

# CATALOG 2010-2011

**Volume XLIII- August 2010**

## **Greeley Campus**

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

## **Fort Lupton Campus**

260 College Avenue  
Fort Lupton, Colorado 80621  
Greeley 970.330.8008, ext. 4300  
Metro 303.857.4022, ext. 4300

## **Loveland Campus**

104 E. Fourth Street  
Loveland, Colorado 80537  
970.667.4611  
Metro 303.447.9092  
Greeley 970.330.8008

## **Continuing Education**

Corporate Education Center  
5590 W. 11th Street  
Greeley, Colorado 80634  
Greeley 970.339.6213  
[www.aimsced.com](http://www.aimsced.com)

## **Windsor Center**

Aims Automotive & Technology Center  
1120 South Gate Drive  
Windsor, Colorado 80550  
970.339.6286  
Greeley 970.330.8008

## **Online Campus**

[www.aims.edu/online](http://www.aims.edu/online)



*The right choice at every step*

**A College Serving Northern-Central Colorado** (Effective Fall Semester, 2010) Established 1967

[www.aims.edu](http://www.aims.edu)

# A letter from the President

**Aims Community College is here for you...**

We are proud of our track record at Aims and proud to provide a vital service to our students and community. Great opportunities abound for students to take advantage of quality academic programs at Aims. Our highly qualified professors and advisors can guide students through courses that will tune up their job skills or transfer to any other public institution in Colorado. The College also has specialized programs for those individuals who may need some extra academic help to pursue an educational goal.

The economic downturn and its impact on finances and jobs continues to be felt across the country and in northern Colorado. It is a difficult time for so many of us. Aims Community College, too, has been impacted by the situation, with significant cutbacks in state funding and the prospect of local property taxes also diminishing. Nonetheless it is important for you to know, with confidence, that Aims is still here for you during these hard times.

Aims Community College has seen an increase in enrollment, as many people choose to begin or continue their education to retool their skills for the future economy. They know that Aims provides an incredibly high quality education at an incredibly affordable cost. In fact, for residents of our taxing district, Aims is the most affordable community college in the state. Even for those students who are out of our district, our costs are competitive with other community colleges.

In the last three years, the College has built or renovated several buildings to ensure that students learn in the best environment and have access to the high tech tools they need to gain a technological advantage in their career. The most recent addition to the Aims facilities is the Aims Automotive and Technical Center, located south of Windsor at Highway 34 and County Road 17. This building is outfitted with state-of-the-art equipment for students in auto service, collision, paint and allied degrees and certificates.

Aims continues to offer opportunity in difficult times and the chance to make the future brighter. Aims is here for you.



Dr. Marilyn "Marsi" Liddell  
President



President

# TABLE OF Contents

general information

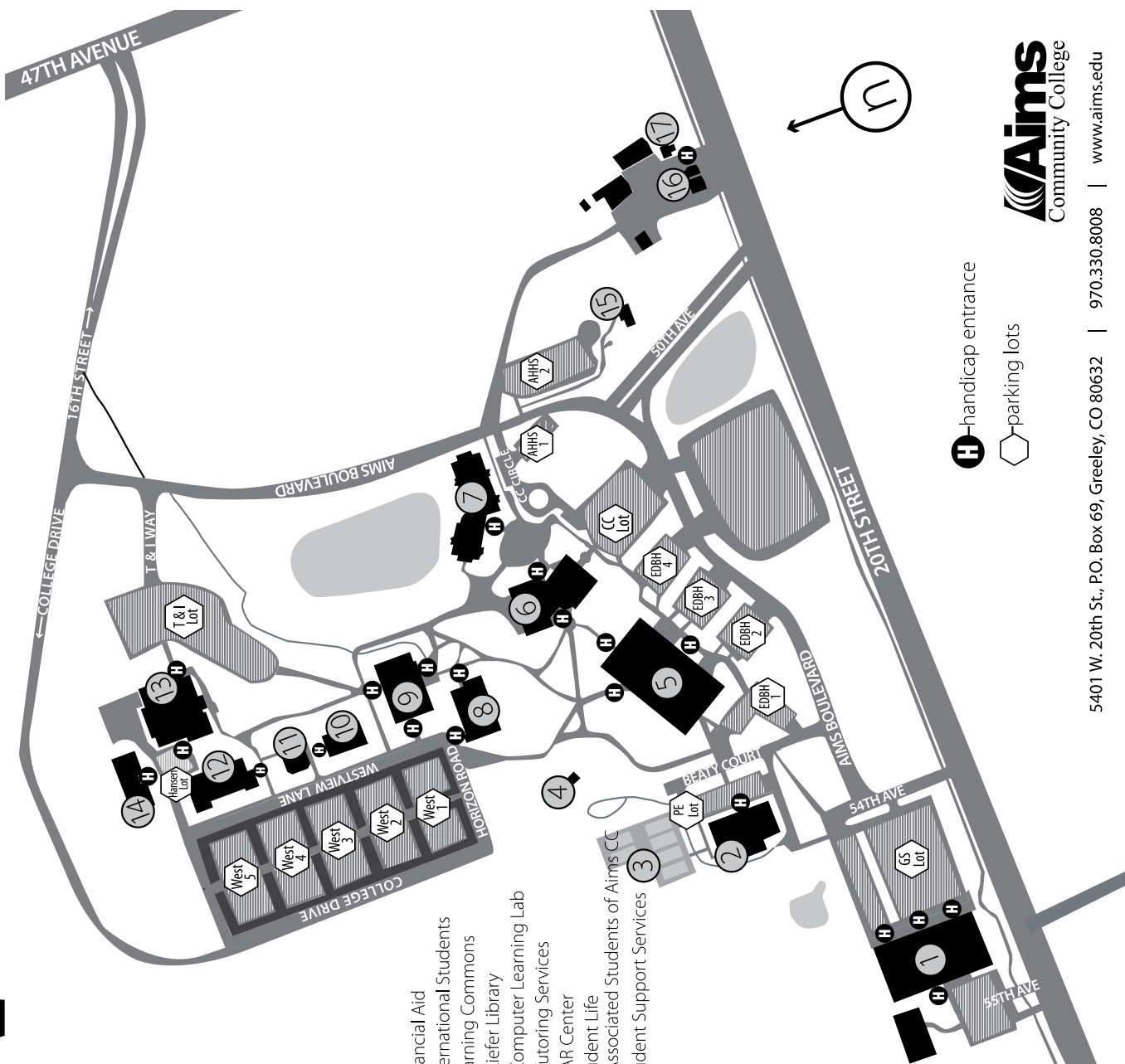
<b>DEGREE AND CERTIFICATE QUICK REFERENCE GUIDE</b> .....	8
<b>DEGREE AND CERTIFICATE INDEX</b> .....	10
<b>General Information</b>	
Campus Map .....	6
Academic Calendar .....	7
Course Descriptions Table of Contents .....	14, 124
Aims Overview .....	16
Greeley Campus .....	17
Fort Lupton Campus .....	18
Loveland Campus .....	19
Continuing Education .....	20
Aims Automotive and Technology Center .....	21
Online Campus .....	22
Where America Goes to College .....	23
General Information .....	24
Special Instructional Programs .....	27
High School Option and Alternatives .....	28
Financial Aid .....	29
Office of Institutional Advancement: Aims Foundation .....	32
Scholarships .....	33
Office of Grants and Contracts .....	34
Admissions & Records .....	35
Tuition and Fees .....	38
Student Success Center .....	40
Learning Commons .....	42
Learning and Organizational Development .....	43
Credit for Prior Learning .....	44
Course Information .....	46
Grading System .....	47
Academic Standards .....	48
Graduation Requirements .....	49
Records, Transcripts, and Release of Information .....	50
Student Life .....	52
<b>DEGREE &amp; CERTIFICATE INFORMATION</b> .....	55-62
Degree & Certificate Overview .....	55
Alternative Transfer Degrees .....	64
Academic Organization .....	65
<b>DEGREE &amp; CERTIFICATE REQUIREMENTS</b> .....	66-113
<b>CONTINUING EDUCATION</b> .....	114
<b>COURSE DESCRIPTIONS</b> .....	124
<b>BOARD OF TRUSTEES</b> .....	187
<b>ADMINISTRATION</b> .....	188
<b>FACULTY</b> .....	189
<b>INDEX</b> .....	196
<b>A.A. AND A.S. BOOKMARK/APPLICATION FOR ADMISSION/ TRANSFER CREDIT EVALUATION REQUEST</b> .....	Back of Catalog

## Note

For information on specific courses see Degree and Certificate Index, or  
Course Description Table of Contents on page 14, 124.

# AIMS CAMPUS MAP

*Greeley*  
**CAMPUS  
MAP**



- ① General Services (GENS)
- ② Physical Education (GYM)
- ③ Tennis Courts
- ④ Gazebo
- ⑤ Ed Beatty Hall (EDBH)
- ⑥ College Center (CCTR)
  - Admissions & Records
  - Advising
  - Assessment
  - Associated Students
  - Bookstore
  - Campus Bistro
  - Career Services
  - Cashier
  - Dean for Student Services
  - Disability Access Services
- ⑦ Allied Health & Sciences (AHS)
  - Financial Aid
  - International Students
  - Learning Commons
  - Kiefer Library
  - Computer Learning Lab
  - Tutoring Services
  - STAR Center
  - Student Life
  - Associated Students of Aims CC
  - Student Support Services
- ⑧ Horizon (HRZN)
- ⑨ Westview (WSTV)
- ⑩ Aviation Technology (AVT)
- ⑪ Flight Simulator
- ⑫ Welding Technology (WLT)
- ⑬ Trades & Industry (TR&I)
- ⑭ Mildred S. Hansen (HANS)
- ⑮ Guest House
- ⑯ Purchasing
- ⑰ Central Receiving
- ⑱ Facilities & Operations

**H**—handicap entrance  
—parking lots



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

# ACADEMIC CALENDAR 2010-2011 general information

## SUMMER SEMESTER 2010

**MAY 24, 2010 – AUGUST 4, 2010 (40 DAYS, 4-DAY WEEK, MON-THUR, NO CLASSES FRIDAYS, COLLEGE CLOSED FRIDAYS)**

Monday, April 5, 2010	Begin Returning Student Registration for Summer and Fall Semesters
Monday, April 12, 2010	Begin Open Registration for Summer and Fall Semesters
<b>Monday, May 24, 2010</b>	<b>Classes Begin</b>
Monday, May 31, 2010	Memorial Day (college closed)
Thursday, June 3, 2010	Full-term Course Add/Drop Deadline
Monday – Wednesday, June 28–July 1, 2010	Midterm Week
Monday, July 5, 2010	Independence Day Observed (college closed)
Tuesday, July 6, 2010	Graduation Application Deadline for Fall 2010
Monday, July 19, 2010	Full-term Course Withdrawal Deadline
<b>Wednesday, August 4, 2010</b>	<b>Last Day of Summer Semester 2010</b>

## FALL SEMESTER 2010

**AUGUST 23 – DECEMBER 10, 2010 (76 DAYS, INCLUDES 4 DAYS OF FINALS)**

<b>Monday, August 23, 2010</b>	<b>Classes Begin</b>
Monday, September 6, 2010	Labor Day (college closed)
Wednesday, September 8, 2010	Full-term Course Add/Drop Deadline
Monday–Friday, October 11–15, 2010	Midterm Week
Monday, November 8, 2010	Begin Returning Student Registration for Spring Semester
Wednesday, November 10, 2010	Full-term Course Withdrawal Deadline
Friday, November 12, 2010	Graduation Application Deadline for Spring 2011
Monday, November 15, 2010	Begin Open Registration for Spring Semester
Wednesday–Friday, November 24–26, 2010	Thanksgiving Holiday (college closed)
Tuesday–Friday, December 7–10, 2010	Final Examinations
<b>Friday, December 10, 2010</b>	<b>Last Day of Fall Semester 2010</b>
Friday, December 24, 2010	Christmas Holiday (college closed)
Monday–Friday, December 27–31, 2010	Christmas Holiday (college closed)

## SPRING SEMESTER 2011

**JANUARY 10 – MAY 26, 2011 (78 DAYS, INCLUDES 4 DAYS OF FINALS)**

<b>Monday, January 10, 2011</b>	<b>Classes Begin</b>
Monday, January 17, 2011	Martin Luther King, Jr. Day (college closed)
Wednesday, January 26, 2011	Full-term Course Add/Drop Deadline
Friday, February 4, 2011	No Classes
Monday–Friday, February 28–March 4, 2011	Midterm Week
Tuesday, March 15, 2011	2011-2012 Financial Aid Application Priority Deadline
Monday–Friday, March 14–18, 2011	Spring Break (no classes)
Monday, April 4, 2011	Begin Returning Student Registration for Summer and Fall Semesters
Friday, April 8, 2011	Graduation Application Deadline for Summer 2011
Monday, April 11, 2011	Full-term Course Withdrawal Deadline
Monday, April 11, 2011	Begin Open Registration for Summer and Fall Semesters
Tuesday–Friday, May 3–6, 2011	Final Examinations
<b>Friday, May 6, 2011</b>	<b>Last Day of Spring Semester 2011</b>
Friday, May 6, 2011	Graduation (tentative date)

## SUMMER SEMESTER 2011

**MAY 23 – AUGUST 3, 2011 (41 DAYS, 4-DAY WEEKS, MONDAY–THURSDAY, NO CLASSES FRIDAYS)**

Monday, April 4, 2011	Begin Returning Student Registration for Summer and Fall Semesters
Monday, April 11, 2011	Begin Open Registration for Summer and Fall Semesters
<b>Monday, May 23, 2011</b>	<b>Classes Begin</b>
Monday, May 30, 2011	Memorial Day (college closed)
Thursday, June 2, 2011	Full-term Course Add/Drop Deadline
Monday–Thursday, June 27–30, 2011	Midterm Week
Monday, July 4, 2011	Independence Day (college closed)
Tuesday, July 5, 2011	Graduation Application Deadline for Fall 2011
Monday, July 18, 2011	Full-term Course Withdrawal Deadline
<b>Wednesday, August 3, 2011</b>	<b>Last Day of Summer Semester 2011</b>

# 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.

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

Allied Health & Human Services	67
Associate Degree Nurse	69
Radiologic Technology	70
Surgical Technology	67
Automotive	72
Automotive Collision Repair Technology	72
General Automotive Technician	74
Aviation	76
Air Traffic Controller	76
General Aviation Pilot	76
Professional Pilot	77
Helicopter Pilot	77
Business	80
Accounting	80
Administrative Assistant	81
Marketing/Management	83
Medical Administrative Assistant	82
Communication Media	84
Audio Production	84
Broadcast Media Production	84
Communications Multimedia	84
Digital Imaging and Publishing	84
Digital Video Production	85
Radio Production	85
Television and Video Production	86
Computer	88
Computer Information Systems	88
Web Design & Development	88
Construction	90
Building/Construction Site Management	90
Criminal Justice	93
Education	94
Early Childhood Education	94
Electronics	97
Biomedical Electronic Technology	97
Emergency Medical Services	98
Emergency Medical Technician Paramedic	99
Healthcare Provider: EMS Medical Clinical Assistant	99
Medical Assisting	110
Engineering	101
Computer Aided Drafting	102
Fire Science	103
Fire Science Technology	103
Fire Science - Wildland	105
Fire Science - Safety Leadership	104
Fire Science - Fire Officer Leadership	103

Graphic Design & Rich Media	106
Graphic Design & Rich Media - Graphic Design	106
Graphic Design & Rich Media - Web Design	106
Graphic Design & Rich Media - Animation	107
Web Design & Development	107
Welding	113
Welding Technology	113

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

<b>LIBERAL ARTS MAJOR</b>	<b>58</b>
Allied Health & Human Services	67
PreNursing Statewide Articulation Agreement	70
Business	80
Business Transfer Statewide Articulation Agreement	80
Criminal Justice	92
Criminal Justice Articulation Agreements for UNC and Metropolitan State College	92
Education	95
Elementary Education Statewide Articulation Agreement	96
Early Childhood Education Statewide Articulation Agreement	95

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

<b>LIBERAL ARTS MAJOR</b>	<b>59</b>
Engineering	101
Pre-Engineering	102

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

<b>LIBERAL ARTS MAJOR</b>	<b>61</b>
---------------------------	-----------

**Degree & Certificate Quick Reference Guide, cont.**

**CAREER AND TECHNICAL EDUCATION CERTIFICATE PROGRAMS**

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

Allied Health and Human Services:	Word Processing	GIS CAD . . . . .	102
Mammography . . . . .	Skill Enhancement . . . . .	Mechanical CAD . . . . .	102
Nurse Aide . . . . .	Communications Media:	Technical Drawing CAD. . . . .	102
Practical Nursing. . . . .	Audio Production . . . . .	Residential/Commercial	
Automotive Collision Repair Technology:	Digital Imaging and Publishing. . . . .	Architectural . . . . .	102
Damage Appraisal and Estimating . . . . .	Educational Technology . . . . .	Fire Science Technology:	
Non-Structural Repair Technician . . . . .	Integrated Media Production . . . . .	Basic Firefighter . . . . .	104
Plastics Repair Technician . . . . .	Media Writing. . . . .	Wildland Core Training . . . . .	105
Refinish Technician. . . . .	Radio Production . . . . .	Wildland Operations. . . . .	105
Street Rod . . . . .	Video/Television Production . . . . .	Driver - Operator . . . . .	104
Structural Repair Technician . . . . .	Computer Information Systems:	Fire Officer I. . . . .	105
Upholstery . . . . .	Data Base Administration . . . . .	Fire Prevention/Education. . . . .	104
Automotive Service Technology:	Information Technology . . . . .	Fire Service Training Academy I . . . . .	104
AYES Certificate . . . . .	Network Analyst. . . . .	Fire Service Training Academy II. . . . .	104
Express Certificates . . . . .	Object Programming. . . . .	Fire Science Intern . . . . .	104
General Automotive Technician . . . . .	UNIX . . . . .	Vehicle Extrication . . . . .	104
Light Diesel. . . . .	Visual Basic Programming. . . . .	Graphic Design & Rich Media:	
Aviation:	Web Page Development . . . . .	Graphic Application . . . . .	106
Single-Engine Airplane . . . . .	MCSA - Microsoft Certified	Pre-Press . . . . .	106
Multi-Engine Airplane . . . . .	Systems Administrator . . . . .	Animation. . . . .	106
Flight Instructor Airplane . . . . .	MCSE - Microsoft Windows Systems	Game Design . . . . .	106
Private Pilot Airplane . . . . .	Engineer Certification . . . . .	Web Design . . . . .	106
Instrument Rating Airplane . . . . .	Construction Trades:	Web Design Specialist. . . . .	106
Commercial Pilot Airplane . . . . .	Carpentry . . . . .	Healthcare Provider . . . . .	99
Multi Engine Pilot Rating Airplane . . . . .	Electrical Wiring. . . . .	EMS Medical Clinical Assistant . . . . .	99
Flight Instructor Rating Airplane . . . . .	Criminal Justice/Academy. . . . .	Clinical Office Specialist. . . . .	99
Private Pilot Helicopter. . . . .	Early Childhood Education:	Medical Technician . . . . .	99
Commercial Pilot Helicopter . . . . .	Child Care Center Director . . . . .	Gerontology . . . . .	100
Instrument Rating Helicopter . . . . .	Early Childhood Education. . . . .	Phlebotomy. . . . .	100
Flight Instructor Helicopter . . . . .	Great Beginnings. . . . .	Medical Assisting. . . . .	110
Building/Construction Site Management:	Group Leader . . . . .	Manufacturing Technologies. . . . .	108
Basics of Construction	Infant/Toddler Candidate . . . . .	MIST Level I . . . . .	108
Management. . . . .	Infant/Toddler Care . . . . .	MIST Level II. . . . .	108
Basics of Construction Methods . . . . .	Preschool Candidate . . . . .	MIST Level III . . . . .	108
Basic Structural Properties. . . . .	Emergency Medical Technician:	MIST Level IV . . . . .	108
Project Estimating . . . . .	Basic (EMT-B) . . . . .	Marketing/Management:	
Green/Sustainable Building. . . . .	Intermediate (EMT-I). . . . .	Management . . . . .	83
Business . . . . .	Paramedic (EMT-P) . . . . .	Small Business Management . . . . .	83
Accounting . . . . .	Athletic Trainer . . . . .	Peace Officer Academy . . . . .	97
Advanced Office Specialist . . . . .	EKG Technician . . . . .	Welding Technology:	
Business Technology . . . . .	Paramedic Preparation. . . . .	Welding Technician. . . . .	113
Enrolled Agent . . . . .	Engineering Technology:	Express Certificates . . . . .	113
Medical Transcription & Coding . . . . .	Advanced CAD. . . . .		
Multimedia Presentation	Basic CAD . . . . .		
Skill Enhancement . . . . .	Civil CAD . . . . .		

# DEGREE & CERTIFICATE Index

## HOW TO READ DEGREE/CERTIFICATE INDEX

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

### DEGREE/CERTIFICATE

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

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

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

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.

## DEGREE AND CERTIFICATE PROGRAMS INDEX

TITLE	DEGREE/CERTIFICATE	PAGE
<b>ALLIED HEALTH AND HUMAN SERVICES</b> .....		67
Associate Degree Nurse .....	A.A.S. (2 yr) .....	69
Nurse Aide .....	Certificate (1 sem) .....	68
Practical Nursing .....	Certificate (3 sem) .....	69
PreNursing, Statewide Articulation Agreement .....	A.A. (2 yr) .....	70
Radiologic Technology .....	A.A.S. (2 yr) .....	70
Mammography .....	Certificate (1 sem + clinicals) .....	71
Surgical Technology .....	A.A.S. (2 yr) .....	67
<b>AUTOMOTIVE</b> .....		72
Automotive Collision Repair Technology .....	A.A.S. (2 yr) .....	72
Non-Structural Repair Technician .....	Certificate .....	72
Structural Repair Technician .....	Certificate .....	73
Plastics Repair Technician .....	Certificate .....	73
Refinish Technician .....	Certificate .....	73
Damage Appraisal and Estimating .....	Certificate .....	73
Street Rod .....	Certificate .....	73
Upholstery .....	Certificate .....	73
Automotive Service Technology .....	A.A.S. (2 yr) .....	73
AYES Certificate .....	Certificate (1 yr) .....	75
Express Certificates (see advisor) .....	Certificate (1-2 sem) .....	74
General Automotive Technician .....	A.A.S. (2 yr), Certificate (1 yr) .....	74
Light Diesel .....	Certificate .....	75
<b>AVIATION</b> .....		76
Aviation Technology .....		76
Air Traffic Controller .....	A.A.S. (2 yr) .....	76
General Aviation Pilot .....	A.A.S. (2 yr) .....	76
Professional Pilot .....	A.A.S. (5 sem) .....	77
Helicopter Pilot .....	A.A.S. (2 yr) .....	77
Single-Engine Airplane .....	Certificate .....	77
Multi-Engine Airplane .....	Certificate .....	77
Flight Instructor Airplane .....	Certificate .....	77
Private Pilot Airplane .....	Certificate .....	77
Instrument Rating Airplane .....	Certificate .....	78
Commercial Pilot Airplane .....	Certificate .....	78
Multi Engine Pilot Rating Airplane .....	Certificate .....	78
Flight Instructor Rating Airplane .....	Certificate .....	78
Private Pilot Helicopter .....	Certificate .....	78
Commercial Pilot Helicopter .....	Certificate .....	78
Instrument Rating Helicopter .....	Certificate .....	78
Flight Instructor Helicopter .....	Certificate .....	78

D&C Index



<b>BEHAVIORAL &amp; SOCIAL SCIENCES</b> .....	79
<b>BUSINESS</b> .....	80
Accounting .....	A.A.S. (2 yr) ..... 80
Business: .....	81
Accounting .....	Certificate (2 sem) ..... 81
Enrolled Agent .....	Certificate (2 sem) ..... 81
Medical Administrative Assistant .....	A.A.S. (2 yr) ..... 82
Administrative Assistant Option .....	A.A.S. (2 yr) ..... 82
Business Technology .....	Certificate (2 sem) ..... 82
Medical Transcription & Coding .....	Certificate (2 sem) ..... 82
Advanced Office Specialist .....	Certificate (2 sem) ..... 82
Word Processing Skill Enhancement .....	Certificate (2 sem) ..... 82
Multimedia Presentation Skill Enhancement .....	Certificate (2 sem) ..... 82
Business Transfer, Statewide Articulation Agreement .....	A.A. (2 yr) ..... 80
Marketing/Management .....	A.A.S. (2 yr) ..... 83
Management .....	Certificate (1 yr) ..... 83
Small Business Management .....	Certificate (1 yr) ..... 83
<b>COMMUNICATION MEDIA</b> .....	84
Audio Production .....	A.A.S. (2 yr) ..... 84
Broadcast Media Production .....	A.A.S. (2 yr) ..... 84
Communications Multimedia .....	A.A.S. (2 yr) ..... 84
Digital Imaging and Publishing .....	A.A.S. (2 yr) ..... 84
Digital Video Production .....	A.A.S. (2 yr) ..... 85
Radio Production .....	A.A.S. (2 yr) ..... 85
Television & Video Production .....	A.A.S. (2 yr) ..... 85
Communications Media Career & Technical Certificates: .....	87
Audio Production .....	Certificate (2-3 sem) ..... 87
Video/Television Production .....	Certificate (2-3 sem) ..... 87
Digital Imaging and Publishing .....	Certificate (2-3 sem) ..... 87
Radio Production .....	Certificate (2-3 sem) ..... 87
Media Writing .....	Certificate (2-3 sem) ..... 87
Integrated Media Production .....	Certificate (2-3 sem) ..... 87
Educational Technology .....	Certificate (2-3 sem) ..... 87
<b>COMPUTER</b> .....	88
Computer Information Systems .....	A.A.S. (2 yr) ..... 88
Web Design and Development .....	A.A.S. (2 yr) ..... 88
Data Base Administration .....	Certificate (3 sem) ..... 88
Object Programming .....	Certificate (3 sem) ..... 88
Network Analyst .....	Certificate (3 sem) ..... 88
UNIX .....	Certificate (3 sem) ..... 89
Visual Basic Programming .....	Certificate (3 sem) ..... 89
Web Page Development .....	Certificate (4 sem) ..... 89
Information Technology .....	Certificate (4-5 sem) ..... 89
MCSA - Microsoft Certified Systems Administrator .....	Certificate (3 sem) ..... 89
MCSE - Microsoft Windows Systems Engineer Certification .....	Certificate (3 sem) ..... 89
<b>CONSTRUCTION</b> .....	90
Building/Construction Site Management .....	A.A.S. (2 yr) ..... 90
Basics of Construction Management .....	Certificate ..... 90
Basics of Construction Methods .....	Certificate ..... 90
Basic Structural Properties .....	Certificate ..... 90
Project Estimating .....	Certificate ..... 90
Construction Trades .....	91
Carpentry .....	Certificate ..... 91
Electrical Wiring .....	Certificate ..... 91

## Degree and Certificate Index, cont.

<b>CRIMINAL JUSTICE</b> .....	<b>92</b>
Criminal Justice, (Articulation Agreements with UNC, Metropolitan State College, and Regis University) . . . . .	A.A. (2 yr) . . . . . 92
Criminal Justice . . . . .	A.A.S. (2 yr) . . . . . 93
Peace Officer Academy . . . . .	Certificate (2 sem) . . . . . 93
 <b>EDUCATION</b> .....	 <b>94</b>
Early Childhood Education Certificates:.....	94
Early Childhood Education.....	Certificate . . . . . 94
Group Leader . . . . .	Certificate . . . . . 94
Child Care Center Director . . . . .	Certificate . . . . . 94
Infant/Toddler Care . . . . .	Certificate . . . . . 94
Great Beginnings. . . . .	Certificate . . . . . 94
Infant/Toddler Candidate . . . . .	Certificate . . . . . 94
Preschool Candidate . . . . .	Certificate . . . . . 94
Early Childhood Education. . . . .	A.A.S. (2 yr) . . . . . 94
Early Childhood Education Statewide Articulation Agreement . . . . .	A.A. . . . . 95
Elementary Teacher Education Statewide Articulation Agreement . . . . .	A.A. . . . . 96
 <b>ELECTRONICS</b> .....	 <b>97</b>
Electronics Technology: Biomedical Electronics . . . . .	A.A.S. (2 yr) . . . . . 97
 <b>EMERGENCY MEDICAL SERVICES</b> .....	 <b>98</b>
Emergency Medical Technician Paramedic . . . . .	A.A.S. (2 yr) . . . . . 99
Healthcare Provider: EMS Medical Clinical Assistant . . . . .	A.A.S. (2 yr) . . . . . 99
Emergency Medical Technician - Basic (EMT-B) . . . . .	Certificate (2 sem) . . . . . 98
Emergency Medical Technician - Intermediate (EMT-I) . . . . .	Certificate (2 sem) . . . . . 98
Emergency Medical Technician - Paramedic (EMT-P) . . . . .	Certificate (1-3 sem) . . . . . 99
Athletic Trainer . . . . .	Certificate (1 sem) . . . . . 100
EKG Technician . . . . .	Certificate (1 sem) . . . . . 100
Paramedic Preparation. . . . .	Certificate (2 sem) . . . . . 100
Healthcare Provider: EMS Medical Clinical Assistant . . . . .	Certificate (4 sem) . . . . . 99
Healthcare Provider: Clinical Office Specialist . . . . .	Certificate (1 sem) . . . . . 99
Healthcare Provider: Medical Technician . . . . .	Certificate (2 sem) . . . . . 99
Gerontology . . . . .	Certificate (1 sem) . . . . . 100
Pharmacy Technician . . . . .	Non Credit . . . . . 116
Phlebotomy. . . . .	Certificate (1 sem) . . . . . 100
 <b>ENGINEERING</b> .....	 <b>101</b>
PreEngineering . . . . .	A.S. (2 yr) . . . . . 102
Engineering Technology: Computer Aided Drafting . . . . .	A.A.S. (2 yr) . . . . . 102
Engineering Technology: Computer Aided Drafting Certificates:	
Basic CAD . . . . .	Certificate (1 sem) . . . . . 102
Advanced CAD. . . . .	Certificate (1 sem) . . . . . 102
Residential/Commercial Architectural. . . . .	Certificate (2 sem) . . . . . 102
Civil CAD . . . . .	Certificate (1 sem) . . . . . 102
Mechanical CAD . . . . .	Certificate (1 sem) . . . . . 102
GIS CAD . . . . .	Certificate (1 sem) . . . . . 101
Technical Drawing . . . . .	Certificate (1 sem) . . . . . 101
 <b>FIRE SCIENCE</b> .....	 <b>103</b>
Fire Science Technology . . . . .	A.A.S. (2 yr) . . . . . 103
Fire Officer Leadership . . . . .	A.A.S. (2yr) . . . . . 103
Public Safety Leadership . . . . .	A.A.S. (2yr) . . . . . 104
Fire Science - Wildland. . . . .	A.A.S. (2 yr) . . . . . 105
Basic Firefighter . . . . .	Certificate (1-2 sem) . . . . . 104
Wildland Core Training . . . . .	Certificate (1-2 sem) . . . . . 105
Wildland Operations. . . . .	Certificate (1-2 sem) . . . . . 105
Fire Officer I. . . . .	Certificate (1-2 sem) . . . . . 105
Fire Service Training Academy I . . . . .	Certificate (1 sem) . . . . . 104
Fire Service Training Academy II. . . . .	Certificate (1 sem) . . . . . 104
Fire Science Intern . . . . .	Certificate (1-4 sem) . . . . . 104
Vehicle Extrication . . . . .	Certificate . . . . . 104

Driver - Operator .....	Certificate .....	104
Fire Prevention/Education .....	Certificate .....	104
<b>GRAPHIC DESIGN &amp; RICH MEDIA .....</b>		<b>106</b>
Graphic Application .....	Certificate (2-3 sem) .....	106
Pre-Press .....	Certificate (3 sem) .....	106
Graphic Design .....	A.A.S. (2 yr) .....	106
Web Design .....	A.A.S. (2 yr) .....	106
Web Design .....	Certificate (2 sem) .....	106
Web Design Specialist .....	Certificate (2-3 sem) .....	106
Animation .....	A.A.S. (2 yr), Certificate (1 sem) .....	107
Game Design .....	Certificate (2-3 sem) .....	107
Web Design & Development .....	A.A.S. (2 yr) .....	107
<b>LIBERAL ARTS .....</b>		<b>58-61</b>
Associate of Arts .....	2 yr .....	58
Associate of Science .....	2 yr .....	59
Associate of General Studies .....	2 yr .....	61
<b>MANUFACTURING TECHNOLOGIES .....</b>		<b>108</b>
Manufacturing Technologies .....	Certificate (1 yr) .....	108
<b>MATHEMATICS .....</b>		<b>109</b>
<b>MEDICAL ASSISTING .....</b>		<b>110</b>
Medical Assisting .....	A.A.S. (2 yr), Certificate (1-2 sem) .....	110
<b>SCIENCE .....</b>		<b>111</b>
<b>VISUAL AND PERFORMING ARTS .....</b>		<b>112</b>
<b>WELDING .....</b>		<b>113</b>
Welding Technology .....	A.A.S. (2 yr) .....	113
Welding Technician .....	Certificate (4 sem) .....	113
Basic Welding and Cutting .....	Certificate .....	113
SMAW .....	Certificate .....	113
GMAW .....	Certificate .....	113
FCAW .....	Certificate .....	113
Advanced Welding Processes .....	Certificate .....	113

# COURSE DESCRIPTIONS TABLE OF Contents

COURSE NAME	PAGE	COURSE NAME	PAGE
AAA Advanced Academic Achievement . . . . .	125	HPR Health Professional . . . . .	162
ACC Accounting . . . . .	125	HUM Humanities . . . . .	163
ACT Auto Collision Technology . . . . .	126	HVA Heating and Air Conditioning . . . . .	163
AEC Architectural . . . . .	128	HWE Health & Wellness . . . . .	163
ANT Anthropology . . . . .	128		
ARA Arabic . . . . .	129	ITA Italian . . . . .	164
ART Art . . . . .	129		
ASE Automotive Service Technology . . . . .	131	JOU Journalism . . . . .	164
ASL American Sign Language . . . . .	133	JPN Japanese . . . . .	164
AST Astronomy . . . . .	133		
AVT Aviation Technology . . . . .	133	LEA Law Enforcement Academy . . . . .	144
		LIT Literature . . . . .	165
BIO Biological Sciences . . . . .	135		
BTE Business Technology . . . . .	136	MAN Management . . . . .	165
BUS Business . . . . .	137	MAR Marketing . . . . .	167
		MAT Math . . . . .	167
CAD Computer Aided Drafting . . . . .	137	MET Meteorology . . . . .	169
CAR Carpentry . . . . .	138	MGD Multimedia Graphic Design . . . . .	169
CHE Chemistry . . . . .	139	MOT Medical Office Technology . . . . .	171
CHI Chinese . . . . .	140	MTE Manufacturing Technology . . . . .	172
CIS Computer Information System . . . . .	140	MUS Music . . . . .	172
CNG Computer & Networking Technology . . . . .	140		
COM Communication (formerly SPE) . . . . .	143	NUA Nurse Aide . . . . .	173
CRJ Criminal Justice and Peace Officer Academy . . . . .	143	NUR Nursing . . . . .	173
CSC Computer Science . . . . .	145		
CSL Counseling . . . . .	146	PED Physical Education . . . . .	174
CTC Communication Technology . . . . .	146	PER Physical Education & Recreation . . . . .	176
CWB Computer Web-Based . . . . .	146	PHI Philosophy . . . . .	176
		PHY Physics . . . . .	177
DAN Dance . . . . .	147	POS Political Science . . . . .	177
DPM Diesel Power Mechanics . . . . .	148	PRO Process Technology . . . . .	177
		PSY Psychology . . . . .	178
ECE Early Childhood Education . . . . .	148		
ECO Economics . . . . .	149	REA Reading . . . . .	179
EDU Education . . . . .	150	RTE Radiologic Technology . . . . .	180
EIC Electricity Industrial/Commercial . . . . .	150	RTV Radio & Television . . . . .	180
ELT Electronics . . . . .	151	RUS Russian . . . . .	182
EMP Emergency Management and Planning . . . . .	152		
EMS Emergency Medical Services . . . . .	152	SCI Science . . . . .	182
ENG English . . . . .	154	SOC Sociology . . . . .	182
ENT Engineering Technology . . . . .	154	SPA Spanish . . . . .	183
ENV Environmental Science . . . . .	155	SPE Speech (now under COM prefix) . . . . .	183
ENY Energy Technology . . . . .	155	STE Surgical Technology . . . . .	183
ETH Ethnic Studies . . . . .	155	SWE Swedish . . . . .	184
FRE French . . . . .	155	THE Theatre . . . . .	184
FST Fire Science . . . . .	156		
FSW Fire Science: Wildland . . . . .	158	UPH Upholstery . . . . .	184
FVM Film & Video Media . . . . .	160		
		WEL Welding Technology . . . . .	184
GEO Geography . . . . .	160	WST Women's Studies . . . . .	185
GER German . . . . .	160	WTG Wind Turbing Generation . . . . .	185
GEY Geology . . . . .	160		
GIS Geographical Information Systems . . . . .	161		
HHP Holistic Health Professional . . . . .	161		
HIS History . . . . .	161		

Descriptions



## AIMS OVERVIEW

### 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 enhances 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.

### TUITION

Aims tuition is typically one-half the cost of most Colorado 4 year colleges. For specific information, see the Tuition and Fees page 38.



# GREELEY CAMPUS

## general information

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

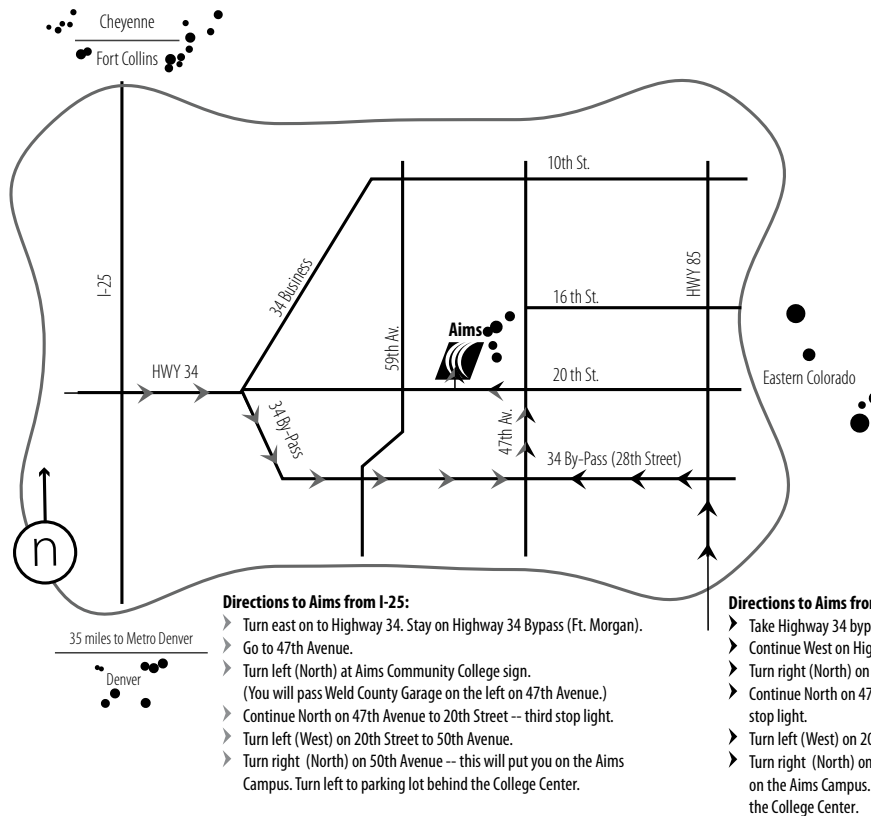
by Aims Community College. The College does not offer all programs at all campuses. Students who begin their education on the Online, Fort Lupton and Loveland Campuses may need to complete program requirements on the Greeley Campus. The matrix below identifies programs available at each campus.

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

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

### MAP TO GREELEY CAMPUS

Map not to scale



### WIRELESS TECHNOLOGY AT AIMS COMMUNITY COLLEGE

Nearly all buildings on all the Aim's campuses have wireless access; College Center, Ed Beaty Hall, Westview, Horizon Hall, General Services, Mildred S. Hansen, Aviation Building, and Allied Health & Science Building. The Corporate Education Building, 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.

This technology allows students to collaborate on classroom assignments in more casual settings like the Campus Bistro, study lounges and the College Center atrium. Plans include coverage to outdoor areas of the campus.

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

## FORT LUPTON Campus



We are pleased to announce the signing of an articulation agreement between Aims Community College and Colorado Christian University's College of Adult and Graduate Studies. The CCU Centers closest in proximity to Aims are in Northglenn (I-25 & 104th) and Loveland (in the outlet Mall). CCU offers many bachelors degrees, including: Accounting, Business Administration, Organizational Management, CIS, MIS, Early Childhood Education, and Elementary Education. Both Aims Community College and CCU enrollment counselors/advisors are excited about this new agreement and are eager to help students in planning their transition from Aims to CCU to achieve their educational goals!

CCU Northglenn Center: 303-963-3320  
 CCU Northern Colorado (Loveland) Center: 970-669-8700

### FORT LUPTON CAMPUS

#### Location:

260 College Avenue  
 Fort Lupton, CO 80621

#### Telephone:

303.857.4022, ext. 4300  
 Greeley - 970.330.8008, ext. 4300  
 FAX - 970.352.5443

#### TTY:

303.857.4022

#### Interim Associate Dean:

Heather Lelchook, Ext. 4307

#### Staff Executive:

Diane Seeley, Ext. 4316

#### Student Services:

Mary Tucker, Ext. 4303

#### Admissions & Records:

Connie Nagel, Ext. 4313

#### Staff Assistant I, Bookstore:

Twila Cullum, Ext. 4315

#### Academic Resource Center:

Ext. 4326

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.

Students may complete a degrees in Associate of Arts, and certificates Carpentry, Nurse Aide, and Multi-Industry Systems Technician.

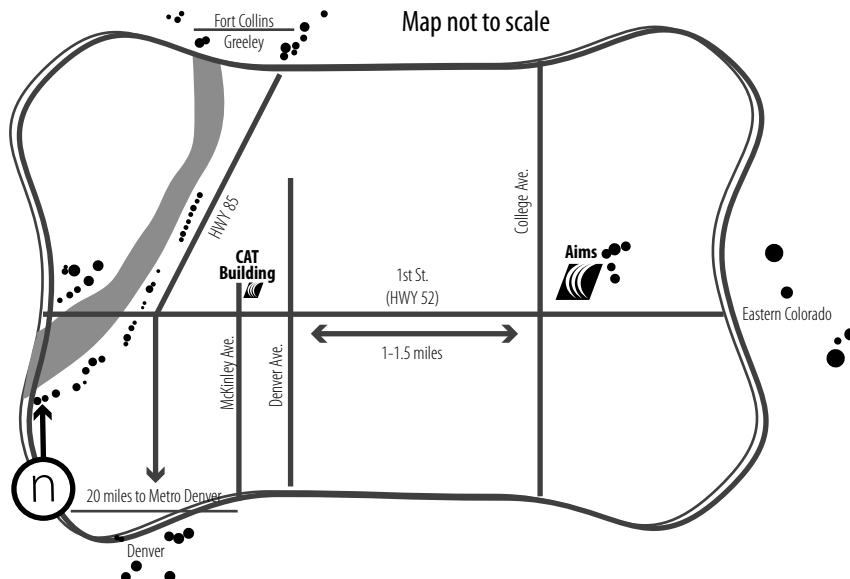
Non-credit continuing education and customized training are available. Meeting and training rooms can be rented.

Other services available at the Fort Lupton Campus are GED, College Assistance Migrant Program (CAMP), and High School Diploma Programs, admissions and records, assessment testing, financial aid information, academic advising, career counseling, a full-service bookstore and the Academic Resource Center including testing, computer lab, and tutorial services.

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.

### MAP TO FORT LUPTON CAMPUS

Map not to scale





## 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:**

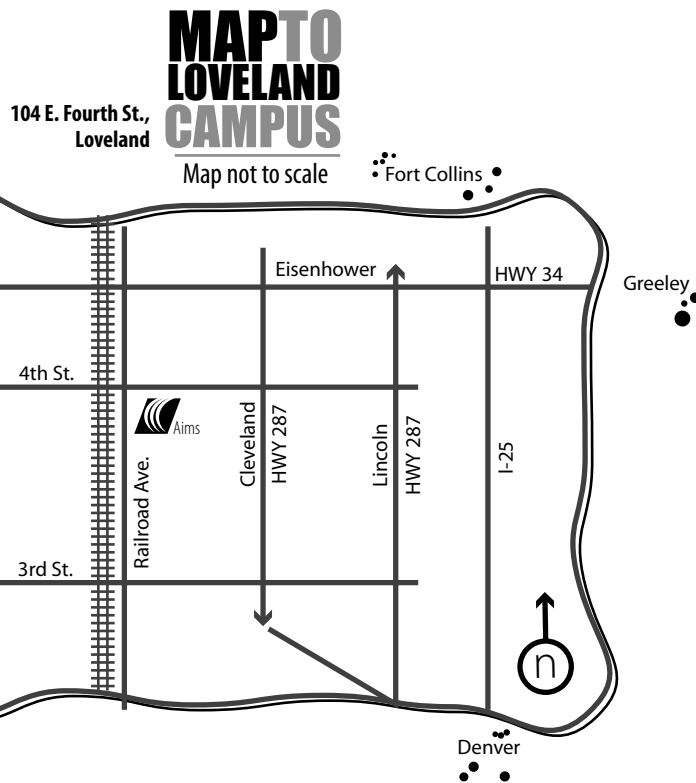
Alethia Stovall, Ext. 3312

**Staff Executive:**

Ext. 3336

**Academic Resource Center:**

Ext. 3304

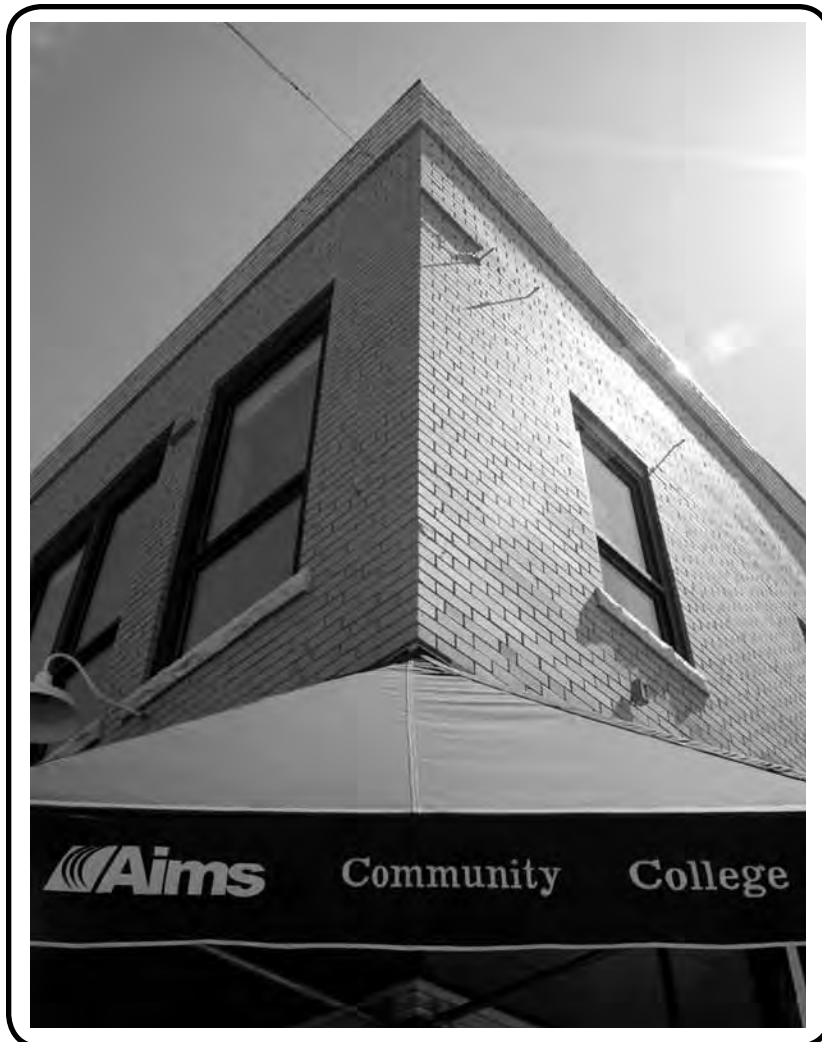


Aims Community College has a campus in downtown Loveland at 104 East 4th Street. The Loveland Campus, donated by the McKee Charitable Trust, opened in the fall of 1990. In addition to traditional classrooms, the Loveland Campus has five state-of-the-art computer classrooms, a science laboratory, Nursing Assistant laboratory (or NA Lab), and an Academic Resource Center, which provides computers, testing, academic assistance and tutorial services to enhance students' learning. In 2002, the Loveland Campus began offering classes in hybrid format.

