

COCONINO COUNTY COMMUNITY COLLEGE

1994-1995 CATALOG



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

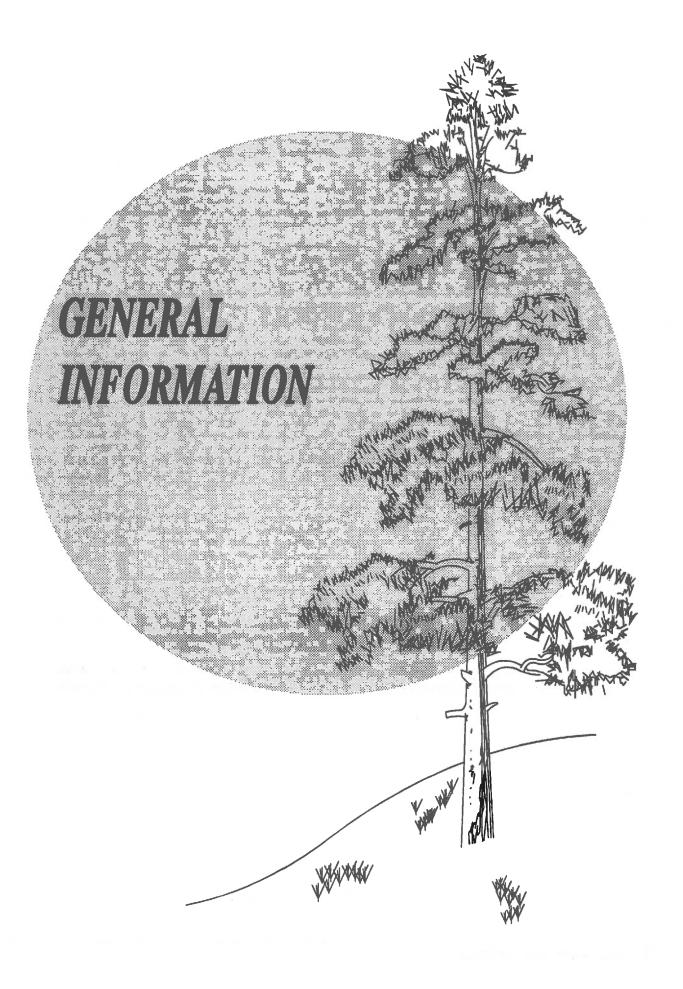
148 6th Avenue, Page, Arizona 86040-0754 (602) 645-3987, FAX (602) 645-3501

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

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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 Kuzell-Babbitt; Coconino County Representative State Board of Directors for Community Colleges of Arizona

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. It's first classes were offered in Fall Semester 1991.

AFFILIATION AND ACCREDITATION

Coconino County Community College is a candidate for accreditation with the Commission on Institutions of Higher Education of the North Central Association of Colleges and Schools.

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 vocational 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, CCCC 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.

INSTRUCTIONAL SITES AND ADDRESSES

FLAGSTAFF Administrative Center	
PAGE AND LECHEE CHAPTER, NAVAJO NATION Area Coordinator - Terry Kelly	(602) 645-3987
GRAND CANYON Area Coordinator - Roger Studley	(602) 638-9224
SEDONA Area Coordinator - Nancy Jensen P.O. Box 4068, Sedona, Arizona 86340	(602) 282-3297
TUBA CITY Area Coordinator - Terry Kelly P.O. Box 728, Page, Arizona 86040-0754	(602) 645-3987
WILLIAMS AND BELLEMONT Area Coordinator - Jeff Krummenacher P.O. Box 304, Williams, Arizona 86046	(602) 635-4419

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.

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 CCCC, 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, CCCC, 3000 N. 4th St., Ste. 25, Flagstaff, AZ 86004, or in Page at our Satellite Center at (602) 645-3987, CCCC, 148 6th Ave., Page, AZ 86040.

TECH PREP PROGRAM

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

The purposes for this program are to:

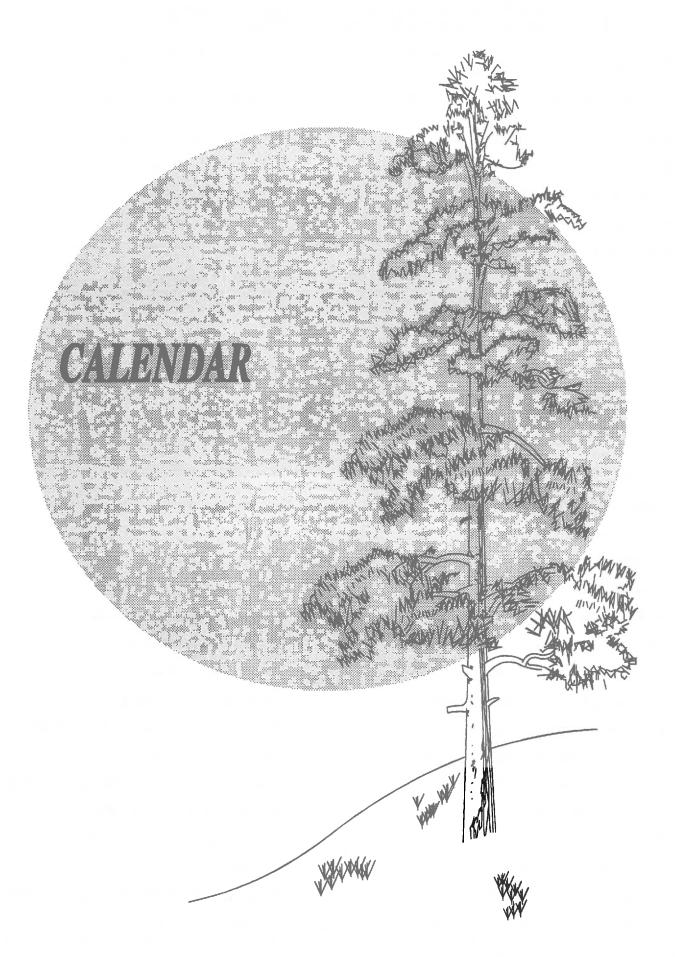
- 1. Eliminate duplication of courses.
- 2. Provide advanced level training.
- Integrate academics and occupational training for practical experiences.

For additional information, contact the high school counselor or occupational teachers, or contact the CCCC Tech Prep Coordinator at (602) 527-1222, State-wide 800-350-7122, or write to CCCC, 3000 N. 4th St., Ste. 17, Flagstaff, AZ 86004.

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, and writing, 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.



FALL 1994 ACADEMIC CALENDAR

Priority Advance Registration/Advising-Flagstaff (Walk-In for continuing CCCC students)

Priority Advance Registration/Advising-Flagstaff (Walk-In for new students)

Advance Mail-In Registration-all sites

Early Admission Deadline

Priority Advance Registration-Camp Navajo

Fee Payment Deadline for Advance Registrants

Walk-In Regular Registration/Advising:

Flagstaff

Camp Navajo Grand Canyon

Page Sedona

Williams

Instruction Begins

Labor Day Holiday-campus closed

Deadline to Add Classes (all sites)

Deadline for 100% Refund*

Deadline for 100% Refund of Class Fees

Deadline for 50% Refund*

No Refund Period Begins

Deadline to Apply for Fall 1994 Graduation

Deadline to Drop Without Record (FTSE)

Mid-Semester Holiday-campus closed

Mid-Term Examination Period

Deadline for Student Initiated Drop (W)

Thanksgiving Holiday-Campus Closed

Last Day of Instruction

Final Examination Period

Final Grades Due by Instructors

Winter Break-campus closed

Mon.-Wed., April 18 - 20, 1994*

Thurs.-Fri., April 21 - 22, 1994*

Mon.-Fri., May 2 - 27, 1994*

Friday, May 27, 1994

Saturday, July 9, 1994

Wednesday, August 3, 1994

Thurs.-Sat,, August 18 - 20, and

Mon.-Fri., August 22 - 26* Sat.-Sun., August 13 - 14 Tues.-Wed., August 9 - 10, Sat., August 13, and

Mon.-Thurs., August 22 - 25 Mon.-Fri., August 1 - 26

Tues.-Wed., Aug. 16 - 17, and

Sat., Aug. 20 Sat., Aug. 6, Sat., Aug. 20, and Mon., Aug. 22

Monday, August 29, 1994

Monday, September 5, 1994

Friday, September 2, 1994

Saturday, September 3, 1994

Saturday, September 3, 1994

Monday, September 19, 1994

Tuesday, September 20, 1994

Monday, October 3, 1994

Wednesday, October 12, 1994

Friday, October 21, 1994

Monday-Saturday, October 24-29, 1994

Wednesday, November 23, 1994

Thursday-Saturday, November 24-26, 1994

Saturday, December 10, 1994

Monday-Saturday, December 12-17, 1994

Tuesday, December 20, 1994

Thurs., Dec. 22, 1994 - Mon., Jan. 2, 1995

^{*}See the "Fall Class Schedule Bulletin" for specific registration times and instructions.

SPRING 1995 ACADEMIC CALENDAR

Priority Advance Registration

Advance Registration (Mail-In/all sites)

Regular Walk-In Registration/Advising

Martin Luther King Holiday - campus closed

Instruction Begins

Deadline to apply for Spring 1995 or Summer 1995 Graduation

Presidents' Day Holiday - campus closed

Deadline to Drop Without Record (FTSE)

Mid-Term Examination Period

Deadline for Student Initiated Drop (W)

Spring Break - Flagstaff - no classes

Last Day of Instruction

Final Examination Period

Final Grades Due by Instructors

Commencement

Dates and times to be announced

Dates and times to be announced

Dates and times to be announced

Monday, January 16, 1995

Tuesday, January 17, 1995

Monday, February 6, 1995

Monday, February 20, 1995

Thursday, March 2, 1995

Monday - Saturday, March 20-25,

1995

Friday, April 21, 1995

Monday - Saturday, March 13-18,

1995

Saturday, May 6, 1995

Monday - Saturday, May 8-13, 1995

Tuesday, May 16, 1995

Friday, May 12, 1995

NOTE: Detailed calendars may be found in each semester's <u>CLASS SCHEDULE BULLETIN</u>. The College reserves the right to make changes to the Fall 1994 and Spring 1995 Calendar without notice.



COLLEGE COMPLIANCES

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 educational 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 <u>CLASS SCHEDULE BULLETIN</u>. Copies will also be available through the Dean of Student Services, CCCC, 3000 N. 4th St., Ste. 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 CCCC 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. Inquiries regarding this policy or the filing of a complaint should be directed to the Dean of Student Services, the Dean of Instruction, or the Director of Human Resources.

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, using, selling, or possessing 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 <u>CLASS SCHEDULE BULLETIN</u>. 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 Winter Break 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 CCCC. Conduct which may lead to College disciplinary action or possible dismissal is detailed in the "Student Support Services" section of this catalog.

VETERANS' PROGRAMS

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

ABILITY TO BENEFIT

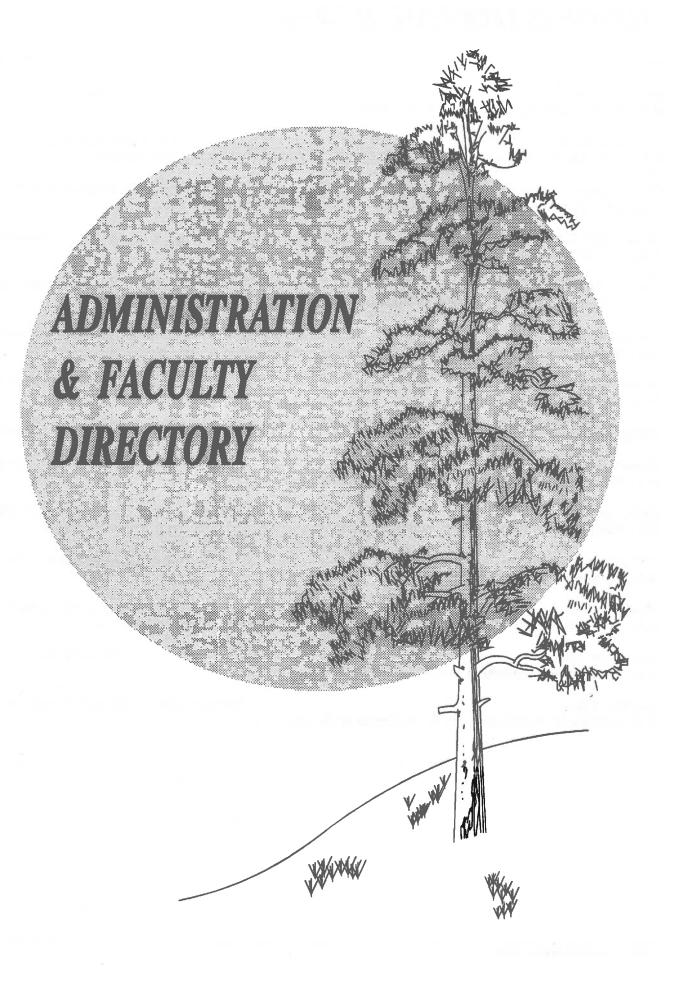
Individuals who have not earned a GED or high school diploma will not be eligible for Title IV financial aid funds unless they have successfully taken an independently approved examination to qualify them according to the Higher Education Technical Amendments of 1991 (Pub. L. 102-26, enacted on April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

EQUAL OPPORTUNITY / NONDISCRIMINATION STATEMENT

Coconino County Community College is committed to the policy of equal opportunity in employment and education regardless of race, color, religion, creed, age, gender, national origin, physical and mental disability, or veteran status in accordance with applicable federal and state statutes and regulations. Coconino County Community College is an Equal Opportunity/Affirmative Action Institution.

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. seg., the Age Discrimination in Employment Act of 1967 and A.R.S. 41-1463 - 41-1465, and Section 402 of the Vietnam Era Veterans' Readjustment Act of 1974 does not discriminate against any employee or student. This policy covers admission, access, 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.



ADMINISTRATIVE STAFF

Vacant President

Human Resources Director

Alvarado, Theresa M. B.A., B.S, M.A.Ed., Northern Arizona University

Combs, Nyoni J. Self Pride Program Coordinator

B.S., M.A., Northern Arizona University; M.A., California State University - San Bernardino

Curd, Gerald L. Financial Aid Program Coordinator

B.S., Northern Arizona University

Davis, Peggy L. Comptroller

B.S., Arizona State University; M.A., Northern Arizona University; CPA

Duncan, Terree L. Assistant Dean of Instruction

B.A., LaVerne College; M.A., California State University - San Bernardino

Fishco, Daniel T. Dean of Instruction

B.A., M.A., Jersey City State College; Ed.D., Lehigh University

Fraker, Susan Special Needs Coordinator

B.A., Arizona State University

Gallegos, Elizabeth Assistant Registrar

Jensen, Nancy Extension Site Coordinator, Sedona

B.S., Northern Arizona University; M.A., University of Arizona

Kelly, Terry Extension Site Coordinator, Page

B.S., M.Ed., Northern Arizona University

Krummenacher, Jeff Extension Site Coordinator, Williams

B.S., Bringham Young University

Maieli, Kathryn J. Dean of Student Services/Registrar

B.A., State University of New York at Stony Brook; M.S., Bank Street College of Education

Sprengeler, Patricia A. Financial Aid Director

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

FULL TIME FACULTY

Baker, Monica
B.A., M.A., Northern Arizona University

Mathematics

Belman, Bruce

Biology

B.A., Stanford University; Ph.D., University of California-Santa Barbara

Bingham, Daniel

CAD/CAM/Industrial Technology

B.S., Northern Arizona University

Campbell, Richard

Mathematics

B.S., M.A., Arizona State University

Corrigan, Candice

Nursing

B.A., M.S., Purdue University; Ph.D. University of Kentucky

Cress, Barbara

Computer/Office Information Systems

B.S., M.B.A., Northern Arizona University

Eickmeyer, Barbara

Spanish

B.A., Northern Arizona University

Fishco, Vicki

English/Reading/Learning Enhancement

B.S., M.S., Southern Illinois University

Inigo, Magdelene

Mathematics

B.S., M.S., Northern Arizona University

Matthew, Jean

Social/Behavioral Sciences

B.A., M.M., Ph.D., Florida State University

Miller, Steve

Business Administration/Tech Prep Coordinator

B.A., Arizona State University; M.B.A., University of Phoenix

Odgers, Pattie

Business, Computer/Office Information Systems

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

West, Stephen L.

Business Administration

A.A., Daytona Beach Community College; B.S., Florida State University; M.B.A., Nova University

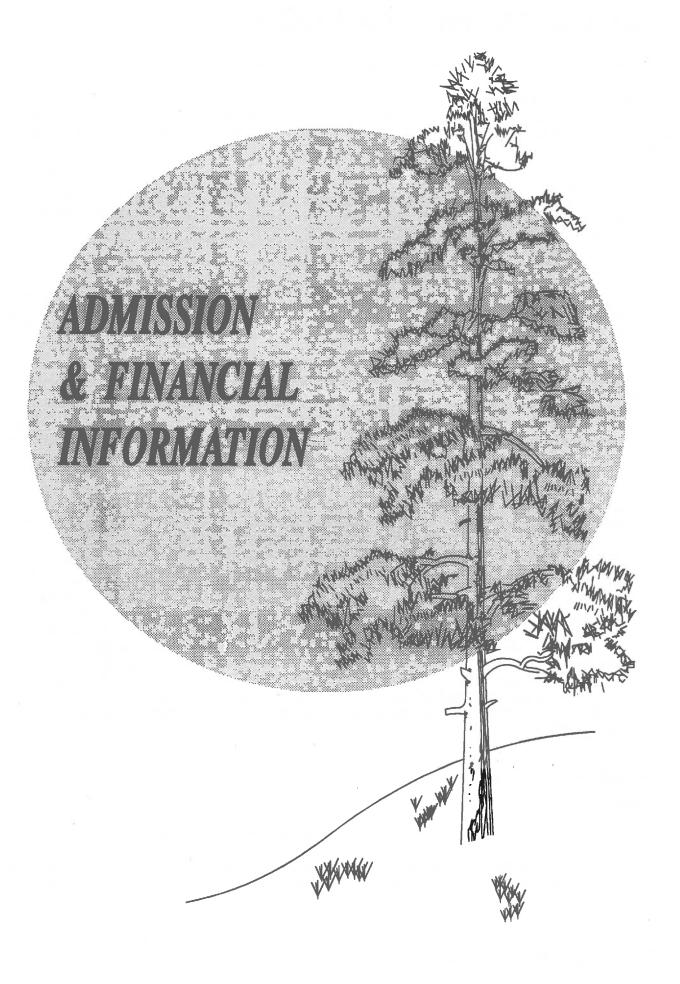
Zumwalt, Joan

Liberal Studies

B.A., McPherson College; M.A. Colorado Western State College; M.F.A., Instituto Allende

ASSOCIATE FACULTY

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.



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

- 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 CCCC. (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 may be required to complete testing and other assessment activities designed to help the College determine their ability to benefit from college-level instruction and are restricted to enrollment of six (6) credit hours or fewer each semester until completion of the GED.

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 college officials utilizing placement examinations, or ACT/SAT scores and high school grades.
- 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 a maximum of six credit hours unless special arrangements have been made and approved prior to the registration period.
- 4. All Special student applicants should contact Admissions for more information and required forms prior to registration.

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, except as indicated, supply documents as required by their admission status. (See "Documents Required for Admission")

DOCUMENTS REQUIRED FOR ADMISSION

<u>Admi</u>	ssion Status*	Required Documents
(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	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) (NS)	Academic Probation Student 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 prior to admission and registration for each semester. 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 for review prior to approval for Special Admission.
		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")

^{*} See "Admission Status Categories and Letter Codes" for a detailed description of each status. See also "Admission Requirements" and "Admission Procedures."

Mailing Address for Official Transcripts

Official high school and college/university transcripts, as required, should be mailed directly to: Office of the Registrar, CCCC, 3000 N. 4th St., Ste. 17, Flagstaff, AZ 86004. Transcripts which are hand-carried to the College by the student are not considered official.

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. (Students not enrolled at another college and CCCC this semester should choose either code "P" or "T" below. Students not in good standing at the college attended last should 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 is, 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.)

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 complete advance registration, tuition must be paid (or financial aid arrangements completed) by the payment deadline for advance registrants. To register for classes at any other registration period, payment or financial aid arrangements must be made at the time of registration.

TUITION 1994-1995

<u>IN</u>	STATE	
1 hour	********	25.00
2 hours		50.00
3 hours		75.00
4 hours	********	100.00
5 hours		125.00
6 hours		150.00
7 hours	*******	175.00
8 hours		200.00
9 hours	**********	225.00
10 hours		250.00
11 hours	•••••	275.00
12+ hours		300.00

OUT OF STATE					
1 hour		35.00	13 hours	1509.00	
2 hours		70.00	14 hours	1602.00	
3 hours	*********	105.00	15 hours	1695.00	
4 hours		140.00	16 hours	1788.00	
5 hours		175.00	17 hours	1881.00	
6 hours		210.00	18 hours	1974.00	
7 hours		951.00			
8 hours		1044.00			
9 hours		1137.00			
10 hours		1230.00			
11 hours	*********	1323.00			
12 hours		1416.00			

AUDIT FEE: \$25.00 additional per credit hour.

CLASS FEES

Fees will be collected for certain classes (see semester <u>CLASS SCHEDULE BULLETIN</u>). 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 <u>CLASS SCHEDULE BULLETIN</u>.

ESTIMATED EDUCATIONAL EXPENSES

Coconino County Community College's charges for educational fees and other expenses are approved annually by the District 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 to three credit hours should expect to pay approximately \$50-\$65 per semester for educational fees and books.
- 4. The student should consult the most recent <u>CLASS SCHEDULE BULLETIN</u> 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 also "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, minus a \$10.00 processing fee, 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 of tuition and fees 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, 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 dropped.

