

# COCONINO COUNTY COMMUNITY COLLEGE

1993-1994 CATALOG

VOLUME 1, NUMBER 2, JULY 1993



# **COCONINO COUNTY COMMUNITY COLLEGE**

## **1993-1994 CATALOG**

**VOLUME 1, NUMBER 2, JULY 1993**



### **Flagstaff Administrative Center**

**3000 North 4th Street, Suite 17, Flagstaff, Arizona 86004**

**Locally (602) 527-1222, Toll Free within Arizona 1-800-350-7122, FAX (602) 526-1821**

### **Page Administrative Center**

**148 6th Avenue, Page, Arizona 86040-0754**

**(602) 645-3987, FAX (602) 645-3501**

**Classes are available in Bellemont, Flagstaff, Grand Canyon, LeChee Chapter, Page, Sedona,  
Tuba City and Williams.**



# FALL 1993 ACADEMIC CALENDAR

Priority Advance Registration/Advising (Walk-In for continuing CCCC students)	Tuesday, May 4 - Thursday, May 6, 1993**
Early Admission Deadline	Friday, May 28, 1993
Advance Registration (Mail-In/all sites)	Monday, May 10 - Friday, May 28, 1993
Fee Payment Deadline for Advance Registrants	Wednesday, August 4, 1993
Walk-In Regular Registration/Advising	
Flagstaff	Tuesday, August 24 - Saturday, August 28, 1993 by scheduled time**
Grand Canyon	Tuesday, August 3, 5:30 - 7:00 p.m. and Wednesday, August 11, 5:30 - 7:00 p.m. and Saturday, August 14, 11:00 a.m. - 1:00 p.m.
Page	Monday, August 2 - Friday, August 27, 8:00 a.m. - 5:00 p.m.
Sedona	Saturdays, August 7 and August 21, 10:00 a.m. - 2:00 p.m.
Tuba City	Thursday, August 19, 1:00 p.m. - 5:00 p.m.
Williams	Saturday, June 5 and Saturday, August 21, 10:00 a.m. - 2:00 p.m.
Bellemont	Thursdays, August 12 and August 19, 6:00 p.m. - 8:00 p.m.
Instruction Begins	Monday, August 30, 1993
Labor Day Holiday - campus closed	Monday, September 6, 1993
Deadline to Add Classes (all sites)	Friday, September 10, 1993
Deadline for 100% Refund*	Sunday, September 12, 1993
Deadline for 100% Refund of Class Fees	Sunday, September 12, 1993
Deadline for 50% Refund*	Sunday, September 19, 1993
No Refund Period Begins	Monday, September 20, 1993
Deadline to Drop Without Record (FTSE)	Wednesday, October 13, 1993
Mid-Semester Holiday - no classes	Friday, October 22, 1993
Mid-Term Examination Period	Monday - Saturday, October 25-30, 1993
Deadline for Student Initiated Drop (W)	Wednesday, November 24, 1993
Thanksgiving Holiday - campus closed	Thursday - Saturday, November 25-27, 1993
Last Day of Instruction	Saturday, December 11, 1993
Final Examination Period	Monday - Saturday, December 13-18, 1993
Final Grades Due by Instructors	Tuesday, December 21, 1993
Winter Break - campus closed	Wednesday, December 22, - January 2, 1994

\*Refunds are made only to students who follow the official drop procedures. There is a \$10 processing fee for all refunds except those made for classes cancelled by the College. Veterans are subject to pro-rata refunds according to V.A. policies.

# **SPRING 1994 ACADEMIC CALENDAR**

Priority Advance Registration .....	Dates and times to be announced
Early Admission Deadline .....	Friday, December 3, 1993
Advance Registration .....	Dates and times to be announced (Mail-In/all sites)
Regular Walk-In Registration/Advising .....	Dates and times to be announced
Martin Luther King Holiday - campus closed .....	Monday, January 17, 1994
Instruction Begins .....	Tuesday, January 18, 1994
Deadline to Add Classes (all sites) .....	Friday, January 28, 1994
Presidents' Day Holiday - campus closed .....	Monday, February 21, 1994
Deadline to Drop Without Record (FTSE) .....	Wednesday, March 2, 1994
Mid-Term Examination Period .....	Monday - Saturday, March 21-26, 1994
Deadline for Student Initiated Drop (W) .....	Friday, April 21, 1994
Spring Break - Flagstaff - no classes .....	Monday - Saturday, March 14-19, 1994
Last Day of Instruction .....	Saturday, May 7, 1994
Final Examination Period .....	Monday - Saturday, May 9-14, 1994
Final Grades Due by Instructors .....	Tuesday, May 17, 1994
Commencement .....	Saturday May 21, 1994

(NOTE: Detailed calendars may be found in each semester's CLASS SCHEDULE BULLETIN. The College reserves the right to make changes to the Fall 1993 and Spring 1994 Calendar without notice.)

# TABLE OF CONTENTS

Coconino County Community College reserves the right to make changes without notice concerning fees, courses, curricula, procedures, and other matters contained in this catalog.

Academic Calendar .....	1
Philosophy and Mission .....	4
Governing Board .....	4
College Compliances .....	5
Instructional Sites, Facilities and Equipment .....	7
Admission Information .....	8
Financial Information .....	11
Academic Procedures .....	16
Student Services .....	25
Veteran's Programs .....	29
Credit by Examination .....	31
Transferring Credit to CCCC .....	35
Transferring Credit From CCCC To Other Colleges and Universities .....	36
Graduation .....	37
Degree Information .....	39
Degree Programs .....	44
Certificate Programs .....	61
Course Descriptions .....	72
Faculty/Administrative Staff .....	114
Associate Faculty .....	116
Answers to Questions .....	117
Index .....	119

## OVERVIEW OF PROGRAMS

Coconino County Community College offers transfer, occupational, special interest and basic skills courses at locations throughout the county. The College provides opportunities for skills development in mathematics, reading, writing, and English as a Second Language, as well as the development of positive attitudes toward learning.

The College strives to continually evaluate the educational needs of its communities, to develop appropriate instructional courses and programs to meet identified needs, and to revise or eliminate those courses which no longer meet a significant need.

## **PHILOSOPHY AND MISSION**

The mission of Coconino County Community College (CCCC) is to provide the county's culturally diverse and geographically dispersed population equal opportunity and access to quality post-secondary, academic, occupational, and avocational programs, courses and support services. These programs are designed to challenge students academically, instill pride in their heritage, and promote an appreciation for other cultures. The College is dedicated to the ideals of life-long education by addressing the whole person through its commitment to those who seek to improve their skills, enrich their lives, and enhance their futures.

To fulfill this mission, Coconino County Community College will offer these programs and services.

### **Transfer Degrees**

The College offers University-parallel programs to enable students to complete the first two years of a baccalaureate degree.

### **Occupational/Career Preparation**

The College offers business/industry validated competency-based curricula to provide the necessary knowledge and skills for successful entry and upward mobility in today's ever-changing workplace.

### **Basic/General Education**

The College offers opportunities to students to develop skills and to acquire a breadth of knowledge which will assist them in achieving their desired personal success while intelligently exercising their obligations and privileges as citizens.

### **Continuing Education/Special Interest**

The College offers continuing education and special interest classes dedicated to life-long learning, enabling citizens to improve existing skills, acquire new skills, enhance cultural awareness, or pursue special interests.

### **Business/Industry Affiliations**

The College participates in partnerships with

business, industry, governmental agencies, and other institutions to provide various academic and occupational programs which enhance the economic development of the county.

### **Concurrent Enrollment**

The College offers eligible high school students an opportunity to take college-level courses.

### **Support Services**

The College offers a variety of support services to provide a successful educational experience for each student. These services include, but are not limited to, academic advisement, the Learning Enhancement Center, library services, placement testing, financial aid, career planning, employment services, and other services to special population groups. Many educational programs and support services are offered by the College in conjunction with other agencies within Coconino County.

The College is fiscally responsible and accountable to the citizens of the County for its educational programs and support services. The College will continuously assess and evaluate its programs and services through strategic planning and decision making to meet the needs of the community.

Through all of these, the College will strive to promote the democratic ideals of equal opportunity for success, individual worth, and informed responsible citizenship.

---

### **GOVERNING BOARD**

Daniel W. Baertlein; Williams, Arizona  
Tony Christensen; Flagstaff, Arizona  
Crystal Holliday; Fredonia, Arizona  
Gaye Luna, Ed.D; Flagstaff, Arizona  
David Wilmes; Page, Arizona

Mary Kuzzell-Babbitt;  
State Board Representative

John W. Glenn, Ph.D;  
College President

---

# COLLEGE COMPLIANCES

## EQUAL OPPORTUNITY

Coconino County Community College is committed to providing equal employment, educational opportunities, and advancement to all, consistent with appropriate Federal and State laws and without regard to race, creed, color, religion, sex, age, national origin or disability. Coconino County Community College is an Affirmative Action/Equal Opportunity Institution.

## NONDISCRIMINATION

Coconino County Community College District, in compliance with Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Americans with Disabilities Act and Sections 503 and 504 of the Rehabilitation Act of 1973, A.R.S. 41-1463 et. seq., the Age Discrimination in Employment Act of 1967 and A.R.S. 41-1463 - 41-1465, and Section 402 of the Vietnam Era Veteran's Readjustment Act of 1974 does not discriminate against any employee or student. This policy covers admission, access, and service in College programs and activities, and application and treatment in College employment.

Inquiries regarding equal opportunity policies, the filing of grievances or request for a copy of procedures covering discrimination complaints may be directed to the Dean of Student Services, the Dean of Instruction, or the Director of Human Resources.

## FAMILY EDUCATIONAL RIGHTS/PRIVACY ACT

Coconino County Community College is in compliance with the Family Educational Rights and Privacy Act of 1974, its amendments and the final rule of the U.S. Department of Health, Education and Welfare. In accordance with this Act, 1) eligible students have the right, with certain limitations, to inspect and review their educational records; 2) the College shall not permit disclosure of information from education records or personally identifiable information, except to individuals, agencies, or organizations identified by the Act. A copy of this Act is available from the Dean of Student Services.

## STUDENT RIGHT-TO-KNOW AND CAMPUS SECURITY ACT

Coconino County Community College intends to comply with Public Law 101-542, the Student Right-to-Know and Campus Security Act (as amended by Public Law 102-26, the Higher Education Technical Amendments of 1991).

The "Right-to-Know" law requires that (beginning July 1, 1993) colleges annually disclose the rate at which full-time certificate-seeking or degree-seeking students persist to complete or graduate from programs of study. Beginning July 1, 1993, disclosure reports will be published in each semester's CLASS SCHEDULE BULLETIN. Copies will also be available through the Dean of Student Services, CCCC, 3000 North 4th Street, Suite 17, Flagstaff, AZ 86004.

The "Crime Awareness and Campus Security Act of 1990" requires that beginning (August 1, 1991) colleges collect information related to crime and campus security. Furthermore (beginning September 1, 1992) colleges are required to prepare, publish, and distribute information related to crime and campus security to all current students and employees, and to any applicant for enrollment or employment, upon request. This information will be published in each semester's CLASS SCHEDULE BULLETIN.

## PROHIBITION OF SEXUAL HARASSMENT

All persons associated with Coconino County Community College including, but not limited to, the District Governing Board, the administration, faculty, staff, students, and members of the public will provide an environment free from sexual harassment. Any person who engages in sexual harassment while acting as a member of the College community or while on College property will be in violation of this policy.

## DRUG FREE COLLEGE

Coconino County Community College is committed to the Drug Free Schools and Communities Act Amendments of 1989



specified by Public Law 101-226.

The college student code and employee regulations prohibit the possession, or distribution of alcohol and illicit substances by students, employees and campus guests.

Being under the influence of, or the use of, sale or possession of any narcotic or controlled substance on campus, or during off-campus sponsored activities may result in prosecution under Arizona and National Laws.

College employees are required to report violations to appropriate civil and college authorities.

The college will assist students and employees with appropriate referral and information concerning drug and alcohol education.

#### **OFFICIAL COLLEGE HOLIDAYS**

The College observes certain holidays and vacation periods; these are detailed in each semester's CLASS SCHEDULE BULLETIN. The College teaches courses in a variety of sites throughout Coconino County and, generally, classes are held in locations which include local public school facilities. Therefore, as a practical matter, the College endeavors, where possible, to follow the holiday schedule and vacation periods of the local school district. This ensures access to facilities and reduces schedule conflicts for students. In general, no classes are taught on the following holidays which are observed District-wide: New Year's Day, President's Day, a mid-semester holiday, Memorial Day, Independence Day, Labor Day, Thanksgiving, Martin Luther King Day, and Christmas.

Scheduled vacation may vary with site and local school calendars, but generally include a Christmas vacation beginning just prior to Christmas Day, and a Spring Break in March or April.

#### **STANDARDS OF STUDENT CONDUCT**

Certain conduct on the part of students is inconsistent with the learning environment and student conduct is subject to standards set by Coconino County Community College. Conduct which may lead to College disciplinary action or possible dismissal is detailed in the "Student Services" section of this catalog.

#### **VETERAN'S PROGRAMS**

Details of programs and services available to military veterans are outlined in the "Veteran's Programs" section of this catalog.

#### **ACCREDITATION**

The College has begun the necessary process toward regional accreditation.

#### **ABILITY TO BENEFIT**

Individuals who have not earned a GED or high school diploma will not be eligible for Title IV financial aid funds unless they have successfully taken an independently, approved examination to qualify them according to the Higher Education Technical Amendments of 1991 (Pub. L. 102-26, enacted on April 9, 1991). For information, contact the Office of the Dean of Student Services.

#### **HISTORY OF COCONINO COUNTY COMMUNITY COLLEGE**

In November 1990, Coconino County Community College was formed by a vote of Coconino County citizens; in May 1991, the College's funding was approved through a special election. The College began operation on July 1, 1991. Its first classes were offered in Fall Semester 1991.

# **INSTRUCTIONAL SITES AND ADDRESSES**

## **FLAGSTAFF**

Administrative Center.....(602) 527-1222.....OR.....1-800-350-7122  
3000 North 4th Street, Suite 17, College Plaza Shopping Center, Flagstaff, AZ 86004

## **PAGE AND LECHEE CHAPTER, NAVAJO NATION**

Area Coordinator - Terry Kelly.....(602) 645-3987  
148 6th Avenue, Page, Arizona 86040-0754

## **GRAND CANYON**

Area Coordinator - Roger Studley.....(602) 638-9224  
P.O. Box 519, Grand Canyon, Arizona 86023

## **SEDONA**

Area Coordinator - Nancy Jensen.....(602) 282-3297  
P.O. Box 4068, Sedona, Arizona 86340

## **TUBA CITY**

Area Coordinator - Terry Kelly.....(602) 645-3987  
P.O. Box 728, Page, Arizona 86040-0754

## **WILLIAMS AND BELLEMONT**

Area Coordinator - Jeff Krummenacher.....(602) 635-4419  
P.O. Box 304, Williams, Arizona 86046

### **NOTE:**

Although the College offers courses in communities throughout Coconino County, this does not guarantee that courses will be offered in sufficient quantity or sequence to support all academic programs in all instructional sites. Students should inquire about the availability of programs of interest. As the College grows, programs will become more widely available.

# ADMISSION INFORMATION

The procedures in this section are administered by the Dean of Student Services and Office of Admissions.

## ADMISSION REQUIREMENTS

Coconino County Community College is open to any person for either regular or special admission if that person satisfies one of the following categories established by the State Board of Directors for the Community Colleges of Arizona (R7-1-20):

### Eligible for "Regular Student" Admission

1. A graduate of a high school which is accredited by a regional accrediting association as defined by the United States Office of Education or approved by a state board of education or other appropriate state educational agency, or
2. A person who has completed a GED certificate of high school equivalency, or
3. A transfer student in good standing from another college or university, or
4. A mature person who is 18 years of age or older and demonstrates evidence of potential to succeed at Coconino County Community College. (A student admitted in this category who is not a high school graduate or a GED completer will be encouraged to attain a GED prior to completion of 15 hours at CCCC. Mature student applicants will be required to complete testing and other assessment activities designed to help the College determine their ability to benefit from college-level instruction.)

### Eligible for "Special Student" Admission

1. Students not meeting any of the provisions for "Regular Student" Admission (listed above) may be admitted on an individual basis with the approval of college officials and, as appropriate, the consent of parents and recommendation of the student's school. This includes, but is not limited to, students under 18 and those still enrolled in high school. For students still enrolled in high school, completion of the 10th grade is a requirement for admission as a

"special student."

2. A special student must meet the established requirements of the course(s) for which they wish to enroll, and college officials must determine that admission is in the best interest of the student. For example, a special student seeking admission to attend an algebra class must be qualified to enter a math course at that level; qualification in this case would be determined by a placement examination.
3. A student who is under age 18 and scores a composite of 22 or higher on the American College Test (ACT), or a composite (verbal and math) of 930 or more on the Scholastic Aptitude Test (SAT) may be admitted. A student who shows evidence of such test scores shall not be denied admission because of age, lack of a high school diploma or high school certificate or equivalency (GED), grade in school, lack of permission of school officials, or lack of concurrent enrollment in public or private school. However, for those under 18, the College requires parental permission. A student admitted in this category is not guaranteed admission to a specific degree program or to all courses offered by the community college. A student admitted in the category may enroll for six credit hours.
4. All Special student applicants should contact Admissions for more information.

## ADMISSION PROCEDURES

### All Students Must...

1. Complete an Application for Admission and Domicile Affidavit for their first semester only.
2. Before the end of their first semester of enrollment, supply documents as required by their admission status. These documents include, but are not limited to those shown on the next page.

**DOCUMENTS REQUIRED FOR ADMISSION**

<b><u>Admission Status*</u></b>	<b><u>Required Documents</u></b>
(H) High School Graduate	Copy of high school diploma or official high school transcripts verifying graduation.
(G) G.E.D. Completer	G.E.D. certificate or score report.
(T) Transfer Student	Official transcripts from all colleges previously attended.
(M) Mature Student	Questionnaire required. (A student admitted in this category who is not a high school graduate or a G.E.D. completer will be encouraged to attain a G.E.D. prior to completion of 15 hours at CCCC.)
(C) Concurrent Enrollment at NAU	No documents required in this category.
(E) Earned Degree Student	No documents required in this category.
(P) Previous Work Student	No documents required in this category.
(NP) Academic Probation Student (NS) Academic Suspension Student	Questionnaire required. Students who are not in good academic standing at a previous college/university may be required to provide official transcripts; admission of these students is handled on a case-by-case basis.
(S) Special Student	Students still enrolled in high school must have completed the 10th grade and complete an Application for Special Admission with written parental permission. High school recommendation may also be required. A copy of the high school transcript and copies of ACT/SAT test scores must also be submitted.
Non-U.S. Citizens	Appropriate visas or other international documents must be submitted <u>prior</u> to admission. A minimum TOEFL score of 450 is required. (See also "International Students," page 26.)

\*(See the next page for detailed description of each status. See also "Admission Requirements" and "Admission Procedures" on the previous page.)

**Mailing Address for Official Transcripts**

Official high school and college/university transcripts, as required, should be mailed directly to the College at the address shown below. Transcripts which are hand-carried to the College by the student are not considered official.

Office of the Registrar  
Coconino County Community College  
3000 North 4th Street, Suite 17  
Flagstaff, Arizona 86004

## ADMISSION STATUS CATEGORIES AND LETTER CODES

A student's admission status is defined in terms of the following categories and (letter codes). It is important that the student inform the college of the one category which best describes him or her. It is equally important that the student complete a "Change of Admission Status" form if there is a change in status. For example, a student may enter the college as a (C) Concurrent Student while still enrolled at another college. Later, if that student transfers to CCCC with the intention of completing a degree or certificate, he/she should notify the college of a change in status from (C) to (T) Transfer Student.

- 1) **NEW STUDENT (no previous college or university work).**
  - (H) I am entering CCCC as a High School Graduate, I have no previous college or university work except courses I took while enrolled in high school.
  - (G) I am entering CCCC with a G.E.D.; I have no previous college or university work.
  - (M)# I am entering CCCC as a Mature Student who is over 18; I do not have a high school diploma or G.E.D.
- 2) **CONCURRENT STUDENT (in good standing at another college or university, not transferring to CCCC)**
  - (C) I will also be enrolled at another college or university this semester, but I am not at this time planning transfer to CCCC. I am in good standing at the other college, that is, I am not on probation or suspension there. If you will not be enrolled at another college and CCCC this semester, choose either code "P" or "T" below. If you are not in good standing at the college you attended last, use one of the "N" codes.
- 3) **EARNED DEGREE STUDENT (not transferring to CCCC)**
  - (E) I have an Earned Degree (graduate or undergraduate) from a previous college or university. I am not planning to transfer to CCCC.
- 4) **PREVIOUS WORK STUDENT (in good standing; not planning to transfer to CCCC).**
  - (P) I have Previous Work from a college or university where I am in good standing, that, I am not on probation or suspension at my previous school. I will not be concurrently enrolled at both another college or university and CCCC. I am not planning to transfer to CCCC.
- 5) **TRANSFER STUDENT (in good standing at previous college or university).**
  - (T) I am Transferring to CCCC from another college or university where I am in good standing; that is, I am not on probation or suspension at my previous school. (This status is for those in good standing who wish to transfer previous college or university credits to CCCC. It includes those who have attended Yavapai College Extension courses in Coconino County and who intend to have Yavapai College credits transferred to CCCC.)
- 6) **PROBATION STUDENT (not in good standing; on academic probation at previous school).**
  - (NP)# I have previous work from a college or university where I am Not In Good Standing. I am on ACADEMIC PROBATION there.
- 7) **SUSPENSION STUDENT (not in good standing; on academic suspension at previous school).**
  - (NS)# I have previous work from a college or university where I am Not In Good Standing. I am on ACADEMIC SUSPENSION there.
- 8) **ALL OTHER APPLICANTS: SPECIAL ADMISSION**
  - (S)# I am seeking Special Admission (none of the above). Please explain your special admission circumstances in section 21 on the "Application for Admission." A high school student seeking admission prior to high school graduation would fall into this category.

# Applicants with status "M, NP, NS, or S" may be limited to part-time enrollment of 6 or fewer credit hours.

# FINANCIAL INFORMATION

The procedures in this section are administered by the Dean of Student Services, Office of Student Financial Aid, Office of the Registrar, and the Comptroller.

## TUITION AND PAYMENT

Tuition costs are summarized in the chart below. Tuition does not include additional charges for class fees, books or supplies. To reserve pre-registered classes, tuition must be paid (or financial aid arrangements completed) by the close of pre-registration. To reserve classes during mail-in registration, full payment must accompany the mail-in registration. To reserve classes at any other registration process, payment or financial aid arrangements must be made at the time of registration.

### TUITION 1993-1994

IN STATE	OUT OF STATE
1 hour ..... 25.00	1 hour ..... 35.00
2 hours ..... 50.00	2 hours ..... 70.00
3 hours ..... 75.00	3 hours ..... 105.00
4 hours ..... 100.00	4 hours ..... 140.00
5 hours ..... 125.00	5 hours ..... 175.00
6 hours ..... 150.00	6 hours ..... 210.00
7 hours ..... 175.00	7 hours ..... 245.00
8 hours ..... 200.00	8 hours ..... 280.00
9 hours ..... 225.00	9 hours ..... 315.00
10 hours ..... 250.00	10 hours ..... 350.00
11 hours ..... 275.00	11 hours ..... 385.00
12+ hours ..... 300.00	12 hours ..... 420.00

AUDIT FEE: \$25.00 additional per credit hour.

## CLASS FEES

Fees will be collected for certain classes (see semester CLASS SCHEDULE BULLETIN). These are in addition to tuition.

## LATE FEE

A late fee may be charged for registrations, adds, and/or drops after the first day of the semester or Summer session. Refer to the CLASS SCHEDULE BULLETIN.

## ESTIMATED EDUCATIONAL EXPENSES

Coconino County Community College's charges for educational fees and other expenses are approved annually by the College Governing Board and the State Board of Directors for Community Colleges of Arizona and are subject to modification by these Boards.

The following is intended to provide prospective students with information regarding approximate expenses. It is not to be interpreted as limiting the College's need to adjust charges in response to rising costs.

1. An Arizona resident who registers as a full-time student should expect to pay approximately \$525 per semester for educational fees and books.
2. A part-time student who registers for six credit hours should expect to pay approximately \$220-\$265 per semester for educational fees and books.
3. A part-time student who registers for one credit hour should expect to pay approximately \$50-\$65 per semester for educational fees and books.
4. The student should consult the most recent CLASS SCHEDULE BULLETIN for current and complete information concerning expenses.

## REFUND POLICY

A refund of tuition is made only to students who follow official drop procedures. A drop is not official until processed by the Office of the Registrar. Note that the refund information below differs for full semester-length classes, Summer classes and shorter classes. Note: A special refund policy applies to military veterans, see section on "Veteran's Programs."

Students officially dropped from FULL SEMESTER-LENGTH (15 week) classes prior to the 21st calendar day of the semester will have their tuition refunded on the basis of the following schedule:

1. During the first 7 calendar days of the semester, 100% of tuition paid and class fees will be refunded.

2. From the 8th to the 14th calendar day of the semester, 100% of tuition paid, minus a \$10.00 processing fee, will be refunded.
3. From the 15th to the 21st calendar day of the semester, 50% of tuition paid, minus a \$10.00 processing fee, will be refunded.
4. After the 21st calendar day of the semester, no refund will be made.

Students officially dropped from Summer CLASSES (those meeting as part of either Summer session) will have their tuition refunded on the basis of the following schedule:

1. On the 1st calendar day of the session, 100% of tuition paid and class fees will be refunded.
2. On the 2nd calendar day of the session, 100% of tuition paid, minus a \$10.00 processing fee, will be refunded.
3. On the 3rd calendar day of the session, 50% of tuition paid will be refunded.
4. On the 4th calendar day of the session, no refund will be made.

Students officially dropped from SHORTER CLASSES (those meeting less than 15 weeks in Fall or Spring and less than 5 weeks in either Summer Session) will have their tuition refunded on the basis of the following schedule:

1. Prior to the beginning date of the class, 100% of tuition paid and class fees will be refunded.
2. After the beginning date of the class, no refund will be made.

This restricted refund schedule for SHORTER CLASSES is necessary due to the limited period of class time.

#### **REFUND OF CLASS FEES**

Class fees will be refunded only prior to the

second class meeting. After the second class meeting, class fees will not be refunded.

#### **CANCELLED CLASSES**

In the event a class is cancelled by the College, a 100% refund will be issued.

#### **TIMING OF REFUND**

Any refund due the student will be processed within four weeks and will be mailed to the student's last known address unless prior arrangements have been made with the Financial Services Office. It is the student's responsibility to notify the College of any change in address by completing a "Change of Address" form and submitting it to the Office of the Registrar.

#### **EXCEPTIONS TO REFUND POLICY**

In the event that circumstances arise not covered by this policy, students may appeal a refund decision in writing to the Financial Services Office.

#### **NON-PAYMENT**

A student who fails to meet financial obligations to CCCC may be dropped from classes and will be barred from future enrollment until debts are settled.

#### **WITHHOLDING STUDENT RECORDS**

Students with outstanding obligations to the College relating to fees, college equipment or materials, or any other obligation may be denied enrollment, transcripts, grades, transfer of credits, degrees, and/or certificates of completion. Failure to respond to notifications regarding outstanding obligations may result in the withholding of student records and involuntary withdrawal from the college.

#### **RETURNED CHECKS**

ANY CHECK RETURNED BY THE BANK WILL RESULT IN THE ASSESSMENT OF A \$10.00 PROCESSING FEE TO THE INDIVIDUAL MAKING PAYMENT. A student who pays for registration or any other College obligation with a returned check may be subject to legal action and/or the cancellation of registration. The College reserves the right to refuse credit cards or checks for any transaction. Paying for the

use of other College services by personal checks may be disallowed for any individual who has a check returned by the bank. If any payment tendered is unauthorized, incomplete, or received after the due date, registration fees will be considered as unpaid and the student's classes cancelled.

#### **DEFERMENT OF TUITION**

The College offers a deferment plan allowing students to pay 1/2 of tuition at registration. The balance must be paid in two equal payments due one month and again two months after the first day of classes. If a student fails to pay the deferred amount, classes may be cancelled and future registration will be denied until the deferment is settled in full. A student who drops courses may be liable for the total deferred amount or a portion thereof depending upon the date of drop (see "Refund Policy"). A deferment fee of \$5.00 is charged for this service. Deferment arrangements should be made prior to registration. Summer Session registrations and mail-in registrations are not eligible for deferment, but must be paid in full.

#### **FINANCIAL AID**

As of the publication of this catalog, CCCC students are not eligible for federal or state financial aid programs. Efforts are continuing to obtain approval to provide federal and state financial aid programs including the Federal Pell Grant, Federal Work Study, and loans. When approval is obtained, notice will be made to students via direct mail and through newspapers and other media. Pending CCCC's approval to participate in federal and state financial aid programs, students are encouraged to utilize present College sources although these are limited and require early application. For example, a limited number of Community Scholarships covering the cost of full-or part-time tuition are available to students transferring to CCCC; or entering the college as new students from high school, with a G.E.D., or as mature returning learners. A limited number of student employment positions are also available. Students work from 5 to 20 hours per week. Scholarship and employment applicants must prove financial need. Scholarship and employment applications are

available from the Office of Student Financial Aid at the Flagstaff Administrative Center, 3000 N. 4th Street, Suite 17, Flagstaff, Arizona 86004.

#### **RESIDENCY REQUIREMENTS**

A student's residency status for tuition purposes is determined based upon information supplied on college applications and affidavits as well as additional information provided by the student. Upon admission, a student is notified of his/her residency status. Appeals or questions regarding residency status should be directed to Admissions, Coconino County Community College, 3000 North 4th Street, Suite 17, Flagstaff, Arizona 86004.

##### **A. Residency Procedures**

The following guidelines concerning the determination of residency for tuition purposes are the result of existing Arizona law (A.R.S. 15-1801 etc.) and regulations of the State Board of Directors for Community Colleges of Arizona, which are subject to Arizona Statutes. Due to the complexity in interpreting these laws, students having difficulty in determining their residency should contact Admissions for further explanation.

1. Each applicant shall have the question of legal residence determined at the time of admission. Registration and payment of fees will be in accordance with the residency assigned at the time of official admission. The admission letter mailed to the student's last known address shall be considered official notice of the student's residency for tuition purposes.
2. The Registrar is responsible for making the initial domicile classification. In determining a student's classification, the College may consider all evidence, written or oral, presented by the student and any other information received from any source which is relevant to determining classification. The College may request written or sworn statements or sworn testimony of the student.



3. An appeal of the initial classification may be made to the Residency Appeals Committee whose membership is appointed by the College President. The appeal must be in writing, signed by the student and accompanied by a sworn statement of all facts relative to the matter. The appeal must be filed with the College Registrar within ten days of notification of residency classification. Failure to properly file a request for review within the prescribed time limit constitutes a waiver of review for the current enrollment period. The decision of the Appeals Committee shall be final.

**B. Definition of Terms**

1. "Armed Forces of the United States" means the Army, the Navy, the Air Force, the Marine Corps, the Coast Guard, the commissioned corps of the United States Public Health Service and the National Oceanographic and Atmospheric Association.
2. "Continuous attendance" means enrollment at an educational institution in this state as a full-time student, as such term is defined by the governing body of the educational institution, for a normal academic year since the beginning of the period for which continuous attendance is claimed. Such person need not attend Summer sessions or other such intersessions beyond the normal academic year in order to maintain continuous attendance.
3. "Domicile" means a person's true, fixed and permanent home and place of habitation. It is the place where one intends to remain and to which one expects to return when one leaves without intending to establish a new domicile elsewhere.
4. "Emancipated person" means a person who is neither under a legal duty of service to parents, nor entitled to the

support of such parents under laws of the state.

5. "Parent" means person's mother or father, or if one parent has custody, that parent, or if there is no surviving parent or if the whereabouts of the parents are unknown, then the guardian of an unemancipated person if there are not circumstances indicating that such guardianship was created primarily for the purpose of conferring the status of an in-state student on such unemancipated person.

**C. In-State Student Status**

1. Except as otherwise provided in this article no person having a domicile elsewhere than in this state is eligible for classification as an in-state student for tuition purposes.
2. A person is not entitled to classification as an in-state student until domiciled in this state for one year, except that a person who is physically present in this state is entitled to classification as an in-state student if that person meets one of the following requirements:
  - a. One's parent's domicile is in this state, and one's parent is entitled to claim one as an exemption for state and federal tax purposes.
  - b. One is an employee of an employer which transferred such person to this state for employment purposes or one is the spouse of such employee.
3. The domicile of an unemancipated person is that of such person's parent.
4. Any unemancipated person who remains in this state when such person's parent, who was domiciled in this state, moves from this state is entitled to classification as an in-state student until the attainment of the degree for which currently enrolled, so

long as such person maintains continuous attendance.

5. A person who is a member of the armed forces of the United States stationed in the state pursuant to military orders, or who is the spouse or a dependent child (as defined in Section 43-1001) of a person who is a member of the armed forces of the United States stationed in the state pursuant to military orders, is entitled to classification as an in-state student. The student, while in continuous attendance toward the degree for which currently enrolled, does not lose in-state student classification.
6. A person who is a member of an Indian tribe recognized by the United States Department of the Interior whose reservation land lies in the state and extends into another state and who is a resident of the reservation is entitled to classification as an in-state student.

**D. Alien In-State Student Status**

An alien is entitled to classification as an in-state refugee student if such person has been granted refugee status in accordance with all applicable laws of the United States and has met all other requirements for domicile.

**E. Presumptions Relating To Student Status**  
Unless the contrary appears to the satisfaction of the registering authority of the community college at which a student is registering, it shall be presumed that:

1. No emancipated person has established a domicile in the state while attending any educational institution in this state as a full time student, as such status is defined by the State board of Directors for Community Colleges, in the absence of clear demonstration to the contrary.
2. Once established, a domicile is not lost by mere absence unaccompanied by intention to establish a new domicile.

3. A person who has been domiciled in this state immediately prior to becoming a member of the Armed Forces of the United States shall not lose in-state status by reason of such person's presence in any other state or country while a member of the Armed Forces of the United States.

**OUT-OF-COUNTY FEES**

No student is required to pay out-of-county fees or tuition, however residents of Arizona counties which do not have established community college districts are required to complete an Out-of-County Affidavit so that their county can be billed. The counties are: Gila, Santa Cruz, Apache, and Greenlee. Affidavits are available from CCCC Admissions.

# **ACADEMIC PROCEDURES**

The procedures in this section are administered jointly by the Dean of Instruction and by the Dean of Student Services/Registrar.

## **CLASS ORIENTATION**

At the beginning of each credit course, instructors shall give each student a written course syllabus which includes attendance requirements, an assignment schedule, a formal evaluation plan, a semester calendar, grading criteria for the course, and other pertinent information. A formal evaluation plan may not be required in a non-credit course.

## **ATTENDANCE**

Because attendance is essential to academic success, Coconino County Community College students are expected to attend regularly and punctually all classes in which they are enrolled. Attendance requirements must be published in the course syllabus distributed to students.

All students are required to attend the first class session of each course in which they are enrolled. Failure to do so or to notify the instructor prior to the class session of an inability to attend, may result in the student being dropped from the class by the instructor.