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

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

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



Loveland

# 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](http://www.aimsced.com)

### Dean:

Steven C. Kahla, 970.339.6297  
[steven.kahla@aims.edu](mailto:steven.kahla@aims.edu)



## 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 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 through teleconferences.

To reach these goals, the Continuing Education Division offers a wide variety of services. ([aimsced.com](http://aimsced.com))

## FACILITIES/AIMS EVENT CENTER

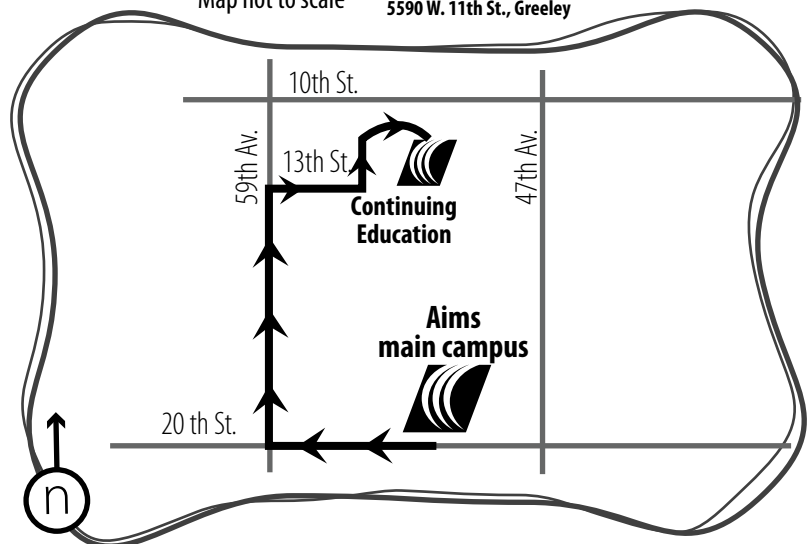
The Aims College Corporate Education Center is an ideal full-service conference center for business, educational, professional and personal use. Use our facilities for:

- Corporate conferences and retreats
  - Workshops and seminars
  - Customized training sessions
  - Community gatherings
  - Banquets, proms, social events, weddings and receptions (special events)
- [aimsced.com/facilities](http://aimsced.com/facilities).

## MAP TO CONTINUING EDUCATION

Map not to scale

Go west onto 20th Street  
Turn right onto 59th Avenue  
Turn right onto 13th Street  
Turn left onto 58th Avenue  
(58th Av. becomes West 11th St.)  
5590 W. 11th St., Greeley



Continuing

# AIMS AUTOMOTIVE & TECHNOLOGY CENTER

## WINDSOR CENTER

**Location:**

Aims Automotive & Technology Center  
1120 South Gate Drive  
Windsor, CO. 80550

**Telephone:** 970.339.6286

**FAX:** 970.506.6942

**Director:**

Fred Brown, 970.339.6640

**Staff Specialist:**

Margaret Carelton, 970.339.6286

The Aims Automotive & Technology Center opened in January of 2010 as a state-of-the-art technology and education center. This brand new, centrally located, multi-faceted, 45,000-square-foot facility and its surrounding 7 acres offers convenient drive times from Windsor, Greeley, Loveland, Berthoud, Mead, and Fort Collins.

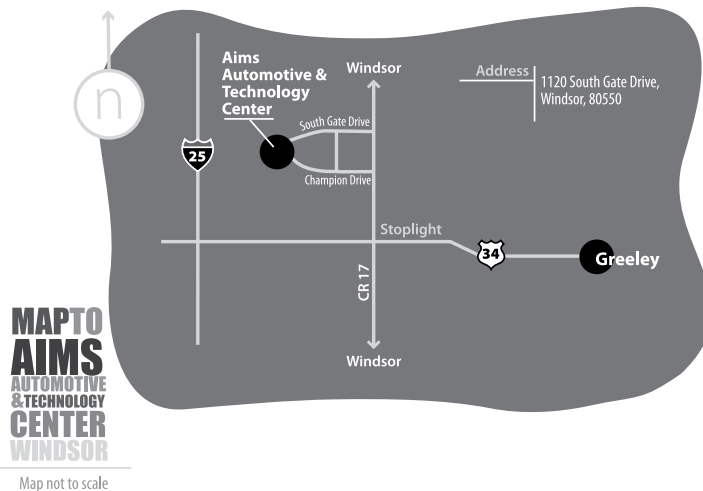
The Aims Automotive & Technology Center offers career and technical education programs as well as an array of standard academic classes. The technology-packed facility is a learning environment which includes Smart technology academic classrooms, wired and wireless computer labs, fully functional science laboratory, and conference room capacity. The general academic classrooms await students of all educational areas. The Aims Automotive &

Technology Center is home to the Aims Community College Automotive Programs.

The Aims Automotive & Technology Center will be the center of transportation education and training across the spectrum in all aspects of Automotive Service Technology, Collision Repair and Refinishing, Light Diesel Repair, and Upholstery. These programs are nationally recognized and certified in both secondary and post-secondary educational systems with accreditation provided by the National Automotive Technicians and Education Foundation (NATEF). Participation in these programs is region wide with students attending from the entire Northern Colorado Front Range and outlying areas.

Emphasis at the Aims Automotive & Technology Center is placed on a full educational experience. In addition to the automotive education courses there will be classes in Biology, Chemistry, Art History, Humanities, Math, and English, held day and night at the newest Aims Community College location.

The convenience factor is at the top of the list of student wants and desires, and the new location fulfills that "within 15 minutes travel time" from many locations. Your educational world awaits you at the Aims Automotive & Technology Center, so get behind the wheel and drive your way to success!



Auto Center

# AIMS ONLINE

## 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 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, or Safari.
- Access to other technologies as required for each course. These technologies may include a microphone and/or web camera. Consult the instructor for details.

Online tutoring is available for students enrolled in selected online courses. Please visit the Academic Resource link on the student tab for additional information. Other student services, such as advising,

## 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, 970.339.6476

### Staff Specialist:

Patti Campbell, 970.339.6252

financial aid, admissions, registration, library, and bookstore are also 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.



# WHERE AMERICA GOES TO COLLEGE

# UNDERSTANDING THE COMMUNITY College

general information

## 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 that 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 grades.

### 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 college or university.

### Open-entry:

Programs that can be started by students at a later point in the semester of a semester after the start.

### Open Door, or Open Admissions:

A policy that 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 for Fall and Spring, 10 weeks for Summer.

### Semester Credits:

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

### Remedial Courses:

See "College Prep Courses"

### State Guaranteed Transfer Courses

#### General Education:

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

#### Transcript:

A copy of a student's college record prepared by the Admissions & 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.nca.edu](http://www.nca.edu). 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, Ed Beaty Hall, room 145E, 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.

## 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, the Weld County Sheriff's Department, or on the Safety web page.

## 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 fewer than 10 years or more than life imprisonment and a fine up to 4 million dollars, or both. The penalty for simple possession, knowingly or intentionally possessing a controlled substance, is imprisonment up to one year and a minimum fine of \$1,000, or both. Penalties for unlawful distribution of a controlled substance to a person under twenty-one (21) years of age is imprisonment or a fine, or both, up to twice that established for distribution offenses.

The Colorado Criminal Code relating to controlled substances (Title 18, Article 18) establishes penalties for the unlawful distribution, manufacturing, dispensing, sale, or possession of a controlled substance ranging from six months imprisonment or \$500 fine, or both, to 16 years imprisonment and/or \$750,000 in fines, depending on the classification of substance. Penalties under the Colorado Beer Code (Title 12, Article 47) relating to unlawful manufacturing, distribution, and possession of alcoholic beverages range up to one year imprisonment and/or up to \$5,000 in fines, or both.

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

## General Information, cont.

### 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 web site ([www.aims.edu](http://www.aims.edu)). Here are 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 2008. 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 2008	2009
Homicide	0 0	0 0
Rape	0 0	0 0
Robbery	0 0	0 0
Aggravated Assault	0 0	0 0
Burglary	0 1	0 0
Motor Vehicle Theft	0 0	0 0

### 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, 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 and Loveland Campus.

Students may also purchase their textbooks through the internet by going to our web site. Our address is [www.efollett.com](http://www.efollett.com).

### BUS SERVICE

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

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

### FOOD SERVICE

Aims Food Services provide a variety of offerings at the Greeley campus, consisting of a cash food service known as the Campus Bistro, two coffee carts known as the Campus Grind, and beverage and snack vending service located in all buildings on campus. The Fort Lupton, Loveland, and Windsor sites have vending services. These services are endorsed and supported by the Associated Students of Aims Community College, which is the representative body for Aims Students.

The Campus Bistro is located in the College Center on the main floor. This service offers breakfast and lunch menus consisting of grill items, daily specials, sandwich, pizza, salad, and beverages. Operating hours for the Campus Bistro are posted at the beginning of each semester.

The Campus Grind coffee carts are located in Ed Beaty Hall and the College Center. Services include barista style coffee, pre-packaged snacks and sandwiches, and conventional beverages. Operating hours for the Campus Grind carts are posted at the beginning of each semester.

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 if 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, 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, room 130, 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 these arrangements be made prior to the beginning of the semester for which the student intends to enroll. Note 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.

## General Information, cont.

### 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, College Center, Room 220 or visit our web site at [www.aims.edu/student/support](http://www.aims.edu/student/support).

### 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 script writing, 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<sup>®</sup> video on-demand server.

### PARKING

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

Temporary Aims only Disability Parking Permits are issued at the Student Life Office, in the College Center.





# SPECIAL INSTRUCTIONAL Programs general information

## 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 special interest subjects. Major emphasis is on personal and professional improvement and growth. Courses are offered if the need or demand arises, an appropriate number of students is available, and a qualified instructor can be secured. Adult education classes also are offered in communities outside Greeley, including Ault, Eaton, Windsor, Kersey, Johnstown, Gilcrest, Fort Lupton, Keenesburg, Loveland, Estes Park, Berthoud, Fort Collins, and others.

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

## COLLEGE PREPARATORY COURSES

Many students achieve success at Aims by first taking one or more college prep 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 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](mailto:alan.hendrickson@aims.edu); Susie Gallardo at 970.339.6508 or e-mail [susie.gallardo@aims.edu](mailto: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](mailto: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: Patti Campbell, Music, 970.339.6252.

## PHYSICAL EDUCATION

Your current Aims student ID card is your key to Greeley's best-kept fitness secret. A modern weight room complete with a full complement of cardio equipment is available to all students - as are the basketball, racquetball and tennis courts. Check the posted schedule for open gym and weight room hours. Or, register for one of our diverse fitness classes and enjoy personal instruction in Archery, Bowling, Aerobics, Tai Chi, Ballroom Dance, Yoga, Self Defense, Pilates and many more activities. Many of these classes will fulfill up to three elective credits towards an Associate of Arts degree. Our wide variety of courses offered makes it

easy to find the right fit for your fitness goals!

Lower stress, more energy and a lot of fun are waiting for you in the Aims Community College Physical Fitness Department. For a complete list of classes offered, see the course descriptions in the back of the catalog. For more information please contact Laura Willoughby at 970.339.6295 or [laura.willoughby@aims.edu](mailto:laura.willoughby@aims.edu). **DON'T FORGET YOUR AIMS ID.**

## 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 (Summer):

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

### General Education

#### Development (GED):

The General Education Development program is offered through the Continuing Education division. The program helps 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 program is held at the Greeley Campus and Fort Lupton campus-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 Fort Lupton campus. For information call: 970.339.6264.

### Developmental/Remedial Education:

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

### 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).

### Testing at the Loveland Campus:

Please call the Loveland Campus for testing times at 970.667.4611, Ext. 3310.

# HIGH SCHOOL OPTIONS AND Alternatives

Two categories of college options are available to high school students who have not yet completed a high school diploma but who are ready for the challenge of college-level coursework. First, students who seek a general education degree may earn transferrable college credits. Second, students who seek to advance their career or technical skills may earn credits for a certificate designed to offer more immediate employment skills and opportunities. Either of these can be pursued while the student is still in high school. For some, it means graduating from high school with as much as two years of college completed. In some cases, classes can be taken at little or no cost to the high school student.

## ARTICULATED CREDITS

Articulation of credit links high school and community college systems, helping students pass from high school to college without delays or repeating their learning. An articulation agreement between a high school and community college may apply when a select technical high school course covers the same content as the college level course. Under such agreements, the credit a student receives for the high school class articulates into the community college as transfer credit. This in turn, permits the student to advance into higher-level courses at the community college. If your high school offers college-level technical courses, check to see if there is an articulated credit agreement with Aims. Federal and state financial aid is not available for this option.

## CONCURRENT ENROLLMENT

It is possible to earn high school credit and college credit simultaneously. Several such Concurrent Enrollment options exist. These differ in who teaches the course, who pays for the course, who is eligible to participate, or what types of classes are covered. In all cases, the high school student will need to complete an application through the high school, as well as an Aims Community College Concurrent Enrollment Application to enroll. A funding mechanism for concurrent enrollment, Post Secondary Enrollment Options Act (commonly called PSEO), and three of the most popular concurrent enrollment options are described here. (For more PSEO information, see website: [www.cde.state.co.us/cdefinance/sfpostsec.htm](http://www.cde.state.co.us/cdefinance/sfpostsec.htm)). Federal and state financial aid is not available for this option.

## Postsecondary Enrollment Options ACT

PSEO is a state legislated mechanism to reimburse high school students for college tuition costs. A high school student, working through their high school guidance counselor, must complete and submit a PSEO application and an Aims application well in advance of the class start date. Generally, PSEO funding only applies for classes not ordinarily available at the students' high school. Under PSEO, students pay tuition costs at the time they register for classes, but are reimbursed by the school district if they earn a "C" grade or better in the class. Costs for books or additional fees are not usually reimbursed. PSEO funds can apply to students seeking a transferrable general education college degree, but most often are not available for those seeking a technical certificate. Federal and state financial aid is not available for this option.

## Dual Enrollment Agreements

Classes taught in the high school may qualify to earn the student both high school credit and college credit at the same time if advanced arrangements have been made. A high school teacher, often teaches the course. This teacher must qualify as an Aims instructor. In order to receive the college credit, the student must pay Aims' tuition, which typically is not reimbursable under the PSEO funding act. Upon course completion, the class appears on an official Aims academic transcript, just like any other college course taken at Aims. Dual Enrollment courses can apply to students seeking either a general education degree or a technical certificate. Federal and state financial aid is not available for this option.

## Advanced Studies

Advanced Studies are an option for students ready for a college level course, but the class is not offered by the high school. If the high school has sufficient number of students who qualify, Aims may provide these classes including the Aims instructors, at the high school location. Otherwise, students take Advanced Studies courses at an Aims location. As in Dual Enrollment programs, students in Advanced Studies receive college credit for the courses, and establish an official college transcript. The student pays Aims' tuition, and may pay for books. If the requirements for reimbursement are met, tuition costs are repaid to the student through PSEO funding. Advanced Studies courses most often apply to students seeking a general education college degree, but may apply to some technical certificate programs as well. Federal and state financial aid is not available for this option.

**For more information on Concurrent Enrollment Options:** Check with your High School counselor, and the website: [www.aims.edu/considering/highschool](http://www.aims.edu/considering/highschool)  
Or contact one of the following:  
**Pre-Collegiate Advisor:**  
Lesli Bicknell, 970.336.6364  
**CTE Coordinator:**  
Susan Burrows, 970.339.6327

## Career Academy

Career Academy is not a single program, but a series of partnerships between Aims' Career and Technical Education office and participating high schools in the Aims service area. The resulting contracts promote career training in programs such as Automobile Collision Repair, Automotive Service (including AYES), Carpentry, Nurse Aide, Med Prep, and Horticulture/Landscape. The contracts provide for a specific number of "seats" each year that are purchased by a particular high school or school district. Based on the recommendations of counselors and parents, students are selected to participate. Aims instructors usually teach the classes at Aims. High school students enrolled in Career Academy establish an official college transcript with college credits building toward a career or technical certificate. Some classes may also apply as general education credits at 2 or 4-year colleges. Tuition, books and most materials are paid for by the school, not the student. Career Academy applies only to a specific list of career or technical certificates, but the number and scope of Career Academy contracts is expected to grow. Federal and state financial aid is not available for this option.

## HIGH SCHOOL DIPLOMA AND GED PROGRAMS

For students who have dropped out of high school or who want an alternative to completing traditional high school programs, Aims provides High School Diploma and GED programs through Continuing Education offerings. Please see the Continuing Education section of the catalog for more information, page 117. Federal and state financial aid is not available for these programs.

## FINANCIAL AID

**Location:**

College Center

**Telephone:**

970.339.6548

**Director:** Teri Dorchuck

**Scholarship Coordinator:** Karen Brighton

**Location:**

Financial Aid Office, College Center

**Telephone:**

970.339.6399

**Email:**

financial.aid@aims.edu

## 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](http://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, 2010.

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 2010	June 1, 2010
Spring 2011	November 1, 2010
Summer 2011	March 1, 2011

### 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.

Payment plans are available through the Cashier's Office, for more information see page 38.

## 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](http://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](http://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](http://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](http://www.aims.edu) or 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.

**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](http://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

## Financial Aid, cont.

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 first day 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 your 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 3-5 business days 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
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 overall 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. The exception to this is if you do not successfully complete any course work attempted, you will be placed on financial aid suspension.

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.

Once you have completed all the required coursework for your current academic program, you will be placed on an 'end of program' status and be suspended from receiving additional financial aid. You do have the right to appeal a Financial Aid Suspension Maximum Credit status if you have extenuating circumstances. End of program appeal can be submitted if you are pursuing a subsequent financial aid eligible academic program. 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](http://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

## Financial Aid, cont.

undergraduate students who recently completed a rigorous high school program, are receiving Pell Grants and are enrolled 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 that is within 150% of Pell eligibility. Awards are made after Pell Grant eligibility is determined. These funds are made available through the Colorado General Assembly. Awarding is dependent upon state funds.

**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 College Grant:** This need-based program assists students attending summer school with a documented EFC that is within 150% of Pell eligibility. 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 students who have excelled academically. A separate application, available online or from the Financial Aid Office, is required. A FAFSA is not required. All awards are subject to the availability of institutional funding.

**Aims Foundation Scholarships:** Through the generous donations of many individuals and organizations, scholarship funds are available through the Aims Foundation to assist students while attending Aims. A separate 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.

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 (6.0) loan that is based on documented financial need. The U.S. Department of Education is the lender. A fee of up to 0.5% 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 0.5% 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 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
- Chapter 33
- Chapter 1606
- Chapter 1607
- Post -9/11 GI Bill
- Montgomery GI Bill:
  - Chapter 31
  - Chapter 32
  - Chapter 35
- Section 901
- Section 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](http://www.gibill.va.gov) for more information about specific programs and their eligibility requirements.

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

Complete 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 and have met with your academic advisor.

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](http://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 repaid 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:

Julie Buderus, 970.339.6583

### Staff Specialist:

Carol Lehman, 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 both construction and equipment support for new facilities on campus, and new scholarship funds to meet the current and future needs of students who choose Aims.

In 2009-2010, 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 Shane Stewart Memorial Endowment, George Chisholm Scholarship, Bill and Audrey Trimble Scholarship, Ryan Weeks Endowment, Dale Majors Endowment, and Ruth Slomer Scholarship will add to the substantial scholarship effort offered by the Aims Foundation.

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

## MISSION STATEMENT

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



Mark Bradley,  
President  
Aims Foundation

## FOUNDATION BOARD

Mark Bradley, President  
Sally Asmus, Vice President  
Mike Kelly, Treasurer  
Dr. Doug Armburst  
Jeff Bedingfield  
John Guyette  
Steve Moreno  
Gene O'Hara  
Tamara Pacht  
Mary Roberts  
Vicki Sears  
Tom Selders  
Dr. John Welch

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



## MAKING A DIFFERENCE

The College Promise Scholarship was established by community leaders. It is a new scholarship program for School District 6 students who plan to attend Aims Community College after high school graduation. The money will provide up to \$2,500 for tuition, books and fees.

## THE SHANE STEWART MEMORIAL ENDOWMENT SCHOLARSHIP



Family members of Shane Stewart established a lasting legacy through an endowment at Aims. Now, students who choose Emergency Medical Services or Fire Science coursework may qualify for private gift support due to this scholarship fund. This is just one example how donor generosity provides a sustainable and positive impact on our community.

# SCHOLARSHIPS

general information

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

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 Financial Aid Office at 970.339.6548 or [financial.aid@aims.edu](mailto:financial.aid@aims.edu). Financial Aid is located in the College Center.

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

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

Scholarships

# OFFICE OF GRANTS and Contracts

## ABOUT THE OFFICE OF GRANTS AND CONTRACTS

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/grants> for more information on Aims policies and procedures related to proposal development and approval.

### AIMS COMMUNITY COLLEGE OFFICE OF GRANTS AND CONTRACTS

**Location:**

5401 W. 20th Street  
Greeley, CO 80634  
General Services Building, Room 204

**Telephone:**

970.339.6650

**Grant Specialist:**

Carol Fiol, Ph.D., 970.339.6650  
[carol.fiol@aims.edu](mailto:carol.fiol@aims.edu)

## CURRENT MAJOR GRANTS AT AIMS COMMUNITY COLLEGE

### AIMS COMMUNITY COLLEGE STUDENT SUPPORT SERVICES

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

**Amount:** \$1,146,472.00

**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.

### EMERGING SCHOLARS EXPANSION

Texas Guaranteed Student Loan Corporation

**Amount:** \$115,750.00

**Project Period:** 8/1/09 - 9/30/10

### BUILDING HIGHWAYS/BUILDING CAREERS PROJECT

Colorado Department of Transportation (CDOT)

**Amount:** \$450,000

**Project Period:** 1/1/09 – 12/31/10

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, Mogan and Adams counties.

### COLORADO ADVANCED TECHNOLOGY EDUCATION PARTNERSHIP (CATEP)

National Science Foundation

**Amount:** \$127,320.00

**Project Period:** 9/1/08-8/31/11

This grant will focus on giving information technology student the knowledge that will help them land high-skill, high-wage jobs in Colorado. The college will incorporate employability skills such a written and verbal communication into introductory information technology classes. The grant will provide for increased collaboration with regional business and industry, faculty professional development, and student internships. This grant is a partnership with Arapahoe Community College, with a total award to both schools of \$476,000.

### PERKINS

**Amount:** \$428,478.00

**Project Period:** 7/1/09-6/30/10





## ADMISSIONS & RECORDS

**Location:**

College Center

**Registrar:**

Stuart Thomas

**Telephone:**

970.339.6440

**Email:**

admissions.records@aims.edu

### ADMISSION

Aims does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, treatment of, or employment in its educational programs or activities.

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 begins one week after the Returning Student Registration period. 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 were initially classified as Out-of-State, but 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 or online. 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 payment 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 (HB06-1023) 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 HB06-1023 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

## Admissions & Records, cont.

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.

- \_\_\_\_\_ Complete the Admissions Application
- \_\_\_\_\_ Attend a 'Get Started' Session
- \_\_\_\_\_ Apply for financial aid (if desired)
- \_\_\_\_\_ Request academic accommodations if disabled
- \_\_\_\_\_ Complete the assessment process
- \_\_\_\_\_ Check with Career Services (if desired)
- \_\_\_\_\_ Meet with an Advisor
- \_\_\_\_\_ Register for classes
- \_\_\_\_\_ Complete the payment process

### GET STARTED AND CAMPUS TOURS

If you would like a campus tour or just have questions before you apply for admission, feel free to contact an Admissions Advisor. Their phone numbers are:

Greeley Campus:

- 970.339.6477
- 970.339.6239

Fort Lupton Campus:

- 303.857.4022, ext. 4300

Loveland Campus

- 970.667.4611

Or you can e-mail us at:

[GetStarted@aims.edu](mailto:GetStarted@aims.edu)

Persons with a disability requesting accommodations for a Get Started Session should contact the Disability Access Services office 970.339.6388 or e-mail [disabilities@aims.edu](mailto:disabilities@aims.edu) a minimum of one week prior to their scheduled session to allow adequate time to set up accommodations.

### 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, you may wish to provide an official transcript of high school or college credits or a certified record of GED completion or ACT/SAT scores. This may exempt you from some or all of the assessment test requirement. (see page 40)
3. If transferring credits, see TRANSFER CREDIT section for procedure (pg 44).
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 student documents to the International Center 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
  - Copy of passport
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 Center located in the College Center building. Please contact Alan Hendrickson at 970.339.6675 or [alan.hendrickson@aims.edu](mailto:alan.hendrickson@aims.edu) or Susie Gallardo at 970.339.6508 or [susie.gallardo@aims.edu](mailto:susie.gallardo@aims.edu).

### ASSESSMENT REQUIREMENTS

Based on the statewide remedial education policy, students may be required to assess in reading, writing, and math. Assessment is designed to assist students in understanding their current academic levels and to aid them and their advisors in the selection of college courses. New and returning students are responsible for making arrangements at the Testing 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. Showing proof of successful completion of an Associates of Arts, 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 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 retake an assessment test one time without special permission for a small fee. A second retake 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 Disability Access Services to arrange for special accommodations in testing.

Students should contact the Assessment Center for fees and testing times or refer to the web site at [www.aims.edu](http://www.aims.edu).

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

### REGISTRATION

After completing the admissions, assessment and advising processes, each student must complete the registration process each semester. A Schedule of Classes listing day and

## Admissions & Records, cont.

evening courses is available online prior to the registration period. Consult the online calendar for registration details.

**NOTE:** Students must have all financial obligations from prior terms paid before they will be permitted to register for additional courses.

**NOTE:** Disability Access 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. Any new or returning student with a disability wishing to receive accommodations must contact the Disability Access Services office 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 as possible. These forms are available in the Disability Access Services office in the College Center. Students may call 970.339.6388 or e-mail at [disabilities@aims.edu](mailto:disabilities@aims.edu).

### 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 a full refund.

#### ADDING, DROPPING, WITHDRAWING FROM CLASSES

Adding and dropping of classes must be done within the first 15% of the course meetings. Instructors may also control late entry into classes even before the add deadline. Classes dropped within this time frame will result in a full refund.

After the 15% date has passed, adding courses may be done on an exception basis only if space is available and the instructor has given permission to enroll.

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. Students may withdraw from classes through 75% of the class. After the 75% the faculty may assign a final grade or an Incomplete (see Grading System, pg 47).

Consult the web site [www.aims.edu](http://www.aims.edu) for deadlines and details.

#### ADD, DROP, WITHDRAWAL REGULATIONS

1. Students are responsible for properly processing adds, drops, and withdrawals. Students SHOULD NOT expect to be dropped due to non-attendance.
2. Instructors may control late entry into classes even before the add deadline. Instructors can not drop or withdraw students.
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 cannot be accepted.

#### 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

Students who have withdrawn from course(s) from the college due to extenuating circumstances, may file a Tuition Adjustment Appeal. Tuition Adjustment Appeals must be submitted within 1 year of the semester being requested and the student needs to supply documentation to support extenuating circumstances. Students can contact the Cashier's office or visit our web site [www.aims.edu](http://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 ONLINE 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 course 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 each Aims Admissions & Records Office at all campuses and online at [www.aims.edu](http://www.aims.edu).

##### 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 course 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 campuses and online at [www.aims.edu](http://www.aims.edu).

# 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 and honorably-discharged veterans of the U.S. Armed Forces 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 WEBSITE 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 one of the following completed by the first payment deadline or all their classes will be dropped automatically at 10:00 p.m. that night of the First Payment Deadline:

- Pay in Full
- Sign up online for E-Cashier Payment Plan
- Be awarded Financial Aid
- Submit private scholarship paperwork
- Submit 3rd Party paperwork
- Submit UNC/CSU Cooperative Agreement

Students who have their course dropped for non payment will need to re-register for courses and complete one of the above or again be dropped from all courses. Required paperwork is to be submitted to the appropriate office by the Payment Deadline or at time of registration.

\*Please note: If you required down payment fails to process with e-cashier, your classes may be dropped and your e-cashier contract will be terminated.

Tuition type	Tuition Rate Per Credit Hour*		
	In-District**	Out-of-District	Out-of-State
<b>Standard tuition</b>	\$64.50	\$97.00	\$405.00
<b>Low Differential</b> includes Fire Science, and Communications Media,	\$115.00	\$189.00	\$563.00
<b>Medium Differential</b> includes Surgical Technology,	\$120.00	\$198.00	\$591.00
<b>High Differential</b> includes Aviation, Radiologic Technology, and Nursing	\$125.00	\$208.00	\$620.00

\*Tuition rate by credit hour listed here does not include fees and other charges for services.  
 \*\*In-District classification for tuition purposes is for students who are Colorado residents (according to tuition classification law) and live in the Aims tax district.  
 Please visit Aims web site at [www.aims.edu](http://www.aims.edu) for current tuition rates and fees.

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

## BY ADD/DROP DEADLINE

Students registering after the First Payment Deadline for the semester need to complete at least one of the following same day of registration or all their classes will be dropped automatically at 10:00 p.m. that night through the Add/Drop period for the semester.

- Pay in Full
- Sign up online for E-Cashier Payment Plan
- Be awarded Financial Aid
- Submit private scholarship paperwork
- Submit 3rd Party paperwork
- Submit UNC/CSU Cooperative Agreement

Students who have their courses dropped for non payment will need to re-register for courses and complete one of the above or again be dropped from all courses. Required paperwork is to be submitted to the appropriate office by the Deadlines or at time of registration.

\*Please note: If you required down payment fails to process with e-cashier, your classes may be dropped and your e-cashier contract will be terminated.

### AFTER ADD/DROP DEADLINE

All students that register after the Add/Drop Deadline must have paid their entire (100%) tuition and fee balance for the term by the Final payment deadline. Please check web site for current dates and deadlines. Students who have not paid 100% of their tuition & fees by final payment deadline 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. In addition, if the student is registered for a future semester and owes a balance for the current semester as of the Final Payment Deadline, then the student may be at risk of being dropped from all future courses and placed on Financial hold until the 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 via e-mail to the student's e-mail addresses. 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 not paid in full by the Final Payment due date by the Cashier's office. Accounts that are reported to Aims by the E-Cashier as a delinquent or inactive status will be placed on Financial hold at the time of the report from the E-Cashier web site. 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.

## Tuition and Fees, cont.

### REFER TO THE WEBSITE FOR SPECIFIC DUE DATES AND UPDATED INFORMATION

1. Payments may be made in cash, Money Order, VISA, MasterCard, American Express, or Discover Card. E-check is available through the FACTS e-cashier. Cashier will accept personal, one-party checks in the amount of charges only. Temporary counter checks are no longer accepted by the College. 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. In addition, checks declined by the Check Verification System, sponsored by Credit Check, will not be accepted as payment.
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](http://www.aims.edu).  
Final payment deadline .....Balance due  
**\*\*\*ALL accounts with a balance after the Final payment deadline are assessed with a 1.75% service fee and are placed on Financial hold until account is paid in full. Students holding 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 Cashier's Office 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. Third Party tuition authorizations are generally posted within 30-45 days AFTER the Add/Drop Deadline to the student account.
  - E. Questions? Call Cashier's Office, 970.339.6349 or e-mail [aimsaccountsrec@aims.edu](mailto:aimsaccountsrec@aims.edu).
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 web site 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.



# STUDENT SUCCESS Center

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

1. Testing
2. Academic Advising
3. Career Services
4. Disability Access Services
5. Crisis Response

## ACADEMIC ADVISING 970.339.6251

We understand that the time and money spent on your education is one of the most important investments you will ever make. As such, our academic advisors are committed to helping you navigate through the educational system by clarifying the process and helping you select programs of study and classes to successfully meet your short- and long-term goals. Whether you want to complete a certificate such as nurse aid, obtain a career and technical degree, transfer to another institution, or take a course for personal interest, the knowledgeable advisors in the Advising Center will answer your questions and partner with you in your journey. All students are encouraged to visit with an advisor prior to registering for classes; however, new degree/certificate-seeking students are required to meet with an advisor. Specifically, the advisors will:

- Review assessment scores.
- Identify classes that will fulfill your educational and career goals.
- Explain graduation requirements and other policies/procedures of the college.
- Create an individual transfer plan.
- Monitor and discuss your academic progress.
- Assist you with the online registration process.
- Connect you to other campus resources and offices.

Since this is a collaborative partnership, you will be expected to:

- Make timely advising appointments each term and arrive at the appointment prepared to discuss academic/career goals and course selections.
- Utilize the college catalog to become familiar with degree/program requirements, college policies, etc.
- Consult with your advisor when making a schedule change, having academic difficulties, changing majors, or withdrawing from school.
- Retrieve and provide documentation such as ACT scores and college transcripts to allow your advisor to provide the best advice possible to you.
- Recognize that you are ultimately responsible for making decisions about your educational and career choices.

If you want more intensive advising services or find yourself on academic probation/suspension, you can ask to be assigned to a Retention Advisor. The Retention Advisors will help you:

- Understand and adjust to the demands of college.
- Balance college course load with work and family.
- Locate workshops on study skills and how to be a successful college student.
- Learn how to prepare for tests, manage your time, and understand your learning style.
- Understand the Academic Standards Policy and work with you on developing a Student Success Plan if you are on academic probation.

After you have made sufficient academic progress and meet requirements determined by the academic division, you may be assigned to a faculty advisor in your chosen field of study.

## TESTING CENTER 970.339.6562

The Testing Center at Aims Community College believes that assessment plays an important part in helping you succeed in your educational endeavors. Keeping that in mind, it is the Center's goal to provide you with a comfortable, quiet and secure testing environment.

Aims Community College is a multi-campus institution. Each campus offers a variety of assessment tests and services, including:

### PLACEMENT TESTING

According to the State of Colorado, all first time degree seeking students, as well as students seeking select certificates must be assessed in Reading Comprehension, English and Mathematics.

At Aims Community College, you must complete the Accuplacer placement exam or meet State assessment requirements before registering for classes. You can meet state assessment requirements by:

1. Showing proof of successful completion of an Associates of Arts, 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. Showing proof of successful previous college experience at an accredited college. Students who have successfully completed (C- or higher) a college-level mathematics and writing course within the past ten years from a regionally accredited institution will be exempt from taking the Accuplacer Placement test.

## STUDENT SUCCESS CENTER

### Location:

College Center

### Telephone:

Greeley - 970.339.6251

Fort Lupton - 303.857.4022, ext. 4303

Loveland - 970.667.4611, ext. 3312

### Director:

Paula Yanish

### Assistant Director:

Marti Demarest

### Email:

AskAnAdvisor@aims.edu

3. Showing proof of minimum ACT scores of 18 in English, 19 in Math (for certain courses), and 17 in Reading, or
4. Showing proof of minimum SAT scores of 440 in the verbal area (for English), 430 in the verbal area (for Reading) and 460 in the math area, or
5. Taking the College Board's Accuplacer Placement test. If you need to take the Accuplacer, please keep the following things in mind:
  - Prior to taking the Accuplacer, you must have an application on file.
  - On the test day, please bring a Student ID Number (you will not be allowed to test unless you have your Student ID Number) and a Photo ID.
  - Please note that calculators are not allowed on the Mathematics section of the Accuplacer.
  - The Accuplacer is an un-timed test. As a result, we encourage you to take your time and do the best you can.

## GED (GENERAL EDUCATIONAL DEVELOPMENT)

Colorado GED (General Educational Development) Testing program is for individuals seventeen years and older who have never been awarded a high school diploma or an Equivalency Diploma.

The GED tests make it possible for you to earn a high school credential which would afford you the opportunity to pursue higher education, to obtain a job or a job promotion.

Subsequent to completing and passing all five GED tests, the Colorado Department of Education will mail the GED candidate the Colorado High School Equivalency Diploma.

## CLEP & DANTES

The Testing Center offers both the College-Level Examination Program (CLEP) and the DANTES Subject Standardized Tests (DSST). Both programs give you the opportunity to obtain college credit for learning obtained outside the conventional college/university classroom.

## Student Success Center, cont.

### OTHER TESTS AND SERVICES OFFERED THROUGH THE TESTING CENTER

- (1) Faculty Services - Testing services for faculty includes the following: makeup exams for classroom and Internet courses; written FAA exams; secured Nursing exams.
- (2) Proctored Exams – We proctor exams for other colleges and universities. Proctored tests are by appointment only.
- (3) Typing Tests
- (4) Spanish Placement Test
- (5) Microsoft Certified Application Specialist (MCAS) exam
- (6) ACT Center – Through the ACT Center, we offer a variety of certification and licensure exams.

Please call 970.339.6562 to inquire about fees.

### CAREER SERVICES

[www.aims.edu/student/career](http://www.aims.edu/student/career)  
970.339.6251

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

#### Career Services resources:

- Career Counseling
- Resume/Cover Letter Reviews
- Mock Interview
- Career Advance
- Career Exploration Resources
- Annual Job/Career Fairs
- Job Search Skill Development Presentations
- Job Search Assistance

**Career Counseling Services:** If you would like individualized assistance in discovering how you are wired and how that connects to career options, we invite you to schedule an appointment with Career Services. Career Counseling is a 3-appointment series that provides you with knowledge about your personality and interests, connected career niches and exploration resources. For community members, the Career Counseling service costs \$50.

#### Job Search Skill Development Resources:

From helping to develop a stand-out resume to coaching on interviewing skills, Career Services can help you get your job search in gear! Don't miss our annual Career Fairs held in partnership with UNC and Employment Services of Weld County. Check out our web site for the latest information about upcoming events.

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.aims.edu/student/career](http://www.aims.edu/student/career). Go to the Student drop down menu and select "Career Advance Log-in." Get connected!

### DISABILITY ACCESS SERVICES

970.339.6388 desk  
970.339.6251 for appointments

Providing equal opportunity is an important and shared responsibility at Aims Community College. The Disability Access Services (DAS) 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, but not limited to:

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

If you wish to self-identify and request accommodations while attending any of Aims campuses, you will need to contact the DAS and arrange an intake interview. You will need to provide appropriate documentation that describes your diagnosed disability and current functional limitations. Based on the provided documentation, it will be determined which accommodations and/or services you are eligible to receive.

#### Examples of accommodations:

- Access to computer equipment
- Speech synthesizer with screen reading software
- Braille embossers
- Large print screens
- Voice recognition software
- 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 DAS of your presence on campus nor your needs. Any new or returning student with a disability wishing to receive accommodations must contact the DAS 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. Please note that once your documentation and paperwork is submitted, the DAS will review the documentation and accommodation requests. Please allow 10-14 working days for a final decision. You will be notified by mail or e-mail if additional documentation is needed or if your request for accommodation was approved.

#### To request accommodations, you must submit:

- Current documentation of their disability
- A completed Student Intake form
- Request for Accommodations form
- A printed class schedule
- Alternative Text Request Form, if needed

Accommodations for all campuses are handled through the Greeley office.

For further information, e-mail [disabilities@aims.edu](mailto:disabilities@aims.edu) or students may access the Web site at <http://www.aims.edu/student/dac>.

### CRISIS RESPONSE

The goal of our crisis response services is to provide institutional interventions to foster your continued attendance and to protect your safety as well as the safety of the college community. Each campus has qualified Student Success Center staff members who can assist you with locating appropriate campus and community resources. For further assistance and information, contact the Student Success Office on your campus.

# LEARNING COMMONS

The Learning Commons provides numerous services to students and faculty in support of their educational goals and objectives. Located on the second floor of the College Center, this area includes the **Computer Learning Lab**, **Kiefer Library** and **Tutoring Services**. The friendly and welcoming atmosphere fosters learning, independent study, and collaborative effort to support student success. Here you will find open use computers, the library collection, and tutoring assistance, along with wireless access, group study rooms, casual seating, and a reading room. Knowledgeable staff has expertise in academic, library, career, and technical areas. For additional information and hours of operation, please see our website listed below.

- Large number of PC and MAC computers loaded with current software
- Two group study rooms and a relaxed reading room
- Unlimited computer time (depending on open hours and availability)
- Fast Internet connection and wireless capability
- Copiers, scanners, and printers for general use
- Assistance with the Disability Access Services lab and equipment
- Curriculum support across disciplines, including CIS, Business Technology, AutoCAD, Graphics Technology and various programming languages

- Interactive software for reading, math, intensive English, and English as a second language
- Drop-in tutoring available in math, English, writing, reading, and accounting
- Individual, group, and Guided Study Group tutoring for selected subjects
- Writing Center for assistance with college papers
- Online tutoring available
- Library collection includes print, DVD, audio book, and electronic materials
- 24/7 access to full-text books, periodical articles, and databases
- 24/7 virtual reference through Ask Colorado
- Remote access to electronic library materials through the library web page at <http://www.aims.edu/kieferlibrary/database/index.php>
- Course textbooks available for 2-hour checkout

## LOCATIONS:

### Greeley Campus

College Center, 2nd Floor, South Wing

### Computer Learning Lab

970.339.6541

### Tutoring Services

970.339.6541

### Kiefer Library

970.339.6227

## LEARNING COMMONS

### Location:

College Center, 2nd floor

### Associate Dean:

Rob Umbaugh, 970.339.6237

### Staff Specialist:

Russell Iverson, 970.339.6229

### Academic Resource Center

### Program Coordinator:

Mary Gabriel, 970.339.6248

### Interim Tutoring Coordinator:

Elly Darwin, 970.339.6465

### Lead Librarian:

Ellen Willis, 970.339.6347

Computer lab, library, and tutoring services are also available at the following locations:

### Fort Lupton Campus

Room 108A, 303.857.4022, ext. 4326

### Loveland Campus

Room 105.1 and 105.2,

970.667.4611, ext. 3304

For additional information and hours of operation, please visit our website:

<http://www.aims.edu/learningcommons/>



Learning Commons



# LEARNING & ORGANIZATIONAL Development

## LEARNING & ORGANIZATIONAL DEVELOPMENT

### Location:

Westview, Room 699A

### Associate Dean:

Rob Umbaugh, 970.339.6237

### Staff Specialist:

Russell Iverson, 970.339.6229

## LEARNING AND ORGANIZATIONAL DEVELOPMENT

Learning & Organizational Development is the area that addresses college-wide learning needs. This area encompasses services that support the lifelong learning skills of students. Additionally it addresses the college-wide needs for organizational development by creating learning opportunities for faculty, staff and administrators through both the Center for Professional Development and Faculty Teaching & Learning Center.

The departments within the Learning & Organizational Development area are:

### FIRESIDE LOUNGE

The Fireside Lounge is an open learning space that fosters student-to-instructor and student-to-student interaction beyond the classroom. It is open to all Aims members including students, staff and faculty. The space is appropriate for collaborative learning, project planning and development, practice and delivery of presentations, student-to-student and student-instructor meetings, personal study and reflection, and other activities that support learning. Activities within the Lounge are “free-flow” and students, instructors and staff use the space when their schedule permits. For more information about the use of the space contact: Russell Iverson at 970.339.6229.

### LOCATION:

Beaty Hall,  
Rooms 127a,127b,127c

## 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:  
Westview Building, room 660  
970.339.6649

## LEARNING COMMUNITIES

The Learning Community Program at Aims Community College is designed to help students form connections for academic and social support by taking classes together as a group. Each learning community consists of classes (usually 2-3) scheduled in a cluster. Faculty teaching courses in the community work together to link class topics and assignments.

Participation in a learning community can make your academic experiences at Aims Community College more stimulating and enjoyable.

- Research shows that students in learning communities tend to be more successful in college than their peers.
- Learning community students typically discover they feel more comfortable on campus.
- Students make friends more easily, create a network of fellow students and faculty for academic assistance, and get better grades.

Learning communities are organized to fulfill a variety of educational needs so that you can make steady progress toward your degree while taking interesting classes. The faculty members participating in the Learning Community Program are among the best teachers on campus, and their commitment to the program is an example of their interest in creating an active learning environment which

supports each student's academic and personal development.

Consult an advisor for more information about learning communities at Aims.

### Program Contact:

Rob Umbaugh  
rob.umbaugh@aims.edu  
970.339.6237

## SUPPLEMENTAL INSTRUCTION (SI) INTRODUCTION

The Supplemental Instruction Program at Aims Community College is committed to helping students learn more systematically by providing avenues for organized group study. Supplemental Instruction (SI) is a method of academic support that has proven effective in improving student academic success in courses with traditionally high D, F, and withdrawal rates. Supplemental Instruction initiatives at Aims actively address issues regarding student learning, persistence and retention. Aims' program is designed to provide academic support to courses which typically have historically high withdrawal and failure rates based on internal and external statistics.

The SI model has proven to be nationally effective. Students who participate in SI have seen the following:

- Students who participate in Supplemental Instruction earn higher mean final grades than those who do not participate
- Students who participate in SI have a lower percentage of withdrawals and final grades of D or F than students who do not participate in SI, regardless of prior academic achievement of the students
- Students who participate in SI have higher retention and graduation rates than those who do not participate, regardless of the prior academic achievement of the students

### Contact:

Jennifer Naimark  
jennifer.naimark@aims.edu  
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. Some courses offered under the quarter system do not have the same clock hours as those offered under the semester system and may not be considered equivalent to courses Aims offers.

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 official transcripts 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 all previously attended colleges directly to Aims; faxed transcripts are not accepted as official. Although we prefer that official transcripts are sent directly from all previous colleges, we will accept hand-carried, sealed official transcripts. Unofficial and opened official transcripts will not be accepted. 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) working days after all documents are received in the Admissions & Records 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 "course-by-course" evaluation by a recognized translation service prior to submitting them.

## 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 Excelsior College Exams (formerly known as the Regents College Exams), and the International Baccalaureate (IB) Exams. To apply for such credit, submit official transcripts along with a Transfer Credit Evaluation Request form to the Admissions & Records Office.

