



# COCONINO COMMUNITY COLLEGE

1995 - 1996  
Catalog

To: Faculty

From: Academic Standards Committee

The Academic Standards Committee would like your input on the following policy. Please make comments to Kate Kozak, Kathy Emmons, Beth Murphy, Bryan Bates, or Jerry Baker. Comments can be either in person, or placed in their box by October 1.

POLICY ON AWARDING SECOND DEGREES FROM CCC

Upon completion of an Associate of Arts, Associate of Science, Associate of Applied Science, or Associate of General Studies degree from CCC, a student who wishes to pursue an additional degree other than Associate of General Studies must meet the following criteria:

1. Students must meet the requirements of that degree as outlined in the Catalog in effect at the time of initial enrollment in the new degree program.
2. Students must complete a minimum of 19 credits beyond those previously earned in the awarded degree.
3. The Associate of General Studies will not be awarded as a second degree.



# COCONINO

## COMMUNITY COLLEGE

### 1995-1996 CATALOG

#### **Flagstaff Administrative Center**

3000 North Fourth Street, Suite 17, Flagstaff, Arizona 86004  
Locally (520) 527-1222, Toll Free within Arizona 1-800-350-7122, FAX (520) 526-1821

#### **Page Administrative Center**

148 6th Avenue, Page, Arizona 86040-0728  
(520) 645-3987, FAX (520) 645-3501

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

# MESSAGE FROM THE PRESIDENT



Office of the President  
**COCONINO COMMUNITY COLLEGE**  
3000 N. FOURTH STREET, STE 17 • FLAGSTAFF, AZ 86004 • (602) 527-1222 • FAX (602) 526-1821

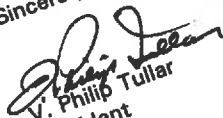
Welcome to Coconino Community College. I am pleased you are interested in enrolling at this fine institution. Should you become a student, you will find CCC is a stimulating learning environment where many people are eager to help you reach your educational and career goals.

At Coconino Community College quality education is our primary goal. Here our students are the number one priority. I am proud of our excellent faculty and staff. They are deeply committed to serving students. This college is becoming well-known as a premier teaching institution. We provide high-quality associate degree programs which make up the first two years of a baccalaureate program. We also provide vocational, technical and basic skill courses in programs through which students may acquire or update the skills necessary for successful employment and advancement in the work force. We also provide enrichment courses in cultural activities for community cultural development.

Coconino Community College is affiliated with the North Central Association which is a regional organization for accrediting colleges and schools. Through transfer agreements and the use of our course equivalency guide, students may transfer easily to four-year Arizona institutions. Our students who transfer perform as well or better than students who begin their studies at a four-year institution.

You have made an excellent decision to join nearly 4,000 fine students at Coconino Community College. Accept my warmest welcome for an excellent and rewarding academic year.

Sincerely,

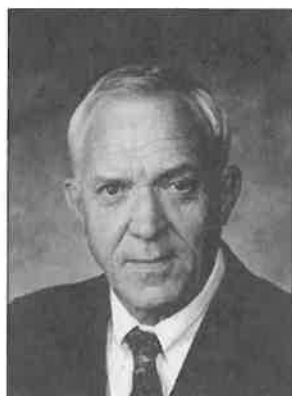
  
V. Philip Tullar  
President

la



# **COCONINO COMMUNITY COLLEGE**

## **GOVERNING BOARD**



**Daniel W. Baertlein**  
Williams, Arizona



**Tony Christensen**  
Flagstaff, Arizona



**George Graham**  
Board Secretary  
Page, Arizona



**Crystal Holliday**  
Fredonia, Arizona



**Gaye Luna**  
Board Chair  
Flagstaff, Arizona



**Mary Kuzell-Babbitt**  
Coconino County Representative,  
State Board of Directors for  
Community Colleges of Arizona



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## **ACCREDITATION AND AFFILIATION**

### **ACCREDITATION**

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

### **AFFILIATION**

Coconino Community College is a member of the following organizations:

American Association of Community Colleges  
Arizona Association of District Governing Boards  
Arizona Association of Student Financial Aid Administrators  
Arizona Association of Veterans' Program Administrators  
Arizona Community College Association  
Arizona Community College Presidents' Council  
Arizona State Small Business Development Center Network  
Chambers of Commerce - Flagstaff, Sedona, and Page  
Community College Institute for Research and Development  
Flagstaff Alliance for the 21st Century  
Greater Flagstaff Economic Council, Inc.  
National Association of Student Employment Administrators  
National Association of Student Financial Aid Administrators  
National Association of Veterans' Program Administrators  
National Institute for Staff & Organizational Development (NISOD)  
North Central Association of Community Colleges and Schools  
Western Association of Student Employment Administrators  
Western Association of Student Financial Aid Administrators



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## **COCONINO COUNTY COMMUNITY COLLEGE FOUNDATION, INC.**

The Coconino County Community College Foundation, Inc. was founded in 1993 under Arizona law as a non-profit corporation. It is fiscally and organizationally separate from the College with its own Board of Directors. Its purpose is to receive private gifts, bequests, and donations; to account for, manage, and help appreciate monies or property submitted to the Foundation; and to help the College with projects and opportunities which may not be funded by public funds.

Funds for the Foundation are distributed to benefit and advance Coconino Community College and for the encouragement and subsidization of the students and faculty of CCC.

The Foundation Board of Directors is composed of selected residents of Coconino County who represent positive leadership and community influence and have expressed an interest and desire to use their influence on behalf of the College through the Foundation.

The Foundation is prepared to support programs and activities of the College which promote the objectives of the institution. Foundation activities and support include, but are not limited to, financial aid for students, recognition of outstanding scholarship or leadership, recognition for cost savings suggestions, development of special facilities, awards for special achievement, management and investment of funds, support of the College library, procurement of special equipment, planning for special College activities and programs, and development of area-wide interest in support of the College.

Gifts to the Foundation may be made in several ways and may usually be arranged to simultaneously achieve maximum tax benefits for the donor and provide generous support for education.

Contributions may be made by gifts of cash, real or personal property, securities, provision of a will, gifts of insurance policies, or the establishment of trusts. Gifts may be awarded for specific purposes or given without restrictions.

The Coconino County Community College Foundation, Inc. supports quality education through excellence, achievement and commitment.

## **SMALL BUSINESS DEVELOPMENT CENTER**

*Working with Arizona Businesses to maximize their successes.*

The Small Business Development Center (SBDC) provides business assistance to small business owners and those who are interested in starting a business. The Center's services are tailored to meet the needs of the communities throughout the county. The SBDC Program is a "one-stop" assistance center designed to deliver up-to-date free counseling, training, and technical assistance in all aspects of small business management. Services include assisting small businesses with financial, marketing, organization, feasibility studies, and specific business needs. Other areas of concentration include international trade 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, and small businesses to promote economic development in Coconino County. For further information contact the SBDC at the Flagstaff Campus.



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GENERAL

INFORMATION



## **PHILOSOPHY AND MISSION**

Coconino Community College is a multi-campus public institution of higher education serving primarily the residents of Coconino County. College faculty and staff aspire to challenge students academically, encourage pride in self and heritage, and promote an appreciation for other cultures. The College is dedicated to the ideals of life-long learning by addressing the whole person through its commitment to those who seek to improve their skills, enrich their lives, and enhance their futures. The faculty and staff strive to advance the democratic ideals of equal opportunity for success, individual worth, and informed responsible citizenship.