Instructors may drop a student whose unexcused absences exceed the equivalent of one week of class; instructors should drop a student whose unexcused absences exceed the equivalent of two weeks of class; instructors must drop a student whose unexcused absences exceed three weeks of class. These need not be consecutive absences. Instructors may grant excused absences at their discretion. At the instructor's option, tardies may accumulate as unexcused absences with each tardy counting not more than one class hour.

After the midpoint of the instructional period (the 45th day for a regular semester-length class), instructors have the option of either dropping a student for excessive absences

(with a "W" grade) or granting the grade earned. Students may initiate a withdrawal from a class until the deadline published in the appropriate academic calendar. After that date, students who prefer to be dropped (with a "W" grade) rather than receiving the grade earned must request this from the instructor. Otherwise, they may receive a grade of "F" for the course. No student may drop a class during the last two weeks of the semester. Students given a "W" or a grade will receive a grade report at their last known address.

Instructors may establish a more stringent attendance policy. Instructors are under no obligation to make special arrangements for students who have missed class assignments due to unexcused absences. Students are responsible for notifying their instructors in advance of any planned absences and for completing all class assignments as required.

## **RELIGIOUS HOLIDAYS**

Students shall have the right to observe major religious holidays without penalty or reprisal by any administrator, faculty member or employee of the College. Absences for such holidays shall not count against the number of absences allowed by an instructor. At least one week prior to the holiday, students shall submit to their instructor(s) a written statement which contains the date of the holiday and the reason class attendance is not possible.

## **CLASSES CANCELLED/WEATHER**

On rare occasions classes will be cancelled community-wide due to severe weather or school emergencies. Such cancellations will be communicated in one of two ways. If public school officials in any community close schools during the day, thus making the buildings used by our classes inaccessible, Coconino County Community College classes which meet in

those buildings are likewise cancelled. Announcements regarding public school closures are generally aired in the mornings on local radio stations. Once the College confirms that public schools are closed, they will issue a similar statement regarding Coconino County Community College classes to be aired periodically throughout the day on local radio stations.

Despite the fact that public school day classes are held, weather conditions later in the day, or other emergencies, may justify the cancellation of evening classes. Faculty and students may listen to local radio stations between the hours of 3:00 - 6:00 p.m. for cancellation announcements or call the College for an answering machine message concerning class cancellations.

Classes cancelled in either manner listed are not subject to make-up requirements unless such cancellations accumulate to the extent that the number of cancellations equal the number of class meetings in three weeks (3 for a class that meets once a week and 6 for a class that meets twice weekly). In such unlikely circumstances, all faculty affected will be notified of special arrangements for make-up activities.

### GRADING SYSTEM

The Coconino County Community College grading system is as follows:

LETTERS	GRADES	GRADE POINTS
A	Excellent	4 grade pts per credit hour
B	Good	3 grade pts per credit hour
C	Average	2 grade pts per credit hour
D	Unsatisfactory	1 grade pt per credit hour
F	Failure	0 grade pts per credit hour
I	Incomplete	Not computed in GPA
W	Withdrawal	Not computed in GPA
Au	Audit	Not computed in GPA
	(no credit)	

*The following grades are used for approved courses only:*

S	Satisfactory	Not computed in GPA
U	Unsatisfactory	Not computed in GPA
IP	In Progress Grade	Not computed in GPA

### ACADEMIC HONORS LIST

The Academic Honors List consists of all students who have a semester grade point average of 3.50 or better at the end of any

grade period in which they have completed 12 or more credit hours.

The Academic Distinction List consists of all students who have a semester grade average of 3.50 or better at the end of any grade period in which they have completed 6 through 11 credit hours.

### INCOMPLETE GRADES

A grade of "I" may be requested by a student only at the end of a semester in which the student has done the following:

1. Averaged a grade of "C" or better in at least 80% of the work required for the course;
2. Presented a case documenting circumstances which prevent completion of the course requirements by the end of that semester;
3. Entered into the "Contract for Incomplete Grade" with the instructor.

All contracts must be reviewed and approved by the Dean of Instruction. It is the exclusive responsibility of each student receiving an Incomplete to contact the instructor and complete the course within ninety days of the contract date. The instructor will then initiate a change of grade form. If the instructor is no longer available, the student should contact the Dean of Instruction. If the work required is not completed within ninety days, the grade specified on the contract will be posted to the permanent record.

### WITHDRAWAL

The terms "withdrawal" and "drop" refer to actions which terminate the student's class enrollment. If a drop occurs prior to and including the 45th class day of the semester, no record will appear on the student's transcript. However, a student who drops a class on the 46th day or later will be assigned a "W" (withdrawal) on the student transcript. A student may also be dropped (or assigned a "W") by the instructor for non-attendance.

A student who drops, or is dropped, from all classes such that he/she is no longer in

attendance for a semester, may be required to complete further procedures if it is determined that the student owes a financial debt to the College, has not returned library or other materials, etc. A student's ID card will be invalidated if all classes are dropped for the semester.

#### **AUDIT**

A student wishing exposure to a College class may elect to audit the course. The decision to audit, or to change from an audit to A-F or S/U status, must be made no later than the last day to add classes (as published in the appropriate academic calendar). Regular attendance at all class meetings is the responsibility of the student, but writing assignments and examinations are not mandatory. Courses audited carry no credit toward the grade point average, toward graduation, or toward meeting professional requirements. Audited credit hours do not count toward determining eligibility for Financial Aid purposes. Audited classes may be repeated for credit. Once a student registers for, and completes a class as an auditor, the audit on the permanent record may not be changed to a credit earning grade.

An audit fee of \$25.00 per credit hour will be charged in addition to tuition. Students enrolling for credit will have priority over those auditing.

#### **S/U GRADES**

If a course description (see back section of Catalog) indicates a course may be taken for a satisfactory or unsatisfactory (S/U) grade, the student may elect the S/U option. This must be done in writing, with the consent of the instructor, no later than the deadline to add classes as published in the appropriate academic calendar. The deadline to add classes is also the deadline to change from an S/U to A-F or audit status. Students electing an S/U should be aware that:

1. Once awarded, the "S" or "U" grade cannot be changed to a letter grade;
2. Neither the "S" nor the "U" grade are calculated in the grade point average;

3. The "S" grade carries credit toward graduation, or toward meeting professional requirements, only in the case of the Associate of General Studies Degree and certain certificates;

4. The "S" grade shows on the transcripts as credit hours earned for the semester, and the "S" grade can be used, in a limited fashion, toward meeting the credit hours required of a full-time student and toward determining Financial Aid eligibility;

5. The "U" grade shows on the transcript, but not as credits earned for the semester; therefore, the "U" grade does not count toward meeting the credit hours required of a full-time student or toward determining Financial Aid eligibility;

6. If a course taken S/U is a prerequisite for another course, an "S" grade will satisfy the prerequisite; a "U" grade will not.

#### **IP GRADE**

In cases where circumstances warrant, the instructor may assign an in progress (IP) grade. An IP grade is not to be used in place of an incomplete (I) grade. The IP grade is used where it is known at the time of registration that class completion will require work in excess of a single semester or session. A written IP grade contract should be completed by the instructor and the student. The contract must have definite starting and ending times. The IP contract must be approved in advance by the Dean of Instruction. Once the contract is successfully completed, the IP grade will be changed to a letter grade assigned by the faculty supervising the IP.

#### **REPEATING COURSES**

A course may be repeated according to the following guidelines:

##### **Type of Course, Number of Repeats**

Fundamental required to gain skill level. However, a student who fails a fundamental skills class twice will be given remediation.

**University-parallel courses** may be repeated one time only.

**Vocational courses** may be repeated two times only.

**Activity courses** (music, drama, art, etc.) may be repeated four times unless repeated for credit.

The original course title and grade remains as part of the permanent record, but only the highest grade earned will be computed for graduation and cumulative grade point average. Students need not repeat a course which they have failed unless it is a prerequisite for another course, or a course required for graduation or transfer, or unless the student's grade point average must be improved.

#### **REPEATING FOR CREDIT**

Certain courses can be repeated for credit. Where a course is approved to repeat for credit, all grades and credits earned are used in computing the semester and cumulative grade point averages and credit hours. However, depending on the student's major, only a portion of hours earned in repeat-for-credit course may be applied toward graduation.

#### **ACADEMIC DISHONESTY**

Honesty in academic work is a central element of the learning environment. The presentation of another individual's work as one's own, or the act of seeking unfair academic advantage through cheating, are violations of the College's "Code of Student Conduct." The details of this Code and consequences for Code violations are available in the Office of the Dean of Student Services. The general descriptions below emphasize those boundaries of academic conduct which are essential to the learning environment. The following acts of academic dishonesty are among those which may lead to College disciplinary action or possible dismissal:

##### **1. Plagiarism**

Plagiarism is defined as submitting assignments, examinations, or other academic work which is not entirely the work of the student. This can include, but is

not limited to, such practices as:

- a. Quoting without giving proper credit to a source;
- b. Expanding someone else's work without giving proper credit;
- c. Adopting as one's own an actual document (including the copying of computer or other electronic media);
- d. Directly using someone else's ideas rather than words without giving proper credit.

##### **2. Cheating**

Cheating is defined as submitting assignments, examinations, or other work which is based upon sources or activities forbidden by the instructor. Cheating includes the furnishing of materials to another person for purposes of aiding that person to cheat. When an unfair academic advantage is gained by a person through deception or other means, that action is defined as cheating.

##### **3. Violation of Copyright**

The unauthorized copying of copyrighted material, whether print or computer media, is unacceptable and is considered an act of academic dishonesty. Moreover, such practice is illegal and makes the violator subject to legal penalty.

The following penalties may be applied in instances of academic dishonesty:

1. A student caught in an act of academic dishonesty on an assignment shall, at the discretion of the instructor, be assigned a grade of "F" for that assignment.
2. A student caught in the act of academic dishonesty on an assignment shall, at the discretion of the instructor, be assigned a grade of "F" for the entire course regardless of the length of time the student has been in attendance.
3. A student found to have committed an act of academic dishonesty, upon the recommendation of the Academic Standards Committee shall be dismissed from Coconino County Community College. The length or

time period of the dismissal will depend upon the nature of the offense and may include a permanent dismissal of the student.

## **ACADEMIC PROBATION, SUSPENSION AND DISMISSAL**

### **PROBATION**

A student will be placed on academic probation if the cumulative grade point average is less than the following:

<u>Cum. CCCC Semester Credit Hours</u>	<u>Cum. CCCC Min. Grade Point Average</u>
0 - 15	1.60
<u>Cum. CCCC Semester Credit Hours</u>	<u>Cum. CCCC Min. Grade Point Average</u>
16 - 30	1.75
31 - 45	1.90
46 +	2.00

Students should be aware that graduation requires a minimum grade point average of 2.00.

Students on academic probation cannot take more than 12 credit hours per semester (6 credit hours per Summer session) unless approved by the Academic Standards Committee consisting of representatives appointed by the President. (See Academic Standards Committee, page 21.)

### **SUSPENSION**

A student on academic probation who fails to raise the cumulative grade point average to the required minimum will be placed on academic suspension and barred from registration for the period of one semester (or two consecutive Summer sessions).

### **READMISSION**

An academically suspended student can apply for readmission following at least one semester (or two consecutive Summer sessions). If the student is readmitted, the student will automatically be placed on academic probation.

### **DISMISSAL**

A previously academically suspended student who is readmitted on academic probation has

one semester (or two consecutive Summer sessions) in which to raise the cumulative CCCC grade point average to the required minimum (see above). If unable to do so, the student will be academically dismissed. An academically dismissed student may not re-enroll for at least twelve consecutive months from the ending date of the last semester or Summer session in attendance. An academically dismissed student is eligible to apply for re-admission to the College after this 12-month period; re-admission applications will be reviewed by the Academic Standards Committee and decisions made on a case-by-case basis. Application for re-admission does not guarantee that a student will be re-admitted. After being re-admitted following academic dismissal, a student must raise the cumulative grade point average to the required minimum (as described in the Probation section). This must be done by the close of the semester of re-admission with the student taking no more than 12 semester hours. If the student does not raise the cumulative CCCC grade point average to the required minimum (see above), the student will be separated from the college permanently unless a petition for reinstatement is submitted and approved.

### **PETITION FOR REINSTATEMENT**

A student who has been placed on academic dismissal may submit to the Dean of Student Services a petition in the form of a letter stating the courses for which he/she would like to enroll and the reasons why the dismissal should be waived or changed. This must be submitted at least one week prior to the beginning of the semester or Summer session for which the student seeks enrollment. The petition will be reviewed by the Academic Standards Committee. The Committee may elect to approve the petition as submitted, to approve the petition with conditions (limited coursework, specific classes allowed, others denied, etc.), to uphold dismissal, or to take other action which the Committee deems is in the best interest of the student. The decision of the Committee represents the final decision of the College. A reinstated student has one semester to raise the cumulative CCCC grade point average to the required minimum (as

described under the Probation section) or be again dismissed. The permissible credit hour load for that semester will be determined by the Committee. A student dismissed a second time following a petition of reinstatement will not be allowed to present a second petition for reinstatement, but will be considered permanently separated from the college.

#### **"FRESH START" PROCEDURE**

After repeated academic difficulties, a student may be counseled to change majors, seek tutoring, or otherwise adjust educational goals. In the context of this counsel, the student and an advisor/sponsor (faculty, Student Services, or administrator) may request that the Academic Standards Committee review a written plan for re-enrollment. Such a plan should be tailored to the student's situation and may take many forms including a request to expunge (remove) certain grades from the cumulative CCCC grade point average. Such requests for a "fresh-start" will be reviewed on a case-by-case basis with decisions considering both academic standards and the best interest of the student.

#### **NOTICE TO STUDENTS**

Students affected by the procedures in this section will be notified of probation, suspension, dismissal, separation, status of petitions, and other actions via written notice sent to the student's last known address.

#### **ACADEMIC STANDARDS COMMITTEE**

The Academic Standards Committee develops procedures for reviewing cases of academic dishonesty, probation, suspension, and dismissal. The Committee includes representatives from academic administration, faculty, Student Services and the student body.

#### **STUDENT COMPLAINTS AND GRIEVANCES**

When students contact the College to express concerns about instruction, relationship issues with their instructors (including grade appeals), or administrative procedures such concerns should be aired and resolved in a manner which is fair to all involved. The emphasis in resolution should be a timely, informal process which supports dialogue between the instructor and student or staff member and student.

Issue resolution is seen as an opportunity for both the student and instructor or staff person to gain a better understanding of their respective roles and to improve the College climate by constructively addressing issues of mutual concern. It is the belief of the College that a majority of issues can be resolved informally between student and instructor or staff member.

#### **PROCEDURE**

##### **1. Informal Contact**

Ideally, the student should first present his/her concern to the instructor or staff person involved. Sufficient dialogue must occur to assure that the instructor or staff member is aware of the nature of the problem and provides the student with a verbal response to the issues raised by the student.

##### **2. Formal Grievance Procedure**

Should the complaint not be resolved by discussion between the instructor or staff member and student, and should the student wish to pursue the matter, the student should file a written complaint. Such complaints shall state the name and address of the complainant, the names, times, places, persons, and/or events surrounding the subject of the complaint, and the substantial nature of the problem, so as to fairly apprise the hearing officer and the hearing panel of the facts and/or parties involved in the complaint.

Complaint forms should be submitted to the Dean of Student Services for cases involving alleged discrimination under Title VII of the 1964 Civil Rights Act, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, or with provisions of the Americans with Disabilities State Civil Rights Statutes. In cases involving instructional issues or issues with instructors, complaint forms should be filed with the Dean of Instruction.

A five-person panel consisting of two members from the faculty, two members from the student body, and a chairperson from the faculty or the administration are



appointed by the Director of Human Resources, a neutral party.

Depending on the nature of the complaint/grievance, the appropriate Dean shall serve as the Hearing Officer. If the determination is made that informal efforts for resolution have been exhausted, a hearing panel meeting will be scheduled, the student notified at least five (5) days prior and the panel provided with a written statement of facts regarding the complaint by the Hearing Officer. During the hearing, the student will be provided ample opportunity to present relevant evidence pertaining to the complaint and the student may be assisted, but not represented, by individuals of his/her choice.

Based solely upon the evidence presented at the hearing, the Hearing Panel will report its findings and/or recommendations to the Hearing Officer who will communicate these in writing to the student and the College President with a copy maintained in a confidential file. The student or the Hearing Officer may appeal the findings and/or recommendations of the Hearing Panel to the College President within five(5) days by filing a written appeal. Upon appeal, the College President, without the necessity of further hearing or presentation of additional testimony or evidence, shall issue a written decision within fifteen (15) days. The decision of the President is final and is not subject to further appeal within the institutional structure.

#### **STUDENT CLASSIFICATION AND STANDING**

**Freshman:** A student who has earned fewer than 30 credit hours.

**Sophomore:** A student who has earned 30 or more credit hours, but has not earned a degree.

#### **Full-time Student:**

<u>Enrolled for...</u>	<u>During a session of...</u>
12 or more credit hours	10 or more weeks
6 or more credit hours	5 weeks to less than 10 weeks
4 or more credit hours	less than 5 weeks

#### **Part-time Student:**

<u>Enrolled for...</u>	<u>During a session of...</u>
1-11 credit hours	10 or more weeks
5 or fewer credit hours	5 weeks to less than 10 weeks
3 or fewer credit hours	less than 5 weeks

#### **ACADEMIC LOAD: SEMESTER**

The normal academic load is defined as 15-16 credit hours per semester. A student may take no more than 18 credit hours in a single Fall or Spring semester. A student with a CCCC or transfer grade point average of 3.00 or better for at least one previous semester or Summer of 12 or more hours is eligible to petition the Dean of Student Services to carry in excess of the 18 hour maximum. Exceptions to this procedure may be considered on a case-by-case basis.

#### **ACADEMIC LOAD: SUMMER**

Students enrolled in Summer session should bear in mind that Summer classes are intensive, therefore an academic load of 12 credit hours for the entire Summer is the recommended maximum. A student with a CCCC or transfer grade point average of 3.00 or better for at least one previous semester or Summer of 12 or more credit hours is eligible to petition the Dean of Student Services to carry credit hours in excess of the 12 credit hour maximum. Exceptions to this procedure may be considered on a case-by-case basis.

#### **FINAL EXAMINATIONS**

Final examinations or suitable evaluations are required in all credit classes. Under no circumstances should a student make employment, travel, or personal plans which conflict with examination periods.

#### **COURSE PREREQUISITES**

Some classes have prerequisites. These are listed adjacent to class in the CLASS SCHEDULE BULLETIN and in the course descriptions in the back section of this catalog. A prerequisite can be an appropriate placement test score, a class or classes which precede the class in question, certain skills (such as typing), or "consent of the instructor" (COI). A student **WILL NOT BE ALLOWED TO ENROLL IN A COURSE WHICH REQUIRES A PREREQUISITE**

**UNLESS HE/SHE HAS PRESENTED EVIDENCE OF HAVING SATISFIED THAT PREREQUISITE.**

Evidence includes: 1) Coconino County Community College math or English placement test scores, 2) appropriate ACT/SAT scores, 3) a copy of transcripts or a grade report showing completion of an appropriate prerequisite course with a "C" or better, or 4) consent of instructor. (To seek instructor consent in Flagstaff, contact the faculty at 527-1222, prior to registration. For other areas, contact the Area Coordinator prior to registration). Students seeking to prove prerequisites with evidence such as transcripts, grade reports, or score reports, must **SUBMIT THEIR EVIDENCE WITH THEIR REGISTRATION, IN-PERSON OR MAIL-IN.** The College reserves the right to require official transcripts or other documents if the evidence presented by the student does not clearly prove that course prerequisites have been met. Students who completed prerequisite classes or tests more than five years prior to the semester in which prerequisite proof is required must take Coconino County Community College math and English placement tests.

**CHOICE OF CATALOG**

A student may choose to be governed by the degree/certificate requirements outlined in any one Coconino County Community College catalog in effect during their enrollment for credit at the College, with the following exceptions: 1) Students who totally withdraw from the College (with all "W's" posted on the Coconino County Community College transcript) for more than two consecutive semesters (excluding Summer) forfeit the opportunity to choose any catalog prior to the one in effect for the semester of their re-enrollment. 2) No student may choose to be governed by the requirements of a catalog issued more than five years prior to the year in which catalog choice is made.

**A STUDENT MUST CHOOSE ONLY ONE CATALOG.** A student will not be allowed to choose a combination of requirements from differing catalogs, however (having elected a single catalog) a student can petition to waive certain catalog requirements, or substitute requirements from other catalogs in effect

during their dates of enrollment for credit at the College. Such petitions should have the consent of a faculty advisor from the student's major area and must be presented in writing using an assigned format to the Registrar no later than mid-semester of the semester during which the student seeks waiver or substitution for, or graduates, no later than one semester prior to the graduation semester. Petitions will be reviewed by the Academic Standards Committee. Decisions of the Committee will represent the final College action. (See also "Graduation Procedures," page 37.)

**COMPUTER LABS**

Computer labs are available for student use during scheduled class time. At some locations labs are also available for "open" use. During open lab, students may schedule lab time on a first-come-first-serve basis. Students must provide their own data disks, but they are not allowed to use outside software in school computers.

**SMALL BUSINESS DEVELOPMENT CENTER**

*Working with Arizona Businesses to maximize their successes.*

The Small Business Development Center (SBDC) is a program, jointly funded by the U.S. Small Business Administration and Coconino County Community College, that provides management assistance to present and prospective small business owners. The Center provides services and training assistance that is tailored to the local community and the needs of individual clients throughout the county. The SBDC Program is a "one-stop" assistance center designed to deliver up-to-date free one-on-one counseling, training and technical assistance in all aspects of small business management. Services include assisting small businesses with financial, marketing, production, organization, engineering and technical problems, and feasibility studies. Other areas of concentration include international trade assistance, technical assistance, procurement assistance, venture capital formation, rural development, and Small Business Innovation and Research (SBIR) grants from federal agencies. The SBDC Director and counselors work with chambers of commerce,

area Economic Development offices, professional organizations, as well as the independent small business to promote economic development in Coconino County. For further information in Flagstaff contact the SBDC at (602) 5267-5072, Statewide 1-800-350-7122, 3000 N. Fourth Street, Suite 25, or in Page at our Satellite Center at (602) 645-3987.

#### **TECH PREP PROGRAM**

The Tech Prep program is a joint project involving Coconino County Community College, Coconino County High School Districts, and business organizations throughout the county, for high school students who wish to obtain an occupational associates degree to enter the workforce. These participants work together to develop and promote special high school courses which lead into the desired occupational associates degree at Coconino County Community College that will meet the job requirements for entry-level employment. There are some opportunities to continue the associates degree at the university level.

The purposes for this program are to:

1. eliminate duplication of courses;
2. provide advanced level training; and
3. integrate academics and occupational training for practical experiences.

For additional information, contact the high school counselor or occupational teachers, or contact the Coconino County Community College Tech Prep Coordinator at (602) 527-1222, State-wide 1-800-350-7122, or write to 3000 North 4th Street, Suite 17, Flagstaff, Arizona 86004.

#### **NON-CREDIT COURSES**

The College offers non-credit courses and workshops periodically. A non-credit course or workshop carries its own fee and the class time invested cannot, under any circumstances, be converted to credit.

#### **WORKSHOPS: 199**

The College offers group workshops to meet the needs of groups of students who have an interest in pursuing an original study in an

academic area under faculty supervision. Courses designated 199 are workshop courses. Credit earned in workshop courses does not automatically count toward graduation; prior arrangements need to be made to count such credit toward graduation. Interested students should contact the Dean of Instruction. (See also "Graduation Procedures, page 37.")

#### **SPECIAL TOPICS: 298**

The College offers special topics courses to meet the needs of an individual student who has an interest in pursuing an original topic in an academic area under faculty supervision. Courses designed 298 are special topics courses. Credit earned in special topics courses does not automatically count toward graduation; prior arrangements need to be made to count such credit toward graduation. Interested students should contact the Dean of Instruction. (See also "Graduation Procedures, page 37.")

#### **INDEPENDENT STUDY: 299**

The College offers independent study courses designed to meet the needs of an individual student who has a credit deficiency for graduation ranging from one to three credit hours in an academic area under faculty supervision. Courses designated 299 are independent student courses. Credit earned in independent study courses does not automatically count toward graduation; prior arrangements need to be made to count such credit toward graduation. Interested students should contact the Dean of Instruction. (See also "Graduation Procedures, page 37.")

# STUDENT SERVICES

The procedures in this section are administered by the Dean of Student Services, Office of Student Financial Aid, and Office of the Registrar.

## ADMISSION AND REGISTRATION

Students should register for classes in accordance with calendars and procedures published in the appropriate CLASS SCHEDULE BULLETIN. To participate in registration, a new student must have completed an application for admission. A student who has not attended the College for 12 continuous months will be required to reapply for admission. Students in the following categories are admitted conditionally pending receipt of documents verifying or clarifying their status (see pages 8-10 for more details): high school graduates, G.E.D. completers, transfer students, mature students, (without high school diploma or G.E.D.), students on academic probation at previous college, students on academic suspension at previous college, and "special" students, especially those taking classes while still enrolled in high school. Students in the foregoing categories who do not provide required documents may be barred from participation in future registrations.

## CHANGES IN ENROLLMENT (15 week classes)

In accordance with calendars and procedures in the appropriate CLASS SCHEDULE BULLETIN, students may make adjustments in their registered schedules by dropping and/or adding classes. Students enrolled in full semester length 15-week classes may add no earlier than the first day of classes and no later than the 14th calendar day of the semester with the approval of the instructor. Students may drop without a "W" (withdrawal) being recorded on their transcript prior to, and including, the 45th calendar day. On the 46th calendar day, and thereafter, a student drop will be recorded on the transcript as a "W" (withdrawal). No student initiated withdrawal will be processed during the last two weeks of instruction of the semester or during finals week. Written petitions for exception to this procedure may be presented to the Registrar for decision.

Students should be aware that they may be dropped by the instructor for nonattendance at the first class session or for unexcused absences (see "Academic Procedures: Attendance," page 16.)

## CHANGES IN ENROLLMENT (Summer)

In accordance with calendars and procedures in the appropriate CLASS SCHEDULE BULLETIN, students may make adjustments in their registered schedules by dropping and/or adding classes. Students enrolled in Summer classes may add no earlier than the first day of classes and no later than the 7th calendar day of the Summer session with the approval of the instructor. Students may drop without a "W" (withdrawal) being recorded on their transcript no later than the 7th calendar day. On the 8th calendar day and thereafter, a student drop will be recorded on the transcript as "W" (withdrawal). No student initiated withdrawal will be processed during the last two weeks of instruction of the Summer session. Written petitions for exception to this procedure may be presented to the Registrar for decision. Students should be aware that they may be dropped by the instructor for nonattendance at the first class session or for unexcused absences. (See "Academic Procedures: Attendance, page 16.")

## REGISTERING FOR OR ADDING AND DROPPING "SHORT COURSES"

Registration for short classes, (those meeting less than 15 weeks in Fall or Spring, less than 5 weeks in Summer session) will be accepted prior to the first class meeting; a short course may be added with permission prior to the second class meeting. Dropping a short course once the class has begun will result in a "W" (withdrawal) being recorded on the student transcript. Written petitions for exception to this procedure may be presented to the Registrar for decision. Students should be

aware that they may be dropped by the instructor for nonattendance at the first class session or for unexcused absences. (See "Academic Procedures: Attendance, page 16.")

#### **COURSE PREREQUISITES**

Some classes have prerequisites. Students **WILL NOT BE ALLOWED TO ENROLL IN A COURSE WHICH REQUIRES A PREREQUISITE UNLESS THEY PRESENT EVIDENCE OF HAVING SATISFIED THAT PREREQUISITE.**

#### **MATH AND ENGLISH PLACEMENT TESTING AND READING ASSESSMENT**

All degree-seeking students, full-time students, or students wishing to enroll in mathematics or English courses, must take placement tests in math and English to determine appropriate classes. Transfer students who can demonstrate course prerequisites or requirements are exempt from math and English placement testing. Students who completed prerequisite classes or tests more than five years prior to the semester in which prerequisite proof is required must take the Coconino County Community College Math and English placement tests. (See also "Graduation Procedures," page 37.)

Math and English placement testing and the reading assessment should be completed during the first semester of enrollment, and the English, mathematics, and reading requirements should be pursued in each subsequent semester until those requirements are fulfilled.

Degree-seeking students will not be allowed to enroll in classes after completion of 18 hours if they have not taken appropriate placement tests and completed the reading assessment.

#### **CAREER DEVELOPMENT AND EXPLORATION**

Services available to Coconino County Community College students include self-assessment exercises, career decision-making counseling, personal and career goal-setting strategies, and workshops on deciding on a major, transferring skills from college to career, and career development.

#### **DISABLED STUDENT SERVICES**

Services, policies and procedures related to disabled student services are available in the Office of the Dean of Student Services. Any student requiring special services should apply to the College, register for classes, and contact the Office of the Dean of Student Services at least eight (8) weeks before classes begin to request needed services. Failure to do so *may result in limited services*. It is the student's responsibility to make contact with the Dean of Student Services. Questions and concerns should be directed to:

Coconino County Community College  
Dean of Student Services  
3000 North 4th Street, Suite 17  
Flagstaff, Arizona 86004  
Phone: (602) 527-1222  
Toll Free (602) 1-800-350-7122

#### **FINANCIAL AID**

(See previous catalog section on "Financial Information: Financial Aid, page 13.")

#### **STUDENT EMPLOYMENT SERVICES (SES)**

The Student Employment Services Office, located in Jacob Lake Room #20, provides employment services for all Coconino County Community College students. Employers from the business community in Flagstaff and surrounding areas list full and part-time job vacancies with SES and announcements are posted on the bulletin board in the SES Office. Job descriptions and referrals are available to Coconino County Community College students registered with SES. Workshops are also offered regularly by the SES Office covering such topics as Resume Writing, Interviewing Skills, and Job Search Strategies.

#### **INTERNATIONAL STUDENTS**

At present, Coconino County Community College is not approved as a study site for students who are not United States citizens. Coconino County Community College is not authorized to issue I-20 documents nor will full-time attendance at Coconino County Community College by a non-citizen satisfy F-1 student status. International students with a visa status other than F-1, as well as those F-1

visa students attending and in status at Northern Arizona University, may be eligible for limited study at Coconino County Community College. A minimum TOEFL score of 450 is required. Contact Admissions for further information.

#### **STANDARDS OF STUDENT CONDUCT**

Coconino County Community College offers each of its students the opportunity to learn in an environment where individual rights are respected. As in any group situation, respect for individual rights is best achieved when each group member acts in ways that are reasonable and responsible. Certain conduct is inconsistent with the learning environment and is subject to standards set by the College. The College receives its authority to set conduct standards under the policies of the State Board of Directors for Community Colleges of Arizona. These policies, in turn, are guided by laws enacted by the Arizona State Legislature.

The College's specific standards of conduct and consequences associated with conduct violations are detailed in the "Code of Student Conduct" available in the Office of the Dean of Student Services. A general listing is shown below. The conduct standards are not all-inclusive, but they serve to emphasize those boundaries of conduct which are necessary for the security and well-being of students attending Coconino County Community College. The following conducts are among those which may lead to College disciplinary action or possible dismissal:

1. Conviction of a crime or continued misconduct of any type that is an infraction of the established laws of the city, county, state, or nation.
2. Possession, use, solicitation, or distribution of intoxicating liquors, narcotics, controlled substances, or illegal drugs on College-owned or controlled property.
3. Theft or conversion of College-owned or personal property; or possession of stolen property; or unauthorized entry into College-owned or controlled property.
4. Malicious destruction of College or personal property.
5. Endangering or threatening the life or physical safety of others or self, including detention or physical abuse of any person.
6. Failure to meet financial obligations to the College.
7. Falsification or misuse, including forgery, of College records or documents. This includes misuse of the student ID card.
8. Knowingly furnishing false or incomplete information to the College or to a College representative or official in response to an authorized request; this includes a legitimate request by an identified College official that a person identify him/herself.
9. Possession or use of firearms, explosives, dangerous chemicals, or other dangerous weapons or instruments on College-owned or controlled property except as expressly authorized by the law or by institutional regulation.
10. Behavior which interferes with the orderly functioning of the College, or interferes with an individual's pursuit of an education, or disrupts the learning environment on College-owned or controlled property or during an authorized College class, field trip, seminar, or other meeting or College-related activity on or off College property. This includes College classes conducted in facilities rented or leased by the College.

#### **TRANSCRIPTS**

Official Coconino County Community College transcripts are issued by the Office of the Registrar. A student must file a written request for each transcript with a \$2.00 fee and allow one week for processing. Coconino County Community College transcripts reflect the CCCC classes only. Students desiring transcripts for courses taken at colleges other than Coconino County Community College must contact the Office of the Registrar of the college where the courses were completed.

### **STUDENT ID CARDS**

Effective Fall semester 1993, enrolled students will be issued a photo identification (ID) card. There will be no charge for the initial card; however, a replacement fee of \$10.00 will be charged to replace a lost card. Unauthorized use of the student ID card is subject to disciplinary action. (See section on "Standards of Student Conduct, page 27.")

### **LIBRARY SERVICES**

Coconino County Community College students are eligible to use the services of Northern Arizona University's Cline Library. A list of eligible students is provided to Northern Arizona University each semester. To use the Cline Library, students must identify themselves as Coconino County Community College students with a copy of their class schedule and provide a photo ID such as a driver's license or, when available, a Coconino County Community College ID card. Coconino County Community College students utilizing the Cline Library must follow Northern Arizona University's library procedures. Students are responsible for returning materials checked out and for paying overdue fines. Unpaid fines may result in a loss of Coconino County Community College class registration privileges. Students outside the Flagstaff area are encouraged to utilize their local city/county library and, as needed, to inquire at their local library regarding inter-library loan to acquire materials not available locally.

### **STUDENT ACTIVITIES**

As the College evolves, students will have opportunities to participate in voluntary activities including general interest support groups, clubs, music activities, and possibly intramural sports. The development of such activities will depend upon student interests and the availability of resources and faculty/staff sponsors.

### **CLASS SCHEDULE BULLETIN**

Each semester and Summer session a CLASS SCHEDULE BULLETIN is published listing course dates, times, and locations as well as an academic calendar and detailed admissions and registration procedures.

### **STUDENT HOUSING**

Coconino County Community College is not a residential campus and does not provide housing. Students are responsible for making arrangements for housing and should begin looking for accommodations a few months before they plan to begin school. For further information and assistance, contact the Office of the Dean of Student Services.

### **EDUCATIONAL OPPORTUNITY CENTER (EOC)**

An Educational Opportunity Center is located on campus and is available to students 19 or older who need assistance in making career and college decisions. Contact the EOC at (602) 527-1222.

# **VETERAN'S PROGRAM**

The procedures in this section are administered by the Dean of Student Services and Office of Student Financial Aid.

## **VETERAN'S EDUCATIONAL BENEFITS**

Coconino County Community College is approved to train students under government educational programs for veterans and eligible dependents of deceased or disabled veterans. Eligible students and those who wish to determine their future eligibility should apply at the Office of Student Financial Aid, Coconino County Community College, 3000 North 4th Street, Suite 17, Flagstaff, AZ 86004 or call (602) 527-1222, Statewide 1-800-350-7122.

