIMS COMMUNITY COLLEGE

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

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

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

CONTACT INFORMATION

Lorraine "Lorrie" Wolf, Grant Specialist
217.3 GENS
(970) 339-6650
lorraine.wolf@aims.edu

AIMS COMMUNITY COLLEGE OFFICE OF GRANTS AND CONTRACTS

Location:

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

Telephone:

970.339.6556

Grant Specialist:

Lorraine "Lorrie" Wolf, 970.339.6650
lorraine.wolf@aims.edu

CURRENT MAJOR GRANTS AT AIMS COMMUNITY COLLEGE

NORTHERN COLORADO AUTOMOTIVE SERVICE TECHNOLOGY EXPANSION PROJECT

President's Community-Based Job Training Grants, U.S. Department of Labor
Amount: \$818,691
Project Period: 11/1/05 – 10/31/08

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

BUILDING HIGHWAYS/BUILDING CAREERS PROJECT

Colorado Department of Transportation (CDOT)
Amount: \$840,000
Project Period: 1/1/04 – 12/31/08

This grant will allow Aims Community College to provide program participants an opportunity to obtain an entry-level education in the Colorado Highway Construction industry. The program offers highway construction related training to individuals from traditionally underutilized communities throughout the Northern Colorado area, including Weld, Larimer, Morgan and Adams counties.

AIMS COMMUNITY COLLEGE STUDENT SUPPORT SERVICES

TRIO—Student Support Services, U.S. Department of Education
Amount: \$1,100,000
Project Period: 9/1/05 – 8/31/10

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

HEAD START HISPANIC LATINO SERVICE PARTNERSHIP INSTITUTIONS

Administration for Children and Families, U.S. Department of Health & Human Services
Amount: \$718,000
Project Period: 9/30/04 – 9/29/09

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



Admissions & Records

ADMISSIONS & RECORDS

Location:

General Services Building

Telephone:

970.339.6440

Registrar:

Stuart Thomas

ADMISSION

Aims Community College will not deny admission to any district resident because of financial need as determined by the Financial Aid Office. No admission fee is required as a condition for admission. A completed Application for Admission is required for all new students and students returning after an absence of one year. This applies to all students, including those taking courses for self-improvement or personal interest only. Some programs, such as Radiologic Technology, require a separate, additional application for admission into the program to be submitted to the specific division. Admission does not assure acceptance of an individual student into a particular course or program. Admission to the College does not, therefore, imply entry into any program which has selective admission standards nor does it assure admission to courses and programs in which an applicant's mental or physical disability may, in the opinion of the College, appear to be impractical or dangerous. The College may deny admission or re-enrollment to individuals who cannot benefit from the programs/courses offered or are considered detrimental to the best interest of the college community.

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

New students may apply for admission at any time; however, course registration must be made after the Returning Student Registration period as shown in the Schedule of Classes. Any new student who identifies himself/herself as an individual with a disability (mobility, visual, hearing, learning, mental, emotional, speech, or health) should complete the admissions application and schedule an appointment with Disability Access Center by calling

(VOICE/TTY) 970.339.6388 at least four weeks prior to the beginning of the semester. Appropriate documentation is requested by the institution to support services the individual may request. Disability Access Center must be involved in the process of arranging for accommodations for any qualified student with a disability seeking access to educational programs.

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

RESIDENCY CLASSIFICATION INITIAL CLASSIFICATION

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



CHANGES IN TUITION CLASSIFICATION

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

The burden of proof rests upon the petitioner who has the responsibility

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

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

DEADLINES

Completed petitions may be submitted to the Admissions and Records office as early as 90 days prior to the term for which the individual desires a change in classification **BUT NO LATER THAN**

THE FIRST CLASS DAY OF THE TERM. The student should allow a minimum of two weeks for the petition to be processed. If additional information is required, it must be submitted within 15 days from the original petition unless special arrangements are made with the Tuition Classification Officer.

If you anticipate receiving financial aid for the term you are applying for residency, it is recommended that you submit your petition no later than 60 days before the

term begins. This will enable your financial aid to be processed correctly and credited to your account by the time classes start.

APPEALS

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

PROOF OF LAWFUL PRESENCE

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

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

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

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

STEPS TO ENROLLMENT

Follow these steps to enroll at Aims Community College.

- _____ Attend a Getting Started 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 (if desired)
- _____ Meet with an Advisor
- _____ Register for classes
- _____ Complete the payment process
- _____ Attend a new Student Connections Orientation

GETTING STARTED

Getting Started sessions are designed for prospective students who have never been to college. Sessions include:

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

Sessions are held weekly on all campuses. For dates and times, and to reserve a spot, call an Admissions Advisor at 970.339.6477 at the Greeley Campus; 303.857.4022, ext. 4300 at the Fort Lupton Campus; and 970.667.4611, ext. 3309 at the Loveland Campus.

Persons with a disability requesting accommodations for a Getting Started session should schedule an appointment one week prior to visiting by calling the Disability Access Center at 970.339.6388 (TTY/Voice) or e-mail disabilities@aims.edu.

CAMPUS TOURS

Scheduled campus tours are available to prospective students each week at Getting Started sessions. For dates and times, and to reserve a spot, call an Admissions Advisor at 970.339.6477 at the Greeley Campus; 303.857.4022, ext. 4300 at the Fort Lupton Campus; 970.667.4611, ext. 3309 at the Loveland Campus; and 970.339.6550 at the Downtown Center. For a personal tour or groups of more than five, please schedule a tour one week prior to visiting.

Persons with a disability requesting accommodations for a campus tour should schedule an appointment one week prior

to visiting by calling the Disability Access Center at 970.339.6388 (TTY/Voice) or e-mail disabilities@aims.edu.

ADMISSION PROCEDURE

For Domestic Students:

1. Submit a completed Application for Admission.
2. If pursuing an Aims certificate or degree program and a high school or other college was previously attended, provide an official transcript of high school or college credits or a certified record of GED completion or ACT/SAT scores.
3. If transferring credits, see TRANSFER CREDIT section for procedure (pg 48).
4. Students under age 18 must have the signature of their parent or legal guardian on the Application for Admission.
5. Students under age 16 are required to complete additional steps for admission and registration. Contact the Student Success Center for details.

ADMISSION FOR INTERNATIONAL STUDENTS

1. Submit your documents to the International Office located in the College Center Building on campus or mail your documents to the following address:

Aims Community College
International Office
5401 W. 20th Street
Greeley, Colorado 80634 USA

The application must include the following:

- Completed International Student Application
 - Financial statement with a bank statement converted into U.S. dollars (please contact the international office for specific amount)
 - English proficiency results from TOEFL (500/173)
 - Transcripts from high school and other colleges attended translated into English
2. Once all completed documents are submitted the student will be issued the U.S. Immigration form I-20.
 3. Completed application and supporting documents must be in the international student office by midterm of the semester preceding the semester of enrollment.

4. International students must pay their tuition and fees according to the college payment schedule. Financial assistance is not available for international students.
5. International students are required to take the college placement test upon arrival. An Intensive English Program is available for students whose scores do not allow them to enroll in college credit classes.
6. All international students must meet with the international student advisor in the College Center building upon arrival at the college for further instructions.
7. International students must maintain satisfactory progress to be eligible for re-enrollment in a subsequent semester.
8. Questions regarding the admission of international students should be forwarded to the International Admissions Office located in the College Center building. Please contact Alan Hendrickson at 970.339.6675 or alan.hendrickson@aims.edu or Susie Gallardo at 970.339.6508 or susie.gallardo@aims.edu.

ASSESSMENT REQUIREMENTS

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

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

1. Show proof of successful completion of a transfer oriented associates degree (Associates of Arts or Associates of Science) or baccalaureate degree or higher from a regionally accredited institution (excludes Associate of General Studies and Associate of Applied Science graduates), or
2. Submit transcripts and course description to show proof of successful completion (C- or higher or "S" satisfactory) of equivalent college-level math and writing courses taken within the past 10 years from a regionally accredited institution. The student should submit documentation to the

Assessment Center in the Student Success Center as early as possible prior to registration, or

3. Complete the Accuplacer assessment in reading, writing/English, and mathematics (scores are good for five years), or
4. Show proof of minimum ACT or SAT scores taken within the past five years.

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

A student may retest on an assessment test one time without special permission for a small fee. A second retest must be authorized by the appropriate department or a Student Success Center advisor.

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

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

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

REGISTRATION

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

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

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



ADD, DROP, WITHDRAWAL, CANCELLATIONS OF CLASSES AND REFUNDS

COURSE CANCELLATIONS

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

ADDING, DROPPING, WITHDRAWING FROM CLASSES

Adding and dropping of classes must be done within the first 15% of the course meetings. Instructors may control late entry into classes even before the add deadline. This is the registration adjustment period, and no academic record will be generated for classes dropped within this time frame.

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

Any class dropped after the 15% deadline will become a withdrawal and will generate a W grade on the student's record. All tuition and fee obligations still apply. W grades can affect the student's academic standing. Students may withdraw from classes through 75% of class meetings. After 75% of the class meetings, the faculty may assign a final grade or an Incomplete (see Grading System, pg 49).

Consult the Schedule of Classes for deadlines and details.

ADD, DROP, WITHDRAWAL REGULATIONS

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

WITHDRAWAL - FROM ALL CLASSES/FROM THE COLLEGE

Students withdrawing from all classes and/or from the college must begin the withdrawal process by contacting the Admissions Office in Greeley, Loveland or Fort Lupton. Telephone requests for complete withdrawal will be taken under extreme circumstances only and referred to the Dean for Students Services. Students withdrawing from all classes must complete the exit form which can be found at the Admissions and Record offices on all three campuses.

TUITION ADJUSTMENT APPEALS

If student has withdrawn from course(s) from the college due to extenuating circumstances, students can file a Tuition Adjustment Appeals to have their tuition charges adjusted. Tuition Adjustment Appeals need to be submitted within 1 year of the semester that is being requested and the student needs to supply documentation to support extenuating circumstances. Students can contact an Aims Cashiers office or visit our web site www.aims.edu for forms, guidelines and additional information.

REFUND REGULATIONS

Under specific conditions, the College grants refunds for tuition and course fees to students who drop courses by the specified deadline. **EVEN IF CLASSES ARE NOT ATTENDED, THEY MUST BE DROPPED EITHER AT ADMISSIONS AND RECORDS OR ON-LINE BY THE SPECIFIED DEADLINE IN THE CURRENT SCHEDULE OF CLASSES IN ORDER TO ELIMINATE CHARGES ON ACCOUNT.** To be eligible for a refund, a DROP must be submitted in person or on-line. In cases of emergency, a student may submit a letter to the Admissions and Records Office. The date the request is made at the Admissions and Records Office, or the postmark date for letters, will be used in determining eligibility for the refund. If the student was provided assistance from College funds or funds managed by the College, the refund will be returned to the appropriate scholarship/grant fund or applied to the student's note in the loan fund. Refunds will be made in accordance with the following schedule:

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

COOPERATIVE REGISTRATION AGREEMENTS

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

UNC - Aims

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

CSU - Aims

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

Tuition and Fees

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

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

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

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

TUITION AND FEE PAYMENT POLICY

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

Payment policy is as follows:

FIRST PAYMENT DEADLINE:

Students need to have at least 25% of their TOTAL tuition and fees for registered courses paid by the first payment deadline for the semester or have all of their classes dropped automatically at 11 p.m. that night of the First Payment Deadline. Students who have their courses dropped for non-payment will need to re-register for courses and make the minimum 25% payment or again be dropped from all courses and be required to make full payment for those courses.

Plan exceptions: Students who are receiving Financial Aid, Scholarships, submitted Third Party paperwork, and UNC & CSU cooperative students will not be dropped for non-payment as long as their awards/agreements cover a minimum of 25% of their tuition & Fees and have submitted the required paperwork to the appropriate office by

the Payment deadline or at time of registration.

BY ADD/DROP DEADLINE

Students registering and/or adding additional courses after the First Payment Deadline for the semester need to pay 25% of their TOTAL Tuition and Fees charges same day. Students who have not met the 25% tuition and fees payment requirement that day of activity will have all courses dropped at 11pm that night. Students wishing to re-enroll in their courses must do so in person at the Admissions & Records Office, and then pay a minimum of 25% of their outstanding tuition and fees or all courses will be dropped.

AFTER FINAL PAYMENT DEADLINE

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

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

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

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

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

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

Tuition Type	Tuition and Fees Rate Per Credit Hour		
	*In-District	Out-of-District	Out-of-State
Standard	\$52.00	\$78.00	\$336.00
Differential	\$91.00	\$151.00	\$466.00

*STUDENT FEE: \$7.00 PER CREDIT HOUR THROUGH 15 CREDIT HOURS FOR ALL STUDENTS (MAXIMUM OF \$105.00 PER STUDENT). THIS FEE INCLUDES STUDENT ACCIDENT INSURANCE.
 *TECHNOLOGY FEE: \$7.50 PER CREDIT HOUR THROUGH 15 CREDIT HOURS (MAX \$112.50)
 *MATRICULATION FEE: \$15.00 PER STUDENT

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

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

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

1. Payments may be made in cash, Money Order, VISA, MasterCard, or Discover Card. Cashier will accept personal, one-party checks in the amount of charges only. A valid driver's license is required. Every check returned to the College will be collected by CrediCheck. Checks will not be accepted from students who have written or submitted two or more returned checks to the College.
2. PAYMENT PLAN OPTION: Students may also pay their tuition and fees through installments. Installment dates and payment information can be found at www.aims.edu or in the current publication for courses.
Basic installment plan is as follows:
 First payment deadline25%
 Second payment deadline25%
 Service fee of 1.75% assess on remaining balance
 Final payment deadline Balance due
 ALL accounts with a balance after the Final payment deadline are assess with a 1.75% service fee and are placed on Financial hold until account is paid in full. Students planning on registering for the next semester need to have all outstanding balances paid in full.
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 Accounts Receivable office. The valid letter needs to be on file by the payment deadlines, as specified in our current publication, in order to prevent classes from being dropped.
 - B. Students are required to make arrangements for agency billing with Financial Services in accordance with payment deadlines.
 - C. Students are responsible for any charges not covered by their Agency and are subject to late fees and refund guidelines.
 - D. Questions? Call Financial Services, 970.339.6349.
5. Each student is responsible for payment of his/her own expenses. The College is not responsible for making payment arrangements with parents, guardians, international agencies, or other third parties.

FINANCIAL OBLIGATIONS OF STUDENTS

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

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

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

HOPE, which took effect January 1,

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

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

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

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

For detailed information, please consult your tax advisor. Limited information is available by contacting Financial Services 970.339.6349.

Student Success Center

STUDENT SUCCESS CENTER

Location:

General Services Building

Telephone:

970.339.6251

Director:

Paula Yanish

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. Assessment
2. Academic Advising
3. Career Planning
4. Job Search Placement Assistance
5. Crisis Response

ACADEMIC ADVISING

970.339.6251

The Academic Advising program at Aims Community College supports a student's educational journey and sets standards of excellence focused on student learning, technological innovation, and a collaborative partnership for student success based on best practices that enhance the quality of student lives. The Academic Advising Center located in the Student Success Center provides initial advising services to degree/certificate, undeclared, and undecided students. The professional academic advisors will meet the advising needs of most new students and assist them in their transition to college. In addition advisors will develop an Educational Career Plan with students. This plan will serve as an academic road map for students to follow during their course of study at Aims.

After a student has made sufficient academic progress and meets requirements determined by the academic division, they may be assigned a faculty advisor. Students wanting more intensive advising services can ask to be assigned to a Retention Advisor who can help students connect with additional institutional resources as needed.

Retention Advisors are available to help you with:

- understanding and adjusting to the demands of college
- balancing college course load with work and family
- referral to helpful campus resources such as career services and academic resource center
- workshops on study skills and how to be a successful college student
- learning how to prepare for tests and exams, managing your time, understanding your learning styles
- assistance with registration for upcoming semesters

Advisor/Advisee Partnership

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

Aims Advisors will:

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

Aims Students/Advisees will:

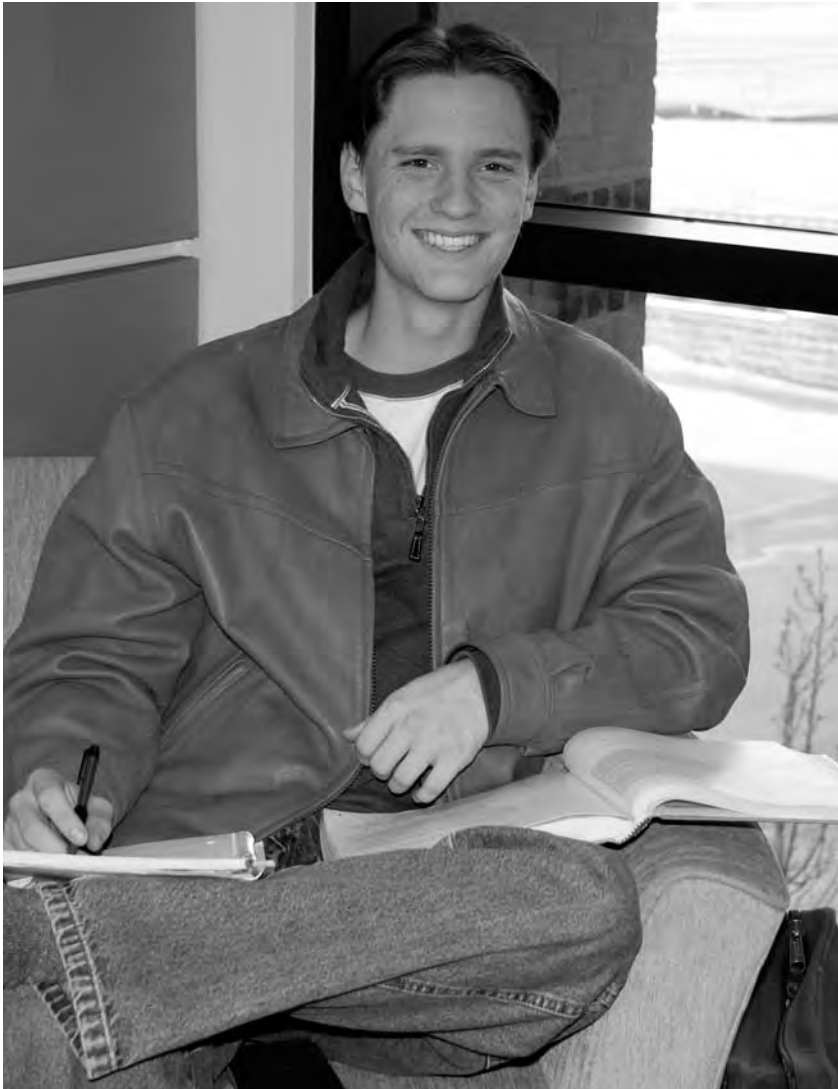
- recognize that advising is a partnership and that the student is ultimately the one who makes the decisions.
- make timely advising appointments each term and arrive at the appointment prepared to discuss academic and/or career goals and course selections.
- utilize the college catalog to become familiar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

ASSESSMENT

970.339.6448

The Assessment Center provides the following services:

1. **Placement Testing:** Upon application for admission to the college, new students may be assessed in reading, writing and mathematics, to determine their skill levels. This information is utilized by the advisor and the student in making appropriate decisions about course scheduling.
2. **General Educational Development (GED) Test:** Upon passing this exam, the GED candidate will receive a High School Equivalency Diploma. This test is available to those individuals who did not graduate from high school, who need a diploma in order to qualify for employment, who desire to enter a post-secondary school.
3. **ACT Center:** The ACT Center is a part of the Aims Assessment Center. The ACT Center delivers licensing and certification exams in a secure environment. Through the ACT Center, we offer the following computer-based licensure and/or certification exams: (1) Automotive Service Excellence; (2) Association of Social Work Boards; (3) American Dietetic Association; (4) Nuclear Medicine Technology certification Board; and (5) American Board of Vascular Medicine. To register for an exam, you must visit the individual association websites: (1) ASE - www.asecert.org; (2) ASWB - www.aswb.org; (3) ADA - www.atright.org; (4) NMTCB - www.nmtcb.org; and (5) ABVM - www.vascularboard.org.
4. **CLEP & DANTES:** The Assessment Center offers both the College-Level Examination Program (CLEP) and the DANTES Subject Standardized Tests (DSST). Both programs give individuals the opportunity to obtain college credit for learning obtained outside the conventional college/university classroom.
5. We also provide testing services for our faculty, as well as for students attending other colleges and universities. Testing services for faculty include administering makeup exams for classroom and Internet courses. We also proctor exams for colleges, universities and other institutions. Please note that proctored tests are by appointment only.



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

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

CAREER SERVICES

970.339.6251

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

To make an appointment, call Career Services at 970.339.6251.

Career Services can help with:

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

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

Job Search & Placement Services: From helping individuals develop a resume to targeting potential employers to practice interviewing, Career Services can help you get your job search in gear. We also hold **annual Job Fairs** in partnership with UNC and Weld County so keep an eye out for yearly information.

Check out our on-line job board, Career Advance! This site is only available to Aims students/alumni and is free to use. Register on Career Advance to view current job postings including campus work-study positions, internships and volunteer positions, as well as part-time and full-time job opportunities! Access Career Advance at www.myinterfase.com/aimscs/student or find Career Advance through www.laimsledu.com, Quicklinks > Student Resources > Career Services.

Additionally, students can register online with Weld County Employment Services to view local job openings. www.eswc.org

Learning & Organizational Development

LEARNING & ORGANIZATIONAL DEVELOPMENT

Location:

Horizon Hall 329

Associate Dean:

Scott Garrard, 970.339.6237

Staff Executive:

Linette Guy, 970.339.6229

Staff Specialist:

Becky Chandler, 970.339.6335

LEARNING AND ORGANIZATIONAL DEVELOPMENT

Learning & Organizational Development is the area where students receive instructional assistance to achieve their academic goals. The following facilities are available and designed to meet those needs

ACADEMIC RESOURCE CENTERS COMPUTER LEARNING LAB, TUTORING & SUPPLEMENTAL INSTRUCTION

The Academic Resource Centers provide free services to all students and faculty in support of their educational goals and objectives. Knowledgeable staff has expertise in academic, career, and technical areas. Trained tutors provide individual, group, and drop-in tutoring.

SERVICES INCLUDE:

- Curriculum support across disciplines, including CIS, Business Technology, AutoCAD, and Graphics Technology
- Assistance with writing assignments in any course
- Individual and group tutoring for selected courses
- Drop-in tutoring available in English, Reading, Math, Sciences, and Accounting
- Interactive software for reading, math, Intensive English, and English as a Second Language
- Online and make up tests proctored in a quiet testing area
- An environment that supports online courses and independent study programs
- Resources for math anxiety and study skills
- A welcoming and quiet place to study

- PC and Mac computers loaded with current software
- No computer time limit during operating hours
- Supplemental Instruction for designated courses
- Library and research services available via the Internet
- Fast Internet connection and wireless capability
- Scanners, copiers, dictionaries, and other reference materials

LOCATIONS:

Greeley Campus:

Horizon Hall, Rooms 301-306,
970.339.6541

Loveland Campus:

Room 105.1 & 105.2, 970.667.4611,
ext. 3304

Fort Lupton Campus:

Rooms 108A-108B, 303.857.4022,
ext. 4326

Downtown Center:

970.339.6550

For further information, email greeleyarc@aims.edu, lovelandarc@aims.edu or tutoringrequest@aims.edu. Students may also access the Web site at <http://www.aims.edu/student/arc/complab/index.php>.

Center hours change each term and are listed in the class schedule and on the Aims website.

DISABILITY ACCESS SERVICES

Providing equal opportunity is an important and shared responsibility at Aims Community College. The Disability Access Center (DAC) shares this responsibility by assisting students with documented disabilities in reaching their academic potential. Our office strives to accomplish this by providing qualified students with disabilities reasonable academic accommodations as mandated under ADA and Section 504 of the Rehabilitation Act.



Disability categories served by our office include:

- ADD/ADHD
- Systematic illness
- Deaf/Hard of Hearing
- Traumatic Brain Injury
- Learning Disabilities
- Cognitive Disabilities
- Psychological
- Vision
- Physical Disabilities
- Services for temporary disabilities

Students wishing to self-identify and request accommodations while attending any of Aims campuses need to contact the DAC and arrange an intake interview. Students will need to provide appropriate documentation that describes their diagnosed disability and current functional limitations. Based on the provided documentation, it will be determined which accommodations and/or services the student is eligible to receive.

Examples of accommodations:

- Access to computer equipment
 - Apeech synthesizer with screen reading software
 - Braille embossers
 - Large print screens
 - Voice recognition software, and screen magnifiers
- Auxiliary aids and services
 - Adjustable tables
 - Assistive listening devices
 - Audio books and players
 - Manual Braille
 - Note takers
 - Print enlargements
 - Sign Language interpreters
 - Test writers and/or readers

The admissions processes at Aims Community College will not inform the DAC of the student's presence on campus nor their needs. Any new or returning student with a disability wishing to receive accommodations must contact the DAC at least four weeks prior to the beginning of the upcoming term to guarantee that services will commence as close to the start of classes possible.

To request accommodations a student must submit:

- A completed Student Intake form
- Request for Accommodations form
- A completed and signed Advising Registration Form or printed class schedule
- And if needed an Alternative Text Request Form

The submission of these forms in a timely manner to ensure that accommodations are in place is the responsibility of the student.

LOCATIONS:

Greeley Campus:

Horizon Hall, Room 327.

For further information, email disabilities@aims.edu or students may access the Web site at <http://www.aims.edu/student/dac/index.php>.

Center hours change each term and are listed in the class schedule and on the Aims website.

INTERNATIONAL PROGRAMS

The International Programs at Aims Community College are committed to providing the highest standard of educational services to all International Students and American Students who study abroad. The International Programs will serve as an advocate for faculty, students, and community through globalized curriculum, scholarship and cultural experiences.

International Programs office provides:

- Immigration information
- Academic advising assistance
- Cultural difference assistance
- Studying abroad information

LOCATION:

Greeley Campus:

College Center, Room 734.

Alan Hendrickson, 970.339.6675

alan.hendrickson@aims.edu

KIEFER LIBRARY

Kiefer Library staff welcomes you to use your college library. The knowledgeable staff will assist you with your research needs and homework assignments. Kiefer Library has wireless internet access, quiet study space, area for group study and computers for your use. Library computers have internet & electronic database access as well as Microsoft Office products.

LIBRARY PROVIDES:

- Access to periodical and reference databases
- Remote access to electronic databases through the library webpage http://www.aims.edu/kieferlibrary/database/database_index.html
- Library and Internet Resources by Subject
- Electronic full-text books, dictionaries and encyclopedias
- Thousands of periodical titles full-text, graphics and PDF formats

- Library collection includes print, media and electronic materials
- 24/7 Virtual Reference through Ask Colorado
- MLA, APA and other citation style guides
- Course materials on reserve
- Email: referenceserviceatreference@aims.edu
- Interlibrary loan services
- Trained staff will provide assistance with research needs and assignments

Aims students and employees check out materials by presenting their college identification or picture identification. Off-campus access to on-line electronic databases is obtained through Aims user-name and password.

All of these library services are also available at the Loveland, Fort Lupton and Downtown campuses.

LOCATION:

Greeley Campus:

College Center, 2nd floor, Room 750,
970.339.6227

For further information, email reference@aims.edu or students may access the Web site at <http://www.aims.edu/kieferlibrary/index.php>.

Library hours are subject to change and are listed in the class schedule and on the Aims website.

CENTER FOR PROFESSIONAL DEVELOPMENT/FACULTY TEACHING & LEARNING CENTER FOR FACULTY AND STAFF AT AIMS COMMUNITY COLLEGE

The Center for Professional Development provides a variety of learning opportunities to Aims' faculty and staff, teams and departments.

This area is available to help all employees to create learning opportunities which demonstrate the philosophy behind our approach to learning centeredness.

LOCATION:

Greeley Campus:

College Center, 2nd floor, inside Kiefer Library, 970.339.6649

credit for Prior Learning

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

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

TRANSFERRING CREDIT TO AIMS

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

Fifteen semester hours of course

work applicable to the degree or fifty percent of course work applicable to the certificate program and completed prior to graduation must be Aims Community College courses.

Students must submit a Transfer Credit Evaluation Request form to Admissions & Records indicating the specific certificate or degree program the credits are to be evaluated toward. The request for review and the official transcript to be reviewed must be received in the Admissions & Records Office no later than the end of mid-term week of the semester prior to the anticipated semester of graduation. Official transcripts must be mailed from the previous college directly to Aims; FAX transcripts are not accepted as official. The Registrar will determine the number and nature of transfer credits applicable toward a degree or certificate. Students who have completed courses that may demonstrate their proficiency in math, English, and/or reading may also indicate on the Transfer Credit Evaluation Request their desire to have transcripts forwarded to the Assessment Center to meet the assessment requirement.

Official transcripts and other documentation of previous course work (course descriptions and course syllabi, when needed) must be forwarded to Admissions & Records directly from the institution maintaining the original record. Official transcripts covering a student's previous secondary and college education, submitted to the college as part of the admissions or transfer evaluation procedures, become part of the official file and cannot be returned to the student. The college does not issue or certify copies of transcripts from other institutions. Transfer credit evaluation will be completed within thirty (30) calendar days after all documents are received in the Admissions & Records Office. If the evaluation is not completed within this time frame or if the student is not satisfied with the transcript evaluation, the student may appeal the matter through the Registrar Office. The decisions regarding course transferability and/or placement made in the initial transcript evaluation will be binding if the student fails to file a written letter of appeal to the registrar within fifteen (15) calendar days.

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

TRANSFERRING CREDIT OUT OF AIMS

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

STANDARDIZED TESTING

Aims Community College offers transfer credit for achievement and knowledge gained outside the traditional classroom through standardized tests such as the College Level Examination Program (CLEP), the Advanced Placement Program (AP), Defense Activity for Non-Traditional Education (DANTES), American College Testing-Proficiency Examination Program (ACT-PEP), the Regents College Exams (RCE), and the International Baccalaureate (IB) Exams. To apply for such credit, submit an official transcript along with a Transfer Credit Evaluation Request form to the Admissions & Records Office.

PUBLISHED GUIDES

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

COURSE CHALLENGE

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

PORTFOLIO

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



Course Information



COURSE INFORMATION

COURSE LOAD

The normal course load for a full-time student is from 12 to 18 credit hours. An employed student should vary a course load for the semester according to the number of hours the student works. It is recommended that such a student consult with an advisor about his or her schedule.

Students who wish to complete a 2-year degree in 2 years excluding summers should take at least 15 credits per term.

COURSE NUMBERING

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

ATTENDANCE

Students are expected to attend all classes for which they are registered, except in case of illness or other emergencies. The instructor shall determine and inform students of the effects of absences on the grade. If any student accumulates so many absences that continued enrollment in the class seems to be of little value, the student may be asked by the instructor to withdraw from the course. The instructor may assign a final grade or develop an Incomplete contract with the student if the student has successfully completed 75% of the course. Withdrawals must be processed by the deadline shown in the schedule of classes.

REPEATING COURSES

A student who earns a grade of "D" or "F" may repeat the course once to raise the grade to a "C" or better to meet the performance level required for subsequent courses. The course may be repeated more than once with advisor approval. The course may be used only once to meet the graduation requirements of a particular degree or certificate program. A student may not repeat a course in which the student received a letter grade of "C" or higher without instructor approval. All grades will be listed on the student's transcript and will be computed in the student's grade point average (GPA) unless either a "Fresh Start" or "Grade Replacement" policy applies. See page 51 for explanation of these two policies.

G rading System

Aims Community College assigns the following alphabetical grades:

Grade Symbol	Quality of Work Indicated by Symbol	Grade Points
A . .	Indicates that the student has demonstrated superior achievement of the course objectives.	4
B . .	Indicates that the student has demonstrated above-average achievement of the course objectives.	3
C . .	Indicates that the student has demonstrated acceptable achievement of the course objectives.	2
D . .	Indicates that the student has demonstrated a below-average level of achievement in the course that does not warrant a failing grade yet represents the minimum passing grade.	1
F . .	Indicates that the student has failed to achieve the objectives of the course.	0
S . .	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 on an Audit Request Form and submit the form to the Admissions & Records office by the add/drop deadline for the course. Once approved and submitted, the final grade of AU will be	none

assigned. The grade of AU is final and cannot be changed. The student may receive credit for a course that was originally audited only by enrolling in and satisfactorily completing another section of the course in a subsequent semester.

W . . WITHDRAWAL: none

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

I . . INCOMPLETE: none

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

NC. NO CREDIT: none

Available only in below-100 courses.

GRADE POINT AVERAGE

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

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

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

FRESH START POLICY

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

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

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

GRADE REPLACEMENT POLICY

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

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

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

Academic Standards

ACADEMIC STANDARDS POLICY

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

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

Student who are academically suspended will need to submit a written appeal for reinstatement which will be forwarded to the Academic Standards Appeals Committee for review and decision. If an appeal is denied, students will be required to sit out, reapply for admission, and develop a reentry plan. A full explanation of the appeal process is available online at www.aims.edu/student/admissions/academic_standards.

Financial aid and certain Aims programs may have more specific guidelines concerning course load and GPA. Students must achieve a minimum cumulative GPA of 2.00 to receive a degree or certificate.

HONORS

Full-time students who complete at least 12 credit hours of college level courses which are used to compute the GPA during a semester and who earn a GPA of 4.0 (straight A) will be listed on the President's List. Full time students who earn a GPA of 3.5 but less than 4.0, will be on the Dean's List. The achievement of honor status is noted on student transcripts.

STANDARDS OF STUDENT CONDUCT

As members of an academic community, Aims Community College students are expected to conduct themselves in a mature and responsible manner. Students should at all times try to promote a sense of cooperation within the College and work to build an atmosphere conducive to the goals of higher education within the institution. Aims' students are residents of the city, state, and country and members of the academic community and are,



therefore, expected to conduct themselves as law-abiding citizens of each at all times. Admission to Aims carries special privileges and imposes special responsibilities apart from those rights and duties enjoyed by non-students.

To these ends, Aims Community College students are expected to conduct themselves in a manner which is not disruptive of college functions; does not interfere with free movement of students, school personnel, or guests; and does not cause or threaten to cause injury to persons or damage to property. Aims will not tolerate menacing behavior or threats by any student toward another student or toward any College employee. The College also prohibits the use of controlled substances and alcohol while on campus or at a College-sponsored event. Aims prohibits the use of tobacco products in all buildings owned and operated by the College. Aims Community College reserves the right to take necessary and appropriate action to protect the safety and well-being of the campus community. Any interference, damage, or threat to persons or property will be deemed misconduct and will be subject to disciplinary sanctions by the College ranging from a warning to suspension or expulsion.

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

may be subject to disciplinary action, including being withdrawn from the course.

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

ACADEMIC INITIATIVES

Aims Community College is committed to providing quality instruction and a learning environment that focuses on students and students' success. To that end, Aims engages in periodic review of its academic programs and student services. Within this context, strategic and organizational planning initiatives follow:

- Monitor and respond to recent changes in requirements for education and training in the community, assure that curricular development processes are adequate and that curricular structure and content are appropriate.
- Maintain an educational environment that values diversity.
- Provide academic services that encourage student persistence and success.
- Enhance an environment that promotes life-long learning for students, faculty, and staff.
- Expand academic programs that engage students in the world-wide community.
- Continue effective and efficient use of college resources by integrating curriculum where appropriate, sharing equipment and human services and utilizing relevant technologies in the educational process.

Graduation Requirements



GENERAL REQUIREMENTS

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

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

Students must make application for graduation by the end of the first week of "Returning Student Registration" for the anticipated semester of graduation. See calendar in front of catalog for exact deadline dates. Graduation applications are available from faculty advisors, the Student Success Center, the Admissions &

Records office or on-line under Admissions & Records, Commonly Used Forms. Completed graduation applications and degree worksheets must be returned to the Admissions & Records Office where final evaluations will be made. The A.G.S. degree requires the signature of the Advising Program Director in the Student Success Center. After processing the Graduation Application, Admissions & Records personnel will notify the student by mail of the conditions required for graduation.

EFFECTIVE CATALOG

The catalog in use during a student's first enrollment in the College normally is used in determining completion of degree or certificate requirements. The effective catalog may, however, be no more than seven years old at the time of graduation. A student may elect to meet the requirements of any subsequent catalog published during the seven year period, including the current year. This election must be made when the student files a graduation application.

A student who has a break in enrollment in the College and/or degree or certificate program of three consecutive semesters or more, excluding summer sessions, must meet the program requirements of the catalog in use at the time of readmission.

Any previously completed Aims career and technical course work may be subject to an evaluation of its relevancy to any revised program. If the career and technical program in which the student was previously enrolled has been discontinued, or if a public notice of program discontinuance has been given, the student cannot re-enroll in that program.

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

Records, Transcripts, Release of Information

STUDENT RECORDS

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

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

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

ANNUAL NOTIFICATION STATEMENT

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

1. The right to inspect and review the student's education records within 45 days of the day the College receives a request for access. The student should submit to the registrar a written request that identifies the record(s) the student wishes to inspect. The College will make arrangements for access and notify the student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. The student who wishes to ask the College to amend a record should write the college official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the College decides not to amend

the record as requested, the College will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent permitting the College to disclose personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent. (See the "Release of Information" section.)

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

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

TRANSCRIPTS

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

Admissions and Records Office
Aims Community College
P.O. Box 69
Greeley, CO 80632-0069
FAX - 970.506.6958

Written requests must include the student's ID number, address, telephone number, birth-date, signature, current name and any other names used during attendance, dates of attendance, number of copies needed, and complete address(es) to which transcripts are to be sent. Requests sent via e-mail cannot be honored due to the lack of a signature. Transcripts are mailed to or picked up by the student or a party authorized by the student in writing. Transcripts will not be faxed.

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

all graduates. That date is 10 to 15 working days following the end of the term.

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

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

RELEASE OF INFORMATION

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

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

1. Name
2. Affirmation of whether currently enrolled full time or part time.
3. Dates and terms of enrollment.
4. Major fields of study.
5. Degrees and/or certificates earned.

Addresses (including e-mail) are considered personally identifiable information and are not released as Directory Information except for the following:

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

Written consent from/by the student for release of education records or personally identifiable information shall not be required for the following parties or instances:

1. School officials with legitimate educational interests. A "school official" is a person employed by Aims Community College; a person or company with whom the College has contracted as its agent to provide a service instead of using College employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a "legitimate educational interest" only if the official needs to review the education record in

Records, Transcripts, Release of Information, cont.

- order to fulfill his or her professional responsibilities for the College.
2. Officials of other schools or colleges where the student intends to enroll.
3. State and local educational authorities in connection with an audit or evaluation of Federal or State supported education programs.
4. State and local officials requiring reporting data.
5. Organizations conducting studies for educational institutions or agencies.
6. Accrediting organizations.
7. Parents of a dependent child as certifiable with notarized documents.
8. In compliance with judicial order or subpoena.
9. In case of emergency to protect the health, safety, or welfare of the student or other persons.
10. Officials of reciprocal lending libraries when materials borrowed are overdue.
11. Military recruiters who (as mandated by the Solomon Amendment of 1997) have access to name, address, telephone number, date of birth, level of education, and educational institution most recently attended in addition to Directory Information listed above.
12. Persons or organizations providing financial aid to students or determining

financial aid decisions on the condition that the information is necessary to:

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

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

14. State and local authorities, within a juvenile justice system, pursuant to C.R.S. 24-72-204.

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

registrar. It may take up to 5 days after receiving the notice for the registrar to void the authorization. Students under age 16 cannot void the authorization to release information to the parent or legal guardian.

Currently enrolled students may request that the college prohibit the release of Directory Information by notifying the Registrar in writing. The student must submit the request by the 5th day of the term in order to prohibit the release of information during that term. The college will honor the request as soon as possible, but no later than 5 days after the Registrar receives the notice. The college will honor the request until the student notifies the Registrar in writing to void the request (it may take up to 5 days after receiving the notice to void the request).

The college assumes no liability which may arise from compliance with a request to prohibit the release of Directory Information. Failure to request the withholding of Directory Information constitutes permission to release it.

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



Student Life

STUDENT LIFE

Location:

College Center, Room 733

Telephone:

970.339.6450

Director:

Ron Fay

Orientation/Student Activities:

970.339.6563

Office Supervisor:

970.339.6450

Game Room/Computer Facility:

970.339.6575

FAX:

970.506.6946

Campus Bistro:

College Center, 970.339.6302

Graphics Technician:

970.339.6369

THE STUDENT LIFE OFFICE

The Student Life Office offers support and growth experiences through a variety of educational, social, and multicultural 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, the cultural center, a game room, a copy center, and a computer facility, in addition to overseeing Food Services operations on all campuses, including the Campus Bistro and vending machines.

NEW STUDENT ORIENTATION

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

PROGRAMS AND SERVICES

The Student Life Office is committed to serving as a resource for Aims students as well as supporting student activities. The office provides opportunities for students to gain valuable experiences in planning and implementing activities and programs. Students meet new and interesting people

and participate in activities that often have a lasting effect on both the campus and the individual. Student Life encompasses a broad range of programs and services designed with the student as the priority.

Associated Students of Aims Community College - ASACC is a student organization whose membership includes all Aims students. This organization serves the students at Aims by addressing student concerns and student-related campus issues, and by coordinating student activities. The organization is governed by two student groups: the Student Government Association and the Student Programming Council, with representation from the Greeley, Fort Lupton, Loveland and Downtown campuses. These boards work together and form the Associated Students Board.

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

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

Chartered Student Clubs and Organizations - Included are academic, honors, social, and departmental groups. Get involved by contacting the Student Life Office for a current listing of chartered clubs and organizations or go to www.aims.edu/student/studentlife/resources/student_clubs.html.

Cultural Center - located in the College Center in room 735, the Center sponsors monthly speakers and presenters and serves as a study location for students.

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

The Campus Grind coffee cart is also located in the College Center offering coffee and pre-wrapped food items.

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

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

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

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

Study Lounges - The College Center provides several areas in which students can relax, converse with fellow students, and study. These areas include general and club lounges with couches, tables, chairs, and a big screen television. Students can study in wireless study areas in the College Center, Westview, Ed Beatty Hall, Horizon Hall, and the Allied Health and Sciences Building.

Student IDs - The Aims Student ID is the official identification card for all members of the student community. It functions as a library card, gymnasium pass, learning labs card, and includes benefits in the surrounding community including student discounts. All students are expected to obtain an Aims Student ID card after registering for courses for their first term at Aims. Bring a copy of your class schedule and photo ID to the Student Life Office or the Academic Resource Centers at Loveland/Fort Lupton campuses to obtain a free student ID.



Mike Borden, Aims Student

Degree & Certificate Information

AAS, AA, AS, AGS

DEGREE & CERTIFICATE INFORMATION

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

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

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

The certificates/degrees and their purposes are as follows:

Career and Technical Education certificates

Entry into the workforce

Associate of Applied Science degree

Entry into the workforce

Associate of Arts degree

Transfer to four-year colleges

Associate of Science degree

Transfer to four-year colleges

Associate of General Studies degree

Tailored to student needs

CAREER AND TECHNICAL EDUCATION CERTIFICATES

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

ASSOCIATE OF APPLIED SCIENCE DEGREE

The Associate of Applied Science (A.A.S.) degree is a career and technical education degree plan that prepares students primarily for entry into the workforce. Although some college credits within these degree programs are accepted for transfer by particular four-year colleges and universities, career and technical education courses are not specifically designed to transfer. Some alternative transfer options may exist for the student who completes an A.A.S. degree. (See page 65 for information on Alternative Transfer degrees.)

ASSOCIATE OF ARTS DEGREE AND ASSOCIATE OF SCIENCE DEGREE

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

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

ASSOCIATE OF GENERAL STUDIES DEGREE

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



DEVELOPMENTAL EDUCATION COURSES

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

CONTINUING EDUCATION OFFERINGS

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

AIMS COMMUNITY COLLEGE

Aims Community College is a single educational institution consisting of campuses in Greeley, Fort Lupton, Loveland, and Downtown Center. The Greeley campus also has outlying programs in the Corporate Education Center and the Health Sciences buildings. There also are various outreach sites throughout the college's service area in Weld and Larimer counties. All degrees and certificates are conferred by Aims Community College, not by a specific campus or site. The college does not offer all degrees and certificates at all campuses. Students who begin their education on one campus may need to complete degree/certificate requirements on a different campus or site.

GENERAL EDUCATION

Each degree granted by the college contains a minimum number of general education courses. "General Education" refers to a group of courses designed to assist individuals to assume the responsibilities they share in common as citizens in a free society and to promote wholesome and creative participation in a wide range of life activities. Aims Community College will accept any of the following types of courses as meeting the general education requirement of the appropriate degree:

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

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

Critical Thinking Competency

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

Reading Competency

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

Written Communication Competency

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

Technology Competency

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

Mathematics Competency

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

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

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

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

Degree & Certificate Information, cont.

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

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

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

GENERAL REQUIREMENTS

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

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

are appropriate to the educational objectives of the student.

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

CERTIFICATE IN CAREER AND TECHNICAL EDUCATION

A certificate in Career and Technical Education is awarded to a student who successfully completes a career and technical program not leading to an associate degree. Normally, these programs are one year or less in duration. These programs are designed exclusively to prepare students for immediate employment. No general education course work is required. Course requirements for the various certificate programs are outlined in this catalog within the program section.

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

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

GENERAL EDUCATION STATE GUARANTEED TRANSFER COURSES

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

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

GUARANTEED TRANSFER (GT) NUMBERS

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

STUDENT BILL OF RIGHTS

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

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

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

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

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

The Associate of Arts (A.A.) degree is awarded to the student who successfully completes a program designed to transfer to a four-year college or university for the purpose of earning a baccalaureate degree. Although the requirements of the Associate of Arts (A.A.) and the Associate of Science (A.S.) degrees are similar, the Associate of Science degree includes more science and mathematics.

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

GENERAL REQUIREMENTS FOR THE A.A. DEGREE

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

1. Sixty (60) semester credit hours in approved course work are required for graduation.
2. A student must maintain a minimum cumulative grade point average of 2.0 (a 'C' average) in the A.A. degree program curriculum. GPA requirements for admission into four year institutions may be higher than 2.0. Students interested in transferring should contact the receiving institution for specific admission requirements.
3. Fifteen (15) semester hours of course work applicable to the degree program and completed prior to graduation must be Aims Community College courses.
4. No courses numbered below 100 may be applied toward completion of the A.A. degree.

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

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

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

ASSOCIATE OF ARTS CURRICULUM COMMUNICATION (6 CREDITS)

The following two courses are required.

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

ARTS & HUMANITIES (9 CREDITS)

Select three courses.

Arts

ART 110 Art Appreciation (GT-AH1)	3
ART 111 Art History I (GT-AH1)	3
ART 112 Art History II (GT-AH1)	3
ART 207 Art History 1900 to Present (GT-AH1)	3
MUS 120 Music Appreciation (GT-AH1)	3
MUS 121 Introduction to Music History I (GT-AH1)	3
MUS 122 Introduction to Music History II (GT-AH1)	3
THE 105 Introduction to Theatre Arts (GT-AH1)	3
THE 211 Development of Theatre I (GT-AH1)	3
THE 212 Development of Theatre II (GT-AH1)	3

Literature and Humanities

HUM 121 Survey of Humanities I (GT-AH2)	3
HUM 122 Survey of Humanities II (GT-AH2)	3
HUM 123 Survey of Humanities III (GT-AH2)	3
LIT 115 Introduction to Literature (GT-AH2)	3
LIT 201 Masterpieces of Literature I (GT-AH2)	3
LIT 202 Masterpieces of Literature II (GT-AH2)	3
LIT 205 Ethnic Literature [GT-AH2]	3
LIT 211 Survey of American Literature I [GT-AH2]	3
LIT 212 Survey of American Literature II [GT-AH2]	3
LIT 221 Survey of British Literature I [GT-AH2]	3
LIT 222 Survey of British Literature II [GT-AH2]	3
LIT 225 Intro to Shakespeare Literature II [GT-AH2]	3

Degree & Certificate Information, cont.

Ways of Thinking

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

Foreign Languages

FRE 211	French Language III (GT-AH4) . . .	3
FRE 212	French Language IV (GT-AH4) . . .	3
GER 211	German Language III (GT-AH4) . . .	3
GER 212	German Language IV (GT-AH4) . . .	3
ITA 211	Italian Language III (GT-AH4) . . .	3
ITA 212	Italian Language IV (GT-AH4) . . .	3
JPN 211	Japanese Language III (GT-AH4) . . .	3
JPN 212	Japanese Language IV (GT-AH4) . . .	3
RUS 211	Russian Language III (GT-AH4) . . .	3
RUS 212	Russian Language IV (GT-AH4) . . .	3
SPA 211	Spanish Language III (GT-AH4) . . .	3
SPA 212	Spanish Language IV (GT-AH4) . . .	3

Total Arts and Humanities

Credits for A.A. Degree 9

BEHAVIORAL & SOCIAL SCIENCES (9 CREDITS)

Select three courses, one of which must be History.

History

HIS 101	Western Civilization I (GT-HI1)	3
HIS 102	Western Civilization II (GT-HI1)	3
HIS 111	World Civilization I (GT-HI1) . . .	3
HIS 112	World Civilization II (GT-HI1) . . .	3
HIS 201	United States History I (GT-HI1)	3
HIS 202	United States History II (GT-HI1)	3
HIS 247	Contemporary World History (GT-HI1)	3

Economic and Political Systems

ECO 201	Macroeconomics (GT-SS1)	3
ECO 202	Microeconomics (GT-SS1)	3
POS 105	Intro to Political Science (GT-SS1)	3
POS 111	American Government (GT-SS1)	3
POS 205	International Relations (GT-SS1)	3
POS 225	Comparative Government (GT-SS1)	3

Geography

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

Human Behavior and Social Systems

ANT 101	Cultural Anthropology (GT-SS3)	3
ANT 107	Introduction to Archeology (GT-SS3)	3
ANT 111	Physical Anthropology (GT-SS3)	3

ANT 215	Indians of North America (GT-SS3)	3
PSY 101	General Psychology I (GT-SS3)	3
PSY 102	General Psychology II (GT-SS3)	3
PSY 205	Psychology of Gender (GT-SS3) . . .	3
PSY 217	Human Sexuality (GT-SS3)	3
PSY 226	Social Psychology (GT-SS3)	3
PSY 227	Psychology of Death and Dying (GT-SS3)	3
PSY 235	Human Growth and Development (GT-SS3)	3
PSY 238	Child Development (GT-SS3)	3
PSY 249	Abnormal Psychology (GT-SS3)	3
SOC 101	Introduction to Sociology I (GT-SS3)	3
SOC 102	Introduction to Sociology II (GT-SS3)	3
SOC 205	Sociology of Family Dynamics (GT-SS3)	3
SOC 215	Contemporary Social Problems (GT-SS3)	3
SOC 216	Sociology of Gender (GT-SS3) . . .	3
SOC 231	Sociology of Deviant Behavior (GT-SS3)	3
WST 200	Intro to Women's Studies (GT-SS3)	3

Total Social and Behavioral

Sciences Credits for A.A. Degree 9

MATHEMATICS (3 CREDITS)

Select one course.

NOTE: All course prerequisites must be met for the following courses. Students who earn a "D" grade in a course which is part of a sequence (e.g. MAT 090, MAT 106) may not continue on with the next course in the series; students are required to repeat the course and demonstrate mastery of the material by earning a grade of C or better.

MAT 120	Mathematics for the Liberal Arts (GT-MA1)	4
MAT 121	College Algebra (GT-MA1)	4
MAT 122	College Trig (GT-MA1)	3
MAT 125	Survey of Calculus (GT-MA1) . . .	4
MAT 135	Intro to Statistics (GT-MA1)	3
MAT 201	Calculus I (GT-MA1)	5
MAT 202	Calculus II (GT-MA1)	5
MAT 203	Calculus III [GT-MA1]	4
MAT 215	Discrete Mathematics [GT-MA1]	4
MAT 255	Linear Algebra [GT-MA1]	3
MAT 265	Differential Equation [GT-MA1]	3

Total Mathematics

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

PHYSICAL & LIFE SCIENCES (8 CREDITS)

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

AST 101	Astronomy I (GT-SC1)	4
AST 102	Astronomy II (GT-SC1)	4
BIO 105	Science of Biology (GT-SC1)	4
BIO 111	General College Biology I (GT-SC1)	5
BIO 112	General College Biology II (GT-SC1)	5
BIO 201	Human Anatomy & Physiology I (GT-SC1)	4
BIO 202	Human Anatomy & Physiology II (GT-SC1)	4
BIO 204	Microbiology (GT-SC1)	4
CHE 101	Introduction to Chemistry I (GT-SC1)	5
CHE 102	Introduction to Chemistry II (GT-SC1)	5
CHE 111	General College Chemistry I (GT-SC1)	5
CHE 112	General College Chemistry II (GT-SC1)	5
GEY 111	Physical Geology (GT-SC1)	4
GEY 121	Historical Geology (GT-SC1)	4
PHY 105	Conceptual Physics (GT-SC1) . . .	4
PHY 111	Physics: Algebra-Based I (GT-SC1)	5

(Credit will not be given for both PHY 105 and PHY 111.)

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

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

Total Physical and Life

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

ORAL COMMUNICATION OR TECHNOLOGY (3 CREDITS)

Select one of the following courses.

CIS 118 Intro. to PC Applications 3

COM 115 Public Speaking. 3

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

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

ELECTIVES

Electives may be chosen from the general education curriculum, other arts and sciences courses and specific Career and Technical courses (see Approved Degree Electives page 64). A maximum of 3 credits of Physical Education courses are allowed in A.A. degree electives.

Total Elective Credits for A.A. Degree 22

Total Credits for A.A. degree 60

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

The Associate of Science (A.S.) degree is awarded to the student who successfully completes a program designed to transfer to a four-year college or university for the purpose of earning a baccalaureate degree. Although the requirements of the Associate of Arts (A.A.) and the Associate of Science (A.S.) degrees are similar, the Associate of Science degree includes more science and mathematics.

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

All courses included in General Education in the A.S. degree are intended to transfer. Occasional elective arts and sciences courses and most career and technical courses may not be accepted for transfer by particular baccalaureate institutions. See Approved Degree Electives (page 64) for appropriate electives for the A.S. degree. Once students have determined which baccalaureate institution they wish to transfer to, they should confirm and obtain in writing the receiving institution's transfer requirements, including a list of specific courses. Students can also consult the website at <http://www.state.co.us/cche/> for transfer guides to arts and sciences majors at Colorado's four-year colleges and universities.

GENERAL REQUIREMENTS FOR THE A.S. DEGREE

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

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

1. Sixty (60) semester credit hours in approved course work are required for graduation.
2. A student must maintain a minimum cumulative grade point average of 2.0 (a 'C' average) in the A.S. degree program curriculum. GPA requirements for admission into four year institutions may be higher than 2.0. Students interested in transferring should contact the receiving institution for specific admission requirements.
3. Fifteen (15) semester hours of course work applicable to the degree program and completed prior to graduation must be Aims Community College courses.
4. No courses numbered below 100 may be applied toward completion of the A.S. degree.
5. The A.S. degree is awarded only to those students who have met the minimum degree requirements and who have demonstrated competency in both mathematics and science disciplines. This degree will not be granted to students who have completed only survey type courses in several mathematics and science areas. All course prerequisites must be met; and all mathematics, science, and computer courses applied to this degree must be completed with a grade of 'C' or better.
6. An advisor in the field of study must review and sign the application for graduation and the degree worksheet to verify that the student has met degree requirements. For the A.S. degree, the Mathematics or Science Department Chair must also sign the application. Required signatures certify that the faculty advisor and the mathematics and science departments have reviewed completion of the student's degree requirements.

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

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

ASSOCIATE OF SCIENCE CURRICULUM COMMUNICATION (6 CREDITS)

The following two courses are required.

ENG 121 English Composition (GT CO1) 3
 Students will be required to either assess into or take and pass with a 'C' or better specific Developmental Education English composition course(s) as a prerequisite for ENG 121. It is recommended that students take ENG 121 within the first two semesters of their degree program.

ENG 122 English Composition II (GT CO2) 3

Prerequisite: ENG 121 with a 'C' or better

Total Communication Credits for A.S. Degree 6

ARTS & HUMANITIES (9 CREDITS)

Select three courses.

Arts	
ART 110 Art Appreciation (GT-AH1)	3
ART 111 Art History I (GT-AH1)	3
ART 112 Art History II (GT-AH1)	3
ART 207 Art History 1900 to Present (GT-AH1)	3
MUS 120 Music Appreciation (GT-AH1)	3
MUS 121 Introduction to Music History I (GT-AH1)	3
MUS 122 Introduction to Music History II (GT-AH1)	3
THE 105 Introduction to Theatre Arts (GT-AH1)	3
THE 211 Development of Theatre I (GT-AH1)	3
THE 212 Development of Theatre II (GT-AH1)	3

Literature and Humanities

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

Degree & Certificate Information, cont.

LIT 212	Survey of American Literature II (GT-AH2)	3
LIT 221	Survey of British Literature I (GT-AH2)	3
LIT 222	Survey of British Literature II (GT-AH2)	3
LIT 225	Introduction to Shakespeare (GT-AH2)	3

Ways of Thinking

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

Foreign Languages

FRE 211	French Language III (GT-AH4)	3
FRE 212	French Language IV (GT-AH4)	3
GER 211	German Language III (GT-AH4)	3
GER 212	German Language IV (GT-AH4)	3
ITA 211	Italian Language III (GT-AH4)	3
ITA 212	Italian Language IV (GT-AH4)	3
JPN 211	Japanese Language III (GT-AH4)	3
JPN 212	Japanese Language IV (GT-AH4)	3
RUS 211	Russian Language III (GT-AH4)	3
RUS 212	Russian Language IV (GT-AH4)	3
SPA 211	Spanish Language III (GT-AH4)	3
SPA 212	Spanish Language IV (GT-AH4)	3

Total Arts and Humanities

Credits for A.S. Degree	9
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BEHAVIORAL & SOCIAL SCIENCES (9 CREDITS)

Select three courses, one of which must be History.

History

HIS 101	Western Civilization I (GT-HI1)	3
HIS 102	Western Civilization II (GT-HI1)	3
HIS 111	World Civilization I (GT-HI1)	3
HIS 112	World Civilization II (GT-HI1)	3
HIS 201	United States History I (GT-HI1)	3
HIS 202	United States History II (GT-HI1)	3
HIS 247	Contemporary World History (GT-HI1)	3

Economic and Political Systems

ECO 201	Macroeconomics (GT-SS1)	3
ECO 202	Microeconomics (GT-SS1)	3
POS 105	Intro to Political Science (GT-SS1)	3
POS 111	American Government (GT-SS1)	3
POS 205	International Relations (GT-SS1)	3
POS 225	Comparative Government (GT-SS1)	3

Geography

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

Human Behavior and Social Systems

ANT 101	Cultural Anthropology (GT-SS3)	3
ANT 107	Introduction to Archeology (GT-SS3)	3
ANT 111	Physical Anthropology (GT-SS3)	3
ANT 215	Indians of North America (GT-SS3)	3
PSY 101	General Psychology I (GT-SS3)	3
PSY 102	General Psychology II (GT-SS3)	3
PSY 205	Psychology of Gender (GT-SS3)	3
PSY 217	Human Sexuality (GT-SS3)	3
PSY 226	Social Psychology (GT-SS3)	3
PSY 227	Psychology of Death and Dying (GT-SS3)	3
PSY 235	Human Growth and Development (GT-SS3)	3
PSY 238	Child Development (GT-SS3)	3
PSY 249	Abnormal Psychology (GT-SS3)	3
SOC 101	Introduction to Sociology I (GT-SS3)	3
SOC 102	Introduction to Sociology II (GT-SS3)	3
SOC 205	Sociology of Family Dynamics (GT-SS3)	3
SOC 215	Contemporary Social Problems (GT-SS3)	3
SOC 216	Sociology of Gender (GT-SS3)	3
SOC 231	Sociology of Deviant Behavior (GT-SS3)	3
WST 200	Intro to Women's Studies (GT-SS3)	3

Total Social and Behavioral

Sciences Credits for A.S. Degree	9
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MATHEMATICS (3 CREDITS)

Select one course.

NOTE: All course prerequisites must be met for the following courses. Students who earn a "D" grade in a course which is part of a sequence (e.g. MAT 090, MAT 106) may not continue on with the next course in the series; students are required to repeat the course and demonstrate mastery of the material by earning a grade of C or better.

MAT 121	College Algebra (GT-MA1)	4
MAT 122	College Trig (GT-MA1)	3
MAT 125	Survey of Calculus (GT-MA1)	4
MAT 135	Intro to Statistics (GT-MA1)	3
MAT 201	Calculus I (GT-MA1)	5
MAT 202	Calculus II (GT-MA1)	5
MAT 203	Calculus III [GT-MA1]	4
MAT 215	Discrete Mathematics [GT-MA1]	4
MAT 255	Linear Algebra [GT-MA1]	3
MAT 265	Differential Equation [GT-MA1]	3

Total Mathematics Credits for A.S. Degree

(Credits above the minimum of 3 will be counted in the elective category.)

PHYSICAL AND LIFE SCIENCES

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

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

Total Physical and Life Sciences

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

ELECTIVES

Students will select other electives from the following approved prefixes: AST, BIO, CHE, CIS, CSC, ENT, GEY, MAT, or PHY (see Approved Degree Electives page 64).

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

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

The Associate of General Studies (A.G.S.) degree includes selected professional courses and serves students who need an individualized or professional degree program toward job requirements, career advancement, and/or personal development. The A.G.S. degree, however, guarantees neither transferability nor employability.

A unique characteristic of the degree is that the field of study is determined by the student in consultation with a faculty advisor. Each student must develop a written statement of goals and objectives and specific courses needed to satisfy those objectives. In addition, a designated curriculum of general education courses must be completed. A degree contract must be signed by the student, faculty advisor and the director of the Student Success Center prior to acceptance into the degree program.

Liberal Arts is the designated major for the Associate of General Studies degree. However, selected A.G.S degrees contain pre-professional areas of study, designed for students who choose an individualized



program, but who wish to focus on a particular occupation. The A.G.S. degree may include professional or career and technical courses, which often are not transferable to four-year institutions. Therefore, an A.G.S. student who plans to transfer to a four-year college or university should check carefully the receiving institution's requirements.

GENERAL REQUIREMENTS FOR THE A.G.S. DEGREE

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

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

1. Sixty (60) semester credit hours in approved course work are required for graduation. Particular program requirements are outlined in this catalog within the program section.
2. A student must maintain a minimum cumulative grade point average of 2.0 (a 'C' average) in the A.G.S. degree program curriculum.
3. Fifteen (15) semester hours of course work applicable to the degree program and completed prior to graduation must be Aims Community College courses.
4. No courses numbered below 100 may be applied toward completion of the A.G.S. degree.
5. Career and technical courses are applicable toward the A.G.S. degree requirements when the courses are appropriate to the student's educational objectives.
6. The student's advisor and the director in the Student Success Center, must review and sign the application for graduation and the degree worksheet to verify that the student has met degree requirements.

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

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

TOTAL MINIMUM REQUIREMENTS

COMMUNICATIONS AND HUMANITIES 9

Required Courses:

ENG 121 English Composition I (GT-CO1)	3
COM 115 Public Speaking	3
OR	
COM 125 Interpersonal Communication . .	3

ARTS AND HUMANITIES 3

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

MATHEMATICS, SCIENCE AND COMPUTER 7-9

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

BEHAVIORAL, SOCIAL, AND ECONOMIC SCIENCES 6

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

PROFESSIONAL COURSES min 10

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

ELECTIVES 26-28

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

Total credits for A.G.S. Degree 60

Degree & Certificate Information, cont.

APPROVED DEGREE ELECTIVES

COURSES APPROVED AS ELECTIVES FOR AIMS COMMUNITY COLLEGE ASSOCIATE OF ARTS (A.A.) AND ASSOCIATE OF SCIENCE (A.S.) DEGREES AND STATEWIDE ARTICULATION AGREEMENTS FOR 2008-2009:

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

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

PREFIXES	COURSES	DEGREE ABV
AAA 109	Advanced Academic Achievement	AA
ACC 121	Principles of Accounting I	BT
ACC 122	Principles of Accounting II	BT
ANT	All courses	AA
ARA	All courses	AA
ART	All courses	AA
ASL	All courses	AA
AST	All courses	AA... AS
BIO 105	Science of Biology	AA
	(Credit will not be given for both BIO 105 and BIO 111)	
BIO 106	Basic Human Anatomy & Physiology	AA
	(Credit will not be given for both BIO 106 and BIO 201)	
BIO	All other courses	AA... AS
BUS 115	Introduction to Business	BT
BUS 216	Legal Environment of Business	BT
BUS 217	Business Communications & Report Writing	BT
BUS 226	Business Statistics	BT
CHE 101	Introduction to Chemistry I	AA
	(Credit will not be given for both CHE 101 and CHE 111)	
CHE 102	Introduction to Chemistry II	AA
CHE	All other courses	AA... AS
CHI 111, 112	All courses	AA
CIS	All courses	AA... AS
COM	All courses	AA
CRJ	110-112, 125, 135, 145, 210, 216, 220, 230	AA
CSL 247	Family Dynamics of Substance Abuse	AA
CSC	All courses	AA... AS
DAN	All courses (only 3 credits of PE activity courses apply to electives)	AA
ECE 101	Introduction to Early Childhood Education	ECE
ECE 102	Introduction to Early Childhood Lab Techniques	AA... ECE
ECE 103	Guidance Strategies for Children	AA... ECE
ECE 205	Nutrition, Health & Safety	AA... ECE
ECE 226	Creativity and the Young Child	AA... ECE
ECE 228	Language and Literacy	AA... ECE
ECE 238	Child Growth & Development	AA... ECE
ECE 241	Administration: Human Relations for ECE	AA... ECE
ECO	All courses	AA
EDU 221	Introduction to Education	AA... EE
ENG	All courses except those below 100 and ENG 178 and ENG 278	AA
ENV	All courses	AA... AS
ETH	All courses	AA
FRE	All courses	AA
GEO	All courses	AA
GER	All courses	AA
GEY	All courses	AA... AS
HIS	All courses	AA
HHP 160	Learn to Meditate	AA
	(only 3 credits of PE activity courses apply to electives)	
HPR 102	CPR for Professionals	AA... ECE

PREFIXES	COURSES	DEGREE ABV
HUM	All courses	AA
HWE 100	Introductory Nutrition	AA
HWE 145	Self Defense	AA
	(only 3 credits of PE activity courses apply to electives)	
ITA	All course	AA
JOU	All courses	AA
JPN	All courses	AA
LIT	All courses	AA
MAR 216	Principles of Marketing	AA
MAT 120	Math for the Liberal Arts	AA
MAT 155	Integrated Math I	EE
MAT 156	Integrated Math II	EE
MAT 175	Geometry	AA
MAT	All other MAT courses except those below 120 (AA) or 121 (AS)	AA... AS
MET	All courses	AA... AS
MUS	All courses	AA
PED	All courses (only 3 credits of PE activity courses apply to electives)	AA
PER	All courses (only 3 credits of PE activity courses apply to electives)	AA
PHI	All courses	AA
PHY 105	Conceptual Physics	AA
PHY	All other courses	AA... AS
POS	All courses	AA
PSY	All courses	AA
RTV 103	Writing for TV and Radio	AA
RUS	All courses	AA
SCI 155	Integrated Science I – Physics and Chemistry	AA
SCI 156	Integrated Science II – Earth and Life Science	AA
SOC	All courses	AA
SPA	All courses	AA
SPE	All courses (now COM prefix)	AA
TEL	All courses	AA
THE	All courses	AA
WST	All courses	AA

LEGEND:

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

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

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

A Alternative Transfer Degrees

AIMS & FRANKLIN UNIVERSITY ALLIANCE

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

Students with an associate degree or at least 60 semester hours of college credit and a minimum GPA of 2.5, can now move easily into a bachelor's degree completion program that provides the majority of the courses they need online. Students in this program will continue to receive the services and benefits they enjoyed as a student at Aims Community College. Aims and Franklin are working together to provide financial aid to students enrolling in both institutions.

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

The Bachelor of Science Degrees offered are Accounting, Applied Management, Business Administration, Business Forensics, Computer Science, Financial Management, Forensics Accounting, Health Care Management, Human Resources Management, Information Technology, Management, Management Information Sciences, Marketing, Public Safety Management, Web Development and eMarketing.

For more information please contact Alan Hendrickson at 970.339.6675 or e-mail alan.hendrickson@aims.edu.



Academic Organization

AIMS COMMUNITY COLLEGE ACADEMIC ORGANIZATION

DIVISION I

Academic Dean:
Jeffrey Reynolds, 970.339.6484
 Accounting
 Building/Construction Site Management
 Business
 Business Technologies
 Administrative Assistant
 Business Administration
 Legal Administrative Assistant
 Medical Administrative Assistant
 Carpentry
 Communication Media
 Computer Information Systems
 Computer Science
 Electrical Wiring Technician
 Engineering: CAD
 English
 Graphic Design & Rich Media
 Humanities
 Literature
 Philosophy
 Theatre
 Interactive Design
 Marketing/Management
 Speech
 Visual & Performing Arts
 Art/Design
 Music
 World Languages & Ethnic Studies
 American Sign Language
 Arabic
 Chinese
 Ethnic Studies
 French
 German
 Italian
 Japanese
 Russian
 Spanish
 Swedish

DIVISION II

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

DIVISION III

Academic Dean:
Dan Doherty, 970.339.6336
 Auto Collision Repair
 Automotive Service
 Aviation
 General Aviation Pilot
 Helicopter Pilot
 Professional Pilot
 Criminal Justice
 Police Academy
 Early Childhood Education
 Education
 Emergency Medical Services
 Emergency Medical Technician
 Gerontology
 Medical Clinical Assistant
 Phlebotomy
 Fire Science
 Fire Service Training Academy
 Mathematics
 Natural Sciences
 Astronomy
 Biology
 Chemistry
 Environmental Science
 Geology
 Physics
 Physical Education
 Psychology
 Colorado Alcohol & Drug Abuse
 Social Science
 Anthropology
 Economics
 Geography
 History
 Political Science
 Sociology
 Women's Studies
 Welding

AIMS COMMUNITY COLLEGE - CONTINUING EDUCATION

Dean:
Dr. Steven C. Kahla, 970.339.6297
 Continuing Medical Education
 CPR/First Aid
 MCSA - Microsoft
 Certified Systems
 Administrator Certification
 MCSE - Microsoft Windows
 Systems Engineer Certification
 Customized & Basic Skills Training
 (for business and industry)
 Distance Learning
 English as a Second Language
 Flight Simulator Training
 Lifelong Learning Workshops &
 Seminars
 Quality Improvement Training
 Real Estate
 Self-interest Programs
 Youth Programs
 College for Kids
 GED
 High School Diploma



*P*rogram
Information
AAS, AA, AS, AGS

Allied Health & Human Services

ALLIED HEALTH DEPARTMENT

Location:

Allied Health Building

Director of Nursing Education Programs:

Jane Hartsock, MA, CNS, AOCN, RN, 970.339.6622

Nurse Aide Coordinator:

Shirley Casady, BSN, RN, 970.339.6281

Radiologic Technology Program

Co-Chairs:

Debi Knudson, BS, RTR, 970.339.6419

Tracey Warner, AAS, RTR, 970.339.6420

Surgical Technology Program Director:

Mark Urso, CST, 970.339.6539

Academic Program Coordinator:

Jennifer Malinski, M.M., 970.339.6218

Clinical Site Coordinator:

Marcia Jorgensen, 970.339.6311

Lab Coordinator:

Sandi Robbins, 970.339.6345

Staff Specialist:

Chris Corbiere, NREMT, 970.339.6424

Faculty:

Nan Cramer, 970.339.6334

Mary Anne Dudley, MSN, Doctoral Candidate, RN, 970.339.6410

Erika Greenberg, BSN, Master's Candidate, RN, 970.339.6647

Maria Korb, PhD, RN, 970.339.6344

Amy Szczepanski, BSN, RN, 970.339.6568

Terri Wagner, 970.339.6341

Advisors:

Kellie Richardson, 970.339.6452

DEGREES/CERTIFICATES OFFERED:

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

Mammography (Certificate)

Nurse Aide (Certificate)

Practical Nursing Option (Certificate)

Radiologic Technology (A.A.S. Degree)

Surgical Technology (A.A.S. Degree)

EMERGENCY MEDICAL SERVICES

Aims Community College Emergency Medical Services program offers Allied Health students a variety of career building courses. Our courses will compliment your education and assist you in obtaining work in more specialized areas. Many students use the Emergency Medical Technician Program as a stepping stone into nursing, pre-med, physician assistant, athletic training, cardiac

rehab and more. We also offer Intravenous Therapy, EKG training, advanced Cardiac Life Support, CPR training and more. See the Emergency Medical Services pages in the catalog for a complete listing of degrees and certificates or for more information, contact,

Kristie Schaefer, 970.339.6582.

Patricia Rand, 970.339.6687

SURGICAL TECHNOLOGY

Advisor (Director):

Mark Urso, CST, 970.339.6539

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

theater. Assisting in the operating room will be possible at an entry level with completion of the Surgical Technology degree.

Potential Opportunities: Multi-tasking abilities are highly sought after in the operating room setting today. Local opportunities can be found all over Northern Colorado as well as across the United States. Preparation as a Surgical Technologist also provides experience and gainful employment for those choosing to further their education in Surgical First Assisting, Nursing, Medicine, Physician's Assistant or other health-care professions. Certified graduates are eligible to advance in their profession through programs to become certified as a Surgical Technologist. 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



Program Description: Intended for the individual desiring to work in an operating room setting requiring multi-tasking abilities. Skills obtained in this degree can be applied to the same-day surgical area, some clinic settings including freestanding surgical centers, and the hospital operating

will provide many of the requirements for transfer into the Bachelor of Applied Science Degree at the University of Northern Colorado or the Bachelor's in Health Care Management through on-line coursework with Franklin University.

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

Other Requirements: Prior to entering the clinical operating room settings, students must hold a current CPR card, have completed the HBV vaccination series, have a current MMR, a current Tetanus immunization and a current TB test. The HBV series involves three immunizations, initial, one at 30 days and one at 3-6 months and a background check is also required.

Additional Student Resources: Since professional affiliations are a mark of the best medical workers, all students are encouraged to become active members of The Association of Surgical Technologists Student Organization.

SURGICAL TECHNOLOGY

(Associate of Applied Science Degree)
(AAS ST02)

Faculty and Advisor (Director):
Mark Urso, 970.339.6539

PREREQUISITES:

Current CPR card prior to clinical entry, criminal background check with no disqualifying offenses, fingerprint check, and urinalysis.

BIO 105 Basic Anatomy & Physiology . . . 4
MAT 106 Survey of Algebra 4

GENERAL EDUCATION 20

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

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

SURGICAL TECHNOLOGY ADVISORY COMMITTEE

Sheila Adamson, R.N.
O.R. Manager
Surgery Center of Northern Colorado
Sarah Bean, CST
Northern Colorado Medical Center
Tammy Grant
Coordinator
Weld County Workforce Development
Marcia Jorgensen
Clinical Site Coordinator
Aims Community College
David Kuhlman, R.N.
Weekend O.R. Supervisor
Northern Colorado Medical Center
Jennifer Malinski
Health Program Coordinator
Aims Community College
Mario Mena-Mendez
Surgical Technologist
Northern Colorado Medical Center
Christine Nation
Student Coordinator
Banner Health
Brenda Rask
Associate Dean,
Career and Technical Education
Aims Community College
Kellie Richardson
Advisor, Student Success Center
Aims Community College
Carolyn Schwartz, R.N.
Clinical Nurse Educator
Banner Health
Donna Souther
Executive Dean and Chief
Academic Officer
Aims Community College
Mark Urso, CST
Surgical Technology Program Director
Aims Community College
Mark Ward
Deputy Coroner
Weld County

NURSE AIDE

(CERT NA00)

Coordinator:

Shirley Casady, BSN, RN, 970.339.6281

Program Description: Intended for the individual desiring to be a nurse aide focusing on care for the adult or disabled patient/client/resident living at home or in a health care facility. Methods of learning include classroom activities, skills practice and simulations, and clinical practice giving actual patient care. The program meets all relevant federal and state requirements. A criminal background check and drug screen will be required. Upon successful completion, the program graduate is qualified to apply to take the State of Colorado Nurse Aide Certificate examination. (Cost of examination not covered in tuition.) This program content and passing the nurse aide certification will satisfy the requirement for application to the Aims and UNC nursing programs.

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

Schedule: Day classes offered 9:00 a.m.-3:30 p.m. and evening classes 4:00 p.m.-10:00 p.m.

Potential Opportunities: Plentiful employment opportunities exist for the state-certified nursing assistant in long term care, home health care, and residential care. Local opportunities also exist for employment in hospitals. Also useful for persons wanting wage-earning ability while preparing for nursing or medical careers. Employment opportunities require a current State of Colorado Nurse Aide Certification.

Registration Requirements: All students taking this program must attend an orientation and have an advisor's signature on the course registration before registering.

CERTIFICATE PROGRAM:

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

ASSOCIATE DEGREE NURSE - WITH PRACTICAL NURSE OPTION

(Associate of Applied Science Degree)
(AAS NU00)
(Certificate) (CERT PN00)

Advisors and Faculty:

- Jane Hartsock, MA, CNS,
AOCN, RN, 970.339.6622
Director of Nursing
Education Programs
- Mary Anne Dudley, MSN, Doctoral
Candidate, RN, 970.339.6410
- Erika Greenberg, BSN, Master's
Candidate, RN, 970.339.6647
- Maria Korb, PhD, RN, 970.339.6344
- Amy Szczepanski, BSN, RN,
970.339.6568

Program Description: The Associate Degree Nurse (ADN) with a Practical Nurse (PN) Option prepares the graduates to take the Practical Nurse Licensure exam after 3 semesters and/or take the Registered Nurse Licensure exam after 4 to 5 semesters depending on the education tract elected by the student. All applicants for these programs (PN and ADN) must attend an informational orientation. The orientation is held on the 2nd Tuesday of the month at 12 and 6 p.m. Call Advising Services at 970-339-6251 for further information. Licensed Practical Nurses wishing to enter into the second year (toward an ADN degree) need to contact Advising Services at 970-339-6251 to start the process of entry. Students must hold a current CNA or LPN license (to enter 2nd year), current Health Provider CPR, and the following immunizations: current Tb, MMR and HBV titers, and Tetanus prior to starting the program and entering each clinical placement. Other immunizations or proof of immunity may be required by specific clinical placement sites. Evidence of FBI fingerprinting, Background Check and Drug Screen without disqualifying offenses is required prior to entry into the programs. A drug screen and HHS/OIG check is required annually. Additional drug screens may be completed randomly.

Potential students who have graduated more than 10 years ago from a PN program will need to follow current regulations of the Colorado Articulation Model related to testing, experience and licensure prior to entering the ADN program.