## PUBLISHED GUIDES

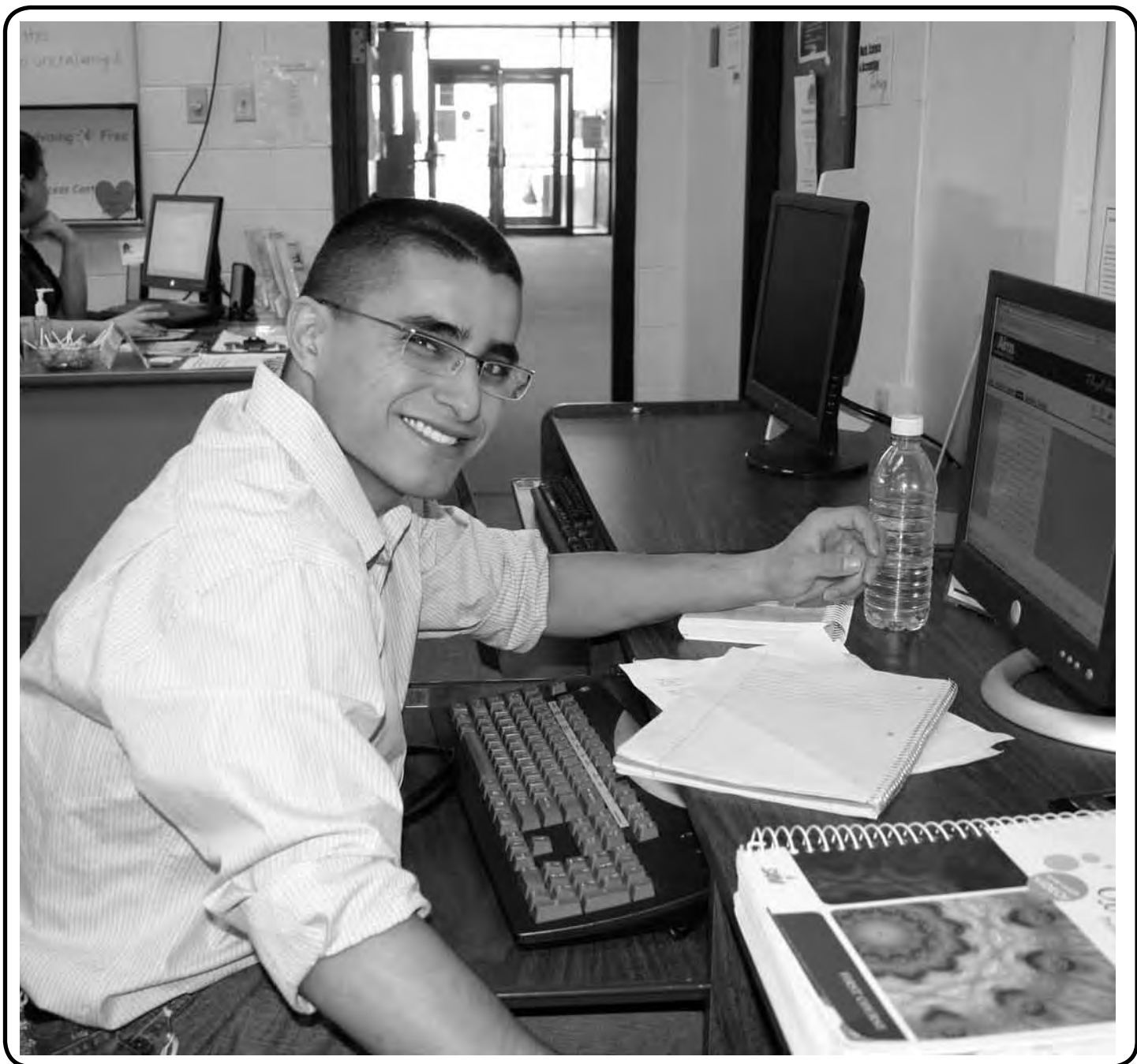
Formal military and/or business/industry training may receive transfer credit through an evaluation of that learning using Published Guides. The American Council on Education (ACE) Military program uses the credit recommendations of the American Council on Education (ACE) to evaluate military training. 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), AARTS or SMART. 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 or on the web site at [www.aims.edu](http://www.aims.edu).

## 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. Such students may earn credit for experience-based learning through the presentation of a course-based portfolio. The portfolio is not merely a study of accumulated knowledge, but rather an examination of



learned life experiences discussed in essays and presented through publicly verifiable documentation. Students should prove to an expert in the field that they possess the learning which is claimed. This learning must reflect theory beyond the specific situation, procedure, routine or skill from which the learning was based. Further, students must document the relationship between prior learning, written academic goals, and their degree program, and should connect a cognitive theory of learning to the relationship between theory, knowledge, and experience. Students will be responsible for preparation, presentation, and documentation of the portfolio to gain credit for specific

courses at Aims. Additionally, students must take a Portfolio course prior to submission of a portfolio. Information on portfolio is available in the Student Success Center.

### 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 web site for further information (<http://higher.ed.colorado.gov/Academics/Transfers/>). The Student Success Center will also assist students with transfer questions.

# 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 for graduation.
- 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 to raise the grade to a "C" or better to meet the performance level required for subsequent courses. 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 47 for explanation of these two policies.

Aims Community College assigns the following alphabetical grades:

- | Grade Symbol | Quality of Work Indicated by Symbol   | Grade Points |
|--------------|---|--------------|
| A...         | Indicates that the student has demonstrated superior achievement of the course objectives.  | 4            |
| B...         | Indicates that the student has demonstrated above-average achievement of the course objectives.   | 3            |
| C...         | Indicates that the student has demonstrated acceptable achievement of the course objectives.  | 2            |
| D...         | Indicates that the student has demonstrated a below-average level of achievement in the course that does not warrant a failing grade yet represents the minimum passing grade.  | 1            |
| F...         | Indicates that the student failed to achieve the objectives of the course.  | 0            |
| S...         | <b>SATISFACTORY:</b> For designated courses, indicates achievement of the course objectives at a 'C' level or above.  | <b>none</b>  |
| U...         | <b>UNSATISFACTORY:</b> For designated courses, indicates failure to achieve course objectives.  | <b>none</b>  |
| AU..         | <b>AUDIT:</b> No credit is granted. Regular tuition rates apply. The audit (AU) grade does not affect the grade point average. Any course for which an AU grade is assigned: does not count toward any certificate or degree program; cannot be used to satisfy a course prerequisite; cannot be used to satisfy "in residence" requirements; and cannot be used to satisfy requirements for financial aid or veterans' benefits. Each department will set guidelines for the approval or disapproval of a student's auditing a course. The student must obtain 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 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 | <b>none</b>  |

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 does not re-register for the course but instead 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.

### 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/standards](http://www.aims.edu/student/admissions/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.



## 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, the Admissions & Records Office, or on-line.

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 apply for 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. Written requests 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

Transcripts cost \$5.00 per copy and 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 or phone cannot be honored due to the lack of a signature and payment.** 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 student 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 to third parties requires written and signed permission of the student regardless of age.

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 e-mail, or over the telephone.

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

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

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

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

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



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

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.

Currently enrolled students may request that the college prohibit the release of Directory Information by notifying the Registrar in writing. The college will honor the request as

soon as possible, but no later than 5 business 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

## 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 also oversees Food Services operations on all campuses.

## FIRST YEAR EXPERIENCE OPPORTUNITIES

If you're a new student, take advantage of these programs and classes designed specifically for you:

### GET STARTED SESSION

This one hour session is designed for prospective student who have never attended Aims Community College. After applying for admission, this is your next step toward registration for classes. Sessions are held weekly on the Greeley campus and include steps to enrollment, assessment test requirements, college costs and financial aid, advising and registration information, and more.

### NEW STUDENT ORIENTATION (NSO)

This three hour program is designed for students who have completed the admission and class registration process. Programs are offered at the Aims Greeley, Fort Lupton, and Loveland campuses and include find-your-classes tours, book buying information, Student ID, understanding the syllabus and faculty expectations, and campus resources. Check out NSO for countless "week one winners."

### ADVANCED ACADEMIC ACHIEVEMENT CLASSES (AAA 101/AAA 109)

The subject of these classes is SUCCESS... what success is and how to achieve it in college. You will be introduced to the culture of college to help make a smooth transition to life as an Aims student. You will identify strategies to negotiate the academic environment through a variety of activities and experiences. Reading textbooks with high comprehension, taking notes using effective system, and test-taking strategies are the "name of the game" in this class.

### IFOCUS WORKSHOPS

Offered throughout the semester at all campuses, the iFocus series offers students a

variety of study skills workshops including Unbaffling Biology, Top 10 Ways to Study Smarter, Speed REading, Overcoming Test Phobia, Demystifying Math Tests, Note-Taking 101, and more. Discover your roadmap to success through attendance at these free programs.

## 7 HABITS OF HIGHLY EFFECTIVE COLLEGE STUDENTS

In this 6-hour workshop, students learn how to take control of their lives, begin each day by planning, keep promises, and do the most important things first. Attend a 7 Habits workshop to learn about the habits that will make you an "A" student.

## 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 three student groups: the Student Government Association, the Student Programming Council, and the Student Peer Education Council with representation from the Greeley, Fort Lupton, and Loveland campuses. These boards work together and form the Associated Students Board.

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

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

**STUDENT LIFE**

**Location:**  
College Center, Room 130

**Telephone:**  
970.339.6450

**Director:**  
Ron Fay

**Orientation/Student Activities:**  
970.339.6225

**Office Supervisor:** 970.339.6450

**FAX:** 970.506.6946

**Food Services:**  
970.339.6450

**Graphics Technician:**  
970.339.6369

**Student Peer Education Council - The SPEC**, also known as Mylife focuses on health related topics and provides educational workshops and activities for the students at Aims Community College.

**Chartered Student Clubs and Organizations** - Included are academic, honors, social, and civic 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](http://www.aims.edu/student/studentlife/resources/student-clubs.html).

The **Campus Grind** coffee carts are located at 2 locations on the Greeley Campus offering coffee and pre-wrapped food items.

**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** - Lounges are located in Westview, Ed Beaty 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, room 130 in College Center or the Academic Resource Centers at Loveland/Fort Lupton campuses to obtain a free student ID.

### STUDENT MEDIATION, ASSISTANCE AND ADVOCACY PROGRAM (MAAP)

Students with a complaint, issue, concern, or problem with a College employee or department, another student or an instructional situation as described in 5-601C, may contact the Student Life Office, located in the College Center, room 130 for assistance. The Student Mediation, Assistance and Advocacy Program (MAAP) is designed to assist students with College related issues and assist the student in seeking an informal resolution.

### OMBUDSMAN

A student ombudsman is available to help you with instructional or interpersonal problems. You can find this resource in College Center, room 130.





Shannon McCasland, Aims Student Life Employee  
Yolanda Reyes-Pineda, 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 types of two-year degrees and numerous shorter career and technical certificates.

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

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

The certificates/degrees and their purposes are as follows:

### Career and Technical Education certificates

Entry into the workforce

### Associate of Applied Science degree

Entry into the workforce

### Associate of Arts degree

Transfer to four-year colleges

### Associate of Science degree

Transfer to four-year colleges

### Associate of General Studies degree

Tailored to student needs

## CAREER AND TECHNICAL EDUCATION CERTIFICATES

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

## ASSOCIATE OF APPLIED SCIENCE DEGREE

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



## Degree & Certificate Information, cont.

### COLLEGE PREPARATORY COURSES

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

### CONTINUING EDUCATION OFFERINGS

Continuing Education (CE) offers non-credit courses in 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 and sites in Greeley, Fort Lupton, Loveland, Downtown Greeley, and Windsor. The Greeley campus also has outlying programs in the Corporate Education Center. 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://highered.colorado.gov/Academics/Transfers/](http://highered.colorado.gov/Academics/Transfers/).
  - ◆ 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://highered.colorado.gov/Academics/Transfers/>.

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

### 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. 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://highered.colorado.gov/Academics/Transfers/>.

### 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.

## Degree & Certificate Information, cont.

- 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://higher.ed.colorado.gov/Academics/Transfers/> 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
<b>Total . . . . .</b>	<b>60</b>

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

The following two courses are required.

ENG 121 English Composition (GT CO1) . . . . .	3
Students will be required to either assess into or take and pass with a 'C' or better ENG 090 as a prerequisite for ENG 121. It is recommended that students take ENG 121 within the first two semesters of their degree program.	
ENG 122 English Composition II (GT CO2) . . . . .	3
Prerequisite: ENG 121 with a 'C' or better	
<b>Total Communication</b>	
<b>Credits for A.A. Degree . . . . .</b>	<b>6</b>

### ARTS & HUMANITIES (9 CREDITS)

Select three courses.

<b>Arts</b>	
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

### 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

### World Languages

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

### BEHAVIORAL & SOCIAL SCIENCES (9 CREDITS)

Select three courses, one of which must be History.

<b>History</b>	
HIS 101 Western Civilization: Antiquity-1650 (GT-HI1) . . . . .	3
HIS 102 Western Civilization: 1650 - Present (GT-HI1) . . . . .	3
HIS 111 The World: Antiquity-1500 (GT-HI1) . . . . .	3
HIS 112 The World: 1500 to Present (GT-HI1) . . . . .	3
HIS 201 United States History to Reconstruction (GT-HI1) . . . . .	3
HIS 202 United States History since the Civil War (GT-HI1) . . . . .	3
HIS 225 Colorado History (GT-HI1) . . . . .	3
HIS 236 U.S. History: Since 1945 (GT-HI1) . . . . .	3
HIS 247 Contemporary World History (GT-HI1) . . . . .	3
HIS 249 History of Islamic Civilitaion (GT-HI1) . . . . .	3



## Degree & Certificate Information, cont.

### Economic and Political Systems

ECO 101	Economics of Social Problems (GT-SS1) . . . . .	3
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 125	American States/Local 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 240	Health Psychology (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 220	Sociology of Religion (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 099) 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. (See pg 109 for Math course flow chart.)

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
PHY 112	Physics: Algebra-Based II (GT-SC1) . . . . .	5
PHY 211	Physics: Calculus-Based I (GT-SC1) . . . . .	5

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

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

#### Total Physical and Life

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

### ORAL COMMUNICATION OR TECHNOLOGY (3 CREDITS)

**Select one of the following courses.**

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 63). 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

## Degree & Certificate Information, cont.

and most career and technical courses may not be accepted for transfer by particular baccalaureate institutions. See Approved Degree Electives (page 63) 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://higher.ed.colorado.gov/Academics/Transfers/> 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
<b>Total .....</b>	<b>60</b>

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

The following two courses are required.

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

### ARTS & HUMANITIES (9 CREDITS)

Select three courses.

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

### Literature and Humanities

HUM 121 Survey of Humanities I (GT-AH2) .....	3
HUM 122 Survey of Humanities II (GT-AH2) .....	3

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

### 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

### World 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

### BEHAVIORAL & SOCIAL SCIENCES (9 CREDITS)

Select three courses, one of which must be History.

<b>History</b>	
HIS 101 Western Civilization: Antiquity-1650 (GT-HI1) .....	3
HIS 102 Western Civilization: 1650 - Present (GT-HI1) .....	3
HIS 111 The World: Antiquity-1500 (GT-HI1) .....	3
HIS 112 The World: 1500 to Present (GT-HI1) .....	3
HIS 201 United States History to Reconstruction (GT-HI1) .....	3
HIS 202 United States History since the Civil War (GT-HI1) .....	3
HIS 225 Colorado History (GT-HI1) .....	3
HIS 236 U.S. History: Since 1945 (GT-HI1) .....	3

## Degree & Certificate Information, cont.

HIS 247	Contemporary World History (GT-HI1) . . . . .	3
HIS 249	History of Islamic Civiltaion (GT-HI1) . . . . .	3

### Economic and Political Systems

ECO 101	Economics of Social Problems (GT-SS1) . . . . .	3
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 125	American States/Local 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 240	Health Psychology (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 220	Sociology of Religion (GT-SS3) . . . . .	3
SOC 231	Sociology of Deviant Behavior (GT-SS3) . . . . .	3
WST 200	Intro to Women's Studies (GT-SS3) . . . . .	3
<b>Total Social and Behavioral Sciences Credits for A.S. Degree . . . . .</b>		<b>9</b>

## MATHEMATICS (3 CREDITS)

Select one course.

NOTE: All course prerequisites must be met for the following courses. Students who earn a "D" grade in a course which is part of a sequence (e.g. MAT 090, MAT 099) 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. (See pg 109 for Math course flow chart.)

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

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

## PHYSICAL AND LIFE SCIENCES

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

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

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

## ELECTIVES

Students will select other electives from the following approved prefixes: AST, BIO, CHE, CIS, CSC, ENT, GEY, MAT, or PHY (see Approved Degree Electives page 63).

**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.

## Degree & Certificate Information, cont.

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
<b>Total . . . . .</b>	<b>60</b>

### **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 107 and MAT 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 2010-2011:

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. 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), they may apply electives listed in the agreement to their degree even if they are not on this list. Students wishing to apply an elective course not on this list to an A.A. degree may do so with a signed approval of an Academic Dean.

PREFIXES	COURSES	DEGREE ABV
AAA 109	Advanced Academic Achievement .....	AA
ACC 121	Principles of Accounting I .....	AA.....BT
ACC 122	Principles of Accounting II .....	AA.....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
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 .....	AA.....BT
BUS 216	Legal Environment of Business .....	AA.....BT
BUS 217	Business Communications & Report Writing .....	AA.....BT
BUS 226	Business Statistics .....	AA.....BT
CHE 101	Introduction to Chemistry I .....	AA
CHE 102	Introduction to Chemistry II .....	AA
CHE	All other courses .....	AA....AS
CHI 111, 112	All courses .....	AA
CIS 118	Introduction to PC Applications .....	AA....AS
COM	All courses .....	AA
CRJ	110-112, 125, 135, 145, 210, 216, 220, 230 .....	AA
CSC	All courses .....	AA....AS
CSL 247	Family Dynamics of Substance Abuse .....	AA
CSL 268	Addictions Counseling Skills .....	AA
DAN	All courses (only 3 credits of PE activity courses apply to electives) .....	AA
ECE 101	Introduction to Early Childhood Education .....	AA.....ECE
ECE 102	Introduction to Early Childhood Lab Techniques .....	AA.....ECE
ECE 103	Guidance Strategies for Children .....	AA.....ECE
ECE 205	Nutrition, Health & Safety .....	AA.....ECE
ECE 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
EDU 261	Teaching, Learning & Technology .....	AA.....EE
ENG	All courses except those below 100 and ENG 178 and ENG 278 .....	AA
ENV	All courses .....	AA....AS
ETH	All courses .....	AA
FRE	All courses .....	AA
GEO	All courses .....	AA
GER	All courses .....	AA
GEY	All courses .....	AA....AS
HIS	All courses .....	AA
HUM	All courses .....	AA
HWE 100	Introductory Nutrition .....	AA
HWE 103	Community First Aid & CPR .....	AA
HWE 111	Health and Fitness .....	AA

PREFIXES	COURSES	DEGREE ABV
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 .....	AA
MAT 156	Integrated Math II .....	AA
MAT 175	Geometry .....	AA
MAT	All other MAT courses except those below 120 (AA) or 121 (AS) .....	AA....AS
MET	All courses .....	AA....AS
MUS	All courses .....	AA
PED	All courses (only 3 credits of PE activity courses apply to electives) .....	AA
PER	All courses (only 3 credits of PE activity courses apply to electives) .....	AA
PHI	All courses .....	AA
PHY 105	Conceptual Physics .....	AA
PHY	All other courses .....	AA....AS
POS	All courses .....	AA
PSY	All courses (except 110 & 116) .....	AA
RTV 101	Radio Programming & Product I .....	AA
RTV 103	Writing for TV and Radio .....	AA
RTV 269	Video Field Production .....	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
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

- ETH 212 African American Studies
- HIS 246 History of Mexico
- LIT 205 Ethnic Literature
- SOC 216 Sociology of Gender
- WST 200 Introduction to Women's Studies

# ALTERNATIVE TRANSFER Degrees

## AIMS & FRANKLIN UNIVERSITY ALLIANCE

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

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

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

Franklin Bachelor Degrees offered 2010/2011:

- Accounting
- Allied Health Care Management
- Applied Management
- Applied Psychology
- Business Administration
- Business Forensics
- Computer Science
- eMarketing
- Financial Management
- Forensic Accounting
- Healthcare Management
- Health Information Systems Management
- Human Resources Management
- Information Technology
- Interdisciplinary Studies
- Management
- Management Information Sciences
- Marketing
- Operations & Supply Chain Management
- Organizational Communication

- Public Relations
- Public Safety Management
- Safety, Security & Emergency Management
- Web Development

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



# ACADEMIC ORGANIZATION

## AIMS COMMUNITY COLLEGE ACADEMIC ORGANIZATION

### DIVISION I

**Academic Dean:**

Jeffrey Reynolds, 970.339.6484

Accounting

Business

Business Technologies

Administrative Assistant

Business Administration

Medical Administrative Assistant

Communication Media

Computer Information Systems

Computer Science

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

Reading/English

Health Sciences

Associate Degree Nursing

Certified Nurse Aide

Mammography

Practical Nursing

Radiologic Technology

Surgical Technology

Library 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

Early Childhood Education

Education

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

### DIVISION IV

**Academic Dean:**

Dr. Steven C. Kahla, 970.339.6683

Applied Environmental Technologies

Building/Construction Site Management

Carpentry

Electrical Wiring Technician

Engineering: CAD

Manufacturing Technologies

Multi-Industry Systems Technician (MIST)

Beechcraft 1900 Simulator Training

CDL (Commercial Driving License)

Continuing Education Distance Learning

Continuing Medical Education

CPR/First Aid

Pharmacy

Criminal Justice

Police Academy

Customized Training

DoD Biomedical Electronic Training

Emergency Medical Services

Emergency Medical Technician

Gerontology

Phlebotomy

Fire Science

Fire Service Training Academy

Wildland Training

Franklin Alliance

International Programs

Intensive English

LEAN, Six-Sigma, and Leadership

MCSA-Microsoft Certified Systems Administrator Certification

MCSE-Microsoft Certified Systems Engineer Certification

Medical Clinical Assistant

Quality Improvement Training

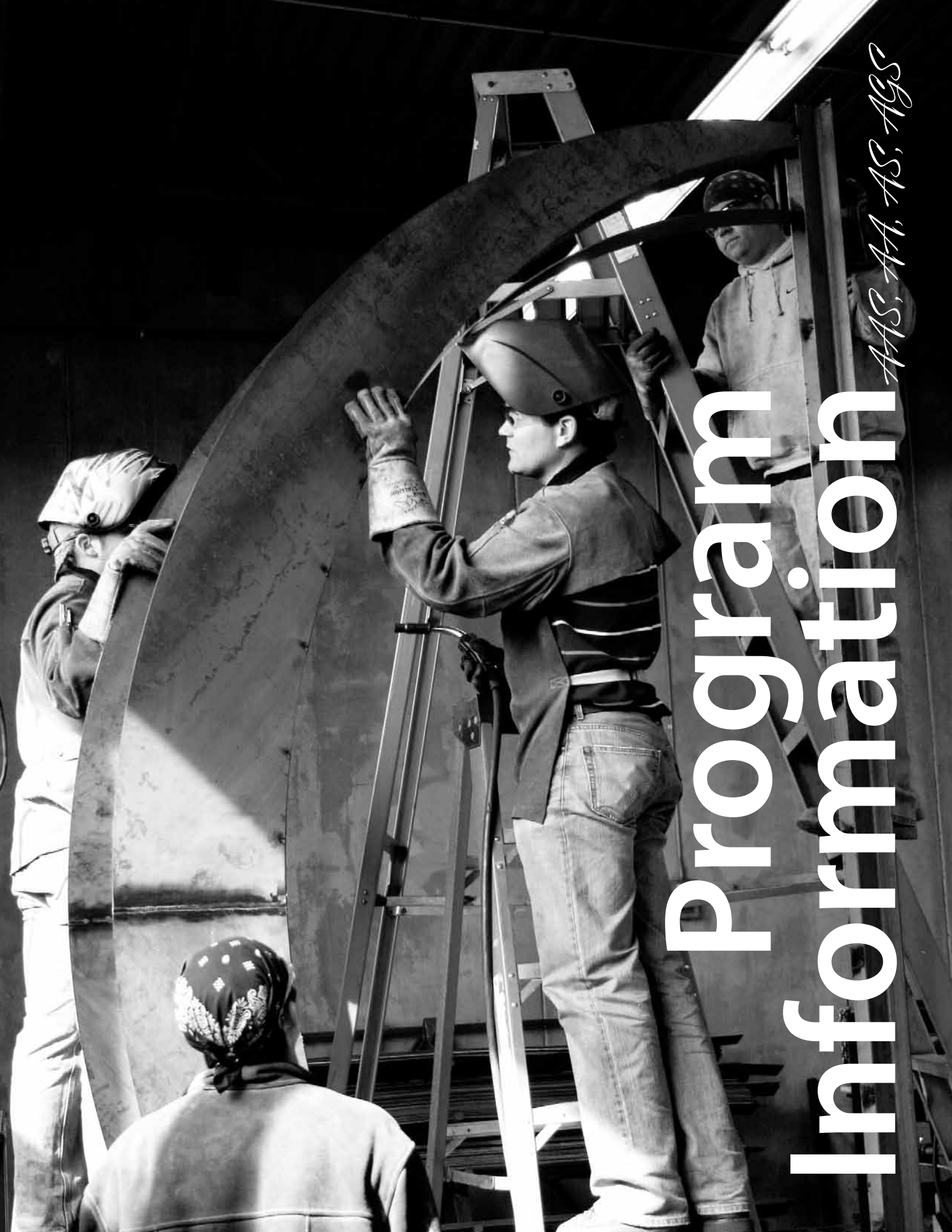
Workshops & Seminar

Youth Programs

College for Kids

GED

High School Diploma



# Program Information

*AAS, AA, AS, AGS*



## ALLIED HEALTH DEPARTMENT

### Location:

Allied Health Building  
Associate Dean and Director of Nursing  
Education Programs:

Nina Kirk, RN, MS, 970.339.6622

### Nurse Aide Coordinator:

Shirley Casady, RN, BSN,  
970.339.6281

### Radiologic Technology Program Chair:

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

### Lab Coordinator:

Lee Ann Hernandez, 970.339.6345

### Faculty:

Rose Chavez, LPN, 970.339.6604

Jaimee Collins, RN, MSN, 970.339.6451

Nan Cramer, RTR, 970.339.6334

Sheila Feller, BS, RTR, 970.339.6324

Erika Greenberg, RN, MSN

970.339.6647

Missy Korb, RN, PhD, 970.339.6214

Laurel Lalicker, RN, MSN, 970.339.6410

Christy Nibbelink, RN, MSN

970.339.6568

### Advisors:

Kellie Richardson, 970.339.6570

Jeremy Rottini, 970.339.6284

### 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 Skala, 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.

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

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

(PREAAS ST02/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 Science of Biology . . . . . 4  
MAT 107 Career Math . . . . . 3

### GENERAL EDUCATION:

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 Human Growth/Development . . . . . 3  
HPR 178 Seminar: Medical Terminology . . . . . 3  
TBA . . . . . 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**

## Allied Health & Human Services, cont.

### SURGICAL TECHNOLOGY

#### ADVISORY COMMITTEE

Sarah Bean, CST

Northern Colorado Medical Center

Chrystal Carman, CST

Former student representative

Estes Park Medical Center

Dr. Tad Gilmore

General Surgeon (Retired)

Tammy Grant

Coordinator

Weld County Workforce Development

Mario Mena-Mendez, CST

Surgical Technologist

Northern Colorado Medical Center

Christine Nation

Student Coordinator

Banner Health

Brenda Rask, Associate Dean

Career & Technical Education

Aims Community College

Dr. Kelly R. Sanderford, M.D.

Orthopedic Surgeon

Mountain Vista Orthopedics

Donna Souther

Executive Dean and

Chief Academic Officer

Aims Community College

Mark Urso, CST

Surgical Technology Program Director

Aims Community College

Charlene Wright

Clinical Nurse Educator OR

Banner Health

## NURSE AIDE

(CERT NAO0)

**Coordinator:**

Shirley Casady, RN, BSN, 970.339.6281

**Faculty:**

Rose Chavez, LPN, 970.339.6604

**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 eligible to apply to take the State of Colorado Nurse Aide Certificate examination. The program graduate must also meet the State eligibility requirements when applying to take the certification exam. (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.

**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 health care careers. Employment opportunities require current State of Colorado Nurse Aide Certification.

**Registration Requirements:** All students interested in taking this program must attend an orientation and have an advisor's signature on the course registration before registering. Students must meet agency health requirements including the following immunizations or titers: MMR and Hep B. A negative Tb skin test or chest x-ray is also required.

**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-PRACTICAL NURSE EXIT OPTION**

(Associate of Applied Science Degree)  
 (PREASS NU00/AAS NU00)  
 (Certificate) (CERT PNO1)

**Advisors and Faculty:**

- Nina Kirk, RN, MS, 970.339.6622  
 Associate Dean and Director of Nursing Education Programs
- Jaimee Collins, RN, MSN, 970.339.6451
- Erika Greenberg, RN, MSN, 970.339.6647
- Missy Korb, RN, PhD, 970.339.6214
- Laurel Lalicker, RN, MSN, 970.339.6410
- Christy Nibbelink, RN, MSN, 970.339.6568

**Program Description:** The Associate Degree Nursing (ADN) program teaches students the skills of direct patient care that can be applied in any healthcare setting. The program offers theoretical and applied instruction in classrooms, simulated laboratories, and clinical settings. After successfully completing all degree requirements, students will receive an Associate in Applied Science (AAS) degree with a nursing major. Graduates of the program are eligible to apply to take the National Council Licensing Examination for Registered Nursing (NCLEX-RN). Successful performance on the NCLEX-RN awards state licensure and qualifies graduates for the title of Registered Nurse (RN). The program allows a practical nursing exit point (certificate). After successfully completing the first two semesters of the program and taking an additional transition course during the summer, students are eligible to write the National Council Licensing Examination for Practical Nursing (NCLEX-PN).

Interested applicants for the program must attend an informational orientation. The orientation is held on the 2nd Tuesday of the month at 12 and 5:30 PM. Please call the Allied Health Advising Office at 970.339.6251 for additional information. Licensed Practical Nurses (LPN's) interested in entering the 2nd year of the

**Allied Health & Human Services, cont.**

program to complete the ADN need to contact the Allied Health Advising Office at 970.339.6251 to begin the application process. Potential applicants who graduated more than 10 years ago from a PN program must follow the current regulations of the Colorado Articulation Model related to testing, experience and licensure prior to entering the ADN program. Applicants must hold a current CNA certificate or LPN license, current Healthcare Provider CPR, current Tb/PPD, and the following immunizations or titres: MMR, HBV, Varicella (chicken pox), and Tetanus, prior to starting the program. 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 program. A drug screen and HHS/OIG re-screening is required annually. Additional drug screens and/or background checks may be completed randomly at the clinical site.

**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**

**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 Obstetric & Pediatric Nursing . . . . . 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**

- Ruth Burns, RN  
 Education Coordinator  
 Life Care Center of Greeley
- Shirley Casady, RN, BSN  
 Nurse Aide Coordinator, Faculty  
 Aims Community College
- Rose Chavez, LPN  
 Nurse Aide Faculty  
 Aims Community College
- Jaimee Collins, RN, MSN  
 Faculty  
 Aims Community College
- Rachel Davis  
 Career Services  
 Aims Community College
- Crystal Day, RN, CEO  
 Rehabilitation and Visiting Nurse Association
- Cindy Duval, RN  
 Aims Graduate  
 Poudre Valley Hospital
- Katrina Einhellig, RN, MSN  
 Assistant Professor  
 RN-BSN Program Coordinator  
 University of Northern Colorado
- Erika Greenberg, RN, MSN  
 Faculty  
 Aims Community College
- Sally Henry, RN, MSN  
 Centennial Health Education Center  
 Clinical Site Coordinator  
 Aims Community College
- Nina Kirk, RN, MS  
 Associate Dean & Director of Nursing Programs  
 Aims Community College
- Missy Korb, RN, PhD  
 Faculty  
 Aims Community College
- Laurel Lalicker, RN, MSN  
 Faculty  
 Aims Community College
- Jennifer Malinski, M.M.  
 Academic Program Coordinator  
 Aims Community College
- Teresa Masters, RN  
 Chris Nation, RN, BSN  
 Student Placement Coordinator  
 North Colorado Medical Center
- Christy Nibbelink, RN, MSN  
 Faculty  
 Aims Community College
- Barb Oschner, RN, DON  
 Medical Center of the Rockies
- Brenda Rask  
 Associate Dean, Career and Technical Education  
 Aims Community College

Kellie Richardson, Advisor  
Aims Community College  
Donna Souther, MA, JD  
Executive Dean and Chief Academic Officer  
Aims Community College  
Marla Trujillo, RN  
Nurse Education  
Fairacres Manor  
Nathan Wehrheim,  
Student Representative  
Carolyn (Corky) Whitmer, RN  
Staff Development Coordinator,  
Restorative Care Director  
Fairacres Manor

## PRENURSING STATEWIDE ARTICULATION AGREEMENT

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

### Advisors:

Dr. Leba Sarkis, 970.339.6367

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

### 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: . . . . .19-20

#### Required:

BIO 105 Science of Biology . . . . . 4  
BIO 111 General College Biology I . . . . . 5  
BIO 201 Human Anatomy & Physiology I . . . . 4  
BIO 202 Human Anatomy & Physiology II . . . 4

## Allied Health & Human Services, cont.

BIO 204 Microbiology . . . . . 4  
PSY 235 Human Growth & Development . . . 3  
(See your advisor for additional transferable courses.)  
**Total Credits for A.A. Degree: . . . . . 60**

## RADIOLOGIC TECHNOLOGY

(Associate of Applied Science Degree)  
(PREAAS RT00/AAS RT00)

### Location:

Allied Health Building, Room 203  
970.339.6233

### Program Chair:

Tracey Warner, AAS, RTR, 970.339.6420

### Advisors:

Health Occupations advising core

### Faculty:

Nan Cramer, 970.339.6334  
Sheila Feller, 970.339.6324  
Tracey Warner, 970.339.6420

### DEGREES/CERTIFICATES OFFERED:

#### Radiologic Technology

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

#### Mammography Technologist (Certificate)

#### Radiologic Technology Program Length:

Requires minimum of five semesters PLUS 16 credits of General Education for Associate of Applied Science degree.

**Entrance Requirements:** This program is waitlisted and accepted cohorts enter the program ONLY in fall semester. A free orientation exists and is mandatory for waitlist placement. Students are considered for the program in order of their waitlist status. Final program ACCEPTANCE is based on successful completion of criteria that is discussed at the mandatory orientation. The following are required for this program and are a cost to the student: criminal background check with no disqualifying offenses, urinalysis, and immunizations (specific requirements subject to change). 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 16 semester credit hours of General Education Courses are required.

### PREREQUISITES

High School Algebra  
CPR for Healthcare Provider OR  
Current Healthcare CPI  
Require CPT Scores

BIO 105 Science of Biology  
OR  
High School Biology . . . . . 4  
CIS 118 Intro to PC Applications  
OR  
High School Equivalent . . . . . 3  
HPR 178 Medical Terminology  
OR  
High School Equivalent . . . . . 1-3  
RTE 101 Intro to Radiologic Technology . . . . 2  
**Total Prerequisite Credits . . . . . 10 to 12**

### GENERAL EDUCATION

BIO 106 Basic Anatomy & Physiology . . . . . 4  
COM 125 Interpersonal Communication . . . . 3  
ENG 121 English Composition I . . . . . 3  
MAT 107 Career Math . . . . . 3  
PSY 101 General Psychology I . . . . . 3  
**Total General Education Credits: . . . . . 16**

### 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  
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: . . . . . 74**



## MAMMOGRAPHY

(Certificate)  
(CERT MT00)

**Advisor:**

Sheila Feller, BS, RTR, 970.339.6324

**Program Length:** Approximately One Semester.

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

**Prerequisites:** Registered technologists and registry eligible technologist.

**Program Requirements:** The following are required for this program and are a cost to the student: criminal background check with no disqualifying offenses, urinalysis, and immunizations (specific requirements subject to change). Contact Sheila Feller at 970.339.6324 with your interest and for additional information.

### SPECIFIC COURSES

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

### RADIOLOGIC TECHNOLOGY ADVISORY COMMITTEE

- 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
- 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
- Melody Pierson  
Radiology Supervisor  
Poudre Valley Hospital
- Jack Retzlaff  
Radiology Director  
Medical Center of the Rockies

# AUTOMOTIVE

## AUTOMOTIVE COLLISION REPAIR DEPARTMENT

(A NATEF Master Certified Program)

**Location:**

Aims Automotive & Technology Center  
1120 South Gate Drive  
Windsor, Colorado 80550  
970.339.6286

**Program Director:**

Fred Brown  
970.339.6640

**Advisors and Faculty:**

Fred Brown, 970.339.6640  
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 AC05)

**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.

**Collision Program Requirements:** The students entering the automotive collision 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 needs may be necessary. All students entering automotive collision classes for the first time must successfully pass the Introduction to Automotive Collision Technology class. Safe clothing, shoes, and eye protection are mandatory in all automotive shop classes and are the student's responsibility to provide. Additionally students are required to furnish their own hand tools and text books. Consult advisors for a list of required basic hand tools and required texts. Students must complete all ACT prefix courses and at least 15 credit hours of general education courses. Dexterity testing is required in degree program.

**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 . . . . .	5
ACT 181	Automotive Collision Repair Level II Internship. . . . .	4
ACT 211	Metal Welding and Cutting II. . . . .	2
ACT 221	Moveable Glass and Hardware . . . . .	2
ACT 231	Advanced Structural Damage Diagnosis and Repair . . . . .	3
ACT 232	Fixed Glass Repair. . . . .	2
ACT 251	Plastics and Adhesives II . . . . .	1
<b>Total Credits for Specific Course:</b>		<b>45</b>

## GENERAL EDUCATION

**Area 1**

MAT 112	Financial Mathematics . . . . .	3
OR		
MAT 107	Career Math . . . . .	3
OR		
MAT 108	Technical Mathematics . . . . .	4

**Area 2**

ENG 131	Technical Writing I. . . . .	3
OR		
BUS 217	Business Communications and Report Writing. . . . .	3
OR		

ENG 121	English Composition I . . . . .	3
---------	---------------------------------	---

**Area 3**

CIS 118	Introduction to PC Applications. . . . .	3
OR		
COM 115	Public Speaking. . . . .	3
OR		

BUS 115	Intro to Business . . . . .	3
---------	-----------------------------	---

**Area 4**

Choose one course from the following prefixes: AST, BIO, CHE, ENV, GEY, MET, PHY, or SCI (3 credits minimum)

**Area 5**

Choose one course from the following prefixes: ANT, ART, ECO, GEO, HIS, HUM, LIT, MUS, PHI, POS, SOC, THE or any foreign language course (3 credits minimum)

**Pending State Approval**

<b>Total Credits for General Education:</b>	<b>15</b>
<b>Total Credits for A.A.S. Degree:</b>	<b>60</b>

## 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
<b>Total Credits for Non-Structural Repair Technician Certificate:</b>		<b>24</b>

**Automotive, cont.**

**STRUCTURAL REPAIR  
TECHNICIAN CERTIFICATE**

(CERT AC23)

**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 AC32)

**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 AC30)

**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**

- Kim Albreicht  
 Precision Auto Body  
 Lorri Mann  
 Pederson Toyota, Scion, Volvo  
 Eugene Montory  
 Student  
 Tia Morenz  
 All State Insurance  
 John Murphy  
 Jerry's Auto Upholstery  
 Rick Osborne  
 Quality Paint & Body  
 Steve Peif  
 Hi-Tech Auto Body  
 Chris Singer  
 Student

**AUTOMOTIVE SERVICE  
TECHNOLOGY**

(A NATEF Master Certified Program)

**Location:**  
 Aims Automotive & Technology Center  
 1120 South Gate Drive  
 Windsor, Colorado 80550  
 970.339.6286

**Program Director:**  
 Fred Brown, 970.339.6640

**Advisors and Faculty:**  
 Fred Brown, 970.339.6640  
 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)  
**Light Diesel** (Certificate)

**Program Length:** Career and technical certificates, General Automotive Technician emphasis is 45 credit hours. AYES (Automotive Youth Educational System) emphasis is 41 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.

**Service Program Requirements:** The students entering the automotive service 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 needs may be necessary. All students entering automotive service classes for the first time must successfully pass the Introduction to Auto Shop Orientation class. Safe clothing, shoes, and eye

protection are mandatory in all automotive shop classes and are the student's responsibility to provide. Additionally students are required to furnish their own hand tools and text books. Consult advisors for a list of required basic hand tools and required texts. Students must complete all ACT prefix courses and at least 15 credit hours of general education courses. Dexterity testing is required in degree program.

## 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 & Exhaust Systems	4
ASE 140	Suspension and Steering I	3
ASE 240	Suspension and Steering II	3
<b>Total Specific Course Credits:</b>		<b>37</b>

Choose two of the following ASE areas: each area equaling 6 credits (except for A/C) for a total of 11 or 12 credits.

#### Area 1:

ASE 150	Automotive U-joint and Axle Shaft Service	2
ASE 151	Automotive Manual Transmissions/Transaxle and Clutches	2
ASE 152	Differentials and 4WD/AWD Service	2

#### Area 2:

ASE 265	Air Conditioning	5
---------	------------------	---

#### Area 3:

ASE 160	Automotive Engine Removal and Installation	1
ASE 161	Engine, Disassembly Diagnosis and Assembly	5

#### Area 4:

ASE 250	Automatic Transmission/Transaxle Service	1
ASE 251	Automatic Transmission/Transaxle Diagnosis and Assemblies	5
<b>Total Specific Course Credits:</b>		<b>48-49</b>

### GENERAL EDUCATION

#### Area 1:

MAT 107	Career Math	3
OR		
MAT 108	Technical Mathematics	4
OR		
MAT 112	Financial Mathematics	3

#### Area 2:

BUS 217	Business Communications and Report Writing	3
OR		

## Automotive, cont.

ENG 131	Technical Writing I	3
OR		
ENG 121	English Composition I	3
<b>Area 3:</b>		
CIS 118	Intro to PC Applications	3
OR		
COM 115	Public Speaking	3
OR		
BUS 115	Introduction to Business	3

#### Area 4:

Choose one course from the following prefixes: AST, BIO, CHE, ENV, GEY, MET, PHY, or SCI (3 credits minimum)

#### Area 5:

Choose one course from the following prefixes: ANT, ART, ECO, GEO, HIS, HUM, LIT, MUS, PHI, POS, SOC, THE or any foreign language course (3 credits minimum)

**Total General Education Credits:** 15-16

**Total Credits for A.A.S. Degree:** 63-65

## 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
<b>Total Specific Course Credits:</b>		<b>37</b>

### GENERAL EDUCATION

HWE 103	Community First Aid & CPR	1
MAT 107	Career Math	3
OR		
MAT 108	Technical Mathematics	4
BUS 217	Business Communications and Report Writing	3
OR		
ENG 131	Technical Writing I	3
OR		
ENG 121	English Composition I	3
<b>Total General Education Credits:</b>		<b>8</b>
<b>Total Credits for Certificate:</b>		<b>45</b>

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
<b>Total Credits:</b>		<b>10</b>

## 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
<b>Total Credits:</b>		<b>10</b>

## 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
<b>Total Credits:</b>		<b>17</b>

## 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
<b>Total Credits:</b>		<b>10</b>

## 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
<b>Total Credits:</b>		<b>10</b>

## 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
<b>Total Credits:</b>		<b>12</b>

## AUTOMATIC TRANSMISSION

(CERT AS08)

### Specific Courses:

ASE 101	Auto Shop Orientation	2
---------	-----------------------	---



**Automotive, cont.**

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

**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

**LIGHT DIESEL**

(Pending State Approval)

**CERTIFICATE REQUIREMENTS**

ASE 120 Basic Electricity..... 2  
 ASE 123 Battery, Starting, and Charging Systems ..... 2  
 ASE 170 Lab ..... 1  
 DPM 100 Intro to Diesel..... 2  
 DPM 101 Orientation ..... 2  
 DPM 103 Diesel Engines I ..... 4  
 DPM 106 Diesel Fuel Systems..... 3  
 DPM 111 Preventative Maintenance I..... 3  
 DPM 210 Diesel Air Induction ..... 1  
**Total Specific Course Credits** ..... 20

**AUTOMOTIVE SERVICE TECHNOLOGY  
 ADVISORY COMMITTEE-GREELEY**

- Ivan Arvizo  
 Firestone of Fort Collins
- Randal Browning  
 Town of Windsor
- Michelle Cline  
 CarQuest
- Spencer Dunn  
 Greeley Auto Tech

- Lary Long  
 Boulder Tech.
- Roger Peister  
 Heritage Ford
- Roger Ramirez  
 Weld County Garage
- Phil White  
 Phil's Pro Auto

**AYES ADVISORY COMMITTEE-GREELEY**

- Jay Baird  
 Ehrlich Toyota
- Rizwan Bhanji  
 Ehrlich Motors
- Rick Bilger  
 Advanced Auto Pros
- Monty Hein  
 Weld County Garage
- Bob Lee  
 Spradley Barr
- Roger Ramirez  
 Weld County Garage
- Steve Palmer  
 Ehrlich Subaru
- Steve Peif  
 Hi-Tech Auto Body
- Doug Phelps  
 Hyundai of Greeley
- Kirby Sawyer  
 Ghent Chevrolet



# AVIATION

## AVIATION DEPARTMENT

### Location:

Aviation Building  
970.339.6472

### Advisors:

Martin Boniek, 970.339.6377  
Mike Joy, 970.339.6456

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

### DEGREES/CERTIFICATES OFFERED:

Air Traffic Controller  
General Aviation Pilot  
Professional Pilot  
Helicopter Pilot  
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 Air Traffic Controller A.A.S. degree program, 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:** These programs are designed to provide the graduate with the skills and/or Federal Aviation Administration certificates necessary for entry-level employment as a pilot or an Air Traffic Controller.

**General Program Information:** Air Traffic Controller applicants must be less than 31 years old at the time of hiring by the FAA; therefore, students should be no more than 28 years old when beginning the program. Air Traffic Controllers must be citizens of the United States of America. The aviation department requires students to pass all aviation (AVT) courses with a minimum grade of "C"; however, Air Traffic Controller students must pass all aviation courses with



a "B" or better in order to receive a hiring recommendation to the FAA. Contact the aviation department for further 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.

For ATC students seeking an FAA hiring recommendation from Aims, any aviation course for which a grade of "C", "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-designated provider for airplane and helicopter training.