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 dropped 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, shorter courses, and mail-in registrations are not eligible for deferment, and must be paid in full.

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, CCCC, 3000 N. 4th St., Ste. 17, Flagstaff, AZ 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.

- 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 Student 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 Office of the 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, then 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.

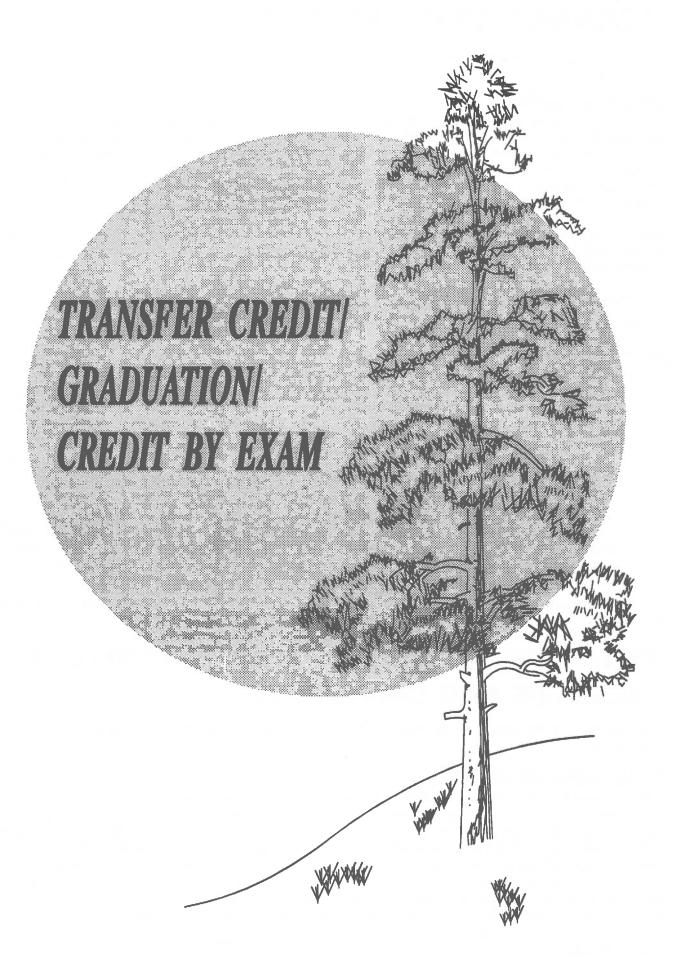
E. Presumptions Relating To Student Status

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.
- Once established, a domicile is not lost by mere absence unaccompanied by intention to establish a new domicile.
- 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.



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. 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 by the College. Credit will be reviewed by the academic advisor for applicability toward the student's program objective at CCCC. 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:

- 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. Transcripts from all previous colleges or universities attended regardless of how long ago courses were taken and regardless of the grades earned must be submitted to the College. Credits earned more than five years ago may be subject to special evaluation. The official transcript evaluation requires that students certify they are declaring all previous credits.
- 3. 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 with a transcript evaluator to discuss his/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, CCCC, 3000 N. 4th St., Ste. 17, Flagstaff, AZ, 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 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. Coconino County Community College 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. Coconino County Community College 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 <u>only</u>. 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, CCCC, 3000 N. 4th St., Ste. 17, Flagstaff, AZ 86004.

GRADUATION PROCEDURES

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

APPLICATION FOR GRADUATION

Students who believe they will be eligible to graduate with a CCCC degree or certificate at the close of Fall semester must consult their academic advisor and submit an application for graduation no later than the first Monday of October. Summer and Spring semester applications for graduation must be completed no later than the first Monday of February. A choice of catalog must be declared at the time of application. All required documents, including official transcripts, must be submitted to the Office of the Registrar by the stated deadline for each session. A non-refundable fee of \$15 is required to initiate a graduation check. The graduation application initiates the graduation check procedure, completed by the Office of the Registrar, to ensure that all requirements are met by the graduation semester.

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.

GRADUATION WITH HONORS: DEGREES

Graduating degree students who complete at least 30 credits at CCCC 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 at least 15 credits at CCCC and whose grades qualify as shown above will be granted the designations listed above. These designations will be shown on certificates and listed on the student's official transcripts.

GRADUATION REQUIREMENTS

The requirements to earn each CCCC degree and certificate are detailed in the "Degree Information" section. 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 certificates vary. (See "Degree Information")

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 CCCC, 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.

- 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.
- 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 to graduate with an Associate Degree. Students who demonstrate college-level reading competency as measured by College assessment, who have successfully completed English 141, "Critical Reading," or who have earned a "C" or above in a reading intensive course as identified in the CCCC General Education and/or Transfer General Education Core Curriculum, 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")

WAIVER OR SUBSTITUTION OF PROGRAM REQUIREMENTS

Students may request a substitution of graduation course requirements. Program substitution requests will be evaluated on a case-by-case basis as recommended by the academic advisor or other College officials and Discipline Coordinator, and approved by the Dean of Instruction.

COMMENCEMENT 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

	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
CERT	Varies: See Program	2.00	6	3 (if program allows)	0	9 (if program allows)

CREDIT BY 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 <u>not applicable until they are approved by the Academic Standards Committee</u>. 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.

PROCEDURES / DESCRIPTIONS

Credit by examination is recognized by CCCC 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 CCCC 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.

- 1. Ideally, credit by examination issues should be addressed before the student is within one semester (15 hours) of fulfilling hours required for graduation.
- Credit earned by examination becomes part of the student's CCCC academic record, but such credit is not transferable to other schools and colleges. A student who transfers from the College to 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 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 formed 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 CCCC 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 CCCC course exemptions and/or credit given for specific scores on advanced placement examinations:

AP EXA	M				AP EXA	M			
AND SO	CORES	CCCC		CREDIT	AND SO	CORES	CCCC		CREDIT
America	an History				Math Ca	alculus AB			
4,5		HIS 131-132		6	4,5		MAT 136	*********	5
1,2,3		None		None					
					Math Ca	alculus BC			
Art Hist	tory				5	**********	MAT 136, 137		10
3,4,5	**********	No CCCC Course			3,4	**********	MAT 136		5
1,2		None		None	ì				
·					Music L	istening and L	iterature		
Art Stud	dio				3,4,5	********	MUS 100		3
3,4,5	***********	Faculty will evalua	te portfolios		1,2		None	•••••	None
Biology					Music T	heory			
4,5		BIO 184, 190		8	3.4.5		MUS 100		3
3		BIO 180		4	1,2				None
1,2		None		None					
.,					Spanish	, French, or G	erman Language		
Chemist	trv				4,5	************	101,102,201,20	2	16
4.5		CHM 151-152		7	3		101-102		3
3	***********	CHM 151		3	1,2		None	**********	None
Comput	er Science				Spanish	. French, or G	erman Literature		
4,5		CIS 120		3	3,4,5		No CCCC course		
3		None		None					
_					Physics	В			
English	(Language an	d Composition or			3,4,5		PHY 151,152		8
	re and Compo	•							
5		ENG 101-102		6	Physics	C - Mechanics	3		
4		ENG 101		3	3,4,5		PHY 161		4
3		enroll in 101		None					
					Physics	C - Electricity	and Magnetism		
Europea	n History			1	3,4,5	************	No CCCC course		
4,5		No CCCC Course							
1,2,3		None		None					

To Order an AP Transcript: CCCC 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 CCCC'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: CCCC 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, CCCC, 3000 N. 4th St., Ste. 17, Flagstaff, AZ 86004.

To Take a CLEP Examination: At present CCCC 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 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.

CLEP GENERAL EXAMINATIONS

CCCC general education English requirement may be met by successfully completing the CLEP general exam in English composition with Essay. To obtain credit for ENG 101 or ENG 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).

ı	CLEP GENERAL EXAMS	LIBERAL STUDIES CREDIT
	English Examwith Essay	3-6 hours Foundation Studies: English
	Humanities Exam	6 hours - Area Studies: Art and Humanities
	Natural Science Exam	4 hours - Area Studies: Physical/Biological Sciences
	Social Science/ History Exam	16 hours - Area Studies: Social & Behavioral Sciences
	Math Exam	3 hours - Foundation Studies: Math (not 110)

CLEP SUBJECT EXAMINATIONS

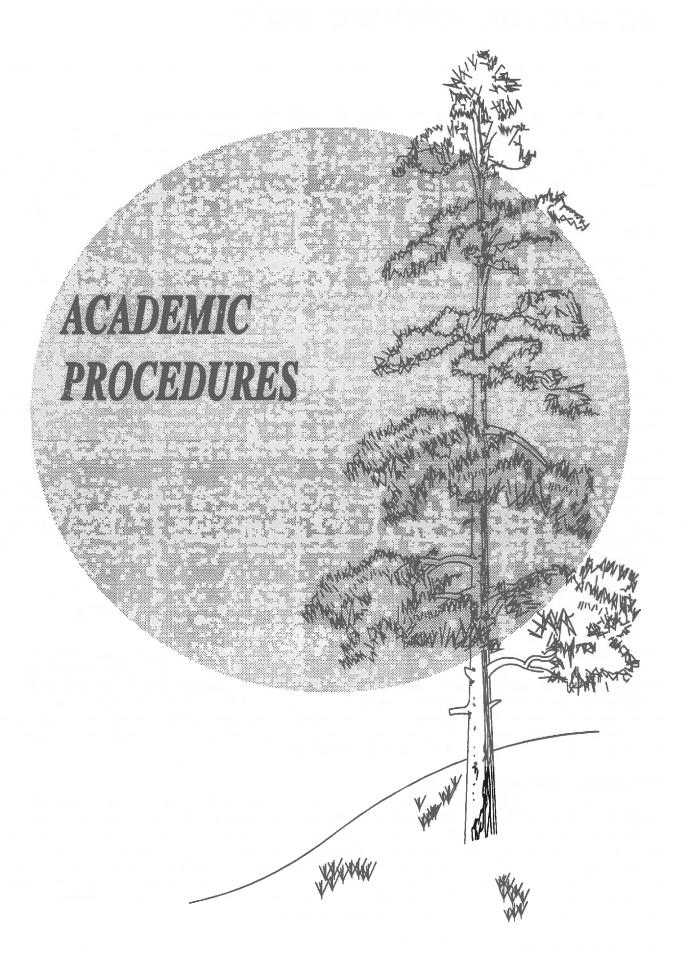
CLEP subject examinations are evaluated for specific course equivalency credit by the Office of the Registrar in consultation with the appropriate department. If students have taken a CLEP Subject Examination and scored at the 50th percentile or higher, the earned credit is applied to the appropriate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

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 courses 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.



ACADEMIC PROCEDURES

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

PLACEMENT TESTING: MATH AND ENGLISH/READING ASSESSMENT

All degree-seeking students, full-time students, or students wishing to enroll in mathematics or English courses except MAT 087 and ENG 060, 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 CCCC Math and English placement tests. All students (including those enrolled at NAU) must meet placement requirements to enroll in math and English courses. (See also "Graduation Procedures")

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.

PLACEMENT TESTING: SPANISH

Students wishing to enroll in Spanish classes who have no proof of the prerequisite, or who completed prerequisite classes more than five years previous, should take a placement test to determine the appropriate class.

COURSE PREREQUISITES

Some classes have prerequisites. These are listed adjacent to the class in the <u>CLASS SCHEDULE BULLETIN</u> 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 <u>EVIDENCE</u> OF HAVING SATISFIED THAT PREREQUISITE. Evidence includes:

- 1) CCCC math or English placement test scores, or
- 2) appropriate ACT/SAT scores, or
- 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 Site 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 CCCC math and English placement tests.

ADMISSION AND REGISTRATION

Students should register for classes in accordance with calendars and procedures published in the appropriate <u>CLASS SCHEDULE BULLETIN</u>. To participate in registration, a new student must have completed an application for admission. Students in the following categories are admitted conditionally pending receipt of documents verifying or clarifying their status (see also "Admission Information"): high school graduates, G.E.D. completers, transfer students, mature students, (without high school diploma or G.E.D.), students on academic probation at a previous college, students on academic suspension at a 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 <u>CLASS SCHEDULE BULLETIN</u>, 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 7th 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 "Attendance")

CHANGES IN ENROLLMENT (Summer)

In accordance with calendars and procedures in the appropriate <u>CLASS SCHEDULE BULLETIN</u>, 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 second class 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 "Attendance")

REGISTERING FOR OR ADDING AND DROPPING "SHORT COURSES"

Registration for short classes (those meeting less than 15 weeks in Fall or Spring, beginning after the 45th day of the semester, and less than 5 weeks in Summer session) will be accepted prior to the first class meeting. A short course may be added, with the approval of the instructor, 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 "Attendance")

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.

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.

CLASS CANCELLATION DUE TO INCLEMENT WEATHER

Should CCCC need to cancel classes due to inclement weather, the media will be so informed. Please listen to local radio and television stations for announcements. If the public schools cancel classes due to inclement weather, CCCC classes held at those schools will not meet. If CCCC cancels classes and NAU does not, CCCC classes scheduled to meet at NAU will meet as scheduled. The cancellation of CCCC classes will only affect those areas receiving the inclement weather, and areas affected will be identified in the media announcements.

ATTENDANCE

Because attendance is essential to academic success, CCCC 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, <u>may</u> 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; and 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.

	GRADING S	SYSTEM		
The Coconino Coun	ty Community Coll	ege grading system is as follows:		
LETTERS	GRADES	GRADE POINTS		
Α	Excellent	4 grade pts per credit hour		
В	Good	3 grade pts per credit hour		
С	Average	2 grade pts per credit hour		
D	Unsatisfactory	1 grade pt per credit hour		
F	Failure	O grade pts per credit hour		
I	Incomplete	Not computed in GPA		
W	Withdrawal	Not computed in GPA		
Au	Audit (no credit)	Not computed in GPA		
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		

WITHDRAWAL

The terms "withdrawal" and "drop" refer to actions which terminate the student's class enrollment. If a drop occurs prior to, or on, 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 <u>all</u> 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.

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 graded 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 graded 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" (I) 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.

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 College 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.

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. "Rush" transcript production is available for an additional \$10.00 charge with a 24 hour turn around from the time of the request. Coconino County Community College transcripts reflect CCCC classes <u>only</u>. 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.

REPEATING COURSES

Credit courses at CCCC may only be counted once toward fulfilling the credit requirements for any degree or certificate.

Courses may be repeated up to four (4) times for credit in the case of music and dance performance, art studio, physical health and wellness, and fundamental courses needed to raise skill levels necessary for success in college level work.

Students may repeat:

- 1) a course one time in order to improve a grade
- 2) a course as necessary in order to acquire vocational certification
- a course as necessary in order to update knowledge and/or skills due to periodic content changes (i.e., Tax Preparation)
- 4) a course as necessary for retraining in or upgrading of vocational skills

A student who repeats a course will have only the highest grade credited and used in computing the grade point average. All grades will appear on the permanent record and transcript. The student wishing to repeat a course once for grade improvement must so indicate on the registration form.

A student may be allowed to repeat a course beyond the limit with recommendation of the appropriate Discipline Coordinator and approval of the Dean of Instruction.

REPEATING IN VIOLATION OF POLICY: A student found to be repeating a course in violation of this policy will have registration for the course cancelled, without refund of tuition and fees. Such cancellation may occur at the time of registration or whenever a College official becomes aware of the violation.

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. 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.

2. 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.

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 may be dismissed from CCCC. 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:

Cum. CCCC Seme	ester	Cum. CCCC Min. Grade Point Ave.
0 - 15		1.60
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 a Student Appeals Committee consisting of representatives appointed by the President.

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 readmission to the College after this 12-month period; re-admission applications will be reviewed by an Student Appeals Committee and decisions made on a case-by-case basis. Application for readmission does not guarantee that a student will be readmitted. After being readmitted 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 readmission with the student taking no more that 12 semester hours. If the student does not raise the cumulative CCCC grade point average to the required minimum, 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 an Student Appeals 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 an Student Appeals Committee review a written plan for reenrollment. 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, evaluates, and reviews academic and scholastic policy and procedures. 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.

Complaint / Grievance 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 and has not earned a degree.

Full-time Student:

Enrolled for... During a session of...

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:

Enrolled for... During a session of...

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 to 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 to 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.

CHOICE OF CATALOG

A student may choose to be governed by the degree/certificate requirements outlined in any one CCCC 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 CCCC transcript) for more than two consecutive semesters (excluding Summer) forfeit the opportunity to choose and 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 <u>one</u> catalog. A student will not be allowed to choose a combination of requirements from differing catalogs. A student may petition for waiver of certain catalog requirements. Course substitutions for program requirements may be initiated by the academic advisor and other College officials, recommended by the Discipline Coordinator for the specific degree and/or certificate, and approved by the Dean of Instruction.

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.

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

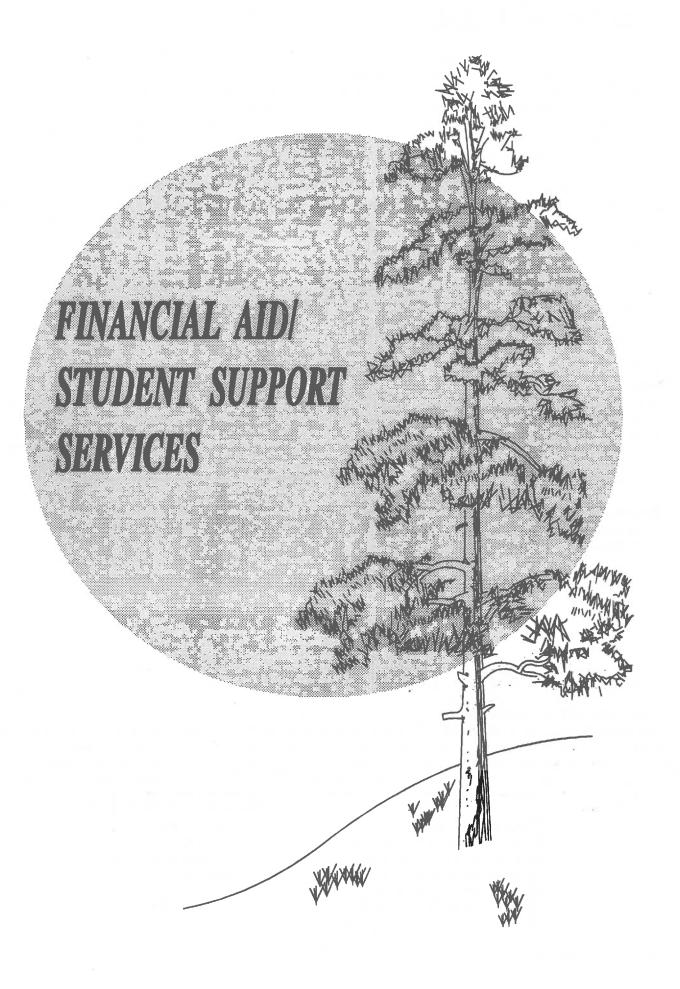
The College offers group workshops to meet the needs of groups of students who have an interest in pursuing an original study in an academic area under faculty supervision. Courses designated 199 are workshop courses. Credit earned in workshop courses does not automatically count toward graduation; prior arrangements need to be made to count such credit toward graduation. Interested students should contact the Dean of Instruction. (See also "Graduation Procedures")

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")

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 study 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")



FINANCIAL AID

Coconino County Community College offers a variety of financial aid to full- and part-time students. The types of financial aid available are Federal Pell Grant, Federal Supplementary Educational Opportunity Grants (FSEOG), Federal Work Study Programs (FWS), campus employment, and scholarships. The College uses the Free Application for Federal Student Aid as its applications for all federal financial aid programs. A separate application is required for scholarships. Complete information concerning these programs and necessary applications for scholarships and grants is available through the Office of Student Financial Aid, Coconino County Community College, 3000 N. 4th Street, Ste. 17, Flagstaff, AZ 86004.

SATISFACTORY PROGRESS POLICY FOR FINANCIAL AID RECIPIENTS

It is the student's responsibility to meet and maintain satisfactory progress while earning a degree or certificate. This policy applies to students receiving federal and state financial aid and should not be confused with the College's Academic Continuation Policy. Satisfactory Progress include three elements:

- 1. Minimum grade point average (GPA).
- 2. Maximum number of credit hours after which a degree/certificate must be granted.
- 3. Minimum number of credit hours completed per semester or academic year.

These three standards measure both qualitative and quantitative progress. Students will be ineligible for federal and state financial aid if these standards are not met. Students' progress will be reviewed annually to determine eligibility for federal and state financial aid for the upcoming academic year and/or Summer Session. The year begins with Fall semester and continues through Spring. If students completed a sufficient number of credit hours within the academic year, they are eligible to receive federal and state financial aid for the Summer Session. If students have not completed a sufficient number of credit hours within the academic year, they must attend Summer Session, using their own financial resources, to make up the deficient hours. If the deficient hours are not completed during the Summer Session, students are suspended from federal and state financial aid programs and must complete a minimum of half-time status without federal and state financial aid in order to regain their financial aid eligibility.

QUALITATIVE STANDARDS

In conjunction with the College's Academic Continuation Policy, students must maintain the following cumulative grade point average (GPA):

	Cumulative Semes	ster	 lative Minimum Point Average
1	0 - 15		 1.60
1	16 - 30		 1.75
	31 - 45		 1.90
	46 +		 2.00

Students must have a 2.00 minimum grade point average for graduation.

QUANTITATIVE STANDARDS

Maximum Number of Credit Hours: The maximum time frame for completion of a degree or certificate is measured by the total number of credit hours a students earns. This includes transfer hours and all semesters of enrollment (including summer session) and applies to each degree or certificate pursued whether or not financial aid was received. Once the maximum number of hours are completed, the federal financial aid eligibility ends.