GENERAL EDUCATION PREREQUISITES

BIO 105	Science of Biology	4
BIO 201	Human Anatomy & Physiology I	4
BIO 202	Human Anatomy & Physiology II	4
BIO 216	Pathophysiology	4
ENG 121	English Composition	3
PSY 235	Human Growth & Development	3

GENERAL EDUCATION COURSES

MAT 103	Math for Clinical Calculations	3
HPR 108	Dietary Nutrition	1
Humanities or Social Science course from the Colorado Guaranteed General Education Courses		3

Total Credits for

General Education ADN	29
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CORE COURSES

1st SEMESTER:

NUR 109	Fundamentals of Nursing	8
NUR 112	Basic Pharmacology	2

2nd SEMESTER:

NUR 106	Medical and Surgical Nursing Concepts	9
NUR 150	Nursing Care of the Complex Obstetric & Pediatric Client	7

SUMMER SESSION

(PN option or LPN's Entering ADN program):

NUR 169	Transition into Practical Nursing (PN Option only)	5
NUR 189	Transition from LPN to ADN (for those entering 2nd year only)	4

3rd SEMESTER

NUR 206	Advanced Concepts of Medical- Surgical Nursing I	8
NUR 211	Nursing Care of Psychiatric Clients	4
NUR 212	Pharmacology II	2

4th SEMESTER

NUR 216	Advanced Concepts of Medical- Surgical Nursing II	6
NUR 230	Leadership Management Trends	5

Total core courses for PN 31

Total core courses for ADN 51

Total Credits for PN certificate 57

Total Credits for ADN Degree 80



NURSING PROGRAMS

ADVISORY COMMITTEE

- Sharleen Bouer, RN, DON
Columbine Health
- Shirley Casady
Nurse Aide Coordinator, Faculty
Aims Community College
- Crystal Day, RN, CEO
Rehabilitation and Visting
Nurse Association
- Mary Anne Dudley, RN, MSN
(Doctoral Candidate), Faculty
Aims Community College
- Cindy Duval, RN
Aims Graduate
Poudre Valley Hospital
- Erika Greenberg, RN, BSN
(Master's Candidate), Faculty
Aims Community College
- Lisa Harrison
Dean of Students
Banner Health Systems
- Jane Hartsock, RN, CNS,
Director of Nursing Programs
Aims Community College
- Carl Janz, RN,
Aims Graduate
Poudre Valley Hospital
- Maria Korb, PhD, RN,
Faculty
Aims Community College

Jennifer Malinski
Academic Program Coordinator
Aims Community College

Stan May
Educator
Union Colony Preparatory School

Charles Riesselmann, RN,
Aims Graduate
Weld County Jail

Donna Souther, MA, JD,
Executive Dean and
Chief Academic Officer
Aims Community College

Dianne Stille, RN, MSN
Centennial Area Health
Education Center

Amy Szczepanski, BSN, RN,
Faculty
Aims Community College

Maria Trujio, RN,
Nurse Educator
Fairacres Manor

PRENURSING STATEWIDE ARTICULATION AGREEMENT

(Associate of Arts Degree)
(Under Development)

Advisors:

Dr. Leba Sarkis, Ext. 6367

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

Recommended degree requirements for Pre-Nursing Statewide Agreement:

COMMUNICATION: 6
See A.A. degree requirements.

ARTS & HUMANITIES: 9
See A.A. degree requirements.

BEHAVIORAL & SOCIAL SCIENCES: 9
ANT 101 Cultural Anthropology 3
See A.A. degree requirements for remaining two courses.

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

PHYSICAL & LIFE SCIENCES: 10
CHE 101 Intro to Chemistry I 5
CHE 102 Intro to Chemistry II 5

**ORAL COMMUNICATION
OR TECHNOLOGY:** 3
See A.A. degree requirements.

ELECTIVES: 18-20
Required:

BIO 105 Science of Biology 4
BIO 111 General College Biology I 5
BIO 204 Microbiology 4
BIO 201 Human Anatomy &
Physiology I 5
BIO 202 Human Anatomy &
Physiology II 5
PSY 235 Human Growth and
Development 3
(See your advisor for additional transferable courses.)

Total Credits for A.A. Degree: 60

RADIOLOGIC TECHNOLOGY

(Associate of Applied Science Degree)
(AAS RT00)

Location:

Allied Health Building, Room 203
970.339.6233

Program Co-Chairs:

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

Advisors:

Health Occupations advising core

Faculty:

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

DEGREES/CERTIFICATES OFFERED:

Radiologic Technology
(two-year A.A.S. Degree)
Mammography Technologist (Certificate)

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

Entrance Requirements: This program starts ONLY in fall semester. Admission is highly competitive and attendance at orientation is mandatory. Completion of a three-phase admission process is required before the student is officially admitted to the program. Criminal Background check with no disqualifying offenses, fingerprint check, urinalysis. Students are admitted on a first-come-first served basis, once prerequisites and acceptable admission rating are achieved. Contact Health

Occupations advising core at 970.339.6251 for additional information.

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

Potential Opportunities: The radiographer as part of the health care team is dedicated to the conservation of life and health and the discovery of existing disease.

This program is designed to train individuals in the art and science of Radiologic Technology.

Students successfully completing the program are eligible to take the American Registry of Radiologic Technologists competency examination that upon successful completion will allow the graduate to hold the status of Registered Technologist (R.T.).

NOTE: This program includes changes which are subject to approval by the Colorado Community College System. Courses listed are subject to change. Students can verify the course offerings from the program chair.

DEGREE PROGRAM

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

PREREQUISITES

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

GENERAL EDUCATION

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

SPECIFIC COURSES

Fall 1st Year

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

Spring 1st Year

RTE 122 Radiologic Procedures II 3
RTE 142 Radiographic Equipment/
Imaging II 3

Allied Health & Human Services, cont.

program information

RTE 182 Radiographic Internship II 5
 RTE 231 Radiation Biology/Protection . . . 2
Total credits 13

Summer 1st Year

RTE 183 Radiographic Internship III. . . . 7
Total credits 7

Fall 2nd Year

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

Spring 2nd Year

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

MAMMOGRAPHY

(Certificate)
 (CERT MT00)

Advisor:

Debi Knudson, BS, RTR, 970.339.6419

Program Length: Approximately One Semester.

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

Prerequisites: Registered technologists and registry eligible technologist.

SPECIFIC COURSES

RTE 250 Mammography 3
 RTE 291 Mammography Clinical 3
Total Specific Course Credits: 6

RADIOLOGIC TECHNOLOGY ADVISORY COMMITTEE

- Valerie Bowman
 Staff Technologist,
 Radiology/Ultrasound
 Skyline Medical Center
- Dan Dennie
 Radiology Director
 North Colorado Medical Center
- Liz Fegley
 Radiology Director
 Poudre Valley Hospital
- Cherlene Goodale
 Radiology Director
 McKee Medical Center
- Lois Heater
 Supervisor
 Longmont United Hospital
- James Herman
 Radiology Physician Assistant
 Diversified
- Dr. Mark Howshar
 Radiologist / Poudre Valley Hospital
 Advanced Medical Imaging Consultants
- Holly Knaub
 Radiology Supervisor
 Medical Center of the Rockies

- Scott Mattes
 Radiology Manager
 North Colorado Medical Center
- Debbie Mayer
 Radiology Supervisor
 McKee Medical Center
- Kim Novinger
 Radiology Supervisor
 North Colorado Medical Center
- Melody Pierson
 Radiology Supervisor
 Poudre Valley Hospital
- Jack Retzlaff
 Radiology Director
 Medical Center of the Rockies
- Jennifer Sarchet
 Staff Technologist
 North Colorado Medical Center
- Sherri Vasko-Steinback
 Radiology Director
 Longmont United Hospital
- Brian Zink
 Team Lead, Radiology
 Poudre Valley Hospital



AUTOMOTIVE COLLISION REPAIR DEPARTMENT

(A NATEF Master Certified Program)

Location:

Trades & Industry, T&I Room 101
970.339.6278

Program Chair:

Pat Hergenreter
970.339.6278

Advisors and Faculty:

Pat Hergenreter, 970.339.6278
Bill Hernandez, 970.339.6278

DEGREES/CERTIFICATES OFFERED:

Automotive Collision Repair

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

Non-Structural Repair Technician

(Certificate)

Structural Repair Technician (Certificate)

Plastics Repair Technician (Certificate)

Refinish Prep Technician (Certificate)

Refinish Technician (Certificate)

Damage Appraisal and Estimating

(Certificate)

Street Rod (Certificate)

Upholstery (Certificate)

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

AUTOMOTIVE COLLISION REPAIR TECHNOLOGY

(Associate of Applied Science Degree)
(AAS AC23)

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

Potential Opportunities: Collision repair and refinishing on the high-tech automobiles of today is a challenging and rewarding career. The vast changes in the design, construction, and finish of today's automobiles have created a shortage of top-notch technicians.

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

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

factory specification.

To help technicians perform top quality repair, most shops today are equipped with modern equipment such as:

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

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

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

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

COLLISION REPAIR DEGREE DEGREE REQUIREMENTS

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

ACT 221	Moveable Glass and Hardware . . .	2
ACT 231	Advanced Structural Damage Diagnosis and Repair	3
ACT 232	Fixed Glass Repair.	2
ACT 251	Plastics and Adhesives II	1
Total Credits for Specific Course:		44

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

GENERAL EDUCATION

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

NON-STRUCTURAL REPAIR TECHNICIAN CERTIFICATE

(CERT AC21)

CERTIFICATE REQUIREMENTS

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

STRUCTURAL REPAIR TECHNICIAN CERTIFICATE

(CERT AC22)

CERTIFICATE REQUIREMENTS

ACT 131	Structural Damage Diagnosis . . .	3
ACT 132	Structural Damage Repair.	3
ACT 171	Automotive Collision Technology Lab Experiences II.	5
ACT 231	Advanced Structural Damage Diagnosis and Repair	3
ACT 232	Fixed Glass Repair.	2
Total Credits for Structural Repair Technician Certificate:		16

PLASTICS REPAIR TECHNICIAN CERTIFICATE

(CERT AC28)

CERTIFICATE REQUIREMENTS

ACT 101	Introduction to Automotive Collision Technology.	4
ACT 151	Plastics and Adhesives I.	1

ACT 172 Automotive Collision Technology
Lab Experiences III 4
ACT 251 Plastics and Adhesives II 1
**Total Credits for Plastics Repair
Technician Certificate:** 10

REFINISH TECHNICIAN CERTIFICATE
(CERT AC23)

CERTIFICATE REQUIREMENTS

ACT 101 Introduction to Automotive
Collision Technology 4
ACT 142 Surface Preparation I 2
ACT 143 Spray Equipment Operation . . . 2
ACT 144 Refinishing I 2
ACT 242 Surface Preparation II 2
ACT 170 Automotive Collision Technology
Lab Experiences I 1
ACT 181 Automotive Collision Repair
Level II Internship 4
ACT 241 Paint Defects 3
ACT 243 Refinishing II 2
ACT 244 Final Detail 2
**Total Credits for Refinish
Technician Certificate:** 24

**DAMAGE APPRAISAL
ESTIMATING CERTIFICATE**
(CERT AC25)

CERTIFICATE REQUIREMENTS

ACT 170 Automotive Collision
Technology Lab I 1
ACT 205 Estimating and Shop
Management 3
**Total Credits for Damage Appraisal
Estimating Certificate:** 4

STREET ROD CERTIFICATE
(CERT AC26)

CERTIFICATE REQUIREMENTS

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

UPHOLSTERY CERTIFICATE
(CERT AC27)

CERTIFICATE REQUIREMENTS

UPH 100 Basic Upholstery Techniques . . . 3
UPH 101 Auto Upholstery I 3
UPH 102 Auto Upholstery II 3
UPH 103 Auto Upholstery III 3
UPH 275 Advanced Upholstery 4
UPH 285 Independent Study 4
**Total Credits for Upholstery
Certificate Credits:** 16

**AUTOMOTIVE COLLISION REPAIR
TECHNOLOGY ADVISORY COMMITTEE**

- Kevin Dubach
American Auto Body
- Rock Dunham
Quality Paint & Body
- Tina Ebben
Previous Aims Student
- Lary Long
Automotive Instructor, Boulder TEC
- John Murphy
Jerry's Auto Upholstery
- Rick Osborne
Quality Paint & Body
- Steve Peif
Hi-Tech Auto Body
- Todd Pereria
State Farm Insurance
- Mike Sigg
Pro Automotive Finishes
- Lorri Wilson
Precision Auto Body

**AUTOMOTIVE SERVICE
TECHNOLOGY**

(A NATEF Master Certified Program)

Location:

Trades & Industry, T&I Room 102
(Greeley) 970.339.6534
Construction and Automotive
Technology (CAT) Building
(Fort Lupton)
970.330.8008, Ext. 6190

Program Chair:

Marlin "Butch" Webeck
970.339.6534 (Greeley)
970.330.8008, Ext. 6190 (Fort Lupton)

Advisors and Faculty:

Mark Brothe, 970.339.6497
Carter Sekerak, 970.339.6263
Marlin "Butch" Webeck, 970.339.6534

AYES Coordinator:

Marlin "Butch" Webeck, 970.339.6534

DEGREES/CERTIFICATES OFFERED:

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

AYES Certificate (Certificate)

General Automotive Technician Option
(Certificate)

Brakes (Certificate)

Steering and Suspension (Certificate)

Engine Performance (Certificate)

Manual Trans & Drive Trains (Certificate)

Engine Mechanical (Certificate)

Electrical (Certificate)

Automotive Transmissions (Certificate)

Heating & Air Conditioning (Certificate)

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

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

The General Automotive Technician option teaches the theory of operation and provides practical, hands-on experience on 7 of the 8 major systems of the automobile. This option follows course outlines, class hours and industrial competencies as mandated by NATEF (National Automotive Technicians Education Foundation)

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

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

Program Requirements: Students entering the automotive degree or certificate programs are required to take college placement tests and meet the standards placed in accordance with these tests. Advisors will determine what additional preparatory may be necessary. All students entering automotive classes for the first

time must successfully pass the Auto Shop Orientation class. Safe clothing, shoes, and eye protection are mandatory in all automotive shop classes. Consult advisors for a list of required basic hand tools.

GENERAL AUTOMOTIVE TECHNICIAN

(Associate of Applied Science Degree)
(AAS AS00)

DEGREE REQUIREMENTS

ASE 101	Auto Shop Orientation	2
ASE 102	Introduction to the Automotive Shop	2
ASE 110	Brakes I	3
ASE 210	Brakes II	3
ASE 120	Basic Automotive Electricity	2
ASE 123	Automotive Battery, Starting, and Charging Systems	2
ASE 221	Automotive Body Electrical	4
ASE 130	General Engine Diagnosis	2
ASE 132	Ignition System Diagnosis and Repair	2
ASE 170	Laboratory Experience	1
ASE 134	Automotive Emissions	2
ASE 231	Automotive Computers	2
ASE 233	Fuel Injection and Exhaust Systems	4
ASE 140	Suspension and Steering I	3
ASE 240	Suspension and Steering II	3
ASE 250	Automatic Transmission/Transaxle Service	1
ASE 251	Automatic Transmission/Transaxle Diagnosis and Assemblies	5
ASE 160	Automotive Engine Removal and Installation	1
ASE 161	Engine, Disassembly Diagnosis and Assembly	5
ASE 150	Automotive U-joint and Axle Shaft Service	2
ASE 151	Automotive Manual Transmission/Transaxle and Clutches	2
ASE 152	Differentials and 4WD/AWD Service	2
Total Specific Course Credits:		55

GENERAL EDUCATION

BUS 217	Business Communications and Report Writing	3
	OR	
ENG 131	Technical Writing I	3
HWE 103	Community First Aid and CPR	1
MAT 108	Technical Mathematics	4
PHY 105	Conceptual Physics	4
ECO 105	Introduction to Economics	3
	OR	
PSY 100	Psychology of Workplace Relationships	3
Total General Education Credits:		15
Total Credits for A.A.S. Degree:		70

GENERAL AUTOMOTIVE TECHNICIAN (CERT AS11)

CERTIFICATE REQUIREMENTS

ASE 101	Auto Shop Orientation	2
ASE 102	Introduction to the Automotive Shop	2
ASE 110	Brakes I	3
ASE 210	Brakes II	3
ASE 120	Basic Automotive Electricity	2
ASE 123	Automotive Battery, Starting, and Charging Systems	2
ASE 221	Automotive Body Electrical	4
ASE 130	General Engine Diagnosis	2
ASE 132	Ignition System Diagnosis and Repair	2
ASE 170	Laboratory Experience	1
ASE 134	Automotive Emissions	2
ASE 231	Automotive Computers	2
ASE 233	Fuel Injection and Exhaust Systems	4
ASE 140	Suspension and Steering I	3
ASE 240	Suspension and Steering II	3
Total Specific Course Credits:		37

GENERAL EDUCATION

BUS 217	Business Communications and Report Writing	3
	OR	
ENG 131	Technical Writing I	3
HWE 103	Community First Aid & CPR	1
MAT 106	Survey of Algebra	4
	OR	
MAT 108	Technical Mathematics	4
Total General Education Credits:		8
Total Credits for Certificate:		45

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

BRAKES (CERT AS02)

Specific Courses:

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

STEERING & SUSPENSION

(CERT AS03)

Specific Courses:

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

ENGINE PERFORMANCE

(CERT AS04)

Specific Courses:

ASE 101	Auto Shop Orientation	2
ASE 102	Introduction to the Automotive Shop	2

ASE 130	General Engine Diagnosis	2
ASE 132	Ignition Systems Diagnosis and Repair	2
ASE 134	Automotive Emissions	2
ASE 170	Laboratory Experience	1
ASE 231	Automotive Computers	2
ASE 233	Fuel Injection and Exhaust Systems	4
Total Credits:		17

MANUAL TRANS & DRIVE-TRAINS

(CERT AS05)

Specific Courses:

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

ENGINE MECHANICAL

(CERT AS10)

Specific Courses:

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

ELECTRICAL

(CERT AS07) **Specific Courses:**

ASE 101	Auto Shop Orientation	2
ASE 102	Introduction to the Automotive Shop	2
ASE 120	Basic Automotive Electricity	2
ASE 123	Automotive Battery, Starting, and Charging Systems	2
ASE 221	Automotive Body Electrical	4
Total Credits:		12

AUTOMATIC TRANSMISSION

(CERT AS08)

Specific Courses:

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

Automotive, cont.

HEATING & AIR CONDITIONING

(CERT AS09)

Specific Courses:

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

AYES CERTIFICATE

(CERT AS01)

CERTIFICATE REQUIREMENTS

ASE 101	Auto Shop Orientation	2
ASE 102	Introduction to the Automotive Shop	2
ASE 110	Brakes I	3
ASE 210	Brakes II	3
ASE 120	Basic Automotive Electrical	2
ASE 123	Automotive Battery, Starting, and Charging Systems	2
ASE 221	Automotive Body Electrical	4
ASE 130	General Engine Diagnosis	2
ASE 132	Ignition System Diagnosis and Repair	2
ASE 134	Automotive Emissions	2
ASE 170	Laboratory Experience	1
ASE 231	Automotive Computers	2
ASE 233	Fuel Injection and Exhaust Systems	4
ASE 140	Suspension and Steering I	3
ASE 240	Suspension and Steering II	3
ASE 282	Internship: General (Summer)	4
Total Specific Course Credits:		41
Total Credits:		41

AUTOMOTIVE SERVICE TECHNOLOGY ADVISORY COMMITTEE-GREELEY

Spencer Dunn
Greeley Auto Tech

Ron Josheim
Honda of Greeley

Lary Long
Boulder Tech.

Pauline Motis
Parent

Roger Ramirez
Weld County Garage

Lisa Tavenner
Steven's Auto

Marla Vance
Hyundai of Greeley

Phil White
Phil's Pro Auto

Linda Wilgar
Parent

Tyson Wilgar
Student

Scott Williams
Greeley Auto Tech

AUTOMOTIVE SERVICE TECHNOLOGY ADVISORY COMMITTEE-FORT LUPTON

Stan Barthlama
Stan's Auto Service

Mike Campbell
Fort Lupton High School

Eli E. Frick
Longmont Ford

Jerry Fernandez
Purifoy Chevrolet

Becky Howerton
S&R Automotive

Steve Howerton
S&R Automotive

Jeff Johnson
Brighton Ford

Missy Jones
Weld Central High School

Phil Kehl
Brighton High School

Ken Meaney
Johnson Auto Plaza

Tanner Miller
Grease Monkey

Jose Nevarez
Jose's Automotive

Rollie Purifoy
Purifoy Chevrolet

Joan E. Root
Brighton High School

Mrs. Laura Zermuehlem
B & L Repair & Tire

AYES ADVISORY COMMITTEE-GREELEY

Steve Alkire
Greeley/Evans School District

Jay Baird
Ehrlich Toyota

Rick Bilger
Advanced Auto Pros

Scott Ehrlich
Ehrlich Toyota

Monty Hein
Weld County Garage

Ron Jocheim
Honda of Greeley

Tara Linton
Ehrlich Motors

Mark Moore
Ehrlich Motors

Roger Peister
Spradley-Barr Ford

Roger Ramirez
Weld County Garage

Jason Schaffer
Champion Auto Group

Bob Sidebottom
Business and Education Council
Coordinator

Joel Woltjen
Champion Chrysler/Jeep



AVIATION DEPARTMENT

Location:

Aviation Building
970.339.6472 or

Program Chair, Aviation:

Gina West, 970.339.6373

Advisors:

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

AIMS FLIGHT TRAINING CENTER

Location:

Greeley-Weld County Airport,
970.356.0790 or 1.800.677.2467

Operations Manager and Chief Flight

Instructor:

Greg Gaiser

For program information call Barbara Soleta at 970.339.6472. For up-to-date information on degree programs please refer to the Aviation page on the Aims website, www.aims.edu.

DEGREES/CERTIFICATES OFFERED:

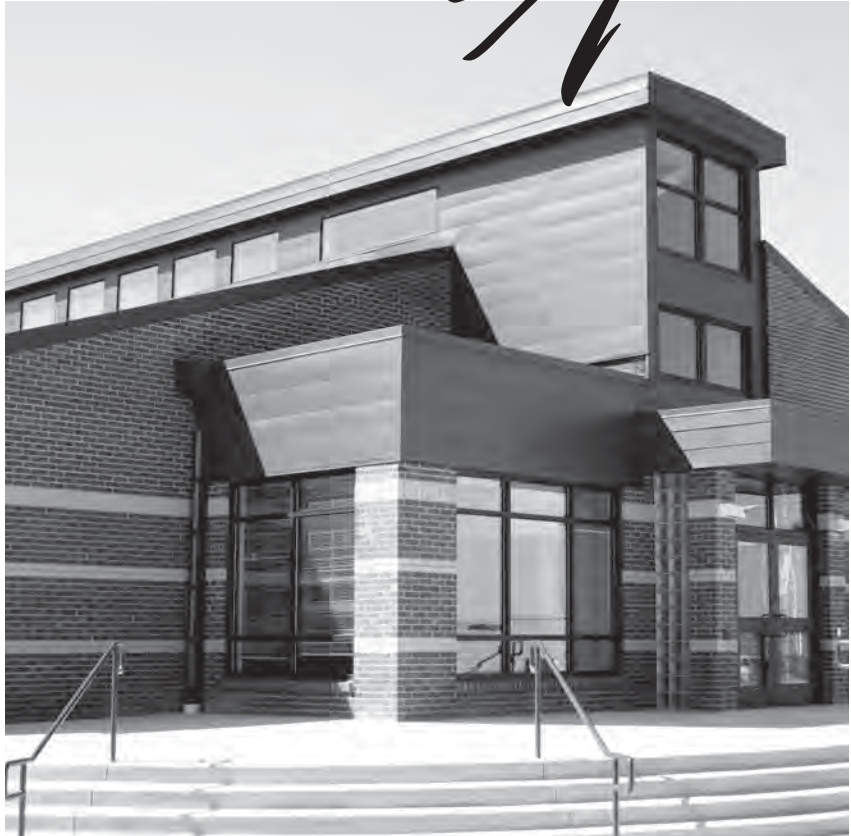
Single-Engine Airplane
Multi-Engine Airplane
Flight Instructor Airplane
Private Pilot Airplane
Instrument Rating Airplane
Commercial Pilot Airplane
Multi-Engine Pilot Rating
Flight Instructor Rating Airplane
Private Pilot, Helicopter
Commercial Pilot, Helicopter
Instrument Rating, Helicopter
Flight Instructor, Helicopter

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

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

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

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



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

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

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

DEGREES OFFERED GENERAL AVIATION PILOT (Associate of Applied Science Degree) (AAS AT15)

DEGREE REQUIREMENTS

AVIATION COURSES (required)

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

AVIATION COURSES (electives)

(Choose 3 credits, with advisor approval)

AVT 108	GPS for Pilots	1
AVT 115	ATC Phraseology I	1
AVT 205	Mountain Flying Ground School	1
AVT 207	Multi-Engine Ground School	1
AVT 208	Multi-Engine Flight	1
AVT 209	Multi-Engine Flight Trainer	2
AVT 210	Multi-Engine Cross-Country Flight	2
AVT 211	Fundamentals of Instruction	2

Aviation, cont.

program information

AVT 212	Flight Instructor Ground School	..2
AVT 213	Flight Instructor Flight1
AVT 218	ATC Procedures4
AVT 222	Instrument Instructor Flight1
AVT 223	Multi-Engine Instructor Flight	...1
AVT 226	Flight Deck Crew Management Transition Trainer3
AVT 227	Transport Category Aircraft Systems3
AVT 228	Regional Transport Aircraft Transition2
AVT 230	CL-65 Type Rating Prep Course5
AVT 231	Advanced Regional Transport Transition2
AVT 236	Tail Wheel Transition Flight1
AVT 237	Basic Aerobatics1
AVT 242	ATC Phraseology II1
AVT 245	Non-Radar Simulation9
AVT 246	Radar Simulation9
AVT 247	Special ATC Procedures1
AVT 275	Special Topics1-6
AVT 285	Independent Study1-6
Total credits from above courses:	3

GENERAL EDUCATION COURSES

ENG 121	English Composition I3
MAT 121	College Algebra4
Behavioral & Social Sciences Course	3
Arts & Humanities Course	3
PHY 105	Conceptual Physics4
Total credits from above courses	17
Total Credits for A.A.S. Degree:	60

PROFESSIONAL PILOT

(Associate of Applied Science Degree)
(AAS AT18)

DEGREE REQUIREMENTS

AVIATION COURSES (required)

AVT 101	Private Pilot Ground School4
AVT 102	Private Pilot Flight4
AVT 103	Intro to Air Traffic Control3
AVT 105	Aviation Meteorology4
AVT 111	Instrument Pilot Ground School	..4
AVT 112	Instrument Pilot Flight4
AVT 113	Instrument Flight Trainer4
AVT 201	Commercial Pilot Ground School	..2
AVT 202	Commercial Flight I3

AVT 203	Commercial Flight II4
AVT 206	Crew Resource Management1
AVT 207	Multi-Engine Ground School1
AVT 208	Multi-Engine Flight1
AVT 209	Multi-Engine Flight Trainer2
AVT 226	Flight Deck Crew Management Transition Trainer3
AVT 227	Transport Category Aircraft Systems3
AVT 228	Regional Transport Aircraft Transition2
AVT 229	Aviation Management and Economics3
Total credits from above courses:	52

AVIATION COURSES (electives)

(Choose 6 credits, with advisor approval)

AVT 108	GPS for Pilots1
AVT 115	ATC Phraseology I1
AVT 205	Mountain Flying Ground School	...1
AVT 210	Multi-Engine Cross-Country Flight2
AVT 211	Fundamentals of Instruction2
AVT 212	Flight Instructor Ground School	..2
AVT 213	Flight Instructor Flight1





HELICOPTER PILOT

(Associate of Applied Science Degree)

(AAS AT34)

DEGREE REQUIREMENTS

AVIATION COURSES (required)

AVT 101	Private Pilot Ground School	4
AVT 103	Intro to Air Traffic Control	3
AVT 104	Private Pilot Flight, Helicopter	4
AVT 105	Aviation Meteorology	4
AVT 111	Instrument Pilot Ground School	4
AVT 113	Instrument Flight Trainer	4
AVT 114	Instrument Pilot Flight, Helicopter	4
AVT 201	Commercial Pilot Ground School	2
AVT 204	Commercial Flight I, Helicopter	2
AVT 211	Fundamentals of Instruction	2
AVT 212	Flight Instructor Ground School	2
AVT 214	Commercial Flight II, Helicopter	5
AVT 215	Flight Instructor Flight, Helicopter	1
AVT 229	Aviation Management and Economics	3
Total credits from above courses:		44

GENERAL EDUCATION COURSES

ENG 121	English Composition I	3
MAT 121	College Algebra	4
Behavioral & Social Sciences Course		3
Arts & Humanities Course		3
PHY 105	Conceptual Physics	4
Total credits from above courses:		17
Total Credits for A.A.S. Degree:		61

CERTIFICATE

PROGRAMS OFFERED

AVIATION CERTIFICATE PROGRAM/SINGLE-ENGINE AIRPLANE

(CERT AT32)

CERTIFICATE REQUIREMENTS

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

AVIATION CERTIFICATE PROGRAM/MULTI-ENGINE AIRPLANE

(CERT AT33)

CERTIFICATE REQUIREMENTS

AVT 101	Private Pilot Ground School	4
AVT 102	Private Pilot Flight	4
AVT 111	Instrument Pilot Ground School	4
AVT 112	Instrument Pilot Flight	4
AVT 113	Instrument Flight Trainer	4

AVT 218	ATC Procedures	4
AVT 222	Instrument Instructor Flight	1
AVT 223	Multi-Engine Instructor Flight	1
AVT 230	CL-65 Type Rating Prep Course	5
AVT 231	Advanced Regional Transport Transition	2
AVT 236	Tail Wheel Transition Flight	1
AVT 237	Basic Aerobatics	1
AVT 242	Air Traffic Control Phraseology II	1
AVT 245	Non-Radar Simulation	9
AVT 246	Radar Simulation	9
AVT 247	Special ATC Procedures	1

AVT 275	Special Topics	1-6
AVT 285	Independent Study	1-6
Total credits from above courses:		6

GENERAL EDUCATION COURSES

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

Aviation, cont.

AVT 201	Commercial Pilot Ground School	2
AVT 202	Commercial Flight I	3
AVT 203	Commercial Flight II	4
AVT 207	Multi-Engine Ground School	1
AVT 208	Multi-Engine Flight	1
AVT 209	Multi-Engine Flight Trainer	2
Total Credits for Certificate:		33

AVIATION CERTIFICATE PROGRAM/FLIGHT INSTRUCTOR AIRPLANE

(CERT AT31)

CERTIFICATE REQUIREMENTS

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

AVIATION CERTIFICATE PROGRAM/PRIVATE PILOT AIRPLANE

PENDING STATE APPROVAL CERTIFICATE REQUIREMENTS

AVT 101	Private Pilot Ground School	4
AVT 102	Private Pilot Flight	4
Total Credits for Certificate:		8

AVIATION CERTIFICATE PROGRAM/INSTRUMENT RATING AIRPLANE

PENDING STATE APPROVAL CERTIFICATE REQUIREMENTS

AVT 111	Instrument Pilot Ground School	4
AVT 112	Instrument Pilot Flight	4
AVT 113	Instrument Flight Trainer	4
Total Credits for Certificate:		12

AVIATION CERTIFICATE PROGRAM/COMMERCIAL PILOT AIRPLANE

PENDING STATE APPROVAL CERTIFICATE REQUIREMENTS

AVT 201	Commercial Pilot Ground School	2
AVT 202	Commercial Flight I	3
AVT 203	Commercial Flight II	4
Total Credits for Certificate:		9

AVIATION CERTIFICATE PROGRAM/MULTI-ENGINE PILOT RATING

PENDING STATE APPROVAL CERTIFICATE REQUIREMENTS

AVT 207	Multi-Engine Ground School	1
AVT 208	Multi-Engine Flight	1
AVT 209	Multi-Engine Flight Trainer	2
Total Credits for Certificate:		4

AVIATION CERTIFICATE PROGRAM/FLIGHT INSTRUCTOR RATING AIRPLANE

PENDING STATE APPROVAL CERTIFICATE REQUIREMENTS

AVT 211	Fundamentals of Instruction	2
AVT 212	Flight Instructor Ground School	2
AVT 213	Flight Instructor Flight	1
Total Credits for Certificate:		5

AVIATION CERTIFICATE PROGRAM/PRIVATE PILOT HELICOPTER

PENDING STATE APPROVAL CERTIFICATE REQUIREMENTS

AVT 101	Private Pilot Ground School	4
AVT 104	Private Pilot Flight, Helicopter	4
Total Credits for Certificate:		8

AVIATION CERTIFICATE PROGRAM/COMMERCIAL PILOT HELICOPTER

PENDING STATE APPROVAL CERTIFICATE REQUIREMENTS

AVT 201	Commercial Pilot Ground School	2
AVT 204	Commercial Flight I, Helicopter	2
AVT 214	Commercial Flight II, Helicopter	5
Total Credits for Certificate:		9

AVIATION CERTIFICATE PROGRAM/INSTRUMENT RATING HELICOPTER

PENDING STATE APPROVAL CERTIFICATE REQUIREMENTS

AVT 111	Instrument Pilot Ground School	4
AVT 113	Instrument Flight Trainer	4
AVT 114	Instrument Pilot Flight, Helicopter	4
Total Credits for Certificate:		12

AVIATION CERTIFICATE PROGRAM/FLIGHT INSTRUCTOR HELICOPTER

PENDING STATE APPROVAL CERTIFICATE REQUIREMENTS

AVT 211	Fundamentals of Instruction	2
AVT 212	Flight Instructor Ground School	2
AVT 215	Flight Instructor Flight, Helicopter	1
Total Credits for Certificate:		5

AVIATION TECHNOLOGY ADVISORY COMMITTEE

- David Fagre, Manager
Flight Operations Training
Lynx Aviation
- Tory Meisel, Director of Operations,
Great Lakes Airlines
- Laura Miller, Captain
Great Lakes Airlines
- Donn Pitz, Pilot, Owner
Hanger 1
- Mark Price, Controller (retired)
FAA, Denver Tower
- Tim Russ, Pilot
Frontier Airlines
- Mary Schwem, Center Director
FE Warren Center
Embry Riddle Aeronautical University



B Behavioral & Social Sciences

BEHAVIORAL AND SOCIAL SCIENCES DEPARTMENT

Location:

Westview 690
970.339.6387

Department Chair:

Dr. Vicky Bollenbacher, 970.339.6314

Advisors and Faculty:

Cathy Beighey, 970.339.6371
Sociology

Dr. Vicky Bollenbacher, 970.339.6314
Political Science

Rita Clark, 970.339.6221
Psychology

Dr. Richard Hanks, 970.339.6513
Psychology

Clint Heiner, 970.339.6442
History

Juanita Hernandez, 970.339.6270
Psychology

Dr. Michael Kelsey, 970.339.6393
Geography

Dr. Allan Obert, 970.339.6217
Psychology

David Shaubert, 970.339.6631
Economics

Dr. Tracey Trenam, 970.339.6216
History

Dr. ShawnaLee Washam, 970.339.6346
Psychology

Wendy Wright-Kilker, 970.339.6205
Psychology

DEGREES/CERTIFICATES OFFERED:

Associate of Arts - A.A.

Association of Science - A.S.

Colorado Alcohol and Drug Abuse

Counselor I and II

(Coursework only)

The Behavioral and Social Sciences Department at Aims Community College offers the student a wide range of instructional opportunities. Behavioral and Social Sciences include the disciplines of Anthropology, Counseling, Economics, Geography, History, Political Science, Psychology, Sociology, and Women's Studies. Students who are already interested in careers in teaching, the law, government/public service, psychology, counseling, politics, the economics community, and countless others will find our courses pave the way to that employment.

Students who are unsure of their "major" or who are not positive about their career

choices find the Behavioral and 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.

COLORADO ALCOHOL & DRUG ABUSE COURSES COUNSELOR I

Advisors:

Dr. Richard Hanks, 970.339.6513

Dr. ShawnaLee Washam, 970.339.6346

Completion of classes and 1,000 hours of field experience will fulfill requirements established by the Colorado Department of Health's Alcohol and Drug Abuse Division (ADAD), allowing the students to apply to the State for certification as a COUNSELOR I.

Potential Opportunities: Certified Drug/ Alcohol Treatment Counselors are employed by treatment centers, hospitals, and private clinics. ADAD certification is required of all employees working in certified treatment centers in Colorado.

COUNSELOR I REQUIREMENTS

CSL 245	Professional Ethics	1
CSL 255	Infct. Disease in Alcohol/Drug Treatment Setting	1
CSL 260	Client Records Management	1
CSL 265	Counseling Diverse Treatment Populations	1
CSL 268	Addiction Counseling Skills	1
CSL 269	Principles of Addictions Treatment	1
	PLUS	

1,000 hours of field experience in state-approved treatment center.

COLORADO ALCOHOL & AND DRUG ABUSE COURSES COUNSELOR II

The following courses are for students who wish to upgrade Counselor I to Counselor II.

REQUIRED COURSES

SWK 105	Application of Group Counseling	3
CSL 251	Pharmacology I for Counselors	1
CSL 252	Pharmacology II for Counselors	1

CSL 249	Differential Assessment of Problems Related to Psychoactive Drug Use	1
CSL 250	Motivational Interviewing	1
CSL 253	Cognitive Behavior Therapy	1

NOTE: Colorado regulatory agencies regularly update/add/change these courses. See an academic advisor for current course lists.

Three credits of course electives required, and 3,000 hours of field experience in a state-approved treatment center is also required of students prior to their level II certification exam.

ELECTIVES: 3

CSL 247	Family Dynamics of Substance Abuse	2
HSE 103	Introduction to Therapeutic System	3
PSY 229	Introduction to Addictive Behaviors	2
PSY 249	Abnormal Psychology	3
PSY 267	Stress Reduction with Biofeedback	3
	PLUS	

3,000 hours of field experience in state-approved treatment center.



B Business

BUSINESS

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

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

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

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

BUSINESS TRANSFER STATEWIDE ARTICULATION AGREEMENT

(Associate of Arts Degree)
(AA LA03)

The Business Transfer (A.A. degree) program is designed for the student who is planning to enter a business degree program at a four-year institution. The Business Transfer program combines general education classes with specific business courses to meet requirements of university business programs.

After completing an A.A. degree with a Business Transfer, a student may seek entrance into a university College of Business program. At the university, a student would pursue a Bachelor of Science Degree in Business Administration with an emphasis in a particular area, such

as accounting, finance, general business, marketing, or management. The Bachelor of Science Degree program prepares a student for employment within public and private industry or with a governmental agency in a professional position of business leadership. Another direction that a business student may choose is certification to teach business courses at the secondary or postsecondary levels. After completion of the Bachelor's degree, a student may seek additional degrees or certification.

Recommended degree requirements for Business Transfer:

COMMUNICATION: 6
See A.A. degree requirements.

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

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

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

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

ORAL COMMUNICATION OR TECHNOLOGY: 3
COM 115 Public Speaking 3

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

ACCOUNTING DEPARTMENT

Location:
Westview, Office 652
Program Chair:
Ellen Swieter, 970.339.6522
Advisors and Faculty:
Lori Hatchell, 970.339.6215

DEGREES/CERTIFICATES OFFERED:

- Accounting Degree Program**
(two-year A.A.S. degree)
- Accounting Certificate Program**
(one-year certificate)
- Accounting** (B.S. Franklin Alliance)
- Business Administration**
(B.S. Franklin Alliance)
- Public Safety Management**
(B.S. Franklin Alliance)

Potential Opportunities: This program is designed to prepare the student for employment in accounting positions which would include: accounts receivable or accounts payable clerk, cash receipts and disbursements clerk, payroll accounting technician, accountant, and budget or credit analyst.

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

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

ACCOUNTING

(Associate of Applied Science Degree)
(AAS AC01)

BUSINESS EDUCATION REQUIREMENTS

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

DEGREE REQUIREMENTS

ACC 115 Payroll Accounting 3
ACC 122 Accounting Principles II 4
ACC 125 Computerized Accounting 3
ACC 132 Tax Help Colorado 2
ACC 133 Tax Help Colorado Site Lab 1
ACC 135 Spreadsheet Applications for Accounting 3
ACC 211 Intermediate Accounting I 4
ACC 212 Intermediate Accounting II 4
ACC 226 Cost Accounting 3
ACC 269 Accounting Systems 3
BTE 108 Ten-Key by Touch 1
MAN 225 Managerial Finance 3

Total Credits.....34

GENERAL EDUCATION COURSES

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

Select ONE from the following courses:

MAT 112 Financial Mathematics3 (recommended)

MAT 121 College Algebra.....4

MAT 135 Introduction to Statistics.....3

Select ONE from the following courses:

ENG 121 English Composition I3

ENG 122 English Composition II.....3

ENG 131 Technical Writing.....3 (recommended)

Select ONE from the following courses:

ECO 105 Introduction to Economics.....3

ECO 201 Principles of Macroeconomics.....3

ECO 202 Principles of Microeconomics.....3

GEO 106 Human Geography.....3

PHI 112 Ethics.....3

POS 111 American Government.....3

COM 115 Public Speaking.....3

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

Total Credits:..... 15-16

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

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

ACCOUNTING CERTIFICATE PROGRAM

(CERT AC29)

ACC 115 Payroll Accounting 3

ACC 121 Accounting Principles I 4

ACC 122 Accounting Principles II 4

ACC 125 Computerized Accounting3

BTE 108 Ten-Key by Touch..... 1

BUS 216 Legal Environment of Business...3

CIS 155 PC Spreadsheet

Concepts: Excel..... 3

Select ONE from the following courses:

MAT 108 Technical Mathematics4

MAT 112 Financial Mathematics3

MAT 121 College Algebra..... 4

MAT 135 Introduction to Statistics..... 3

Select ONE from the following courses:

BUS 217 Business Communications and Report Writing (recommended) 3

ENG 121 English Composition I 3

ENG 131 Technical Writing I..... 3

Total Credits for Certificate:..... 27-28

ACCOUNTING ADVISORY COMMITTEE

Diane Alexander
Anderson & Whitney

Jeff Cranson
Greeley West High School

Thomas Kapaun, Student
Aims Community College

Marcia Siebring, CPA
Self-employed

Verniece Thomas
Accounting PB Roche Solutions

BUSINESS DEPARTMENT

Location:
Westview, Room 652

Program Chair:
Ellen Swieter, 970.339.6522

Advisors and Faculty:
Ellen Swieter, 970.339.6522
Sue Ehrfurth, 970.339.6682
DeLynn Anderson, 970.339.6499
Lori Hatchell, 970.339.6215

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

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

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

ADMINISTRATIVE ASSISTANT
(Associate of Applied Science Degree)

(AAS BT01)

BUSINESS EDUCATION REQUIREMENTS

ACC 121 Accounting Principles I..... 4

BUS 216 Legal Environment of Business...3

CIS 155 PC Spreadsheet Concepts-Excel...3

MAN 246 Critical Issues in Marketing and Management 3

Total Credits:..... 13

DEGREE REQUIREMENTS

ACC 123 Accounting Principles I
Recitation 1

ACC 140 Accounting Software:
Quickbooks..... 1

BTE 108 Ten Key by Touch..... 1

BTE 125 Records Management 3

BTE 155 Word Processing Techniques I... 3

BTE 202 Office Simulation I..... 3

BTE 225 Administrative Office
Management..... 3

BTE 255 Word Processing Techniques II... 3

BTE 257 Managing Office Technology... 3

BUS 111 Introduction to Business
Presentation Software I..... 3

BUS 112 Introduction to Business
Presentation Software II..... 3

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

CIS 145 Complete PC Database..... 3

Total Credits:..... 32

GENERAL EDUCATION REQUIREMENTS

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

Select ONE from the following courses:

MAT 112 Financial Mathematics3 (recommended)

MAT 121 College Algebra.....4

MAT 135 Introduction to Statistics.....3

Select ONE from the following courses:

ENG 121 English Composition I.....3

ENG 122 English Composition II.....3

ENG 131 Technical Writing.....3 (recommended)

Select ONE from the following courses:

BIO 106 Basic Anatomy and Physiology... 4

COM 115 Public Speaking.....3

ECO 105 Introduction to Economics.....3

ECO 201 Principles of Macroeconomics...3

ECO 202 Principles of Microeconomics...3

GEO 106 Human Geography.....3

PHI 112 Ethics.....3

POS 111 American Government.....3

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

Total Credits:..... 15-17

Total Credits for A.A.S. Degree:..... 60-62

LEGAL ADMINISTRATIVE ASSISTANT

(Associate of Applied Science Degree)

(AAS BT02)

BUSINESS EDUCATION REQUIREMENTS

ACC 121 Accounting Principles I..... 4

BUS 216 Legal Environment of Business...3

CIS 155 PC Spreadsheet Concepts-Excel...3

MAN 246 Critical Issues in Marketing and Management 3

Total Credits:..... 13

DEGREE REQUIREMENTS

BTE 108 Ten Key by Touch..... 1

BTE 117 Legal Terminology and Procedures..... 3

BTE 131 Billing Systems 1

Business, cont.

BTE 155	Word Processing Techniques I . . .	3
BTE 211	Legal Formatting	3
BTE 213	Intro to Legal Office Procedures .	3
BTE 229	Legal Transcription	3
BTE 238	Legal Office Procedures	3
BTE 255	Word Processing Techniques II . . .	3
BTE 257	Managing Office Technology . . .	3
BUS 111	Introduction to Business Presentation Software I	3
BUS 281	Internship	2
CIS 145	Complete PC Database	3
Total Credits:		34

GENERAL EDUCATION REQUIREMENTS

PSY 100	Psychology of Workplace Relationships	3
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Select ONE from the following courses:

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

Select ONE from the following courses:

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

Select ONE from the following courses:

COM 115	Public Speaking	3
ECO 105	Introduction to Economics	3
ECO 201	Principles of Macroeconomics . . .	3
ECO 202	Principles of Microeconomics . . .	3
GEO 106	Human Geography	3
PHI 112	Ethics	3
POS 111	American Government	3

Select ONE course (minimum of three credits) from either the Associate of Arts or Associate of Science General Education curriculum 3
Total Credits: 15-16
Total Credits for A.A.S. Degree: 62-63

MEDICAL ADMINISTRATIVE ASSISTANT (Associate of Applied Science Degree) (AAS BT15)

BUSINESS EDUCATION REQUIREMENTS

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

DEGREE REQUIREMENTS

BTE 108	Ten Key by Touch	1
BTE 155	Word Processing Techniques I . . .	3
BTE 255	Word Processing Techniques II . .	3
BTE 257	Managing Office Technology . . .	3
BUS 281	Internship	2
CIS 145	Complete PC Database	3
HPR 178	Seminar: Medical Terminology . .	3

MOT 110	Medical Office Administration . .	4
MOT 120	Medical Office Financial Management	3
MOT 130	Insurance Billing and Coding . . .	3
MOT 132	Medical Transcription I	4
Total Credits:		32

GENERAL EDUCATION REQUIREMENTS

BIO 106	Basic Anatomy and Physiology . .	4
PSY 100	Psychology of Workplace Relationships	3

Select ONE from the following courses:

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

Select ONE from the following courses:

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

Select ONE course (minimum of three credits) from either the Associate of Arts or Associate of Science General Education curriculum 3
Total Credits: 16-17
Total Credits for A.A.S. Degree: 61-62

BUSINESS TECHNOLOGY CERTIFICATE (CERT BT04)

CERTIFICATE REQUIREMENTS

BTE 108	Ten-Key by Touch	1
BTE 125	Records Management	3
BTE 155	Word Processing Techniques I . . .	3
BTE 225	Administrative Office Management	3
BTE 255	Word Processing Techniques II . .	3
BUS 111	Introduction to Business Presentation Software I	3
BUS 112	Introduction to Business Presentation Software II	3
CIS 155	PC Spreadsheet Concepts: Excel	3
MAT 112	Financial Mathematics	3
PSY 100	Psychology of Workplace Relationships	3

Select ONE from the following courses:

BUS 217	Business Report Writing and Communication (recommended)	3
ENG 121	English Composition I	3
ENG 122	English Composition II	3
ENG 131	Technical Writing	3
Total Credits:		31

MEDICAL TRANSCRIPTION AND CODING CERTIFICATE (CERT BT14)

CERTIFICATE REQUIREMENTS

BIO 106	Basic Anatomy & Physiology . . .	4
BTE 155	Word Processing Techniques I . . .	3

BUS 281	Internship Medical	2
HPR 106	Law/Ethics for Health Professionals	2
HPR 178	Seminar: Medical Terminology . .	3
MOT 110	Medical Office Administration . .	4
MOT 120	Medical Office Financial Management	3
MOT 130	Insurance Billing and Coding . . .	3
MOT 132	Medical Transcription I	4

Select ONE from the following courses:

BUS 217	Business Report Writing and Communication (recommended)	3
ENG 121	English Composition I	3
ENG 122	English Composition II	3
ENG 131	Technical Writing	3
Total Credits:		31

SKILL ENHANCEMENT CERTIFICATES (CERT BT13)

ADVANCED OFFICE SPECIALIST CERTIFICATE REQUIREMENTS

BTE 155	Word Processing Techniques I . . .	3
BTE 255	Word Processing Techniques II . .	3
BUS 111	Introduction to Business Presentation Software I	3
BUS 112	Introduction to Business Presentation Software II	3
CIS 145	Complete PC Database	3
CIS 155	PC Spreadsheet Concepts: Excel	3
Total Credits:		18

WORD PROCESSING SKILL ENHANCEMENT (CERT BT10)

CERTIFICATE REQUIREMENTS

BTE 155	Word Processing Techniques I . . .	3
BTE 255	Word Processing Techniques II . .	3
Total credits:		6

MULTIMEDIA PRESENTATION SKILL ENHANCEMENT (CERT BT12)

CERTIFICATE REQUIREMENTS

BUS 111	Introduction to Business Presentation Software I	3
BUS 112	Introduction to Business Presentation Software II	3
Total Credits:		6

NOTE: Each course required for a particular certificate must be passed with a grade of A or B to qualify for the Skill Enhancement Certificate. These courses may have prerequisites which must be completed before enrollment. Please check the current college catalog for details.

BUSINESS TECHNOLOGY ADVISORY COMMITTEE

Georgia Gutierrez
North Colorado Medical Center

Ellen Hetterle
Rick Management Department
Banner Health
Jo Anne Hilzer
Greeley West High School
Cookie Kobel
Weld County District Attorney Office
Susan Musil
Greeley Central High School
Michael Slawson
Northridge High School
Nancy Upchurch, CPS
Hensel Philips Construction Company
Sandy Winkler
University of Northern Colorado

MARKETING/MANAGEMENT DEPARTMENT

Location:

Westview, Office 652

Program Chair:

Ellen Swieter, 970.339.6522

Advisors and Faculty:

Maxine Christenson, 970.339.6255

Claudia Stevens, 970.339.6362

DEGREES/CERTIFICATES OFFERED:

Marketing/Management Degree Program

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

Management Certificate

(one-year certificate)

Small Business Management

(one-year certificate)

While the programs described are designed to assist those marketing or management students who are interested in pursuing a particular major or in career preparation, these suggested programs should be used only as a guide. Course substitutions may be made when new courses are offered and when the Marketing/Management advisor agrees that alternate courses better fit the career goals and objectives of the student.

A student seeking an Associate of Applied Science degree in Marketing/Management should consult with a Marketing/Management faculty advisor at the earliest opportunity to plan a program that is appropriate to his or her needs. The individual program should be planned to strengthen and/or broaden the student's background in one or more areas relating to individual needs and to satisfy the degree requirements.

Marketing or Management General Education Requirements: A minimum of 15 credit hours of General Education Courses are required with advisor's approval. These courses may have prerequisites.

MARKETING/MANAGEMENT

(Associate of Applied Science Degree)

(AAS MM00)

BUSINESS EDUCATION REQUIREMENTS

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

DEGREE REQUIREMENTS

MAN 116	Principles of Supervision	3
MAN 125	Teambuilding	1
MAN 200	Human Resource Management I	3
MAN 212	Negotiations and Conflict Resolutions	3
MAN 215	Organizational Behavior	3
MAN 224	Leadership	3
MAN 226	Principles of Management	3
MAN 240	Strategic Management	3
MAN 287	Cooperative Education/ Internship	3
MAR 111	Principles of Sales	3
MAR 216	Principles of Marketing	3

Select ONE from the following courses:

MAN 216	Small Business Management	3
MAN 275	Special Topics	3
MAR 117	Principles of Retailing	3
MAR 220	Principles of Advertising	3
MAR 235	Consumer Behavior	3
MAR 240	International Marketing	3
MAR 258	Marketing Research	3
MAR 275	Special Topics	3
Total Credits:		34

GENERAL EDUCATION REQUIREMENTS

Select ONE from the following courses:

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

Select ONE from the following courses:

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

Select ONE from the following courses:

ENG 121	English Composition I	3
ENG 122	English Composition II	3
ENG 131	Technical Writing	3

Select ONE from the following courses:

COM 115	Public Speaking	3
GEO 106	Human Geography	3
PHI 112	Ethics	3
POS 111	American Government	3
PSY 101	General Psychology I	3

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

Total Credits: 15-16

Total Credits for Degree: 62-63

MANAGEMENT CERTIFICATE

(CERT MM10)

CERTIFICATE REQUIREMENTS

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

Select ONE from the following courses:

MAN 212	Negotiations & Conflict Resolution	3
MAR 216	Principles of Marketing	3
Total credits for Certificate:		25

SMALL BUSINESS MANAGEMENT CERTIFICATE

(CERT BT14)

CERTIFICATE REQUIREMENTS

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

Select ONE from the following courses:

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

Select ONE from the following courses:

MAN 116	Principles of Supervision	3
MAN 200	Human Resource Management	3
Total credits for Certificate:		17

MARKETING/MANAGEMENT

ADVISORY COMMITTEE

David Delgado

Greeley Central High School

Karen Danielson

State Farm

Pamela Farmer

Bank of Choice

Heather Fritzler

American Family Insurance

Troy Garcia

New Horizons

Kathy Kersgard

Union Colony Bank

Sue Lapcewich

Keystone Marketing

Phil Sanchez

Crossmark

Wade Smith

Fort Lupton High School

Linda Story

Loveland Reporter Herald

Communication Media

COMMUNICATION TECHNOLOGY

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

COMMUNICATION MEDIA DEPARTMENT

Location:

Ed Beaty Hall, Room 116Q
970.339.6252

Program Chair,

Advisors and Faculty:

James Crandall, 970.339.6339

AUDIO PRODUCTION

(Associate of Applied Science Degree)
(AAS CM14)

This program is designed to provide students the skills and knowledge necessary to qualify for entry-level positions in the field of audio production, i.e. Broadcast Audio Technician, Audio Editor, Production Assistant, Audio Studio Engineer. Emphasis is placed on acoustic theory, field and studio recording, microphonics, mixing, mastering, sweetening, sound effects, mastering and distribution of audio products.

CORE COURSES

JOU 105	Introduction to Mass Media	3
FVT 208	Sound for Film/Video	3
MGD 163	Sound Design I	3
	OR	
MUS 165	MIDI I	2
RTV 108	Principles of Audio	3
RTV 210	Audio Mixing	3
RTV 283	Internship-Radio Station/Audio Prod. II	3

GENERAL EDUCATION COURSES

PSY 100	Psychology of Workplace Relationships	3
	OR	
HUM 103	Intro to Film Art	3
	OR	
LIT 115	Intro to Literature	3

ENG 121	English Composition	3
	OR	
ENG 131	Technical Writing	3
MAT 106	Survey of Algebra	4
	OR	
MAT 108	Technical Mathematics	4
PSY 101	Introduction to Psychology	3
	OR	
SOC 101	Introduction to Sociology	3
COM 115	Public Speaking	3
Total Elective Credits:		26-27
Total credits for A.A.S. Degree:		60

BROADCAST MEDIA PRODUCTION

(Associate of Applied Science Degree)
(AAS CM21)

This program is designed to provide students the skills and knowledge necessary to qualify for entry-level positions in the field of broadcast or corporate news, copy, technical and script writing for media venues and formats. Job opportunities may include advertising copywriter, copywriter, editorial assistant, copy editor, electronic publication specialist, greeting card writer, news writer/editor, production assistant, proofreader, public information officer, public relations assistant, publisher, reporter/journalist, script writer, technical writer, TV news anchor, writer/author.

CORE COURSES

JOU 105	Introduction to Mass Media	3
JOU 106	Fundamentals of Reporting	3
JOU 206	Intermediate Newswriting and Editing	3
RTV 103	Writing for TV and Radio	3
JOU 280	Internship	3

GENERAL EDUCATION COURSES

PSY 100	Psychology of Workplace Relationships	3
	OR	
HUM 103	Intro to Film Art	3
	OR	
LIT 115	Intro to Literature	3
ENG 121	English Composition	3
	OR	
ENG 131	Technical Writing	3
MAT 106	Survey of Algebra	4
	OR	
MAT 108	Technical Mathematics	4
PSY 101	Introduction to Psychology	3
	OR	
SOC 101	Introduction to Sociology	3
COM 115	Public Speaking	3
Total Elective Credits:		29
Total credits for A.A.S. Degree:		60

COMMUNICATIONS MULTIMEDIA

(Associate of Applied Science Degree)
(AAS CM15)

This program is designed to prepare students for entry-level positions in the field of integration of new media technologies into traditional communication and educational industries. Job opportunities may include curriculum designer, editorial assistant, electronic publication specialist, production assistant, proofreader, public relations assistant, publisher, writer/author.

CORE COURSES

JOU 105	Introduction to Mass Media	3
EDU 261	Teaching, Learning and Technology	3
EDU 263	Teaching and Learning Online	3
MGD 254	Multimedia Design and Production I	3
MGD 269	Multimedia Design and Production II	3
RTV 280	Internship- TV Studio/Video Production II	3

GENERAL EDUCATION COURSES

PSY 100	Psychology of Workplace Relationships	3
	OR	
HUM 103	Intro to Film Art	3
	OR	
LIT 115	Intro to Literature	3
ENG 121	English Composition	3
	OR	
ENG 131	Technical Writing	3
MAT 106	Survey of Algebra	4
	OR	
MAT 108	Technical Mathematics	4
PSY 101	Introduction to Psychology	3
	OR	
SOC 101	Introduction to Sociology	3
COM 115	Public Speaking	3
Total Elective Credits:		26
Total credits for A.A.S. Degree:		60

DIGITAL IMAGING & PUBLISHING

(Associate of Applied Science Degree)
(AAS CM16)

This program is designed to provide students the skills and knowledge in the areas of digital photography, digital darkroom and photo enhancement, digital manipulation, restoration, archiving and workflow management. Job opportunities may include electronic publication specialist, public relations assistant, publisher, graphic artist, photojournalist and production assistant.



CORE COURSES

JOU 105	Introduction to Mass Media	3
ART 143	Digital Photography I	3
ART 243	Digital Photography II	3
MGD 141	Web Design I	3
MGD 280	Internship	3

GENERAL EDUCATION COURSES

PSY 100	Psychology of Workplace Relationships	3
	OR	
HUM 103	Intro to Film Art	3
	OR	
LIT 115	Intro to Literature	3
ENG 121	English Composition	3
	OR	
ENG 131	Technical Writing	3
MAT 106	Survey of Algebra	4
	OR	
MAT 108	Technical Mathematics	4
PSY 101	Introduction to Psychology	3
	OR	
SOC 101	Introduction to Sociology	3
COM 115	Public Speaking	3
	Total Elective Credits:	29
	Total credits for A.A.S. Degree:	60

DIGITAL VIDEO PRODUCTION

(Associate of Applied Science Degree)
(AAS CM17)

This program is designed to provide students the skills and knowledge necessary to qualify for entry-level positions in the field of broadcast or corporate news, copy, technical and script writing for media venues and formats. Job opportunities may include film and video director, editor, film and video maker, TV, film and theatre producer, and production assistant.

CORE COURSES

JOU 105	Introduction to Mass Media	3
FVT 264	Introduction to Digital Effects	3
MGD 155	Lightwave I	3
MGD 164	Digital Video Editing I	3
MGD 280	Internship	3

GENERAL EDUCATION COURSES

PSY 100	Psychology of Workplace Relationships	3
	OR	
HUM 103	Intro to Film Art	3
	OR	
LIT 115	Intro to Literature	3

ENG 121	English Composition	3
	OR	
ENG 131	Technical Writing	3
MAT 106	Survey of Algebra	4
	OR	
MAT 108	Technical Mathematics	4
PSY 101	Introduction to Psychology	3
	OR	
SOC 101	Introduction to Sociology	3
COM 115	Public Speaking	3
	Total Elective Credits:	29
	Total credits for A.A.S. Degree:	60

RADIO PRODUCTION

(Associate of Applied Science Degree)
(AAS CM20)

This program is designed to prepare students with the knowledge and skills necessary to qualify for positions in radio broadcasting and production. This industry includes, but is not limited to, broadcast radio, and institutional and government services. Job opportunities may include advertising copywriter, broadcast advertising salesperson, broadcast technician, copywriter, narrator, radio producer, production assistant, radio announcer, reporter/journalist, sales representative, sportscaster, and traffic manager.

Communication Media, cont.

program information

CORE COURSES

JOU 105	Introduction to Mass Media	3
RTV 101	Radio Programming and Production I	3
RTV 136	Broadcast Announcing	3
	OR	
RTV 108	Principles of Audio	3
RTV 211	Radio Programming and Production II	3
RTV 283	Internship-Radio Sta./Audio Prod. II	3

GENERAL EDUCATION COURSES

PSY 100	Psychology of Workplace Relationships	3
	OR	
HUM 103	Intro to Film Art	3
	OR	
LIT 115	Intro to Literature	3
ENG 121	English Composition	3
	OR	
ENG 131	Technical Writing	3
MAT 106	Survey of Algebra	4
	OR	
MAT 108	Technical Mathematics	4
PSY 101	Introduction to Psychology	3
	OR	
SOC 101	Introduction to Sociology	3
COM 115	Public Speaking	3
	Total Elective Credits:	29
	Total credits for A.A.S. Degree:	60

TELEVISION & VIDEO PRODUCTION

(Associate of Applied Science Degree (AAS CM18))

This program covers recording, logging, mixing/editing, program design, and digital creation. Job opportunities may include entry-level positions as an actor, advertising copywriter, broadcast technician, film and video director, editorial assistant, editor, film and video maker, lighting technician, photojournalist, production assistant, reporter/journalist, script writer, traffic manager, television engineer, television news anchor, and video programmer.

CORE COURSES

JOU 105	Introduction to Mass Media	3
RTV 107	Television Studio Production	3
RTV 212	Advanced Television Production	3
RTV 269	Video Field Production	3
RTV 280	Internship- TV Studio/Video Prod II	3

GENERAL EDUCATION COURSES

PSY 100	Psychology of Workplace Relationships	3
	OR	
HUM 103	Intro to Film Art	3
	OR	

LIT 115	Intro to Literature	3
ENG 121	English Composition	3
	OR	
ENG 131	Technical Writing	3
MAT 106	Survey of Algebra	4
	OR	
MAT 108	Technical Mathematics	4
PSY 101	Introduction to Psychology	3
	OR	
SOC 101	Introduction to Sociology	3
COM 115	Public Speaking	3
	Total Elective Credits:	29
	Total credits for A.A.S. Degree:	60

ELECTIVES

Choose from the list of approved courses (or other courses approved by advisor)

NOTE: Courses used to satisfy above Degree Core requirements CANNOT also be counted as Electives.

ART 143	Digital Photography I	3
ART 243	Digital Photography II	3
ART 250	Art of Animation	3
EDU 261	Teaching, Learning & Technology	3
EDU 263	Teaching and Learning Online	3
FVT 208	Sound for Film/Video	3
FVT 209	Production Management Techniques	3
FVT 250	Scriptwriting for Film & Video	3
FVT 264	Introduction to Digital Effects	3
FVT 268	Video Streaming for the Web	3
JOU 106	Fundamentals of Reporting	3
JOU 121	Photo Journalism	3
JOU 206	Intermediate Newswriting and Reporting	3
JOU 280	Internship	3
MGD 141	Web Design I	3
MGD 143	Motion Graphic Design I	3
MGD 150	Legal Issues in Multimedia	3

MGD 155	Introduction to 3D Modeling/ Animation: Lightwave 3D	3
MGD 163	Sound Design I	3
MGD 164	Digital Video Editing I	3
MGD 204	Videography II	3
MGD 254	Multimedia Design and Production I	3
MGD 255	Advanced 3D Modeling/Animation: Lightwave 3D	3
MGD 266	DVD Authoring	3
MGD 269	Multimedia Design and Production II	3
MUS 165	MIDI I	2
RTV 101	Radio Programming and Production I	3
RTV 103	Writing for TV and Radio	3
RTV 104	Corporate Scriptwriting	3
RTV 107	Television Studio Production	3
RTV 108	Principles of Audio	3
RTV 136	Broadcast Announcing	3
RTV 210	Audio Mixing	3
RTV 211	Radio Programming and Production II	3
RTV 212	Advanced Television Production	3
RTV 241	Cable Television Production I	3
RTV 242	Cable Television Production II	3
RTV 243	Cable Television Production III	3
RTV 260	Broadcast Sales & Management	3
RTV 269	Video Field Production	3
RTV 275	Special Topics	1-6
RTV 278	Portfolio Presentation	0
RTV 280	Internship: TV studio/Video Production	3
RTV 283	Internship: Radio/Audio Production	3
RTV 285	Independent Study	1-3
RTV 289	Capstone	3

A portfolio (RTV 278) will be completed by each student and is required for completion of degree program.



COMMUNICATIONS MEDIA
ADVISORY COMMITTEE

- Richard Allen
Art Z Design
- Wes Fothergill
Thompson School District
- J. Carson Hamlin
City of Fort Collins
- Andrew Nagel
Mirage Productions
- Dirk Olson
Independent Producer
- Michaelle Henry
KCOL Radio
- Zant Reyez
Aims Student
- Grant Storey
Wire One Technologies
- Jason VanVleet
MGA Entertainment

COMMUNICATION MEDIA
CAREER & TECHNICAL
CERTIFICATES

Advisors:

James Crandall, 970.339.6339
Students wishing to rapidly obtain proficiency in one of the Communication Media disciplines may opt to pursue a one-year certificate. Each certificate focuses on specific skill sets of a certain discipline within the area of modern mass communication. Certificates are primarily designed to prepare students with relevant, marketable skills for entry-level employment in the media field. All courses in a certificate may also be applied to a two-year Associate of Applied Science degree.

AUDIO PRODUCTION CERTIFICATE
(CERT CM02)

- FVT 208 Sound for Film/Video 3
- MGD 163 Sound Design I 3
- MUS 165 MIDI I 2
- RTV 108 Principles of Audio 3
- RTV 136 Broadcast Announcing 3
- RTV 210 Audio Mixing 3
- Total Credits for Audio
Production Certificate:** 17

VIDEO/TELEVISION
PRODUCTION CERTIFICATE
(CERT CM03)

- FVT 264 Introduction to Digital Effects . . 3
- MGD 155 Introduction to 3D Modeling/
Animation: Lightwave 3D 3
- MGD 163 Sound Design I 3
- MGD 164 Digital Video Editing I 3

- RTV 107 Television Studio Production . . . 3
- RTV 212 Advanced Television Production . 3
- RTV 269 Video Field Production 3
- Total Credits for Video/Television
Production Certificate:** 21

DIGITAL IMAGING &
PUBLISHING CERTIFICATE
(CERT CM04)

- ART 143 Digital Photography I 3
- ART 243 Digital Photography II 3
- FVT 264 Introduction to Digital Effects . . 3
- MGD 141 Web Design I 3
- MGD 143 Motion Graphics Design I 3
- MGD 254 Multimedia Design and
Production I 3
- MGD 269 Multimedia Design
and Production II 3
- Total Credits for Digital Imaging and
Publishing Certificate:** 21

RADIO PRODUCTION CERTIFICATE
(CERT CM05)

- MGD 163 Sound Design I 3
- RTV 101 Radio Programming and
Production I 3
- RTV 108 Principles of Audio 3
OR
- RTV 136 Broadcast Announcing 3
- RTV 211 Radio Programming and
Production II 3
- RTV 260 Broadcast Management 3
- Total Credits for Radio
Production Certificate:** 15

MEDIA WRITING CERTIFICATE
(CERT CM06)

- ENG 131 Technical Writing I 3
- JOU 106 Fundamentals of Reporting 3
- JOU 206 Intermediate Newswriting
and Reporting 3
- RTV 103 Writing for TV and Radio 3

Students will also select any two of the following courses:

- BUS 217 Business Communication and
Report Writing 3
- ENG 132 Technical Writing II 3
- RTV 101 Radio Programming and
Production I 3
- RTV 104 Corporate Scriptwriting 3
- RTV 107 Television Studio Production . . 3
- Total Credits for Media
Writing Certificate:** 18

INTEGRATED MEDIA
PRODUCTION CERTIFICATE
(CERT CM07)

- Students will select a minimum of 20-21 semester hours from the following courses.
- ART 143 Digital Photography I 3
 - ART 243 Digital Photography II 3

- EDU 263 Teaching and Learning Online . . 3
- FVT 208 Sound for Film/Video 3
- FVT 264 Introduction to Digital Effects . . 3
- MGD 141 Web Design I 3
- MGD 143 Motion Graphics Design I 3
- MGD 155 Intro to 3D Modeling/Animation:
Lightwave 3D 3
- MGD 163 Sound Design I 3
- MGD 164 Digital Video Editing I 3
- MUS 165 MIDI I 2
- MGD 204 Videography II 3
- MGD 254 Multimedia Design and
Production I 3
- MGD 255 Advanced 3D Modeling/Animation:
Lightwave 3D 3
- MGD 269 Multimedia Design
and Production II 3
- RTV 107 Television Studio Production . . . 3
- RTV 108 Principles of Audio 3
- RTV 136 Broadcast Announcing 3
- RTV 210 Audio Mixing 3
- RTV 212 Advanced Television Production . 3
- RTV 269 Video Field Production 3
- Total credits for Integrated Media
Production Certificate:** 20-21
(Certain other multimedia-related courses
may be substituted with advisor approval.)

EDUCATIONAL
TECHNOLOGY CERTIFICATE
(CERT CM08)

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

- ART 143 Digital Photography I 3
- CWB 110 Complete Web Authoring 3
(also offered in online format)
OR
- MGD 141 Web Design I 3
- EDU 261 Teaching, Learning and
Technology 3
- EDU 263 Teaching and Learning Online . . 3
- FVT 264 Introduction to Digital Effects . . 3
- MGD 155 Introduction to 3D Modeling/
Animation: Lightwave 3D 3
- MGD 164 Digital Video Editing I 3
- MGD 254 Multimedia Design and
Production I 3
- Total Credits for Certificate:** 24

computer

COMPUTER DEPARTMENT

Location:

Westview, Room 652

Program Chair, Computer

Information Systems/Computer Science:

Ellen Swieter, 970.339.6522

DEGREES/CERTIFICATE OFFERED:

Computer Information Systems

(A.A.S. Degree)

Data Base Administration (Certificate)

Game Programming (Certificate)

Information Technology (Certificate)

MCDBA (Certificate)

MCSA (Certificate)

MCSE (Certificate)

Network Analyst (Certificate)

Object Programming (Certificate)

Telecommunications (Certificate)

UNIX (Certificate)

Visual Basic Programming (Certificate)

Web Page Development (Certificate)

Computer Information Systems

Area of Study (A.A. Degree)

Computer Programming Area of Study

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

Computer Science Area of Study

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

Computer Science

(B.S. Degree Franklin University Alliance)

Management Information Systems

(B.S. Degree Franklin University Alliance)

Telecommunications Area of Study

(A.A. Degree)

COMPUTER INFORMATION SYSTEMS

Advisors and Faculty:

Doug Clay, 970.339.6489

Dick Gardner, 970.339.6289

Tim McFerron, 970.339.6271

Rex Parr, Ext. 970.339.6363

Distance Learning Advisor:

John Hutson, Ext. 970.339.6549

Potential Opportunities: The Computer Information Systems A.A.S. degree program is designed to prepare the student for entry level positions in one of the following areas: Data Base Administration, Web Page Development, Networking and Programming.

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

Registration Requirement: The Computer Information Systems degree

requires assessment testing in Reading and Arithmetic. Please see the Advising and Assessment department before meeting with a program advisor.

Students who earn a D or lower grade in a course that is a prerequisite to another course may not enroll in the higher level course. They are strongly advised to repeat the prerequisite course and demonstrate mastery of the material by earning a grade of C or better.

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

COMPUTER INFORMATION SYSTEMS

(Associate of Applied Science Degree)

(AAS CI01)

GENERAL EDUCATION

BUS 217	Business Communications and Report Writing	3
	OR	
ENG 121	English Composition I	3
COM 115	Public Speaking.	3
	OR	
COM 125	Interpersonal Communication	3
MAT 106	Survey of Algebra	4
HIS XXX	Any History course that will transfer	3

Select one of the following classes:

BUS 216	Legal Environment of Business	3
ECO 201	Principles of Macroeconomics.	3
ECO202	Principles of Microeconomics	3
PSY 101	General Psychology I.	3
Total Credits from General Education:		16

REQUIRED COMPUTER CLASSES

CIS 124	Intro to Operating Systems	3
CIS 118	Intro PC Applications.	3
CIS 145	Complete PC Database.	3
CNG 101	Intro to Networking	3
CSC 116	Logic and Program Design	3
CSC 150	Visual Basic Programming.	3
CSC 160	Computer Science I (C++)	4
CWB 110	Complete Web Authoring.	3
Total Credits from required Computer Classes:		25

CERTIFICATE CREDITS

Choose a minimum of 23 credits from the following courses that are part of the Computer Information Systems Certificates. 23
Total Credits for A.A.S. Degree: 64

WEB DESIGN & DEVELOPMENT

(Associate of Applied Science Degree)

(AAS CI15)

MGD 105	Typography & Layout.	3
MGD 109	Design & Color	3
MGD 111	Adobe Photoshop I.	3
MGD 112	Adobe Illustrator I.	3
MGD 141	Web Design I (Dreamweaver)	3
MGD 143	Motion Graphic Design I (Flash).	3
MGD 163	Sound Design I.	3
	OR	
MGD 164	Digital Video Editing I.	3
CIS 124	Intro to Operating Systems.	3
CSC 116	Logic and Programming	3
	OR	
CSC 150	Visual Basic.	3
CWB 110	Complete Web Authoring.	3
CWB 204	Cascading Style Sheets	3
CWB 205	Complete Web Scripting.	3
CWB 206	Web Date Base	3
MGD 243	Motion Graphic Design II (Flash).	3
MGD 258	Web Design Production	3
MGD 280	Internship	2
Total Credits:		47

GENERAL EDUCATION COURSES

ART 110	Art Appreciation	3
	OR	
ART 111	Art History	3
ENG 121	English Composition I	3
	OR	
ENG 131	Technical Writing I.	3
MAT 106	Survey of Algebra	4
PSY 100	Psychology of Work Place Relationships.	3
COM 115	Public Speaking.	3
	OR	
COM 125	Interpersonal Communications.	3
Total General Education Credits:		16
Total Credits for A.A.S. Degree		63

DATA BASE ADMINISTRATION CERTIFICATE

(CERT CI 13)

*CIS 118	Intro PC Applications.	3
*CIS 124	Intro to Operating Systems.	3
*CIS 145	Complete PC Database.	3
CIS 146	Database Application Development: Access.	3
CIS 240	Database Design and Development.	3
CIS 244	SQL PL/SQL	3
*CSC 116	Logic and Program Design	3
Total Credits for Database Administration Certificate		21

NOTE: (9 credits towards the degree)

The * identifies courses that are part of the Required Computer Classes in the Computer Information Systems A.A.S. Degree.

GAME PROGRAMMING CERTIFICATE

(CERT CI 16)

*CIS 118 Intro to PC Applications 3
 *CIS 124 Intro to Operating Systems 3
 *CSC 116 Logic and Program Design 3
 *CSC 160 Computer Science I (C++) 4
 CSC 200 Game Programming I (C++) 3
 CSC 216 Computer Logic & Game Design 3
 MGD 143 Motion Graphic Design I 3
 MGD 243 Motion Graphic Design II 3
 Total Credits for Game Programming Certificate 25

NOTE: (13 credits toward the degree)
 The * identifies courses that are part of the required computer classes in the Computer Information Systems A.A.S. Degree.

NETWORK ANALYST CERTIFICATE

(CERT CI 05)

*CIS 118 Intro PC Applications 3
 *CIS 124 Intro to Operating Systems 3
 *CNG 101 Intro to Networking 3
 CNG 102 Local Area Networks 3
 CNG 109 Computer Networking Lab 3
 CNG 131 Network Security Fundamentals 3
 *CSC 116 Logic & Program Design 3

Total Credits for Network Analyst Certificate: 21

NOTE: (9 credits towards the degree)
 The * identifies courses that are part of the Required Computer Classes in the Computer Information Systems A.A.S. Degree.

OBJECT PROGRAMMING CERTIFICATE

(CERT CI 12)

*CIS 118 Intro PC Applications 3
 *CIS 124 Intro to Operating Systems 3
 *CSC 116 Logic and Program Design 3
 *CSC 160 Computer Science I (C++) 4
 CSC 160 Computer Science I (JAVA) 4
 CSC 161 Computer Science II (JAVA) 4

Total Credits for Object Programming Certificate 21

NOTE: (8 credits towards the degree)
 The * identifies courses that are part of the Required Computer Classes in the Computer Information Systems A.A.S. Degree.

UNIX CERTIFICATE

(CERT CI 06)

*CIS 118 Intro PC Applications 3
 *CIS 124 Intro to Operating Systems 3
 CIS 220 Fundamentals of UNIX 3
 CNG 109 Computer Networking Lab 3
 *CSC 116 Logic and Program Design 3

Total Credits for UNIX Certificate: 18

NOTE: (6 credits towards the degree)
 The * identifies courses that are part of the Required Computer Classes in the Computer Information Systems A.A.S. Degree.

VISUAL BASIC PROGRAMMING CERTIFICATE

(CERT CI 07)

*CIS 118 Intro PC Applications 3
 *CIS 124 Intro to Operating Systems 3
 *CSC 116 Logic and Program Design 3
 *CSC 150 Visual Basic Programming 3
 CSC 151 Advanced Visual Basic Programming 3

Total Credits for Visual Basic Programming Certificate: 15

NOTE: (3 credits towards the degree)
 The * identifies courses that are part of the Required Computer Classes in the Computer Information Systems A.A.S. Degree.

WEB PAGE DEVELOPMENT CERTIFICATE

(CERT CI 08)

*CIS 118 Intro PC Applications 3
 *CIS 124 Intro to Operating Systems 3
 *CIS 145 Complete PC Database 3
 *CNG 101 Intro to Networking 3
 *CSC 116 Logic and Program Design 3
 *CWB 110 Complete Web Authoring 3
 CWB 204 Cascading Style Sheets 3
 CWB 205 Complete Web Scripting 3
 CWB 206 Web Data Base 3

Total Credits for Web Page Development Certificate: 27



NOTE: (6 credits towards the degree)
The * identifies courses that are part of the Required Computer Classes in the Computer Information Systems A.A.S. Degree.

INFORMATION TECHNOLOGY CERTIFICATE

(CERT CI 11)

This program offered through Continuing Education.

CIS 118	Intro PC Applications	3
CIS 124	Intro to Operating Systems	3
CIS 145	Complete PC Database	3
CNG 101	Intro to Networking	3
CSC 116	Logic and Program Design	3
CSC 150	Visual Basic Programming	3
CSC 160	Computer Science I (C++)	4
CSC 160	Computer Science I (JAVA)	4
CWB 110	Complete Web Authoring	3
Total Credits for Information Technology Certificate:		29

MCSA - MICROSOFT CERTIFIED SYSTEMS ADMINISTRATOR CERTIFICATION CERTIFICATE

(CERT CI 10)

Advisor:

John Hutson, 970.339.6549

This program is offered only at the Aims Corporate Education Center. This certificate prepares a student for the Microsoft Certified Systems Administrator (MCSA) credential.