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

## DEGREES OFFERED AIR TRAFFIC CONTROLLER

(Associate of Applied Science Degree)  
(AAS AT35)

### DEGREE REQUIREMENTS

#### AVIATION COURSES (required)

AVT 101	Private Pilot Ground School	4
AVT 103	Intro to Air Traffic Control	3
AVT 105	Aviation Meteorology	4
AVT 111	Instrument Pilot Ground School	4
AVT 113	Instrument Flight Trainer	4
AVT 115	ATC Phraseology I	1
AVT 218	ATC Procedures	4

AVT 242	ATC Phraseology II	1
AVT 245	Non-Radar Simulation	9
AVT 246	Radar Simulation	9
AVT 247	ATC Special Procedures	4
<b>Total credits from above courses:</b>		<b>47</b>

### GENERAL EDUCATION COURSES

ENG 121	English Composition I	3
MAT 121	College Algebra	4
PHY 105	Conceptual Physics	4
Arts & Humanities Course		3
Behavioral & Social Sciences Course		3
<b>Total credits from above courses</b>		<b>17</b>
<b>Total Credits for A.A.S. Degree:</b>		<b>64</b>

## 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
<b>Total credits from above courses:</b>		<b>40</b>

#### 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

**Aviation, cont.**

AVT 210 Multi-Engine Cross-Country Flight . . . 2  
 AVT 211 Fundamentals of Instruction . . . . . 2  
 AVT 212 Flight Instructor Ground School . . . . . 2  
 AVT 213 Flight Instructor Flight . . . . . 1  
 AVT 218 ATC Procedures . . . . . 4  
 AVT 222 Instrument Instructor Flight . . . . . 1  
 AVT 223 Multi-Engine Instructor Flight . . . . . 1  
 AVT 226 Flight Deck Crew Management  
 Transition Trainer . . . . . 3  
 AVT 227 Transport Category Aircraft  
 Systems . . . . . 3  
 AVT 228 Regional Transport Aircraft  
 Transition . . . . . 2  
 AVT 230 CL-65 Type Rating Prep Course . . . . . 5  
 AVT 231 Advanced Regional  
 Transport Transition . . . . . 2  
 AVT 232 Flight Management Systems . . . . . 2  
 AVT 236 Tail Wheel Transition Flight . . . . . 1  
 AVT 237 Basic Aerobatics . . . . . 1  
 AVT 275 Special Topics . . . . . 1-6  
 AVT 285 Independent Study . . . . . 1-6  
**Total credits from above courses:** . . . . . 3

**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:** . . . . . 60

**PROFESSIONAL PILOT**

(Associate of Applied Science Degree)

(AAS AT14)

**DEGREE REQUIREMENTS**

**AVIATION COURSES (required)**

AVT 101 Private Pilot Ground School . . . . . 4  
 AVT 102 Private Pilot Flight . . . . . 4  
 AVT 103 Intro to Air Traffic Control . . . . . 3  
 AVT 105 Aviation Meteorology . . . . . 4  
 AVT 111 Instrument Pilot Ground School . . . . . 4  
 AVT 112 Instrument Pilot Flight . . . . . 4  
 AVT 113 Instrument Flight Trainer . . . . . 4  
 AVT 201 Commercial Pilot Ground School . . . . . 2  
 AVT 202 Commercial Flight I . . . . . 3  
 AVT 203 Commercial Flight II . . . . . 4  
 AVT 206 Crew Resource Management . . . . . 1  
 AVT 207 Multi-Engine Ground School . . . . . 1  
 AVT 208 Multi-Engine Flight . . . . . 1  
 AVT 209 Multi-Engine Flight Trainer . . . . . 2  
 AVT 226 Flight Deck Crew Management  
 Transition Trainer . . . . . 3  
 AVT 227 Transport Category Aircraft Systems . . . . . 3  
 AVT 228 Regional Transport Aircraft  
 Transition . . . . . 2  
 AVT 229 Aviation Management  
 and Economics . . . . . 3  
**Total credits from above courses:** . . . . . 52

**AVIATION COURSES (electives)**

(Choose 6 credits, with advisor approval)

AVT 108 GPS for Pilots . . . . . 1  
 AVT 115 ATC Phraseology I . . . . . 1  
 AVT 205 Mountain Flying Ground School . . . . . 1  
 AVT 210 Multi-Engine Cross-Country  
 Flight . . . . . 2

AVT 211 Fundamentals of Instruction . . . . . 2  
 AVT 212 Flight Instructor Ground School . . . . . 2  
 AVT 213 Flight Instructor Flight . . . . . 1  
 AVT 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 232 Flight Management Systems . . . . . 2  
 AVT 236 Tail Wheel Transition Flight . . . . . 1  
 AVT 237 Basic Aerobatics . . . . . 1  
 AVT 275 Special Topics . . . . . 1-6  
 AVT 285 Independent Study . . . . . 1-6  
**Total credits from above courses:** . . . . . 6

**GENERAL EDUCATION COURSES**

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

**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  
 PHY 105 Conceptual Physics . . . . . 4  
 Behavioral & Social Sciences Course . . . . . 3  
 Arts & Humanities Course . . . . . 3  
**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 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**

(CERT AT36)

**CERTIFICATE REQUIREMENTS**

AVT 101 Private Pilot Ground School . . . . . 4  
 AVT 102 Private Pilot Flight . . . . . 4  
**Total Credits for Certificate:** . . . . . 8

**Aviation, cont.**

**AVIATION CERTIFICATE PROGRAM/  
INSTRUMENT RATING AIRPLANE**

(CERT AT38)

**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**

(CERT AT41)

**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**

(CERT AT43)

**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**

(CERT AT42)

**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**

(CERT AT37)

**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**

(CERT AT44)

**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**

(CERT AT39)

**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**

(CERT AT45)

**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**

- Rick Beard  
 General Aviation  
 Joel Brouhle, Manager, Program Development  
 Jeppesen Sanderson  
 Don Meier, Air Traffic Controller (retired)  
 Tory Meisel, Director of Operations,  
 Great Lakes Airlines  
 Donn Pitz, Pilot, Owner  
 Hanger 1  
 Andrew Schmidt, Pilot  
 Sky West Airlines  
 Mary Schwem, Center Director  
 FE Warren Center  
 Embry Riddle Aeronautical University  
 Robert Venohr



Air Traffic Controller (retired)



# BEHAVIORAL & SOCIAL Sciences

## BEHAVIORAL AND SOCIAL SCIENCES DEPARTMENT

**Location:**

Westview 690  
970.339.6387

**Department Chair:**

Dr. Tracey L. Trenam, 970.339.6216

**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

Amy Riley, 970.339.6624  
Anthropology

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.

Associate of Science - A.S.

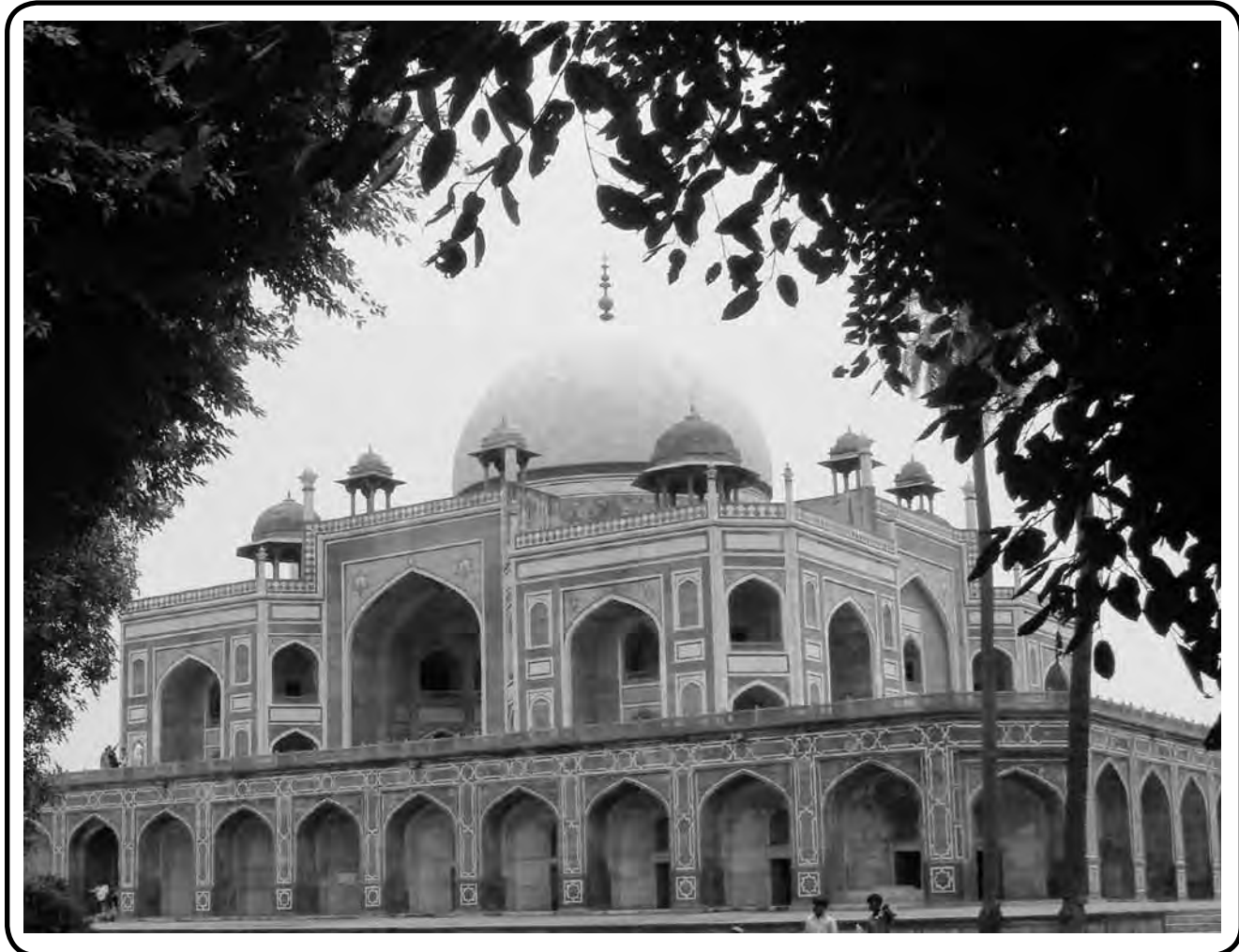
The Behavioral and Social Sciences Department at Aims Community College offers the student a wide range of instructional opportunities. Behavioral and Social Sciences include the disciplines of Anthropology, Counseling, Economics, Geography, History, Political Science, Psychology, Sociology, and Women's 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 AND COUNSELOR II

The Behavioral and Social Sciences department no longer offers Colorado Alcohol & Drug Abuse courses. For information on these courses, contact Continuing Education, 970.339.6213.

Behavioral



# 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

The following is the recommended sequence of classes:

Business Transfer Course Sequence

**FALL:**  
ENG 121 English Composition I ..... 3  
MAT 121 College Algebra ..... 4  
BUS 115 Introduction to Business ..... 3  
HIS ..... 3  
ART & HUM. .... 3  
**Total Credits:** ..... 16

**SPRING:**  
ENG 122 English Composition II ..... 3  
MAT 125 Survey of Calculus ..... 4  
PHY & Life Sci. .... 4-5  
BUS 216 Legal Environment of Business ..... 3  
**Total Credits:** ..... 14-15

## FALL:

ACC 121 Accounting Principles I ..... 4  
COM 115 Public Speaking ..... 3  
PHY & Life Sci. .... 4-5  
ECO 201 Principles of Macroeconomics ..... 3  
**Total Credits:** ..... 14-15

## SPRING:

ACC 122 Accounting Principles II ..... 4  
ECO 202 Principles of Microeconomics ..... 3  
BUS 217 Business Communications and Report Writing ..... 3  
ART & HUM. .... 3  
BUS 226 Business Statistics ..... 3  
**Total Credits:** ..... 16

## ACCOUNTING DEPARTMENT

### Location:

Westview, Office 652

### Program Chair:

Ellen Swieter, 970.339.6522

### Advisors and Faculty:

Lori Hatchell, 970.339.6215

Gina Jones, 970.339.6679

### DEGREES/CERTIFICATES OFFERED:

**Accounting Degree Program**  
(two-year A.A.S. degree)

**Accounting Certificate Program**  
(one-year certificate)

**Enrolled Agent Certificate**  
(Two semester 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.

**Business, cont.**

**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
<b>Total Credits</b>		<b>13</b>

**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
<b>Total Credits</b>		<b>34</b>

**GENERAL EDUCATION COURSES**

PSY 100	Psychology of Workplace Relationships	3
---------	---------------------------------------	---

Select ONE from the following courses:

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

Select ONE from the following courses:

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

Select ONE from the following courses:

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 the 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 Accounting	3
BTE 108	Ten-Key by Touch	1
BUS 216	Legal Environment of Business	3
CIS 155	PC Spreadsheet Concepts: Excel	3

Select ONE from the following courses:

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

Select ONE from the following courses:

BUS 217	Business Communications and Report Writing (recommended)	3
ENG 121	English Composition I	3
ENG 131	Technical Writing I	3
<b>Total Credits for Certificate:</b>		<b>27-28</b>

**ENROLLED AGENT**

**CERTIFICATE PROGRAM**

(CERT AC33)

ACC 115	Payroll Accounting	3
ACC 121	Accounting Principles I	4
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 231	Business Taxation	3
ACC 265	Enrolled Agent Review Course	3
MAN 102	Business Ethics and Values	1
MAT 112	Financial Mathematics	3

Select ONE from the following courses:

BUS 217	Business Communications and Report Writing (recommended)	3
ENG 131	Technical Writing I	3
<b>Total Credits for Certificate:</b>		<b>30</b>

**ACCOUNTING ADVISORY COMMITTEE**

- Judy Hicks  
Anderson & Whitney
- Jeff Cranson  
Greeley West High School
- Thomas Kapaun  
Self-employed
- 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:**

DeLynn Anderson, 970.339.6799

Ellen Swieter, 970.339.6522

Sue Ehrfurth, 970.339.6682

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

**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
<b>Total Credits:</b>		<b>32</b>

## Business, cont.

### GENERAL EDUCATION REQUIREMENTS

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

Select ONE from the following courses:

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

Select ONE from the following courses:

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

Select ONE from the following courses:

BIO 106	Basic Anatomy and Physiology . . . . .	4
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. . . . .

<b>Total Credits:</b>	15-17
<b>Total Credits for A.A.S. Degree:</b>	60-62

## MEDICAL ADMINISTRATIVE ASSISTANT

(Associate of Applied Science Degree)

(AAS ma05)

### BUSINESS EDUCATION REQUIREMENTS

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

### DEGREE REQUIREMENTS

BIO 106	Anatomy and Physiology . . . . .	4
BTE 108	Ten Key by Touch . . . . .	1
BTE 155	Word Processing Techniques I . . . . .	3
BTE 255	Word Processing Techniques II . . . . .	3
BTE 257	Managing Office Technology . . . . .	3
BUS 281	Internship . . . . .	2
CIS 145	Complete PC Database . . . . .	3
HPR 178	Seminar: Medical Terminology . . . . .	3
MOT 110	Medical Office Administration . . . . .	4
MOT 120	Medical Office Financial Management . . . . .	3
MOT 130	Insurance Billing and Coding . . . . .	3
MOT 132	Medical Transcription I . . . . .	4
<b>Total Credits:</b>	36	

### GENERAL EDUCATION REQUIREMENTS

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

Select ONE from the following courses:

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

Select ONE from the following courses:

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

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

<b>Total Credits:</b>	12-13
<b>Total Credits for A.A.S. Degree:</b>	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
<b>Total Credits:</b>	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
<b>Total Credits:</b>	31	

## SKILL ENHANCEMENT CERTIFICATES

### ADVANCED OFFICE SPECIALIST

(CERT BT13)

### 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
<b>Total Credits:</b>	18	

### WORD PROCESSING SKILL ENHANCEMENT

(CERT BT10)

### CERTIFICATE REQUIREMENTS

BTE 155	Word Processing Techniques I . . . . .	3
BTE 255	Word Processing Techniques II . . . . .	3
<b>Total Credits:</b>	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
<b>Total Credits:</b>	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

- Mardy Gerwig  
Northridge High School
- Georgia Gutierrez  
North Colorado Medical Center
- Ellen Hetterle  
Rick Management Department  
Banner Health
- Susan Musil  
Greeley Central High School
- Greta Steinmetz  
City of Greeley
- Sue Stone  
University of Northern Colorado
- Nancy Upchurch, CPS  
Hensel Philips Construction Company



**Business, cont.**

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

**DEGREE REQUIREMENTS**

MAN 116	Principles of Supervision	3
MAN 125	Teambuilding	1
MAN 200	Human Resource Management I	3
MAN 212	Negotiations and Conflict Resolutions	3
MAN 215	Organizational Behavior	3
MAN 224	Leadership	3
MAN 226	Principles of Management	3

MAN 240	Strategic Management	3
MAN 287	Cooperative Education/Internship	3
MAR 111	Principles of Sales	3
MAR 216	Principles of Marketing	3

Select ONE from the following courses:

MAN 216	Small Business Management	3
MAN 275	Special Topics	3
MAR 117	Principles of Retailing	3
MAR 220	Principles of Advertising	3
MAR 235	Consumer Behavior	3
MAR 240	International Marketing	3
MAR 258	Marketing Research	3
MAR 275	Special Topics	3
<b>Total Credits:</b>		<b>34</b>

**GENERAL EDUCATION REQUIREMENTS**

Select ONE from the following courses:

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

Select ONE from the following courses:

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

Select ONE from the following courses:

ENG 121	English Composition I	3
ENG 122	English Composition II	3
ENG 131	Technical Writing	3

Select ONE from the following courses:

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.

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

**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
<b>Total credits for Certificate:</b>		<b>25</b>

**SMALL BUSINESS MANAGEMENT CERTIFICATE**

(CERT mm14)

**CERTIFICATE REQUIREMENTS**

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

Select ONE from the following courses:

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

Select ONE from the following courses:

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

**MARKETING/MANAGEMENT**

**ADVISORY COMMITTEE**

Randy Berman

General Manager, Greeley Mall

David Delgado

Greeley Central High School

Pamela Farmer

Bank of Choice

Troy Garcia

New Horizons

Heather Ingersoll

American Family Insurance

Sue Lapcewich

Keystone Marketing

Angie Noe

Basic Fitness Training

Phil Sanchez

Crossmark

Wade Smith

Fort Lupton High School

# 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 Beatty Hall, Room 116M  
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
FVM 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 108	Technical Mathematics	4
	OR	

MAT 107	Career Math	3
	OR	
MAT 121	College Algebra	4
PSY 101	Introduction to Psychology	3
	OR	
SOC 101	Introduction to Sociology	3
COM 115	Public Speaking	3
<b>Total Elective Credits:</b>		<b>26-27</b>
<b>Total credits for A.A.S. Degree:</b>		<b>60</b>

## 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 108	Technical Mathematics	4
	OR	
MAT 107	Career Math	3
	OR	
MAT 121	College Algebra	4
PSY 101	Introduction to Psychology	3
	OR	
SOC 101	Introduction to Sociology	3
COM 115	Public Speaking	3
<b>Total Elective Credits:</b>		<b>29</b>
<b>Total credits for A.A.S. Degree:</b>		<b>60</b>

## 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

EDU 261	Teaching, Learning and Technology	3
EDU 263	Teaching and Learning Online	3
JOU 105	Introduction to Mass Media	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 108	Technical Mathematics	4
	OR	
MAT 107	Career Math	3
	OR	
MAT 121	College Algebra	4
PSY 101	Introduction to Psychology	3
	OR	
SOC 101	Introduction to Sociology	3
COM 115	Public Speaking	3
<b>Total Elective Credits:</b>		<b>26</b>
<b>Total credits for A.A.S. Degree:</b>		<b>60</b>

## 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**

ART 143	Digital Photography I	3
ART 243	Digital Photography II	3
JOU 105	Introduction to Mass Media	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 108	Technical Mathematics	4
	OR	
MAT 107	Career Math	3
	OR	
MAT 121	College Algebra	4
PSY 101	Introduction to Psychology	3
	OR	
SOC 101	Introduction to Sociology	3
COM 115	Public Speaking	3
<b>Total Elective Credits:</b>		<b>29</b>
<b>Total credits for A.A.S. Degree:</b>		<b>60</b>

**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
FVM 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 108	Technical Mathematics	4
	OR	
MAT 107	Career Math	3
	OR	
MAT 121	College Algebra	4
PSY 101	Introduction to Psychology	3
	OR	
SOC 101	Introduction to Sociology	3
COM 115	Public Speaking	3
<b>Total Elective Credits:</b>		<b>29</b>
<b>Total credits for A.A.S. Degree:</b>		<b>60</b>

**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.

**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 108	Technical Mathematics	4
	OR	
MAT 107	Career Math	3
	OR	
MAT 121	College Algebra	4
PSY 101	Introduction to Psychology	3
	OR	
SOC 101	Introduction to Sociology	3
COM 115	Public Speaking	3
<b>Total Elective Credits:</b>		<b>29</b>
<b>Total credits for A.A.S. Degree:</b>		<b>60</b>

## 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

## Communication Media, cont.

### 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 108	Technical Mathematics	4
	OR	
MAT 107	Career Math	3
	OR	
MAT 121	College Algebra	4
PSY 101	Introduction to Psychology	3
	OR	
SOC 101	Introduction to Sociology	3
COM 115	Public Speaking	3
<b>Total Elective Credits:</b>		<b>29</b>
<b>Total credits for A.A.S. Degree:</b>		<b>60</b>

### 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
FVM 208	Sound for Film/Video	3
FVM 209	Production Management Techniques	3
FVM 250	Scriptwriting for Film & Video	3
FVM 264	Introduction to Digital Effects	3
FVM 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

- Kathy Arias  
Clear Channel Radio
- Richard Allen  
Art Z Design
- Wes Fothergill  
Thompson School District
- Shawn Miller  
Director of AV Embassy Suites
- Andrew Nagel  
Mirage Productions
- Sherrie Peif  
Windsor Now

**COMMUNICATION MEDIA  
CAREER & TECHNICAL  
CERTIFICATES**

**Advisor:**

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)

FVM 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
<b>Total Credits for Audio</b>	
<b>Production Certificate:</b>	17

**VIDEO/TELEVISION PRODUCTION  
CERTIFICATE**

(CERT CM03)

FVM 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
<b>Total Credits for Video/Television</b>	
<b>Production Certificate:</b>	21

**Communication Media, cont.**

**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
<b>Total Credits for Digital Imaging and Publishing Certificate:</b>	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
<b>Total Credits for Radio Production Certificate:</b>	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
<b>Total Credits for Media Writing Certificate:</b>	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
FVM 208 Sound for Film/Video	3
FVM 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
<b>Total credits for Integrated Media Production Certificate:</b>	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 & Technology	3
EDU 263 Teaching and Learning Online	3
FVM 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
<b>Total Credits for Certificate:</b>	24

# COMPUTER

## COMPUTER DEPARTMENT

### Location:

Westview, Room 652

### Program Chair:

Ellen Swieter, 970.339.6522

### DEGREES/CERTIFICATE OFFERED:

#### Computer Information Systems

(A.A.S. Degree)

#### Data Base Administration (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, 970.339.6363

### Distance Learning Advisor:

John Hutson, 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 108	Technical Mathematics . . . . .	4
	OR	
MAT 121	College Algebra (recommended) . . . . .	4
HIS XXX	Any History course that will transfer . . . . .	3

Select one of the following classes:

BUS 216	Legal Environment of Business . . . . .	3
ECO 201	Principles of Macroeconomics . . . . .	3
ECO202	Principles of Microeconomics . . . . .	3
PSY 101	General Psychology I . . . . .	3
<b>Total Credits from General Education:</b> . . . . .		16

### REQUIRED COMPUTER CLASSES

CIS 124	Intro to Operating Systems . . . . .	3
CIS 118	Intro PC Applications . . . . .	3
CIS 145	Complete PC Database . . . . .	3
CNG 101	Intro to Networking . . . . .	3
CSC 116	Logic and Program Design . . . . .	3
CSC 150	Visual Basic Programming . . . . .	3
CSC 160	Computer Science I (C++) . . . . .	4
CWB 110	Complete Web Authoring . . . . .	3
<b>Total Credits from required Computer Classes:</b> . . . . .		25

### CERTIFICATE CREDITS

Choose a minimum of 23 credits from completed certificates. . . . .	23
<b>Total Credits for A.A.S. Degree:</b> . . . . .	64

## 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 241	Sound Design 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
<b>Total Credits:</b> . . . . .		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 108	Technical Mathematics . . . . .	4
	OR	
MAT 121	College Algebra . . . . .	4
PSY 100	Psychology of Work Place Relationships . . . . .	3
COM 115	Public Speaking . . . . .	3
	OR	
COM 125	Interpersonal Communications . . . . .	3
<b>Total General Education Credits:</b> . . . . .		16
<b>Total Credits for A.A.S. Degree</b> . . . . .		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 & Development . . . . .	3
CIS 244	SQL PL/SQL . . . . .	3
*CSC 116	Logic and Program Design . . . . .	3
<b>Total Credits for Database Administration Certificate</b> . . . . .		21

**Note:** (9 credits towards the degree)

The \* identifies courses that are part of the Required Computer Classes in the Computer Information Systems A.A.S. Degree.

## NETWORK ANALYST CERTIFICATE

(CERT CI 05)

*CIS 118	Intro PC Applications . . . . .	3
*CIS 124	Intro to Operating Systems . . . . .	3
CIS 267	Management of Information Systems . . . . .	3
*CNG 101	Intro to Networking . . . . .	3
CNG 102	Local Area Networks . . . . .	3
CNG 109	Computer Networking Lab . . . . .	3
CNG 131	Network Security Fundamentals . . . . .	3
*CSC 116	Logic & Program Design . . . . .	3
<b>Total Credits for Network Analyst Certificate:</b> . . . . .		24

**Note:** (12 credits towards the degree)

The \* identifies courses that are part of the Required Computer Classes in the Computer Information Systems A.A.S. Degree.

**Computer, cont.**

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

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.

**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
- \*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
- MGD 111 Adobe Photoshop I . . . . . 3
- Total Credits for Web Page Development Certificate: . . . . . 24**

Note: (12 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 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 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**

- Kirby Bahr
- Agrium, Inc.
- Jennifer Bailey
- Cyclone Software
- Dan Balsamo
- Motorola
- Mark Brest
- Colorado Network Management
- Kevin Cox
- Colorado Network Management
- Dan Crogan
- Aztech Software
- Lee Devlin
- Devlin Consulting Inc.
- Kevin Farrell
- Bonell Good Samariton
- John Hughes
- ACE Solutions, Inc.
- Michelle Longwell
- Weld County
- Jim Masuga
- Colorado Network Management

# CONSTRUCTION

## BUILDING/CONSTRUCTION SITE MANAGEMENT

### Phone:

970.339.6413

### Department Chair, Engineering:

John Mangin, 970.339.6413

### 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
- Green and Sustainable Building
- 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
<b>Total General Education Credits: . . . . .</b>	<b>17-18</b>

### REQUIRED COURSES

AEC 107 Blueprint Reading (Residential/Commercial) . . . . .	3
AEC 205 Applied Statics and Strengths of Materials . . . . .	3
AEC 221 Building Electrical/ Mechanical Systems . . . . .	3
AEC 226 Construction Scheduling . . . . .	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
AEC 236 International Building Codes . . . . .	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
<b>Total Required Courses Credits: . . . . .</b>	<b>38</b>

### ELECTIVES

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

ACC 121 Accounting Principles I . . . . .	4
AEC 275 Special Topics . . . . .	1-6
AEC 280 Internship . . . . .	1-6
AEC 285 Capstone . . . . .	1-6
CAD 102 Computer Aided Drafting II . . . . .	3
CAD 224 Revit . . . . .	3
CIS 118 Intro to PC Applications . . . . .	3
ENT 207 Construction Methods, Planning and Equipment . . . . .	2
ENT 270 Technical Experience . . . . .	3
ENT 275 Special Topics . . . . .	0-5
ENY 153 Renewable Energy Construction . . . . .	4
ENY 205 Green & Sustainable Buildings . . . . .	4
GEY 111 Physical Geology . . . . .	4
MAN 216 Small Business Management . . . . .	3
<b>Total credits for A.A.S. Degree . . . . .</b>	<b>60-63</b>

## 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
<b>Total Credits for Basics of Construction Methods Certificate . . . . .</b>	<b>5</b>

### BASIC STRUCTURAL PROPERTIES CERTIFICATE

(CERT CM11)

AEC 205 Applied Statics & Strengths of Materials . . . . .	3
MAT 108 Technical Mathematics . . . . .	4
<b>Total Credits for Basic Structural Properties Certificate . . . . .</b>	<b>7</b>

### PROJECT ESTIMATING CERTIFICATE

(CERT CM12)

AEC 107 Blueprint Reading (Residential/Commercial) . . . . .	3
AEC 231 Estimating II: Cost Analysis . . . . .	3
<b>Total credits for Project Estimating Certificate . . . . .</b>	<b>6</b>

### BASICS OF CONSTRUCTION MANAGEMENT CERTIFICATE

(CERT CM10)

AEC 232 Construction Project Management . . . . .	3
AEC 226 Construction Scheduling . . . . .	3
<b>Total credits for Basics of Construction Management Certificate . . . . .</b>	<b>6</b>



**Construction, cont.**

**GREEN/SUSTAINABLE BUILDING CERTIFICATE**

(CERT CM22)

ENY 153 Renewable Energy Construction . . . . 4

ENY 205 Green & Sustainable Buildings . . . . 4

**Total credits for Green/Sustainable Building Certificate . . . . . 8**

**BUILDING/CONSTRUCTION MANAGEMENT TRADES ADVISORY COMMITTEE**

- Mark Frazier  
UNI Design
- Mark Hout  
UNI Design, Greeley
- Chad Rock  
Alliance Construction
- Loren Shanks  
Drexel Barrell & Co
- Dotti Weber  
Home Builders Assn. of Northern Colorado, Windsor

**CONSTRUCTION TRADES PROGRAM**

**Program Chair:**  
John Mangin, 970.339.6413

**Advisors and Faculty:**  
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



# CRIMINAL JUSTICE

## 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, Metropolitan State College, Regis University, and CSU Global)  
(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

Sandi Elder

Greeley City Council

Mike Guthrie, Executive Director

Youth & Family Connections

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

Ken Poncelow

Commander Weld County Sheriff

Dr. Phillip Reichel, UNC Professor,

Criminal Justice

David Rogers, Director

Missing Children's Task Force

James Simpkins, Assistant Chief/Dispatch/

Communications, Academy Graduate

Art Terrazas,

Diversity, Community Representative

Tyler Youngren, Program Graduate

Criminal Justice Student, UNC

**Criminal Justice, cont.**

**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 Criminal Justice 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 the 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: . . . . . 18**

ENG 121 English Composition I . . . . . 3

**MATH:**

MAT 107 Career Math . . . . . 3  
 OR  
 MAT 135 Introduction to Statistics . . . . . 3

**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: . . . . . 61**

**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 and CCCNS. Courses listed are subject to change. Students can verify the course offerings with the Academy Director.

**CERTIFICATE PROGRAM**

CRJ 127 Crime Scene Investigation . . . . . 3  
 CRJ 132 Intro/Community Policing/ Officer Survival . . . . . 1  
 CRJ 209 Criminal Investigation I . . . . . 3  
 LEA 101 Basic Law Enforcement Academy . . . . . 8  
 LEA 103 Basic Law Enforcement Academy III . . . . . 2  
 LEA 105 Basic Law . . . . . 6  
 LEA 106 Arrest Control Techniques . . . . . 3  
 LEA 107 Law Enforcement Driving . . . . . 3  
 LEA 108 Firearms . . . . . 3  
 LEA 118 Report Writing . . . . . 3  
 LEA 126 Patrol Procedures . . . . . 3  
 LEA 246 Traffic Investigation . . . . . 3  
**Total Credits for Certificate: . . . . . 41**

# EDUCATION

## EARLY CHILDHOOD EDUCATION

### Advisors and Faculty:

Judy Gump, 970.339.6298  
 Rebecca Ward-Smith, 970.339.6307

**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
COM 125	Interpersonal Communication . . . .	3
<b>Total Credits for Certificate:</b> . . . . .		<b>28</b>

## 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
<b>Total Credits for Certificate:</b> . . . . .		<b>19</b>

## CHILD CARE CENTER DIRECTOR CERTIFICATE (CERT EC15)

These courses satisfy Colorado Department of Human Services requirements for Director. Additionally, students need 3640 hours of verifiable work experience with children under 6 years.

ECE 101	Introduction to Early Childhood Education . . . . .	3
ECE 102	Introduction to EC Lab Techniques . . . . .	3
ECE 103	Guidance Strategies for Children . . . . .	3
ECE 205	Nutrition, Health, Safety. . . . .	3
ECE 220	Curriculum Development: Methods/Techniques. . . . .	3
ECE 238	Child Growth & Development. . . . .	4
ECE 240	Administration of Early Childhood Care & Education Programs . . . . .	3
ECE 241	Administration: Human Relations for Early Childhood Professions . . . . .	3
<b>Total Credits for Certificate:</b> . . . . .		<b>25</b>

## INFANT/TODDLER CARE CERTIFICATE (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	Ounce Scale Training . . . . .	1
ECE 211	Advanced Infant and Toddler Theory and Practice . . . . .	3
<b>Total Credits for Certificate:</b> . . . . .		<b>10</b>

## GREAT BEGINNINGS CERTIFICATE (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	Children With Disabilities . . . . .	3
<b>Total Credits for Certificate:</b> . . . . .		<b>10</b>

## 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
<b>Total Credits for Certificate:</b> . . . . .		<b>9</b>

## 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

Select one of the following:

ECE 103	Guidance Strategies for Children . . . . .	3
ECE 125	Science/Math and the Young Child . . . . .	3
ECE 226	Creativity and the Young Child. . . .	3
ECE 228	Language and Literacy. . . . .	3
<b>Total Credits for Certificate:</b> . . . . .		<b>13</b>

## 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 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

**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 100 Family Child Care Prelicensing Training . . . . .  
 ECE 127 Music & Movement for the Young Child . . . . . 1  
 ECE 145 Creative Materials . . . . . 1  
 ECE 175 Ounce Scale Training . . . . . 1  
 ECE 114 Introduction to the Early Childhood Environmental Rating Scale . . . . . 1

**Education, cont.**

ECE 115 Introduction to the Infant/Toddler Environmental Rating Scale . . . . . 1  
 ECE 125 Science/Math and the Young Child . . . . . 3  
 ECE 175 Introduction to School Age Children Environment Rating Scale (SACERS) . . . . .  
 ECE 175 Intro to Family Care Environment Rating Scale (FACERS-R) . . . . .  
 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 255 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  
 \*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 241 Administration: Human Relations for ECE . . . . . 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**

- Kaley Bailey  
Children's Workshop
- Krysti Bernhardt  
Windmill Children Dev. Center
- Berlyn Clear  
Greeley-Evans School Dist. 6
- Patty Henry  
Preschool Teacher  
Lochbuie Elementary School
- Jessica Luca  
Early Childhood Education  
Greeley Central High School
- Laura Martinez  
Community Preschool
- Brenda McDonalr-Buttram  
Centennial BOCES
- Janet Flahers  
CDI Weld Co.  
Head Start
- Debbie Becker  
United Way of Weld County
- Terri Neufield and Sandy Bright  
ABC Child Development Center
- Lindsey Guccione  
School of Teacher Ed  
University of Northern Colorado
- Christine Wiedeman  
Starline Preschool Day Care Center

## Education, cont.

### EDUCATION DEPARTMENT

#### Program Coordinator:

Annie Wolfe, 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  
Holly Hartwick - English/Speech  
Rebecca Ward-Smith - Early Childhood Education

### 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  
GEO 105 World Geography ..... 3  
HIS 201 United States History  
to Reconstruction ..... 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 the 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

### 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, 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.



## 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 known as the United States Army Medical Equipment and Optical School-USAMEOS) provides the opportunity to earn an Associate in Applied Science (A.A.S.) Degree with an area of study in Biomedical Electronic Technology. This program is offered in partnership with Aims Community College and the United States Air Force, Army, Navy, Coast Guard, National Guard and Reserve Units through the DoD Biomedical Equipment Maintenance Technician Training Group (DoD BEMTTG). DoD and USAMEOS courses are transferred into this degree program in accordance with the transfer agreement with the Department of the Army Academy of Health Sciences, U.S. Army, Fort Sam Houston, Texas. This A.A.S. Degree is designed to prepare students for entry-level positions as medical equipment or biomedical equipment repair technicians. These types of technicians work for hospitals and research organizations. Some work for service and repair businesses that have maintenance contracts with hospitals, clinics, and other medical facilities and institutions. The Biomedical Electronic Technology Degree is available to individuals worldwide. Regardless of where you are stationed after leaving the DoD BEMTTG program, our courses will be available to you.

**Program Requirements:** (1) Students must have completed the DoD BEMTTG or the USAMEOS Basic and Advanced course training program. (2) Seventeen additional credits are required. A total of 15 of the 17 credits must be completed with Aims Community College (via distance learning or on site at Aims Community College). These 15 credits cannot include transfer credits or ELT credits earned through the DoD BEMTTG or the USAMEOS programs. A demonstrated proficiency in English Composition is required prior to degree completion. This may be accomplished by (1) 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
ELT112	Advanced DC-AC. . . . .	3
ELT 113	Advanced Circuit Analysis. . . . .	4
ELT 134	Solid State Devices I . . . . .	3
ELT 135	Solid State Devices II . . . . .	3
ELT 137	Advanced Transistors. . . . .	3
ELT 147	Digital Devices I . . . . .	3
<b>Total Credits for First Year:</b> . . . . .		<b>22</b>

**Second Year Degree Requirements Satisfied by DoD BEMTTG Courses:**

ELT 234	Bio-Medical General Medical Equipment Systems Repair . . . . .	6
ELT 238	Bio-Medical: Respiratory Equipment Systems Repair . . . . .	6
ELT 239	Bio-Medical: Cardiographic Diagnostic Equipment Systems Repair . . . . .	6
ELT 240	Bio-Medical: Clinical Laboratory Systems Repair . . . . .	6
ELT 242	Bio-Medical: Diagnostic Imaging Systems Repair . . . . .	4
<b>Total Credits for Second Year:</b> . . . . .		<b>28</b>

### GENERAL EDUCATION REQUIREMENTS

CIS 118	Intro to PC Applications. . . . .	3
CSC 116	Logic and Program Design . . . . .	3
COM 101	Employment Strategies . . . . .	1
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

## EMERGENCY MEDICAL SERVICES DEPARTMENT

### Location:

Allied Health Building

### Director of Paramedic Training:

Kristie Skala, 970.339.6582

### Faculty:

Patricia Rand, 970.339.6687

Kristie Skala, 970.339.6582

### Program Coordinator:

### 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 EM01)

**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](http://www.aims.edu/aims_info/hr/background/disqualify.htm).

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

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

## CERTIFICATE PROGRAM

EMS 125	Emergency Medical Technician Basic	9
EMS 170	EMT Basic Clinical	1
<b>Total Credits for Certificate:</b>		<b>10</b>

## EMERGENCY MEDICAL TECHNICIAN INTERMEDIATE (EMT-I)

(CERT EM02)

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

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

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

## CERTIFICATE PROGRAM

EMS 203	Emergency Medical Technician-Intermediate I	6
EMS 205	Emergency Medical Technician-Intermediate II	6
EMS 270	Clinical EMT Intermediate	3
<b>Total Credits for EMT Intermediate Certificate:</b>		<b>15</b>



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

(AAS EM09) (CERT EM05)

**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](http://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 of general education classes to earn an A.A.S. degree in Paramedic.

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

### CERTIFICATE PROGRAM

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

### GENERAL EDUCATION

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

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 120	Mathematics for Liberal Arts	4
OR		
MAT 121	College Algebra	4
<b>Total Credits for EMT-Paramedic A.A.S. Degree:</b>		<b>66</b>

## Emergency Medical Services, cont.

### HEALTHCARE PROVIDER: EMS MEDICAL CLINICAL ASSISTANT

(Associate of Applied Science Degree) (AAS 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 157	Contemporary Issues in Elderly	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
<b>Total Credits:</b>		<b>25</b>

### 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 108	Technical Mathematics	4
<b>Total Credits for General Education:</b>		<b>15</b>

**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
<b>Total Credits for A.A.S. Degree:</b>		<b>60-67</b>

### 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
<b>Total Credits for Certificate:</b>		<b>13</b>

### 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
<b>Total Credits for Certificate:</b>		<b>28</b>

### 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
<b>Total Credits for Certificate:</b>		<b>15</b>

## 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
<b>Total Credits for Certificate:</b>		<b>34</b>

## 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.

### CERTIFICATE PROGRAM

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

## EMERGENCY MEDICAL TECHNICIAN-ATHLETIC TRAINER

(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
<b>Total Credits for Certificate:</b>		<b>8</b>

## Emergency Medical Services, cont.

### 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
<b>Total Credits for Certificate:</b>		<b>7</b>

### PHLEBOTOMY

**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](http://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 180. 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 PTO0)

### REQUIREMENTS

HPR 112	Phlebotomy	4
HPR 180	Internship	3
<b>Total Credits for Certificate:</b>		<b>7</b>

### CONTINUING MEDICAL EDUCATION

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

### CPR AND FIRST AID

Aims Community College offers a wide variety of CPR and First Aid classes to meet the needs of the Public, Business and Industry, and Healthcare Providers through our Continuing Education Division. For further information call:

Victoria Maloney, 970.339.6685

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

### EMERGENCY MEDICAL SERVICES/MEDICAL ASSISTING ADVISORY COMMITTEE

- Danny Beckle  
Med Evac  
Mike Blackwill  
Windsor-Severance Fire Department/  
Weld County Paramedic Service
- Dave Bressler  
Weld County Ambulance Service
- Rod Deroo  
Weld County Paramedic Service
- Ester Dominguez  
Weld County Health Department
- Donovan Erhman  
North Colorado Medical Center
- Ignacio Gonzalez  
Student Representative
- Misty Gonzales  
Student Representative
- Stephanie Haley-Andrews  
The Children's Hospital
- Darren Jacques  
Windsor-Severance Fire Department
- Wanda Jarrett  
North Colorado Ear, Nose, & Throat
- Dr. Benji Kitagawa  
Physician Advisor
- Cindy McDowell  
West Lake Family Physicians
- Sharon Michner  
Banner Health Medical Arts
- Jeff O'Dell  
Union Colony Fire Rescue Authority
- Lana Reeves  
Sunrise Clinic
- Julie Reinert  
North Colorado Ear, Nose, & Throat
- Jeff Schanhals  
NE Colo RETAC
- Robert Schleich  
Weld County Paramedic Service/EMS  
part-time Instructor
- Hayly Schmeiser  
Student Representative
- Jeff Stranahan  
Union Colony Fire Rescue Authority

# ENGINEERING

program information

## ENGINEERING DEPARTMENT

### Location:

Hansen Building

### Phone:

970.339.6626

Program Chair, Applied Environmental

### Technology:

John Mangin, 970.339.6413

### Faculty Advisor:

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

### Advisor:

John Lenz, 970.339.6626

**Program Length:** Usually one to three semesters for a certificate (varies with certificate desired), and four semesters for Associate in Applied Science degree.

**Potential Opportunities:** The certificate and degree programs are designed to prepare students for a wide range of technical occupations that utilize computer aided drafting. The entry level occupations within these fields may include drafting/design, CAD, and other para-engineering skills. The student will develop technical work skills, an

understanding of applied mathematics and physics, and will learn to use technology to solve typical engineering-related problems. These A.A.S. degree graduates are both prepared for the workplace, and prepared to articulate on to selected university programs.

**Program Requirements:** (1) Students entering this program are required to complete Aims assessment examinations in the areas of reading, writing, math, and algebra. If QUALIFYING SCORES are NOT attained, program advisors will determine the necessary preparatory courses needed to gain admittance to the program.

A MINIMUM SCORE OF 80 ON THE READING ASSESSMENT IS REQUIRED FOR ANY ENGINEERING TECHNOLOGY COURSE. (2) A demonstrated proficiency in English composition is required before graduation. This may be accomplished by successful completion ("C" grade or above) or ENG 131 Technical Writing I, or by a qualifying score on the assessment examination. (3) Many Engineering Technology courses (ENT prefix) and electives have specific prerequisites that must be met prior to class admittance. See course descriptions in the back of the catalog for individual requirements. (4) Any student registering for an Engineering Technology course must obtain a program advisor's signature on the course registration form before registering. Any student requesting an evaluation of transfer credits is recommended to meet with an Engineering department advisor. (5) Any course used to satisfy an Engineering Technology degree or certificate requirement must be completed with a "C" or above grade.

**General Information:** Most courses within the Engineering Technology program requires some degree of manual dexterity, good eyesight, and the ability to perform manual operations such as light lifting and operating test equipment. Specific courses may be suitable for the physically impaired student - contact a program advisor if you have specific questions or needs.

**Program Description:** The A.A.S. degree in Engineering Technology: Computer Aided Drafting Option consists of specific CAD, other engineering courses and general education requirements. The student may elect to complete one or more of the certificates, or the entire A.A.S. degree program of study.



# Engineering

## Engineering, cont.

### 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
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
<b>Total Specific Course credits:</b> . . . . .		<b>44</b>

##### 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
<b>Total General Education credits:</b> . . . . .		<b>16</b>

##### TECHNICAL ELECTIVES

GIS 101	Introduction to Geographic Information Systems . . . . .	3
GIS 131	Global Positioning Systems for Global Information Systems . . . . .	3
CAD 236	MAP/AutoDesk . . . . .	3
CAD 275	Special Topics . . . . .	1-6
CAD 280	Internship . . . . .	1-6
<b>Total Specific Course Credits:</b> . . . . .		<b>44</b>
<b>Total Credits for A.A.S. Degree:</b> . . . . .		<b>60</b>

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

#### 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
<b>Total Credits:</b> . . . . .		<b>9</b>

#### 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
<b>Total Credits:</b> . . . . .		<b>10</b>

#### RESIDENTIAL/COMMERCIAL ARCHITECTURAL CAD CERTIFICATE

(CERT ET26)

CAD 202	Computer Aided Drafting/3D . . . . .	3
CAD 224	Rivit . . . . .	3

CAD 225	Architectural Desktop/ AutoDesk . . . . .	3
<b>Total Credits:</b> . . . . .		<b>9</b>

#### CIVIL CAD CERTIFICATE

(CERT ET28)

CAD 231	Land Desktop/Auto Desk . . . . .	3
CAD 233	Civil 3D/AutoDesk . . . . .	3
ENT 142	Surveying II . . . . .	4
<b>Total Credits:</b> . . . . .		<b>10</b>

#### MECHANICAL CAD CERTIFICATE

(CERT ET30)

CAD 151	CAD/Technical Drafting Apps . . . . .	4
CAD 202	CAD 3D . . . . .	3
CAD 240	Inventor I/AutoDesk . . . . .	3
<b>Total Credits:</b> . . . . .		<b>10</b>

#### 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
<b>Total Credits:</b> . . . . .		<b>9</b>

#### 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

(Associate of Science Degree)

(AS LS09)

#### Advisors:

Randall Boan, 970.339.6598  
Karen Robinson, 970.339.6394  
Courses under this area of study will contribute towards four-year degree requirements for Engineering majors at all Colorado public universities. Schools of

Engineering often have their own General Education course requirements. Below is a list of courses which are commonly accepted by four-year engineering programs. Additionally, required pre-degree courses vary within each School of Engineering depending on the type of engineering (Mechanical, Chemical, Biological, Civil, Computer, Electrical, Environmental, etc.) being pursued. Advisors may be consulted about appropriate courses to take. Students are also encouraged to contact their specific four-year institution for full recommendations.