<u>Program</u>	Maximum Credit Hours
Basic Certificate (1-15)	24 credit hours
Intermediate Certificate (1-24)	30 credit hours
Advanced Certificate (1-45)	48 credit hours
Associate of Arts (60-65)	72 credit hours
Associate of Applied Science (60-65)	72 credit hours
Associate of Science (60-65)	72 credit hours
Associate of General Studies (60)	72 credit hours

Minimum Number of Credit Hours per Academic Year: Full-time students must complete 24 credit hours in an academic year. Students receiving 3/4 funding must complete 18 credit hours in an academic year and those receiving 1/2 funding must complete 12 credit hours in an academic year.

The following do not count toward the minimum-credit-hours-per-academic-year requirement: W, I, AU, U, and NCR

Repeated courses and IP grades will be treated in accordance with established College policy on repeated courses and IP grades.

REMEDIAL COURSES

A maximum of 30 credit hours of remedial classes may be counted towards a student's minimum-credit-hours-per-academic-year requirement. However, they will not be charged against the total maximum credit hours allowed. The exact number of allowable remedial credit hours will be determined by the student's academic skill assessment results.

CONTINUANCE OF ELIGIBILITY

Students' records are reviewed at the end of the spring semester for compliance with the three Satisfactory Progress elements: minimum cumulative GPA, maximum number of credit hours earned, and minimum number of credit hours completed per academic year. Students who meet all three of these standards are eligible for further federal and state financial aid consideration for the following academic year.

FAILURE TO MAINTAIN SATISFACTORY PROGRESS

Students who fail to meet the minimum cumulative GPA must use their own financial resources (unless appeal is approved for probationary semester) and attend one semester/summer session at CCCC to raise their cumulative GPA. Transfer grades are not calculated into GPA.

Students who fail to complete the required minimum number of credit hours for which they were funded will be required to make up the deficient hours. They may make up deficient hours during an approved probationary semester on financial aid or on their own without financial aid funding. If courses are taken at another institution, it is the student's responsibility to have the credit hours transferred to CCCC by submitting appropriate documentation to the Registrar's Office. Only those courses accepted by the Registrar's Office will count toward completion of required additional credit hours.

Students who have exceeded the established maximum credit hours will be required to submit an appeal and have their eligibility status determined on an individual basis. Until a determination is made on their appeal, they will be ineligible for receive federal financial aid funds.

Students who have been placed on financial aid probation must either meet the conditions of their appeal or attain academic good standing by the end of the academic year or their eligibility will be suspended. Suspended students will not be eligible to receive funds until such time as academic good standing is attained. Students in this category will be required to appeal in order to be re-evaluated to have their eligibility reinstated.

RIGHT TO APPEAL

In order to receive funds during the probationary period, the student must submit a Satisfactory Progress Appeal Form with supporting documentation to the Director of Financial Aid. Satisfactory Progress appeals may fall into one of three categories:

Withdrawals/Waiver of a Semester: Students who have not completed the necessary number of credit hours for federal funding because they have withdrawn from the semester may appeal to have the semester waived when mitigating or extenuating circumstances were involved: illness, death in the family, serious personal problems, etc. Supporting documentation required: letter from attending physician, counselor, medicine man, etc., addressing the specific problem, dates student was unable to attend school, and a comment on their current condition and ability to complete course work in the future.

Probation Extension (one semester only): Students who have failed to make up deficient hours, using their own resources, may appeal to receive federal funding and make up the deficient hours concurrently if extenuating circumstances have prevented them from completing the deficient hours. Supporting documentation required: letter from advisor supporting student's ability to successfully complete the extra course work during a semester.

72 Credit Hour/48 Credit Hour/30 Credit Hour/24 Credit Hour Limit Extension: Students may appeal for an extension of the maximum hour limit if extenuating circumstances have prevented them from completing their degree in a timely fashion: transfer hours that did not apply to their CCCC major, change in major, dual major, extenuating circumstances have interfered with the completion of course work, etc. Supporting documentation required: letter from advisor supporting student's circumstance. Letter must include verification that student is taking classes required for degree and estimated date of graduation. Students must provide the Office of Student Financial Aid with a copy of their proposed schedule of classes each subsequent semester before their financial aid will be processed.

Appeals that fall outside the scope of these three categories will be evaluated on an individual basis.

Students who have conditions set forth in their appeal approval and do not meet these conditions will be suspended from financial aid and must complete a minimum of half-time status using their own resources to regain eligibility OR may submit a new appeal.

EFFECTS OF CONSORTIUM CREDITS ON SATISFACTORY PROGRESS

Consortium credits will count towards Satisfactory Progress requirements.

VETERANS' PROGRAM

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

VETERANS' 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, CCCC, 3000 N. 4th St., Ste. 17, Flagstaff, AZ 86004 or call (602) 527-1222, statewide 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 CCCC. For additional information, contact the Office of Student Financial Aid.

CREDIT FOR MILITARY SERVICE

Procedures for granting college credit for military service are under review by the Academic Standards Committee. 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 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 Dean of Instruction 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, 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 also "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")

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

<u>Effective only for the period while CCCC is seeking accreditation</u>, 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.
- 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/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.

STUDENT AND SUPPORT SERVICES

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

CAREER DEVELOPMENT AND EXPLORATION

Services available to CCCC 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 Disabled Student Resources Office. Any student requiring special services should apply to the College, and contact the Special Needs Coordinator 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 Special Needs Coordinator. Questions and concerns should be directed to: Special Needs Coordinator, CCCC, 3000 N. 4th St., Ste. 17, Flagstaff, AZ 86004. Phone: (602) 527-1222, Toll Free 1-800-350-7122.

STUDENT EMPLOYMENT SERVICES (SES)

The Student Employment Services Office provides employment services for all CCCC 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 CCCC 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, CCCC is <u>not</u> 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 CCCC 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 CCCC. A minimum TOEFL score of 450 is required. Contact Admissions for further information.

STUDENT ID CARDS

Effective Fall semester 1994, enrolled students will be issued a photo identification (ID) card. There will be no charge for the initial card; however, a 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 "Standards of Student Conduct")

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 CCCC students with a copy of their class schedule and provide a photo ID such as a driver's license or, when available, a CCCC 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 CCCC 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 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.

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 CCCC. The following 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.
- 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.

CLASS SCHEDULE BULLETIN

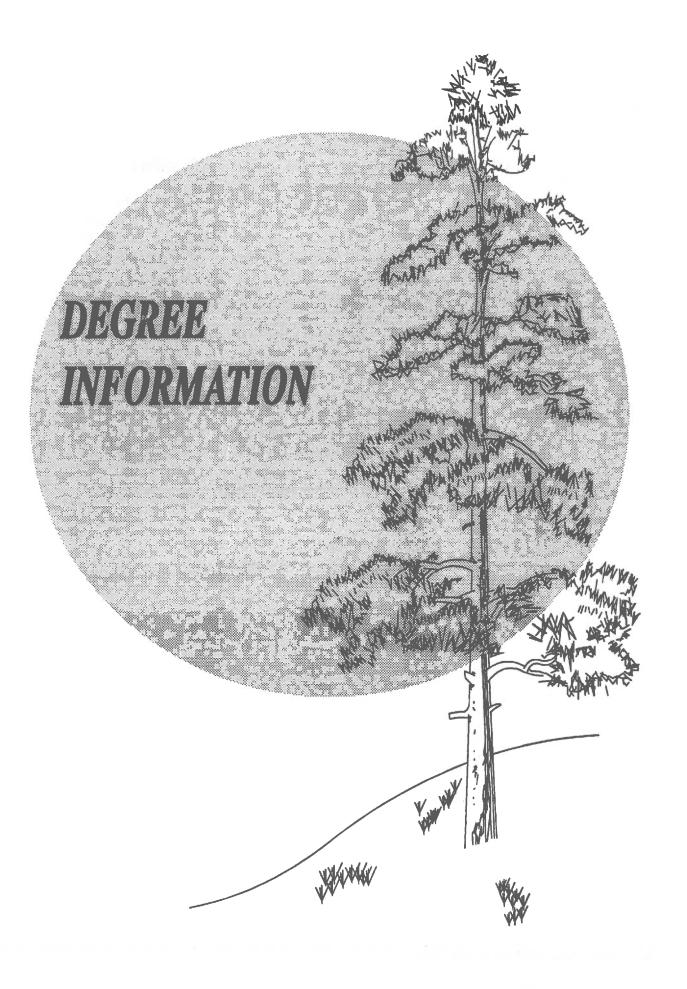
Each semester and Summer session a <u>CLASS SCHEDULE BULLETIN</u> is published listing course dates, times, and locations as well as an academic calendar and detailed admissions and registration procedures.

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 years or older who need assistance in making career and college decisions. Contact the EOC at (602) 527-1222.



GENERAL EDUCATION VALUES STATEMENT

General education core curriculum courses provide basic skills and expose students to broad areas of knowledge generally expected from an educated person. Such knowledge provides a basis for university study or life-long education. These courses require that students learn to better understand and appreciate themselves, their culture, the larger society, the history and culture of humankind, the principles of effective communication, and the principles of mathematics, science, and technology.

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.

SUMMARY OF GEN	(a:YAN-aa)I(e		(EMENTIS	
	ssoc. of Arts oc. of Science	Assoc. of Gen. Studies	Assoc. of App. Science	
FOUNDATION STUDIES:				
English	6	6	6	
Mathematics	3	3	3	
AREA STUDIES:				
Art and Humanities	9	6-8	6-8	
Physical and Biological Sciences	8	3-4	4	
Social and Behavioral Sciences	9	6-8	6	
OPTIONS:				
See following pages	6	_	0-1	
TOTAL MINIMUM CREDIT HOURS	: 41	24-29	25-28	

TRANSFER GENERAL EDUCATION CORE CURRICULUM STATEMENT

The Transfer General Education Core Curriculum (TGECC) is a block of 41 semester credit hours of lower division, general education coursework. It can be completed by itself or as part of an associate degree at CCCC. The College certifies completion of the TGECC on the official transcript.

A completed TGECC will transfer as a block to meet the general education requirements at any other public Arizona community college. Transfer students who wish to earn the associate degree must then meet additional CCCC degree requirements.

The completed TGECC will transfer as a block to any of the three Arizona public universities and will meet lower division, general education requirements. To earn the bachelor's degree, students transferring the TGECC must still meet upper division, university general education requirements, college requirements, and major requirements.

GENERAL EDUCATION CORE CURRICULUM

HOURS REQUIRED

CC	MPOSITION:			(6)
EN	G 101*	(3)	College Composition I	
EN	G 102*	(3)	College Composition II	
	Note: AAS De	gree Requirement	: - English Composition courses numbered	
	101 or above.	See specific deg	ree program for requirement listing.	
M	ATHEMATICS:			(3)
M	AT 110	(3)	College Algebra	
M	AT 114	(3)	Applications of College Algebra	
M	AT 120	(3)	Elementary Functions	
M	AT 135	(5)	Precalculus	

Business Calculus

Calculus and Analytic Geometry I

MAT 270 (3) Elementary Statistics
Note: AAS Degree Requirement - Mathematic courses numbered 102
or above. See specific degree program for requirement listing.

ARTS/HUMANITIES:

(9)

Three courses from the lists below, including at least one course listed under the Arts category, must be completed to meet the Arts/Humanities requirement.

ARTS:

MAT 136

MAT 231

ART 100*	(3)	Art Appreciation
HUM 241*	(3)	Humanities I
HUM 242*	(3)	Humanities II
MUS 100*	(3)	Music Appreciation
MUS 145*	(3)	Jazz History and Literature
THR 135*	(3)	Introduction to Theater

(5)

(3)

HUMANITIES:

ENG	236	(3)	Introduction to the American Short Story
ENG	237	(3)	Women in Literature
ENG	238	(3)	Literature of the Southwest
ENG	272	(3)	Creative Writing: Non-fiction
PHI	101*	(3)	Introduction to Philosophy
PHI	105*	(3)	Introduction to Ethics

^{*} Courses meet the CCCC graduation reading requirement

GENERAL EDUCATION CORE CURRICULUM

(Continued)

HOURS REQUIRED

SOC	IAL AND	BEHAVIORAL SCIENCE	S:	(9)
Cour	ses from	two or more disciplines	must be selected to meet the requirement.	
ANT	102	(3)	Introduction to Cultural Anthropology	
ANT	110	(3)	Exploring Archeology	
BUS	203*	(3)	Business Law	
ECN	204*	(3)	Macroeconomic Principles	
ECN	205*	(3)	Microeconomic Principles	
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	
HIS	271	(3)	History of the Soviet Union in the 20th Century	У
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	
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	
PHYS	SICAL AN	ID BIOLOGICAL LABORA	ATORY SCIENCES:	(8)
BIO	100*	(4)	Biology Concepts	
BIO	105*	(4)	Environmental Biology	
BIO	184*	(4)	Plant Biology	
BIO	190*	(4)	Animal Biology	
BIO	201*	(4)	Human Anatomy and Physiology I	
BIO	202*	(4)	Human Anatomy and Physiology II	
СНМ	130*	(4)	Fundamental Chemistry	
CHM	151*	(4)	General Chemistry I	

CHM	130"	(4)	Fundamental Chemistry
CHM	151*	(4)	General Chemistry I
CHM	152*	(4)	General Chemistry II
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*	(4)	General Physics I
PHY	112*	(4)	General Physics II
PHY	141*	(4)	Concepts of Physics
PHY	161*	(5)	College Physics [
PHY	262*	(5)	College Physics II
PHY	180*	(4)	Introduction to Astronomy

^{*} Courses meet the CCCC graduation reading requirement

GENERAL EDUCATION CORE CURRICULUM

(Continued)

HOURS REQUIRED

GENERAL EDUCA	ATION OPTIONS	S:	(6)
Option courses n	nay be selected	from the preceding lists or from the follo	wing:
CIS 120	(3)	Introduction to Computer Informat	ion Systems
FRE 101	(4)	Beginning French I	
FRE 102	(4)	Beginning French II	
MAT 270	(3)	Elementary Statistics	
NAV 101	(4)	Beginning Navajo I	
NAV 102	(4)	Beginning Navajo II	
SLG 101	(3)	Beginning American Sign Language	е
SLG 102	(3)	Intermediate American Sign Langu	age
SLG 201	(3)	Advanced American Sign Languag	е
SPA 101	(4)	Beginning Spanish I	
SPA 102	(4)	Beginning Spanish II	
SPA 201	(4)	Intermediate Spanish I	
SPA 202	(4)	Intermediate Spanish II	
SPC 100	(3)	Fundamentals of Speech Commun	ication
TOTAL HOUR	S		41

TRANSFER GENERAL EDUCATION CORE CURRICULUM

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:

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

(NOTE: ENG 102 IS A PREREQUISITE OR COREQUISITE FOR THESE COURSES.)

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

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

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

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

DEGREE INFORMATION

ASSOCIATE OF ARTS DEGREE

(AA)

The Associate of Arts Degree is designed for students planning to transfer to a four-year college or university 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 SCIENCE DEGREE

(AS)

The Associate of Science Degree is designed for students planning to transfer to a four-year college or university 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.

NOTES TO THE ASSOCIATE OF ARTS OR SCIENCE DEGREES:

All Associate of Arts and Associate of Science candidates must complete 41 hours of general education requirements distributed as indicated in the General Education Core Curriculum. Students completing an Associate of Arts or an Associate of Science degree, planning to transfer to a four-year institution in Arizona, and who want their transcript certified as meeting the TGECC requirement, must also complete three Special Requirements. Students must 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.

ASSOCIATE OF APPLIED SCIENCE

(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 courses may transfer, this degree is not intended for transfer to a university.

ASSOCIATE OF GENERAL STUDIES DEGREE

(AGS)

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.

Associate of Arts Degree BUSINESS ADMINISTRATION

The Business Administration program allows students to complete the first two years of the 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	FDUCATION	CORE REQUIREMENTS:	41 Credit Hours
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COMPOSITION:	Credit Hours
	O
ENG 101 College Composition I	
ENG 102 College Composition II	
MATHEMATICS:	3
MAT 110 College Algebra	
ARTS/HUMANITIES: Any approved General Education courses in	9
the Arts/Humanities category	
SOCIAL/BEHAVIORAL SCIENCE: Any approved General Education courses in the Social/Behavioral Science category	9
LAB SCIENCE: Any approved General Education courses in	8
the Physical/Biological Laboratory Science category	
GENERAL EDUCATION OPTIONS:	6
Recommended courses:	
SPC 100 Fundamentals of Speech Communication	
PSY 101 Introduction to Psychology	

DEGREE CORE REQUIREMENTS: 24 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
BUS 104	Business Communications	3
BUS 232	Business Statistical & Analysis	3
ECN 204	Macroeconomic Principles	3
ECN 205	Microeconomic Principles	3
MAT 219	Finite Mathematics	3
OR		
MAT 231	Business Calculus	

Associate of Arts Degree COMPUTER INFORMATION SYSTEMS

The Computer Information Systems program allows students to complete the first two years of the 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 E	DUCATION	CORE REQUIREMENTS:	41 Credit Hours
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	Credit Hours
COMPOSITION:	6
ENG 101 College Composition I	
ENG 102 College Composition II	
MATHEMATICS:	3
MAT 110 College Algebra	
ARTS/HUMANITIES: Any approved General Education courses in	9
the Arts/Humanities category	
SOCIAL/BEHAVIORAL SCIENCE: Any approved General Education courses in the Social/Behavioral Science category	9
LAB SCIENCE: Any approved General Education courses in	8
the Physical/Biological Laboratory Science category	
GENERAL EDUCATION OPTIONS:	6
Recommended courses:	
BUS 203 Business Law	
ECN 204 Macroeconomic Principles	
ECN 205 Microeconomic Principles	
SPC 100 Fundamentals of Speech Communication	

DEGREE CORE REQUIREMENTS: 21 Credit Hours

DEGNEE (JUNE NECLUINEIVIEIVI 3. ZI CIEUI	t Hou	3	
REQUIRED	COURSES:			Credit Hours
ACC 101	Principles of Accounting I			3
ACC 102	Principles of Accounting II			3
CIS 120	Introduction to Computer Information	System	S	3
CIS 220	Application Programming I			3
BUS 104	Business Communications			3
	IS ELECTIVES: redit hours from the following:			6
CIS 112	Introduction to Windows (2)	CIS	125	Introduction to Databases (2)
CIS 123	Introduction to Spreadsheets (2)	CIS	126	Integrated Software (2)
CIS 131 CIS 124	Introduction to DOS (2) Introduction to Wordprocessing (2)	CIS	221	Application Programming II (3)

Associate of Arts Degree GENERAL STUDIES

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

	Credit Hours
COMPOSITION:	6
ENG 101 College Composition I	
ENG 102 College Composition II	
MATHEMATICS:	3
MAT 110 College Algebra	
OR	
MAT 114 Applications of College Algebra	
ARTS/HUMANITIES: Any approved General Education courses in	9
the Arts/Humanities category	
Recommended Courses:	
PHI 101 Introduction to Philosophy	
HUM 241 Humanities I	
<u>OR</u> HUM 242 Humanities II	
ENG 237 Women in Literature	
OR	
ENG 238 Literature of the Southwest	
SOCIAL/BEHAVIORAL SCIENCE: Any approved General Education	9
courses in the Social/Behavioral Science category	
LAB SCIENCE: Any approved General Education courses in	8
the Physical/Biological Laboratory Science category	
CONTROL TRUCK CONTROL OF TONE And the Control Education Control Control Education Control Cont	cation 6
GENERAL EDUCATION OPTIONS: Any option listed in the General Educourse list.	cation
Recommended Courses:	
SPC 100 Fundamentals of Speech Communication	
Modern Language listed under "Options".	
menen	

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.

Associate of Arts Degree PRE-EDUCATION

The Pre-Education program allows students to complete the first two years of the 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	FOLICATION	CORF	REQUIREMENTS:	41 Credit Hours
GEIVENAL	EDUCATION	CUNE	neudineineis i d.	TI VIGUIL IIVUIS

COMPOSITION:		Credit Hours 6
ENG 101	College Composition I	
ENG 102	College Composition II	
MATHEMATICS:		3
MAT 110 OR	College Algebra	
MAT 114	Applications of College Algebra (for secondary education majors)	
ARTS/HUMANITII the Arts/Humaniti	ES: Any approved General Education courses in es category	. 9
	PRAL SCIENCE: Any approved General Education courses vioral Science category courses:	9
POS 220	State and National Constitution	
PSY 101	Introduction to Psychology	
	ny approved General Education courses in gical Laboratory Science category	8
	g	
GENERAL EDUCA	ATION OPTIONS:	6
Recommended of		
CIS 120	Introduction to Computer Information Systems	

DEGREE CORE REQUIREMENTS: 19 Credit Hours

REQUIRED COURSES:		
Introduction to Education	3	
SPC 100 Fundamentals of Speech Communication		
Modern Language listed under "Options".		
	9-10	
	Introduction to Education Fundamentals of Speech Communication	

These areas include anthropology, English, history, humanities, mathematics, psychology, science, sociology, and modern languages.