The MCSA certificate courses introduces students to the materials required to obtain the technical proficiency skills in administering and supporting existing Window 2000/2003 based systems and to prepare for the Microsoft Certified Systems Administrator (MCSA) credential exams.

Required credits:

CNG 211	Windows XP Configuration	3
CNG 212	Managing a MS Windows Server Environment	4
CNG 213	Implementing a MS Windows Network Infrastructure	4
CNG 215	Managing a Microsoft Windows Network Environment	3

Choose one of the following courses:

CNG 222	Designing a Windows Secure Network	3
CNG 227	Administering a Microsoft SQL Database	3

Total Credits for MCSA Certification Certificate: 17



MCSE - MICROSOFT WINDOWS SYSTEMS ENGINEER CERTIFICATION CERTIFICATE

(CERT CI 09)

Advisor:

John Hutson, 970.339.6549

This program is offered only at the Aims Corporate Education Center. The Microsoft Certified Systems Engineer (MCSE) credential is a premier technical certification for computer professionals.

The MCSE certificate courses introduce students to the materials required to obtain the technical proficiency necessary to lead organizations in the successful design, implementation, and administration of the Microsoft Windows 2000/2003 platforms and to prepare for the Microsoft Certified Systems Engineer (MCSE) credential exams.

REQUIRED CREDITS

CNG 211	Windows XP Configuration	3
CNG 212	Managing a MS Windows Server Environment	4

CNG 213	Implementing a MS Windows Network Infrastructure	4
CNG 214	Plan a MS Windows Server Network Infrastructure	4
CNG 216	Plan a MS Windows Server Active Directory Infrastructure	4
CNG 221	Design MS Windows Active Directory and Network Infrastructure	3

Choose one of the following courses:

CIS 253	Programming a Microsoft SQL Server Database	3
CNG 215	Managing a Microsoft Windows Network Environment	3
CNG 222	Designing a Windows Secure Network	3
CNG 224	Microsoft Windows Wireless Network	3
CNG 227	Administering a Microsoft SQL Database	3

Total Credits for MCSE Certification Certificate: 25

COMPUTER INFORMATION SYSTEMS ADVISORY COMMITTEE

- Jennifer Bailey
Cyclone Software
- Dan Balsamo
CU Medical
- Angelina Borak-Koonz
Hall-Irwin Construction
- Kevin Cox
Colorado Network Management
- Dan Crogan
Aztech Software
- Kevin Farrell
Bonell Good Samariton
- John Hughes
ACE Solutions, Inc.
- Jim Masuga
Colorado Network Management
- Deck Reichert
Dynamic Materials Corporation
- Kevin Schreiner
Valley High School

TELECOMMUNICATIONS CERTIFICATE

(CERT CI 03)

CNG 160	Telecommunications I	3
CTC 161	Voice Communications	3
CTC 150	Data Communications	3
CTC 120	Understanding Voice and Data Networks	3

Choose One of the following courses:

CNG 165	Convergent Technologies	3
CTC 116	Fiber Optics Technician	3

Total Credits for Telecommunications Certificate: 15

BUILDING/CONSTRUCTION SITE MANAGEMENT

Phone:

970.339.6252

Department Chair, Engineering:

John Lenz, 970.339.6626

Advisors and Faculty:

John Lenz, 970.339.6626

John Mangin, 970.339.6413

DEGREES/CERTIFICATES OFFERED:

Building Construction Site Management

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

Certificates:

Basics of Construction Management

Basics of Construction Methods

Basic Structural Properties

Project Estimating

NOTE: Students seeking to transfer to a four-year institution should see an advisor for current transfer information and possibilities.

Program Length: Usually four semesters for the A.A.S. Degree and usually two semesters for a certificate.

Potential Opportunities: This is the first of its kind two-year A.A.S. degree in construction management in the state of Colorado. This A.A.S. degree and certificates are designed to prepare the students for a wide range of technical occupations that utilize construction management skills and knowledge, including, yet not limited to: project management, general contracting, on-site superintendent, estimating, materials testing, owner or architect's representative, real estate development, technical sales, and financing. AAS degree graduates are prepared for the workplace, or may want to transfer to a four-year institution. Those students seeking transfer to a four-year institution should see an advisor for current transfer information and possibilities.

Program Requirements: (1) Students entering the program are required to complete the Aims assessment examinations in the areas of reading, writing, and mathematics. If qualifying scores are not attained, the program advisors will determine the preparatory courses that will be required to gain admittance to the program. (2) Students are required to demonstrate proficiency in English composition before graduation. This may be accomplished by successful completion ("C grade or above) in (ENG 121) English Composition, (ENG 131) Technical Writing, or by qualifying score on the assessment examination.

(3) Prerequisite courses for this program must be met prior to admittance to the program. See the course descriptions in the back of the catalog for individual course descriptions. (4) Any student registering for a construction management course must obtain a program advisor's signature on the course registration form before registering. Any student requesting an evaluation of transfer credit is required to meet with a construction management department advisor. (5) Any course used to satisfy a construction management technology degree or certificate must be completed with a "C" or better.

General Information: Most courses within the Construction Management Technology program require some degree of manual dexterity, good eyesight and the ability to perform manual operations such as the ability to lift and operate test equipment.

Specific courses may be suitable for the physically impaired students – contact a program advisor if you have questions or needs.

Program Description: The A.A.S. degree in Construction Management Technology consists of specific construction management courses and general education requirements. The student may elect to complete one or more of the certificates and/or the entire A.A.S. degree program of study.

BUILDING/CONSTRUCTION SITE MANAGEMENT

(Associate of Applied Science Degree)

(AAS CM13)

GENERAL EDUCATION

COM 115 Public Speaking 3
OR

COM 125 Interpersonal Communication . . 3

ENG 121 English Composition I 3
OR

ENG 131 Technical Writing I 3

HIS 101 Select One:
101, 102, 201, 202 or 247 3

MAT 108 Technical Mathematics 4
OR

MAT 121 College Algebra 4

PHY 105 Physics: Conceptual Physics . . . 4
OR

PHY 111 Physics: Algebra Based I 5

Total General Education Credits: 17-18

REQUIRED COURSES

AEC 221	Building Electrical/ Mechanical Systems	3
AEC 231	Estimating II: Cost Analysis	3
AEC 232	Construction Project Management	3
AEC 233	Construction Safety and Loss Prevention	2
AEC 234	Construction Contract and Labor Law	2
ARC 107	Blueprint Reading (Residential/Commercial)	3
ARC 226	Construction Scheduling	3
ARC 236	Codes/Zoning/Specifications	3
CAD 101	Computer Aided Drafting I	3
ENT 142	Surveying II	4
ENT 146	Construction Materials and Methods	3
ENT 210	Soil Mechanics	2
ENT 215	Soils lab	1
ENT 247	Strength of Materials	3
ENT 248	Strength of Materials-Complete	4
Total Required Courses Credits:		42

ELECTIVES

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

ACC 121	Accounting Principles I	4
AEC 280	Internship	1-6
ARC 275	Special Topics	1-6
ARC 285	Capstone	1-6
CAD 102	Computer Aided Drafting II	3
ENT 207	Construction Methods, Planning and Equipment	2
ENT 270	Technical Experience	3
ENT 275	Special Topics	0-5
GEY 111	Physical Geology	4
MAN 216	Small Business Management	3
Total credits for A.A.S. Degree		63-64

BUILDING/CONSTRUCTION SITE MANAGEMENT

(Certificates)

BASICS OF CONSTRUCTION METHODS

CERTIFICATE

(CERT CM19)

ENT 146 Construction Materials
and Methods 3

ENT 207 Construction Methods,
Planning and Equipment 2

Total Credits for Basics of Construction

Methods Certificate 5

BASIC STRUCTURAL

PROPERTIES CERTIFICATE

(CERT CM11)

ENT 247 Strength of Materials 3

ENT 248 Strength of Materials-Complete 4

Total Credits for Basic Structural

Properties Certificate 7

Construction, cont.

PROJECT ESTIMATING CERTIFICATE

(CERT CM12)
 ARC 107 Blueprint Reading
 (Residential/Commercial) 3
 AEC 231 Estimating II: Cost Analysis 3
**Total credits for Project Estimating
 Certificate 6**

BASICS OF CONSTRUCTION MANAGEMENT CERTIFICATE

(CERT CM10)
 AEC 232 Construction Project
 Management 3
 ARC 226 Construction Scheduling 3
**Total credits for Basics of Construction
 Management Certificate 6**

BUILDING/CONSTRUCTION SITE MANAGEMENT ADVISORY COMMITTEE

- Mick Barker
 BarVista Homes, Berthoud
 Lee Blum
 Assoc. General Contractors, Denver
 Cindy Buckardt
 Colorado Precast Concrete, Loveland
 Don Bundy
 The Architects Studio, Fort Collins
 Jim Cox
 CCMK Architects, Fort Collins
 Paul Finger
 High Plains Mechanical, Fort Collins
 Mark Frazier
 UNI Design
 Sharie Grant
 Officescapes / Scott Rice, Fort Collins
 Bret Hall
 Hall Irwin Construction Co., Greeley
 Mark Hout
 UNI Design, Greeley
 Nichole LeClere
 Colorado State University, Fort Collins
 Chad Rock
 Alliance Construction
 Loren Shanks
 Drexel Barrell & Co
 Dotti Weber
 Home Builders Assn. of Northern
 Colorado, Windsor

CONSTRUCTION TRADES PROGRAM

Location:

Construction/Automotive Technology
 Building (CAT)
 575 McKinley, Fort Lupton, Colorado

Program Chair:

John Lenz, 970.339.6626

Advisors and Faculty:

Peter Montez, 970.339.6191
 Mickey Hatchell, 970.339.6191

(Certificates)

Aims Community College is developing a series of certificate programs to provide education and training in various aspects of Construction Trades. Two programs began on the Fort Lupton Campus in the Fall of 2006. Certificates include:

CARPENTRY CERTIFICATE

(CERT CT09)
 CAR 100 Introduction to Carpentry
 CAR 102 Hand and Power Tools
 CAR 105 Job Site Layout and Blueprint
 Reading
 CAR 115 Form and Foundation Systems
 CAR 125 Roofing Materials and Methods
 CAR 133 Construction Framing
 CAR 170 Clinical Construction Lab I
 CAR 130 Windows and Exterior Doors
 CAR 136 Remodeling, Renovation and
 Additions
 CAR 156 Shop Tools: Stationary, Hand and
 Portable
 CAR 160 Floor Finishes
 CAR 171 Clinical Construction Lab 2
Total Credits for Certificate 25

ELECTRICAL WIRING CERTIFICATE

(CERT CT10)
 EIC 100 Electrical Construction and
 Planning
 EIC 104 Basics of Industrial Electricity
 EIC 105 Basics of AC and DC Electricity
 EIC 110 Electrical Installations
 EIC 124 Electrical Safety Requirements
 EIC 130 National Electrical Code I
 EIC 134 Life Safety Code
 EIC 135 National Electrical Code II
 EIC 144 Grounding and Bonding
 EIC 160 Electrical Instruments and
 Measurements
Total Credits for Certificate 29.5

This is an open-entry instructional program meaning that students do not have to wait for a new semester to begin instruction. Each course consists of a series of learning modules designed to teach both construction trades theory and actual construction skills. Skills and theoretical knowledge are enhanced through the use of full-scale projects and the use of state-of-the-art construction tools and equipment with an emphasis on Safe Work Practices. A flexible instructional delivery systems allows students to become employable in the construction industry and to document the skills they have mastered. It also allows construction industry employers to use the Aims Community College construction technology program to upgrade the skills of their workforce.

Certificates such as Plumbing, Masonry, and Construction Technology Technician

are being considered as additional future options. For more information call the Aims Community College Fort Lupton Campus at 303.857.4022, Ext. 6191

CONSTRUCTION TRADES ADVISORY COMMITTEE

- Mark Frazer
 UNI Design
 Bret Hall
 Hall-Irwin Construction
 Rick Hiatt
 Eckstine Electric
 Mark Hout
 UNI Design
 Nicole Tijerina
 Aggie Builders, LLC
 Eric Umholz
 Roche Constructors
 Tony Watson
 Barvista Homes



CRIMINAL JUSTICE

Location:

Hansen Building, 905.3
970.339.6313

Program Chair and Advisor:

Sue Beecher, 970.339.6313
sue.beecher@aims.edu

Director, Peace Officer Academy:

Sue Beecher, 970.339.6313
sue.beecher@aims.edu

DEGREES/CERTIFICATES OFFERED:

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

Peace Officer Academy (Certificate)

Degree seeking students who do not assess at the college level in English, math or reading will take the required remedial coursework within the first 30 semester hours after declaring the degree in any deficient area or demonstrate proficiency through Aims assessment policy. Remedial courses may be taken concurrently with criminal justice courses as long as the 30 semester hour requirement is met. Contact your advisor or the Aims Assessment Center for additional information of college level assessment.

CRIMINAL JUSTICE

(Articulation Agreements for UNC and Metropolitan State College)

(Associate of Arts Degree)

(AA)

Advisor and Program Chair:

Sue Beecher, 970.339.6313
sue.beecher@aims.edu

This Criminal Justice Directed Area of Study is designed for students who would like to **transfer** to a traditional four-year college or university to complete their bachelor's degree in related programs.

Recommended degree requirements for Criminal Justice Area of Study:

COMMUNICATION: 6

See A.A. degree requirements.

ARTS & HUMANITIES: 9

See A.A. degree requirements.

BEHAVIORAL & SOCIAL SCIENCES: 9

See A.A. degree requirements.

MATHEMATICS: 3-4

MAT 121 College Algebra 4
OR

MAT 135 Intro. to Statistics 3



PHYSICAL & LIFE SCIENCES: 8-10
See A.A. degree requirements.

**ORAL COMMUNICATION
OR TECHNOLOGY:** 3
See A.A. degree requirements

ELECTIVES: 22-28
See Criminal Justice advisor for transfer courses.
This degree is designed to transfer to University of Northern Colorado and Metropolitan State College per specific articulation agreements and with CU Denver. The program must be followed exactly as articulated in the agreements.
Total Credits for A.A. Degree: 60

CRIMINAL JUSTICE ADVISORY COMMITTEE

- Tracey Allen, Program Graduate
CEO, Abacus Security & Investigation
- Kendall Alexander, Director
Island Grove Treatment Center
- Cori Buggeln, MA., Adjunct Faculty
Former Youth Service & Probation

- Chief Jim Burack
Milliken Police Department
- Phillip Clark, Assistant DA
Weld County District Attorney's Office
- Mike Guthrie, Director
Weld County Juvenile Assessment Center
- Chief Jerry Garner
Greeley Police Department
- Detective James Kenney
Estes Park Police Department
- Nomi Ketterling, Coordinator
Colorado Prevention Partners/
Island Grove
- Marcelo Kopcow
Weld County District Court Judge
- Jamie Nuss, Assistant Director
Platte Valley Youth Services Center
- Roger Muller, Adjunct Faculty
GPD/SESS Retired
- Cecil O'Farrell, Adjunct Faculty
Victims Advocacy/GPD
- Dr. Phillip Reichel, UNC Professor,
Criminal Justice
- David Rogers, Director
Missing Children's Task Force

Criminal Justice, cont.

Pam Shaddock
 Greeley City Council
 James Simpkins, Assistant Chief/Dispatch/
 Communications, Academy Graduate
 Art Terrazas,
 Diversity, Community Representative
 Tyler Youngren, Program Graduate
 Criminal Justice Student, UNC

CRIMINAL JUSTICE

(Associate of Applied Science Degree)
 (AAS CJ00)

Advisor and Program Chair:

Sue Beecher, 970.339.6313
 sue.beecher@aims.edu

Non-Majors: Students **DO NOT** have to be Criminal Justice majors to enroll in Criminal Justice degree courses.

Program Description: This degree program is concerned with: (1) the concept of justice—its implications, its practice, and its demands in relation to the social, political, legal, and economic institutions that define our society, AND (2) the concept of how to humanely deal with those who come in contact with any aspect of the justice system.

Assessment Guidelines: Degree seeking students who do not assess at the college level in English, math or reading will take the required remedial coursework within the first 30 semester hours after declaring the degree in any deficient area or demonstrate proficiency through Aims assessment policy. Remedial courses may be taken concurrently with criminal justice courses as long as the 30 semester hour requirement is met. Contact your advisor or the Aims Assessment Center for additional information of college level assessment.

DEGREE PROGRAM

Criminal Justice General Education required courses are listed below.

NOTE: This program includes changes which are subject to approval by the Colorado Community College and Occupational Education System. Courses listed are subject to change. Students can verify the course offerings with the Program Chair, as well as transferability of the degree.

CRIMINAL JUSTICE COURSES: 43

CRJ 110	Intro to Criminal Justice	3
CRJ 111	Substantive Criminal Law	3
CRJ 112	Procedural Criminal Law	3
CRJ 125	Law Enforcement Operations	3
CRJ 135	Judicial Function	3
CRJ 145	Correctional Process	3
CRJ 210	Constitutional Law	3
CRJ 216	Juvenile Law and Procedures	3
CRJ 220	Human Relations/ Social Conflict	3
CRJ 230	Criminology	3
CRJ 275	Special Topics: Advanced Substantive Criminal Law	3
CRJ 278	Seminar: Advanced Procedural Criminal Law	3
CRJ 286	Directed Studies: Discretionary Justice	3
CRJ 289	CRJ Capstone	4

GENERAL EDUCATION COURSES: 19

ENG 121	English Composition I	3
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MATH:

MAT 106	Survey of Algebra	4
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SOCIAL SCIENCES: 9

*Select **three (3)** from the following classes.

ANT 101	Cultural Anthropology	3
GEO 105	World Regional Geography	3
HIS 202	U.S. History II	3
POS 105	Introduction to Political Science	3
POS 111	American Government	3
PSY 101	General Psychology I	3
SOC 101	Introduction to Sociology I	3
SOC 218	Sociology of Diversity	3

With advisor approval, appropriate Criminal Justice seminar course(s) may be substituted for one Social Science course selection--not to exceed a total of 3 credits.

COMPUTERS: 3

With advisor approval, select a CIS or CSC class.
Total Credits for A.A.S. Degree: 62

PEACE OFFICER ACADEMY

(Career & Technical Certificate)
 (CERT BP00)

Academy Director and Advisor:

Sue Beecher, 970.339.6313
 sue.beecher@aims.edu

Academy and Registration Information:

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

Program Length: Two semesters.

Mission Statement: To educate and train peace officers to think clearly and act wisely in their profession.

Program Objective: We provide prospective peace officers with the opportunity to acquire basic academic knowledge and basic technical skills to enter their professional work assignments.

Therefore, our academy is oriented toward academic-stress, mental stress, and technical proficiency.

Student Workload: Students will be expected to study a **minimum** of 25-30 hours per week outside of the classroom to ferret out that knowledge necessary to successfully complete this Academy.

College Credit: Success in the Academy leads to a "certificate of completion" and 41 semester credits.

Assessment Guidelines: Must consult with the Academy Director, Sue Beecher.

Application/Registration Information: Must consult with the Academy Director, Sue Beecher.

This program includes changes mandated by the Colorado Peace Officer Standards and training Board. Courses listed are subject to change. Students can verify the course offerings with the Academy Director.

CERTIFICATE PROGRAM

CRJ 101	Basic Law Enforcement Academy	8
CRJ 103	Basic Law Enforcement Academy III	2
CRJ 105	Basic Law	6
CRJ 106	Arrest Control Techniques	3
CRJ 107	Law Enforcement Driving	3
CRJ 108	Firearms	3
CRJ 118	Report Writing	3
CRJ 126	Patrol Procedures	3
CRJ 127	Crime Scene Investigation	3
CRJ 132	Intro/Community Policing/ Officer Survival	1
CRJ 209	Criminal Investigation I	3
CRJ 246	Traffic Investigation	3
Total Credits for Certificate:		41

EARLY CHILDHOOD EDUCATION

Location:

Monfort Early Childhood Education Center

Advisors and Faculty:

Judy Gump, 970.339.6298
Rebecca Ward-Smith, 970.339.6307

Center Director, Monfort Early Childhood Education Center:

Linda Neigherbauer, 970.339.6275

Potential Opportunities: The demand for quality child care has increased the number of career options in the exciting and rewarding field of Early Childhood. The expansion of knowledge in child development methods, coupled with the economic need for parents to seek part or full-day care outside their home, has created specialized fields for working with young children and their families.

The program is designed to prepare students for positions in private preschools, small and large child care centers, child development centers, Head Start programs, before and after school programs, summer day camps, infant nurseries, inclusive child care centers and family child care homes. Work experience for most positions is required in addition to courses listed. The Colorado Department of Human Services, Office of Child Care Services determines the qualifications for child care positions.

Registration Requirement: All students must take Aims preassessment or show appropriate ACT or SAT scores or show evidence of previous successful college level work prior to registration. A program advisor's signature is required on course registration forms prior to registration.

EARLY CHILDHOOD EDUCATION CERTIFICATE PROGRAM (CERT EC16)

Prerequisites: During ECE 102 Introduction to ECE Lab Techniques, each student must submit a dated report of physical examination, dated report of satisfactory tuberculin test or chest x-ray, criminal record check, and Central Registry for Child Protection check as required by the Colorado Department of Human Services. Forms and information will be provided by program advisors.

CERTIFICATE REQUIREMENTS

ECE 101	Introduction to Early Childhood Education	3
ECE 102	Introduction to EC Lab Techniques	3

ECE 103	Guidance Strategies for Children	3
ECE 151	Early Childhood Education Leadership Development.	1
ECE 180	Internship	5
ECE 125	Science/Math and the Young Child	3
	OR	
ECE 226	Creativity and the Young Child.	3
	OR	
ECE 228	Language and Literacy.	3
ECE 238	Child Growth & Development.	4
ENG 121	English Composition I	3
SPE 125	Interpersonal Communication	3
	Total Credits for Certificate:	28

GROUP LEADER CERTIFICATE (CERT EC08)

The Colorado Department of Human Services recognizes the following courses as meeting the academic requirements for Group Leader positions. Work experience is also required.

ECE 101	Introduction to Early Childhood Education	3
ECE 102	Introduction to EC Lab Techniques	3
ECE 103	Guidance Strategies for Children	3
ECE 220	Curriculum Development: Methods/Techniques.	3
ECE 125	Science/Math and the Young Child	3
	OR	
ECE 226	Creativity and the Young Child.	3
	OR	
ECE 228	Language and Literacy.	3
ECE 238	Child Growth & Development.	4
	Total Credits for Certificate:	19

CHILD CARE CENTER DIRECTOR CERTIFICATE (CERT EC15)

These courses satisfy Colorado Department of Human Services requirements for Director. Additionally, students need 1960 hours of verifiable work experience with children under 6 years.

ECE 101	Introduction to Early Childhood Education	3
ECE 102	Introduction to EC Lab Techniques	3
ECE 103	Guidance Strategies for Children	3
ECE 205	Nutrition, Health, Safety.	3
ECE 220	Curriculum Development: Methods/Techniques.	3
ECE 238	Child Growth & Development.	4
ECE 240	Administration of Early Childhood Care & Education Programs	3
ECE 241	Administration: Human Relations Early Childhood Professions	3
	Total Credits for Certificate:	25

INFANT/TODDLER CARE CERTIFICATE (CERT EC13)

This competency-based certificate is designed to satisfy Colorado Department of Human Services requirements for Infant Nursery Supervisor positions in child care centers. It includes 90 clock hours of training and a practicum course.

ECE 111	Infant and Toddler Theory and Practice.	3
ECE 112	Introduction to Infant/Toddler Lab Techniques	3
ECE 115	Introduction to the Infant/Toddler Environment Rating Scale.	1
	OR	
ECE 175	Once Scale Training	1
ECE 211	Advanced Infant and Toddler Theory and Practice	3
	Total Credits for Certificate:	10

GREAT BEGINNINGS CERTIFICATE (CERT EC10)

This specialized certificate is for individuals who desire to work with infants, toddlers or young children with special needs.

ECE 238	Child Growth & Development.	4
ECE 261	Exceptional Child Lab Techniques	3
ECE 265	First Start: Including Children With Disabilities	3
	Total Credits for Certificate:	10

INFANT/TODDLER CANDIDATE CERTIFICATE (CERT EC14)

This certificate satisfies the educational requirements for an Infant/Toddler CDA. Child Development Associate (CDA) certificate applicable in certain child care settings including Head Start.

ECE 101	Introduction to Early Childhood Education	3
ECE 111	Infant and Toddler: Theory and Practice.	3
ECE 211	Advanced Infant and Toddler Theory and Practice	3
	Total Credits for Certificate:	9

PRESCHOOL CANDIDATE CERTIFICATE (CERT EC12)

This certificate satisfies the educational requirements for Preschool CDA. Child Development Associate (CDA) certificate applicable in certain child care settings including Head Start.

ECE 101	Introduction to Early Childhood Education	3
ECE 102	Introduction to EC Lab Techniques	3
ECE 238	Child Growth & Development.	4

Education, cont.

Select one of the following:

ECE 103	Guidance Strategies for Children	3
ECE 125	Science/Math and the Young Child	3
ECE 226	Creativity and the Young Child	3
ECE 228	Language and Literacy	3
Total Credits for Certificate:		13

EARLY CHILDHOOD EDUCATION

(Associate of Applied Science Degree)
(AAS EC03)

Potential Opportunities: The program is designed to continue the academic requirements for the assistant director and director position in the same work sites as described in the ECE Certificate Program. Students have opportunities to specialize practicum courses for Infant/Toddler Care and/or Children with Special Needs. Work experience is required in addition to the courses listed.

Prerequisites: Same as for certificate program Early Childhood Education.

DEGREE REQUIREMENTS

ECE 101	Introduction to Early Childhood Education	3
ECE 102	Introduction to EC Lab Techniques	3
ECE 103	Guidance Strategies for Children	3
ECE 151	Early Childhood Education Leadership Development	1
ECE 180	Internship	5
ECE 238	Child Growth & Development	4
ECE 111	Infant and Toddler Theory and Practice	3
ECE 205	Nutrition, Health, and Safety	3
ECE 220	Curriculum Development: Methods/Techniques	3
ECE 240	Administration of Early Childhood Care & Education Programs	3
ECE 241	Administration: Human Relations for the Early Childhood Professions	3
ECE 265	First Start: Including Children With Disabilities	3
ECE 280	Internship	5
ECE	Elective (program advisor approval) (see ECE Electives)	3

Options: Students choose one:

Infant/Toddler Track Option:

ECE 112	Introduction to Infant/Toddler Lab Techniques	3
ECE 211	Advanced Infant and Toddler Theory and Practice	3

Special Needs Track Option:

ECE 261	Exceptional Child Lab Techniques	3
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GENERAL EDUCATION

COM125	Interpersonal Communication	3
ENG 121	English Composition I	3
MAT 120	Mathematics for the Liberal Arts	4
PSY 101	General Psychology I	3
SOC 101	Introduction to Sociology I	3
	OR	
SOC 205	Sociology of Family Dynamics	3
Total Credits for A.A.S. Degree:		64-67

Students must have a "C" or better in each practicum course to advance to the next practicum course. Practicum courses are: ECE 102, ECE 180, ECE 280.

PROGRAM ELECTIVES

ECE 127	Music & Movement for the Young Child	2
ECE 145	Creative Materials	1
ECE 175	Ounce Scale Training	1
ECE 114	Introduction to the Early Childhood Environmental Rating Scale	1
ECE 115	Introduction to the Infant/Toddler Environmental Rating Scale	1
ECE 125	Science/Math and the Young Child	3
ECE 195	School-age Child in Childcare	2
ECE 226	Creativity and the Young Child	3
ECE 228	Language and Literacy	3

EARLY CHILDHOOD EDUCATION STATEWIDE ARTICULATION AGREEMENT

(Associate of Arts Degree)
(AA LA42)

Early Childhood Education Statewide Articulation Agreement includes courses

for transfer to UNC and other Colorado Universities.

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

COMMUNICATION: 6

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

ARTS & HUMANITIES: 6

ART 110	Art Appreciation	3
MUS 120	Music Appreciation	3
LIT 115	Intro. to Literature	3
*LIT 225	Children's Literature	3

BEHAVIORAL & SOCIAL SCIENCES: 9

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

MATHEMATICS: 6-7

Select ONE of the following mathematics options:

Option 1 (2 courses)

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

Option 2 (2 courses)

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

PHYSICAL & LIFE SCIENCES: 12

Select the following two science courses:

*SCI 155	Integrated Science I	4
*SCI 156	Integrated Science II	4

Select one additional lab-based science course from the following list:

*BIO 105	Science of Biology	4
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*BIO 111 General College Biology I 5
 CHE 101 Introduction to Chemistry I 5
 CHE 111 General College Chemistry I 5
 GEY 111 Physical Geology 4
 PHY 105 Conceptual Physics 4
 PHY 111 Physics: Algebra-Based I 5
 PHY 211 Physics: Calculus-Based I 5
NOTE: Science sequence may be offered only once per year, beginning Fall Semester.

ORAL COMMUNICATIONS: 3
 *COM 115 Public Speaking 3

ELECTIVES 22
 ANT 101 Cultural Anthropology 3
 *ECE 101 Introduction to Early Childhood Education 3
 *ECE 102 Introduction to Early Childhood Lab Techniques 3
 *ECE 205 Nutrition, Health & Safety 3
 *ECE 220 Curriculum Development: Methods/Techniques 3
 *ECE 228 Language & Literacy 3
 *ECE 238 Child Growth & Development 4
 *ECE 240 Administration of Early Childhood Care and Education Programs 3
 EDU 261 Teaching, Learning & Technology 3
 SOC 218 Sociology of Diversity 3
Total credits for A.A. Degree: 60

EARLY CHILDHOOD EDUCATION ADVISORY COMMITTEE

- Christy Aldridge
 Private Consultant
 Jill Fetters
 Children's Workshop
 Mary Hamilton
 Sunshine Child Care Centers
 Patty Henry
 Preschool Teacher
 Lochbuie Elementary School
 Peggy Johnson, Director
 My Friends and Me Learning Center
 Deb Kohlhoff
 Special Education Paraeducator
 School District 6
 Jessica Luca
 Early Childhood Education
 Greeley Central High School
 Laura Martinez
 Community Preschool
 Brandie Meisner
 Student
 Margie Mellon
 Children's World
 Vanessa Minerger
 Family Educational Network of Weld County
 Shiela Moore
 United Way of Weld County

- Terri Neufield
 ABC Child Development Center
 Angela Ruiz
 Student Representative
 Maurine Summers
 Retired Aims Faculty
 Susan Thompson
 School of Teacher Ed
 University of Northern Colorado
 Laura Ulmer
 Weld Opportunity High School
 Julie Walsh
 Catholic Charities Plaza del Milgro
 Jason Wertz
 Kiddieland
 Christine Wiedeman
 Starline Preschool Day Care Center

EDUCATION DEPARTMENT

Program Coordinator:
 Rebecca Richards, 970.339.6274
 Westview Building 661B

TEACHER PREPARATION

Students interested in a career in education need to identify as early as possible the four-year institution to which they plan to transfer. Elementary and secondary education students will be required to pursue a Bachelor's degree. Early Childhood students have choices of certificates, Associate's degree or Bachelor's degree and beyond. Programs vary among Colorado universities. It is recommended that students seek advising from one of the following Aims advisors;

- Judy Gump - Early Childhood Education
 Marsha Driskill - Secondary Education and Elementary Education
 Holly Hartwick - English/Speech

ELEMENTARY EDUCATION STATEWIDE ARTICULATION AGREEMENT

(Associate of Arts Degree)
 (AA LA15)

Elementary Education Statewide Articulation Agreement includes courses for transfer to UNC and other Colorado universities.

Degree requirements for the Elementary Education Statewide Articulation Agreement.

COMMUNICATION: 6
 ENG 121 English Composition I 3
 ENG 122 English Composition II 3
 (B or better required in one of the above.)

ARTS & HUMANITIES: 3
 LIT 115 Intro. to Literature 3
 LIT 201 Masterpieces of Literature I 3
 LIT 202 Masterpieces of Literature II 3

BEHAVIORAL & SOCIAL SCIENCES: 9
 HIS 201 U.S. History I 3
 GEO 105 World Geography 3
 POS 111 American Government 3

MATHEMATICS: 6
 *MAT 155 Integrated Math I 3
 *MAT 156 Integrated Math II 3
 *MAT 155 & 156 can only be used for graduation to fulfill the mathematics general education requirement for his articulation program. If a student chooses to change their degree program, these courses may or may not be applied to the elective category of the chosen degree (see Approved Degree Electives in this catalog). (*Per statewide articulation agreement for elementary education students only.)

PHYSICAL & LIFE SCIENCES: 12
 Select the following two science courses:
 *SCI 155 Integrated Science I 4
 *SCI 156 Integrated Science II 4

Select one additional lab-based science course from the following list:

BIO 105 Science of Biology 4
 BIO 111 General College Biology I 5
 CHE 101 Introduction to Chemistry I 5
 CHE 111 General College Chemistry I 5
 GEY 111 Physical Geology 4
 PHY 105 Conceptual Physics 4
 PHY 111 Physics-Algebra Based I 5
 PHY 211 Physics-Calculus Based I 5

ELECTIVES

Required electives

COM 115 Public Speaking 3
 EDU 221 Introduction to Education 3
 PSY 238 Child Development 3

The following list has been provided by the University of Northern Colorado for students wishing to transfer to UNC. Students desiring to transfer to UNC must select their remaining 15 credits of electives from this list. Students planning to transfer to an institution other than UNC must contact the transfer institution for further information. It is the student's responsibility to select the appropriate final 15 credits.

ANT 101 Cultural Anthropology 3
 ART 110 Art Appreciation 3
 OR
 MUS 120 Music Appreciation 3
 EDU 261 Teaching, Learning, and Technology 3
 HIS 255 Colorado History 3
 LIT 255 Children's Literature 3
 SOC 218 Sociology of Diversity 3
Total Credits for A.A. Degree: 60

PARAEDUCATOR PROGRAM
(Associate of Applied Science Degree)
(AAS PE00)

This program prepares paraprofessionals for their positions in PreK-12 settings. Course topics include communication skills, instructional techniques, health and safety issues and behavior management. Special courses focus on bilingual, special education and literacy needs. Financial assistance is available through grants for those who qualify.

GENERAL EDUCATION: 34

- BIO 105 Science of Biology 4
OR
- GEY 111 Physical Geology 4
OR
- PHY 105 Conceptual Physics 4
- EDU 221 Introduction to Education 3
- ENG 121 English Composition I 3
- HIS 201 US History I 3
OR
- GEO 105 World Geography 3
- LIT 115 Introduction to Literature 3
OR
- LIT 255 Children's Literature 3
- MAT 155 Integrated Math I 3
- MAT 156 Integrated Math II 3
- MUS 120 Music Appreciation 3
OR
- ART 110 Art Appreciation 3
- PSY 238 Child Development 3
- POS 111 American Government 3
- COM 115 Public Speaking 3

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

BILINGUAL TRACK

- EDU 114 Student Behavior Management for Paraeducators 3
- TEL 102 Procedures and Techniques for the ESL Classroom 3

SPECIAL EDUCATION TRACK

- ECE 265 First Start: Including Children with Disabilities 3
- EDU 114 Student Behavior Management for Paraeducators 3

ELECTIVES 20

- EDU 110 Overview of Special Populations for Paraeducators 3
- EDU 111 Communication Skills with Special Populations for Paraeducators . . . 3
- EDU 112 Health and Safety Issues in Schools for Paraeducators 3
- EDU 141 Basic Instructional Techniques for Paraeducators 3

- EDU 188 Paraeducator Practicum 2
- EDU 233 English Language Learning K-6 . . . 3
- EDU 234 Multicultural Education 3
- ENG 122 English Composition II 3
- ETH 224 Introduction to Chicano Studies 3
- Total Credits for A.A.S. Degree: 60**

PARAEDUCATOR CERTIFICATE PROGRAM

(PENDING STATE APPROVAL)

GENERAL EDUCATION: 31

- BIO 105 Science of Biology 4
OR
- GEY 111 Physical Geology 4
OR
- PHY 105 Conceptual Physics 4
- ENG 121 English Composition I 3
- HIS 201 US History I 3
OR
- GEO 105 World Geography 3
- LIT 115 Introduction to Literature 3
OR
- LIT 255 Children's Literature 3
OR
- MUS 120 Music Appreciation 3
- MAT 155 Integrated Math I 3
- MAT 156 Integrated Math II 3
- PSY 238 Child Development 3
- POS 111 American Government 3
- COM 115 Public Speaking 3

ELECTIVES 17

- EDU 110 Overview of Special Populations for Paraeducators 3
- EDU 111 Communication Skills with Special Populations for Paraeducators . . . 3
- EDU 112 Health and Safety Issues in Schools for Paraeducators 3
- EDU 141 Basic Instructional Techniques for Paraeducators 3
- EDU 188 Paraeducator Practicum 2
- EDU 221 Introduction to Education 3
- EDU 233 English Language Learning K-6 . . . 3
- EDU 234 Multicultural Education 3
- Total Credits for Certificate: 48**

SECONDARY EDUCATION PREPARATION

Students interested in teaching at middle school or high school level can complete their first two years of general education and content courses at Aims Community College. These courses will transfer to a four-year university and allow students to continue their coursework for secondary education licensure. Students should consult with both education and content area advisors.

EDUCATION

The Education Program provides lifelong learning opportunities to meet the needs of pre-service and in-service teachers, families, parents, and students. Programs include:

- **Professional Education** – Courses include state general education guaranteed core transfer for pre-service teachers, Associate of Applied Science degree program for paraeducators and classroom enhancement for in-service teachers. Some courses may apply toward re-licensure or salary schedule advancement. Students are responsible for confirming with the appropriate agencies that these courses will qualify. Topics include English language learners, classroom management, leadership, human potential, wellness, problem-solving, safety, and cultural sensitivity.
- **Parent/Family Education** - Courses help parents, guardians, advocates and caregivers understand child development needs, family management and confidence-building strategies for themselves and their children. Family topics include physical, emotional and mental health issues, gender differences, learning styles, communication strategies, positive discipline approaches and stress management techniques.

BIOMEDICAL ELECTRONIC TECHNOLOGY PROGRAM OPTION CONTINUING EDUCATION

This Program offered through Continuing Education.

Advisor:

John Hutson, 970.339.6549
1.888.644.3451

Program Requirements: Students must have completed the DoD BEMTTG or the USAMEOS Basic and Advanced course training program.

Program Description: The Department of Defense (DoD) Biomedical Equipment Maintenance Technician Training Group (formerly know as the United States Army Medical Equipment and Optical School-USAMEOS) provides the opportunity to earn an Associate in Applied Science (A.A.S.) Degree with an area of study in Biomedical Electronic Technology. This program is offered in partnership with Aims Community College and the United States Air Force, Army, Navy, Coast Guard, National Guard and Reserve Units through the DoD Biomedical Equipment Maintenance Technician Training Group (DoD BEMTTG). DoD and USAMEOS courses are transferred into this degree program in accordance with the transfer agreement with the Department of the Army Academy of Health Sciences, U.S. Army, Fort Sam Houston, Texas. This A.A.S. Degree is designed to prepare students for entry-level positions as medical equipment or biomedical equipment repair technicians. These types of technicians work for hospitals and research organizations. Some work for service and repair businesses that have maintenance contracts with hospitals, clinics, and other medical facilities and institutions. The Biomedical Electronic Technology Degree is available to individuals worldwide. Regardless of where you are stationed after leaving the DoD BEMTTG program, our courses will be available to you.

Program Requirements: (1) Students must have completed the DoD BEMTTG or the USAMEOS Basic and Advanced course training program. (2) Seventeen additional credits are required. A total of 15 of the 17 credits must be completed with Aims Community College (via distance learning or on site at Aims Community College). These 15 credits cannot include transfer credits or ELT credits earned through the DoD BEMTTG or the

USAMEOS programs. A demonstrated proficiency in English Composition is required prior to degree completion. This may be accomplished by (1) completing any number of other college credit classes that demonstrate proficiency in ENG 100 material or (2) by obtaining a qualifying score on a college placement test. Aims will provide a guide for acceptable college placement tests for distance learners.

Transfer to a Four Year Engineering Degree Program: Articulation agreements exist with four year programs offering a Bachelor of Science (B.S.) degree in Electrical Engineering Technology. Consult your Aims program advisor or a list of schools and articulation details.

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

BIOMEDICAL ELECTRONIC TECHNOLOGY

(Associate of Applied Science Degree)
(AAS ET00)

CONTINUING EDUCATION

DoD Biomedical Equipment Maintenance Technician Training Program Associate of Applied Science Degree Program by Distance

The successful completion of the DoD BEMTTG or the USAMEOS Basic and Advanced course training programs earns the student transfer credit for all ELT prefix courses listed below.

First Year Degree Requirements Satisfied by DoD BEMTTG Courses:

ELT 106	Fundamentals of DC/AC	3
ELT 112	Advanced DC-AC.	3
ELT 113	Advanced Circuit Analysis.	4
ELT 134	Solid State Devices I	3
ELT 135	Solid State Devices II	3
ELT 137	Advanced Transistors.	3
ELT 147	Digital Devices I	3
Total Credits for First Year:		22

Second Year Degree Requirements Satisfied by DoD BEMTTG Courses:

ELT 234	Bio-Medical General Medical Equipment Systems Repair	6
ELT 238	Bio-Medical: Respiratory Equipment Systems Repair.	6
ELT 239	Bio-Medical: Cardiographic Diagnostic Equipment Systems Repair	6

ELT 240	Bio-Medical: Clinical Laboratory Systems Repair	6
ELT 242	Bio-Medical: Diagnostic Imaging Systems Repair	4
Total Credits for Second Year:		28

GENERAL EDUCATION REQUIREMENTS

CIS 118	Intro to PC Applications.	3
CSC 116	Logic and Program Design	3
COM 101	Employment Strategies	1
COM 115	Public Speaking	3
PHY 105	Conceptual Physics	4
PSY 100	Psychology of Workplace Relationships.	3
Total Credits for General Education Requirements:		17

NOTE: Fifteen (15) of the seventeen (17) General Education credits listed above must be completed through Aims Community College. A maximum of two (2) of these credits may be transferred from other regionally accredited colleges.
Total Credits for A.A.S. Degree: 67

CONTACT YOUR LOCAL AIR FORCE, ARMY, NAVY, COAST GUARD, OR NATIONAL GUARD RECRUITER OR CAREER COUNSELOR TO SEE IF YOU QUALIFY FOR SELECTION INTO THIS PREMIER BIOMEDICAL (DoD) OR (USAMEOS) TRAINING PROGRAMS.

BIOMEDICAL PROGRAM OCCUPATIONS

This program will prepare individuals for work as Biomedical Equipment Repair Technicians or Electronic Instrument Repair Technicians. These technicians work for hospitals, medical laboratories, and research organizations, or may work for repair businesses that have maintenance contracts with hospitals, clinics, schools, and other medical facilities and institutions. For a list of Colorado employers see EMPL 3145. Related COCIS occupations are: Electrical and Electronics Technicians, Electrical Engineers, Robotic Technicians, Laser and Fiber Optic Technicians.

Emergency Medical Services

EMERGENCY MEDICAL SERVICES DEPARTMENT

Location:

Allied Health Building

Program Chair:

Randy Souther, 970.339.6276

Director of Paramedic Training:

Kristie Schaefer, 970.339.6582

Faculty:

Cindy Allee, 970.339.6540

Patricia Rand, 970.339.6687

Kristie Schaefer, 970.339.6582

Program Coordinator:

Wendy Rogers, 970.339.6696

CME Coordinator:

Paul LaFleur, 970.339.6693

CPR Coordinator:

Victoria Maloney, 970.339.6685

DEGREES/CERTIFICATES OFFERED:

Emergency Medical Technician - Paramedic (A.A.S. degree)

Healthcare Provider: EMS Medical Clinical Assistant (A.A.S. degree)

Emergency Medical Technician - Basic (Certificate)

Emergency Medical Technician - Intermediate (Certificate)

Emergency Medical Technician - Paramedic (Certificate)

Athletic Trainer (Certificate)

EKG Technician (Certificate)

Paramedic Preparation (Certificate)

Healthcare Provider: EMS Medical Clinical Assistant (Certificate)

Healthcare Provider: Clinical Office Specialist (Certificate)

Healthcare Provider: Medical Technician (Certificate)

Gerontology (Certificate)

Phlebotomy (Certificate)

EMERGENCY MEDICAL TECHNICIAN - BASIC (EMT-B)

(CERT EMO1)

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

this program. Disqualifying information and online background check procedures can be found at: www.aims.edu/aims_info/hr/background/disqualify.htm.

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

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

CERTIFICATE PROGRAM

EMS 125	Emergency Medical Technician Basic	9
EMS 170	EMT Basic Clinical	1
Total Credits for Certificate:		10

EMERGENCY MEDICAL TECHNICIAN INTERMEDIATE (EMT-I)

(CERT EMO2)

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

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

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

CERTIFICATE PROGRAM

EMS 203	Emergency Medical Technician-Intermediate I	6
EMS 205	Emergency Medical Technician-Intermediate II	6
EMS 270	Clinical EMT Intermediate	3
Total Credits for EMT Intermediate Certificate:		15

EMERGENCY MEDICAL TECHNICIAN - PARAMEDIC (EMT-P)

(CERT EMO5)

Potential Opportunities: This program is for individuals that want to obtain advanced medical training for a career as a medic on a fire department, ambulance service, or as a flight medic. Students must complete

a paramedic application to be considered for the program Applications can be obtained from an EMS advisor. A criminal background check is required for entry into this program. Disqualifying information and online background check procedures can be found at: www.aims.edu/aims_info/hr/background/disqualify.htm.

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

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

CERTIFICATE PROGRAM

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

GENERAL EDUCATION

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

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

HEALTHCARE PROVIDER: EMS MEDICAL CLINICAL ASSISTANT

(Associate of Applied Science Degree)
(CERT HC00)

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

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

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

DEGREE REQUIREMENTS

HPR 106	Law & Ethics for Health Professions.	2
HPR 137	Human Diseases	4
HPR 142	Human Relations	5
HPR 175	Special Topics (Health & Safety)	3
HPR 178	Medical Terminology	3
MOT 150	Pharmacology for Medical Assistants.	3
PSY 235	Human Growth and Development.	3
XXX	Advisor approved diversity or multicultural course	3
Total Credits:		25

GENERAL EDUCATION

BIO 201	Human Anatomy & Physiology I	4
BIO 202	Human Anatomy & Physiology II.	4
ENG 121	English Composition I	3
	OR	
ENG 131	Technical Writing	3
MAT 106	Survey of Algebra	4
	OR	
MAT 108	Technical Mathematics	4
Total Credits for General Education:		15

Choose a minimum of 20 credits from one specialized course sequence:

EMERGENCY MEDICAL SERVICES REQUIRED

EMS 125	EMT Basic	9
EMS 170	EMS Basic Clinical	1

Select an additional 10-17 credits from the following:

BIO 106	Basic Anatomy & Physiology	4
EMS 130	EMT Intravenous Therapy	2
EMS 180	EMT Clinical Internship.	2
HPR 180	Internship	2
HPR 190	Basic EKG.	2
HPR 200	12 Lead EKG	2
SPA	SPA prefix class	3

MEDICAL ASSISTING REQUIRED

MOT 130	Insurance, Billing and Coding.	3
MOT 136	Introduction to Clinical Skills.	2
MOT 138	Medical Assisting Laboratory Skills	4
MOT 140	Medical Assisting Clinical Skills.	4
MOT 280	Clinical Internship	3

Select an additional 4-11 credits from the following:

BIO 106	Basic Anatomy & Physiology	4
HPR 112	Phlebotomy.	4
HPR 180	Internship	3
NUA 101	Certified Nurse Aide Health Care Skills.	4
NUA 170	Nurse Assistant Clinical Experience.	1
SPA	SPA prefix class	3
Total Credits for A.A.S. Degree:		60-67

HEALTHCARE PROVIDER: EMS MEDICAL CLINICAL ASSISTANT

(Certificate)
(CERT HC01)

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

CERTIFICATE REQUIREMENTS

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

HEALTHCARE PROVIDER: MEDICAL TECHNICIAN

(Certificate)
(CERT HC02)

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

CERTIFICATE REQUIREMENTS

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

HEALTHCARE PROVIDER: CLINICAL OFFICE SPECIALIST

(Certificate)
(CERT HC03)

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

CERTIFICATE REQUIREMENTS

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

EMERGENCY MEDICAL TECHNICIAN-PARAMEDIC PREPARATION

(CERT EM06)

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

CERTIFICATE REQUIREMENTS

BIO 201	Human Anatomy & Physiology I	4
BIO 202	Human Anatomy & Physiology II.	4
EMS 130	EMT Intravenous Therapy	2
EMS 134	The Geriatric Patient.	1
EMS 136	EMT/Paramedic Safety in the Field.	1
EMS 151	Geriatric Emergencies	3
EMS 178	EMS Seminar	3
EMS 180	EMT Clinical Internship.	2
EMS 213	Pre-hospital Trauma Life Support	1
EMS 229	Paramedic Pharmacology.	3
HPR 120	Advanced Cardiac Life Support.	1
HPR 130	Pediatric Advanced Life Support	1
HPR 178	Medical Terminology	3
HPR 190	Basic EKG Interpretation	2
HPR 200	12 Lead ECG Interpretation.	3
Total Credits for Certificate:		34

EMERGENCY MEDICAL TECHNICIAN-EKG TECHNICIAN

(CERT EM08)

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

Emergency Medical Services, cont.

CERTIFICATE PROGRAM

HPR 180 Internship	2
HPR 190 Basic EKG Interpretation	2
HPR 200 12 Lead ECG Interpretation	3
Total Credits for Certificate:	7

EMERGENCY MEDICAL TECHNICIAN-ATHLETIC TRAINER

(CERT EM07)

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

CERTIFICATE PROGRAM

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

GERONTOLOGY

(Certificate)
(CERT GA02)

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

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

CERTIFICATE PROGRAM

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

PHLEBOTOMY

Program Coordinator:

Wendy Rogers, 970.339.6696
wendy.rogers@aims.edu

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

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

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

Successful completion of REA 090
TB skin test within two months of the class starting.

- Proof of MMR.
- Hepatitis B and current tetanus.

Complete the required American DataBank Background check and drug screening: www.aimsemx.com.

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

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

PHLEBOTOMY CERTIFICATE

(CERT PT00)

REQUIREMENTS

HPR 112 Phlebotomy.	4
HPR 180 Internship	3
Total Credits for Certificate:	7

CONTINUING MEDICAL EDUCATION

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

CPR AND FIRST AID

Aims Community College offers a wide variety of CPR and First Aid classes to meet the needs of the Public, Business and Industry, and Healthcare Providers through our Continuing Education Division. For further information call:

Victoria Maloney, Ext. 6685

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

EMERGENCY MEDICAL SERVICES/ MEDICAL ASSISTING ADVISORY COMMITTEE

- Mike Blackwill
Windsor-Severance Fire Department/
Weld County Paramedic Service
- Judith Bratten
Poudre Valley Ambulance
- Dave Bressler
Weld County Ambulance Service
- Bo Cheatham
Air Life
- Rod Deroo
Weld County Paramedic Service
- Donovan Erhman
North Colorado Medical Center
- Darren Jacques
Windsor-Severance Fire Department
- Dr. Tyler James
Physician Advisor
- Dr. Keith Rangel
Family Physicians of Windsor
- Jeff Schanhals
NE Colo RETAC
- Robert Schleich
Weld County Paramedic Service/EMS
part-time Instructor
- Doug Smith
Life Care Ambulance
- Jeff Stranahan
Union Colony Fire Rescue Authority
- Bob Walters
Morgan Colorado Ambulance Service
- Scott Wilson
Poudre Valley Ambulance

Engineering

ENGINEERING DEPARTMENT

Location:

Hansen Building

Phone:

970.339.6252

Program Chair, Engineering:

John Lenz, 970.339.6626

DEGREES/CERTIFICATES OFFERED:

Engineering Technology:

CAD Technology (A.A.S. Degree)

CAD Technology Certificates:

Technical Drawing

Basic CAD

Advanced CAD

Residential/Commercial Architectural

Civil CAD

Electronics CAD

Mechanical CAD

GIS CAD

General Engineering Technology

(Certificate)

Pre-Engineering, Statewide

Articulation Agreement (A.S. Degree)

ENGINEERING TECHNOLOGY: COMPUTER AIDED DRAFTING

Advisors:

John Lenz, 970.339.6626

Program Length: Usually one to three semesters for a certificate (varies with certificate desired), and four semesters for Associate in Applied Science degree.

Potential Opportunities: The certificate and degree programs are designed to prepare students for a wide range of technical occupations that utilize computer aided drafting. The entry level occupations within these fields may include drafting/design, CAD, and other para-engineering skills. The student will develop technical work skills, an understanding of applied mathematics and physics, and will learn to use technology to solve typical engineering-related problems. These A.A.S. degree graduates are both prepared for the workplace, and prepared to articulate on to

will determine the necessary preparatory courses needed to gain admittance to the program.

A MINIMUM SCORE OF 80 ON THE READING ASSESSMENT IS REQUIRED FOR ANY ENGINEERING TECHNOLOGY COURSE. (2) A demonstrated proficiency in English composition is required before graduation. This may be accomplished by successful completion ("C" grade or above) or ENG 131 Technical Writing I, or by a qualifying score on the assessment examination. (3) Many Engineering Technology courses (ENT prefix) and electives have specific prerequisites that must be met prior to class admittance. See course descriptions in the back of the catalog for individual requirements. (4) Any student registering for an Engineering Technology course must obtain a program advisor's signature on the course registration form before registering. Any student requesting an evaluation of transfer credits is recommended to meet with an Engineering department advisor. (5) Any course used to satisfy an Engineering Technology degree or certificate requirement must be completed with a "C" or above grade.

General Information: Most courses within the Engineering Technology program requires some degree of manual dexterity, good eyesight, and the ability to perform manual operations such as light lifting and operating test equipment. Specific courses may be suitable for the physically impaired student - contact a program advisor if you have specific questions or needs.

Program Description: The A.A.S. degree in Engineering Technology: Computer Aided Drafting Option consists of specific CAD, other engineering courses and general education requirements. The student may elect to complete one or more of the certificates, or the entire A.A.S. degree program of study.

ENGINEERING TECHNOLOGY: COMPUTER AIDED DRAFTING

(Associate of Applied Science Degree)
(AAS ET22)

SPECIFIC COURSES

DEGREE REQUIREMENTS

CAD 100 Blueprint Reading for

Computer Aided Drafting. 3

CAD 101 Computer Aided Drafting I 3

CAD 102 Computer Aided Drafting II 3

CAD 119 Intermediate CAD I 3



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

CAD 151 Computer Aided Drafting/ Technical Drafting Apps	4
CAD 160 AutoCAD Certificate Prep I	3
CAD 161 AutoCAD Certificate Prep II	3
CAD 202 Computer Aided Drafting/3D	3
CAD 224 Revit	3
CAD 225 Architectural Desktop/Autodesk	3
CAD 231 Land Desktop/AutoDesk	3
CAD 233 Civil 3D/Autodesk	3
CAD 240 Inventor I/Autodesk	3
ENT 142 Surveying II	4
Total Specific Course credits:	44

GENERAL EDUCATION COURSES

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

TECHNICAL ELECTIVES

GIS 101 Introduction to Geographic Information Systems	3
GIS 131 Global Positioning Systems for Global Information Systems	3
CAD 236 MAP/AutoDesk	3
CAD 275 Special Topics	1-6
CAD 280 Internship	1-6
Total Specific Course Credits:	44
Total Credits for A.A.S. Degree:	60

ENGINEERING TECHNOLOGY: COMPUTER AIDED DRAFTING (Certificates)

TECHNICAL DRAWING CERTIFICATE (CERT ET24)

CAD 100 Blueprint Reading for Computer Aided Drafting	3
CAD 151 Computer Aided Drafting/Technical Drafting Applications	4
Total Credits:	7

BASIC CAD CERTIFICATE (CERT ET25)

CAD 101 Computer Aided Drafting I	3
CAD 119 Intermediate CAD I	3
CAD 160 AutoCAD Certificate Prep I	3
Total Credits:	9

ADVANCED CAD CERTIFICATE (CERT ET27)

CAD 102 Computer Aided Drafting II	3
CAD 151 CAD/Technical Drafting Applications	4
CAD 161 AutoCAD Certificate Prep II	3
Total Credits:	10

RESIDENTIAL/COMMERCIAL ARCHITECTURAL CAD CERTIFICATE (CERT ET26)

CAD 202 Computer Aided Drafting/3D	3
CAD 224 Revit	3
CAD 225 Architectural Desktop/ AutoDesk	3
Total Credits:	9

CIVIL CAD CERTIFICATE (CERT ET28)

CAD 231 Land Desktop/Auto Desk	3
CAD 233 Civil 3D/AutoDesk	3
ENT 142 Surveying II	4
Total Credits:	10

MECHANICAL CAD CERTIFICATE (CERT ET30)

CAD 151 CAD/Technical Drafting Apps	4
CAD 202 CAD 3D	3
CAD 240 Inventor I/AutoDesk	3
Total Credits:	10

GIS CAD CERTIFICATE (CERT ET32)

CAD 236 Map/AutoDesk	3
GIS 101 Introduction to Geographic Information Systems	3
GIS 131 Global Positioning Systems for Global Information Systems	3
Total Credits:	9

CAD ADVISORY COMMITTEE

Steve Augerot
City of Greeley
Michael Miller
Thompson Valley High
Steven Mussman
Lyons Filter Comp. Inc.
Amy Smith
Poudre School District
Tamara Strang
Front Range CAD

PRE-ENGINEERING STATEWIDE ARTICULATION AGREEMENT

(Associate of Science Degree)
(AS LS09)

Advisors:

Randall Boan, Ext. 6598
Karen Robinson, Ext. 6394
Pre-Engineering Statewide Articulation Agreement includes recommended courses for the Associate of Science Degree. Courses under this area of study will contribute towards four-year degree requirements for Engineering majors at all Colorado Universities. Advisors will assist students in

specialized areas such as Chemical, Civil, Electrical, Computer, and Mechanical Engineering.

Recommended degree requirements for the Pre-Engineering Statewide Articulation Agreement:

COMMUNICATION: 6
See A.S. degree requirements.

ARTS & HUMANITIES: 9
See A.S. degree requirements.

BEHAVIORAL & SOCIAL SCIENCES: 9
ECO 201 Principles of Macroeconomics 3
ECO 202 Principles of Microeconomics 3
HIS 101 History of Western
Civilization I 3
OR
HIS 102 History of Western
Civilization II 3

MATHEMATICS: 5
MAT 201 Calculus I 5

PHYSICAL & LIFE SCIENCES: 10
PHY 211 Physics: Calculus-based I 5
PHY 212 Physics: Calculus-based II 5

ORAL COMMUNICATION

OR TECHNOLOGY: 3
CSC 160 Computer Science I (C++) 3

ELECTIVES: 18

Required:

MAT 202 Calculus II	5
MAT 203 Calculus III	4
MAT 255 Linear Algebra	3
MAT 265 Differential Equations	3

Select remaining electives from the following list:

CHE 111 General College Chemistry I	5
CHE 112 General College Chemistry II	5
MAT 121 College Algebra	4
MAT 122 College Trigonometry	3
MAT 135 Intro. to Statistics	3
BUS 226 Business Statistics	3
GEY 111 Physical Geology	4
Total credits for A.S. Degree:	60

NOTE: This area of study contains College Algebra and Trigonometry which may transfer as electives only. Consequently, students may require a longer period of time to complete the baccalaureate degree.

FIRE SCIENCE DEPARTMENT

Location:

Trades & Industry Building, Room 113
970.339.6485

Program Chair and Advisor:

Randy Souther, 970.339.6276

Program Coordinator:

Derek Olsen, 970.339.6694

DEGREES/CERTIFICATES OFFERED:

Fire Science Technology (A.A.S. Degree)

Fire Science Technology Certificates:

- Fire Service Training Academy I
- Fire Service Training Academy II
- Vehicle Extrication
- Driver-Operator
- Intern
- Fire Prevention/Education
- Fire Officer I

FIRE SCIENCE SCHOLARSHIPS AND AWARDS

AWARD:

DARREL SCHNEIDER MEMORIAL
SCHOLARSHIP

Award Amount: \$500 minimum

Qualifications:

Contact the Aims Foundation for
qualifications and details

AWARD:

DAVID GOODALE FIRE SCIENCE
DISTINGUISHED SERVICE AWARD

Award: Plaque

Qualifications:

Contact Fire Science department for
qualifications and details

FIRE SCIENCE TECHNOLOGY

(Associate of Applied Science Degree)
(AAS FS00)

Potential Opportunities: The certificate and degree programs are designed to prepare students for entry level occupations in the fire service as well as provide training and skills for individuals already employed in the fire service that are interested in career advancement. Job opportunities may be found in small or large municipal fire departments, fire protection districts, or industrial fire departments. Students wishing to further their education with a four-year degree have the opportunity to do so through selected university programs.

Registration Requirements: Students must meet the assessment requirements before registering for the A.A.S. degree classes and meet applicable prerequisite courses. Contact a department advisor for details.

GENERAL EDUCATION

REQUIREMENTS: 20-21

Choose one of the following:

- ENG 121 English Composition I 3
- ENG 131 Technical Writing I 3

Choose one of the following:

- MAT 106 Survey of Algebra 4
- MAT 108 Technical Mathematics 4

Choose one class from the Behavioral & Social Sciences (GT-SS3) category of the A.A. Worksheet, (min of 3 credits).

Choose one class from either the History (GT HI1) or Economic & Political Science (GT SS1) category of the A.A. Worksheet (min of 3 credits).

Choose one of the following:

- BIO 201 Human Anatomy & Physiology I 4
- CHE 101 Introduction to Chemistry I 5
- PHY 105 Conceptual Physics 4

Choose one of the following:

- PHI 111 Intro to Philosophy 3
- PHI 112 Ethics 3
- PHI 113 Logic 3

CORE REQUIREMENTS: 30

- FST 103 Firefighter Occupational Health and Safety 3
- FST 105 Building Plans & Construction 3
- FST 106 Fire Inspection Practices 3
- FST 110 Job Placement and Assessment 3
- FST 151 Driver Operator 3
- FST 202 Firefighter Strategy & Tactics 3
- FST 204 Fire Codes and Ordinances 3
- FST 205 Fire Cause Determination 3
- FST 206 Fire Service Supervision 3
- FST 251 Fire Science & the Law 3
- FST 289 Capstone 3

RECOMMENDED ELECTIVES: 9-10

- FST 101 Firefighter II 3
- FST 107 Hazardous Materials Operations 3
- FST 126 Vehicle Extrication Awareness Level 1
- FST 127 Vehicle Extrication Operations Level 2
- FST 128 Vehicle Extrication Technician Level 3
- FST 152 Wildland Firefighting 3
- FST 161 Fire Behavior (Wildland) 2
- FST 191 Departmental Communication 1
- FST 203 Fire Science Hydraulics 3
- FST 207 Fire Fighting Strategy & Tactics II 3
- FST 252 Fire Arson Investigation 3
- FST 253 Fire Ground Organization and Command 3
- FST 255 Fire Service Management 3
- FST 280 Internship 1-6

- CIS 118 Intro to PC Applications 3
- SPA 101 Conversational Spanish I 3
- Total Credits for A.A.S. Degree: 60**

Students requesting credit for prior learning can contact the department advisors for details.

FIRE SERVICE TRAINING ACADEMY I

(Certificate)
(CERT FS13)

Program Description: The Fire Service Training Academy I is designed to provide entry level training for potential firefighters. This course includes classroom and drill ground training covering NFPA 1001 objectives, for Firefighter I. Students are administered the Colorado Division of Fire Safety exams for Firefighter I upon successful completion of the academy.

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

Prerequisite: Current Professional Level CPR Certification.

CERTIFICATE REQUIREMENTS

- FST 100 Firefighter I 9

Choose one of the following:

- EMS 115 First Responder 3.0
- FST 126 Vehicle Extrication Awareness 1
- FST 170 Clinical 1-6
- Total Credits for Certificate: 10-15**

FIRE SERVICE TRAINING ACADEMY II

(Certificate)
(CERT FS14)

Program Description: The Fire Service Training Academy II is designed to build on the skills and training learned in the Fire Service Training Academy I. This course includes classroom and drill ground training covering NFPA 1001, objectives for Firefighter II. Students are administered the Colorado Division of Fire Safety exams for Firefighter II upon successful completion of the academy.

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

CERTIFICATE REQUIREMENTS

FST 101 Firefighter II 6

Choose one of the following:

FST 127 Vehicle Extrication
Operations Level 2

FST 107 Hazardous Materials
Operations (Level I) 3

FST 170 Clinical 1-6

Total Credits for Certificate: 7-12

**VEHICLE EXTRICATION
CERTIFICATE**

(CERT FS16)

Program Description: This program is designed to provide vehicle extrication training addressing objectives in NFPA 1670. The program is offered in three modules with each module building on the training received in the previous module.

CERTIFICATE REQUIREMENTS

FST 126 Vehicle Extrication
Awareness Level 1

FST 127 Vehicle Extrication
Operations Level 2

FST 128 Vehicle Extrication
Technical Level 3

Total Credits for Certificate: 6

DRIVER-OPERATOR CERTIFICATE

(CERT FS17)

Program Description: This program is designed to provide pumper-operator training for individuals interested in becoming an apparatus engineer on a fire department. The course covers classroom and hands-on training covering NFPA 1002, Driver-Operator and Driver-Operator Pumper.

CERTIFICATE REQUIREMENTS

FST 151 Driver Operator 4

FST 203 Fire Science Hydraulics 3

Total Credits for Certificate: 7

FIRE SCIENCE INTERN CERTIFICATE

(CERT FS18)

(Non-paid)

Program Description: The Intern program provides students an opportunity to participate in on the job training in the fire service. Interns will work as a member of a fire crew responding to emergency incidents, perform daily shift assignments, participate in department training, and work various special assignments to include inspections, preplanning, equipment maintenance, and report writing.

Prerequisites: FST 100 Firefighter I and HPR 102 CPR for Professionals.

CERTIFICATE REQUIREMENTS

FST 101 Firefighter II 6

FST 107 Hazardous Materials
Operations (Level I) 3

FST 280 Internship 1-6

Total Credits for Certificate: 10-12

**FIRE PREVENTION AND PUBLIC
EDUCATION CERTIFICATE**

(CERT FS10)

Prerequisites: FST 104 Fire Protection Systems and FST 105 Building Plans and Construction.

Program Description: This course is designed to provide training and education in the areas of Fire Prevention and Public Education. Some of the objectives covered include automatic fire sprinkler and alarm systems, components of building construction, building and fire codes, plans review, and implementation of a fire prevention program.

CERTIFICATE REQUIREMENTS

FST 106 Fire Inspection Practices 3

FST 204 Fire Codes & Ordinances 3

FST 150 Intro to Fire Prevention
Education 3

FST 208 Fire Plans Review & Testing 2

Total Credits for Certificate: 11

FIRE OFFICER I CERTIFICATE

(CERT FS11)

Prerequisites: FST 101 Firefighter II and FST 107 Hazardous Materials Operations (Level I).

Program Description: The Fire Officer I certification program is designed to train current or potential fire officers in the areas of advanced fire fighting techniques, hazardous materials at the operations level, the implementation and delivery of lesson plans for training, HR management, administration, community relations, inspection and investigation, safety, and incident command. The course meets the current NFPA standards and will help prepare the student for Fire Officer I certification through the Colorado Division of Fire Safety.

CERTIFICATE REQUIREMENTS

FST 201 Instructional Methodology 3

FST 206 Fire Company Supervision and
Leadership (Fire Officer) 3

FST 255 Fire Service Management 3

Total Credits for Certificate: 9

FIRE SCIENCE ADVISORY COMMITTEE

- Greg Boatman
Frederick/Firestone Fire Department
- Vaughn Grice
Student Representative
- Michael Cerovski
Loveland Fire Department

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



raphic Design & Rich Media

GRAPHICS DEPARTMENT

Phone:

970.339.6329

Program Chair, Communication

Technology:

Lori Ford, 970.339.6329

Advisors and Faculty:

Brian Dunning, 970.339.6479

Lori Ford, 970.339.6329

Colleen Martin, 970.339.6301

DEGREES/CERTIFICATES OFFERED:

Graphic Design & Rich Media

Graphic Design (A.A.S. degree)

Web Design (A.A.S. degree)

Animation (A.A.S. degree)

Graphic Technology PrePress

(Certificate)

Web Design (Certificate)

Web Design Specialist (Certificate)

Animation (Certificate)

Game Design (Certificate)

Web Design & Development

(A.A.S. degree)

Program Length: Certificates can generally be completed in 2 to 3 semesters. The A.A.S. Degrees can be completed within 4 semesters.

Potential Opportunities: The Graphic & Rich Media Design program provides skills for the student who is planning to seek immediate employment in the graphic design, web or animation fields. These careers include but are not limited to the following: print design, publishing, 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 for print, web sites and animation. The students will learn technical skills for web and print 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. Students will be trained using state-of-the-art equipment and up-to-date technology.

GRAPHIC TECHNOLOGY PRE-PRESS

(Certificate)

(CERT GD05)

CERTIFICATE REQUIREMENTS:

GENERAL EDUCATION COURSES: 10

ENG 121 English Composition I 3
OR

ENG 131 Technical Writing I 3

MAT 106 Survey of Algebra 4

CIS 118 Intro to PC Applications 3

CORE COURSES: 37

MGD 105 Typography & Layout 3

*MGD 111 Adobe Photoshop I 3

*MGD 112 Adobe Illustrator I 3

MGD 113 QuarkXPress I 3

*MGD 114 Adobe InDesign 3

MGD 211 Adobe Photoshop II 3

MGD 212 Adobe Illustrator II 3

MGD 213 Electronic Pre-Press 3

MGD 256 Graphic Design Production 3

MGD 260 Graphic Design Production II 3

MGD 262 Graphic Design Production III 3

MGD 268 Commercial Art Business 2

MGD 280 Internship 2

Total Credits for Certificate: 47

GRAPHIC APPLICATION CERTIFICATE

(CERT GD04)

CERTIFICATE REQUIREMENTS

MGD 105 Typography & Layout 3

*MGD 111 Adobe Photoshop I 3

*MGD 112 Adobe Illustrator I 3

MGD 113 QuarkXPress I 3

*MGD 114 Adobe InDesign 3

MGD 211 Adobe Photoshop II 3

MGD 212 Adobe Illustrator II 3

Total Credits for Certificate: 21

CERTIFICATES

ANIMATION CERTIFICATE

(CERT GD03)

ART 250 Art of Animation 3

*MGD 112 Adobe Illustrator I 3

MGD 143 Motion Graphics I (Flash) 3

MGD 119 Maya I 3

MGD 164 Digital Video Editing I 3

Total Credits for Animation Certificate: 15

GAME DESIGN CERTIFICATE

(CERT GD09)

ART 250 Art of Animation 3

MGD 111 Adobe Photoshop I 3

MGD 143 Motion Graphics I (Flash) 3

MGD 119 Maya I 3

MGD 167 Game Design I 3

Total Credits for

Game Design Certificate: 15

WEB DESIGN CERTIFICATE

(CERT GD06)

*CWB 110 Complete Web Authoring 3

MGD 105 Typography Layout 3

*MGD 111 Adobe Photoshop I 3

*MGD 112 Adobe Illustrator I 3

*MGD 141 Web Design I 3

*MGD 143 Motion Graphics I (Flash) 3

Total Credits for

Web Design Certificate: 18

WEB DESIGN SPECIALIST CERTIFICATE

(CERT GD07)

CIS 145 Complete PC Database 3

CWB 205 Complete Web Scripting 3

CWB 206 Web Data Base 3

MGD 211 Adobe Photoshop II 3

MGD 212 Adobe Illustrator II 3

MGD 243 Web Motion Graphic

Design II 3

Total Credits for

Web Design Specialist Certificate: 18

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

GRAPHIC DESIGN & RICH MEDIA

(Associate of Applied Science Degree)
(AAS GD00)

Degree Requirements: Completion of required courses will earn the student an A.A.S. degree in Graphic Design, Web Design or Animation depending on the area of study the student chooses. (Total Degree Requirements 60 credits.)

General Education Courses: A minimum of 16 credit hours of General Education courses are required.

GENERAL EDUCATION COURSES

ART 110 Art Appreciation 3
OR

ART 111 Art History 3

ART 121 Drawing I 3

OR

ART 122 Drawing II 3

ENG 121 English Composition I 3

OR

ENG 131 Technical Writing I 3

MAT 106 Survey of Algebra 4

PSY 100 Psychology of Work Place

Relationships 3

OR

COM 125 Interpersonal Communications 3

Total General Education Credits: 16

CORE COURSES

MGD 105 Typography & Layout 3

MGD 109 Design and Color 3

MGD 111 Adobe Photoshop I 3

MGD 112 Adobe Illustrator I 3

MGD 256 Graphic Design Production 3

Graphic Design & Rich Media, cont.

program information

MGD 260 Graphic Design Production II... 3
 MGD268 Commercial Art Business... 2
 MGD 278 Portfolio Workshop... 1
 MGD 280 Internship... 2
Total Core Courses:... 23

AREAS OF STUDY

GRAPHIC DESIGN:... 60
 MGD 113 QuarkXPress... 3
 MGD 114 Adobe InDesign... 3
 MGD 141 Web Design... 3
 MGD 211 Adobe Photoshop II... 3
 MGD 212 Adobe Illustrator II... 3
 MGD 213 Electronic PrePress... 3
 MGD 262 Graphic Design Production III... 3
Total Credits:... 21

WEB DESIGN:... 60
 ART 250 Art of Animation... 3
 CSC 116 Logic and Program Design... 3
 CWB 110 Complete Web Authoring... 3
 MGD 141 Web Design... 3
 MGD 143 Motion Graphic Design I (Flash)... 3
 MGD 163 Sound Design I... 3
 OR
 MGD 164 Digital Video Editing I... 3
 MGD 258 Web Design Production... 3
Total Credits:... 21

ANIMATION:... 60
 ART 250 Art of Animation... 3
 CSC 116 Logic and Program Design... 3
 MGD 119 Maya I... 3
 MGD 143 Motion Graphic Design I (Flash)... 3

MGD 163 Sound Design I... 3
 OR
 MGD 164 Digital Video Editing I... 3
 MGD 257 Animation Production... 3
Total Credits:... 21

WEB DESIGN & DEVELOPMENT

(Associate of Applied Science Degree)
 (AAS GD01)
 MGD 105 Typography & Layout... 3
 MGD 109 Design & Color... 3
 MGD 111 Adobe Photoshop I... 3
 MGD 112 Adobe Illustrator I... 3
 MGD 141 Web Design I (Dreamweaver)... 3
 MGD 143 Motion Graphic Design I (Flash)... 3
 MGD 163 Sound Design I... 3
 OR
 MGD 164 Digital Video Editing I... 3
 CIS 124 Intro to Operating Systems... 3
 CSC 116 Logic and Programming... 3
 OR
 CSC 150 Visual Basic... 3
 CWB 110 Complete Web Authoring... 3
 CWB 204 Cascading Style Sheets... 3
 CWB 205 Complete Web Scripting... 3
 CWB 206 Web Date Base... 3
 MGD 243 Web Motion Graphic Design II... 3
 MGD 258 Web Design Production... 3
 MGD 280 Internship... 2
Total Credits:... 47

GENERAL EDUCATION COURSES

ART 110 Art Appreciation... 3
 OR
 ART 111 Art History... 3
 COM 115 Public Speaking... 3
 OR
 COM 125 Interpersonal Communications... 3
 ENG 121 English Composition I... 3
 OR
 ENG 131 Technical Writing I... 3
 MAT 106 Survey of Algebra... 4
 PSY 100 Psychology of Work Place Relationships... 3
Total General Education Credits:... 16
Total Credits for A.A.S. Degree... 63

GRAPHIC TECHNOLOGY ADVISORY COMMITTEE

- George Beach
- Vision Graphics
- John Bennett
- Penton Media
- Lori Gamma
- De Gamma Web Studio
- Elizabeth Garcia
- Thompson Valley School District
- Chris Johnston
- Kendall Printing
- Ronna K Johnston
- University of Northern Colorado
- Web Manager
- Brent Robbins
- Variant Studios
- Richard Stuntz
- Outdoor Promotions



Horticulture & Landscape Technologies

HORTICULTURE & LANDSCAPE TECHNOLOGIES

Location:

Fort Lupton Campus
970.352.5443

Advisor:

Karen Sell, Ext. 4307

HORTICULTURE/ LANDSCAPE I

(Certificate)
(CERT HLOO)

This one year certificate program prepares students for entry-level positions in the cultivation, propagation, treatment, and maintenance of vegetation. This program emphasizes the production, storage, and marketing of fruit, nut, vegetable, and ornamental greenhouse and nursery crops, as well as the design, planting and management of landscapes. Job opportunities may be available in commercial or research nurseries and greenhouses as well as governmental or private agencies or firms involved in resource development and conservation.

CERTIFICATE REQUIREMENTS

HLT 101	Introduction to Horticulture . . .	4
HLT 105	Greenhouse Management & Crops	4
HLT 125	Landscape Drafting & Design . . .	3
HLT 126	Planting Design	2
HLT 180	Internship	3
Total Credits for Certificate:		16



Mathematics

MATHEMATICS DEPARTMENT

Phone:

970.339.6387

Department Chair:

Marsha Driskill, 970.339.6637

Developmental Education Chair:

Jeanine Lewis, 970.339.6254

Developmental Education Faculty:

Jon Schiltz, 970.339.6414

Math Faculty:

Randall Boan, 970.339.6598

Marsha Driskill, 970.339.6637

Tom Griffin, 970.667.4611

Dr. H. Steve Mills, 970.339.6238

Shelly Ray Parsons, 970.339.6386

Karen Robinson, 970.339.6394

Jan Stapleton, 970.339.6340

DEGREES/CERTIFICATES OFFERED:

Mathematics (A.S. Degree)

Pre-Engineering (A.S. Degree)

(See Pre-Engineering Articulation Agreement on page 106)



SCIENCE DEPARTMENT

Phone:

970.339.6387

Department Chair:

Marsha Driskill, 970.339.6637

Advisors and Faculty:

Sara Burtwell, 970.339.6660

Physics

Dr. Clifton "Corky" Corkern

970.339.6594

Biology

Christine Gaudinski, 970.339.6488

Chemistry

Tom Griffin, 970.667.4611

Geology

Maxine Obleski, 970.339.6389

Anatomy and Physiology

Dr. Leba Sarkis, 970.339.6367

Biology and Microbiology

Jim Stone, 970.339.6664

Environmental Science/Geology

DEGREES/CERTIFICATES OFFERED:

Associate of Arts - A.A.

Associate of Science - A.S.



Visual and Performing Arts

VISUAL AND PERFORMING ARTS

Department Chair:
Tony Park, 970.339.6235

Advisors and Faculty:
Rick Busson, 970.339.6502
June Schock, 970.339.6357

In the study of design and the arts, students may work to deepen their understanding of human expression and invention, to strengthen their sensory skills, to develop creative thinking abilities, and to create their own unique expressions, images, or objects.