#### MATHEMATICS:

MAT 201	Calculus I . . . . .	5
MAT 202	Calculus II . . . . .	5
MAT 203	Calculus III . . . . .	5
MAT 215	Discrete Mathematics . . . . .	4
MAT 255	Linear Algebra . . . . .	3
MAT 265	Differential Equations . . . . .	3
MAT 135	Introduction to Statistics . . . . .	3
BUS 226	Business Statistics . . . . .	3

#### SCIENCES:

PHY 211	Calculus-Based Physics I . . . . .	5
PHY 212	Calculus-Based Physics II . . . . .	5
CHE 111	General College Chemistry I with lab . . . . .	5
CHE 112	General College Chemistry II with lab . . . . .	5
GEY 111	Physical Geology . . . . .	4
BIO 201	Anatomy and Physiology I with lab . . . . .	4
BIO 202	Anatomy and Physiology II with lab . . . . .	4

#### TECHNOLOGY:

CSC 160	Computer Science I (C++) . . . . .	3
---------	------------------------------------	---

Or consult four-year institution.

#### COMMUNICATION:

See A.S. degree requirements or consult four-year institution.

#### ARTS & HUMANITIES:

See A.S. degree requirements or consult four-year institution.

#### BEHAVIORAL & SOCIAL SCIENCES:

See A.S. degree requirements or consult four-year institution.

**Total credits for A.S. Degree:** . . . . . 62-65

**NOTE:** This area of study may require college-level prerequisites (MAT 121 College Algebra and MAT 122 (Trigonometry) which may transfer as elective 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:

Cody Hanson, 970.339.6694

### DEGREES/CERTIFICATES OFFERED:

Fire Science Technology (A.A.S. Degree)

Fire Science (Wildland) (A.A.S. Degree)

Fire Officer Leadership (A.A.S. Degree)

Fire Safety Leadership (A.A.S. Degree)

### Fire Science Technology Certificates:

Fire Service Training Academy I

Fire Service Training Academy II

Vehicle Extrication

Driver-Operator

Wildland Core Training

Wildland Operations

Intern

Fire Prevention/Education

Fire Officer I

Basic Firefighter

## FIRE SCIENCE

### SCHOLARSHIPS AND AWARDS

#### AWARD:

DARREL SCHNEIDER MEMORIAL  
SCHOLARSHIP

Award Amount: \$500 minimum

#### Qualifications:

Contact the Aims Foundation 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: . . . . . 19-20

Choose one of the following:

ENG 121 English Composition I . . . . . 3

ENG 131 Technical Writing I . . . . . 3

Choose one of the following:

MAT 107 Career Math . . . . . 3  
OR

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 105 Science of Biology . . . . . 4

BIO 106 Basic Anatomy & Physiology . . . . . 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 Occupational Health & Safety . . . . . 3

FST 105 Building Construction for  
Fire Protection . . . . . 3

FST 106 Fire Prevention . . . . . 3

FST 110 Job Placement and Assessment . . . . . 3

FST 151 Driver Operator . . . . . 3

FST 202 Strategy & Tactics . . . . . 3

FST 204 Principles of Code Enforcement . . . . . 3

FST 205 Fire Investigation I . . . . . 3

FST 206 Fire Service Supervision . . . . . 3

FST 251 Legal Aspects of the  
Emergency Services . . . . . 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 160 Candidate Physical  
Agility Test Prep . . . . . 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

FSW 100 S-190 Introduction to Wildland

Fire Behavior . . . . . 1

FSW 101 S130 Firefighting Training . . . . . 2

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 OFFICER LEADERSHIP

(Associate of Applied Science Degree)

(AAS FS22)

#### REQUIRED COURSES: . . . . . 35

FST 201 Instructional Methodology . . . . . 3

FST 202 Strategy & Tactics . . . . . 3

FST 205 Fire Investigation I . . . . . 3

FST 206 Fire Service Supervision . . . . . 3

FST 207 Fire Fighting Strategy &  
Tactics II . . . . . 3

FST 251 Legal Aspects of the  
Emergency Services . . . . . 3

FST 253 Fire Ground Organization  
and Command . . . . . 3

FST 255 Fire Service Management . . . . . 3

FST 257 Fire Department Administration . . . . . 3

FST 258 Wildland Fire Incident Management  
and Organization . . . . . 3

HWE 111 Health and Fitness . . . . . 3

MAN 117 Time Management . . . . . 1

MAR 158 Basic Customer Service . . . . . 1

#### GENERAL EDUCATION: . . . . . 15-16

ENG 122 English Composition . . . . . 3

Choose one of the following:

MAT 120 Mathematics for the Liberal Arts . . . . . 4

MAT 135 Introduction to Statistics . . . . . 3

Choose one of the following:

POS 111 American Government . . . . . 3

POS 125 American State & Local  
Government . . . . . 3

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

Choose one of the following:

PHI 111 Intro to Philosophy . . . . . 3

PHI 112 Ethics . . . . . 3

PHI 113 Logic . . . . . 3

#### RECOMMENDED ELECTIVES: . . . . . 9-10

CIS 155 PC Spreadsheets Concepts: EXCEL 3

EMP 241 Decision Making & Problem  
Solving . . . . . 3

EMP 247 Decision Making in a Crisis . . . . . 3

FST 204 Principles of Code Enforcement . . . . . 3

FST 252 Fire Arson Investigation . . . . . 3

MAN 116 Principles of Supervision . . . . . 3

MAN 125 Teambuilding . . . . . 1

MAN 200 Human Resources Management I . . . . . 3

SOC 101 Intro to Sociology I . . . . . 3

SPA XXX SPA Prefix class (min 3 credits) . . . . . 3

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

## Fire Science, cont.

### FIRE SAFETY LEADERSHIP

(Associate of Applied Science Degree)

(Pending State Approval)

#### REQUIRED COURSES: . . . . .39

ACC 139	Budget Management . . . . .	1
BUS 216	Legal Environment of Business . . . . .	3
BUS 217	Business Communications & Report Writing . . . . .	3
COM 125	Interpersonal Communication . . . . .	3
CRJ 220	Human Relations & Social Conflict . . . . .	3
EMP 101	Principles of Emergency Management	
EMP 109	Incident Command Systems . . . . .	3
EMP 240	Leadership and Influence . . . . .	3
HWE 111	Health and Fitness . . . . .	3
MAN 116	Principles of Supervision . . . . .	3
MAN 125	Teambuilding . . . . .	1
MAN 212	Negotiation and Conflict . . . . .	3
MAN 215	Organizational Behavior . . . . .	3
MAN 226	Principles of Management . . . . .	3
MAR 158	Basic Customer Service . . . . .	1

#### GENERAL EDUCATION: . . . . .15-16

ENG 122	English Composition . . . . .	3
---------	-------------------------------	---

Choose one of the following:

MAT 120	Mathematics for the Liberal Arts . . . . .	4
MAT 135	Introduction to Statistics . . . . .	3

Choose one of the following:

POS 111	American Government . . . . .	3
POS 125	American State & Local Government . . . . .	3

Choose one of the following:

ECO 201	Principles of Macroeconomics . . . . .	3
ECO 202	Principles of Microeconomics . . . . .	3

Choose one of the following:

PHI 112	Ethics . . . . .	3
PHI 113	Logic . . . . .	3

#### RECOMMENDED ELECTIVES: . . . . .5-6

BUS 115	Introduction to Business . . . . .	3
CIS 118	Introduction to PC Applications . . . . .	3
CIS 155	PC Spreadsheets Concepts: EXCEL . . . . .	3
CRJ 210	Constitutional Law . . . . .	3
FST 201	Instructional Methodology . . . . .	3
FST 206	Fire Company Supervision & Leadership . . . . .	3
FST 251	Legal Aspects of the Emergency Services . . . . .	3
FST 253	The National Incident Management and Organization . . . . .	3
FST 255	Fire Service Management . . . . .	3
FST 258	Wildland Fire Incident Management and Organization . . . . .	3
MAN 117	Time Management . . . . .	1
MAN 167	Reasoning, Problem Solving & Critical Thinking . . . . .	2
MAN 200	Human Resources Management I . . . . .	3
SOC 101	Intro to Sociology I . . . . .	3
SPA XXX	SPA Prefix class (min 3 credits) . . . . .	3
<b>Total Credits for A.A.S. Degree: . . . . .</b>		<b>60</b>

### 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
<b>Total Credits for Certificate: . . . . .</b>		<b>10-15</b>

### BASIC FIREFIGHTER

(Certificate) (CERT FS21)

#### CERTIFICATE REQUIREMENTS

FST 100	Firefighter I . . . . .	9
FST 107	Hazardous Materials Operations (Level I) . . . . .	3
FST 170	Clinical . . . . .	1-6
EMS 125	EMT Basic . . . . .	9
EMS 170	EMT Basic Clinical . . . . .	1
<b>Total Credits for Certificate: . . . . .</b>		<b>23-24</b>

### 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
<b>Total Credits for Certificate: . . . . .</b>		<b>7-12</b>

### 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
<b>Total Credits for Certificate: . . . . .</b>		<b>6</b>

### 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 Protection Hydraulics Water Supply . . . . .	4
<b>Total Credits for Certificate: . . . . .</b>		<b>8</b>

### 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.

#### CERTIFICATE REQUIREMENTS

FST 101	Firefighter II . . . . .	6
FST 107	Hazardous Materials Operations (Level I) . . . . .	3
FST 280	Internship . . . . .	1-6
<b>Total Credits for Certificate: . . . . .</b>		<b>10-12</b>

### 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 Prevention . . . . . 3  
 FST 204 Principles of Code Enforcement . . . . . 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 WILDLAND**

(Associate of Applied Science Degree)  
 (AAS FS24)

**Potential Opportunities:** The certificate and degree programs are designed to prepare students for entry level occupations in the Fire Service and also offer training for career advancement. Job opportunities include fire departments, State and U.S. Forest Service, U.S. Fish & Wildlife, National Park Service, and Bureau of Land Management. Many of the FSW classes will be offered in conjunction with the Colorado Wildland Fire and Incident Management Academy offered January of each year.

**REQUIRED COURSES:**

FSW 100 S-190 Introduction to Wildland Fire Behavior . . . . . 1  
 FSW 101 S-130 Firefighting Training . . . . . 2  
 FSW 103 D-110 Dispatch Recorder w/ Intro to Ross . . . . . 1  
 FSW 141 S-203 Introduction to Incident Information . . . . . 2  
 FSW 142 S-211 Portable Pumps and Water Use . . . . . 1.5  
 FSW 143 S-212 Wildfire Chain Saws . . . . . 2  
 FSW 144 S-215 Fire Operations in the Wildland/Urban Interface . . . . . 2

**Fire Science, cont.**

FSW 148 S-248 Status/Check-in Recorder . . . . . 1  
 FSW 149 S-260 Interagency Incident Business Management . . . . . 1  
 FSW 150 S-261 Applied Interagency Incident Business . . . . . 1  
 FSW 151 S-270 Basic Air Operations . . . . . 1  
 FSW 153 S-290 Intermediate Wildland Fire Behavior . . . . . 2  
 FSW 155 I-200/IS-200/Q-436 Basic ICS . . . . . 1.5  
 FSW 156 L-280 Followership/Leadership . . . . . 1  
 FSW 204 S-359 Medical Unit Leader . . . . . 1  
 HWE 111 Health and Fitness . . . . . 3  
**Total Credits:** . . . . . 24

**GENERAL EDUCATION COURSES**

**REQUIRED FOR AAS DEGREE:**

ENG 121 English Composition I . . . . . 3  
 MAT 107 Career Math . . . . . 3  
 OR  
 MAT 108 Technical Mathematics . . . . . 4  
 GEY 111 Physical Geology . . . . . 4  
 BIO 111 General College Biology I with Lab . . . . . 5  
 BIO 112 General College Biology II with Lab . . . . . 5  
**Total General Education Credits:** . . . . . 21

**ELECTIVE COURSES:**

15 credits with advisor approval  
 CIS 118 Intro to PC Applications . . . . . 3  
 CRJ 109 Culture and Conflict Resolution . . . . . 2  
 FST 103 FF Occupational Health & Safety . . . . . 3  
 FST 280 Internship . . . . . 0.5-12  
 FSW 102 S-131 Firefighter Type I . . . . . 0.5  
 FSW 104 I-100 Introduction to ICS . . . . . 0.25  
 FSW 105 L-180 Human Factors on the Fire Line . . . . . 0.25  
 FST 140 S-200 Initial Attack Incident Commander . . . . . 1  
 FSW 145 S-230 Crew Boss . . . . . 1.5  
 FSW 146 S-231 Engine Boss (Single Rescue) . . . . . 1  
 FSW 147 S-234 Ignition Operations . . . . . 2  
 FSW 152 S-271 Helicopter Crew Member . . . . . 2  
 FSW 154 Wildland Fire Origin and Cause Determination . . . . . 2.5  
 FSW 200 S-300 Extended Attack Incident Commander . . . . . 1  
 FSW 201 S-330 Task Force/Strike Team Leader . . . . . 1.5  
 FSW 202 S-336 Tactical Decision Making in Wildland Fire . . . . . 2  
 FSW 203 S-339 Division/Group Supervisor . . . . . 1  
 FSW 205 S-390 Intro to Fire Behavior Calculations . . . . . 2  
 FSW 206 I-300 Int. ICS for Supervisors and Expanding Incidents . . . . . 1.5  
 FSW 240 S-440 Planning Section Chief . . . . . 1  
 FSW 242 M-480 Multi-Agency Coordinating MAC Group . . . . . 0.5  
 GEY 121 Historical Geology . . . . . 4  
 MAN 212 Negotiation and Conflict . . . . . 3  
 XXX Spanish Prefix Class . . . . . 3  
 Other NWCG Approved Classes . . . . .  
**Total Elective Credits:** . . . . . 15  
**Total Credits for Degree:** . . . . . 60

**FIRE SCIENCE WILDLAND CORE TRAINING**

(Certificate) (CERT FS19)

**CERTIFICATE REQUIREMENTS**

FSW 100 S-190 Introduction to Wildland Fire Behavior . . . . . 1  
 FSW 101 S-130 Firefighting Training . . . . . 2  
 FSW 155 I-200 / IS-200 / Q-436 Basic ICS: . . . . . 1.5  
 FSW 156 L-280 Followership/Leadership . . . . . 1  
 FSW 206 I-300 Intermediate ICS for Supervisors & Exp Incidents . . . . . 1.5  
**Total Credits:** . . . . . 7

**FIRE SCIENCE WILDLAND OPERATIONS**

(Certificate) (CERT FS20)

**CERTIFICATE REQUIREMENTS**

FSW 142 S-211 Portable Pumps and Water Use . . . . . 1.5  
 FSW 143 S-212 Wildfire Chain Saws . . . . . 2  
 FSW 144 S-215 Fire Operations in the Wildland/Urban Interface . . . . . 2  
 FSW 151 S-270 Basic Air Operations . . . . . 1  
**Total Credits:** . . . . . 6.5

**FIRE SCIENCE ADVISORY COMMITTEE**

- Greg Boatman  
Frederick/Firestone Fire Department
- Luke Brigham  
Student Representative
- Michael Cerovski  
Loveland Fire Department
- Steve Charles  
Berthoud Fire Department
- Ryan Fuller  
Evan Fire Department
- Hugh Kane  
Eaton Fire Department
- Chris Klass  
Johnstown Fire Department
- Jim Klug  
Frederick-Firestone Fire Department
- Boyd Lebeda  
Forest Service
- 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
- Robert Standen  
Evans Fire Department
- Theresa Staples  
Colorado Division of Fire Safety
- Taw Tamlin  
Fort Lupton Fire
- Jerry Ward  
Austin Weishel  
Student Representative

# GRAPHIC DESIGN & RICH Media

## GRAPHICS DEPARTMENT

### Phone:

970.339.6329

### Program Chair, Graphic Design & Rich Media:

Lori Ford, 970.330.6329

### 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 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 108 Technical Mathematics . . . . . 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 114 Adobe InDesign . . . . . 3

\*MGD 211 Adobe Photoshop II . . . . . 3

\*MGD 212 Adobe Illustrator II . . . . . 3

MGD 213 Electronic Pre-Press . . . . . 3

MGD 216 Adobe Acrobat Professional . . . . . 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 114 Adobe InDesign . . . . . 3

\*MGD 211 Adobe Photoshop II . . . . . 3

\*MGD 212 Adobe Illustrator II . . . . . 3

MGD 216 Adobe Acrobat Professional . . . . . 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 108 Technical Mathematics . . . . . 4

OR

MAT 120 Mathematics for the Liberal Arts . . . . . 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

MGD 260 Graphic Design Production II . . . . . 3

MGD 268 Commercial Art Business . . . . . 2

MGD 278 Portfolio Workshop . . . . . 1

MGD 280 Internship . . . . . 2

**Total Core Courses: . . . . . 23**

## AREAS OF STUDY

### GRAPHIC DESIGN: . . . . . 60

\*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 216 Adobe Acrobat Professional . . . . . 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 241 Web Design II . . . . . 3

MGD 258 Web Design Production . . . . . 3

**Total Credits: . . . . . 21**

Graphics



**Graphic Design & Rich Media, cont.**

**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 241 Web Design II..... 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 108 Technical Mathematics ..... 4  
     OR  
 MAT 121 College 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**

- John Bennett  
 NBM  
 Ronna K Johnston  
 University of Northern Colorado  
 Web Manager  
 Scott Reyes  
 Greeley Tribune  
 Brent Robbins  
 Variant Studios  
 Richard Stuntz  
 Outdoor Promotions  
 Phillip Van Drunen  
 Journey Multimedia Inc.  
 Joey Vining  
 Group Publishing



# MANUFACTURING TECHNOLOGIES

## MANUFACTURING TECHNOLOGIES

### Location:

Greeley Campus

### Advisor and Faculty:

John Mangin, 970.339.6413

## MANUFACTURING TECHNOLOGIES

### Program Chair:

John Mangin, 970.339.6413

The MIST (Multi-Industry Systems Technician) Associate or Applied Science Degree or certificate programs are designed to prepare employees for entry level positions in production areas, such as machine operation and quality control as well as preparation for entry level positions in the energy industry. The MIST program was developed by Employment Services of Weld County in collaboration with Aims and other business and industry partners to address the hiring needs of energy and manufacturing employers.

## MIST

(Associate of Applied Science Degree)

(Pending State Approval)

### DEGREE REQUIREMENTS

AEC 107	Blueprint Reading (Res/Com)	3
CAD 101	Introduction to CAD	3
AEC 233	Construction Safety and Loss Prevention	2
CIS 118	Computer Information Systems	3
EIC 105	Basics of AC/DC Electricity	4
MAN 102	Business Ethics and Values	1
MAN 117	Time Management	1
MAN 125	Team Building	1
<b>Total General Education Credits:</b>		<b>18</b>

### GENERAL EDUCATION COURSES

ENG 121	English Composition I	3
	OR	
BUS 217	Business Communication and Report Writing	3
	OR	
ENG 131	Technical Writing	3
HIS	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 (MAT 121-Prereq)	5
SPE 115	Public Speaking	3
	OR	
SPE 125	Interpersonal Communication	3
<b>Total General Education Credits:</b>		<b>17-18</b>

### ELECTIVE COURSES:

Select from courses below for a minimum degree requirement of at least 60 credits.

ACC 121	Accounting Principles I	4
AEC 205	Applied Statics and Strengths of Materials	3
AEC 221	Building Electrical/Mechanical Systems	3
CAD 224	Revit	3
EIC 230	Industrial Instruments and Controls - I	4
ELT 248	Automation Control Circuits	3
ENT 142	Surveying II	4
ENT 146	Construction Materials and Methods	3
ENT 210	Soil Mechanics	2
ENT 215	Soils Lab	1
ENY 101	Introduction to Energy Technology	3
ENY 102	Building Energy Audit Tech	3
ENY 131	Advanced Solar Photovoltaic	2
ENY 153	Renewable Energy Construction	4
ENY 205	Green and Sustainable Buildings	4
GIS 101	Introduction to Geographic Information Systems	3
HVA 252	Building Automation II: Service	4
MAN 216	Small Business Management	3
MTE 244	Lean Manufacturing Practice/Processes	3
PRO 100	Introduction to Process Technology	3
PRO 120	Process Technology I: Equipment	4
PRO 130	Process Technology II: Instrumentation	3
PRO 220	Process Technology III: Operations	4
PRO 250	Oil and Gas Production I	3
PRO 255	Oil and Gas Production II	3
PRO 280	Internship	1-6
WTG 100	Introduction to Wind Industry	3
<b>Total Credits for A.A.S. Degree:</b>		<b>60-64</b>

### MIST LEVEL I

(CERT MI 00)

### CERTIFICATE REQUIREMENTS

MAN 102	Business Ethics and Values	1
MAN 125	Team Building	1
MAT 108	Technical Mathematics	4
CIS 118	Introduction to PC Applications	3
PRO 100	Introduction to Processing Technology	3
CAR 101	Basic Safety I	3
ENG 131	Technical Writing	3
	OR	
BUS 217	Business Communication & Report Writing	3
<b>Total Credits for Certificate:</b>		<b>16</b>

### MIST LEVEL II

(CERT MI 01)

### CERTIFICATE REQUIREMENTS

AEC 107	Blueprint Reading	3
PRO 120	Process Technology I: Equipment	4
PRO 130	Instrumentation I	3
CAR 100	Introduction to Carpentry	1
EIC 105	Basics of AC/DC Electricity	4
MAN 117	Time Management	1
<b>Total Credits for Certificate:</b>		<b>16</b>

### MIST LEVEL III

(Pending State Approval)

### CERTIFICATE REQUIREMENTS

AEC 221	Building Electrical and Mechanical Systems	3
EIC 230	Industrial Instruments and Controls I	4
ELT 248	Automation Control Circuits	3
HVA 252	Building Automation II: Service	4
MIST Technical Elective		2-3
<b>Total Credits for Certificate:</b>		<b>16-17</b>

### MIST LEVEL IV

(Pending State Approval)

### CERTIFICATE REQUIREMENTS

ENY 101	Introduction to Energy Systems	3
ENY 153	Renewable Energy Construction	4
ENY 102	Building Energy Audit	3
	OR	
ENY 205	Green and Sustainable Buildings	4
ENY 131	Advanced Photovoltaic	2
	OR	
WTG 100	Introduction to Wind Industry	3
MIST Technical Elective		2-4
<b>Total Credits for Certificate:</b>		<b>16-17</b>

MIST

## MATHEMATICS DEPARTMENT

Phone:

970.339.6387

Department Chair:

Marsha Driskill, 970.339.6637

Developmental Education Chair:

Jeanine Lewis, 970.339.6254

Developmental Education Faculty:

Raymon Brown, 970.339.6684

Ron Lewis, 970.339.6584

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

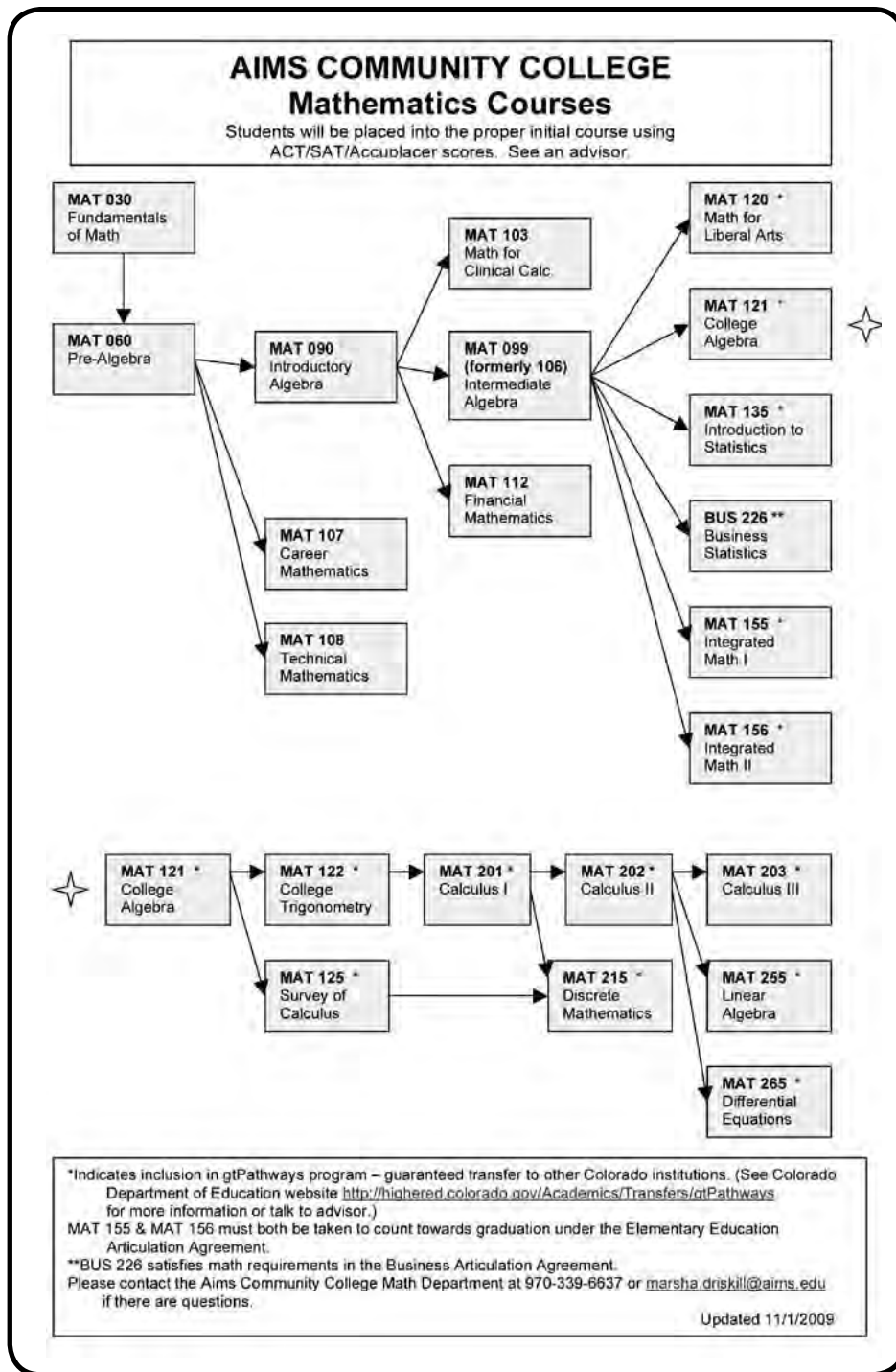
Jan Stapleton, 970.339.6340

### DEGREES/CERTIFICATES OFFERED:

Mathematics (A.S. Degree)

Pre-Engineering (A.S. Degree)

(Pre-Engineering page 108)



# MEDICAL ASSISTING

## MEDICAL ASSISTING DEPARTMENT

### Location:

Allied Health Building

### Faculty/Advisor:

Cindy Allee, 970.339.6540

### DEGREES/CERTIFICATES OFFERED:

Healthcare Provider: EMS Medical Clinical Assistant (A.S. Degree)

Healthcare Provider: EMS Medical Clinical Assistant (Certificate)

## HEALTHCARE PROVIDER: EMS MEDICAL CLINICAL ASSISTANT

(Associate of Applied Science Degree)  
(AAS HC00)

**Potential Opportunities:** This program offers a short certificate or two-year degree program for individuals wanting to enter the medical field as a medical assistant. Job opportunities include medical and administrative duties for positions in doctor offices and various clinical sites. Medical Assisting provides the educational stepping stone necessary to advance to other medical careers.

**Prerequisites:** Contact program advisor for a current list of prerequisites.

### DEGREE REQUIREMENTS

MOT 150 Pharmacology for Medical Assistants . . . . . 3

HPR 106	Law & Ethics for Health Professions. . . . .	2
HPR 137	Human Diseases . . . . .	4
HPR 142	Human Relations . . . . .	5
HPR 157	Contemporary Issues in Elderly. . . . .	3
HPR 178	Medical Terminology . . . . .	3
PSY 235	Human Growth and Development. . . . .	3
XXX	Advisor approved diversity or multicultural course . . . . .	3
<b>Total Credits:</b> . . . . .		<b>25</b>

### 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 108	Technical Mathematics . . . . .	4
<b>Total Credits for General Education:</b> . . . . .		<b>15</b>

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
<b>Total Credits for A.A.S. Degree:</b> . . . . .		<b>60-67</b>

## HEALTHCARE PROVIDER: EMS MEDICAL CLINICAL ASSISTANT

(Certificate)  
(CERT HC01)

### CERTIFICATE REQUIREMENTS

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

Medical



# SCIENCE

## SCIENCE DEPARTMENT

**Phone:**

970.339.6387

**Department Chair:**

Christine Gauinski, 970.339.6488

**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

Biology

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.



Science

# 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

### Advisors and Faculty:

Paul Hasty, 970.339.6321  
Jeff Klein, 970.339.6203

## DEGREE AND CERTIFICATES OFFERED

### Welding Technology

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

### Welding Technician Certificate

### Express Certificates

Basic Welding and Cutting

SMAW, GMAW, FCAW

Advanced Welding Processes

**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 other skills and knowledge required of a welder such as: printreading, layout, 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)

### DEGREE REQUIREMENTS

Completion of the Welding Technician Certificate requirements, plus the following courses:

### MATHEMATICS

Select one course.

- MAT 107 Career Math . . . . . 3
- MAT 108 Technical Mathematics . . . . . 4
- MAT 112 Financial Mathematics . . . . . 3

### COMMUNICATION

Select one 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 one 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 Processes

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.

### 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
- Heidi Lanning
- Eaton High School
- Wade Lutz
- Big R Manufacturing
- Gary Magnuson
- Xcel Energy
- Michelle Parrott
- Xcel Energy

Welding



## CORPORATE EDUCATION CENTER

### Location

5590 W. 11th St.,  
Greeley, CO 80634

### Telephone:

970.339.6213  
FAX: 970.339.6654

### WEB Site:

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

### Dean:

Dr. Steven C. Kahla, 970.339.6297  
[steven.kahla@aims.edu](mailto:steven.kahla@aims.edu)

### Staff Executive:

Jill Sandin, 970.339.6536  
[jill.sandin@aims.edu](mailto:jill.sandin@aims.edu)

### Associate Dean:

Don Sosnowski, 970.339.6402  
[don.sosnowski@aims.edu](mailto:don.sosnowski@aims.edu)

### Locations:

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

Aims Loveland Campus  
104 E. 4th Street  
Loveland, CO 80537  
970.667.4611

### Training & Development:

John Hutson, Director  
970.339.6549  
[john.hutson@aims.edu](mailto:john.hutson@aims.edu)

### Beechcraft 1900 Simulator Training:

Russ Smith  
970.339.6407  
[russ.smith@aims.edu](mailto:russ.smith@aims.edu)

### Building Highways/Building Careers:

Diana Laws, Director  
970.339.6294  
[diana.laws@aims.edu](mailto:diana.laws@aims.edu)

### CDL (Commercial Driving License):

Larry Holder, Trainer  
970.339.6554  
[larry.holder@aims.edu](mailto:larry.holder@aims.edu)

### CPR:

Victoria Maloney  
970.339.6685  
[victoria.maloney@aims.edu](mailto:victoria.maloney@aims.edu)

### Distance Education:

970.339.6504

### Event Planning & Event Center:

Kristi Tegtman, Event Coordinator  
970.339.6354  
[kristi.tegtman@aims.edu](mailto:kristi.tegtman@aims.edu)  
[aimseventcenter@aims.edu](mailto:aimseventcenter@aims.edu)

### Franklin University (Alliance Transfer Program) and Intensive English Program:

Alan Hendrickson  
970.339.6675  
FAX: 970.506.6947  
Location:  
Aims Greeley Campus,  
5401 W. 20th St.  
Greeley, CO 80634

### Professional Development and Personal Enrichment Workshops:

Bree Winegarner,  
Workshop Coordinator  
970.339.6213  
[bree.winegarner@aims.edu](mailto:bree.winegarner@aims.edu)

### Registration & Information:

970.339.6213  
[www.aimsced.com](http://www.aimsced.com)

### Training Coordinaotr:

Marsha Harmon  
970.339.6390  
[marsha.harmon@aims.edu](mailto:marsha.harmon@aims.edu)

### Youth Programs:

John Dixon  
970.339.6492  
[john.dixon@aims.edu](mailto:john.dixon@aims.edu)



## 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.

## THIRD PARTY TUITION

If your organization pays tuition for you to attend Aims Continuing Education classes, students must provide a letter of credit or voucher by email or company letterhead stating that the company will pay for the class and required books or materials. Please include: Company Name, Contact Person, Street Address, Phone Number, Email Address, Student Name, Student Birth date, Semester Enrolled.

Forward Information To:  
 Russ Smith, Financial Services  
 Continuing Education  
 5590 W. 11th Street  
 Greeley, CO 80634  
 970.339.6407  
 russ.smith@aims.edu

## FACILITIES RESERVATIONS EVENT IS OUR MIDDLE NAME!

The Aims Event Center, located at the Aims College Corporate Education Center in west Greeley, just one block south of US 34 Business, offers facilities for general use by the community at modest fees. These fees are based upon the size of room, the number of people in the group utilizing the facility, the number of hours of use, as well as additional services rendered.

For Information 970.339.6354

The Event Center offers a convenient location to host any event, whether business or personal, and can accommodate up to 284 people. Our Staff is knowledgeable and friendly and always ready to accommodate.

The Aims Event Center features:

- Large foyer area for preconference functions.
- Rooms to accommodate from 4 to 284 people.
- Classrooms equipped with computers, including three state-of-the-art computer labs, most current software, choice of instructors, and seating for up to 16 people

## Continuing Education, cont.

- Multiple setup options.
- Stage available.
- Full battery of media equipment and capabilities including projection screen, in-house audio system, free-standing and portable microphones, podiums, slide projectors, flip charts, white boards, TV/VCT/DVD combos, and Internet capability.
- Media and IT Techs available upon request.
- Catering services available through an outside vendor or provided by the group.
- Eateries within 10 minute driving distance.
- Affordable overnight accommodations conveniently located across the street, or upscale accommodations within 10-20 minute driving time.
- Professional assistance available for workshop development, customized packaging of events, and affordable rates for training.
- Smoking is not allowed in the buildings in accordance with city code; however, there are designated smoking areas outside of the facility.

## TELECONFERENCES SATELITE CAPABILITIES

Live teleconferences provide an opportunity to bring national topics and speakers to the Greeley area at a reasonable price, and include telephone and fax connections for live questions. Previous telecasts have included Deming, Blanchard, Scholtes, Senge, and Covey. Broadcasts are often followed with special presentations or local panel discussions with guests.

Some live broadcasts are taped and can be

rebroadcast as a video conference, depending on the licensing involved. Additional opportunities to view tapes of some broadcasts can be arranged individually.

Audio video teleconferencing (international interactive video) is also available. This type of conferencing provides interaction via television satellite for different locations to participate in a class or meeting at the same time.

For information, 970.339.6354.

## CERTIFIED COMMAND SPANISH

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.

**Aims**  
*Event*  
**CENTER**

**Event**  
 IS OUR MIDDLE NAME

The Aims Events Center is an ideal full-service meeting center for business, educational, professional and personal use.

Great for a training opportunity, formal or casual meeting, and perfect for wedding receptions.

5590 West 11th Street  
 Greeley, CO 80634  
 970-339-6354

**Aims**  
*Event*  
**CENTER**

## 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 and must meet minimum attendance requirements. The CPR segment follows the American Heart Association guidelines.

For information. 970.339.6685.

## BLS FOR HEALTHCARE PROVIDER

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

## BLS FOR HEALTHCARE PROVIDER RENEWAL

This course provides opportunity for currently certified CPR providers to renew their certifications. Prerequisite: Current CPR card.

## BLS 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.

## BLS INSTRUCTOR RECERTIFICATION

This course provides update information and review of CPR skills for the CPR Instructor. Prerequisite: Current CPR Instructor.

## HEART SAVER FIRST AID WITH CPR & AED

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

## Continuing Education, cont.

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.

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.

## HEART SAVER PEDIATRIC FIRST AID WITH CPR

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.

## PHARMACY TECHNICIAN PROGRAM

The Pharmacy Technician program will train you to help the pharmacist package or mix prescriptions, maintain client records, refer clients to the pharmacist for counseling, assist with inventory control and purchasing, as well as collect payment and coordinate billing. This course combines 182 hours of classroom instruction with a 120 hour pharmacy externship to provide you with a complete learning experience. (Total - 302 hours). Contact 970.339.6504 or [www.aimsced.com](http://www.aimsced.com).

## 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.

## CURRICULUM

- Grammar
- Reading
- Writing
- 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](mailto:cbaker14@aims.edu); Alan Hendrickson at 970.339.6675 or e-mail [alan.hendrickson@aims.edu](mailto:alan.hendrickson@aims.edu); Susie Gallardo at 970.330.6508 or e-mail [susie.gallardo@aims.edu](mailto:susie.gallardo@aims.edu).



## Continuing Education, cont.

### 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.

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.

Funding is available for all levels of training with selection criteria based on targeted populations (women, minorities), background, experience and career potential. For information, 970.339.6554.

### COMMERCIAL DRIVER'S LICENSE

CDL-B and CDL-A License training & testing are available. Students are assisted in obtaining the required CDL permit & physical, and then enrolled in intensive hands-on driving training. Classes are small and scheduled on 'as needed' basis - usually one class monthly. One-on-one contact helps students decide on the correct license, endorsements and class schedule that will meet individual needs.

For information, 970.339.6554 or email larry.holder@aims.edu.

### 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 prepare for the GED test at Aims. Instructor led program includes all areas of study in a self-paced classroom environment. A GED pre-test is available once a month for individuals to assess their learning levels.

The University of Colorado BUENO Center, in partnership with Aims Community College, Fort Lupton Campus, received a grant from the U.S. Department of Education to provide migrant and seasonal farm workers, who have not earned the equivalency of a high school diploma, an opportunity to earn their GED.

Services are free to individuals who qualify for this program. To qualify for this program the student, or a member of their immediate family must have worked in agriculturally related employment for a period of 75 days within the past 24 months. Individuals must also be 17 years of age or older. Limited scholarships are also available for non-migrant students.

The GEN program offers students an array of services, including classes, testing services, counseling, academic advising and job placement. Day and evening GEN classes are offered at Aims Community College, Fort Lupton Campus. Night classes, in Spanish, are also offered at the Brighton site, located at 605 South Kuner Road, Brighton, Colorado.

For additional information about the program, please contact Yesenia Gomez at 303.857.4022, extension 4348. Se ofrecen clases de GED en español. For information, 970.339.6264. Downtown Center, 970.339.6550 Fort Lupton Campus, 303.857.4022

### 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, or 6402.

### PROFESSIONAL DEVELOPMENT & PERSONAL ENRICHMENT WORKSHOPS/ SEMINARS

Continuing Education offers a range of courses and workshops to help individuals develop professional skills as well as programs designed to enrich their personal lives.

Programs include various certifications in Human Resources, QuickBooks, Strategic Management, Project Management, and Microsoft applications. We provide workshops in computer skills enhancement and various online programming, including Ed2Go online and Paralegal studies, personal enrichment courses including fitness and arts. Continuing Education releases a new schedule 3 times a year: spring, fall, summer; and we offer courses daily. CE courses are delivered in 3 locations: Aims College Corporate Education Center, Loveland campus and Fort Lupton Campus. To gain more information on upcoming courses, please contact 970-339-6213 or visit our website at [www.aimsced.com](http://www.aimsced.com) and view the Professional Development and Personal enrichment link. You may register any time using these methods up to 2 business days prior to the session.

### NON-CREDIT CERTIFICATIONS

- Certified Addictions Counselor
- Human Resources
- Microsoft applications, systems, software
- Paralegal Studies
- Payroll Practice
- Project Management
- QuickBooks
- Strategic Management

### AIMS ED2GO ONLINE:

[www.ed2go.com/aimsced](http://www.ed2go.com/aimsced)

Aims Continuing Education is proud to offer professional development and personal enrichment non credit course work with Ed2Go

## Continuing Education, cont.

online. Ed2Go delivers most course work in 6 weeks or less and includes course work material online for student use. Classes begin monthly and Ed2go rotates over 300 courses through their site. Aims Ed2go also offers online registration and payment quickly, easily and at your convenience. Once you have successfully completed your course, Aims Ed2Go offers you a chance to print your participation certificate if you complete the program with a 80% or higher. For questions regarding programming, please contact Continuing Education at 970-339-6213.

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

## COMPUTER INFORMATION SYSTEMS MCSE - MICROSOFT WINDOWS CERTIFICATION CERTIFICATE

See Computer Technology

## 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.

Nine areas of assessment are available including: Reading for Information, Applied Mathematics, Locating Information, Applied Technology, Listening, Writing, Observation, Teamwork, and Business Writing.

For information, 970.339.6318.

## PROGRAMS FOR YOUTH

A variety of courses for youth from first grade through high school are offered during the summer. 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. 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 (SUMMER)

College for Kids is a two-week enrichment Summer program for students in grades two through eighth. Classes are held at the Aims Campus sites.

Instructors include Aims faculty, public/private school teachers and other approved professionals.

For information, 970.339.6492.

## 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 2010-2011:

- Accounting
- Allied Health Care Management
- Applied Management
- Applied Psychology

## Continuing Education, cont.

- Business Administration
- Business Forensics
- Computer Science
- eMarketing
- Financial Management
- Forensic Accounting
- Healthcare Management
- Health Information Systems Management
- Human Resources Management
- Information Technology
- Interdisciplinary Studies
- Management
- Management Information Sciences
- Marketing
- Operations & Supply Chain Management
- Organizational Communication
- Public Relations
- Public Safety Management
- Safety, Security & Emergency Management
- Web Development

Web site link: [www.alliance.franklin.edu](http://www.alliance.franklin.edu).

For information, call Alan Hendrickson at 970.339.6675.

## ACCOUNTING

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

The purpose of the Accounting program is to prepare undergraduate students for careers in the profession of accounting, to offer accounting courses for other major programs of the University, and to serve the profession and the community.

Graduates of the Accounting major program are prepared for employment or promotion in public accounting, private industry or government. They also have the educational background and framework to seek professional certification (Certified Public Accountant and/or Certified Management Accountant). These designations require successful completion of rigorous examinations and additional study beyond that required for the Bachelor of Science degree. Review is usually necessary. Qualified Franklin University students are encouraged to acquire training and work experience by competing for internship with certified public accounting firms, private industry, and government.

### B.S. DEGREE COMPLETION REQUIREMENTS

(128 Semester Credit Hours)

## ALLIED HEALTHCARE MANAGEMENT DEGREE

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

If you're a working adult with education and/or experience in the field, a bachelor's degree can help you move into management. Transfer 24 patient-care technical credits towards this degree. We value your healthcare experience. That's why we accept your patient-care technical credits as college credits to help you save time

and money on your degree. You'll build a strong foundation of practical knowledge in our relevant courses, and our faculty will share current industry insights, preparing you for leadership in a variety of healthcare settings.

### B.S. DEGREE COMPLETION REQUIREMENTS

(124 Semester Credit Hours)

## APPLIED MANAGEMENT

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

The Bachelor of Science in Technical Management integrates the management of technology with an earned associate's degree in a technology-related specialty area. Students will apply their technical knowledge and skills to a variety of management situations in the manufacturing or service sectors. The student's technical background, coupled with managerial subjects, positions the student for many attractive job opportunities.

Technical Management is designed to complement the existing technical skills of an individual to include general knowledge, communication skills and application of business and leadership practices. The program offers a combination of business and technical courses that provide the student with practical skills in applying their technical knowledge in business operations. Graduates of the Technical Management major will: prepare comprehensive informative reports; understand the traditions and culture of subordinates and fellow workers; perform statistical evaluation of quantifiable data; apply basic accounting principles; demonstrate leadership; conduct effective business meetings and foster group consensus; apply principles of management to technical personnel; use the power of computers in managing information; and apply project management techniques.

This degree is designed for students who have completed an Associate of Applied Science Degree in Agricultural Technology, Automotive Collision Repair Technology, Automotive Mechanic Technology, Aviation Technology, Electronics Technology, Engineering Technology, Welding Technology OR other A.A., A.S., A.G.S., or A.A.S. degrees with 24 semester hours of engineering technology credit.

### B.S. DEGREE COMPLETION REQUIREMENT

(124 Semester Credit Hours)

## APPLIED PSYCHOLOGY DEGREE

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

Human behavior shapes organizational culture, and all sectors of the economy rely on psychology professionals to employ social and behavioral science applications to strengthen performance.

Psychology is the third most popular academic major in the nation, bind only education and business. Earning your degree in applied psychology offers you a broad life-application

and professional opportunities in many sectors of the economy and also lays the foundation you need for graduate school.

### B.S. DEGREE COMPLETION REQUIREMENTS

(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

## Continuing Education, cont.

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 initiatives 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 students 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)

## HEALTHCARE INFORMATION SYSTEMS MANAGEMENT DEGREE

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

Healthcare reform is a top priority for the U.S. government. Increased demand for optional patient care services has created the need for skilled health information managers committed to serving the needs of a diverse healthcare environment.

The converging fields of business, information and healthcare management offer you a multitude of career options in a variety of healthcare settings. Because advancing the best use of information and management systems for the betterment of healthcare has become a goal for all healthcare agencies, there has never been a better career outlook for you.

**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)

**Continuing Education, cont.**

**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)

**INTERDISCIPLINARY STUDIES  
DEGREE**

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

If you're ambitious, driven, and eager to make a difference in the world, you need a degree program you can tailor to meet your multi-faceted needs for maximized impact in your industry of choice.

With Franklin's non-specific Interdisciplinary Studies major, you can design your own unique degree program around your interests. You'll enhance your critical-thinking and problem-solving skills as you gain exposure to a variety of disciplines, preparing you for an exciting career in any industry.

Once your General Education courses are finished, our faculty members will help you choose 2 focus areas to truly customize your learning around your career interests. You'll be able to demonstrate your broad professional range to employers with a personalized electronic portfolio, which you'll develop for course credit.

**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)

**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.

**OPERATIONS & SUPPLY CHAIN  
MANAGEMENT  
(B.S. DEGREE- FRANKLIN UNIVERISTY)**

Want to improve product flow and streamline operational efficiency- no matter your industry? Do you want to be a player in the fast changing global business environment? Do you want to move ahead in your career? The a B.S. in Operations and Supply Chain Management from Franklin is a great fit for you. With this process and analytics-driven major, you'll learn all the operations management steps necessary to take control of your organization's processes to deliver or service before it is offered to the public.

**B.S. DEGREE COMPLETION REQUIREMENT**  
(126 Semester Credit Hours)

**ORGANIZATIONAL  
COMMUNICATION DEGREE  
(B.S. DEGREE- FRANKLIN UNIVERSITY)**

Franklin's bachelor's degree in Organizational Communication will help you leverage communication vehicles to convey strategic messages and increase the efficiency of operations, public relations, fundraising, strategic planning, customer service and more. You'll gain fresh insights into relationship building, verbal and written communication tactics and affordable communication solutions, and ethical communication principles.

**B.S. DEGREE COMPLETION REQUIREMENTS**  
(124 Semester Credit Hours)

## Continuing Education, cont.

### PUBLIC RELATIONS

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

Do you like working in a fast-paced, creative environment? Do you have an inquisitive mind, an outgoing personality, and a flair for communicating with others? Then a B.S. in Public Relations from Franklin can pave the way to an exciting, enjoyable career for you. With this reputation- and relationship-focused major, you'll learn to develop and maintain a positive public image for organizations, helping to strengthen current and future external relationships.

#### B.S. DEGREE COMPLETION REQUIREMENT

(124 Semester Credit Hours)

### PUBLIC SAFETY

### ADMINISTRATION

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

The Public Safety Management major program is designed to complement the existing technical skills of an individual to include general knowledge, communication skills and application of business and leadership practices. The program integrates courses in business administration, communication and leadership to provide the student with the background necessary to be upwardly mobile within the organizational structures of public safety agencies.