Associate of Science Degree ADMINISTRATION OF JUSTICE

The Administration of Justice program is designed to prepare students to enter the Criminal Justice profession and to enhance their professional development. 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

	Credit Hours
COMPOSITION:	6
ENG 101 College Composition I	
ENG 102 College Composition II	
MATHEMATICS:	3
MAT 110 College Algebra OR	
MAT 114 Applications of College Algebra	
ARTS/HUMANITIES: Any approved General Education courses in the Arts/Humanities category	9
SOCIAL/BEHAVIORAL SCIENCE: An approved General Education course in the Social/Behavioral Science category, and: PSY 101 Introduction to Psychology SOC 101 Introduction to Sociology	9
LAB SCIENCE: Any approved General Education courses in the Physical/Biological Laboratory Science category	8
GENERAL EDUCATION OPTIONS:	6

DEGREE CORE REQUIREMENTS: 24 Credit Hours

REQU	JIRED	COURSES:	Credit Hours
AJS	101	Introduction to Administration of Justice	3
AJS	120	Substantive Criminal Law	3
AJS	150	Rules of Criminal Procedure	3
AJS	160	Police Administration	3
AJS	200	Community Relations	⊢ 3
AJS	220	Rules of Evidence	3
AJS	230	Crime and Deviant Behavior	3
AJS	280	Criminology	3

Associate of Science Degree PRE-ENGINEERING

The Pre-Engineering program allows students to complete the first two years of the 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

	Credit Hours
COMPOSITION:	6
ENG 101 College Composition I	
ENG 102 College Composition II	
MATHEMATICS:	= 5
MAT 135 Pre-Calculus	
APTC/ULIMANITIES: Any enproved General Education courses in	9
ARTS/HUMANITIES: Any approved General Education courses in the Arts/Humanities category	9
the Arts/Humanities category	
SOCIAL/BEHAVIORAL SCIENCE: Any approved General Education	9
courses in the Social/Behavioral Science category	
LAB SCIENCE: Any approved General Education courses in	8
the Physical/Biological Laboratory Science category	
Recommended courses:	
CHM 151 General Chemistry I	
PHY 161 College Physics I	
GENERAL EDUCATION OPTIONS:	6
Recommended course:	
SPC 100 Fundamentals of Speech Communication	
at a state of the	

REQUIRED COURSES:	Credit Hours
DFT 150 Auto Cad I	3
MAT 136 Calculus and Analytic Geometry I	5
MAT 137 Calculus and Analytic Geometry II	5
PHY 262 College Physics II	4
Professional Elective	3

Associate of Science Degree PRE-MEDICAL SCIENCE

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 the degree requirements of their chosen college.

(Minimum credit hours required: 63 Credit Hours)

GENERAL B	FDUCATION	CORE REQUIREMENTS:	43 Credit Hours
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		Credit Hours
COMPOSITION:		6
ENG 101	College Composition I	
ENG 102	College Composition II	
MATUEMATICS.		5
MATHEMATICS:	Dec Celevius	9
MAT 135	Pre-Calculus	
ARTS/HIIMANITI	ES: Any approved General Education courses in	9
the Arts/Humanit		
tho ya toyi lamanic		
SOCIAL/BEHAVIO	DRAL SCIENCE: Any approved General Education	9
courses in the So	cial/Behavioral Science category	
	ny approved General Education courses in	8
	gical Laboratory Science category	
Recommended (
CHM 151	•	
CHM 152	General Chemistry II	
GENERAL EDUCA	TION OPTIONS.	6
GENERAL EUULF	TION OF HONS.	· ·

REQUIRED COUR	ISES:	Credit Hours
BIO 205	Microbiology	4
PHY 111	General Physics I	8-10
AND		
PHY 112	General Physics II	
<u>OR</u>		
PHY 161	College Physics I	
AND		
PHY 262	College Physics II	
BIO 184	Plant Biology	8
AND		
BIO 190	Animal Biology	
<u>OR</u>		
BIO 201	Anatomy and Physiology I	
AND		
BIO 202	Anatomy and Physiology II	

Associate of Science Degree PRE-NURSING SCIENCE

Coconino County Community College (CCCC) offers an Articulated Associate of Science/Baccalaureate in Science degree with Northern Arizona University's Nursing Department. By enrolling in CCCC's program, there is no guarantee the CCCC students will be accepted into NAU's nursing program. There will be an application, testing and screening process to select the students who are eligible to enter NAU. Below are the prerequisite courses that will be required. If you have earned credits from another college, they will have to be evaluated as to whether they transfer as equivalent to those listed here.

Cradit Hours

(Minimum credit hours required: 60 Credit Hours)

GENERAL EDUCATION CORE REQUIREMENTS: 46 Credit Hours

	POSITI		6
ENG		College Composition I*	
ENG	102	College Composition II*	
MATI	HEMAT	TCS:	6
MAT	110	College Algebra*	
MAT	270	Elementary Statistics	
the A	rts/Hur	ANITIES: Any approved General Education courses in manities category in inne credit hours should be taken in the first year)*	9
SOCI	AL/BEH	IAVIORAL SCIENCE:	9
PSY	101	Introduction to Psychology*	
PSY	240	Developmental Psychology	
An ap	proved	d General Education course in the Social/Behavioral Sciences category	
LAB S	SCIENC	EE:	16
BIO	201	Human Anatomy and Physiology I*	
BIO	202	Human Anatomy and Physiology II*	
BIO	205	Microbiology	
CHM	130	Fundamental Chemistry*·	

DEGREE CORE REQUIREMENTS: 14 Credit Hours

REQUIRED COURSES:		COURSES:	Credit Hours
HEC	135	Human Nutrition	3
NUR	200	Introduction to Professional Nursing*	2
NUR	221	Foundations of Nursing I	3
NUR	222	Foundations of Nursing II	3
SPC	100	Fundamentals of Speech Interpretation* + **	3

^{*} Suggested first year courses

NAU Nursing expects GPA for science to be 3.0 and overall GPA to be 2.5

⁺ Not required for NAU Nursing

[·] Courses meet the General Education Option requirement

Associate of Science Degree PRE-SCIENCE

The Pre-Science program allows students to complete the first two years of the 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

COMPOSITION:		Credit Hours
ENG 101	College Composition I	0
ENG 102	College Composition II	
MATHEMATICS:		5
MAT 135	Pre-Calculus	
ARTS/HUMANITE the Arts/Humanit	IES: Any approved General Education courses in ies category	9
SOCIAL/BEHAVIO	ORAL SCIENCE: Any approved General Education	9
	cial/Behavioral Science category	
Recommended		
ECN 204	Macroeconomic Principles	
ECN 205	Microeconomic Principles	
	ny approved General Education courses in ogical Laboratory Science category	8
Recommended		
CHM 130	Fundamental Chemistry	
OR OUNA 454		
CHM 151	General Chemistry I	
GENERAL EDUCA	ATION OPTIONS:	6
Recommended		
MAT 270	Elementary Statistics	
SPC 100	Fundamentals of Speech Communication	
DEGREE CORE	REQUIREMENTS: 19 Credit Hours	Credit Hours
MAT 136	Calculus and Analytic Geometry I	5-6
OR	Calculate and Allary to Cooling 1	
MAT 219 AND	Finite Math	
MAT 231	Business Calculus	
PHY 111	General Physics I	4-5
OR DUY 101	Callege Physica I	
PHY 161	College Physics I	
EMPHASIS AREA	A:	9-10

Associate of Applied Science Degree ACCOUNTING

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

02/1			Credit Hours
COM	POSITIO	ON:	6
ENG	101	College Composition I	
ENG	102	College Composition II	
		200.	3
	HEMAT		3
	103	Practical Finance	
<u>OR</u>			
Highe	r level	MAT course	
ADTO	- / L K L L I I I I I I I I	ANITIES: Any approved General Education courses in	6
		nanities category	0
uie A	i ts/i iui	namines category	
SOCI	AL/BEH	AVIORAL SCIENCE: Any approved General Education	6
		ne Social/Behavioral Science category	
LAB :	SCIENC	E:	4
BIO	105	Environmental Biology	
<u>OR</u>			
GEO	131	Introduction to Physical Geography	

REQU	JIRED (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	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
ECN	204	Macroeconomic Principles	3
ECN	205	Microeconomic Principles	3

Associate of Applied Science Degree FIRE SCIENCE

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 E	EDUCATION CORE REQUIREMENTS: 25 Credit Hours	Credit Hours
COMPOSITIO		6
ENG 135 ENG 136	Career Communication OR ENG 101 College Composition I Career Writing OR ENG 102 College Composition II	
MATHEMATI		3
MAT 110	College Algebra	
	NITIES: Any approved General Education courses umanities category	6
	AVIORAL SCIENCE: Any approved General Education Social/Behavioral Science category	6
LAB SCIENCE		4
BIO 105	Environmental Biology	
DEGREE CO	ORE REQUIREMENTS: 40 Credit Hours	
REQUIRED CO		Credit Hours
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 (0.5)	
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)	

Associate of Applied Science Degree GENERAL BUSINESS

The General Business Degree program 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

		Credit Hours
COMPOSITION:		6
ENG 101 Colle	ege Composition I	
ENG 102 Colle	ege Composition II	
MATHEMATICS:		3
MAT 103 Prac	tical Finance	
<u>OR</u>		
Higher level MAT	course	
ARTS/HUMANITI the Arts/Humaniti	ES: Any approved General Education courses in ies category	6
	DRAL SCIENCE: Any approved General Education cial/Behavioral Science category	6
LAB SCIENCE:		4
BIO 105 Envi	ronmental Biology	
	eduction to Physical Geography	
323 .31 IIIII	addition to importal doograpmy	

REQU	JIRED	COURSES:	Credit Hours
ACC	101	Principles of Accounting I	3
ACC	102	Principles of Accounting II	3
CIS	123	Introduction to Spreadsheets	2
<u>OR</u>			
CIS	124	Introduction to Wordprocessing	
BUS	101	Introduction to Business	3
BUS	104	Business Communications	3
BUS	203	Business Law	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
ECN	204	Macroeconomic Principles	3
ECN	205	Microeconomic Principles	3

Associate of Applied Science Degree GENERAL FINANCE

The General Finance program is designed to prepare students to enter the General Finance field 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 COME MECONIEMENTO. 20 COCCUR MOUNT	
	Credit Hours
COMPOSITION:	6
ENG 101 College Composition I	
ENG 102 College Composition II	
MATHEMATICS:	3
MAT 103 Practical Finance	
<u>OR</u>	
Higher level MAT course	
ARTS/HUMANITIES: Any approved General Education courses in	6
the Arts/Humanities category	
COCIAL (DELIA) (ODA) COLENOE A COCIA DE CARROL EL CARROL	
SOCIAL/BEHAVIORAL SCIENCE: Any approved General Education courses in the Social/Behavioral Science category	6
Courses III the Social/Deliavioral Science Category	
LAB SCIENCE:	4
BIO 105 Environmental Biology	
OR	
GEO 131 Introduction to Physical Geography	

REQU	IRED	COURSES:	Credit Hours
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	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
ECN	204	Principles of Economics-Macro	3
ECN	205	Principles of Economics-Micro	3

Associate of Applied Science Degree HUMAN RESOURCES AND PERSONNEL

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

			_	Credit H	ours
COMI	POSITIO	ON:		6	
ENG	101	College Composition I			
ENG	102	College Composition II			
MATI	I EMAT	ICS:		3	
MAT OR	103	Practical Finance			
	r level	MAT course			
		ANITIES: Any approved General Education courses in nanities category		6	
		AVIORAL SCIENCE: Any approved General Education ne Arts/Humanities category		6	
LAB S	SCIENC	E:		4	
BIO OR	105	Environmental Biology			
	131	Introduction to Physical Geography			

REQU	JIRED	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

Associate of Applied Science Degree MARKETING MANAGEMENT FUNDAMENTALS

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

COMPOSITION:	6
ENG 101 College Composition	
ENG 102 College Composition II	
MATHEMATICS:	3
MAT 103 Practical Finance	
OR Higher level MAT course	
ARTS/HUMANITIES: Any approved General Education courses in the Arts/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: 35 Credit Hours

REQU	IIRED	COURSES:	Credit Hours
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	108	Introduction to Selling	3
BUS	110	Advertising and Sales Promotion	3
BUS	203	Business Law	3
BUS	207	Principles of Marketing	3
BUS	206	Principles of Management	3
<u>OR</u>			
BUS	209	Principles of Supervision	
CIS	124	Introduction to Word Processing	2
<u>OR</u>			
CIS	127	Introduction to Desktop Publishing	
ECN	204	Macroeconomic Principles	3
ECN	205	Microeconomic Principles	3

Credit Hours

Associate of Applied Science Degree OFFICE INFORMATION SYSTEMS

The Office Information Systems program is designed to prepare students to enter a 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.

Credit Hours

(Minimum credit hours required: 62 Credit Hours)

	CORE REQUIREMENTS:	05 0 11. ((
/:LNILUMI	 TO THE COLUMN THE TAXABLE TO THE TAX	-/h / wodit Holle

COMPOSITION:	6
ENG 135 Career Communication ENG 136 Career Writing	
	_ 1
MATHEMATICS: MAT 103 Practical Finance	3
Tradition Finance	
ARTS/HUMANITIES: Any approved General Educathe Arts/Humanities category	ation courses in 6
SOCIAL/BEHAVIORAL SCIENCE: Any approved G	ieneral Education 6
courses in the Social/Behavioral Science category	
LAP SCIENCE: Any approved General Education of	course in 4
LAB SCIENCE: Any approved General Education of the Physical/Biological Laboratory Science category	
DEODEE OODE DEOLUDEMENTO. 27.20	Out did House
DEGREE CORE REQUIREMENTS: 37-38 (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
71 0	5
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 follo	owing 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)

242

Legal Secretarial Skills (3)

CIS

AHS 131

227

Medical Terminology (3)

Advanced Desktop Publish. (1)

Associate of Applied Science Degree SMALL BUSINESS MANAGEMENT

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

COMPOSITION:	Credit Hours 6
ENG 101 College Composition I	0
ENG 102 College Composition II	
MATHEMATICS:	3
MAT 103 Practical Finance	
OR Higher level MAT course	
ARTS/HUMANITIES: Any approved General Education courses in the Arts/Humanities category	6
SOCIAL/BEHAVIORAL SCIENCE: Any approved General Education courses in the Social/Behavioral Science category	6
LAB SCIENCE:	4
BIO 105 Environmental Biology OR	
GEO 131 Introduction to Physical Geography	

REQU	JIRED	COURSES:	Credit Hours
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	207	Principles of Marketing	3
BUS	209	Principles of Supervision	3
BUS	213	Small Business Management	3
CIS	123	Introduction to Spreadsheets	2
ECN	204	Macroeconomic Principles	3

Associate of General Studies Degree GENERAL STUDIES

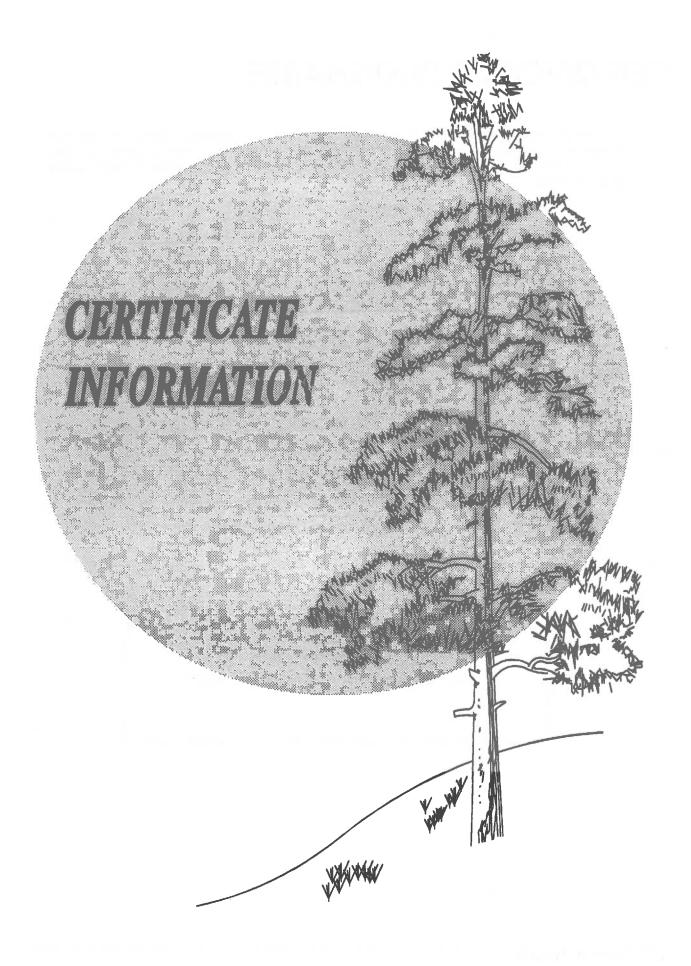
The Associate General Studies Degree is designed for students who wish to broaden their knowledge, but have no university major or vocational goal in mind. The degree requires 60 credit hours with a cumulative grade point average of 2.0 or higher. A maximum of 12 credit hours may be completed in courses 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 EL	DUCATION CORE REQUIREMENTS: 24-25 Credit Hours URSES:	Credit Hours
COMPOSITION	l:	6
ENG 101 Co	ollege Composition I	
ENG 102 Co	ollege Composition II	
ENG 135 Ca	areer Communications	
ENG 136 Ca	areer Writing	
MATHEMATICS		3
	termediate Algebra w/ Review	
OR		
Higher level MA	AT course	
ARTS/HUMANI the Arts/Human	ITIES: Any approved General Education course in nities category	6
	VIORAL SCIENCE: Three courses above 100 level atropology, history, political science, psychology, by, sociology.	6
	One course above 100 level chosen from astronomy, , chemistry, geology, physics, zoology, aphy.	3-4

ELECTIVE COURSE REQUIREMENTS: 35-36 Credit Hours

Select 35-36 credit hours either in a variety of disciplines or in an area of concentration.



CERTIFICATE PROGRAMS

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 Semester Hours

INTERMEDIATE CERTIFICATE

1-24 Semester Hours (16-24)

ADVANCED CERTIFICATE

1-30 Semester Hours (25-30)*

* Not to exceed 45 semesters hours

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 earned accounting credit 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:	Credit Hours
ACC 100	Practical Accounting Procedures (5)	3-5
<u>OR</u>	· ·	
ACC 101	Principles of Accounting I (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

ARCHITECTURAL DRAFTING

Intermediate Certificate of Completion

The Industrial Technology Construction Drafting Intermediate Certificate program will provide the student with a solid foundation in Construction Architectural Drafting techniques both for board drafting and computer aided design drafting. The fundamentals of drafting are explored through mastery learning components and hands on applications utilizing basic drafting tools and computers. Students may use credit hours earned in this certificate towards other certificates/degrees to which these courses may apply.

(Minimum credit hours required: 21 Credit Hours)

CERTIFICATE REQUIREMENTS: 21 Credit Hours

REQUIRED COURSES:		COURSES:	Credit Hours
DFT	125	Architectural Drafting	3
DFT	150	AutoCad - I	3
DFT	200	AutoCad - II	3
DFT	225	Architectural Drafting I - CAD	3
DFT	260	Architectural Drafting II - CAD*	3
ITC	140	Blueprint Reading and Estimating	3
ITC	210	Structural Design and Building Materials	3

^{*} Corequisite: ITC 199 Workshop or consent of instructor.

ARCHITECTURAL DRAFTING

Advanced Certificate of Completion

The Industrial Technology Construction Drafting Advanced Certificate program will provide the student with increased technical and supporting skills required to compete in today's construction architectural field. Advanced three dimensional applications and the customizing of computer aided design software will enhance the students ability to draft and design. Students may use credit hours earned in this certificate program towards other certificates/degrees to which these courses may apply.

(Minimum credit hours required: 32 Credit Hours)

CERTIFICATE REQUIREMENTS: 32 Credit Hours

REQUIRED COURSES:			Credit Hours
Com	oletion	of the Architectural Drafting Advanced Certificate	21
DFT	250	AutoCad - III	3
ITC	111	Uniform Building Code	3
ITC	180	Building Construction Methods I*	3
MAT	111	Trigonometry	2

^{*} Corequisite: DFT 199, or an ITC 199 Workshop, or consent of instructor.

BUSINESS ACCOUNTING TECHNICIAN

Intermediate Certificate of Completion

The Business Accounting Technician Intermediate 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 credit hours earned in this program toward the Associate of Applied Science degree in Office Information Systems.

(Minimum credit hours required: 22 Credit Hours)

TIFICA	ATE REQUIREMENTS: 22 Credit Hours			
REQUIRED COURSES:				
100	Practical Accounting Procedures		5	
123	Introduction to Spreadsheets		2	
124	Introduction to Wordprocessing		2	
223	Advanced Spreadsheets		2	
103	Practical Finance		3	
200	Professional Office Skills		3	
a min	imum of five credit hours from the following courses:		5	
104	Business Communications (3)			
210	Human Relations in the Workplace (3)			
102	Computer Literacy (2)			
120	Introduction to Computer Information Systems (3)			
110	Beginning Typing (3)			
	100 123 124 223 103 200 a min 104 210 102 120	IRED COURSES: 100 Practical Accounting Procedures 123 Introduction to Spreadsheets 124 Introduction to Wordprocessing 223 Advanced Spreadsheets 103 Practical Finance 200 Professional Office Skills 104 Business Communications (3) 105 Computer Literacy (2) 106 Introduction to Computer Information Systems (3)	100 Practical Accounting Procedures 123 Introduction to Spreadsheets 124 Introduction to Wordprocessing 223 Advanced Spreadsheets 103 Practical Finance 200 Professional Office Skills a minimum of five credit hours from the following courses: 104 Business Communications (3) 210 Human Relations in the Workplace (3) 102 Computer Literacy (2) 120 Introduction to Computer Information Systems (3)	

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 students who desire to enhance their abilities on the job. Included in the curriculum are practical applications and knowledge. Students may apply credit hours earned 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
BUS 104	Business Communications	3
CIS 124	Introduction to Wordprocessing	2 ·
OIS 100	Keyboarding	1
OIS 110	Beginning Typing	3
OIS 130	Machine Transcription	3
OIS 200	Professional Office Skills	3

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. Students may apply credit hours earned in this program toward the Associate of Applied Science degree in Office Information Systems.