Some transfer-level courses may be taken as general education requirements; others serve as electives within the program, or as

course work toward a four-year program in design, visual arts, or music. Some courses are not offered each semester, some are offered annually, biannually, or on demand. (See Aims 2-year Academic Course Schedules.)

The curriculum for each area of study is developed to fulfill both transfer university program requirements and needs of Northern Colorado firms offering work opportunities. Students who have specific plans for transfer should consult the faculty in Visual and Performing Arts to choose appropriate course combinations.

FOR COURSES OFFERED IN:
Design and Fine Arts

Advisor:
Tony Park, 970.339.6235

Music
Advisors:
Rick Busson, 970.339.6502
June Schock, 970.339.6357

The Music is designed for those preparing for a career in music. This program combines units of study in three areas: Applied Lessons, Music Theory, and Performance.

***NOTE:** A wide variety of visual, spatial, auditory, kinesthetic, and creative thinking abilities are involved, and while not assessed are instrumental in the successful completion of these courses.

*Private instruction on guitar, voice, piano, or instrumental may be repeated at the 244 level after completion of the previous levels. Performance ensembles may be repeated at the 253 level after the completion of the previous levels.



Welding

WELDING DEPARTMENT

Location:

Welding Tech Center
970.339.6203

Program Chair:

Paul Hasty, 970.339.6321/6203

Advisors and Faculty:

Paul Hasty, 970.339.6321/6203
Jeff Klein, 970.339.6203

DEGREE AND CERTIFICATES OFFERED

Welding Technology

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

Welding Technician Certificates

Basic Welding and Cutting

SMAW

GMAW

FCAW

Advanced Welding Process

Potential Opportunities: Welding is a skill that impacts almost every industry in the world and provides a challenging, dynamic, and rewarding career. The Welding Technology Program at Aims Community College is designed to provide the skills necessary for the student to successfully enter the welding field. The most common welding and cutting processes are covered in great detail as well as many other skills required of a welder such as: printreading, layout, fabrication, metallurgy, estimating, and weld inspection. Attention to detail and the desire to work steadily and patiently to achieve a high level of skill in the art of welding are prerequisites for this program.

Some of the career possibilities in welding include:

- Production Welder
- Pipe Welder and Fitter
- Repair and Maintenance Welder
- Welding Supervisor
- Automated Welding Machine Technician/Programmer
- Welding Inspection and Quality Control Technician
- Welding Equipment Sales and Repair Business Owner/Entrepreneur

WELDING TECHNOLOGY

(Associate of Applied Science Degree)
(AAS WT02)

WELDING TECHNOLOGY DEGREE

REQUIREMENTS

Completion of the Welding Technician Certificate requirements, plus the following courses:

MATHEMATICS

Select on course.

MAT 106 Survey of Algebra 4

MAT 108 Technical Mathematics 4

MAT 112 Financial Mathematics 3

COMMUNICATION

Select on course.

BUS 217 Business Communications & Report Writing 3

ENG 121 English Composition I 3

ENG 131 Technical Writing I 3

ORAL COMMUNICATION OR TECHNOLOGY

Select on course.

CIS 118 Intro to PC Applications 3

COM 115 Public Speaking 3

PHYSICAL & LIFE SCIENCES

Choose one course from any of the following prefixes: AST, BIO, CHE, ENV, GEY, MET, PHY, or SCI (min 3 credits).

BEHAVIORAL & SOCIAL SCIENCES OR ARTS AND HUMANITIES

Choose one course from any of the following prefixes: ANT, ART, ECO, GEO, HIS, HUM, LIT, MUS, PHI, POS, PSY, SOC, THE or any foreign language course prefix, (min 3 credits).

Total General Ed Credits required: 15 min

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

WELDING TECHNICIAN CERTIFICATE PROGRAM

(CERT WT01)

Upon completion of all 5 of the following mini certificates the student will receive the Welding Technician Certificate.

BASIC WELDING & CUTTING

(CERT WT09)

WEL 100 Safety for Welders 1

WEL 101 Allied Cutting Processes 4

WEL 102 Oxyacetylene Joining Processes . . . 4

Total Basic Welding & Cutting Certificate Credits: 9

SMAW (CERT WT10)

WEL 103 Basic Shielded Metal Arc Welding I 4

WEL 110 Advanced Shielded Metal Arc Welding I 4

Total SMAW Certificate Credits: 8

GMAW (CERT WT13)

WEL 201 Gas Metal Arc Welding I 4

WEL 202 Gas Metal Arc Welding II 4

Total GMAW Certificate Credits: 8

FCAW (CERT WT14)

WEL 203 Flux Cored Arc Welding I 4

WEL 204 Flux Cored Arc Welding II 4

Total FCAW Certificate credits: 8

ADVANCED WELDING PROCESSES

(CERT WT12)

WEL 224 Advanced Gas Tungsten Arc Welding 4

WEL 230 Pipe Welding I 4

WEL 231 Pipe Welding II 4

Total Advanced Welding Process Certificate credits: 12

Total credits for Welding Technician Certificate: 45

Students seeking the Welding Technology A.A.S. degree or Welding Technician certificate shall take the Accuplacer assessment test prior to beginning the program. The certificate seeking student's assessment scores should qualify them for classes at the 090 level in English, reading, and math. Degree students should qualify for college level courses. Students not meeting the assessment standards will be required to take the appropriate remedial courses in any deficient area or demonstrate proficiency through reassessment in accordance with Aims assessment policy. *Remedial courses may be taken concurrently with welding courses. Degree seeking students are required to complete all remedial coursework within the first 30 semester hours of classes.*

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

Welding, cont.

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

PERSONAL INTEREST COURSES

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

WEL 175	Special Topics:.....	1-6
WEL 176	Special Topics.....	1-6
WEL 177	Special Topics.....	1-6
WEL 275	Special Topics:.....	1-6
WEL 276	Special Topics:.....	1-6
WEL 277	Special Topics:.....	1-6

WELDING TECHNOLOGY ADVISORY COMMITTEE

Dave Adler
General Air
Orvin Adolf
Harsh International
Glenn Ashley
Bollman Technical Education Center
Farren Elwood
DIA
Heidi Lanning
Eaton High School
Gary Magnuson
Xcel Energy
Michelle Parrott
Xcel Energy



Continuing Education



CORPORATE EDUCATION CENTER

Location

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

Telephone:

970.339.6213
FAX: 970.339.6564

WEB Site:

www.aimsced.com

Dean:

Dr. Steven C. Kahla, 970.339.6297

Staff Executive:

David Shimokawa, 970.339.6536

Downtown Center Location:

815 8th Ave
Greeley, CO 80631

Locations:

Greeley,
Aims Corporate Education Center
5590 W. 11th St.,
Greeley, CO 80634
970.339.6213

Aims Fort Lupton Campus

260 College Ave.
Fort Lupton, CO 80621
970.339.6213

Loveland

Aims Loveland Campus
104 E. 4th Street
Loveland, CO 80537
970.339.6213

Training & Development:

John Hutson, 970.339.6549
1.888.644.3451
FAX: 970.339.6564

Youth Programs

Marsha Harmon, 970.339.6492

International Programs:

Alan Hendrickson, 970.339.6675
FAX: 970.506.6947

Location:

Aims Greeley Campus,
College Center, Room 734
5401 W. 20th St.,
Greeley, CO 80634

Event Planning

970.339.6354

Training and Workforce Development:

Greeley/Fort Lupton/Loveland:
970.339.6549

Registration:

970.339.6213

Building Highways/Building Careers

Program Director:

Diana Laws, 970.339.6294

A BRIDGE TO YOUR FUTURE

The Continuing Education Division at Aims Community College is an exciting and dynamic unit of the institution that brings the resources of the college to the community. The goal of Continuing Education is to provide life-long learning opportunities by providing:

- 1) educational activities for professional growth and recreational interests to individual members of the community with a low-cost, high-benefit ratio;
- 2) customized training programs to meet the emerging educational needs of local industries;
- 3) life-long learning for all levels of students;
- 4) a community-based environment that creates and supports a focus on the principles of quality improvement;
- 5) distance learning options for the public, and
- 6) national resources to the local area through teleconferences.

To reach these goals, the Continuing Education Division offers a wide variety of services.

CONTINUING EDUCATION SERVICES

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

- Enhance economic growth and development of local businesses and organizations by providing information, guidance, and assistance for being successful.
- Support new businesses during start up and early growth stages.
- Assist in providing a wide range of customized training opportunities for businesses and individuals in concise, fast-paced formats that maximize the return on training investments.

FACILITIES RESERVATIONS

Aims Community College has a variety of facilities available for general use by the community at modest fees. Fees for facilities use are based upon the size of room, the number of people in the group utilizing the facility, the number of hours used, and charges for food services or additional services rendered.

Catering services can be provided to support the needs of any conference, training session or meeting. Smoking is not allowed in the buildings, however, there are designated areas outside.

For information 970.339.6354.

FACILITIES/AIMS EVENT CENTER

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

- Corporate conferences and retreats
- Workshops and seminars
- Customized training sessions
- Community gatherings
- Banquets, proms, social events, weddings and receptions (special events)

- Large foyer areas ideal for preconference functions and refreshments during program breaks.
- Catering available (choice of caterers) or bring in your own caterer (additional cost); eateries are nearby for a quick bite to eat, or formal dining within ten minutes.
- Affordable overnight lodging across the street and upscale suites half a mile away.
- Professional assistance available for workshop development, customized packaging of event, and affordable rates for training.
- Audiovisual services with high-resolution remote projection system in auditorium for video and power point presentation, freestanding and remote microphones,



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

- Classroom or meeting rooms for up to 30 people per room.
- Auditorium may be subdivided into three sections with 16 foot ceiling excellent for audiovisual presentations and seats up to 280 people theatre style.

podiums, slide projectors, flip charts, and grease boards, fixed and moveable monitors and TV/VCRs, Smart board 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.

Continuing Education, cont.

TELECONFERENCES SATELLITE CAPABILITIES

Live teleconferences provide an opportunity to bring national topics and speakers to the Greeley area at a reasonable price, and include telephone and fax connections for live questions. Previous telecasts have included Deming, Blanchard, Scholtes, Senge, and Covey. Broadcasts are often followed with special presentations or local panel discussions with guests.

Some live broadcasts are taped and can be rebroadcast as a video conference, depending on the licensing involved. Additional opportunities to view tapes of some broadcasts can be arranged individually.

Audio video teleconferencing (international interactive video) is also available. This type of conferencing provides interaction via television satellite for different locations to participate in a class or meeting at the same time. For information, 970.339.6354.



THE HAROLD S. WINOGRAD CENTER FOR INNOVATIVE LEARNING

The most sophisticated and smartest-advanced technology training center in Northern Colorado is located in the Aims College Corporate Education Center. Smart Technology allows students to learn at their own pace in highly individualized, project-based learning environments. In addition to developing technology skills, the learner-centered instruction enables students to enhance and develop their skills in critical thinking, project planning, problem solving, and teamwork. For students and businesses, this means more productivity and success.

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

For information, 970.339.6492.

ENGLISH AS A SECOND LANGUAGE PROGRAM (ESL)

Aims considers it vital to our community to provide non English speaking persons the opportunity to learn English. The program is now offered through Continuing Education and is designed to help students speak English more quickly along with learning to read and write English. Classes are offered at various towns, locations, and times (morning, afternoon, and evening) for student convenience. New classes begin monthly at all locations, where students may learn at their own pace. Assessments place students at the learning level for which they are best suited.

For information, 970.339.6337.

COMMAND SPANISH PROGRAM

Aims Community College is a certified provider for the Command Spanish®, Inc. Curriculum. Command Spanish®, Inc. is the country's leading provider of customized Spanish language and cross-cultural programs and products for non-Spanish speakers who interact with Spanish-speakers in the workplace. The program provides learner-friendly language materials and workshops that require no

prior knowledge of Spanish. It eliminates the tedious grammar instruction found in most other language programs and is designed for short periods of study. The curriculum is workplace specific and centered around single words and short phrases to teach learners to communicate essential information for their particular business or industry. Many major companies, as well as government organizations, have found the training invaluable. Customized workshops may be scheduled through Continuing Education at the Aims Corporate Education Building or at the company work site.

For information, 970.339.6213.

CPR/FIRST AID PROGRAM

CPR certification and recertification as well as First Aid classes are now offered through Continuing Education. Classes are offered on campus or can be scheduled at off campus locations by request. The CPR segment follows the American Heart Association guidelines.

For information, 970.339.6685.

CPR FOR PROFESSIONALS

This course covers choking, one-rescuer and two-rescuer CPR for an adult, infant, and child. It also covers the use of an AED (Automatic External Defibrillator), pocket mask, and a bag valve mask. CPR Healthcare Provider is the required level of training for those who work in emergency services, health care and other professional area. As well as, anyone else who would like to gain the knowledge needed to help save a life. This class will consist of lecture/video and practice on CPR manikins. Prerequisite: None

CPR FOR PROFESSIONALS- RENEWAL

This course provides opportunity for currently certified CPR providers to renew their certifications. Prerequisite: Current CPR card.

HEART SAVER CPR

This class will include CPR, how to handle a foreign-body airway obstruction (choking), and rescue breathing for an Adult, Infant and Child. The use of a pocket mask and the AED (Automatic External Defibrillator) will also be reviewed. This class will consist of lecture/video and practice on CPR manikins. Prerequisite: None.

HEART SAVER CPR-RENEWAL

This course provides opportunity for currently certified CPR providers to renew their certifications. Prerequisite: Current CPR card.

CPR INSTRUCTOR

This instructor's course and textbook are designed to prepare instructors to teach others how to perform the BLS techniques recommended by the AHA. The primary role of the CPR instructor is to help participants acquire the skills and knowledge they need to provide emergency care in a potentially life threatening situation. CPR instructors must evaluate fairly each participant in all required course criteria using the most current evaluation tools. Instructors will indicate successful completion of course requirements by issuing the appropriate AHA card to the participants who fulfill the course requirements. Prerequisite: Current CPR card.

CPR INSTRUCTOR-RENEWAL

This course provides update information and review of CPR skills for the CPR Instructor. Prerequisite: Current CPR Instructor.

HEART SAVER FIRST AID

This class is designed to teach the students how and when to access the emergency response number (911) and gain a basic understanding of many common adult medical emergencies such as: heart attack, seizures, diabetes, choking, bleeding, shock, fractures, etc. This is all good information to know and when is the right time to use it, to perform emergency first aid, and life saving techniques until help arrives. Prerequisite: None.

INFANT/CHILD CPR AND FIRST AID

This course will include Infant and Child CPR, the management of foreign-body airway obstruction (choking), rescue breathing, basic pediatric emergencies, child safety and child proofing homes. This course will also include basic First Aid for adult, child and infants. This course will consist of lecture/video and practice on CPR manikins. Prerequisite: None.

INFANT/CHILD CPR AND FIRST AID-RENEWAL

Provides renewal for daycare providers and others needing to maintain certification for infant/child CPR and first aid. Prerequisite: Current Infant/Child CPR card.

HEART SAVER CPR IN SPANISH

This class will include CPR, how to handle a foreign-body airway obstruction (choking), and rescue breathing for an Adult, Infant and Child. The use of a pocket mask and the AED (Automatic External Defibrillator) will also be reviewed. This class will consist of lecture/video and practice on CPR manikins. (All text and videos will be in the Spanish language) Prerequisite: None.

HEART SAVER AED

This course will cover the basic techniques of adult CPR and the use of an AED (Automated External Defibrillator). Students will also learn to use barrier devices in CPR and give aid to those responsive victims who may be choking. Prerequisite: None.

INTERNATIONAL STUDENTS

Aims College is an accredited two-year public college located 50 minutes north of Denver. The main campus is in Greeley overlooking the Rocky Mountains and is a safe, friendly and beautiful place in which to study. Aims offers an Intensive English Program, University Transfer Program, High School Completion, and Associate Degrees and certificates. Because Aims' students earn college credit for all post-secondary courses, they can transfer to all major universities in Colorado and other universities in the United States. Annually, 14,000 students attend Aims for its low cost, quality education, small classes, dedicated and friendly faculty and staff. One of our special facilities is an international student lounge where students from around the world can make friends, study, and plan activities.

International Student Program offers students a variety of services:

- Immigration assistance
- Orientation to Aims Community College
- Completed Advising in academic matters
- International Club and Lounge

- Cultural and social activities
- International advisors help with pre-arrival assistance, information on visa's, registration and housing.
- Intensive English Program

ADMISSION REQUIREMENTS

The following is required for admissions to Aims:

- Completed International Student application
- Financial statement for academic year converted in US dollars
- Letter from sponsor (if applicable)
- English proficiency res from TOEFL (500/173)
- Transcripts from high school and other colleges attended translated in English

HOUSING

We do not have on-campus housing, however, our International advisors will assist in helping to find apartments and/or houses.

HEALTH

Health care can be very costly. Insurance provides protection in case of illness or accident. It is highly recommended that you purchase health insurance.

MORE INFORMATION

For more information please contact Alan Hendrickson at alan.hendrickson@aims.edu or visit our web site at www.aims.edu.

INTENSIVE ENGLISH PROGRAM

The Intensive English Program (IEP) offers students expert instruction in the English language as well as the study skills necessary to succeed in college. The goal of most IEP students is to become proficient enough in English to enter college level classes at Aims.

Full-time students are in the IEP all year round, taking courses 24 hours per week and practicing in the learning lab one hour (or more) per week. Part-time students may take as few as six hours of class per week.

All *new* students must take an English language proficiency test during registration so that they may be placed at appropriate class levels.

Continuing Education, cont.

CURRICULUM

- Grammar
- Reading
- Writing
- Oral Communication (Listening/Speaking)

CLASSES

- 6 hours per day Monday through Thursday
- Interactive practice in the learning lab (available 7 days/week)
- Fridays: class field trips or time with instructors.

For more information please contact Cynthia Baker at 970.339.6200 or e-mail cbaker14@aims.edu; Alan Hendrickson at 970.339.6675 or e-mail alan.hendrickson@aims.edu; Susie Gallardo at 970.330.6508 or e-mail susie.gallardo@aims.edu.

BUILDING HIGHWAYS/ BUILDING CAREERS PROGRAM

The Building Highways program is funded by the Colorado Department of Transportation to provide training designed to allow participants to enter a wide spectrum of careers in highway construction.

Program personnel work individually with each person to match the student's experience and background with desired career goals in the industry. Mentoring and placement assistance are also provided. All classes and program support are available in a bilingual – English/Spanish format.

Basic construction classes prepare the student for entry-level employment as laborers or flaggers. The basic classes are 6 weeks and scheduled 'as needed' throughout the year. Self-paced classes are available in some cases.

CDL (commercial driver's license) classes include both CDL-B & CDL-A with various endorsements. Students are assisted in obtaining the required CDL permit and physical, and then enrolled in intensive hands-on driving & safety class, which includes on-site testing.

Heavy equipment classes, including scraper, loader, grader and backhoe, are available to those with experience in the industry and CDL licenses.

Funding is available for all levels of training with selection criteria based on targeted populations (women, minorities), background, experience and career potential.

For information, 970.339.6294.

HIGH SCHOOL DIPLOMA PROGRAM

The Weld/Larimer County High School Diploma Program is designed as a self-paced, competency-based opportunity for students. Many working individuals are limited in employment and advancement opportunities because they have not obtained a high school diploma. The Weld/Larimer County High School Diploma is an extension of the options community colleges already provide for adult learners such as training courses. The program allows individuals to apply the skills and knowledge they have acquired through life experiences to build the skills and knowledge necessary for the workplace and future educational pursuits. Graduates are better self-directed individuals who are better equipped to be productive members of the community.

For information, 970.339.6492.

GENERAL EQUIVALENCY DIPLOMA (GED)

Students who have not obtained a high school diploma can study for the GED test at the Aims Corporate Education Center and the Downtown Center. Instructor led classes include all areas of study in a self-paced classroom environment. Classes begin monthly. A GED pre-test is available once a month for individuals to assess their learning levels.

For information, 970.339.6264.
Downtown Center, 970.339-6550

LIFE-LONG LEARNING WORKSHOPS AND SEMINARS

Life-long learning can be fun and stimulating when shared with a group of people who have similar interests. Short-term sessions are offered in a no-stress, relaxed atmosphere for nominal cost.

A variety of workshops for adults, teens and families are offered throughout the year including crafts, nutrition, photography, study skills and driver education. Seminars and training sessions for professional growth on topics including career advancement, interpersonal relationships, training the trainer, and skill enhancement are offered.

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

For information, 970.339.6549.

COMPUTER TRAINING

In its commitment to upgrading the skill level of the work force, Aims has established computer training facilities. Dedicated to business and industry groups, these facilities are available to serve the training needs of organizations in the area. Our goal is to provide an opportunity to upgrade the work force in ever-changing skills as technology advances. Instruction in various applications can be arranged, including word processing, spreadsheets, databases, networking, presentation, desktop publishing, and multi-media. We offer numerous software and operating system packages including, but not limited to: Microsoft Office (Word, Excel, PowerPoint, Access), Windows, FrontPage and MCSE classes. Programs not listed here can be customized to meet your company's needs.

For information, 970.339.6322.

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

This program is offered on-campus or via distance learning only through the Aims Corporate Education Center. This certificate prepares a student for the Microsoft Certified Systems Administrator (MCSA) certification. The course work is a valid measure of technical proficiency and expertise in administering and supporting existing Windows Server.

For information, 970.339.6549

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

See Computer Technology

COMPUTER INFORMATION SYSTEMS MCSE- MICROSOFT WINDOWS 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 platforms and Microsoft server products. For information, John Hutson at 970.339.6549, john.hutson@aims.edu.

COMPUTER INFORMATION SYSTEMS MCSE - MICROSOFT WINDOWS 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, 970.339.6549.

PROFESSIONAL CERTIFICATES NON-CREDIT

The following certificates are offered through Continuing Education. Students may take a single course or take the series of courses in an area of interest to earn a certificate.

For more information on certificate courses, call 970.339.6390 (Greeley).

HOME TECHNOLOGY INTEGRATION CERTIFICATE

Students may attend one of these courses or attend all four to earn a Home Technology Integration Certificate. Contact John Hutson, 970.339.6549, john.hutson@aims.edu.

CED 440 Residential Cabling Technologies	90
CED 441 Basic Residential Audio and Video Systems Technologies . . .	50
CED 442 Basic Residential Security, Access Control and Surveillance Technology	50
CED 443 Basic Automating and Integrating Residential Systems Technologies	50

CED 440 Residential Cabling Technologies

This course outlines the foundation for designing and installing an automated home system. Primary topics include basic electricity, the purpose and need for codes and standards, high-voltage wiring fundamentals, low-voltage data and wiring, home networks and system planning. 90 contact hours.

CED 441 Basic Residential Audio and Video System Technologies

This course outlines the various audio/video system infrastructures found in homes, as well as the troubleshooting, design planning and testing of these subsystems. Students will learn through a series of hands-on experiments, various wiring options, hardware and systems used for audio/video installation in the home. 90 contact hours.

CED 442 Basic Residential Security, Access Control and Surveillance Technologies

This course focuses on integrating all types of security systems within the home. Students will learn the various security options available for homes, as well as the infrastructures and installation of each. 50 contact hours.

Continuing Education, cont.

CED 443 Basic Automating and Integrating Residential Systems Technologies

This is the final course in the HTI Academy. This course takes all the previous learned HTI skills and pulls them together for a "whole-house" overview. The individual subsystems are brought together and integrated for a fully automated and networked home. 50 contact hours.

HUMAN RESOURCES CERTIFICATE

Students may attend one of these 6 hour seminars or attend all six to earn a Human Resources Certificate.

CED 538 Strategic Management	6
CED 539 Workforce Planning and Employment	6
CED 540 Human Resources Development .	6
CED 541 Compensation and Benefits	6
CED 542 Employee and Labor Relations . .	6
CED 543 Occupational Health, Safety, and Security (OSHA)	6
Total hours for certificate	36

LASER TECHNOLOGY CERTIFICATE

CED 460 Fundamentals of Epilog Laser Technology	4
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Contact John Hutson 970.339.6549, john.hutson@aims.edu.

CED 460 Epilog Laser Technologies Fundamentals

This course demonstrates the fundamentals of Laser engraving using the Epilog Laser Engraver. It is a blend of computer based instruction and laboratory hands-on activities. Special artistic ability or experience is NOT needed for this course.

LEADERSHIP CERTIFICATE

Students may attend one of these seminars or attend all seven to earn a Leadership Certificate.

CED 315 Taking Aim on Leadership	4
CED 316 Coaching and Performance Management	6
CED 317 Building a High-Performing Team	4
CED 318 Creating a Motivating Environment	4
CED 319 Managing Conflict Strategically	4
CED 320 Escaping the Time Bind	4
CED 321 Facilitating Productive Meetings	4
Total hours for certificate	30

Continuing Education, cont.

PAYROLL PRACTICE AND MANAGEMENT CERTIFICATE

Students may take one of these classes or all 4 to earn a Payroll Practice and Management Certificate. All courses are online.

CED 340	Payroll Practice - Wage and Hour Laws	10
CED 341	Payroll Practice - Taxation and Compensation	10
CED 342	Payroll Practice - Fringe Benefits, Compensation and Taxation	10
CED 343	Payroll Practice - Payroll Management and Year-End Reporting	10
Total hours for certificate		40

PROJECT MANAGEMENT CERTIFICATE

Students may attend one of these seminars or attend all seven to earn a Project Management Certificate.

CED 523	Scope and Framework	18
CED 525	Cost and Time Management	15
CED 523	Risk Management	15
CED 527	Contracts and Procurement	9
CED 528	Quality Management	9
CED 523	Team Dynamics	9
CED 530	Project Integration Management	12
Total hours for certificate		87

PROJECT MANAGEMENT ADVANCED CERTIFICATE

Students may attend one of these seminars or attend the first four along with MS Project Level 1 & 2 to earn Advanced Project Management Certificate.

CED 544	Improving Negotiation Skills	6
CED 534	Advanced Managing Multi-Projects	9
CED 532	Advanced Project Communications Management	6
CED 533	Advanced Managing Projects in a Global Environment	6
CED 535	PMI Exam Preparation Workshop	12
Total hours for certificate		57

SUPERVISORY CERTIFICATE

Students may attend one of these seminars or attend all seven to earn a Supervisory Certificate.

CED 590	More Effective Less Painful Performance Appraisals	6
CED 591	Managing Transition and Change in the Workplace	8
CED 593	Transition into Supervision	8
CED 594	Developing Your Own Supervisory Style	6
CED 595	Delegation: An Essential Managerial Skill	4

CED 598	Feeling at Ease with Effective Public Speaking	6
CED 612	Sharpening Your Business Writing Skills	6
Total hours for certificate		44

WATER RIGHTS CERTIFICATE

Students may attend one of these seminars or attend all six to earn a Water Rights Certificate.

CED 325	Colorado History & Hydrology	3.5
CED 326	Water Law 101	3.5
CED 327	Running the River	3.5
CED 328	Water Rights in the Market Place	3.5
CED 330	Major Water Projects in Colorado	3.5
CED 329	Emerging Trends and Issues	3.5
Total hours for certificate		21

WORKKEYS SERVICE CENTER

In today's economy, the challenges found in a high-performance work place are constantly changing. Business organizations must upgrade the skill level of the current workforce and select a future workforce with the appropriate skills for the company to successfully compete in the global economy. The ACT *WorkKeys* System can help organizations in this effort. Aims Community College is an ACT certified Service Center which can help identify the skills needed to perform specific jobs. Based upon the results of the assessments, Aims can offer training specific to raising the educational level of the workforce.

WorkKeys is a national informational system that can bridge the communications gap between business and educators by providing a "common language." This system provides a continuous structure for documenting and improving individuals' workplace skills. The three components of the *WorkKeys* System are:

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

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

For information, 970.339.6318.

TRAVEL-STUDY PROGRAMS

TravelLearn tours are travel-study programs featuring expert faculty lectures, chances to meet local residents and visits to sites not often available to tourists. Aims Community College Continuing Education Division is one of a network of colleges and universities chosen to offer TravelLearn. Programs are all-inclusive with quality accommodations and comfortably paced itineraries. Faculty are selected from participating colleges and universities. Local guides also are used and selected for their expertise and personality. For information, 970.339.6322.

AMERICAN ACADEMY OF ACUTHERAPY™

This post-graduate credit program for physicians and chiropractors will provide the opportunity to expand your practice through the incorporation of Chinese diagnosis and various forms of acutherapy, including cupping, moxibustion, laser acupuncture, and electrotherapies used to treat acupuncture points. Participants will learn organ pathologies, five-element theory, point location and pulse/tongue diagnosis, among other Chinese treatment principles.

Courses are taught by Dr. Andrew Gow and Dr. Michael Springfield, practicing chiropractors and acupuncturists in the Loveland-Greeley area. This course is available as a traditional lecture course or on-line. It is approved for:

- continuing education credits for chiropractors
 - 100 hours toward Colorado acupuncture licensure for chiropractors
- For information, 970.339.6504.

PROGRAMS FOR YOUTH

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

For information, 970.339.6492.

COLLEGE FOR KIDS

College for Kids is an enrichment program for students in grades one through twelve. Emphasis is placed on the summer program, with additional courses offered throughout the year. Classes are held at the Aims Campus sites or with special arrangements, at local schools.

Schedules vary from one-day to four-week sessions for a nominal cost. A variety of classes are offered: Computer Activities, Fine and Performing Arts, Languages, Physical Education, Explorations in Science, and more. Instructors include Aims faculty, public/private school teachers and other approved professionals. For information, 970.339.6492.

DRIVER EDUCATION

We offer a high-quality program to ensure that participants receive the best certified instruction in basic operating skills to become safe, courteous drivers on the road. This class consists of 30 hours of classroom instruction plus 14 hours in a vehicle (7 hours of driving, including experience using both automatic and standard vehicles, and 7 hours of observation). Driving and observation hours are arranged between the participant and the instructor. The test for a driving permit is administered the second session of class for those who do not have one. Participants must be 15 years of age by class start date. A copy of your birth certificate is needed to obtain a driver permit which is required for driving vehicles. Instruction in driver education may reduce your insurance rates (check with your agent). After the class requirements have been met, students may choose to take the driving test for licensing with our certified instructor. Additional driving hours may be scheduled day or night for a fee.

Driver Education Parent/Guardian Information Seminar. Aims Driver Education is proud to announce its free information seminar for any parent, relative or guardian of students under 18 years-of-age. Our instructors will review Colorado laws, statistics, insurance, driving with teens and will try to answer questions and address concerns.

For information, 970.339.6504.

AIMS & FRANKLIN UNIVERSITY ALLIANCE

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

Students with an associate degree or at least 60 semester credit hours of college credit and a minimum GPA of 2.5, can now move easily into a bachelor's degree completion program that provides the majority of the courses they need online. Students in this program will continue to receive the services and benefits they enjoyed as a student at Aims Community College. Aims and Franklin are working together to provide financial aid to students enrolling in both institutions.

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

Franklin Bachelor of Science Majors offered 2008-09:

- Accounting
- Applied Management
- Business Administration
- Business Forensics
- Computer Science
- eMarketing
- Financial Management
- Forensics Accounting
- Health Care Management
- Human Resources Management
- Information Technology
- Management
- Management Information Sciences,
- Marketing
- Masters of Business Administration
- Public Safety Management
- Web Development

Web site link: www.alliance.franklin.edu.

ACCOUNTING

(B.S. DEGREE - FRANKLIN UNIVERSITY)

The purpose of the Accounting program is to prepare undergraduate students for careers in the profession of accounting, to offer accounting courses for other major programs of the University, and to serve the profession and the community.

Graduates of the Accounting major program are prepared for employment or promotion in public accounting, private industry or government. They also have the educational background and framework to seek professional certification (Certified Public Accountant and/or Certified Management Accountant). These designations require successful completion of rigorous examinations and additional study beyond that required for the Bachelor of Science degree. Review is usually necessary. Qualified Franklin University students are encouraged to acquire training and work experience by competing for internship with certified public accounting firms, private industry, and government.

B.S. DEGREE COMPLETION REQUIREMENTS
(128 Semester Credit Hours)

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

Continuing Education, cont.

to technical personnel; use the power of computers in managing information; and apply project management techniques.

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

B.S. DEGREE COMPLETION REQUIREMENT
(124 Semester Credit Hours)

BUSINESS ADMINISTRATION (B.S. DEGREE - FRANKLIN UNIVERSITY)

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

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

B.S. DEGREE COMPLETION REQUIREMENTS
(124 Semester Credit Hours)

BUSINESS FORENSICS (B.S. DEGREE- FRANKLIN UNIVERSITY)

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

B.S. DEGREE COMPLETION REQUIREMENTS
(124 Semester Credit Hours)

COMPUTER SCIENCE (B.S. DEGREE - FRANKLIN UNIVERSITY)

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

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

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

B.S. DEGREE COMPLETION REQUIREMENTS
(131 Semester Credit Hours)

E MARKETING (B.S. DEGREE - FRANKLIN UNIVERSITY)

eMarketing is an innovative and interdisciplinary major. With the explosive growth of the Internet, electronic commerce and eMarketing, successful businesses are increasingly utilizing the Internet and related electronic commerce technologies. These business initiative require graduates who understand current and future trends in eMarketing and electronic commerce and are prepared to manage the analysis, design, implementation, marketing and operation of digital information systems.

eMarketing student are provided the background needed for a position as a director or Internet marketing or

manager or e-commerce. The eMarketing major focuses on those skills necessary to marketing products and services in the information age. Topics covered in the eMarketing major include Web design, electronic commerce, marketing research and marketing behavior.

B.S. DEGREE COMPLETION REQUIREMENT
(124 Semester Credit Hours)

FINANCIAL MANAGEMENT (B.S. DEGREE- FRANKLIN UNIVERSITY)

Responsible financial management is essential for success on both individual and corporate levels. The Financial Management major at Franklin University will help you acquire the skills necessary to develop and implement strategies for business or personal financial planning. Upon graduation, you will be eligible to take the national Certified Financial Planner (CFP) examination.

B.S. DEGREE COMPLETION REQUIREMENTS
(124 Semester Credits)

FORENSIC ACCOUNTING (MBA DEGREE -FRANKLIN UNIVERSITY)

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

B.S. DEGREE COMPLETION REQUIREMENTS
(128 Semester Credits)

HEALTH CARE MANAGEMENT (B.S. DEGREE - FRANKLIN UNIVERSITY)

The mission of the Health Services Administration major program is to prepare students to enter management practice in a healthcare setting. The goal of the program is to provide a solid foundation of knowledge regarding the healthcare industry combined with the discipline to apply that knowledge in a professionally competent manner to advance the health of the local community. Emphasis is placed on building strong communication skills and organizational competence that highlight the effective healthcare manager.

This program is designed to meet the industry's desire for professionally educated individuals prepared in a career-oriented undergraduate program.

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

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

B.S. DEGREE COMPLETION REQUIREMENTS
(124 Semester Credit Hours)

HUMAN RESOURCES MANAGEMENT

(B.S. DEGREE - FRANKLIN UNIVERSITY)

Franklin's Human Resources Management major prepares undergraduate students for a successful career in human resources. The Program's curriculum combines theory with real-life scenarios, incorporating current industry practice with traditional HR concepts. Students will develop oral and written skills, as well as the critical thinking and reasoning required of human resources professionals. Franklin students graduating with a Human Resource Management degree will have understanding of:

- Employee relations
- Compensation management
- EEO/Affirmative Action
- Other legal aspects of employment, employee and organization development, benefits administration, diversity in the workplace and human resources strategies.

B.S. DEGREE COMPLETION REQUIREMENTS
(124 Semester Credit Hours)

INFORMATION TECHNOLOGY

(B.S. DEGREE - FRANKLIN UNIVERSITY)

The Information Technology program provides an application-based technology curriculum. The goal of the program is to graduate technology professionals who have skills in programming, networking and database administration. Graduates of this program are prepared to seek a wide variety of technical positions such as applications programmer, internet programmer, software specialist web page developer, network specialist, network administrator, database administrator and information application specialist.

B.S. DEGREE COMPLETION REQUIREMENTS
(124 Semester Credit Hours)

MANAGEMENT

(B.S. DEGREE - FRANKLIN UNIVERSITY)

The Management major is designed to create a focused degree that will prepare students for management roles in any industry by combining human resources, budget planning, process applications, marketing, financial and strategic analysis with information technology. Graduates of the Management major can anticipate opportunities in management areas such as: Real Estate Management, Retail Management, Bank Office Management, Manufacturing Management, Market Management, Information Product Management and Product Quality Management.

B.S. DEGREE COMPLETION REQUIREMENT
(124 Semester Credit Hours)

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)

MARKETING

(B.S. DEGREE - FRANKLIN UNIVERSITY)

Franklin's University's Marketing major is geared toward the ever-changing business world. Courses are updated frequently to reflect the latest marketing knowledge, technology and industry trends. As a Marketing major, students will develop the skills and knowledge to succeed in the competitive field of marketing by exploring topics including: basic marketing principles; analytical methods of marketing research; marketing mix variable; and effective written analysis and communication skills. Students graduating with a Marketing degree will be prepared for careers in:

- Advertising
- Public Relations
- E-Marketing
- Retail
- Sales
- Services

B.S. DEGREE COMPLETION REQUIREMENTS
(124 Semester Credit Hours)

Continuing Education, cont.

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.

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)

WEB DEVELOPMENT

(B.S. DEGREE - FRANKLIN UNIVERSITY)

Web Development is an innovative and interdisciplinary major. With the explosive growth of the Internet, electronic commerce and eMarketing, successful businesses are increasingly utilizing the Internet and related electronic commerce technologies. These business initiative require graduates who understand current and future trends in eMarketing and electronic commerce and are prepared to manage the analysis, design, implementation, marketing and operation of web based systems.

The major provides the background needed for a position as a Web master, Web programmer, Web developer or manager of e-commerce. The major focuses on those technologies necessary to implement enterprise-level Web sites. Topics covered include Java software development client/server programming, Web animation and Web applications development.

B.S. DEGREE COMPLETION REQUIREMENT
(124 Semester Credit Hours)

DISTANCE LEARNING

The purpose of Aims Community College's Distance Learning programs is to enable learners to achieve educational goals using distance learning techniques. It is not always easy to find the time to come to class because of our busy lifestyles. Many motivated learners choose to conveniently continue their education at their own learning pace in their own home. Learners feel comfortable with methods used to deliver course instruction and testing whether they are novices or experts utilizing technology. Students may choose to learn through textbooks, videos, DVD, CDs, Internet, e-mail, and chat rooms. Brochures describing certificate and degree programs are available. New courses and programs are consistently released under a distance learning format. Some of our programs are designed for public access and others are designed in cooperation with specific businesses. Students may contact Continuing Education-Distance Learning either online at www.aimsced.com or by calling toll-free 1.888.644.3451 or 970.339.6504.

TRANSFERS

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

DISTANCE LEARNING AT AIMS COMMUNITY COLLEGE

Some general education courses and programs are available through Distance Learning at Aims Community College courtesy of the Continuing Education Division. Check with your advisor and degree program about credit and transfer application. These courses are subject to distance tuition rates. Students may contact Continuing Education-Distance Learning either online at www.aimsced.com or by calling toll-free 1.888.644.3451 or 970.339.6549

GENERAL EDUCATION COURSES

- CIS 118 Introduction to PC Applications
- ENG 121 English Composition I
- ENG 122 English Composition II
- GEO 105 World Geography
- HIS 101 History of Western Civilization I
- LIT 115 Introduction to Literature
- MAT 121 College Algebra
- MUS 120 Music Appreciation
- PHI 111 Introduction to Philosophy
- PHY 105 Conceptual Physics
- POS 105 Introduction to Political Science
- PSY 101 Psychology of Workplace Relationships
- PSY 102 General Psychology II
- SPE 115 Public Speaking

A complete listing can be obtained by contacting Continuing Education-Distance Learning either online at www.aimsced.com or by calling toll-free 1.888.644.3451 or 970.339.6504.

PROGRAMS AND CERTIFICATES:

Biomedical Electronic Technology, Program, Computer Information Systems Electronic Technology Certificate, Microsoft Certified System Engineer Program, Project Leadership Telecommunications Program

BIOMEDICAL ELECTRONIC TECHNOLOGY

(Associate of Applied Science Degree)

Program Requirements: Students must have completed the DoD BEMTTG or the USAMEOS Basic course training program.

Program Description: The Department of Defense (DoD) Biomedical Equipment Maintenance Technician Training Group (formerly known as the United States Army Medical Equipment and Optical School-USAMEOS) provides the opportunity

to earn an Associate in Applied Science (A.A.S.) Degree with an area of study in Biomedical Electronic Technology. This program is offered in partnership with Aims Community College and the United States Air Force, Army, Navy, Coast Guard, National Guard and Reserve Units through the DoD Biomedical Equipment Maintenance Technician Training Group (DoD BEMTTG). DoD and USAMEOS courses are transferred into this degree program in accordance with the transfer agreement with the Department of the Army Academy of Health Sciences, U.S. Army, Fort Sam Houston, Texas. This A.A.S. Degree is designed to prepare students for entry-level positions as medical equipment or biomedical equipment repair technicians. These types of technicians work for hospitals and research organizations. Some work for service and repair businesses that have maintenance contracts with

hospitals, clinics, and other medical facilities and institutions. The Biomedical Electronic Technology Degree is available to individuals worldwide. Regardless of where you are stationed after leaving the DoD BEMTTG program, our courses will be available to you.

Program Requirements: (1) Students must have completed the DoD BEMTTG or the USAMEOS Basic course training program. (2) Seventeen additional credits are required. A total of 15 of the 17 credits must be completed with Aims Community College (via distance learning or on site at Aims Community College). These 15 credits cannot include transfer credits or ELT credits earned through the DoD BEMTTG or the USAMEOS programs. A demonstrated proficiency in English Composition is required prior to degree completion. This may be accomplished by (1) transferring college credits in

an English course that is equivalent to Aims' ENG 090 Basic Composition or ENG 131 Technical Writing, or (2) by obtaining a qualifying score on a college placement test. Aims will provide a guide for acceptable college placement tests for distance learners. Transfer to a Four Year Engineering Degree.

Program: Articulation agreements exist with four year programs offering a Bachelor of Science (B.S.) degree in Electrical Engineering Technology. Consult your Aims program advisor for a list of schools and articulation details.

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

ASSOCIATE OF APPLIED SCIENCE DEGREE
See Electronics Technology







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Course Descriptions

AAA: ADVANCED ACADEMIC ACHIEVEMENT

AAA 109 ADVANCED ACADEMIC ACHIEVEMENT

Examines theories and practices associated with successful learning to enhance college success. Areas of study include education and career planning, effective communication personal management, critical and creative thinking, development of community and awareness of diversity, leadership, and techniques for successful academic performance. Recommended for new and returning students. This class does not substitute for REA 090. This course does not meet minimum nor elective requirements for the A.A. or A.S. degrees. Prerequisite(s): Placement test. Three credits.

ACC: ACCOUNTING

ACC 115 PAYROLL ACCOUNTING

Studies federal and state employment laws and their effects on personnel and payroll records. The course is non-technical and is intended to give students a practical working knowledge of the current payroll laws and actual experience in applying regulations. Students are exposed to computerized payroll procedures. Prerequisite(s): ACC 101 OR ACC 121. Three credits.

ACC 121 ACCOUNTING PRINCIPLES I

Introduces the study of accounting principles for understanding of the theory and logic that underlie procedures and practices. Major topics include the accounting cycle for service and merchandising companies, special journals and subsidiary ledgers, internal control principles and practices, notes and interest, inventory systems and costing, plant assets and intangible asset accounting, and depreciation methods and practices. Four credits.

ACC 122 ACCOUNTING PRINCIPLES II

Continues the study of accounting principles as they apply to partnerships and corporations. Major topics include stocks and bonds, investments, cash flow statements, financial analysis, budgeting, and cost and managerial accounting. Prerequisite(s): ACC 121. Four credits.

ACC 123 ACCOUNTING PRINCIPLES I RECITATION

The course exposes students to a broader accounting experience in the foundational studies of accounting. Students will be introduced to additional problems, case studies, and applications of accounting in real-world business situations, using individual and team problem solving. One credit.

ACC 125 COMPUTERIZED ACCOUNTING

Introduces the capabilities of computer applications in accounting. Includes solving accounting problems of a financial nature and hardware and software controls. Corequisite(s): ACC 122. Three credits.

ACC 132 TAX HELP COLORADO

This course prepares the students for preparation of federal and state income tax returns for individuals. Emphasis is placed on form preparation with the used of tax software. Two credits.

ACC 133 TAX HELP COLORADO SITE LAB

This course allows students to prepare actual federal and state income tax returns for individuals in a real time environment. Prerequisite: ACC 132. One credit.

ACC 135 SPREADSHEET APPLICATIONS FOR ACCOUNTING

This course introduces spreadsheets as an accounting tool. Using an accounting perspective, the student applies fundamental spreadsheet concepts. The spreadsheet is used as a problem solving and decision making tool. Prerequisite(s): CIS 155. Corequisite(s): MAN 225 or ACC 226. Three credits.

ACC 140 ACCOUNTING SOFTWARE: QUICKBOOKS

Students are introduced to specialized accounting software. Students will enter date, create invoices, write checks, use accounts payable and accounts receivable, record and pay sales and payroll taxes, do job costing, and generate reports. One credit.

ACC 175 SPECIAL TOPICS

Provides students with a vehicle to pursue in depth exploration of special topics of interest. Prerequisite: ACC 121 or permission of instructor. Zero to six credits.

ACC 211 INTERMEDIATE ACCOUNTING I

Focuses on comprehensive analysis of generally accepted accounting principles (GAAP), accounting theory, concepts and financial reporting principles for public corporations. It is the first of a two-course sequence in financial accounting and is designed primarily for accounting and finance majors. Focuses on the preparation and analysis of business information relevant and useful to external users of financial reports. Explores the theories, principles and practices surveyed in Accounting Principles and critically examines 'real-world' financial analysis and reporting issues. Prerequisite(s): ACC 122 with a "C" or better. Four credits.

ACC 212 INTERMEDIATE ACCOUNTING II

Focuses on the theoretical and practical aspects of accounting for long-term liabilities, stockholders' equity, investments, pensions and leases. Includes income tax allocation, financial statement analysis, cash flow statements and accounting methods changes. Prerequisite(s): ACC 211 with a grade of "C" or better or permission of instructor. Four credits.

ACC 226 COST ACCOUNTING

Studies cost accumulation methods and reports. Focuses on the concepts and procedures of job order, process, standard, and direct cost systems, budgeting, planning, and control of costs. Prerequisite(s): ACC 122. Three credits.

ACC 231 BUSINESS TAXATION

Introduces student to taxation of business entities and transactions. Topics include taxation of property transactions, various tax issues that apply to different tax entities, tax administration and practice, and the taxation effects of formation, operation, and dissolution of corporations, partnerships, S corporations, trusts and estates. Prerequisite(s): ACC 131. Three credits.

ACC 269 ACCOUNTING SYSTEMS

Provides students the opportunity to study the flow of accounting information within an organization, with emphasis on integration of accounting subsystems and internal control procedures in both manual and computerized systems. This class also includes a review of library research, professional ethics, and resume-writing and interview techniques. Prerequisite(s): ACC 122. Three credits.

ACC 275 SPECIAL TOPICS

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

CIS 155 PC SPREADSHEET CONCEPTS: EXCEL

Listed in the CIS course section.

MAN 225 MANAGERIAL FINANCE

Listed in the MAN course section.

ACT: AUTO COLLISION TECHNOLOGY**ACT 101 INTRODUCTION TO AUTOMOTIVE COLLISION TECHNOLOGY**

Designed as an orientation to the automotive collision repair industry. Students receive an overview of job possibilities as well as learn various types of automobile construction. Names, uses and maintenance procedures for a variety of tools and equipment are covered. Focuses on general collision repair and refinishing shop safety procedures with an emphasis on personal and environmental safety issues. Students also learn the proper handling and disposal of hazardous materials. Prerequisite(s): None. Four credits.

ACT 111 METAL WELDING AND CUTTING I

Covers sheet metal oxygen-acetylene welding and MIG welding techniques including safety, materials, equipment and setups. Personal and vehicle protective measures prior to welding procedures are presented. Prerequisite(s): ACT 101 or permission of Instructor. Three credits.

ACT 121 NON-STRUCTURAL REPAIR PREPARATION

Covers the basic characteristics of preparation for automotive repair. Students familiarize themselves with damage analysis, extent of damage and the sequence of repair. Focuses on removal of vehicle components and protection of panels along with storage and labeling of parts. Safety procedures and equipment use are included. Prerequisite(s): ACT 101 or permission of Instructor. Three credits.

ACT 122 PANEL REPAIR AND REPLACEMENTS

Covers straightening techniques including tension pulls/stress relief, metal finishing, metal shrinking and use of fillers. Emphasizes the identification, handling and replacement of parts such as adjustment and alignment of bolt-on parts, fixed parts and accessories. Training covers the use of adhesives, sound deadeners and welding methods performed during repairs. Prerequisite(s): ACT 101 or permission of Instructor. Three credits.

ACT 123 METAL FINISHING AND BODY FILLING

Covers metal finishing, metal shrinking and the use of cosmetic fillers. Emphasis is placed on the use of proper tools required to perform these tasks, including use, selection and safety procedures for tools and equipment selected. Prerequisite(s): ACT 101 or permission of Instructor. Three credits.

ACT 131 STRUCTURAL DAMAGE DIAGNOSIS

Focuses on methods of frame measurement using dimension charts and service manuals. Includes the use of self-centering gauges and mechanical and electronic measuring. Appropriate terms and definitions of vehicle structures and vehicle diagnosis is covered including identification and analysis of damage. Includes the techniques for basic hook ups and safety procedures used in making corrective pulls. Prerequisite(s): ACT 101 or permission of instructor. Three credits.

ACT 132 STRUCTURAL DAMAGE REPAIR

Continues the study and application of frame measurement and repair. The student applies methods found in dimension charts and service manuals for vehicle diagnosis and straightening. Training includes the replacement of a structural panel with the identification of damaged suspension components replaced according to manufacturer's recommendations. Prerequisite(s): ACT 101 or permission of instructor. Three credits.

ACT 141 REFINISHING SAFETY

Covers correct use of safety procedures used in refinishing. Proper fit and use of various types of protective equipment is emphasized. The identification of tools and equipment, with use and maintenance is covered including national guidelines for proper disposal and handling of hazardous materials. One credit.

ACT 142 SURFACE PREPARATION I

Covers surface preparation for refinishing including cleaning, sanding, feather edging, chemical treatment of bare materials and priming. The application of primers, including rationale and use is covered. In addition the student learns skills for proper removal and storage of exterior trim and protection of adjacent panels. Prerequisite(s): ACT 141 or permission of instructor. Two credits.

ACT 143 SPRAY EQUIPMENT OPERATION

Covers the inspection, cleaning and determination of the condition of spray guns and related equipment. Students learn skills for adjusting spray guns by setting-up and testing spray gun operations. Prerequisite(s): ACT 142 or permission of instructor. Two credits.

ACT 144 REFINISHING I

Provides the knowledge needed for application and use of automotive paint systems. Course includes locating color codes, mixing formulas, matching and selections of materials. Proper paint gun use and adjustments is taught for the product being applied. In addition, the student practices correct masking and detailing techniques. Prerequisite(s): ACT 142 and ACT 143. Two credits.

ACT 151 PLASTICS & ADHESIVES I

Designed to teach the state-of-the-art repair for both rigid and flexible plastic components and choosing adhesives using the latest manufacturer's repair techniques. Prerequisite(s): ACT 101 or permission of instructor. One credit.

**ACT 170 AUTOMOTIVE COLLISION TECHNOLOGY
LAB EXPERIENCES I**

Designed to prepare the student to perform basic tasks for a specialized area in a controlled instructional lab. Prerequisite(s): None. One to nine credits.

**ACT 171 AUTOMOTIVE COLLISION TECHNOLOGY
LAB EXPERIENCES II**

Course is a continuation of Lab experience. Designed to prepare the individual to perform basic tasks for a specialized area in a controlled instructional lab. Prerequisite(s): None. One to nine credits.

**ACT 172 AUTOMOTIVE COLLISION TECHNOLOGY
LAB EXPERIENCES III**

Course is a continuation of Lab experience. Designed to prepare the individual to perform basic tasks for a specialized area in a controlled instructional lab. Prerequisite(s): None. One to nine credits.

ACT 175 SPECIAL TOPICS

Assists students who are interested in individual topics within the normal curriculum. The student identifies and selects objectives that he/she needs for industry upgrades or special training to enter the workforce. The student may explore current topics, issues or activities related to one or more aspects of the Automotive Collision industry. Prerequisite(s): None. One to nine credits.

ACT 176 SPECIAL TOPICS

Provides students with a vehicle to pursue in depth exploration of special topics of interest. Prerequisite(s): None. One-half to six credits.

ACT 177 SPECIAL TOPICS

Provides students with a vehicle to pursue in depth exploration of special topics of interest. Prerequisite(s): None. One-half to six credits.

ACT 180 AUTOMOTIVE COLLISION REPAIR INTERNSHIP LEVEL I

Designed to meet the needs of the student in selected specialized area in a work-based environment. Individualized instruction at the job site is coordinated based on student's interest and instructor approval. Prerequisite(s): permission of instructor. One to nine credits.

ACT 181 AUTOMOTIVE COLLISION REPAIR LEVEL II INTERNSHIP

Course is a continuation of Level I Internship. Student uses the knowledge and skills acquired throughout the ACT program in a job site placement. Prerequisite(s): permission of instructor. One to nine credits.

ACT 205 ESTIMATING AND SHOP MANAGEMENT

Initiates written estimates on damaged vehicles. Students learn shop management including work orders, ordering supplies, operating costs, time cards, shop liabilities, employee's safety and insurance management issues. Prerequisite(s): ACT 101 or permission of instructor. Three credits.

ACT 211 METAL WELDING AND CUTTING II

Covers mig welding procedures of seam weld, stitch welds and destructive testing. Resistance spot welding, which includes two-sided spot weld, plasma cutting, safety, materials, and equipment and operating procedures, with emphasis on shop safety are also presented. Prerequisite(s): ACT 111. Two credits.

ACT 221 MOVEABLE GLASS AND HARDWARE

Covers door glass, vent windows and glass mechanisms (both electric and mechanical) with emphasis on removal and replacement. In addition, interior trim panels, seats and headliners are removed and replaced. Student learns proper care and treatment of vehicle seat protectors plus the proper use of tools required to perform these tasks. Prerequisite(s): ACT 101 or permission of instructor. Two credits.

ACT 231 ADVANCED STRUCTURAL DAMAGE DIAGNOSIS & REPAIR

Covers major automotive body repair in vehicles with major damage on conventional structures and unibody structures. Student learns the operation of equipment and techniques used to straighten and align damaged frames. Identification and analysis of frames, hot and cold stress relieving, servicing and sectioning of structural frames is also included. Liability issues and the importance of making these corrections according to the manufacturer's recommendations and industry standards are emphasized. Prerequisite(s): ACT 131, ACT 132, and ACT 133 or permission of instructor. Three credits.

ACT 232 FIXED GLASS REPAIR

Covers the removal and replacement of fixed glass using manufacturer's specifications, proper tools and recommended materials. Application of skills are demonstrated and utilized for the removal and replacement of modular glass using manufacturer's specifications and procedures. Prerequisite(s): ACT 101 or permission of instructor. Two credits.

ACT 241 PAINT DEFECTS

Covers paint defects. Emphasizes the causes of paint defects with methods to cure problems during and after refinishing procedures. Students learn to identify the proper surface preparations to apply prior to refinishing. Training includes using paint equipment and determining paint film thickness with proper temperatures for refinishing. Three credits.

ACT 242 SURFACE PREPARATION II

Emphasizes surface preparation for refinishing including cleaning, sanding, feather edging, chemical treatment of bare metals and priming. The application of primers, including why and where using them is covered. Prerequisite(s): ACT 142 and ACT 143. Two credits.

ACT 243 REFINISHING II

In this advanced course students learn the necessary skills used to tint and blend panels working with the latest finishes and paints. Special coatings and procedures are covered in this course. Prerequisite(s): ACT 242. Two credits.

ACT 244 FINAL DETAIL

Focuses on the detailing procedures in paint refinishing of vehicles. Methods and techniques are specialized to enhance painting skills. Transfers and tapes methods with decals etc. are demonstrated. Prerequisite(s): ACT 141 or permission of instructor. Two credits.

ACT 251 PLASTICS & ADHESIVES II

Emphasizes advanced plastic and adhesives. The current state-of-the-art repairs for both rigid and flexible plastic components using the latest manufacturer's repair techniques are presented. Sheet Molded Compound procedures and the use of proper adhesives is covered. Prerequisite(s): ACT 151. One credit.

ACT 265 STREET ROD I

Introduces the student to the Street Rod industry to include safety practices, tools, and equipment, automobile construction, the repair estimate, welding and cutting, characteristics and properties of sheet metal, damage analysis, sequence of repair, straightening techniques, metal finishing, and the use and application of body fillers. ACT 101, ACT 110, ACT 111, ACT 121, ACT 122, ACT 123, ACT 142, ACT 143, ACT 144, ACT 211, ACT 241, and ACT 243 or permission of instructor. Six credits.

ACT 266 RESTRAINT SYSTEMS

Students learn to inspect, remove and replace active restraint systems, passive restraint systems and supplemental restraint systems. Procedures are demonstrated for disarming and diagnosing restraint systems using electronic equipment and trouble codes. Instruction for passive restraint replacement is also covered in this course. Prerequisite(s): None. One credit.

ACT 267 STREET ROD II

Continues Street Rod I to include safety practices, tools and equipment, automobile construction, the repair estimate, welding and cutting, characteristics and properties of sheet metal, damage analysis, sequence of repair, straightening techniques, metal finishing, and the use and application of body fillers. Prerequisite(s): ACT 265. Six credits.

ACT 268 STREET ROD III

Continues Street Rod II to include engine mounting, transmission mounting, frame assembly procedures, body modification including frenching, chop tops, shaving and sectioning procedures, sheet metal fabrication, body reconstruction, and metal fabrication. Prerequisite(s): ACT 267. Six credits.

ACT 269 STREET ROD IV

Continues Street Rod III to include electrical systems, wiring and installation, body assembly and refinishing, interior vehicle modifications, brake system design and mounting, final vehicle assembly, and custom painting to include graphics, flames, special effects, and color sanding and polishing. Prerequisite(s): ACT 268. Six credits.

ACT 275 SPECIAL TOPICS

Assists students who are interested in individual topics within the normal curriculum. The student identifies and selects objectives that he/she needs for industry upgrades or special training to enter the workforce. The student may explore current topics, issues or activities related to one or more aspects of the Automotive Collision industry. Prerequisite(s): None. One to nine credits.

ACT 285 INDEPENDENT STUDY

Provides students with a vehicle to pursue in depth exploration of special topics of interest. Prerequisite(s): None. One-half to six credits.

UPH: UPHOLSTERY

See UPH prefix for related Automotive Upholstery courses.

AEC: ARCHITECTURAL**AEC 221 BUILDING ELECTRICAL/MECHANICAL SYSTEMS**

Acquaints the student with electrical and mechanical equipment and systems in buildings. Lectures cover the basic principles of electrical distribution, artificial lighting, fire protection, plumbing systems and heating, ventilating and air conditioning (HVAC) systems. Prerequisite(s): None. Three credits.

AEC 231 ESTIMATING II: COST ANALYSIS

Focuses on estimating techniques used to establish and verify costs of materials, equipment, and labor and the time requirements related to building construction projects. Emphasis is placed on preparation of an estimate of construction costs of a commercial building. Prerequisite(s): MAT 108 or permission of instructor. Three credits.

AEC 232 CONSTRUCTION PROJECT MANAGEMENT

Investigates building construction management principles including a study of systematic scheduling techniques, project tracking and control methods, and budget and cost analysis control. Prerequisite(s): None. Three credits.

AEC 233 CONSTRUCTION SAFETY & LOSS PREVENTION

Explores construction site hazards and unsafe practices, related health and safety regulations and standards, and loss and theft prevention. Training in basic first aid and CPR is included. Prerequisite(s): None. Two credits.

AEC 234 CONSTRUCTION CONTRACT & LABOR LAW

Focuses on construction labor, contract and licensing laws and regulations. Lectures and student projects investigate building construction project contracts and labor and employment regulations as related to building construction. Prerequisite(s): None. Two credits.

AEC 280 INTERNSHIP

Provides students with the opportunity to supplement coursework with practical work experience related to their educational program. Students work under the immediate supervision of experienced personnel at the business location and with the direct guidance of the instructor. Instructor permission required. One to six credits.

ANT: ANTHROPOLOGY**ANT 101 CULTURAL ANTHROPOLOGY**

Studies human cultural patterns and learned behavior. Includes linguistics, social and political organization, religion, culture and personality, culture change, and applied anthropology. This course is a state guaranteed transfer course GT-SS3. Three credits.

ANT 107 INTRODUCTION TO ARCHAEOLOGY

Introduces the science of recovering the human prehistoric and historic past through excavation, analysis, and interpretation of material remains. Includes a survey of the archaeology of different areas of the Old and New Worlds. Also includes the works of selected archaeologists and discussions of major archaeological theories. This course is a state guaranteed transfer course GT-SS3. Three credits.

ANT 111 PHYSICAL ANTHROPOLOGY

Studies human biology and its effects on behavior. Includes principles of genetics and evolution, vertebrates and primates, human origins, human variation, and ecology. This course is a state guaranteed transfer course GT-SS3. Three credits.

ANT 121 CULTURES OF THE SOUTHWEST

(Formerly: ANT 109) Includes the major prehistoric cultures (Paleoindian, Desert Culture, Anasazi, Hohokam, Mogollon) and ethnographic views of the historic cultures (Pueblos, Navajo, Apache, Pima, Papago, Spanish-American, and Anglo-American). The purpose of the study is to trace the stages through which these cultures have passed in order to evaluate environmental influences on human activities and to perceive human influences on the environment. Three credits.

ANT 126 COLORADO ARCHAEOLOGY

Identifies and evaluates distinct prehistoric cultures present in the region now known as Colorado since about 10,000 years ago, using specific archaeological techniques and terminologies. Three credits.

ANT 137 SOUTHWEST US ARCHAEOLOGY

Identifies the complex regional population centers and cultural traditions of prehistoric peoples of the 4-Corners (Colorado, Arizona, New Mexico, Utah) and analyses evidence of cultural interaction with peoples of Meso-America and with the ecology of the region. Three credits.

ANT 215 INDIANS OF NORTH AMERICA

(Formerly: ANT 117) Studies the Indians of North America from the origins of native peoples in the New World, through the development of geographic culture areas, to European contact and subsequent contemporary Native American issues. This course is a state guaranteed transfer course GT SS3. Three credits.

ANT 275 SPECIAL TOPICS IN ANTHROPOLOGY

(Formerly: ANT 285) Provides opportunity for off-campus field experience or study of a special topic in anthropology. Field study may occur at archaeological sites, museums, host educational institutions, within ethnographic situations, or other anthropologically appropriate places. Study of a special topic may include that derived from physical anthropology, cultural anthropology, archaeology, or other anthropological discipline. One to five credits.

ANT 285 INDEPENDENT STUDY

(Formerly: ANT 295) Allows the student to independently study certain aspects of anthropology. It provides opportunity to investigate an area of interest that developed in introductory courses. Prerequisite(s): ANT 101 OR ANT 111. One to six credits.

ARA: ARABIC

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

ARA 101 CONVERSATIONAL ARABIC I

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

ARA 111 ARABIC LANGUAGE I

Begins a sequence dealing with the development of functional proficiency in listening, speaking, reading and writing the Arabic language. Five credits.

ARA 112 ARABIC LANGUAGE II

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

ARC: ARCHITECTURAL TECHNOLOGY **ARC 107 BLUEPRINT READING (RESIDENTIAL/COMMERCIAL)**

Covers the interpretation and reading of blueprints and related documents as used in the building trades industry and architect's office Prerequisite(s): None. Three credits.

ARC 206 COMMERCIAL DRAWING/CAD PRACTICE II

Studies light commercial building construction techniques. Details of timber, concrete, tilt-up, and structural steel systems are discussed. Working drawings are completed as assigned. Four credits.

ARC 236 CODES/ZONING/SPECIFICATIONS

Reviews the restrictions, standards, and requirements which in the interest of public safety and welfare have been established by law to govern the construction of buildings and their materials. Specifications are developed to describe building materials to be furnished and how they are to be installed. Three credits.

ARC 226 CONSTRUCTION SCHEDULING

Discusses various methods of project scheduling. Emphasis will be placed on critical path method techniques and strategies. Prerequisite(s): None. Three credits.

ARC 275 SPECIAL TOPICS

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

ARC 285 INDEPENDENT STUDY

Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor. Instructor permission required. One to six credits.

ARC 289 CAPSTONE

A demonstrated culmination of learning within a given program of study. Instructor permission required. One to six credits.

ART: ART

ART 110 ART APPRECIATION

Introduces the cultural significance of the visual arts, including media, processes, techniques, traditions, and terminology. This course is a state guaranteed transfer course GT-AH1. Prerequisite(s): None. Three credits.

ART 111 ART HISTORY I

Provides the knowledge base to understand the visual arts, especially as related to Western culture. Surveys the visual arts from the Ancient through the Medieval periods. This course is a state guaranteed transfer course GT-AH1. Prerequisite(s): None. Three credits.

ART 112 ART HISTORY II

Provides the knowledge base to understand the visual arts, especially as related to Western culture. Surveys the visual arts from the Renaissance through the Modern periods. This course is a state guaranteed transfer course GT-AH1. Prerequisite(s): None. Three credits.

ART 113 HISTORY OF PHOTOGRAPHY

Surveys the history of photography from its beginnings to the present. Emphasizes individual photographers who have made significant contributions to the field. Includes technical, artistic, commercial and social development of photography as a form of visual communication. Three credits.

ART 121 DRAWING I

Investigates the various approaches and media that students need to develop drawing skills and visual perception. Prerequisite(s): None. Three credits.

ART 122 DRAWING II

Explores expressive drawing techniques with an emphasis on formal composition, color media and content or thematic development. Prerequisite(s): None. Three credits.

ART 123 WATERCOLOR I

Provides an introduction to the basic techniques and unique aspects of materials involved in the use of either transparent or opaque water media or both. Color theory is included. Prerequisite(s): None. Three credits.

ART 124 WATERCOLOR II

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

ART 131 2-D DESIGN

Examines the basic elements of design, visual perception, and artistic form and composition as they relate to two-dimensional media. Prerequisite(s): None. Three credits.

ART 132 3-D DESIGN

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

ART 138 PHOTOGRAPHY I

Introduces black and white photography as a fine art medium and develops skills necessary for basic camera and lab operations. Three credits.

ART 139 PHOTOGRAPHY II

This course is a further exploration in camera and lab operations with an emphasis on individual creativity. It includes the development of a comprehensive portfolio. Prerequisite(s): ART 138. Three credits.

ART 141 JEWELRY AND METAL WORK I

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

ART 142 JEWELRY AND METAL WORK II

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

ART 143 DIGITAL PHOTOGRAPHY I

Introduces the basic concepts of digital imaging as applied to photography. Using applicable technology and hands on experience, modern developments are presented leading to the present applications of digital imaging which combine traditional photographic ideas with electronic media. Enables the student to learn how to operate image manipulation software using a variety of scanning equipment, software tools and output devices by executing new assignments and applying these technologies to their photographic process. Three credits.

ART 154 SCULPTURE I

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

ART 155 SCULPTURE II

Develops an understanding and focus on manipulation of three dimensional form, with greater concentration on individual creativity and style. Prerequisite(s): None. Three credits.

ART 156 FIGURE DRAWING I

Introduces the basic techniques of drawing the human figure. Student must be at least 16 years of age to enroll in this class. Prerequisite(s): None. Three credits.

ART 157 FIGURE PAINTING I

Focuses on painting the human figure, and includes a brief survey of figure painting, and instruction in the fundamental methods of composition and expressions. Student must be at least 16 years of age to enroll in this class. Prerequisite(s): None. Three credits.

ART 161 CERAMICS I

Introduces traditional and contemporary ceramic forms and processes including handbuilding and throwing on the potter's wheel. Prerequisite(s): None. Three credits.

ART 162 CERAMICS II

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

ART 163 HANDBUILT CLAY I

Provides instruction in several methods of hand-building and the study of functional and decorative design elements. Prerequisite(s): None. Three credits.

ART 164 HANDBUILT CLAY II

Provides continued instruction in various methods of hand-building. Prerequisite(s): None. Three credits.

ART 175 SPECIAL TOPICS

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

ART 185 INDEPENDENT STUDY

Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor. Prerequisite(s): Permission of department chair is required. One to six credits.

ART 207 ART HISTORY -- 1900 TO PRESENT

Provides students with the knowledge base to understand the visual arts as related to Modern and Contemporary visual art. Surveys world art of the twentieth century, including Modernism to Post-Modernism. Student must be at least 16 years of age to enroll in this class. This course is a state guaranteed transfer course GT-AH1. Prerequisite(s): None. Three credits.

ART 209 STUDIO ART

Designed for advanced students interested in further exploring an art discipline to develop a more comprehensive portfolio. Prerequisite(s): None. Three credits.

ART 210 LANDSCAPE PAINTING

Focuses on specific landscape concerns in the painting media of your choice. Prerequisite(s): None. Three credits.

ART 211 PAINTING I

Explores basic techniques, materials, and concepts used in opaque painting processes in oil or acrylic painting to depict form and space on a two-dimensional surface. Prerequisite(s): None. Three credits.

ART 212 PAINTING II

This course further explores techniques, materials, and concepts used in opaque painting processes in oil or acrylic painting, with emphasis on composition and content development. Prerequisite(s): None. Three credits.

ART 213 PAINTING III

Provides continued exploration of techniques, materials, and concepts used in opaque painting processes in oil or acrylic painting, with emphasis on composition and content development. Prerequisite(s): None. Three credits.

ART 214 PAINTING IV

Explores advanced techniques, materials, and concepts used in opaque painting processes, with emphasis on the development of themes and a cohesive body of work. Prerequisite(s): None. Three credits.

ART 221 DRAWING III

Offers a continued study of expressive drawing techniques and development of individual style, with an emphasis on composition and technique variation. Prerequisite(s): None. Three credits.

ART 222 DRAWING IV

Explores advanced drawing problems with an emphasis on conceptual development and portfolio and/or exhibition quality presentation. Prerequisite(s): None. Three credits.

ART 223 WATERCOLOR III

Concentrates on the advanced study of subject development, form, color, and theme in watercolor. Prerequisite(s): None. Three credits.

ART 224 WATERCOLOR IV

Concentrates on the advanced study of techniques, individual style or expression, and consistency of compositional problem solving in watercolor. Prerequisite(s): None. Three credits.

ART 238 PHOTOGRAPHY III

Explores photography technique with emphasis on history, theory, and assimilation of ideas into the students' creative work. Includes the development of a comprehensive portfolio. Prerequisite(s): ART 138 or ART 139. Three credits.

ART 241 JEWELRY AND METAL WORK III

Focuses upon advanced work and emphasizes experimentation with materials and techniques, individual designs, and superior craftsmanship. Prerequisite(s): None. Three credits.

ART 242 JEWELRY AND METAL WORK IV

Provides continued study of the properties of metal and stone in creating decorative work. Students employ advanced design and techniques to explore original, personal expression. A variety of materials and approaches are used in discovering new and independently creative finished pieces. Three credits.

ART 243 DIGITAL PHOTOGRAPHY II

Expands upon the beginning digital photography class. Focuses on digital photography in terms of design and communication factors including color, visual design, lighting, graphics, and aesthetics. Prerequisite(s): ART 143 or permission of instructor. Three credits.

ART 250 ART OF ANIMATION

Introduces character development and transitions from one media to another. Students learn the foundational skills necessary to create the illusion of life for sketched characters. Focuses on the traditional medium of paper and pencil to turn ideas into visual treatment for creating animatics by use of a light box and computer. Character development and storyboarding by script are emphasized. Prerequisite: ART 121 or permission of instructor. Three credits.

ART 252 LANDSCAPE PHOTOGRAPHY

Focuses on traditional and contemporary approaches to landscape photography. Examines technical and aesthetic aspects of landscape photography through group discussions, a field study, lectures, and print and slide critiques. Prerequisite(s): ART 138. Two credits.

ART 253 STUDIO PHOTOGRAPHY

Explores the creative uses of studio lighting from the perspective of fine art photography with an emphasis on portraiture, three dimensional object photography, and two dimensional collage photography. Prerequisite(s): ART 138. Three credits.

ART 256 ADVANCED FIGURE DRAWING

Provides continuing study of the various methods of drawing the human figure, with emphasis on the description of form and individual style. Student must be at least 16 years of age to enroll in this class. Prerequisite(s): None. Three credits.

ART 261 CERAMICS III

Encourages students to develop an individual style of wheel thrown and hand-built ceramic forms with continuing involvement in surface treatment. Prerequisite(s): None. Three credits.

ART 262 CERAMICS IV

Continues advanced work with emphasis on various clay bodies, unique glazes and engobes, and combining different textures and shapes, and development of personal forms. Prerequisite(s): None. Three credits.

ART 263 HAND-BUILT CLAY III

Covers advanced problems with importance placed on large scale pieces that promote creativity with techniques and combinations of different textures. Prerequisite(s): None. Three credits.

ART 268 SCULPTURE III

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

ART 269 CERAMIC SCULPTURE

Explores a variety of processes to create three-dimensional images in clay. Focuses on hand-built sculptures, without using a potter's wheel and relying on very basic tools. Encourages creative experimentation and engaging in the process. Prerequisite(s): None. Three credits.

ART 285 INDEPENDENT STUDY

Provides structured and guided, individualized research that is organized and tailored around the interests and needs of the individual student. Prerequisite(s): Permission of department chair is required. One to six credits.

ASE: AUTO SERVICE TECHNOLOGY

ASE 101 AUTO SHOP ORIENTATION

Provides students with safety instruction in the shop and on the Automobile. Emphasis is placed on the proper use and care of test equipment, precision measuring and machining equipment, gaskets, adhesives, tubing, wiring, jacks, presses, and cleaning equipment and techniques. Prerequisite(s): None. Two credits.

ASE 102 INTRODUCTION TO THE AUTOMOTIVE SHOP

Prepares the incoming automotive student to work in the shop safely and gain familiarity with the shop and common equipment. Prerequisite(s): ASE 101 or permission of Department. Two credits.

ASE 110 BRAKES I

Covers basic operation of automotive braking systems. Includes operation, diagnosis, and basic repair of disc brakes, drum brakes, and basic hydraulic systems. Prerequisite(s): ASE 101 or permission of Department. Three credits.

ASE 120 BASIC AUTOMOTIVE ELECTRICITY

Introduces automotive electricity and includes basic electrical theory, circuit designs, and wiring methods. Focuses on multi-meter usage and wiring diagrams. Prerequisite(s): ASE 101 or permission of Department. Two credits.

ASE 123 AUTOMOTIVE BATTERY, STARTING, AND CHARGING SYSTEMS

Covers the operation, testing, and servicing of automotive battery, starting, and charging systems. Includes voltage and amperage testing of starter and generator, load testing and maintenance of a battery, and starter and generator overhaul. Prerequisite(s): ASE 101, ASE 120 or permission of Department. Two credits.

ASE 130 GENERAL ENGINE DIAGNOSIS

Focuses on lecture and related laboratory experiences in the diagnosis and necessary corrective actions of automotive engine performance factors. Prerequisite(s): ASE 101 or permission of Department. Two credits.

ASE 132 IGNITION SYSTEM DIAGNOSIS AND REPAIR

Focuses on lecture and related laboratory experiences in the diagnosis, service, adjustments and repair of various automotive ignition systems. Prerequisite(s): ASE 101, ASE 130 or permission of Department. Two credits.

ASE 134 AUTOMOTIVE EMISSIONS

Focuses on lecture and laboratory experiences in the diagnosis and repair of automotive emission control systems. Prerequisite(s): ASE 101, ASE 130 or permission of Department. Two credits.

ASE 140 SUSPENSION AND STEERING I

Focuses on lecture and related experiences in the diagnosis and service of suspensions and steering systems and their components. Prerequisite(s): ASE 101 or permission of Department. Three credits.

ASE 150 AUTOMOTIVE U-JOINT & AXLE SHAFT SERVICE

Studies the operating principles and repair procedures relating to axle-shaft and universal joints. Prerequisite(s): ASE 101 or permission of Department. Two credits.

ASE 151 AUTOMOTIVE MANUAL TRANSMISSION/TRANSAXLES & CLUTCHES

A comprehensive course combining lecture and related laboratory experiences in the diagnosis and repair of automotive manual transmissions, transaxles and clutches and related components. Prerequisite(s): ASE 101 or permission of Department. Two credits.

ASE 152 DIFFERENTIALS & 4WD/AWD SERVICE

A comprehensive course combining lecture and related laboratory experiences in the diagnosis and repair of automotive differentials, four wheel and all wheel drive units. Prerequisite(s): ASE 101, ASE 150 or permission of Department. Two credits.

ASE 160 AUTOMOTIVE ENGINE REMOVAL & INSTALLATION

Focuses on lecture and laboratory experiences in the removal and installation procedures of the automotive engine from and into front wheel and rear wheel drive vehicles. Prerequisite(s): ASE 130. One credit.

ASE 161 ENGINE, DISASSEMBLY DIAGNOSIS & ASSEMBLY

Focuses on lecture and laboratory experiences in the disassembly, diagnosis and reassembly of the automotive engine. Topics include the diagnostic and repair procedures for the engine block and head assemblies. Prerequisite(s): ASE 130. Five credits.

ASE 170 LABORATORY EXPERIENCE I

Continues to build upon the principles that are expected to be understood by students. Prerequisite(s): ASE 101 or permission of Department. One-half to six credits.

ASE 210 BRAKES II

Covers the operation and theory of the modern automotive braking systems. Includes operation, diagnosis, service, and repair of the anti-lock braking systems, power assist units and machine operations of today's automobile. Prerequisite(s): ASE 101, ASE 110 or permission of Department. Three credits.

ASE 220 SPECIALIZED ELECTRONICS TRAINING

Provides a systematic approach to automotive electrical systems. Builds from the basic electrical principles and concepts through semiconductors and microprocessors. Features on-bench exercises. Students practice diagnostic procedures that have applications to present and future automotive electronics and electrical systems. Prerequisite(s): ASE 101, ASE 120 or permission of Department. Two credits.

ASE 221 AUTOMOTIVE BODY ELECTRICAL

Provides a comprehensive study of the theory, operation, diagnosis, and repair of vehicle accessories. Prerequisite(s): ASE 101, ASE 120 or permission of Department. Four credits.

ASE 231 AUTOMOTIVE COMPUTERS

Focuses on lecture and laboratory experiences in the inspection and testing of typical computerized engine control systems. Prerequisite(s): ASE 101, ASE 130 or permission of Department. Two credits.

ASE 233 FUEL INJECTION AND EXHAUST SYSTEMS

Focuses on lecture and related laboratory experiences in the diagnosis and repair of electronic fuel injection systems and modern exhaust systems. Prerequisite(s): ASE 101, ASE 130 or permission of Department. Four credits.

ASE 235 DRIVEABILITY DIAGNOSIS

Emphasizes lecture and related laboratory experience in diagnostic techniques and the use of diagnostic scan tools, oscilloscopes, lab scopes, multi-meters and gas analyzers. Students diagnose live vehicle driveability problems. Prerequisite(s): ASE 101, ASE 130 or permission of Department. One credit.