**The mission of Coconino Community College is to promote student success through comprehensive learning opportunities for its community.**

The College is fiscally accountable for its educational programs and support services. As a degree-granting institution, the College assesses its programs, services, and student academic achievement for the purpose of continuous improvement and to guide strategic planning and decision-making. To accomplish its mission, the College provides access to educational opportunities for a diverse student population. The College promotes cultural, intellectual, physical and social development, technical competence, and serves as a resource for community development. As a member of the Arizona State Community College System, Coconino Community College accepts the mandate to offer the following:

- Transfer Education
- Occupational Education
- General Education
- Continuing Education
- Developmental Education
- Student Services
- Cultural and Community Service



## FALL 1995 ACADEMIC CALENDAR

Faculty/Staff Meetings (offices closed)  
Faculty/Staff Activities

Instruction Begins

Labor Day Holiday - Campus Closed

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  
1996

Monday, August 21, 1995

Monday-Friday, August 21-August 25, 1995

Monday, August 28, 1995

Monday, September 4, 1995

Wednesday, October 11, 1995

Friday, October 20, 1995

Monday-Saturday, October 23-28, 1995

Wednesday, November 22, 1995

Thursday-Saturday, November 23-25, 1995

Saturday, December 9, 1995

Monday-Saturday, December 11-16, 1995

Wednesday, December 20, 1995

Thursday-Monday, Dec. 21, 1995-Jan. 1,

## SPRING 1996 ACADEMIC CALENDAR

Faculty/Staff Meetings (offices closed)  
Faculty/Staff Activities

Martin Luther King Holiday - Campus Closed

Instruction Begins

Presidents' Day Holiday - Campus Closed

Deadline to Drop Without Record (FTSE)

Spring Break--Flagstaff--No Classes

Mid-Term Examination Period

Deadline for Student Initiated Drop (W)

Last Day of Instruction

Final Examination Period

Final Grades Due by Instructors

Commencement

Wednesday, January 10, 1996

Wednesday-Friday, January 10-12, 1996

Monday, January 15, 1996

Tuesday, January 16, 1996

Monday, February 19, 1996

Thursday, February 29, 1996

Monday-Saturday, March 11-16, 1996

Monday-Saturday, March 18-23, 1996

Friday, April 19, 1996

Saturday, May 4, 1996

Monday-Saturday, May 6-11, 1996

Tuesday, May 14, 1996

Friday, May 10, 1996

(NOTE: Detailed calendars including registration dates and information may be found in each semester's **Schedule of Classes**. The College reserves the right to make changes to the Fall 1995 and Spring 1996 Calendars without notice.)



## **INSTRUCTIONAL SITES AND ADDRESSES**

### **FLAGSTAFF**

Administrative Center ..... (520) 527-1222  
..... 1-800-350-7122  
3000 North Fourth Street, Suite 17, Flagstaff,  
Arizona 86004

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

Administrative Center ..... (520) 645-3987  
FAX ..... (520) 645-3501  
148 6th Avenue, Page, Arizona  
Mailing Address: P.O. Box 728, Page, Arizona  
86040-0728

### **GRAND CANYON**

Area Coordinator - Jan Herchenroeder  
..... (520) 638-2526  
P.O. Box 866, Grand Canyon, Arizona 86023

### **TUBA CITY**

Area Coordinator - Terry Kelly  
..... (520) 645-3987  
P.O. Box 728, Page, Arizona 86040-0728

### **WILLIAMS AND CAMP NAVAJO**

Area Coordinator - Jeff Krummenacher  
..... (520) 635-4419  
P.O. Box 304, Williams, Arizona 86046

## **FOR MORE INFORMATION**

### **FLAGSTAFF CAMPUS INFORMATION**

General Information ..... (520) 527-1222  
..... 1-800-350-7122  
Admissions ..... Ext. 250  
Advising ..... Ext. 270  
Disability Resources for Students  
..... Ext. 243  
FAX ..... (520) 526-1821  
Financial Aid ..... Ext. 219  
Learning Enhancement Center ..... Ext. 301  
Registration/Records ..... Ext. 250  
Small Business Development Center  
..... Ext. 225  
..... (520) 526-5072  
Student Employment ..... Ext. 219  
Tech Prep Coordinator ..... Ext. 270  
Transfer Courses/Transcripts ..... Ext. 201  
Veterans' Educational Benefits ..... Ext. 219

## **OVERVIEW OF PROGRAMS**

Coconino 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.