Veterans who are making an initial application for their G.I. Bill benefits must provide a certified copy of their military record (DD 214). Eligible dependents who are making an initial application under Chapter 35 must provide a copy of their birth certificate and, if possible, the parent's V.A. claim number.

Advance payment of benefits by the V.A. is recommended for all programs in order to meet students' financial obligations. Requests for advance payment may be made up to 30 days before the semester begins; however, in-state students should allow six to eight weeks and out-of-state students eight to ten weeks so the V.A. has sufficient time for processing.

Students who intend to attend the College under the V.A. vocational rehabilitation program should contact their vocational rehabilitation specialists before registration. This contact may be made through the Office of Student Financial Aid. Additional services to be offered by the Office of Student Financial Aid include application for all V.A. benefits, professional educational counseling, tutorial assistance, and referral services.

## **VETERANS' ADMISSION**

By Arizona statute, no failing grades received by a veteran at an Arizona university or

community college prior to military service may be considered when determining admissibility. This exception applies only to veterans who were honorably discharged, have served in the U.S. Armed Forces for a minimum of two years, and have previously enrolled at a university or community college in Arizona.

Students admitted or re-admitted to the College under this statute are subject to academic standards, graduation, and other academic regulations in this catalog.

## **VETERANS' DEFERMENT OF TUITION PAYMENTS**

Tuition deferments may be available to veterans and their dependents. To be eligible for a deferment, a student must be a transfer student or a new student who is eligible for V.A. benefits. Continuing students are not eligible, although students who experience V.A. related delays in payment that are beyond their control may be eligible. A student's failure to properly apply for benefits each semester is not grounds for a deferment. All deferments must be approved by the Office of Student Financial Aid in cooperation with the Office of Financial Services at Coconino County Community College. For additional information, contact the Office of Student Financial Aid.

## **CREDIT FOR MILITARY SERVICE**

Procedures for granting college credit for military service are being developed. Depending on the outcome of this development, veterans with 18 months' consecutive active duty may be awarded up to four hours of elective credit toward graduation. Veterans who have earned a commission in the armed forces may be allowed to petition the Registrar for additional credit hours up to a maximum of 12 credit hours. The evaluation of military credit is completed only after a student has been admitted to the College and all required



documentation has been submitted. Contact the Registrar for details.

#### **VETERANS' RETENTION**

All veterans and dependents of veterans must successfully complete 60 percent of their coursework with the individual grades and cumulative grade point average required by the College to continue toward graduation. If less than 60 percent of the coursework is completed, or if the grade point average falls below that required by the academic probation/suspension/dismissal policy (page 19), veterans or veterans' dependents will be placed on probation the following semester. If individual grades and the cumulative grade point averages are not maintained during that semester, the veteran or veterans' dependents will be suspended or terminated from their educational allowances effective the ending date of the semester, and notice will be sent to the V.A. regional office within 30 days following.

When the progress or status of a veteran is changed, a notice will be sent by the College to the V.A. regional office within 30 days following the date of the change or the last day of attendance.

#### **ATTENDANCE**

Veterans and veterans' dependents are paid to attend and complete coursework. Attendance records are maintained by all faculty. If at any time the Office of Student Financial Aid is notified that a veteran's attendance is inconsistent with College standards (see the section of "Academic Procedures"), benefits may be reduced accordingly and the V.A. regional office notified. In some cases, the veteran may be dropped for nonattendance. (See "Academic Procedures, page 16.")

#### **PROGRAM OF STUDY**

All veterans must choose a program of study and take only those courses that fulfill the degree requirements. Proper counseling and course planning are highly encouraged. Veterans and veterans' dependents are not allowed to enroll in course repeats, course audits, or independent study courses without

prior approval by the Office of Student Financial Aid.

#### **VETERANS PRO-RATA REFUND FOR NON-ACCREDITED CLASSES**

Effective only for the period while Coconino County Community College is seeking accreditation, a veteran whose drop is officially processed by the Registrar's Office will have tuition refunded on the basis of the following schedule:

1. Prior to the beginning date of a full semester length (15 week) class, a Summer session class, or a shorter class, 100% of tuition paid will be refunded. Class fees if any will also be refunded in full.
2. After a College class of any length has begun, a veteran who is dropped will be charged a prorated portion of the total charges (tuition and fees) consistent with the length of the completed portion. The balance will be refunded to the veteran minus a \$10.00 processing fee.

To be eligible for this pro-rata refund, the veteran must make his or her status known to the College in advance of registration by providing a copy of the DD214 to the Office of Student Financial Aid. Furthermore, the veteran should identify their veteran status when dropping classes.

#### **VETERAN'S CLOCK HOURS FOR COCONINO COUNTY COMMUNITY COLLEGE CLASSES**

Clock hours for Coconino County Community College classes are based on 750 clock minutes per credit hour awarded.

# CREDIT EXAMINATION

The procedures in this section are administered by the Dean of Student Services, Office of the Registrar, and the Dean of Instruction.

**Note:** The procedures in this section are currently under review and are not applicable until they are approved by the Academic Standards Committee. Students are cautioned to exercise care in academic planning which involves credit by examination and to consult with the Office of the Dean of Instruction for current guidelines.

## CREDIT BY EXAMINATION

Credit by examination is recognized by Coconino County Community College as a method by which students can legitimately earn credit for college courses in which they can demonstrate proficiency. Not all College courses can be satisfied by credit by examination. Courses which can be satisfied by credit by examination must be approved by the College and by the department or academic area of which the course is a part. Where examinations for credit are provided, they are governed by the general regulations which follow and by procedures of specific Coconino County Community College departments or academic areas. In particular, the awarding of credit as well as the exemption from specific courses which may result from credit by examination, is done as a result of consultation between the College's department or academic area of which the course is a part, faculty from the student's academic major, and the Registrar.

another school must consult that school for an evaluation of credit by examination.

3. The College reserves the right to withhold credit for examinations taken more than five years prior to the semester during which the student requests credit.
4. Credits earned by examination have value only as they apply to degree or certificate programs. Credits earned by examination do not count toward a student's semester credit hour load for eligibility for financial aid, loan deferment, insurance, or other such purposes.
5. A maximum of 20 credit hours earned by examination may be applied to an Associate Degree. A maximum of 9 credit hours earned by examination may be applied to a Certificate program. In the event that a student has examination credits in excess of these maximums, the Registrar (in consultation with faculty and the student) will attempt to provide the student with maximum benefit by considering such concepts of waiver of prerequisites, independent study, etc.
6. Students who desire to repeat a particular examination for credit may be required to wait from one semester to one year following the first attempt. Under no circumstances will students be permitted to take an examination for credit for the same course more than twice.
7. Credit earned by examination will not be awarded for a course which is
1. Ideally, credit by examination issues should be addressed before the student is within one semester (15 hours) of fulfilling hours required for graduation.
2. Credit earned by examination becomes part of the student's Coconino County Community College academic record, but such credit is not transferable to other schools and colleges. A student who transfers from the College to

equivalent to, more elementary than, or substantially overlaps another course in which the student is currently enrolled or has already earned college/university credit even if the credit earned was for a grade below "C".

**Types of Examinations.** Credit by examination includes four categories of examinations:

1. **Advanced Placement (AP) Program,** administered by the College Entrance Examination Board.
2. **Nationally normed standardized examination programs** recognized by the College, in particular, the College Level Examination Program (CLEP).
3. **Special instructor designed examinations** for credit.
4. **Field work experiences** directed by faculty.

**Advanced Placement (AP).** Students who have taken a College Entrance Examination Board advanced placement course in high school and who have scores of 5 or 4 are eligible to receive college credit as well as advanced placement by exemption from Coconino County Community College courses. Those students who have received a score of 3 may receive college credit and/or advanced placement but not necessarily both. A score of 1 or 2 does not provide either advanced placement or college credit. An official AP transcript is required to evaluate scores for credit. The following list shows Coconino County Community College course exemptions and/or credit given for specific scores on advanced placement examinations:

AP EXAM AND SCORES	CCCC	CREDIT
<b>American History</b>		
4,5	HIS 131-132	6
1,2,3	None	None
<b>Art History</b>		
3,4,5	No CCCC Course	
1,2	None	None

**Art Studio**  
3,4,5 ..... Faculty will evaluate portfolios.

**Biology**  
4,5 ..... BIO 184, 190 ..... 8  
3 ..... BIO 180 ..... 4  
1,2 ..... None ..... None

**Chemistry**  
4,5 ..... CHM 151-152 ..... 7  
3 ..... CHM 151 ..... 3

AP EXAM AND SCORES	CCCC	CREDIT
<b>Computer Science</b>		
4,5	CIS 120	3
3	None	None

**English (Language and Composition or Literature and Composition)**  
5 ..... ENG 101-102 ..... 6  
4 ..... ENG 101 ..... 3  
3 ..... enroll in 101 ..... None

**European History**  
4,5 ..... No CCCC Course  
1,2,3 ..... None ..... None

**Math Calculus AB**  
4,5 ..... MAT 136 ..... 5

**Math Calculus BC**  
5 ..... MAT 136, 137 ..... 10  
3,4 ..... MAT 136 ..... 5

**Music Listening and Literature**  
3,4,5 ..... MUS 100 ..... 3  
1,2 ..... None ..... None

**Music Theory**  
3,4,5 ..... MUS 100 ..... 3  
1,2 ..... None ..... None

**Spanish, French, or German Language**  
4,5 ..... 101,102,201,202 ..... 16  
3 ..... 101-102 ..... 3  
1,2 ..... None ..... None

**Spanish, French, or German Literature**  
3,4,5 ..... No CCCC course

**Physics B**  
3,4,5 ..... PHY 151,152 ..... 8

**Physics C - Mechanics**  
3,4,5 ..... PHY 161 ..... 4

**Physics C - Electricity and Magnetism**  
3,4,5 ..... No CCCC course

**To Order an AP Transcript.** Coconino County Community College requires an official AP transcript. Students can order their AP transcript by phoning (212) 713-8000 or writing: AP Exams, P.O. Box 6671, Princeton, New Jersey 08541-6671. The request should include your name at the time of test, approximate date you took the test, your date of birth, and your identification number (SSN). A fee of \$5.00 was required as of the printing date of this catalog, however, the student should telephone to confirm the cost. Official AP transcripts should be mailed to: Office of the Registrar, Coconino County Community College, 3000 North 4th Street, Suite 17, Flagstaff, AZ 86004.

**COLLEGE LEVEL EXAMINATION PROGRAM (CLEP).** Credit may be earned through the successful completion of CLEP general and subject (specific course area) examinations. The exact amount of credit earned is determined by considering the courses in which the student is currently enrolled and the courses in which the student has previously earned credit. *It is the responsibility of individual students to consult with the Office of the Registrar to determine the amount of credit they can potentially earn from each CLEP examination.* The CLEP general examinations may count toward satisfying Coconino County Community College's general education requirements; general examinations are evaluated by the Office of the Registrar. CLEP subject examinations (covering specific course areas) may count toward satisfying specific courses; evaluations of subject examinations is made by the Office of the Registrar through consultation with the appropriate department. Only credit (no grade) will be recorded for courses where a test score qualifies as acceptable (50th percentile or higher). CLEP scores are reported directly to the student and to the Office of the Registrar when requested by the student. Official CLEP transcripts are required to evaluate scores for credit.

**To Order a CLEP transcript.** Coconino County Community College requires an official CLEP transcript. Students can order additional copies of their CLEP transcript by phone (215) 750-8420 or writing: CLEP Transcript Service, The

College Board, Princeton, NJ 08541. The request should include your name at the time of test, approximate date you took the test, your date of birth, and your identification number (SSN). A fee of \$5.00 was required as of the printing date of this catalog, however, the student should telephone to confirm the cost. Official CLEP transcripts should be mailed to Office of the Registrar, Coconino County Community College, 3000 N. 4th Street, Suite 17, Flagstaff, AZ 86004.

**To Take a CLEP Examination.** At present Coconino County Community College is not a CLEP test site. In Flagstaff, students can make arrangements for CLEP testing through the Northern Arizona University Counseling and Testing Center, 523-2261. Students in other county locations should contact their local school district to determine the nearest CLEP test site.

#### **CLEP GENERAL EXAMINATIONS**

Coconino County Community College general education foundation studies English requirement may be met by successfully completing the CLEP general exam in English composition with Essay. To obtain credit for ENG 101 or 102, the candidate must achieve a score in the 50th percentile or above. No credit is given for the English exam without essay, but the results may be used for placement.

Credit in the other general education areas may be obtained by scoring at the 50th percentile or higher on the CLEP general exams in Natural Science, Social Science, History, and Humanities. Depending on the student's major, the general exam in Mathematics may also yield general education credit, however a student cannot use a CLEP score to satisfy College Algebra (MAT 110).

#### **CLEP GENERAL EXAMS**

English Exam . . . . .  
with Essay

Humanities Exam . . . . .

Natural Science Exam . . . .

#### **LIBERAL STUDIES CREDIT**

3-6 hours Foundation  
Studies: English

6 hours - Area Studies:  
Art and Humanities

4 hours - Area Studies:  
Physical/Biological Sciences

Social Science/ . . . . . 16 hours - Area Studies:  
History Exam Social and Behavioral Sciences

Math Exam . . . . . 3 hours - Foundation  
Studies: Math (not 110)

**CLEP SUBJECT EXAMINATIONS**

CLEP subject examinations are evaluated for specific course equivalency credit by the Office of the Registrar in consultation with the appropriate department. If students have taken a CLEP Subject Examination and scored at the 50th percentile or higher, the earned credit is applied to the appropriate course as determined by the advisor and chair/coordinator of the department in which the credit is sought.

**CLEP LANGUAGE EXAMINATIONS**

Scaled scores are used by CLEP in reporting language test results. Raw scores are converted to scaled scores so the scores for all test forms will have the same value regardless of the form used. The College grants credit based on the scaled scores below. Credit for 102, 201, and 202 level classes is dependent upon the scaled score plus an oral examination.

**CLEP LANGUAGE EVALUATIONS**

Class	Spanish Scaled Scores	French Scaled Scores	German Scaled Scores	Credit Hours
101	40-49	39-48	39-45	4
*	50-54	49-53	46-50	8*
**	55-61	54-62	51-59	12**
***	62-80	63-80	60-80	16***

\*Credit given for both 101 and 102 level if oral exam is successfully passed.

\*\*Credit given for 101,102, and 201 level if oral exam is successfully passed.

\*\*\*Credit given for 101, 102, 201 and 202 level if oral exam is successfully passed.

**SPECIAL INSTRUCTOR DESIGNED EXAMS**

The College recognizes that the knowledge and competencies required to fulfill certain College course and program requirements can be measured by examinations developed by

instructors. As credit examinations are developed, students will be informed.

**FIELD WORK DIRECTED BY FACULTY**

The College recognizes that the knowledge and competencies required to fulfill certain College course and program requirements can be demonstrated in the context of field work directed by faculty. As field work opportunities are developed, students will be informed.

# TRANSFERRING CREDIT TO CCCC

The procedures in this section are administered jointly by the Dean of Student Services/Registrar and the Dean of Instruction.

## BASIC GUIDELINES

Course work completed at accredited institutions with a grade of C, its equivalent, or better will be evaluated for transfer credit. Courses graded S/U will not be accepted for credit transfer, but may be accepted as having met prerequisites. Credit must be considered applicable toward the student's program objective at CCCC. The Office of the Registrar must receive an official transcript directly from the college or university where credit was earned. Upon a student's written request (in the form of a "Transcript Evaluation Request") the Office of the Registrar will evaluate official transcripts for credit toward General Education Core requirements. The academic advisor in the appropriate discipline will evaluate transfer coursework for credit toward major requirements. Transfer grades are not calculated in the students' CCCC grade point averages.

In evaluating credit for transfer, CCCC is guided by recommendations endorsed by the American Association of Collegiate Registrars and Admissions Officers in the Association's publication "Transfer Credit Practices of Designated Educational Institutions."

## TRANSFER PROCEDURE

Students who desire to transfer previous college or university credits to CCCC must formally request a transcript evaluation. Forms are available from the Office of Admissions or the Office of the Registrar. Following are helpful guidelines for students considering transfer of credit to CCCC:

1. An official transcript evaluation will only be conducted when official copies of all transcripts have been received by CCCC. An official copy is one which has been mailed directly from the student's previous school to CCCC. Students must request transcripts by contacting their previous colleges and universities.
2. The student should have transcripts sent from all previous colleges or universities attended regardless of how long ago courses were taken and regardless of the grades earned. Credits earned more than five years ago may be subject to special evaluation especially if the subject matter is dated, but it is still to the student's advantage to have all transcripts sent to CCCC. Regarding grades, students will not be penalized for previous grades, but part of the official transcript evaluation requires that students certify that they are declaring all previous credits. Failure to inform CCCC of all previous college work could interfere with future graduation from CCCC.
3. The student must declare a CCCC major at the time a transcript evaluation is requested; that evaluation will be subject to future review if the major is changed.
4. The transcript evaluation procedure includes a review process where the student can request clarification. For example, if a student is refused transfer credit for a class, or if credit is not granted in an area the student feels is appropriate, the student can request a review. At the review, the student is invited to meet with a transcript evaluator to discuss his or her concerns. It aids the review process if the student has copies of previous school catalogs or other information which will assist in clarifying the classes in question.

Official transcripts should be mailed directly to:  
**Office of the Registrar**  
**Coconino County Community College**  
**3000 North 4th Street, Suite 17**  
**Flagstaff, Arizona 86004**

# **TRANSFERRING CREDIT FROM CCCC TO OTHER COLLEGES AND UNIVERSITIES**

The procedures in this section are administered jointly by the Dean of Student Services/Registrar and the Dean of Instruction.

## **TRANSFERABILITY OF CREDITS**

The Coconino County Community College (CCCC) District is one of ten state community college districts approved by the State Board of Directors for Community Colleges of Arizona. The academic policies and the operation of CCCC are governed by the local CCCC Board of Directors and by the State Board. CCCC adheres to the Transfer General Education Core Curriculum approved by the Arizona Board of Regents (governing board for state universities) and by the State Board for Directors for Community Colleges of Arizona. CCCC classes follow curriculum approved by the State Board, and courses numbered 110-299 are eligible for transfer to other colleges and universities. Students or institutions wishing to determine the transferability of a particular CCCC course should follow this procedure.

1. **FOR CCCC courses taught Fall Semester 1992.** To facilitate the transfer process during CCCC's initial two semesters of operation, one of Arizona's accredited community colleges (Yavapai College) permitted CCCC to use its course prefix and number system, and its course outlines. Students or institutions wishing to determine the transferability of a particular CCCC course taught either Fall Semester 1991 or Spring Semester 1992, should consult the Yavapai College section of the 1991-92 *Course Equivalency Guide* published by the Arizona Commission for Postsecondary Education.

2. **FOR CCCC courses taught Summer Session I 1992 forward.** Beginning Summer Session I 1992, students or institutions should consult the appropriate *Course Equivalency Guide* published by the Arizona Commission for Postsecondary Education.

## **ORDERING OFFICIAL TRANSCRIPTS**

Official CCCC transcripts are issued by the Office of the Registrar. A student must file a written request for each transcript with a \$2.00 fee and allow one week for processing. Transcripts reflect CCCC classes only. Students desiring transcripts for courses taken at colleges other than CCCC must contact the Office of the Registrar of the college where the courses were completed.

For questions regarding transferability of credits, or to order transcripts, contact:

Office of the Registrar  
Coconino County Community College  
3000 North 4th Street, Suite 17  
Flagstaff, Arizona 86004

# GRADUATION PROCEDURES

The procedures in this section are administered by the Dean of Student Services/Registrar.

## APPLICATION FOR GRADUATION

Students who feel they will be eligible to graduate with a Coconino County Community College degree or certificate at the close of either Summer or Fall must consult their academic advisor and contact the Office of the Registrar to complete an application for graduation by March 15. All other documents required, including official transcripts and a graduation advisement form, must be submitted to the Office of the Registrar no later than April 15. Spring semester applications for graduation must be completed by October 15. November 15 is the deadline for submission of all other required documents. A choice of catalog must be declared at the time of application. The graduation application initiates the graduation check procedure to ensure that all requirements are met by the graduation semester. A non-refundable fee of \$10 is required to initiate a graduation check.

## CHOICE OF CATALOG

Students seeking to graduate generally have a choice of fulfilling degree or certificate requirements in any one of the CCCC catalogs in effect during their dates of enrollment for credit at the College. For limitations, please see "Academic Procedures: Choice of Catalog" for details, pages 23 and 37.

## GRADUATION WITH HONORS: DEGREES

Graduating degree students who complete at least 30 credits at Coconino County Community College and whose grades qualify will be granted the following designations:

### GRADUATION WITH MERIT:

3.25 TO 3.499 CUM. CCCC G.P.A.

### GRADUATION WITH DISTINCTION:

3.500 TO 3.799 CUM. CCCC G.P.A.

### GRADUATION WITH HONORS:

3.800 TO 4.000 CUM. CCCC G.P.A.

These designations will be shown on diplomas and listed on students' official transcripts.

## GRADUATION WITH HONORS: CERTIFICATES

Graduating certificate students who complete qualify as shown above will be granted the designations listed above. These designations will be shown on certificates and listed on the students' official transcripts.

## GRADUATION REQUIREMENTS

The requirements to earn each CCCC degree and certificate are detailed in the "Degree Information" section which begins on page 39. Requirements are also summarized in this section in brief paragraphs and in a chart. Degree and certificate seeking students are advised to work closely with their academic advisor to ensure that they are making appropriate progress toward fulfilling graduation requirements.

## MINIMUM HOURS TO GRADUATE

To graduate with an Associate Degree, the student must complete a minimum of 60-65 credit hours. Minimum hours for a certificate vary (see "Academic Programs").

## MINIMUM GRADE POINT AVERAGE

No student may graduate with a cumulative CCCC grade point average of less than 2.00.

## MINIMUM CCCC HOURS

To graduate from Coconino County Community College, a student must pass a minimum number of hours for credit at CCCC. All courses used to meet the credit hour minimum must be completed with a grade of "C" or better.

1. To earn an Associate of Arts, Associate of Applied Science, or Associate of Science Degree, the student must successfully complete at least 15 credit hours of CCCC coursework applicable to the degree and in the major, and for vocational students at least 15 credit hours of CCCC coursework applicable to the degree and in the major.
2. To earn an Associate of General Studies Degree, the student must successfully



complete at least 15 credit hours of CCCC coursework applicable to the degree.

3. To earn a certificate, the student must successfully complete at least 6 credit hours of CCCC coursework applicable to the certificate.

#### **S/U GRADES**

Only students graduating with the Associate of General Studies Degree (AGS) or certain certificates may count "S" grades toward graduation. A maximum of 12 credits may be completed with a grade of "S" for the AGS; no more than 3 credit hours of "S" can count for the certificate if the program allows.

#### **COURSES NUMBERED BELOW 100**

Only students graduating with an Associate of General Studies Degree may count courses numbered below 100 toward graduation. A maximum of 12 credits may be completed in courses numbered below 100.

#### **CREDIT BY EXAMINATION**

To graduate with an Associate Degree, the student can apply no more than 20 credit hours of credit by examination. A maximum of 9 credit hours of credit by examination can be applied to certificate completion if the program allows.

#### **COLLEGE READING REQUIREMENT**

Students applying for graduation in an Associate Degree program must demonstrate reading competency in order to graduate with an Associate Degree. A student must demonstrate college-level reading competency measured by college assessment or successful

completion of ENG 141, "Critical Reading." Students who demonstrate competency on assessment, or students who successfully complete the appropriate reading course will have met this requirement.

#### **WORKSHOPS, INDEPENDENT STUDY, AND SPECIAL TOPICS COURSES**

A limited number of credits earned in workshops (199), independent study (299), and special topics courses (298) can count toward meeting graduation requirements. Students should consult with their academic advisor prior to arranging for workshops, independent study or special topics courses. (See also "Academic Procedures," page 24.)

#### **WAIVER OR SUBSTITUTION OF GRADUATION REQUIREMENTS**

Students may petition for waiver or substitution of graduation requirements. Petitions will be evaluated on a case-by-case basis by the Academic Standards Committee. Petitions must be submitted no later than the application deadline for the semester in question unless waiver of the deadline itself is a goal of the petition. In such a case, the petition will be accepted no later than April 15 for Summer or Fall Semester, and November 15 for Spring.

#### **GRADUATION CEREMONIES**

Procedures for participation in commencement ceremonies will be announced the semester prior to the ceremony. Spring commencement will include students who have been awarded degrees the prior Summer and Fall semesters and candidates for Spring degrees. Upon final degree clearance, an official College diploma or certificate will be issued.

#### **SUMMARY OF CCCC GRADUATION REQUIREMENTS (refer to page 39 for details)**

	MIN HRS	MIN CUM GPA	MIN CCCC HRS	MAX S/U CREDITS	MAX CLASSES BELOW 100	MAX CREDIT BY EXAM
AA	60-65	2.00	15	0	0	20
AS	60-65	2.00	15	0	0	20
AAS	60-66	2.00	15	0	0	20
AGS	60	2.00	15	12	12	20
C	Varies See Program	2.00	6	3 If program allows	0	9 If program allows

# DEGREE INFORMATION

## ASSOCIATE OF ARTS DEGREE (AA)

The Associate of Arts Degree is designed for transfer students and requires a minimum of 60-65 credit hours with a cumulative CCCC grade point average of 2.0 or higher. Courses numbered below 100 and courses taken for S/U credit may not be counted toward this degree. A minimum of 41 of these credit hours must be completed in the general education core curriculum with a grade of "C" or better.

## ASSOCIATE OF APPLIED SCIENCE DEGREE (AAS)

The Associate of Applied Science Degree prepares students for entry-level employment or upgrades skills of students already employed. This degree requires a minimum of 60-66 credit hours with a cumulative CCCC grade point average of 2.0 or higher. Courses numbered below 100 and courses taken for S/U credit may not be counted toward this degree. A minimum of 25 of these credit hours must be completed in the general education core curriculum with a grade of "C" or better. Although many course may transfer, this degree is not intended for transfer to a university.

## ASSOCIATE OF SCIENCE DEGREE (AS)

The Associate of Science Degree is designed for transfer students and requires a minimum of 60-65 credit hours with a cumulative CCCC grade point average of 2.0 or higher. Courses numbered below 100 and courses taken for S/U credit may not be counted toward this degree. A minimum of 41 of these credit hours must be completed in the general education core curriculum with a grade of "C" or better.

## ASSOCIATE OF GENERAL STUDIES DEGREE

The Associate of General Studies Degree is designed for students who wish to broaden their knowledge, but have no university major

or vocational goal in mind. This degree requires 60 credit hours with a cumulative CCCC grade point average of 2.0 or higher. A

maximum of 12 credit hours may be completed in courses numbered below 100; a maximum of 12 credit hours may be completed with a grade of "S". No more than 20 credit hours may be earned in credit by examination. Students must complete a minimum of 25 credit hours of general education courses, but are otherwise free to explore new areas of interest. This degree is not recommended for students planning to transfer to a university; the A.G.S. Degree is intended as an alternative degree which recognizes the mission of the community college that education is a lifelong process.

## CERTIFICATE PROGRAMS (C)

Certificate programs are designed to improve existing skills or to prepare students for entry-level employment. Certificates are awarded after successful completion of a series of specific courses in vocational areas. Some programs may be intermediate steps toward the Associate of Applied Science degree.

### BASIC CERTIFICATE 1-15 Credit Hours

### INTERMEDIATE CERTIFICATE 1-24 Credit Hours (16-24)

### ADVANCED CERTIFICATE 1-30 Credit Hours (25-30)\*

\* Not to exceed 45 semesters hours

Foundation studies give students basic reading, writing, and quantitative thinking skills, including critical reading and observation, precise writing, reasoning, problem solving, analyzing, and synthesizing. Discipline-specific courses further emphasize evaluation, critical writing, logical reasoning, and independent thinking.

These courses provide an opportunity for students to integrate knowledge from a variety of sources and perspectives. The general education core curriculum thus enhances the student's ability to communicate effectively, think rationally, and contribute responsibly as an active member of society.

All Associate of Arts and Associate of Science candidates must complete 41 hours of General Education distributed as indicated.

Students planning to transfer to a four-year institution must also complete the three Special Requirements for Transfer General Education Core Curriculum on page 41. The block of 41 hours completed at CCCC, transfers to all three Arizona universities and other Arizona community colleges without loss of credit. However, students must still fulfill (within the General Education courses listed or in addition to them) all the university lower-division program requirements and prerequisites within the chosen major.

#### **CRITERIA FOR GENERAL EDUCATION COURSES**

General education courses must meet the following criteria:

1. Be accepted for transfer credit as equivalent course, departmental elective credit, or general credit at all three Arizona state universities according to the Course Equivalency Guide for the academic year in which the course was taken.
2. Meet the criteria of the General Education Values Statement.

3. Recognize and accommodate diverse cultural backgrounds and values.
4. Promote intellectual exchange as an essential part of the learning process.
5. Meet the particular Transfer General Education Core Curriculum (TGECC) requirements. These requirements may be met within the forty-one hours of General Education Core Curriculum by selecting one course each from the following categories:  
1) Intensive Writing/Critical Inquiry, 2) Ethnic/Race/Gender Awareness, and 3) Global/International Awareness or Historical Awareness. (See page 43.)

The General Education Core Curriculum (GECC) and Transfer General Education Core Curriculum (TGECC) are listed on the following pages.

**GENERAL EDUCATION CORE CURRICULUM (GECC)****HOURS REQUIRED****COMPOSITION:**

ENG 101	(3)	College Composition I	(6)
ENG 102	(3)	College Composition II	

**MATHEMATICS:**

MAT 110	(3)	College Algebra	(3)
MAT 114	(3)	Applications of College Algebra	
MAT 135	(5)	Precalculus	
MAT 136	(5)	Calculus and Analytic Geometry I	
MAT 231	(3)	Business Calculus	
MAT 270	(3)	Elementary Statistics	

**HUMANITIES:**

ENG 110	(3)	Introduction to Literature	(6)
ENG 237	(3)	Women in Literature	
ENG 238	(3)	Literature of the Southwest	
ENG 272	(3)	Creative Writing: Non-fiction	
HUM 241:242	(3:3)	Humanities I and II	
PHI 101	(3)	Introduction to Philosophy	
PHI 105	(3)	Introduction to Ethics	

**ARTS:**

ART 100	(3)	Art Appreciation	(3)
MUS 100	(3)	Music Appreciation	
MUS 145	(3)	Jazz History and Literature	
THR 135	(3)	Introduction to Theater	

**SOCIAL and BEHAVIORAL SCIENCES:**

(Choose courses from two or more disciplines.)

ANT 102	(3)	Introduction to Cultural Anthropology	(9)
ANT 110	(3)	Exploring Archeology	
BUS 203	(3)	Business Law	
BUS 204	(3)	Principles of Economics-Macro	
BUS 205	(3)	Principles of Economics-Micro	
GEO 133	(3)	World/Regional Geography	
HIS 131	(3)	United States History I	
HIS 132	(3)	United States History II	
HIS 136	(3)	Women in History	
HIS 201	(3)	Western Civilization I	
HIS 202	(3)	Western Civilization II	
POS 100	(3)	Introduction to Politics	
POS 101	(3)	Introduction to Political Science	
POS 102	(3)	Civil Liberties and American Democracy	
POS 220	(3)	State and National Constitution	

(continued)

**GENERAL EDUCATION CORE CURRICULUM (GECC)**

(Continued)

**HOURS REQUIRED****SOCIAL and BEHAVIORAL SCIENCES:**

(Choose courses from two or more disciplines.)

PSY 101	(3)	Introduction to Psychology
PSY 233	(3)	Social Psychology
PSY 236	(3)	Psychology of Women
SOC 101	(3)	Introduction to Sociology
SOC 132	(3)	Social Problems
SOC 142	(3)	Race and Ethnic Relations

**PHYSICAL and BIOLOGICAL LABORATORY SCIENCES:****(8)**

BIO 105	(4)	Environmental Biology
BIO 100	(4)	Biology Concepts
BIO 184	(4)	Plant Biology
BIO 190	(4)	Animal Biology
BIO 201:202	(4:4)	Human Anatomy and Physiology I and II
CHM 130	(4)	Fundamental Chemistry
CHM 151:152	(4:4)	General Chemistry I and II
CHM 190	(4)	Environmental Chemistry
GEO 131	(4)	Introduction to Physical Geography
GLG 100	(4)	Introduction to Geology
GLG 101	(4)	Physical Geology
GLG 102	(4)	Historical Geology
GLG 201	(4)	Ancient Life
PHY 111:112	(4:4)	General Physics I and II
PHY 141	(4)	Concepts of Physics
PHY 161:262	(5:5)	College Physics I and II
PHY 180	(4)	Introduction to Astronomy

(NOTE: NAU STUDENTS MAY TRANSFER CHM 130 OR CHM 151 BUT NOT BOTH)

**GENERAL EDUCATION OPTIONS:****(6)**

(Option courses may be chosen from the preceding list or from the following):

CIS 120	(3)	Introduction to Computer Information Systems
MAT 270	(3)	Elementary Statistics
SPA 101:102	(4:4)	Beginning Spanish I and II
SPA 201:202	(4:4)	Intermediate Spanish I and II
SPC 100	(3)	Fundamentals of Speech Communication

**TOTAL HOURS****41**

## **TRANSFER GENERAL EDUCATION CORE CURRICULUM (TGECC) SPECIAL REQUIREMENTS**

STUDENTS PLANNING TO TRANSFER TO A FOUR-YEAR INSTITUTION MUST MEET THE ADDITIONAL REQUIREMENTS LISTED BELOW. THESE REQUIREMENTS MAY BE MET WITHIN THE FORTY-ONE HOURS OF GENERAL EDUCATION CORE CURRICULUM BY CHOOSING ONE COURSE FROM EACH OF THE THREE SPECIAL REQUIREMENTS LISTS.

1. The requirement for **INTENSIVE WRITING/CRITICAL INQUIRY** must be met by one course from the following:

BUS	204	Principles of Economics - Macro
ENG	272	Creative Writing: Non-fiction
GLG	201	Ancient Life
HUM	241	Humanities I
HUM	242	Humanities II
MAT	114	Applications of College Algebra
POS	220	State and National Constitution
PSY	233	Social Psychology

(NOTE: ENG 102 IS A PRE- OR CO-REQUISITE FOR THESE COURSES.)

2. The requirement for **ETHNICE/RACE/GENDER AWARENESS** must be met through one of the following options:

ANT	102	Introduction to Cultural Anthropology
ENG	237	Women in Literature
ENG	238	Literature of the Southwest
HIS	136	Women in History
PSY	236	Psychology of Women
SOC	132	Social Problems
SOC	142	Race and Ethnic Relations

3. The requirement for **GLOBAL/INTERNATIONAL AWARENESS** or **HISTORICAL AWARENESS** must be met through one of the following options:

ENG	110	Introduction to Literature
GEO	133	World/Regional Geography
HIS	131	U.S. History I
HIS	132	U.S. History II
HIS	201	Western Civilization I
HIS	202	Western Civilization II
HIS	271	History of the Soviet Union in the 20th Century
PHI	101	Introduction to Philosophy

**ACCOUNTING****Associate of Applied Science Degree**

The Accounting program is designed to prepare students to enter the Accounting profession at an entry-level position. The program emphasizes internal accounting procedures and general principles as they apply to external reporting. The program allows students the option of selecting support courses to strengthen their overall education and courses in their area of special interest or job opportunity.