ASE 240 SUSPENSION AND STEERING II

Emphasizes lecture and related experiences in the diagnosis and service of electronic suspensions and steering systems and their components. Prerequisite(s): ASE 101, ASE 140 or permission of Department. Three credits.

ASE 250 AUTOMATIC TRANSMISSION/TRANSAXLE SERVICE

Focuses on practical methods of maintaining, servicing, and performing minor adjustments on an automatic transmission and transaxle. Prerequisite(s): ASE 101 or permission of Department. One credit.

ASE 251 AUTOMATIC TRANSMISSION/TRANSAXLE DIAGNOSIS AND ASSEMBLIES

Covers diagnosis, principles of hydraulics, principles of electronic components, power flow, theory of operation, removal of transmission/transaxle, tear down, replacement of components, measurement and subsequent adjustment of components and replacement of transmission/transaxle. Prerequisite(s): ASE 101, ASE 250 or permission of Department. Five credits.

ASE 265 AUTOMOTIVE HEATING AND AIR CONDITIONING

Emphasizes lecture and related laboratory experiences in the diagnosis and service of automotive heating and air conditioning systems and their components. Prerequisite(s): ASE 101 or permission of Department. Five credits.

ASE 282 INTERNSHIP: GENERAL (SUMMER)

Emphasizes practical on-the-job, work-related experience that corresponds to the area of study. In this semester, the student takes all related sponsor requirements in (STS) Service Training Standards (General Motors) or ("F.A.S.T") Fundamental Automotive Systems Training (Chrysler) or others as required by the program track. Required as part of AYES program. Prerequisite(s): ASE 101 or permission of Department. One to five credits.

ASL: AMERICAN SIGN LANGUAGE

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

ASL 101 BASIC SIGN LANGUAGE I

Provides students with the basic knowledge of communicating with the deaf community. Students will develop basic vocabulary and conversational skills and will be introduced to aspects of the deaf culture and community. Three credits.

ASL 102 BASIC SIGN LANGUAGE II

Continues the sequence for students who want to learn basic conversational patterns to communicate with the Deaf community. The material covers basic vocabulary and conversational skills, and aspects of the Deaf culture and community. Three credits.

ASL 121 AMERICAN SIGN LANGUAGE I

(Formerly: ASL 111) Exposes the student to American Sign Language. Readiness activities are conducted focusing on visual/receptive skills and basic communication. Utilizes the direct experience method. Students must complete this course with a `B` or higher or pass the ASL proficiency test with a score of at least 80% or better prior to registering for ASL 122 if planning to enroll in the Interpreter Preparation Program. Prerequisite(s): ASL 101 or permission of instructor. Five credits.

ASL 122 AMERICAN SIGN LANGUAGE II

(Formerly: ASL 112) Develops a basic syntactic knowledge of American Sign Language (ASL), basic vocabulary and basic conversational skills. Incorporates vital aspects of deaf culture and community. The direct experience method is used to enhance the learning process. Students must complete this course with a `B` or higher or pass the ASL 121 proficiency test at 80% or better prior to acceptance into the Interpreting and Transliterating Preparation program. Prerequisite(s): ASL 121 or permission of instructor. Five credits.

ASL 275 SPECIAL TOPICS

(Formerly: ASL 282) Provides students with a vehicle to pursue in depth exploration of special topics of interest. One to six credits.

AST: ASTRONOMY

NOTE: Science courses are listed under the following prefixes: AST (Astronomy), BIO (Biology), CHE (Chemistry), GEY (Geology), MET (Meteorology), PHY (Physics) and SCI (Science). All course prerequisites for science courses must be completed with a grade of "C" or better.

AST 101 ASTRONOMY I

Focuses on the history of astronomy, the tools of the astronomer and the contents of the solar system including the planets, moons, asteroids, comets, and meteoroids. Incorporates laboratory experience. This course is a state guaranteed transfer course GT-SC1. Prerequisite(s): MAT 106 (MAT 108 does not serve as a prerequisite). Four credits.

AST 102 ASTRONOMY II

Emphasizes the structure and life cycle of the stars, the sun, galaxies, and the universe as a whole, including cosmology and relativity. Incorporates laboratory experience. This course is a state guaranteed transfer course GT-SC1. Prerequisite(s): MAT 106 (MAT 108 does not serve as a prerequisite). Four credits.

AST 175 SPECIAL TOPICS

(Formerly: AST 185) Provides students with a vehicle to pursue in depth exploration of special topics of interest. Prerequisite(s): Permission of instructor. One to six credits.

AST 185 INDEPENDENT STUDY

(Formerly: AST 295) Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor. Prerequisite(s): Permission of instructor. One to six credits.

AVT: AVIATION

For up-to-date information on degree requirements, please refer to the Aviation page on the Aims website, www.aims.edu.

AVT 101 PRIVATE PILOT GROUND SCHOOL

Prepares student for the Private Pilot Airplane, Single-Engine Land FAA Knowledge Exam. Prerequisite(s): None. Four credits.

AVT 102 PRIVATE PILOT FLIGHT

Focuses on flight training in preparation for the Private Pilot Airplane, Single-Engine Land FAA Practical Test, and completing requirements for the Private Pilot Certificate. Corequisite(s): AVT 101, or equivalent instruction and approval of department chair. Four credits.

AVT 103 INTRODUCTION TO AIR TRAFFIC CONTROL

Focuses on the history of the Air Traffic Control System, including its structure, function, and operation. Also includes radar operations and the future of the National Airspace System. Prerequisite(s): None. Three credits.

AVT 104 PRIVATE PILOT FLIGHT, HELICOPTER

Focuses on flight training in preparation for the Private Pilot Helicopter FAA Practical Test, and completing requirements for the Private Pilot Certificate. Corequisite(s): AVT 101, or equivalent instruction and approval of department chair. Four credits.

AVT 105 AVIATION METEOROLOGY

Focuses on recognition, interpretation and evaluation of atmospheric weather as it relates to and affects aviation. Prerequisite(s): None. Four credits.

AVT 106 PINCH-HITTER PILOT

Prepares the non-pilot passenger to participate in airplane flight, and to take over and successfully land the airplane should the pilot become incapacitated. Prerequisite(s): None. One credit.

AVT 108 GLOBAL POSITIONING SYSTEM FOR PILOTS

Focuses on the Global Positioning System and its uses in aviation. Prerequisite(s): None. One credit.

AVT 111 INSTRUMENT PILOT GROUND SCHOOL

Focuses on preparation for the FAA Instrument Rating Knowledge Exam. Prerequisite(s): Private Pilot Certificate or consent of department chair. Four credits.

AVT 112 INSTRUMENT PILOT FLIGHT

Focuses on flight training in preparation for the Instrument Rating, Single-Engine Airplane FAA Practical Test, and completing requirements for the Instrument Rating. Prerequisite(s): Private Pilot Certificate. Four credits.

AVT 113 INSTRUMENT FLIGHT TRAINER

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

AVT 114 INSTRUMENT PILOT FLIGHT INSTRUCTION

Teaches the necessary knowledge needed to pass the FAA Rotorcraft Helicopter Instrument written and practical tests. Prerequisite(s): FAA Private Pilot Certificate, Helicopter. Four credits.

AVT 115 ATC PHRASEOLOGY I

Focuses on the proper use of phraseology in the Air Traffic Control System. Prerequisite(s): None. One credit.

AVT 145 SIMULATOR LAB I

Reviews attitude instrument flight for students who desire instruction in addition to their normal instrument training, or for rated pilots desiring to upgrade or refresh their skills utilizing the Flight Training Device. Prerequisite(s): Private Pilot Certificate, Airplane Single- or Multi-Engine Land. One credit.

AVT 146 SIMULATOR LAB II

Continues training in the Flight Training Device for those having completed AVT 145 (Simulator Lab I). Prerequisite(s): AVT 145. One credit.

AVT 201 COMMERCIAL PILOT GROUND SCHOOL

Prepares the student for the Commercial Pilot Airplane, Single-Engine Land FAA Knowledge Exam. Prerequisite(s): Private Pilot Certificate with Instrument Rating, or consent of department chair. Two credits.

AVT 202 COMMERCIAL FLIGHT I

This course is the first of a two-part sequence of flight training in preparation for the Commercial Pilot Certificate, Airplane, Single-Engine Land FAA Practical Test. Consists of the cross country aeronautical experience required for the Commercial Certificate. Prerequisite(s): Private Pilot Certificate with Instrument Rating, or consent of department chair. Three credits.

AVT 203 COMMERCIAL FLIGHT II

Continuation of flight training in preparation for the Commercial Pilot, Airplane Single-Engine Land FAA Practical Test, completing requirements for the Commercial Pilot Certificate. Prerequisite(s): Commercial Flight I. Four credits.

AVT 204 COMMERCIAL FLIGHT I, HELICOPTER

Focuses on the first part of a two-part sequence of flight training in preparation for the Commercial Pilot Helicopter FAA Practical Test. Consists of training and review of those maneuvers required for Private Pilot Helicopter certification with emphasis placed on student performance of these maneuvers to commercial pilot proficiency standards, as well as the introduction of additional maneuvers required for the Commercial Pilot Helicopter Certificate. Prerequisite(s): FAA Private Pilot Certificate. Two credits.

AVT 205 MOUNTAIN FLYING GROUND SCHOOL

Acquaints the student with the unique aspects of flying in mountainous terrain and the additional knowledge and proficiency necessary for safe and efficient operation in mountainous and high altitude terrain. Prerequisite(s): None. One credit.

AVT 206 CREW RESOURCE MANAGEMENT

Focuses on classroom instruction coupled with Line-Oriented Flight Training (LOFT) in a Flight Training Device. Covers the knowledge, skills, and attitudes necessary to enhance safety and operate effectively as a member of an airplane crew. Prerequisite(s): Instrument Rating or consent of department chair. One credit.

AVT 207 MULTI-ENGINE GROUND SCHOOL

Prepares the student for the FAA Practical Test for Private or Commercial Pilot, Airplane Multi-Engine Land. Prerequisite(s): Private or Commercial Pilot Certificate for Airplane Single-Engine Land or consent of department chair. One credit.

AVT 208 MULTI-ENGINE FLIGHT

Focuses on flight training in preparation for the Airplane, Multi-Engine Rating and completing requirements for this rating. Prerequisite(s): Private or Commercial Airplane, Single-Engine Land Pilot Certificate. One credit.

AVT 209 MULTI-ENGINE FLIGHT TRAINER

Focuses on the skills necessary to operate in a single-pilot flight environment in IFR conditions, using a multi-engine aircraft flight trainer. Prerequisite(s): FAA Private Pilot Certificate with Instrument Rating or consent of department chair. Two credits.

AVT 210 MULTI-ENGINE CROSS-COUNTRY FLIGHT

Focuses on cross-country flight in multi-engine aircraft. Flights will be conducted to and from high-traffic airports with approach control and tower facilities. All flights will be conducted under instrument flight rules. Prerequisite(s): AVT 208 or multi-engine rating. Two credits.

AVT 211 FUNDAMENTALS OF INSTRUCTION

Focuses on preparation for the FAA Fundamentals of Instruction Knowledge Exam. Prerequisite(s): Commercial Pilot Certificate with Instrument Rating or consent of department chair. Two credits.

AVT 212 FLIGHT INSTRUCTOR GROUND SCHOOL

Focuses on preparation for the FAA Flight Instructor Airplane Knowledge Exam. Prerequisite(s): AVT 211 or equivalent. Two credits.

AVT 213 FLIGHT INSTRUCTOR FLIGHT

Focuses on flight training in preparation for the Flight Instructor Airplane, Single-Engine Land FAA Practical Test, completing requirements for the Flight Instructor Certificate. Prerequisite(s): AVT 211 and 212, or equivalent instruction and approval of department chair. One credit.

AVT 214 COMMERCIAL FLIGHT II, HELICOPTER

Continues flight training in preparation for the Commercial Pilot Helicopter FAA Practical Test, completing requirements for the Commercial Pilot Certificate. Prerequisite(s): AVT 204. Five credits.

AVT 215 FLIGHT INSTRUCTOR FLIGHT, HELICOPTER

Focuses on flight training in preparation for the Flight Instructor Helicopter FAA Practical Test, and completing requirements for the Flight Instructor Helicopter Certificate. Prerequisite(s): FAA Commercial Pilot Certificate, Helicopter. One credit.

AVT 216 COMMERCIAL HELICOPTER, ADD-ON FLIGHT

Focuses on flight training in preparation for Commercial Helicopter Add-On to an existing private or commercial pilot airplane certificate and completing requirements for the Commercial Pilot Certificate. Prerequisite(s): FAA Private or Commercial Pilot Certificate, Airplane. Four credits.

AVT 218 ATC PROCEDURES

Focuses on IFR operations in the Air Traffic Control System, including general procedures, terminal and IFR procedures, radar and non-radar environments, enroute procedures, and special and emergency procedures. Prerequisite(s): AVT 103 and AVT 115 or consent of department chair. Four credits.

AVT 221 INSTRUMENT INSTRUCTOR GROUND SCHOOL

Focuses on preparation for the FAA Instrument Instructor Knowledge Exam. Prerequisite(s): Flight Instructor Certificate - Airplane Single-Engine land, or consent of department chair. Two credits.

AVT 222 INSTRUMENT INSTRUCTOR FLIGHT

Focuses on flight training in preparation for the Flight Instructor Instrument Airplane, Single-Engine Land FAA Practical Test, completing requirements for the Instrument Instructor Certificate. Prerequisite(s): Flight Instructor Certificate, Airplane Single-Engine Land. One credit.

AVT 223 MULTI-ENGINE INSTRUCTOR FLIGHT

Focuses on flight instruction in preparation for the addition of Multi-Engine Rating to the Flight Instructor Airplane Single-Engine Land Certificate. Prerequisite(s): Flight Instructor - Airplane Single Engine Land Certificate. One credit.

AVT 224 CFI INSTRUMENT HELICOPTER

Teaches necessary knowledge and skills to pass the FAA Flight Instructor Instrument Rotorcraft Helicopter written and practical tests. Prerequisite(s): AVT 215, or FAA Flight Instructor Helicopter Certificate. One credit.

AVT 226 FLIGHT DECK CREW MANAGEMENT TRANSITION TRAINER

Focuses on the skills necessary to operate in a two-pilot flight environment in IFR conditions, using a multi-engine aircraft flight trainer. Prerequisite(s): Pilot certificate with FAA Instrument Rating or consent of department chair. Three credits.

AVT 227 TRANSPORT-CATEGORY AIRCRAFT SYSTEMS

Focuses on basic transport-category aircraft systems. Prerequisite(s): FAA Commercial Pilot Certificate or successful completion of AVT 201 or consent of department chair. Three credits.

AVT 228 REGIONAL TRANSPORT AIRCRAFT TRANSITION

Develops the skills necessary for regional transport aircraft operations in a crew environment in IFR conditions, using a full-motion simulator. Non-motion flight trainers will be used as necessary to enhance preparation for the full-motion simulator. Prerequisite(s): Multi-Engine rating or AVT 226 or consent of department chair. Two credits.

AVT 229 AVIATION MANAGEMENT AND ECONOMICS

Introduces the student to the history of aviation. Discusses the elements necessary for a successful commercial aviation business including organizational structure, management, marketing, operations, and finances. Prerequisite(s): None. Three credits.

AVT 230 CL-65 TYPE RATING PREP COURSE

Prepares the student to pass oral and written exams on CL-65 aircraft systems procedures and aircraft limitations. Prerequisite(s): FAA Commercial Pilot Certificate with Instrument and Multi-Engine Ratings. Five credits.

AVT 231 ADVANCED REGIONAL TRANSPORT TRANSITION

Provides advanced training, including systems and wind shear training, in regional transport aircraft operations in a crew environment in IFR conditions, in full-motion simulator and/or non-motion flight trainer. Prerequisite(s): AVT 228 or consent of department chair. Two credits.

AVT 235 PILOT REFRESHER FLIGHT

Provides a refresher to allow a certified pilot to maintain or regain proficiency. May count as a flight review when the requirements of CFR Part 61.56 are met. Prerequisite(s): Pilot or Commercial Certificate. One credit.

AVT 236 TAIL WHEEL TRANSITION FLIGHT

Focuses on flight training in preparation to receive the Tail-Wheel Endorsement from a Certificated Flight Instructor. Prerequisite(s): Private Pilot Certificate or consent of department chair. One credit.

AVT 237 BASIC AEROBATICS

Introduces the student to the unusual attitudes of flight with emphasis on technique and recovery from inadvertent unusual attitudes. Maneuvers may include but are not limited to stalls, spins, aileron rolls, loops, Cuban eights, barrel rolls, split "s", and cloverleaf. The FAA-required parachutes are provided. All flights in this course are dual only. Prerequisite(s): Private Pilot Certificate or consent of department chair. One credit.

AVT 241 AIRLINE TRANSPORT PILOT FLIGHT

Focuses on flight instruction in preparation for the FAA Airline Transport Pilot Practical Test. Prerequisite(s): 1,500 hours of pilot time, 23 years of age, a current Third Class Medical Certificate, passed the ATP Knowledge Exam within past two years, able to meet requirements of CFR Part 61, Subpart G. One credit.

AVT 242 ATC PHRASEOLOGY II

Focuses on the proper use of phraseology in the radar environment. Prerequisite(s): AVT 115 or consent of department chair. One credit.

AVT 245 NON-RADAR SIMULATION

Focuses on non-radar ATC procedures, flight strip preparation and marking, non-radar IFR separation, and practice scenarios. Prerequisite(s): AVT 218 and AVT 242 or consent of department chair. Nine credits.

AVT 246 RADAR SIMULATION

Focuses on radar ATC procedures, radar separation, radar traffic information, hand-off procedures, identification of non-beacon and beacon-equipped aircraft, and practice scenarios. Prerequisite(s): AVT 245 or consent of department chair. Nine credits.

AVT 247 SPECIAL ATC PROCEDURES

Focuses on the ATC Command center, military and special operations, and emergencies. Prerequisite(s): None. Four credits.

AVT 275 SPECIAL TOPICS

Provides students with a vehicle to pursue in-depth exploration of special topics of interest. Prerequisite(s): None. One to six credits.

AVT 285 INDEPENDENT STUDY

Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor. Prerequisite(s): Permission of instructor. One to six credits.

BIO: BIOLOGY SCIENCES

NOTE: Science courses are listed under the following prefixes: AST (Astronomy), BIO (Biology), CHE (Chemistry), GEY (Geology), MET (Meteorology), PHY (Physics) and SCI (Science). All course prerequisites for science courses must be completed with a grade of "C" or better.

BIO 105 SCIENCE OF BIOLOGY

(A.A. Degree only) Examines the basis of biology in the modern world and surveys the current knowledge and conceptual framework of the discipline. Explores biology as a science - a process of gaining new knowledge - as is the impact of biological science on society. Includes laboratory experiences. Designed for non-science majors. This course is a state guaranteed transfer course GT-SC1. Credit will not be given for both BIO 105 and BIO 111. Four credits.

BIO 106 BASIC ANATOMY AND PHYSIOLOGY

(A.A. Degree only) (Formerly: BIO 120) Focuses on basic knowledge of body structures and function, and provides a foundation for understanding deviations from normal and disease conditions. This course is designed for individuals interested in health care and is directly applicable to the Practical Nursing Program, Paramedic Program and the Medical Office Technology Program. Program and transfers to selected four-year baccalaureate programs. This course also surveys all body systems. Laboratory portion includes microscopic study of tissue, skeleton and selected dissections and demonstrations. Credit will not be given for both BIO 106 and BIO 201. Four credits.

BIO 111 GENERAL COLLEGE BIOLOGY I WITH LAB

(Formerly: BIO 112) Examines the fundamental molecular, cellular and genetic principles characterizing plants and animals. Includes cell structure and function, and the metabolic processes of respiration, and photosynthesis, as well as cell reproduction and basic concepts of heredity. The course includes laboratory experience. This course is a state guaranteed transfer course GT-SC1. Prerequisite(s): BIO 105 or high school general biology within last 5 years. Credit will not be given for both BIO 105 and BIO 111. Five credits. (BIO 111 is only offered Fall Semester.)

BIO 112 GENERAL COLLEGE BIOLOGY II WITH LAB

(Formerly: BIO 113) A continuation of Biology I. Includes ecology, evolution, classification, structure, and function in plants and animals. This course includes laboratory experience. This course is a state guaranteed transfer course GT-SC1. Prerequisite(s): BIO 111. Five credits. (BIO 112 is only offered Spring Semester.)

BIO 201 HUMAN ANATOMY AND PHYSIOLOGY I

Focuses on an integrated study of the human body including the histology, anatomy, and physiology of each system. Examines molecular, cellular, and tissue levels of organization plus integumentary, skeletal, articulation, muscular, nervous, and endocrine systems. Includes a mandatory hands-on laboratory experience covering experimentation, microscopy, observations, and dissection. This is the first semester of a two-semester sequence. This course is a state guaranteed transfer course GT-SC1. Prerequisite(s): BIO 105 or BIO 106 or BIO 111. Credit will not be given for both BIO 106 and BIO 201. Four credits.

BIO 202 HUMAN ANATOMY AND PHYSIOLOGY II

Focuses on the integrated study of the human body and the histology, anatomy, and physiology of the following systems and topics: cardiovascular, hematology, lymphatic and immune, urinary, fluid and electrolyte control, digestive, nutrition, respiratory, reproductive, and development. Includes a mandatory hands-on laboratory experience involving experimentation, microscopy, observations, and dissection. This is the second semester of a two-semester sequence. This course is a state guaranteed transfer course GT-SC1. Prerequisite(s): BIO 201. Four credits.

BIO 204 MICROBIOLOGY

(Formerly: BIO 205) Designed for health science majors. Examines microorganisms with an emphasis on their structure, development, physiology, classification, and identification. The laboratory experience includes culturing, identifying, and controlling microorganisms with an emphasis on their role in infectious disease. This course is a state guaranteed transfer course GT-SC1. Prerequisite(s): BIO 111 or BIO 201 or (BIO 105 and CHE 101) or permission of instructor. Four credits.

BIO 216 PATHOPHYSIOLOGY

Focuses on the alterations in physiology, cellular, and biochemical processes, the associated homeostatic responses, and the manifestations of disease. Prior knowledge of cellular biology, anatomy, and physiology is essential for the study of pathophysiology. Prerequisite(s): BIO 201 and BIO 202 or their equivalent or permission of instructor. Four credits.

BIO 275 SPECIAL TOPICS

(Formerly: BIO 185) Covers a specific topic within biology, as determined by the instructor. Reflects the special expertise of the faculty and/or the special needs of the students. Prerequisite(s): Permission of instructor. One to six credits.

BIO 285 INDEPENDENT STUDY

Allows students to pursue a specific project within biology. The student and instructor determine the topic, outline of work, and method of evaluation. Prerequisite(s): BIO 111 or equivalent or Department or instructor approval. One to six credits.

HWE 100 HUMAN NUTRITION

Listed in the HWE course section.

BTE: BUSINESS TECHNOLOGY**BTE 102 KEYBOARDING APPLICATIONS I**

Designed for students with minimal keyboarding skills. Introduces letters, tables, memos, and manuscripts. Emphasizes speed and accuracy. Two credits.

BTE 108 TEN-KEY BY TOUCH

Introduces touch control of the ten-key pad. Emphasizes the development of speed and accuracy using proper technique. One credit.

BTE 111 KEYBOARDING SPEEDBUILDING I

Designed to increase speed and improve accuracy in keyboarding on the PC through the use of correct techniques and concentrated effort. This course is designed for students with typing speed less than 35 wpm. Two credits.

BTE 112 KEYBOARDING SPEEDBUILDING II

Continues the skill building sets from BTE 111. This course is designed to increase speed and improve accuracy in keyboarding on the PC through the use of correct techniques and concentrated effort. Prerequisite: BTE 111. Two credits.

BTE 117 LEGAL TERMINOLOGY AND PROCEDURES

Introduces legal terminology and its proper usage in legal documents, legal instruments, and legal correspondence. Emphasis will be placed on definition of legal terms and expressions, correct spelling of terms, correct pronunciation, proper usage in a legal context, and legal procedures. The student will gain a basic understanding of the various areas of the law and career opportunities. Three credits.

BTE 125 RECORDS MANAGEMENT

Instructs on how records are created, stored, and retrieved. Covers the basic filing rules - classifying, indexing, coding, storing, and retrieving as applied to basic methods - alphabetic, chronological, subject, numeric, and geographic. Emphasizes "hand-on" records management through the use of simulations, which includes manual and/or computer software. Three credits.

BTE 131 BILLING SYSTEMS

Develops the skills needed to use a computerized billing system, such as TimeSlips. Prerequisite(s): ACC 121 with a grade of C or better or permission of instructor. One credit.

BTE 155 WORD PROCESSING TECHNIQUES I

Provides instruction in the preparation of business documents for the modern office using current software and learning software commands and functions. Includes creating, processing, and editing documents. Prerequisite(s): Be able to type 35 wpm. Three credits.

BTE 157 BUSINESS LEADERSHIP ACTIVITIES

Prepares students to understand and utilize the free enterprise system, parliamentary procedures, and business reporting in relation to a student organization, Phi Beta Lambda, while developing leadership skills. One credit.

BTE 202 OFFICE SIMULATION I

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

BTE 211 LEGAL FORMATTING

Introduces keyboarding and formatting legal correspondence, legal instruments, and court documents and provides an introduction to legal procedures. Prerequisite(s): BTE 117 & BTE 155 with a grade of C or better or permission of instructor. Three credits.

BTE 213 INTRODUCTION TO LEGAL OFFICE PROCEDURES

Simulates a typical legal office and acquaints students with the tasks and responsibilities performed in a legal office environment and shows how these tasks relate to the court system. Prerequisite(s): BTE 117 & BTE 211 with a grade of C or better or permission of instructor. Three credits.

BTE 225 ADMINISTRATIVE OFFICE MANAGEMENT

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

BTE 229 LEGAL TRANSCRIPTION

Prepares students to work as legal transcriptionists. Students transcribe a variety of legal documents and develop a legal vocabulary. Prerequisite(s): BTE 211 with a grade of C or better or permission of instructor. Three credits.

BTE 238 LEGAL OFFICE PROCEDURES

Designed for students who will be working in a legal office either in the private or the public sector. Covers fundamental office procedures found in both general and specialized law offices. Prerequisite(s): BTE 213 with a grade of C or better or permission of instructor. Three credits.

BTE 255 WORD PROCESSING TECHNIQUES II

Introduces basic applications for advanced word processing for Windows. It reviews and expands the students' knowledge of MS Word functions including merging, sorting, tables, charts, desktop publishing newsletters, document enhancements, styles, macros, templates and wizards to increase proficiency. Prerequisite(s): BTE 155 with a grade of C or better or permission of instructor. Three credits.

BTE 257 MANAGING OFFICE TECHNOLOGY

Utilizes integrated software applications to research, explore, and report on current concepts of the cooperative computing environment and how office productivity is affected by modern technology. Prerequisite(s): BTE 255 with a grade of C or better or permission of instructor. Three credits.

BTE 275 SPECIAL TOPICS

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

BUS: BUSINESS

BUS 111 INTRODUCTION TO BUSINESS PRESENTATION SOFTWARE I

Surveys the components of at least three different presentation software programs. Emphasis includes design and layout concepts integrating graphics, text, sound, and animation to create business documents such as: presentations, overheads, handouts, outlines, company letterheads, sales flyers, business newsletters, and other business documents recommended by IAAP (International Association of Administrative Professionals). Prerequisite(s): BTE 155 with a grade of C or better or permission of instructor. Three credits.

BUS 112 INTRODUCTION TO BUSINESS PRESENTATION SOFTWARE II

Develops more extensive knowledge of multimedia technology through creating web pages and designing an original web site using a web page software and creating desktop publishing documents using desktop publishing software. Emphasis includes advanced design and layout concepts integrating audio and graphic components to create business documents such as: websites, three-panel brochures, business cards, calendars, certificates, and other business documents recommended by IAAP (International Association of Administrative Professionals). Prerequisite(s): BUS 111 with a grade of C or better or permission of instructor. Three credits.

BUS 115 INTRODUCTION TO BUSINESS

Focuses on the operation of the American business system. Covers fundamentals of the economy, careers and opportunities, marketing, management, production, governmental regulations, tools of business and social responsibilities. Three credits.

BUS 216 LEGAL ENVIRONMENT OF BUSINESS

Emphasizes public law, regulation of business, ethical considerations, and various relationships existing within society, government, and business. Specific attention is devoted to economic regulation, social regulation, regulation and laws impacting labor-management issues, and environmental concerns. Students develop an understanding of the role of law in social, political, and economic change. Three credits.

BUS 217 BUSINESS COMMUNICATION & REPORT WRITING

Emphasizes effective business writing and covers letters, memoranda, reports, application letters, and resumes. Includes the fundamentals of business communication and an introduction to international communication. Prerequisite(s): ENG 090 with a grade of C or better or appropriate assessment scores. Three credits.

BUS 226 BUSINESS STATISTICS

Focuses on statistical study, descriptive statistics, probability, and the binomial distribution, index numbers, time series, decision theory, confidence intervals, linear regression, and correlation. Intended for the business major. Prerequisite(s): MAT 106 with a grade of C or better or permission of instructor. Three credits.

BUS 281 INTERNSHIP

Provides continued instruction and the opportunity for students to supplement coursework with practical work experience related to their educational program. Students work under the immediate supervision of experienced personnel at the business location and with the direct guidance of the instructor. Prerequisite(s): Another course may substitute with advisor approval. Must be taken as one of the last five classes of degree. One to six credits.

BUS 285 INDEPENDENT STUDY

Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor. One to six credits.

CIS 145 COMPLETE PC DATABASE

Listed in the CIS course section.

MAT 112 FINANCIAL MATHEMATICS

Listed in the MAT course section.

MOT 110 MEDICAL OFFICE ADMINISTRATION

Listed in the MOT course section.

MOT 120 MEDICAL OFFICE FINANCIAL MANAGEMENT

Listed in the MOT course section.

MOT 130 INSURANCE BILLING AND CODING

Listed in the MOT course section.

MOT 132 MEDICAL TRANSCRIPTION I

Listed in the MOT course section.

PSY 100 PSYCHOLOGY OF WORKPLACE RELATIONSHIPS

Listed in the PSY course section.

CAD: COMPUTER AIDED DRAFTING**CAD 100 BLUEPRINT READING FOR COMPUTER AIDED DRAFTING**

Covers linetype identification, identification of symbols, linear dimensions, angular dimensions, arrowless dimensions, machine process callouts, drawing notes, ANSI/ASME/ISO dimensioning standards, tolerances, freehand sketching and reading working drawings. Prerequisite(s): None. Three credits.

CAD 101 COMPUTER AIDED DRAFTING I

Focuses on basic computer aided drafting skills using the latest release of CAD software. Includes file management, Cartesian coordinate system, drawing set-ups, drawing aids, layer usage, drawing geometric shapes, editing objects, array, text applications, basic dimensioning, and Help access. Prerequisite(s): Drafting computer skill required or permission of instructor. Three credits.

CAD 102 COMPUTER AIDED DRAFTING II

Focuses on advanced computer aided drafting skills using the latest release of CAD software. Includes blocks and weblocks, polylines, multilines, polyline editing, advanced editing, editing with grips, hatching, isometric drawings, dimensions and dimension variables, paper space and viewports, templates, external references, and printing/plotting. Prerequisite(s): CAD 101 or permission of instructor. Three credits.

CAD 119 INTERMEDIATE CAD I

Serves all areas of technical graphics. Includes producing two-dimensional working drawings using applications of geometric construction, intersection and development methods and animation techniques. Databases and file management systems are incorporated into the learning experience to improve and increase production time of technical drawings. Prerequisite(s): None. Three credits.

CAD 123 BASIC 3D CAD

Focuses on advanced applications of three-dimensional construction techniques that are applied to an architectural construction model. The 3D model is constructed using current building methods, UBC and other local codes. Three credits.

CAD 151 COMPUTER AIDED DRAFTING/TECHNICAL DRAFTING APPLICATIONS

Focuses on the principles of technical drafting using the latest release of CAD software. Includes geometric constructions, multiview projection, sectional views, auxiliary views, manufacturing design and processes, dimensioning and tolerancing, threads, fasteners, classes of fit, design and working drawings, bill of materials, axonometric projection, intersections and developments, and gearing and cams. Prerequisite(s): None. Four credits.

CAD 160 AUTOCAD CERTIFICATE PREP I

Prepares individuals for the assessment exams level I. This course shows how to prepare for engineering testing and evaluation of basic CAD drawings. Prerequisite(s): CAD 101 or permission of instructor. Three credits.

CAD 161 AUTOCAD CERTIFICATE PREP II

Prepares individuals for the assessment exams level II. This course shows how to prepare for engineering testing and evaluation of advanced CAD drawings. Prerequisite(s): CAD 102 or permission of instructor. Three credits.

CAD 201 COMPUTER AIDED DRAFTING/CUSTOM

Focuses on program customization using the latest release of CAD software. Includes customizing menus, customizing toolbars, attribute extraction, basic CAD programming, advanced dimensioning, path options, script files, and slide shows. Prerequisite(s): None. Three credits.

CAD 202 COMPUTER AIDED DRAFTING/3-D

Focuses on construction of three-dimensional objects using the latest release of CAD software. Includes wireframe construction, surface modeling, solid modeling, extrusions, Boolean operations, 3D editing, 3D views, rendering, and 3D to 2D construction. Prerequisite(s): None. Three credits.

CAD 217 3-D VIZ

Focuses on introductory level basic features of the software using the latest version of 3D VIZ. Includes creation and modification of primitive and complex shapes, Boolean constructions, creation and modification of lights, applying materials to objects, creation and modification of backgrounds, creation and adjustment of cameras, rendering, and animation by keyframing. Prerequisite(s): None. Three credits.

CAD 224 REVIT

Provides students with the software application training in Auto Desk REVIT necessary to produce 3D Architectural models and 2D drawings utilizing AIA standards. Prerequisite(s): None. Three credits.

CAD 225 ARCHITECTURAL DESKTOP/AUTODESK

Provides student with the software application training in Architectural desktop necessary to produce 3D Architectural drawing utilizing 2D drafting skills. Prerequisite(s): None. Three credits.

CAD 231 LAND DESKTOP/AUTODESK

Focuses on the basic command structure and applications of civil mapping concepts utilizing a civil software, to include data collection files, symbols libraries, setting attributes, COGO, layer control, surface modules, road calc, and site design. All course work is completed on a CAD system. Prerequisite(s): None. Three credits.

CAD 233 CIVIL 3D (SOFTWARE)

Provides students with the basics to advanced software application necessary to produce 3D civil models and 2D drawings using the latest release of the Civil 3D software. This course will cover topics including components and program interface, linework, geometry, 2D to 3D civil CAD applications. Prerequisite(s): None. Three credits.

CAD 236 MAP/AUTODESK

Advances to CAD techniques employed in the creation of precision mapping, topology, and GIS analysis for civil engineering. Topics include 2 & 3-D viewing and 2 & 3-D geometry construction drawings. Prerequisite(s): None. Three credits.

CAD 240 INVENTOR I/AUTODESK

Introduces basic non-parametric 3D concepts to build confidence in 3D thinking and moves on to three-dimensional parameters. The student learns to construct, modify, and manage complex parts in 3D space as well as how to produce 2D drawings from the 3D models. Prerequisite(s): None. Three credits.

CAD 249 AUTOLISP PROGRAMMING

Introduces the student to the development of AutoLISP programming language. Covers techniques and concepts needed to design the AutoCAD environment to suite the drafter's specific needs. Prerequisite(s): None. Three credits.

CAD 250 VISUAL LISP PROGRAMMING

Introduces the student to the development of Visual LISP programming skills with the concept and theories of visual basic. Construct techniques and concepts needed to help design the drafters environment in Visual LISP programming needs. Prerequisite(s): None. Three credits.

CAD 275 SPECIAL TOPICS

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

CAD 280 INTERNSHIP

Provides students with the opportunity to supplement coursework with practical work experience related to their educational program. Students work under the immediate supervision of experienced personnel at the business location and with the direct guidance of the instructor. Instructor permission required. One to six credits.

CAR: CARPENTRY

CAR 100 INTRODUCTION TO CARPENTRY

Provides a basic introduction to construction work for all crafts. This course specifically applies to construction sites. One credit.

CAR 102 HAND AND POWER TOOLS

Focuses on basic hand and power tools including stationary tools. Emphasizes a hands-on approach to proper and safe use of these tools as it applies to the construction environment and is taught in conjunction with a lab or framing class. One credit.

CAR 105 JOB SITE LAYOUT AND BLUEPRINT READING

Introduces blue-print reading and how they apply to the construction site. Includes in-depth introduction to site layout (materials and methods). One credit.

CAR 115 FORM & FOUNDATION SYSTEMS

Covers materials and methods for concrete forms and foundations. Includes various reinforcement methods such as re-bar and weld-wired fabric. One credit.

CAR 125 ROOFING MATERIALS AND METHODS

Covers application techniques and estimation of asphalt and wood roofing products and accessories including gutters and flashing. One credit.

CAR 130 WINDOWS AND EXTERIOR DOORS

Describes the various types of windows, skylights and exterior doors and provides instructions for installing them. Includes instructions for installing weather-stripping and locksets. One credit.

CAR 133 CONSTRUCTION FRAMING & SAFETY

Utilizes hands-on techniques to illustrate basic framing methods and materials. Floor/Wall/ and Roof framing will be discussed/demonstrated and taught. There will be extensive utilization of modern and western residential framing methods. The course will also include 10 hours of OSHA approved safety instruction, which will qualify the student for their "10 hour safety card". Four credits.

CAR 136 REMODEL/RENOVATION/ADDITIONS

Covers conversions of attic and basement spaces to usable living spaces and additions for renovation to existing residential structures, including kitchens and baths. Examines materials scheduling, estimation, and construction methods. Four credits.

CAR 156 SHOP TOOLS: STATIONARY, HAND AND PORTABLE

Covers the safe use and care of stationary, hand and portable tools. Develops skills through tool utilization to pass competency and safety tests for each tool. Four credits.

CAR 160 FLOOR FINISHES

Covers installation and finishing of hardwood floors, laminate/engineered floors and tile. Includes discussion on advantages and disadvantages of various choices available. One credit.

CAR 170 CLINICAL: CONSTRUCTION LAB 1

Continues to build upon the principles that are expected to be understood by students in the construction discipline. One credit.

CAR 171 CLINICAL: CONSTRUCTION LAB 1

Continues to build upon the principles that are expected to be understood by students in the construction discipline. One credit.

CHE: CHEMISTRY

NOTE: Science courses are listed under the following prefixes: AST (Astronomy), BIO (Biology), CHE (Chemistry), GEY (Geology), MET (Meteorology), PHY (Physics) and SCI (Science). All course prerequisites for science courses must be completed with a grade of "C" or better.

CHE 101 INTRODUCTION TO CHEMISTRY I

(A.A. Degree only) (Formerly: CHE 110) Includes the study of measurements, atomic theory, chemical bonding, nomenclature, stoichiometry, solutions, acid and base, gas laws, and condensed states. Laboratory experiments demonstrate the above concepts qualitatively and quantitatively. Designed for non-science majors, students in occupational and health programs, or students with no chemistry background. This course is a state guaranteed transfer course GT-SC1. Credit will not be given for both CHE 101 and CHE 111. Prerequisite(s): MAT 106 or permission of instructor. (MAT 108 does not serve as prerequisite.) Five credits.

CHE 102 INTRODUCTION TO CHEMISTRY II

(A.A. Degree only) (Formerly: CHE 120 & 210) Focuses on introductory organic and biochemistry (sequel to Introduction to Chemistry I). This course includes the study of hybridization of atomic orbitals for carbon, nomenclature of both organic and biochemical compounds, physical and chemical properties of

various functional groups of organic chemistry, and physical and chemical properties of biochemical compounds along with their biochemical pathways. Laboratory experiments are included. This course is a state guaranteed transfer course GT-SC. Prerequisite(s): CHE 101 or permission of instructor. Five credits.

CHE 111 GENERAL COLLEGE CHEMISTRY I

(Formerly: CHE 111 & CHE 112) Focuses on basic chemistry and measurement, matter, chemical formulas, reactions and equations, stoichiometry and thermochemistry. This course covers the development of atomic theory culminating in the use of quantum numbers to determine electron configurations of atoms, and the relationship of electron configuration to chemical bond theory and molecular orbital theory. The course includes gases, liquids, and solids and problem-solving skills are emphasized through hands-on laboratory experiments. This course is a state guaranteed transfer course GT-SC1. Credit will not be given for both CHE 101 and CHE 111. Prerequisite(s): One year high school chemistry or CHE 101 and MAT 106 or MAT 121 (corequisite) or permission of instructor. Five credits.

CHE 112 GENERAL COLLEGE CHEMISTRY II

(Formerly: CHE 112 & CHE 113) Presents concepts in the areas of solution properties, chemical kinetics, chemical equilibrium, acid-base and ionic equilibrium, thermodynamics, electrochemistry, nuclear chemistry, and organic chemistry. This course emphasizes problem solving skills and descriptive contents for these topics. Hands-on laboratory experiments demonstrate qualitative and quantitative analytical techniques. This course is a state guaranteed transfer course GT-SC1. Prerequisite(s): CHE 111 and MAT 121 or permission of instructor. Five credits.

CHE 211 ORGANIC CHEMISTRY I

(Formerly: CHE 211 & CHE 212) Focuses on compounds associated with the element carbon including structure and reactions of aliphatic hydrocarbons and selected functional group families. The course covers nomenclature of organic compounds, stereochemistry, reaction mechanisms such as SN1, SN2, E1 and E2. Hands-on laboratory experiments demonstrate the above concepts plus the laboratory techniques associated with organic chemistry. Prerequisite(s): CHE 112 or permission of Instructor. (CHE 211 is only offered Fall semester.) Five credits.

CHE 212 ORGANIC CHEMISTRY II

(Formerly: CHE 212 & CHE 213) Continues the investigation into the chemistry of carbon-based compounds, their reactions and synthesis including the structure, physical properties, reactivities, and synthesis of organic functional groups not covered in the first semester. The course explores functional groups including alcohols, ethers, aromatics, aldehydes, ketones, amines, amides, esters, and carboxylic acids and the reactions and reaction mechanisms of aromatic compounds. An introduction to biochemical topics may be included if time permits. Hands-on laboratory experiences demonstrate the above concepts and the laboratory techniques associated with organic chemistry. Prerequisite(s): CHE 211 or permission of Instructor. (CHE 212 is only offered Spring semester.) Five credits.

CHE 275 SPECIAL TOPICS

(Formerly: CHE 185) Provides students with a vehicle to pursue in depth exploration of special topics of interest. Prerequisite(s): Permission of instructor. One to six credits.

CHE 285 INDEPENDENT STUDY

(Formerly: CHE 295) Provides the opportunity for the highly motivated student to engage in intensive study and research on a specified topic under the direction of a faculty member. Includes the opportunity for a student to complete a course when the course has not been offered or has been canceled. The option to make independent study available is at the discretion of qualified faculty and the department chair. Prerequisite(s): Permission of instructor. One to six credits.

CHI: CHINESE

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

CHI 101 CONVERSATIONAL CHINESE I

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

CHI 111 CHINESE LANGUAGE I

Focuses on the development of functional proficiency in listening, speaking, reading and writing the Chinese language. Note: The order of the topics and methodology varies according to individual texts and instructors. Five credits.

CIS: COMPUTER INFORMATION SYSTEM

NOTE: Computer Information System and Computer Science courses are listed under the following prefixes: CIS (Computer Information System), CNG (Computer and Networking Technology), CSC (Computer Science), CTC (Communication Technology), and CWB (Computer Web-Based).

CIS 118 INTRODUCTION PC APPLICATIONS

Introduces computer concepts and components, as well as application-suite software and the Internet. Includes descriptions of and hands-on experiences with word processing, spreadsheets, databases, operating environments and other common PC application packages. Three credits.

CIS 124 INTRODUCTION TO OPERATING SYSTEMS

(Formerly: CIS 110, CIS 112) Introduces concepts, terminology and hands-on skills in the use of DOS and Windows. Emphasizes navigation, file manipulation, file creation and troubleshooting. Three credits.

CIS 145 COMPLETE PC DATABASE

Explores a complete array of database skills. Includes table, query, form, and report creation and modification. Other topics include application integration and automation of database tasks within the database. Prerequisite(s): CIS 118 or CIS 155 or permission of instructor. Three credits.

CIS 146 DATABASE APPLICATION DEVELOPMENT: ACCESS

Covers the PC database concepts necessary to create database applications. Includes programming, shared files, resource locking, and database recovery. Prerequisite(s): CIS 145 or permission of instructor. Three credits.

CIS 155 PC SPREADSHEET CONCEPTS: EXCEL

(Formerly: ACC 208) Exposes the student to a wide range of uses of the electronic spreadsheet with special emphasis on using it as a business tool. Includes fundamentals and terms, creating and saving workbooks, entering and using formulas, formatting, printing, multiple-page workbooks, creating charts, entering and using functions, managing lists, and simple macros. Three credits.

CIS 175 SPECIAL TOPICS

(Formerly: CIS 185) Provides students with a vehicle to pursue in-depth exploration of special topics of interest. 0.25 to six credits.

CIS 218 ADVANCED PC APPLICATIONS

Covers the advanced capabilities of a PC software applications suite. Emphasizes solving business problems by integrating data from all of the software applications that facilitate the production of useful information. Printed documents, reports, slides, and forms are produced to communicate information. Prerequisite(s): CIS 118 or permission of instructor. Three credits.

CIS 220 FUNDAMENTALS OF UNIX

Covers the structure and fundamentals of the UNIX operating system. Includes the files system and file processing, various utility programs, and shell, multi-user operation, text processing and communications. Prerequisite(s): None. Three credits.

CIS 222 UNIX SYSTEM ADMINISTRATION

Introduces the UNIX/Linux operating system and covers the skills required to install, configure and operate a UNIX/Linux system. Prerequisite(s): CIS 220 or permission of instructor. Three credits.

CIS 240 DATABASE DESIGN AND DEVELOPMENT

Introduces the basic concepts of relational databases, data storage, and retrieval. Covers database design, data modeling, transaction processing, and introduces the Structured Query Language for databases. Prerequisite(s): None. Three credits.

CIS 244 SQL PL/SQL

Provides a detailed introduction to the Structured Query Language (SQL) as used in modern relational database systems. Students will develop skills in storing, retrieving and manipulating data using SQL as well as in defining database objects using the portion of SQL known as the Data Definition Language (DDL). The course will also provide a detailed introduction to the PL/SQL programming language that is integral to some widely-used relational database systems, such as Oracle. Students will learn to create and maintain blocks of PL/SQL code that are used and shared by multiple forms, reports and program libraries. Users will learn to implement database triggers and other coded structures applicable to client/server databases. Prerequisite(s): CIS 145 or permission of instructor. Three credits.

CIS 253 PROGRAMMING A MICROSOFT SQL SERVER 2000 DATABASE

Provides students with the technical skills required to program a database solution by using Microsoft SQL Server 2000. Prerequisite(s): None. Three credits.

CIS 282 INTERNSHIP

Provides students with the opportunity to supplement coursework with practical work experience related to their educational program. Students work under the immediate supervision of experienced personnel at the business location and with the direct guidance of the instructor. Instructor permission required. 0.5 to six credits.

CNG: COMPUTER & NETWORKING TECHNOLOGY

NOTE: Computer Information System and Computer Science courses are listed under the following prefixes: CIS (Computer Information System), CNG (Computer and Networking Technology), CSC (Computer Science), CTC (Communication Technology), and CWB (Computer Web-Based).

CNG 101 INTRODUCTION TO NETWORKING

Focuses on underlying concepts of data communications, telecommunications and networking. Emphasizes the terminology and technologies in current networking environments and provides a general overview of the field of networking as a basis for continued study in the field. Co-requisite(s): CIS 118 or permission of instructor. Three credits.

CNG 102 LOCAL AREA NETWORKS

Introduces Local Area Networking. Focuses on discussions and demonstrations of planning, installing, and supporting networks. Co-requisite(s): CNG 101 or permission of instructor. Three credits.

CNG 104 INTRODUCTION TO TCP/IP

Outlines four important networking architectures in corporate environments today - TCP/IP, SNA, AppleTalk, and DNA. Focuses on the major components and functions of each of these architectures as well as methods used to connect different architectures. Provides students with concepts that are important to the field of systems integration, as well as a conceptual basis for understanding network architectures. Three credits.

CNG 109 COMPUTER NETWORKING LAB

Demonstrates problem-solving skills in data communications, telecommunications and networking. Covers workstation operation, wiring and cabling, network construction using a variety of network/internetwork devices, and configuring and managing Novell and Windows 2000 operating systems. Prerequisite(s): CNG 102 or permission of instructor. Three credits.

CNG 120 A+ CERTIFICATION PREPARATION

(Formerly: CIS 282) Prepares students for the CompTIA A+ certification examination. Hardware and software concepts are reviewed using A+ techniques. Four credits.

CNG 121 COMPUTER TECHNICIAN I: A+

Introduces personal computer hardware to gain the skills and knowledge for a successful entry-level computer service technician. Provides extensive hands-on work with computer systems. Includes PC setup and configuration, floppy and hard drive installation and basic maintenance and troubleshooting. Successful completion prepares the student for the core hardware service technician portion of the CompTIA A+ Certification Exam. Four credits.

CNG 122 COMPUTER TECHNICIAN II: A+

Focuses on operating systems as well as installation of modems, tape backups, CD-ROM drives, and SCSI subsystems. Covers operating systems, Windows 9x, Windows NT and Windows 2000 installation, configuration and upgrading. Includes laser printers and backup power systems. This course prepares the student for the CompTIA A+ OS Technologies Exam. Three credits.

CNG 123 NETWORK SERVER BASICS: SERVER+

Provides students who are preparing for roles as network support technicians with skills training in the support of multi-processor computers and high capacity data storage systems typical of servers used in medium to large-scale networks. Three credits.

CNG 124 NETWORKING I: NETWORK +

Provides students with the knowledge necessary to understand, identify and perform necessary tasks involved in supporting a network. Covers the vendor-independent networking skills and concepts that affect all aspects of networking, such as installing and configuring the TCP/IP. This course also prepares students for the Networking II: Network + course. Three credits.

CNG 125 NETWORKING II: NETWORK +

Continues to provide students with the knowledge necessary to implement and support a network. Focuses on the vendor-independent networking skills and concepts that affect all aspects of networking. The Networking I and II: Network + courses prepare students for the Network + certification. Three credits.

CNG 131 NETWORK SECURITY FUNDAMENTALS

Delivers a comprehensive overview of network security, including general security concepts. Communication Security is studied, including remote access, e-mail, the Web, directory and file transfer, and wireless data. Common network attacks are introduced. Cryptography basics are incorporated, and operational/organizational security is discussed as it relates to physical security, disaster recovery, and business continuity. Computer forensics is introduced. Three credits.

CNG 132 PRINCIPLES OF INFORMATION SECURITY

Examines the field of information security to prepare information systems students for their future roles as business decision-makers. The course presents a balance of the managerial and the technical aspects information security. The concepts covered in this course should be helpful for students working towards the Certified Information Systems Security Professional (CISSP) certification. Three credits.

CNG 133 NETWORK SECURITY: FIRE WALLS AND INTRUSION DETECTION AND NETWORK SECURITY

Teaches students the basics of network firewall security. It covers basic installation techniques, discusses how to make an intelligent choice of firewall technology, and presents basic firewall troubleshooting. Three credits

CNG 136 GUIDE TO DISASTER RECOVERY

Presents methods to identify vulnerabilities and take appropriate countermeasures to prevent and mitigate failure risks for an organization. It will take an enterprise-wide approach to developing a disaster recovery plan. Three credits

CNG 160 TELECOMMUNICATIONS I

(Formerly: CIS 291) Introduces the background needed to understand telephony products and services in the telecommunications industry. Includes hardware and devices, transmission characteristics and codes, network configurations, software and protocols. Three credits.

CNG 163 EMERGING TECHNOLOGIES IN TELECOMMUNICATIONS

Focuses on the next generation of telecommunication technologies. Includes next-generation networks, broadband infrastructure, VoIP, VPNs, authentication, Sonet, optical OADM's, broadband access solutions, and wireless communication options. Three credits.

CNG 165 CONVERGENT TECHNOLOGIES

(Formerly: CIS 295) Summarizes telecommunications with a survey of how data, voice, video technologies are converging for telecommunications systems. Covers wireless, ISDN, PCM, DSL, cable, IP voice, and computer networks. Three credits.

CNG 210 WINDOWS 2000 NETWORK & OPERATING ESSENTIALS

Provides individuals new to Microsoft Windows 2000 with the knowledge necessary to understand and identify the tasks involved in supporting Windows 2000 networks. Introduces an overview of networking concepts and how they are implemented in Windows 2000. Provides students with the prerequisite knowledge and skills required for course CNG 212, Implementing Windows 2000 Professional and Server. Three credits.

CNG 211 WINDOWS XP CONFIGURATION

Provides students with the knowledge and skills necessary to address the implementation and desktop support needs of customers who are planning to deploy and support Microsoft Windows XP Professional in a variety of network operating system environments. Three credits.

CNG 212 MANAGING A MS WINDOWS SERVER ENVIRONMENT

Provides students with the knowledge and skills that are required to manage accounts and resources, maintain server resources, monitor server performance, and safeguard data in a Microsoft Windows Server environment. Prerequisite(s): CNG 210 or permission of instructor. Four credits.

CNG 213 IMPLEMENTING A MS WINDOWS NETWORK INFRASTRUCTURE

Provides students with the knowledge and skills to implement and manage a Microsoft Windows Server network infrastructure. Students will learn to implement routing; implement and manage Dynamic Host Configuration Protocol (DHCP), Domain Name System (DNS), and Windows Internet Name Service (WINS); secure Internet Protocol (IP) traffic with Internet Protocol security (IPSec) and certificates; configure a network access infrastructure, manage and monitor network access. Prerequisite(s): CNG 212 or permission of instructor. Four credits.

CNG 214 PLAN A MS WINDOWS SERVER NETWORK INFRASTRUCTURE

Provides students with the knowledge and skills necessary to plan and maintain a Windows Server network infrastructure. Students will learn to Plan optimize and troubleshoot a TCP/IP physical and logical network, routing, Dynamic Host Configuration Protocol (DHCP), Domain Name System (DNS) Windows Internet Naming Service (WINS) and IPSec network access. Prerequisite(s): CNG 213 or permission of instructor. Four credits.

CNG 215 MANAGING A MICROSOFT WINDOWS NETWORK ENVIRONMENT

Provides the knowledge required to implement, manage and troubleshoot existing network and server environments based on the Microsoft Windows® platform. These skills are generally required in medium to large size organizations that maintain 200 to 26,000 user desktops and servers, spanning 2 to 100 physical locations via Large Area Networks (LANs) and the Internet or Intranets. Prerequisite(s): CNG 214 or permission of instructor. Three credits.

CNG 216 PLAN A MS WINDOWS SERVER ACTIVE DIRECTORY INFRASTRUCTURE

Provides students with the knowledge and skills to successfully plan, implement, and troubleshoot a Microsoft Windows Server Active Directory service infrastructure. The course focuses on a Windows Server directory service environment, including forest and domain structure, Domain Name System (DNS), site topology and replication, organizational unit structure and delegation of administration, Group Policy, and user, group, and computer account strategies. Four credits.

CNG 217 IMPLEMENTING SECURITY FOR MICROSOFT NETWORKS

Provides students with the knowledge and skill necessary to implement, manage, maintain, and troubleshoot security in a Microsoft network infrastructure. Students will learn to plan and configure a Microsoft Public Key Infrastructure (PKI) system. Four credits.

CNG 221 DESIGN MS WINDOWS ACTIVE DIRECTORY AND NETWORK INFRASTRUCTURE

Provides students with the knowledge and skills to design an Active Directory service and network infrastructure for a Microsoft Windows Server environment. The course is intended for systems engineers who are responsible for designing directory service and/or network infrastructures. Prerequisite(s): CNG 214 or permission of instructor. Three credits.

CNG 222 DESIGNING A WINDOWS SECURE NETWORK

Provides students with the knowledge and skills necessary to design a security framework for small, medium, and enterprise networks by using Microsoft Windows technologies. Students learn to secure access to Local Network Users, Remote Users and Remote Offices, Partners, and to secure access between private and public networks. Prerequisite(s): CNG 102 or permission of instructor. Three credits.

CNG 223 DESIGNING A WINDOWS NETWORK INFRASTRUCTURE

Provides students with information and skills needed to create a networking services infrastructure design that supports the required network applications. Each module provides a solution based on the needs of the organization. Covers Windows network solutions that require a single technology, such as DHCP, to provide Internet Protocol (IP) address configuration support. Examines several technology options such as Open Shortest Path First (OSPF), Routing Information Protocol (RIP), and Internet Group Management Protocol (IGMP) to design an IP routing scheme. Prerequisite(s): CNG 214 or permission of instructor. Three credits.

CNG 224 MICROSOFT WINDOWS WIRELESS NETWORK

Provides the student with the Microsoft official curriculum from the Microsoft Regional Academy. Offers detailed instruction on the foundation concepts and technologies of wireless data networking. Upon completion of this course, students are prepared to take the Certified Wireless Network Administrator (CWNP) Certification Exam. Three credits.

CNG 227 ADMINISTERING A MICROSOFT SQL SERVER DATABASE

Provides students with the knowledge and skills required to install, configure, administer, and troubleshoot the client-server database management system of Microsoft® SQL Server. Three credits.

CNG 240 FUNDAMENTALS OF NETWORK SECURITY

This course is part of the Cisco Networking Academy Program. Emphasizes security policy design and management, security technologies, products and solutions. Covers firewall and secure router design, installation, configurations and maintenance. Includes AAA and VPN implementation using routers and firewalls. This course enables the student to take the Cisco MCNS (Managing Cisco Network Security) and the CSPFA (Cisco Secure PIX Firewall Advanced) exams, giving the student the new Cisco Security Specialist 1 certification. NOTE: In order to take the MCNS and CSPFA exams, CCNA certification is required. Five credits.

CNG 253 FIREWALLS AND HOW THEY WORK

Introduces students to the design and implementation of firewalls. Covers such topics as firewalls using CISCO Routers, Microsoft server platform and UNIX platform. Focuses on how firewalls function in these environments and the basic steps to plan and implement firewalls. Three credits.

CNG 258 COMPUTER FORENSICS

Exposes the student to the field of Computer Forensics and investigation. Provides the student with methods to properly conduct a computer forensics investigation beginning with a discussion of ethics. Topics covered include fundamental concepts, history of computer forensics, file structures, data recovery techniques, computer forensic tools and analysis. The curriculum and objectives map to the International Association of Computer Investigative Specialists (IACIS) certification. Four credits.

CNG 260 CISCO NETWORK ASSOCIATE I

Introduces network fundamentals, the OSI model and industry standards, IP addressing (subnet masks) and basic network design. Five credits.

CNG 261 CISCO NETWORK ASSOCIATE II

Focuses on router theory and technologies, including router configurations, protocols, network management and introductory LAN switching. Prerequisite(s): CNG 260 or permission of instructor. Five credits.

CNG 262 CISCO NETWORK ASSOCIATE III

Focuses on advanced routing and switching configurations, LAN switching, network management and advanced network design. Prerequisite(s): CNG 261 or permission of instructor. Five credits.

CNG 263 CISCO NETWORK ASSOCIATE IV

Focuses on project-based learning, including advanced network design projects and advanced management projects. This course and CNG 260, 261 and 262 prepare students for the CISCO Certified Network Associate (CCNA) certification exam. Prerequisite(s): CNG 262 or permission of instructor. Five credits.

CNG 285 INDEPENDENT STUDY

Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor. Instructor permission required. One to six credits.

COM: COMMUNICATION**COM 101 EMPLOYMENT STRATEGIES**

(Formerly CSL 105) This course is designed to assist students with the development of skills that are needed to search for, and acquire a job. Topics include surveying job markets, building resumes, applying for jobs, and interviewing for positions. One credit.

COM 115 PUBLIC SPEAKING

(Formerly SPE 115) Combines the basic theory of speech communication with public speech performance skills. Emphasis is on speech delivery, preparation, organization, support, and audience analysis. Prerequisite(s): ENG 090 or with a grade of C or better or permission of instructor. Three credits.

COM 125 INTERPERSONAL COMMUNICATION

(Formerly SPE 125) Examines the communication involved in interpersonal relationships occurring in family, social and career situations. Relevant concepts include self-concept, perception, listening, nonverbal communication, and conflict. Three credits.

COM 126 COMMUNICATION IN HEALTHCARE

Familiarizes the student with interactive concerns in settings related to patient-client care. Course includes discussions of diverse cultures, client interaction and family/caregiver issues. The student will also address the concerns of attitude, office politics, teamwork, self-initiative and conflict management as specifically experienced in the patient as client setting. Three credits.

COM 175 SPECIAL TOPICS

(Formerly: SPE 175) Provides students with a vehicle to pursue in depth exploration of special topics of interest. One to six credits.

COM 226 ORAL INTERPRETATION

Excites and exposes the student to the potential offered in the reading and performing of great literature such as is found in prose, poetry, and drama. Prerequisite(s): SPEE 115 with a grade of C or better or permission of instructor. Three credits.

COM 285 INDEPENDENT STUDY

(Formerly: SPE 285) Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor. One to six credits.

CRJ: CRIMINAL JUSTICE**CRJ 110 INTRODUCTION TO CRIMINAL JUSTICE**

Introduces a study of the agencies and processes involved in the criminal justice system: the legislature, the police, the prosecutor, the public defender, the courts, and corrections. Includes an analysis of the roles and problems of the criminal justice system in a democratic society, with an emphasis upon inter-component relations and checks and balances. Three credits.

CRJ 111 SUBSTANTIVE CRIMINAL LAW

Teaches legal definitions of crimes, purposes and functions of the law, historical foundations, and the limits of the criminal law. Three credits.

CRJ 112 PROCEDURAL CRIMINAL LAW

Covers constitutional and procedural considerations affecting arrest, search and seizure, post-conviction treatment, origin, development, philosophy, and constitutional basis of evidence. Focuses on degrees of evidence and rules governing admissibility, judicial decisions interpreting individual rights, and an analysis of case studies from arrest through final appeal. Three credits.

CRJ 125 LAW ENFORCEMENT OPERATIONS

Examines the complexity and multi-dimensional aspects of the law enforcement role and career; law enforcement discretion; law enforcement values and culture in modern America. Covers the role and functions of law enforcement in occupational, social, political and organizational context. Three credits.

CRJ 135 JUDICIAL FUNCTION

Examines the criminal process with an analysis of the major judicial decision-makers, i.e., prosecutors, defense attorneys, judges, and the discretionary aspects of adjudication. Three credits.

CRJ 145 CORRECTIONAL PROCESS

Focuses on the post-conviction corrections process, the development of correctional philosophy, theory, and practice, a description of institutional operation, programming and management, and community-based corrections, probation, and parole. Three credits.

CRJ 150 VICTIMS OF CRIME AND TRAUMA

Introduces the student to the role the crime victim plays in the criminal justice system. The traditional response that a crime victim receives from the system will be studied and the psychological, emotional and financial impact these responses have on victimization will be analyzed. Three credits.

CRJ 151 DOMESTIC VIOLENCE

Examines theories, issues, legal strategies, and interventions applicable to abuse in intimate relationships. Three credits.

CRJ 153 VIOLENCE AGAINST CHILDREN

Includes an in-depth study of physical, sexual, and emotional abuse and neglect of children. Focuses on identification and treatment of abusive families and victims of abuse; and, the responses of the legal system, the community, and human service agencies. Three credits.

CRJ 175 SPECIAL TOPICS

(Formerly: CRJ 195) Provides students with a vehicle to pursue in depth exploration of special topics of interest. One to six credits.

CRJ 178 SEMINAR: ADVANCED OFFICER ACADEMY

(Formerly: CRJ 211 & CRJ 212) Provides students with an experiential learning opportunity. One to six credits.

CRJ 185 INDEPENDENT STUDY

(Formerly: CRJ 275) This course meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor. One to six credits.

CRJ 210 CONSTITUTIONAL LAW

Focuses on the powers of government as they are allocated and defined by the United States Constitution. Includes intensive analysis of United States Supreme Court decisions. Three credits.

CRJ 216 JUVENILE LAW AND PROCEDURES

(Formerly: CRJ 155) Focuses on an in-depth analysis of the socio-legal operation of the Juvenile Justice System emphasizing the substantive and due process rights of minors. Includes analysis of legal reasoning underlying the juvenile law as it operates within all levels of government. Three credits.

CRJ 220 HUMAN RELATIONS AND SOCIAL CONFLICT

Highlights the environmental, organizational and socio-psychological dimensions of social control. Includes the study of individual attitudes, beliefs and behavior involved in role conflicts, community relations and conflict management in the social structure. Three credits.

CRJ 227 L.E. SUPERVISORY TRAINING PROGRAM

Develops the Law Enforcement Supervisor. It provides an overview of police supervision and gives the student an understanding of the first-line supervisor's role from three perspectives: management expectations, first-line supervisors' concept of the role, and subordinates' expectations. This is a P.O.S.T. approved course. Two credits.

CRJ 230 CRIMINOLOGY

Examines the question of crime causation from legal, social, political, psychological and theoretical perspectives. Covers the history and development of criminology. Three credits.

CRJ 231 INTRODUCTION TO FORENSIC SCIENCE AND CRIMINALISTICS

Focuses on the fundamentals of forensic science that are essential for gathering evidence at the crime scene and analyzing it in the crime laboratory. Three credits.

CRJ 250 COMPUTER CRIME INVESTIGATION

Provides a basic foundation of the skills and knowledge necessary to understand and investigate the computer criminal. Investigative procedures, interviewing skills and the necessity of search warrants will be covered. Legal issues regarding personal liability, privacy and wiretapping will also be discussed. Three credits.

CRJ 251 INTERNET CRIMINAL ACTIVITY I

Covers basic criminal investigation methods and procedures for Internet Crime, including but not limited to extortion, espionage, threats, child pornography, hacking and piracy. Threats on information systems and defenses will be examined. Three credits.

CRJ 252 INTERNET CRIMINAL ACTIVITY II

Examines various investigation techniques from tools used to commit crimes to tools used to prevent, detect and track intrusion. E-mail headers, internet protocol and intelligence gathering will also be explored. Three credits.

CRJ 253 COMPUTER CRIME INVESTIGATION

Provides students with the foundational principles necessary to successfully navigate and understand the complicated evidence collection process. Enables the student to develop insight into the judicial process. Three credits.

CRJ 275 SPECIAL TOPICS: ADVANCED SUBSTANTIVE CRIME LAW

(Formerly: CRJ 270) Provides students with a vehicle to pursue in depth exploration of special topics of interest. One to six credits.

CRJ 278 SEMINAR: ADVANCED PROCEDURAL CRIMINAL LAW

(Formerly: CRJ 212 & CRJ 213) Provides students with an experiential learning opportunity. One to six credits.

CRJ 280 INTERNSHIP

(Formerly: CRJ 255) Provides placement in the criminal justice field to integrate theory with practice. One to six credits.

CRJ 286 DIRECTED STUDIES: DISCRETIONARY JUSTICE

(Formerly: CRJ 249) Focuses on an independent project designed to enhance the student's ability by concentrating on an assignment more complex than that achieved in a classroom setting. Three credits.

CRJ 289 CAPSTONE

(Formerly: CRJ 271) Provides a demonstrated culmination of learning within a given program of study. One to six credits.

PEACE OFFICER ACADEMY

All Peace Officer Academy classes conform to POST standards and state certification requirements as well as the basic skills and knowledge necessary to perform the entry level duties of a Police Officer. Permission of Academy Director is required to register.

CRJ 101 BASIC LAW ENFORCEMENT ACADEMY

(Formerly: POA 160) Conforms to POST standards and state certification requirements as well as the basic skills and knowledge necessary to perform the entry level duties of a Police Officer. Emphasis will be on simulating actual situations utilizing a lecture and laboratory mode of learning. Prerequisite(s): Permission of Academy Director. Eight credits.

CRJ 102 BASIC LAW ENFORCEMENT ACADEMY II

Conforms to POST standards and state certification requirements as well as the basic skills and knowledge necessary to perform the entry level duties of a Police Officer. Emphasis will be on simulating actual situations utilizing a lecture and laboratory mode of learning. Prerequisite(s): Permission of Academy Director. Six credits.

CRJ 103 BASIC LAW ENFORCEMENT ACADEMY III

(Formerly: POA 165) Enhances the standards established by the P.O.S.T. Board and state certification requirements as well as the basic skills and knowledge necessary to perform the entry level duties of a Police Officer. Emphasis will be on expanding the P.O.S.T. curriculum to create a unique learning experience. Prerequisite(s): Permission of Academy Director. Two credits.

CRJ 104 BASIC LAW ENFORCEMENT ACADEMY IV

Enhances the standards established by the P.O.S.T. Board and state certification requirements as well as the basic skills and knowledge necessary to perform the entry level duties of a Police Officer. Emphasis will be on expanding the P.O.S.T. curriculum to create a unique learning experience. Prerequisite(s): Permission of Academy Director. One credit.

CRJ 105 BASIC LAW

(Formerly: POA 161) Covers constitutional and procedural considerations affecting arrest, search and seizure, and civil liability. Includes the Colorado criminal, liquor, controlled substance, and children's codes. Emphasizes victim's rights and court room testimony. Prerequisite(s): Permission of Academy Director. Six credits.

CRJ 106 ARREST CONTROL TECHNIQUES

(Formerly: POA 270) Covers the skills, knowledge and abilities necessary to effectively maintain control of a suspect when making an arrest. Emphasizes the continuum of force and de-escalation of force. Prerequisite(s): Permission of Academy Director. Three credits.

CRJ 107 LAW ENFORCEMENT DRIVING

(Formerly: POA 272) Covers the skills, knowledge and abilities required for operation of a law enforcement vehicle. Emphasizes defensive driving. Enables students to demonstrate skills by driving a vehicle under simulated conditions. Prerequisite(s): Permission of Academy Director. Three credits.

CRJ 108 FIREARMS

(Formerly: POA 271) Discusses the skills, knowledge and abilities necessary to safely use police firearms. Students will demonstrate skills by firing weapons on a firing range. The student will demonstrate basic safety techniques and will explain the firearms role within the continuum of force. Prerequisite(s): Permission of Academy Director. Three credits.

CRJ 118 REPORT WRITING

(Formerly: POA 169) Identifies the areas of concern in regards to proper documentation of police related activities. Focuses on report writing skills, proper structuring of interviews and chronological documentation of events. Incorporates proper sentence structuring, the use of correct terminology and accuracy in written reports. Prerequisite(s): Permission of Academy Director. Three credits.

CRJ 126 PATROL PROCEDURES

(Formerly: POA 164) Focuses on an in-depth study of the basic knowledge and skills required of a peace officer to safely and effectively accomplish the patrol procedure. Prerequisite(s): Permission of Academy Director. Three credits.

CRJ 127 CRIME SCENE INVESTIGATION

(Formerly: POA 168) Focuses on basic procedures in crime scene management to include photography and preparing initial reports and sketches. Includes processing evidence and related criminalistic procedures. Covers interviewing suspects, witnesses and victims to include the recording of identifications and descriptions. Incorporates lab and lecture. Prerequisite(s): Permission of Academy Director. Three credits.

CRJ 132 INTRODUCTION/Framework FOR COMMUNITY POLICING/OFFICER SURVIVAL

(Formerly: POA 163) Explains the genesis of community policing and its implications for police operations, citizen involvement and community safety. Prerequisite(s): Permission of Academy Director. One credit.

CRJ 209 CRIMINAL INVESTIGATION I

(Formerly: POA 167) Covers the function of the preliminary investigation at a crime scene to include securing the scene, crime scene searchers, police drawings, and recognition and collection of evidence. Prerequisite(s): Permission of Academy Director. Three credits.

CRJ 246 TRAFFIC INVESTIGATION

(Formerly: POA 166) Provides an overview of the skills and concepts necessary to complete an accurate investigation of a traffic collision. Emphasizes traffic management concepts, selective traffic enforcement, and safety issues. Prerequisite(s): Permission of Academy Director. Three credits.

CSC: COMPUTER SCIENCE

NOTE: Computer Information Systems and Computer Science courses are listed under the following prefixes: CIS (Computer Information Systems), CNG (Computer and Networking Technology), CSC (Computer Science), CTC (Communication Technology), and CWB (Computer Web-Based).

CSC 105 COMPUTER LITERACY

Introduces computers and includes the history of computers and their impact on society. Focuses on microcomputer terminology as well as criteria for evaluating hardware and software. Enables students to develop a working knowledge of an operating system, the internet, and several microcomputer applications. Three credits.

CSC 116 LOGIC AND PROGRAM DESIGN

Introduces computer program design using concepts of structured programming and logic. Includes pseudocode, flowcharts, and structure charts. Covers variables, data types, control structures, looping, program breaks, and arrays. Three credits.

CSC 150 VISUAL BASIC PROGRAMMING

Introduces programming and applications development for the Microsoft Windows Programming environment using Visual Basic for Windows. Co-requisite(s): CSC 116 or permission of instructor. Three credits.

CSC 151 ADVANCED VISUAL BASIC PROGRAMMING

Builds on the skills learned in CSC150. Focuses on more involved applications, work with advanced controls, and deal with additional advanced topics. Prerequisite(s): CSC 150 or permission of instructor. Three credits.

CSC 160 COMPUTER SCIENCE I: (LANGUAGE)

Introduces students to the discipline of computer science. Covers algorithm development, data representation, logical expressions, sub-programs and input/output operations using a structured programming language. Requires intensive lab work outside of class time. Prerequisite(s): CSC 116 or permission of instructor. Four credits.

CSC 161 COMPUTER SCIENCE II: (LANGUAGE)

Continues the structured algorithm development and problem solving techniques begun in Computer Science I. Enables students to gain experience in the use of data structures and design of larger software projects. Requires intensive computer laboratory experience. Prerequisite(s): CSC 160 or permission of instructor. Four credits.

CSC 200 GAME PROGRAMMING I (C++/ALLEGRO)

Introduces the C++ student to game programming techniques and using a game library. Skills developed include programming input devices, 2D game theory and design, bit map handling, sprite programming and threads. Three credits.

CSC 216 COMPUTER GAME LOGIC AND DESIGN

This course teaches the fundamentals of two and three dimensional game programming. The course includes use of graphics, sound and multiple input devices. Three credits.

CSC 225 COMPUTER ARCHITECTURE/ASSEMBLY LANGUAGE PROGRAMMING

Introduces concepts of computer architecture, functional logic, design and computer arithmetic. Focuses on the mechanics of information transfer and control within a computer system. Includes symbolic programming techniques, implementing high level control structures, addressing modes and their relation to arrays, subprograms, parameters, linkage to high level languages and the assembly process. Prerequisite(s): CSC 160 or permission of instructor. Four credits.

CSC 251 PROGRAMMING IN VISUAL BASIC.NET

Provides students with the knowledge and skills needed to develop Microsoft .NET-based applications by using Visual Basic .NET. Focuses on Visual Basic .NET (a significant upgrade to Visual Basic) and incorporates new features and framework goals of the .NET architecture. Enables the student to create enterprise applications for the .NET Platform and to create more traditional Visual Basic applications that take advantage of the enhancements to the language. Prerequisite(s): CSC 151 or permission of instructor. Three credits.

CSC 275 SPECIAL TOPICS

(Formerly: CSC 185) Provides students with a vehicle to pursue in depth exploration of special topics of interest. One to six credits.

CSC 285 INDEPENDENT STUDY

(Formerly: CSC 295) Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor. Instructor permission required. One to six credits.

CSL: COUNSELING

NOTE: Psychology, counseling, and career courses are found under the following prefixes: COM (Communications), CSL (Counseling), HHP (Holistic Health Professional), HSE (Human Services), PSY (Psychology), SWK (Social Work).

CSL 175 - SPECIAL TOPICS

Provides students with a vehicle to pursue in depth exploration of special topics of interest. Zero to twelve credits.

CSL 178 SPECIAL TOPICS SEMINAR

(Formerly: CSL 101, CSL 102, CSL 111, CSL 112) A seminar of interest in psychology to include New Student Orientation Program, Connections Seminar, Basic Human Potential Seminar and Advanced Human Potential Seminar. Zero to three credits.

New Student Orientation Program

Provides new students with the information and strategies needed to navigate their first year at Aims Community College.

Connections Seminar

Focuses on increasing student oral and group communication skills, scheduling success, ability to interview, and higher-order thinking skills. Activities will be linked to the tasks of building connections with people in higher education, learning strategies to negotiate the academic environment, increasing exposure to resources and program opportunities in higher education, and developing an initial career plan. One credit.

Basic Human Potential Seminar

Focuses on the self-actualization principles of psychologists Abraham Maslow and Herbert Otto. Students engage in structured activities designed to develop skills for understanding and improving self-motivation and self-determination in a variety of relationships. Two credits.

Advanced Human Potential Seminar

Focuses on furthering the student's identification of personal resources and potentials in a variety of life situations. Two credits.

CSL 235 OVERCOMING TEST ANXIETY

Focuses on identification of the causes of test anxiety and methods for overcoming test anxiety. One credit.

CSL 245 PROFESSIONAL ETHICS

Focuses on ethical practice in counseling through an overview of Colorado Mental Health Statute as well as the structure, function, and administration of the licensing and grievance boards in Colorado. This course meets the professional ethics mandatory training requirement for the Counselor I level of the Colorado Alcohol and Drug Abuse Program. One credit.

CSL 247 FAMILY DYNAMICS OF SUBSTANCE ABUSE

Focuses on increasing understanding and awareness of the family origins of addictive behavior. Effective family interventions and substance abuse treatment models are considered. Two credits.

CSL 249 DIFFERENTIAL ASSESSMENT OF PROBLEMS RELATED TO PSYCHOACTIVE DRUG USE

Focuses on comparing diagnostic and assessment models available to drug and alcohol addictions counselors. This course meets the differential assessment mandatory training requirements for the Counselor II level of the Colorado Drug and Alcohol Abuse Program. One credit.

CSL 250 MOTIVATIONAL INTERVIEWING IN DRUG AND ALCOHOL COUNSELING

Opportunity for students to learn both the model of Motivational Interviewing as well as the underlying Stages of Development model. Discussion of the populations of clients where these models have proven most effective. Opportunity for skills practice during class that includes skill sets specific to each stage of client readiness. Presentation of assessment instruments to evaluate client readiness for change. One credit.

CSL 251 PHARMACOLOGY I FOR COUNSELORS

Focuses on providing the student with an introduction to pharmacological concepts that will be useful to counselors in the field of alcohol and substance abuse. When combined with CSL 252, this course meets the pharmacology training requirement for the Counselor II level of the Colorado Alcohol and Drug Abuse Program. One credit.

CSL 252 PHARMACOLOGY II FOR COUNSELORS

Focuses on the pharmacology of alcohol and drugs such as stimulants, nicotine, cannabis, hallucinogens, designer drugs, over the counter medications, and medications for psychiatric illnesses. When combined with CSL 251, this course meets the pharmacology training requirement for the Counselor II level of the Colorado Alcohol and Drug Abuse Program. Prerequisite(s): CSL 251. One credit.

