

Course Descriptions

humidifying. Covers modulating motors and controls for air handling. Electrical, mechanical, electronic, and pneumatic controls will be emphasized. Safety standards of ARI/GAMA gas manufacturers will be followed.

ACRT 2440

Commercial Refrigeration Heating and Air Conditioning Theory

4:4:0 Su, F, Sp

•Prerequisite(s): ACRT 2340 or equivalent
For advanced Air Conditioning and Refrigeration Technology majors. Studies processes and techniques in the commercial refrigeration, heating, ventilating, and air conditioning field. Special emphasis is placed on troubleshooting electrical and mechanical problems. Includes theory of start-up, preventative maintenance, service, repair, and installation of gas systems, heat pumps, and electric heat for residential and light commercial applications.

ACRT 244L

Commercial Refrigeration Heating and Air Conditioning Lab

5:0:15 Su, F, Sp

•Prerequisite(s): ACRT 234L or equivalent
Lab class for advanced Air Conditioning and Refrigeration Technology majors. Studies processes and techniques in the commercial refrigeration, heating, ventilating, and air conditioning field. Special emphasis on hands-on troubleshooting electrical and mechanical problems. Lab activities cover start-up, preventative maintenance, service, repair, and installation of gas systems, heat pumps, and electric heat for residential and light commercial applications. With departmental approval, students may be eligible for cooperative work experience or an internship opportunity as another method of earning lab credit.

ACRT 281R

Cooperative Work Experience

1 to 8:0:5 to 40 F, Sp

•Corequisite(s): ACRT 285R the first time only
For Air Conditioning and Refrigeration Technology majors. Provides paid, on-the-job work experience in the student's major. Work experience, the correlated class and enrollment are coordinated by the Cooperative Coordinator. Includes student, employer, and coordinator evaluation, on-site work visits, written assignments, and oral presentations. Provides experience in writing and completing individualized work objectives that improve present work performance.

ACRT 285R

Cooperative Correlated Class

1:1:0 F, Sp

•Corequisite(s): ACRT 281R the first time only
For Air Conditioning and Refrigeration Technology majors. Identifies on-the-job problems through in-class discussion and

study. Includes the study of identifying and maximizing service opportunities. Students register for this class with approval of the Cooperative Coordinator. Includes lecture, guest speakers, video tapes, role playing, case analysis, oral presentations, and written assignments. Completers should be better able to perform in their field of work or study.

ACRT 299R

SkillsUSA

1:1:0 Sp

For Air Conditioning and Refrigeration Technology majors. Supports and facilitates the goals and objectives of the SkillsUSA organization. Develops social awareness, civic, recreational, and social activities. May include participation in local, state, and national contests. Includes advanced trouble shooting and diagnostic training and experience.

AERO—AEROSPACE SCIENCE

AERO 1000

Leadership Laboratory IA

0.5:0:2 F

Studies basic fundamentals of military leadership: drill, courtesy, planning, and organizing at various levels of responsibility.

AERO 1010

Leadership Laboratory IB

0.5:0:2 Sp

Studies basic fundamentals of military leadership: drill, courtesy, planning, and organizing at various levels of responsibility.

AERO 1100

The Air Force Today

1:1:0 F

•Corequisite(s): AERO 1000
Teaches development, organization, and doctrine of the U.S. Air Force. Emphasizes Strategic Force requirements.

AERO 1110

Aerospace Defense General Purpose and Support Forces

1:1:0 Sp

•Corequisite(s): AERO 1010
Studies U.S. Air Force Defensive Forces, General Purpose Forces, and Tactical Air Forces.

AERO 143R

Air Force Physical Training

0.5:0:2 F, Sp

•Corequisite(s): AERO 1000
Prepares students for the physical demands placed upon them at Air Force Field Training encampment normally attended between their sophomore and junior years. Provides leadership opportunities and tests a cadet's physical fitness. Repeats are allowed. See advisor for details. May be repeated for a maximum of four credits.

AERO 2000

Leadership Laboratory 2A

0.5:0:2 F

Teaches fundamentals of military leadership: drill, courtesy, planning, and organizing at various levels of responsibility. Increased emphasis on performance level.

AERO 2010

Leadership Laboratory 2B

0.5:0:2 Sp

Teaches fundamentals of military leadership: drill, courtesy, planning, and organizing at various levels of responsibility. Increased emphasis on performance level.

AERO 2100

The Developmental Growth of Air Power-A

1:1:0 F

•Corequisite(s): AERO 2000
Studies development of various concepts of air power employment, emphasizing factors that have prompted research and technological change.

AERO 2110

The Development and Growth of Air Power-B

1:1:0 Sp

•Corequisite(s): AERO 2010
Studies development of various concepts of air power employment. Emphasizes factors that have prompted research and technological change.

AERO 3000

Leadership Laboratory 3A

0.5:0:2 F

Teaches basic fundamentals of military leadership: drill, courtesy, planning, and organizing at various levels of responsibility. Students perform as cadet officers. Emphasizes leadership development.

AERO 3010

Leadership Laboratory 3B

0.5:0:2 Sp

Teaches basic fundamentals of military leadership: drill, courtesy, planning, and organizing at various levels of responsibility. Students perform as cadet officers. Emphasizes leadership development.

AERO 305R

Leadership Laboratory Honor Guard

1:0:3 F, Sp

Teaches basic fundamentals of military leadership: drill, courtesy, planning, and organizing at various levels of responsibility. Emphasizes leadership development. Students perform as cadet officers. Repeats are allowed. See advisor for details. May be repeated for a maximum of eight credits.

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