

**AERO 3100**  
**Management and Leadership-A**  
**3:3:0** **F**  
Introduces students to the United States Air Force (USAF) and the Reserve Officer Training Corps (ROTC). Includes conflict management, followership, leadership responsibility, officership, and process improvement.

**AERO 3110**  
**Management and Leadership-B**  
**3:3:0** **Sp**  
Introduces students to the United States Air Force (USAF) and the Reserve Officer Training Corps (ROTC). Includes conflict management, followership, leadership responsibility, officership, and process improvement.

**AERO 3200**  
**Jet Pilot Introduction**  
**2:2:0** **F**  
Studies principles of flight and accompanying issues. Introduces meteorology. Presents FARs as they apply to the private pilot. Provides orientation, understanding, and preparation of the US Air Force Undergraduate Pilot Training (UPT).

**AERO 399R**  
**Academic Internship--Leadership Intern Program**  
**4:0:8** **Su**  
•Prerequisite(s): Instructor Approval for Air Force ROTC Cadets only  
Provides advanced fundamentals of military leadership, planning, organizing, and team building at various levels of responsibility.

**AERO 400R**  
**Leadership Laboratory 4A**  
**0.5:0:2** **F**  
Presents basic fundamentals of military leadership: drill, courtesy, planning, and organizing at various levels of responsibility. Students perform as cadet officers. Emphasizes leadership development. May be repeated for a maximum of two credits.

**AERO 401R**  
**Leadership Laboratory 4B**  
**0.5:0:2** **Sp**  
Presents basic fundamentals of military leadership: drill, courtesy, planning, and organizing at various levels of responsibility. Students perform as cadet officers. Emphasizes leadership development. May be repeated for a maximum of two credits.

**AERO 4100**  
**National Security Affairs-A**  
**3:3:0** **F**  
Studies the military profession, civil-military interaction, and the forming of defense strategy.

**AERO 4110**  
**National Security Affairs-B**  
**3:3:0** **Sp**  
Studies the military profession, civil-military interaction, and the forming of defense strategy.

**AIM—ADMINISTRATIVE INFORMATION MANAGEMENT**

**AIM 1000**  
**Keyboarding Basics**  
**1:1:1** **F, Sp**  
•Prerequisite(s): none  
For students without previous training in keyboarding. Emphasizes fundamental keyboarding skills as well as proper techniques. Taught on computers.

**AIM 1010**  
**Survey of Operating Systems**  
**1:1:0** **F, Sp**  
Covers operating system concepts which are necessary for maintaining and using computer systems. Topics include disk, file, and directory structures; installation and setup; resource allocation; optimization, and configuration; system security; and other related topics.

**AIM 102R**  
**Keyboard Reinforcement**  
**1:0:2** **F, Sp**  
•Prerequisite(s): Minimum keyboarding skill of 20 WPM  
Emphasizes speed and accuracy through improved techniques using timed writings. Uses computer keyboards. One credit may apply toward a certificate or AAS degree. May be taken additional times for interest.

**AIM 1050** (Cross-listed with: INFO 1050)  
**Basic Computer Applications**  
**3:3:0** **Su, F, Sp**  
•Prerequisite(s): Basic keyboarding skill  
Presents basic computer concepts and hands-on training in using a PC operating system, web browsers, e-mail software, and office application suite software. Exposes students to basic terminology of computer hardware and software. Teaches basic computer operating system software commands for efficient computer utilization. Teaches use of Internet browsers to locate information for professional and personal use. Introduces e-mail basics and netiquette. Teaches commands needed to create, edit, enhance, save, print, and use effectively word processing documents, spreadsheets, databases, and presentation slide shows.

**AIM 105A**  
**Basic Computer Concepts/Operating System**  
**0.5:0.5:0** **Su, F, Sp**  
•Prerequisite(s): Basic keyboarding skill  
Presents basic computer concepts and hands-on training in operating system software. Exposes students to hardware and software terminology.

Studies PC operating system software to create desktop shortcuts, perform file management, set resolution, work with multiple application windows, and other properties.