CSL 253 COGNITIVE BEHAVIOR THERAPY IN DRUG AND ALCOHOL COUNSELING

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

CSL 255 INFECTIOUS DISEASES IN THE ALCOHOL/ DRUG TREATMENT SETTING

Focuses on risk factors for transmission of HIV/AIDS and the application of counseling methods to individuals infected with HIV/AIDS. This course meets the infectious diseases in treatment settings requirement for the Counselor I level of the Colorado Alcohol and Drug Abuse Program. One credit.

CSL 260 CLIENT RECORDS MANAGEMENT

(Formerly: CSL 287) Focuses on Colorado State Laws surrounding the methods of client records documentation. This course meets the records management training requirement for the Counselor I level of the Colorado Alcohol and Drug Abuse Program. One credit.

CSL 265 COUNSELING DIVERSE TREATMENT POPULATIONS

(Formerly: CSL 289) Focuses on therapeutic methods for treatment of substance abuse disorders as applied particularly to the needs of minorities and special populations. This class meets the diverse treatment populations mandatory training requirements for the Counselor I level of the Colorado Drug and Alcohol Abuse Program. One credit.

CSL 268 ADDICTIONS COUNSELING SKILLS

Focuses on clinical skills practice, crisis intervention techniques, and an overview of substance abuse. This course meets the addictions counseling skills training requirement for the Counselor I level of the Colorado Alcohol and Drug Abuse Program. One credit.

CSL 269 PRINCIPLES OF ADDICTIONS TREATMENT

(Formerly: CSL 288) Focuses on the major theories of addiction in an historical and theoretical context. Includes an elaboration on NIDA's Principles of Drug Addiction Treatment. This class meets the principles of addictions training requirement for the Counselor I level of the Colorado Alcohol and Drug Abuse Program. One and one-half credits.

CTC: COMMUNICATION TECHNOLOGY

NOTE: Computer Information System and Computer Science courses are listed under the following prefixes: ART (Photography), CIS (Computer Information System), CNG (Computer and Networking Technology), CSC (Computer Science), CTC (Communication Technology), and CWB (Computer Web-Based). Other communication technology courses are listed under the following prefixes: EDU (Education), FVT (Film & Video Technology), JOU (Journalism), MGD (Multimedia Graphic Design), MUS (Music), and RTV (Radio & Television).

CTC 105 OVERVIEW OF TELECOMMUNICATIONS

Provides the student with the background and history of the telecommunications field. Includes transmission systems, LAN data communication, cable communication, telephone communication and video technology. Three credits.

CTC 116 FIBER OPTICS TECHNICIAN

(Formerly: CIS 296) Provides information on fiber optic system overview, applications, rackmount optical transmitters and receivers, forward and return optical node operations and activation, fiber optic design topologies, fiber design cost studies, fiber optic system design, fiber construction, fiber tests and documentation, and optical test equipment. Three credits.

CTC 120 UNDERSTANDING VOICE & DATA NETWORKS

(Formerly: CIS 294) Introduces telecommunications technology and terminology and develops a broad knowledge base for a career in the telecom industry. Requires no prior technical background or experience in the field. Enables a student to gain a comprehensive understanding of telecommunications technologies and their applications and implications for business. Combines computer, electrical engineering and business aspects of telecommunications, providing a thorough, up-to-date presentation of the latest technologies as well as practical industry applications. Three credits.

CTC 150 DATA COMMUNICATIONS

(Formerly: CIS 293) Provides the student with an overview of network systems. Focuses on the architecture of each network, transmission modes, functions, uses, protocols and advantages of each. Addresses synchronous as well as asynchronous data systems. Three credits.

CTC 161 VOICE COMMUNICATIONS

(Formerly: CIS 292) Provides students with an overview of telephone communication systems. Addresses the components and processes used in a public switched network, residence, business and special telephone service, class 5 switching centers, outside telephone plants, video delivery and video conferencing. Covers the operation and application of pagers. Three credits.

CTC 166 EMERGING TECHNOLOGIES

Provides the student with an opportunity to research concepts and applications of related technologies that are being reviewed and experimented with today. Focuses on presentations and discussions with industry experts. Enables students to develop presentations on areas of interest in emerging technologies. Covers applications and implications of new discoveries. Two credits.

CTC 248 LEGAL AND ETHICAL ISSUES IN TELECOMMUNICATIONS

Analyzes the social, political and economic implications of modern telecommunications. Students will learn about the complex issues confronting each step in the R & D production of enhanced telecommunication equipment and services on a social and ethical level. Telecommunications includes voice, video and data applications. The course will challenge the responsibilities of Internet providers who have embraced the use of technology to promote their businesses and are now being confronted with a variety of ethical and moral criticisms. Three credits.

CWB: COMPUTER WEB-BASED

NOTE: Computer Information System and Computer Science courses are listed under the following prefixes: CIS (Computer Information System), CNG (Computer and Networking Technology), CSC (Computer Science), CTC (Communication Technology), and CWB (Computer Web-Based).

CWB 110 COMPLETE WEB AUTHORING

(Formerly: CIS 131 & CWB 165) Explores the complete set of web authoring skills using HTML and/or other scripting languages. Includes links, backgrounds, controlling text and graphic placement, tables, image maps, frames and forms. Prerequisite(s): CIS 118 or permission of instructor. Three credits.

CWB 204 CASCADING STYLE SHEETS

Explores the use of the Cascading Style Sheets (CSS) style language as a means of separating content and presentational elements on web pages. The class is intended for students having a working knowledge of XHTML and that are interested in learning to use style sheets to control display properties on a web site or other application using XHTML. Three credits.

CWB 205 COMPLETE WEB SCRIPTING

(Formerly: CIS 132 & CWB 205) Explores the complete set of web scripting skills needed to develop Web Applications. Includes variables, data types, arithmetic operations, logical operations, looping, creating and reading cookies, creating an array, displaying data based on a cookie value, setting flags, working with frames, creating objects in a hidden frame, using the History Object, writing HTML to another window, determining browser and detecting keystrokes. Prerequisite(s): CWB 110 and CSC 116 or permission of instructor. Three credits.

CWB 206 WEB DATA BASE

Emphasizes scripting languages used to create and manage Web databases. Targets to multimedia authors who wish to add database management and search functionality to their web sites. Enables students to build an inexpensive, portable database solution. Co-requisite(s): CWB 205 and CIS 145 or permission of instructor. (Course uses Apache Web Server, MySQL, and PHP on a Linux Platform.) Three credits.

DAN: DANCE

(Physically challenged students planning to register for a Physical Education class should contact the Physical Educational Department at 970.339.6295, no less than three days before registering to ensure access to and success in the chosen class.)

NOTE: Physical Education courses are found under the following prefixes: DAN (Dance), HWE (Health and Wellness), PED (Physical Education), PER (Physical Education and Recreation).

DAN 105 HIP HOP DANCE I

Learn basic traditional jazz and ballet movements through Hip Hop Dance. Warm-up exercises will include body toning and stretching. Students will learn diagonal step combinations leading to hip-hop dance routines. One credit.

DAN 106 HIP HOP DANCE II

Learn traditional jazz, ballet and street dancing techniques as well as warm-up exercises such as body toning and stretching through Hip Hop Dance II. Students will learn diagonal and center step combinations leading to hip-hop dance routines. One credit.

DAN 111 MODERN DANCE I

Introduces basic concepts and skills of modern dance. Focuses on technique work to increase strength, flexibility, endurance, coordination, rhythm and spatial awareness. Explores dance as a tool for communication and dance as an art form. May be repeated for no more than three credits. One credit.

DAN 115 COUNTRY SWING I

Teaches many styles and various combinations of steps for Western dance music. Will also teach the students how to convert combinations of other dances of traditional and fad as they become popular. None. One credit.

DAN 116 COUNTRY SWING II

Teaches advanced steps and dancing skills which will enable the student to enjoy the art of dancing for leisure time activity. One credit.

DAN 121 JAZZ I

Introduces the basic techniques and vocabulary of jazz dance and the basic elements of dance. Focuses on movement oriented dance, comprised of warm-up exercises, center combinations, traveling combinations and cool down. May be repeated for a maximum of three credits. One credit.

DAN 122 JAZZ II

Continues Jazz I with an increased knowledge of jazz dance. Enables the student to work at an intermediate level with a basic understanding of body alignment, balance and musicality. May be repeated for a maximum of three credits. One credit.

DAN 123 JAZZ III

Builds on skills learned in DAN 122 and incorporates work at an intermediate/advanced level. Expands on jazz dance technique through more challenging movement combinations. Requires knowledge of the learned basics in dance. May be repeated for a maximum of three credits. One credit.

DAN 130 DANCE SAMPLER

Introduces the beginning dancer to popular dances through a social dance sampler in Salsa, Swing, and Country Western Dance technique, footwork, body posturing, rhythms, and dance floor etiquette. Examines a variety of dances such as Salsa, Mambo, Cha-Cha, Rumba, and Swing's Lindy Hop (jitterbug). One credit.

DAN 141 BALLROOM DANCE

Introduces the basic terminology, techniques and routines of several dances from a specific country or region. Focuses on the music, costumes and customs related to the dances they study. Partners are not required. May be repeated for a maximum of three credits. One credit.

DAN 142 BALLROOM DANCE II

Continues Dance 141 with focus on regional dances, customs and rhythms. Partners are not required. May be repeated for a maximum of three credits. One credit.

DAN 151 BELLY DANCE I

Presents belly dance - the oldest dance form known to humankind and a celebration of life! Emphasizes developing balance and enables the student to perform a belly dance and learn the history of belly dance and costuming techniques. One credit.

DAN 152 BELLY DANCE II

Continues Belly Dance 1 (DAN 151) with emphasis on coordination and balance and additional techniques. Includes costume design. Prerequisite(s): None. One credit.

ECE: EARLY CHILDHOOD EDUCATION

ECE 100 PRE-LICENSING TRAINING FOR FAMILY CHILD CARE PROVIDERS

Provides the educational training necessary to meet the hours and categories of training required by the Colorado Department of Human Services to open a licensed child care facility for children age 2-12, with no more than two children under the age of two. Upon completion of 15 hours of training, in the areas listed below, the student will have met the academic training requirements of the Colorado Department of Human Services, needed to open a licensed child care facility for children ages 2-12, with no more than two children under the age of two. One credit.

ECE 101 INTRODUCTION TO EARLY CHILDHOOD EDUCATION

Provides an introduction to Early Childhood Education. Includes the eight key areas of professional knowledge: Child Growth and Development; Health, Nutrition and Safety; Developmentally Appropriate Practices; Guidance; Family and Community Relationships; Diversity; Professionalism; Administration and Supervision. Focuses on ages birth through age eight. Three credits.

ECE 102 INTRO TO EARLY CHILDHOOD LAB TECHNIQUES

Focuses on a classroom seminar and placement in a child care setting. The supervised placement provides the student with the opportunity to observe children, to practice appropriate interactions, and to develop effective guidance and management techniques. Addresses ages birth through age 8. Three credits.

ECE 103 GUIDANCE STRATEGIES FOR CHILDREN

Explores guidance theories, applications, goals, techniques and factors that influence expectations, classroom management issues, and pro-social skills. Addresses ages birth through age 8. Three credits.

ECE 106 MEDICATION ADMINISTRATION FOR CHILD CARE PROVIDERS

Introduces the current status of medication administration and nursing practice in the state of Colorado as it relates to child care services. One-half credit.

ECE 111 INFANT/TODDLER THEORY/PRACTICE

Presents an overview of theories, applications (including observations) and issues pertinent to infant and toddler development in group and/or family settings. Includes state requirements for licensing, health, safety and nutrition issues. Three credits.

ECE 112 INTRODUCTION TO INFANT/TODDLER LAB TECHNIQUES

Includes a classroom seminar and placement in an infant and/or toddler setting. The supervised placement provides the student with the opportunity to observe, to practice appropriate interactions and to develop effective guidance and nurturing techniques with infants and/or toddlers. Addresses ages prenatal through age 2. Prerequisite(s): ECE 211 or permission of Department or instructor. Three credits.

ECE 114 EARLY CHILDHOOD ENVIRONMENTAL RATING SCALE

Provides an introduction to the Early Childhood Environmental Rating Scale Revised. Course content includes basic training on the rating instrument. Topics for discussion include: space and furnishings, personal care routines, language-reasoning, activities, interaction, and program structure. Students will use the rating scale in practical observation to assess quality of an environment for children 2 1/2 through 5 years of age. One credit.

ECE 115 INFANT TODDLER ENVIRONMENTAL RATING SCALE

Introduction to the Infant Toddler Environmental Rating Scale. Course content includes basic training on the rating instrument. Topics of discussion include: furnishings and display for children, personal care routines, listening and talking with young children, learning activities, interaction, and program structure. Students will use the rating scale in practical observation to assess quality of an environment for infants and/or toddlers. One credit.

ECE 125 SCIENCE/MATH AND THE YOUNG CHILD

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

ECE 127 MUSIC/MOVEMENT FOR THE YOUNG CHILD

Focuses on the purposes of incorporating music and movement into the early childhood curriculum. Through active participation with hands-on experiences, students work with the concepts of age and developmental appropriateness when designing fun activities with both subjects. Two credits.

ECE 145 CREATIVE MATERIALS

Introduces and develops creative ways to prepare inexpensive materials to enhance the learning of young children. This course includes designing practical uses for recycled and found materials to meet the developmental needs of young children, leading activities with groups of young children, and presenting activities and created materials to colleagues. One credit.

ECE 151 EARLY CHILDHOOD EDUCATION LEADERSHIP DEVELOPMENT

Introduces concepts of leadership as an early childhood professional and provides opportunities to develop leadership skills. This course includes qualities, characteristics, and responsibilities of successful leaders, ethics, advocacy, collaboration, and professional growth. One credit.

ECE 175 SPECIAL TOPICS IN ECE

Explores current topics, issues and activities related to one or more aspects of the early childhood profession. One-half to three credits.

ECE 175 OUNCE SCALE TRAINING

This course discusses various observation techniques to facilitate the completion of the Observation Record and the Developmental Profile portions of the Ounce Scale. Students will discuss ways to involve and support families in enhancing their infant's and toddler's development. One credit.

ECE 180 ECE INTERNSHIP

Focuses on work experience in an early childhood setting. Students will develop skills in planning, implementing and evaluating activities and guiding behaviors of young children. Students will work with the lead teacher and other center staff to create a positive classroom experience. Prerequisite(s): ECE 102 or permission of department or instructor. Five credits.

ECE 195 SCHOOL AGED CHILD IN CHILD CARE

Explores important issues of before and after school care (school holiday and summer day camp), emphasizing child development, health, safety, and appropriate activities for school-age children in the child care setting. Two credits.

ECE 205 NUTRITION, HEALTH & SAFETY

Focuses on nutrition, health, and safety as key factors for optimal growth and development of young children. Content includes nutrient knowledge, menu planning, food program participation, health practices, management and safety, appropriate activities, and communication with families. Course covers prenatal through age 8. Three credits.

ECE 211 ADVANCED INFANT & TODDLER THEORY AND PRACTICE

Explores developmental theories, applications including observations and issues pertinent to infants and toddlers. It examines the needs of children in group and family settings including health, safety, nutrition and licensing requirements for infant/toddler homes and centers. Course covers prenatal through age 2. Prerequisite(s): ECE 111 or permission of department or instructor. Three credits.

ECE 220 CURRICULUM DEVELOPMENT: METHODS AND TECHNIQUES

Provides an overview of early childhood curriculum development. Includes processes for planning and implementing developmentally appropriate environments, materials and experiences, and quality in early childhood programs. Three credits.

ECE 225 LANGUAGE AND COGNITION FOR THE YOUNG CHILD

Examines theories of cognitive and language development as a framework for conceptualizing the way children acquire thinking skills. Includes observing, planning, facilitating, creative representation, and evaluating strategies within the context of play. Focuses on language, problem solving and logical thinking. Addresses ages birth through age 8. Three credits.

ECE 226 CREATIVITY AND THE YOUNG CHILD

Provides an emphasis on encouraging and supporting creative self expression and problem solving skills in children. Explores creative learning theories and research. Focuses on developmentally appropriate curriculum strategies in all developmental domains. Addresses ages birth through age 8. Three credits.

ECE 228 LANGUAGE AND LITERACY

Presents strategies for optimum language development, literacy, social and emotional development. Supports children's language and literacy in home, classroom, and community settings. Provides appropriate teacher/child verbal interactions, classroom environments, and activities. Addresses ages birth through age 8. Three credits.

ECE 238 CHILD GROWTH & DEVELOPMENT

In this course, the student considers the growth and development of the child from conception through the elementary school years. Physical, cognitive, emotional, psychosocial and environmental factors are emphasized. The concept for the whole child and how adults can provide a supportive environment for children is also emphasized. Four credits.

ECE 240 ADMINISTRATION OF EARLY CHILDHOOD CARE AND EDUCATION PROGRAMS

Examines Colorado's minimal licensing requirements, as well as optimal standards pertaining to the operation of programs for young children. Focuses on the director's administrative skills and role as a community advocate for young children. Addresses ages birth through age 12. Three credits.

ECE 241 ADMIN: HUMAN RELATIONS FOR ECE

Focuses on the human relations component of an early childhood professional's responsibilities. Includes director-staff relationships, staff development, leadership strategies, parent-professional partnerships, and community interaction. Prerequisite(s): ECE 101 or permission of department or instructor. Three credits.

ECE 261 EXCEPTIONAL CHILD LAB TECHNIQUES (GREAT BEGINNINGS)

Incorporates a supervised experience in a program serving exceptional children in an inclusive setting. Focuses on the responsibility for planning and implementing developmentally appropriate activities, supporting classroom adaptations and accommodations, practicing appropriate interactions, and developing effective guidance and nurturing techniques. Prerequisite(s): ECE 265 & ECE 238 or permission of department or instructor. Three credits.

ECE 265 FIRST START: INCLUDING CHILDREN WITH DISABILITIES

Covers services for infants, toddlers, and young children with disabilities and chronic conditions. Focuses on strategies, activities, and adaptations that assist with the inclusion of children in childcare and public school programs. Addresses ages birth through age 8. Three credits.

ECE 280 ECE INTERNSHIP

Focuses on work experience in a licensed early childhood care and education program. Prerequisite(s): ECE 180 or permission of department or instructor. Five credits.

ECO: ECONOMICS

ECO 101 ECONOMICS OF SOCIAL ISSUES

Examines the major socio-economic issues of the past century. Covers poverty and growth, education, health care, pollution and discrimination. Three credits.

ECO 105 INTRODUCTION TO ECONOMICS

This course is a survey of economics. It is designed as a beginning economics class. The course covers economics theories, supply and demand, national income accounting, money and banking, market structures and contemporary economic issues. Three credits.

ECO 201 PRINCIPLES OF MACROECONOMICS

Focuses on the study of the American economy, stressing the interrelationships among household, business, and government sectors. Explores saving and investment decisions, unemployment, inflation, national income accounting, taxing and spending policies, the limits of the market and government, public choice theory, the Federal Reserve System, money and banking, and international trade. This course is a state guaranteed transfer course GT-SS1. Three credits.

ECO 202 PRINCIPLES OF MICROECONOMICS

Studies the firm, the nature of cost, and how these relate to the economy as a whole. Analyzes economic models of the consumer, perfect competition, monopoly, oligopoly and monopolistic competition. Explores economic issues including market power, population growth, positive and negative externalities, income distribution, poverty and welfare, discrimination, and international economic interdependence. This course is a state guaranteed transfer course GT-SS1. Three credits.

ECO 285 INDEPENDENT STUDY

(Formerly: ECO 295) Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor. One to six credits.

EDU: EDUCATION**EDU 110 OVERVIEW OF SPECIAL POPULATIONS FOR PARAEDUCATORS**

Provides students with knowledge in the areas of: laws and history of special education; roles and responsibilities of para-educators; planning for students with disabilities; typical and non-typical developmental stages of children and youth; basic learning concepts; cognitive, communicative, physical and affective needs of students with disabilities; understanding people with disabilities; transition, job coaching; and how to teach students self-advocacy skills. Three credits.

EDU 111 COMMUNICATION SKILLS WITH SPECIAL POPULATIONS FOR PARAEDUCATORS

Provides knowledge in areas of effective communication skills; problem solving techniques; and analyzing self as communicator. Three credits.

EDU 112 HEALTH & SAFETY ISSUES IN SCHOOLS FOR PARAEDUCATORS

Provides students with the knowledge in the areas of health and safety issues in schools; basic first aid and CPR procedures; and the feeding and positioning of physically challenged students. Three credits.

EDU 114 STUDENT BEHAVIOR MANAGEMENT FOR PARAEDUCATORS

Provides students knowledge in the areas of behavior modification; teaching appropriate behaviors; contingency contracts; observing and recording behavior; lunchroom supervision; and playground supervision. Three credits.

EDU 141 BASIC INSTRUCTIONAL TECHNIQUES FOR PARAEDUCATORS

Provides students with knowledge in the areas of delivering instruction; grouping students; reading with students; modifying instructional materials; using technology; and utilizing adaptive equipment. Three credits.

EDU 175 SPECIAL TOPICS IN EDUCATION

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

EDU 175 DEVELOPING CAPABLE PEOPLE

Identify seven critical skills and perceptions that young people need to lead a successful and productive life. Barriers and builders to successful relationships will be discussed.

EDU 175 IMAGES OF AMERICA: VISUAL PORTRAYALS OF SOCIAL ISSUES

Gain a clearer understanding of local, national and global concerns: violence, ethnicity, ecology, poverty/wealth, gender, justice, etc. through "socially significant" visual images (appropriate for educators and students in all disciplines.)

EDU 175 LAUGHTER: THE BEST MEDICINE

Integrate humor and play into your personal and work life. Develop the art of appreciating and laughing at yourself and learn to celebrate individual and team efforts, progress and successes.

EDU 175 MENTORING & COACHING STRATEGIES IN EDUCATION

Provides opportunities to explore theory, develop strategies, define and practice mentoring, coaching and supervision of pre-service or newly in-service teachers.

EDU 188 PARAEDUCATOR PRACTICUM

Provides the final supervised experience in a school setting where students apply the theories and practices learned in additional coursework. Students complete a variety of para-educator duties with emphasis on reflection and self-evaluation in relation to children's learning. This course is appropriate for both pre-service and in-service para-educators. Two credits.

EDU 221 INTRODUCTION TO EDUCATION

Students study the historical, social, political, philosophical, cultural, legal and economic forces that shape the United States public school system as they explore teaching as a career choice. Topics will include current issues of educational reform, technology as it relates to education and considerations related to becoming a teacher in the state of Colorado. Social interest will be paid to the topic of diversity in the K-12 school system. A field-based classroom experience will be included in this course. Three credits.

EDU 231 INTRODUCTION TO BILINGUAL EDUCATION

Focuses on bilingual and multicultural education with emphasis on the linguistically and culturally diverse learner. Covers historical perspectives, philosophical frameworks, legal implications, subject matter methodologies and current issues which impact bilingual educational programs. Three credits.

EDU 232 LITERACY IN THE MULTICULTURAL/ MULTILINGUAL CLASSROOM

Introduces students to the theories, methods, and techniques for teaching reading and language to children from diverse cultural and linguistic backgrounds. Includes field experience applying coursework with children. Three credits.

EDU 233 ENGLISH LANGUAGE LEARNING K-6

Prepares teachers with strategies to develop English language learners' social and academic English and support their transition to US culture and schools. This course is appropriate in a variety of program models-mainstream classrooms, self-contained ESL classrooms, and bilingual programs and may be adapted for use with pre-service teachers. Three credits.

EDU 261 TEACHING, LEARNING AND TECHNOLOGY

Prepares students to integrate technology into their teaching curriculum. Enables the student to design educational and training materials incorporating instructional technology. Explores a variety of technologies, including the computer, Internet, multimedia, graphics, audio, and text with an emphasis on increasing learning through their use. Examines combining technology with a variety of instructional methodologies. Three credits.

EDU 263 TEACHING AND LEARNING ONLINE

Provides faculty with the knowledge and skills necessary to design, develop, and deliver courses in a distance format. Focuses on assessment and evaluation methods and methods to incorporate interactive, collaborative and expanded learning activities. Three credits.

EDU 275 SPECIAL TOPICS

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

EDU 275 ABCS OF SUBSTITUTE TEACHING

Recognize the attributes needed to be a prepared and successful substitute teacher. Identify the roles of a permanent teacher and those of a substitute teacher; learn skills for effective classroom management and explore the need for a survival kit.

EDU 275 ADD/ADHD IN DEPTH: PRACTICAL STRATEGIES FOR TEACHERS AND PARENTS

Examine current ADD/ADHD research and its impact on individuals, families, and teachers. Discuss brain physiology and explore strategies for use in both the home and the classroom which help with self-control and self-esteem.

EDU 275 BLENDED LEARNING: NEW APPROACHES TO TEACHING

Discover best practices for incorporating instructional technology into instruction, as well as how to develop effective internet-based learning projects.

EDU 275 BRAIN-BASED RESEARCH ACROSS THE CURRICULUM: TRANSFORM AND ENLIVEN CLASSROOM LEARNING

Apply brain-based learning theories and best teaching practices to motivate students to exceed state expectations. Explore intrinsic motivational techniques, sensory modality preferences and ideas for integration of content materials.

EDU 275 BULLYING IN OUR SCHOOLS: GUIDELINES FOR EFFECTIVE ACTION

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

EDU 275 DIFFERENTIATED INSTRUCTION

Explore what it means to provide Differentiated Instruction. Discuss classroom management techniques, tools for providing Differentiated Instruction, and explore the impact that Differentiated Instruction will have on your students.

EDU 275 DISCOVERING GIFTEDNESS: BEST PRACTICES FOR GIFTED AND TALENTED STUDENTS

Identifying the various types of Gifted Learners as well as the characteristics of each one. Discover best practices, as well as useful resources, for reaching these student in their educational setting.

EDU 275 ENHANCING STUDENT AND TEACHER STRENGTHS

Expand students' people skills as well as developing effective methods to create a positive atmosphere in the classroom. Students will examine the role of the school in the process of building strengths and conflict management.

EDU 275 FACES OF POVERTY IN OUR LAND: PRETENDING NO MORE

Recognize that the lack of assets means entrenched, inter-generational poverty for millions of Americans, no matter how hard they work. Identify and discuss risk factors for poverty and how to increase community awareness of this very real problem.

EDU 275 FUN AND GAMES: STANDARDS-BASED ACTIVITIES FOR THE CLASSROOM

Discover the possibilities of using games in the classroom to incorporate required standards. Applicable for educators of all levels and curriculums, this workshop-style class will provide teachers concrete lessons they can integrate into their current curriculum.

EDU 275 HELPING YOUNG CHILDREN COPE WITH STRESS

Explore the role of the teacher, caregiver and parent in helping young children ages 3-7 cope with stress and develop faster resiliency. Also, recognize how a child's development affects his coping skills and identify some characteristics of resilient children.

EDU 275 INCREASING LITERACY USING TEACHER DIRECTED STRATEGIES

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

EDU 275 MATH MATTERS: MANAGING MATH IN THE K-5 CLASSROOM

Explore topics in the elementary math classroom such as scaffolding for effective instruction, successful use of manipulatives and adaptations for students struggling with specific math topics.

EDU 275 NEW STRATEGIES FOR CLASSROOM MANAGEMENT

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

EDU 275 NEW DEVELOPMENTS FOR WORKING WITH ELL STUDENTS

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

EDU 275 NURTURING INDEPENDENT LEARNERS THROUGH LITERACY STRATEGIES

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

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

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

EDU 275 POSITIVE DISCIPLINE FOR SUCCESSFUL TEACHING & PARENTING

Enhance a child's growth and development by using positive discipline, goal-setting and problem-solving strategies. Various discipline problems are explored and new techniques are practiced.

EDU 275 STRANGE BEDFELLOWS: INTEGRATING MATH, LANGUAGE AND FINE ARTS

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

EDU 275 STREET GANG AWARENESS AND PREVENTION

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

EDU 275 TEACHING PHONICS-BASED READING IN THE PRIMARY CLASSROOM (K-2)

Examine phonics routines/instruction that will help K-2 students succeed early in reading. This course is appropriate for educators, education students and parents.

EDU 275 TRENDS AND ISSUES IN EDUCATION

This class probes the history of education as it evolves into the present system. It uses research and current articles to provide information on topics such as charter schools, mandatory testing, funding.

EDU 275 VIOLENCE INTERVENTION STRATEGIES FOR YOUTH: USING FAMILY, SCHOOL AND COMMUNITY INVOLVEMENT

Examine "what works" in youth prevention/intervention models using family, school and community-based design approaches. Also, recognize personality factors as a component of effective youth empowerment.

EDU 275 WHAT KIDS NEED TO SUCCEED: THE FORTY DEVELOPMENTAL ASSETS

Examine a new perspective on child and adolescent health and well-being. The model, based on scientific research, is called the "Forty Developmental Assets." These assets have the power during critical adolescent years to influence choices young people make and help them become caring, responsible adults.

EDU 275 WHOLE BRAIN THINKING

Understand the meaning, purpose and value of developing and practicing "whole brain" thinking. Participants will learn to strengthen cognitive and intuitive abilities to problem-solve and relate well to other people.

EIC: ELECTRICITY INDUSTRIAL/COMMERCIAL**EIC 100 ELECTRICAL CONSTRUCTIONS AND PLANNING**

Introduces the planning of electrical system installations from blueprints to the completed job, preparation of material lists, job sheets and time schedules for various phases of construction. Emphasizes the National Electrical Code. Four credits.

EIC 104 BASICS OF INDUSTRIAL ELECTRICITY

Focuses on resistance, current, voltage and power in AC and DC circuits; measurements; computations of series and parallel circuits; circuit analysis; and troubleshooting with basic test equipment. 1.5 credits.

EIC 105 BASICS OF AC & DC ELECTRICITY

Focuses on resistance, current, voltage and power in AC and DC Circuits; measurements; computations of series and parallel circuits; circuit analysis and troubleshooting with basic test equipment. Four credits.

EIC 110 ELECTRICAL INSTALLATIONS I

Covers residential building wiring in conformance with the current National Electrical Code and local codes using nonmetallic cable. Emphasizes proper use of tools and safety. Four credits.

EIC 124 ELECTRICAL SAFETY REQUIREMENTS

Focuses on training that is 100% practical and deals with every important aspect of OSHA's electrical safety-related work practices and how they apply. Teaches the safe installation and maintenance of electrical equipment. Covers the use of personal protective equipment. One credit.

EIC 130 NATIONAL ELECTRICAL CODE 1

Focuses on the National Electrical Code and local code requirements for electrical installation. Covers chapters one through four of the National Electrical Code. Prerequisite(s): Requires one year field experience in electrical work and high school algebra, or permission of instructor. Four credits.

EIC 134 LIFE SAFETY CODE (NFPA 72)

Addresses new and existing buildings with specific requirements that directly influence the safety of people and protection of property and equipment. Designed for inspectors, managers, engineers, architects, building owners and insurers, manufacturers including fire suppression and alarm systems and others in the building-related field. Prerequisite: None. 1.5 credits.

EIC 135 NATIONAL ELECTRICAL CODE II

Builds on course EIC 130 and covers chapters five through nine of the National Electrical Code, including hazardous locations, special occupancies, conditions and equipment. Prerequisite: Requires one year field experience in electrical work and high school algebra, or permission of instructor. Four credits.

EIC 144 GROUNDING AND BONDING

Prepares the student in the latest technology and techniques available for code and standards-compliant grounding and bonding systems. Focuses on grounding and bonding requirements as they relate to Article 250 and other articles of the NEC. Covers installation, testing and inspection procedures for II power systems. Includes rules to minimize the risk of electricity as a source of electric shock and as an ignition source for fires. 1.5 credits.

EIC 160 ELECTRICAL INSTRUMENTS AND MEASUREMENTS

Covers the proper techniques for using electrical instruments, including volt/ohm, amp, phase rotation, oscilloscopes and recording meters. Focuses on instrument transformers for journeymen and in-plant electricians. Four credits.

ELT: ELECTRONICS**ELT 106 FUNDAMENTALS OF DC/AC**

(Formerly: ELT 111 & 112) Introduces the basic skills needed for many careers in electronics and related fields. Covers the operations and applications of basic DC and AC circuits consisting of resistors, capacitors, inductors, transformers and diodes. Emphasizes the use of common test instruments in troubleshooting. Prerequisite(s): MAT 106 or MAT 108 or permission of instructor. Three credits.

ELT 112 ADVANCED DC-AC

(Formerly: ELT 113 & 114) Continues to build on ELT 106 and covers advanced concepts of DC-AC circuits. Includes an expanded treatment of power supplies, dual-supply rectifier circuits, and Zener diode voltage regulators. Emphasizes troubleshooting. Prerequisite(s): ELT 106 with a grade of C or better. Three credits.

ELT 113 ADVANCED CIRCUIT ANALYSIS

(Formerly: ELT 113 & 114) Serves as an advanced course in the analysis of passive AC circuits. Emphasizes the use of complex algebra and network analyses. Prerequisite(s): ELT 112 with a grade of C or better. Four credits.

ELT 134 SOLID STATE DEVICES I

(Formerly: ELT 115) Focuses on diode and transistor studies starting with a review of semiconductor materials. Emphasizes rectifier circuits, R-C and L-C filters, limiters and peak detectors, zener regulators, Schottky diodes, varactors/varistors, LED's bipolar transistors, transistor approximation, load-lines, biasing techniques, saturation, operating point, AC models including small-signal operation, h-parameters, and data sheet understanding and interpolation. Prerequisite(s): ELT 113. Three credits.

ELT 135 SOLID STATE DEVICES II

(Formerly: ELT 116) Continues the study of transistors with an emphasis on application of modern devices to industrial circuits. Includes power amplifiers, Cascaded and Darlington configurations, field-effect devices, JFET's and MOSFET's, depletion and enhancement mode devices, biasing techniques, thyristors, SCR's and variations of the SCR family of devices. Prerequisite(s): ELT 134. Three credits.

ELT 137 ADVANCED TRANSISTORS

(Formerly: ELT 116) Continues ELT 135 with specifications and additional applications of bipolar transistors, JFETs and MOSFETs. Covers voltage regulation, common-collector, and power amplifiers. Includes analyses of single and cascaded amplifier stages. Emphasizes troubleshooting. Prerequisite(s): ELT 135. Three credits.

ELT 147 DIGITAL DEVICES I

(Formerly: ELT 117) Introduces the operation and application of gates, flip-flops, counters, shift registers, encoders-decoders and LED displays. Covers binary numbers, Boolean algebra and troubleshooting. Prerequisite(s): ELT 135. Three credits.

ELT 175 SPECIAL TOPICS

(Formerly: ELT 109) Provides students with a vehicle to pursue in depth exploration of special topics of interest. Six credits.

ELT 234 BIO-MEDICAL GENERAL MEDICAL EQUIPMENT SYSTEMS REPAIR

Focuses on a complete knowledge of clinical applications, theory of operation and circuit analysis of the following medical equipment: Infusion pumps, Ultrasound Therapy Units, Infant incubator systems, Hypo/Hyperthermia units, thermotic suction apparatus, and electrosurgical apparatus. Prerequisite(s): ELT 137, or permission of instructor. Six credits.

ELT 238 BIO-MEDICAL: RESPIRATORY EQUIPMENT SYSTEMS REPAIR

Introduces the student to medical equipment with advanced microprocessor/electronic and pneumatic characteristics, life-supporting respiratory equipment and related test measurement and diagnostic equipment (TMDE). Focuses on the clinical application, theory of operation and circuit analysis of TMDE. Equipment covered in this course: Volume Pressure Ventilator, Pulmonary Function testers, Respiratory Gas monitors, and Anesthesia systems. Prerequisite(s): ELT 234 or permission of instructor. Six credits.

ELT 239 BIO-MEDICAL: CARDIOGRAPHIC DIAGNOSTIC EQUIPMENT SYSTEMS REPAIR

Focused on the clinical application, theory of operation and circuit analysis of Cardiographic Diagnostic Equipment Systems. Equipment covered in this course: Multichannel Electrocardiographs, Defibrillators, Fetal Heart monitors, Physiological Monitors, and Blood Pressure monitors. Prerequisite(s): ELT 238 or permission of instructor. Six credits.

ELT 240 BIO-MEDICAL: CLINICAL LABORATORY SYSTEMS REPAIR

Focuses on the clinical application, theory of operation and circuit analysis of Clinical Laboratory Systems. Equipment covered in this course: Electrolytic Analyzers, Chemistry Analyzers, Blood Gas Analyzers, Blood Cell Counters, Refrigerated Centrifuges and Microscopes. Prerequisite(s): ELT 239 or permission of instructor. Six credits.

ELT 242 BIO-MEDICAL: DIAGNOSTIC IMAGING 1 REPAIR

Focuses on the clinical application, theory of operation and circuit analysis of Diagnostic Imaging 1 Systems. Equipment covered in this course: Mobile Radiographic units, Dental X-Rays units, and Film Processors. Prerequisite(s): ELT 240 or permission of instructor. Four credits.

EMS: EMERGENCY MEDICAL SERVICES

NOTE: Health related courses are found under the following prefixes: EMS (Emergency Medical Services), HHP (Holistic Health Professional), HPR (Health Professional), HWE (Health and Wellness), MOT (Medical Office Technology), NUA (Nurse Aide), NUR (Nursing), STE (Surgical Technology), (CPR) Continuing Education.

EMS 115 FIRST RESPONDER

Provides the student with core knowledge and skills to function in the capacity of a first responder arriving at the scene of an emergency, providing supportive care until advanced EMS help arrives. Prerequisite(s): Professional level CPR certification. Three credits.

EMS 116 FIRST RESPONDER REFRESHER

Provides the First Responder student with needed updates and review materials to renew and maintain the First Responder certificate. Prerequisite(s): HPR 102 and EMS 130 or instructor permission. Two credits.

EMS 125 EMT BASIC

Enables the student after successful completion of this course to take the EMT Certification Examination subject to the requirements of the Colorado Department of Health and Environment. Includes written and practical examinations. Student must be at least 18 years of age. Co-requisite: EMS 170, appropriate vaccinations, current background check and drug screen required. Nine credits.

EMS 126 EMT BASIC REFRESHER

Provides required didactic and skills review for renewing EMT students. Accommodates the needs of the re-entry EMT student. Prerequisite(s): Current CPR and EMT Basic - current or less than 6 months expired or permission of instructor. Three credits.

EMS 130 EMT INTRAVENOUS THERAPY

Focuses on cognitive and skill practice as required by Colorado Pre-hospital Care program for EMT Basic level IV approval. Examines criteria, procedures and techniques for ICV therapy, discusses fluid and electrolyte balance and principles and treatment for shock. Prerequisite(s): Restricted to current EMT Basic/CPR-Appropriate vaccination records, current background check and drug screen. Two credits.

EMS 136 EMT/PARAMEDIC SAFETY ISSUES IN THE FIELD

Provides EMTs and paramedics with the skills needed to quickly assess the scene for potential hazards to themselves. Introduces topics on scene safety, evaluation of potential problem patients, verbal communication control techniques, physical control techniques for the problem patient, and scene control techniques. Prerequisite(s): Permission of instructor. One credit.

EMS 150 PEDIATRIC EDUCATION FOR PREHOSPITAL PROFESSIONALS

(Formerly: EMS 142) Provides the student with core knowledge and skills necessary to provide emergency care to the pediatric patient. Prerequisite(s): EMS 123 Restricted to certified EMTs. One credit.

EMS 152 WELLNESS FOR THE EMERGENCY SERVICES

Offers the EMS provider methods for coping with stress in the workplace and educates pre-hospital providers on finding additional options to reduce stress and make wise choices in the midst of difficult situations. Prerequisite(s): Permission of instructor. One credit.

EMS 170 EMT BASIC CLINICAL

(Formerly: EMS 124) Provides the EMT student with the clinical experience required of initial and some renewal processes. Prerequisite(s): EMT Basic initial or renewal students or permission of instructor. One credit.

EMS 178 EMS SEMINAR

(Formerly: EMS 160) Provides the student with the opportunity to explore local interests and needs in a less formal setting. Prerequisite(s): Restricted to certified EMTs. One-half to six credits.

EMS 180 EMT CLINICAL INTERNSHIP

(Formerly: EMS 134) Provides the Emergency Medical Technician (EMT) with a supervised clinical learning experience that goes beyond the initial EMT requirements for the State of Colorado Department of Health. Enables the student to work with an assigned preceptor for 90 hours of clinical experience to develop an understanding of the role and responsibilities of the EMT-Basic. Prerequisite(s): Restricted to EMT B and I - Department Majors only or permission of Instructor. Two to three credits.

EMS 185 INDEPENDENT STUDY

Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor. Prerequisite(s): Restricted to certified EMTs, permission of Instructor. One to six credits.

EMS 203 EMT INTERMEDIATE I

(Formerly: EMS 204) Course provides preparatory information and is the first part of the EMT Intermediate program. Prerequisite(s): Current EMT Basic - EMS 130, HPR 190, appropriate vaccinations, current background check and drug screen. Six credits.

EMS 205 EMT INTERMEDIATE II

Serves as the second course for EMT Intermediate certification. Prerequisite(s): EMS 203. Six credits.

EMS 206 EMT INTERMEDIATE REFRESHER

Meets or exceeds minimum requirements for renewing EMT Intermediate or EMT Intermediates in the re-entry program. Prerequisite(s): Current EMT I – current or less than 36 months expired or permission of Instructor. Three credits.

EMS 213 PREHOSPITAL TRAUMA LIFE SUPPORT

Provides basic and/or advanced trauma life support information and skill practice. Prerequisite(s): Current certified EMT. One credit.

EMS 214 BASIC TRAUMA LIFE SUPPORT

Provides students with information and skill practice to treat trauma patients in the pre-hospital environment. Prerequisite(s): Permission of Instructor. One credit.

EMS 220 PARAMEDIC REFRESHER

(Formerly: EMS 226) Updates the EMT-P in four specific areas of pre-hospital emergency care. Includes trauma, medical, Advanced Life Support (ALS) and elective topics focused on ancillary issues in EMS. Prerequisite(s): Current Paramedic Certification or less than 36 months expired. Three credits.

EMS 225 FUNDAMENTAL OF PARAMEDIC PRACTICE

Serves as the first course of the National Standard paramedic Curriculum as approved by the Colorado State Department of Health and Environment. Prerequisite(s): Contact a department advisor for an application packet. Three credits.

EMS 226 FUNDAMENTAL OF PARAMEDIC PRACTICE LAB

Serves as the lab experience to coincide with EMS 225 topics. Two credits.

EMS 227 PARAMEDIC CONSIDERATIONS

Focuses on a comprehensive study of Advanced Life Support Practice. Three credits.

EMS 228 PARAMEDIC CONSIDERATIONS LAB

Serves as the lab experience for those students enrolled in EMS 227. Two credits.

EMS 229 PARAMEDIC PHARMACOLOGY

Focuses on a comprehensive study of emergency pharmacology. Three credits.

EMS 230 PARAMEDIC PHARMACOLOGY LAB

Serves as the required lab course in the paramedic education program for EMS 229. Two credits.

EMS 231 PARAMEDIC CARDIOLOGY

Addresses cardiology topics as presented in the National Standard Curriculum for paramedics. Five credits.

EMS 232 PARAMEDIC CARDIOLOGY LAB

Incorporates a hands-on application of principles of cardiac care in the hospital environment. One credit.

EMS 233 PARAMEDIC MEDICAL EMERGENCIES

Focuses on a comprehensive study of adult medical emergencies. Four credits.

EMS 234 PARAMEDIC MEDICAL EMERGENCIES LAB

Focuses on a clinical study of adult a pediatric medical emergencies. One credit.

EMS 235 PARAMEDIC TRAUMA EMERGENCIES

Focuses on a comprehensive study of adult and pediatric trauma emergencies. Four credits.

EMS 236 PARAMEDIC TRAUMA EMERGENCIES LAB

Serves as a lab presenting various acute trauma scenarios. One credit.

EMS 237 PARAMEDIC INTERNSHIP PREPARATORY

Reviews concepts and techniques used in the prehospital setting. Two credits.

EMS 270 CLINICAL: EMS INTERMEDIATE

EMS 273 PARAMEDIC CLINICAL

Students will participate in clinical rotations at local hospitals where they will apply the Advanced Life Support skills taught in the related didactic courses. One-twelve credits.

EMS 280 PARAMEDIC INTERNSHIP I

Serves as the preceptor/internship program for paramedic students. One-twelve credits.

EMS 281 PARAMEDIC INTERNSHIP II

Serves as the continuation of EMS 280, preceptor program for paramedic students. One-twelve credits.

ENG: ENGLISH

***This course will not satisfy minimum nor elective requirements for associate degrees.**

***ENG 030 BASIC WRITING SKILLS**

Focuses on sentence and basic paragraph structure and development. Enables the student to review and improve grammar, usage, and punctuation skills while employing critical thinking strategies and the writing process to respond to a wide variety of writing situations. Prerequisite(s): Placement test. Students must pass both the exit essay and earn a grade of C or better in ENG 030 for placement into ENG 060. Two credits.

***ENG 060 WRITING FUNDAMENTALS**

Focuses on paragraph structure and development and introduces the formal essay. Enables the student to review and improve grammar, usage, and punctuation skills while employing critical thinking strategies and the writing process to respond to a wide variety of writing situations. Prerequisite(s): Eng 030 with a grade of C or better or placement test. Students must pass both the exit essay and earn a grade of C or better in ENG 060 for placement into ENG 090. Three credits.

***ENG 090 BASIC COMPOSITION**

Emphasizes critical thinking as students explore writing for specific purposes and audiences. Enables the student to develop skills required for college-level writing while reviewing paragraph structure and focusing on essay development. Grammar review is a significant component of the course. Proficiency in essay writing and competence in language skills are required for a passing grade, and students must earn a C or better in ENG 090 before they will be admitted to ENG 121. NOTE: ENG 090 is a non-transferable course. Prerequisite: ENG 060 with a grade of C or better or placement test. No exceptions to course prerequisite will be allowed. Three credits.

ENG 121 ENGLISH COMPOSITION I

Emphasizes the planning, writing, and revising of compositions, including the development of critical and logical thinking skills. This course includes a minimum of five compositions that stress analytical, evaluative, and persuasive/argumentative writing. Proficiency in essay writing is required for a passing grade, and students must have a C

or better in ENG 121 before they will be admitted to ENG 122. Keyboarding skills required. This course is a state guaranteed transfer course GT-CO1. Prerequisite(s): REA 090 or REA 100 & ENG 090 with a grade of C or better or placement test. No exceptions to course prerequisite will be allowed. Three credits.

ENG 122 ENGLISH COMPOSITION II

Expands and refines the objectives of English Composition I. Emphasizes critical/logical thinking and reading, problem definition, research strategies, and writing analytical, argument papers that incorporate research. This course is a state guaranteed transfer course GT-CO2. Prerequisite(s): ENG 121 with a grade of C or better. No exceptions to course prerequisite will be allowed. Three credits.

ENG 131 TECHNICAL WRITING I

Develops skills one can apply to a variety of technical documents. Focuses on principles for organizing, writing, and revising clear, readable documents for industry, business, and government. Prerequisite(s): ENG 121. Three credits.

ENG 132 TECHNICAL WRITING II

Expands and refines the objectives of ENG 131, emphasizing formal presentations, both written and oral. Prerequisite(s): ENG 131 with a grade of C or better or permission of instructor. Three credits.

ENG 178 SEMINAR/WORKSHOP

(Formerly: ENG 227) Provides students with an experiential learning experience using the seminar/workshop format. Each course is designed with specific outcomes based on specific activities. Zero to six credits.

ENG 221 CREATIVE WRITING I

Teaches techniques for creative writing. Explores imaginative uses of language through creative genres (fiction, poetry, literary nonfiction) with emphasis on the student's own unique style, subject matter and needs. Three credits.

ENG 222 CREATIVE WRITING II

Provides continued development of written expression in such forms as poetry, fiction, and/or nonfiction writing. Prerequisite(s): ENG 221 with a grade of C or better or permission of instructor. Three credits.

ENG 230 CREATIVE NONFICTION

(Formerly: ENG 225) Teaches students to incorporate literary techniques into factual writing. Enables the student to survey a wide range of readings and analyze form and content. Could include critical review, biographical profiles, travel writing, and memoirs. Provides the opportunity for students to write and review their own nonfiction in a supportive, constructive setting. Prerequisite(s): ENG 121 with a grade of C or better or permission of instructor. Three credits.

ENG 278 SEMINAR/WORKSHOP

(Formerly: ENG 228) A continuation of ENG 178. Provides students with an experiential learning experience using the seminar/workshop format. Each course is designed with specific outcomes based on specific activities. Zero to six credits.

ENG 285 INDEPENDENT STUDY

(Formerly: ENG 295) Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor. One credit.

ENT: ENGINEERING TECHNOLOGY

ENT 106 PRINT READING FOR MANUFACTURING

Focuses on blueprint reading techniques related to manufacturing operations. Covers basic drafting standards, sketching, machine shop math, symbol interpretation, tolerancing, and dimensioning standards. Prerequisite(s): None. Three credits.

ENT 142 SURVEYING II

Introduces topographic and land surveying. Covers advanced construction surveying techniques including curves, grades, and slope staking. Addresses use and care of theodolites and electronic total station equipment. Prerequisite(s): MAT 108 or MAT 121. Four credits.

ENT 146 CONSTRUCTION MATERIALS & METHODS

Focuses on basic knowledge of construction materials, how they are manufactured, and their application in light commercial and industrial structures. Prerequisite(s): None. Three credits.

ENT 155 MANUFACTURING TECHNOLOGY I

Focuses on contemporary manufacturing organization, methods, and processes involved in converting raw materials into finished products. Prerequisite(s): None. Three credits.

ENT 207 CONSTRUCTION METHODS, PLANNING & EQUIPMENT

Focuses on the study of various construction methods and techniques, value engineering, types of equipment and safety. Prerequisite(s): None. Two credits.

ENT 210 SOIL MECHANICS

Emphasizes basic principles of soil mechanics and proper testing procedures as they relate to construction. Co-requisite(s): ENT 215. Prerequisite(s): MAT 108 or MAT 121. Two credits.

ENT 215 SOILS LAB

Introducing students to soils, and the testing of soils, is the purpose of this course. Determination and verification of soil characteristics create decisions about foundation size and type and are therefore extremely important for construction management students. Co-requisite(s): ENT 210. One credit.

ENT 236 ELECTRONIC DRAFTING

Schematics, printed circuit board layouts, symbols, and wiring diagrams will be produced on CAD workstation; terminology and the manufacturing process of printed circuit boards will be covered. Prerequisite(s): None. Three credits.

ENT 247 STRENGTH OF MATERIALS

Serves as an extension of Statics and includes the study of mechanical properties of materials and their limitations in engineering design by the study of stresses, strains, torsion forces, shear forces, and deflections placed upon these materials. Prerequisite(s): None. Three credits.

ENT 248 STRENGTH OF MATERIALS - COMPLETE

Studies the basic stress-strain relationships as a result of tensile, shear, compression, bending loads, moments of inertia, and centers of gravity. Special consideration is given to stress & deformation; engineering materials and their properties; thin-walled pressure vessels; torsion; centroids & moments of inertia of areas; shear and moment beams; stresses, design and deflection of beams; and columns. Prerequisite(s): ENT 247 MAT 108 or MAT 121 or permission of instructor. Four credits.

ENT 275 SPECIAL TOPICS

Allows flexible utilization and covers specific topics and current issues in the Engineering Technology field. Includes "as-needed" for credit appropriate to the topic(s) selected. Each individual offering of this course includes a complete description of the topic(s) selected in a course syllabus unique to that particular offering. Prerequisite(s): Permission of instructor. Five credits.

ETH: ETHNIC STUDIES

ETH 106 HISPANIC JOURNEY INDIO-CHICANO

(Formerly: MAS 106) Provides the student with an opportunity to dialogue on the intersection of cultures of the indigenous peoples, Mexicans and Anglos. Explores the change in culture through the northward migration of people as they remain committed to their culture. Emphasizes the sensitivity to cultural prejudice and stereotypes. Three credits.

ETH 200 INTRODUCTION TO ETHNIC STUDIES

Introduces students to the issues of race and ethnicity. Emphasizes ethnic relations in the United States as it pertains to four major groups: Americans of African, Asian, Latino and Native descent. Explores issues of racial and ethnic identity, racism and discrimination, stereotyping, prejudice, segregation, colonialism, integration and acculturation. Three credits.

ETH 212 AFRICAN AMERICAN STUDIES

Explores in-depth introduction of Africans to the colonies and historical developments through modern-day America. Focuses on the decisions and choices which have impacted African-Americans through contemporary times. Three credits.

ETH 224 INTRODUCTION TO CHICANO STUDIES

(Formerly: MAS 105) Introduces students to skills development in multicultural education. Covers Chicano history, migration and labor, education, law and Chicano culture. Three credits.

ETH 275 SPECIAL TOPICS

(Formerly: MAS 295) Provides students with a vehicle to pursue in depth exploration of special topics of interest. One to six credits.

FRE: FRENCH

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

FRE 101 CONVERSATIONAL FRENCH I

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

FRE 102 CONVERSATIONAL FRENCH II

Continues the sequence for beginning students who wish to understand and speak French. Covers basic conversational patterns, expressions, and grammar. Prerequisite(s): FRE 101 or permission of instructor. Three credits.

FRE 111 FRENCH LANGUAGE I

(Formerly: FRE 111 & FRE 112) Begins a sequence dealing with the development of functional proficiency in listening, speaking, reading and writing the French language. Five credits.

FRE 112 FRENCH LANGUAGE II

(Formerly: FRE 112 & FRE 113) Continues French I in the development of functional proficiency in listening, speaking, reading and writing the French language. Prerequisite(s): FRE 111 with a grade of C or better or permission of instructor. Five credits.

FRE 211 FRENCH LANGUAGE III

(Formerly: FRE 211 & FRE 212) Continues French I and II in the development of increased functional proficiency in listening, speaking, reading and writing the French language. Note: The order of the topics and the methodology will vary according to individual texts and instructors. Prerequisite(s): FRE 112 with a grade of C or better or permission of instructor. This course is a state guaranteed general education course GT-AH4. Three credits.

FRE 212 FRENCH LANGUAGE IV

(Formerly: FRE 212 & FRE 213) Continues French I, II and III in the development of increased functional proficiency in listening, speaking, reading and writing the French language. Note: The order of the topics and the methodology will vary according to individual texts and instructors. Prerequisite(s): FRE 211 with a grade of C or better or permission of instructor. This course is a state guaranteed general education course GT-AH4. Three credits.

FRE 275 SPECIAL TOPICS

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

FRE 285 INDEPENDENT STUDY

(Formerly: FRE 295) Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor. One to six credits.

FST: FIRE SCIENCE

FST 100 FIREFIGHTER I

Addresses the requirements necessary to perform at the first level of progression as identified on National Fire Protection Association (NFPA) 1001, Firefighter Professional Qualifications. This is a lecture and lab course for meeting the NFPA 1001, Level I, standard. Prerequisite(s): Professional level CPR certification. Nine credits.

FST 101 FIREFIGHTER II

Addresses the requirements necessary to perform at the second level of progression as identified in NFPA 1001, level II Fire Fighter Professional Qualifications. Prerequisite(s): Current Firefighter I Certification. Three credits.

FST 102 INTRODUCTION TO FIRE SCIENCE AND SUPPRESSION

Introduces the fire service organization and operation from past to present operations. Includes operation and organization of federal, state, local and private protection forces. Emphasizes extinguishing methods and equipment, special extinguishing agents, and special hazard considerations. Serves as a prerequisite for students having no previous fire suppression training or experience. Three credits.

FST 103 FIREFIGHTER OCCUPATIONAL HEALTH AND SAFETY

Focuses on on-scene and on-the-job firefighter health, safety and fitness, the safety officer, mental well-being, stress management, and standards related to health, safety and fitness. Three credits.

FST 104 FIRE PROTECTION SYSTEMS

Addresses principles and functions involved in the installation and use of sprinkler systems, special suppression systems, and fire detection and alarm systems. Covers portable fire extinguishing

equipment requirements, sprinkler systems, installation, inspection and maintenance, special protection systems, and residential sprinklers. Three credits.

FST 105 BUILDING PLANS AND CONSTRUCTION

Covers various methods of building construction, the materials used in building construction, and their relationship to methods of fire attack and extinguishments. Includes types of building construction, principles of fire resistance, flame spread, smoke and fire containment, basic knowledge of plan review, and blueprint specifications. Prerequisite(s): None. Three credits.

FST 106 FIRE INSPECTION PRACTICES

Introduces the organization of the fire prevention agency; inspections, surveying, mapping and company inspections; recognition of fire hazards; engineering a solution to the hazard, enforcement of the solution, and public relations as affected by fire prevention. Fire Inspector I State Certificate available. Prerequisite(s): FST 105. Three credits.

FST 107 HAZARDOUS MATERIALS OPERATIONS (LEVEL I)

Introduces hazardous materials incidents, recognizing and identifying hazardous materials, planning response, implementing response procedures, decision making, and continued evaluation at the awareness and operation level. Prerequisite(s): None. Three credits.

FST 110 JOB PLACEMENT AND ASSESSMENT

Addresses all aspects of the Fire Service entrance examination process and especially emphasizes various components of the exam, including the written, physical abilities, and oral interview. The objective of this class is to help increase the entrance firefighter candidate's chance of obtaining a career in the Fire Service. Prerequisite(s): None. Three credits.

FST 126 VEHICLE EXTRICATION AWARENESS LEVEL

Provides the student with the basic knowledge and skills to safely operate at the scene of a vehicle/machinery extrication. This level represents the minimum capability of a responder who, in the course of his or her regular job duties, could be called upon to respond to, or could be the first on scene of, a technical rescue incident. This level can involve search, rescue, and recovery operations. Members of a team at this level are generally not considered rescuers. Prerequisite(s): None. One credit.

FST 127 VEHICLE EXTRICATION OPERATIONS LEVEL

Provides the student with the knowledge and skills to safely operate at the scene of a vehicle/machinery extrication. This level represents the second highest level of operation at the rescue scene involving vehicle extrication. Students shall be capable of hazard recognition, equipment use, and techniques necessary to operate safely and effectively at incidents involving persons injured or entrapped in a vehicle or machinery. Members of a team at this level are generally considered rescuers. Prerequisite(s): FST 126. Two credits.

FST 128 VEHICLE EXTRICATION TECHNICIAN LEVEL

Provides the student with the knowledge and skills to safely operate at the scene of a vehicle/machinery extrication. This level represents the highest level of operation at the rescue scene involving vehicle extrication. Students shall be capable of hazard recognition, equipment use, and techniques necessary to operate and effectively supervise at incidents involving persons injured or entrapped in a vehicle or machinery. Members of a team at this level are considered rescuers. Prerequisite(s): FST 127. Three credits.

FST 150 INTRODUCTION TO FIRE PREVENTION EDUCATION

Focuses on conducting prevention and education needs assessment, targeting audiences; development and delivery of prevention and education programs. Includes methods of conducting fire prevention and safety inspections. Prerequisite(s): None. Three credits.

FST 151 DRIVER-OPERATOR

Provides the student with the basic knowledge and skills to safely operate fire apparatus according to the NFPA professional standard. Enables the student to display and demonstrate knowledge of fire apparatus, operation of apparatus, pumps and pumping, hydraulics calculations, maintenance and testing. Prerequisite(s): FST 100. Three credits.

FST 161 FIRE BEHAVIOR

Introduces fire in forest and range ecosystems. Emphasizes the effects of fuel, weather and topography on wildland fire behavior. Includes the principles and techniques for evaluating fire effects on the environment. Prerequisite(s): None. Two credits.

FST 175 SPECIAL TOPIC

Offers foundational (100 level) and advanced (200 level) classes in the fire service field that do not fall under the standard curriculum. Includes seminar classes or prior learning credit portfolio classes that apply to fire electives. Includes National Fire Academy courses, NFPA courses, and local seminars and other professional courses and certifications. Prerequisite(s): Permission of instructor. One-half to six credits.

FST 180 COOPERATIVE EDUCATION INTERNSHIP

Allows students to gain experience and knowledge from on-the-job training. Positions are non-paid. This course must be arranged through the office of Job Placement/Cooperative Education and with approval of the student's advisor. One to six credits.

FST 191 DEPARTMENTAL COMMUNICATIONS

Assists the company officer in improving communication skills. Addresses oral and written skills by utilizing leaderless group exercises, simulated interviews, and other written exercises. One credit.

FST 201 INSTRUCTIONAL METHODOLOGY

Covers the role and responsibility of the fire service instructor. Includes oral communication skills, concepts of learning, planning and development of lesson plans, instructional materials and delivery methods, testing and evaluations, records and reports, and demonstration of instructional abilities. Fire Instructor I State Certificate is available. Prerequisite(s): None. Three credits.

FST 202 FIREFIGHTING STRATEGY AND TACTICS

Firefighting strategy and tactics, methods of fire attack, fire behavior, building construction, and pre-fire planning. Prerequisite(s): FST 100. Three credits.

FST 203 FIRE SCIENCE HYDRAULICS

Covers hydraulic calculations that are necessary in water delivery and supply for fire suppression; hydraulic laws and formulas as applied to fire protection requirements, and fire apparatus UL requirements. Prerequisite(s): FST 151. Three credits.

FST 204 FIRE CODES & ORDINANCES

Covers familiarization and interpretation of national, state and local codes, ordinances and laws which influence the field of fire prevention. Fire code and life safety code are reviewed and referred to throughout the course. Prerequisite(s): FST 100, FST 106. Three credits.

FST 205 FIRE CAUSE DETERMINATION

Covers the proper method(s) of conducting basic fire investigation, determining area and point of origin, cause and methods of fire spread, recognition and preservation of evidence. Includes arson law, Constitutional law, interviewing, court procedures and testimony. Prerequisite(s): FST 100. Three credits.

FST 206 FIRE COMPANY SUPERVISION AND LEADERSHIP (FIRE OFFICER I)

Covers fire department organization, management philosophies, leadership traits, time management, group dynamics, communications, motivation counseling, conflict resolution, and employee discipline. Meets components of Fire Officer I State Certificate. Prerequisite(s): FST 100. Three credits.

FST 207 FIREFIGHTING STRATEGY AND TACTICS II

Focuses on tactics and strategies associated with transportation emergencies and fires, high-rise fires, below-ground incidents, confined space emergencies, and special rescue situations. Prerequisite(s): FST 202. Three credits.

FST 208 FIRE PLANS REVIEW AND ACCEPTANCE TESTING

Instructs the student on how to review building plans submitted to a fire department, acceptance testing procedures, implementation of a fire inspection program, and how to deal effectively with the public for fire prevention and education activities. Prerequisite(s): FST 106, FST 204. Two credits.

FST 250 CHEMISTRY FOR FIRE PROTECTION

Addresses the actions and reactions of commonly encountered products and chemicals, chemical properties, and field applied chemistry. Prerequisite(s): None. Three credits.

FST 251 FIRE SERVICE & THE LAW

Provides the professional fire officer with detailed information on federal, state and local laws, ordinances, and civil and criminal liabilities that impact the fire service. Includes the OSHA and NFPA standards in-depth, as well as pensions, Workman's Compensation, drug testing, union bargaining agreements and other topics. Three credits.

FST 252 FIRE ARSON INVESTIGATION

Studies cause and origin as related to arson fires; evidence preservation and chain of evidence; interviewing; giving testimony; and laws associated with fire and arson investigation, records and reports. Prerequisite(s): FST 100. Three credits.

FST 253 FIRE GROUND ORGANIZATION AND COMMAND

Focuses on fire ground management, resource availability, management and deployment, Integrated Management System and all related components, communications, problem solving, and table top exercises. Three credits.

FST 254 HAZARDOUS MATERIALS TECHNICIAN LEVEL

Focuses on techniques associated with hazardous materials mitigation, the use of monitoring devices, components of a mitigation teams, command and control of hazardous materials incidents. Three credits.

FST 255 FIRE SERVICE MANAGEMENT

Serves as the basic management course for present and potential members of the fire service, and for students and members of other fire science-related professions. Introduces the student to current management practices and philosophies and real-world applications from the supervisor's point of view. Covers decision

making/problem solving, communication skills, conflict resolution, creativity and innovation, as well as the role of the manager in supervising personnel and programs, e.g., motivation, leadership, counseling, ethics, and handling discipline and grievances. Three credits.

FST 256 FIRE SERVICE EMS MANAGEMENT

Addresses budgeting, staffing, training, and equipment issues; transportation, standard of care, and protocols; operations, communications, incident and disaster management, and legal issues associated with EMS operations. Prerequisite(s): FST 100. Three credits.

FST 257 FIRE DEPARTMENT ADMINISTRATION

Focuses on the operations of volunteer and combination fire departments, compliance with standards and ordinances, funding, recruiting, hiring and retaining employees, funding and budgeting, organizational planning and public relations. Three credits.

FST 258 WILDLAND FIRE INCIDENT MANAGEMENT AND ORG.

Introduces and develops supervisory and decision-making skills for fire-line management individuals. Covers (1) First Attack Incident Commander, (2) Crew Supervisor, (3) Incident Commander Multi-resource, and (4) Task Force/Strike Team Leader. All four courses are certifiable by the Incident Command System under NIIMS and recognized by the National Wildfire Coordinating Group. Covers fire-line safety, size-up, incident planning, ordering, tactics, strategies, and administrative duties. Three credits.

FST 259 WILDLAND FIREFIGHTING STRATEGY AND TACTICS

Focuses on management of uncontrolled fire burning, urban/wildland interface, strategy and tactics used in controlling wild land fires, prevention methods, and incident command practices. Three credits.

FST 275 SPECIAL TOPICS

Provides students with a vehicle to pursue in depth exploration of special topics of interest not previously offered. Includes National Fire Academy courses, VFIS courses, NFPA certification courses or other special subject classes that do not fall under the standard FST curriculum. Prerequisite(s): Permission of Instructor. One to four credits.

FST 280 INTERNSHIP

Provides students with the opportunity to supplement coursework with practical work experience related to their educational program. Students work under the immediate supervision of experienced personnel at the business location and with the direct guidance of the instructor. Prerequisite(s): FST 100, EMS 103, EMS 115. One to six credits.

FST 285 INDEPENDENT STUDY

Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor. Prerequisite(s): Permission of Instructor. One to six credits.

FVT: FILM & VIDEO TECHNOLOGY

FVT 208 SOUND FOR FILM/VIDEO

Covers sound acquisition (equipment and techniques) sound perspective and sync as well as covering post-production methods including an introduction to sweetening, Foley, and audio editing software. Prerequisite(s): RTV 210 or permission of instructor. Three credits.

FVT 209 PRODUCTION MANAGEMENT TECHNIQUES

Breaks down a film or TV show. This course teaches students to plan, schedule and budget the shoot using production boards and Movie Magic software. Three credits.

FVT 250 SCRIPTWRITING FOR FILM AND VIDEO

Develops screenwriting skills, focusing on the basic format of the craft, scene construction, genre conventions, three act structure, characterization and idea generation. Three credits.

FVT 264 INTRODUCTION TO DIGITAL EFFECTS

Introduces software and methods for creating digital effects in the post production environment. The coursework covers compositing, alpha channels, 2D and 3D effects. Three credits.

FVT 268 VIDEO STREAMING FOR THE WEB

Presents compression and encoding schemes and other considerations that should be understood and employed in shooting and streaming projects for distribution over the Web. Three credits.

GEO: GEOGRAPHY

GEO 105 WORLD REGIONAL GEOGRAPHY

Facilitates an understanding of spatial relationships between and among the geographic regions of the world. Includes demographic and cultural (political, economic, and historic) forces related to the physical environments of selected regions. Focuses on analysis of interrelationships between developed and developing regions, and the interactions between human societies and natural environments. This course is a state guaranteed transfer course GT-SS2. Three credits.

GEO 106 HUMAN GEOGRAPHY

Introduces geographic perspectives and methods with applications to the study of human activities. Emphasizes the distribution of humans, adjustments to the natural environment, and land use practices. This course is a state guaranteed transfer course GT-SS2. Three credits.

GEO 111 PHYSICAL GEOGRAPHY - LANDFORMS

Introduces the principles of landforms as a major aspect of our natural environment. Incorporates an integrated process of lecture, discussion, and laboratory assignments. Four credits.

GEO 175 SPECIAL TOPICS

(Formerly: GEO 125) Provides students with a vehicle to pursue in depth exploration of special topics of interest. One-half to six credits.

GEO 285 INDEPENDENT STUDY

(Formerly: GEO 295) Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor. One to six credits.

GER: GERMAN

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

GER 101 CONVERSATIONAL GERMAN I

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

GER 102 CONVERSATIONAL GERMAN II

Continues the sequence for students who wish to understand and speak German. Covers basic patterns, expressions, and grammar. Prerequisite(s): GER 101 or permission of instructor. Three credits.

GER 111 GERMAN LANGUAGE I

(Formerly: GER 111 & GER 112) Begins a sequence dealing with the development of functional proficiency in listening, speaking, reading and writing the German language. Note: The order of the topics and methodology will vary according to individual texts and instructors. Five credits.

GER 112 GERMAN LANGUAGE II

(Formerly: GER 112 & GER 113) Continues German Language I in the development of functional proficiency in listening, speaking, reading and writing the German language. Note: The order of the topics and the methodology will vary according to individual texts and instructors. Prerequisite(s): GER 111 with a grade of C or better or permission of instructor. Five credits.

GER 211 GERMAN LANGUAGE III

Continues German Language I and II in the development of increased functional proficiency in listening, speaking, reading and writing the German language. Note: The order of the topics and the methodology will vary according to individual texts and instructors. Prerequisite(s): GER 112 with a grade of C or better or permission of instructor. This course is a state guaranteed general education course GT-AH4. Three credits.

GER 212 GERMAN LANGUAGE IV

Continues German Language I, II and III in the development of increased functional proficiency in listening, speaking, reading and writing the German language. Note: The order of the topics and the methodology will vary according to individual texts and instructors. Prerequisite(s): GER 211 with a grade of C or better or permission of instructor. This course is a state guaranteed general education transfer course GT-AH4. Three credits.

GEY: GEOLOGY

NOTE: Science courses are listed under the following prefixes: AST (Astronomy), BIO (Biology), CHE (Chemistry), GEY (Geology), MET (Meteorology), PHY (Physics) and SCI (Science). All course prerequisites for science courses must be completed with a grade of "C" or better.

GEY 111 PHYSICAL GEOLOGY

Studies the materials of the Earth, its structure, surface features and the geologic processes involved in its development. This course includes laboratory experience. This course is a state guaranteed transfer course GT-SC1. Four credits.

GEY 121 HISTORICAL GEOLOGY

Studies the physical and biological development of the Earth through the vast span of geologic time. Emphasizes the investigation and interpretation of sedimentary rocks, the record of ancient environments, fossil life-forms, and physical events, all within the framework of shifting crustal plates. Course includes laboratory experience. This course is a state guaranteed transfer course GT-SC1. Prerequisite(s): GEY 111 or permission of instructor. Four credits.

GEY 205 THE GEOLOGY OF COLORADO

Covers the geologic history of Colorado, with emphasis on formation of mountain ranges, igneous, sedimentary and metamorphic rock types, ore deposits and landforms. Incorporates field experience and/or class room lectures. Three credits.

GEY 208 GEOLOGY FIELD TRIP

Involves in-depth field studies into the geology of specific regions both within and outside Colorado. Trips lasting from one to several days length to study the area constitute the major activity of the course. The specific area of investigation is indicated in the schedule of classes each time the course is offered. Prerequisite(s): GEY 111 or permission of instructor. Three credits.

GEY 275 SPECIAL TOPICS

Presents an overview of the special topic including one aspect of the Earth and its history as recorded in rocks and rock formations. May also include current changes and impact of historical events and exploration of current topics, issues and activities related to one or more aspects of the named discipline. Prerequisite(s): Permission of instructor. One to three credits.

GIS: GEOGRAPHICAL INFORMATION SYSTEMS**GIS 101 INTRODUCTION TO GEOGRAPHIC INFORMATION SYSTEMS**

Surveys the development and operation of automated geographic information systems. Focuses on the fundamentals of using computers to draw maps. Incorporates study of cartographic fundamentals such as map projections, map scales, selective display of data on maps, and various computer software applications in GIS. Three credits.

GIS 131 GLOBAL POSITIONING SYSTEMS FOR GLOBAL INFORMATION SYSTEMS

Introduces the terminology, hardware, and technological principles of GPS. Students will receive an introduction in the fundamentals of using a basic hand-held GPS unit. Data will be integrated with pre-existing spatial data. Fundamentals of mapping and map reading will be covered. Garmin GPS units will be used initially, followed with Trimble GeoExplorers and Pathfinder Office software. Final student projects integrate GPS data within ArcView projects. Three credits.

HHP: HOLISTIC HEALTH PROFESSIONAL

NOTE: Health related courses are found under the following prefixes: EMS (Emergency Medical Services), HHP (Holistic Health Professional), HPR (Health Professional), HWE (Health and Wellness), MOT (Medical Office Technology), NUA (Nursing Assistant), NUR (Nursing), STE (Surgical Technology).

HHP 100 COMPLIMENTARY HEALING METHODS

Explores some of the more widely used alternative/ complimentary healing methods. Expands the student's health horizons and enables the student to converse in a knowledgeable manner with patients and practitioners. One credit.

HHP 160 LEARN TO MEDITATE

Focuses on techniques to meditate and explores the life-enhancing benefits of meditation. One-half credit.

HHP 214 EXPLORING YOUR DREAMS

People of all ages and in all stages of health dream nightly, whether or not they remember their dreams. This participatory course of dream interpretation leads to an awareness of the benefits of dreams as a valuable tool for facilitating health and personal growth. Participants learn simple tools for dream recall, recording dreams and uncovering the many levels of meaning that are found in every dream. Students evaluate their lifestyles and develop an individual concept of wellness and optimal health by tapping into their dreams as a source for reducing stress and increasing spirituality and inner growth. One credit.

HHP 255 FUNDAMENTALS OF ACUTHERAPY

(Formerly: HHP 280) Focuses on a complete knowledge of Traditional Chinese Medicine, emphasizing learning diagnostic procedures with hands on applications of various Acupuncture techniques. Prerequisite(s): Transcribed Anatomy and Physiology or demonstrated knowledge or instructor approval. Three credits.

HHP 257 DIAGNOSIS/TREATMENT IN ACUTHERAPY-

(Formerly: HHP 281) Focuses on the continued proficiency of diagnoses in Traditional Oriental Medicine, emphasizing in treatment modalities related to acupuncture. Prerequisite(s): HHP 255. Three credits.

HIS: HISTORY

HIS 101 HISTORY OF WESTERN CIVILIZATION I

Explores a number of events, peoples, groups, ideas, institutions, and trends that have shaped Western Civilization from the prehistoric era to 1650. Reflects the multiple perspectives of gender, class, religion, and ethnic groups. Focuses on developing, practicing, and strengthening the skills historians use while constructing knowledge in this discipline. This course is a state guaranteed transfer course GT-HI1. Three credits.

HIS 102 HISTORY OF WESTERN CIVILIZATION II

Explores a number of events, peoples, groups, ideas, institutions, and trends that have shaped Western Civilization from 1650 to the present. Reflects the multiple perspectives of gender, class, religion, and ethnic groups. Focuses on developing, practicing, and strengthening the skills historians use while constructing knowledge in this discipline. This course is a state guaranteed transfer course GT-HI1. Three credits.

HIS 111 WORLD CIVILIZATION I

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

HIS 112 WORLD CIVILIZATION II

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

HIS 201 US HISTORY I

Explores events, trends, peoples, groups, cultures, ideas, and institutions in North America and United States history, including the multiple perspectives of gender, class, and ethnicity, between the period when Native American Indians were the sole inhabitants of North America, and the American Civil War. Focuses on

developing, practicing, and strengthening the skills historians use while constructing knowledge in the discipline. This course is a state guaranteed transfer course GT-HI1. Three credits.

HIS 202 US HISTORY II

Explores events, trends, peoples, groups, cultures, ideas, and institutions in United States History, including the multiple perspectives of gender, class, and ethnicity, between the period of the American Civil War and the present. Focuses on developing, practicing, and strengthening the skills historians use while constructing knowledge in the discipline. This course is a state guaranteed transfer course GT-HI1. Three credits.

HIS 205 WOMEN IN WORLD HISTORY

Examines the roles, experiences, and contributions of women in world history and explores ways in which women's history modifies the traditional interpretations of historical events. Three credits.

HIS 215 WOMEN IN US HISTORY

(Formerly: HIS 139) Examines women's changing roles in American history from the pre-colonial native population to the present. Emphasizes the nature of women's work and the participation of women in the family, political, religious, and cultural activities and in social reform movements. Three credits.

HIS 225 COLORADO HISTORY

Presents the story of the people, society, and cultures of Colorado from its earliest Native Americans, through the Spanish influx, the explorers, the fur traders and mountain men, the gold rush, railroad builders, the cattlemen and farmers, the silver boom, the tourists, and the modern state. Three credits.

HIS 236 CONTEMPORARY U.S. HISTORY

Focuses on the major political, economic, social, and cultural developments that have shaped modern America. Three credits.

HIS 244 HISTORY OF LATIN AMERICA

Focuses on the major political, economic, social, and cultural influences that have shaped Latin America from pre-European conquest to the present. Emphasizes the early history of Latin America but connects it to the present. Three credits.

HIS 246 HISTORY OF MEXICO

Focuses on the major political, economic, social, and cultural developments of Mexico from Pre-Columbian times to the present. Three credits.

HIS 247 CONTEMPORARY WORLD HISTORY

Investigates the major political, social, and economic developments, international relationships, scientific breakthroughs, and cultural trends that have shaped the various global regions and nation-states from 1900 to the present. Emphasizes the interactions of global regions and nation-states. This course is a state guaranteed transfer course. GT-HI1 Three credits.

HIS 248 HISTORICAL ROOTS OF MODERN RUSSIA

Traces the major political, ideological, economic, religious, social, and cultural developments of Russia from the establishment of the Kievan State to the present. Emphasizes the sources and development of the Soviet Union and the former-Soviet Union state(s). Three credits.

HIS 249 HISTORY OF ISLAMIC CIVILIZATION

Surveys the tenets of Islam and the political, social and cultural history of the civilizations which embraced it from the 6th century to the modern day. Focuses on the diversity and dynamism of Islamic civilizations through time by looking at legal systems, scientific and artistic accomplishments, philosophical heterogeneity and political developments. Three credits.

HIS 275 SPECIAL TOPICS

Focuses on the exploration of current topics, issues and activities related to one or more aspects of history. One to five credits.

HIS 285 INDEPENDENT STUDIES

Incorporates structured and guided, individualized research that is organized and tailored around the interests and needs of the individual student. One to five credits.

HLT: HORTICULTURE**HLT 101 INTRODUCTION TO HORTICULTURE**

Introduces the biology of horticultural plants, and basic horticultural practices. Four credits.

HLT 105 GREENHOUSE MANAGEMENT AND CROPS

Discusses greenhouse design, systems, management, and the major greenhouse crops and their cultural needs. Four credits.

HLT 125 LANDSCAPE DRAFTING AND DESIGN

Allows students to learn the basics of landscape design and planning so that they can produce simple gardens, or interpret plans for construction. The course discusses the principles and elements of design by looking at various landscape styles. Students learn the design process and basics of landscape graphics. They produce simple, scaled landscape drawing, and learn to interpret landscape plans for construction. Three credits.

HLT 126 PLANTING DESIGN

Allows students to focus on the planting design phase of landscape design. Students learn to analyze plants for their design characters, and learn how to marry various types of plant materials into various situations. Perennial, annual, and mixed plantings (trees, shrubs and herbaceous plants) will be considered. Students will learn to represent these combinations graphically. Two credits.