**(Minimum credit hours required: 66 Credit Hours)**

**GENERAL EDUCATION CORE REQUIREMENTS: 25 Credit Hours**

GENERAL EDUCATION COURSES:		Credit Hours
ENG 101	College Composition I	3
ENG 102	College Composition II	3
MAT 103	Practical Finance	3
ART/HUMANITIES:		
HUM 241	Humanities I	3
HUM 242	Humanities II	3
SOCIAL/BEHAVIORAL SCIENCE:		
PSY 101	Introduction to Psychology	3
SOC 101	Introduction to Sociology	3
LAB SCIENCE: (select one of the following)		4
BIO 105	Environmental Biology (4) <u>OR</u>	
GEO 131	Introduction to Physical Geography (4)	

**DEGREE CORE REQUIREMENTS: 41 Credit Hours**

REQUIRED COURSES:		Credit Hours
ACC 101	Principles of Accounting I	3
ACC 102	Principles of Accounting II	3
ACC 105	Income Tax I	3
ACC 106	Income Tax II	3
ACC 204	Managerial Accounting	3
ACC 205	Cost Accounting	3
ACC 206	Accounting and EDP Systems	3
BUS 204	Principles of Economics-Macro	3
BUS 205	Principles of Economics-Micro	3
BUS 207	Principles of Marketing	3
BUS 209	Principles of Supervision	3
BUS 210	Human Relations in the Workplace	3
CIS 120	Introduction to Computer Information Systems	3
CIS 123	Introduction to Spreadsheets	2

## ADMINISTRATION OF JUSTICE

### Associate of Science Degree

The Administration of Justice program is designed to prepare students to enter the Criminal Justice profession and to meet the needs of students at various stages of professional development with their career path goals. The program provides students with specific knowledge and skills which can be used to enter a wide variety of law enforcement and corrections positions. The program is designed to meet the needs of those who desire to transfer to a four-year college program as well as serve the student who does not intend to continue beyond the two-year level.

**(Minimum credit hours required: 65 Credit Hours)**

#### **GENERAL EDUCATION CORE REQUIREMENTS: 41 Credit Hours**

GENERAL EDUCATION COURSES:		Credit Hours
ENG 101	College Composition I	3
ENG 102	College Composition II	3
MAT 110	College Algebra (3) <i>QR</i>	3
MAT 114	Applications of College Algebra (meets TGECC Writing Intensive requirement)	

**ART/HUMANITIES:** (any approved General Education course in the Art/Humanities category)\* 9

#### **SOCIAL/BEHAVIORAL SCIENCE:\***

PSY 101	Introduction to Psychology	3
SOC 101	Introduction to Sociology	3
CJC 141	Gang Behavior and Street Violence	3

**LAB SCIENCE:** (any approved General Education course in the Physical/Biological Laboratory Science category)\* 8

**APPROVED GENERAL EDUCATION OPTIONS:** 6

**TGECC REQUIREMENTS** (page 42): 0-9

\*Select one course from each of the following categories: Writing Intensive, Ethnic/Race/Gender Awareness and Global/International Awareness. Some courses in the Art/Humanities, Social/Behavioral Science, and Lab Science categories may also satisfy TGECC requirements.

#### **DEGREE CORE REQUIREMENTS: 24 Credit Hours**

REQUIRED COURSES:		Credit Hours
CJC 100	Introduction to Criminal Justice	3
CJC 150	Rules of Criminal Procedure	3
CJC 120	Criminal Law	3
CJC 160	Police Administration	3
CJC 200	Police Community Relations	3
CJC 230	Deviant Behavior	3
CJC 220	Rules of Evidence	3
CJC 280	Criminology	3



## **BUSINESS ADMINISTRATION**

### **Associate of Arts Degree**

The Business Administration program allows students to complete the first two years of a four-year business administration curriculum leading to a bachelor's degree. Students planning to transfer should check degree requirements of their chosen college.

**(Minimum credit hours required: 65 Credit Hours)**

#### **GENERAL EDUCATION CORE REQUIREMENTS: 41 Credit Hours**

##### **GENERAL EDUCATION COURSES:**

	<b>Credit Hours</b>
ENG 101 College Composition I	3
ENG 102 College Composition II	3
MAT 110 College Algebra	3

**ART/HUMANITIES:** (any approved General Education course in the Art/Humanities category)\* 9

**SOCIAL/BEHAVIORAL SCIENCE:** (any approved General Education course in the Social/Behavioral Science category)\* 6

##### **Recommended Courses:**

SPC 100 Fundamentals of Speech Communication	3
PSY 101 Introduction to Psychology	3
MAT 219 Finite Mathematics	3

**LAB SCIENCE:** (any approved General Education course in the Physical/Biological Laboratory Science category)\* 8

**TGECC REQUIREMENTS** (page 42): 0-9

\*Select one course from each of the following categories: Writing Intensive, Ethnic/Race/Gender Awareness and Global/International Awareness. Some courses in the Art/Humanities, Social/Behavioral Science, and Lab Science categories may also satisfy TGECC requirements.

#### **DEGREE CORE REQUIREMENTS: 24 Credit Hours**

##### **REQUIRED COURSES:**

	<b>Credit Hours</b>
ACC 101 Principles of Accounting I	3
ACC 102 Principles of Accounting II	3
CIS 120 Introduction to Computer Information Systems	3
BUS 104 Business Communications	3
BUS 204 Principles of Economics-Macro	3
BUS 205 Principles of Economics-Micro	3
BUS 232 Business Statistical & Analysis	3
MAT 231 Business Calculus	3

## COMPUTER INFORMATION SYSTEMS

### Associate of Arts Degree

The Computer Information Systems program allows students to complete the first two years of a four-year computer information systems curriculum (with a business emphasis) leading to a bachelor's degree. Students planning to transfer should check degree requirements of their chosen college.

**(Minimum credit hours required: 62 Credit Hours)**

#### **GENERAL EDUCATION CORE REQUIREMENTS: 41 Credit Hours**

GENERAL EDUCATION COURSES:		Credit Hours
ENG 101	College Composition I	3
ENG 102	College Composition II	3
MAT 110	College Algebra	3
ART/HUMANITIES: (any approved General Education course in the Art/Humanities category)*		9
SOCIAL/BEHAVIORAL SCIENCE: (any approved General Education course in the Social/Behavioral Science category)*		9
LAB SCIENCE: (any approved General Education course in the Physical/Biological Laboratory Science category)*		8
Select six credit hours from the following:		6
BUS 103	Personal Finance (3)	
BUS 203	Business Law (3)	
BUS 204	Principles of Economics - Macro (3) (meets TGECC Writing Intensive requirement)	
BUS 205	Principles of Economics - Micro (3)	
BUS 214	Legal, Ethical and Regulatory Issues in Business (3)	
SPC 100	Fundamentals of Speech Communication (3)	

#### **TGECC REQUIREMENTS (page 42):**

0-9

\*Select one course from each of the following categories: Ethnic/Race/Gender Awareness and Global/International Awareness. Some courses in the Art/Humanities, Social/Behavioral Science, and Lab Science categories may also satisfy TGECC requirements.

#### **DEGREE CORE REQUIREMENTS: 21 Credit Hours**

REQUIRED COURSES:		Credit Hours
ACC 101	Principles of Accounting I	3
ACC 102	Principles of Accounting II	3
CIS 120	Introduction to Computer Information Systems	3
CIS 220	Application Programming I	3
BUS 104	Business Communications	3
RELATED CIS ELECTIVES:		6
Select six credit hours from the following:		
CIS 112	Introduction to Windows (2)	
CIS 123	Introduction to Spreadsheets (2)	
CIS 131	Introduction to DOS (2)	
CIS 124	Introduction to Wordprocessing (2)	
CIS 125	Introduction to Databases (2)	
CIS 126	Integrated Software (2)	
CIS 221	Application Programming II (3)	

## **FIRE SCIENCE**

### **Associate of Applied Science Degree**

The Fire Science program is designed to prepare students to enter the Fire Science profession. The program provides students with knowledge and skills which can be used to enter a wide variety of Fire Science positions. The program allows students the option of selecting courses emphasizing emergency medical, fire suppression, or fire prevention.

**(Minimum credit hours required: 65 Credit Hours)**

#### **GENERAL EDUCATION CORE REQUIREMENTS: 25 Credit Hours**

##### **GENERAL EDUCATION COURSES:**

			<b>Credit Hours</b>
ENG 135	Career Communication	<u>OR</u> ENG 101 - College Composition I	3
ENG 136	Career Writing	<u>OR</u> ENG 102 - College Composition II	3
MAT 110	College Algebra		3

##### **ARTS/HUMANITIES:**

HUM 241	Humanities I	3
HUM 242	and Humanities II	3

##### **SOCIAL/BEHAVIORAL SCIENCE:**

PSY 101	Introduction to Psychology	3
SOC 101	Introduction to Sociology	3

##### **LAB SCIENCE:**

BIO 105	Environmental Biology	4
---------	-----------------------	---

#### **DEGREE CORE REQUIREMENTS: 40 Credit Hours**

##### **REQUIRED COURSES:**

		<b>Credit Hours</b>
FSC 105	Fire Fighter I & II	6
FSC 136	Fire Apparatus & Hydraulics	4
FSC 232	Hazardous Materials I	3
FSC 237	Hazardous Materials II	3
FSC 236	Fire Fighter Occupational Safety	3
FSC 238	Emergency Scene Management	3
EMS 131	Emergency Medical Technician Basic Course	6

Select twelve credit hours from the following:

		12
FSC 101	Fire Service Orientation & Indoctrination (2)	
FSC 137	Hazardous Materials First Responder Awareness (5)	
EMS 211	Emergency Medical Technician Refresher (2)	
EMS 231	Intermediate Emergency Medical Technician I (6)	
EMS 232	Intermediate Emergency Medical Technician II (6)	
BUS 209	Principles of Supervision (3)	
BUS 211	Human Resources/Personnel Management (3)	
FSC 135	Fundamentals of Fire Prevention (3)	
FSC 234	Fire Investigation (3)	
FSC 235	Fire Protection Systems (3)	
FSC 239	Fire Department Company Officer (3)	
FSC 241	Fire Fighter Safety & Building Construction (3)	
FSC 233	Wildland Fire Suppression (3)	
FSC 200	Hazardous Materials First Responder (3)	

## GENERAL BUSINESS

### Associate of Applied Science Degree

The General Business is designed to prepare students to enter the Business profession at an entry-level position. The program provides students with general business knowledge and skills which can be used to enter a wide variety of business and industry positions. The program allows students the option of selecting support courses to strengthen their overall education and courses in their area of special interest or job opportunity.

**(Minimum credit hours required: 60 Credit Hours)**

#### **GENERAL EDUCATION CORE REQUIREMENTS: 25 Credit Hours**

##### **GENERAL EDUCATION COURSES:**

		Credit Hours
ENG 101	College Composition I	3
ENG 102	College Composition II	3
MAT 103	Practical Finance	3

##### **ART/HUMANITIES:**

HUM 241	Humanities I	3
HUM 242	Humanities II	3

##### **SOCIAL/BEHAVIORAL SCIENCE:**

PSY 101	Introduction to Psychology	3
SOC 101	Introduction to Sociology	3

##### **LAB SCIENCE: (select one of the following)**

BIO 105	Environmental Biology (4) <u>OR</u>	4
GEO 131	Introduction to Physical Geography (4)	

#### **DEGREE CORE REQUIREMENTS: 35 Credit Hours**

##### **REQUIRED COURSES:**

		Credit Hours
ACC 101	Principles of Accounting I	3
ACC 102	Principles of Accounting II	3
CIS 123	Introduction to Spreadsheets <u>OR</u>	2
CIS 124	Introduction to Wordprocessing	
BUS 101	Introduction to Business	3
BUS 104	Business Communications	3
BUS 203	Business Law	3
BUS 204	Principles of Economics-Macro	3
BUS 205	Principles of Economics-Micro	3
BUS 206	Principles of Management	3
BUS 207	Principles of Marketing	3
BUS 209	Principles of Supervision	3
BUS 210	Human Relations in the Workplace	3

## **GENERAL FINANCE**

### **Associate of Applied Science Degree**

The General Finance program designed to prepare students to enter General Finance positions at the entry-level position. The program provides students with general financial knowledge and skills which can be used to enter a wide variety of business and industry positions. The program allows students the option of selecting support courses to strengthen their overall education and courses in their area of special interest or job opportunity.

**(Minimum credit hours required: 60 Credit Hours)**

#### ***GENERAL EDUCATION CORE REQUIREMENTS: 25 Credit Hours***

##### **GENERAL EDUCATION COURSES:**

	<b>Credit Hours</b>
ENG 101 College Composition I	3
ENG 102 College Composition II	3
MAT 103 Practical Finance	3

##### **ART/HUMANITIES:**

HUM 241 Humanities I	3
HUM 242 Humanities II	3

##### **SOCIAL/BEHAVIORAL SCIENCE:**

PSY 101 Introduction to Psychology	3
SOC 101 Introduction to Sociology	3

##### **LAB SCIENCE: (select one of the following)**

BIO 105 Environmental Biology (4) <u>OR</u>	4
GEO 131 Introduction to Physical Geography (4)	

#### ***DEGREE CORE REQUIREMENTS: 35 Credit Hours***

##### **REQUIRED COURSES:**

	<b>Credit Hours</b>
ACC 101 Principles of Accounting I	3
ACC 102 Principles of Accounting II	3
BUS 104 Business Communications	3
BUS 105 Basic Investments	3
BUS 203 Business Law	3
BUS 204 Principles of Economics-Macro	3
BUS 205 Principles of Economics-Micro	3
BUS 210 Human Relations in the Workplace	3
BUS 216 Principles of Business Finance	3
BUS 217 Credit/Collections Principles	3
BUS 218 Customer Service	3
CIS 123 Introduction to Spreadsheets	2

## GENERAL STUDIES

### Associate of Arts Degree

The General Studies program allows students to complete the first two years of a curriculum leading to a bachelor's degree. In addition to the General Education required courses, students may choose any courses numbered 100 or higher to complete the degree. Students planning to transfer should check degree requirements of their chosen college.

**(Minimum credit hours required: 60 Credit Hours)**

#### **GENERAL EDUCATION CORE REQUIREMENTS: 41 Credit Hours**

##### **REQUIRED COURSES:**

	Credit Hours
ENG 101 College Composition I	3
ENG 102 College Composition II	3
MAT 110 College Algebra (3)	3
<u>OR</u>	
MAT 114 Applications of College Algebra (3)*	

**ART/HUMANITIES:** (any approved General Education courses in the Art/Humanities category) 9

##### **Recommended Courses:**

PHI 101 Introduction to Philosophy (3)***	
HUM 241 Humanities I (3)* <u>OR</u> HUM 242 Humanities II (3)*	
ENG 110 Introduction to Literature (3)***	
<u>OR</u>	
ENG 237 Women in Literature (3)**	
<u>OR</u>	
ENG 238 Literature of the Southwest (3)**	

**SOCIAL/BEHAVIORAL SCIENCE:** (any approved General Education courses in the Social/Behavioral Science category) 9

**LAB SCIENCE:** (any approved General Education courses in the Physical/Biological Laboratory Science category) 8

**TGECC REQUIREMENTS** (page 42): 0-9

\*Select one course from each of the following categories: Writing Intensive, Ethnic/Race/Gender Awareness and Global/International Awareness. Some courses in the Art/Humanities, Social/Behavioral Science, and Lab Science categories may also satisfy TGECC requirements.

**OPTIONS:** (any option listed in the General Education course list) 6

##### **Recommended Courses:**

SPC 100 Fundamentals of Speech Communication (3)	
SPA 101 Beginning Spanish I (4)	

#### **ELECTIVE COURSE REQUIREMENTS: 19 Credit Hours**

(Select 19 credit hours from courses numbered 100 or higher, either in a variety of disciplines or in an area of concentration for transfer.)

\*Meets Writing Intensive Requirement

\*\*Meets Ethnic/Race/Gender Awareness Requirement

\*\*\*Meets Global/International Awareness Requirement

**GENERAL STUDIES****Associate of General Studies Degree**

The General Studies Degree is designed for students who wish to broaden their knowledge, but have no university major or vocational goal in mind. The degree requires 60 credit hours with a cumulative grade point average of 2.0 or higher. A maximum of 12 credit hours may be completed in courses numbered below 100; a maximum of 12 credit hours may be completed with a grade of "S". Students must complete a minimum of 24 credit hours of General Education, but are otherwise free to explore new areas of interest. This degree is not recommended for students planning to transfer to a university; the A.G.S. Degree is intended as an alternative degree which recognizes the mission of the community college that education is a lifelong process.

**(Minimum credit hours required: 60 Credit Hours)**

**GENERAL EDUCATION CORE REQUIREMENTS: 24-25 Credit Hours****REQUIRED COURSES:****Credit Hours****COMMUNICATION:****6**

ENG 101 College Composition I (3)

ENG 102 College Composition II (3)

OR

ENG 135 Career Communications (3)

OR

ENG 136 Career Writing (3)

**MATHEMATICS:****3**MAT 102 Intermediate Algebra w/ Review (4) OR Higher Math**ARTS/HUMANITIES:****6**

(any approved General Education course in the Art/Humanities category)

**SOCIAL/BEHAVIORAL SCIENCE:****6**

Three courses above 100 level chosen from anthropology, history, political science, psychology, social geography, sociology.

**LAB SCIENCE:****3-4**

One course above 100 level chosen from astronomy, biology, botany, chemistry, geology, physics, zoology, physical geography.

**ELECTIVE COURSE REQUIREMENTS: 35-36 Credit Hours**

(Select 35-36 credit hours from courses numbered 100 or higher, either in a variety of disciplines or in an area of concentration for transfer.)

## HUMAN RESOURCES AND PERSONNEL

### Associate of Applied Science Degree

The Human Resources and Personnel program is designed to provide students with the knowledge and skills necessary to enter a wide variety of entry-level positions within the Human Resources/Personnel profession. The program allows students the option of selecting support courses to strengthen their overall education and courses in their area of special interest or job opportunity.

**(Minimum credit hours required: 60 Credit Hours)**

#### **GENERAL EDUCATION CORE REQUIREMENTS: 25 Credit Hours**

##### **GENERAL EDUCATION COURSES:**

	Credit Hours
ENG 101 College Composition I	3
ENG 102 College Composition II	3
MAT 103 Practical Finance	3

##### **ART/HUMANITIES:**

HUM 241 Humanities I	3
HUM 242 Humanities II	3

##### **SOCIAL/BEHAVIORAL SCIENCE:**

PSY 101 Introduction to Psychology	3
SOC 101 Introduction to Sociology	3

##### **LAB SCIENCE: (select one of the following)**

BIO 105 Environmental Biology (4) <u>OR</u>	4
GEO 131 Introduction to Physical Geography (4)	

#### **DEGREE CORE REQUIREMENTS: 35 Credit Hours**

##### **REQUIRED COURSES:**

	Credit Hours
ACC 101 Principles of Accounting I	3
ACC 102 Principles of Accounting II	3
BUS 104 Business Communications	3
BUS 203 Business Law	3
BUS 209 Principles of Supervision	3
BUS 210 Human Relations in the Workplace	3
BUS 225 Total Quality Management	3
CIS 123 Introduction to Spreadsheets	2
CIS 124 Introduction to Wordprocessing	2
HRP 101 Employee Benefit Administration	2
HRP 102 Wage and Salary Administration	2
HRP 103 Equal Employment Opportunity Management	2
HRP 104 Labor Relations	2
HRP 105 Employment Training and Development	2



## MARKETING MANAGEMENT FUNDAMENTALS

### Associate of Applied Science Degree

The Marketing Management Fundamentals program is an entry level program which provides students with general marketing and sales skills that can be used to enter a wide variety of marketing or sales positions. The program allows students the option of selecting support courses to strengthen their overall education and courses in their area of special interest or job opportunity.

**(Minimum credit hours required: 62 Credit Hours)**

#### **GENERAL EDUCATION CORE REQUIREMENTS: 25 Credit Hours**

##### **GENERAL EDUCATION COURSES:**

	Credit Hours
ENG 135 Career Communication	3
ENG 136 Career Writing	3
MAT 103 Practical Finance	3

<b>ART/HUMANITIES:</b> (any approved General Education courses in the Art/Humanities category)	6
--	---

<b>SOCIAL/BEHAVIORAL SCIENCE:</b> (any approved General Education courses in the Social/Behavioral Science category)	6
--	---

<b>LAB SCIENCE:</b> (any approved General Education course in the Physical/Biological Laboratory Science category)	4
--	---

#### **DEGREE CORE REQUIREMENTS: 37 Credit Hours**

##### **REQUIRED COURSES:**

	Credit Hours
CIS 123 Introduction to Spreadsheets	2
CIS 124 Introduction to Wordprocessing	2
CIS 127 Introduction to Desktop Publishing	2
CIS 224 Advanced Wordprocessing	2
BUS 104 Business Communications	3
OIS 130 Machine Transcription	3
OIS 200 Professional Office Skills	3
OIS 210 Advanced Typing	3
ACC 100 Practical Accounting Procedures	5

Select one of the following CIS courses:	2-3
--	-----

CIS 102 Computer Literacy (2) OR

CIS 120 Introduction to Computer Information Systems (3)

Select a minimum of 10 credit hours from the following courses:	10
---	----

CIS 112 Intro to Windows (2)	BUS 203 Business Law (3)
CIS 122 Word for Windows (2)	BUS 210 Human Relations (3)
CIS 125 Intro. to Databases (2)	OIS 125 Beginning Shorthand (3)
CIS 126 Intro. to Integrated Software (2)	OIS 225 Intermediate Shorthand (3)
CIS 131 Intro. to DOS (2)	OIS 230 Medical Transcription (3)
CIS 223 Advanced Spreadsheets (1)	OIS 240 Legal Transcription (3)
CIS 227 Advanced Desktop Publish. (1)	OIS 242 Legal Secretarial Skills (3)
AHS 131 Medical Terminology (3)	

## OFFICE INFORMATION SYSTEMS

### Associate of Applied Science Degree

The Office Information Systems program is designed to prepare students to enter the professional office at an entry-level position. The program provides students with an understanding of technology and basic workplace skills that can be applied to a wide variety of office positions. The program allows students the option of selecting support courses to strengthen their overall education and courses in their area of special interest or job opportunity.

**(Minimum credit hours required: 62 Credit Hours)**

#### **GENERAL EDUCATION CORE REQUIREMENTS: 25 Credit Hours**

GENERAL EDUCATION COURSES:		Credit Hours
ENG 135	Career Communication	3
ENG 136	Career Writing	3
MAT 103	Practical Finance	3
ART/HUMANITIES: (any approved General Education courses in the Art/Humanities category)		6
SOCIAL/BEHAVIORAL SCIENCE: (any approved General Education courses in the Social/Behavioral Science category)		6
LAB SCIENCE: (any approved General Education course in the Physical/Biological Laboratory Science category)		4

#### **DEGREE CORE REQUIREMENTS: 37 Credit Hours**

REQUIRED COURSES:		Credit Hours
CIS 123	Introduction to Spreadsheets	2
CIS 124	Introduction to Wordprocessing	2
CIS 127	Introduction to Desktop Publishing	2
CIS 224	Advanced Wordprocessing	2
BUS 104	Business Communications	3
OIS 130	Machine Transcription	3
OIS 200	Professional Office Skills	3
OIS 210	Advanced Typing	3
ACC 100	Practical Accounting Procedures	5
Select one of the following CIS courses:		2-3
CIS 102	Computer Literacy (2) <u>OR</u>	
CIS 120	Introduction to Computer Information Systems (3)	

Select a minimum of 10 credit hours from the following courses: 10

CIS 112	Intro to Windows (2)	BUS 203	Business Law (3)
CIS 122	Word for Windows (2)	BUS 210	Human Relations (3)
CIS 125	Intro. to Databases (2)	OIS 125	Beginning Shorthand (3)
CIS 126	Intro. to Integrated Software (2)	OIS 225	Intermediate Shorthand (3)
CIS 131	Intro. to DOS (2)	OIS 230	Medical Transcription (3)
CIS 223	Advanced Spreadsheets (1)	OIS 240	Legal Transcription (3)
CIS 227	Advanced Desktop Publish. (1)	OIS 242	Legal Secretarial Skills (3)
AHS 131	Medical Terminology (3)		

## PRE-EDUCATION

### Associate of Arts Degree

The Pre-Education program allows students to complete the first two years of a four-year curriculum leading to a bachelor's degree in Education. Elementary Education and Secondary Education options are available. Students planning to transfer should check degree requirements of their chosen college.

**(Minimum credit hours required: 60 Credit Hours)**

#### **GENERAL EDUCATION CORE REQUIREMENTS: 41 Credit Hours**

##### **GENERAL EDUCATION COURSES:**

	Credit Hours
ENG 101 College Composition I	3
ENG 102 College Composition II	3
MAT 110 College Algebra (3)	3
<u>OR</u>	
MAT 114 Applications of College Algebra (3) (meets TGECC Writing Intensive requirement) [For secondary education majors]	
<u>OR</u>	
MAT 150:155 Mathematics for the Elementary Teacher I & II (3:3) [For elementary education majors only- <u>both</u> courses are required.]	

**ART/HUMANITIES:** (any approved General Education course in this category)\* 9

**SOCIAL/BEHAVIORAL SCIENCE:** (any approved General Education course in the Social/Behavioral Science category)\* 9

POS 220 State and National Constitution (3) (meets TGECC Ethnic/Gender requirement)

OR

POS 221 Arizona Constitution and Government (1) AND

POS 222 National Constitution and Government (2)

PSY 101 Introduction to Psychology (3)

PSY 234 Child Growth and Development (3)

**LAB SCIENCE:** (any approved General Education course in the Physical/Biological Laboratory Science category)\* 8

**GENERAL EDUCATION OPTIONS:** 6

CIS 120 Introduction to Computer Information Systems (3)

**TGECC REQUIREMENTS** (page 42): 0-9

\*Select one course from each of the following categories: Writing Intensive, Ethnic/Race/Gender Awareness and Global/International Awareness. Some courses in the Art/Humanities, Social/Behavioral Science, and Lab Science categories may also satisfy TGECC requirements.

#### **DEGREE CORE REQUIREMENTS: 19 Credit Hours**

##### **REQUIRED COURSES:**

	Credit Hours
EDU 200 Introduction to Education	3
SPC 100 Fundamentals of Speech Communication	3
SPA 101 Beginning Spanish I (4) <u>OR</u>	3-4
SPA 127 Spanish for Elementary Teachers	

**CONTENT EMPHASIS AREA:** 9-10

(These areas include anthropology, English, history, humanities, mathematics, psychology, science, sociology, and Spanish.)\*

## PRE-ENGINEERING

### Associate of Science Degree

The Pre-Engineering program allows students to complete the first two years of a four-year science curriculum leading to a bachelor's degree in Engineering. Students planning to transfer should check degree requirements of their chosen college.

**(Minimum credit hours required: 63 Credit Hours)**

#### **GENERAL EDUCATION CORE REQUIREMENTS: 43 Credit Hours**

GENERAL EDUCATION COURSES:		Credit Hours
ENG 101	College Composition I	3
ENG 102	College Composition II	3
MAT 135	Pre-Calculus	5
ART/HUMANITIES: (any approved General Education course in the Art/Humanities category)*		9
SOCIAL/BEHAVIORAL SCIENCE: (any approved General Education course in the Social/Behavioral Science category)*		9
LAB SCIENCE: (any approved General Education course in the Physical/Biological Laboratory Science category)*		8
Recommended Courses:		
CHM 151	General Chemistry I (4)	
PHY 161	College Physics I (5)	
GENERAL EDUCATION OPTIONS:		6
Recommended Course:		
SPC 100	Fundamentals of Speech Communication (3)	

#### **TGECC REQUIREMENTS (page 42):**

0-9

\*Select one course from each of the following categories: Writing Intensive, Ethnic/Race/Gender Awareness and Global/International Awareness. Some courses in the Art/Humanities, Social/Behavioral Science, and Lab Science categories may also satisfy TGECC requirements.

#### **DEGREE CORE REQUIREMENTS: 20 Credit Hours**

REQUIRED COURSES:		Credit Hours
EGR 180	Engineering Design and Graphics	3
MAT 136	Calculus and Analytic Geometry I	5
MAT 137	Calculus and Analytic Geometry II	5
PHY 262	College Physics II	4
Select a Professional Elective:		3

## **PRE-MEDICAL SCIENCE**

### **Associate of Science Degree**

The Pre-Medical Science program allows students to complete the first two years of a four-year science curriculum leading to a bachelor's degree in Basic Chemistry, Pre-Medical/Dental/Veterinary emphasis. Students planning to transfer should check degree requirements of their chosen college.

**(Minimum credit hours required: 63 Credit Hours)**

#### **GENERAL EDUCATION CORE REQUIREMENTS: 43 Credit Hours**

##### **GENERAL EDUCATION COURSES:**

	<b>Credit Hours</b>
ENG 101 College Composition I	3
ENG 102 College Composition II	3
MAT 135 Pre-Calculus	5

**ART/HUMANITIES:** (any approved General Education course in the Art/Humanities category)\* 9

**SOCIAL/BEHAVIORAL SCIENCE:** (any approved General Education course in the Social/Behavioral Science category)\* 9

**LAB SCIENCE:** (any approved General Education course in the Physical/Biological Laboratory Science category)\* 8

##### **Recommended Courses:**

CHM 151	General Chemistry I (4)
CHM 152	General Chemistry II (4)

**GENERAL EDUCATION OPTIONS\*:** 6  
(Some courses will satisfy GECC as well as TGECC requirements.)

**TGECC REQUIREMENTS (page 42):** 0-9

\*Select one course from each of the following categories: Writing Intensive, Ethnic/Race/Gender Awareness and Global/International Awareness. Some courses in the Art/Humanities, Social/Behavioral Science, and Lab Science categories may also satisfy TGECC requirements.

#### **DEGREE CORE REQUIREMENTS: 20 Credit Hours**

##### **REQUIRED COURSES:**

	<b>Credit Hours</b>
BIO 205 Microbiology	4
PHY 111:112 General Physics I & II (4:4)	4:4
<u>OR</u>	
PHY 161:262 College Physics I & II (5:5)	
BIO 184:190 Plant Biology and Animal Biology (4:4)	4:4
<u>OR</u>	
BIO 201:202 Anatomy I and Physiology II (4:4)	

## PRE-SCIENCE

### Associate of Science Degree

The Pre-Science program allows students to complete the first two years of a four-year science curriculum leading to a bachelor's degree in Biology, Chemistry, Forestry, Geography, Geology or Physics. Students planning to transfer should check degree requirements of their chosen college.

**(Minimum credit hours required: 62 Credit Hours)**

#### **GENERAL EDUCATION CORE REQUIREMENTS: 43 Credit Hours**

GENERAL EDUCATION COURSES:		Credit Hours
ENG 101	College Composition I	3
ENG 102	College Composition II	3
MAT 135	Pre-Calculus	5

**ART/HUMANITIES:** (any approved General Education course in the in the Art/Humanities category)\* 9

**SOCIAL/BEHAVIORAL SCIENCE:** (any approved General Education course in the Social/Behavioral Science category)\* 9

#### **Recommended Courses:**

BUS 204	Principles of Economics-Macro (3) (meets TGECC Writing Intensive requirement)
BUS 205	Principles of Economics-Micro (3)

**LAB SCIENCE:** (any approved General Education course in the Physical/Biological Laboratory Science category) 8

#### **Recommended Courses:**

CHM 130	Fundamental Chemistry (4)
<u>OR</u>	
CHM 151	General Chemistry I (4)

**GENERAL EDUCATION OPTIONS:** 6

#### **Recommended Courses:**

MAT 270	Elementary Statistics (3)
SPC 100	Fundamentals of Speech Communication (3)

**TGECC REQUIREMENTS (page 42):** 0-9

\*Select one course from each of the following categories: Writing Intensive, Ethnic/Race/Gender Awareness and Global/International Awareness. Some courses in the Art/Humanities, Social/Behavioral Science, and Lab Science categories may also satisfy TGECC requirements.

#### **DEGREE CORE REQUIREMENTS: 19 Credit Hours**

REQUIRED COURSES:		Credit Hours
MAT 136	Calculus and Analytic Geometry I (5)	5-6
<u>OR</u>		
MAT 219:231	Finite Math and Business Calculus (3:3)	
PHY 111	General Physics I (4)	4-5
<u>OR</u>		
PHY 161	College Physics I (5)	

**EMPHASIS AREA:** 9-10

## **SMALL BUSINESS MANAGEMENT**

### **Associate of Applied Science Degree**

The Small Business Management program is designed to prepare students to own and operate a small business or entrepreneurial venture. The program provides students with small business knowledge and skills which can be used to enter a wide variety of small business management positions. The program allows students the option of selecting support courses to strengthen their overall education and courses in their area of special interest or job opportunity.

**(Minimum credit hours required: 60 Credit Hours)**

#### ***GENERAL EDUCATION CORE REQUIREMENTS: 25 Credit Hours***

##### **GENERAL EDUCATION COURSES:**

	<b>Credit Hours</b>
ENG 101 College Composition I	3
ENG 102 College Composition II	3
MAT 103 Practical Finance	3

##### **ART/HUMANITIES:**

HUM 241 Humanities I	3
HUM 242 Humanities II	3

##### **SOCIAL/BEHAVIORAL SCIENCE:**

PSY 101 Introduction to Psychology	3
SOC 101 Introduction to Sociology	3

##### **LAB SCIENCE: (select one of the following)**

BIO 105 Environmental Biology (4) <u>OR</u>	4
GEO 131 Introduction to Physical Geography (4)	

#### ***DEGREE CORE REQUIREMENTS: 35 Credit Hours***

##### **REQUIRED COURSES:**

	<b>Credit Hours</b>
ACC 101 Principles of Accounting I	3
ACC 102 Principles of Accounting II	3
BUS 104 Business Communications	3
BUS 107 Retail Management	3
BUS 109 Budget and Forecasting	3
BUS 110 Advertising and Sales Promotion	3
BUS 203 Business Law	3
BUS 204 Principles of Economics-Macro	3
BUS 207 Principles of Marketing	3
BUS 209 Principles of Supervision	3
BUS 213 Small Business Management	3
CIS 123 Introduction to Spreadsheets	2

## ACCOUNTING

### Advanced Certificate of Completion

The Accounting Certificate program is designed to prepare students for employment as full-charge bookkeepers and accounting technicians. Included in the curriculum are practical applications and computer knowledge. Students may apply the accounting hours of this program toward the Associate of Applied Science degree in Accounting.

**(Minimum credit hours required: 27 Credit Hours)**

#### ***CERTIFICATE REQUIREMENTS: 27-29 Credit Hours***

##### **REQUIRED COURSES:**

		<b>Credit Hours</b>
ACC 100	Practical Accounting Procedures (5)	3-5
<b>OR</b>		
ACC 101	Principles of Accounting I (3)	3
ACC 102	Principles of Accounting II	3
ACC 105	Income Tax I	3
ACC 204	Managerial Accounting	3
ACC 205	Cost Accounting	3
ACC 206	Accounting and EDP Systems	3
ACC 210	Financial Statement Analysis	3
CIS 123	Introduction to Spreadsheets	2
CIS 223	Advanced Spreadsheet Applications	1
MAT 103	Practical Finance	3



## **BUSINESS ACCOUNTING TECHNICIAN**

### **Certificate of Completion**

The Business Accounting Technician Certificate program is designed to give students an introduction to the skills and procedures used in a business office and to assist those who desire to enhance their abilities on the job. Included in the curriculum are practical applications and knowledge. Students may apply hours taken in this program toward the Associate of Applied Science degree in Office Information Systems.