**AIM 105B**  
**Basic Internet/E-mail Applications**  
**0.5:0.5:0** **Su, F, Sp**  
•Prerequisite(s): Basic keyboarding skill  
Presents use of the Internet and e-mail. Emphasizes commands needed to function on the Internet. Includes using hyperlinks to navigate through the Internet. Stresses methods for saving text and images off the Internet. Discusses acceptable use policies. Exposes students to browsers and search engines to locate information on the Internet. Introduces e-mail basics, netiquette, and address book maintenance.

**AIM 105C**  
**Basic Word Processing Applications**  
**0.5:0.5:0** **Su, F, Sp**  
•Prerequisite(s): Basic keyboarding skill  
Introduces word processing software. Emphasizes commands needed to create, format, revise, save, and print documents. Includes inserting and formatting graphics, tables, and tabs into a text document.

**AIM 105D**  
**Basic Spreadsheet Applications**  
**0.5:0.5:0** **Su, F, Sp**  
•Prerequisite(s): Basic keyboarding skill  
Introduces spreadsheet software. Emphasizes process of creating, formatting, enhancing, revising, saving, and printing spreadsheets. Stresses use of formulas and functions to solve problems. Includes creating charts using spreadsheet data.

**AIM 105E**  
**Basic Presentations Applications**  
**0.5:0.5:0** **Su, F, Sp**  
•Prerequisite(s): Basic keyboarding skill  
Introduces presentation software. Emphasizes process of creating, formatting, revising, saving, print, and showing presentations. Includes planning a slide show, choosing appropriate designs, and using templates.

**AIM 105F**  
**Basic Database Applications**  
**0.5:0.5:0** **Su, F, Sp**  
•Prerequisite(s): Basic keyboarding skill  
Introduces database software. Emphasizes process of designing, modifying, and creating related tables. Includes creating forms, generating reports and labels and constructing queries.

**AIM 1060**  
**Introduction to Computer Security and Programming**  
**3:3:0** **On Sufficient Demand**  
Introduces computer concepts, such as hardware, software, networking, and emerging technologies in the electronic workplace. Emphasizes use of PC operating system for end users. Explores computer

## Course Descriptions

security risks and preventative measures for personal and administrative office use. Introduces visual programming for personal and administrative applications.

### AIM 1080

#### 10-Key Data Entry

0.5:0:2

F, Sp

Prepares students to operate 10-key adding machines or 10-key computer pads proficiently by the touch system. Emphasizes straight addition and rapid data entry with at least 98 percent accuracy. Includes subtraction, decimal control, and subtotals. Self-paced and taught on computers.

### AIM 1340

#### Beginning Computer Applications

2:2:1

F, Sp

•Prerequisite(s): Basic keyboarding skill  
For technology students. Presents basic concepts of the current operating system, word processing, and spreadsheet software. Includes theory, instruction, demonstration, and hands-on experience. Completers should be able to create, format, enhance, revise, save, and print business correspondence, short reports, spreadsheets, and documents that include graphics and equations.

### AIM 134A

#### Beginning Computer Applications/Word Processing

1:1:0.5

F, Sp

•Prerequisite(s): Basic keyboarding skill  
For technology students. Presents basic concepts of the current operating system and word processing software. Includes theory, instruction, demonstration, and hands-on experience. Completers should be able to produce business correspondence, short reports, and documents that include graphics and equations.

### AIM 134B

#### Beginning Computer Applications/Spreadsheets

1:1:0.5

F, Sp

•Prerequisite(s): Basic keyboarding skill  
For technology students. Reinforces basic concepts of the current operating system and spreadsheet software. Includes theory, instruction, demonstration, and hands-on experience. Completers should be able to create, format, enhance, revise, save, and print spreadsheets.

### AIM 1350

#### Beginning Word Processing

3:3:0

F, Sp

•Prerequisite(s): Basic keyboarding skill  
For students without previous word processing experience. Teaches word processing in a Windows environment to create, format, edit, and print documents. Includes creating business letters, short reports, simple memorandums, simple tables, and documents containing simple graphics.