HLT 180 INTERNSHIP

Provides students with the opportunity to supplement course work with practical work experience related to their educational program. Students work under the immediate supervision of experienced personnel at the business location and with the direct guidance of the instructor/coordinator. Three credits.

HPR: HEALTH PROFESSIONAL

NOTE: Health related courses are found under the following prefixes: EMS (Emergency Medical Services), HHP (Holistic Health Professional), HPR (Health Professional), HWE (Health and Wellness), MOT (Medical Office Technology), NUA (Nurse Aide), NUR (Nursing), STE (Surgical Technology).

HPR 103 CPR FOR PROFESSIONAL -- RENEWAL

Provides opportunity for currently certified CPR providers to renew certificates. Prerequisite(s): HPR 102 or permission of instructor. One-half credit.

HPR 104 HEALTH CAREERS OPTIONS & READINESS

Discusses current market trends in the medical profession, professional opportunities, continuing education, and professional affiliations. Discussions regarding resumes, letters of inquiry, and interviewing techniques, as well as job search information is provided. This course is primarily informational and provides information to the student about aspects of career choices of Medical Office Technology career-chosen avenues. One credit.

HPR 106 LAW/ETHICS FOR HEALTH PROFESSIONS

Advances student knowledge in the study and application of medico-legal concepts in medical careers. Establishes a foundation for ethical behavior and decision making. Two credits.

HPR 108 DIETARY NUTRITION

Studies the basic principles in clinical practice involved in the assistance of health care. The course will cover factors which influence the nutritional status of individuals, methods of nutritional assessment and support, and diet modification for specific disease states. One credit.

HPR 120 ACLS

Presents the required material for ACLS completion. It will cover arrhythmias, medications, therapeutic modalities for life threatening arrhythmias, airway management, and other treatment modalities used in cardiac and respiratory arrest. Prerequisite(s): HPR 102, Current EMT Certification or licensed nurse, physician or permission of instructor. One credit.

HPR 121 ACLS RENEWAL

(Formerly: EMS 208) Presents the required material for ACLS recertification. It will cover rhythm recognition, cardiac drugs, cardiac monitors, and case based scenarios. Prerequisite(s): HPR 120, Current ACLS and HCP CPR cards. One-half credit.

HPR 122 ACLS INSTRUCTOR COURSE

(Formerly: EMS 209) Presents information on how to obtain a complete health history, assessment skills of inspection, palpation, percussion, and auscultation are practiced in class. Prerequisite(s): Current ACLS and HCP CPR cards or permission of instructor. One-half credit.

HPR 125 OUTDOOR EMERGENCY CARE

(Formerly: EMS 118) Prepares the student without previous first aid training to handle the emergency care problems seen as alpine and nordic ski areas. The knowledge and skills are oriented toward the wilderness setting with special emphasis on ski and snowboard injuries, altitude and cold weather illnesses, wilderness extrications, and the special equipment ski patrollers need for emergency care and transportation in the outdoor environment. This is a National Ski Patrol course. Four credits.

HPR 130 PEDIATRIC ADVANCED LIFE SUPPORT

(Formerly: EMS 210) Provides students the needed information and skills as required by health care agencies for pediatric emergencies. One credit.

HPR 131 PEDIATRIC ADVANCED LIFE SUPPORT RENEWAL

(Formerly: EMS 211) Provides students with updates and skill practice to complete renewal requirements for PALS completion card. Prerequisite(s): HPR 130 Current PALS and HCP CPR Cards. One-half credit.

HPR 132 PEDIATRIC ADVANCE LIFE SUPPORT INSTRUCTOR

(Formerly: EMS 212) Provides the current PALS provider the information and practice needed to instruct PALS initial and renewal courses. Prerequisite(s): current PALS and HCP CPR cards. One credit.

HPR 137 HUMAN DISEASES

(Formerly: MOT 137) Covers basic knowledge of the deviations that occur in the human body with disease and injury. An integrated study of signs/ symptoms, diagnostic tests and treatment. Prerequisite(s): HPR 178 or equivalent & BIO 106. Four credits.

HPR 142 HUMAN RELATIONS

Explores interacting with others and positive working relationships as a vital component of working in a health care profession. Application of procedures which include human relations techniques, job applications, interview techniques, resume writing and follow-up. Whenever applicable mock interviews are videotaped and critiqued. Resource people are invited to speak on topics relative to adjustments in real working situations. Students will be introduced to leadership skills through community project participation, theory and HOSA. Five credits.

HPR 175 SPECIAL TOPICS

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

HPR 178 SEMINAR: MEDICAL TERMINOLOGY

Introduces the student to the structure of medical terms with emphasis on combining and using the most common prefixes, roots and suffixes. Includes terms related to clinical laboratory, diagnostic imaging, nuclear medicine and oncology, as well as major body systems. Classroom structure provides accepted pronunciation of terms and relative use in the healthcare setting. Prerequisite(s): Met state remediation assessment scores. (One credit course restricted to nursing students). Two to three credits.

HPR 180 INTERNSHIP

Provides students with the opportunity to supplement coursework with practical work experience related to their educational program. Students work under the immediate supervision of experienced personnel at the business location and with the direct guidance of the instructor. One to twelve credits.

HPR 185 INDEPENDENT STUDY

Provides structured and guided, individualized research that is organized and tailored around the interests and needs of the individual student. Prerequisite(s): Instructor approval. One to six credits.

HPR 190 BASIC EKG INTERPRETATION

(Formerly: EMS 147) Provides instruction for interpretation of EKG strips, anatomy and physiology of the heart, using three-lead monitoring as a guide. Twelve-lead EKG may be discussed. Minimum of EMT Basic certification or experience. Two credits.

HPR 200 12 LEAD ECG INTERPRETATIONS

Focuses on each wave and interval of the complex, the axis, and the 12-lead presentation of some rhythm disturbances. Prerequisite(s): Basic EKG or permission of instructor. Two credits.

HSE: HUMAN SERVICES

HSE 108 INTRODUCTION TO THERAPEUTIC SYSTEM

(Formerly: PSY 261) Introduces basic concept of major therapeutic systems, including backgrounds. Developmental theories and practices of specific systems from psychoanalysis to reality therapy. Prerequisite(s): PSY 101 OR PSY 102. Three credits.

HUM: HUMANITIES

HUM 103 INTRODUCTION TO FILM ART

(Formerly: HUM 151) Studies the relationships among film's stylistic systems, narrative systems and audience reception. Students view, discuss and critically analyze a variety of films which represent key historical and aesthetic periods as well as a variety of genres and themes. The course incorporates the vocabulary stylistic systems (for instance, cinematography, editing and art direction) and narrative systems (for instance, story structure and character motivation) as both relate to the kinds of meanings a film conveys. Three credits.

HUM 121 EARLY CIVILIZATIONS

Introduces students to the history of ideas that have defined cultures through a study of the visual arts, literature, drama, music, and philosophy. It emphasizes connections among the arts, values, and diverse cultures, including European and non-European, from the Ancient world to 1000 C.E. This course is a state guaranteed transfer course GT-AH2. Three credits.

HUM 122 FROM THE MEDIEVAL TO THE MODERN

Examines written texts, visual arts and musical compositions to analyze and reflect the evolution and confluence of cultures in Europe, Asia and the Americas from 800 C.E. to 1750 C.E. Any two of the three Survey of Humanities courses equal a sequence. This course is a state guaranteed transfer course GT-AH2. Three credits.

HUM 123 THE MODERN WORLD

Examines the cultures of the 17th through the 20th centuries by focusing on the interrelationships of the arts, ideas, and history. Considers the influences of industrialism, scientific development and non-European peoples. This course is a state guaranteed transfer course GT-AH2. Three credits.

HUM 131 THE ARTS AND CULTURES OF MEXICO

Introduces students, through visual arts, music, and literature to attitudes toward the sacred and toward power (political, economic, social, religious) held by various cultures in Mexico from the Pre-Hispanic era to the mid-twentieth century. Three credits.

HUM 175 SPECIAL TOPICS

(Formerly: HUM 135) Provides students with a vehicle to pursue in depth exploration of special topics of interest. One to six credits.

HUM 285 INDEPENDENT STUDY

(Formerly: HUM 295) Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor. One to six credits.

HWE: HEALTH & WELLNESS

NOTE: Health related courses are found under the following prefixes: EMS (Emergency Medical Services), HHP (Holistic Health Professional), HPR (Health Professional), HWE (Health and Wellness), MOT (Medical Office Technology), NUA (Nurse Aide), NUR (Nursing), STE (Surgical Technology).

NOTE: Physical Education courses are found under the following prefixes: DAN (Dance), HWE (Health and Wellness), PED (Physical Education), PER (Physical Education and Recreation).

*This is a physical education course.

(Physically challenged students planning to register for a Physical Education class should contact the Physical Education Department at 970.339.6295, no less than three days before registering to ensure access to and success in the chosen class.)

HWE 100 HUMAN NUTRITION

Introduces basic principles of nutrition with emphasis on personal nutrition. Satisfies nutrition requirement of students entering health care professions. Prerequisite(s): None. Three credits.

***HWE 103 COMMUNITY FIRST AID & CPR**

(Formerly: HEN 106 Red Cross Standard 1st Aid CPR) Uses demonstration videos, instructor led practice and workbook/textbook study to prepare for certification in Adult/Child/Infant CPR and Community First Aid. One credit.

HWE 104 CPR INSTRUCTOR

(Formerly: EMS 105) Provides information for the potential CPR instructor. Course requirements, renewal information and current content are discussed. Practice teaching is included in course. One credit.

HWE 105 CPR INSTRUCTOR RENEWAL

(Formerly: EMS 106) Provides update information and review of CPR skills for the CPR instructor. One-half credit.

HWE 106 INFANT AND CHILD CPR AND FIRST AID

(Formerly: EMS 108) Provides Day Care Providers and new parents with important lifesaving skills for infants and children. One-half credit.

HWE 107 INFANT/CHILD CP/FIRST AID RENEWAL

(Formerly: EMS 109) Provides renewal for Day Care Providers and others needing to maintain certification for infant and child CPR and First Aid. One-half credit.

***HWE 108 WEIGHT LOSS**

(Formerly: HEN 117) Focuses on combining a healthy diet and exercise to shed unwanted pounds and inches. The course will include classroom sessions that will focus on personal habits including diet that lead to weight gain and possibly exercise sessions in the gym. One credit.

HWE 113 STANDARD FIRST AID

(Formerly: EMS 111) Teaches the recognition and care for breathing and cardiac emergencies for victims 8 years old and up; identify and care for life-threatening bleeding, sudden illness and injuries. American Red Cross certification in Adult CPR and Standard First Aid is available for students meeting those requirements. One-half credit.

HWE 120 WILDERNESS FIRST AID

(Formerly: EMS 114) Provides limited medical information to cope with basic wilderness emergencies. One credit.

***HWE 145 SELF DEFENSE**

Introduces the basic skills and techniques of the art of self defense. One credit.

ITA: ITALIAN

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

ITA 101 CONVERSATIONAL ITALIAN I

Provides the first course in a sequence for beginning students who wish to understand and speak Italian. The material includes basic vocabulary, grammar, and expressions that are used in daily situations and in travel. Three credits.

ITA 102 CONVERSATIONAL ITALIAN II

Provides the second course in a sequence for students who wish to understand and speak Italian. The material continues to cover basic conversational patterns, expressions, and grammar. Prerequisite(s): ITA 101 or permission of instructor. Three credits.

ITA 111 ITALIAN LANGUAGE I

(Formerly: ITA 111 & ITA 112) Introduces a sequence dealing with the development of functional proficiency in listening, speaking, reading and writing the Italian language. Note: The order of the topics and methodology will vary according to individual texts and instructors. Five credits.

ITA 112 ITALIAN LANGUAGE II

(Formerly: ITA 112 & ITA 113) Continues Italian Language I in the development of functional proficiency in listening, speaking, reading and writing the Italian language. Note: The order of the topics and the methodology will vary according to individual texts and instructors. Prerequisite(s): ITA 111 with a grade of C or better or permission of instructor. Five credits.

ITA 211 ITALIAN LANGUAGE III

Continues Italian Language I and II in the development of increased functional proficiency in listening, speaking, reading and writing the Spanish language. **Note:** The order of the topics and the methodology will vary according to individual texts and instructors. Prerequisite(s): ITA 112 with a grade of C or better or permission of instructor. This course is a state guaranteed transfer course GT-AH4. Three credits.

ITA 212 ITALIAN LANGUAGE IV

Continues Italian Language I, II and III in the development of increased functional proficiency in listening, speaking, reading and writing the Spanish language. **Note:** The order of the topics and the methodology will vary according to individual texts and instructors. Prerequisite(s): ITA 211 with a grade of C or better or permission of instructor. This course is a state guaranteed transfer course GT-AH4. Three credits.

ITA 285 INDEPENDENT STUDY

(Formerly: ITA 295) Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor. One to six credits.

JOU: JOURNALISM**JOU 105 INTRODUCTION TO MASS MEDIA**

Places the mass media in an historical and cultural perspective, considering the validity, integrity and influence of the media in a democracy. Three credits.

JOU 106 FUNDAMENTALS OF REPORTING

Introduces newswriting, reporting and interviewing with an emphasis on clarity, accuracy, completeness, timeliness and fairness. Three credits.

JOU 121 PHOTOJOURNALISM

Provides an introductory, hand-on course in black-and-white photography, with an emphasis on photo-journalistic techniques, processing and printing. This course includes an investigation of word/pictures relationships in creating photo essays for publications. Three credits.

JOU 206 INTERMEDIATE NEWSWRITING & EDITING

Presents how to gather information as an investigative reporter through research of local, state and federal government publications; how to cover police beat and city hall; how our courts and regulatory agencies function; and how to cover other challenges as the environment, religion, science, medical, public safety and business. Prerequisite(s): JOU 106 or permission of instructor. Three credits.

JOU 280 INTERNSHIP

Provides a structured and guided, individualized research that is organized and tailored around the interests and needs of the individual student who may use journalism skills and experiences acquired during previous coursework. One to six credits.

JPN: JAPANESE

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

JPN 101 CONVERSATIONAL JAPANESE I

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

JPN 102 CONVERSATIONAL JAPANESE II

Continues the sequence for students who wish to understand and speak Japanese. Covers basic conversational patterns, expressions and grammar. Prerequisite(s): JPN 101 or permission of instructor. Three credits.

JPN 111 JAPANESE LANGUAGE I

Introduces a sequence dealing with the development of functional proficiency in listening, speaking, reading and writing the Japanese language. NOTE: The order of topics and methodology will vary according to the individual instructors and texts. Five credits.

JPN 112 JAPANESE LANGUAGE II

Continues Japanese Language I in the development of functional proficiency in listening, speaking, reading and writing the Japanese language. NOTE: The order of the topics and the methodology will vary according to individual texts and instructors. Prerequisite(s): JPN 111 with a grade of C or better or permission of instructor. Five credits.

JPN 211 JAPANESE LANGUAGE III

Continues Japanese Language I and II in the development of increased functional proficiency in listening, speaking, reading and writing the Japanese language. Note: The order of the topics and the methodology will vary according to individual texts and instructors. Prerequisite(s): JPN 112 with a grade of C or better or permission of instructor. This course is a state guaranteed transfer course GT-AH4. Three credits.

JPN 212 JAPANESE LANGUAGE IV

Continues Japanese Language I, II and III in the development of increased functional proficiency in listening, speaking, reading and writing the Japanese language. Note: The order of the topics and the methodology will vary according to individual texts and instructors. Prerequisite(s): JPN 211 with a grade of C or better or permission of instructor. This course is a state guaranteed transfer course GT-AH4. Three credits.

JPN 285 INDEPENDENT STUDY

(Formerly: JPN 295) Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor. One to six credits.

LIT: LITERATURE

LIT 115 INTRODUCTION TO LITERATURE

Introduces students to fiction, poetry, and drama. Emphasizes active and responsive reading. This course is a state guaranteed transfer course GT-AH2. Three credits.

LIT 175 SPECIAL TOPICS

(Formerly: LIT 135) Provides students with a vehicle to pursue in depth exploration of special topics of interest. One to three credits.

LIT 201 MASTERPIECES OF LITERATURE I

Examines significant writings in world literature from the ancients through the Renaissance. Emphasizes careful readings and understanding of the works and their cultural backgrounds. This course is a state guaranteed transfer course GT-AH2. Three credits.

LIT 202 MASTERPIECES OF LITERATURE II

Examines significant writings in world literature from the seventeenth century to the present. Emphasizes careful reading and understanding of the works and their cultural backgrounds. This course is a state guaranteed transfer course GT-AH2. Three credits.

LIT 205 ETHNIC LITERATURE

Focuses on significant texts by ethnic Americans, including African-American Native American, Latino/a, and Asian Americans. Emphasizes careful reading and understanding of the cultural and literary elements of the works. This course is a state guaranteed transfer course GT-AH2. Three credits.

LIT 211 SURVEY OF AMERICAN LITERATURE I

Provides an overview of American literature for the Native American through the nineteenth century Romantics. It explores ideas, historical and social contexts, themes and literary characteristics of work in various genres by major writers. This course is a state guaranteed transfer course GT-AH2. Three credits.

LIT 212 SURVEY OF AMERICAN LITERATURE II

Provides an overview of American literature from the mid-nineteenth century to the present. It explores ideas, historical and social contexts, themes and literacy characteristics of works in various by major writers. This course is a state guaranteed transfer course GT-AH2. Three credits.

LIT 221 SURVEY OF BRITISH LITERATURE I

Provides an overview of British literature from the Anglo-Saxon period through the 17th century. It explores ideas, historical and social contexts, themes and literary characteristics of works in various genres by major writers. This course is a state guaranteed transfer course GT-AH2. Three credits.

LIT 222 SURVEY OF BRITISH LITERATURE II

Provides an overview of British literature from the 18th century to the present. It explores ideas, historical and social contexts, themes and literary characteristics of works in various genres by major writers. This course is a state guaranteed transfer course GT-AH2. Three credits.

LIT 225 INTRODUCTION TO SHAKESPEARE

Explores a selection of works by William Shakespeare. It focuses on careful reading and interpretation of the plays and poems, includes pertinent information about Elizabethan England, and examines formal as well as thematic elements of the selected works. This course is a state guaranteed transfer course GT-AH2. Three credits.

LIT 235 SCIENCE FICTION

Examines the techniques and issues of science fiction through a close reading a variety of writers in the genre. Three credits.

LIT 246 LITERATURE OF WOMEN

Examines the techniques and themes in literature by and about women by examining women's issues from various genres. Three credits.

LIT 255 CHILDREN'S LITERATURE

This course will provide students with the skills to evaluate and select appropriate literature for children through exploration of genres, age levels, values taught through literature, and the literary and artistic quality of various texts. Three credits.

LIT 285 INDEPENDENT STUDY

(Formerly: LIT 295) Explores particular authors, topics, themes in depth, such as Ibsen, Faulkner or Twain, or great fiction of the nineteenth century. Three credits.

MAN: MANAGEMENT**MAN 102 BUSINESS ETHICS AND VALUES**

Discuss behavior and identifies what is ethical and appropriate behavior and what is not. This course will identify the role of integrity, character, honesty, self-control, self-sacrifice, and core values in developing ethical and effective behavior in the workplace. One credit.

MAN 116 PRINCIPLES OF SUPERVISION

Studies the principles and techniques of supervising and motivating personnel. This course is designed for students who are interested in supervising others or for those currently in supervision. Course content focuses on the human interaction in supervision. Three credits.

MAN 117 TIME MANAGEMENT

Provides students with the conceptual knowledge and tools to make better use of their time in the management function. One credit.

MAN 125 TEAMBUILDING

Introduces the concept of working as a team member. Activities and assignments will emphasize the ability to negotiate, work together, build consensus, and make quality decisions. One credit.

MAN 126 TOTAL QUALITY MANAGEMENT

Covers the rationale for, method of implementing and key characteristics of TQM. Topics include developing a vision of a quality culture, strategic planning for implementation, customer focus, supplier relationships, benchmarking, continuous improvement, employee empowerment, and teamwork. Through case studies students learn to apply TQM in manufacturing and service environments. Three credits.

MAN 156 PROBLEM SOLVING AND DECISION MAKING IN A BUSINESS ENVIRONMENT

Defines the problem solving and decision making processes. Those processes include: identifying decision elements, recognizing characteristics of good and bad decisions, practicing various approaches to decision making, utilizing a 9 step process for organizational decision making, exploring the nature of problems, understanding problems situation factors, identifying problems, considering the human side of problem solving and utilizing a 6 step problem solving process. Three credits.

MAN 165 MANAGING SYSTEMS

Explores and discusses systems thinking and theory on process leadership for organizations. Participants will apply strategies and applications for developing systems tools, archetypes, and models. Introduces concepts of organizational inter-dependence, cooperative versus competitive systems, variation, theory of knowledge, and social systems. Utilization of systems models, mental maps, and thinking tools. Two credits.

MAN 166 PROJECT TEAM BUILDING

Develops skills in project team building and group decision techniques. Participants will experience effective methods for building high performance project teams while developing and understanding team dynamics, team composition, and team decision making tools. Develops skill in team diagnostics, evaluation, and coaching techniques. One credit.

MAN 167 REASONING, PROBLEM SOLVING, CRITICAL THINKING

Learn skills in the area of problem solving, critical thinking, inductive and deductive reasoning. Students will learn and apply structured scientific models for defining, verifying, and analyzing problems, while selecting reasonable solutions. The course concentrates on the use of the 7MP tools, QFD decision matrices and Goldratt's Thinking Process tools. Two credits.

MAN 168 BASIC PROCESS CONTROLS

Presents the basic concepts and terminology of statistical process control. Participants learn and practice the seven quality tools to find and remove causes of process variation. Participants will identify and become familiar with the basic statistical tools, their uses, and potential application and be introduced to process capability, variation, and process control. Two credits.

MAN 200 HUMAN RESOURCE MANAGEMENT I

Provides the student with a broad overview of the contemporary issues, theories and principles used to effectively manage human resources. Topics include recruiting, hiring, compensation and benefits, training and development, employee relations, and legal issues. Three credits.

MAN 212 NEGOTIATION & CONFLICT RESOLUTION

Presents proper techniques in negotiation and conflict resolution. Key practices that determine successful negotiation are explored. This course covers principles of conflict resolution including business policies, accepted business practices contracts, labor union contracts, pay raises and starting salaries. Three credits.

MAN 215 ORGANIZATIONAL BEHAVIOR

Examines the behaviors of groups and individual members of organizations and how that behavior can be influenced. Course emphasis is on the tools managers use to achieve organizational effectiveness. Three credits.

MAN 216 SMALL BUSINESS MANAGEMENT

Examines the elements necessary for the successful formation of a new small business. It is also designed to enhance the skills of those already involved in the operation of a small business. The course includes the development of a complete small business plan. Three credits.

MAN 224 LEADERSHIP

Focuses on the leadership skills necessary to bring about change in an organization. Students learn to develop and communicate a shared vision, to empower employees, to manage conflict, to negotiate, and to develop organizations so that all are working toward common goals. Three credits.

MAN 225 MANAGERIAL FINANCE

Examines the concepts and techniques used to analyze financial accounting information for managerial planning, decision-making and control. The focus of the course is on decision-making relating to the areas of budgets, forecasts, cost volume production, ROI and financial statements. Prerequisite(s): ACC 122. Three credits.

MAN 226 PRINCIPLES OF MANAGEMENT

Presents a survey of the principles of management. Emphasis is on the primary functions of planning, organizing, leading and controlling with a balance between the behavioral and operational approach. Three credits.

MAN 240 STRATEGIC MANAGEMENT

Presents the development of business policy and the integration of skills learned in prior business study, including strategy formulation, implementation, and evaluation. Focus is on the coordination of marketing, production, finance, accounting, and ethics and social responsibility to achieve competitive advantage. Prerequisite(s): ACC 121, MAR 216 and MAN 226. Three credits.

MAN 241 PROJECT MANAGEMENT IN ORGANIZATIONS

Introduces students to the planning, implementation, and control activities of project management, including project and performance evaluation, quality control and work flow analysis. Emphasis will be on the initiating, planning, executing, controlling, and closing activities of project management. Three credits.

MAN 246 CRITICAL ISSUES IN MARKETING AND MANAGEMENT

Examine current issues, practices, challenges and trends in the marketing and management environments including truth in advertising, promotional codes of conduct and a diverse workforce. Three credits.

MAN 255 FLOW, FAST CYCLE, AND VALUE-ORIENTED PROJECT MANAGEMENT

Introduces participants to new project management techniques based on the lean thinking principles, fast cycle project management, and value-based project management. Topics include project flow systems, last planner system, phase scheduling, value analysis, and ISO 9000 quality management. Participants will develop an understanding of recent thinking and theories in project management. Prerequisite(s): MAN 166. Three credits.

MAN 256 CRITICAL CHAIN PROJECT MANAGEMENT

Learn Eli Goldratt's critical chain as a new and exciting way to accurately manage multiple projects within budget and time constraints. Understand the concept of constraints, critical chain, making time estimates under conditions of uncertainty, buffer management, interdependency of resources, and focusing effort. Learn the implications of critical chain for various types of projects. Prerequisite(s): MAN 166. Three credits.

MAN 265 SALES & CUSTOMER SERVICE FOR TELECOMMUNICATIONS

Develop a comprehensive understanding of competitive sales and customer service strategies in the telecommunications industry. Three credits.

MAN 267 PROCESS CONTROL FOR PROJECT MANAGEMENT

Introduces advanced concepts of statistical process control. Participants will learn and apply statistical tools for discovering and addressing sources of variation. Statistical concepts and tools include variable selection, control charts, chart interpretation, process capability and control, gage studies, and process control maintenance. Statistical calculator or statistical software program required. Prerequisite(s): MAN 168. Three credits.

MAN 275 SPECIAL TOPICS

Provides students with a vehicle to pursue special topics of interest in business. The content of this course is designed on an as needed basis to provide current, up-to-date information. One to six credits.

MAN 278 SEMINAR

Provides students with an experiential learning opportunity. One to three credits.

MAN 287 COOPERATIVE EDUCATION/ INTERNSHIP

Provides students with the opportunity to supplement course work with practical work experience related to their educational program and occupational objectives. They work under the immediate supervision of experienced personnel at the business location and with the direct guidance of the instructor/coordinator. One to six credits.

MAR: MARKETING

MAR 111 PRINCIPLES OF SALES

Enables the student to understand and develop ethical sales techniques and covers the role of selling in the marketing process. Areas of emphasis include behavioral considerations in the buying and selling process and sales techniques. Three credits.

MAR 117 PRINCIPLES OF RETAILING

Emphasizes the study of the basic principles and techniques of merchandising, operations, layout, store organization, site location, and customer service with an emphasis on retailing operations. Three credits.

MAR 178 SEMINAR/WORKSHOP

Provides students with an experimental learning experience. Zero to six credits.

MAR 185 INDEPENDENT STUDY

Meet the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor. One to six credits.

MAR 216 PRINCIPLES OF MARKETING

Presents the analysis of theoretical marketing processes and the strategies of product development, pricing, promotion and distribution, and their applications to businesses and the individual consumer. Three credits.

MAR 220 PRINCIPLES OF ADVERTISING

Examines the principles and practices of advertising and its relationship to business in order to promote a business or organization. Areas of major emphasis include advertising principles, strategies, media, copy and layout, and ethical considerations. Three credits.

MAR 235 CONSUMER BEHAVIOR

Enables the student to understand the variables that affect consumer behavior in the marketplace and the implications of this knowledge for marketing decisions and strategies. Three credits.

MAR 240 INTERNATIONAL MARKETING

Enables the student to explore the international marketing for U.S. products, and to explore the increasing competitive international environment and recent changes in the environment that have challenged U.S. business. The course is designed to make the reader an "informed observer" of the global market place as well as enabling him/her to develop skills to make marketing decisions in a global context. Three credits.

MAR 258 MARKETING RESEARCH

Introduces the principles and practices of marketing research, including creating research design, data collection and interpretation, and communicating the results. Prerequisite(s): MAR 216. Three credits.

MAR 275 SPECIAL TOPICS

Provides students with a vehicle to pursue special topics of interest in business. The content of this course is designed on an as needed basis to provide current, up-to-date information. One to six credits.

MAR 278 SEMINAR

Provides students with an experiential learning opportunity. One to six credits.

MAT: MATH

NOTE: Prerequisite courses must be completed with a "C" or better.

*This course will not satisfy minimum nor elective requirements for associate degrees.

***MAT 030 FUNDAMENTALS OF MATHEMATICS**

Includes the vocabulary, operations and applications of whole numbers, decimals and basic fractions and mixed numbers. Prerequisite(s): Placement test. Students must pass MAT 030 with a grade of "C" or better for placement into MAT 060. Two credits.

***MAT 060 PRE-ALGEBRA**

Further the study of fractions and mixed numbers. Also included are vocabulary, operations and applications of ratio, proportion, percent, area, perimeter, US and metric measures, integers, and an introduction to algebraic expressions and the solution of basic first-degree equations. Prerequisite(s): MAT 030 with a grade of "C" or better or placement test. Students must pass MAT 060 with a grade of "C" or better for placement into MAT 090. Three credits.

***MAT 090 INTRODUCTORY ALGEBRA**

Includes first-degree equations, inequalities, formulas, polynomials, algebraic fractions, factoring polynomials, solving quadratic equations by factoring, and applications. Coordinate geometry, graphing linear equations and inequalities, and systems of linear equations are included. Prerequisite(s): MAT 060 with a grade of "C" or better or Assessment. Four credits.

MAT 106 SURVEY OF ALGEBRA

Emphasizes problem solving with further study of equations, slope, inequalities, systems of equations, polynomials, quadratic equations, rational expressions, rational exponents, radical expressions, graphing and applications. Prerequisite(s): MAT 090 or Assessment. Four credits.

MAT 108 TECHNICAL MATHEMATICS

(Formerly: ENT 116) This course provides students with the practical mathematics skills needed in a wide variety of trade and technical areas including automotive, construction, drafting, and welding. Since this course is specifically focused on the development and application of mathematical concepts using a variety of real problems and situations, it may not be suitable for those wanting a general overview of mathematics. This course begins with a review of basic math concepts, and then covers measurement topics, and basic algebra. Solving and rearranging formulas, and applications of plane and solid geometry concepts are thoroughly presented. Students also study triangle trigonometry and common applications used in the technical fields. Detailed instruction on the use of scientific calculators is provided in each of the topics studied. Prerequisite(s): MAT 060 or assessment. Four credits.

MAT 111 TECHNOLOGY LAB FOR ALGEBRA

Explores and applies algebraic topics in a laboratory course using graphing calculators. Prerequisite(s): MAT 106 or assessment. One credit.

MAT 112 FINANCIAL MATHEMATICS

Covers topics including pricing, taxes, insurance, interest, annuities, amortization, investments using financial calculators and spreadsheets. Prerequisite(s): MAT 090 or assessment. Three credits.

MAT 120 MATHEMATICS FOR THE LIBERAL ARTS

Develops mathematical and problem-solving skills. Appropriate technological skills are included. Content is selected to highlight connections between mathematics and the society in which we live. Topics include set theory and logic, mathematical modeling, probability and statistical methods, and consumer mathematics. Additional content will include one topic in geometry, numeration systems, decision theory, or management science. This course is a state guaranteed transfer course GT-MA1. Prerequisite(s): MAT 106 or assessment. Four credits.

MAT 121 COLLEGE ALGEBRA

Includes a brief review of intermediate algebra, equations and inequalities, and covers functions, exponential and logarithmic functions, theory of equations, graphs, and linear and nonlinear systems with a selection of several topics from among graphing of the conic sections, sequences and series, permutations and combinations, and the binomial theorem. This course is a state guaranteed transfer course GT-MA1. Prerequisite(s): MAT 106 or assessment. Four credits.

MAT 122 COLLEGE TRIGONOMETRY

Covers topics including trigonometric functions (with graphs and inverse functions), identities and equations, solutions of triangles, complex numbers, and other topics as time permits. This is a traditional prerequisite course to the calculus sequence. This course is a state guaranteed transfer course GT-MA1. Prerequisite(s): MAT 121 or assessment. Three credits.

MAT 125 SURVEY OF CALCULUS

Includes derivatives, integrals, and their applications, with attention restricted to algebraic, exponential, and logarithmic functions for business, life science and/or social science majors. This course is a state guaranteed transfer course GT-MA1. Prerequisite(s): MAT 121. Four credits.

MAT 135 INTRODUCTION TO STATISTICS

Includes data presentation and summarization, introduction to probability concepts and distributions, statistical inference-estimation, hypothesis testing, comparison of populations, correlation and regression. This course is a state guaranteed transfer course GT-MA1. Prerequisite(s): MAT 106 or Assessment. Three credits.

MAT 155 INTEGRATED MATH I

Covers topics including natural numbers, integers, rational numbers, relations, functions, and equations. This course is the first of a two-course sequence particularly pertinent to prospective arithmetic teachers, presenting arithmetic and algebra from a modern approach. This course is a state guaranteed transfer course GT-MA1. Prerequisite(s): MAT 156 or MAT 106 or assessment. Three credits.

NOTE: In order to receive General Education credit for Integrated Math courses as part of the Elementary Education Articulation Agreement, students must complete both MAT 155 and MAT 156. Successful completion of both MAT 155 and MAT 156 will satisfy all General Education requirements in the Mathematics category for the A.A. degree under the Elementary Education Articulation Agreement.

MAT 156 INTEGRATED MATH II

This course includes the study of the fundamentals of probability, statistics, and informal Euclidean geometry suitable for K-8 curriculum, employing laboratory techniques where applicable. This course is a state guaranteed transfer course GT-MA1. Prerequisite(s): MAT 155 or MAT 106 or assessment. Three credits.

NOTE: In order to receive General Education credit for Integrated Math courses as part of the Elementary Education Articulation Agreement, students must complete both MAT 155 and MAT 156. Successful completion of both MAT 155 and MAT 156 will satisfy all General Education requirements in the Mathematics category for the A.A. degree under the Elementary Education Articulation Agreement.

MAT 175 SPECIAL TOPICS

(Formerly: MAT 185) Provides students with a vehicle to pursue in depth exploration of special topics of interest. Prerequisite(s): Permission of instructor. One to three credits.

MAT 175 SPECIAL TOPICS – INTRODUCTION TO GEOMETRY

(Formerly: MAT 103) This course provides the basic content of geometry for use in future mathematics courses including trigonometry and calculus. Topics include points, lines, congruent and similar triangles, quadrilaterals, circles, areas and volumes. Other topics will be included if time permits. Prerequisite(s): MAT 090 or assessment. One credit.

MAT 185 INDEPENDENT STUDY IN MATHEMATICS

Provides an opportunity for the highly-motivated student to engage in intensive study and research on a specified topic, appropriate at this level, under the direction of a faculty member. The student will be limited to the number of independent study credits taken per semester. Prerequisite: Previous mathematical study with permission of instructor. One to three credits.

MAT 201 CALCULUS I

Introduces single variable calculus and analytic geometry. Includes limits, continuity, derivatives, and applications of derivatives as well as indefinite and definite integrals and some applications. This course is a state guaranteed transfer course GT-MA1. Prerequisite(s): MAT 121 and MAT 122, or assessment. Five credits.

MAT 202 CALCULUS II

Continuation of single variable calculus which will include techniques of integration, polar coordinates, analytic geometry, improper integrals, and infinite series. This course is a state guaranteed transfer course GT-MA1. Prerequisite(s): MAT 201 or assessment. Five credits.

MAT 203 CALCULUS III

(Formerly: MAT 260) Completes the traditional subject matter of the Calculus. Topics include vectors, vector-valued functions, and multi-variable calculus including partial derivatives, multiple integrals, line integrals and application. This course is a state guaranteed transfer course GT-MA1. Prerequisite(s): MAT 202 or assessment. Four credits.

MAT 215 DISCRETE MATHEMATICS

Includes formal logic, algorithms, induction proofs, counting and probability, recurrence relations, equivalence relations, graphs, shortest-path, and tree traversal. This course is designed for mathematics and computer science students. This course is a state guaranteed transfer course GT-MA1. Prerequisite(s): MAT 125 or MAT 201. Four credits.

MAT 255 LINEAR ALGEBRA

Includes vector spaces, matrices, linear transformations, matrix representation, eigenvalues, and eigenvectors. This course is a state guaranteed transfer course GT-MA1. Corequisite(s): MAT 202. Three credits.

MAT 265 DIFFERENTIAL EQUATIONS

Emphasizes techniques of problem solving and applications. Topics include first, second, and higher order differential equations, series methods, approximations, systems of differential equations, and Laplace transforms. This course is a state guaranteed transfer course GT-MA1. Prerequisite(s): MAT 202. Three credits.

MAT 285 INDEPENDENT STUDY

(Formerly: MAT 295) Provides an opportunity for the highly-motivated student to engage in intensive study and research on a specified topic under direction of a faculty member Prerequisite(s): Permission of instructor. One to three credits.

MET: METEOROLOGY

NOTE: Science courses are listed under the following prefixes: AST (Astronomy), BIO (Biology), CHE (Chemistry), GEY (Geology), MET (Meteorology), PHY (Physics) and SCI (Science). All course prerequisite(s) for science courses must be complete with a grade of "C" or better.

MET 150 GENERAL METEOROLOGY

(Formerly: GEY 106) Provides an introduction to general meteorology and atmospheric sciences. It includes the composition and structure of the atmosphere and characteristics that affect the atmosphere, such as temperature, pressure, and moisture. Additionally, the development of weather systems, such as storm systems, hurricanes, weather fronts and cloud development will also be examined. Finally, concepts of climatology will be stressed. This course is a state guaranteed transfer course GT-SC1. Four credits.

MGD: MULTIMEDIA GRAPHIC DESIGN

ART 250 ART OF ANIMATION

Listed in the ART course section.

MGD 101 INTRODUCTION TO COMPUTER GRAPHICS

Introduces the student to the computer system developed for graphics. The student will learn the hardware and software components for multimedia production. Each student will explore basic computer operations, ergonomics, file management, scanning techniques, archiving capabilities, and utilization of the multimedia department server and internet connection. Prerequisite(s): None. Three credits.

MGD 105 TYPOGRAPHY & LAYOUT

Covers the creation and production of graphic projects, emphasizing the layout creative design process, problem solving, and research. Provides experience producing thumbnails, roughs and digital layouts emphasizing refined creative typography. Three credits.

MGD 109 DESIGN AND COLOR

Covers the design process and creative problem solving. Design and color theories, fundamental, styles, stages area applied to workups, finished art, and presentations. Emphasis will be on line, form, composition, and continuity. Three credits.

MGD 111 ADOBE PHOTOSHOP I

Concentrates on the high-end capabilities of a raster photo-editing software as an illustration, design and photo retouching tool. Students explore a wide range of selection and manipulation techniques that can be applied to photos, graphics and videos. Three credits.

MGD 112 ADOBE ILLUSTRATOR I

Acquaints students with the processes of a vector drawing program on the computer. Students learn how to use the tools to create digital artwork that can be used in web design, print media and digital screen design. Three credits.

MGD 113 QUARK XPRESS I

Introduces students to QuarkXPress, a digital page layout tool. Students learn how to assemble, organize, manipulate and manage text and graphics to produce a high quality publication. Class discussions and independent projects supplement hands-on classroom work. Three credits.

MGD 114 ADOBE INDESIGN

Introduces students to InDesign, a page layout program which integrates effortlessly with other Adobe design programs. InDesign delivers creative freedom and productivity to DTP. Class discussions and independent projects supplement hands-on classroom work. Three credits.

MGD 119 MAYA I

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

MGD 141 WEB DESIGN I

(This class uses Dream Weaver) Introduces the fundamentals of HTML syntax using a simple text editor to create a web page. Web-safe colors and the use of graphic editors will be explored. Students study web aesthetics and intuitive interface design. The course emphasizes file organization and layout including tables and frames. Students learn file formats and best methods of scanning for the Web. Three credits.

MGD 143 MOTION GRAPHIC DESIGN I (FLASH)

Stresses creation of animation and dynamic interactive media for web and multimedia applications. Students will learn how to animate objects, create symbols, and assemble motion tweens. Three credits.

MGD 150 LEGAL ISSUES IN MULTIMEDIA

Educates the student about the unique business legal concerns that media producers face. These include media contracts, labor issues, libel, and privacy rights. Special attention is paid to the use and protection of copyrights and trademarks, both from the copyright holder's and the user's standpoints. Three credits.

MGD 152 DIGITAL ANIMATICS

Introduces the steps followed by professional animators and game designers for producing media in a digital environment. Students learn the foundational skills of planning, organizing, storyboarding and pre-visualization techniques necessary to create animated stories. Students will also study the history of animation and game design. Three credits.

MGD 155 LIGHTWAVE I

Introduces students to LightWave's Modeler program with an emphasis on modeling techniques. It also touches on LightWave's Layout program for setting up scenes with texture maps and lighting. There will also be instruction on how to import models from other programs. Three credits.

MGD 163 SOUND DESIGN I

Explores the use of sound in multimedia production and audio storytelling. Students examine the principles of recording. Classes focus on how sound can enhance interactive productions and improve computer presentations. Students learn how to use the computer as a full audio editing studio. Three credits.

MGD 164 DIGITAL VIDEO EDITING I

This course introduces digital non-linear video editing. Students will capture, compress, edit, and manipulate video images using a personal computer. Assembly techniques including media management, editing tools, titles, and motion control; transitions and filters, and special effects are explored. Three credits.

MGD 167 GAME DESIGN I

Introduces students to game design from conceptual development and functionality, through production of a virtual world prototype. Students examine such things as character registration, in-betweens, inking and clean up used for creating real-time game environments. Storytelling and visual metaphor development are emphasized. Three credits.

MGD 204 VIDEOGRAPHY II

Offers advanced study of digital video imaging concepts using digital video cameras. Heavy emphasis is placed upon media aesthetics and the creative integration of sight, sound, and motion in student projects. Prerequisite(s): RTV 269 or permission of instructor. Three credits.

MGD 211 ADOBE PHOTOSHOP II

Develops and reinforces image composition techniques learned in Adobe Photoshop I, MGD 111. Fundamentals are continuously reinforced as new design techniques are introduced. Prerequisite(s): MGD 111 or permission of instructor. Three credits.

MGD 212 ADOBE ILLUSTRATOR II

Enables the student to continue development of electronic drawing skills through practice and use of state of the art illustration software. Prerequisite(s): MGD 112 or permission of instructor. Three credits.

MGD 213 ELECTRONIC PRE-PRESS

Explores in detail the electronic pre-press process. Students examine steps for preparing a digital file for trapping, output considerations and proofing techniques. Creating effective electronic designs and efficient use of today's software programs are also covered. Three credits.

MGD 219 MAYA II

Explores in-depth Maya's animation techniques. Also, the student will be exposed to rigging characters for animation. Three credits.

MGD 243 WEB MOTION GRAPHIC DESIGN II (FLASH)

Stresses the complex creation of 2D animated motion graphics concentrating on the prior skills learned and the use of scripting and behaviors. Students will create motion graphics using these skills and apply them to web sites. Web site justification of motion graphics will be stressed, appraised and weighed. Prerequisite(s): CWB 110 & CSC 116 or permission of instructor. Three credits.

MGD 254 MULTIMEDIA DESIGN AND PRODUCTION I

Provides an overview of the development of interactive, computer-based media for presentational or instructional use. Selection of appropriate media, screen design, user interfaces, branching techniques, and other design aspects will be illustrated using a hands-on approach. Basic multimedia concepts will be addressed, including: production, authoring and authoring tools, software and hardware selection, media preparation and presentation. Three credits.

MGD 255 ADVANCED 3D MODELING/ANIMATION: LIGHTWAVE 3D

Further examines LightWave's Layout program with an emphasis on animation and animation techniques. It also touches on LightWave's Layout program for setting up scenes with advanced procedural texture maps and lighting. Prerequisite(s): MGD 155 or permission of instructor. Three credits.

MGD 256 GRAPHIC DESIGN PRODUCTION

Provides an opportunity to combine several draw and paint applications into one design and layout class. Students will explore advanced techniques in creating and designing computer art. Prerequisite(s): None. Three credits.

MGD 257 ANIMATION PRODUCTION

Examines development of 3D animation from a production standpoint. The process of transforming conceptual designs into actual projects is explored. Students study the management function of those tasks associated with the business end of development. The student will produce a 3D animation project. Three credits.

MGD 258 WEB DESIGN PRODUCTION

Stresses web site development and usability issues, as well as, pre-production, production and post-production concepts. Students will prepare project evaluations, objectives and analysis reports, project budgets and time-lines, content outlines, storyboards, and flow charts. Students will also examine interactive interface design for several Web applications. Projects will vary from semester to semester. Three credits.

MGD 260 GRAPHIC DESIGN PRODUCTION II

Continues design and production techniques with further instruction in computer file set-up and creation of camera-ready art. Use of black and white and spot color for a variety of design projects. Prerequisite(s): MGD 256 or permission of instructor. Three credits.

MGD 262 GRAPHIC DESIGN PRODUCTION III

Covers advanced study in design and production techniques and processes, including use of full color for publication design and book formats, advertising campaigns, business reply mail, promotional items, and editorial design. Prerequisite(s): MGD 260 or permission of instructor. Three credits.

MGD 266 DVD AUTHORIZING

Introduces students to all aspects of DVD authoring: covering source acquisition, DVD production, interface design, organization, management and appropriate DVD output solution. Three credits.

MGD 267 GAME DESIGN II

Explores more advanced features of game design. Students examine such things as integration of mainline code, subroutines and interrupts into game structure. I/O structure, playtesting and distribution are emphasized. Three credits.

MGD 268 COMMERCIAL ART BUSINESS

Presents a guide to freelance work and a study of business practices and procedures unique to commercial art including billing rates, client management, business forms, employee management, taxes, licenses, registration, bid processes and self-promotion. Course may include visits by professionals in the field and discussion of career opportunities and professional organizations. Two credits.

MGD 269 MULTIMEDIA DESIGN AND PRODUCTION II

Examines the leading authoring tool for interactive multimedia from the art director's perspective. Students will learn the basics of 2D animation for both computer presentations and the web. Interface design and scene development is emphasized. Hands-on projects include lingo scripts, behaviors, adding sound and digital video to student's movies. Prerequisite(s): MGD 254 or permission of instructor. Three credits.

MGD 275 SPECIAL TOPICS

Provides students with a vehicle to pursue in depth exploration of special topics of interest. Permission of instructor is required. One to six credits.

MGD 278 SEMINAR/WORKSHOP

Provides students with an experiential learning opportunity. One to six credits.

MGD 280 INTERNSHIP

Provides students with the opportunity to supplement coursework with practical work experience related to their educational program. Students work under the immediate supervision of experienced personnel at the business location and with the direct guidance of the instructor. Prerequisite(s): MGD 256 or permission of instructor. One to six credits.

MGD 285 INDEPENDENT STUDY

Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor. Permission of instructor is required. One to six credits.

MGD 289 CAPSTONE

A demonstrated culmination of learning within a given program of study. Prerequisite(s): FTV 208 or MGD 155 or MGD 164 or PHO 206 or RTV 269. One to six credits.

MOT: MEDICAL OFFICE TECHNOLOGY

NOTE: Health related courses are found under the following prefixes: EMS (Emergency Medical Services), HHP (Holistic Health Professional), HPR (Health Professional), HWE (Health and Wellness), MOT (Medical Office Technology), NUA (Nurse Aide), NUR (Nursing), STE (Surgical Technology).

MOT 110 MEDICAL OFFICE ADMINISTRATION

Introduces the administrative duties specifically used in medical offices. Prerequisite(s): co-enrollment of HPR 178 recommended. Four credits.

MOT 120 MEDICAL OFFICE FINANCIAL MANAGEMENT

Covers the practical uses of accounts and records with emphasis on accounting principles and analysis for use in a medical office. Prerequisite(s): MOT 110 or permission of instructor. Three credits.

MOT 129 SURVEY OF SCIENCES FOR MEDICAL OFFICE ADMINISTRATION

(Formerly: MOT 143) This course will prepare those seeking careers in the Medical Business Office, such as Reception, Billing, Coding, Insurance, and Transcription, with entry level applied knowledge in anatomy, physiology, pathophysiology, and pharmacology of all nine systems of the body. Prerequisite(s): HPR 178 or equivalent. Three credits.

MOT 130 INSURANCE BILLING AND CODING

Introduces outpatient coding with an ultimate goal to present a clear picture of medical procedures and services performed (CPT codes), correlating the diagnosis, symptom, complaint or condition (ICD-9 codes), thus establishing the medical necessity required for third-party reimbursement. Prerequisite(s): None or permission of instructor. Three credits.

MOT 132 MEDICAL TRANSCRIPTION I

Provides basic knowledge, understanding, and skills required to transcribe medical dictation with accuracy, clarity, and timeliness, applying the principles of professional and ethical conduct. Prerequisite(s): BTE 155 & HPR 178 with a grade of C or better or permission of instructor. Four credits.

MOT 136 INTRODUCTION TO CLINICAL SKILLS

Provides hands on experience with the basic clinical skills required for assisting with patient care. Delivers the theory behind each skill presented as well as proper technique for performing each skill. Includes knowledge and/or performance of blood borne pathogens/OSHA regulations, medical asepsis, procedural gloving, patient gowning, positioning, and measurement of vital signs. Prerequisite(s): HPR 178 or equivalent & BIO 106 or taken concurrently. Two credits.

MOT 138 MEDICAL ASSISTING LABORATORY SKILLS

Introduces the student to basic routine laboratory skills and techniques for collection, handling, and examination of laboratory specimens often encountered in the ambulatory care setting. Emphasizes hands-on experience. Prerequisite(s): MOT 136 or OSHA blood borne pathogens coursework, also need current HBV & tetanus immunization. Four credits.

MOT 140 MEDICAL ASSISTING CLINICAL SKILLS

Provides hands on experience with the clinical skills required for assisting with patient care. Delivers the theory behind each skill presented as well as proper technique for performing each skill. Prerequisite(s): MOT 136. Four credits.

MOT 150 PHARMACOLOGY FOR MEDICAL ASSISTANTS

Provides an overview of pharmacology language, abbreviations, systems of measurement and conversions. The Controlled Substances Act, prescriptions, forms of medications, patient care applications, drug classifications/ interactions, and safety in drug therapy and patient care are presented. Information regarding the measurement of medications, dosage calculations, routes of administration, and commonly prescribed drugs in the medical office is provided. Prerequisite(s): HPR 178 or equivalent, or taken concurrently. Three credits.

MOT 280 INTERNSHIP

Provides students with the opportunity to supplement coursework with practical work experience related to their educational program. Students work under the immediate supervision of experienced personnel at the business location and with the direct guidance of the instructor. Prerequisite(s): Completed all MOT coursework or permission of instructor, current HBV, MMR, and Tetanus immunizations, current TB test and CPR card. One to six credits.

MUS: MUSIC**MUS 100 FUNDAMENTALS OF MUSIC**

Designed to help the beginning music student, or those students with a limited background in music theory, study the basic elements of music, including notation, rhythm, scales, key signatures, intervals and chords. Three credits.

MUS 110 MUSIC THEORY I

Presents music fundamentals, diatonic four-part harmony, analysis, ear training, and keyboard harmony. For music majors transferring to a 4-year program or students interested in composition. Co-requisite: MUS 112 must be taken at the same time. Three credits.

MUS 111 MUSIC THEORY II

Presents chromatic four-part harmony, analysis, ear training, and keyboard harmony. Prerequisite(s): MUS 110; MUS 112. Co-requisite: MUS 113 must be taken at the same time. Three credits.

MUS 112 EAR TRAINING/SIGHT-SINGING LAB I

Presents exercises in sight-singing with melodic and rhythmic dictation. Co-requisite: MUS 110 must be taken at the same time. One credit.

MUS 113 EAR TRAINING/SIGHT-SINGING LAB II

Presents exercises in sight-singing with melodic and rhythmic dictation. Prerequisite: MUS 110 and 112. Co-requisite: MUS 111 must be taken at the same time. One credit.

MUS 120 MUSIC APPRECIATION

Covers the basic materials of music, musical forms, media, genres and musical periods. Emphasizes the development of tools for intelligent listening and appreciation. This course is a state guaranteed transfer course GT-AH1. Three credits.

MUS 121 INTRODUCTION TO MUSIC HISTORY I

Studies the various periods of music history with regard to the composers, esthetics, forms, and genres of each period. Considers music from the Middle Ages through the Classical period. This course is a state guaranteed transfer course GT-AH1. Three credits.

MUS 122 INTRODUCTION TO MUSIC HISTORY II

Continues Music History I with a study of music from the early Romantic period to the present. This course is a state guaranteed transfer course GT-AH1. Three credits.

MUS 141 PRIVATE INSTRUCTION: (SPECIFY)

Two credits for music majors planning to transfer to 4 year school or students who wish to learn basic technique. Offers private instruction consisting of a thirty or sixty minute lesson per week. Participation in a student performance is required at least once each term for 1 credit. Regular attendance at and participation in student performances is required for 2 credits. Two credits.

MUS 142 PRIVATE INSTRUCTION: (SPECIFY)

Two credits for music majors planning to transfer to 4 year school or students who wish to learn basic technique. Offers private instruction consisting of a thirty or sixty minute lesson per week. Participation in a student performance is required at least once each term for 1 credit. Regular attendance at and participation in student performances is required for 2 credits. Prerequisite(s): MUS 141. Two credits.

MUS 143 PRIVATE INSTRUCTION: (SPECIFY)

Two credits for music majors planning to transfer to 4 year school or students who wish to learn basic technique. Offers private instruction consisting of a thirty or sixty minute lesson per week. Participation in a student performance is required at least once each term for 1 credit. Regular attendance at and participation in student performances is required for 2 credits. Prerequisite(s): MUS 142. Two credits.

MUS 144 PRIVATE INSTRUCTION: (SPECIFY)

Two credits for music majors planning to transfer to 4 year school or students who wish to learn basic technique. Offers private instruction consisting of a thirty or sixty minute lesson per week. Participation in a student performance is required at least once each term for 1 credit. Regular attendance at and participation in student performances is required for 2 credits. May be repeated for credit more than once per individual institution policy. Prerequisite(s): MUS 143. Two credits.

MUS 151 ENSEMBLE I

Rehearses and performs various types of musical literature in either a vocal ensemble or instrumental ensemble. One credit.

MUS 152 ENSEMBLE II

Rehearses and performs various types of musical literature in either a vocal ensemble or instrumental ensemble. One credit.

MUS 153 ENSEMBLE III

Rehearses and performs various types of musical literature in either a vocal ensemble or instrumental ensemble. One credit.

MUS 161 ELECTRONIC/COMPUTER MUSIC I

Provides each student with an understanding of how to write music on a personal computer using music engraving software. Three credits.

MUS 165 MIDI I

Allows people to create music easily with computers whether you are a musician or a novice. You will be creating music in a few class sessions on state-of-the-art computer, software, and sound generators. You can apply your understanding of MIDI to enhance your environment at work and at home. Some topics we will cover are: recording, editing, and playback with special sequencing software; notation software that will let you produce a copy of your musical piece/composition output; synchronization of your sound track so you may dub it onto a video tape or synchronize it with another sound output, such as a VCR, CD, etc., and other music related software and hardware possibilities. Prerequisite(s): RTV 108 or permission of instructor. Two credits.

MUS 175 SPECIAL TOPICS

Provides students with a vehicle to pursue in depth exploration of special topics of interest. Zero to six credits.

MUS 241 PRIVATE INSTRUCTION: (SPECIFY)

Two credits for music majors planning to transfer to 4 year school or students who wish to learn basic technique. Offers private instruction consisting of a thirty or sixty minute lesson per week. Participation in a student performance is required at least once each term for 1 credit. Regular attendance at and participation in student performances is required for 2 credits. Prerequisite(s): MUS 144. Two credits.

MUS 242 PRIVATE INSTRUCTION: (SPECIFY)

Two credits for music majors planning to transfer to 4 year school or students who wish to learn basic technique. Offers private instruction consisting of a thirty or sixty minute lesson per week. Participation in a student performance is required at least once each term for 1 credit. Regular attendance at and participation in student performances is required for 2 credits. Prerequisite(s): MUS 241. Two credits.

MUS 243 PRIVATE INSTRUCTION: (SPECIFY)

Two credits for music majors planning to transfer to 4 year school or students who wish to learn basic technique. Offers private instruction consisting of a thirty or sixty minute lesson per week. Participation in a student performance is required at least once each term for 1 credit. Regular attendance at and participation in student performances is required for 2 credits. Prerequisite(s): MUS 242. Two credits.

MUS 244 PRIVATE INSTRUCTION: (SPECIFY)

Two credits for music majors planning to transfer to 4 year school or students who wish to learn basic technique. Offers private instruction consisting of a thirty or sixty minute lesson per week. Participation in a student performance is required at least once each term for 1 credit. Regular attendance at and participation in student performances is required for 2 credits. May be repeated for credit more than once per individual institution policy. Prerequisite(s): MUS 243. Two credits.

MUS 251 ENSEMBLE I

Rehearses and performs various types of musical literature in either a vocal ensemble or instrumental ensemble. Prerequisite(s): MUS 153. One credit.

MUS 252 ENSEMBLE II

Rehearses and performs various types of musical literature in either a vocal ensemble or instrumental ensemble. Prerequisite(s): MUS 251. One credit.

MUS 253 ENSEMBLE III

Rehearses and performs various types of musical literature in either a vocal ensemble or instrumental ensemble. Prerequisite(s): MUS 252. One credit.

MUS 275 SPECIAL TOPICS

Covers specific topics in music. This course is offered as needed for credit appropriate to the topic and each offering includes a description of the topic(s). Permission of department chair is required. One to three credits.

MUS 285 INDEPENDENT STUDY

Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor. Permission of department chair is required. Zero to six credits.

NUA: NURSE AIDE

NOTE: Health related courses are found under the following prefixes: EMS (Emergency Medical Services), HHP (Holistic Health Professional), HPR Health Professional), HWE (Health and Wellness), MOT (Medical Office Technology), NUA (Nurse Aide), NUR (Nursing), STE (Surgical Technology).

NUA 101 NURSE AIDE HEALTH CARE SKILLS

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

NUA 170 NURSE AIDE CLINICAL EXPERIENCE

This course prepares the student to apply knowledge and skill gained in NUA 101 when caring for patients in a clinical setting. Prerequisite(s) NUA 101. One credit.

NUR: NURSING

NOTE: Health related courses are found under the following prefixes: EMS (Emergency Medical Services), HHP (Holistic Health Professional), HPR Health Professional), HWE (Health and Wellness), MOT (Medical Office Technology), NUA (Nurse Aide), NUR (Nursing), STE (Surgical Technology).

HPR 108 DIETARY NUTRITION

Studies the basic principles in clinical practice involved in the assistance of health care. The course will cover factors which influence the nutritional status of individuals, methods of nutritional assessment and support, and diet modification for specific disease states. One credit.

MAT 103 MATH FOR CLINICAL CALCULATIONS

Provides a review of general mathematics, introductory algebra and an opportunity to learn systems of measurement and methods of solving problems related to drug dosage and intravenous fluid administration. It is designed for students in the health disciplines. Topics may include algebra, graphs, measurement and conversion between various systems of measurement. Three credits

NUR 106 MEDICAL AND SURGICAL NURSING CONCEPTS

Introduces the student to the role of the nurse in assessing and meeting the medical and surgical nursing needs of adults across the life span in various health care settings. The student learns nursing concepts to assist the patient in achieving optimal functioning. Knowledge from foundational nursing, the sciences, pharmacology, and nutrition along with the continued integration of mental health and cultural concepts provides foundations for nursing care planning for medical and surgical clients. T: 3.5 cr./52.5 contact hrs; L: .5 cr./15 contact hrs; C: 5 cr./150 contact hrs. Nine credits.

NUR 109 FUNDAMENTALS OF NURSING

Introduces theories and skills basic to the role of the nurse as provider of care, manager of care and member of the nursing profession. Emphasis is placed on introduction to critical thinking and the nursing process. Students will demonstrate a beginning level of competence in providing therapeutic nursing care for clients with common health alterations across the health continuum. T: 2 cr./30 contact hrs, L: 3 cr./90 contact hrs; C: 3 cr./90 contact hours. Eight credits.

NUR 112 BASIC CONCEPTS OF PHARMACOLOGY

Utilizes nursing process to introduce the basic concepts of pharmacology related to the actions, therapeutic and adverse effects, interactions of drugs, drug classification, and the basic pharmacology of commonly used medications. Emphasis is placed on therapeutic interventions and client education. Learners will apply knowledge gained in selected clinical settings situations in caring for a diversity of clients across the lifespan health illness continuum. T: 2 cr./30 contact hours. Two credits.

NUR 150 OBSTETRIC & PEDIATRIC NURSING

Provides a family centered approach to professional nursing practice of the childbearing family and children across the health continuum. Emphasis is placed on the care of the prenatal client and children from birth through adolescence. The impact of psychosocial and cultural values and practices are explored. Legal and ethical accountability are integrated throughout the course. T: 3 cr./45 contact hrs; L: 1 cr./30 contact hrs; C 3 cr./90 contact hrs. Seven credits.

NUR 169 TRANSITION INTO PRACTICAL NURSING

Provides the student with a transition into the practical nurse role. Emphasis is placed on professionalism in nursing, communication, entry into practice, provider and manager of care and nursing management and leadership. The student assumes the role of the practical nurse as they manage patient care. T: 2 cr./30 contact hrs; C: 3 cr./90 contact hrs. Five credits.

NUR 189 TRANSITION FROM LPN TO ADN

Focuses on assisting the LPN to transition into a new role as an Associate Degree Nursing Student. Emphasis will be placed on roles and responsibilities of the ADN, nursing process, critical thinking, legal and ethical issues and nursing practice issues related to specialized skills and the care of special populations. Four credits.

NUR 206 ADVANCED CONCEPTS OF MEDICAL-SURGICAL NURSING I

Focuses on the role of the registered professional nurse as care provider, teacher, manager, professional, and advocate in meeting the nursing needs of adults across the life span. Utilizing the nursing process, the student is expected to integrate previous learning to assist the patient and family in achieving optimal functioning in various health care settings. T: 3 cr./45 contact hrs; L: .5 cr./15 contact hrs; C: 4.5 cr./135 contact hrs. Eight credits.

NUR 211 NURSING CARE OF PSYCHIATRIC CLIENTS

Develops concepts of psychosocial integrity and emphasizes the function and responsibility of nursing in promoting and maintaining mental health of individuals and families. This course emphasizes communication and caring through the application of the therapeutic relationship and nursing process in the care and treatment of common clinical conditions/disorders. T: 1 cr/15 contact hrs; L: 1 cr/30 contact hrs; C: 2 cr/60 contact hrs. Four credits.

NUR 212 PHARMACOLOGY II

Builds upon the concepts introduced in NUR 112 Pharmacology I regarding the safe administration of medications to clients across the health continuum. Utilizing the nursing process the student demonstrates understanding of the role of the nurse as provider of care, manager of care, and member of the profession. Emphasis is placed upon the therapeutic use of medications in the nursing care of individuals with complex health needs. The student is introduced to the calculation of complex intravenous drip rates. Two credits

NUR 216 ADVANCED CONCEPTS OF MEDICAL-SURGICAL NURSING II

Continues to focus on the role of the registered professional nurse as care provider, teacher, manager, professional, and advocate in meeting the complex medical and surgical health care needs of adult clients. Utilizing the nursing process, the student is expected to integrate previous learning to assist the patient and family in achieving optimal functioning in various complex health care situations and settings. T: 2 cr/30 contact hrs; C: 4 cr/120 contact hrs Prerequisite(s): NUR 206. Six credits.

NUR 230 LEADERSHIP MANAGEMENT TRENDS

Introduces students to current trends in leadership and management concepts affecting the healthcare continuum and the practice of nursing. The student assumes the role of provider, manager of care and member of the discipline at the entry level into professional nursing. There is a practicum for application which may occur across the healthcare continuum, as the student manages groups of clients and health care personnel. The course will facilitate transition from student to the role of the graduate nurse. T: 1.5 cr/22.5 contact hrs; C: 3.5 cr/105 contact hrs Five credits.

PED: PHYSICAL EDUCATION

(Physically challenged students planning to register for a Physical Education class should contact the Physical Educational Department at 970.339.6295, no less than three days before registering to ensure access to and success in the chosen class.)

NOTE: Physical Education courses are found under the following prefixes: DAN (Dance), HWE (Health and Wellness), PED (Physical Education), PER (Physical Education and Recreation).

PED 100 BEGINNING GOLF

Introduces a basic course in golf designed for those who have had little or no formal instruction or for those with some experience who are interested in improving some aspect of their game. Includes driving range, putting green, and possibly on-course play. One credit.

PED 102 VOLLEYBALL

Introduces and improves student skill level in volleyball. The primary emphasis is on teaching the student the elements of volleyball including rules, offensive and defensive play, passing, serving, setting, attacking, team play and game strategies. One credit.

PED 103 SOFTBALL

Introduces and improves skill level in softball. Emphasizes the elements of softball including rules of play, variations of play, equipment, skill technique, and offensive and defensive play and strategies. One credit.

PED 104 RACQUETBALL

Introduces and improves the skill level in racquetball. Emphasizes teaching the student the elements of racquetball including rules, stroke technique, scoring, serving, the various shots, and offensive and defensive strategies. One credit.

PED 105 BASKETBALL

Introduces basketball and focuses on improving student skill level. Emphasizes teaching the student the elements of basketball rules, offensive and defensive footwork, shooting, passing, dribbling, rebounding, team play, and game strategies. One credit.

PED 106 TENNIS

Introduces tennis and focuses on improving the skill level of the student. Emphasizes the elements of tennis including the rules of the game, ground strokes, serving, the various shots, and singles and doubles play and strategies. One credit.

PED 107 SOCCER

This class give the student the opportunity to gain knowledge and skills in the subject of soccer, including history, governing organizations, laws of the game, skills techniques, offensive and defensive tactics and conditioning. One credit.

PED 114 WALKING AND JOGGING

Enables the student to understand the values in walking and jogging. Safety precautions and emphasis on personal programs are emphasized. One credit.

PED 115 BODY SCULPTING AND TONING

Introduces exercise techniques to improve overall physical fitness. Emphasizes the interaction between cardiovascular conditioning, muscular strength and endurance, flexibility and program design integrated into an aerobic format. Focuses on blending together different combinations and sequences of exercises while conditioning the entire body. Students exercise using various types of resistance equipment. One credit.

PED 116 WEIGHT TRAINING

Offers basic instruction and practice in weight training. Students utilize weight training equipment in accordance to their abilities and goals. Emphasizes weight training equipment orientation, correct lifting techniques, and basic program design for men and women. One credit.

PED 117 CROSS TRAINING

Introduces basic cross-training techniques designed to improve physical work capacity of an individual. Enables the student to gain an understanding of the basic principles of cross training, the effects cross training has upon the body's energy systems and muscles, program design and terminology. One credit.

PED 119 FITNESS CIRCUIT TRAINING

Examines a number of different circuit training programs. Emphasizes the development of cardiovascular endurance, muscular strength and endurance, flexibility and a healthy body composition to meet individual needs. One credit.

PED 121 STEP AEROBICS

Introduces basic step aerobics and exercise techniques to improve physical fitness. Emphasizes the basic principles of step aerobics including the effects upon the cardio-respiratory system and skeletal muscles, various step patterns and choreography. One credit.

PED 125 BOWLING

Introduces bowling fundamentals to improve the student's skill level. The primary emphasis is on teaching the student the elements of bowling, rules and regulations, footwork, courtesies, delivery, selection of ball, scoring, and team and individual competition. One credit.

PED 126 WATER AEROBICS

Offers water exercise to develop physical fitness. Includes instruction in a variety of water exercises and vigorous activities to develop cardiovascular and muscular endurance, flexibility and the promotion of body composition management. One credit.

PED 143 TAI CHI I

Introduces Tai Chi as an expression of understanding of self-control, exercise and self-defense. The primary emphasis is to gain an understanding of the history (origins and changes) of Tai Chi, the movements and their names, application of movements and terminology. One credit.

PED 144 TAI CHI II

Emphasizes the instruction of Tai-Chi from a practical and scientific approach with illustrations of applications for each of the movements in daily life. Cardiovascular training, strength and flexibility training, balance and coordination are integral parts of the Tai-Chi training. In addition, psychosocial skills such as meditation, relaxation and self-efficacy are covered. One credit.

PED 145 PILATES MATWORK I

A physical education class built upon the philosophies and exercises of Josef Pilates. The course will focus on Pilates matwork to increase core strength, overall muscles tone and flexibility with focused and precise floor work techniques. One credit.

PED 146 MARTIAL ARTS

Introduces basic martial arts techniques and forms designed to improve the physical and mental capacity of an individual. Enables the student to gain an understanding of the basic philosophies and concepts around the martial arts and the approach to ethics. Provides a clear-cut guide for developing a powerful sense of character and will. One credit.

PED 147 YOGA

Offers a guided instruction in yoga. Students practice yoga according to their individual fitness levels and abilities. Emphasizes enhancing general health and well-being through the performance of yoga strength, flexibility, balance and relaxation techniques and exercises. One credit.

PED 148 YOGA II

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

PED 149 ADVANCED KARATE

Presents an empty-hand form of self defense using all parts of the body in various blocking, kicking, punching and striking techniques against one or more assailants. The style of martial arts taught will be Tae Kwon Do. Based on the results of an initial

skills test, each student will be assigned two additional kicks, one additional jump kick, and one pattern. Intermediate sparring and self-defense techniques will be taught. Each student will be assigned a goal that the student will strive to achieve by the end of the course. One credit.

PED 158 ARCHERY I

To introduce the use of archery equipment, to learn the basic skills, safety precautions, and rules of archery. One credit.

PED 164 STRETCH 'N RELAX

Teaches proper stretching techniques for all parts of the body, Static Stretched (No movement), gain knowledge of relaxation skills, learn how the body becomes more flexible through this class. One credit.

PED 168 CARDIO KICKBOXING AEROBICS I

Burns fat and increases cardio respiratory endurance through Cardio Kickboxing, an innovative new interval training aerobics workout. This high intensity course will focus on basic kickboxing moves and technique through hi-low aerobics choreography and target striking. The course will also include floor work to focus on toning and flexibility. One credit.

PED 169 TONE AND CARDIO FUNK I

Includes toning work including free weights, exercubes, ankle weights, and fit ball along with aerobic dance choreography that will be used to strengthen and tone. The routines will vary from class to class to include a cardio routine using hip hop and funk and a toning sequence to get an overall body workout. One credit.

PED 175 SPECIAL TOPICS

Provides students with a vehicle to pursue in depth exploration of special topics of interest.

PED 175 ULTIMATE FRISBEE

Introduces and develops the basic techniques and strategies for Ultimate Frisbee. The class will use a tactical approach to teaching the basic of invasion game strategies, and develops basic forehand and backhand techniques for throwing and catching. The course will also develop fitness levels in terms of cardiovascular fitness. Ultimate Frisbee is a great way to stay active and work on increasing ones level of fitness. One credit.

PED 200 ADVANCED GOLF

Covers skills designed for individuals with an advanced level of golfing skills who are interested in improving their game. Driving range, putting green and on course instruction and play will be included. Use of woods, irons, wedges and putting will be stressed. All instruction will be by certified golf instructors. One credit.

PED 204 POWER VOLLEYBALL

Introduces and improves student's advanced skills in volleyball. The primary emphasis is on teaching students quick offensives and advanced defensive systems in order to play volleyball at a competitive level. One credit.

PED 217 AEROBICS

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

PED 226 FITNESS WALKING

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

PED 245 INTERMEDIATE PILATES MATWORK II

Builds upon the philosophies and exercises of Joseph Pilates. Pilates Matwork is a prerequisite, as this course builds upon basic techniques learned therein. Core strength, flexibility, overall muscle tone and balance are the goals of the matwork. One credit.

PED 268 CARDIO KICKBOXING AEROBICS II

Progress from Cardio Kickboxing I to Cardio Kickboxing II, a natural progression from one class to the next. It involves more intermediate skills and a better understanding of body positioning and form. More focus will be placed on proper technique and overall improvement. Focus is placed on core strength and improved flexibility. One credit.

PER: PHYSICAL EDUCATION & RECREATION

(Physically challenged students planning to register for a Physical Education class should contact the Physical Educational Department at 970.339.6295, no less than three days before registering to ensure access to and success in the chosen class.)

NOTE: Physical Education courses are found under the following prefixes: DAN (Dance), HWE (Health and Wellness), PED (Physical Education), PER (Physical Education and Recreation).

PER 232 ANALYSIS & TEACHING OF BASEBALL

This class focuses on a study of the techniques and strategies of coaching competitive baseball to obtain background and understanding of rules and positions of umpiring baseball. Two credits.

PER 232 CARE & PREVENTION OF ATHLETIC INJURIES

(Formerly: HEN 120 Basic Prevention & Care Athletic Injury)
Focuses on techniques in prevention, care and basic rehabilitation of athletic injury. Prerequisite(s): None. Three credits.

PHI: PHILOSOPHY

PHI 111 INTRODUCTION TO PHILOSOPHY

Introduces significant human questions and emphasizes understanding the meaning and methods of philosophy. Includes human condition, knowledge, freedom, history, ethics, the future, and religion. This course is a state guaranteed transfer course GT-AH3. Three credits.

PHI 112 ETHICS

Examines human life, experience, and thought in order to discover and develop the principles and values for pursuing a more fulfilled existence. Theories designed to justify ethical judgments are applied to a selection of contemporary personal and social issues. This course is a state guaranteed transfer course GT-AH3. Three credits.

PHI 113 LOGIC

Studies effective thinking using language-oriented logic. Provides tools and develops skills for creative and critical thinking. Emphasizes the development of decision-making and problem-solving. This course is a state guaranteed transfer course GT-AH3. Three credits.

PHI 114 COMPARATIVE RELIGIONS

(Formerly: PHI 115) Introduces students to the similarities and differences among concepts predominant in the major world religions, comparing sociological, philosophical, and phenomenological similarities between major world faiths. It is designed to transfer to any four-year college philosophy, religious studies or humanities department. This course is a state guaranteed transfer course GT-AH3. Three credits.

PHI 116 WORLD RELIGIONS EAST

Emphasizes the diversity and richness of Eastern Religions within a cross-cultural context. Concepts such as fate, reincarnation, enlightenment and morality are analyzed. Three credits.

PHI 175 SPECIAL TOPICS

(Formerly: PHI 135) Consists of specially offered courses as a response to interest or need. One to six credits.

PHI 214 PHILOSOPHY OF RELIGION

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

PHO: PHOTOGRAPHY

Photography is now located under Art course description section ART.

PHY: PHYSICS

NOTE: Science courses are listed under the following prefixes: AST (Astronomy), BIO (Biology), CHE (Chemistry), GEY (Geology), MET (Meteorology), PHY (Physics) and SCI (Science). All course prerequisite(s) for science courses must be complete with a grade of "C" or better.

PHY 105 CONCEPTUAL PHYSICS

(A.A. Degree only) Focuses on mechanics, heat, properties of matter, electricity and magnetism, light and modern physics. Incorporates laboratory experience. This course is a state guaranteed transfer course GT-SC1. Prerequisite(s): MAT 106 or MAT 108. Four credits.

PHY 111 PHYSICS: ALGEBRA-BASED I WITH LAB

(Formerly: PHY 111 & PHY 112) Enables the student to explore the truth about physical reality through reasoning, mathematics and experimentation. Examines kinematics, force, circular motion, energy, momentum, torque, rotational dynamics, simple harmonic motion, temperature, heat and thermodynamics. The concepts and theories presented are explored through demonstrations and hands-on laboratory experiments. It is a general physics course that is recommended for all of the health sciences and all other interested students. Students entering engineering or one of the advance sciences should register for PHY 211. This course is a state guaranteed transfer course GT-SC1. Prerequisite(s): MAT 121 or permission of instructor. (PHY 111 is only offered Fall semester.) Five credits.

PHY 112 PHYSICS: ALGEBRA-BASED II WITH LAB

(Formerly: PHY 112 & PHY 113) Expands upon PHY 111 and covers sound waves, electric fields, electric circuits, magnetic fields, optics, and modern physics. Explores the concepts and theories presented in class through demonstrations and hands-on laboratory experiments. This course is a state guaranteed transfer course GT-SC1. Prerequisite(s): PHY 111 or permission of instructor. (PHY 111 is only offered Spring semester.) Five credits.

PHY 211 PHYSICS: CALCULUS-BASED I WITH LAB

(Formerly: PHY 211 & PHY 212) Enables the student to examine the truth about physical reality through reasoning, mathematics and experimentation. Covers kinematics, force, gravity, energy, momentum, torque, rotational dynamics, fluids, waves, and thermodynamics. The concepts and theories presented in class are explored through demonstrations and hands-on laboratory experiments. This first semester calculus-based physics course is recommended for students entering engineering or one of the advance sciences. This course is a state guaranteed transfer course GT-SC1. Prerequisite(s): MAT 201 (preferred completed by may be concurrent) or permission of instructor. (PHY 211 is only offered Fall Semester.) Five credits.

PHY 212 PHYSICS: CALCULUS-BASED II WITH LAB

(Formerly: PHY 212 & PHY 213) Expands upon PHY 211 and examines electric fields, electric circuits, magnetic fields, light and optics, and modern physics. The concepts and theories presented in class are explored through demonstrations and hands-on laboratory experiments. This course is a state guaranteed transfer course GT-SC1. Prerequisite(s): MAT 202 (concurrent) and PHY 211 or permission of instructor. (PHY 212 is only offered Spring Semester.) Five credits.

PHY 275 SPECIAL TOPICS

(Formerly: PHY 185) Provides students with a vehicle to pursue in depth exploration of special topics of interest. Prerequisite(s): permission of instructor. One to six credits.

PHY 285 INDEPENDENT STUDY

(Formerly: PHY 295) Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor. Prerequisite(s): permission of instructor. One to six credits.

POS: POLITICAL SCIENCE**POS 105 INTRODUCTION TO POLITICAL SCIENCE**

Focuses on a survey of the discipline of political science, including political philosophy and ideology, democratic and non-democratic governments, and processes, and international relations. This course is a state guaranteed transfer course GT-SS1. Three credits.

POS 111 AMERICAN GOVERNMENT

Includes the background of the U.S. Constitution, the philosophy of American government, general principles of the Constitution, federalism, and civil liberties. Examines public opinion and citizen participation, political parties, interest groups, and the electoral process, and the structure and functions of the national government. This course is a state guaranteed transfer course GT-SS1. Three credits.

POS 205 INTERNATIONAL RELATIONS

Examines relationships among modern nation states. Topics include diplomacy, nationalism, ideologies, power and influence, conflict and cooperation, the role of non-state actors, the international economy and theoretical attempts to understand international behavior. This course is a state guaranteed transfer course GT-SSI. Three credits.

POS 225 COMPARATIVE GOVERNMENT

Focuses on a comparison of the basic features of selected developed and developing countries. Topics include ideologies, political parties, interest groups, and governmental institutions. This course is a state guaranteed transfer course GT-SSI. Three credits.

POS 285 INDEPENDENT STUDY

(Formerly: POS 299) Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor. One to six credits.

PSY: PSYCHOLOGY

NOTE: Psychology, counseling, and career courses are found under the following prefixes: COM (Communication), CSL (Counseling), HHP (Holistic Health Professional), HSE (Human Services), PSY (Psychology), SWK (Social Work).