**(Minimum credit hours required: 22 Credit Hours)**

#### ***CERTIFICATE REQUIREMENTS: 22 Credit Hours***

##### **REQUIRED COURSES:**

##### **Credit Hours**

ACC 100	Practical Accounting Procedures	5
CIS 123	Introduction to Spreadsheets	2
CIS 124	Introduction to Wordprocessing	2
CIS 223	Advanced Spreadsheets	2
MAT 103	Practical Finance	3
OIS 200	Professional Office Skills	3

Select a minimum of five credit hours from the following courses: 5

BUS 104	Business Communications (3)
BUS 210	Human Relations in the Workplace (3)
CIS 102	Computer Literacy (2)
CIS 120	Introduction to Computer Information Systems (3)
OIS 110	Beginning Typing (3)

## **GENERAL BUSINESS**

### **Advanced Certificate of Completion**

The General Business Certificate program is designed to give persons an introduction to basic business skills and to assist those who desire to enhance their abilities on the job. Included in the curriculum are practical applications and computer knowledge. Students may apply the general business hours of this program toward the Associate of Applied Science degree in General Business.

**(Minimum credit hours required: 28-30 Credit Hours)**

#### ***CERTIFICATE REQUIREMENTS: 28-30 Credit Hours***

<b>REQUIRED COURSES:</b>			<b>Credit Hours</b>
ACC 100	Practical Accounting Procedures (5)		3-5
<b>OR</b>			
ACC 101	Principles of Accounting I (3)		3
BUS 101	Introduction to Business		3
BUS 104	Business Communications		3
BUS 203	Business Law		3
BUS 206	Principles of Management		3
BUS 209	Principles of Supervision		3
BUS 210	Human Relations in the Workplace		3
BUS 211	Human Resources/Personnel Management		3
CIS 123	Introduction to Spreadsheets		2
CIS 124	Introduction to Wordprocessing		2

**NOTE: MAT 103 Practical Finance is highly recommended to complete this certificate plan.**

## **SMALL BUSINESS STUDIES**

### **Basic Certificate of Completion**

The Small Business Studies program is designed to give persons the basic Small Business skills and to assist those who desire to enhance their abilities on the job and their knowledge of the Small Business field. This certificate provides the opportunity to enhance a person's knowledge about the small business field and is designed to assist with the mission of the Small Business Development Center of the College.

**(Minimum credit hours required: 12 Credit Hours)**

#### ***CERTIFICATE REQUIREMENTS: 12 Credit Hours***

##### **REQUIRED COURSES:**

	<b>Credit Hours</b>
BUS 219* Small Business Office Accounting	2
BUS 220 Developing the Business Plan	2
BUS 221 Market Research and Forecasting	2
BUS 222 Finance and the Small Business	2
BUS 223 Legal Issues and Small Business	2
BUS 224 Operations Management for the Small Business	2

\*A student may find that ACC 100 Practical Accounting Procedures, a five credit hour course, would serve the student who would like a more in-depth course for accounting practices related to the small business environment.

**NOTE:** These courses may be taken on an individual basis if the certificate is not desired by the student. These courses do not have to be taken in sequence.

**CLERICAL****Basic Certificate of Completion**

The Clerical Basic Certificate program is designed to give students an introduction to office and clerical skills related to a professional office setting and to assist those who desire to enhance their abilities on the job. Included in the curriculum are practical applications and knowledge. Students may apply hours taken in this program toward the Associate of Applied Science degree in Office Information Systems.

**(Minimum credit hours required: 15 Credit Hours)**

**BASIC CERTIFICATE REQUIREMENTS: 15 Credit Hours**

REQUIRED COURSES:			Credit Hours
OIS	100	Keyboarding	1
OIS	110	Beginning Typing	3
OIS	130	Machine Transcription	3
OIS	200	Professional Office Skills	3
BUS	104	Business Communications	3
CIS	124	Introduction to Wordprocessing	2

**CLERICAL****Intermediate Certificate of Completion**

The Clerical Intermediate Certificate program is designed for those students who desire to enhance their skills and expand their knowledge of office procedures.

**(Minimum credit hours required: 25 Credit Hours)**

**INTERMEDIATE CERTIFICATE REQUIREMENTS: 25 Credit Hours****REQUIRED COURSES:**

In addition to the hours required for the Clerical Basic Certificate, students must take:

MAT	103	Practical Finance	3
OIS	210	Advanced Typing	3
CIS	102	Computer Literacy	2
CIS	224	Advanced Wordprocessing	2

## COMPUTER SOFTWARE

### Basic Certificate of Completion

The Computer Software Basic Certificate program is designed to give students an introduction to computer uses to develop skills related to the use of computer application software packages, and to assist those who desire to enhance their abilities on the job. Included in the curriculum are practical applications and knowledge. Students may apply hours taken in this program toward the Associate of Applied Science degree in Office Information Systems.

**(Minimum credit hours required: 15 Credit Hours)**

#### ***BASIC CERTIFICATE REQUIREMENTS: 15 Credit Hours***

##### **REQUIRED COURSES:**

			Credit Hours
CIS	123	Introduction to Spreadsheets	2
CIS	124	Introduction to Wordprocessing	2
CIS	125	Introduction to DataBases	2
CIS	126	Introduction to Integrated Software	2
<u>OR</u>			
CIS	112	Introduction to Windows	
CIS	127	Introduction to Desktop Publishing	2
CIS	131	Introduction to DOS	2
BUS	104	Business Communications	3

## COMPUTER SOFTWARE

### Intermediate Certificate of Completion

The Computer Software Intermediate Certificate program is designed for those students who desire to enhance their computer skills and expand their knowledge of computer concepts.

**(Minimum credit hours required: 26 Credit Hours)**

#### ***INTERMEDIATE CERTIFICATE REQUIREMENTS: 26 Credit Hours***

##### **REQUIRED COURSES:**

In addition to the hours required for the Basic Certificate, students must take:

			Credit Hours
CIS	120	Introduction to Computer Information Systems	3
CIS	223	Advanced Spreadsheets	2
CIS	224	Advanced Wordprocessing	2
CIS	227	Advanced Desktop Publishing	1
MAT	103	Practical Finance	3

## DESKTOP PUBLISHING

### Basic Certificate of Completion

The Desktop Publishing Basic Certificate program is designed to give students an introduction to computer concepts, fundamentals of computer desktop publishing and word processing, and to assist those who desire to enhance their abilities on the job. Included in the curriculum are practical applications and knowledge. Students may apply hours taken in this program toward the Associate of Applied Science degree in Office Information Systems.

**(Minimum credit hours required: 14 Credit Hours)**

#### ***BASIC CERTIFICATE REQUIREMENTS: 14 Credit Hours***

<b>REQUIRED COURSES:</b>			<b>Credit Hours</b>
CIS	120	Introduction to CIS	3
CIS	124	Introduction to Wordprocessing	2
CIS	126	Introduction to Integrated Software	2
CIS	112	Introduction to Windows	2
CIS	127	Introduction to Desktop Publishing	2
BUS	104	Business Communications	3

## DESKTOP PUBLISHING

### Intermediate Certificate of Completion

The Desktop Publishing Intermediate Certificate program is designed for those students who desire to enhance their skills and expand their knowledge of desktop publishing concepts and computer uses.

**(Minimum credit hours required: 23 Credit Hours)**

#### ***INTERMEDIATE CERTIFICATE REQUIREMENTS: 23 Credit Hours***

<b>REQUIRED COURSES:</b>			<b>Credit Hours</b>
In addition to the hours required for the Basic Certificate, students must take:			
CIS	131	Introduction to DOS	2
CIS	224	Advanced Wordprocessing	2
CIS	227	Advanced Desktop Publishing	1

Select a minimum of four credit hours from the following courses: 4

OIS	210	Advanced Typing (3)
DFT	150	Beginning AutoCAD (3)
DFT	170	CADkey I (3)
CIS	122	Word for Windows (2)
CIS	123	Introduction to Spreadsheets (2)
CIS	125	Introduction to DataBase (2)

**FIRE SCIENCE****Basic Certificate of Completion**

The Fire Science Basic Certificate program is designed to introduce basic skills and to assist those who desire to enhance their abilities on the job. Included in the curriculum are practical applications and knowledge. Students may apply hours taken in this program toward the Associate of Applied Science degree in Fire Science.

**(Minimum credit hours required: 15 Credit Hours)**

***BASIC CERTIFICATE REQUIREMENTS: 15 Credit Hours*****REQUIRED COURSES:****Credit Hours**

FSC 105	Firefighter I & II	6
FSC 236	Firefighter Occupational Safety	3
FSC 232	Hazardous Materials I	3
FSC 238	Emergency Scene Management	3

Students are advised to refer to the course descriptions to ensure they have completed prerequisites. Fifteen credit hours are required to complete this certificate; equivalent to 187.50 clock hours.

**FIRE SCIENCE****Advanced Certificate**

The Fire Science Advanced Certificate program is designed to introduce basic skills and to assist those who desire to enhance their abilities on the job. Included in the curriculum are practical applications and knowledge. Students may apply the hours of this program toward the Associate of Applied Science degree in Fire Science.

**(Minimum credit hours required: 37 Credit Hours)**

***ADVANCED CERTIFICATE REQUIREMENTS: 37 Credit Hours*****REQUIRED COURSES:****Credit Hours**

In addition to the hours required for the Basic Certificate, students must take:

FSC 135	Fundamentals of Fire Prevention	3
FSC 136	Fire Applications & Hydraulics	4
FSC 234	Fire Investigations	3
FSC 237	Hazardous Materials II	3
FSC 241	Firefighter Safety & Building Construction	3
EMS 131	Emergency Medical Technician Basic	6

Students are advised to refer to course descriptions to ensure they have completed prerequisites. Thirty-seven credit hours are required to complete this certificate; equivalent to 462.50 clock hours.

## LEGAL SECRETARY

### Certificate of Completion

The Legal Secretary Certificate program is designed to give students an introduction to legal secretarial skills and to assist those who desire to enhance their abilities on the job. Included in the curriculum are practical applications and knowledge. Students may apply hours taken in this program toward the Associate of Applied Science degree in Information Systems.

**(Minimum credit hours required: 22 Credit Hours)**

#### ***BASIC CERTIFICATE REQUIREMENTS: 22 Credit Hours***

<b>REQUIRED COURSES:</b>			<b>Credit Hours</b>
OIS	130	Machine Transcription	3
OIS	200	Professional Office Skills	3
OIS	210	Advanced Typing	3
OIS	240	Legal Transcription	3
BUS	104	Business Communications	3
BUS	203	Business Law	3
CIS	124	Introduction to Wordprocessing	2
CIS	224	Advanced Wordprocessing	2

## LEGAL SECRETARY

### Advanced Certificate of Completion

The Legal Secretary Advanced Certificate program is designed for those students who wish to enhance their skills further and expand their legal secretarial abilities.

**(Minimum credit hours required: 36 Credit Hours)**

#### ***ADVANCED CERTIFICATE REQUIREMENTS: 36 Credit Hours***

<b>REQUIRED COURSES:</b>			<b>Credit Hours</b>
In addition to the hours required for the Legal Secretary Certificate, students must take:			

OIS	125	Beginning Shorthand	3
OIS	225	Intermediate Shorthand	3
OIS	242	Legal Secretary Skills	3
CIS	102	Computer Literacy	2
MAT	103	Practical Finance	3



## **MEDICAL TRANSCRIPTION Certificate of Completion**

The Medical Transcription Certificate program is designed to give students an introduction to medical transcription skills and to assist those who desire to enhance their abilities on the job. Included in the curriculum are practical applications and knowledge. Students may apply hours taken in this program toward the Associate of Applied Science degree in Office Information Systems.

**(Minimum credit hours required: 24 Credit Hours)**

### ***CERTIFICATE REQUIREMENTS: 24 Credit Hours***

#### **REQUIRED COURSES:**

			<b>Credit Hours</b>
OIS	130	Machine Transcription	3
OIS	200	Professional Office Skills	3
OIS	210	Advanced Typing	3
OIS	230	Medical Transcription	3
BUS	104	Business Communications	3
CIS	102	Computer Literacy	2
CIS	124	Introduction to Wordprocessing	2
CIS	224	Advanced Wordprocessing	2
AHS	131	Medical Terminology I	3

## **REAL ESTATE STUDIES**

### **Certificates of Completion**

The Real Estate Studies program is designed to give persons the basic Real Estate Studies skills and to assist those who desire to enhance their abilities on the job and their knowledge of the real estate field. Students seeking to meet the requirements of the Arizona Department of Real Estate should check with that agency for specific requirements leading to the license as a salesperson or broker.

**(Minimum credit hours required: 15 Credit Hours)**

#### ***BASIC CERTIFICATE REQUIREMENTS: 15 Credit Hours***

<b>REQUIRED COURSES:</b>		<b>Credit Hours</b>
RES 101	Real Estate Principles I	3
RES 102	Real Estate Principles II	3
RES 103	Escrow Principles and Practices	3
RES 104	Title Exam Procedures	3
RES 105	Real Estate Law	3

## **REAL ESTATE STUDIES**

### **Certificates of Completion**

**(Minimum credit hours required: 30 Credit Hours)**

#### ***ADVANCED CERTIFICATE REQUIREMENTS: 30 Credit Hours***

<b>REQUIRED COURSES:</b>		<b>Credit Hours</b>
RES 106	Real Estate Appraisal	3
RES 107	Real Estate Finance	3
RES 108	Property Management	3
RES 109	Real Estate Investment	3
RES 110	Planning and Zoning Issues	3

**NOTE: THE ADVANCED CERTIFICATE COURSE WORK IS BASED ON THE FACT THAT STUDENTS HAVE COMPLETED THE BASIC CERTIFICATE COURSE WORK. INDIVIDUALS INTERESTED IN ENROLLING FOR SPECIFIC COURSES MAY DO SO IF THEY DO NOT DESIRE THE CERTIFICATE PROGRAMS.**

**PERSONS SEEKING TO BECOME LICENSED SHOULD CONSULT WITH THE ARIZONA DEPARTMENT OF REAL ESTATE.**

## ***COURSE DESCRIPTIONS***

**ACC 098      STATE INCOME TAX PREPARATION (2)**

A non-technical course designed to study and then prepare the Arizona tax return. The course may be repeated for credit on an annual basis. Two lecture.

**ACC 099      FEDERAL INCOME TAX PREPARATION (2)**

A basic explanation of the Internal Revenue Code and Regulations as they pertain to the preparation of individual tax forms. The course will cover tax planning. The course may be repeated for credit on an annual basis. Two lecture.

**ACC 100      PRACTICAL ACCOUNTING PROCEDURES (5)**

A practical approach to the study of accounting for office, sales, and small business personnel. Includes basic accounting cycle, special journals, procedures for controlling cash and payroll accounting. Accounting systems and procedures for small businesses are stressed. Five lecture.

**ACC 101      PRINCIPLES OF ACCOUNTING I (3)**

Introduces financial accounting theory as applied to sole proprietorship form of business involving service and merchandising activities. Includes analysis and recording of business transactions and preparation of financial statements. Three lecture.

**ACC 102      PRINCIPLES OF ACCOUNTING II (3)**

Teaches accounting theory and practice as it applies to partnership and corporate forms of business. Introduces manufacturing accounting (job order, process cost, and standard cost systems) and taxation. Pre-requisite: ACC 101. Three lecture.

**ACC 105      INCOME TAX I (3)**

A comprehensive explanation of the Internal Revenue Service Code and Regulations as they pertain to the individual. Tax principles are applied to problems and the preparation of the individual income tax return. Three lecture.

**ACC 106      INCOME TAX II (3)**

A comprehensive explanation of the Internal Revenue Service Code and Regulations as they pertain to the partnerships, corporations, tax option corporations, consolidated groups, estates and trusts. Tax principles are applied to problems and preparation of federal taxes. Three lecture.

**ACC 199      WORKSHOP (1-3)**

A course designed to meet the common interest and problems of a group of students.

**ACC 201      INTERMEDIATE ACCOUNTING I (3)**

Provides critical analysis of balance sheet accounts. Introduces analysis of income statement expense and revenue accounts with emphasis on the matching process. Problems keyed to studies made by professional accounting societies are studied. Pre-requisite: ACC 102. Three lecture.

**ACC 202      INTERMEDIATE ACCOUNTING II (3)**

Completion of the critical study of balance sheet accounts. Continuing intensive analysis of financial statements. Emphasis on comparative analysis of tabulated data, special ratios and measurements, funds and cash flow statements, and accounting for price level changes. Pre-requisite: ACC 201. Three lecture.

**ACC 204      MANAGERIAL ACCOUNTING (3)**

Studies fundamental techniques of dynamic cost and profit control with primary emphasis on responsibility accounting. Includes managerial budget planning, variable expenses, cost-volume relationships, profit analysis, and budget reports. Also includes some problem solving computer applications. It is assumed that students enrolled for this course have computer skills and have had some accounting background through coursework or experience. Three lecture.

**ACC 205      COST ACCOUNTING (3)**

Studies cost accounting principles applied to a manufacturing operation. Concentrates on accounting for labor, materials, manufacturing overhead and manufacturing expenses. Includes cost and profit analysis, profit performance and measurements, and a review of planning for sales, cost, and profit. Also includes some problem solving using computer applications. It is assumed that students enrolling for this course have computer skills and have had some accounting background through coursework or experience. Three lecture.

**ACC 206      ACCOUNTING AND EDP SYSTEMS (3)**

Introduces electronic data processing systems as they apply to accounting systems. Provides hands-on experience with microcomputer hardware and software packages. Includes accounting cycle transaction and management decision-making applications. It is assumed that students enrolling for this course have computer skills and have had some accounting background through coursework or experience. Three lecture.

**ACC 207      OFFICE ACCOUNTING AND EDP SYSTEMS (3)**

Emphasizes practical procedures and applications in office accounting using an hands-on-approach, using paper and pencil systems and micro-computer systems. Includes the completion of special journals, worksheets, financial statements, payroll documents, business documents and tax reports. It is assumed that students enrolling for this course have computer skills and have had some accounting background through coursework or experience. Three lecture.

**ACC 210      FINANCIAL STATEMENT ANALYSIS (3)**

Introduces the characteristics of financial statements with a review of basic accounting principles as applied to financial statements. Emphasizes developing the tools and techniques used in analyzing financial statements, including the use of computer spreadsheets. Three lecture.

**ACC 220      HOSPITALITY ACCOUNTING AND FINANCE (3)**

Introduces the management aspects and uses of accounting and financial data as it relates to operating a hotel or restaurant to meet profit objectives. Pre-requisite: ACC 101. Three lecture.

**ACC 298      SPECIAL TOPICS (1-3)**

A course designed to meet the needs of an individual student who has an interest in a specific topic.

**ACC 299      INDEPENDENT STUDY (1-3)**

A course designed to meet the needs of an individual student who has a credit deficiency for graduation ranging from one to three credit hours. The individual student, under faculty supervision, would design and execute an original project which would fit the credit requirement in a given academic or occupational area of study. PERMISSION OF THE DEAN OF INSTRUCTION IS REQUIRED.

**AGR 095      HIGH COUNTRY GARDENING (2)**

Concepts and principles of gardening in Flagstaff. Topics include unique gardens, seeds, soils, raised beds, short season growing tips. Includes lab time, field trips, and "harvest lunch." Two lecture; one lab.

## 74 Course Descriptions

---

### **AHS 131 MEDICAL TERMINOLOGY I (3)**

A basic course to improve medical vocabulary for beginning students in Allied Health and science fields. Includes word roots, prefixes, suffixes, and abbreviations. Emphasis is placed on spelling, pronunciation and definition. Three lecture.

### **AHS 199 WORKSHOP (1-3)**

A course designed to meet the common interests and problems of a group of students.

### **AHS 298 SPECIAL TOPICS (1-3)**

A course designed to meet needs of an individual student who has an interest in a specific topic.

### **AHS 299 INDEPENDENT STUDY (1-3)**

A course designed to meet the needs of an individual student who has a credit deficiency for graduation ranging from one to three credit hours. The individual student, under faculty supervision, would design and execute an original project which would fit the credit requirement in a given academic or occupational area of study. PERMISSION OF THE DEAN OF INSTRUCTION IS REQUIRED.

### **ANT 102 INTRODUCTION TO CULTURAL ANTHROPOLOGY (3)**

A course which explores the impact of culture on human behavior, the interrelationships among the different parts of a culture, the view of cultures as adaptive systems, and focuses on the relevance of applied anthropology to public policy making in the United States. Three lecture.

### **ANT 110 EXPLORING ARCHEOLOGY (3)**

This course is a study of the history, methods, and theory of archeology with an emphasis on modern techniques of studying prehistoric and historical populations and their cultural remains. Three lecture.

### **ANT 241 ANTHROPOLOGICAL BASIS FOR SUPERNATURAL PRACTICES (3)**

An anthropological survey of supernatural practices employed by both western and non-western peoples in dealing with adversity, misfortune, illness, death and similar phenomena beyond human control. Three lecture.

### **ART 100 ART APPRECIATION (3)**

The focus of this course is to acquaint the student with a history and appreciation of painting, sculpture and crafts. Individual works of art are examined with regard to both their formal qualities and the way they illustrate the shifting patterns of culture. Field trips and library study are part of the course. Three lecture.

### **ART 103 SOUTHWESTERN INDIAN ART (3)**

This course is a study of the history, methods, and techniques of Southwestern Indian arts and crafts produced in the Southwest, California, Great Basin, and Plateau culture areas. Visual aspects of art objects are analyzed during class discussions. Three lecture.

### **ART 110 DRAWING I (3)**

Perspective and visual perception will be studied as related to developing artistic visual growth in perceiving our environment. An emphasis will be placed on analysis of objects and their compositional placement within the pictorial construction. One lecture; five lab.

### **ART 111 DRAWING II (3)**

Development of technical and perceptual skills. Emphasis on composition as developed by shape, form, color, and the special dynamics of plastic space. One lecture; five lab.

**ART 114 STAINED GLASS (3)**

Exploration of the copper foil and lead techniques of stained glass, including precision glass cutting, and creative application of these techniques in producing interior and architectural pieces. One lecture; five lab.

**ART 115 COLOR THEORY (3)**

Principles of color theory related to the visual arts. Includes a variety of media. Pre-requisite: ART 112 or consent of instructor. One lecture; five lab.

**ART 120 CERAMICS I (3)**

Study of techniques in hand building and throwing on the wheel. Introduction to firing and glazing techniques. One lecture; five lab.

**ART 121 CERAMICS II (3)**

Concentration on potter's wheel and other clay-building methods, glazing, firing, and further development of individual style. One lecture; five lab.

**ART 133 CALLIGRAPHY I (2)**

Introduction to the basic calligraphic skills, including letter form, spacing, and page design. One lecture; two lab.

**ART 134 CALLIGRAPHY II (2)**

Expansion of calligraphic skills including letter form, spacing, and page design. One lecture; two lab.

**ART 140 JEWELRY (3)**

Covers jewelry and the hand working of non-ferrous craft metals and associated materials. One lecture; five lab.

**ART 150 PHOTOGRAPHY I (3)**

The focus of this course is to acquaint the student with photography as an art form. It includes camera operation with emphasis on its use as a creative tool. Basic darkroom techniques and controls, including film development, contact printing, enlarging and composition. Three lecture; three lab.

**ART 170 WEAVING I (3)**

Basic techniques and design in stitchery, applique, and quilting. One lecture; five lab.

**ART 180 SCULPTURE I (3)**

Study and experimentation in various masses and form structures within the three-dimensional and relief motifs. One lecture; five lab.

**ART 190 OIL/ACRYLIC PAINTING (3)**

Study and experimentation in painting techniques employed by modern and old masters. Emphasis on personal creativity and uniqueness of expression. One lecture; five lab.

**ART 194 WATERCOLOR I (3)**

Exploration of the transparent qualities of watercolor medium. Techniques and materials will be used in an attempt to stimulate personal creativity and uniqueness of expression. One lecture; five lab.

**ART 195 WATERCOLOR II (3)**

A continuation of ART 194 with an increased opportunity for independent development. Study of techniques will be implemented to fit needs. One lecture; five lab.

**ART 203 ARTISTS BUSINESS COURSE (3)**

Business skills for the practicing artist. Budgeting, bookkeeping, tax planning, contracts, marketing, and grantsmanship. Three lecture.

**ART 250 COLOR PHOTOGRAPHY II (3)**

The focus of this course is to acquaint the student with color photography as an art form. It includes a study of color potential in photography and its related problems. Basic additive and transparency films. Color films and their inherent tonal rendition. Color changes accomplished in solarization. Prerequisite: ART 150 or consent of instructor. Three lecture; three lab.

**AUT 100 AUTOMOTIVE BASICS (3)**

An overview of basic automotive knowledge as it relates to owner/operator of a automobile or light truck. It will give the student an understanding of systems and maintenance. Two lecture, two lab.

**AUT 199 WORKSHOP (1-3)**

A course designed to meet the common interests and problems of a group of students.

**AUT 298 SPECIAL TOPICS (1-3)**

A course designed to meet needs of an individual student who has an interest in a specific topic.

**AUT 299 INDEPENDENT STUDY (1-3)**

A course designed to meet the needs of an individual student who has a credit deficiency for graduation ranging from one to three credit hours. The individual student, under faculty supervision, would design and execute an original project which would fit the credit requirement in a given academic or occupational area of study. PERMISSION OF THE DEAN OF INSTRUCTION IS REQUIRED.

**AVT 131 PRIVATE PILOT GROUND SCHOOL (3)**

Aviation fundamentals including aerodynamics; aircraft performance and operations; earth's atmosphere and weather systems; radio communications and navigation; aeronautical chart reading and course plotting; use of the plotter and slide graphic computer; U.S. airspace and regulations; pilot judgment and physiology. Three lecture.

**AVT 199 WORKSHOP (1-3)**

A course designed to meet the common interests and problems of a group of students.

**AVT 298 SPECIAL TOPICS (1-3)**

A course designed to meet needs of an individual student who has an interest in a specific topic.

**AVT 299 INDEPENDENT STUDY (1-3)**

A course designed to meet the needs of an individual student who has a credit deficiency for graduation ranging from one to three credit hours. The individual student, under faculty supervision, would design and execute an original project which would fit the credit requirement in a given academic or occupational area of study. PERMISSION OF THE DEAN OF INSTRUCTION IS REQUIRED.

**BIO 100 BIOLOGY CONCEPTS (4)**

A one semester introductory course for Liberal Studies credit covering basic principles and concepts of biology. Methods of scientific inquiry and behavior of matter and energy in biological systems are explored. Three lecture; three lab.

**BIO 105 ENVIRONMENTAL BIOLOGY (4)**

Basic concepts of ecology and the importance of human interaction with the natural ecosystems. Three lecture; three lab.

**BIO 109 NATURAL HISTORY OF THE SOUTHWEST (3)**

Studies plants and animals of the Southwest with emphasis on Arizona. Students interested in the lab may enroll in BIO 110. Three lecture.

**BIO 110 LAB FOR NATURAL HISTORY OF THE SOUTHWEST (1)**

Introduction to basic field and laboratory techniques used in biology. Focus on plant and animal interactions. Full day and/or overnight field trips. Concurrent enrollment in BIO 109. Three lab.

**BIO 184 PLANT BIOLOGY (4)**

Study of processes and principles of plant biology emphasizing vascular plants and a study of the plant kingdom. Pre-requisite: BIO 100 or BIO 105, or consent of instructor. Three lecture; three lab.

**BIO 190 ANIMAL BIOLOGY (4)**

Study of processes and principles of animal biology emphasizing structure, similarities and differences and major animal groups. Pre-requisite: BIO 100 or BIO 105, or consent of instructor. Three lecture; three lab.

**BIO 199 WORKSHOP (1-3)**

A course designed to meet the common interests and problems of a group of students.

**BIO 201 HUMAN ANATOMY & PHYSIOLOGY I (4)**

Study of the design and function of the human body. Topics include cells, tissues, integumentary, muscular, skeletal, nervous, sensory and endocrine systems in health and disease. Pre-requisite: One semester of college level biology or consent of instructor. Three lecture; three lab.

**BIO 202 HUMAN ANATOMY AND PHYSIOLOGY II (4)**

Study of the design and function of the human body. Topics include body fluids, cardiovascular, respiratory, digestive, urinary, and reproductive systems in health and disease. Pre-requisite: BIO 201. Three lecture; three lab.

**BIO 205 MICROBIOLOGY (4)**

Study of microorganisms and their relationships to health, ecology, and related areas. Pre-requisite: One semester of college level biology or chemistry, or consent of instructor. Three lecture; three lab.

**BIO 298 SPECIAL TOPICS (1-3)**

A course designed to meet the need of an individual student who has an interest in a specific topic. This course is especially applicable to the occupational student who wants specialized training.

**BIO 299 INDEPENDENT STUDY (1-3)**

A course designed to meet the needs of an individual student who has a credit deficiency for graduation ranging from one to three credit hours. The individual student, under faculty supervision, would design and execute an original project which would fit the credit requirement in a given academic or occupational area of study. PERMISSION OF THE DEAN OF INSTRUCTION IS REQUIRED.

**BUS 101 INTRODUCTION TO BUSINESS (3)**

Surveys the elements of business and industry. Includes the history, structure, function and contribution of business and industry to our society. Three lecture.

**BUS 102 INTRODUCTION TO INTERNATIONAL TRADE AND BUSINESS (3)**

Introduces the basic elements of business in the international market. Includes an examination of the social, political, economic, cultural and technological environment of international business. Three lecture.

**BUS 103 PERSONAL FINANCE (3)**

Solves problems to the financial needs of individuals. Includes budgeting, banking, home ownership and real estate, saving, investing, borrowing, insurance, and planning for wills and trusts. Three lecture.



**BUS 104 BUSINESS COMMUNICATIONS (3)**

Reviews letter forms and the methods of writing business letters. Emphasizes solving business problems through effective oral and written communications. Practice is given in creating functional letters related to inquiry, response, good will, sales, credit, and adjustment and collection. (All material must be typed/word processed, but the students are not required to type it themselves.) Pre-requisite: ENG 101. Three lecture.

**BUS 105 BASIC INVESTMENTS (3)**

Discusses various investment forms available, including study of inflation, taxation, government securities, stocks and bonds, real estate and retirement plans. Three lecture.

**BUS 106 INTRODUCTION TO ORGANIZATIONAL BEHAVIOR (3)**

Introduces human behavior in a work setting. Discussion includes awareness of individual behavior, two-person interaction, the dynamics of group and intergroup behavior, and the effects of the total system on behavior within the organization. Three lecture.

**BUS 107 RETAIL MANAGEMENT (3)**

Studies the retailing field as a potential retailer and as a consumer which concentrates on the management elements of the retailing profession. Includes across-the-counter relationships and activities, problems of market opportunity, identification of markets, pricing, promotion decisions and the techniques of retail control. Three lecture.

**BUS 108 INTRODUCTION TO SELLING (3)**

Introduces the general principles of successful personal selling. Emphasizes the personal qualities, qualifications and types of training programs which enable the student to become a successful salesperson. Three lecture.

**BUS 109 BUDGET AND FORECASTING (3)**

Studies the role, techniques, and uses of budgeting and forecasting by business and industry. Emphasizes the creation of budgets and forecasts and the application of those budgets and forecasting to management decision making and control. Pre-requisite: ACC 101. Three lecture.

**BUS 110 ADVERTISING AND SALES PROMOTION (3)**

Studies the theory and function of advertising and sales promotion. Discussion includes the role of advertising, target marketing, media and media strategy and the impact of behavioral sciences on advertising. Includes the preparation and presentation of an advertising campaign. Three lecture.

**BUS 199 WORKSHOP (1-3)**

A course designed to meet the common interests and problems of a group of students.

**BUS 203 BUSINESS LAW (3)**

Introduces the history and structure of the American legal system as it applies to business. Emphasizes contract law with some discussion of criminal law and tort law. A case analysis approach is used. Three lecture.

**BUS 204 PRINCIPLES OF ECONOMICS-MACRO (3)**

Surveys the basic principles of macroeconomics designed to acquaint the student with the workings of the national economy. Emphasis is placed on the Market Economy, National Income Accounting, Fiscal/Monetary Policy, and the Federal Reserve System. Co-requisite: ENG 102. Three lecture.

**BUS 205 PRINCIPLES OF ECONOMICS-MICRO (3)**

A continuation of the study of basic economic principles. Emphasis is on the microeconomic topics of market structures, elasticity, price, and output determination, and general equilibrium. Three lecture.

**BUS 206 PRINCIPLES OF MANAGEMENT (3)**

Introduces the fundamentals of management. Includes the management principles and techniques used for business objectives, structure, operational procedures and control procedures. Principles and techniques discussed may be applied to any area of business and industry. Three lecture.

**BUS 207 PRINCIPLES OF MARKETING (3)**

Introduces the environment of marketing. Includes analysis of various marketing activities and discussion of the economic, psychological and sociological factors which influence marketing activities. A case analysis approach may be used. Three lecture.

**BUS 208 APPLIED MANAGEMENT TECHNIQUES (3)**

Integrates the functional areas of management into the direct solution of business and management problems. Includes a comprehensive business plan. Pre-requisite: Last semester of study for the Associate of Applied Science Degree Programs in Business. Three lecture.

**BUS 209 PRINCIPLES OF SUPERVISION (3)**

Introduces the concepts and techniques used in the direct supervision of others. Areas to be covered include the supervisor's relationship to those directly supervised and others in the organization, management of human and physical resources, group processes, communication skills and leadership skills. Three lecture.

**BUS 210 HUMAN RELATIONS IN THE WORKPLACE (3)**

The dynamics of human interaction in groups is the focus of this course. These interactions influence the efficiency, morale, and supervision of others and is the basis of all behavior patterns which impact the ability of organizational environments and their outcomes to be successful. Three lecture.

**BUS 211 HUMAN RESOURCES/PERSONNEL MANAGEMENT (3)**

Studies human resources planning and how it is applied to the organizational's goals and objectives. Discussion includes human resources policies, job analysis, employee selection, training, performance evaluation, benefits, compensation, labor relations, morale, safety and termination. Three lecture.

**BUS 212 IMPORTING AND EXPORTING (3)**

Introduces the volume and complexities involved in importing and exporting out of the United States. Includes an overview of the role of the United States in international markets and a study of import/export regulations, documentation and duties. Three lecture.

**BUS 213 SMALL BUSINESS MANAGEMENT (3)**

Presents fundamentals of starting and operating a small to medium business, including a feasibility study. Areas to be covered include location, financing, organization and sales promotion and how they are used to create a small business operation. Three lecture.

**BUS 214 LEGAL, ETHICAL AND REGULATORY ISSUES IN BUSINESS (3)**

Legal theories, ethical issues, and regulatory climate affecting business policies and decisions. Three lecture.

**BUS 215 BUSINESS ETHICS (3)**

Introduces the techniques of moral reasoning and argumentation needed to analyze moral issues in business and applies those techniques to modern business issues including legal issues, corporate responsibility, worker's rights and responsibilities, technological issues, information and advertising. Three lecture.