### AIM 183R

#### IAAP Student Chapter

1:1:0

On Sufficient Demand

For career-oriented students who are interested in participating with an international administrative professional organization (International Association of Administrative Professionals). Develops insights regarding lifetime careers and advancement opportunities for administrative support personnel. Clarifies the relationship between the business world and administrative professions. Promotes a spirit of fellowship and the exchange of ideas and opportunities for leadership positions, committee assignments, participation in school and community activities, and competition in national competitive events. Requires payment of membership dues. Graded credit/no credit. A maximum of four credits may be applied toward graduation.

### AIM 184R

#### IAAP Leadership

1:1:0

On Sufficient Demand

For International Association of Administrative Professionals student chapter officers. Includes development, organization, and direction of the IAAP student chapter at UVSC. Graded credit/no credit. A maximum of four credits may be applied toward graduation.

### AIM 224R

#### Exploring Digital Communication Tools

2:2:0

Su, F, Sp

•Prerequisite(s): AIM 1050, computer proficiency, or instructor approval  
Introduces students to emerging technology that allows users to write by voice or digital input and to have limited control of the Windows environment. Presents an overview of current technology, getting started using the technology, learning the basics, and using speech recognition and digital input tools in communication. Provides in-class instruction and independent practice. May be repeated for two credits toward graduation.

### AIM 2300

#### Records and Information Management

3:3:0

F, Sp

•Corequisite(s): AIM 2370  
Includes storage and retrieval systems, managing manual and electronic files, cross referencing, automated records systems, safety, security, and disaster recovery. Discusses the records cycle, equipment, supplies, retention schedules, and micrographics and image technology. Explores legal and ethical concerns.

### AIM 2320

#### Intermediate Computer Applications

3:3:0

On Sufficient Demand

•Prerequisite(s): AIM 1050 or instructor approval  
Teaches students intermediate features of applications software. Includes theory, instruction, demonstration, and hands-on experience. Teaches software

collaboration tools, integration features, and style creation and application. Stresses decision-making spreadsheet tools, such as IF statements, specialized financial and statistical functions, goal seeker, etc., for solving business problems. Includes designing customized database tables, forms, reports, and queries.

### AIM 232C

#### Intermediate Computer Applications/Word Processing

1:1:0

On Sufficient Demand

•Prerequisite(s): AIM 1050 or AIM 105C or instructor approval  
Teaches students intermediate features of word processing. Includes theory, instruction, demonstration, and hands-on experience. Teaches software collaboration tools, integration features, and style creation and application.

### AIM 232D

#### Intermediate Computer Applications/Spreadsheets

1:1:0

On Sufficient Demand

•Prerequisite(s): AIM 1050 or AIM 105D or instructor approval  
Teaches students intermediate features of spreadsheet applications. Includes theory, instruction, demonstration, and hands-on experience. Stresses decision-making spreadsheet tools, such as IF statements, specialized financial and statistical functions, goal seeker, etc., for solving business problems.

### AIM 232F

#### Intermediate Computer Applications/Database

1:1:0

Su, F, Sp

•Prerequisite(s): AIM 1050 or AIM 105F or instructor approval  
Teaches students intermediate features of database applications. Includes theory, instruction, demonstration, and hands-on experience. Includes designing customized database tables, forms, reports, and queries.

### AIM 2350

#### Intermediate Word Processing

3:3:0

F, Sp

•Prerequisite(s): AIM 1350 or instructor approval  
Teaches intermediate word processing features in a Windows environment for the production of business letters, envelopes, multiple-page documents, reports, newsletters, tables, and other specialized business documents. Emphasizes identification and troubleshooting problems associated with soft copy document production. Stresses proper formatting.

### AIM 2360

#### Business Spreadsheet Applications

3:3:0

F, Sp

•Prerequisite(s): ACC 1150 or equivalent business math knowledge; basic word processing skill  
Provides an extensive study and hands-on examination of practical business applications using electronic spreadsheets. Provides comprehensive coverage of

features available in the current Windows version of spreadsheet software.