(Minimum credit hours required: 25 Credit Hours)

INTERMEDIATE CERTIFICATE REQUIREMENTS: 25 Credit Hours

	Credit Hours	
Completion of the Clerical Basic Certificate	15	
CIS 102 Computer Literacy	2	
CIS 224 Advanced Wordprocessing	2	
MAT 103 Practical Finance	3	
OIS 210 Advanced Typing	3	

COMPUTER AIDED DESIGN SPECIALIST

Basic Certificate of Completion

The Computer Aided Design Specialist Certificate Basic program will provide the student with a solid foundation in the utilization of two CAD software packages; AutoCad and CadKey. Included in the mastery learning components are hands on projects of application and software manipulation. Students may apply credit hours earned toward other certificates/degrees.

(Minimum credit hours required: 15 Credit Hours)

REQUIRED COURSES:			Credit Hours	
DFT	150	AutoCad I		3
DFT	200	AutoCad II		3
DFT	250	AutoCad III		3

COMPUTER AIDED DESIGN SPECIALIST

Advanced Certificate of Completion

DFT 170

DFT 270

CadKey I

CadKey II

The Computer Aided Design Advanced Certificate program will provide the student with increased real world application both in AutoCad and CadKey. After the Basic Certificate has been completed, the student then utilizes the introductory and intermediate mechanical/architectural drafting courses as a method of applying real world application. Students may apply credit hours earned toward other certificates/degrees.

(Minimum credit hours required: 30 Credit Hours)

CER REQU	Credit Hours		
Com	oletion	of the Computer Aided Design Specialist Basic Certificate	15
DFT	125	Architectural Drafting	3
DFT	225	Architectural Drafting - I CAD	3
DFT	145	Technical Drafting	3
DFT	210	Technical Drafting - I CAD 2D	3
ENG	136	Career Writing	3

COMPUTER SOFTWARE

Basic Certificate of Completion

The Computer Software Basic Certificate program is designed to give students an introduction to computer uses in order to develop skills related to 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 credit hours earned 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

D COURSES:	Credit Hours
4 Business Communications	3
3 Introduction to Spreadsheets	2
4 Introduction to Wordprocessing	2
5 Introduction to DataBases	2
6 Introduction to Integrated Software	2
2 Introduction to Windows	
7 Introduction to Desktop Publishing	2
1 Introduction to DOS	2
	4 Business Communications 3 Introduction to Spreadsheets 4 Introduction to Wordprocessing 5 Introduction to DataBases 6 Introduction to Integrated Software 2 Introduction to Windows 7 Introduction to Desktop Publishing

COMPUTER SOFTWARE

Advanced Certificate of Completion

The Computer Software Advanced Certificate program is designed for those students who desire to enhance their computer skills and expand their knowledge of computer concepts. Students may apply credit hours earned in this program toward the Associate of Applied Science degree in Office Information Systems.

Credit Hours

(Minimum credit hours required: 26 Credit Hours)

INTERMEDIATE CERTIFICATE REQUIREMENTS: 26 Credit Hours

Com	oletion	of the Computer Software Basic Certificate	15
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

REQUIRED COURSES:

CONSTRUCTION TECHNOLOGY

Intermediate Certificate of Completion

The Industrial Technology Construction Intermediate Certificate will provide the student with a technical foundation required to compete in today's construction field. The student will be instructed through mastery learning components and field study workshops arranged with local contractors. Students may apply credit hours earned in this program toward other certificates/degrees.

(Minimum credit hours required: 18 Credit Hours)

CERTIFICATE REQUIREMENTS: 18 Credit Hours REQUIRED COURSES:

THE		000110201	
ITC	111	Uniform Building Code	3
ITC	140	Blueprint Reading and Estimating	3
ITC	170	Plane Surveying and Building Layout	3
ITC	180	Building Construction Methods I*	3
ITC	185	Building Construction Methods II*	3
ITC	210	Structural Design and Building Materials	3

^{*} Corequisite: ITC 199 Workshop or consent of instructor.

CONSTRUCTION TECHNOLOGY

Advanced Certificate of Completion

The Industrial Technology Construction Advanced Certificate will provide the student with a technical foundation in the areas of carpentry construction and construction management. The certificate utilizes the workshop component for hands on job training and the classroom for mastery learning of technical skills. The management of a construction firm through supervision and computer technology is a focal point for this certificate. Students may apply credit hours earned in this program toward other certificates/degrees.

(Minimum credit hours required: 32 Credit Hours)

CERTIFICATE REQUIREMENTS: 32 Credit Hours

REQUIRED COURSES:			Credit Hours
Com	oletion	of the Construction Technology Intermediate Certificate	18
ITC	130	Computer Applications and Project Management	3
ITC	171	Construction Wiring*	3
ITC	230	Construction Supervision and Scheduling	3
MAT	111	Trigonometry	2
SPC	100	Fundamentals of Speech Communication	3

^{*} Corequisite: ITC 199 Workshop or consent of instructor.

Credit Hours

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 students who desire to enhance their abilities on the job. Included in the curriculum are practical applications and knowledge. Students may apply credit hours earned in this program toward the Associate of Applied Science degree in Office Information Systems.

(Minimum credit hours reguired: 14 Credit Hours)

BASIC CERTIFICATE REQUIREMENTS: 14 Credit Hours

REQ	UIRED	COURSES:	Credit Hours
BUS	104	Business Communications	3
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

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. Students may apply selected credit hours earned in this program toward the Associate of Applied Science degree in Office Information Systems.

(Minimum credit hours required: 23 Credit Hours)

INTERMEDIATE CERTIFICATE REQUIREMENTS: 23 Credit Hours

REQUIRED COURSES:				
etion	of the Desktop Publishing Basic Certificate	14		
131	Introduction to DOS	2		
224	Advanced Wordprocessing	2		
227	Advanced Desktop Publishing	1		
a min	imum of four credit hours from the following courses:	4		
122	Word for Windows (2)			
123	Introduction to Spreadsheets (2)			
125	Introduction to DataBase (2)			
150	Beginning AutoCAD (3)			
170	CADkey I (3)			
210	Advanced Typing (3)			
	etion 131 224 227 a min 122 123 125 150	etion of the Desktop Publishing Basic Certificate 131 Introduction to DOS 224 Advanced Wordprocessing 227 Advanced Desktop Publishing a minimum of four credit hours from the following courses: 122 Word for Windows (2) 123 Introduction to Spreadsheets (2) 125 Introduction to DataBase (2) 150 Beginning AutoCAD (3) 170 CADkey I (3)		

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 credit hours earned 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

FSC	105	Firefighter I & II		6
FSC	232	Hazardous Materials I		3
FSC	236	Firefighter Occupational Safety		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

REQUIRED COURSES:

Advanced Certificate of Completion

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

Comp	oletion	of the Fire Science Basic Certificate	15
EMS	131	Emergency Medical Technician Basic	6
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

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.

Credit Hours

Credit Hours

GENERAL BUSINESS

Advanced Certificate of Completion

The General Business Advanced Certificate program is designed to give students 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 earned general business credit hours of this program toward the Associate of Applied Science degree in General Business.

(Minimum credit hours required: 28 Credit Hours)

CERTIFICATE REQUIREMENTS: 28-30 Credit Hours

REQUIRED	Credit Hours	
ACC 100 OR	Practical Accounting Procedures (5)	3-5
ACC 101	Principles of Accounting I (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, in addition to these courses, prior to the completion of this certificate plan.

LEGAL SECRETARY

Intermediate Certificate of Completion

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

(Minimum credit hours required: 22 Credit Hours)

BASIC CERTIFICATE REQUIREMENTS: 22 Credit Hours **Credit Hours REQUIRED COURSES:** 3 BUS 104 **Business Communications** 3 **BUS 203 Business Law** 2 CIS 124 Introduction to Wordprocessing 2 **Advanced Wordprocessing** CIS 224 3 **Machine Transcription** OIS 130 3 OIS 200 **Professional Office Skills** 3 Advanced Typing OIS 210 3 **Legal Transcription** OIS 240

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 REQUIRED COURSES:					
Comple	etion	of the Legal Secretary Intermediate Certificate	22		
CIS	102	Computer Literacy	2		
		Practical Finance	3		
OIS	125	Beginning Shorthand	3		
OIS :	225	Intermediate Shorthand	3		
OIS	242	Legal Secretary Skills	3		

MEDICAL TRANSCRIPTION

Intermediate Certificate of Completion

The Medical Transcription Intermediate Certificate program is designed to give students an introduction to medical transcription skills and to assist those students who desire to enhance their abilities on the job. Included in the curriculum are practical applications and knowledge. Students may apply credit hours earned 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

REQU	JIRED (COURSES:	Credit Hours	
AHS	131	Medical Terminology I	3	
BUS	104	Business Communications	3	
CIS	102	Computer Literacy	2	
CIS	124	Introduction to Wordprocessing	2	
CIS	224	Advanced Wordprocessing	2	
OIS	130	Machine Transcription	3	
OIS	200	Professional Office Skills	3	
OIS	210	Advanced Typing	3	
OIS	230	Medical Transcription	3	

REAL ESTATE STUDIES

Basic Certificate of Completion

The Real Estate Studies Basic Certificate program is designed to give students the basic real estate studies skills and to assist those students 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 HoursREQUIRED COURSES:

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

Advanced Certificate of Completion

(Minimum credit hours required: 30 Credit Hours)

ADVANCED CERTIFICATE REQUIREMENTS: 30 Credit Hours REQUIRED COURSES:

Completion of the Real Estate Studies Basic Certificate			
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

Credit Hours

Credit Hours

SMALL BUSINESS STUDIES

Basic Certificate of Completion

The Small Business Studies Basic Certificate program is designed to give students the basic small business skills and to assist those students who desire to enhance their abilities on the job and their knowledge of the small business field. This certificate is designed to assist with the mission of the Small Business Development Center of the College.

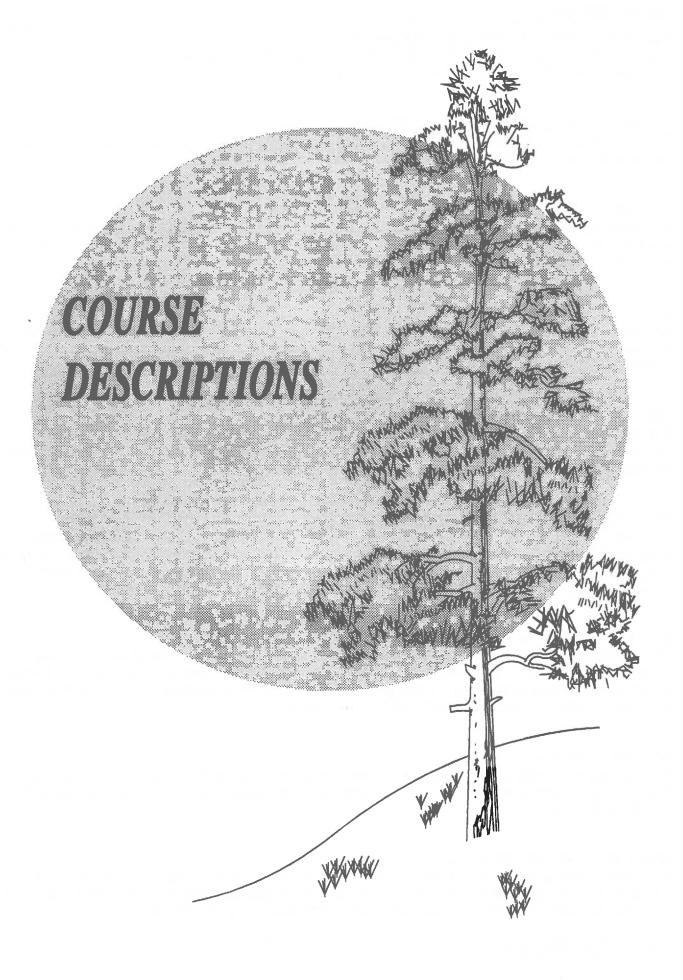
Cradit Hours

(Minimum credit hours required: 12 Credit Hours)

CERTIFICATE REQUIREMENTS: 12 Credit Hours

REQUIRED COURSES:			Credit Hours
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 meet the needs for a more in-depth course for accounting practices related to the small business environment.



ACCOUNTING

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 non-technical course designed to study and then prepare the Federal tax return. 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 the 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. Prerequisite: ACC 101. Three lecture.

ACC 103 BASIC OFFICE ACCOUNTING (3)

Introduces the techniques, tools, and composition of a basic bookkeeping system. Includes journalizing an opening entry, journalizing and posting routine transactions from source documents, closing entries, preparing simple financial statements and preparing a post adjusting trial balance to complete the bookkeeping cycle. For non-accounting majors. Three lecture.

ACC 104 BASIC OFFICE ACCOUNTING II (3)

Continuation of ACC 103. Concentrates on developing and maintaining a set of books for small business. Includes an introduction to the following: special journals, payroll systems, sales taxes, bad debts, depreciation, notes and interest, accruals, and the partnership and corporate form of business. For non-accounting majors. Prerequisite: ACC 103. 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 interests and problems of a group of students. One to three variable credit hours.

ACC 201 INTERMEDIATE ACCOUNTING (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. Prerequisite: 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. Prerequisite: 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, volume relationships, profit analysis, and budget reports. Also includes some problem solving computer applications. It is assumed that students enrolled in this course have computer skills and have had some accounting background through casework or experience. Three lecture.

ACC 205 COST ACCOUNTING (3)

Studies cost accounting principles applied to manufacturing operation. Concentrates on accounting for labor, materials, manufacturing overhead and manufacturing expenses. Includes cost, and profit analysis. 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 casework or experience. Three lecture.

ACC 206 ACCOUNTING & EDP SYSTEMS (3)

Introduces electronic data processing systems as they apply to accounting systems. Provides handson experience with microcomputer hardware and software packages. Includes accounting cycle transaction and management decision-making applications. Three lecture.

ACC 207 OFFICE ACCOUNTING & EDP SYSTEMS (3)

Emphasizes practical procedures and applications in office accounting using a 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. Three lecture; one lab.

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 & 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. Prerequisite: 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. This course is especially applicable to the occupational student who wants specialized training. One to three variable credit hours.

ACC 299 INDEPENDENT STUDY (1-3)

Designed to meet the needs of a student who has a credit deficiency for graduation. The student, under faculty supervision, would design and execute an original project which would fit the credit requirement in a given area of study. Permission of Dean of Instruction required. One to three variable credit hours.

AGRICULTURE

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.

ALLIED HEALTH SCIENCES

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 definitions. Three lecture.

AHS 199 WORKSHOP (1-3)

A course designed to meet the common interests and problems of a group of students. One to three variable credit hours.

AHS 298 SPECIAL TOPICS (1-3)

A course designed to meet the 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. One to three variable credit hours.

AHS 299 INDEPENDENT STUDY (1-3)

Designed to meet the needs of a student who has a credit deficiency for graduation. The student, under faculty supervision, would design and execute an original project which would fit the credit requirement in a given area of study. Permission of Dean of Instruction required. One to three variable credit hours.

ADMINISTRATION OF JUSTICE

AJS 101 INTRODUCTION TO ADMINISTRATION OF JUSTICE (3)

An examination of the organization and jurisdiction of local, state, and federal law enforcement, judicial and corrections systems, terminology and constitutional limitations of the system. Three lecture.

AJS 110 THE CORRECTION FUNCTION (3)

Examines the history and development of correctional theories and institutions. Three lecture.

AJS 120 SUBSTANTIVE CRIMINAL LAW (3)

Covers philosophy and legal sanctions and historical development from the common law to Modern American Criminal Law, classifications of crimes, elements of and parties to crimes, general definitions of crime, common defenses utilized, and includes specific offenses and the essential elements of each defense. Three lecture.

AJS 130 THE POLICE FUNCTION (3)

Theories of procedures and methods of operations of public voice, with general emphasis on the discretionary powers available to the working police officer. Career opportunities and current trends in law enforcement will be presented. Three lecture.

AJS 141 GANG BEHAVIOR & STREET VIOLENCE (3)

A look at the development of gangs, how 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.

AJS 150 RULES OF CRIMINAL PROCEDURES (3)

Covers procedural criminal law. Includes the role of the judiciary in the criminal justice systems, the right to council, pre-trial release, grand juries, adjudication process, type and rules of evidence and sentencing. Three lecture.

AJS 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.

AJS 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 relationship between private, internal, and external security services as they relate to law enforcement agencies. Three lecture.

AJS 200 COMMUNITY RELATIONS (3)

Examination, recognition, and understanding of community problems; community action programs; methods of coping with human behavior, conflict and communications; ethnic and minority cultures and environments; the community and the relationships with criminal justice system. Three lecture.

AJS 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.

AJS 230 CRIME & 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.

AJS 240 JUVENILE JUSTICE PROCEDURE (3)

Examines the history and development of juvenile procedures and institutions. Three lecture.

AJS 250 CRIMINAL INVESTIGATIONS (3)

Fundamentals of criminal investigation are studied. Theory of criminal investigation, crime scene procedures, case preparation, interviewing, and basic investigative techniques are examined. Three lecture.

AJS 260 CONSTITUTIONAL LAW (3)

Studies constitutional law as it relates to the operation of the criminal justice system. Three lecture.

AJS 265 PROBATION & 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.

AJS 280 CRIMINOLOGY (3)

Study of deviance and society's role in defining behavior; theories of criminality and the economic, social, and psychological impact of crime and victimization; relationships between statistics and crime trends. Three lecture.

AJS 291 TERRORISM & COUNTERTERRORISM (3)

Examines the nature of terrorism, terrorist threat, and countermeasures to combat terrorism. Prerequisite: Enrollment limited to law enforcement agencies. Three lecture.

AJS 292 HOSTAGE NEGOTIATIONS (3)

Covers the essentials of hostage negotiations for all personnel and may serve as a refresher for trained personnel. Prerequisite: Enrollment limited to law enforcement agencies. Three lecture.

AJS 293 FIREARMS TRAINING (3)

Proper instruction of firearm use. Safety factors and proper operational use are emphasized. Prerequisite: Enrollment limited to law enforcement agencies and with permission of program director. \$50.00 fee required for ammunition. Three lecture.

ANTHROPOLOGY

ANT 102 INTRODUCTION TO CULTURAL ANTHROPOLOGY (3)

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)

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 199 WORKSHOP (1-3)

A course designed to meet the common interests and problems of a group of students. One to three variable credit hours.

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.

ANT 298 SPECIAL TOPICS (1-3)

A course designed to meet the 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. One to three variable credit hours.

ANT 299 INDEPENDENT STUDY (1-3)

Designed to meet the needs of a student who has a credit deficiency for graduation. The student, under faculty supervision, would design and execute an original project which would fit the credit requirement in a given area of study. Permission of Dean of Instruction required. One to three variable credit hours.

ART

ART 100 ART APPRECIATION (3)

Acquaints 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. Three lecture.

ART 103 SOUTHWESTERN INDIAN ART (3)

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 106A WORKSHOP: COLLOGRAPH PRINT (3)

Exploration of various materials which give collage textures, combined with relief and intaglio inking on relief-cut masonite panels which are sealed and inked in multi-plate combinations for the collograph original print which may be printed in editions. One lecture; five lab.

ART 110 DRAWING I (3)

Perspective and visual perception as related to developing artistic visual growth in perceiving our environment. Emphasis on analysis of objects and compositional placement within the pictorial construction. One lecture; five lab. May be taken for S/U credit.

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. Prerequisite: ART 110 or consent of instructor. One lecture; five lab. May be taken for S/U credit.

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. May be taken for S/U credit.

ART 115 COLOR THEORY (3)

Principles of color theory related to the visual arts. Includes a variety of media. Prerequisite: ART 110 or consent of instructor. One lecture; five lab. May be taken for S/U credit.

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. May be taken for S/U credit.

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. May be taken for S/U credit.

ART 133 CALLIGRAPHY I (2)

Introduction to the basic calligraphic skills, including letter form, spacing, and page design. No prerequisite. One lecture; two lab. May be taken for S/U credit.

ART 134 CALLIGRAPHY II (2)

Expansion of calligraphic skills including letter form, spacing, and page design. One lecture; two lab. May be taken for S/U credit.

ART 140 JEWELRY (3)

Covers jewelry and the hand working of non-ferrous craft metals and associated materials. One lecture; five lab. May be taken for S/U credit.

ART 150 PHOTOGRAPHY I (3)

Acquaints the student with photography as an art form. Includes camera operation with emphasis on it's use as a creative tool. Basic darkroom techniques and controls, including film development, contact printing, enlarging and composition. Three lecture; three lab. May be taken for S/U credit.

ART 160 TWO-DIMENSIONAL DESIGN (3)

An introduction to the fundamentals of two-dimensional design. Emphasizes the elements of line, form, perspective, value, color theory, and the development of perceptual skills and a visual vocabulary. One lecture; five lab. May be taken for S/U credit.

ART 170 WEAVING I (3)

Basic techniques and design in stitchery, applique, and quilting. One lecture; five lab. May be taken for S/U credit.

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. May be taken for S/U credit.

ART 190 OIL AND ACRYLIC (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. May be taken for S/U credit.

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. May be taken for S/U credit.

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. Prerequisite: ART 194 or consent of instructor. One lecture; five lab. May be taken for S/U credit.

ART 199 WORKSHOP (1-3)

A course designed to meet the common interests and problems of a group of students. One to three variable credit hours.