**BUS 216 PRINCIPLES OF BUSINESS FINANCE (3)**

Introduces the principles of financial management as applied to the operations of non-financial business and industry firms. Includes the application of financial analysis tools and techniques needed for the process of business and industry financial administration and decision making. Areas of discussion include goals and functions of financial management, analysis and planning, working capital management, capital budgeting, the cost of capital and risk. Three lecture.

**BUS 217 CREDIT AND COLLECTION PRINCIPLES (3)**

Introduces the basic elements of the credit and collection function of financial institutions and business. Includes the nature and function of credit, types and classification of credit, principles of commercial credit, factors of credit risk, sources of credit information, analysis of agency reports, interchange services, collection procedures and regulations, and discussion of credit cards. Three lecture.

**BUS 218 CUSTOMER SERVICE (3)**

Effective communication skills to benefit the customer service contact personnel. How to establish contact, define and resolve problems and close an encounter. Three lecture.

**BUS 219 SMALL BUSINESS OFFICE ACCOUNTING (3)**

An understanding of basic accounting concepts for service and retail businesses including petty cash, payroll, basic preparation of journals, ledgers, and financial statements. Designed to assist the Small Business owner in understanding the accounting requirements of small business operations management. Three lecture.

**BUS 220 DEVELOPING THE BUSINESS PLAN (3)**

The basic development of writing a business plan and the mechanics of how to develop the business plan itself. The identification of the elements of how a plan assists the small business owner in global achievement through plan organization. Three lecture.

**BUS 221 MARKET RESEARCH AND FORECASTING (3)**

A course designed to provide the small business owner with skills related to analyzing industry trends, locating a site, analyzing the competition, forecasting cash flows for profit needs and development of cash budget requirements. Three lecture.

**BUS 222 FINANCE AND THE SMALL BUSINESS (3)**

The development of a Statement of Net Worth leading to the Pro- Forma proposal presented to a lender to obtain financing for a small business venture. Discussion of cash flow analysis, growth financing, working-capital requirements, sources of financing, loan package development, and presentation skills. Three lecture.

**BUS 223 LEGAL ISSUES AND SMALL BUSINESS (3)**

A course designed to assist the small owner in assessing the need for legal assistance, negotiating leases and sales contracts, and complying with government requirements and determining the best form of business organization. Three lecture.

**BUS 224 OPERATIONS MANAGEMENT FOR THE SMALL BUSINESS (3)**

A brief overview of the functions of business operations which include, but are not limited to personnel management, human relations development, fiscal management, and policy development for general operations. Three lecture.

**BUS 225 TOTAL QUALITY MANAGEMENT (3)**

This course is an introduction to Total Quality Management (TQM) which will include the history and growth of TQM; Deming's Fourteen Points to TQM; evaluative tools used in TQM; and the major factors concerning Total Quality Management within organizations. Three lecture.

**BUS 232 BUSINESS STATISTICS & ANALYSIS (3)**

Introduction to business statistics, includes the collection, tabulation, and analysis of business and economic data. Topics include averages, dispersion, statistical inference, correlation and regression and statistical decision making and problem solving. Pre-requisite: A grade of C or better in MAT 110. Three lecture.

**BUS 298 SPECIAL TOPICS (1-3)**

A course designed to meet needs of an individual student who has an interest in a specific topic.

**BUS 299 INDEPENDENT STUDY (1-3)**

A course designed to meet the needs of an individual student who has a credit deficiency for graduation ranging from one to three credit hours. The individual student, under faculty supervision, would design and execute an original project which would fit the credit requirement in a given academic or occupational area of study. PERMISSION OF THE DEAN OF INSTRUCTION IS REQUIRED.

**CHM 130 FUNDAMENTAL CHEMISTRY (4)**

Introduction to general inorganic chemistry, designed to meet a one semester chemistry requirement or liberal studies credit. Pre-requisite: CHM 100 or equivalent, and Concurrent enrollment in MAT 110. Three lecture; three lab.

**CHM 151 GENERAL CHEMISTRY I (4)**

Introduction to fundamental concepts in chemistry. Includes stoichiometry, gas laws, atomic and molecular theory, and states of matter. Recommended for pre-medical, science, and engineering majors. Pre-requisite: MAT 102 or equivalent. Three lecture; three lab.

**CHM 152 GENERAL CHEMISTRY II (4)**

Topics covered include kinetics and equilibrium, nuclear, aqueous solution and electro chemistry. Pre-requisite: CHM 151. Three lecture; three lab.

**CHM 190 ENVIRONMENTAL CHEMISTRY (3)**

An introduction to elementary atomic theory, the periodic table, and chemical compounds and reactions. Emphasis is on environmental impact: nuclear, air and atmospheric hazards, water pollution, pesticides, food additives, and drugs. Three lecture.

**CHM 199 WORKSHOP (1-3)**

A course designed to meet the common interests and problems of a group of students.

**CHM 298 SPECIAL TOPICS**

A course designed to meet needs of an individual student who has an interest in a specific topic.

**CHM 299 INDEPENDENT STUDY (1-3)**

A course designed to meet the needs of an individual student who has a credit deficiency for graduation ranging from one to three credit hours. The individual student, under faculty supervision, would design and execute an original project which would fit the credit requirement in a given academic or occupational area of study. PERMISSION OF THE DEAN OF INSTRUCTION IS REQUIRED.

**CIS 102 COMPUTER LITERACY (2)**

Introduces the student to concepts of computer literacy. Studies the knowledge and understanding needed to function effectively within a given social role that directly or indirectly involves a computer. Includes hands-on time with computers in a lab. Fee required. One lecture; two lab.

**CIS 111 PRINCIPLES OF PROGRAMMING (1)**

Introduces the student to program logic and structures as applied to business computer applications and programming languages. Emphasis is placed on structured techniques and high-level languages. Fee required. One lecture; one lab.

## 82 Course Descriptions

---

### **CIS 112 INTRODUCTION TO WINDOWS (2) NCR 017**

Introduces the student to the basic operations and components of a Windows environment through hands-on experience. Fee required. One lecture; two lab.

### **CIS 120 INTRODUCTION TO COMPUTER INFORMATION SYSTEMS (3)**

Introduces the student to computer hardware, software, and information-processing systems, including the development and hands-on use of application software programs. Fee required. Two lecture; two lab.

### **CIS 122 WORD FOR WINDOWS I (2) NCR 014**

Introduces the student to concepts and capabilities of wordprocessing software using MICROSOFT WORD in a WINDOWS environment through extensive hands-on experience using business applications. Fee required. One lecture; two lab.

### **CIS 123 INTRODUCTION TO SPREADSHEETS (2) NCR 016**

Introduces the student to concepts and capabilities of electronic spreadsheet software using a microcomputer through extensive hands-on experience using business applications. Fee required. One lecture; two lab.

### **CIS 124 INTRODUCTION TO WORD PROCESSING (2) NCR 013**

Introduces the student to concepts and capabilities of word processing software using a microcomputer through extensive hands-on experience using business applications. Fee required. One lecture; two lab.

### **CIS 125 INTRODUCTION TO DATABASES (2)**

Introduces the student to concepts and capabilities of database management software using a microcomputer through extensive hands-on experience using business applications. Fee required. One lecture; two lab.

### **CIS 126 INTRODUCTION TO INTEGRATED SOFTWARE (2)**

Introduces the student to concepts and capabilities of integrated software using a microcomputer through extensive hands-on experience using business applications. Fee required. One lecture; two lab.

### **CIS 127 INTRODUCTION TO DESKTOP PUBLISHING (2)**

Introduces the student to concepts and capabilities of desktop publishing software using a microcomputer through extensive hands-on experience using business applications. Pre-requisite: CIS 124 or consent of instructor. Fee required. One lecture; two lab.

### **CIS 131 INTRODUCTION TO DOS (2) NCR 018**

Introduces the student to the basic operation of microcomputer operating systems through hands-on experience. Fee required. One lecture; two lab.

### **CIS 171 COMPUTERS IN EDUCATION I (3)**

Provides the student with a working knowledge of how computers can be applied by educators to enhance their professional and personal productivity. Computer applications that relate directly to the needs of teachers and administrators will be used. As an introductory course in educational computing, the course will focus on helping educators establish the technology-enriched classrooms of tomorrow. Fee required. Two lecture; two lab.

### **CIS 199 WORKSHOP (1-3)**

A course designed to meet the common interests and problems of a group of students.

**CIS 220      APPLICATIONS PROGRAMMING I (3)**

Provides the student with instruction in program design, structured programming for report generation, file maintenance, on-line applications and data analysis in various organizational and application settings using a suitable microcomputer language. Pre-requisite: CIS 120 or consent of instructor. Fee required. Two lecture; two lab.

**CIS 221      APPLICATIONS PROGRAMMING II (3)**

Provides the student with a study of a business-oriented language; skills in problem formulation; structured program design, coding, testing, and documentation developed through required computer programs. Pre-requisite: CIS 120 and CIS 220. Fee required. Two lecture; two lab.

**CIS 223      ADVANCED SPREADSHEET APPLICATIONS (2)**

Provides the student with intensive hands-on experience using the advanced features of spreadsheet software. Pre-requisite: CIS 123 or consent of instructor. Fee required. One lecture; two lab.

**CIS 224      ADVANCED WORD PROCESSING APPLICATIONS (2)**

Provides the student with intensive hands-on experience using the advanced features of word processing software. Pre-requisite: CIS 124 or consent of instructor. Fee required. One lecture; two lab.

**CIS 225      ADVANCED DATABASE APPLICATIONS (1)**

Provides the student with intensive hands-on experience using the advanced features of database software. Pre-requisite: CIS 125 or consent of instructor. Fee required. Two lab.

**CIS 226      ADVANCED INTEGRATED SOFTWARE APPLICATIONS (1)**

Provides the student with intensive hands-on experience using the advanced features of integrated software packages. Pre-requisite: CIS 126 or consent of instructor. Fee required. Two lab.

**CIS 227      ADVANCED DESKTOP PUBLISHING SOFTWARE (1)**

Provides the student with intensive hands-on experience using the advanced features of desktop publishing software. Pre-requisite: CIS 127 or consent of instructor. Fee required. Two lab.

**CIS 298      SPECIAL TOPICS (1-3)**

A course designed to meet needs of an individual student who has an interest in a specific topic.

**CIS 299      INDEPENDENT STUDY (1-3)**

A course designed to meet the needs of an individual student who has a credit deficiency for graduation ranging from one to three credit hours. The individual student, under faculty supervision, would design and execute an original project which would fit the credit requirement in a given academic or occupational area of study. PERMISSION OF THE DEAN OF INSTRUCTION IS REQUIRED.

**CJC 100      INTRODUCTION TO CRIMINAL JUSTICE (3)**

Provides the student with an overview of the criminal justice system on the operational as well as theoretical levels. An in-depth analysis of the various component sub-systems which comprise the total system. The student is exposed to the needs and problems which confront a complex system as it seeks to reduce the level of crime in a dynamic society. Three lecture.

**CJC 110      INTRODUCTIONS TO CORRECTIONS (3)**

An introduction to the development of modern correctional concepts which will explain the standards dealing with correctional administration. Students will analyze the various methods rehabilitation and treatment found within correctional systems. Three lecture.

**CJC 120 CRIMINAL LAW (3)**

Studies the nature of criminal law, philosophical and historical development, major definitions and concepts, classification of crime, elements of crimes and penalties using appropriate sections of the Arizona Revised Statutes are studied. Three lecture.

**CJC 130 PATROL PROCEDURES (3)**

Line activities of law enforcement agencies with general discretionary powers available to the patrol officer and manpower distribution and types of patrols. Three lecture.

**CJC 140 CRIMINAL INVESTIGATION (3)**

Introduction to the fundamentals of criminal investigation, including theory and history, conduct at crime scenes, and techniques to solve criminal offenses. Three lecture.

**CJC 141 GANG BEHAVIOR AND STREET VIOLENCE (3)**

A look at the development of gangs, how the society promotes them, and how they are self sustaining through street violence. Includes a detailed look at victim's rights, and the history of vigilantes in America. Three lecture.

**CJC 150 RULES OF CRIMINAL PROCEDURE (3)**

Concerned with an understanding of the procedural criminal law. Includes the role of judiciary in the criminal justice system, the right to consul, pre-trial release, grand juries, adjudication process, types and rules of evidence, and sentencing. Three lecture.

**CJC 160 POLICE ADMINISTRATION (3)**

Introduces and examines the principles of administration and organization of agency field functions and services within law enforcement organizations. Three lecture.

**CJC 170 INTRODUCTION TO SECURITY (3)**

This course is designed to provide the student with an overview of the functions and services provided by a security organization. The course explains the relationships between private, internal, and external security services as they relate to law enforcement agencies. Three lecture.

**CJC 200 POLICE COMMUNITY RELATIONS (3)**

Role of the individual police officer in achieving and maintaining public support, human relations, public information, relationships with violators and complainants which explores the attitudes and perceptions of the general public with the law enforcement agency. Three lecture.

**CJC 220 RULES OF EVIDENCE (3)**

Provides an understanding of the rules of evidence which most often affect personnel concerned with the administration of the criminal law. Three lecture.

**CJC 230 CRIME AND DEVIANT BEHAVIOR (3)**

Examines the basic concepts of deviant behavior, evaluates current literature and studies the application of current criminological theories related to patterns of deviance. Three lecture.

**CJC 240 JUVENILE PROCEDURES (3)**

Studies the basis of juvenile law and the up-dated theories related to delinquency procedures with emphasis on crime prevention. Three lecture.

**CJC 260 CONSTITUTIONAL LAW (3)**

Studies the major areas of constitutional law as they relate to the operations of the components of the criminal justice system. Case law is included to specific issues that the U.S. Supreme Court has rendered decisions on that affect the law enforcement officer. Three lecture.

**CJC 265 PROBATION AND PAROLE (3)**

Examines the selection process for the release of both adults and juveniles under the supervision of probation and parole guidelines and the community values consistent with those under supervision. Three lecture.

**CJC 280 CRIMINOLOGY (3)**

Evaluates the basic concepts and the theories of criminology as they relate to the statistical, historical, and research data in the contemporary society impacted by crime. Of specific interest is social aspects of crime on modern society. Three lecture.

**CJC 291 TERRORISM AND COUNTERTERRORISM (3)**

Examines the nature of terrorism, terrorist threat, and countermeasures to combat terrorism. Pre-requisite: Enrollment limited to law enforcement agencies. Three lecture.

**CJC 292 HOSTAGE NEGOTIATIONS (3)**

Covers the essentials of hostage negotiations for all personnel and may serve as a refresher for trained personnel. Suitable for SWAT personnel. Pre-requisite: Enrollment limited to law enforcement agencies. Three lecture.

**CJC 293 FIREARMS TRAINING (3)**

Proper instruction of firearm use. Safety factors are emphasized as is proper operational use. Pre-requisite: Enrollment limited to law enforcement agencies and with consent of program director, \$50.00 fee required for ammunition. Three lecture.

**COE 111 COOPERATIVE EDUCATION (3-6)**

This optional course is available to students who have completed at least 15 hours of specific occupational coursework and who are looking for paid, practical learning experiences that relate academic training to real-life situations on the job. Students will receive credit based on fulfillment of a contract developed and agreed upon by the relevant instructor, student, employer, and Dean of Instruction. The contract will outline specific learning goals as well as a work program plan designed to meet those goals through demonstrated achievement and should be completed prior to the semester in which the work program takes place. Three credit hours will be awarded at the conclusion of: a) completing at least 135 hours designated on-the-job experience in a semester (45 hours per credit) and b) meeting with the coordinating instructor at least five times during the semester (once every three weeks).

**COE 211 COOPERATIVE EDUCATION II (3-6)**

A continuation of COE 111 which involves a progression of job assignments reflecting new, broadened or more intensive learning goals.

**COE 212 COOPERATIVE EDUCATION III (3-6)**

A continuation of COE 211 which involves a progression of job assignments.

**COU 100 CAREER TRANSITIONS (2)**

Introduces the student to issues faced during transition periods, community resources for social and employment opportunities, as well as options open when investigating future career interests. Two lecture.

**COU 101 SELF AND CAREER EXPLORATION (2)**

The exploration of personal interests and strengths and compatible career choices with practical job-hunting information. May be taken for S/U credit. Two lecture.



**COU 102 COLLEGE STUDY SKILLS (3)**

Information, discussion, and experiential activities designed to help students improve academic performance. Topics include time management, reading textbooks, taking notes, and preparing for tests. Three lecture.

**COU 131 ASSERTIVE TRAINING (2)**

A consideration of personal rights, identifying blocks to standing up for those rights, and practice in being more assertive. May be taken for S/U credit. Two lecture.

**COU 132 STRESS MANAGEMENT (1)**

Identifying the sources and effects of stress and learning methods to reduce stress. May be taken for S/U credit. One lecture.

**COU 133 MOTIVATION SKILLS (1)**

A study of motivation and positive attitude in relationship to personal, interpersonal, academic, and career enhancement and success. May be taken for S/U credit. One lecture.

**COU 134 BUILDING SELF-ESTEEM (1)**

Information about self-image and self-esteem, how to stop negative thinking and behavior and improve self-esteem. May be taken for S/U credit. One lecture.

**COU 141 THE JOB SEARCH (1)**

Instruction in job search strategies, interview skills, and resume preparation. May be taken for S/U credit. One lecture.

**COU 199 WORKSHOP (1-3)**

A course designed to meet the common interests and problems of a group of students. Course topics vary according to the needs of the students involved.

**CRP 140 BLUEPRINT READING & ESTIMATING (3)**

This course is an introduction to reading of blueprint construction documents and estimation of the amount of building materials needed for any particular building project. This course will cover reading and interpreting architectural schedules, symbols, and specifications. Three lecture.

**CRP 170 BUILDING LAYOUT AND SURVEYING (3)**

This course is an introduction to building layout and surveying to establish building location for excavation and for the accurate placement of the building foundation including finish floor elevation. Three lecture.

**CRP 180 FOUNDATIONS AND FRAMING SYSTEMS (3)**

This course is an introduction to floor foundations and interior/exterior framing. It will cover the various types and methods of building foundations and framing systems. Three lecture.

**CRP 185 WOOD FRAMING SYSTEMS (3)**

This course is an introduction to the methods, materials, and safe working practices as they relate to balloon, platform, and post and beam construction using wood or wood products. Floor, interior and exterior walls, ceilings, and a general introduction to roofs as they connect or relate to framing types will be reviewed. Three lecture.

**CRP 199 WORKSHOP (1-3)**

A course designed to meet the common interests and problems of a group of students. Course topics vary according to the needs of the students involved.

**CRP 199D      WORKSHOP-BLUEPRINT READING & ESTIMATING (2)**

This course is designed to realize and meet the needs of the working student in the construction trades. It will allow the student to complete the course work in the blueprint construction document reading and estimating course. Two lecture.

**CRP 199G      WORKSHOP-BUILDING LAYOUT AND SURVEYING (2)**

This course is designed to realize and meet the needs, common interests, and problems of the working student in the construction trades. Two lecture.

**CRP 199H      WORKSHOP-FOUNDATIONS AND FRAMING SYSTEMS (2)**

This course is designed to realize and meet the needs, common interests, and problems of the working student in the construction trades. Two lecture.

**CRP 199I      WORKSHOP-WOOD FRAMING SYSTEMS (2)**

This course is designed to realize and meet the needs, common interests, and problems of the working student in the construction trades. Two lecture.

**CRP 298      SPECIAL TOPICS (1-3)**

A course designed to meet needs of an individual student who has an interest in a specific topic. This course is especially applicable to the occupational student who wants specialized training.

**CRP 299      INDEPENDENT STUDY (1-3)**

A course designed to meet the needs of an individual student who has a credit deficiency for graduation ranging from one to three credit hours. The individual student, under faculty supervision, would design and execute an original project which would fit the credit requirement in a given academic or occupational area of study. PERMISSION OF THE DEAN OF INSTRUCTION IS REQUIRED.

**DAN 100      BEGINNING DANCE MOVEMENT (2)**

A beginning movement class for adults with no experience in dance. Includes some ballet, some character dances, and some modern dance movements. Intended to introduce dance movement concepts to adults who wish to have exercise structured in a dance medium. One lecture; two lab.

**DAN 105      AEROBIC DANCE I (2)**

Aerobic Dance I is designed to introduce the understanding of aerobic dance as a strengthening, stretching and cardiovascular activity. One lecture; two lab.

**DAN 110      BALLET I (2)**

Designed to give foundation in basic ballet techniques and appreciation of ballet as a form of artistic expression. One lecture; two lab.

**DAN 120      MODERN DANCE I (2)**

Study in basic techniques of modern dance. One lecture; two lab.

**DAN 130      CONCERT DANCE I (1)**

Performance in specially choreographed dance productions. Methods used in choreography. Two lab.

**DAN 140      FOLK DANCE I (1)**

Instruction and practice in elements of folk dancing. Two lab.

**DAN 150      BEGINNING JAZZ DANCE I (2)**

Instruction and practice in elements of jazz dance technique. One lecture; two lab.

**DAN 200 IMPROVISATION (2)**

This dance course emphasizes the exploration and discovery of the universal childlike spontaneity inherent in all of us, as well as the study and development of creative movement sources and potentials through exploration of human and environmental relationships. One lecture; two lab.

**DAN 211 BALLET II (3)**

Study in basic ballet techniques. Designed for the student with some experience in ballet. Two lecture; two lab.

**DAN 221 MODERN DANCE II (3)**

Study in more advanced techniques of modern dance. Two lecture; two lab.

**DAN 250 INTERMEDIATE JAZZ DANCE II (3)**

Intermediate Jazz provides an opportunity to further the student's knowledge of jazz dance. It allows the student to study more technical detail in the development and conditioning of the body for jazz, and to further meet the demands for professional dance in theater today. Two lecture; two lab.

**DFT 125 ARCHITECTURAL DRAFTING I (3)**

This course is an introductory course in architectural drafting. It reviews basic drafting principles, tools, and goes into design and actual plan drawing. Two lecture; two lab.

**DFT 145 MECHANICAL DRAFTING I (3)**

Provides student with an introduction to mechanical/technical drafting including drafting principles, tools, techniques and standards. Two lecture; two lab.

**DFT 150 BEGINNING AUTOCAD (3)**

The purpose of the course is to provide students with an understanding of the features, limitations, and considerations associated with the operation of a computer-aided design/drafting (CAD) system (AutoCAD). One lecture; three lab.

**DFT 170 CADKEY I (3)**

Provides student with a working knowledge of geometric construction and an introduction to beginning computer-aided manufacturing software program in creating 2-D drawings. Two lecture; two lab.

**DFT 200 INTERMEDIATE AUTOCAD (3)**

This course continues where DFT 150 AutoCAD I leaves off and goes into advanced features of the AutoCAD program. It provides students with a knowledge of advanced 2D and basic 3D design, using advanced modeling extensions. Pre-requisite: DFT 150. Two lecture; two lab.

**DFT 250 ADVANCED AUTOCAD (3)**

This course completes the 3D design and presentation capabilities touched on in Intermediate Autocad. The main focus will be placed on creating and customizing AutoCAD's menus for increased productivity in drafting. This will be done through AutoCAD's menu customizing and AutoLISP programs. Pre-requisite: DFT 200. Two lecture; two lab.

**DFT 270 CADKEY II (3)**

Provides student with a advanced knowledge about the 3-D capabilities of the CAD software as well as an even better understanding of the cartesian coordinate system common to most CAD systems with the addition of the Z axis or depth of a given design. Pre-requisite: DFT 170. Two lecture; two lab.

**EDU 199 WORKSHOP (1-3)**

A course designed to meet the common interests and problems of a group of students.

**EDU 200 INTRODUCTION TO EDUCATION (3)**

Survey of education in the United States, the historical development and social foundations of education and teaching, the student as learner, and current issues and trends in education. Three lecture.

**EDU 250 THE COMMUNITY COLLEGE (3)**

An overview of the development of the community college in the United States including its mission and role. Comparison of the community college structure in the state of Arizona with selected community college systems of other states. Three lecture.

**ELT 100 SURVEY OF ELECTRONICS (3)**

Survey of electronics, including DC and AC current; transistors; optoelectronic devices; linear and digital ICs. Electronic career opportunities. One lecture; three lab.

**ELT 120 DIRECT CURRENT (4)**

A study of basic electricity theory and components beginning with Ohm's Law and atomic structure and progressing to circuit analysis techniques used in solving series, parallel and series parallel networks. Network theorems are used to evaluate multi source circuits. Three lecture; two lab.

**ELT 130 ALTERNATING CURRENT (4)**

A continuation of the study of basic electrical theory as it applies to circuits containing capacitance, inductance and resistance with sinusoidal voltages applied. Simple and complex circuits are studied and measured using instruments such as a signal generator and oscilloscope. Three lecture; two lab.

**ELT 150 BASIC MICROCOMPUTER TROUBLESHOOTING AND REPAIR (2)**

Introduces the student to computer operation and operating systems, motherboards, memory expansion, expansion boards, expansion slots, floppy and hard-drive controllers, floppy and hard drives, input devices, output devices, gates and power supplies. One lecture; two lab.

**EMS 131 EMERGENCY MEDICAL TECHNICIAN (6)**

Principles and techniques of emergency medical care currently considered responsibilities of the basic EMT. Skills developed in recognizing symptoms of illness and injury and proper procedures of emergency care. Preparation for Arizona Department of Health Services Certification examination. Fee required. Five lecture; three lab.

**EMS 199 WORKSHOP (1-3)**

A course designed to meet the common interests and problems of a group of students.

**EMS 211 EMERGENCY MEDICAL TECHNICIAN REFRESHER (2)**

Update basic EMT graduates on new techniques and review important principles in client care, basic life support and transportation of the sick and injured. Emphasizes practical usage and experience in all phases. Pre-requisite: EMS 131 or equivalency. Meets Arizona Department of Health Services refresher training requirements. May be repeated for additional credit, as an exception to general college policy; maximum of six credits in EMS 211 may apply toward a degree. Two lecture.

**EMS 231 INTERMEDIATE EMERGENCY MEDICAL TECHNICIAN (6)**

The first course in a two semester program. Includes role of the I-EMT, human anatomy and psychology, medical terminology, basic pharmacology, specific drug interactions and drug administration technique. Emphasizes client assessment and management of the injured or sick persons under emergency conditions. Six lecture.

**EMS 232 INTERMEDIATE EMERGENCY MEDICAL TECHNICIAN (6)**

Includes obstetrical emergencies; management of the emotionally disturbed, rescue techniques, communications and medical emergencies encountered by the I-EMT in the field. Clinic field training includes experiences in emergency, operating and recovery rooms, in labor and delivery suites, and with IV teams. Preparation in advance techniques includes gastric intubation and suctioning, intravenous therapy and parental injections of four classes of drugs. Pre-requisite: EMS 231. Six lecture.

**EMS 250 CERTIFIED EMERGENCY PARAMEDIC I (13)**

This course provides preparation of the basic emergency medical technician to an advanced paramedic provider level. The course summary includes: human anatomy and physiology, physical assessment, airway and ventilation techniques, IV therapy, medical emergencies and trauma patient management required for preparation for EMS 251. Pre-requisite: One year as a Certified EMT and acceptance into the program. Thirteen lecture.

**EMS 251 CERTIFIED EMERGENCY PARAMEDIC II (12)**

This course provides preparation of the basic emergency medical technician to an advanced paramedic provider level. The course summary includes: human anatomy and physiology, physical assessment, electrocardiography, obstetrical emergencies, pediatric emergencies and advanced cardiac life support and preparation for certification examination, required for vocational practice in the state of Arizona. Pre-requisite: One year as a Certified EMT and acceptance into the program. Twelve lecture.

**EMS 260 VEHICULAR PRACTICE (3)**

This course provides advanced clinical experience in the prehospital setting involving in-depth field exposure based on paramedic skills learned in class. Students will gain additional experience as they are precepted by certified paramedics. Each student will participate in all phases of patient assessment and management for the medical and trauma emergency. Pre-requisite: One year as a Certified EMT and acceptance into the program. Nine Lab.

**EMS 270 CLINICAL PRACTICE (4)**

This course provides advanced in a hospital setting involving in-depth hospital exposure based on paramedic skills learned in didactic. Students will gain additional experience with various specialty areas and participate in modalities of treatment for trauma and medical emergencies. Pre-requisite: One year as a Certified EMT and acceptance into the program. Twelve lab.

**EMS 298 SPECIAL TOPICS (1-3)**

A course designed to meet needs of an individual student who has an interest in a specific topic.

**EMS 299 INDEPENDENT STUDY (1-3)**

A course designed to meet the needs of an individual student who has a credit deficiency for graduation ranging from one to three credit hours. The individual student, under faculty supervision, would design and execute an original project which would fit the credit requirement in a given academic or occupational area of study. PERMISSION OF THE DEAN OF INSTRUCTION IS REQUIRED.

**ENG 020 SENTENCE STRUCTURE (1)**

Individualized, self-paced instruction in basic sentence construction, adding elements, and writing a variety of sentences. May be taken for S/U credit. Audio-tutorial. One lecture.

**ENG 021 GRAMMAR SKILLS (1)**

Individualized, self-paced instruction in grammar with emphasis on correct verb, pronoun, adverb, and adjective usage. May be taken for S/U credit. Audio-tutorial. One lecture.

**ENG 022 PUNCTUATION SKILLS (1)**

Individualized, self-paced instruction in the use of commas, semicolons, colons, and other punctuation marks. May be taken for S/U credit. Audio-tutorial. One lecture.

**ENG 023 PARAGRAPH DEVELOPMENT (1)**

Individualized, self-paced instruction in writing topic sentences and organizing specific support in basic paragraphs. May be taken for S/U credit. Audio-tutorial. One lecture.

**ENG 024 SPELLING IMPROVEMENT (1)**

Individualized, self-paced instruction in spelling with emphasis on hearing, seeing, and writing common English words. May be taken for S/U credit. Audio-tutorial. One lecture.

**ENG 025 VOCABULARY IMPROVEMENT (1)**

Individualized, self-paced instruction in strengthening vocabulary with emphasis on prefixes, suffixes, roots, and understanding words in context. May be taken for S/U credit. Audio-tutorial. One lecture.

**ENG 029 BASIC READING SKILLS (3)**

Development of reading skills including word identification, vocabulary in context, and comprehension. May be taken for S/U credit. Three lecture.

**ENG 030 READING IMPROVEMENT (3)**

Evaluation and development of reading skills through individual and group work with emphasis on vocabulary, comprehension, identification of main ideas and supporting details. Enrollment through placement testing or on advice of instructor. May be taken for S/U credit. Three lecture.

**ENG 031 ADVANCED READING IMPROVEMENT (3)**

Individual and group instruction in mastery of reading skills with emphasis on vocabulary improvement, comprehension, and flexibility of reading rate. Enrollment through placement testing or advice of instructor. May be taken for S/U credit. Three lecture.

**ENG 036 INTRODUCTION TO ENGLISH AS A SECOND LANGUAGE (2)**

Individual and small group work in listening to, speaking, reading, and writing the English language. May be taken for S/U credit. Two lecture.

**ENG 037 ENGLISH AS A SECOND LANGUAGE (3)**

Intensive study for improving basic skills in listening to, speaking, reading, and writing in English. Three lecture.

**ENG 060 BASIC WRITING SKILLS (3)**

Individual and group work emphasizing grammar in the context of sentence writing and paragraph development. Three lecture.

**ENG 100 FUNDAMENTALS OF COMPOSITION (3)**

An integrated reading/critical thinking/writing approach to basic skills needed for success in college. Extensive writing practice with emphasis on purpose, organization, and revision for clarity and correctness. Enrollment through placement testing or consent of instructor. Three lecture.

**ENG 100X FUNDAMENTALS OF COMPOSITION (4)**

An integrated reading/critical thinking/writing approach to basic skills needed for success in college. Extensive writing practice with emphasis on purpose, organization, and revision for clarity and correctness. Enrollment through testing or consent of instructor. Four lecture. (Taught only at NAU.)

**ENG 101 COLLEGE COMPOSITION I (3)**

Extensive practice in essay writing with emphasis on critical thinking, analytical reading and observation, and the process of writing. Enrollment through placement testing or successful completion of ENG 100 or 100X. Three lecture.

**ENG 102 COLLEGE COMPOSITION II (3)**

Extensive practice in critical thinking, reading, and writing with emphasis on composing analytical essays on literary topics and a documented essay. Pre-requisite: ENG 101. Three lecture.

**ENG 110 INTRODUCTION TO LITERATURE (3)**

Reading and critical analysis of selected fiction, poetry, and drama with emphasis on intellectual, artistic, and cultural issues in literature of western civilization. Pre-requisite: ENG 101 or consent of instructor. Three lecture.

**ENG 135 CAREER COMMUNICATION (3)**

A study of effective listening, responding, reading, and writing with emphasis on using these skills in the work place, from job application and interview to on-the-job oral and written communications. Three lecture.

**ENG 136 CAREER WRITING (3)**

Presents situations and problems that students as business and technical writers will face. Extensive practice in writing in the workplace including memos, resumes, business letters, and technical reports. Three lecture.

**ENG 139 INTRODUCTION TO CREATIVE WRITING (3)**

A survey of techniques of writing poetry, fiction, and creative non-fiction, with analysis of both published and student writing. May be taken for S/U credit. Pre-requisite: ENG 100, 101, or consent of instructor. Three lecture.

**ENG 141 CRITICAL READING (3)**

Instruction and practice in increasing reading rate flexibility and speed, with emphasis on improving comprehension and analytical reading skills. Pre-requisite: ENG 031 or demonstrated competency through placement testing. Three lecture.

**ENG 199 WORKSHOP (1-3)**

A course designed to meet the common interests and problems of a group of students.

**ENG 234 INFORMATION-AGE COMMUNICATION (3)**

Extensive practice in audience-centered, professional and technical communication. Emphasizes reading and critical analysis of technical writing, and computer-based composing and summarizing of technical concepts for the workplace. Enrollment through placement testing or consent of instructor. Pre-requisite: Keyboarding skills. Three lecture.

**ENG 237 WOMEN IN LITERATURE (3)**

A study of literature by and about women with emphasis on stereotypes, changing roles, and psychological and philosophical concerns. Pre-requisite: ENG 101 or consent of instructor. Three lecture.

**ENG 238 LITERATURE OF THE SOUTHWEST (3)**

A study through literature of the land and peoples of the Southwest, the influence and interaction of Indian, Spanish-Mexican and Anglo cultures, and contemporary concerns of Southwestern writers. Three lecture.

**ENG 270 CREATIVE WRITING: FICTION (3)**

Extensive practice in writing and revising fiction, with emphasis on critical analysis of published models and students' work. Pre-requisite: ENG 139 or consent of instructor. May be taken for S/U credit. Three lecture.

**ENG 271 CREATIVE WRITING: POETRY (3)**

Extensive practice in writing and revising poetry, with emphasis on critical analysis of published models and students' poems. Pre-requisite: ENG 139 or consent of instructor. May be taken for S/U credit. Three lecture.

**ENG 272 CREATIVE WRITING: NON-FICTION (3)**

Extensive practice in writing and revising various types of creative non-fiction. Emphasis on study of professional models and discussion of students' work. Co-requisite: ENG 102. May be taken for S/U credit. Three lecture.