**AIM 2370**  
**Business Database Applications**  
**3:3:0** **F, Sp**  
 •Prerequisite(s): Basic word processing skill  
 Explores creating and utilizing database files using database management software. Covers basic concepts of database management emphasizing commonly used applications. Teaches use of reports, letters, labels, custom screens, and queries in a business setting.

**AIM 2380**  
**Integrated Software Projects**  
**3:3:0** **Sp**  
 •Prerequisite(s): MGMT 2200, AIM 2350, AIM 2360, AIM 2370  
 •Corequisite(s): AIM 2370  
 Emphasizes organizing projects, prioritizing tasks, working under time pressures, and dealing with stressful situations. Requires completion of advanced document production in an automated environment using current versions of suite software packages. Includes machine transcription, integration of suite software components, effective use of groupware, and completion of group projects. Stresses self-motivation, acceptance of responsibility, critical thinking, and effective decision making.

**AIM 2450** (Cross-listed with: INFO 2450)  
**Web Application Design**  
**3:3:0** **Su, F, Sp**  
 •Prerequisite(s): INFO 1120 or (Computer Proficiency and AIM 1060)  
 Focuses on the design and construction of WWW home pages and maintenance of web sites in a multi-platform environment. Teaches current SL (HTML) standards and exposes students to the latest enhancements. Covers design concepts, page layout, legal issues, basic client-side and server-side security, and commercial use of the Web.

**AIM 281R**  
**Cooperative Work Experience**  
**2 to 8:0:10 to 40** **Su, F, Sp**  
 •Prerequisite(s): Approval of cooperative work experience director/coordinator or department chair.  
 Provides opportunities to apply classroom theory on the job. Requires work as paid employees in a job that relates to their careers while enrolled at the College. Students meet at least monthly with the Departmental Coop/Internship Coordinator. Completers meet individually set goals. Six credits may be applied toward graduation with an AAS degree and three credits toward certificate programs.

**AIM 296R**  
**Seminar**  
**1 to 3:1 to 3:0 to 9** **On Sufficient Demand**  
 Provides short courses, workshops, and special programs in information management or current administrative topics. May be taken as desired for interest.

**AIM 297A**  
**Independent Study**  
**1:0:3** **On Sufficient Demand**  
 Offers independent study as directed in reading or in individual projects. Approval for this course is at the discretion of the department chairperson.

**AIM 297B**  
**Independent Study**  
**2:0:6** **On Sufficient Demand**  
 Offers independent study as directed in reading or in individual projects. Approval for this course is at the discretion of the department chairperson.

**AIM 297C**  
**Independent Study**  
**3:0:9** **On Sufficient Demand**  
 Offers independent study as directed in reading or in individual projects. Approval for this course is at the discretion of the department chairperson.

**AIM 321R**  
**Applications Software Update**  
**0.5 to 3:0.5 to 3:0** **On Sufficient Demand**  
 •Prerequisite(s): Instructor or department chair approval  
 For those interested in updating to new versions of software. Teaches new software features. Explores changes or updates in software. Introduces changes/updates in the operating system. Repeatable for up to six credits toward requirements for a degree. May be taken as desired for interest.

**AIM 3270**  
**Business Presentation Applications**  
**3:3:0** **F, Sp**  
 •Prerequisite(s): Basic word processing skill  
 Uses PowerPoint to create computer slide presentations, business charts and graphs, illustrations for desktop publishing, text charts, and other business-oriented publications. Incorporates presentation templates, clip art, charts and graphs, scanned images, sound, animations, video, and hyperlinks to create projects.

**AIM 3350**  
**Business Desktop Publishing Applications**  
**3:3:0** **F, Sp**  
 •Prerequisite(s): AIM 2350 or instructor approval  
 For administrative information management or administrative information support majors and others interested in learning advanced word processing features. Teaches advanced word processing applications through the use of current desktop publishing software in a Windows environment. Emphasizes production of complex documents for the purpose of publication. Teaches formatting and design principles through the use of theory instruction, demonstration, and hands-on experience.