Graduates with a Bachelor's Degree in Public Safety Administration can anticipate an increase in the chance of promotion for one of the following positions: Law Enforcement Supervisor, Fire Supervisor, Corrections Administrator, Parole Officer, Case Manager, Probation Officer, EMS Coordinator, FEMA Coordinator, Civil Defense Worker, Disaster Relief Management.

This degree is designed for students who have completed an Associate's Degree in: Emergency Medical Services, Fire Science Technology.

#### B.S. DEGREE COMPLETION REQUIREMENTS

(124 Semester Credit Hours)

### SAFETY, SECURITY & EMERGENCY MANAGEMENT DEGREE

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

Public safety, private security and emergency management operations have changed dramatically due to recent global events. Now more than ever, police, fire, EMS and EMA teams must coordinate planning efforts to accomplish complex, collaborative safety and security management tasks.

These industry changes have created a growing number of career opportunities in the public and private sectors. A Safety, Security, &

Emergency Management degree from Franklin University prepares you to seize the leadership and management opportunities in the public safety or private security fields.

In your relevant Safety, Security & Emergency management courses, you'll gain exposure to emergency management, homeland security, risk management/threat assessment, safety and security planning and related subjects, preparing you for leadership in a variety of setting.

#### 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)

### 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





# COURSE DESCRIPTIONS TABLE OF Contents

COURSE NAME	PAGE	COURSE NAME	PAGE
AAA Advanced Academic Achievement	125	HPR Health Professional	162
ACC Accounting	125	HUM Humanities	163
ACT Auto Collision Technology	126	HVA Heating and Air Conditioning	163
AEC Architectural	128	HWE Health & Wellness	163
ANT Anthropology	128		
ARA Arabic	129	ITA Italian	164
ART Art	129		
ASE Automotive Service Technology	131	JOU Journalism	164
ASL American Sign Language	133	JPN Japanese	164
AST Astronomy	133		
AVT Aviation Technology	133	LEA Law Enforcement Academy	144
		LIT Literature	165
BIO Biological Sciences	135		
BTE Business Technology	136	MAN Management	165
BUS Business	137	MAR Marketing	167
		MAT Math	167
CAD Computer Aided Drafting	137	MET Meteorology	169
CAR Carpentry	138	MGD Multimedia Graphic Design	169
CHE Chemistry	139	MOT Medical Office Technology	171
CHI Chinese	140	MTE Manufacturing Technology	172
CIS Computer Information System	140	MUS Music	172
CNG Computer & Networking Technology	140		
COM Communication (formerly SPE)	143	NUA Nurse Aide	173
CRJ Criminal Justice and Peace Officer Academy	143	NUR Nursing	173
CSC Computer Science	145		
CSL Counseling	146	PED Physical Education	174
CTC Communication Technology	146	PER Physical Education & Recreation	176
CWB Computer Web-Based	146	PHI Philosophy	176
		PHY Physics	177
DAN Dance	147	POS Political Science	177
DPM Diesel Power Mechanics	148	PRO Process Technology	177
		PSY Psychology	178
ECE Early Childhood Education	148		
ECO Economics	149	REA Reading	179
EDU Education	150	RTE Radiologic Technology	180
EIC Electricity Industrial/Commercial	150	RTV Radio & Television	180
ELT Electronics	151	RUS Russian	182
EMP Emergency Management and Planning	152		
EMS Emergency Medical Services	152	SCI Science	182
ENG English	154	SOC Sociology	182
ENT Engineering Technology	154	SPA Spanish	183
ENV Environmental Science	155	SPE Speech (now under COM prefix)	183
ENY Energy Technology	155	STE Surgical Technology	183
ETH Ethnic Studies	155	SWE Swedish	184
FRE French	155	THE Theatre	184
FST Fire Science	156		
FSW Fire Science: Wildland	158	UPH Upholstery	184
FVM Film & Video Media	160		
		WEL Welding Technology	184
GEO Geography	160	WST Women's Studies	185
GER German	160	WTG Wind Turbing Generation	185
GEY Geology	160		
GIS Geographical Information Systems	161		
HHP Holistic Health Professional	161		
HIS History	161		

Descriptions

# COURSE DESCRIPTIONS

## AAA: ADVANCED ACADEMIC ACHIEVEMENT

### AAA 101 COLLEGE 101: STUDENT EXPERIENCE

Introduces students to college culture and prepares them for the challenges they will face in higher education. Through a series of interactive seminars, students discover learning in a multicultural environment and use college and community resources to attain education and career goals. One credit.

### 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 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 with a grade of "C" or better. 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. Prerequisite(s): ACC 121. 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. Prerequisite: ACC 121 with a grade of "C" or better. 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 and ACC 122. 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. Prerequisite(s): ACC 121 with a grade of "C" or better. 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 grade of "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 with a grade of "C" or better. 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. Three credits.

### ACC 265 ENROLLED AGENT REVIEW COURSE

Reviews concepts learned in study of accounting, individual and business income tax, and ethical decision making as they relate to passing the IRS Enrolled Agent (EA) Exam. 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 125 with a grade of "C" or better. 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. Prerequisite(s): 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 interest topics of interest. Prerequisite(s): None. One to six credits.

## **UPH: UPHOLSTERY**

See UPH prefix for related Automotive Upholstery courses.

# **AEC: ARCHITECTURAL**

## **AEC 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.

## **AEC 205 APPLIED STATICS AND STRENGTHS OF MATERIALS**

Provides an algebra-based investigation of concepts in statics and strengths of materials. Topics include a study of fundamental mechanical properties of materials, single planar forces, properties of sections, and two-dimensional free body, shear, and bending moment diagrams. Three credits.

## **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 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.

## **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 236 INTERNATIONAL BUILDING CODES**

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.

## **AEC 275 SPECIAL TOPICS**

Provides students with a vehicle to pursue in depth exploration of special topics of interest. One to six 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.

## **AEC 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.

## **AEC 289 CAPSTONE**

A demonstrated culmination of learning within a given program of study. 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 108 ARCHAEOLOGY OF ROCK ART**

Introduces the archaeology of new and old world rock art dating from the historic past to over 30,000 years ago using a scientific perspective. Classification, recordation, dating, analysis, management and conservation, research ethics and protocols, and symbolic and ethnographic interpretation will be covered. Also addresses other formal approaches and established as well as emerging theory. 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 201 INTRO TO FORENSIC ANTHROPOLOGY**

Studies the basic principles of forensic anthropology, an applied field within the discipline of physical anthropology. Includes the study of the human skeleton, practical application of physical anthropology and archaeology, and judicial procedure, as they relate to the identification of human remains within a medico-legal context. 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 225 ANTHROPOLOGY OF RELIGION**

Explores the culturally universal phenomenon of religion. Cross-cultural varieties of beliefs in the supernatural and the religious rituals people employ to interpret and control their worlds are examined. This course is a state guaranteed transfer course GT-SS3. Three credits.

### **ANT 275 SPECIAL TOPICS IN ANTHROPOLOGY**

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 280 SOUTHWEST FIELD EXPLORATION**

Introduces the social, religious, economic, and cultural development of selected American Indian societies and Hispanic settlements of the American Southwest. Major ruins, archaeological sites, museums, reservations, and/or pre-statehood communities are explored by field trip. Two credits.

### **ANT 285 INDEPENDENT STUDY**

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.

## **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 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. 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. 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. 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 205 MUSEUM STUDIES**

Provides a complete overview of the museum field. Covers the museum as a business, its history and role in society, and planning and implementation of a museum exhibition. Prerequisite(s): None. Three 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. 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. 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. 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 225 PRINTMAKING I**

Introduces the basic techniques and skills of printmaking as a fine art media. Instruction includes an understanding of visual concepts as they relate to prints. May include introduction to relief, intaglio, lithography and screen printing techniques. Three credits.

### **ART 226 PRINTMAKING II**

Introduces more advanced techniques and skills of printmaking as a fine art media. Instruction includes an understanding of visual concepts as they relate to prints. May include introduction to relief, intaglio, lithography and screen printing techniques. 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. 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. 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, ASE 102 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, ASE 102 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 102, 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, ASE 102 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 102, 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 102, 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, ASE 102 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, ASE 102 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, ASE 102 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 102, 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 102, 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 102, 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, ASE 102 or permission of Department. One 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 102, 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 102, 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 102, 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 102, 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 102, 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 102, 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 102, 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, ASE 102 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 102, 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, ASE 102 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, ASE 102 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), ENV (Environmental Science), 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 099 or higher (except MAT 107, 108, 112 and 175). 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 099 or higher (except MAT 107, 108, 112 and 175). Four credits.

### AST 175 SPECIAL TOPICS

(Formerly: AST 185) Provides students with a vehicle to pursue in depth exploration of special topics of interest. Prerequisite(s): Permission of instructor. One to six credits.

### AST 185 INDEPENDENT STUDY

(Formerly: AST 295) Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor. Prerequisite(s): Permission of instructor. One to six credits.

## AVT: AVIATION

For up-to-date information on degree requirements, please refer to the Aviation page on the Aims website, [www.aims.edu](http://www.aims.edu).

### AVT 101 PRIVATE PILOT GROUND SCHOOL

Prepares student for the Private Pilot Airplane, Single-Engine Land FAA Knowledge Exam. Prerequisite(s): None. Four credits.

### AVT 102 PRIVATE PILOT FLIGHT

Focuses on flight training in preparation for the Private Pilot Airplane, Single-Engine Land FAA Practical Test, and completing requirements for the Private Pilot Certificate. 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**

Develops the skills necessary to operate in IFR conditions, using a single-engine flight trainer. Prerequisite(s): Private Pilot Certificate or consent of department chair. 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): AVT 101 or successful completion of Private Pilot Ground School. 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**

Develops 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 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): Commercial 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 232 FLIGHT MANAGEMENT SYSTEMS**

Focuses on the Flight Management Systems (FMS), including autopilot, mode control panel (MCP) and Flight Management Computer (FMC) as installed and used on advanced aircraft. Prerequisites: Commercial Pilot certificate with FAA Instrument rating 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 248 FAA SAFETY PROGRAM MANAGEMENT**

(Pending state approval.) Focuses on initial orientation to the FAA Safety Team (FAASTeam), introduces the concept of Safety Management Systems (SMS) and provides insight to the management of aviation safety programs. Prerequisite(s): None. Two 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), ENV (Environmental Science), 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**

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. BIO 105 cannot be applied towards the A.S. degree. Four credits.

## **BIO 106 BASIC ANATOMY AND PHYSIOLOGY**

**(Formerly: BIO 120)** Focuses on basic knowledge of body structures and function, and provides a foundation for understanding deviations from normal and disease conditions. This course is designed for individuals interested in health care and is directly applicable to the Practical Nursing Program, Paramedic Program and the Medical Office Technology Program. Program and transfers to selected four-year baccalaureate programs. This course also surveys all body systems. Laboratory portion includes microscopic study of tissue, skeleton and selected dissections and demonstrations. BIO 106 cannot be applied towards the A.S. degree or used to meet the Physical and Life Science requirement for the A.A. degree. Four credits.

## **BIO 111 GENERAL COLLEGE BIOLOGY I WITH LAB**

Examines the fundamental molecular, cellular and genetic principles characterizing plants and animals. Includes cell structure and function, and the metabolic processes of respiration, and photosynthesis, as well as cell reproduction and basic concepts of heredity. The course includes laboratory experience. This course is a state guaranteed transfer course GT-SC1. Prerequisite(s): BIO 105 or high school general biology within last 5 years. Five credits.

## **BIO 112 GENERAL COLLEGE BIOLOGY II WITH LAB**

A continuation of Biology I. Includes ecology, evolution, classification, structure, and function in plants and animals. This course includes laboratory experience. This course is a state guaranteed transfer course GT-SC1. Prerequisite(s): BIO 111. Five credits.

## **BIO 201 HUMAN ANATOMY AND PHYSIOLOGY I**

Focuses on an integrated study of the human body including the histology, anatomy, and physiology of each system. Examines molecular, cellular, and tissue levels of organization plus 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. 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**

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**

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 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 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 202 OFFICE SIMULATION I**

Provides experience in using in-basket exercise typical of those occurring in an office operation. It focuses on procedures and computer skills needed for successful performance in the workplace. Prerequisite(s): BTE 155, CIS 155. 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 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. One of the objectives of this course is to have students secure certification in one of the office product platforms. Prerequisite(s): BTE 255 and CIS 155 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 binominal distribution, index numbers, time series, decision theory, confidence intervals, linear regression, and correlation. Intended for the business major. Prerequisite(s): MAT 099 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. 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 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 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. 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 2009**

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 (AUTODESK)**

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 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 101 BASIC SAFETY**

An overview of safety concerns and procedures in the construction field. 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), ENV (Environmental Science), 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**

(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. CHE 101 cannot be applied towards the A.S. degree. Prerequisite(s): Prerequisite(s): MAT 099 or higher (except MAT 107, 108, 112 and 175). Five credits

### **CHE 102 INTRODUCTION TO CHEMISTRY II**

(Formerly: CHE 120 & 210) Focuses on introductory organic and biochemistry (sequel to Introduction to Chemistry I). This course includes the study of hybridization of atomic orbitals for carbon, nomenclature of both organic and biochemical compounds, physical and chemical properties of various functional groups of organic chemistry, and physical and chemical properties of biochemical compounds along with their biochemical pathways. Laboratory experiments are included. This course is a state guaranteed transfer course GT-SC. Prerequisite(s): CHE 101 or permission of instructor. Five credits. This class is only offered in the Spring Semester.

### **CHE 111 GENERAL COLLEGE CHEMISTRY I**

(Formerly: CHE 111 & CHE 112) Focuses on basic chemistry and measurement, matter, chemical formulas, reactions and equations, stoichiometry and thermochemistry. This course covers the development of atomic theory culminating in the use of quantum numbers to determine electron configurations of atoms, and the relationship of electron configuration to chemical bond theory and molecular orbital theory. The course includes gases, liquids, and solids and problem-solving skills are emphasized through hands-on laboratory experiments. This course is a state guaranteed transfer course GT-SC1. Prerequisite(s): (1) One year high school chemistry or CHE 101; (2) MAT 099 or MAT 121 (may be taken concurrently); (3) 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. 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. (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. (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

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. 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. 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. Students wishing to secure a Database certificate should take this course and CIS 145 concurrently. 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. 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 267 MANAGEMENT OF INFORMATION SYSTEMS

Introduces the concepts and techniques of managing computer-based information resources. Includes hardware, software, personnel, control techniques, and the placement and integration of information systems resources within the organization. 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/internet devices, and configuring and managing Novell and Windows 2000 operating systems. Prerequisite(s): CNG 102 or permission of instructor. Three credits.

### **CNG 120 A+ CERTIFICATION PREPARATION**

(Formerly: CIS 282) Prepares students for the CompTIA A+ certification examination. Hardware and software concepts are reviewed using A+ techniques. Four credits.

### **CNG 121 COMPUTER TECHNICIAN I: A+**

Introduces personal computer hardware to gain the skills and knowledge for a successful entry-level computer service technician. Provides extensive hands-on work with computer systems. Includes PC setup and configuration, floppy and hard drive installation and basic maintenance and troubleshooting. Successful completion prepares the student for the core hardware service technician portion of the CompTIA A+ Certification Exam. Four credits.

### **CNG 122 COMPUTER TECHNICIAN II: A+**

Focuses on operating systems as well as installation of modems, tape backups, CD-ROM drives, and SCSI subsystems. Covers operating systems, Windows 9x, Windows NT and Windows 2000 installation, configuration and upgrading. Includes laser printers and backup power systems. This course prepares the student for the CompTIA A+ OS Technologies Exam. Three credits.

### **CNG 123 NETWORK SERVER BASICS: SERVER+**

Provides students who are preparing for roles as network support technicians with skills training in the support of multi-processor computers and high capacity data storage systems typical of servers used in medium to large-scale networks. Three credits.

### **CNG 124 NETWORKING I: NETWORK +**

Provides students with the knowledge necessary to understand, identify and perform necessary tasks involved in supporting a network. Covers the vendor-independent networking skills and concepts that affect all aspects of networking, such as installing and configuring the TCP/IP. This course also prepares students for the Networking II: Network + course. Three credits.

### **CNG 125 NETWORKING II: NETWORK +**

Continues to provide students with the knowledge necessary to implement and support a network. Focuses on the vendor-independent networking skills and concepts that affect all aspects of networking. The Networking I and II: Network + courses prepare students for the Network + certification. Three credits.

### **CNG 131 NETWORK SECURITY FUNDAMENTALS**

Delivers a comprehensive overview of network security, including general security concepts. Communication Security is studied, including remote access, e-mail, the Web, directory and file transfer, and wireless data. Common network attacks are introduced. Cryptography basics are incorporated, and operational/organizational security is discussed as it relates to physical security, disaster recovery, and business continuity. Computer forensics is introduced. Three credits.

### **CNG 132 PRINCIPLES OF INFORMATION SECURITY**

Examines the field of information security to prepare information systems students for their future roles as business decision-makers. The course presents a balance of the managerial and the technical aspects information security. The concepts covered in this course should be helpful for students working towards the Certified Information Systems Security Professional (CISSP) certification. Three credits.

### **CNG 133 NETWORK SECURITY: FIRE WALLS AND INTRUSION DETECTION AND NETWORK SECURITY**

Teaches students the basics of network firewall security. It covers basic installation techniques, discusses how to make an intelligent choice of firewall technology, and presents basic firewall troubleshooting. Three credits

### **CNG 136 GUIDE TO DISASTER RECOVERY**

Presents methods to identify vulnerabilities and take appropriate countermeasures to prevent and mitigate failure risks for an organization. It will take an enterprise-wide approach to developing a disaster recovery plan. Three credits

### **CNG 160 TELECOMMUNICATIONS I**

(Formerly: CIS 291) Introduces the background needed to understand telephony products and services in the telecommunications industry. Includes hardware and devices, transmission characteristics and codes, network configurations, software and protocols. Three credits.

### **CNG 163 EMERGING TECHNOLOGIES IN TELECOMMUNICATIONS**

Focuses on the next generation of telecommunication technologies. Includes next-generation networks, broadband infrastructure, VoIP, VPNs, authentication, Sonet, optical OADM's, broadband access solutions, and wireless communication options. Three credits.

### **CNG 165 CONVERGENT TECHNOLOGIES**

(Formerly: CIS 295) Summarizes telecommunications with a survey of how data, voice, video technologies are converging for telecommunications systems. Covers wireless, ISDN, PCM, DSL, cable, IP voice, and computer networks. Three credits.

### **CNG 210 WINDOWS 2000 NETWORK & OPERATING ESSENTIALS**

Provides individuals new to Microsoft Windows 2000 with the knowledge necessary to understand and identify the tasks involved in supporting Windows 2000 networks. Introduces an overview of networking concepts and how they are implemented in Windows 2000. Provides students with the prerequisite knowledge and skills required for course CNG 212, Implementing Windows 2000 Professional and Server. Three credits.

### **CNG 211 WINDOWS XP CONFIGURATION**

Provides students with the knowledge and skills necessary to address the implementation and desktop support needs of customers who are planning to deploy and support Microsoft Windows XP Professional in a variety of network operating system environments. Three credits.

### **CNG 212 MANAGING A MS WINDOWS SERVER ENVIRONMENT**

Provides students with the knowledge and skills that are required to manage accounts and resources, maintain server resources, monitor server performance, and safeguard data in a Microsoft Windows Server environment. Prerequisite(s): CNG 210 or permission of instructor. Four credits.

### **CNG 213 IMPLEMENTING A MS WINDOWS NETWORK INFRASTRUCTURE**

Provides students with the knowledge and skills to implement and manage a Microsoft Windows Server network infrastructure. Students will learn to implement routing; implement and manage Dynamic Host Configuration Protocol (DHCP), Domain Name System (DNS), and Windows Internet Name Service (WINS); secure Internet Protocol (IP) traffic with Internet Protocol security (IPSec) and certificates; configure a network access infrastructure, manage and monitor network access. Prerequisite(s): CNG 212 or permission of instructor. Four credits.

### **CNG 214 PLAN A MS WINDOWS SERVER NETWORK INFRASTRUCTURE**

Provides students with the knowledge and skills necessary to plan and maintain a Windows Server network infrastructure. Students will learn to Plan optimize and troubleshoot a TCP/IP physical and logical network, routing, Dynamic Host Configuration Protocol (DHCP), Domain Name System (DNS) Windows Internet Naming Service (WINS) and IPSec network access. Prerequisite(s): CNG 213 or permission of instructor. Four credits.

### **CNG 215 MANAGING A MICROSOFT WINDOWS NETWORK ENVIRONMENT**

Provides the knowledge required to implement, manage and troubleshoot existing network and server environments based on the Microsoft Windows® platform. These skills are generally required in medium to large size organizations that maintain 200 to 26,000 user desktops and servers, spanning 2 to 100 physical locations via Large Area Networks (LANs) and the Internet or Intranets. Prerequisite(s): CNG 214 or permission of instructor. Three credits.

### **CNG 216 PLAN A MS WINDOWS SERVER ACTIVE DIRECTORY INFRASTRUCTURE**

Provides students with the knowledge and skills to successfully plan, implement, and troubleshoot a Microsoft Windows Server Active Directory service infrastructure. The course focuses on a Windows Server directory service environment, including forest and domain structure, Domain Name System (DNS), site topology and replication, organizational unit structure and delegation of administration, Group Policy, and user, group, and computer account strategies. Four credits.

### **CNG 217 IMPLEMENTING SECURITY FOR MICROSOFT NETWORKS**

Provides students with the knowledge and skill necessary to implement, manage, maintain, and troubleshoot security in a Microsoft network infrastructure. Students will learn to plan and configure a Microsoft Public Key Infrastructure (PKI) system. Four credits.

### **CNG 221 DESIGN MS WINDOWS ACTIVE DIRECTORY AND NETWORK INFRASTRUCTURE**

Provides students with the knowledge and skills to design an Active Directory service and network infrastructure for a Microsoft Windows Server environment. The course is intended for systems engineers who are responsible for designing directory service and/or network infrastructures. Prerequisite(s): CNG 214 or permission of instructor. Three credits.

### **CNG 222 DESIGNING A WINDOWS SECURE NETWORK**

Provides students with the knowledge and skills necessary to design a security framework for small, medium, and enterprise networks by using Microsoft Windows technologies. Students learn to secure access to Local Network Users, Remote Users and Remote Offices, Partners, and to secure access between private and public networks. Prerequisite(s): CNG 102 or permission of instructor. Three credits.

### **CNG 223 DESIGNING A WINDOWS NETWORK INFRASTRUCTURE**

Provides students with information and skills needed to create a networking services infrastructure design that supports the required network applications. Each module provides a solution based on the needs of the organization. Covers Windows network solutions that require a single technology, such as DHCP, to provide Internet Protocol (IP) address configuration support. Examines several technology options such as Open Shortest Path First (OSPF), Routing Information Protocol (RIP), and Internet Group Management Protocol (IGMP) to design an IP routing scheme. Prerequisite(s): CNG 214 or permission of instructor. Three credits.

### **CNG 224 MICROSOFT WINDOWS WIRELESS NETWORK**

Provides the student with the Microsoft official curriculum from the Microsoft Regional Academy. Offers detailed instruction on the foundation concepts and technologies of wireless data networking. Upon completion of this course, students are prepared to take the Certified Wireless Network Administrator (CWNP) Certification Exam. Three credits.

### **CNG 227 ADMINISTERING A MICROSOFT SQL SERVER DATABASE**

Provides students with the knowledge and skills required to install, configure, administer, and troubleshoot the client-server database management system of Microsoft® SQL Server. Three credits.

### **CNG 240 FUNDAMENTALS OF NETWORK SECURITY**

This course is part of the Cisco Networking Academy Program. Emphasizes security policy design and management, security technologies, products and solutions. Covers firewall and secure router design, installation, configurations and maintenance. Includes AAA and VPN implementation using routers and firewalls. This course enables the student to take the Cisco MCNS (Managing Cisco Network Security) and the CSPFA (Cisco Secure PIX Firewall Advanced) exams, giving the student the new Cisco Security Specialist 1 certification. NOTE: In order to take the MCNS and CSPFA exams, CCNA certification is required. Five credits.

### **CNG 253 FIREWALLS AND HOW THEY WORK**

Introduces students to the design and implementation of firewalls. Covers such topics as firewalls using CISCO Routers, Microsoft server platform and UNIX platform. Focuses on how firewalls function in these environments and the basic steps to plan and implement firewalls. Three credits.

### **CNG 258 COMPUTER FORENSICS**

Exposes the student to the field of Computer Forensics and investigation. Provides the student with methods to properly conduct a computer forensics investigation beginning with a discussion of ethics. Topics covered include fundamental concepts, history of computer forensics, file structures, data recovery techniques, computer forensic tools and analysis. The curriculum and objectives map to the International Association of Computer Investigative Specialists (IACIS) certification. Four credits.

### **CNG 260 CISCO NETWORK ASSOCIATE I**

Introduces network fundamentals, the OSI model and industry standards, IP addressing (subnet masks) and basic network design. Five credits.

## **CNG 261 CISCO NETWORK ASSOCIATE II**

Focuses on router theory and technologies, including router configurations, protocols, network management and introductory LAN switching. Prerequisite(s): CNG 260 or permission of instructor. Five credits.

## **CNG 262 CISCO NETWORK ASSOCIATE III**

Focuses on advanced routing and switching configurations, LAN switching, network management and advanced network design. Prerequisite(s): CNG 261 or permission of instructor. Five credits.

## **CNG 263 CISCO NETWORK ASSOCIATE IV**

Focuses on project-based learning, including advanced network design projects and advanced management projects. This course and CNG 260, 261 and 262 prepare students for the CISCO Certified Network Associate (CCNA) certification exam. Prerequisite(s): CNG 262 or permission of instructor. Five credits.

## **CNG 285 INDEPENDENT STUDY**

Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor. Instructor permission required. One to six credits.

## **COM: COMMUNICATION**

### **COM 101 EMPLOYMENT STRATEGIES**

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**

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, keyboarding skills required. Sentence skills of 95 or above or reading skills of 80 or above. Three credits.

### **COM 125 INTERPERSONAL COMMUNICATION**

Examines the communication involved in interpersonal relationships occurring in family, social and career situations. Relevant concepts include self-concept, perception, listening, nonverbal communication, and conflict, keyboarding skills required. Sentence skills of 95 or above or reading skills of 80 or above. 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**

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

### **COM 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.

## **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**

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**

Provides students with an experiential learning opportunity. One to six credits.

### **CRJ 185 INDEPENDENT STUDY**

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**

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**

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

### **\*CRJ 278 SEMINAR**

Provides students with an experiential learning opportunity. Includes advanced procedural criminal law, restorative justice and psych of criminal behavior. Psych of criminal behavior focuses on the history, theories, personality structure and responses to criminal behavior. Two credits.

### **CRJ 280 INTERNSHIP**

Provides placement in the criminal justice field to integrate theory with practice. One to six credits.

### **CRJ 286 DIRECTED STUDIES: DISCRETIONARY JUSTICE**

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.

### **LEA 101 BASIC LAW ENFORCEMENT ACADEMY**

(Formerly CRJ 101) 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.

### **LEA102 BASIC LAW ENFORCEMENT ACADEMY II**

(Formerly CRJ 102) 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.

### **LEA 103 BASIC LAW ENFORCEMENT ACADEMY III**

(Formerly CRJ 103) 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.

### **LEA 104 BASIC LAW ENFORCEMENT ACADEMY IV**

(Formerly CRJ 104) 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.

### **LEA 105 BASIC LAW**

(Formerly CRJ 105) 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.

## **LEA 106 ARREST CONTROL TECHNIQUES**

(Formerly CRJ 106) 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.

## **LEA 107 LAW ENFORCEMENT DRIVING**

(Formerly CRJ 107) 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.

## **LEA 108 FIREARMS**

(Formerly CRJ 108) 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.

## **LEA 118 REPORT WRITING**

(Formerly CRJ 118) 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.

## **LEA 126 PATROL PROCEDURES**

(Formerly CRJ 126) 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**

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**

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**

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.

## **LEA 246 TRAFFIC INVESTIGATION**

(Formerly CRJ 246) 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**

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

### **CSC 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.

## **CSL: COUNSELING**

NOTE: Psychology, counseling, and career courses are found under the following prefixes: COM (Communications), CSL (Counseling), PSY (Psychology).

### **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. 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.

### **CSL 235 OVERCOMING TEST ANXIETY**

Focuses on identification of the causes of test anxiety and methods for overcoming test anxiety. One credit.

## **CTC: COMMUNICATION TECHNOLOGY**

NOTE: Computer Information System and Computer Science courses are listed under the following prefixes: ART (Photography), CIS (Computer Information System), CNG (Computer and Networking Technology), CSC (Computer Science), CTC (Communication Technology), and CWB (Computer Web-Based). Other communication technology courses are listed under the following prefixes: EDU (Education), FVT (Film & Video Technology), JOU (Journalism), MGD (Multimedia Graphic Design), MUS (Music), and RTV (Radio & Television).

### **CTC 105 OVERVIEW OF TELECOMMUNICATIONS**

Provides the student with the background and history of the telecommunications field. Includes transmission systems, LAN data communication, cable communication, telephone communication and video technology. Three credits.

### **CTC 116 FIBER OPTICS TECHNICIAN**

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**

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**

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**

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**

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): None. 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**

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. 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 125 HISTORY OF DANCE**

Introduces the history of dance as a theatre or performing art. Examines dance from Classical Greece through the Renaissance, including court and classical ballet to modern dance with African and Caribbean influences. Three credits.

### **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 131 BALLET I**

Introduces the basic techniques of ballet, which are built upon knowledge of ballet terminology, fundamental exercises, and the basic elements of dance. Focuses on movement-oriented dance, comprised of stretching, barre warm-up exercises, simple terre à terre and jumping steps, and basic extended positions. 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. One credit.

### **DAN 224 DANCE FOR MUSICAL THEATRE I**

Introduces students to dance within the context of musical theatre. Enables the student to practice non-verbal communication and expressive movement techniques. One credit.

## **DPM: DIESEL POWER MECHANICS**

### **DPM 100 INTRODUCTION TO DIESEL**

Focuses on the student identifying and describing the many different types of diesel powered vehicles. Emphasis is placed on being able to research information in maintenance manuals and parts manuals along with demonstration of their abilities in properly identifying and select mechanical fasteners for a particular application. Specific coverage of precision fasteners, fuels, fluids as they relate to the diesel industry. Two credits.

### **DPM 101 ORIENTATION**

Focuses on maintaining a safe and clean working heavy duty diesel shop. Emphasis is placed on the proper use and care for land, electric, air and hydraulic tools safely. Covers how to clean equipment properly, to handle and dispose of hazardous materials correctly, and to apply mandated regulations. Emphasis is also place on proper lifting equipment. Two credits.

### **DPM 103 DIESEL ENGINES I**

Covers the theory and operation of diesel engines with emphasis on cylinder heads and valve trains diagnosis and repair. Also introduces the cooling system's importance with diagnosis and repair. Enables students to diagnose, test, and repair cylinder heads and cooling systems on diesel engines. Prerequisite(s): ASE 101 and ASE 102, or DPM 100 and DPM 10, and ASE 120 or permission of department. Four credits.

### **DPM 106 DIESEL FUEL SYSTEMS**

Covers the theory of operation and repair of fuel injection systems. Provides laboratory assignments that involve disassembly, assembly, and service procedures on fuel system components. Prerequisite(s): ASE 101 and ASE 102, or DPM 100 and DPM 10, and ASE 120 or permission of department. Three credits.

### **DPM 111 PREVENTATIVE MAINTENANCE I**

Enables the student to perform preventive maintenance on diesel equipment and trucks, and complete appropriate maintenance records. Addresses the process of diagnostics and troubleshooting. Focuses on the importance of preventive maintenance. Prerequisite(s): ASE 101 and ASE 102, or DPM 100 and DPM 10, and ASE 120 or permission of department. Three credits.

### **DPM 210 DIESEL AIR INDUCTION**

Covers the theory of operation and repair of turbochargers, superchargers, intercoolers, and various induction systems. Examines factors regulating engine performance failure, and procedures for reclaiming engine performance. Prerequisite(s): ASE 101 and ASE 102, or DPM 100 and DPM 10, and ASE 120 or permission of department. 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 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 ENVIRONMENT RATING SCALE**

Provides an introduction to the Early Childhood Environment 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 ENVIRONMENT RATING SCALE**

Introduction to the Infant Toddler Environment 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. One credit.

### **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 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 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. Prerequisite(s): ECE 101 or permissions of department/instructor. 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 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 275 SPECIAL TOPICS**

Explores current topics, issues and activities related to one or more aspects of the early childhood care and education profession. Zero to twelve 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 PROBLEMS**

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 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 175 SPECIAL TOPICS**

Provides students with a vehicle to pursue in depth exploration of special topics of interest. Classes are regularly offered on a rotating basis and include courses on the following topics: Developing Capable People, Images fo America: Portrayals of Social Issues, Mentoring and Coaching Strategies in Education. One-half to three 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 250 CTE IN COLORADO**

Explores common elements of American community college philosophy and current practices. It details the philosophy of Career and Technical Education (CTE), the federal Carl D. Perkins legislation and related guidelines for CTE, national and state regulatory agencies, the CCCS program approval process, enrollment management and advising strategies, relevant local and national issues, and quality assurance principles. One credit.

## **EDU 260 ADULT LEARNING AND TEACHING**

Examines the philosophy of community colleges and the roles and responsibilities of the faculty member within the college community. Introduces basic instructional theories and applications, with particular emphasis on adult learners. Includes syllabus development, learning goals and outcomes, and lesson plans. Emphasizes teaching to a diverse student body, classroom management, assessment and instructional technology. 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. Classes are regularly offered on a rotating basis and include courses on the following topic: ADD/ADHD, Blended Learning, Brain-Based Research, Differentiated Instruction, Working with ELL Students, Forty Developmental Assets. One-half to three credits.

## **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 I**

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.

## **EIC 230 INDUSTRIAL INSTRUMENTS AND CONTROLS - I**

Introduces the basic concepts, principles, equipment and components of instrumentation and control systems found in the process and energy supply industries. The fundamental process variables of pressure, temperature, level, flow and physical properties will be presented. Control loop structure and function will be introduced. The function and operation of a proportional-integral-derivative (PID) controller will be introduced. Students will assemble and operate basic control loops in a laboratory setting. 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 099 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 electrocardiogram apparatus. Prerequisite(s): ELT 137, or permission of instructor. Six credits.

### **ELT 238 BIO-MEDICAL: RESPIRATORY EQUIPMENT SYSTEMS REPAIR**

Introduces the student to medical equipment with advanced microprocessor/electronic and pneumatic characteristics, life-supporting respiratory equipment and related test measurement and diagnostic equipment (TMDE). Focuses on the clinical application, theory of operation and circuit analysis of TMDE. Equipment covered in this course: Volume Pressure Ventilator, Pulmonary Function testers, Respiratory Gas monitors, and Anesthesia systems. Prerequisite(s): ELT 234 or permission of instructor. Six credits.

### **ELT 239 BIO-MEDICAL: CARDIOGRAPHIC DIAGNOSTIC EQUIPMENT SYSTEMS REPAIR**

Focused on the clinical application, theory of operation and circuit analysis of Cardiographic Diagnostic Equipment Systems. Equipment covered in this course: Multichannel Electrocardiographs, Defibrillators, Fetal Heart monitors, Physiological Monitors, and Blood Pressure monitors. Prerequisite(s): ELT 238 or permission of instructor. Six credits.

### **ELT 240 BIO-MEDICAL: CLINICAL LABORATORY SYSTEMS REPAIR**

Focuses on the clinical application, theory of operation and circuit analysis of Clinical Laboratory Systems. Equipment covered in this course: Electrolytic Analyzers, Chemistry Analyzers, Blood Gas Analyzers, Blood Cell Counters, Refrigerated Centrifuges and Microscopes. Prerequisite(s): ELT 239 or permission of instructor. Six credits.

### **ELT 242 BIO-MEDICAL: DIAGNOSTIC IMAGING 1 REPAIR**

Focuses on the clinical application, theory of operation and circuit analysis of Diagnostic Imaging 1 Systems. Equipment covered in this course: Mobile Radiographic units, Dental X-Rays units, and Film Processors. Prerequisite(s): ELT 240 or permission of instructor. Four credits.

### **ELT 248 AUTOMATION CONTROL CIRCUITS**

Introduces the fundamentals of automatic controls including process control methodologies used to regulate a system or multiple systems for the purpose of establishing and maintaining a predictable manufacturing process. Three credits.

## **EMP: EMERGENCY MANAGEMENT AND PLANNING**

### **EMP 101 PRINCIPLES OF EMERGENCY MANAGEMENT**

Presents a broad overview of an emergency management system and the importance of an integrated approach to managing emergencies. Enables the student to formulate the elements of an integrated teamwork system and devise specific actions for improving their own contributions to local emergency management teams. Focuses on all disciplines that work together in planning for or responding to emergencies. Three credits.

### **EMP 109 INCIDENT COMMAND SYSTEMS**

Explores the dynamics of managing major emergency incidents and examines the National Incident Command System. Focuses on major incidents where large life, property, or economic losses are possible. Includes organization and staffing, incident and event planning/staffing, organizing a response to an incident, and incident resource management. Actual incidents are discussed and analyzed. Incorporates learning from the experience of others in handling major emergencies and preplanning for emergencies. Three credits.

### **EMP 240 LEADERSHIP AND INFLUENCE**

Explores the dynamics of managing major emergency incidents, focusing on the National Incident Command System. Covers major incidents where large life, property, or economic losses are possible. Includes organization and staffing, incident and event planning/staffing, organizing a response to an incident, and incident resource management. Actual incidents are discussed and analyzed. Focuses on the experience of others in handling major emergencies and the preplanning of emergencies. Three credits.

### **EMP 241 DECISION MAKING AND PROBLEM SOLVING**

Enables the student to clearly identify a problem and its causes in order to determine the appropriate type of decision making style. Focuses on a suggested process of problem solving providing students with the ability to apply creative solutions to both emergency and non-emergency situations. Three credits.

### **EMP 247 DECISION MAKING IN A CRISIS**

Focuses on individual and group decisions on a model problem-solving process. Three credits.

## **EMS: EMERGENCY MEDICAL SERVICES**

NOTE: Health related courses are found under the following prefixes: EMS (Emergency Medical Services), HHP (Holistic Health Professional), HPR Health Professional), HWE (Health and Wellness), MOT (Medical Office Technology), NUA (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): Professional level CPR. 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. Two 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. One credit.

### **EMS 150 PEDIATRIC EDUCATION FOR PREHOSPITAL PROFESSIONALS**

Provides the student with core knowledge and skills necessary to provide emergency care to the pediatric patient. 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 153 ADVANCED PATIENT ASSESSMENT AND HISTORY TAKING**

Teaches the pre-hospital health care provide techniques in assessing the patient - both medical and trauma. Covers history taking, documentation, communication and assessment techniques for the special patient. Two credits.

### **EMS 170 EMT BASIC CLINICAL**

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**

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 190 EMT PROFESSIONAL DEVELOPMENT**

Provides additional continuing medical education hours be applied towards State of Colorado or National Registry requirements for EMT renewal. This course does not supply all of the hour requirements for either State of Colorado or National Registry recertification. Zero to twelve 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 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 purpose and audience. 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. Keyboarding skills required. 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 purpose, audience, 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): 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. Keyboarding skills required. 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 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 275 SPECIAL TOPICS

Allows flexible utilization and covers specific topics and current issues in the Engineering Technology field. Includes "as-needed" for credit appropriate to the topic(s) selected. Each individual offering of this course includes a complete description of the topic(s) selected in a course syllabus unique to that particular offering. Prerequisite(s): Permission of instructor. Five credits.

## ENV: ENVIRONMENTAL SCIENCE

### ENV 101 INTRODUCTION TO ENVIRONMENTAL SCIENCE

Provides an introduction to the basic concepts of ecology and the relationship between environmental problems and biological systems. Includes interdisciplinary discussions on biology, chemistry, geology, energy, natural resources, pollution, and environmental protection. Using a holistic approach, students will study how the foundations of natural sciences interconnect with the environment. This course includes laboratory experience. Four credits.

## ENY: ENERGY TECHNOLOGY

### ENY 101 INTRODUCTION TO ENERGY TECHNOLOGY

Introduces the energy technologies in use today and those that are in the research stage as possible alternatives. Presents technologies including active solar heating, passive solar heating, wind energy systems, biomass, photovoltaics, co-generation, low and high head hydro, hydrogen, geothermal, power towers and energy storage systems. Three credits.

### ENY 102 BUILDING ENERGY AUDIT TECH

Teaches the principles of building energy audit techniques to include diagnostic software. During the course the student will perform an energy audit. As a result of the audit, he/she will be able to recommend application of the most appropriate energy-saving treatments such as insulation, windows, appliances and HVAC equipment. Three credits.

### ENY 131 ADVANCED SOLAR PHOTOVOLTAIC

Teaches the advanced principles of a residential solar photovoltaic system. Additional information will be provided on site evaluation, system design, panel installation, wiring, grounding, bonding and commissioning. Off grid living and systems with battery back-up will be studied. Two credits.

### ENY 153 RENEWABLE ENERGY CONSTRUCTION

Introduces solar construction techniques, terminology and construction materials in detail. Covers moisture and air quality in tight construction as well as an overview of the building shell and interior walls. Four credits.

### ENY 205 GREEN & SUSTAINABLE BUILDINGS

Allows students to understand sustainable design including building design, Leadership in Energy and Environmental Design (LEED) certification and building auditing. Topics include green building, passive thermal architecture, super installation, tight envelopes, renewable energy sources for heating, cooling and electrical power. Four credits.

## ETH: ETHNIC STUDIES

### ETH 106 HISPANIC JOURNEY INDIO-CHICANO

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

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

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. Six credits.

### **FST 102 PRINCIPLES OF EMERGENCY SERVICES**

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 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 CONSTRUCTION FOR FIRE PROTECTION**

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 PREVENTION**

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. 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 160 CANDIDATE PHYSICAL ABILITIES TEST PREP**

Prepares students for the CPAT and other related fitness testing for entry level firefighters. The course will focus on aerobics and strength training to assist students in passing a CPAT test or any related fitness entry level test. Students will also be trained on how to use various firefighting tools as they pertain to how the tools will be used in the CPAT or other related entry level fitness test. Three 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 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. Three credits.

### **FST 202 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 PROTECTION HYDRAULICS & WATER SUPPLY**

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. Four credits.

### **FST 204 PRINCIPLES OF CODE ENFORCEMENT**

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 INVESTIGATION I**

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 251 LEGAL ASPECTS OF THE EMERGENCY SERVICES**

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 INVESTIGATION II**

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 THE NATIONAL INCIDENT MANAGEMENT SYSTEM**

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 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 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.

# **FSW: FIRE SCIENCE: WILDLAND**

## **FSW 100 S-190 INTRODUCTION TO WILDLAND FIRE BEHAVIOR**

Provides instruction in the primary environmental factors that affect the start and spread of wildfire and recognition of potentially hazardous situations. This course can be taught in conjunction with or prior to Firefighting Training S-130. One credit.

## **FSW 101 S-130 FIREFIGHTING TRAINING**

Provides entry-level firefighter skills. A version of the L-180, Human Factors on the Fireline, is included as part of the course. Credit should be issued for S-130. Two credits.

## **FSW 102 S-131 FIREFIGHTER TYPE I**

Designed to meet the training needs of the Firefighter Type I. It contains several tactical decision modules designed to facilitate learning the objectives and class discussion. This course is designed to be interactive in nature. Topics include fireline reference materials, communications, and tactical decision making. One-half credit.

## **FSW 103 D-110 DISPATCH RECORDER WITH INTRO TO ROSS**

Trains potential dispatch recorders on the structure of an expanded dispatch organization and how to effectively perform within that organization. Course will provide the student with a working knowledge of the purpose and process of completing the resource order and other dispatch forms. It will also provide instruction on established dispatch procedures. One credit.

## **FSW 104 I-100 INTRODUCTION TO ICS**

Address the ICS organization basic terminology, and common responsibilities. It provides a foundation upon which to enable entry-level personnel to function appropriately in the performance of incident-related duties. For students continuing through more complex ICS modules, this course may be used as pre-course work. One-fourth credit.

## **FSW 105 L-180 HUMAN FACTORS ON THE FIRE LINE**

Designed for unit-level supervisors to use when delivering orientation training to new crew-members. Presentation of the course involves a few short lecture segments, but the primary content is delivered by video and is supported with the small group exercises. Topics include: situation awareness, basic communication responsibilities, attitude and stress barriers, decision-making processes, and teamwork principles. One-fourth credit.

## **FSW 140 S-200 INITIAL ATTACK INCIDENT COMMANDER**

Designed to meet the training needs of the ICT4. It is presented in a lecture/discussion format and supplemented with group exercises. The six instructional units cover: Readiness and Mobilization; Size-up, Planning, and Ordering; Deployment and Containment; Administrative Requirements; and Post-Fire Evaluation. One credit.

## **FSW 141 S-203 INTRODUCTION TO INCIDENT INFORMATION**

Provides students with the knowledge and skills they need to serve as type 3 information officers (IOF3). It touches on virtually all aspects of establishing and maintaining an incident information operation, communication with internal and external audiences to handling special situations. Two credits.

## **FSW 142 S-211 PORTABLE PUMPS AND WATER USE**

Consists of three areas – supply, delivery, and application of water. Students will be required to demonstrate their knowledge of correct water use, basic hydraulics, and equipment care. The module requires set up, operation, and maintenance of pump equipment. To receive credit for this course, students must have modules observed and approved. One and one-half credits.

## **FSW 143 S-212 WILDFIRE CHAIN SAWS**

Provides introduction to the function, maintenance and use of internal combustion, engine-powered chain saws and their tactical wildland fire application. Modules support entry-level training for firefighters with little or no previous experience in operating a chain saw and provides hands-on cutting in surroundings similar to fireline situations. Two credits.

## **FSW 144 S-215 FIRE OPERATIONS IN THE WILDLAND/URBAN INTERFACE**

Designed to assist structure and wildland firefighters who will be making tactical decisions when confronting wildland fire that threatens life, property, and improvements in the wildland/urban interface. Instructional units include interface awareness, size up, initial strategy and incident action plan, structure triage, structure protection tactics, incident action plan assessment and update, follow up and public relations, and firefighter safety in the interface. Two credits.

## **FSW 145 S-230 CREW BOSS**

Designed to produce student proficiency in the performance of duties associated with the single-resource boss position from initial dispatch through demobilization to the home unit. Topics include operational leadership, preparation and mobilization, assignment preparation, risk management, entrapment avoidance, safety and tactics, offline duties, demobilization and post-incident responsibilities. One and one-half credits.

## **FSW 146 S-231 ENGINE BOSS (SINGLE RESOURCE)**

Designed to produce student proficiency in the performance of the duties associated with engine boss, single resource (ENGB). Topics include engine and crew capabilities and limitations, information sources, fire size up considerations, tactics and wildland/urban interface. One credit.

## **FSW 147 S-234 IGNITION OPERATIONS**

Provides training in the functional roles and responsibilities connected with firing operations. The course covers planning, ignition procedures and techniques, and equipment applicable to wildland and prescribed fire. This course also addresses the role of the ignition specialist or firing boss as the organization manages escalation from a non-complex to a complex situation. Two credits.