PSY 100 PSYCHOLOGY OF WORKPLACE RELATIONSHIPS

Focuses on interactions among people – their conflicts, cooperative efforts, and group relationships. Examines why beliefs, attitudes, and behaviors cause relationship problems in our personal lives and in work-related situations. Emphasizes the analysis of human behavior, the application of prevention strategies, and resolution of the behavior. Three credits.

PSY 101 GENERAL PSYCHOLOGY I

Focuses on the scientific study of behavior including motivation, emotion, physiological psychology, stress and coping, research methods, consciousness, sensation, perception, learning and memory. This course is a state guaranteed transfer course GT-SS3. Three credits.

PSY 102 GENERAL PSYCHOLOGY II

Focuses on the scientific study of behavior including cognition, language, intelligence, psychological assessment, personality, abnormal psychology, therapy, life span development, and social psychology. This course is a state guaranteed transfer course GT-SS3. Three credits.

PSY 110 CAREER DEVELOPMENT

Assists the student in recognizing their career potential, and provides tools for making realistic decisions concerning educational and occupational objectives. Three credits.

PSY 112 PSYCHOLOGY OF ADJUSTMENT

Emphasizes personal growth and the development of interpersonal skills. Focuses on the practical application of psychological principles and theories in achieving self-understanding and personal growth. Three credits.

PSY 116 STRESS MANAGEMENT

Identifies the physiological, emotional and behavioral aspects of stress. Techniques of stress reduction and management are explored and applied, including nutrition, exercise, assertiveness, time management, and financial management. This course is not designed for transfer. Three credits.

PSY 204 RELATIONSHIPS: CHALLENGES AND CHOICES

Enables the student to preserve and enhance couple relationships by understanding the role of gender differences, conflict patterns, communication skills, problem solving, and the meaning of commitment, fun, and friendship. One credit.

PSY 205 PSYCHOLOGY OF GENDER

Examines gender differences in work, courtship, family life, and sexual behavior throughout the life span. This course is a state guaranteed transfer course GT-SS3. Three credits.

PSY 217 HUMAN SEXUALITY

Surveys physiological, psychological, and psychosocial aspects of human sexuality. Topics include relationships, sexual identity, and sexual health. This course is a state guaranteed transfer course GT-SS3. Three credits.

PSY 226 SOCIAL PSYCHOLOGY

Focuses on the behavior of humans in social settings including attitudes, aggression, conformity, cooperation and competition, prejudice, and interpersonal attraction. This course is a state guaranteed transfer course GT-SS3. Three credits.

PSY 227 PSYCHOLOGY OF DEATH AND DYING

Examines the philosophies of life and death, emphasizing dying, death, mourning, and the consideration of one's own death. This course is a state guaranteed transfer course GT-SS3. Three credits.

PSY 229 INTRODUCTION TO ADDICTIVE BEHAVIOR

Focuses on addictive behavior and its effect on individuals, families, and society. Two credits.

PSY 235 HUMAN GROWTH AND DEVELOPMENT

Examines human development from conception through death emphasizing physical, cognitive, emotional and psychosocial factors. This course is a state guaranteed transfer course GT-SS3. Three credits.

PSY 236 ASSERTIVENESS TRAINING

Teaches the awareness and expressions of individual rights and needs in interpersonal relationships. One credit.

PSY 238 CHILD DEVELOPMENT

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

PSY 249 ABNORMAL PSYCHOLOGY

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

PSY 250 DYNAMICS OF RACISM AND PREJUDICE

Focuses on early race relations in the United States, the development of prejudicial attitudes and the social impact, and strategies for positive change. Three credits.

PSY 257 PSYCHOLOGICAL ASPECTS OF ABUSE IN RELATIONSHIPS

Focuses on psychosocial factors contributing to both abusive and victimization behaviors in a variety of relationships. Two credits.

PSY 258 INTRODUCTION TO NEUROPSYCHOLOGY

Focuses on introduction to basic neuropsychological terms and concepts with emphasis on application of thinking and behavior in humans. Prerequisite(s): PSY 101 OR PSY 102. Three credits.

PSY 267 STRESS REDUCTION WITH BIOFEEDBACK

Focuses on the biological and psychological basis of stress and the detrimental effects it may have on health. Emphasizes learning and applying stress reduction skills which are monitored with simple biofeedback instruments. Three credits.

PSY 268 ORGANIZATIONAL PSYCHOLOGY

Provides a comprehensive study of psychological principles and theories as applied to organizational behavior. Topics include motivation, job satisfaction, conflict supervision, human relations and stress management. Three credits.

PSY 275 SPECIAL TOPICS

(Formerly PSY 256 and PSY 278) Provides students with a vehicle to pursue in depth exploration of special topics of interest. To include Domestic Violence Counseling and Psychology of Criminal Behavior. One to six credits.

Psychology of Criminal Behavior

Focuses on the history, theories, personality structure, and responses to criminal behavior. One credit.

PSY 285 INDEPENDENT STUDY

Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor. One to six credits.

COM 101 EMPLOYMENT STRATEGIES

(Formerly CSL 105) Listed in the COM course section.

HHP 214 EXPLORING YOUR DREAMS

(Formerly: PSY 232) Listed in the HHP course section.

HSE 108 INTRODUCTION TO THERAPEUTIC SYSTEM

(Formerly: PSY 261) Listed in the HSE course section.

SWK 105 APPLICATION OF GROUP COUNSELING

Listed in the SWK course section.

REA: READING

*This course will not satisfy minimum nor elective requirements for the A.A. or A.S. degrees.

***REA 060 FOUNDATIONS OF READING**

Focuses on strategies for vocabulary development, improved reading comprehension, and enrichment. Prerequisite(s): Placement test. Students must pass REA 060 with a grade of "C" or better for placement into REA 090. Three credits.

***REA 090 COLLEGE PREPARATORY READING**

Enables the student to apply strategies for improving comprehension, developing vocabulary, and increasing rate for reading college textbooks. Prerequisite(s): Placement test or successful completion of REA 060. Students must pass REA 090 with a grade of "C" or better to complete the reading sequence. Three credits.

***REA 112 SPEED READING**

Improves reading comprehension and speed of reading for students who want to enhance skills for success in college or career environments. Prerequisite(s): Placement test or successful completion of REA 090. Two credits.

RTE: RADIOLOGIC TECHNOLOGY

RTE 101 INTRODUCTION TO RADIOGRAPHY

Provides an introduction to radiology including equipment, exposure, positioning and the knowledge necessary for the radiography student to provide safe patient care including communication skills, body mechanics, patient transfer, radiography as a profession, and medical legal issues. Prerequisite: Permission of department chair. Two credits.

RTE 111 RADIOGRAPHIC PATIENT CARE

Provides expansion of the information presented in RTE 101, including diversity, universal precautions, legal considerations and ethics. Includes lecture and laboratory experience in the patient care areas of asepsis, vital signs, venipuncture, medical emergencies, assistance with drug administration, patient with special needs, death and dying, body mechanics and patient transfer techniques. Prerequisite(s): RTE 101 or permission of department chair. Two credits.

RTE 121 RADIOLOGIC PROCEDURES I

Introduces fundamentals of radiographic positioning including use of radiographic equipment and safety, positioning, terminology, anatomy, pathology, and skills necessary to perform radiographic procedures of the chest, abdomen, upper extremity, gastrointestinal and urinary systems. Prerequisite(s): RTE 101 or permission of department chair. Three credits.

RTE 122 RADIOLOGIC PROCEDURES II

Introduces additional material covered in RTE 121 including the knowledge of anatomy, pathology, and skills necessary to perform radiographic procedures of the lower extremity, pelvis, spine, and bony thorax. Prerequisite(s): RTE 121 or permission of department chair. Three credits.

RTE 131 RADIOGRAPHIC PATHOLOGY AND IMAGE EVALUATION I

Provides a detailed anatomic discussion of the respiratory, digestive, genitourinary systems and related medical terminology. The course will also cover the details of bony anatomy including bone structure, pathology and arthrology. Prerequisite(s): RTE 101 or permission of department chair. One and one-half credits.

RTE 132 RADIOGRAPHIC PATHOLOGY AND IMAGE EVALUATION II

Provides a detailed anatomic/pathologic discussion of the spine, circulatory system, nervous system, and skull and related medical terminology. Prerequisite(s): RTE 131 or permission of department chair. One and one-half credits.

RTE 141 RADIOGRAPHIC EQUIPMENT/IMAGING I

Introduces the fundamental aspects of radiographic equipment including a basic review of physics fundamentals pertaining to x-ray production, the x-ray machine, image receptors, and control of scatter radiation. Prerequisite(s): RTE 101 or permission of department chair. Three credits.

RTE 142 RADIOGRAPHIC EQUIPMENT/IMAGING II

Expands information covered in RTE 141 and provides in-depth knowledge of radiographic exposure and the factors that effect radiographic film quality and assurance. Prerequisite(s): RTE 141 or permission of department chair. Three credits.

RTE 181 RADIOGRAPHIC INTERNSHIP I

Introduces the clinical education experience at the clinical education site. The student applies knowledge learned in the classroom to the actual practice of radiography. Prerequisite(s): RTE 101 or permission of department chair. Five credits.

RTE 182 RADIOGRAPHIC INTERNSHIP II

Introduces additional concepts and more complex radiographic procedures than those learned in Clinical Internship I. Prerequisite(s): RTE 181 or permission of department chair. Five credits.

RTE 183 RADIOGRAPHIC INTERNSHIP III

Reinforces the basic concepts of Clinical Internship I & II. Prerequisite(s): RTE 182 or permission of department chair. Seven credits.

RTE 221 ADVANCED MEDICAL IMAGING

Introduces advanced imaging techniques including radiography of the cranium, facial bones and special radiographic procedures. These concepts are combined with the basic oral communication techniques necessary for the professional radiographer. Prerequisite(s): RTE 122 and RTE 142 or permission of department chair. Three credits.

RTE 231 RADIATION BIOLOGY/PROTECTION

Provides the basic knowledge and understanding of the biologic effects of ionizing radiation and radiation protection and safety. Prerequisite(s): Permission of department chair. Two credits.

RTE 250 MAMMOGRAPHY

Introduces the fundamentals of mammography as required for ARRT mammography certification. Prerequisite(s): Must be RTR or permission of department chair. Three credits.

RTE 281 RADIOGRAPHIC INTERNSHIP IV

Introduces the student to the radiographic specialty areas of pediatrics, geriatrics, the out-patient clinic, as well as increasing proficiency in general radiography. Prerequisite(s): RTE 183 or permission of department chair. Eight credits.

RTE 282 RADIOGRAPHIC INTERNSHIP V

Introduces the student to the radiographic specialty areas of pediatrics, geriatrics, the out-patient clinic, portable and trauma radiography as well as increasing proficiency in general radiography. Prerequisite: RTE 281 or permission of department chair. Eight credits.

RTE 289 CAPSTONE

Prepares the radiologic technology student to effectively search for a job in radiography & sit for the American Registry of Radiologic Technology examination. Prerequisite(s): Permission of department. Three credits.

RTE 291 MAMMOGRAPHY CLINICAL

Provides clinical experience for demonstrating and documenting clinical competencies required by the American Registry of Radiologic Technologist for application for registry examination. Prerequisite(s): Must be RTR or permission of Department Chair. Three credits.

RTV: RADIO & TELEVISION

RTV 101 RADIO PROGRAMMING AND PRODUCTION I

Focuses on radio programming, formats and audience rating survey, basic and sophisticated communications systems, history of broadcasting, broadcasting and production equipment, and program broadcast systems and propaganda. Three credits.

RTV 103 WRITING FOR TV AND RADIO

Explores writing techniques for television and radio emphasizing professional techniques, format and style. Prerequisite(s): JOU 105 or permission of instructor. Three credits.

RTV 104 CORPORATE SCRIPTWRITING

Focuses on script-writing formats and techniques as they apply to creating corporate and institutional video productions and other broadcast and non-broadcast media productions. Three credits.

RTV 107 TELEVISION STUDIO PRODUCTION

Examines principles and techniques of basic television production and direction in a laboratory setting using commercial television broadcast equipment for broadcast and institutional video productions. Three credits.

RTV 108 PRINCIPLES OF AUDIO

Focuses on basic audio production techniques to be used in media production. Includes the use of basic audio equipment and mixer to produce audio tracks for radio and television production. Three credits.

RTV 136 BROADCAST ANNOUNCING

Introduces the field of broadcast announcing, including the techniques and proficiencies involved in announcing for radio and television. Students will acquire practice in announcing and narration with an emphasis on voice, diction, writing and performance. Three credits.

RTV 210 AUDIO MIXING

Includes the fundamentals of audio mixing from the audio source to final master. By explaining the principles of mixing and the technical foundations of audio recording. Analyzing the principles of acquiring, manipulating, recording, and final mixing of audio and discussing the differences between digital and analog recording. Each student will summarize the function of microphones, audio sources, recording devices, and speakers and complete recording exercises and projects according to provided guidelines. Demonstration of linear and non-linear master mixing will also be required. Prerequisite(s): RTV 108 or permission of instructor. Three credits.

RTV 211 RADIO PROGRAMMING & PRODUCTION II

Focuses on styles of writing and reporting news, editorials, interviews, and commentaries; station logs and announcing styles and techniques; the Federal Communications Commission with emphasis on politics and serving the public interest; job finding and advancing in broadcasting; women in broadcasting; drama; and specialized production. Includes sportscasting and weathercasting. Prerequisite(s): RTV 101 or permission of instructor. Three credits.

RTV 212 ADVANCED TELEVISION PRODUCTION

Introduces additional principles and techniques of television production in theory and the approach of studio and production in news, weather and sports. Emphasizes direction and production development to include single and multi-camera production. Examines use of effects and chromakeying. Includes laws and ethics governing the television broadcast industry and Institutional Television. Prerequisite(s): RTV 107 or permission of instructor. Three credits.

RTV 241 CABLE TV BROADCASTING I

Synthesizes knowledge and experience gained in Introduction to Television Studio Production (RTV 107) in a real-life television studio production scenario. The end product will be a weekly cable TV program. Prerequisite(s): RTV 107 or permission of instructor. Three credits.

RTV 242 CABLE TV BROADCASTING II

Synthesizes knowledge and experience gained in Advanced Television Production (RTV 212). Students will produce regularly-scheduled television programs as part of a production unit in a studio and on-location production environment. The end product will be a weekly cable TV program. Prerequisite(s): RTV 107, RTV 241 or permission of instructor. Three credits.

RTV 243 CABLE TV BROADCASTING III

Students will manage the production of a regularly scheduled television program as part of a TV production team unit in a studio and remote shooting environment. The end product will be a weekly cable TV program. Prerequisite(s): RTV 107, RTV 212, RTV 241, RTV 242 or permission of instructor. Three credits.

RTV 260 BROADCAST MANAGEMENT

Introduces the field of broadcast management as applied to day-to-day radio and television station operations, broadcast law, broadcast promotion, sales, research, ratings, logs, demographics and human relations in the broadcast workplace and arena. Prerequisite(s): JOU 105 or permission of instructor. Three credits.

RTV 269 VIDEO FIELD PRODUCTION

Prepares students for production of professional-quality video programming. Students will be afforded the opportunity to attain proficiency in single-camera remote videography, as well as post-production editing and recording engineering. Prerequisite(s): RTV 107, RTV 212 or permission of instructor. Three credits.

RTV 275 SPECIAL TOPICS

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

RTV 278 ELECTRONIC MEDIA PORTFOLIO PRESENTATION

Provides students with an experiential learning experience (portfolio design and presentation).

RTV 280 INTERNSHIP: TV STUDIO/VIDEO PRODUCTION II

Provides experience in a commercial television station or and allied industry. One to six credits.

RTV 283 INTERNSHIP: RADIO/AUDIO PRODUCTION

Incorporates advanced experience in a commercial radio station or allied industry. One to six credits.

RTV 285 INDEPENDENT STUDY

Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor. One to three credits.

RTV 289 CAPSTONE

A demonstrated culmination of learning within a given program of study. One to six credits.

RUS: RUSSIAN

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

RUS 101 CONVERSATIONAL RUSSIAN I

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

RUS 111 RUSSIAN LANGUAGE I

Begins a sequence dealing with the development of functional proficiency in listening, speaking, reading and writing the Russian language. **NOTE:** The order of the topics and methodology will vary according to individual texts and instructors. Five credits.

RUS 112 RUSSIAN LANGUAGE II

Continues Russian I in the development of functional proficiency in listening, speaking, reading and writing the Russian language. **Note:** The order of the topics and the methodology will vary according to individual texts and instructors. Prerequisite(s): RUS 111 with a grade of C or better or permission of instructor. Five credits.

RUS 211 RUSSIAN LANGUAGE III

Continues Russian Language I and II in the development of increased functional proficiency in listening, speaking, reading and writing the Russian language. **Note:** The order of the topics and the methodology will vary according to individual texts and instructors. Prerequisite(s): RUS 112 with a grade of C or better or permission of instructor. This course is a state guaranteed transfer course GT-AH4. Three credits.

RUS 212 RUSSIAN LANGUAGE IV

Continues Russian Language I, II and III in the development of increased functional proficiency in listening, speaking, reading and writing the Russian language. **Note:** The order of the topics and the methodology will vary according to individual texts and instructors. Prerequisite(s): RUS 211 with a grade of C or better or permission of instructor. This course is a state guaranteed transfer course GT-AH4. Three credits.

RUS 285 INDEPENDENT STUDY

(Formerly: RUS 195) Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor. One to six credits.

SCI: SCIENCE

NOTE: Science courses are listed under the following prefixes: AST (Astronomy), BIO (Biology), CHE (Chemistry), GEY (Geology), MET (Meteorology), PHY (Physics) and SCI (Science). All course prerequisite(s) for science courses must be complete with a grade of "C" or better.

SCI 155 INTEGRATED SCIENCE I – PHYSICS AND CHEMISTRY

(A.A. Degree only) Examines the nature of energy and matter, their interactions and changes, and the application of fundamental concepts to the study of our natural world. These concepts will be explored in hands-on laboratory experiments. This course integrates the fundamental concepts and ideas about the nature of physics and chemistry with the natural world. Integrated Science is a course that helps the student develop an appreciation of the beauty of science and how physics and chemistry play an important role in their everyday lives, from driving a car, reading their energy bill to cooking. Students will expand their scientific knowledge and skills through the laboratory experience, doing scientific experiments and investigations. This course is a state guaranteed transfer course GT-SCI1. Must have both SCI 155 and SCI 156 for graduation. Prerequisites: MAT 106. Four credits.

SCI 156 INTEGRATED SCIENCE II – EARTH AND LIFE SCIENCE

(A.A. Degree only) The second semester of the integrated science series. Students are exposed to a synthesis of geology and biology. Topics covered include the origins of the planet and life upon it, interactions between climatology and life, how to interpret land forms and the implications, basic mineralogy, basic biological chemistry, cell structure and metabolism, and other areas of interface between the two disciplines. Students will expand their scientific knowledge and skills through the laboratory experience, doing scientific experiments and investigations. This course is a state guaranteed transfer course GT-SCI1. Must have both SCI 155 and SCI 156 for graduation. Four credits.

SOC: SOCIOLOGY**SOC 101 INTRODUCTION TO SOCIOLOGY I**

Examines the basic concepts, theories, and principles of sociology as well as human culture, social groups, and the social issues of age, gender, class, and race. This course is a state guaranteed transfer course GT-SS3. Three credits.

SOC 102 INTRODUCTION TO SOCIOLOGY II

Examines social institutions and organizations from the macro perspective. Emphasizes issues of social change, demography, social movements, and conflicts and trends within education, religion, family, political, and economic structures. This course is a state guaranteed transfer course GT-SS3. Three credits.

SOC 205 SOCIOLOGY OF FAMILY DYNAMICS

Develops an understanding of marriage, family and kinship. It examines the family as an institution and how social, cultural and personal factors influence family relations. The stability and diversity of the family will be explored, along with current trends and some alternative life styles. This course is a state guaranteed transfer course GT-SS3. Three credits.

SOC 215 CONTEMPORARY SOCIAL PROBLEMS

Explores current social issues that result in societal problems. It focuses on such issues as civil liberties, gender discrimination, substance abuse, crime, poverty, and social change. This course is a state guaranteed transfer course GT-SS3. Three credits.

SOC 216 SOCIOLOGY OF GENDER

Gives students the theoretical and factual background necessary to understand the phenomenon of gender stratification in American and other cultures. Students will be exposed to a history of gender stratification in human societies, theoretical explanations for this and insights into the consequences of gender differentiation in our world today. This course is a state guaranteed transfer course GT-SS3. Three credits.

SOC 218 SOCIOLOGY OF DIVERSITY

Explores the variety of intergroup relations regarding race, nationality, ethnicity, gender, sexual orientation, and other diversity issues. Patterns of prejudice, discrimination and possible solutions to these issues will be addressed. Three credits.

SOC 231 SOCIOLOGY OF DEVIANT BEHAVIOR

Examines the nature, identification, and explanation of deviant categories. Theories, and philosophies as well as methods of treatment related to deviancy will also be considered. The course will study society's attempts to control, change, and institutionalize those acts, individuals or groups that a population may deem unacceptable. This course is a state guaranteed transfer course GT-SS3. Three credits.

SOC 275 SPECIAL TOPICS

(Formerly: SOC 285) Provides students with a vehicle to pursue in depth exploration of special topics of interest. One-half to six credits.

SOC 285 INDEPENDENT STUDY

(Formerly: SOC 295) Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor. One to six credits.

SPA: SPANISH

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

SPA 101 CONVERSATIONAL SPANISH I

Offers beginning students the skills necessary to understand and speak Spanish. The material includes basic vocabulary, grammar, and expressions that are used in daily situations and in travel. Three credits.

SPA 102 CONVERSATIONAL SPANISH II

Offers students the skills necessary to understand and speak Spanish. The material continues to cover basic conversations patterns, expressions, and grammar. Prerequisite(s): SPA 101 or permission of instructor. Three credits.

SPA 111 SPANISH LANGUAGE I

(Formerly: SPA 111 and SPA 112) Deals with the development of functional proficiency in listening, speaking, reading and writing the Spanish language. Note: The order of the topics and methodology will vary according to individual texts and instructors. Five credits.

SPA 112 SPANISH LANGUAGE II

(Formerly: SPA 112 and SPA 113) Continues Spanish Language I in the development of functional proficiency in listening, speaking, reading and writing the Spanish language. Note: The order of the topics and the methodology will vary according to individual texts and instructors. Prerequisite(s): SPA 111 with a grade of C or better or permission of instructor. Five credits.

SPA 115 SPANISH FOR THE PROFESSIONAL I

(Formerly: SPA 225) Designed as an introduction to a working knowledge of the target language, cultural behaviors and values useful in various professional fields such as health care, law enforcement, bilingual education, business, and others. Three credits.

SPA 175 SPECIAL TOPICS

(Formerly: SPA 135) Provides students with a vehicle to pursue in depth exploration of special topics of interest. One to six credits.

SPA 201 CONVERSATIONAL SPANISH III

Provides students with the skills necessary to continue their study of understanding and speaking Spanish. The material includes intermediate level vocabulary, grammar, and expressions. Prerequisite(s): SPA 102 or permission of instructor. Three credits.

SPA 202 CONVERSATIONAL SPANISH IV

Provides students the skills necessary to continue their study of understanding and speaking Spanish. The material will continue to cover intermediate level conversational patterns, expressions, and grammar. Prerequisite(s): SPA 201 or permission of instructor. Three credits.

SPA 211 SPANISH LANGUAGE III

Continues Spanish Language I and II in the development of increased functional proficiency in listening, speaking, reading and writing the Spanish language. **NOTE:** The order of the topics and the methodology will vary according to individual texts and instructors. SPA 211 and SPA 212 can be taken out of sequence. Prerequisite(s): SPA 112 with a grade of C or better or permission of instructor. This course is a state guaranteed transfer course GT-AH4. Three credits.

SPA 212 SPANISH LANGUAGE IV

Continues Spanish Language I, II and III in the development of increased functional proficiency in listening, speaking, reading and writing the Spanish language. **NOTE:** The order of the topics and the methodology will vary according to individual texts and instructors. SPA 212 and SPA 211 do not have to be taken in sequence. Prerequisite(s): SPA 112 with a grade of C or better or permission of instructor. This course is a state guaranteed transfer course GT-AH4. Three credits.

SPA 235 SPANISH READING-WRITING

Builds vocabulary and develop reading and writing strategies in Spanish to be able to analyze fictional and non-fictional texts and gain further cultural insight of the Hispanic world. Three credits.

SPA 261 GRAMMAR FOR THE HERITAGE LANGUAGE SPEAKER

Provides formal grammatical instruction to Foreign Language students whether native or bilingual who want to develop their existing proficiency in the target language. Three credits.

SPA 285 INDEPENDENT STUDY

(Formerly: SPA 295) Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor. One to six credits.

SPE: SPEECH

SPE (Speech) is now located under COM (Communication).

STE: SURGICAL TECHNOLOGY

NOTE: Health related courses are found under the following prefixes: EMS (Emergency Medical Services), HHP (Holistic Health Professional), HPR (Health Professional), HWE (Health and Wellness), MOT (Medical Office Technology), NUA (Nursing Assistant), NUR (Nursing), STE (Surgical Technology).

STE 100 FUNDAMENTALS OF SURGICAL TECHNOLOGY

Emphasizes the theoretical basis of surgical technology practice. Prerequisite(s): HPR 178, BIO 201, BIO 202. Six credits.

STE 101 SURGICAL TECHNOLOGY SKILLS LAB

Provides the opportunity to learn and practice basic surgical technology skills. Prerequisite(s): STE 100 or concurrently. Four credits.

STE 105 PHARMACOLOGY FOR THE SURGICAL TECHNOLOGIST

Covers basic surgical pharmacology including the metric system, pharmacology theory, surgical drugs, and aspects of anesthesia. Prerequisite(s): HPR 178, BIO 201, BIO 202. Two credits.

STE 110 SURGICAL PROCEDURES I

Covers the principles and skills required to assist in procedures in the following surgical specialties: general and gastrointestinal, obstetrics/gynecology, and genitourinary. Prerequisite(s): BIO 205 or taking concurrently, and all previous term program requirements. Three credits.

STE 115 SURGICAL PROCEDURES II

Covers the principles and skills required to assist in procedures in the following surgical specialties: orthopedic, ophthalmology, otorhinolaryngology, head/neck, and plastic/reconstructive. Prerequisite(s): STE 110. Three credits.

STE 120 SURGICAL PROCEDURES III

Covers the principles and skills required to assist in procedures for peripheral vascular, cardiovascular, thoracic, and neurosurgical procedures. Prerequisite(s): STE 115. Three credits.

STE 181 INTERNSHIP I

Allows students to integrate theoretical concepts in a clinical surgical setting. Prerequisite(s): STE 110, Current HBV, MMR & tetanus immunizations, Current TB test and CPR card. Four credits.

STE 182 INTERNSHIP II

Allows students to integrate advanced theoretical concepts in a clinical surgical setting. Prerequisite(s): STE 115, Current HBV, MMR & tetanus immunizations, Current TB test and CPR card. Four credits.

STE 183 INTERNSHIP III

Allows students to integrate advanced theoretical concepts in a clinical surgical setting. Prerequisite(s): STE 120, Current HBV, MMR & tetanus immunizations, Current TB test and CPR card. Six credits.

STE 275 SPECIAL TOPICS

Provides students with a vehicle to pursue in depth exploration of special topics of interest. Prerequisite(s): All STE level 100 coursework. Two credits.

SWE: SWEDISH

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

SWE 101 CONVERSATIONAL SWEDISH I

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

SWK: SOCIAL WORK

NOTE: Psychology, counseling, and career courses are found under the following prefixes: COM (Communication), CSL (Counseling), HHP (Holistic Health Professional), HSE (Human Services), PSY (Psychology), SWK (Social Work).

SWK 105 APPLICATION OF GROUP COUNSELING

Covers the basic techniques, philosophies and principles of problem solving through group counseling. It teaches group leaders how to apply techniques in working with a variety of client groups. Three credits.

TEL: TEACHING ENGLISH AS A SECOND LANGUAGE**TEL 102 PROCEDURES AND TECHNIQUES FOR THE ESL CLASSROOM**

Focuses on the teaching of English grammar, speaking and listening, and reading and writing in the ESL classroom. Writing lesson plans, selecting and adapting instructional resources and technology, developing classroom management skills, and integrating cultural awareness in classroom activities provide the basis for this class. Observation of ESL sites provides an opportunity for TESL students to observe various working models. Three credits.

TEL 225 SECOND LANGUAGE ACQUISITION

Examine the intricate web of variables that interact in the second language learning process. The emphasis in the course will be on examining each of these variables and then attempting to understand how they work together to foster or inhibit successful second language learning and acquisition. Three credits.

THE: THEATRE**THE 105 INTRODUCTION TO THEATRE ARTS**

Includes discussions, workshops, and lectures designed to discover, analyze and evaluate all aspects of the theatre experience: scripts, acting, directing, staging, history, criticism and theory. This course is a state guaranteed transfer course GT-AH1. Three credits.

THE 111 ACTING I

Covers basic acting techniques and approaches including scene study, improvisation, and script analysis. It includes practical application through classroom performance. Three credits.

THE 211 DEVELOPMENT OF THEATRE I

Surveys the history and evolution of drama from Ancient Greece to the Renaissance, emphasizing all aspects of the art from period values to analysis of dramatic literature and performance. This course is a state guaranteed transfer course GT-AH1. Three credits.

THE 212 DEVELOPMENT OF THEATRE II

Surveys the history and evolution of drama from the Renaissance to the present, emphasizing all aspects of the art from period values to the analysis of dramatic literature and performance. This course is a state guaranteed transfer course GT-AH1. Three credits.

THE 275 SPECIAL TOPICS

Explores current topics, issues and activities related to one or more aspects of the named discipline. One to three credits.

THE 285 INDEPENDENT STUDY

Emphasizes structured and guided, individualized study that is organized and tailored around the interests and needs of the individual student. One to three credits.

UPH: UPHOLSTERY**UPH 100 BASIC UPHOLSTERY TECHNIQUES**

Covers the upholstery industry: safety, familiarization with tools and materials, sewing, tacking, layout and pattern work. Three credits.

UPH 101 AUTO UPHOLSTERY I

Covers auto seat upholstery, including removal and replacement, teardown, correct use of materials, cutting and stretching. Prerequisite(s): UPH 100 or permission of Instructor. Three credits.

UPH 102 AUTO UPHOLSTERY II

Continues UPH 101, emphasizing skill development. Carpet, trim, convertible tops, tonneau covers and convertible boots are course components. Prerequisite(s): UPH 101 or permission of Instructor. Three credits.

UPH 103 AUTO UPHOLSTERY III

Introduces repair and/or replacement of armrests, carpet, wind lace, door panels, headliner, convertible tops, tonneau covers and convertible boots. Prerequisite(s): UPH 102 or permission of Instructor. Three credits.

UPH 275 SPECIAL TOPICS

Provides students with vehicle to pursue in depth exploration of special topics of interest.

UPH 285 INDEPENDENT STUDY

Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor.

WEL: WELDING TECHNOLOGY

WEL 100 SAFETY FOR WELDERS

Covers the hazards of welding on health and safety, locating essential safety information from a code or other standard, and identifying and applying shop safety procedures. Prerequisite(s): None. One credit.

WEL 101 ALLIED CUTTING PROCESSES

Covers setting up equipment and performing cutting and gouging operations utilizing the oxyacetylene, air carbon arc, exothermic, and plasma arc cutting processes. This course will also provide an introduction to blueprint reading. Prerequisite(s): WEL 100. Four credits.

WEL 102 OXYACETYLENE JOINING PROCESSES

Introduces safety inspections, minor repairs, operating parameters, oxyacetylene welding equipment, and oxyacetylene welding, brazing, and soldering operations. Prerequisite(s): WEL 100 and WEL 101. Four credits.

WEL 103 BASIC SHIELDED METAL ARC I

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

WEL 110 ADVANCED SHIELDED METAL ARC I

Covers safety inspections, minor repairs, operating parameters, and operation of SMAW equipment on groove and fillet welds utilizing E-6010 and E-7018 electrodes. Layout procedures will be practiced during this course. Prerequisite(s): WEL 100 and WEL 103. Four credits.

WEL 175, 176, 177, 275, 276, 277 SPECIAL TOPICS

Provides students with a vehicle to pursue in-depth exploration of special topics of interest. Prerequisite(s): WEL 100. One to six credits.

WEL 201 GAS METAL ARC WELDING I

Covers safety inspections, minor repairs, operating parameters, and operation of GMAW equipment on plain carbon steel utilizing short circuit transfer. Prerequisite(s): WEL 100 and WEL 110. Four credits.

WEL 202 GAS METAL ARC WELDING II

Covers safety inspections, minor repairs, operating parameters, operation of GMAW equipment utilizing a variety of electrodes and base metals, and fundamental principles of welding metallurgy. Prerequisite(s): WEL 100 and WEL 201. Four credits.

WEL 203 FLUX CORED ARC WELDING I

Covers safety inspections, minor repairs, operating parameters, operation of FCAW equipment utilizing self shielded wire, and principles of joint design, preparation, and material selection to welding operations. Prerequisite(s): WEL 100 and WEL 202. Four credits.

WEL 204 FLUX CORED ARC WELDING II

Covers safety inspections, minor repairs, operating parameters, operation of FCAW equipment utilizing gas shielded wire, and applying fundamentals of welding applications and cost estimating to welding, fabrication, and inspection. Prerequisite(s): WEL 100 and WEL 203. Four credits.

WEL 224 ADVANCED GAS TUNGSTEN ARC WELDING

Covers safety inspections, minor repairs, operating parameters, operation of GTAW equipment on plain carbon steel, stainless steel, and aluminum, locating essential welding information from codes or other standards, and performing basic weld inspections. Prerequisite(s): WEL 100 and WEL 204. Four credits.

WEL 230 PIPE WELDING I

Covers safety inspections, minor repairs, operating parameters, and operation of SMAW equipment in a variety of positions on plain carbon steel pipe joints. Also covers evaluating and solving complex welding and fabrication problems and administering hands on training and supervision to other students during assigned fabrication and welding operations. Prerequisite(s): WEL 100 and WEL 224. Four credits.

WEL 231 PIPE WELDING II

Covers safety inspections, minor repairs, operating parameters, and operation of SMAW and GTAW equipment in a variety of positions on plain carbon steel pipe joints. Also covers evaluating and solving complex welding and fabrication problems and administering hands on training and supervision to other students during assigned fabrication and welding operations. Prerequisite(s): WEL 100 and WEL 230. Four credits.

WST: WOMEN'S STUDIES

WST 200 INTRODUCTION TO WOMEN'S STUDIES

Examines the nature and function of women in society from an interdisciplinary perspective, focusing on the similarity and diversity of women's experience over time and across cultures. The course will examine topics such as sex role, socialization, political, and philosophical perspectives on women's issues, and women's accomplishments in history, art, literature, science, health issues and the family. Students will gain an awareness of the limitations of traditional scholarship on women, and gain a means of practical application of the new scholarship on women's roles and nature. This course is a state guaranteed transfer course GT-SS3. Three credits.



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Aims Honorary Fellows

The Board initiated this award in 2005 to recognize individuals from the community who have made outstanding contributions to higher education and/or Aims Community College.

AWARD RECIPIENTS

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

Florence Winograd
Stow Witwer

Former Presidents of Aims:

Dr. Ed Beaty
Dr. Richard Laughlin
Dr. George Conger
Dr Paul Thompson



SENIOR MANAGEMENT

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| <p>DR. MARILYNN "MARS" LIDDELL 2003[*]
 President, (B.A., English, M.A., Sociology/ Criminal Justice, Drake University; Ed.D., University of Houston; Ph.D., Tri-State University, Honorary)</p> <p>DR. GARY BARDSLEY 2004
 Chief Information Officer, (B.S., University of Colorado; M.S., University of Colorado; Ph.D., University of Northern Colorado)</p> <p>CAROL HOGLUND 2000
 Chief Business Officer, (B.S., Regis University; M.S., Colorado State University)</p> <p>STEVEN C. KAHLA 2006
 Dean, Continuing Education, (B.S., Abilene Christian University; M.B.A., Auburn University)</p> | <p>DR. PATRICIA A. MATIJEVIC 2005[*]
 Dean for Student Services, (B.A., Chicago State University, M.A., Governors State University, Ph.D., Loyola University, Chicago)</p> <p>JEFFREY A. REYNOLDS 1993
 Academic Dean, Acting Division I, (B.A., University of Northern Colorado; M.A., University of Northern Colorado; Advanced graduate study CU - Boulder, University of Northern Colorado.)</p> <p>DONNA L. SOUTHER 1990
 Executive Dean and Chief Academic Officer, Division II, (B.S., Colorado State University; M.A., University of Northern Colorado; J.D., University of Colorado Law School)</p> <p>DR. DANIEL P. DOHERTY 2007
 Academic Dean, Division III, (B.A. Fort Hays Kansas State College; M.A. University of Wyoming; Ed.D., University of Wyoming)</p> |
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ADMINISTRATIVE STAFF

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| <p>GREGORY APPLING 2006[*]
 Director Institutional Research, (B.A., Stanford University; M.A., Cornell University; Ph.D., Cornell University)</p> <p>JULIE BUDERUS 2007
 Director, Institutional Advancement (B.A., University of Western Illinois; M.A. Regis University)</p> <p>TERI A. DORCHUCK 2006
 Director, Student Financial Assistance, (B.S., Business Administration, Dixie State College of Utah)</p> <p>RON FAY 1989
 Director, Student Life (B.S., Regis College; M.A., University of Northern Colorado)</p> <p>SCOTT GARRARD 2007
 Associate Dean, Learning & Organizational Development, (M.A., Clemson University; B.A., University of West Georgia)</p> <p>MICHAEL KELLY 2005
 Controller, Financial Services, (B.S., Colorado State University; M.S., Hofstra University, New York)</p> <p>DAVID LAURENCE 2006
 Director, Physical Plant, (B.S., Oklahoma State)</p> <p>SANDRA OWENS 2006
 Special Assistant to the President (J.D., Thomas Cooley Law School; M.P.H., B.A., University of Northern Colorado; C.N.A., Aims Community College)</p> | <p>BRENDA RASK 2005[*]
 Associate Dean, Career & Technical Education (M.A., Bemidji State University, B.A., Grand View College, B.S., Bemidji State University; Advanced Study, University of Minnesota)</p> <p>TIMOTHY M. REES, ESQ. 2007
 Associate Dean, Loveland Campus, (B.S.E.E., Ohio State University; M.B.A., Colorado State University; J.D., University of Denver)</p> <p>KAREN SELL 1998
 Associate Dean, Fort Lupton Campus, (B.S., M.A., University of Northern Colorado)</p> <p>STUART THOMAS 1989
 Registrar, Admissions and Records, (B.A., Business Administration, University of Northern Colorado)</p> <p>BILL WAGGONER 1998
 Network Architect, (A.A., Aims Community College)</p> <p>SUSAN WEBER 2003
 Director, Human Resources, (B.A., University of Arizona)</p> <p>PAULA YANISH 1998
 Director, Student Success Center, (B.B.A., University of North Dakota; M.S., University of North Dakota)</p> |
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* Indicates year individual joined the college.

Faculty

* = Graduate of Aims Community College

ALLEE, CYNTHIA E. 2007
(Medical Assisting)

Registered Medical Assistant, Colorado College of Medical & Dental Careers

ANDERSON, DELYNN 2001
(Business Technology)

A.S., Quinsigamond Community College, Worcester, MA; B.S., Metropolitan State College of Denver; 11 years of corporate training experience. M.A., University of Northern Colorado.

BEIGHEY, CATHY 2001
(Sociology)

B.A., State University of New York at New Paltz; M.A., Colorado State University.

BENZEL, DOUG 2000
(World Languages and Ethnic Studies)

B.A. and M.A., University of Nebraska, Kearney; M.A., University of Northern Colorado.

BOAN, RANDALL P. 1993
(Math/Science/Computer/Statistics)

B.A., University of Northern Colorado; M.S. University of Northern Colorado; Four years consulting experience. Advanced Graduate Study, University of Northern Colorado.

BOLLENBACHER, VICKY 2001
(Department Chair, Behavioral and Social Sciences, Professor Political Science)

B.A., Ph.D., University of Houston

BONIEK, MARTIN 2001
(Aviation Technology)

A.A., Bethany Lutheran College; B.S., University of Minnesota; 19 years commercial pilot experience.

BRODA, ALYSAN 1988
(Speech, English)

B.A., Paterson State College, New Jersey; M.A., William Paterson College, New Jersey; Advanced graduate study, Colorado State University and University of Northern Colorado.

BROTHER, MARK* 1998
(Automotive Service Technology)

A.A.S., General Automotive Technology emphasis, Aims Community College; Ten years Industrial Experience, ASE Certified Master Technician, EPA Certified Air Conditioning.

BURTWELL, SARA 2007
(Physics)

B.A., University of Chicago; M.S., Brandeis University.

BUSSON, RICHARD 2004

(Music, Department Chair, Performing Arts)
B.A., University of Akron; M.A., University of Northern Colorado; Ph.D., University of Northern Colorado; 2003 Award for Excellence for Adjunct Faculty.

BUTLER, DONALD E. 1988
(English, Spanish)

B.A., Brigham Young University; M.A., Brigham Young University.

CASADY, SHIRLEY 2007
(Nursing)

B.A., University of Northern Colorado; A.D., Dickinson State College. Thirty three years as a Registered Nurse.

CHRISTENSON, MAXINE 1986
(Marketing/Management)

B.S., University of Wisconsin, M.S., University of Wisconsin; Advanced graduate study, University of Northern Colorado.

CLARK, RITA 1998
(Psychology)

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

CLAY, DOUGLAS G. 1985
(Computer Science)

B.S., Purdue University, Indiana; M.A., Lesley College, Massachusetts; Advanced Graduate Study, Florida International University, University of Northern Colorado. 1995 Team Award for Excellence in Teaching.

CORKEN, CLIFTON "CORKY" 2006
(Biology)

B.S., Southeastern Louisiana University; M.S., Texas A&M University; Ph.D., Texas A&M University.

CRAMER, NAN 2001
(Radiologic Technology)

Diploma, Copley Memorial Hospital, Registered with American Registry of Radiologic Technologists, 32 years clinical experience.

CRANDALL, JAMES* 1997
(Communication Media)

A.A. Aims Community College, B.A. University of Wisconsin-Stevens Point, M.A. University of Wisconsin-Stevens Point.

deMONTIGNY-KORB, MARIA "MISSY".. 2007
(Nursing)

B.S., Montana State University; M.S., Ph.D., University of Utah. Thirty-two years experience as a nurse.

DRISKILL, MARSHA J. 1990
(Chair, Mathematics/Sciences, Professor Mathematics)

B.S., University of Kansas; M.A., University of Northern Colorado; Advanced Graduate Study, University of Northern Colorado. Award for Excellence ACEA 2003; Award for Excellence, Deans Selection, 2003.

DUDLEY, MARY ANNE 2007
(Nursing)

MSN, University of Phoenix; Doctoral Candidate, Walden University, 25 years nursing experience and three years teaching experience.

DUNNING, BRIAN 2000
(Graphic Technology)

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

EHRFURTH, SUSAN 2001
(Business Technology)

B.S., University of Wisconsin, Whitewater.

FISHER, CHARLES 1989
(English, Literature)

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

FORD, LORI* 1985
(Program Chair, Graphic Technology)

A.A.S., Aims Community College; Seven years industrial experience.

GARDNER, RICHARD L* 2000
(Computer Information Systems)

B.A., Adams State College; A.A.S., Aims Community College.

GAUDINSKI, CHRISTINE 2007
(Chemistry)

B.A., La Salle University; M.A., University of Northern Colorado. Advanced Graduate Study, Colorado State University.

GOSCH, PHYLLIS 1990
(Reading/English, Developmental Education, Co-Chair)

B.S., State University College of New York at Fredonia; M.S.Ed., State University College of New York at Buffalo; Advanced Study, University of Northern Colorado and Colorado State University.

Faculty, cont.

GREENBERG, ERIKA..... 2005

(Nursing)
BSN, University of Northern Colorado, Master's Candidate, University of Northern Colorado. Seven years as a Registered Nurse. One year teaching experience.

GRIFFIN, THOMAS J. 1993

(Math and Science)
B.S., Kansas State University; M.S., Kansas State University; 14 years professional experience. 1996 Student Award for Excellence in Teaching; 2000 Faculty Senate Award for Excellence in Teaching.

GUERRERO, ANDRES G..... 1996

(World Languages and Ethnic Studies)
B.A., University of St. Thomas, M.Th., University of St. Thomas, M.A., University of St. Thomas, Th.M., Harvard University, Th.D., Harvard University.

GUMP, JUDY 1996

(Early Childhood Education)
B.S., McPherson College, Kansas; M.S., Wheelock College, Massachusetts. Award for Excellence ACEA 2004.

HANKS, RICHARD..... 2002

(Psychology)
B.A. Experimental Psychology, University of California at Santa Barbara; M.A., & Psy. D., Counseling Psychology, University of Northern Colorado; Licensed Psychologist in State of Colorado.

HARTSOCK, JANE..... 2004

(Director of Nursing Education Program, Allied Health)
B.S., Marycrest College; M.A. in Nursing, University of Iowa. 37 years nursing experience, 27 years teaching experience Clinical Nurse Specialist: Oncology.

HARTWICK, HOLLY..... 1995

(English, Literature)
B.A., Colorado State University; M.Ed., Wichita State University; M.A., University of Northern Colorado. 2000 Team Award of Excellence.

HASTY, PAUL*..... 1998

(Program Chair, Welding Technology)
A.A.S., Aims Community College, Welding Technology; A.A.S., Aims Community College Welding Systems Management; Advance Study, CSU; 9 years Industrial Experience; AWS Certified Welding Inspector (CWI).

HATCHELL, LORI..... 2005

(Accounting, Business Technology)
B.S., University of Colorado. 16 years of teaching experience and 12 years of business and industry experience.

HEINER, CLINT 2007

(History)
B.A., M.A., University of Northern Colorado.

HERGENRETER, PATRICK 1989

(Auto Collision Repair Technology, Program Chair)
B.S., Colorado State University, 26 years industrial experience. ASE Master Certified Technician, PPG Certified Technician. 1999 Team Award for Excellence.

HERNANDEZ, JUANITA 1998

(Psychology)
B.A., Saginaw Valley State University; M.A., Central Michigan University.

HERNANDEZ, WILLIAM J.* 1996

(Auto Collision Repair Technology)
B.S., Business Administration, University of Northern Colorado; ASE Certified Technician; Certificate, A.A.S., A.A., Aims Community College, 17 years industrial experience, PPG Certified Technician. 1999 Team Award for Excellence.

JENSEN, MICHAEL 2008

(English)
B.A. from Brigham Young University; M.A. from the University of Alaska Fairbanks.

JOY, MIKE 2005

(Aviation Technology)
B.S., Metropolitan State College, 20 years Commercial Aviation Experience.

KELSEY, MICHAEL L. 1993

(Geography)
B.S., Salisbury State University, Maryland; M.A., University of Northern Colorado; Ph.D., Kent State University. Twelve years corporate and independent business experience. 1996 Hartman Award for Excellence in Teaching.

KLEIN, JEFF*..... 2000

(Welding Technology)
A.A.S., Aims Community College, Welding Technology; Advance Study, Colorado State University; 9 years industrial experience. AWS Certified Welding Inspector (CWI).

KNUDSON, DEBRA 1982

(Program Co-Chair, 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.S., Aims Community College; 31 years industry/engineering experience. Two years CAD engineering consulting.

LEWIS, JEANINE MARIE 1995

(Mathematics, Developmental Education, Co-Chair)
B.A., University of Nebraska - Lincoln, M.A.T., University of Nebraska - Lincoln. 2003 and 2005 Award for Excellence in Teaching.

MACHIN, ANNE..... 1996

(Humanities)
B.S., University of Kansas; M.A., Colorado State University; Ph.D., University of Northern Colorado. 2000 Team Award for Excellence; 2002 Academic Dean's Award for Excellence in Teaching; 2003 Faculty Senate Award for Excellence in Teaching.

MANGIN, JOHN 2006

(Building Site Construction Management)
B.S., University of Wisconsin - Madison Construction Administration, Journeyman Bricklayer BAC 13, 18 years industry experience.

MARTIN, COLLEEN*..... 1998

(Graphic Technology)
A.A., Arapahoe Community College (Art); B.A., Metropolitan State College (Art/Painting); M.A., University of Northern Colorado (Visual Arts/Computer Graphic Art); Certificate, Aims Community College (Graphic Technology PrePress); industry and freelance experience.

MCFERRON, TIM..... 1998

(Computer Information Systems)
A.A.S., Aims Community College; B.A., University of Northern Colorado; Five years experience, Learning Lab Coordinator, Aims Community College.

MEDINA, NICKIE*..... 1997

(English, College Prep)
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; 18 years business and industry experience.

MILLS, HARRY "STEVE"..... 2007

(Mathematics)
B.S., Lewis-Clark State College; M.S., Ph.D., University of Idaho.

MONTEZ, PETER LORENZO 1999

MEPM, Denver University; B.S.E.E.T., Metro State Colleg. Graduate Studies in Master of Business Administration University of Northern Colorado. 27 years industrial electrical engineering experience; three years electrical engineering consulting. Eight years Enviro Reg. Compliance and Management Project.

- MORELL, CLAUDIA** 2007
(Reading/English, Developmental Education)
B.A., M.A., University of Northern Colorado. Twenty years teaching experience.
- OAKLEY, EVAN** 1995
(English, Speech Chair, Professor English and Humanities)
B.A., Colorado State University; M.A., University of Northern Colorado; M.F.A., George Mason University, Virginia. 2000 Team Award for Excellence; 2003 Faculty Senate Award for Excellence in Teaching.
- OBERT, ALLAN** 1999
(Psychology)
Ph.D., Wichita State University; M.A., University of Colorado, Denver; M.A., University of Northern Colorado; B.A., University of Northern Colorado.
- OBLESKI, MAXINE** 2003
(Anatomy and Physiology)
B.S., Lebanon Valley College; M.S., University of Pittsburgh, School of Medicine, M.S., Wright State University
- ORT, MICHAEL** 1992
(Professor, Humanities, English)
B.A., University of Northern Colorado; M.A. University of Northern Colorado. 1994 Team Award for Excellence; Student Selection Award for Excellence in Teaching 1995, 2001.
- PARK, ANTHONY** 1988
(Department Chair, Humanities)
B.A., Colorado State University; M.A., M.F.A., Colorado State University; Advanced Graduate Study, Colorado State University. 1993 Student Selection for Excellence in Teaching. 1994 Team Award for Excellence; 2000 Team Award for Excellence.
- PARR, REX A.** 1993
(Computer Information Systems)
B.S. Wesleyan College, Ohio; M.A., Webster University, Illinois; Master of Telecommunications, Denver University; 20 years government and civilian business experience. 1995 Team Award for Excellence in Teaching.
- RAND, PATRICIA** 2006
(Emergency Medical Services)
EMT Basic Longmont United Hospital, Paramedic Denver Health, B.A., University of Colorado Boulder; B.S. University of Colorado School of Dentistry.
- RAY PARSONS, MICHELLE** 1999
(Professor, Mathematics)
B.S. Colorado State University, M.A., University of Northern Colorado. Advanced Graduate Study, Colorado State University. University of Northern Colorado, Montana State University, University of Montana, Portland State University. Research Fellow Colorado State University. Content Specialist EMentoring for Student Success New Teacher Center Santa Cruz. Manuscript reviewer National Council of Teacher of Mathematics.
- REYNOLDS, JEFFREY A.** 1993
(Academic Dean, Division I)
B.A., University of Northern Colorado; M.A., University of Northern Colorado; Advanced graduate study CU - Boulder, University of Northern Colorado.
- ROBINSON, KAREN** 1985
(Mathematics)
B.S., Colorado State University; M.S., Colorado State University. 1996 Faculty Senate Award for Excellence in Teaching.
- ROY, NANCY** 1993
(Speech, Theatre)
B.S., University of Wisconsin, LaCrosse; M.A., University of Northern Colorado; Graduate study, University of Northern Colorado.
- SAILOR DAWSON, REBECCA** 2007
(English)
A.A., Joliet Junior College; B.A., English/Writing, University of Saint Francis; M.A., English, University of Northern Colorado. Advanced graduate work (Professional Writing/Rhetoric), New Mexico State University.
- SARKIS, LEBAN W.** 1991
(Biology)
B.A., California State University, Northridge; M.A., University of Northern Colorado; D.A., University of Northern Colorado.
- SCHAEFER, KRISTIE*** 2005
(Emergency Medical Services)
Certificate, EMT Basic, EMT IV Therapy, Aims Community College; M.A., University of Northern Colorado; Paramedic, Columbia Health One, Swedish Medical Center.
- SCHAUBERT, DAVID L.** 1993
(Economics)
B.S., North Dakota State University; M.S., North Dakota State University.
- SCHILTZ, JON P.** 1996
(Mathematics, Developmental Education)
B.S., Iowa State University; M.Ed., Colorado State University; 27 years industrial experience.
- SCHOCK, JUNE** 1997
B.A., University of Mary; M.M. University of Colorado; Doctoral studies at University of Colorado; National and International professional solo performances.
- SEKERAK, CARTER** 2006
(Automotive Technology)
A.A.S., Wyoming Technical Institute; ASE, Master Technician Certified; EPA, Air Conditioning Certified; ATRA Certified, 15 years Auto Tech. experience.
- SIMONDS, LANA** 2001
(Health Sciences, Nursing)
B.S.N., University of Northern Colorado; M.S.N., University of Northern Colorado. Board Certified in Gerontology. 27 years experience in nursing and long-term care. Thirteen years teaching experience.
- SOUTHER, DONNA L.** 1990
(Executive Dean and Chief Academic Officer, Division II)
B.S., Colorado State University; J.D., University of Colorado Law School; M.A., University of Northern Colorado. 1995 Faculty Award for Excellence in Teaching, 1995 Bill Hartman Award for Excellence in Teaching, 1996 Faculty of the Year Award.
- STAPLETON, JAN** 2002
(Mathematics)
B.A., University of Northern Colorado; M.A., University of Northern Colorado; Advanced Graduate Study, University of Northern Colorado.
- STEVENS, CLAUDIA B.** 1985
(Marketing/Management)
B.A., University of Northern Colorado; additional graduate coursework, University of Northern Colorado; Fourteen years business experience.
- STONE, JIM** 2005
(Earth Science)
B.S., University of Tennessee; B.S., M.S., Kansas State University.
- SWIETER, ELLEN** 1995
(Business and CIS Programs Chair)
B.A., B.S., University of Northern Colorado; M.A., Colorado State University; Five years business experience.
- SZCZEPANSKI, AMY J.** 2007
(Nursing)
B.S.N., D'Youville College, Buffalo, NY. Seven years nursing experience.

Faculty, cont.

TARNASKY, RALPH F. 1990

(Department Chair, World Languages and Ethnic Studies)
B.A., University of North Dakota; M.A., University of Nebraska-Lincoln; Ed.S., University of Nebraska at Omaha. Ed.D., University of Northern Colorado. Colorado Professional Teacher license.

TRENAM, TRACEY L. 2001
(History)

B.S., Georgetown University; Ph.D., Columbia University. Work towards MA in Education, City University of New York, Fulbright Scholar. Wilson Center Junior Fellow and IREX Scholar. Graduate study in Poland and Russia.

URSO, MARK. 2004
(Surgical Technology)

Certificate of Surgical Technology, Connolly Skill Learning Centers.

WAGNER, TERRI* 2005
(Radiologic Technology)

A.A.S., Aims Community College, Registered with ARRT, 3 years clinical experience.

WARD-SMITH, 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
(Program Co-Chair, Radiologic Technology)

A.A.S., Aims Community College; Registered with American Registry of Radiologic Technologists, six years clinical experience.

WASHAM, SHAWNALEE K. 2001
(Psychology)

B.S., M.S., Ph.D., Psychology, Colorado State University.

WEBECK, MARLIN "BUTCH"* 2004

(Automotive Service Technology, Program Chair)

A.A.S., Aims Community College; 40 years Automotive experience; ASE certified Master Technician; Colorado Emission Licensed, EPA Certified Air Conditioning, LI Certified.

WEST, GINA* 1987
(Program Chair, Aviation Technology)

A.A.S., Aims Community College; B.A., University of Northern Colorado, Six years Industrial experience. 1997 Team Award for Excellence.

WRIGHT-KILKER, WENDY. 2001
(Psychology)

B.S., University of Wisconsin; M.A., Regis University.

Emeritus Status

Emeritus Status is awarded to full-time employees who retire or for other honorable reasons leave the employment of the College,

- and have completed at least 15 years of employment with the College;
- demonstrated that their job performance was uncommonly superior and that they made significant contributions to the College;
- and have shown evidence of exemplary service above and beyond what was expected of them in the performance of their assigned duties in areas illustrated by, but not limited to the following: Scholarly publications, community service, innovative practices, prestigious awards(s), meaningful organizational or public office, state, regional, or national recognition, professional or personal activities beneficial to the College, service on college committees, service as advisor to student organizations, sponsorship of College or community-related workshops or conference.

The Aims Community College Board of Trustees confers Emeritus Status.

Ann Aron (1978-2006)
(Faculty Emerita, Business)

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

Larry Batman (1967-1994)
(Faculty Emeritus, Mathematics/Natural and Applied Sciences)

B.A. and M.A., University of Northern Colorado; Post Graduate Work, Colorado State University

Marvin Bay (1970-2002)
(Faculty Emeritus, Aviation Technology, Department Chair)

B.S., Colorado State University; M.A., University of Northern Colorado; Advanced graduate study, University of Northern Colorado; Eight years industrial experience.

W. Arlin Brown, Ed.D (1968-1989)
(Deceased)
(Faculty Emeritus, Communications/Humanities)

B.A., Eastern New Mexico University; M.A., Western State College of Colorado; Ed.D. University of Northern Colorado.

Diane L. Brotemarkle (1969-1996)
(Faculty Emerita, Department Chair, Humanities)

B.A. and M.A., University of Wyoming; Ph.D., University of Denver; NEH Fellow, Harvard University.

Kerry L. Colton (1971-2004)
(Faculty Emerita, Program Chair, Accounting)

B.A., University of Northern Colorado; M.S., University of Northern Colorado; Advanced Graduate Study, Colorado State University; 1995 Team Award for Excellence in Teaching.

George Conger, Ph.D. (1979-1997)
(President Emeritus)

B.A., Aeronautical Engineering, University of Miami; M.B.A., Finance, University of Miami; Ph.D., Public Administrator, Florida State University; Aims Fellow; Paul Harris Fellow.

Susan Cribelli (1972-2005)
(Academic Dean, Professor Emerita)

B.A., University of Northern Colorado; M.A., University of Northern Colorado; 2005 Administrator of the Year Award for Excellence.

Bill Cullins (1982-2000)
(Faculty Emeritus, Engineering, Technology Division)

B.S., Tarleton State University, Texas; Graduate study University of Northern Colorado and Angelo State University; Certified Manufacturing Engineer.

John Dent (1990-2003)
(Trustee Emeritus)

Bachelor Degree, Colorado College J.D., Drake Law School.

Roger A. DeWitt (1986-2007)
(Faculty Emeritus, Social Sciences)

B.A., University of Northern Colorado; M.A., University of Northern Colorado; Award for Excellence Eastman Kodak Student Selection, 1991, 1994, 2000, Team Award 1992, 2994.

Diana Duncan (1979-2005)
(Faculty Emerita, Department Chair, Radiologic Technology)

Certificate in Mammography, Aims Community College; Certificate in Radiology, Weld County General Hospital; B.S., Colorado State University; AART Certification, Radiography and Mammography.

J. Phil Edwards (1969-1982, 1986-2002)
(Faculty Emeritus, Computer Science, Math and Science; Campus Chair, Mathematics/ Natural & Applied Sciences, West Campus)

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

Paul W. Gaiser (1967-1971, 1977-1993)
(Vice President Emeritus, School of Occupational Education)

B.A. and M.A. University of Northern Colorado; Post Graduate work, Colorado State University.

Jerry F. Goddard (1972-2000)
(Faculty Emeritus, General Business)

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

Judy Green (1982-2001)
(Faculty Emerita, Psychology/Biofeedback)

B.A., University of Chicago; M.A., University of Iowa; Ph.D., Union Graduate School, Ohio. Certified Biofeedback Therapist. 1994 Faculty Senate Award for Excellence in Teaching.

Roseann Guyette (1997-2007)
(Dean Emerita, Continuing Education)

Kathy Hamblin (1976-2007)
(Director Emerita, Family & Life Education)

B.S., Vocational Home Economics Education, Colorado State University; M.A., Early Childhood Special Education, University of Northern Colorado; 1984 Workstudy Supervisor Award; 1984 Aims Foundation Fellowship; 1995 President Citation; 1996 Team Award for Excellence in Teaching.

Emeritus Status, cont.

Billy D. Hardgrave (1989-2004)
(Faculty Emeritus, Chair Psychology,
Behavioral, Social & Economic Sciences)
A.A. Pensacola Junior College; B.A.,
University of West Florida; M.A.,
and Ed.D., Univeristy of Northern
Colorado. 2002 Faculty Award for
Excellence selected by Students.

Donald T. Harris (1970-1996)
(Faculty Emeritus, Mathematics/Natural
and Applied Sciences)
B.S., Western Kentucky State
University; M.A., Western Kentucky
State University; Advanced Graduate
Study, University of Northern Colorado
(ABD). Aims Foundation Fellow, 1983

Samuel K. Heen (1971-2004)
(Faculty Emeritus, Chairman,
Department of Physical Education)
B.A., Colorado State University; M.Ed.,
Colorado State University; Advanced
graduate study, University of Northern
Colorado.

Gale E. Heiman, Ph.D. (1969-1994)
(Deceased)
(Faculty Emerita, General Business)
A.B., M.A., University of Northern
Colorado; Ph.D., Laurence University
School of Banking, California; 14 years
of business experience.

Anne Jackson (1985-2007)
(Assistant Director Emerita, Facilities &
Operations)
A.A., Business Administration,
Mesa Community College; B.A.,
Organizational Development, Regis
University; M.S., Management, Regis
University; 1999 Aims Foundation
Award for Excellence.

Jerry Karst (1970-2001)
(Faculty Emeritus, Chair, Department of
Sociology)
B.A., University of Northern Colorado;
M.Ed., Colorado State University;
Advanced graduate study, University of
Northern Colorado.

Jerry A. Kiefer, Ph.D. (1974-1998)
(Executive Vice President and Interim
President Emeritus Status)
B.A., St. Thomas College; M.A., St.
Thomas Seminary; M.A., University of
Northern Colorado; Ph.D., Colorado
State University

Bernard C. Kinnick (1999-2007)
(Emeritus Trustee)
B.A., Saint John's University; Ph.D.,
Auburn University; Professor Emeritus,
University of Northern Colorado.

Linda Krause (1979-2007)
(Staff Emerita)
AGS, Aims Community College;
Secretarial Certificate, South Bend College
of Commerce; Certified Professional
Secretary; 2006 Team Award for
Excellence

Judy Leusink (1976-2001)
(Faculty Emerita, Assistant Chair,
General Business)
B.A., Colorado State University; Graduate
study, University of Northern Colorado;
Five years business experience. 1993
Faculty Senate Award for Excellence in
Teaching. 1994 Faculty of the Year Award.

Ruth M. Lorensen (1971-1996)
(Faculty Emerita, Department Chair,
Health Occupations)
Nursing Diploma, University of
Oklahoma; B.S.N., University of Northern
Colorado; M.A., University of Colorado;
Ed.D., University of Northern Colorado.
Ten years nursing experience. 1994 Faculty
Senate Award for Excellence in Teaching.
1995 Faculty of the Year Award.

Ruby Loveless (1981-2004)
(Faculty Emerita, Computer Information)
B.S., Colorado State University; 1996
Academics Dean Award for Excellence;
1997 Team Award for Excellence.

Paul Martin (1981-2004)
(Faculty Emeritus, Business Technology)
B.A., NcNeese State University,
Louisiana; M.A., University of Northern
Colorado; Advanced graduate study,
University of Northern Colorado; 12
years business experience.

Nancy Martz (1969-2003)
(Faculty Emerita, Humanities)
B.A., University of Northern Iowa;
M.S.T., University of Wisconsin;
Advanced graduate study, University
of Northern Colorado, Colorado State
University, Naropa Institute.

Barbara Maxfield (1980-2004)
(Faculty Emerita, GED, Continuing
Education)
B.A., Colorado State University; B.S.,
Colorado State University; M.A., University
of Northern Colorado. Aims Foundation
Fellow, 1985; Winner of Awards for
Excellence, Amnesty Program Team.

Patricia McGuire (1993-2004)
(Director Emerita)
B.A., University of Wyoming; M.A.
University of Wyoming; B.S., Nursing,
University of Northern Colorado, 2004
Administrator of the Year Award.

Susan Musil (1985-2001)
(Faculty Emerita, Assistant Chair,
General Business)
B.A., University of Northern Colorado;
M.A., University of Northern Colorado.

Charles E. Myers, II (1982-2006)
(Faculty Emeritus, Criminal Justice)
B.A., Fresno State University; M.A.,
University of Northern Colorado;
Advanced Peace Officer Certification,
California P.O.S.T.

Ken Nickerson (1999-2007)
(Trustee Emeritus)

Ken Neet (1982-2007)
(Professor Emeritus, Accounting)
B.A., Economics and Business
Administration, Point Loma College;
1986 Aims Foundation Fellow; 1999
Hartman Award for Excellence in
Teaching.

Mark L. Olson (1982-2005)
(Director Emeritus, Public Information)
B.A., Colorado State University; M.A.,
University of Northern Colorado. 2001
Administrator of the Year Award for
Excellence.

Dwane R. Raile, Ed.D. (1971-1993)
(Vice President Emeritus, School of Arts
and Sciences)
B.A. and M.A., New Mexico Western
University of Silver City; Ed.D.,
University of Northern Colorado.

Barbara G. Reale (1969-1987)
(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 (1969-1996)
**(Faculty Emeritus, Department Chair,
 Science)**
 B.S. University of New Mexico; M.A.,
 University of New Mexico; Advanced
 graduate study, Ed.D., University
 of Northern Colorado; University of
 Kansas, University of Denver, Colorado
 State University

Tedd Runge (1984-2007)
(Faculty Emeritus, Visual Arts)
 B.F.A., Painting, University of Illinois-
 Champaign; M.A., Painting, University
 of Northern Colorado, Advanced
 graduate study, University of Northern
 Colorado.

Elizabeth Ryan (1990-2007)
(Faculty Emerita, Mathematics)
 B.A., University of Colorado; M.Ed.,
 University of Texas; M.Ed., Lesley
 College; Advanced graduate study,
 University of Northern Colorado. Award
 for Excellence, ACEA 2004.

Dorothy Stewart (1967-1994)
**(Faculty Emerita, Communications/
 Humanities)**
 B.A. and M.A. University of Northern
 Colorado; Advanced Graduate Study,
 University of Northern Colorado;
 Cambridge University, England. 1991
 Academic Dean's Award for Excellence
 in Teaching; 1991 Faculty Senate Award
 for Excellence in Teaching; 2004 Who's
 Who in America.

Ken Sauer (1979-2007)
(Director Emeritus, Media Services)
 B.S., English, Indiana University; M.A.,
 Educational Media Administration,
 University of Northern Colorado; Chair,
 Educational Tech Action Team.

Becky Sperber (1985-2007)
(Staff Emerita)
 A.A.S., A.G., Aims Community College;
 Certified Administrative Professional,
 Certified Professional Secretary.
 Leadership Academy for Staff. 1995
 Staff Award for Excellence.

Robert Stockhouse, Ph.D. . . (1983-1988)
(Director Emeritus, Assessment Center)
 A.A.S., Aims Community College;
 B.S. Black Hills State College; M.A.,
 Columbia University; Ed.D., Stanford
 University; Kellogg Post-Doctoral
 Fellowship, University of Texas.

Maurine Summers (1972-1996)
**(Faculty Emerita, Early Childhood
 Education)**
 B.A. University of Northern Colorado;
 M.Ed., Colorado State University;
 Advanced graduate study, Pacific
 Oaks College, California; University
 of Northern Colorado; Seven years
 experience in child care services.

Arthur Terrazas (1973-2006)
(Faculty Emeritus)
 B.A., University of Northern Colorado;
 M.A., University of Northern Colorado.
 2000 Academic Dean's Award for
 Excellence.

Maria Velasquez (1972-2004)
(Faculty Emerita, Business)
 B.A., University of Northern Colorado;
 M.A., University of Northern Colorado

Russell Ward (1987-2003)
(Faculty Emeritus, English)
 B.A., University of Northern Colorado;
 M.A., University of Northern Colorado;
 D.A., Idaho State University.

Dick Wood (1991-2006)
(Dean Emeritus, Continuing Education)
 B.A., State University of New York
 (Oswego); M.A., State University of
 New York (Buffalo); Ed.D., University
 of Northern Colorado.

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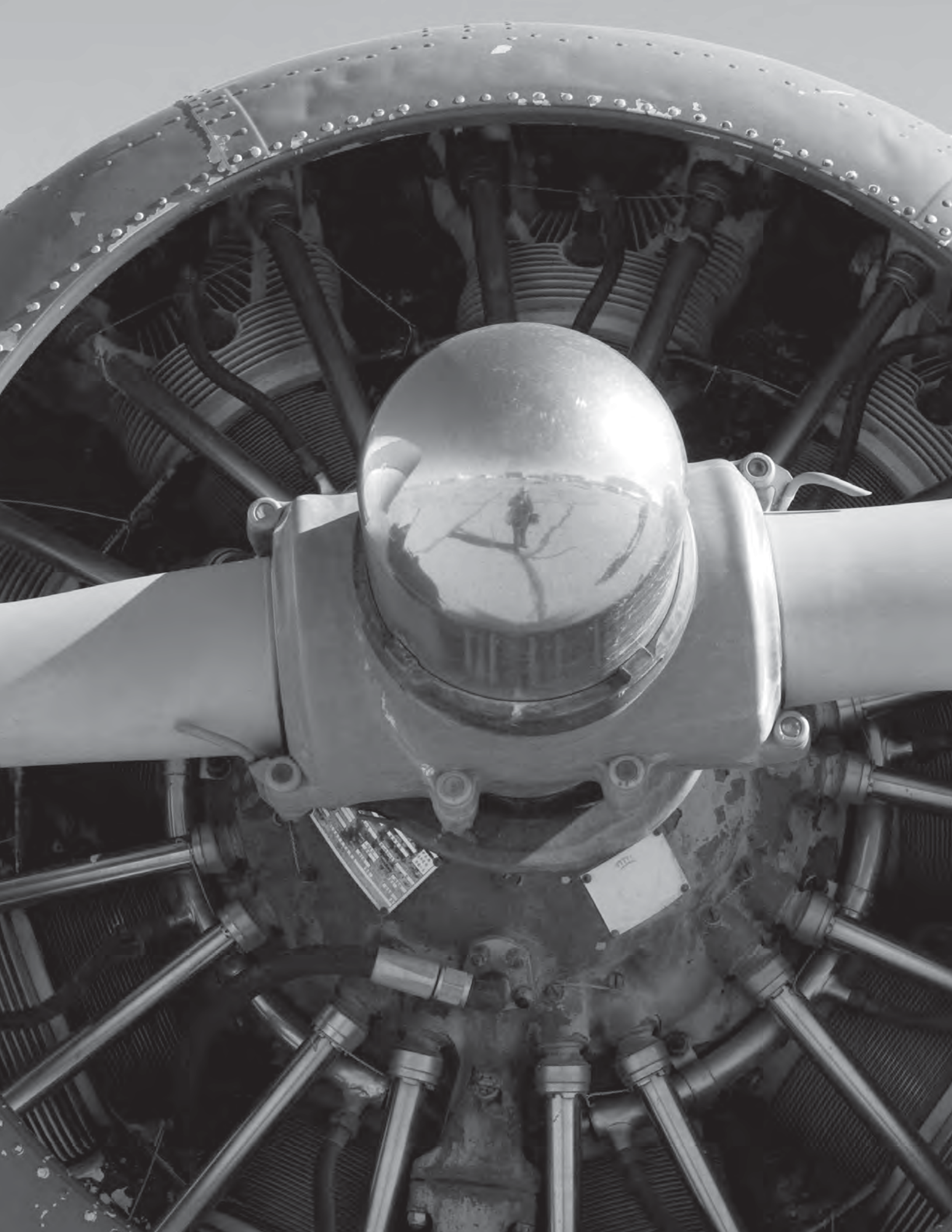
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Your A.A. or A.S. degree will transfer to all public 4-year colorado colleges and universities

IF YOU

- complete your AA or AS degree including a minimum 35 semester credits of state-guaranteed general education courses, and
- earn a C grade or better in all courses for the degree,

THEN

- at least 60 semester hours of approved coursework of your AA/AS degree will transfer completely to a baccalaureate Liberal Arts and Sciences major in Colorado's public four-year institutions if you are accepted by the receiving institution*

AND

- you are guaranteed to be able to finish your liberal arts and sciences baccalaureate degree in just another 60 semester hours.

* See your transfer advisor as soon as possible for a list of degrees applicable. Special articulations exist for Elementary Teacher Education, Business, Transfer Engineering and Nursing that specify which lower- division credits you need. For other majors, ask for a transfer guide that will help you select lower-division credits that will speed you on your way to finishing that baccalaureate degree.

Credit earned for prior learning, Advanced Placement, correspondence courses, CLEP and other tested-only credit may not apply. The institution to which you transfer will evaluate these credits according to its own policies.

STUDENT APPEALS POLICY

IF YOU

- graduated with an AA/AS degree,
- completed a minimum 35 semester credits of state-guaranteed general education courses, and
- earned a C grade or better in each course for the degree,

AND

- your transcript evaluation indicates that you need more than 60 semester hours to complete your bachelor's degree in liberal arts and sciences, or your state-guaranteed courses are NOT applied to graduation requirements, you can file an appeal.

Contact your transfer advisor at Aims Community College who will provide you with the transfer and student appeals policies and process.

You also may find these policies at www.aims.edu or www.state.co.us/cche/stuinf.html



APPLICATION FOR ADMISSION

(5401 W 20th Street) PO Box 69, Greeley, CO 80632 (970) 330-8008
 260 College Avenue, Fort Lupton, CO 80621 (303) 857-4022
 104 E Fourth Street, Loveland, CO 80537 (970) 667-4611
www.aims.edu

PLEASE PRINT
No Fee Required

FULL LEGAL NAME: _____ Last _____ First _____ Middle _____
 _____ - _____ - _____
 AIMS ID _____ Other names used previously at Aims _____

_____ - _____ - _____
 Social Security Number (SSN) _____
 Your Social Security Number is collected for reporting purposes under Section 484 of the Higher Education Act and Section 6109 of the Internal Revenue Code. It will not be used as your primary identifier, and is protected by privacy laws.

<input type="checkbox"/> Male <input type="checkbox"/> Female	DATE OF BIRTH – month, day, year _____ - _____ - _____ AGE: _____ (If under 16, special permission for is required. Please contact the Admissions Office.)	<input type="checkbox"/> American Indian <input type="checkbox"/> Black <input type="checkbox"/> Asian/Pacific Islander <input type="checkbox"/> Hispanic <input type="checkbox"/> White, Non-Hispanic <div style="border: 1px solid black; padding: 5px; width: fit-content; margin-left: auto;"> (Voluntary information to be used for Federal and State reporting) </div>
--	---	---

When will you Start at Aims? <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer Year: 20 _____	Home Campus <input type="checkbox"/> Greeley <input type="checkbox"/> Ft. Lupton <input type="checkbox"/> Loveland	Have you registered with Selective Service? (Required by Federal law for males age 17 yrs 9 months to 26 yrs) <input type="checkbox"/> Yes <input type="checkbox"/> No If no, state reason: _____
---	---	--

MAILING ADDRESS (Street, Apt # and/or PO Box) _____

 CITY _____ STATE _____ ZIP CODE _____
 COUNTY _____ SCHOOL DISTRICT (Where you reside) _____ E-MAIL ADDRESS _____
 TELEPHONE: Evening (_____) _____ Day (_____) _____ Cell (_____) _____
 PERMANENT ADDRESS (If Different From Above) _____

 CITY _____ STATE _____ ZIP CODE _____

While at Aims, which of the below best describes your program of study? (Check only one box, please.)

AA: Associate of Arts – Liberal Arts major. Directed Area of Study (optional): _____
 AS: Associate of Science – Liberal Arts major. Directed Area of Study (optional): _____
 AAS: Associate of Applied Science – Specific major (required): _____
 Occupational Certificate – Specific major (required): _____

If NOT declaring one of the above majors, please select one of the choices below (Check only one box, please.)

Will transfer credit to another school but will NOT graduate from Aims
 Will not graduate or transfer, but will take classes for personal interest only
 Undecided or Unknown

Highest education level completed:

Did not graduate from High School	Currently in High School	High School Graduate	Received GED	Occupational Certificate	Associate Degree	Bachelors Degree	Masters or higher
<input type="checkbox"/>	Grade _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Circle one: AA AS AAS AGS	<input type="checkbox"/>	<input type="checkbox"/>

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

OFFICE USE ONLY

R _____ N _____
 Ina _____ New _____

LTA _____
 Is LTA CE only? Y _____ N _____

Prev. App. Date: _____

Student Age "RU" Hold? _____

Ethnicity
 I _____
 B _____
 A _____
 H _____
 W _____

ExpTerm _____

Campus: G F L

Selective Service "RD" Hold? _____

AA _____
 AS _____
 AAS _____
 CERT _____

TR, 0000
 NONE, 0000
 000000, 0000

Education Level
 LHS C09-C12
 HS GED
 1 AA AS AAS
 AGS 4 5

SOAHSCH

HS or GE

SOAPCOL

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

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

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

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

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

Dates of continuous physical presence in Colorado

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

Last 2 years of State Income Tax Returns filed

Last 2 years of employment or source of income
Check here if unemployed _____

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

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

Date of Colorado Voter Registration (mo/yr)

List dates of military service (if applicable)

Column A Answers apply to my:

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

____/____/____ to ____/____/____
Month Day Year Month Day Year

____/____ to ____/____
Month Year Month Year

Tax Year: _____ State(s): _____
Tax Year: _____ State(s): _____

Employer: _____
State: ____/____ to ____/____
Month Year Month Year

Month & Year: ____/____
New Renewal # _____

- 2005 2006 2007

Month & Year: ____/____

____/____/____ to ____/____/____
Month Day Year Month Day Year

Parent name _____

Column B Answers apply to:

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

____/____/____ to ____/____/____
Month Day Year Month Day Year

____/____ to ____/____
Month Year Month Year

Tax Year: _____ State(s): _____
Tax Year: _____ State(s): _____

Employer: _____
State: ____/____ to ____/____
Month Year Month Year

Month & Year: ____/____
New Renewal # _____

- 2005 2006 2007

Month & Year: ____/____

____/____/____ to ____/____/____
Month Day Year Month Day Year

OFFICE USE ONLY

In-District (1)

Out-District (2)

Out-State (3)

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

- Choosing a career Adequate financial resources Child care availability

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

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

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

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

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

Student Signature

Date

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

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

Parent Signature (for students under age 18)

Date

Print Name of Parent or Guardian signing

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

SGAUSDF
Element 1
3 4 6

Element 4: Y N

Citizen
Y
PR
OT
NS

"RV" Hold?

"RH" Lawful Presence Hold?



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 _____