**ENG 298 SPECIAL TOPICS (1-3)**

A course designed to meet the need of an individual student who has an interest in a specific topic. This course is especially applicable to the occupational student who wants specialized training.

**ENG 299 INDEPENDENT STUDY (1-3)**

A course designed to meet the needs of an individual student who has a credit deficiency for graduation ranging from one to three credit hours. The individual student, under faculty supervision, would design and execute an original project which would fit the credit requirement in a given academic or occupational area of study. PERMISSION OF THE DEAN OF INSTRUCTION IS REQUIRED.

**ENV 100 INTRODUCTION TO ENVIRONMENTAL TECHNOLOGY (3)**

Introduces the student to a general overview of environmental engineering, science and technology. Among the course topics are risks resulting from contamination of our environment, as well as the philosophy, regulatory approaches, and engineering design of environmental pollution control. Three lecture.

**FRE 131 CONVERSATIONAL FRENCH I (3)**

Introduction to basic grammar, vocabulary, and culture in conversational practice. Three lecture.

**FRE 132 CONVERSATIONAL FRENCH II (3)**

A continuation of FRE 131. Emphasis on vocabulary which would be useful to a person traveling in France. Two lecture; one lab.

**FSC 101 FIRE SERVICE ORIENTATION AND INDOCTRINATION (2)**

Introduction class to the fire service, history and evaluation of fire department organization. Role of the fire service in the community. Includes departmental function, management, techniques of firefighting, laws and ordinances and private fire protection. Two lecture.

**FSC 105 FIREFIGHTER I & II (6)**

For the new firefighter or student interested in firefighting. Emphasis placed on fire behavior and basic firefighting skills, with hands-on use of firefighting equipment. Six lecture.

**FSC 135 FUNDAMENTALS OF FIRE PREVENTION (3)**

Provides the student with an understanding of the role and functions of fire prevention. Emphasis on practical, rather than theoretical, aspects of fire prevention. Three lecture.

**FSC 136 FIRE APPARATUS AND HYDRAULICS (4)**

Principles of care, maintenance and operation of fire apparatus and pumps. Includes pump construction, pumping and pump accessories, power development and transmission, driving, trouble shooting and producing effective fire streams. Three lecture; two lab.



**FSC 137 HAZARDOUS MATERIALS-FIRST RESPONDER AWARENESS (.5)**

Identifies hazardous materials as well as the role of various agencies at the scene of a hazardous materials incident. Instruction in the recognition and identification, safety considerations, capabilities and limitations and pre-emergency planning are provided. One-half lecture.

**FSC 199 WORKSHOP (1-3)**

A course designed to meet the common interests and problems of a group of students.

**FSC 200 HAZARDOUS MATERIALS-FIRST RESPONDER (3)**

Defines hazardous materials and gives a brief overview of the major categories. Includes detection, identification, scene management, basic training, equipment planning, strategy and tactics in the management of hazardous materials incidents. Preparation for Department of Emergency Services certificate. Three lecture.

**FSC 232 HAZARDOUS MATERIALS I (3)**

Fire service chemistry relating to chemicals and chemical processes. Emphasis on storage and transportation of flammable chemicals and methods to handle spills and accidents. Three lecture.

**FSC 233 WILDLAND FIRE SUPPRESSION (3)**

A course designed to provide the full time/reserve firefighter or fire science major with a fundamental knowledge of the factors affecting wildland fire prevention, fire behavior and control techniques. The course covers material from S-190, S-130, and standards for survival (PMS 416-1). After completion of the course, students may qualify for wildland Firefighter I Certification and a "Red Card" certification. Three lecture.

**FSC 234 FIRE INVESTIGATION (3)**

Methods of determining point of fire origin and fire cause and detection of incendiary fires. Includes simplified physics and chemistry necessary to analyze fire behavior. Three lecture.

**FSC 235 FIRE PROTECTION SYSTEMS (3)**

The required standard for water supply; protection systems; automatic sprinklers and special extinguishing systems, including analysis of various automatic signaling and detection systems. Pre-requisite: FSC 131 and FSC 132 or consent of instructor. Three lecture.

**FSC 236 FIREFIGHTER OCCUPATIONAL SAFETY (3)**

An informational base to reduce injuries to firefighting personnel. Emphasis is placed on awareness, training and research of equipment to develop a safety program meeting and needs of the fire service. Three lecture.

**FSC 237 HAZARDOUS MATERIALS II (3)**

Second semester of chemistry fundamentals in fire science. Includes explosive and toxic hazardous materials, their reactions to other materials and how to deal with them safely. Pre-requisite: FSC 232 or consent of instructor. Three lecture.

**FSC 238 EMERGENCY SCENE MANAGEMENT (3)**

Effective methods of managing emergency incidents including multiple alarm fires, highrise fires, brush fires, hazardous materials incidents and multi-casualty medical incidents. Includes effective interaction among numerous agencies to achieve control. Three lecture.

**FSC 239 FIRE DEPARTMENT COMPANY OFFICER (3)**

Administrative methods for the fire department in fire safety, department organization and personnel supervision. Includes elements of management needed for the fire department first-level supervisor. Pre-requisite: BUS 120 or consent of instructor. Three lecture.

**FSC 241      FIREFIGHTER SAFETY AND BUILDING CONSTRUCTION (3)**

Instruction in safety for firefighters on the fire ground. Effects of fire and heat on various types of building construction resulting in the loss of structure will be explored. Includes signs and symptoms of structural damage. Three lecture.

**FSC 298      SPECIAL TOPICS (1-3)**

A course designed to meet needs of an individual student who has an interest in a specific topic.

**FSC 299      INDEPENDENT STUDY (1-3)**

A course designed to meet the needs of an individual student who has a credit deficiency for graduation ranging from one to three credit hours. The individual student, under faculty supervision, would design and execute an original project which would fit the credit requirement in a given academic or occupational area of study. PERMISSION OF THE DEAN OF INSTRUCTION IS REQUIRED.

**GEO 131      INTRODUCTION TO PHYSICAL GEOGRAPHY (4)**

Introductions to planet Earth: An examination of the natural processes of weather, climate, hydrology, ecology, geology and tectonics, diastrophism, volcanism, denudation, soils, glaciation and costal processes with emphasis on geographic distribution. Three lecture; three lab.

**GEO 133      WORLD/REGIONAL GEOGRAPHY (3)**

An analysis of the physical (climate, vegetation, landforms...) and cultural (ethnicity, religion, economy...) attributes of the world's major regions. Includes a study of world place-name geography. Three lecture.

**GEO 260      CONSERVATION & MANAGEMENT OF NATURAL RESOURCES (3)**

An introduction to how humankind attempts to manage the resources of the natural environment toward a sustainable biosphere. Includes concepts in demographics, climate, soils, hydrology (marine and fresh), ecology (range and forest), and energy production. Three lecture.

**GLG 100      INTRODUCTION TO GEOLOGY (4)**

An introduction to basic physical and historical concepts in geology. Field trips. Three lecture; three lab.

**GLG 101      PHYSICAL GEOLOGY (4)**

Study of the structure of the earth's crust. Includes rocks and minerals, structures, landforms and their origins. Three lecture; three lab.

**GLG 102      HISTORICAL GEOLOGY (4)**

A chronological study of the time element involved in the creation of the earth and its inhabitants as revealed in rocks. Pre-requisite: GLG 101 or GEO 131. Three lecture; three lab.

**GLG 111      GEOLOGY OF NORTHERN ARIZONA (2)**

A study of concepts in stratigraphy, volcanology, geomorphology, and glacial and structural geology in the Northern Arizona region. Field trips. Pre-requisite: GLG 100, GLG 101 or GEO 131 or consent of instructor. One lecture; three lab.

**GLG 112      GEOLOGY OF THE GRAND CANYON (2)**

A study of concepts in stratigraphy, volcanology, geomorphology, and glacial and structural geology in the Grand Canyon. Field trips. Pre-requisite: GLG 100, GLG 101 or GEO 131 or consent of instructor. One lecture; three lab.

**GLG 199      WORKSHOP (1-3)**

A course designed to meet the common interests and problems of a group of students.

**GLG 201 ANCIENT LIFE (4)**

Introduction to the science of paleontology and the evolution of life on Earth. Survey of fossil records for reconstruction of past environments and for dating and correlation of sedimentary formations. Laboratory hours will be met by attendance at three all-day required field trips. Pre-requisite: A 100 level laboratory science course and ENG 101. Co-requisite: ENG 102. Three lecture; three lab.

**GLG 298 SPECIAL TOPICS (1-3)**

A course designed to meet the need of an individual student who has an interest in a specific topic.

**GLG 299 INDEPENDENT STUDY (1-3)**

A course designed to meet the needs of an individual student who has a credit deficiency for graduation ranging from one to three credit hours. The individual student, under faculty supervision, would design and execute an original project which would fit the credit requirement in a given academic or occupational area of study. PERMISSION OF THE DEAN OF INSTRUCTION IS REQUIRED.

**HEC 135 HUMAN NUTRITION (3)**

A study of the principles of nutrition with application of nutrition in critical periods throughout the life-cycle diet in disease and the essentials for the nutritional care of persons suffering from various diseases. Three lecture.

**HEC 172 PARENT EDUCATION (3)**

An overview of child development as it relates to parental awareness and maintaining healthy relationships with children through communications, understanding, and interaction. Three lecture.

**HEC 199 WORKSHOP (1-3)**

A course designed to meet the common interests and problems of a group of students.

**HEC 298 SPECIAL TOPICS (1-3)**

A course designed to meet needs of an individual student who has an interest in a specific topic.

**HEC 299 INDEPENDENT STUDY (1-3)**

A course designed to meet the needs of an individual student who has a credit deficiency for graduation ranging from one to three credit hours. The individual student, under faculty supervision, would design and execute an original project which would fit the credit requirement in a given academic or occupational area of study. PERMISSION OF THE DEAN OF INSTRUCTION IS REQUIRED.

**HIS 131 UNITED STATES HISTORY I (3)**

This course gives the student an in-depth look at the early development of the United States from its New World Beginnings (1492-1670) to the difficult period of Reconstruction following the Civil War (1865-1877). Three lecture.

**HIS 132 UNITED STATES HISTORY II (3)**

This course gives the student an in-depth look at the development of the United States from the ordeal of Reconstruction (1865-1877) to the present under President George Bush (1988-1992). Three lecture.

**HIS 135 HISTORY OF MEXICO (3)**

A survey of the political, economic, and social forces which have created the history of Mexico since independence. Three lecture.

**HIS 136 WOMEN IN AMERICAN HISTORY (3)**

An in-depth study of the roles and contributions of women in the history of the U.S., with an emphasis on the social and cultural aspects of the feminist movements in the nineteenth and twentieth centuries. Three lecture.

**HIS 201 WESTERN CIVILIZATION I (3)**

An interdisciplinary approach to the formation of Western Civilization to 1400. Three lecture.

**HIS 202 WESTERN CIVILIZATION II (3)**

An interdisciplinary approach to the formation of Western Civilization from 1400 to 1800. Three lecture.

**HIS 203 WESTERN CIVILIZATION III (3)**

An interdisciplinary approach to the formation of Western Civilization from 1800 to the present. Three lecture.

**HIS 271 HISTORY OF THE SOVIET UNION (3)**

A survey of the political, economic, and social forces which have molded the Soviet Union in the 20th century. Three lecture.

**HRP 101 EMPLOYEE BENEFITS ADMINISTRATION (2)**

This course is an introduction to Employee Benefits Administration which will include the history and growth of employee benefits; the requirements of an effective employee benefit program and the requirements set forth by law; health care benefits and insurance; leave from work, with and without compensation; life and disability insurance; employee assistance programs such as counseling, education, and child care; retirement programs such as retirement and pension plans, and early retirement. Two lecture.

**HRP 102 WAGE AND SALARY ADMINISTRATION (2)**

This course is an introduction to Wage and Salary Administration which will include compensation objectives and policies, various methods of compensation; motivating factors; factors concerning the wage mix components; job evaluation and ranking systems; governmental regulations; incentive systems including organization, administration, various methods of raises and profit-sharing plans. Two lecture.

**HRP 103 EQUAL EMPLOYMENT OPPORTUNITY MANAGEMENT (2)**

This course is an introduction to Equal Employment Opportunity Law which will include concepts of fair employment practices concerning discrimination, termination of employment, privacy, employee and management rights, and new developing topics within EEOC. Two lecture.

**HRP 104 LABOR RELATIONS (2)**

This course is an introduction to Labor Law which will cover the labor relations process; unionization; structure and functions of unions; governmental regulations to labor relations; union-management relations; collective bargaining; and administration of labor agreements. Two lecture.

**HRP 105 EMPLOYEE TRAINING AND DEVELOPMENT (2)**

This course is an introduction to the Training and Development of corporate employees which will include the benefits of employee training; when employee training is necessary; explore the various methods of employee training; basic principles of employee training; various stages of career development; career development for individuals and organizations; gauging employee potential; and explore various career development programs. Two lecture.

**HRP 199 WORKSHOP (1-3)**

This course is designed to meet the common interests and problems of a group of students.

**HRP 298 SPECIAL TOPICS (1-3)**

This course is designed to meet needs of an individual student who has an interest in a specific topic.

**HRP 299 INDEPENDENT STUDY (1-3)**

A course designed to meet the needs of an individual student who has a credit deficiency for graduation ranging from one to three credit hours. The individual student, under faculty supervision, would design and execute an original project which would fit the credit requirement in a given academic or occupational area of study. PERMISSION OF THE DEAN OF INSTRUCTION IS REQUIRED.

**HUM 241 HUMANITIES I (3)**

This course is a study of the cultural development of the Western World from earliest known civilizations to the Renaissance as reflected in the literature, visual arts, architecture and performing arts of the various periods. Co-requisite: ENG 102. Three lecture.

**HUM 242 HUMANITIES II (3)**

This course is a study of the cultural development of the Western World from the Renaissance to the present as reflected in the literature, visual arts, architecture and performing arts of the various periods. Co-requisite: ENG 102. Three lecture.

**ITC 100 CONTRACTOR'S LICENSE WORKSHOP (3)**

Intended for those presently working on construction who would like to become licensed to operate. Upon completion, the student should be able to answer state examination questions pertaining to contract law, business, and math. May be taken for S/U credit. Three lecture.

**ITC 111 UNIFORM BUILDING CODE (3)**

Safety principles of building construction under the Uniform Building Code, including structural requirements for wood, masonry, fire resistant materials and ratings, and occupancy requirements. Three lecture.

**ITC 141 CONSTRUCTION TECHNOLOGY I (10)**

Classroom instruction and laboratory experience in building layout, in constructing foundations, stemwalls, floors and walls, in materials estimating, construction safety and applicable building codes. Students start building house on site. Four lecture; eighteen lab.

**ITC 151 CONSTRUCTION TECHNOLOGY II (10)**

Classroom instruction and laboratory experience in roof and stair framing and trimming and finishing the superstructure of the house. Students complete building house on site. Four lecture; eighteen lab.

**ITC 171 CONSTRUCTION WIRING (3)**

This course is concerned with principles and materials of safe electrical installations, including conduit, raceway, transformers, control circuits, grounding, and bonding within various types of construction. Electrical codes and industrial servicing will also be incorporated into the course. Two lecture; three lab.

**ITC 183 RESIDENTIAL UTILITIES DESIGN (3)**

Preparation of working drawings for electrical, heating and plumbing systems for residential construction. Pre-requisite: ITC 121 or consent of instructor. Two lecture; three lab.

**ITC 199 WORKSHOP (1-3)**

A course designed to meet the common interests and problems of a group of students.

**ITC 298 SPECIAL TOPICS (1-3)**

A course designed to meet needs of an individual student who has an interest in a specific topic.

**ITC 299 INDEPENDENT STUDY (1-3)**

A course designed to meet the needs of an individual student who has a credit deficiency for graduation ranging from one to three credit hours. The individual student, under faculty supervision, would design and execute an original project which would fit the credit requirement in a given academic or occupational area of study. PERMISSION OF THE DEAN OF INSTRUCTION IS REQUIRED.

**JRN 199 WORKSHOP (1-3)**

A course designed to meet the common interests and problems of a group of students.

**MAT 033 MATH WORKSHOP (1)**

Designed for students suffering from "Math Anxiety". This is defined, discussed, and anxiety reduction techniques practiced. Includes study and test-taking skills. Pre-requisite: Concurrent enrollment in a mathematics course. One lecture.

**MAT 087 BEGINNING ALGEBRA WITH REVIEW (3)**

Introduction to basic algebraic concepts and a review of arithmetic skills. Includes whole numbers, fractions and decimals, percent, ratios, and measurement with practice of the four basic operations and the principles and applications of each in review. Algebraic concepts include operations with signed numbers, exponents and radicals, linear equations and inequalities, polynomials, and graphing. Three lecture.

**MAT 101X BEGINNING ALGEBRA WITH REVIEW (3)**

Introduction to basic algebraic concepts and a review of arithmetic skills. Includes whole numbers, fractions and decimals, percent, ratios, and measurement with practice of the four basic operations and the principles and applications of each in review. Algebraic concepts include operations with signed numbers, exponents and radicals, linear equations and inequalities, polynomials, and graphing. Pre-requisite: Satisfactory score on the mathematics placement exam. Enrollment limited to NAU students. Three lecture.

**MAT 102X INTERMEDIATE ALGEBRA WITH REVIEW (4)**

A review of basic algebraic concepts. Topics covered include: exponents and radicals, systems of equations, polynomials, graphing, quadratic equations, and an introduction to logarithms. Pre-requisite: A grade of C or better in MAT 101X or satisfactory score on the mathematics placement exam. Enrollment limited to NAU students. Four lecture.

**MAT 102 INTERMEDIATE ALGEBRA WITH REVIEW (4)**

A review of basic algebraic concepts. Topics covered include: exponents and radicals, systems of equations, polynomials, graphing, and quadratic equations, and an introduction to logarithms. Pre-requisite: A grade of C or better in MAT 087 or MAT 101X, or satisfactory score on Math placement exam. Four lecture.

**MAT 103 PRACTICAL FINANCE (3)**

Provides a study of the mathematical concepts and procedures involved in financial transactions. Topics include a review of basic arithmetic and algebraic skills, percentages, loans, insurance, investments, depreciation, amortization, proration, estate planning, taxes and closing statements. Pre-requisite: Satisfactory score on the mathematics placement exam or consent of instructor. Three lecture.

**MAT 110 COLLEGE ALGEBRA (3)**

College level algebraic equations and functions. Includes linear, quadratic and radical equations, linear systems and matrix operations. Polynomials, inequalities, logarithms, and sequences and series. Pre-requisite: A grade of C or better in MAT 102 or satisfactory score on the mathematics placement exam. Three lecture.

**MAT 111 TRIGONOMETRY (2)**

Topics include functions, graphing, triangle solutions, equations and identities, and analytical trigonometry. Pre-requisite: A grade of C or better in MAT 102 or satisfactory score on the mathematics placement exam. Two lecture.

**MAT 114 APPLICATIONS OF COLLEGE ALGEBRA (3)**

Designed to satisfy math requirements for most non math/science majors, this course is applications oriented. Topics include Social Choice, Management Science, Growth and Symmetry, and Statistics and Probability through the application of the algebra of functions, graphing, sequences/series, and logarithms and exponentials. Also included is right-angle trigonometry and law of sine/cosine. It is suggested that students have a TI-81 or 85 calculator. Pre-requisite: A grade of C or better in MAT 102 or satisfactory score on the mathematics placement exam. Co-requisite: ENG 102. Three lecture.

**MAT 121 INDUSTRIAL MATHEMATICS (3)**

Designed for the students planning on a technical/vocational career. Includes a review of basic arithmetic operations, proportions and percentages, algebraic equations, with emphasis on applied problems. Also includes geometry, literal equations, graphs, financial problems, the metric system, and averages. Calculator usage is encouraged. Three lecture.

**MAT 122 TECHNICAL MATHEMATICS (3)**

Designed for the student planning on a technical/vocations career. Includes a review of basic algebraic operations, and a study of right angle trigonometry, with emphasis on applied problems. Also includes literal equations, graphs, financial problems, the metric system, and averages. Calculator usage is encouraged. Pre-requisite: A grade of C or better in MAT 121. Three lecture.

**MAT 135 PRE-CALCULUS (5)**

College level algebraic equations and trigonometry. Recommended for students planning to take calculus and analytic geometry. Pre-requisite: A grade of C or better in MAT 102 or satisfactory score on the mathematics placement exam. Five lecture.

**MAT 136 CALCULUS AND ANALYTIC GEOMETRY I (5)**

Introduction to calculus and analytic geometry. Includes limits, continuity, differential and integral operations on algebraic and trigonometric functions, applications. Pre-requisite: A grade of C or better in MAT 135 or MAT 110 and MAT 111 satisfactory score on the mathematics placement exam. Five lecture.

**MAT 137 CALCULUS AND ANALYTIC GEOMETRY II (5)**

A continuation of MAT 136, this course includes transcendental and logarithmic functions, plane and solid geometry, polar coordinates, parametric equations, and vector functions. Pre-requisite: A grade of C or better in MAT 136 or satisfactory score on the mathematics placement exam. Five lecture.

**MAT 150 MATHEMATICS FOR THE ELEMENTARY TEACHER I (3)**

Concepts and principles of number and algebra in grades K-8, with an emphasis on using elementary school oriented models and manipulatives to increase understanding of the mathematical concepts. In addition, the students will experience construction of the mathematics through problem solving. Pre-requisite: A grade of C or better in MAT 102 or satisfactory score on the mathematics placement exam. Note: both MAT 150 and MAT 155 must be taken to meet math requirement. Three lecture.

**MAT 155 MATHEMATICS FOR THE ELEMENTARY TEACHER II (3)**

An extension of the MAT 150 experiences of problem solving, making mathematical connections, and using manipulative. The emphasis is on probability and statistics, geometry, and measurement strands of the K-8 curriculum. Pre-requisite: A grade of C or better in MAT 150. Note: Both MAT 150 & MAT 155 must be taken to satisfy math requirement. Three lecture.

**MAT 219 FINITE MATHEMATICS (3)**

Various analytical methods used in business and social sciences this course includes: Algebra review, functions and modeling, systems of linear equations, matrices, linear programming, mathematics of finance, probability, and combinations. Pre-requisite: A grade of C or better in MAT 110 or satisfactory score on the mathematics placement exam. Three lecture.

**MAT 231 BUSINESS CALCULUS (3)**

Introductory topics in integral and differential calculus with business and social science applications. Pre-requisite: A grade of C or better in MAT 110 or satisfactory score on the mathematics placement exam. Three lecture.

**MAT 270 ELEMENTARY STATISTICS (3)**

Introduction to statistical tools and techniques used in research and general applications. Includes sample data, probability and probability distributions, point and interval estimates of population parameters, hypothesis testing and correlation and regression. Pre-requisite: A grade of C or better in MAT 102. Three lecture.

**MUP 103A PIANO FOR NON-MAJORS (1)**

Open to anyone with little or no prior experience playing piano. Basic techniques of piano playing, including some literature. Three lab.

**MUP 103B ADVANCED PIANO FOR NON-MAJORS (2)**

This course is a continuation of the beginning class piano for adults who are just interested in learning to play. Pre-requisite: MUP 103A or consent of instructor. One lecture; one lab.

**MUP 105 VOICE CLASS I (1)**

This class is designed to meet the needs of people who wish to learn the fundamentals of singing so they may function better in choral groups and as soloists. Three lab.

**MUP 110 WOODWIND ENSEMBLE (1)**

This is a performance oriented group offered for all students and interested persons in the community who play woodwind instruments. Rehearsal and public performance of standard ensemble literature. Repeatable for credit. Two lab.

**MUP 110A SAXOPHONE ENSEMBLE (2)**

A study of saxophone ensemble literature, in both classical and jazz styles. Two lab.

**MUP 111 COMMUNITY BAND (1)**

This is a performance group which focuses on band music from the popular literature of the Gay Nineties through the World Wars, as well as music from Broadway and the Theaters. Open to all college students and interested members of the community. Repeatable for credit. Three lab.

**MUP 113 JAZZ ENSEMBLE I (1)**

This is a performance group which focuses on works of jazz from 1900 to the present. The works performed will partially depend on the available instrumentation of the group and the choice of the instructor. Open to all college students and interested persons in the community. Repeatable for credit. Three lab.



**MUP 117 COMMUNITY ORCHESTRA (1)**

This is a performance oriented group offered for all students and interested persons in the community who play orchestral instruments. Rehearsal and public performance of standard orchestral literature. Repeatable for credit. Two lab.

**MUP 119 RECORDER ENSEMBLE I (1)**

Rehearsal and performance of selected recorder ensemble repertoire. Repeatable for credit. One lecture; two lab.

**MUP 120 STRING ENSEMBLE (1)**

This is a performance oriented group offered for all students and interested persons in the community who play string instruments. Rehearsal and public performance of standard ensemble literature. Two lab.

**MUP 121 COLLEGE CHOIR I (1)**

Open to all students in the college on the basis of auditions with the director. Public appearances are scheduled during the year with a culminating concert tour. Attendance at all rehearsals and participation in all public performances is required. Repeatable for credit. Three lab.

**MUP 125 COMMUNITY CHOIR (1)**

This is a performance group which focuses on choral music from the popular literature of the Gay Nineties through the World Wars, as well as music from Broadway and the Theaters. Open to all students of the college and to interested persons in the community. Repeatable for credit. Three lab.

**MUS 100 MUSIC APPRECIATION (3)**

Music of each historical period is presented in its social and cultural context. Concepts of music style and technique are related to those of other arts, with which the non-music major may be more familiar. Three lecture.

**MUS 101 PRIVATE MUSIC I (1)**

Individual, self-paced instruction in piano, organ, voice, guitar, band or orchestra instruments. Open to all students in the college. One 30 minute lesson each week; see current schedule of charges for fee information. Repeatable for credit. One lab.

**MUS 103 CLASS PIANO I (1)**

Open to music majors. A course designed for students lacking piano experience; emphasis on music reading. Three lab.

**MUS 107 GUITAR CLASS I (1)**

Beginning instruction on acoustic guitar. Materials covered will include chords and chord strumming, note reading, finger styles and basic music theory. Students will have opportunities to explore classical, folk, and blues styles of playing. No guitars provided. Repeatable for credit. Two lab.

**MUS 108 INTERMEDIATE GUITAR II (2)**

This course is a continuation of MUS 107 with emphasis on bar chords, note reading through the ninth position, double notes, and solos from classical. One lecture; two lab.

**MUS 128 JAZZ IMPROVISATION I (2)**

A beginning jazz improvisation course which covers the study of basic jazz scales, chords, and rhythms. Jazz pieces exemplifying these basics will also be studied. Two lab.

**MUS 130 FUNDAMENTALS OF MUSIC (3)**

Basic elements of music. It includes a study of the staff, clefs, signatures, notes, rhythms, definitions, ear training, sight singing and dictation. It is designed for the non-music major. Music majors may be advised to take the course. Three lecture.

**MUS 131 BASIC INTEGRATED THEORY I (3)**

Basic theory of music correlating part writing, ear training, sight singing, dictation and keyboard harmony. Three lecture; one lab.

**MUS 131A SIGHT SINGING I (1)**

This course is designed to aid the student in hearing and singing music, without the help of an instrument, at sight with the aid of musical syllables and intervals. Two lecture.

**MUS 131B EAR TRAINING I (1)**

This course is designed to aid the student in developing the ability to recognize, analyze and write music as it is heard. Two lecture; two lab.

**MUS 145 JAZZ HISTORY AND LITERATURE (3)**

A liberal arts course for non-music majors to learn about the history and development of jazz music. This course includes the origins of jazz with its roots in ragtime and blues in New Orleans about 1900. Three lecture.

**MUS 205 CONDUCTING (1)**

Fundamentals and rehearsal techniques, organization, materials and interpretation of literature for performing ensembles. Repeatable for credit. Two lab.

**NUR 110 NURSING ASSISTANT I (3)**

Basic concepts common to all members of the health team in acute and long-term care settings. Basic principles of communication, nutrition, emergency care, medical terminology, environmental safety and comfort, and ethical/legal aspects of health care apply. Basic nursing skills based upon fundamental nursing concepts in giving individualized client care. Lab/Insurance fees. Two lecture; three lab.

**NUR 199 WORKSHOP (1-3)**

A course designed to meet the common interest and problems of a group of students.

**NUR 200 INTRODUCTION TO PROFESSIONAL NURSING (2)**

Provides the foundations for professional nursing practice. Introduces nursing roles and functions in the delivery of health care. Two lecture.

**NUR 221 FOUNDATIONS IN NURSING I (3)**

A first part of a one year course covering basic scientific concepts related to nursing practice, to make student eligible for admission to NAU nursing program. Includes clinical experiences of selected procedural skills based upon these concepts. Pre-requisite: To be entering last two semesters prior to admission to NAU. Completion of 32 hours of pre-nursing program including ENG 101-102, 2 semesters College Biology, MAT 114, CHM 130, PSY 101, NUR 200, SPC 100, Science GPA 2.5 - Overall GPA 2.5, or the consent of the instructor. Fees required. Two lecture; two lab.

**NUR 222 FOUNDATIONS IN NURSING II (3)**

A second semester of a year sequence course covering basic scientific concepts related to nursing practice. Includes clinical experiences of selected procedural skills based upon these concepts. Pre-requisite: (221) Successful completion of 221 including second semester final grade of 70% minimum, a score of 70% minimum on math test within two attempts, passed procedure audits within two attempts and attendance at labs and clinicals. Fees required. Two lecture; two lab.

**NUR 298 SPECIAL TOPICS (1-3)**

A course designed to meet the need of an individual student who has an interest in a specific topic. This course is especially applicable to the occupational student who wants specialized training.

**NUR 299 INDEPENDENT STUDY (1-3)**

A course designed to meet the needs of an individual student who has a credit deficiency for graduation ranging from one to three credit hours. The individual student, under faculty supervision, would design and execute an original project which would fit the credit requirement in a given academic or occupational area of study. PERMISSION OF THE DEAN OF INSTRUCTION IS REQUIRED.

**OIS 100 KEYBOARDING (1)**

Introduces the student to touch-method skills while keyboarding on a typewriter, calculator, or computer keyboard. Fee required. Two lab.

**OIS 110 BEGINNING TYPING (3)**

Provides for the beginning typing student the development of accurate and rapid keyboarding of alphabetic and numeric material using the touch method. Keyboard control and basic document formatting procedures are stressed. Fee required. Two lecture; two lab.

**OIS 125 BEGINNING SHORTHAND (3)**

Provides for the beginning student training in the principles of shorthand theory, brief forms, transcription techniques, and a concentrated study of reading and writing shorthand. Pre-requisite: OIS 110 or consent of instructor. Fee required. Two lecture; two lab.

**OIS 130 MACHINE TRANSCRIPTION (3)**

Provides instruction in transcribing business correspondence and documents from machine dictation with speed and accuracy. Emphasis on improving business grammar and proofreading techniques. Fee required. Pre-requisite: OIS 110 or consent of instructor. One lecture; three lab.

**OIS 199 WORKSHOP (1-3)**

A course designed to meet the common interest and problems of a group of students. Course topics vary according to the needs of the students involved.

**OIS 200 PROFESSIONAL OFFICE SKILLS (3)**

Studies standard office procedures, including specific practical skills needed in technical/computer knowledge, office support activities, communication, decision-making, and career employment and advancement. Pre-requisite: OIS 110 or consent of instructor. Fee required. Two lecture; two lab.

**OIS 210 ADVANCED TYPING (3)**

Emphasizes the correct formatting of typical business documents as well as complex business documents and reports. Keyboarding with speed and accuracy is required during all document production activities. Fee required. Pre-requisite: OIS 110 or consent of instructor. One lecture; three lab.

**OIS 225 INTERMEDIATE SHORTHAND (3)**

Provide continued training for students who have had prior instruction in shorthand to improve shorthand characters, phrasing skills, speed in dictation and transcription, and punctuation and spelling skills in transcription. Pre-requisite OIS 125 or consent of instructor. Fee required. One lecture; three lab.

**OIS 230 MEDICAL TRANSCRIPTION (3)**

Introduces terminology used in a medical office with emphasis on preparing medical documents accurately and developing transcription skills using transcription machines. Fee required. Pre-requisite: OIS 130 or consent of instructor. One lecture; three lab.

**OIS 240 LEGAL TRANSCRIPTION (3)**

Introduces terminology used in a legal office with emphasis on preparing legal documents accurately and developing transcription skills using transcription machines. Fee required. Pre-requisite: OIS 130 or consent of instructor. One lecture; three lab.

**OIS 242 LEGAL SECRETARIAL SKILLS (3)**

Presents a total training course for those aspiring to become a legal secretary with emphasis on the preparation of legal documents from all phases of law practice and on the role of a secretary in the law office. Fee required. Pre-requisite: OIS 110 or consent of instructor. Two lecture; two lab.

**OIS 298 SPECIAL TOPICS (1-3)**

A course designed to meet the need of an individual student who has an interest in a specific topic. This course is especially applicable to the occupational student who wants specialized training.

**OIS 299 INDEPENDENT STUDY (1-3)**

A course designed to meet the needs of an individual student who has a credit deficiency for graduation ranging from one to three credit hours. The individual student, under faculty supervision, would design and execute an original project which would fit the credit requirement in a given academic or occupational area of study. PERMISSION OF THE DEAN OF INSTRUCTION IS REQUIRED.

**PHE 220 WATER SAFETY INSTRUCTOR (2)**

This course will train the student in water safety techniques set forth by the American Red Cross. Students who qualify will be certified by the American Red Cross. Two lecture.

**PHI 101 INTRODUCTION TO PHILOSOPHY (3)**

This course covers the basics of all the important philosophical topics including human nature, metaphysics, ethics, and social philosophy. Three lecture.

**PHI 105 INTRODUCTION TO ETHICS (3)**

Key concepts and problems in ethics and social/political philosophy. Historic and contemporary readings with application to modern concerns. Three lecture.

**PHY 101 INTRODUCTION TO PHYSICS (3)**

An introduction to physics, reasoning, and problem solving techniques for students not prepared for General or College Physics. Three lecture; two lab.

**PHY 111 GENERAL PHYSICS I (4)**

An algebra-based study of motion, static and dynamic mechanics, waves and sound, heat and energy. Pre-requisite: High school physics or PHY 101. Co-requisite: MAT 110 and MAT 112 or MAT 135. Three lecture; two lab.

**PHY 112 GENERAL PHYSICS II (4)**

A continuation of PHY 111, covering electricity and magnetism, light, optics and atomic structure. Pre-requisite : PHY 111. Three lecture; three lab.

**PHY 141 CONCEPTS OF PHYSICS (4)**

Designed as a liberal studies course. A conceptual look at Physical laws through real world examples. Minimal Mathematics. Three lecture; two lab.

**PHY 161 COLLEGE PHYSICS I (5)**

A calculus-based study of classical mechanics, statics and dynamics and thermodynamics, designed for science and engineering majors. Pre-requisite: High school Physics or PHY 101. Co-requisite: MAT 136. Five lecture; two lab.

**PHY 180 INTRODUCTION TO ASTRONOMY (4)**

An introduction to the motion and structure of the sun, planets, constellations, comets, asteroids, and meteors. Cosmic explosions, quasars, and stellar evolution including white dwarfs, neutrons pulsars, and black holes. Night observations. Three lecture; three lab.