### **FSW 148 S-248 STATUS/CHECK-IN RECORDER**

Designed to introduce students to the tools and techniques used to perform the duties of status check-in recorder (SCKN). The course provides an overview of what a student can expect if dispatched to an incident. Each student will need access to a computer that has the most current incident automation software (currently I-Suite). One credit.

### **FSW 149 S-260 INTERAGENCY INCIDENT BUSINESS MANAGEMENT**

Designed to meet the general training needs of all positions for which an understanding of interagency incident business management is required. The Interagency Incident Business Management Handbook, PMS 902, is used as the primary job aid to supplement this course. It provides the basic policy and direction for incident business management. One credit.

### **FSW 150 S-261 APPLIED INTERAGENCY INCIDENT BUSINESS**

Designed for entry-level finance positions. It is designed to be taken after completion of Interagency Business Management (S-260). One credit.

### **FSW 151 S-270 BASIC AIR OPERATIONS**

Covers aircraft types and capabilities, aviation management and safety for flying in and working with agency aircraft, tactical and logistical uses of aircraft, and requirements for helicopter take-off and landing areas. One credit.

### **FSW 152 S-271 HELICOPTER CREW MEMBER**

Provide student proficiency in all areas of the tactical and logistical use of helicopters to achieve efficiency and standardization. Topics include: aviation safety, aircraft capabilities and limitations, aviation life support equipment, aviation mishap reporting, pre-flight checklist and briefing/debriefing, aviation transportation of hazardous materials, crash survival, helicopter operations, helicopter field exercise. This course contains the following OAS modules: A-101, A-105, A-106, A-108, A-110, A-113, A-209, and A-210.

### **FSW 153 S-290 INTERMEDIATE WILDLAND FIRE BEHAVIOR**

Designed to prepare the prospective supervisor to undertake safe and effective fire management operations. Two credits.

### **FSW 154 WILDLAND FIRE ORIGIN AND CAUSE DETERMINATION**

Provide a consistent knowledge and skill base for the Wildland Fire Origin and Cause Determination Investigator (INVF). The concepts taught in this course will help an INVF perform at an acceptable level on a national basis without regard to geographic boundaries. The course is presented by lecture, electronic presentations, field exercises, and class discussion. Two and one-half credits.

### **FSW 155 I-200, IS-200, Q-436 BASIC ICS: ICS FOR SINGLE RESOURCES AND INITIAL ACTION INCIDENT**

Introduce students to the principles of the Incident Command System (ICS) associated with incident-related performance. Topics include leadership and management, delegation of authority and management by objectives, functional areas and positions, briefings, organizational flexibility, transitions and transfers. This course was developed in conjunction with the US Fire Administration (Q-463) and the Emergency Management Institute (IS-200). These courses are built on the same lesson objectives and content as the NWCG I-200 course and are interchangeable; they are all National Incident Management System (NIMS) compliant. One and one-half credits.

### **FSW 156 L-280 FOLLOWERSHIP/LEADERSHIP**

Combines one day of instruction followed by a second day with students working through a series of problem-solving events. This course is for individuals preparing to step into a leadership role. Topics include: leadership values and principles, transition challenges for new leaders, situational leadership, team cohesion factors, and ethical decision-making. One credit.

### **FSW 200 S-300 EXTENDED ATTACK INCIDENT COMMANDER**

Designed to meet the training methods of the incident commander type 3 (CT3). The six instructional units cover Information Gathering, Planning, Supporting Organization, Operations, Transitioning, and Demobilization/Administrative Requirement. One credit.

### **FSW 201 S-330 TASK FORCE/STRIKE TEAM LEADER**

Designed to meet the training requirements outlined in the Wildland Fire Qualification System Guide and the Positions Task Books (PTB) developed for the positions of Task Force Leaders and Strike Team Leader. Examples and exercises in this package are specific to wildland fire suppression. One and one-half credits.

### **FSW 202 S-336 TACTICAL DECISION MAKING IN WILDLAND FIRE**

Designed to meet training requirements in the Operations Section of the Incident Command System. Examples and exercises in this package are specific to wildland fire suppression. Two credits.

### **FSW 203 S-339 DIVISION/GROUP SUPERVISOR**

Prepares the student to perform in the role of division/group supervisor. It will provide instruction in the support of the specific tasks of division/group supervisor. Topics include division/group management, organizational interaction, and division operations. One credit.

### **FSW 204 S-359 MEDICAL UNIT LEADER**

Designed to provide the skills and knowledge needed to perform in the role of medical unit leader. (MEDL). Topics include gathering information, organizing, supervising, evaluating, documenting, and demobilizing the medical unit. One credit.

### **FSW 205 S-390 INTRODUCTION TO FIRE BEHAVIOR CALCULATIONS**

Develop knowledge and skills required for effective fire behavior prediction. This course introduces fire behavior calculations by manual methods, using nomograms. The student gains an understanding of the determinants of fire behavior through studying input (wind, slope, fuels, and fuel moisture.) Students also learn how to interpret fire behavior output. Local and regional environmental differences are stressed. Two credits.

### **FSW 206 I-300 INTERMEDIATE ICS FOR SUPERVISORS AND EXPANDING INCIDENTS**

Provides a greater description and detail of the Incident Command System (ICS) organization and operations, including application of essential principles and description of air operations. This course comprises five of the 17 instructional modules making up the ICS curriculum. These include Organization and Staffing (Module 7), Organizing for Incidents or Events (Module 8), Incident Resources Management (Module 9), Air Operations (Module 10), and Incident Event Planning (Module 11). One and one-half credits.

### **FSW 240 S-440 PLANNING SECTION CHIEF**

Designed to meet a portion of the training needs of the planning section chief type 2 (PSC2). Topics include information gathering, strategies and briefings, incident action plan (IAP), interactions, forms, documents, supplies, demobilization, and an optional technology section. In the final module, the students observe a simulated planning meeting and use the information derived to find errors in an incident action plan (IAP). One credit.

## **FSW 242 M-480 MULTI-AGENCY COORDINATING MAC GROUP**

Designed to train and orient potential Multi-Agency Coordinating (MAC) Group members and MAC Group Coordinators. It will provide the students with a working knowledge of the Multi-Agency Coordination System and the organization that helps support MAC Group activities. One-half credit.

## **FVM: FILM & VIDEO MEDIA**

### **FVM 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.

### **FVM 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.

### **FVM 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.

### **FVM 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.

### **FVM 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), ENV (Environmental Science), 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 160 LEARN TO MEDITATE**

Focuses on techniques to meditate and explores the life-enhancing benefits of meditation. One-half 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 WESTERN CIVILIZATION: ANTIQUITY - 1650**

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 WESTERN CIVILIZATION: 1650 - PRESENT**

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: ANTIQUITY - 1500**

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: 1500 - PRESENT**

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

### **HIS 201 US HISTORY TO RECONSTRUCTION**

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 SINCE THE CIVIL WAR**

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 243 HISTORY OF MODERN CHINA**

This course traces the political, ideological, economic, religious, social, and cultural developments of modern China from the Qing dynasty through the political and economic revolutions of the 20th century. Three credits.

### **HIS 245 US IN THE WORLD**

This course focuses on major themes of United States history in the context of worldwide historical phenomena, including global contacts and exchange, colonial frontiers and international trade, America's influence on the age of revolutions, industrialization and movement of populations, urbanization and rural change, and expansion of state power and rise of social movements. Through readings and discussions on problems in political, social, public and personal history, students will gain an understanding of historical processes and methodology and will learn how to use critical historical analysis in order to achieve a greater perspective on the US's role in the world history. 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. This course is a state guaranteed transfer course GT-HI1. Prerequisite(s): HIS 101, HIS 102, HIS 111, HIS 112, HIS 201, HIS 202, HIS 247, or HIS 236. Three credits.

### **HIS 236 U.S. HISTORY: SINCE 1945**

Focuses on the major political, economic, social, and cultural developments that have shaped modern America. This course is a state guaranteed transfer course GT-HI1. 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 20TH CENTURY 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. This course is a state guaranteed transfer course. GT-HI1 Three credits.

### **HIS 265 WRITING ABOUT HISTORY**

This course develops the skills of historical writing, including the use of rhetorical devices in persuasive historical arguments, critical analysis of historical problems, writing and revision of multiple drafts, different technologies or research and writing, and evaluation of historical sources for relevance and reliability. Through reading a variety of secondary and primary sources and engaging in several types of historical writing and conversations, students extend their understanding of the conventions of clear and concise writing about history. They also devise strategies to communicate historical information by identifying workable topics, locating and annotating primary and secondary sources in libraries, archives and published materials, and adapting their writing style to communicate with a variety of audiences. Three credits.

### **HIS 275 SPECIAL TOPICS**

Focuses on the exploration of current topics, issues and activities related to one or more aspects of history. One to five credits.

### **HIS 285 INDEPENDENT STUDIES**

Incorporates structured and guided, individualized research that is organized and tailored around the interests and needs of the individual student. One to five credits.

## **HPR: HEALTH PROFESSIONAL**

NOTE: Health related courses are found under the following prefixes: EMS (Emergency Medical Services), HHP (Holistic Health Professional), HPR (Health Professional), HWE (Health and Wellness), MOT (Medical Office Technology), NUA (Nurse Aide), NUR (Nursing), STE (Surgical Technology).

### **HPR 100 INTRODUCTION TO HEALTH**

Provides an exploratory course for students interested in a health career. Basic health skills such as vital signs and CPR will be included. Three credits.

### **HPR 104 HEALTH CAREERS OPTIONS & READINESS**

Discusses current market trends in the medical profession, professional opportunities, continuing education, and professional affiliations. Discussions regarding resumes, portfolios, 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 aspect of career choices. 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 112 PHLEBOTOMY**

Teaches the duties associated with the practice of venipuncture, capillary puncture, and special collection procedures. Students will have experience with quality control, infection control and safety procedures as well as laboratory computer systems. Four credits.

### **HPR 113 ADVANCED PHLEBOTOMY**

Instructs students in advanced phlebotomy techniques to include patients in trauma, neonatal, geriatric, and long term acute care areas. In addition, laboratory procedures taught include specimen processing and advanced point-of-care instrumentation. This course includes a lecture/lab combination that teaches theory and direct application of theoretic content and clinical opportunities for student to master learned skills. Four credits.

### **HPR 137 HUMAN DISEASES**

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 157 CONTEMPORARY ISSUES IN ELDERLY

Teaches the student to become familiar with the issues surrounding eldercare today. Issues pertaining to health, wellness, emotional/psychosocial, and financial will be explored. Three 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 requirements. 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 with the 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

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.

## HPR 217 KINESIOLOGY

Focuses on mechanical principles of kinematics, kinetics, muscle physiology, and neurophysiology and the interaction to produce function. Joint and muscle structure and function with application are a main focus. Four 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.

## HVA: HEATING AND AIR CONDITIONING

### HVA 252 BUILDING AUTOMATION II: SERVICE

Covers operating and modifying an installed building automation system. This is a highly interactive course where you will learn and exercise common applications of a building management system. Four 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 108 WEIGHT LOSS**

Focuses on combining a healthy diet and exercise to shed unwanted pounds and inches. The course will include classroom sessions that will focus on personal habits including diet that lead to weight gain and possibly exercise sessions in the gym. One credit.

### **HWE 111 HEALTH AND FITNESS**

Studies health and fitness in the U.S. today. The course will look at personal health issues, managing stress, nutrition and health life styles. Three credits.

### **\*HWE 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. This course is a state guaranteed transfer course GT-SS3. 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**

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**

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 literary 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 with a grade of "C" or better. 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 099 SURVEY OF ALGEBRA**

(Formerly MAT 106) 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 107 CAREER MATH**

Covers material designed for career technical or general studies students who need to study particular mathematical topics. Topics may include measurement, algebra, geometry, trigonometry, graphs, and/or finance. These are presented on an introductory level and the emphasis is on applications. This course may be used for the A.A.S. degree only. Prerequisite(s): Mat 060 or assessment. Three 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. This course may be used for the A.A.S. degree only. 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 099 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 099 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 099 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 099 or Assessment. Three credits.

### **MAT 155 INTEGRATED MATH I**

Covers topics including natural numbers, integers, rational numbers, relations, functions, and equations. This course is 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 099 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 only.

### **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 099 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 only.

### **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, assessment or permission of instructor. 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, assessment or permission of instructor. 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, assessment or permission of instructor. 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, MAT 201, or permission of instructor. 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 or permission of instructor. 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 or permission of instructor. Three credits.

## **MAT 285 INDEPENDENT STUDY**

(Formerly: MAT 295) Provides an opportunity for the highly-motivated student to engage in intensive study and research on a specified topic under direction of a faculty member Prerequisite(s): Permission of instructor. One to three credits.

## **MET: METEOROLOGY**

NOTE: Science courses are listed under the following prefixes: AST (Astronomy), BIO (Biology), CHE (Chemistry), ENV (Environmental Science), GEY (Geology), MET (Meteorology), PHY (Physics) and SCI (Science). All course prerequisites for science courses must be completed 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-SCI. 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. Prerequisite(s): MGD 111 and CWB 110. 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 216 ADOBE ACROBAT PROFESSIONAL**

Concentrates on the high-end capabilities of Adobe Acrobat Professional software as a document conversion, presentation, form generation, secure document delivery, and press production tool. Students explore a wide range of techniques that can be applied to the web, graphics, interactive and presentation multimedia, commenting workflows, and print media. Adobe Acrobat Professional allows student to bridge the paper-to-digital divide—simply, powerfully, and securely. 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 241 WEB DESIGN II**

Expands on previously learned fundamentals of HTML introducing cascading style sheet. DHTML, JavaScripts and CGI forms. Color usage and interface design principles are emphasized in this course. In this course we'll examine Web sites that employ more complex structures, optimal site architecture and navigation necessary for larger and more complex sites. Prerequisite(s) MGD 141 or permission of instructor. Three credits.

### **MGD 243 WEB MOTION GRAPHIC DESIGN II (FLASH)**

Stresses the complex creation of 2D animated motion graphics concentrating on the prior skills learned and the use of scripting and behaviors. Students will create motion graphics using these skills and apply them to web sites. Web site justification of motion graphics will be stressed, appraised and weighed. Prerequisite(s): CWB 110 & CSC 116, MGD 143 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. 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. Co-enrollment of HPR 178 recommended. 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. 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.

## **MTE: MANUFACTURING TECHNOLOGY**

### **MTE 244 LEAN MANUFACTURING PRACTICES/PROCESSES**

Provides a study of the Toyota Production System (TPS), also known as Lean Manufacturing, Just-in-Time (JIT), Demand Flow, or Build-to-Order. The course covers the build-to-forecast batch-process method and compares it with TPS. The students study and develop in the lab the following TPS concepts/methods: customer expectations, seven fundamental wastes, plan-do-check-act cycle, kanban system and kanban types, material flow, group technology, manufacturing cells, point-of-use storage and support, and setup/changeover time reduction. This course also covers application of the following problem solving tools: flowchart, cause-and-effect diagram, check sheet, pareto chart, root cause analysis, statistical process control. Students investigate the basics of high-mix, low-volume manufacturing. Three 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 123 SURVEY OF WORLD MUSIC**

Provides an overview of non-Western music from around the world; provides basic listening skills and the historical/cultural context for a variety of world music styles to enable an understanding and appreciation of non-Western musical expression. Prerequisites: None. 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. 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 62 or the students must have completed REA 060. Must attend orientation in order to register. 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. Corequisite(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. T: 1cr/15 contact hours. 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. T: 3cr/45 contact hours. 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. All NUR classes require acceptance into the program prior to registration. 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. All NUR classes require acceptance into the program prior to registration. 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. All NUR classes require acceptance into the program prior to registration. 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 perinatal 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. All NUR classes require acceptance into the program prior to registration. Seven credits.

### **NUR 169 TRANSITION INTO PRACTICAL NURSING**

Provide the student with a transition into the role of the practical nurse. Emphasis will be placed on distinguishing the practical nurses defined scope of practice related to clinical practice, communication, nursing process, ethical/legal issues and leadership skills. The student practices in the role of the practical nurse in the associated clinical experience. T: 2 cr./30 contact hrs; C: 3 cr./90 contact hrs. All NUR classes require acceptance into the program prior to registration. 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. The clinical focus will be care of the pediatric and obstetric client. T: 2 cr./30 contact hrs; L: .5 cr./15 contact hrs; C: 1.5 cr./45 contact hrs. All NUR classes require acceptance into the program prior to registration. 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. All NUR classes require acceptance into the program prior to registration. 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. All NUR classes require acceptance into the program prior to registration. 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. T: 2 cr./30 contact hrs. All NUR classes require acceptance into the program prior to registration. 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. All NUR classes require acceptance into the program prior to registration. 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 All NUR classes require acceptance into the program prior to registration. 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 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 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 127 INTRO TO FLY FISHING**

Enables the student to gain the knowledge and skill of the fine art of flyfishing including the selection and use of appropriate equipment, fly-casting techniques, flyfishing entomology, and guiding techniques. 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 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 175 SPECIAL TOPICS**

Provides students with a vehicle to pursue in depth exploration of special topics of interest.

## **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 232 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 233 ZUMBA**

Zumba is a compilation of high energy, motivating music with unique moves and choreography combinations. Zumba fuses Latin and International music and dance themes to create a dynamic, exciting, effective fitness system. The routines feature aerobic/fitness interval training with a combination of fast and slow rhythms that tone and sculpt the body. Zumba utilizes the principles of fitness interval training and resistance training to maximize caloric output, fat burning and total body toning. It is a mixture of body sculpting movements with easy to follow dance steps. One credit.

## **PED 234 ICE SKATING**

Introduces and improve students skill level in ice skating. The primary emphasis is on teaching the students the elements of ice skating including skating technique, conditioning, safety, equipment and cardiovascular fitness. One credit

## **PED 235 ICE HOCKEY**

Introduces a basic course in hockey 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. The emphasis is on teaching the students the elements of ice hockey including skating technique, conditioning, safety and equipment. Includes stick handling, shooting and positional play 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 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.

## **PER 242 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.

## **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.

## PHI 218 ENVIRONMENTAL ETHICS (PENDING APPROVAL)

Critically analyzes theories of value of the natural world. Topics include the relation between scientific and moral principles; theories of the moral worth of persons, animals, plants and other natural objects; historical, religious and cultural influences on conceptions of nature; alternative accounts of human relationships and responsibilities to nature, including deep ecology and eco-feminism; and the connections between moral and political values and economic policies. This course is a state guaranteed transfer course GT-AH3. Three credits.

## PHY: PHYSICS

NOTE: Science courses are listed under the following prefixes: AST (Astronomy), BIO (Biology), CHE (Chemistry), ENV (Environmental Science), GEY (Geology), MET (Meteorology), PHY (Physics) and SCI (Science). All course prerequisites for science courses must be completed with a grade of "C" or better.

### PHY 105 CONCEPTUAL PHYSICS

Focuses on mechanics, heat, properties of matter, electricity and magnetism, light and modern physics. Incorporates laboratory experience. This course is a state guaranteed transfer course GT-SC1. PHY 105 cannot be applied towards the A.S. degree. Prerequisite(s): Prerequisite(s): MAT 099 or higher (except MAT 107, 112 and 175). 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

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 112 is only offered Spring semester.) Five credits.

### PHY 211 PHYSICS: CALCULUS-BASED I WITH LAB

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 (may be taken concurrently) or permission of instructor. (PHY 211 is only offered Fall Semester.) Five credits.

### PHY 212 PHYSICS: CALCULUS-BASED II WITH LAB

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 (may be taken concurrently) 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 125 AMERICAN STATE/LOCAL GOVERNMENT

Emphasizes the structure and function of state, county, and municipal governments including their relations with each other and with national government. Includes a study of Colorado government and politics. This course is a state guaranteed transfer course GT-SS1. 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-SS1. 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.

## PRO: PROCESS TECHNOLOGY

### PRO 100 INTRODUCTION TO PROCESSING TECHNOLOGY

Provides an overview or introduction into the field of Process Operations within the process industry. The course will introduce the roles and responsibilities of process technicians, the environment in which they work, and the equipment and systems in which they operate. Three credits.

### PRO 120 PROCESS TECHNOLOGY I: EQUIPMENT

Provides an overview or introduction into the field of equipment within the process industry. This course will introduce many process industry-related equipment concepts including purpose, components, operation, and the Process Technician's role for operating and troubleshooting the equipment. Four credits.

### **PRO 130 INSTRUMENTATION I**

Provides an introduction into the field of Instrumentation and covers process variables and the various instruments used to sense, measure, transmit and control these variables. The course also introduces control loops and the elements that are found in different types of loops, such as controllers, regulators and final control elements. The course concludes with a study of instrumentation drawings and diagrams and a unit on troubleshoot instrumentation. Three credits.

### **PRO 220 PROCESS TECHNOLOGY III: OPERATIONS**

Provides an introduction to the field of operations within the process industry. Students will use existing knowledge of equipment, systems, and instrumentation to understand the operation of an entire unit. Students study concepts related to commissioning, normal startup, normal operations, normal shutdown, turnarounds, and abnormal situations, as well as the Process Technician's role in performing the tasks associated with these concepts within an operating unit. Four credits.

### **PRO 250 OIL AND GAS PRODUCTION I**

Familiarize the student with the duties and responsibilities of the oil and gas production technician. Specifically, students will be able to discuss the history of the oil market, concepts surrounding exploration and geology, fundamentals of drilling and well completion, and describe the operation of the equipment and systems used by the oil and gas production technician today. Three credits

### **PRO 255 OIL AND GAS PRODUCTION II**

Familiarize the student with the duties and responsibilities of the oil and gas production operations technician. Specifically, the course covers the following topics: the natural gas treatment, dehydration and compressions system and equipment; the produced water treatment and handling system and equipment; auxiliary systems and equipment; artificial lift and enhanced recovery techniques; pumping and transportation systems; safety, health and environmental considerations relative to the field of oil and gas production; and an introduction to petroleum refining and processing. Three credits.

### **PRO 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. One to six credits.

## **PSY: PSYCHOLOGY**

NOTE: Psychology, counseling, and career courses are found under the following prefixes: COM (Communication), CSL (Counseling), PSY (Psychology).

### **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 117 PARENTING**

Focuses on effective techniques for parenting children, with emphasis on setting expectations, consideration on individual differences, satisfactory communication, and effective parent-child relationships. One credit.

### **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 206 PSYCHOLOGY OF WOMEN**

Examines various psychological issues that specifically concern the welfare of women. It will explore sociocultural influences that contribute to or undermine the development of psychological wellbeing in women. It also investigates the differences and similarities between men and women and the effects of gender in social situation. Finally, it addresses gender comparison in work, courtship, family life and sexual behavior throughout the life span. Through this course students recognize the influence of women on human experiences and relationships. Students develop critical thinking skills through the evaluation of current research findings and apply the knowledge to foster gender equality. Three credits.

### **PSY 207 INTRO TO FORENSIC PSYCHOLOGY**

Introduction to Forensic Psychology course is an overview of forensic psychology. As such it explores both current research and practice in five areas. These areas are police psychology, criminal psychology, victimology, correctional psychology and the interface of psychology and the courts. The course facilitates an understanding of the numerous careers related to forensic psychology, how to prepare for them and current research and practice in each of the five broad areas of forensic psychology. 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 230 BASIC HUMAN POTENTIAL**

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.

### **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 240 HEALTH PSYCHOLOGY**

Students will learn an overview of the scientific study of attitudes, behaviors and personality variables related health, illness and bodily systems. Emphasis is on the interaction of biological, psychological and social factors that cause illness and influence its treatment and prevention. 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 and PSY 102. Three credits.

### **PSY 265 PSYCHOLOGY OF PERSONALITY**

Examines the structure, function, and development of personality. Investigates the major contemporary theories of personality. Covers psychodynamic, behavioral, cognitive-social learning, humanistic, trait, and optionally, neurobiological, existential, and/or Eastern perspectives. The underlying assumptions and research support for these theories are appraised. Enables the student to gain an appreciation of the value of alternative theoretical approaches to this study of psychology. 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**

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

### **PSY 285 INDEPENDENT STUDY**

Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor. One to six credits.

### **COM 101 EMPLOYMENT STRATEGIES**

Listed in the COM course section.

## **REA: READING**

\*This course will not satisfy minimum nor elective requirements for the A.A. or A.S. degrees.

### **REA 030 BASIC READING SKILLS**

Focuses on strategies for word attack, vocabulary development, stages of reading and basic reading comprehension. Prerequisite(s): Placement test. Students must pass REA 030 with a grade of "C" or better for placement into REA 060. Two credits.

### **\*REA 060 FOUNDATIONS OF READING**

Focuses on strategies for vocabulary development, improved reading comprehension, and enrichment. Prerequisite(s): Placement test or successful completion of REA 030. 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**

Entrance determined by waitlist status. 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. Successful completion (as defined in orientation) required for program attendance. 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 280 INTERNSHIP**

This class is utilized for transfer students only in the radiologic technology program. 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): to be determined by the program chair during transfer evaluation. Zero to 12 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 and RTE 250. 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. 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), ENV (Environmental Science), 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.

### 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 099 or higher (except MAT 107, 108, 112 and 175). Four credits.

### SCI 156 INTEGRATED SCIENCE II – EARTH AND LIFE SCIENCE

(A.A. Degree only) 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. Prerequisites: MAT 099 or higher (except MAT 107, 108, 112 and 175). 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 220 SOCIOLOGY OF RELIGION

Provides an introduction to the sociology of religion, including a comparative and critical examination of world religions, by focusing on sociology interpretation and explanation of the role of religion in human culture. The interaction between society and religion is thus examined as are a wide variety of religious beliefs and practices. This course is a state guaranteed transfer course GT-SS3. 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**

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

## **SOC 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.

## **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. All STE classes require acceptance into the program prior to registration. 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. All STE classes require acceptance into the program prior to registration. 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. All STE classes require acceptance into the program prior to registration. 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. All STE classes require acceptance into the program prior to registration. 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. All STE classes require acceptance into the program prior to registration. 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. All STE classes require acceptance into the program prior to registration. 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. All STE classes require acceptance into the program prior to registration. 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. All STE classes require acceptance into the program prior to registration. 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. All STE classes require acceptance into the program prior to registration. 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. All STE classes require acceptance into the program prior to registration. 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.

## **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. 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.

### **WST 225 PERSPECTIVES ON WOMEN & SOCIAL CHANGE**

Enables students to gain an understanding of the role of the systems of oppression in society and avenues available to them to create both individual and collective change through social action. Each student becomes aware of their ability to enact change and the empowerment that process provides. We will explore issues of diversity including, but not limited to race, class gender, age and disability. The course emphasizes critical thinking skills and is informed by feminist pedagogy. Three credits.

### **WST 240 GODDESSES AND WOMEN IN THE ANCIENT WORLD**

Surveys gender socialization and the roles, challenges, contributions, and images of women in the development of cultures. Through a study of arts, literature, music, politics, religion, philosophy, laws, and social standards students are introduced to the history of ideas that have defined women's place in societies. It examines goddesses, rituals, and ceremonies and how the image of the Feminine Divine changed from matriarchal cultures through the establishment of patriarchal cultures. These topics will be viewed through diverse cultures, including European and non-European, from the Ancient world through the Middle Ages. Three credits.

## **WTG: WIND TURBINE GENERATION**

### **WTG 100 INTRODUCTION TO WIND INDUSTRY**

Introduces students to the wind power generation industry. Topics covered will include physics of wind energy, various sizes and types of wind turbines, reading wind maps for finding the best wind locations. Students will also engage in discussions of the impact of the wind industry on social, environmental, economic, and political issues. Three credits.





# AIMS COMMUNITY COLLEGE ADMINISTRATION & Faculty

## AIMS BOARD OF Trustees



**Sandra Neb**  
Board President  
Director, District A  
RE-8 Fort Lupton  
RE-3J Keenesburg,  
Hudson, Prospect Valley



**Walt Richter**  
Board Secretary  
Director, District E  
RE-2 Eaton  
RE-6 Greeley, Evans  
RE-7 Gill, Kersey



**Mike Geile**  
Board Treasurer  
Director, District B  
RE-1 La Salle, Gilcrest,  
Platteville  
RE-4 Windsor  
RE-5J Johnstown, Milliken  
RE-6 Greeley, Evans



**Mike Freeman**  
Board Member  
Director, District C  
RE-9 Ault-Highland  
RE-10J Briggsdale  
RE-11J New Raymer  
RE-12 Grover



**Larry Wood**  
Board Member  
Director, District D  
RE-6 Greeley, Evans

## 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.

### FELLOWS AWARD RECIPIENTS

Dr. Lorenzo Aragon  
Donald Cummins  
John Dent  
Songsri & Somphol  
(Toot & Pia) Dounglomchunt  
Scott Ehrlich  
Bryan Ericson  
George Hall  
Julianne Haefeli  
John Houtchens  
H. Gordon Johnson

Dr. Bernie Kinnick  
Dr. Jongrak Krainam  
Dale Majors  
Ken Nickerson  
Senator Dave Owen  
Linda Perez  
Ruth Slomer  
Pat Thomas  
Bob Tointon  
Florence Winograd  
Stow Witwer

### FELLOWS RECIPIENTS (Group Award)

The Former Presidents of Aims  
Dr. Ed Beaty  
Dr. George Conger  
Dr. Richard Laughlin  
Dr. Paul Thompson

Board

# ADMINISTRATION

## SENIOR MANAGEMENT

- DR. MARILYNN "MARSI" LIDDELL** ..... 2003<sup>\*</sup>  
 President (B.A., English, M.A., Sociology/Criminal Justice, Drake University; Ed.D., University of Houston; Ph.D., Tri-State University, Honorary)
- DR. DANIEL P. DOHERTY** ..... 2007  
 Academic Dean, Division III (B.A., Fort Hays Kansas State College; M.A., Ed.D., University of Wyoming)
- DR. STEVEN C. KAHLA** ..... 2006  
 Academic Dean, Division IV/Continuing Education (B.S., Abilene Christian University; M.B.A., Auburn University; Ph.D., Capella University)
- MICHAEL KELLY** ..... 2005  
 Interim, Chief Financial Officer, Administrative Services (B.S., Colorado State University; M.S., Hofstra University, New York)

- DR. PATRICIA A. MATIJEVIC** ..... 2005<sup>\*</sup>  
 Dean, Student Services (B.A., Chicago State University; M.A., Governors State University; Ph.D., Loyola University, Chicago)
- JEFFREY A. REYNOLDS** ..... 1993  
 Academic Dean, Division I (B.A., M.A., University of Northern Colorado; Advanced graduate study, University of Colorado, Boulder; University of Northern Colorado)
- DONNA L. SOUTHER** ..... 1990  
 Chief Academic Officer/Academic Dean, Division II (B.S., Colorado State University; M.A., University of Northern Colorado; J.D., University of Colorado Law School)

## ADMINISTRATIVE STAFF

- DR. GREGORY APPLING** ..... 2006<sup>\*</sup>  
 Director, Institutional Research and Effectiveness (B.A., Stanford University; M.A., Ph.D., Cornell University)
- JULIE BUDERUS** ..... 2007  
 Director, Office of Institutional Advancement (B.A., University of Western Illinois; M.A., Regis University)
- TERI A. DORCHUCK** ..... 2006  
 Director, Student Financial Assistance (B.S., Dixie State College of Utah)
- DAN ERBERT** ..... 2008  
 Budget Director, Financial Services (B.S., M.Ed., Colorado State University)
- RON FAY** ..... 1989  
 Director, Student Life (B.S., Regis College; M.A., University of Northern Colorado)
- NINA KIRK** ..... 2008  
 Associate Dean and Director, Nursing Education Programs (A.A.S., Tulsa Community College; B.S., East Central University, Oklahoma; M.S., University of Oklahoma Health Sciences Center)
- DAVID LAURENCE** ..... 2006  
 Chief Facilities Management Officer, Facilities & Operations (B.S., Oklahoma State University)
- HEATHER LELCHOOK** ..... 2006  
 Interim, Associate Dean, Fort Lupton Campus, Downtown Center (B.S., M.A., Colorado State University)
- SANDRA OWENS** ..... 2006  
 Special Assistant to the President, Legal Affairs and EEO (C.N.A., Aims Community College; B.A., M.P.H., University of Northern Colorado; J.D., Thomas M. Cooley Law School)

- BRENDA RASK** ..... 2005<sup>\*</sup>  
 Associate Dean, Career & Technical Education (B.A., Grand View College, Des Moines, Iowa; B.S., M.A., Bemidji State University; Advanced graduate study, University of Minnesota)
- TIMOTHY M. REES, ESQ.** ..... 2007  
 Associate Dean, Loveland Campus (B.S.E.E., Ohio State University; M.B.A., Colorado State University; J.D., University of Denver)
- DON SOSNOWSKI** ..... 2009  
 Associate Dean, Continuing Education (B.A., Gordon College, Wenham, Massachusetts; Master of Divinity, Trinity International University, Bannockburn, Illinois)
- STUART THOMAS** ..... 1989  
 Registrar, Admissions and Records (B.S., University of Northern Colorado)
- ROB UмбаUGH** ..... 2010  
 Associate Dean, Learning & Organizational Development (B.A., Wartburg College, Waverly, Iowa; M.A., The University of Iowa, Iowa City; Post-Masters Certificate in Residential Education, University of Missouri, 2002)
- BILL WAGGONER** ..... 1998  
 Communications & Network Services Architect (A.A., Aims Community College)
- SUSAN WEBER** ..... 2003  
 Director, Human Resources (B.A., University of Arizona)
- PAULA YANISH** ..... 1998  
 Director, Student Success Center (B.B.A., M.S., University of North Dakota; Advanced graduate study, University of Northern Colorado)

<sup>\*</sup> Indicates year individual joined the college.

# FACULTY

\* = Graduate of Aims Community College

- ALLEE, CYNTHIA E.** ..... 2007  
(Emergency Medical Services)  
Registered Medical Assistant, Colorado College of Medical & Dental Careers.
- ANDERSON, DELYNN** ..... 2001  
(Business Technology)  
A.S., Quinsigamond Community College, Worcester, Massachusetts; B.S., Metropolitan State College of Denver; M.A., University of Northern Colorado; 11 years of corporate training experience.
- BIGHEY, CATHY** ..... 2001  
(Behavioral & Social Sciences)  
B.A., State University of New York at New Paltz; M.A., Colorado State University.
- BENZEL, DOUG** ..... 2000  
(World Languages and Ethnic Studies)  
B.A., M.A., University of Nebraska, Kearney; M.A., University of Northern Colorado.
- BOAN, RANDALL P.** ..... 1993  
(Mathematics)  
B.A., M.S., University of Northern Colorado; Advanced graduate study, University of Northern Colorado; 4 years consulting experience.
- BOLLENBACHER, VICKY** ..... 2001  
(Behavioral & Social Sciences)  
B.A., Ph.D., University of Houston.
- BONIEK, MARTIN** ..... 2001  
(Aviation Technology)  
A.A., Bethany Lutheran College; B.S., University of Minnesota; 19 years commercial pilot experience.
- BROTHER, MARK\*** ..... 1998  
(Automotive Technology)  
A.A.S., Aims Community College; 10 years industrial experience; ASE Certified Master Technician; EPA Certified Air Conditioning.
- BROWN, RAYMON** ..... 2009  
(Developmental Education: College Prep Mathematics)  
A.A.S., Colorado Aero Tech; B.A., Mesa State College; M.A., University of Northern Colorado.
- BURTWELL, SARA** ..... 2007  
(Natural Sciences, Physics)  
B.A., University of Chicago; M.S., Brandeis University.
- BUSSON, RICHARD** ..... 2004  
(Music)  
B.A., University of Akron; M.A., Ph.D., University of Northern Colorado; 2003 Award for Excellence for Adjunct Faculty.
- BUTLER, DONALD E.** ..... 1988  
(English)  
B.A., M.A., Brigham Young University, Provo, Utah.
- CASADY, SHIRLEY** ..... 2007  
(Nurse Aide)  
B.S.N., University of Northern Colorado; A.D., Dickinson State College.
- CHAVEZ, ROSE** ..... 2008  
(Nurse Aide)  
LPN Diploma, Western Nebraska Community College, Scottsbluff; IV Certification, Aims Community College.
- CHRISTENSON, MAXINE** ..... 1986  
(Marketing/Management)  
B.S., M.S., University of Wisconsin; Advanced graduate study, University of Northern Colorado.
- CLARK, RITA** ..... 1998  
(Behavioral & Social Sciences, Psychology)  
B.S., Colorado State University; M.A., University of Northern Colorado.
- CLAY, DOUGLAS G.** ..... 1985  
(Computer Information Systems)  
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.
- COLLINS, JAIMEE** ..... 2008  
(Nursing)  
B.S., California State University, Fresno; M.S.N., Samuel Merritt College, Oakland, California.
- CORKEN, CLIFTON "CORKY"** ..... 2006  
(Natural Sciences, Biology)  
B.S., Southeastern Louisiana University; M.S., Ph.D., Texas A&M University.
- CRAMER, NAN** ..... 2000  
(Radiologic Technology)  
Diploma, Copley Memorial Hospital; Registered with American Registry of Radiologic Technologists.
- CRANDALL, JAMES\*** ..... 1997  
(Chair, Communications Media)  
A.A., Aims Community College; B.A., M.A. University of Wisconsin-Stevens Point.
- DAWSON, REBECCA** ..... 2007  
(English)  
A.A., Joliet Junior College; B.A., University of Saint Francis; M.A., University of Northern Colorado; Advanced graduate study, New Mexico State University.
- DOHERTY, DAN** ..... 2007  
(Academic Dean, Division III)  
B.A., Fort Hays Kansas State College; M.A., Ed.D., University of Wyoming.
- DRISKILL, MARSHA J.** ..... 1990  
(Chair, Mathematics)  
B.S., University of Kansas; M.A., University of Northern Colorado; Advanced graduate study, University of Northern Colorado; Award for Excellence, ACEA, 2003; Award for Excellence, Dean's Selection, 2003.
- DUNNING, BRIAN** ..... 2000  
(Art, Graphics Technology)  
A.A.S., Colorado Institute of Art; B.F.A., Cornish Institute, Seattle; M.A., University of Northern Colorado; 10 plus years exhibition experience; 2 years industrial design experience.
- EHRFURTH, SUSAN** ..... 2001  
(Business Technology)  
B.S., University of Wisconsin, Whitewater.
- FELLER, SHEILA** ..... 2008  
(Radiologic Technology)  
A.A.S., Aims Community College; B.A., University of Northern Colorado; Advanced graduate study, University of Northern Colorado; Registered with American Registry of Radiologic Technologists, Radiology & Mammography.
- FISHER, CHARLES** ..... 1989  
(English)  
B.A., University of Southern California; M.A., University of Northern Colorado.
- FORD, LORI\*** ..... 1985  
(Chair, Graphics Technology)  
A.A.S., Aims Community College; 7 years industrial experience.
- GARDNER, RICHARD L\*** ..... 2000  
(Computer Information Systems)  
A.A.S., Aims Community College; B.A., Adams State College.
- GAUDINSKI, CHRISTINE** ..... 2007  
(Chair, Natural Sciences)  
B.A., La Salle University; M.A., University of Northern Colorado; Advanced graduate study, Colorado State University. 2007-2008 Award for Excellence in Teaching, Student Selection.
- GOSCH, PHYLLIS** ..... 1990  
(Co-Chair, Developmental Education: College Prep Reading and English)  
B.S., State University College of New York at Fredonia; M.S.Ed., State University College of New York at Buffalo; Advanced graduate study, University of Northern Colorado, Colorado State University.

## Faculty, cont.

**GREENBERG, ERIKA**..... 2005  
(Nursing)  
B.S.N., M.S.N., University of Northern Colorado.

**GRIFFIN, THOMAS J.**..... 1993  
(Natural Sciences, Earth Science)  
B.S., M.S., Kansas State University; 14 years professional experience; 1996 Student Award for Excellence in Teaching; 2000 Faculty Senate Award for Excellence in Teaching.

**GUMP, JUDY**..... 1996  
(Early Childhood Education)  
B.S., McPherson College, Kansas; M.S., Wheelock College, Massachusetts; Award for Excellence, ACEA, 2004.

**HANKS, RICHARD**..... 2002  
(Behavioral & Social Sciences, Psychology)  
B.A., University of California at Santa Barbara; M.A., Psy.D., University of Northern Colorado; Licensed Psychologist in State of Colorado.

**HARTWICK, HOLLY**..... 1995  
(English/Speech)  
B.A., Colorado State University; M.Ed., Wichita State University; M.A., University of Northern Colorado; 2000 Team Award of Excellence.

**HASTY, PAUL\***..... 1998  
(Chair, Welding)  
A.A.S., Welding Technology, A.A.S., Welding Systems Management; Aims Community College; Advanced graduate study, Colorado State University; 9 years industrial experience; AWS Certified Welding Inspector (CWI).

**HATCHELL, LORI**..... 2005  
(Accounting, Business Technology)  
B.S., University of Colorado; 16 years teaching experience; 12 years business and industry experience.

**HEINER, CLINT**..... 2007  
(History)  
B.A., M.A., University of Northern Colorado.

**HERNANDEZ, JUANITA**..... 1998  
(Behavioral & Social Sciences, Psychology)  
B.A., Saginaw Valley State University; M.A., Central Michigan University.

**HERNANDEZ, WILLIAM J.\***..... 1996  
(Auto Collision Repair)  
A.A.S., A.A., Aims Community College; B.S., University of Northern Colorado; ASE Certified Technician; 17 years industrial experience; PPG Certified Technician; 1999 Team Award for Excellence.

**JENSEN, MICHAEL**..... 2008  
(English)  
B.A., Brigham Young University, Provo, Utah; M.A., University of Alaska, Fairbanks.

**JONES, GINA**..... 2008  
(Accounting)  
A.A., Weatherford College, Texas; B.S., M.B.A., Franklin University, Columbus, Ohio.

**JOY, MIKE**..... 2006  
(Aviation Technology)  
B.S., Metropolitan State College; 20 years commercial aviation experience.

**KELSEY, MICHAEL L.**..... 1993  
(Behavioral & Social Sciences)  
B.S., Salisbury State University, Maryland; M.A., University of Northern Colorado; Ph.D., Kent State University; 12 years corporate and independent business experience; 1996 Hartman Award for Excellence in Teaching.

**KILKER, WENDY**..... 2001  
(Behavioral & Social Sciences, Psychology)  
B.S., University of Wisconsin; M.A., Regis University.

**KIRK, NINA**..... 2008  
(Nursing; Associate Dean and Director, Nursing Education Programs)  
A.A.S., Tulsa Community College; B.S., East Central University, Oklahoma; M.S., University of Oklahoma Health Sciences Center.

**KLEIN, JEFF\***..... 2000  
(Welding)  
A.A.S., Aims Community College; Advance graduate study, Colorado State University; 9 years industrial experience; AWS Certified Welding Inspector (CWI).

**KORB, MARIA "MISSY"**..... 2007  
(Nursing)  
B.S.N., Montana State University; M.S.N., Ph.D., University of Utah.

**LALICKER, LAUREL**..... 2009  
(Nursing)  
B.S.N., Olivet Nazarene University, Illinois; M.S.N., University of Northern Colorado.

**LENZ, JOHN\***..... 2001  
(Chair, Engineering/AutoCAD)  
A.A.S., Aims Community College; 31 years industry/engineering experience; 2 years CAD engineering consulting.

**LEWIS, JEANINE MARIE**..... 1995  
(Co-Chair, Developmental Education: College Prep Mathematics)  
B.A., M.A.T., University of Nebraska-Lincoln; 2003, 2005, 2009 Award for Excellence in Teaching.

**LEWIS, RONNIE**..... 2009  
(Developmental Education: College Prep Mathematics)  
B.A., Westmar College, LeMars, Iowa; 2002 Team Award of Excellence; 1998 Award for Excellence in Teaching - Adjunct Award.

**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  
(Chair, Building Site Construction Management, Construction Trades, Engineering/AutoCAD; Professor, Building Site/Construction Management)  
B.S., University of Wisconsin-Madison; M.Ed., Colorado State University; Journeyman Bricklayer BAC 13; 18 years industry experience.

**MARTIN, COLLEEN\***..... 1998  
(Graphics Technology)  
A.A., Arapahoe Community College; B.A., Metropolitan State College; M.A., University of Northern Colorado; 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; 5 years experience, Learning Lab Coordinator, Aims Community College.

**MEDINA, NICKIE\***..... 1997  
(English)  
A.A., Aims Community College; B.A., 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  
(Construction Trades)  
M.E.P.M., Denver University; B.S.E.E.T., Metro State College; Advanced graduate study, University of Northern Colorado; 27 years industrial electrical engineering experience; 3 years electrical engineering consulting; 8 years Enviro Reg. Compliance and Management Project.

**MORELL, CLAUDIA**..... 2007  
(Developmental Education: College Prep Reading & English)  
B.A., M.A., University of Northern Colorado; 22 years teaching experience.

**NIBBELINK, CHRISTINE "CHRISTY"....** 2010  
(Nursing)  
B.S.N., University of Arizona; M.S.N., University of Northern Colorado.

## Faculty, cont.

**OAKLEY, EVAN** ..... 1995  
(Chair, English/Speech; Professor, English)  
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  
(Behavioral & Social Sciences, Psychology)  
B.A., M.A., University of Northern  
Colorado; M.A., University of Colorado,  
Denver; Ph.D., Wichita State University.

**OBLESKI, MAXINE** ..... 2003  
(Natural Sciences, Biology)  
B.S., Lebanon Valley College; M.S.,  
University of Pittsburgh, School of Medicine;  
M.S., Wright State University.

**ORT, MICHAEL** ..... 1992  
(English, Humanities)  
B.A., M.A., University of Northern  
Colorado; 1994 Team Award for Excellence;  
Student Selection Award for Excellence in  
Teaching, 1995, 2001.

**PARK, ANTHONY** ..... 1988  
(Chair, Humanities, Visual & Performing  
Arts; Professor, Humanities)  
B.A., 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., North Carolina Wesleyan College;  
M.A., Webster University, Missouri; Master  
of Telecommunications, University of  
Denver; 20 years government and civilian  
business experience; 1995 Team Award for  
Excellence in Teaching.

**PAUKUNE, SONYA** ..... 2008  
(Art and Design)  
B.A., University of Northern Colorado;  
M.F.A., Kansas State University.

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

**RAY PARSONS, MICHELLE** ..... 1999  
(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., M.A., University of Northern  
Colorado; Advanced graduate study,  
University of Colorado, Boulder; University  
of Northern Colorado.

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

**ROY, NANCY** ..... 1993  
(Speech)  
B.S., University of Wisconsin, LaCrosse;  
M.A., University of Northern Colorado;  
Advanced graduate study, University of  
Northern Colorado.

**SARKIS, LEBAN W.** ..... 1991  
(Natural Sciences, Biology)  
B.A., California State University, Northridge;  
M.A., D.A., University of Northern  
Colorado; Award for Excellence in Teaching,  
Distinguished Faculty Member of the Year,  
2006-2007, chosen by the students of Aims  
Community College.

**SCHAUBERT, DAVID L.** ..... 1993  
(Economics)  
B.S., M.S., North Dakota State University;  
Student Selection Award for Excellence in  
Teaching, 2006.

**SCHILTZ, JON P.** ..... 1996  
(Developmental Education: College Prep  
Mathematics)  
B.S., Iowa State University; M.Ed., Colorado  
State University; 27 years industrial experience.