ART 203 ARTIST'S BUSINESS COURSE (3)

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

ART 210 LIFE DRAWING I (3)

Drawing from the model, students will learn to apply the elements of drawing in the description of the human figure. Topics include: light and shade, composition and anatomy. Prerequisite: ART 110 or consent of instructor. One lecture; five lab. May be taken for S/U credit.

ART 250 COLOR PHOTOGRAPHY (3)

Acquaints the student with color photography as an art form. Includes a study of color potential in photography and it's 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. May be taken for S/U credit.

ART 298 SPECIAL TOPICS (1-3)

A course designed to meet the 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. One to three variable credit hours.

ART 299 INDEPENDENT STUDY (1-3)

Designed to meet the needs of a student who has a credit deficiency for graduation. The student, under faculty supervision, would design and execute an original project which would fit the credit requirement in a given area of study. Permission of Dean of Instruction required. One to three variable credit hours.

AUTOMOTIVE

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. One to three variable credit hours.

AUT 298 SPECIAL TOPICS (1-3)

A course designed to meet the 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. One to three variable credit hours.

AUT 299 INDEPENDENT STUDY (1-3)

Designed to meet the needs of a student who has a credit deficiency for graduation. The student, under faculty supervision, would design and execute an original project which would fit the credit requirement in a given area of study. Permission of Dean of Instruction required. One to three variable credit hours.

AVIATION

AVT 131 PRIVATE 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 physiology. Three lecture. May be taken for S/U credit.

AVT 199 WORKSHOP (1-3)

A course designed to meet the common interests and problems of a group of students. One to three variable credit hours.

AVT 298 SPECIAL TOPICS (1-3)

A course designed to meet the 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. One to three variable credit hours.

AVT 299 INDEPENDENT STUDY (1-3)

Designed to meet the needs of a student who has a credit deficiency for graduation. The student, under faculty supervision, would design and execute an original project which would fit the credit requirement in a given area of study. Permission of Dean of Instruction required. One to three variable credit hours.

BIOLOGY

BIO 100 BIOLOGY CONCEPTS (4)

A one semester introductory course 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. Field trips. Three lecture; three lab.

BIO 109 NATURAL HISTORY OF THE SOUTHWEST (3)

Study of 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. Corequisite: 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. Prerequisite: 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. Prerequisite: 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. One to three variable credit hours.

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. Prerequisite: CHM 130 or CHM 151 or consent of instructor. Three lecture; three lab.

BIO 202 HUMAN ANATOMY & PHYSIOLOGY II (4)

Study of the design and function of the human body. Topics include body fluids, immune, cardiovascular, respiratory, digestive, urinary, and reproductive systems. Prerequisite: BIO 201. Three lecture; three lab.

BIO 205 MICROBIOLOGY (4)

Study of microorganisms and their relationships to health, ecology, and related areas. Prerequisite: One semester of college level chemistry or consent of instructor. Three lecture; three lab.

BIO 298 SPECIAL TOPICS (1-3)

A course designed to meet the 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. One to three variable credit hours.

BIO 299 INDEPENDENT STUDY (1-3)

Designed to meet the needs of a student who has a credit deficiency for graduation. The student, under faculty supervision, would design and execute an original project which would fit the credit requirement in a given area of study. Permission of Dean of Instruction required. One to three variable credit hours.

BUSINESS

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 & 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. Prerequisite: 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 of the retailing field as a potential retailer and as a consumer concentrating 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 & FORECASTING (3)

Role, techniques, and uses of budgeting and forecasting by business and industry. Emphasizes the creation of forecasts and the application of those budgets and forecasting management decision making and control. Prerequisite: ACC 101. Three lecture.

BUS 110 ADVERTISING & SALES PROMOTION (3)

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. One to three variable credit hours.

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. Case analysis approach is used. 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. 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. Prerequisite: Last semester of study for 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 and leadership skills. Three lecture.

BUS 210 HUMAN RELATIONS IN THE WORKPLACE (3)

The dynamics of human interaction in groups. 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)

Study of human resources planning and how it is applied to the organization's goals and objectives. Includes human resources policies, job analysis, employee selection, training, performance evaluation, benefits, compensation, labor relations, morale, safety and termination. Three lecture.

BUS 212 IMPORTING & 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)

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 & REGULATORY ISSUES IN BUSINESS (3)

Legal theories, ethical issues, and regulatory climate affecting business policies and decisions. Three lecture.

BUS 215 BUSINESS ETHICS (3)

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)

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. Includes goals and functions of financial management, analysis and planning, working capital management, capital budgeting, the cost of capital risk. Three lecture.

BUS 217 CREDIT & COLLECTION PRINCIPLES (3)

Basic elements of the credit and collection function of financial institutions and business. Includes the nature, function, classification, principles of commercial credit, analysis of agency reports, collection procedures, etc. 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 (2)

Basic accounting concepts for service and retail business, including petty cash, payroll, basic preparation of journals, ledgers, and financial statements. Provides an understanding of accounting requirements of small business operations. Two lecture.

BUS 220 DEVELOPING THE BUSINESS PLAN (2)

Basic development of writing a business plan and mechanics of developing a business plan. Identification of elements of how a plan assists the small business owner in global achievement through plan organization. Two lecture.

BUS 221 MARKET RESEARCH & FORECASTING (2)

Designed to provide small business owners with skills related to analyzing industry trends, locating a site, analyzing the competition, forecasting cash flows for profit needs, development of cash budget requirements. Two lecture.

BUS 222 FINANCE & THE SMALL BUSINESS (2)

Development of statement of net worth leading to a pro forma proposal. Discussion of cash flow analysis, growth financing, working capital requirements, sources of financing loan package development and presentation skills. Two lecture.

BUS 223 LEGAL ISSUES & SMALL BUSINESS (2)

Designed to assist the small business owner in assessing the need for legal assistance, negotiating leases and sales contracts, complying with governmental requirements, and determining the best form of business organization. Two lecture.

BUS 224 OPERATION MANAGEMENT FOR SMALL BUSINESS (2)

A brief overview of the functions of business operations which include, but are not limited to personnel management, human relations development, fiscal management, and development for general operations. Two lecture.

BUS 225 TOTAL QUALITY MANAGEMENT (3)

Includes the history and growth of TQM; Deming's fourteen points to TQM; evaluative tools used in TQM; and the major concerning total quality management. Three lecture.

BUS 232 BUSINESS STATISTICS & ANALYSIS (3)

Introduction to business statistics, including 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. Prerequisite: A grade of C or better in MAT 110 or MAT 114. Three lecture.

BUS 298 SPECIAL TOPICS (1-3)

A course designed to meet the 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. One to three variable credit hours.

BUS 299 INDEPENDENT STUDY (1-3)

Designed to meet the needs of a student who has a credit deficiency for graduation. The student, under faculty supervision, would design and execute an original project which would fit the credit requirement in a given area of study. Permission of Dean of Instruction required. One to three variable credit hours.

CHEMISTRY

CHM 130 FUNDAMENTAL CHEMISTRY (4)

Introduction to general inorganic chemistry, designed to meet a one semester chemistry requirement or liberal studies credit. Prerequisite: MAT 102 or equivalent. 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. Prerequisite: 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. Prerequisite: 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 power, air and atmosphere pollution, water pollution, pesticides, food additives, and drugs. Minimal mathematics. Three lecture.

CHM 199 WORKSHOP (1-3)

A course designed to meet the common interests and problems of a group of students. One to three variable credit hours.

CHM 298 SPECIAL TOPICS (1-3)

A course designed to meet the 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. One to three variable credit hours.

CHM 299 INDEPENDENT STUDY (1-3)

Designed to meet the needs of a student who has a credit deficiency for graduation. The student, under faculty supervision, would design and execute an original project which would fit the credit requirement in a given area of study. Permission of Dean of Instruction required. One to three variable credit hours.

COMPUTER INFORMATION SYSTEMS

CIS 102 COMPUTER LITERACY (2)

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 handson time with computers in a lab. One lecture; two lab.

CIS 111 PRINCIPLES OF PROGRAMMING (1)

Programming logic and structures as applied to business computer applications and programming languages. Emphasis is placed on structured techniques and high-level languages. One lecture; one lab.

CIS 112 INTRODUCTION TO WINDOWS (2)

Basic operations and components of Windows environment through hands-on experience. One lecture; two lab.

CIS 120 INTRODUCTION TO COMPUTER INFORMATION SYSTEMS (3)

Computer hardware, software, and information processing systems, including the development and hands-on use of application software programs. Two lecture; two lab.

CIS 122 WORD FOR WINDOWS I (2)

Concepts and capabilities of wordprocessing software using Microsoft Word in Windows environment through extensive hands-on experience using business applications. One lecture; two lab.

CIS 123 INTRODUCTION TO SPREADSHEETS (2)

Concepts and capabilities of electronic spreadsheet software using a microcomputer through extensive hands-on experience using business applications. One lecture; two lab.

CIS 124 INTRODUCTION TO WORD PROCESSING (2)

Concepts and capabilities of word processing software using a microcomputer through extensive hands-on experience using business applications. One lecture; two lab.

CIS 125 INTRODUCTION TO DATABASES (2)

Concepts and capabilities of database management software using a microcomputer through extensive hands-on experience using business applications. One lecture; two lab.

CIS 126 INTRODUCTION TO INTEGRATED SOFTWARE (2)

Concepts and capabilities of integrated software using a microcomputer through extensive hands-on experience using business applications. One lecture; two lab.

CIS 127 INTRODUCTION TO DESKTOP PUBLISHING (2)

Concepts and capabilities of desktop publishing software using a microcomputer through extensive hands-on experience using business applications. Prerequisite: CIS 124 or consent of instructor. One lecture; two lab.

CIS 131 INTRODUCTION TO DOS (2)

Basic operation of microcomputer operating systems through hands-on experience. 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. Two lecture; two lab.

CIS 199 WORKSHOP (1-3)

A course designed to meet the common interests and problems of a group of students. One to three variable credit hours.

CIS 220 APPLICATIONS PROGRAMMING 1 (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. Prerequisite: CIS 120 or consent of instructor. Two lecture; two lab.

CIS 221 APPLICATIONS PROGRAMMING II (3)

Study of a business-oriented programming language; skills in problem formulation; structured programming design, coding, testing, and documentation developed through required computer programs. Prerequisite: CIS 120 and CIS 220. 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. Prerequisite: CIS 123 or consent of instructor. One lecture; two lab.

CIS 224 ADVANCED WORD PROCESSING APPLICATIONS (2)

Intensive hands-on experience using the advanced features of word processing software. Prerequisite: CIS 124 or consent of instructor. One lecture; two lab.

CIS 225 ADVANCED DATABASE APPLICATIONS (1)

Intensive hands-on experience using the advanced features of database software. Prerequisite: CIS 125 or consent of instructor. Two lab.

CIS 226 ADVANCED INTEGRATED SOFTWARE APPLICATIONS (1)

Intensive hands-on experience using the advanced features of integrated software package. Prerequisite: CIS 126 or consent of instructor. Two lab.

CIS 227 ADVANCED DESKTOP PUBLISHING SOFTWARE APPLICATIONS (1)

Intensive hands-on experience using advanced features of desktop publishing software package. Prerequisite: CIS 127 or consent of instructor. Two lab.

CIS 298 SPECIAL TOPICS (1-3)

A course designed to meet the 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. One to three variable credit hours.

CIS 299 INDEPENDENT STUDY (1-3)

Designed to meet the needs of a student who has a credit deficiency for graduation. The student, under faculty supervision, would design and execute an original project which would fit the credit requirement in a given area of study. Permission of Dean of Instruction required. One to three variable credit hours.

COOPERATIVE EDUCATION

COE 111 COOPERATIVE EDUCATION (3-6)

An optional course for 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 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 the coordinating instructor at least five times during the semester (once every three weeks.) Three to six variable credit hours.

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. Three to six variable credit hours.

COE 212 COOPERATIVE EDUCATION III (3-6)

A continuation of COE 211 which involves a progression of job assignments. Three to six credit hours.

COUNSELING

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 & CAREER EXPLORATION (2)

The exploration of personal interests and strengths and compatible career choices with practical jobhunting information. Two lecture. May be taken for S/U credit.

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. One lecture. May be taken for S/U credit.

COU 132 STRESS MANAGEMENT (1)

Identifying the sources and effects of stress and learning methods to reduce stress. One lecture. May be taken for S/U credit.

COU 133 MOTIVATION SKILLS (1)

A study of motivation and positive attitude in relationship to personal, interpersonal, academic, and career enhancement and success. One lecture. May be taken for S/U credit.

COU 134 BUILDING SELF-ESTEEM (1)

Information about self-image and self-esteem, how to stop negative thinking and behavior, and improve self-esteem. One lecture. May be taken for S/U credit.

COU 141 THE JOB SEARCH (1)

Job search strategies, interview skills, and resume preparation. One lecture. May be taken for S/U credit.

COU 199 WORKSHOP (1-3)

A course designed to meet the common interests and problems of a group of students. One to three variable credit hours.

COU 298 SPECIAL TOPICS (1-3)

A course designed to meet the 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. One to three variable credit hours.

COU 299 INDEPENDENT STUDY (1-3)

Designed to meet the needs of a student who has a credit deficiency for graduation. The student, under faculty supervision, would design and execute an original project which would fit the credit requirement in a given area of study. Permission of Dean of Instruction required. One to three variable credit hours.

DANCE

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. May be taken for S/U credit.

DAN 105 AEROBIC DANCE I (2)

Designed to introduce the understanding of aerobic dance as a strengthening, stretching, and cardiovascular activity. One lecture; two lab. May be taken for S/U credit.

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. May be taken for S/U credit.

DAN 120 MODERN DANCE I (2)

Study in basic techniques of modern dance. One lecture; two lab. May be taken for S/U credit.

DAN 130 CONCERT DANCE I (1)

Performance in specially choreographed dance productions. Methods used in choreography. Two lab. May be taken for S/U credit.

DAN 140 FOLK DANCE I (1)

Instruction and practice in elements of folk dancing. Two lab. May be taken for S/U credit.

DAN 150 BEGINNING JAZZ DANCE I (2)

Instruction and practice in elements of jazz dance technique. One lecture; two lab. May be taken for S/U credit.

DAN 200 IMPROVISATION (2)

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 environmental relationships. One lecture; two lab. May be taken for S/U credit.

DAN 211 BALLET II (3)

Study in basic ballet techniques. Designed for the student with some experience in ballet. Two lecture; two lab. May be taken for S/U credit.

DAN 221 MODERN DANCE II (3)

Study in more advanced techniques of modern dance. Two lecture; two lab. May be taken for S/U credit.

DAN 250 INTERMEDIATE JAZZ DANCE II (3)

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 the demands for professional dance in theater today. Two lecture; two lab. May be taken for S/U credit.

DRAFTING

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 students with an introduction to mechanical/technical drafting including drafting principles, tools, techniques and standards. Two lecture; two lab.

DFT 150 AUTOCAD I (3)

Provides 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 students 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 AUTOCAD II (3)

Advanced features of the AutoCAD program. Provides students with a knowledge of advanced 2D and basic 3D design, using advanced modeling extensions. Prerequisite: DFT 150. Two lecture; two lab.

DFT 210 TECHNICAL DRAFTING I - CAD 2D (3)

Application of mechanical drafting technology using the power of CAD as the medium for drafting. The student is introduced to auxiliary views, revolutions, dimensioning, tolerancing, fasteners, design, and working drawings. This will be accomplished through several working drawings. Prerequisite: DFT 145 and DFT 170. Two lecture; two lab. May be taken for S/U credit.

DFT 225 ARCHITECTURAL DRAFTING I - CAD (3)

Application of construction architectural drawings using the power of CAD as the medium for drafting. Scale to drawing parameters, symbol libraries, dimensioning, and drawing enhancement will be the main focus. This will be accomplished through several working drawings. Prerequisite: DFT 125 and DFT 150. Two lecture; two lab.

DFT 250 AUTOCAD III (3)

This course completes the 3D design and presentation capabilities touched on in AutoCAD II. 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. Prerequisite: DFT 200. Two lecture; two lab.

DFT 260 ARCHITECTURAL DRAFTING II - CAD (3)

Advanced application of construction architectural drawings using the power of 2D and 3D CAD as the medium for drafting. Advanced 2D detail views, electrical, mechanical, and plumbing. 3D drawings including floorplans, plot plans, elevations, perspectives, landscape, and detail views will be covered. This will be accomplished through several working drawings interfacing with a multi-pen plotter. Prerequisite: DFT 200 and DFT 225. Two lecture; two lab. May be taken for S/U credit.

DFT 270 CADKEY II (3)

Provides students with an advanced knowledge about the 3D 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. Prerequisite: DFT 170. Two lecture; two lab.

ECONOMICS

ECN 204 MACROECONOMIC PRINCIPLES (3)

Surveys the basic principles of macroeconomics designed to acquaint the student with workings of the national economy. Emphasis is placed on the market economy, national income accounting, fiscal/monetary policy, and the Federal Reserve System. Pre- or Corequisite: ENG 102. Three lecture.

ECN 205 MICROECONOMIC PRINCIPLES (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.

EDUCATION

EDU 199 WORKSHOP (1-3)

A course designed to meet the common interests and problems of a group of students. One to three variable credit hours.

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 it's mission and role. Comparison of the community college structure in the state of Arizona with selected community college systems of other states. Three lecture.

EDU 298 SPECIAL TOPICS (1-3)

A course designed to meet the 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. One to three variable credit hours.

EDU 299 INDEPENDENT STUDY (1-3)

Designed to meet the needs of a student who has a credit deficiency for graduation. The student, under faculty supervision, would design and execute an original project which would fit the credit requirement in a given area of study. Permission of Dean of Instruction required. One to three variable credit hours.

ELECTRONICS

ELT 100 CONCEPTS OF ELECTRICITY & BASIC ELECTRONICS (3)

Survey of electronics, including DC and AC, transistors, optoelectronic devices, linear and digital ICs, and electronic career opportunities. One lecture; three lab.

ELT 120 DIRECT CURRENT (DC) (3)

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. Prerequisite: MAT 110. Two lecture; two lab.

ELT 130 ALTERNATING CURRENT (AC) (3)

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. Prerequisite: MAT 110. Two lecture; two lab.

ELT 150 BASIC MICROCOMPUTER 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.

EMERGENCY MEDICAL SERVICES

EMS 100 EMERGENCY MEDICAL SERVICES FIRST RESPONSE TRAINING COURSE (3) A basic emergency medical care course that provides the student with a working knowledge of emergency medicine per the U.S. Department of Transportation guidelines.

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. One to three variable credit hours.

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. Meets Arizona Department of Health Services refresher training requirements. May be repeated for additional credit; maximum of six credits in EMS 211 may apply toward a degree. Prerequisite: EMS 131 or equivalent. Two lecture.

EMS 231 INTERMEDIATE EMERGENCY MEDICAL TECHNICIAN I (6)

First course in a two semester program. Includes role of the I-EMT, human anatomy and physiology, medical terminology, basic pharmacology, specific drug interactions and drug administration techniques. Emphasizes client assessment and management of injured or sick under emergency conditions. Six lecture.

EMS 232 INTERMEDIATE EMERGENCY MEDICAL TECHNICIAN II (6)

Includes obstetrical emergencies, management of emotionally disturbed, rescue techniques, communications and medical emergencies encountered by I-EMT in field. Clinical field training includes experiences in emergency, operation, and recovery rooms; in-labor and delivery suites, and with IV team. Prerequisite: EMS 231. Four lecture; six lab.

EMS 250 CERTIFIED EMERGENCY PARAMEDIC I (13)

This course provides preparation of the basic emergency medical technician to an advanced paramedic provider level. 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. Prerequisite: 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. Includes human anatomy and physiology, physical assessment, electrocardiography, obstetrical emergencies, pediatric emergencies and advanced cardiac life support and preparation for the certification examination, required for vocational practice in the state of Arizona. Prerequisite: 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. Students will participate in all phases of patient assessment and management for the medical and trauma emergency. Prerequisite: One year as a Certified EMT and acceptance into the program. Nine lab.

EMS 270 CLINICAL PRACTICE (4)

This course provides advanced clinical experience 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. Prerequisite: One year as a Certified EMT and acceptance into the program. Twelve lab.

EMS 298 SPECIAL TOPICS (1-3)

A course designed to meet the 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. One to three variable credit hours.

EMS 299 INDEPENDENT STUDY (1-3)

Designed to meet the needs of a student who has a credit deficiency for graduation. The student, under faculty supervision, would design and execute an original project which would fit the credit requirement in a given area of study. Permission of Dean of Instruction required. One to three variable credit hours.

ENGLISH

ENG 020 SENTENCE STRUCTURE (1)

Individualized, self-paced instruction in basic sentence construction, adding elements, and writing a variety of sentences. Audio-tutorial. Consent of advisor. Three lab. May be taken for S/U credit.

ENG 021 GRAMMAR SKILLS (1)

Individualized, self-paced instruction in grammar with emphasis on correct verb, pronoun, adverb, and adjective usage. Audio-tutorial. Consent of advisor. Three lab. May be taken for S/U credit.

ENG 022 PUNCTUATION SKILLS (1)

Individualized, self-paced instruction in the use of commas, semicolons, colons, and other punctuation marks. Audio-tutorial. Consent of advisor. Three lab. May be taken for S/U credit.

ENG 023 PARAGRAPH DEVELOPMENT (1)

Individualized, self-paced instruction in writing topic sentences and organizing specific support in basic paragraphs. Audio-tutorial. Consent of advisor. Three lab. May be taken for S/U credit.

ENG 024 SPELLING IMPROVEMENT (1)

Individualized, self-paced instruction in spelling with emphasis on hearing, seeing, and writing common English words. Audio-tutorial. Consent of advisor. One lecture. May be taken for S/U credit.