**PHY 199 WORKSHOP (1-3)**

A course designed to meet the common interests and problems of a group of students.

**PHY 262 COLLEGE PHYSICS II (5)**

A continuation of PHY 161, covering electricity and magnetism, waves, optics, atomic and nuclear structure. Pre-requisite : PHY 161. Co-requisite: MAT 137. Five lecture; two lab.

**PHY 298 SPECIAL TOPICS (1-3)**

A course designed to meet the need of an individual student who has an interest in a specific topic.

**PHY 299 INDEPENDENT STUDY (1-3)**

A course designed to meet the needs of an individual student who has a credit deficiency for graduation ranging from one to three credit hours. The individual student, under faculty supervision, would design and execute an original project which would fit the credit requirement in a given academic or occupational area of study. PERMISSION OF THE DEAN OF INSTRUCTION IS REQUIRED.

**POS 101 INTRODUCTION TO POLITICAL SCIENCE (3)**

Study of political systems, political authority, government and policy making, party and electoral systems, political ideologies, power, violence and revolution. Three lecture.

**POS 102 CIVIL LIBERTIES AND AMERICAN DEMOCRACY (3)**

Rights and liberties as they have developed in the United States. Emphasis is given to first amendment rights, rights of due process and rights of privacy. Three lecture.

**POS 140 INTRODUCTION TO PUBLIC ADMINISTRATION (3)**

This course provides an introduction to the political context of American Public Administration. The student will become familiar with alternative frameworks for the analysis of the policy process in government agencies. Issues to be covered include the budgetary process, accountability and responsibility in government, bureaucratic politics and administrative reform and reorganization. Three lecture.

**POS 201 INTRODUCTION TO POLITICAL THEORY (3)**

This course is designed to provide students with an understanding of contemporary political ideology. Its primary aim is to allow you to develop a critical awareness of alternative political ideologies, and an ability to think analytically about important political problems. Three lecture.

**POS 220 STATE AND NATIONAL CONSTITUTION (3)**

This class combines the already approved classes of POS 221 and POS 220. State Constitution is approved for one credit hour and National Constitution is approved for two credit hours. Co-requisite: ENG 102. Three lecture.

**POS 221 ARIZONA CONSTITUTION AND GOVERNMENT (1)**

A survey of Arizona Government and Constitution designed to meet the requirements for teaching certification. One lecture.

**POS 222 NATIONAL CONSTITUTION AND GOVERNMENT (2)**

A survey of Arizona Government and Constitution designed to meet the requirements for teaching certification. Two lecture.

**POS 223 CONTEMPORARY ISSUES IN WORLD POLITICS (3)**

This course introduces students to three levels of analysis used to study international relations and to about twenty substantive issues in contemporary global politics. The levels of analysis are state-centrism, individual decision making, and systems. The first two aid in the study of national foreign policy and the latter helps us conceptualize constraints on foreign policy which have to do with historical and ongoing interactions among states and non-state actors. Three lecture.

**POS 233 GLOBAL ENVIRONMENT POLITICS (3)**

This course explores the international politics of ecological problems that confront humanity. Emphasis is placed on the nature of global problems related to population, food, energy, non-fuel resources, pollution, and other forms of environmental degradation, as well as on the responses of nations and international organizations to these problems. Conflicts over the use and management of the resources of international commons, in particular the oceans and other non-national areas, will also be discussed. An evaluation of historical developments, tracing value systems and ethical dilemmas will also be emphasized throughout the course. Three lecture

**PSY 100E EFFECTIVE PSYCHOLOGY FOR PARENTS (2)**

This course is designed to assist parents or those who work with children in developing effective communication skills and understanding the fundamental principles of behavior. may be taken for S/U credit. Three lecture.

**PSY 101 INTRODUCTION TO PSYCHOLOGY (3)**

An introduction to psychology through such topics as the scientific method in psychology, a survey of the different fields in psychology, heredity, and environment, intelligence, emotions, motivation, the nervous system, and the learning process. Three lecture.

**PSY 102 PERSONAL GROWTH AND DEVELOPMENT (3)**

Overview of adjustment problems such as marriage, work, anxiety and prejudice. Includes contemporary sources of stress encountered by college students such as alcohol and drug abuse, violence against women, sexual dysfunctions, aging, job hunting, career decision, and other issues. Three lecture.

**PSY 110 PARAPSYCHOLOGY (3)**

A survey of the claims of clairvoyance, remembering past incarnations, telepathy, psychokenetics, premonitions, and other subjects concerned with supernatural powers and inexplicable phenomena. Three lecture.

**PSY 201 APPROACHES TO AIDS COUNSELING (3)**

This course is to give the beginning therapist or student an understanding of the AIDS patient in the context of his/her family and friends. It includes family systems therapy skills. Pre-requisite: PSY 101. Three lecture.

**PSY 205 INTRODUCTION TO ABNORMAL PSYCHOLOGY (3)**

This is an overview of abnormal psychology, intended to give the student an introduction to the field, but not to replace the Upper-division course in Abnormal Psychology which is offered at the universities. It is intended to fit into the Criminal Justice electives, as well as the Psychology and Aging Studies electives. Three lecture.

**PSY 230 INTRODUCTION TO RESEARCH STATISTICS (3)**

An introduction to basic concepts in descriptive and inferential statistics, with emphasis upon application to psychology includes: methods of data collection, sampling techniques, central tendency, standard scores, correlation and regression, hypothesis testing. Student's Test, non parametric analysis, and analysis of variance. Pre-requisites: PSY 101 with a grade of "C" or better and MAT 087 or equivalent, or consent of instructor. Three lecture.

**PSY 233 SOCIAL PSYCHOLOGY (3)**

This course examines the effects that groups have on their individual members. It looks at social pressures for conformity, aggression, prejudice, self-justification, and individual opinions. Pre-requisite: PSY 101. Co-requisite: ENG 102. Three lecture.

**PSY 234 CHILD GROWTH AND DEVELOPMENT (3)**

A study of genetic, prenatal, and postnatal influences on the development of the child, with emphasis on motivation, learning, and perception. Pre-requisite: PSY 101 or consent of instructor. Three lecture.

**PSY 236 PSYCHOLOGY OF WOMEN (3)**

A cross-cultural study of the definition, trends, and issues of the psychological status of women, by examining and evaluating some theories of psychology, as well as operative forces behind women's role in society. Three lecture.

**PSY 240 DEVELOPMENTAL PSYCHOLOGY (3)**

This course is an overview of life span development, including the scientific study of normal physiological, emotional, cognitive, and social development from conception until death. Three lecture.

**PSY 241 SUBSTANCE ABUSE (3)**

A study of the physical, social and psychological effects of substance abuse. Three lecture.

**PSY 246 JUNGIAN DREAM INTERPRETATION (3)**

This course is intended for mental health professionals and others who are interested in Jungian analysis of dreams. It discusses Jungian psychology in depth, including archetypes, dreams, and the collective unconscious. Pre-requisite: PSY 101 or consent of instructor the instructor. Three lecture.

**PSY 247 JUNGIAN INTERPRETATION OF DRAWINGS (3)**

This course is intended for mental health professionals and others who are interested in Jungian interpretation of drawings. It discusses Jungian psychology in depth, including archetypes, dreams, and the collective unconscious. Pre-requisites: PSY 101 or consent of the instructor. Three lecture.

**PSY 280 INTRODUCTION TO HEALTH PSYCHOLOGY (3)**

An introduction to the contributions of psychology to health promotion and maintenance, illness prevention and treatment, and related health issues. Three lecture.

**RES 101 REAL ESTATE PRINCIPLES I (3)**

Provides a study of Arizona Real Estate License requirements, Realtors Code of Ethics, the Law of Agency, Title to and Conveyance of Real Estate, legal descriptions, deeds, liens, personal and real property, and Real Estate Contracts, orientation and basic foundation for appraisal, finance closing procedures, Real Estate mathematics, equal credit opportunity acts, community reinvestment act and state housing agency. A comprehensive overview of material to be studied in Real Estate Principles II. Three Lecture.

**RES 102 REAL ESTATE PRINCIPLES II (3)**

Advanced work in real estate principles which includes an intensive study of real estate contract law and sales contracts, real estate taxes and insurance, appraisal, sources of real estate financing, lending practices and title closing. Pre-requisite: RES 101. Three lecture.

**RES 103 ESCROW PRINCIPLES AND PRACTICES (3)**

Examines the procedural aspects required to establish and administer title closing, escrow, determination of settlement requirements, and funding. Emphasis is placed on practical exercises used to reinforce classroom theory. Pre-requisite: RES 101. Three lecture.

**RES 104 TITLE EXAMINATION PROCEDURES (3)**

Examines the essentials needed for proper understanding and examination of titles to real property. Discusses the roles taken in this process by title companies, courts, and other agencies. Pre-requisite: RES 101 or consent of the instructor. Three lecture.

**RES 105 REAL ESTATE LAW (3)**

Provides a study of the legal concepts of real estate land description, real estate property rights, estates in land, contracts, conveyances, encumbrances, foreclosure, recording procedures, and evidence of title. Three lecture.

**RES 106 REAL ESTATE APPRAISAL (3)**

Provides a study of the purpose and function of an appraisal, determinants of value, and appraisal case studies. Special emphasis is placed on the cost, market data, and income approaches to value estimates including correlation and report writing. Pre-requisite: MAT 103 or consent of the instructor. Three lecture.

**RES 107 REAL ESTATE FINANCE (3)**

This course studies lending institutions and practices, loan application, alternative financing sources of funding real property, FHA, VA, Commercial and Industrial areas of finance are covered. Three lecture.

**RES 108 PROPERTY MANAGEMENT (3)**

Studies the role of the property manager, landlord policies, operational guidelines, leases, lease negotiations, tenant relations, maintenance reports, habitability laws and the Fair Housing Act. Three lecture.

**RES 109 REAL ESTATE INVESTMENT (3)**

Covers and studies the nature and intent of investing in real property. The concepts of leverage benefits, risks, and taxation are covered. The course will look at residential, commercial, industrial, and land investment strategy. Pre-requisite: RES 102 or the consent of the instructor. Three lecture.

**RES 110 PLANNING AND ZONING ISSUES (3)**

The major emphasis of this course will be placed on land use controls and their impact on land use. The discussion of a Master Land Use Plan will be covered and how development is affected by land use categories from the zoning codes adopted by cities, counties, and states. Three lecture.

**RES 111 REAL ESTATE MARKETING (3)**

This course covers marketing strategies necessary for successful sales techniques. The concepts of pricing, product packages, promotion, and listing approaches are explained and discussed. The Deceptive Trade Practices Consumer Protection Act requirements are explained. Three lecture.

**RES 112 REAL ESTATE BROKERAGE (3)**

Presents a study of the law of agency; planning and organization; operational policies and procedures; recruiting, selection and training of personnel; records and control; and brokerage analysis and expansion criteria. Three lecture.

**SCI 175 SCIENTIFIC METHODS AND REASONING (3)**

The use of concrete models and experiments to develop concepts. Fundamental and derived dimensional analysis. Introduction to basic laboratory equipment, data collection and analysis, and oral and written presentation of results. Two lecture; three lab.



**SCI 195 WATER AND WASTEWATER TREATMENT (3)**

Designed to prepare employees of municipal, public, semi-public water systems, and wastewater treatment plants to take the Arizona Department of Environmental Quality's Water and Wastewater Plant Operator's Certification examination. Includes lecture on ground water, chemical, biochemical, and microbiological aspects of water treatment and techniques of operating small ground water and wastewater systems. Three lecture.

**SCI 235 ENERGY (3)**

A survey of the various types and sources of energy available today. Includes solar, nuclear, wind, steam, turbine and thermal and the issues surrounding each. Field trips. Three lecture.

**SLG 101 BEGINNING AMERICAN SIGN LANGUAGE (3)**

Principles, methods, and techniques for acquiring American basic sign language skills, with emphasis on developing vocabulary and grammar. Three lecture.

**SLG 102 INTERMEDIATE AMERICAN SIGN LANGUAGE (3)**

Continuation of SLG 101 designed to improve sign vocabulary, speed, and receptive reading techniques. Pre-requisite: SLG 101. Three lecture.

**SLG 201 ADVANCED AMERICAN SIGN LANGUAGE (3)**

Study of idioms, sign language linguistics, body language, practical application of signing, and cultural aspects of deafness. Pre-requisite: SLG 102. Three Lecture.

**SOC 101 INTRODUCTION TO SOCIOLOGY (3)**

An introduction to the study of sociology, with emphasis on society, culture, social institutions, and group behavior. Three lecture.

**SOC 109 AGING AND WELLNESS (3)**

A study of the sociological, biological, and psychological factors of aging, with emphasis on racial, cultural, and sexual differences. Three lecture.

**SOC 110 CAREGIVING (3)**

A study from a sociological perspective of the varied factors and patterns involved in caregiving to the elderly its impact on families of different cultures both socially and psychologically, and its impact on the community. Three lecture.

**SOC 115 AGING AND CULTURAL DIVERSITY (3)**

An introduction to the process of aging in the cultural diversity of contemporary American society. Special attention will be given to aging in Native American, Hispanic, and Afro-American communities in rural Northern Arizona. References will be made to Asian-Americans and other world cultures. Three lecture.

**SOC 125 DOMESTIC VIOLENCE (3)0**

A study of theory and dynamics in domestic violence. Defining spouse abuse, exploring origins and the impact on children and family. Three lecture.

**SOC 130 HUMAN SEXUALITY (3)**

A study of biological, psychological, and cultural factors which influence human sexuality, including ethics, gender roles and changing values in contemporary society. Pre-requisite: Student must be 18 years of age. Three lecture.

**SOC 132 SOCIAL PROBLEMS (3)**

An analysis of contemporary social problems, their likely causes, how they affect us, and what can be done about them. Pre-requisite: SOC 101 or consent of the instructor. Three lecture.

**SOC 140 MARRIAGE AND THE FAMILY (3)**

A marriage and family course helps prepare students improve the quality of individual and family life. Includes discussion of parent-child relationships, parenting roles, marital violence and aspects of divorce. Three lecture.

**SOC 142 RACE AND ETHNIC RELATIONS (3)**

The sociological perspectives and theories on race and ethnic relations. Emphasis on various race and ethnic minority groups, present and future perspectives on prejudice and improving ethnic relations. Three lecture.

**SOC 200 WOMEN AND HEALTH (3)**

This course is designed to give women an overview of health and health-related issues in an effort to empower them by making accurate decisions regarding their health. The course will cover all aspects of health and health-related topics germane to political, a cultural, and socio-economical issues, as they relate to women. Three lecture.

**SOC 201 POLICIES IN AGING (3)**

A study of the policies enacted on behalf of the aging population. Three lecture.

**SOC 202 POLITICS AND HUMAN SERVICES (3)**

A study of the interrelationship between politics and human services. Emphasis will be on power and strategies for change and communication. Three lecture.

**SOC 210 THE ELDERLY AND LONG-TERM CARE (3)**

A study of long term care with emphasis on history, policy and types of care. Three lecture.

**SOC 236 CRIME AND DELINQUENCY (3)**

A study of deviance in American society with emphasis on the extent of crime, crime trends, types of crime and criminals, theories and factors in crime causation, the impact of crime on society and the individual, and the relationship between social variables and crime. Three lecture.

**SOC 260 PROCESSING OF AGING (3)**

An examination of the different processes of development and change that individuals experience as they age and especially as they become old. Included is the social, psychological, cultural, economic, political, health, and biophysical aging processes. Special emphasis is also given to cross-cultural comparison of these processes. Three lecture.

**SOC 280 THEORIES OF FAMILY THERAPY (3)**

An overview of family therapy theories and practices, including a basic perspective on family development and the effectiveness of therapeutic intervention. Pre-requisite: SOC 101, PSY 101, or consent of instructor. Three lecture.

**SOC 285 HEALTH CARE SYSTEMS (3)**

An overview of predominant health care systems in the U.S., including Medicare and Medicaid. Course will examine the various systems and resources available and how to utilize them. Ethics, quality of care, and current health care reform issues will also be examined. Three lecture.

**SOC 290 SENIOR CITIZENS AND THE LAW (2)**

An overview of public benefits programs and related programs and the law that seniors must understand to help themselves and others. Two lecture.

**SOC 291 POLICIES AND POLITICS IN AGING (3)**

A study of aging policies formulated and implemented and their effectiveness. The course will include a study of politics and strategies involved in developing and implementing aging policies. Three lecture.

**SOC 295 DYING WITH DIGNITY (3)**

This course will include stages of development in accepting the doctor's verdict; exploration of the concerns of the terminally ill and their families and facilitation of communication between them; establishing rapport with the terminally ill person; use of time and energy to maximize their quality of life; and the legalities of assistance. Pre-requisite: SOC 280. Three lecture.

**SOC 296 INTERNSHIP (3)**

Provide students with an opportunity to gain experience in applying certificate knowledge and skills in an appropriate setting.

**SPA 101 BEGINNING SPANISH I (4)**

Introduction to basic grammar, vocabulary, and culture. Practice in speaking, understanding, reading, and writing Spanish. Four lecture.

**SPA 102 BEGINNING SPANISH II (4)**

Continuation of SPA 101 with emphasis in basic grammar, vocabulary, and culture. Practice in speaking, understanding, reading, and writing Spanish. Four lecture.

**SPA 125 SPANISH FOR HEALTH PROFESSIONALS (2)**

A basic conversational Spanish course designed for the student who needs a practical speaking knowledge of common medical terms frequently used in a variety of health care settings. Pre-requisite: SPA 101, SPA 131, or consent of instructor. Two lecture. May be taken for S/U credit. Two lecture.

**SPA 126 SPANISH FOR LAW ENFORCEMENT PERSONNEL (2)**

A basic conversational Spanish course designed for the student who needs a practical speaking and/or writing knowledge of common terminology frequently used in the law enforcement field. Pre-requisite: SPA 101, SPA 131, or consent of instructor. Can be taken for S/U credit. Two lecture.

**SPA 127 SPANISH FOR ELEMENTARY TEACHERS (3)**

A basic conversational Spanish course designed for the student who needs a practical speaking and/or writing knowledge of common terminology frequently used in the elementary school classroom. Can be taken for S/U credit. Three lecture.

**SPA 131 CONVERSATIONAL SPANISH I (3)**

Introduction to basic grammar, vocabulary, and culture in conversational practice. Three lecture. May be taken for S/U credit. Three lecture.

**SPA 132 CONVERSATIONAL SPANISH II (3)**

Continuation of SPA 131. Pre-requisite: successful completion of SPA 131 or consent of instructor. Three lecture. May be taken for S/U credit. Three lecture.

**SPA 201 INTERMEDIATE SPANISH I (4)**

Emphasis on improving basic skills of speaking, comprehension, reading, and writing. Taught in Spanish. Pre-requisite: SPA 102 or consent of instructor. Four lecture.

**SPA 202 INTERMEDIATE SPANISH II (4)**

Continued development of communication skills with emphasis on compositions and readings. Taught in Spanish. Pre-requisite: SPA 201 or consent of instructor. Four lecture.

**SPA 212 INTRODUCTION TO TRANSLATION AND INTERPRETATION (2)**

A course designed specifically for native (or fluent) speakers of Spanish, to familiarize them with the techniques of proper written translation and oral interpretation. Serves only as an introduction to the broad field; intended to help students decide if they want to pursue it further. Two lecture.

**SPC 100 FUNDAMENTALS OF SPEECH INTERPRETATION (3)**

Study of the fundamental elements of oral communication with stress on improving speaking skills and self-confidence. May be taken for S/U credit. Three lecture.

**SPC 199 WORKSHOP (1-3)**

A course designed to meet the common interests and problems of a group of students. Course topics vary according to the needs of the students involved.

**THR 135 INTRODUCTION TO THE THEATRE (3)**

A survey of the development of theatre in Europe and America from Ancient Greece to present, integrating playwriting, acting, production and criticism, and social and economic influences. Three lecture.

**WLD 140 ARC WELDING I (4)**

This course is an introduction to the fundamentals of basic Arc Welding procedures, equipment, and safety techniques. The course will introduce various Arc Welding tasks in the flat, horizontal, vertical-up, and overhead positions. Two lecture; four lab.

**WLD 282 PIPE WELDING (4)**

Instruction is provided for welding of pipe in cross-country pipe lines in industry: chemical, petroleum, salt water, fresh water, fuel system, hydraulic systems, mining and others. Two lecture, four lab.

**WLD 283 PIPE WELDING II (4)**

A continuation of WLD 282. Classroom instruction and practical application will be provided in learning the processes and procedures used in the welding of cross country pipe along with high pressure pipe and tube found in refineries, paper mills, nuclear and coal fired systems. Pre-requisite: WLD 282 or consent of instructor. Two lecture, four lab.

## ***FACULTY & ADMINISTRATIVE STAFF***

- Baker, Monica** ..... Mathematics  
B.A., M.A., Northern Arizona University
- Belman, Bruce** ..... Biology  
B.A., Stanford University; Ph.D., University of California-Santa Barbara
- Bingham, Daniel** ..... CAD/CAM/Environmental Technology  
B.S., Northern Arizona University
- Campbell, Richard** ..... Mathematics  
B.S., M.A., Arizona State University
- Cress, Barbara** ..... Computer/Office Information Systems  
B.S., M.A., Northern Arizona University
- Davis, Peggy L.** ..... Comptroller  
B.S., Arizona State University, M.A., Northern Arizona University
- Kraus, Dale** ..... Computer Specialist  
B.S., M.B.A., Northern Arizona University
- Eickmeyer, Barbara** ..... Spanish  
B.A., Northern Arizona University
- Fishco, Daniel T.** ..... Dean of Instruction  
B.A., M.A., Jersey City State College; Ed.D., Lehigh University
- Fishco, Vicki** ..... English/Reading/LEC  
B.S., M.S., Southern Illinois University
- Gallegos, Liz** ..... Assistant Registrar
- Glenn, John W.** ..... President  
A.A.S., Southern Illinois University Technical Institute; B.S.A.S., Southern Illinois University;  
M.S., Ph.D., University of Missouri
- Inigo, Magdelene** ..... Mathematics  
B.S., M.S., Northern Arizona University
- Jensen, Nancy** ..... Extension Site Coordinator, Sedona  
B.S., Northern Arizona University; M.A., University of Arizona
- Kelly, Terry** ..... Extension Site Coordinator, Page  
B.S., Northern Arizona University

**FACULTY AND ADMINISTRATIVE STAFF (Continued)**

**Krummenacher, Jeff** . . . . . Extension Site Coordinator, Williams  
B.S., Brigham Young University

**Maleli, Kathryn J.** . . . . . Dean of Student Services/Registrar  
B.A., State University of New York at Stony Brook; M.S., Bank Street College of Education

**Matthew, Jean** . . . . . Social/Behavioral Sciences  
B.A., M.M., Ph.D., Florida State University

**Miller, Steve** . . . . . Tech Prep Coordinator  
B.A.E.-S.E., Arizona State University; M.B.A., University of Phoenix

**Odell, Jerry** . . . . . Human Resources Director  
B.S., Illinois State Normal University; M.S., Illinois State University

**Odgers, Pattie** . . . . . Associate Dean of Instruction  
B.A., M.A., Arizona State University, Ed.D., Northern Arizona University

**Shaeffer, Rhonda L.** . . . . . Mathematics, Science, Technology  
B.S., M.A., Northern Arizona University

**Sprengeler, Patricia A.** . . . . . Director, Financial Aid  
B.S., Arizona State University; M.A.Ed., Northern Arizona University

**Studley, Roger** . . . . . Extension Site Coordinator, Grand Canyon  
B.A., Cal Poly State University; M.A., University of Arizona

**Stanton, Mary Ann** . . . . . Director, Small Business Development Center  
B.S., M.B.A., Western New Mexico University

**Taylor, Anne** . . . . . Librarian/Coordinator, Library Services  
B.A., Windham College; M.S., Louisiana State University; M.A., University of Texas El Paso

**West, Stephen L.** . . . . . Business Administration  
A.A., Daytona Beach Community College; B.S., Florida State University;  
M.B.A., Corporate Fellow with Columbia Broadcasting Corporation, Nova University

**Zumwalt, Joan** . . . . . Liberal Studies  
B.A., McPherson College, M.A., Colorado Western State College; M.F.A., Instituto Allende

## **ASSOCIATE FACULTY**

Franklin Adakai  
Lee Ahrens  
Rita Alexander  
Suzanne Anderson  
Kathryn Archer  
Elizabeth Archuleta  
Joan Armitage  
Marie Axman  
Dan Ayub  
Gerald Bacon  
Jerry Baker  
Monica Baker  
John Beasley  
Tita Bender  
Shawn Bensey  
Catherine Bond  
Meredith Bond  
Richard Brose  
Dean Brown  
Jill Brown  
Jim Burrow  
Jay Byerley  
Susan Calvert  
Michael Casey  
Cathy Colmenero  
Marian Combs  
Nyoni Combs  
Michael  
Copeland  
Betty Lou Cummings  
Joe Cuprak  
Sherrill Dana  
Barbara Davis  
Douglas Despain  
Melissa Devries  
Kristin Eberhardt  
Daniel Edel

Dewayne Elrod  
Kathy Emmons  
Larry Evans  
Georgianne Farness  
Elizabeth Faulkner  
Dennis Finch  
Russ Fischer  
Ruth Foster  
Louis Gardella  
Paul Gianelli  
Mike Giovando  
Martin Glassburn  
Colleen Goltz  
Larry Goltz  
Ellena Gonzales  
Daniel Grant  
Kathleen Gratz  
David Grider  
Margaret Gunderson  
Jane Hall  
Nichole Snow  
Hank Hassell  
Laurie Harbeson  
Ray Henry  
Bonnie Hildreth  
Walter Hodge  
Dalene Hoskin  
Robert Irish  
Doug Irving  
JT Jackson  
David Jenkins  
Monty Jim  
Rita Johnson  
David Jenkins  
Rita Johnson  
Michael Keisling

Larry Kimble  
Bailey Klanskey  
Gerard Kosak  
Kathryn Kozak  
Larry Lamphere  
William Landin  
Martin Lara  
Joan Larson  
Michael Lord-Blegen  
Diana Lubick  
Scott Mace  
Lana Malone  
Carole Mandino  
David Manning  
Martha Matthews  
Carolyn Mayfield  
Bryan McBride  
Casey McCormick  
Mary McKell  
William Meyer  
Randall Miller  
Lynn Moksvold  
Scott Montgomery  
Joseph Murry  
Michael O'Brien  
Ivan Ochsner  
Mark Pappas  
Alan Petersen  
Janice Petrucci  
John Plett  
Larry Prevet  
Maureen Price  
Deanna Prida  
Janice Pulley  
Gayle Randall  
Gail Reed

Jeff Rhode  
Marshall Ricker  
Vicky Roberg  
Roberta Rogers  
Suzanne Roosen  
Becca Rothschild  
Oly Ruiz  
Mary Delores Ryan  
Christa Sadler  
Zdenek Salzmann  
Steven Saunders  
Gary Scaramazzo  
Russell Schafer  
Clarence Shaw  
Curtis Shook  
Bruce Smith  
Libby Smith  
Alan Spiegler  
Debra Stalvey  
Dorothy Staskey  
Dana Stewart  
Mark Strivings  
Gwendolyn Swan  
Molly Taylor  
Charles Tilly  
Mary Toerner  
Richard Vail  
Tom Weathers  
Barbara Webster  
Jim Wheeler  
Robert White  
Tim White  
Steve Winiecki  
Deborah Wolf  
Paul Worthen  
Kathleen Zimski

Coconino County Community College annually employs part-time faculty who contribute to the riches and breadth of the College's instructional program. Information regarding part-time faculty may be obtained from the Department of Human Resources.

# ANSWERS TO YOUR QUESTIONS

## TOPIC

## WHERE TO GO

Add or Drop Class .....	Office of the Registrar
Address Change .....	Office of the Registrar
Admission Status .....	Office of Admissions
Applications .....	Office of Admissions
Books and Supplies .....	University Text & Tools/NAU Bookstore
Change of Major .....	Office of the Registrar
Change of Admission Status .....	Office of the Registrar
Computer Skills .....	Computer Lab
Copy Machines .....	Student Lounge
Counseling & Referrals .....	Office of the Dean of Student Services
Credit for Prior Learning .....	Office of the Dean of Instruction
Degree Application/Diploma Orders .....	Office of the Registrar
Degree Evaluation .....	Office of the Registrar
Disabled Student Services .....	Office of the Dean of Student Services
Distribution & Posting .....	Office of the Dean of Student Services
Educational Opportunity Center (EOC) .....	EOC Office
Employment Verification:	
Duplicate I.D. ....	Office of the Registrar
Letter Request .....	Office of the Registrar
Evaluations/General Education .....	Office of the Registrar
Financial Aid .....	Office of Student Financial Aid



# ***ANSWERS TO YOUR QUESTIONS***

## **TOPIC**

## **WHERE TO GO**

### **Food Services:**

Vending Machines . . . . . Student Lounge and Across from Room #17

Graduation Requirements . . . . . Academic Advisor

### **Housing:**

Off-Campus . . . . . Office of the Dean of Student Services

I.D. Card Replacement Information . . . . . Receptionist

Information . . . . . Receptionist

International Students . . . . . Office of the Dean of Student Services

Lost and Found . . . . . Receptionist

Name Change . . . . . Office of the Registrar

Outreach Services . . . . . Office of Admissions

Readmission . . . . . Office of Admissions

Records . . . . . Office of the Registrar

Refunds . . . . . Office of Financial Services

Registration Fees . . . . . Office of Financial Services

Residency . . . . . Office of Admissions

Scholarships . . . . . Office of Student Financial Aid

Transcripts (CCCC only) . . . . . Office of the Registrar

Veteran's Certification Assistance . . . . . Office of Student Financial Aid

### **Withdrawals:**

From a Course . . . . . Office of the Registrar

From a College . . . . . Office of the Registrar

# INDEX

Ability to Benefit .....	6
Academic Calendar .....	1
Academic Dishonesty .....	19
Academic Honors List .....	17
Academic Load: Semester .....	22
Academic Load: Summer .....	22
Academic Probation, Suspension and Dismissal .....	20
Academic Probation, Suspension and Dismissal, Notice to Student .....	21
Academic Procedures .....	16
Academic Standards Committee .....	21
Accounting/Degree .....	44
Accounting/Certificate .....	61
Accreditation .....	6
Administration of Justice/Degree .....	45
Admission Information .....	8
Admission Procedures .....	8
Admission and Registration .....	25
Admission Requirements .....	8
Admission Status Categories and Letter Codes .....	10
Advanced Placement .....	32
Answer to Questions Guide .....	117
Associate of Applied Science Degree .....	39
Associate of Arts Degree .....	39
Associate Faculty .....	116
Associate of General Studies Degree .....	39, 52
Associate of Science Degree .....	38
Attendance .....	16
Attendance, Veterans .....	29
Audit .....	18
Business Accounting Technician/Certificate .....	62
Business Administration/Degree .....	46
Cancelled Classes .....	12
Certificate Programs .....	39, 61
Changes in Enrollment (15 week classes) .....	25
Changes in Enrollment (summer) .....	25
Choice of Catalog .....	23, 37
Classes Cancelled/Weather .....	16
Class Fees .....	12
Class Orientation .....	16
Class Schedule Bulletin .....	28
Clerical/Certificate .....	65
College Compliances .....	5
College Level Placement Program (CLEP) .....	33
College Reading Requirements .....	38
Computer Information Systems/Degree .....	47
Computer Software/Certificate .....	66
Computer Labs .....	23
Course Descriptions .....	72
Course Prerequisites .....	22, 26
Credit By Examination .....	31, 38
Credit For Military Service .....	29
Deferment of Tuition .....	13
Degree Information .....	39
Degree Programs .....	44
Desktop Publishing/Certificate .....	67
Disabled Student Services .....	26
Dismissal .....	20
Documents Required for Admission .....	9

Drug Free College .....	5
English Placement Test .....	26
Equal Opportunity Center .....	28
Equal Opportunity .....	5
Estimated Educational Expenses .....	11
Exceptions To Refund Policy .....	12
Faculty/Administrative Staff .....	114
Family Educational Rights and Privacy .....	5
Field Work Directed by Faculty .....	34
Final Examinations .....	22
Financial Aid .....	13
Financial Information .....	11
Fire Science/Certificate .....	67
Fire Science/Degree .....	47
"Fresh Start" Procedure .....	27
Freshman Status .....	22
Full-Time Student Status .....	22
GED, Admission .....	8
General Business/Certificate .....	63
General Business/Degree .....	49
General Education Core Curriculum .....	41
General Education Requirements .....	41
General Education Values Statement .....	28
General Finance/Degree .....	50
General Studies/Degree .....	51
Governing Board .....	4
Grading System .....	17
Graduation Procedures .....	37
High School Graduate, Admissions .....	8
Holidays .....	6
Human Resources and Personnel/Degree .....	53
Incomplete Grades .....	17
Independent Study: 299 .....	24, 38
Instructional Sites, Facilities and Equipment .....	7
International Students .....	9, 26
IP Grades (In Progress) .....	18
Late Fee .....	11
Legal Secretary/Certificate .....	69
Library Services .....	28
Mailing Address for Official Transcript .....	10
Marketing Management Fundamentals/Degree .....	54
Math Placements .....	26
Mature Student, Admissions .....	8
Medical Transcription .....	70
Military Service, Credit for .....	28
Mission and Philosophy Statement .....	4
Non-Credit Courses .....	24
Non-Payment .....	12
Nondiscrimination .....	5
Office Information Systems/Degree .....	55
Out-of-County Fees .....	15
Part-Time Student Status .....	22
Petition For Reinstatement .....	20
Placement Tests (Math and English) .....	26
Pre-Education/Degree .....	56
Pre-Engineering/Degree .....	57
Pre-Medical Science/Degree .....	58
Pre-Science/Degree .....	59
Reading Assessment and Requirement .....	26, 38

Readmission .....	20
Real Estate Studies/Certificate .....	71
Refunds .....	11, 12
Refund Policy, Veterans .....	29
Regular Student Admission .....	8
Religious Holidays .....	16
Repeating Courses .....	18
Repeating for Credit .....	19
Residency Requirements .....	13
Returned Checks .....	12
S/U Grades (Satisfactory/Unsatisfactory) .....	18, 38
Sexual Harassment .....	5
"Short Courses," Registering for or Adding and Dropping .....	25
Small Business Development Center .....	23
Small Business Management/Degree .....	60
Small Business Studies/Certificate .....	64
Sophomore Status .....	22
Special Topics: 298 .....	24, 38
Special Instructor Designed Exams .....	34
Special Student Admission .....	8
Student Conduct .....	6, 27
Student Activities .....	28
Student Classification and Standing .....	22
Student Grievances and Complaints .....	21
Student Employment (See "Financial Aid") .....	13
Student Housing .....	28
Student ID Cards .....	27
Student Right-to-Know and Campus Security Act .....	5
Student Services .....	25
Suspension .....	20
Tech Prep Program .....	24
Transcripts .....	27, 38
Transfer General Education Core Curriculum .....	43
Transfer Student, Admission .....	8
Transferability of Credits .....	35, 38
Tuition and Payment .....	11
Veteran's Programs .....	6, 29
Withdrawal .....	17
Withholding Student Records .....	12
Workshops: 199 .....	24, 38



## NOTES

## NOTES

## NOTES



## NOTES