**AIM 3370**  
**Business Web Graphics Applications**  
**3:3:0** **F**  
 •Prerequisite(s): Basic computer knowledge or instructor approval  
 Introduces digital image editing using Adobe Photoshop and Illustrator. Includes web-based graphics design for instructional projects. Provides an overview of creating and editing images and optimizing graphics for the web.

**AIM 3600**  
**Adult Learning for Instructional Design**  
**3:3:0** **On Sufficient Demand**  
 •Prerequisite(s): Suggested: AIM 3270, MGMT 2390  
 Focuses on learning and instruction theories for adults within the context of a business/industry training environment. Explores through a wide variety of business examples specific implications and applications of these theories into instructional design to resolve performance problems.

**AIM 3650**  
**Training and Development**  
**3:3:0** **F**  
 •Prerequisite(s): MGMT 2390  
 Teaches the lifecycle of training and development in a business setting. Uses the Instructional System Design (ISD) process, which includes identifying performance deficiencies and appropriate interventions, developing objectives, selecting appropriate learning technologies, developing course content, selecting effective instructional aids, delivering training, and evaluating training effectiveness. Reviews basic educational principles in teaching adult learners and managing classroom dynamics. Examines legal issues, cross-cultural preparation, and workforce diversity as they relate to training and development. Provides hands-on training experiences. Completers should be prepared to apply basic principles to training and development opportunities.

**AIM 4100**  
**CPS/CAP Review--Office Systems and Technology**  
**2:2:0** **On Sufficient Demand**  
 •Prerequisite(s): Instructor approval  
 For students and others wishing to prepare for the Certified Professional Secretary or the Certified Administrative Professional Examinations administered by International Association of Administrative Professionals. Prepares students to sit for the Office Systems and Technology section of the CPS and CAP exams.

**AIM 4110**  
**CPS/CAP Review--Office Administration**  
**2:2:0** **On Sufficient Demand**  
 •Prerequisite(s): Instructor approval  
 For students and others wishing to prepare for the Certified Professional Secretary or the Certified Administrative Professional Examinations administered by International

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Association of Administrative Professionals. Prepares students to sit for the Office Administration section of the CPS and CAP exams.

**AIM 4120**  
**CPS/CAP Review--Management**  
**2:2:0 On Sufficient Demand**

•Prerequisite(s): Instructor approval  
For students and others wishing to prepare for the Certified Professional Secretary or the Certified Administrative Professional Examinations administered by International Association of Administrative Professionals. Prepares students to sit for the Management section of the CPS and CAP exams.

**AIM 4130**  
**CAP--Advanced Organizational Management**  
**2:2:0 On Sufficient Demand**

For students and others wishing to prepare for the Certified Professional Secretary or the Certified Administrative Professional Examinations administered by International Association of Administrative Professionals. Prepares students to sit for the Advanced Organizational Management section of the CPS and CAP exams.

**AIM 4350**  
**Information Workflow Management**  
**3:3:0 F**

•Prerequisite(s): (AIM 2350, AIM 2360, AIM 2370, AIM 3270, and AIM 3350) or approval of instructor.  
Emphasizes organization, problem-solving, and critical thinking skills in directing the completion of documents and projects in an automated and integrated environment. Covers a variety of administrative information management activities including planning and organizing new projects; directing new and ongoing operations; and utilizing available technology to process, analyze, manage, and communicate information. Stresses self-motivation, effective decision making, and critical- and creative-thinking skills. Completers should function effectively in the role of an administrative information or business office manager.

**AIM 4360**  
**Project Management**  
**3:3:0 Sp**

•Prerequisite(s): AIM 4350 or instructor approval.  
Emphasizes multitasking of projects and work processes in a collaborative environment. Requires planning and tracking projects; utilizing people, time, and resources effectively; communicating expectations clearly; and providing project information as needed.