ENG 025 VOCABULARY IMPROVEMENT (1)

Individualized, self-paced instruction in strengthening vocabulary with emphasis on prefixes, suffixes, roots, and understanding words in context. Audio-tutorial. Consent of advisor. Three lab. May be taken for S/U credit.

ENG 029 BASIC READING SKILLS (3)

Development of reading skills including word identification, vocabulary in context, and comprehension. Enrollment through placement or on advice of instructor. Three lecture. May be taken for S/U credit.

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 or advice of instructor. Three lecture. May be taken for S/U credit.

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 or on advice of instructor. Three lecture. May be taken for S/U credit.

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. Two lecture. May be taken for S/U credit.

ENG 037 ENGLISH AS A SECOND LANGUAGE (3)

Intensive study for improving basic skills in listening to, speaking, reading, and writing in English. Enrollment through placement or consent of instructor. Three lecture. May be taken for S/U credit.

ENG 060 BASIC WRITING SKILLS (3)

Individual and group work emphasizing grammar in the context of sentence writing and paragraph development. Three lecture. May be taken for S/U credit.

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. Prerequisite: Placement or "C" or better in ENG 060. A grade of "S" in ENG 060 does not meet the prerequisite. 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 placement or consent of instructor. Enrollment limited to NAU students only. Four lecture.

ENG 101 COLLEGE COMPOSITION (3)

Extensive practice in essay writing with emphasis on critical thinking, analytical reading, and observation, and the process of writing. Prerequisite: Placement or "C" or better in ENG 100 or ENG 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. Prerequisite: ENG 101. 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. Prerequisite: Placement or "C" or better in ENG 060. A grade of "S" in ENG 060 does not meet the prerequisite. 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. Prerequisite: ENG 100, ENG-101 or consent of instructor. Three lecture. May be taken for S/U credit.

ENG 141 CRITICAL READING (3)

Instruction and practice in increasing reading rate flexibility and speed, with emphasis on improving comprehension and analytical reading skills. Prerequisite: 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. One to three variable credit hours.

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. Prerequisite: Placement or "C" or better in ENG 100, ENG 100X, or ENG 136. Three lecture.

ENG 236 INTRODUCTION TO THE AMERICAN SHORT STORY (3)

Reading and critical analysis of a broad representation of American short stories including the examination of ethnic, race, and gender issues. Prerequisite: ENG 101 or consent of instructor. 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. Prerequisite: 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 student's work. Prerequisite: ENG 139 or consent of instructor. Three lecture. May be taken for S/U credit.

ENG 271 CREATIVE WRITING: POETRY (3)

Extensive practice in writing and revising poetry, with emphasis on critical analysis of published models and students' poems. Prerequisite: ENG 139 or consent of instructor. Three lecture. May be taken for S/U credit.

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. Prerequisite: ENG 101, ENG 139 or consent of instructor. Three lecture. May be taken for S/U credit.

ENG 298 SPECIAL TOPICS (1-3)

A course designed to meet the 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. One to three variable credit hours.

ENG 299 INDEPENDENT STUDY (1-3)

Designed to meet the needs of a student who has a credit deficiency for graduation. The student, under faculty supervision, would design and execute an original project which would fit the credit requirement in a given area of study. Permission of Dean of Instruction required. One to three variable credit hours.

ENVIRONMENTAL STUDIES

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.

FRENCH

FRE 101 BEGINNING FRENCH I (4)

Introduction to basic grammar, vocabulary, and culture. Practice in speaking, understanding, reading, and writing French. Four lecture.

FRE 102 BEGINNING FRENCH II (4)

Continuation of FRE 101 with emphasis in basic grammar, vocabulary, and culture. Practice in speaking, understanding, reading, and writing French. Prerequisite: FRE 101 or consent of instructor. Four lecture.

FRE 131 CONVERSATIONAL FRENCH I (3)

Introduction to basic grammar, vocabulary, and culture in conversational practice. Three lecture. May be taken for S/U credit.

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. May be taken for S/U credit.

FRE 199 WORKSHOP (1-3)

A course designed to meet the common interests and problems of a group of students. One to three variable credit hours.

FRE 298 SPECIAL TOPICS (1-3)

A course designed to meet the 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. One to three variable credit hours.

FRE 299 INDEPENDENT STUDY (1-3)

Designed to meet the needs of a student who has a credit deficiency for graduation. The student, under faculty supervision, would design and execute an original project which would fit the credit requirement in a given area of study. Permission of Dean of Instruction required. One to three variable credit hours.

FIRE SCIENCE

FSC 101 FIRE SERVICE ORIENTATION & INDOCTRINATION (2)

Introduction to the fire service, history and evaluation of fire department organization, role of the fire service in the fire department organization and in the community. Includes department function, management, techniques of fire fighting, 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 & 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. One-half lecture.

FSC 199 WORKSHOP (1-3)

A course designed to meet the common interests and problems of a group of students. One to three variable credit hours.

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 effecting 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 this course, students may qualify for Wildland Firefighter I Certification and "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. Prerequisite: FSC 105 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 to meet the 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. Prerequisite: 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. Prerequisite: FSC 105 or consent of instructor. 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. Prerequisite: BUS 209 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 the 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. One to three variable credit hours.

FSC 299 INDEPENDENT STUDY (1-3)

Designed to meet the needs of a student who has a credit deficiency for graduation. The student, under faculty supervision, would design and execute an original project which would fit the credit requirement in a given area of study. Permission of Dean of Instruction required. One to three variable credit hours.

GEOGRAPHY

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 coastal processes with emphasis on geographic distribution. Three lecture; three lab.

GEO 133 WORLD/REGIONAL GEOGRAPHY (3)

An analysis of the physical (climate, vegetation, landform) 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.

GEOLOGY

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, landform 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 it's inhabitants as revealed in rocks. Prerequisite: GLG 101 or GEO 131 or consent of instructor. 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. Prerequisite: GLG 100, GLG 101 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. Prerequisite: GLG 100, GLG 101 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. One to three variable credit hours.

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. Prerequisite: 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 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. One to three variable credit hours.

GLG 299 INDEPENDENT STUDY (1-3)

Designed to meet the needs of a student who has a credit deficiency for graduation. The student, under faculty supervision, would design and execute an original project which would fit the credit requirement in a given area of study. Permission of Dean of Instruction required. One to three variable credit hours.

HOME ECONOMICS

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 maintain healthy relationships with children through communication, 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. One to three variable credit hours.

HEC 298 SPECIAL TOPICS (1-3)

A course designed to meet the 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. One to three variable credit hours.

HEC 299 INDEPENDENT STUDY (1-3)

Designed to meet the needs of a student who has a credit deficiency for graduation. The student, under faculty supervision, would design and execute an original project which would fit the credit requirement in a given area of study. Permission of Dean of Instruction required. One to three variable credit hours.

HISTORY

HIS 131 US HISTORY I (3)

In-depth look at the early development of the United States from it's New World Beginnings (1492-1670) to the difficult period of Reconstruction following the Civil War (1865-1877). Three lecture.

HIS 132 US HISTORY II (3)

In-depth look at 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 199 WORKSHOP (1-3)

A course designed to meet the common interests and problems of a group of students. One to three variable credit hours.

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.

HIS 298 SPECIAL TOPICS (1-3)

A course designed to meet the 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. One to three variable credit hours.

HIS 299 INDEPENDENT STUDY (1-3)

Designed to meet the needs of a student who has a credit deficiency for graduation. The student, under faculty supervision, would design and execute an original project which would fit the credit requirement in a given area of study. Permission of Dean of Instruction required. One to three variable credit hours.

HOTEL RESTAURANT MANAGEMENT

HRM 144 GOURMET FOODS I (3)

The appreciation of international foods and their preparation. Includes foods of France, Italy, China, Japan, and Mexico. Three lecture; one lab.

HRM 145 GOURMET FOODS II (3)

This course is a continuation of HRM 144 and is concerned with advanced principles and materials used in international gourmet cooking and baking, including uses of more advanced cookbooks, and expanded identification and use of kitchen tools. Progressive use of spices, herbs, wines, and sauces. Students will, through practical application, prepare, bake, and serve international gourmet foods. Prerequisite: HRM 144 or consent of instructor. Three lecture; one lab.

HUMAN RESOURCES AND PERSONNEL

HRP 101 EMPLOYEE BENEFITS ADMINISTRATION (2)

Introduction to Employee Benefits Administration, including 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 childcare; retirement programs such as retirement and pension plans; and early retirement. Two lecture.

HRP 102 WAGE AND SALARY ADMINISTRATION (2)

Introduction to Wage and Salary Administration, including compensation objectives and policies, various methods of compensation, motivating factors, factors concerning the wage mix components, job evaluation and ranking systems, and governmental regulations. Incentive systems including organization, administration, and various methods of raises and profit-sharing plans. Two lecture.

HRP 103 EQUAL EMPLOYMENT OPPORTUNITY MANAGEMENT (2)

Introduction to Equal Employment Opportunity Law, including 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)

Introduction to Labor Law, including 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 & DEVELOPMENT (2)

Introduction to the training and development of corporate employees including benefits of employee training, an understanding of when training is necessary, exploring 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 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. One to three variable credit hours.

HRP 298 SPECIAL TOPICS (1-3)

A course designed to meet the 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. One to three variable credit hours.

HRP 299 INDEPENDENT STUDY (1-3)

Designed to meet the needs of a student who has a credit deficiency for graduation. The student, under faculty supervision, would design and execute an original project which would fit the credit requirement in a given area of study. Permission of Dean of Instruction required. One to three variable credit hours.

HUMANITIES

HUM 199 WORKSHOP (1-3)

A course designed to meet the common interests and problems of a group of students. One to three variable credit hours.

HUM 241 HUMANITIES I (3)

Study of the cultural development of the Western World from the ancient Greeks to the Renaissance as reflected in the literature, visual arts, architecture and performing arts of the various periods. Corequisite: ENG 102. Three lecture.

HUM 242 HUMANITIES II (3)

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. Corequisite: ENG 102. Three lecture.

HUM 298 SPECIAL TOPICS (1-3)

A course designed to meet the 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. One to three variable credit hours.

HUM 299 INDEPENDENT STUDY (1-3)

Designed to meet the needs of a student who has a credit deficiency for graduation. The student, under faculty supervision, would design and execute an original project which would fit the credit requirement in a given area of study. Permission of Dean of Instruction required. One to three variable credit hours.

INDUSTRIAL TECHNOLOGY-CONSTRUCTION

ITC 100 CONTRACTOR'S LICENSE (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. Three lecture. May be taken for S/U credit.

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 130 COMPUTER APPLICATIONS AND PROJECT MANAGEMENT (3)

Application of computers and management techniques in the construction field. Emphasis will be placed on construction management systems, computer applications, bidding and contract documents, scheduling, planning and monitoring of work, accelerating and delaying construction, general and site requirements. Management techniques that include estimating as a primary source of information and how different types of documents affect management. Three lecture.

ITC 140 BLUE PRINT READING & ESTIMATING (3)

Introduction to reading of blueprint construction documents and estimation of the amount of building materials needed for any particular building project. Includes reading and interpreting architectural schedules, symbols, and specifications. Three lecture.

ITC 170 BUILDING LAYOUT & SURVEYING (3)

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.

ITC 171 CONSTRUCTION WIRING (3)

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. Two lecture; three lab.

ITC 180 BUILDING CONSTRUCTION METHODS (3)

Introduction to floor foundations and interior/exterior framing, including the various types and methods of building foundations and framing systems. Three lecture.

ITC 183 RESIDENTIAL UTILITIES DESIGN (3)

Preparation of working drawings for electrical, heating and plumbing systems for residential construction. Prerequisite: ITC 121 or consent of instructor. Two lecture; three lab.

ITC 185 CONSTRUCTION METHODS II (3)

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. Three lecture.

ITC 199 WORKSHOP (1-3)

A course designed to meet the common interests and problems of a group of students. One to three variable credit hours.

ITC 199D WORKSHOP: BLUEPRINT READING AND 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.

ITC 199G WORKSHOP: BUILDING LAYOUT AND SURVEYING (2)

This course is designed to realize and meet the student's individual needs, common interests, and problems of the working student in the construction trades. Two lecture.

ITC 199H WORKSHOP: FOUNDATION AND FRAMING SYSTEMS (2)

This course is designed to realize and meet the individual needs, common interests, and problems of the working student in the construction trades. Two lecture.

ITC 1991 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.

ITC 210 STRUCTURAL DESIGN & BUILDING MATERIALS (3)

Structural analysis in building design and the basic relationships between structures and architectural form. Principles, concepts, and procedures from statics and mechanics of materials; analysis of reactions including shear, deflection, flexural and shearing stresses. Prerequisite: MAT 102. MAT 111 recommended. Three lecture.

ITC 230 CONSTRUCTION SUPERVISION & SCHEDULING (3)

Function of the construction site supervisor and the process used in scheduling, pre- and post-construction, communication techniques, and documentation of records and reports. Three lecture.

ITC 298 SPECIAL TOPICS (1-3)

A course designed to meet the 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. One to three variable credit hours.

ITC 299 INDEPENDENT STUDY (1-3)

Designed to meet the needs of a student who has a credit deficiency for graduation. The student, under faculty supervision, would design and execute an original project which would fit the credit requirement in a given area of study. Permission of Dean of Instruction required. One to three variable credit hours.

JOURNALISM

JRN 199 WORKSHOP (1-3)

A course designed to meet the common interests and problems of a group of students. One to three variable credit hours.

JRN 298 SPECIAL TOPICS (1-3)

A course designed to meet the 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. One to three variable credit hours.

JRN 299 INDEPENDENT STUDY (1-3)

Designed to meet the needs of a student who has a credit deficiency for graduation. The student, under faculty supervision, would design and execute an original project which would fit the credit requirement in a given area of study. Permission of Dean of Instruction required. One to three variable credit hours.

MATH

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. Co-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 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, and ratios 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. Prerequisite: satisfactory score on the Mathematics Placement Exam. Enrollment limited to NAU students. Three 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, quadratic equations. Prerequisite: A grade of "C" or better in MAT 087 or MAT 101X, or satisfactory score on the Mathematics Placement Exam. Four 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. Prerequisite: 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 103 MATHEMATICS OF BUSINESS (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. Prerequisite: satisfactory score on the Mathematics Placement Exam or consent of instructor. Three lecture.

MAT 108 ALGEBRA (3)

Designed as a self-paced, competency based course. Includes a review of arithmetic and algebra skills. Also includes exponents and radicals, systems of equations, polynomials, graphing quadratic equations, and an introduction to logarithms. Students must pass scheduled examinations in order to move on to higher level material. Prerequisite: Satisfactory score on the Mathematics Placement Exam. 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. Prerequisite: 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. Prerequisite: A grade of a "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. Prerequisite: A grade of "C" or better in MAT 102 or satisfactory score on the Mathematics Placement Exam. Corequisite: ENG 102. Three lecture.

MAT 120 ELEMENTARY FUNCTIONS (3)

This course in intended to serve as a bridge from College Algebra to Calculus. Topics include properties and graphs of polynomials, rational and trigonometric functions, trigonometric identities, and complex numbers. Prerequisite: MAT 110 or consent of instructor. 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. Enrollment limited to Gore Associates only.

MAT 122 TECHNICAL MATHEMATICS (3)

Designed for the student planning on a technical/vocational 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. Prerequisite: A grade of "C" or better in MAT 121 or satisfactory score on the Mathematics Placement Exam. Three lecture. Enrollment limited to Gore Associates only.

MAT 135 PRE-CALCULUS (5)

College level algebraic equations and trigonometry. Recommended for students planning to take Calculus and Analytic Geometry. Also included is right-angle trigonometry and law of sine/cosine. It is suggested that students have a TI-81 or 85 calculator. Prerequisite: A grade of "C" or better in MAT 102 or satisfactory score on the Mathematics Placement Exam. Corequisite: ENG 102. Three lecture.

MAT 136 CALCULUS & ANALYTIC GEOMETRY J (5)

Introduction to calculus and analytic geometry. Includes limits, continuity, differential and integral operations on algebraic and trigonometric functions, applications. Prerequisite: A grade of "C" or better in MAT 135 or MAT 110 and MAT 120, or satisfactory score on the Mathematics Placement Exam. Five lecture.

MAT 137 CALCULUS & 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. Prerequisite: A grade of "C" or better in MAT 136 or satisfactory score on the Mathematics Placement Exam. Five lecture.

MAT 150 MATHEMATICS FOR ELEMENTARY TEACHERS (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. Students will experience construction of the mathematics through problem solving. Prerequisite: A grade of "C" or better in MAT 102 or satisfactory score on the Mathematics Placement Exam. Note: both MAT 150 and 155 must be taken to meet the math requirement for the Elementary Education Program. Three lecture.

MAT 155 MATHEMATICS FOR ELEMENTARY TEACHERS II (3)

An extension of the MAT 150 experiences of problem solving, making mathematical connections, and using manipulatives. The emphasis is on probability and statistics, geometry, and measurement strands of the K-8 curriculum. Prerequisite: A grade of "C" or better in MAT 150. Note: MAT 150 and MAT 155 must be taken to satisfy the math requirement for the Elementary Education Program. Three lecture.

MAT 199 WORKSHOP (1-3)

A course designed to meet the common interests and problems of a group of students. One to three variable credit hours.

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. Prerequisite: 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. Prerequisite: A grade of "C" or better in MAT 110 or MAT 135 or MAT 219 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. Prerequisite: A grade of "C" or better in MAT 102. Three lecture.

MAT 299 INDEPENDENT STUDY (1-3)

Designed to meet the needs of a student who has a credit deficiency for graduation. The student, under faculty supervision, would design and execute an original project which would fit the credit requirement in a given area of study. Permission of Dean of Instruction required. One to three variable credit hours.

MUSIC PERFORMANCE

MUP 103A PIANO FOR NON-MAJORS (1)

Open to anyone with little or no prior experience playing plano. Basic techniques of plano playing, including some literature. Three lab. May be taken for S/U credit.

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. Prerequisite: MUP 103A or consent of instructor. One lecture; one lab. May be taken for S/U credit.

MUP 105 VOICE CLASS I (1)

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. May be taken for S/U credit.

MUP 110 WOODWIND ENSEMBLE (1)

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. May be taken for S/U credit.

MUP 110A SAXOPHONE ENSEMBLE (1)

A study of saxophone ensemble literature, in both classical and jazz styles. Two lab. May be taken for S/U credit.

MUP 111 COMMUNITY BAND (1)

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. Two lab. May be taken for S/U credit.

MUP 113 JAZZ ENSEMBLE (1)

Performance group which focuses on 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 college students and interested persons in the community. Repeatable for credit. Two lab. May be taken for S/U credit.

MUP 117 COMMUNITY ORCHESTRA (1)

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. May be taken for S/U credit.

MUP 119 RECORDER ENSEMBLE I (1)

Rehearsal and performance of selected recorder ensemble repertoire. Repeatable for credit. Two lab. May be taken for S/U credit.

MUP 120 STRING ENSEMBLE (1)

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. May be taken for S/U credit.

MUP 121 COLLEGE CHOIR (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. May be taken for S/U credit.

MUP 125 COMMUNITY CHOIR (1)

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 Theatres. Open to all college students and interested persons in the community. Three lab. May be taken for S/U credit.

MUP 128 JAZZ IMPROVISATION I (1)

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.

MUSIC

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 or 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. Two 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. Two lab. May be taken for S/U credit.

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. Prerequisite: MUS 107 or consent of instructor. One lecture; two lab. May be taken for S/U credit.

MUS 130 FUNDAMENTALS OF MUSIC (3)

Basic elements of music including a study of the staff, clefs, signatures, notes, rhythms, definitions, ear training, sight singing and dictation. 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. May be taken for S/U credit.

MUS 131A SIGHT SINGING I (1)

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. May be taken for S/U credit.

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. May be taken for S/U credit.

MUS 145 JAZZ HISTORY & LITERATURE (3)

A liberal arts course for non-music majors to learn about the history and development of jazz music. Includes the origins of jazz with it's roots in ragtime and blues in New Orleans about 1900. Three lecture.

MUS 199 WORKSHOP (1-3)

A course designed to meet the common interests and problems of a group of students. One to three variable credit hours.

MUS 205 CONDUCTING (1)

Fundamentals and rehearsal techniques, organization, materials, and interpretation of literature for performing ensembles. Repeatable for credit. Two lab. May be taken for S/U credit.

MUS 298 SPECIAL TOPICS (1-3)

A course designed to meet the 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. One to three variable credit hours.

MUS 299 INDEPENDENT STUDY (1-3)

Designed to meet the needs of a student who has a credit deficiency for graduation. The student, under faculty supervision, would design and execute an original project which would fit the credit requirement in a given area of study. Permission of Dean of Instruction required. One to three variable credit hours.

NAVAJO

NAV 101 BEGINNING NAVAJO I (4)

Introduction to basic grammar, vocabulary, and culture. Practice in speaking, understanding, reading, and writing Navajo. Four lecture.

NAV 102 BEGINNING NAVAJO II (4)

Continuation of NAV 101 with emphasis in basic grammar, vocabulary, and culture. Practice in speaking, understanding, reading, and writing Navajo. Prerequisite: NAV 101 or consent of instructor. Four lecture.

NURSING

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 how ethical/legal aspects of health care apply. Basic nursing skills based upon fundamental nursing concepts in giving individualized client care. Lab/Insurance fees required. Two lecture; three lab.

NUR 199 WORKSHOP (1-3)

A course designed to meet the common interests and problems of a group of students. One to three variable credit hours.