**SCHOCK, JUNE** ..... 1997  
(Music)  
B.A., University of Mary, Bismarck, North  
Dakota; M.M., University of Colorado,  
Boulder; Advanced graduate study,  
University of Colorado; National and  
international professional solo performances.

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

**SKALA, 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.

**SOUTHER, DONNA L.** ..... 1990  
(Chief Academic Officer, Academic Dean,  
Division II)  
B.S., Colorado State University; M.A.,  
University of Northern Colorado; J.D.,  
University of Colorado Law School; 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., 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;  
Advanced graduate study, University  
of Northern Colorado; 14 years business  
experience.

**STONE, JIM** ..... 2005  
(Natural Sciences, Earth Science)  
B.S., University of Tennessee; B.S., M.S.,  
Kansas State University.

**SWIETER, ELLEN** ..... 1995  
(Chair, Accounting, Business Technology,  
CIS/CSC, Marketing/Management;  
Professor, Business Technology)  
B.A., B.S., University of Northern Colorado;  
M.A., Colorado State University; Advanced  
graduate study, University of Northern  
Colorado; 10 years business experience.

**TARNASKY, RALPH F.** ..... 1990  
(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  
(Chair, Behavioral & Social Sciences)  
B.S., Georgetown University; Ph.D.,  
Columbia University; Fulbright Scholar;  
Dean's Award, 2008.

**URSO, MARK** ..... 2004  
(Surgical Technology)  
Certificate of Surgical Technology, Connolly  
Skill Learning Centers.

**WARD-SMITH, REBECCA** ..... 1997  
(Early Childhood Education)  
B.S., Syracuse University, New York; M.S.,  
Colorado State University; M.S., University  
of Northern Colorado. Graduate certificate  
in Education, Administration, and Policy  
Studies, University of Denver.

## Faculty, cont.

**WARNER, TRACEY L.\* ..... 1996**

(Chair, Radiologic Technology)

A.A.S., Aims Community College;  
Registered with American Registry of  
Radiologic Technologists.

**WASHAM, SHAWNALEE K. .... 2001**

(Behavioral & Social Sciences, Psychology)

B.S., M.S., Ph.D., Colorado State University.

**WEBECK, MARLIN "BUTCH"\* ..... 2004**

(Automotive Technology)

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**

(Chair, Aviation Technology, Flight  
Training Center; Professor, Aviation  
Technology)

A.A.S., Aims Community College; B.A.,  
University of Northern Colorado; 6 years  
industrial experience; 1997 Team Award for  
Excellence.

# 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 conferences. The Aims Community College Board of Trustees confers Emeritus Status.

**Ann Aron, Ed.D.** . . . . . (1978-2006)  
(Faculty Emerita, Business Technology)  
B.S., University of Nebraska, Lincoln;  
M.A., Ed.D., University of Northern  
Colorado.

**Beth Bashor** . . . . . (2001-2009)  
(Trustee Emerita)  
B.S., Colorado State University; M.A.,  
University of Northern Colorado

**Larry Batman** . . . . . (1967-1994)  
(Faculty Emeritus, Mathematics/Natural  
Sciences)  
B.A., M.A., University of Northern  
Colorado; Advanced graduate study,  
Colorado State University.

**Marvin Bay.** . . . . . (1970-2002)  
(Faculty Emeritus; Department Chair,  
Aviation Technology)  
B.S., Colorado State University; M.A.,  
University of Northern Colorado;  
Advanced graduate study, University of  
Northern Colorado; 8 years industrial  
experience.

**Richard Bond, Ph.D.** . . . . . (2001-2009)  
(Trustee Emeritus)  
B.A. Salem College; M.S., West  
Virginia University; Ph.D., University  
of Wisconsin; L.H.D.( honorary),  
Salem College; L.H.D.(honorary),  
University of Northern Colorado;  
Founder of National Student Exchange

**Alysan Broda** . . . . . (1988-2008)  
(Faculty Emerita, Speech, English)  
B.A., Paterson State College, New  
Jersey; M.A., William Paterson College,  
New Jersey; Advanced graduate study,  
Colorado State University, University of  
Northern Colorado.

**Diane L. Brotemarkle, Ph.D.** (1969-1996)  
(Faculty Emerita; Department Chair,  
Humanities)  
B.A., M.A., University of Wyoming;  
Ph.D., University of Denver; NEH  
Fellow, Harvard University.

**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.

**Kerry L. Colton** . . . . . (1971-2004)  
(Faculty Emerita; Program Chair,  
Accounting)  
B.A., 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; Faculty Emerita,  
Division I)  
B.A., M.A., University of Northern  
Colorado; 2005 Administrator of the  
Year Award for Excellence.

**Bill Cullins** . . . . . (1982-2000)  
(Faculty Emeritus, Engineering)  
B.S., Tarleton State University, Texas;  
Advanced graduate study, University  
of Northern Colorado, Angelo State  
University; Certified Manufacturing  
Engineer.

**John Dent, J.D.** . . . . . (1990-2003)  
(Trustee Emeritus)  
B.A., Colorado College; J.D., Drake  
Law School.

**Roger A. DeWitt** . . . . . (1986-2007)  
(Faculty Emeritus, Behavioral & Social  
Sciences)  
B.A., M.A., University of Northern  
Colorado; Award for Excellence,  
Eastman Kodak Student Selection,  
1991, 1994, 2000; Team Award, 1992,  
1994.

**Diana Duncan** . . . . . (1979-2005)  
(Faculty Emerita; Department Chair,  
Radiologic Technology)  
B.S., Colorado State University;  
Certificate in Mammography, Aims  
Community College; Certificate  
in Radiology, Weld County General  
Hospital; AART Certification,  
Radiography and Mammography.

**J. Phil Edwards.** . . . (1969-1982, 1986-2002)  
(Faculty Emeritus, Math/Natural  
Sciences/Computer Information Systems;  
Campus Chair, Mathematics/ Natural  
Sciences)  
B.A., 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., M.A., University of Northern  
Colorado; Advanced graduate study,  
Colorado State University.

**Jerry F. Goddard** . . . . . (1972-2000)  
(Faculty Emeritus, Business Technology)  
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; 4 years business experience;  
1991 NBEA's Most Outstanding Post-  
Secondary Teacher; 1997 Faculty Senate  
Award for Excellence; 1998 CCCOES  
Faculty of the Year Award.

**Judy Green, Ph.D.** . . . . . (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.

Emeritus

## Emeritus Status, cont.

**Andres Guerrero, Th.D.** . . . . . (1996-2009)  
(Faculty Emeritus, World Languages & Ethnic Studies)

B.A., M.Th., M.A., University of St. Thomas, Houston, Texas; Th.M., Th.D., Harvard University.

**Roseann Guyette** . . . . . (1997-2007)  
(Dean Emerita, Continuing Education)

**Kathy Hamblin** . . . . . (1976-2007)  
(Director Emerita, Family & Life Education)

B.S., Colorado State University; M.A., University of Northern Colorado; 1984 Workstudy Supervisor Award; 1984 Aims Foundation Fellowship; 1995 President Citation; 1996 Team Award for Excellence in Teaching.

**Billy D. Hardgrave, Ed.D.** . . (1989-2004)  
(Faculty Emeritus; Chair, Psychology, Behavioral & Social Sciences)

A.A., Pensacola Junior College; B.A., University of West Florida; M.A., Ed.D., University of Northern Colorado; 2002 Faculty Award for Excellence, selected by students.

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

B.S., 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; Chair, Physical Education)

B.A., M.Ed., Colorado State University; Advanced graduate study, University of Northern Colorado.

**Gale E. Heiman, Ph.D.** . . . . (1969-1994)  
(Deceased)

(Faculty Emerita, Business Technology)

A.B., M.A., University of Northern Colorado; Ph.D., Laurence University School of Banking, California; 14 years business experience.

**Patrick Hergenreter** . . . . . (1989-2009)  
(Faculty Emeritus, Auto Collision Repair)

B.S., Colorado State University; ASE Master Certified Technician; PPG Certified Technician; 1999 Team Award for Excellence; 26 years industrial experience.

**Anne Jackson** . . . . . (1985-2007)  
(Assistant Director Emerita, Facilities & Operations)

A.A., Mesa Community College; B.A., M.S., Regis University; 1999 Aims Foundation Award for Excellence.

**Jerry Karst** . . . . . (1970-2001)  
(Faculty Emeritus; Chair, Behavioral & Social Sciences)

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)

B.A., St. Thomas College; M.A., St. Thomas Seminary; M.A., University of Northern Colorado; Ph.D., Colorado State University.

**Bernard C. Kinnick, Ph.D.** . . (1999-2007)  
(Trustee Emeritus)

B.A., Saint John's University; Ph.D., Auburn University; Professor Emeritus, University of Northern Colorado.

**Knudson, Debra** . . . . . (1982-2010)  
(Co-Chair Emeritus, Radiologic Technology)

B.S., Colorado State University; Radiology diploma from Presbyterian Hospital School of Radiology; Registered with American Registry of Radiologic Technologists; 7 years clinical experience.

**Linda Krause** . . . . . (1979-2007)  
(Staff Emerita, Division II)

A.G.S., 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, Business Technology)

B.A., Colorado State University; Advanced graduate study, University of Northern Colorado; 5 years business experience; 1993 Faculty Senate Award for Excellence in Teaching; 1994 Faculty of the Year Award.

**M. Ruth Lorenson, Ed.D.** . . . (1971-1996)  
(Faculty Emerita; Chair, Health Sciences)

Nursing Diploma, University of Oklahoma; B.S.N., University of Northern Colorado; M.A., University of Colorado; Ed.D., University of Northern Colorado; 10 years nursing experience; 1994 Faculty Senate Award for Excellence in Teaching; 1995 Faculty of the Year Award.

**Ruby Loveless** . . . . . (1981-2004)  
(Faculty Emerita, Mathematics/Natural Sciences)

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., B.S., Colorado State University; M.A., University of Northern Colorado; 1985 Aims Foundation Fellow; Winner of Awards for Excellence, Amnesty Program Team.

**Patricia McGuire** . . . . . (1993-2004)  
(Associate VP Emerita, Educational Services)

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

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

B.A., 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.



## Emeritus Status, cont.

**Ken Neet** . . . . . (1982-2007)  
(Faculty Emeritus, Accounting)  
B.A., Point Loma College; 1986 Aims  
Foundation Fellow; 1999 Hartman  
Award for Excellence in Teaching.

**Ken Nickerson** . . . . . (1999-2007)  
(Trustee Emeritus)

**Mark L. Olson** . . . . . (1982-2005)  
(Director Emeritus, Public Information  
Office)  
B.A., Colorado State University; M.A.,  
University of Northern Colorado; 2001  
Administrator of the Year Award for  
Excellence.

**Don Plant** . . . . . (1981-2008)  
(Director Emeritus, Facilities &  
Operations)  
B.A., Lycoming College, Williamsport,  
Pennsylvania.

**Dwane R. Raile, Ed.D.** . . . . . (1971-1993)  
(Vice President Emeritus, Visual &  
Performing Arts)  
B.A., M.A., Western New Mexico  
University of Silver City; Ed.D.,  
University of Northern Colorado.

**Barbara G. Reale** . . . . . (1969-1987)  
(Faculty Emerita, Developmental  
Education)  
A.A., Colorado Women's College; B.A.,  
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; Chair, Natural  
Sciences)  
B.S., M.A., University of New Mexico;  
Advanced graduate study, University  
of Northern Colorado, University of  
Kansas, University of Denver, Colorado  
State University.

**Tedd Runge** . . . . . (1984-2007)  
(Faculty Emeritus, Art & Design)  
B.F.A., University of Illinois-Urbana;  
M.A., University of Northern Colorado;  
Advanced graduate study, University of  
Northern Colorado.

**Elizabeth Ryan** . . . . . (1990-2007)  
(Faculty Emerita, Mathematics)  
B.A., University of Colorado, Boulder;  
M.Ed., University of Texas, El Paso;  
M.Ed., Lesley College; Advanced graduate  
study, University of Northern Colorado;  
2004 Award for Excellence, ACEA.

**Ken Sauer** . . . . . (1979-2007)  
(Director Emeritus, Telelearning and  
Media Services)  
B.S., Indiana University, South Bend;  
M.A., University of Northern Colorado;  
Chair, Educational Tech Action Team.

**Becky Sperber** . . . . . (1985-2007)  
(Staff Emerita, Division III)  
A.A.S., A.G., Aims Community  
College; Certified Administrative  
Professional; Certified Professional  
Secretary; Leadership Academy for Staff;  
1995 Staff Award for Excellence.

**Dorothy Stewart** . . . . . (1967-1994)  
(Faculty Emerita, Communications/  
Humanities)  
B.A., M.A. University of Northern  
Colorado; Advanced graduate study,  
University of Northern Colorado;  
Cambridge University, England; 1991  
Academic Dean's Award for Excellence  
in Teaching; 1991 Faculty Senate Award  
for Excellence in Teaching; 2004 Who's  
Who in America.

**Robert Stockhouse, Ed.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; 7 years experience  
in child care services.

**Arthur Terrazas** . . . . . (1973-2006)  
(Faculty Emeritus; Developmental  
Education: College Prep Mathematics)  
B.A., M.A., University of Northern  
Colorado; 2000 Academic Dean's  
Award for Excellence.

**Maria Velasquez** . . . . . (1972-2004)  
(Faculty Emerita, Developmental  
Education)  
B.A., M.A., University of Northern  
Colorado.

**Russell Ward, D.A.** . . . . . (1987-2003)  
(Faculty Emeritus, Humanities)  
B.A., M.A., University of Northern  
Colorado; D.A., Idaho State University.

**Dick Wood, Ed.D.** . . . . . (1991-2006)  
(Academic Dean Emeritus, Division III)  
B.A., State University of New York,  
Oswego; M.Ed., State University of  
New York, Buffalo; Ed.D., University of  
Northern Colorado.

# INDEX

## A

Academic Administration	187
Academic Advising	40
Academic Calendar	7
Academic Initiatives	48
Academic Organization	65
Academic Resource Center	42
Academic Standards	48
Accounting BS Degree	119
Accounting (ACC) Course Descriptions	125
Accounting (A.A.S.)	81
Accreditation	24
Activities, Student	52
Adding Classes	37
Additional Programs at Aims Community College	27, 117
Add/Drop Withdraw	37
Administrative Staff	187
Admissions, Application for	35, back of catalog
Admissions Procedure	36
Admissions Requirements for International Students	36
Admissions & Records	35
Advanced Academic Achievement (AAA) Course Description	125
Advanced Studies	28
Advising	40
Aims Automotive & Technology Center	21
Aims Foundation	32
Aims/Franklin University Alliance	64, 118
Aims Junior College District, Board of Trustees	187
Aims Online Campus	22
Aims Overview	16
Aims Tuition Grants	30
Alcohol & Drug Abuse Prevention	24
Alcohol & Drug Free	24
Allied Health & Human Services	67
Alternative Transfer Degrees	64
American Sign Language (ASL) Course Descriptions	133
Annual Notification Statement	50
Anthropology (ANT) Course Descriptions	128
Application for Admission to	
Aims Community College	back of catalog
Application Procedures (Financial Aid)	29
Applied Management BS Degree	119
Approval (Aims Community College Operation)	24
Approved Degree Electives	63
Architectural (AEC) Course Descriptions	128
Art (ART) Course Descriptions	129
Articulated Credits	28
Assessment	36, 40
Assessment Center	40
Associate Degrees	55
Associate Degree Nurse-RN (A.A.S.)	69
Associate of Applied Science: Requirements	55, 57
Associate of Arts Degree: Requirements	55, 58
Associate of Science Degree: Requirements	55, 59
Associate of General Studies Degree: Requirements	55, 61
Astronomy (AST) Course Descriptions	133
Attendance	46
Auto Collision Technology (ACT) Course Descriptions	126
Auto Collision Repair Technology	72
Automotive	72
Automotive Service Technology (ASE) Course Descriptions	131

Aviation Technology (AVT) Course Descriptions	133
Aviation Technology Program	76

## B

Biological Sciences (BIO) Course Descriptions	135
Biomedical Electronic Technology (A.A.S.)	97, 122
Biomedical Electronic Technology Certificate	97
Board of Trustees, Aims Junior College District	187
Bookstore	25
Building/Construction Site Management (A.A.S.)	90
Bus Service	25
Business Administration BS Degree	119
Business Forensics BS Degree	119
Business (BUS) Course Descriptions	137
Business Programs	80
Business	80
Administrative Assistant (A.A.S.)	81
Business Technology Certificate	82
Medical Transcription and Coding Certificate	82
Multimedia Presentations Enhancement Certificate	82
Skill Enhancement Certificate	82
Word Processing Skill Enhancement Certificate	82
Business Technology (BTE) Course Descriptions	136
Business Transfer, Statewide Articulation Agreement	80

## C

Campus Map, Greeley	6
Campus Safety Act Report	25
Campus Tours	36
Career Academy	28
Career Counseling Services	41
Career Education Services	41
Career Planning & Placement	41
Catalog Changes	25
Catalog, Effective	49
Center for Professional Development	43
Certificates Awarded	57
Certificate in Career and Technical:	
Total Minimum Requirements	57
Challenging, Course	44
Cheating	48
Chemistry (CHE) Course Descriptions	137
Childcare Center Director Certificate	94
Children on Campus	24
Class Cancellation	37
College for Kids	118
College Prep	27, 30, 56
Colorado National Guard Tuition Assistance Program	31
Command Spanish Program	115
Communication (COM) Course Descriptions	143
Communications Media Career and Technical Certificate	87
Communication Media (A.A.S.)	84
Communication Media	84
Communication Technology (CTC) Course Description	146
Community Interest Programs	27
Computer Aided Drafting	102
Computer Aided Drafting (CAD) Course Descriptions	137
Computer Information Systems (CIS) Course Descriptions	140
Computer Information Systems (A.A.S.)	88
Computer Information Systems Microsoft Certified Systems	
Administrator (MCSA) Certification Certificate	89, 118
Computer Information Systems MCSE-Microsoft Windows	
Systems Certification Certificate	89, 118
Computer Learning Lab	42
Computer & Network Technology (CNG) Course Descriptions	140

Index

## Index, cont.

Computer Science BS Degree . . . . .	119	HIS (History) . . . . .	161
Computer Science (CSC) Course Descriptions . . . . .	145	HPR (Health Professional) . . . . .	162
Computer Training . . . . .	118	HUM (Humanities) . . . . .	163
Computer Web-Based (CWB) Course Descriptions . . . . .	146	HVA (Heating & Air Conditioning) . . . . .	163
Conduct, Standards of Student . . . . .	48	HWE (Health & Wellness) . . . . .	163
Construction Trades Program Certificates . . . . .	91	ITA (Italian) . . . . .	164
Consumer Information . . . . .	25	JOU (Journalism) . . . . .	164
Continuing Education . . . . .	20, 114	JPN (Japanese) . . . . .	164
Cooperative Registration Agreements . . . . .	37	LEA (Law Enforcement Academy) . . . . .	144
Corporate Education Center . . . . .	20, 114	LIT (Literature) . . . . .	165
Counseling (CSL) Course Descriptions . . . . .	146	MAN (Management) . . . . .	165
Course Cancellation . . . . .	37	MAR (Marketing) . . . . .	167
Course Challenge . . . . .	44	MAT (Mathematics) . . . . .	167
Course Descriptions . . . . .	124	MET (Meterology) . . . . .	167
AAA (Advanced Academic Achievement) . . . . .	125	MGD (Multimedia Graphic Design) . . . . .	169
ACC (Accounting) . . . . .	125	MOT (Medical Office Technology) . . . . .	171
ACT (Auto Collision Technology) . . . . .	126	MUS (Music) . . . . .	172
AEC (Architectural) . . . . .	128	NUA (Nurse Aide) . . . . .	173
ANT (Anthropology) . . . . .	128	NUR (Nursing) . . . . .	173
ARA (Arabic) . . . . .	129	PED (Physical Education) . . . . .	174
ART (Art) . . . . .	129	PER (Physical Education & Recreation) . . . . .	176
ASE (Automotive Service Technology) . . . . .	131	PHI (Philosophy) . . . . .	176
ASL (American Sign Language) . . . . .	133	PHY (Physics) . . . . .	177
AST (Astronomy) . . . . .	133	POS (Political Science) . . . . .	177
AVT (Aviation Technology) . . . . .	133	PRO (Process Technology) . . . . .	177
BIO (Biological Sciences) . . . . .	135	PSY (Psychology) . . . . .	178
BTE (Business Technology) . . . . .	136	REA (Reading) . . . . .	179
BUS (Business) . . . . .	137	RTE (Radiologic Technology) . . . . .	180
CAD (Computer Assisted Drafting) . . . . .	137	RTV (Radio & Television) . . . . .	180
CAR (Carpentry) . . . . .	138	RUS (Russian) . . . . .	182
CHE (Chemistry) . . . . .	139	SCI (Science) . . . . .	182
CHI (Chinese) . . . . .	140	SOC (Sociology) . . . . .	182
CIS (Computer Information Systems) . . . . .	140	SPA (Spanish) . . . . .	183
CNG (Computer & Networking Technology) . . . . .	140	SPE (Speech) (now COM prefix) . . . . .	183
COM (Communication) (formerly SPE) . . . . .	143	STE (Surgical Technology) . . . . .	183
CRJ (Criminal Justice & Peace Officer Academy) . . . . .	143	SWE (Swedish) . . . . .	184
CSC (Computer Science) . . . . .	145	THE (Theatre) . . . . .	184
CSL (Counseling) . . . . .	146	UPH (Upholstery) . . . . .	184
CTC (Communication Technology) . . . . .	146	WEL (Welding Technology) . . . . .	184
CWB (Computer Web-Based) . . . . .	146	WST (Women's Studies) . . . . .	185
DAN (Dance) . . . . .	147	WTG (Wind Turbine Generation) . . . . .	185
DPM (Diesel Power Mechanics) . . . . .	148	Course Information . . . . .	46
ECE (Early Childhood Education) . . . . .	148	Course Load . . . . .	46
ECO (Economics) . . . . .	149	Course Numbering . . . . .	46
EDU (Education) . . . . .	150	Course, Repeating . . . . .	46
EIC (Electricity Industrial/Commercial) . . . . .	150	CPR/First Aid Program . . . . .	116
ELT (Electronics Technology) . . . . .	151	Credit for Prior Learning . . . . .	44
EMP (Emergency Management & Planning) . . . . .	152	Criminal Justice (CRJ) Course Descriptions . . . . .	143
EMS (Emergency Medical Services) . . . . .	152	Criminal Justice Articulation Agreement (A.A.) . . . . .	92
ENG (English) . . . . .	154	Criminal Justice Program (A.A.S.) . . . . .	93
ENT (Engineering Technology) . . . . .	154	Crisis Response . . . . .	41
ENV (Environmental Science) . . . . .	155	CRJ Basic Peace Officer Academy . . . . .	93
ENY (Energy Technology) . . . . .	155	Customized Training . . . . .	117
ETH (Ethnic Studies) . . . . .	155		
FRE (French) . . . . .	155	<b>D</b>	
FST (Fire Science) . . . . .	156	Dance (DAN) Course Descriptions . . . . .	147
FSW (Fire Science: Wildland) . . . . .	156	Deans . . . . .	187
FVM (Film & Video Media) . . . . .	160	Degree and Certificate Index . . . . .	10-13
GEO (Geography) . . . . .	160	Degree and Certificate Information . . . . .	55
GER (German) . . . . .	160	Degree and Certificate Quick Reference Guide . . . . .	8-9
GEY (Geology) . . . . .	160		
GIS (Geographical Information Systems) . . . . .	161		
HHP (Holistic Health Professional) . . . . .	161		

## Index, cont.

Degree Programs	
Associate of Applied Science Degree	57,
Associate of Arts Degree	58,
Associate of Science Degree	59,
Associate of General Studies Degree	61
Developmental Education	27, 28
Diesel Power Mechanics (DPM) Course Description	148
Disability Access Services	41
Driver Education	117
Dropping Classes	37
Drug Free Workplace	24
<b>E</b>	
Early Childhood Education (A.A.S.)	94
Early Childhood Education Certificates	94
Early Childhood Education (ECE) Course Description	148
Economics (ECO) Course Descriptions	149
Education	94
Education (EDU) Course Descriptions	150
Educational Rights and Privacy Act	24
Effective Catalog	49
Electricity Industrial/Commercial (EIC) Course Descriptions	150
Electronics Technology (ELT) Course Descriptions	150
Electronics Technology	97
Elementary Education Statewide Articulation Agreement (A.A.)	96
Eligibility (Financial Aid)	29
E Marketing BS Degree	120
Emergency Management & Planning (EMP)	
Course Descriptions	152
Emergency Medical Service (EMS) Course Descriptions	152
Emergency Medical Services	98
Emergency Medical Technician - Basic/Intermediate	98
Emeritus Status	193
Employment: Part-Time, Student	31
Energy Technology (ENY) Course Descriptions	155
Engineering Technology (ENT) Course Descriptions	155
Engineering Technology: Computer Aided Drafting (A.A.S.)	102
English (ENG) Course Descriptions	154
Enrollment Process	36
Environmental Science (ENV) Course Descriptions	155
Ethnic Studies (ETH) Course Descriptions	155
Expectations for Performance	48
<b>F</b>	
Facilities Reservations	115
Faculty	189
Family Educational Rights and Privacy Act	24
Fees, Laboratory	38
Fees, Student Insurance	38
Film & Video Media (FVM) Course Descriptions	160
Financial Aid, Application Instruction	29
Financial Aid, Eligibility	29
Financial Aid	29
Financial Aid Deadlines	29
Financial Aid, Satisfactory Progress	30
Financial Aid Programs, Student	30
Financial Management BS Degree	120
Financial Obligations of Students	39
Fire Academy	104
Fire Science (FST) Course Descriptions	156
Fire Science Technology Degree (A.A.S.)	103
Fire Science: Wildland (FSW) Course Descriptions	158
Fire Side Lounge	43
Food Service	25
Forensic Accounting MBA Degree	120
Fort Lupton Campus	18
Foundation, The (Aims Community College)	32
Franklin University Alliance	118
French (FRE) Course Descriptions	155
Fresh Start Policy	47
<b>G</b>	
GED	27, 28, 40, 117
General Automotive Technician (A.A.S.)	74
General Aviation Pilot (A.A.S.)	76
General Education	56
General Education Development (GED)	27, 28, 40, 117
General Eligibility Requirements, Financial Aid	29
General Information	24
General Requirements	49
Geographical Information Systems (GIS) Course Descriptions	161
Geography (GEO) Course Descriptions	160
Geology (GEY) Course Descriptions	160
German (GER) Course Descriptions	160
Getting Started Session	36
Gerontology Certificate	100
Government, Student (ASACC)	52
Grade Point Average	47
Grade Replacement Policy	47
Grading System	47
Graduation Requirements	49
Grants	30, 34
Grants, Tuition (Student)	30
Graphic Design & Rich Media (A.A.S.)	106
Graphic Technology (MGD) Course Descriptions	169
Graphic Technology Pre-Press Certificate	106
Great Beginnings Certificate	94
Greeley Campus	17
Group Leader Certificate	94
Guaranteed Transfer Courses, State	57
<b>H</b>	
Handicapped Parking Permits	26
Health Care Management BS Degree	120
Health Professional (HPR) Course Descriptions	162
Health & Wellness (HWE) Course Descriptions	163
Heating & Air Conditioning (HVA) Course Descriptions	163
Helicopter Pilot (A.A.S.)	77
High School Diploma Program	27, 28, 117
High School Options and Alternatives	28
History, Aims Community College	16
History (HIS) Course Descriptions	161
Holistic Health Professional (HHP) Course Descriptions	161
Honors	48
Housing	25
Humanities (HUM) Course Descriptions	163
Human Resources Management BS Degree	120
<b>I</b>	
Infant/Toddler Care Certificate	94
Information Session	36
Information Technology BS Degree	121
Intensive English Program	27, 116
International Programs	27
International Students, Admission Requirements for	36
Italian (ITA) Course Description	164

## Index, cont.

<b>J</b>	
Japanese (JPN) Course Descriptions . . . . .	164
Journalism (JOU) Course Descriptions . . . . .	164
<b>K</b>	
Kiefer Library . . . . .	42
<b>L</b>	
Law Enforcement (see Criminal Justice) . . . . .	93
Law Enforcement Academy (LEA) Course Descriptions . . . . .	144
Leadership Certificate . . . . .	126
Learning and Organizational Development . . . . .	43
Learning Communities . . . . .	43
Library . . . . .	42
Literature (LIT) Course Descriptions . . . . .	165
Live Teleconferences and Taped Video Conferences . . . . .	115
Load, Course . . . . .	46
Loans . . . . .	31
Loveland Campus . . . . .	19
<b>M</b>	
Main Campus, Greeley . . . . .	17
Mammography Certificate . . . . .	71
Management BS Degree . . . . .	121
Management Certificate Program . . . . .	83
Management Information Sciences BS Degree . . . . .	121
Management (MAN) Course Descriptions . . . . .	165
Map, Greeley Campus . . . . .	6
Marketing BS Degree . . . . .	121
Marketing (MAR) Course Descriptions . . . . .	167
Marketing/Management (A.A.S.) . . . . .	83
Mathematics (MAT) Course Descriptions . . . . .	167
Mathematics Department . . . . .	106
MBA, Masters of Business Administration . . . . .	121
MCSE-Microsoft Windows Systems Certification Certificate . . . . .	118
Medical Assisting . . . . .	110
Medical Office Technology (MOT) Course Descriptions . . . . .	171
Meteorology (MET) Course Descriptions . . . . .	169
Multimedia Graphic Design (MGD) Course Descriptions . . . . .	169
Music (MUS) Course Descriptions . . . . .	172
Music Performance . . . . .	27
<b>N</b>	
New Student Orientation . . . . .	52
Non-Discrimination . . . . .	24
Nurse Aide . . . . .	68
Nurse Aide (NUA) Course Descriptions . . . . .	173
Nursing (NUR) Course Descriptions . . . . .	173
<b>O</b>	
Office of Grants and Contracts . . . . .	34
Office of Institutional Advancement: Aims Foundation . . . . .	32
Official Add/Drop Period . . . . .	37
Ombudsman . . . . .	53
Operations & Supply Chain Management BS Degree . . . . .	121
Organizations, Student . . . . .	52
Overview . . . . .	16
<b>P</b>	
Parking . . . . .	26
Part-Time Employment Student . . . . .	31
Payment of Financial Aid . . . . .	30
Peace Officer Academy . . . . .	93
Peace Officer Academy (CRJ) Course Descriptions . . . . .	143
Performance Expectations . . . . .	48
Philosophy, Aims Community College . . . . .	16
Philosophy (PHI) Course Descriptions . . . . .	176
Phlebotomy . . . . .	100
Physical Education (PED) Course Descriptions . . . . .	174
Physical Education (PER) Course Descriptions . . . . .	176
Physics (PHY) Course Descriptions . . . . .	177
Physical Education . . . . .	27
Political Science (POS) Course Descriptions . . . . .	177
Portfolio . . . . .	44
Postsecondary Enrollment Option . . . . .	28
PreEngineering (A.S.) . . . . .	102
PreNursing Statewide Articulation Agreement (A.A.) . . . . .	70
Preschool Candidate Certificate . . . . .	94
Pre-Press, Graphic Technology . . . . .	106
Privacy Act, Family Education Rights and . . . . .	24
Process Technology (PRO) Course Descriptions . . . . .	177
Program Information . . . . .	66-113
Programs for Youth . . . . .	118
Professional Pilot (A.A.S.) . . . . .	77
Proof of Lawful Presence . . . . .	35
Psychology Department (Behavioral & Social Sciences) . . . . .	79
Psychology (PSY) Course Descriptions . . . . .	178
Public Information . . . . .	25
Public Safety Administration B.S. Degree . . . . .	122
Published Guides . . . . .	44
Purposes, Aims Community College . . . . .	16
<b>R</b>	
Radio & Television (RTV) Course Descriptions . . . . .	180
Radiologic Technology (RTE) Course Descriptions . . . . .	180
Radiologic Technology (A.A.S.) . . . . .	70
Reading (REA) Course Descriptions . . . . .	179
Records . . . . .	50
Refund Regulations . . . . .	37
Registration . . . . .	36
Release of Information . . . . .	50
Repeating Courses . . . . .	46
Residency Classification . . . . .	35
Rights and Privacy Act, Family Educational . . . . .	24
Russian (RUS) Course Descriptions . . . . .	182
<b>S</b>	
Satisfactory Progress, Financial Aid and VA . . . . .	30
Scholarships . . . . .	31, 33
Science Department . . . . .	111
Science (SCI) Course Descriptions . . . . .	182
Secondary Education . . . . .	96
Self-Supporting Classes, Refund Regulation . . . . .	37
Sex Offenders Information . . . . .	24
Small Business Management Certificate . . . . .	83
Smoking Policy . . . . .	24
Sociology (SOC) Course Descriptions . . . . .	182
Spanish (SPA) Course Descriptions . . . . .	183
Special Instructional Programs . . . . .	27
Speech (SPE) Course Descriptions (now COM prefix) . . . . .	183
Standardized Testing . . . . .	44
Standards of Student Conduct . . . . .	48
Steps to Enrollment . . . . .	36
Student Accident Insurance . . . . .	25
Student Activities and Organizations . . . . .	52
Student Advisory Board (ASACC) . . . . .	52
Student Bill of Rights . . . . .	57

## Index, cont.

Student Employment . . . . .	31	Tuition Adjustment Appeals . . . . .	37
Student Financial Aid . . . . .	29	Tuition Assistance, Veterans . . . . .	31
Student Financial Programs . . . . .	30	Tuition Assistance, National Guard . . . . .	31
Student, Financial Obligations of . . . . .	39	Tuition Grants, Student . . . . .	30
Student Insurance Fees . . . . .	39	Tuition and Fees . . . . .	38
Student Life . . . . .	52	Tuition Payment Policy . . . . .	38
Student Organizations . . . . .	52	Tutoring . . . . .	43
Student Records . . . . .	50		
Student Rights . . . . .	24	<b>U</b>	
Student Success Center . . . . .	40	Upholstery (UPH) Course Descriptions . . . . .	184
Student Support Services . . . . .	26	Understanding Community College Terms . . . . .	23
Supplemental Instruction (SI) . . . . .	43		
Surgical Technology . . . . .	67	<b>V</b>	
Surgical Technology (STE) Course Descriptions . . . . .	183	VA Satisfactory Progress . . . . .	30
Swedish (SWE) Course Descriptions . . . . .	184	Veterans' Benefits . . . . .	31
		Visual and Performing Arts . . . . .	112
<b>T</b>			
Table of Contents . . . . .	5	<b>W</b>	
Teacher Preparation . . . . .	96	Web Development BS Degree . . . . .	122
Telelearning and Media Services . . . . .	26	Welding Technology (WEL) Course Descriptions . . . . .	184
Testing Center . . . . .	40	Welding Technology (A.A.S.) . . . . .	113
Theatre (THE) Course Descriptions . . . . .	184	Where America Goes To College . . . . .	23
Transcript Evaluation . . . . .	50	Wind Turbine Generation (WTG) Course Descriptions . . . . .	185
Transcripts . . . . .	50	Withdrawal from Classes . . . . .	37
Transcripts, Requests for . . . . .	50	Women's Studies (WST) Course Descriptions . . . . .	185
Transfer Credit . . . . .	44	Work Keys Service Center . . . . .	118
Transfer Credit Evaluation Request Form . . . . .	Back of Catalog	Work Study, Financial Aid . . . . .	31
Transferring Credit out of Aims . . . . .	45	World Language/Foreign Language . . . . .	27
Tuition . . . . .	38		



# **Your A.A. or A.S. degree will transfer to all public 4-year colorado colleges and universities**

## **IF YOU**

- complete your AA or AS degree including a minimum 35 semester credits of state-guaranteed general education courses, and
- earn a C grade or better in all courses for the degree,

## **THEN**

- at least 60 semester hours of approved coursework of your AA/AS degree will transfer completely to a baccalaureate Liberal Arts and Sciences major in Colorado's public four-year institutions if you are accepted by the receiving institution\*

## **AND**

- you are guaranteed to be able to finish your liberal arts and sciences baccalaureate degree in just another 60 semester hours.

\* See your transfer advisor as soon as possible for a list of degrees applicable. Special articulations exist for Elementary Teacher Education, Business, Transfer Engineering and Nursing that specify which lower- division credits you need. For other majors, ask for a transfer guide that will help you select lower-division credits that will speed you on your way to finishing that baccalaureate degree.

Credit earned for prior learning, Advanced Placement, correspondence courses, CLEP and other tested-only credit may not apply. The institution to which you transfer will evaluate these credits according to its own policies.

## **STUDENT APPEALS POLICY**

### **IF YOU**

- graduated with an AA/AS degree,
- completed a minimum 35 semester credits of state-guaranteed general education courses, and
- earned a C grade or better in each course for the degree,

### **AND**

- your transcript evaluation indicates that you need more than 60 semester hours to complete your bachelor's degree in liberal arts and sciences, or your state-guaranteed courses are NOT applied to graduation requirements, you can file an appeal.

Contact your transfer advisor at Aims Community College who will provide you with the transfer and student appeals policies and process.

You also may find these policies at [www.aims.edu](http://www.aims.edu) or [www.state.co.us/cche/stuinf.html](http://www.state.co.us/cche/stuinf.html)



# Career *Advance*

*Find*

**the full time, part time, internship or volunteer opportunity you've dreamed about at**

[www.myinterfase.com/aimscs/student](http://www.myinterfase.com/aimscs/student)

Are you looking for a full time, part time, internship or volunteer opportunity? The Career Services Office at Aims Community College recently launched a website to provide students with an easy to use system where you can view a large number of jobs and find the one that is a perfect match for you!

*Why*

## **you should join**

Participation is *free* and you will gain the ability to:

- Search for job opportunities 24/7
- Inquire about or apply for jobs online
- Participate in career fairs
- Schedule on campus job interviews
- Manage multiple resumes, cover letters and other employment related documents

*How*

## **to get started**

Contact the Career Service Office today or go to [www.myinterfase.com/aimscs/student](http://www.myinterfase.com/aimscs/student) to register and benefit immediately for Aims' new website!

**Rachel Davis**

Coordinator of Career Services

Phone: 970.339.6436

Email: [rachel.davis@aims.edu](mailto:rachel.davis@aims.edu)



PO Box 69, Greeley, CO 80632  
Fax: 970-506-6958

# Transfer Credit Evaluation Request

(for students planning to complete an Aims Degree or Certificate)

USE THIS FORM FOR CREDIT EVALUATIONS OF:

- ◇ College transcripts
- ◇ Standardized Tests (CLEP, AP, etc)
- ◇ Published Guides (Military training, etc.)

**PLEASE PRINT**

Name (Last, First, Middle) \_\_\_\_\_

Previous Name(s), if different from current name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Change/update my address in your records

**Aims Degree or Certificate sought:**

AA: Associate of Arts, Liberal Arts

*Emphasis (if Applicable):*

\_\_\_ Early Childhood Education

\_\_\_ Business Transfer

\_\_\_ Elementary Education

\_\_\_ Criminal Justice (\_\_\_UNC/\_\_\_Metro Agreement)

AS: Associate of Science, Liberal Arts

AAS: Associate of Applied Science: \_\_\_\_\_  
Major (required)

Occupational Certificate: \_\_\_\_\_  
Major (required)

Check here to have evaluation results forwarded to the Assessment Office to meet assessment requirements.  
(Recommended if you have prior English, math, and/or science courses)

School, Institution, or Test to be evaluated:

City, State:

Transcript Status:

_____	_____	___ Ordered ___ Will Order
_____	_____	___ Ordered ___ Will Order
_____	_____	___ Ordered ___ Will Order
_____	_____	___ Ordered ___ Will Order

**In order to have transcripts or tests from other institutions evaluated students MUST:**

- Have OFFICIAL SEALED transcripts from all applicable institutions sent to Aims Community College.
- Complete this Transfer Credit Evaluation Request form and return it to any Aims Community College campus. If you're unsure which Aims program you will be completing, please consult with an advisor prior to completing this form.
- Have a current Admissions Application on file at Aims.
- Unofficial and Opened Official transcripts will not be evaluated.

It is the student's responsibility to provide course descriptions and/or syllabi of previously completed courses when necessary.

**Allow 30 days** for processing after receipt by the Admissions & Records Office of all documentation listed above.

**EVALUATION RESULTS WILL BE E-MAILED\* TO THE STUDENT AND ADVISOR OF RECORD.**

\*Only AIMS e-mail accounts are used

I have read and agree to the terms stated above:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Office Use Only			
Recvd By _____	Date _____	Evaluator _____	Eval Complete Date _____

**APPLICATION FOR ADMISSION**

No Fee Required      Please print legibly and complete all sections in dark blue/black ink      Term: \_\_\_\_\_

<b>PERSONAL INFORMATION</b>	
Last Name: _____	Gender: <input type="checkbox"/> Female <input type="checkbox"/> Male
First Name: _____	Date of Birth: ____/____/____ (mm/dd/yy)
Middle Name: _____	Social Security Number: _____-_____-_____
Previous Name(s) (if applicable): _____	[While a SSN is not required for admission, it is used to match past/future records & is required for education tax credits & some financial aid.]

<b>PHYSICAL / MAILING ADDRESS</b>	<b>SELECTIVE SERVICE</b>
Street: _____ PO Box: _____	<b>All males between the ages of 17yrs 11mos and 26yrs must answer this question:</b>  Are you registered with Selective Service? (For mor Information: <a href="http://www.sss.gov">www.sss.gov</a> )  <input type="checkbox"/> Yes <input type="checkbox"/> No
City: _____ County: _____ State: _____ Zip: _____	
Phone: Mobile: (____) _____ Land Line: (____) _____	
Personal Email Address: _____	
<b>ETHNICITY</b> (Voluntary for State & Federal reporting)	<b>RACE</b> (Voluntary for State & Federal reporting)
<input type="checkbox"/> Hispanic or Latino	<input type="checkbox"/> American Indian/Alaska Native <input type="checkbox"/> Black/African American
<input type="checkbox"/> Not Hispanic or Latino	<input type="checkbox"/> Asian <input type="checkbox"/> Native Hawaiian/Pacific Islander <input type="checkbox"/> White

<b>HIGH SCHOOL / GED / COLLEGE INFORMATION</b>	
High School Name: _____	If not a high school graduate, did you complete a GED? <input type="checkbox"/> Yes <input type="checkbox"/> No
City & State: _____	If yes, date completed: _____
SASID # (Student State ID #): _____	Did you earn a GED in Colorado? <input type="checkbox"/> Yes <input type="checkbox"/> No
Currently enrolled in high school? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, have you resided in Colorado for the past three years? <input type="checkbox"/> Yes <input type="checkbox"/> No
Graduation Date: _____	Prior College: (Name of most recent college attended) _____
Have you been enrolled in a CO high school for the past three years? <input type="checkbox"/> Yes <input type="checkbox"/> No	City & State: _____
Has either of your parents earned a 4-year degree? <input type="checkbox"/> Yes <input type="checkbox"/> No	Will you be taking Aims courses while still in high school? <input type="checkbox"/> Yes <input type="checkbox"/> No
Are you concerned about any of the following? (Check all that apply.) <input type="checkbox"/> Choosing a career (3) <input type="checkbox"/> Adequate financial resources (4) <input type="checkbox"/> Child Care Availability (6)	

<b>TERM OF ATTENDENCE / COURSE OF STUDY INFORMATION</b>	<b>HIGHEST EDUCATION LEVEL COMPLETED</b>
Indicate the year and term you wish to enroll at Aims: <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer 20____	<input type="checkbox"/> Did not graduate from High School (LHS) <input type="checkbox"/> Currently in High School (C09-C12) Grade: _____ <input type="checkbox"/> High School Graduate (HS) <input type="checkbox"/> Received GED (GED) <input type="checkbox"/> Occupational Certificate (1) <input type="checkbox"/> Associate Degree Circle one:    AA    AS AAS    AGS <input type="checkbox"/> Bachelors Degree (4) <input type="checkbox"/> Masters or higher (5)
Home Campus: <input type="checkbox"/> Greeley <input type="checkbox"/> Loveland <input type="checkbox"/> Fort Lupton	
<b>While at aims, which of the five choices below best describes your program of study? (Check only one box, please)</b>	
<input type="checkbox"/> <b>AA: Associate of Arts (transfer major).</b> Area of Study (optional): <input type="radio"/> Elementary Ed <input type="radio"/> Business <input type="radio"/> Early Childhood <input type="checkbox"/> <b>AS: Associate of Science (transfer major)</b> Area of Study (optional): <input type="radio"/> Engineering <input type="checkbox"/> <b>AAS: Associate of Applied Science</b> Specific major (required): _____ <input type="checkbox"/> <b>Occupational Certificate</b> Specific major (required): _____ <input type="checkbox"/> <b>Selective Admission Programs:</b> Please note that if pursuing one of the below, a separate application may be required: <input type="radio"/> Peace Officer Academy (PRECERTBP00) <input type="radio"/> Nursing (PREAASNU00) <input type="radio"/> Radiological Technology (PREAASRT00) <input type="radio"/> Surgical Tech (PREAASST02) <input type="radio"/> Paramedic (PREAASEM05)	
<b>If NOT declaring one of the above majors, please select one of the choices below (Check only one box, please)</b>	<b>OFFICE USE ONLY</b>
<input type="checkbox"/> Will transfer credit to another school but will NOT graduate from Aims (TR)	Aims ID: _____
<input type="checkbox"/> Will not graduate or transfer, but will take classes for personal interest only (NONE)	LTA: _____    Prev App Dt: _____
<input type="checkbox"/> Undecided or Unknown (000000)	R – Ret      N- New
	<b>Res Class:</b> In-District (1)    Out of District (2) Out of State (3)    Unknown (0)
	<b>Holds:</b> “RH”    “RD” Lawful Pres    Selective Service “RU”    “RI” Under 16yrs    Citizen Undetermined
	<b>Date Entered:</b> _____ <b>By:</b> _____



# LIFE IS GOOD at AIMS



“ ”

**Paul Hogsett** enrolled at the Aims Loveland Campus because, as he said, **“the price was right.”** He wasn't sure what he wanted to do right away, but after taking a few classes he discovered his passion for photography. He had the opportunity to work with the photography instructors and expand upon his interest. **“The teachers are very personable and always accessible,” he said.**

**“They deliver the material in a non-complex way.”**

Paul graduated from Aims last spring and will attend the Art Institute in Denver this coming fall. As for plans after graduating from the institute, Paul said that is to be determined. But he tells others that Aims is a great place to get started on your college education. **“Aims is a good place to come and pick up classes at an affordable price,” he said. “I was able to complete my general education courses for about one-third of the price I would have paid at a four-year university.”**

WWW  
DOT  
AIMS  
DOT  
EDU

# PHYSICAL EDUCATION CLASSES



BALLROOM DANCE

BELLY DANCE

BEGINNING GOLF

VOLLEYBALL

SOFTBALL

WATER AEROBICS

ARCHERY

SELF DEFENSE

BODY SCULPTING & TONING

WEIGHT TRAINING

STEP AEROBICS

PILATES MATWORK

MARTIAL ARTS

ULTIMATE FRISBEE

YOGA I & II

CARDIO KICKBOXING AEROBICS I & II

FITNESS WALKING

KARATE

CROSS TRAINING

**The Physical Education Department  
offers a wide variety of classes  
starting at 6 am and ending at 9 pm.**

**For more information, call 339.6295.**

## **Get fit • Have fun**