**AIM 4610**  
**Designing Technology-based Training**  
**3:3:0 On Sufficient Demand**

•Prerequisite(s): AIM 3650  
Provides shadowing opportunities in an educational or business setting where

students can see basic principles of training and development in action and gain insights into training design, development, implementation, and evaluation. Uses the course map content from the AIM 3650 course to pre-author a technology-based training program, which includes creating a course navigation map (flowchart) to determine course sequence and navigational paths, designing storyboard frames with multimedia elements, and generating the navigation map and storyboards into an authoring tool. Completers should be prepared to apply shadowing experiences, discussion insights, and pre-authoring computer skills to future training opportunities.

**AIM 4620**  
**Producing Technology-based Training**  
**3:3:0 On Sufficient Demand**

•Prerequisite(s): AIM 4610  
Builds on information taught in AIM 3650 and AIM 4610. Generates story boards from a computer design tool into an authoring tool. Teaches basic principles of building and editing frames with text and multimedia elements. Provides practice and feedback, remediation as needed. Addresses individual learner needs and evaluation of program effectiveness. Uses program objectives to evaluate final program product.

**AIM 481R**  
**Internship**  
**2 to 8:0:10 to 40 Su, F, Sp**

•Prerequisite(s): Approval of department chair or internship/cooperative work experience director.  
For bachelor's degree students. Provides opportunities to apply classroom theory while students work as employees in a job that relates to their careers. Meet monthly with an internship director. Credit is determined by the number of hours a student works during the semester and completion of individually set goals. A maximum of four credits may be applied toward a Bachelor of Science Degree. Graded credit or no-credit.

**AIM 482R**  
**Training and Development Internship**  
**2 to 3:1:3 to 6 On Sufficient Demand**

•Prerequisite(s): Instructor Approval  
Provides opportunities to intern in an approved educational or business environment where classroom theory and training experiences may be applied to meet training objectives. Requires weekly meetings with coordinator and other students in a classroom setting to share experiences and to receive direction. Credit is determined by the number of hours a student provides training during the semester. Completers should be prepared to apply intern experiences and skills to future training opportunities. Repeatable for up to three credits.

**AIM 483R**  
**Computer Applications Internship**  
**1 to 2:0:3 to 6 On Sufficient Demand**

•Prerequisite(s): Upper division status and approval of department chair; AIM 2350, AIM 2360, AIM 2370, AIM 3270  
Applies classroom theory on the job by assisting other students with their computer problems in a lab situation while working in a computer lab. Requires meeting with the Computer Center Director and assisting in other duties as assigned. Graded credit/no credit. Repeatable for up to two credits.

**AIM 496R**  
**Information Management Seminar**  
**1 to 3:1 to 3:0 to 6 On Sufficient Demand**

•Prerequisite(s): Instructor/department chair approval  
Provides short courses, workshops, and special programs in information management or current business topics. Repeatable for up to six credits.

**AIM 497A**  
**Independent Study**  
**1:0:3 Su, F, Sp**

•Prerequisite(s): Department chair approval  
For bachelor's degree students and other interested persons. Offers independent study as directed in reading or in individual projects; offered at the discretion and approval of the department chairperson.

**AIM 497B**  
**Independent Study**  
**2:0:6 Su, F, Sp**

•Prerequisite(s): Department chair approval  
For bachelor's degree students and other interested persons. Offers independent study as directed in reading or in individual projects; offered at the discretion and approval of the department chairperson.

**AIM 497C**  
**Independent Study**  
**3:0:9 Su, F, Sp**

•Prerequisite(s): Department chair approval  
For bachelor's degree students and other interested persons. Offers independent study as directed in reading, in individual projects, or in learning new technologies; offered at the discretion and approval of the department chairperson. Repeatable for up to six credits.

### AMST—AMERICAN STUDIES

**AMST 2000** **HH**  
**Introduction to American Studies**  
**3:3:0 F**

•Prerequisite(s): ENGL 2010 or ENGL 2020  
Introduces students to the interdisciplinary study of American culture. Employs insights and approaches from literature, history, art, sociology, anthropology, and political science. Analyzes a variety of texts and artifacts. Explores selected themes and issues central to American Studies.