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 (3)

A first part of a one year course covering basic scientific concepts related to nursing practice, to make students eligible for admission to the NAU Nursing Program. Includes clinical experiences of selected procedural skills based upon these concepts. Prerequisite: To be entering last two semesters prior to admission to NAU. Completion of 32 hours of pre-nursing program including ENG 101 and 102, two semesters of college-level Biology, MAT 114, CHM 130, PSY 101, NUR 200, SPC 100, a Science GPA 2.5 and an 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 one year sequence course covering basic scientific concepts related to nursing practice. Includes clinical experiences of selected procedural skills based upon these concepts. Prerequisite: NUR 221, including a second semester final grade of 70% minimum on math test within two attempts, passed procedure audits within two attempts, and attendance at labs and clinicals. Fee required. Two lecture; two lab.

NUR 298 SPECIAL TOPICS (1-3)

A course designed to meet the 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. One to three variable credit hours.

NUR 299 INDEPENDENT STUDY (1-3)

Designed to meet the needs of a student who has a credit deficiency for graduation. The student, under faculty supervision, would design and execute an original project which would fit the credit requirement in a given area of study. Permission of Dean of Instruction required. One to three variable credit hours.

OFFICE INFORMATION SYSTEMS

OIS 100 KEYBOARDING (1)

Introduces the student to touch-method skills while keyboarding on a typewriter, calculator, or computer keyboard. Two lab.

OIS 105 BUSINESS ENGLISH (3)

Introduces the student to a review and reinforcement of spelling, punctuation, capitalization, sentence structure, word usage, and up-to-date formatting techniques as they apply to business letter and report writing. Three lecture.

OIS 110 BEGINNING TYPING (3)

Development of accurate and rapid keyboarding of alphabetic and numeric material using the touch method. Keyboard control and basic document formatting procedures are stressed. Two lecture; two lab.

OIS 121 SPEEDWRITING (3)

Training in speedwriting theory based on alphabetic characters. Emphasis is on reading, writing, and transcription techniques. Prerequisite: OIS 110 or consent of instructor. Two lecture; two lab.

OIS 125 BEGINNING SHORTHAND (3)

Training in the principles of shorthand theory, brief forms, transcription techniques, and a concentrated study of reading and writing shorthand. Prerequisite: OIS 110 or consent of instructor. Two lecture; two lab.

OIS 130 MACHINE TRANSCRIPTION (3)

Transcribing business correspondence and documents from machine dictation with speed and accuracy. Emphasis on improving business grammar and proofreading techniques. Prerequisite: OIS 110 or consent of instructor. One lecture; three lab.

OIS 150 BUSINESS MATH & OFFICE MACHINES (3)

Review and drill in the fundamentals of mathematics necessary for competent participation in business: decimals, percents, fractions, discounts, and interest. Development of 10-key skills in using touch method on an electronic calculator. One lecture; three lab.

OIS 199 WORKSHOP (1-3)

A course designed to meet the common interests and problems of a group of students. One to three variable credit hours.

OIS 200 PROFESSIONAL OFFICE SKILLS (3)

Standard office procedures, including specific practical skills needed in technical/computer knowledge, office support activities, communication, decision-making, and career employment and advancement. Prerequisite: OIS 110 or consent of instructor. Two lecture; two lab.

OIS 205 FILING SYSTEMS AND RECORDS (3)

Concepts, policies, and principles of filing systems and records management, and how to effectively plan for, organize, and control the system, equipment, and supplies. Three lecture.

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. Prerequisite: OIS 110 or consent of instructor. One lecture; three lab.

OIS 225 INTERMEDIATE SHORTHAND (3)

Continued training for students who have had prior instruction in shorthand. Includes shorthand characters, phrasing skills, speed in dictation and transcription, and punctuation and spelling skills in transcription. Prerequisite: OIS 125 or consent of instructor. Two lecture; two 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. Prerequisite: 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. Prerequisite: 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 preparation of legal documents from all phases of law practice and on the role of a secretary in the law office. Prerequisite: OIS 110 or consent of instructor. Two lecture; two lab.

OIS 298 SPECIAL TOPICS (1-3)

A course designed to meet the 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. One to three variable credit hours.

OIS 299 INDEPENDENT STUDY (1-3)

Designed to meet the needs of a student who has a credit deficiency for graduation. The student, under faculty supervision, would design and execute an original project which would fit the credit requirement in a given area of study. Permission of Dean of Instruction required. One to three variable credit hours.

PHYSICAL EDUCATION

PHE 199 WORKSHOP (1-3)

A course designed to meet the common interests and problems of a group of students. One to three variable credit hours.

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.

PHE 298 SPECIAL TOPICS (1-3)

A course designed to meet the 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. One to three variable credit hours.

PHE 299 INDEPENDENT STUDY (1-3)

Designed to meet the needs of a student who has a credit deficiency for graduation. The student, under faculty supervision, would design and execute an original project which would fit the credit requirement in a given area of study. Permission of Dean of Instruction required. One to three variable credit hours.

PHILOSOPHY

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 reading with application to modern concerns. Three lecture.

PHI 199 WORKSHOP (1-3)

A course designed to meet the common interests and problems of a group of students. One to three variable credit hours.

PHI 298 SPECIAL TOPICS (1-3)

A course designed to meet the 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. One to three variable credit hours.

PHI 299 INDEPENDENT STUDY (1-3)

Designed to meet the needs of a student who has a credit deficiency for graduation. The student, under faculty supervision, would design and execute an original project which would fit the credit requirement in a given area of study. Permission of Dean of Instruction required. One to three variable credit hours.

PHYSICS

PHY 101 INTRODUCTION TO PHYSICS (3)

An introduction to physical principals, 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 introductory study of motion, static and dynamic mechanics, waves and sound, heat and energy. Prerequisite: High school physics or PHY 101. Corequisite: MAT 110 and MAT 111 or MAT 135. Three lecture; three lab.

PHY 112 GENERAL PHYSICS II (4)

A continuation of PHY 111. Covers electricity and magnetism, light, optics, and atomic structure. Prerequisite: PHY 111. Three lecture; three lab.

PHY 141 CONCEPTS OF PHYSICS (4)

Designed as a liberal studies course. The conceptual basis of 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. Prerequisite: high school Physics or PHY 101. Corequisite: MAT 136. Four lecture; three 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. One to three variable credit hours.

PHY 262 COLLEGE PHYSICS II (5)

A continuation of PHY 161. Covers electricity and magnetism, waves, optics, atomic and nuclear structure. Prerequisite: PHY 161. Corequisite: MAT 137. Five lecture; three lab.

PHY 298 SPECIAL TOPICS (1-3)

A course designed to meet the 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. One to three variable credit hours.

PHY 299 INDEPENDENT STUDY (1-3)

Designed to meet the needs of a student who has a credit deficiency for graduation. The student, under faculty supervision, would design and execute an original project which would fit the credit requirement in a given area of study. Permission of Dean of Instruction required. One to three variable credit hours.

POLITICAL SCIENCE

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)

Introduction to the political context of American Public Administration. Alternative frameworks for the analysis of the policy process in government agencies. Includes budgetary process, accountability and responsibility, bureaucratic politics, reform and reorganization. Three lecture.

POS 199 WORKSHOP (1-3)

A course designed to meet the common interest and problems of a group of students. One to three variable credit hours.

POS 201 INTRODUCTION TO POLITICAL THEORY (3)

Designed to provide students with an understanding of contemporary political ideology. It's primary aim is to allow students to develop a critical awareness of alternative political ideologies, and the ability to think analytically about important political problems. Three lecture.

POS 220 STATE AND NATIONAL CONSTITUTION (3)

A survey of Arizona Government and Constitution designed to meet the requirements for Arizona state teaching certification. Combines the POS 221 and POS 222 classes. Corequisite: ENG 102. Three lecture.

POS 221 ARIZONA CONSTITUTION AND GOVERNMENT (1)

A survey of Arizona government and Constitution designed to meet the requirements for Arizona state teaching certification. One lecture.

POS 222 NATIONAL CONSTITUTION AND GOVERNMENT (2)

Examines the United States Constitution and government. Designed to meet requirements for Arizona state teacher certification. Two lecture.

POS 223 CONTEMPORARY ISSUES IN WORLD POLITICS (3)

Introduces three levels of analysis used to study international relations and 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 the 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 ENVIRONMENTAL POLITICS (3)

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 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. An evaluation of historical developments, tracing value systems, and ethical dilemmas. Three lecture.

POS 298 SPECIAL TOPICS (1-3)

A course designed to meet the 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. One to three variable credit hours.

POS 299 INDEPENDENT STUDY (1-3)

Designed to meet the needs of a student who has a credit deficiency for graduation. The student, under faculty supervision, would design and execute an original project which would fit the credit requirement in a given area of study. Permission of Dean of Instruction required. One to three variable credit hours.

PSYCHOLOGY

PSY 100E EFFECTIVE PSYCHOLOGY FOR PARENTS (2)

Designed to assist parents or those who work with children in developing effective communication skills and understanding the fundamental principles of behavior. Three lecture. May be taken for S/U credit.

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 decisions, and other issues. Three lecture.

PSY 110 PARAPSYCHOLOGY (3)

A survey of the claims of clairvoyance, remembering past incarnations, telepathy, psychokinesis, premonitions, and other subjects concerned with supernormal powers and inexplicable phenomena. Three lecture.

PSY 199 WORKSHOP (1-3)

A course designed to meet the common interests and problems of a group of students. One to three variable credit hours.

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. Prerequisite: PSY 101 or consent of instructor. Three lecture.

PSY 205 INTRODUCTION TO ABNORMAL PSYCHOLOGY (3)

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 207 APPROACHES TO PERSONALITY THEORY (3)

Introduction to personality theory, definitions, and focus on four major areas of contribution: trait theories, psychodynamic theories, behavioristic theories, and humanistic theories. Prerequisite: PSY 101. Three lecture.

PSY 230 RESEARCH AND STATISTICS IN PSYCHOLOGY (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, and hypothesis testing. Student's Test, non-parametric analysis, and analysis of variance. Prerequisite: 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)

Examines the effects of groups on their individual members. Includes social pressures for conformity, aggression, prejudice, self-justification, and individual opinions. Prerequisite: PSY 101. Corequisite: ENG 102. Three lecture.

PSY 234 CHILD GROWTH AND DEVELOPMENT (3)

A study of the genetic, prenatal, and postnatal influences on the development of the child, with emphasis on motivation, learning and perception. Prerequisite: 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)

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 242 MENTAL HEALTH IN THE AGING (3)

A study of psychological development and changes throughout life with emphasis on later years. Includes a study of mental diseases common to the elderly population with identification of problem situations and preventative measures as well as solutions. 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. Prerequisite: PSY 101 or consent of 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. Prerequisite: PSY 101 or consent of instructor. Three lecture.

PSY 257 PSYCHOTHERAPY & COUNSELING WITH MINORITIES (3)

This course is to inform the student of the unique individual and social therapeutic needs of persons in a cultural minority. 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.

PSY 298 SPECIAL TOPICS (1-3)

A course designed to meet the 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. One to three variable credit hours.

PSY 299 INDEPENDENT STUDY (1-3)

Designed to meet the needs of a student who has a credit deficiency for graduation. The student, under faculty supervision, would design and execute an original project which would fit the credit requirement in a given area of study. Permission of Dean of Instruction required. One to three variable credit hours.

RECREATION

REC 199 WORKSHOP (1-3)

A course designed to meet the common interests and problems of a group of students. One to three variable credit hours.

REC 199A WORKSHOP: INTRODUCTION TO WHITEWATER TECHNIQUES (2)

Introduction to various principles and techniques of whitewater river running. Students gain a basic level of proficiency in: (1) whitewater safety and self rescue, (2) river etiquette and environmental ethics on the river and, (3) the care, management and usage of kayaks, canoes, and the related equipment. One lecture; two lab.

REC 298 SPECIAL TOPICS (1-3)

A course designed to meet the 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. One to three variable credit hours.

REC 299 INDEPENDENT STUDY (1-3)

Designed to meet the needs of a student who has a credit deficiency for graduation. The student, under faculty supervision, would design and execute an original project which would fit the credit requirement in a given area of study. Permission of Dean of Instruction required. One to three variable credit hours.

REAL ESTATE

RES 101 REAL ESTATE PRINCIPLES | (3)

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, 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. Prerequisite: RES 101. Three lecture.

RES 103 ESCROW PRINCIPLES & 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. Prerequisite: 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. Prerequisite: RES 101 or consent of instructor. Three lecture.

RES 105 REAL ESTATE LAW (3)

Study of the legal concepts of real estate land description, real estate property rights, estates in land, contracts, conveyances, encumbrances, foreclosures, recording procedures, and evidence of title. Three lecture.

RES 106 REAL ESTATE APPRAISAL (3)

Study of the purpose and function of an appraisal, determinants of value, and appraisal case studies. Emphasis is placed on cost, market data, income approaches to value estimates including correlation and report writing. Prerequisite: MAT 103 or consent of instructor. Three lecture.

RES 107 REAL ESTATE FINANCE (3)

Study of lending institutions and practices, loan application, alternative financing sources of funding real property, FHA, and VA. Commercial and industrial areas of finance are covered. Three lecture.

RES 108 PROPERTY MANAGEMENT (3)

Study of 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 the nature and intent of investing in real property, including the concepts of leverage benefits, risks, and taxation. Residential, commercial, industrial and land investment strategy. Prerequisite: RES 102 or consent of instructor. Three lecture.

RES 110 PLANNING & ZONING ISSUES (3)

Emphasis on land use controls and their impact on land use. 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)

Covers marketing strategies, the concepts of pricing, product packages, promotion, and listing approaches. 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.

RES 199 WORKSHOP (1-3)

A course designed to meet the common interests and problems of a group of students. One to three variable credit hours.

RES 298 SPECIAL TOPICS (1-3)

A course designed to meet the 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. One to three variable credit hours.

RES 299 INDEPENDENT STUDY (1-3)

Designed to meet the needs of a student who has a credit deficiency for graduation. The student, under faculty supervision, would design and execute an original project which would fit the credit requirement in a given area of study. Permission of Dean of Instruction required. One to three variable credit hours.

SCIENCE

SCI 175 SCIENTIFIC METHODS & 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 & 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 199 WORKSHOP (1-3)

A course designed to meet the common interests and problems of a group of students. One to three variable credit hours.

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.

SCI 298 SPECIAL TOPICS (1-3)

A course designed to meet the 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. One to three variable credit hours.

SCI 299 ISSUES IN SCIENCE/TECHNOLOGY (3)

A seminar-based class covering current issues in science and technology and the effects of these issues in society. Writing and speaking intensive. Prerequisite: An introduction course in a science or related area. Three lecture.

SIGN LANGUAGE

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. Prerequisite: 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. Prerequisite: SLG 102. Three lecture.

SOCIOLOGY

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 & 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, it's impact on families of different cultures both socially and psychologically, and it's impact on the community. Three lecture.

SOC 115 AGING & 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)

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. Prerequisite: 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. Prerequisites: SOC 101 or consent of instructor. Three lecture.

SOC 140 MARRIAGE & 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, patenting roles, marital violence and aspects of divorce. Three lecture.

SOC 142 RACE & 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 199 WORKSHOP (1-3)

A course designed to meet the common interests and problems of a group of students. One to three variable credit hours.

SOC 200 WOMEN & HEALTH (3)

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. Covers all aspects of health and health-related topics germane to political, 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 & HUMAN SERVICES (3)

A study of the interrelationship between politics and human services. Emphasis will be placed on power and strategies for change and communication. Three lecture.

SOC 210 THE ELDERLY & LONG-TERM CARE (3)

A study of long-term care with emphasis on history, policy and types of care. Three lecture.

SOC 236 CRIME & 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. The social, psychological, cultural, economic, political, and health issues will be discussed. Three lecture.

SOC 270 INFORMAL CAREGIVING & THE ELDERLY (2)

An examination of the phenomenon of caregiving of the elder in terms of what it is, how it has emerged in modern times, and who does it. Attention is also given to the differences between formal and informal caregiving. Two lecture.

SOC 280 THEORIES IN FAMILY THERAPY (3)

An overview of family therapy theories and practices, including a basic perspective on family development and the effectiveness of therapeutic intervention. Prerequisite: SOC 101 or 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. Examination of the various systems and resources available and how to utilize them. Ethics and quality of care will also be examined. Three lecture.

SOC 290 SENIOR CITIZENS & THE LAW (2)

An overview of public benefits and related programs, and the law that seniors must understand to help themselves. Two lecture.

SOC 291 POLICIES & POLITICS IN AGING (3)

A study of aging policies formulated and implemented and their effectiveness. Includes 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, exploring of the concerns of the terminally ill and their families, facilitation of communication between them, and establishing rapport with the terminally ill. Prerequisite: SOC 280. Three lecture.

SOC 296 INTERNSHIP (3)

Provides students with an opportunity to gain experience in applying certificate knowledge and skills in an appropriate setting. Three lecture; three lab.

SOC 298 SPECIAL TOPICS (1-3)

A course designed to meet the 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. One to three variable credit hours.

SOC 299 INDEPENDENT STUDY (1-3)

A seminar-based class to look at current issues in science and technology and the effects of these issues in society. Writing and speaking intensive. Prerequisite: An introduction course in a science or related area. Three lecture.

SPANISH

SPA 101 BEGINNING SPANISH (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. Prerequisite: SPA 101 or consent of instructor. Four lecture.

SPA 103 SPANISH FOR SPANISH SPEAKERS I (3)

Review of essential language skills for native or fluent speakers. Emphasis on reading and writing skills and review of basic Spanish grammar. Taught in Spanish. Prerequisite: consent of instructor. Three lecture.

SPA 104 SPANISH FOR SPANISH SPEAKERS II (3)

Further emphasis on reading and writing skills and review of basic Spanish grammar. Student acquires more indepth understanding of the mother language and practice writing skills. Taught in Spanish. Prerequisite: SPA 103 or consent of instructor. Three 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. Prerequisite: SPA 101 or SPA 131 or consent of instructor. Two lecture. May be taken for S/U credit.

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. Prerequisite: SPA 101 or SPA 131 or consent of instructor. Two lecture. May be taken for S/U credit.

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. Three lecture. May be taken for S/U credit.

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.

SPA 132 CONVERSATIONAL SPANISH II (3)

Continuation of SPA 131. Prerequisite: successful completion of SPA 131 or consent of instructor. Three lecture. May be taken for S/U credit.

SPA 199 WORKSHOP (1-3)

A course designed to meet the common interests and problems of a group of students. One to three variable credit hours.

SPA 201 INTERMEDIATE SPANISH | (4)

Emphasis on improving basic skills of speaking, comprehension, reading, and writing. Taught in Spanish. Prerequisite: 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. Prerequisite: SPA 201 or consent of instructor. Four lecture.

SPA 212 INTRODUCTION TO TRANSLATION & 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.

SPA 231 CONVERSATIONAL SPANISH III (3)

A continuation of SPA 132 Conversational Spanish II with further development of speaking and writing skills. Prerequisite: SPA 132 or consent of instructor. Three lecture. May be taken for S/U credit.

SPA 298 SPECIAL TOPICS (1-3)

A course designed to meet the 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. One to three variable credit hours.

SPA 299 INDEPENDENT STUDY (1-3)

Designed to meet the needs of a student who has a credit deficiency for graduation. The student, under faculty supervision, would design and execute an original project which would fit the credit requirement in a given area of study. Permission of Dean of Instruction required. One to three variable credit hours.

SPEECH

SPC 100 FUNDAMENTALS OF SPEECH COMMUNICATION (3)

Study of the fundamental elements of oral communication with stress on improving speaking skills and self-confidence. Three lecture. May be taken for S/U credit.

SPC 199 WORKSHOP (1-3)

A course designed to meet the common interests and problems of a group of students. One to three variable credit hours.

SPC 298 SPECIAL TOPICS (1-3)

A course designed to meet the 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. One to three variable credit hours.

SPC 299 INDEPENDENT STUDY (1-3)

Designed to meet the needs of a student who has a credit deficiency for graduation. The student, under faculty supervision, would design and execute an original project which would fit the credit requirement in a given area of study. Permission of Dean of Instruction required. One to three variable credit hours.

THEATER

THR 135 INTRODUCTION TO 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.

THR 199 WORKSHOP (1-3)

A course designed to meet the common interests and problems of a group of students. One to three variable credit hours.

THR 298 SPECIAL TOPICS (1-3)

A course designed to meet the 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. One to three variable credit hours.

THR 299 INDEPENDENT STUDY (1-3)

Designed to meet the needs of a student who has a credit deficiency for graduation. The student, under faculty supervision, would design and execute an original project which would fit the credit requirement in a given area of study. Permission of Dean of Instruction required. One to three variable credit hours.

WELDING

WLD 140 ARC WELDING I (4)

Introduction to the fundamentals of basic arc welding procedures, equipment, and safety techniques. Introduces various arc welding tasks in the flat, horizontal, vertical-up, and overhead positions. Two lecture; four lab.

WLD 141 ARC WELDING II (4)

Advanced arc welding procedures, equipment, and safety techniques. Instruction in the selection of electrode, gas, cups, and filler rod for gas tungsten arc weld (GTAW) welding. Techniques and practice in welding butt-joint, t-joint, lap and corner joints in various positions. Numerous cutting procedures are also covered. Prerequisite: WLD 140 or consent of instructor. Two lecture; four lab.

WLD 282 PIPE WELDING I (4)

Welding pipe lines in cross-country pipe lines in industry: chemical, petroleum, salt water, fresh water, fuel system, hydraulic systems, mining and others. Prerequisite: WLD 141 or consent of instructor. Two lecture; four lab.

WLD 283 PIPE WELDING II (4)

A continuation of WLD 282. Classroom instruction and practical application in the processes and procedures used in the welding of cross country pipe, high pressure pipe and tube. Prerequisite: WLD 282 or consent of instructor. Two lecture; four lab.

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