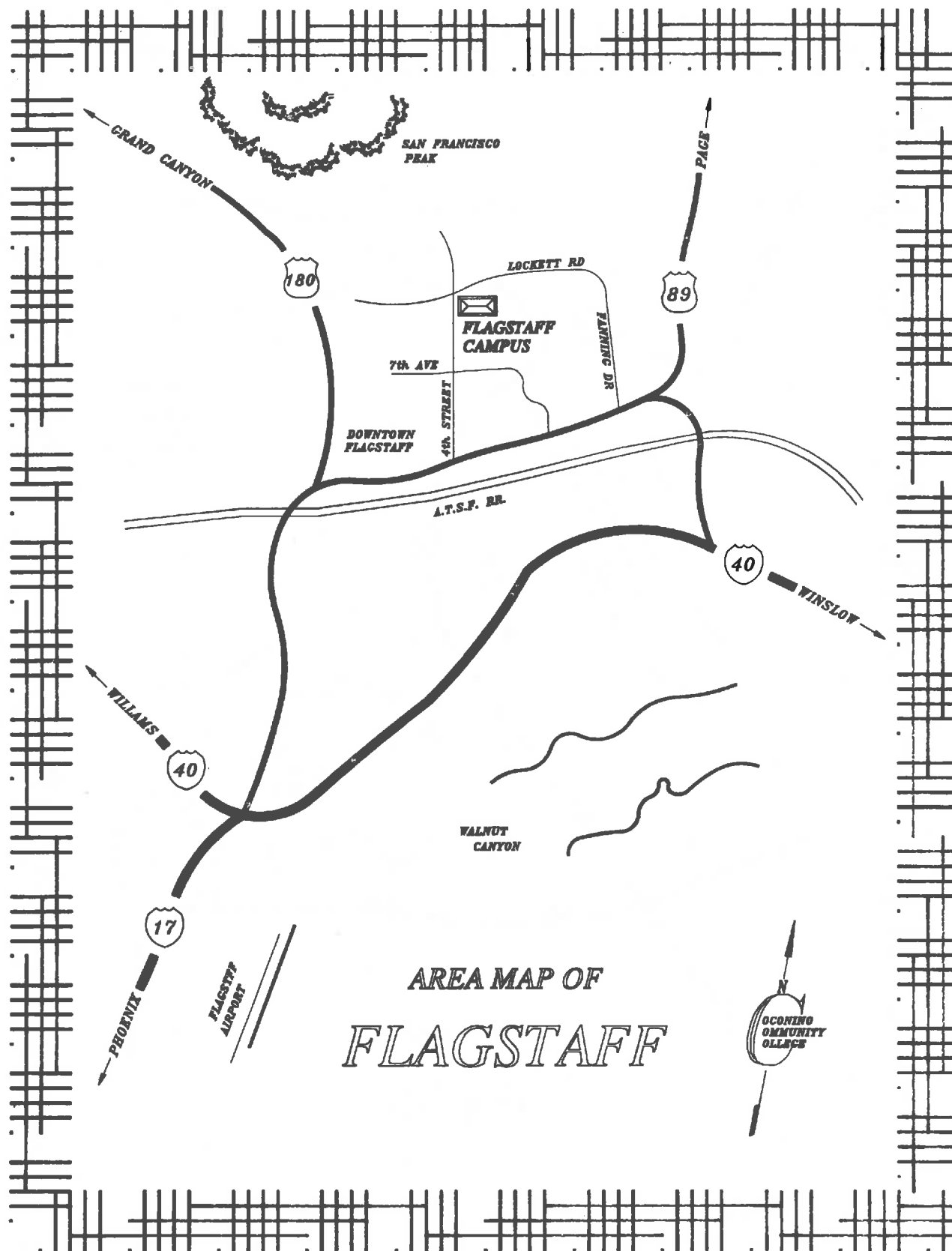
The College strives to continually evaluate the educational needs of its communities, to develop appropriate instructional courses and programs to meet identified needs, and to revise or eliminate those courses which no longer meet a significant need.

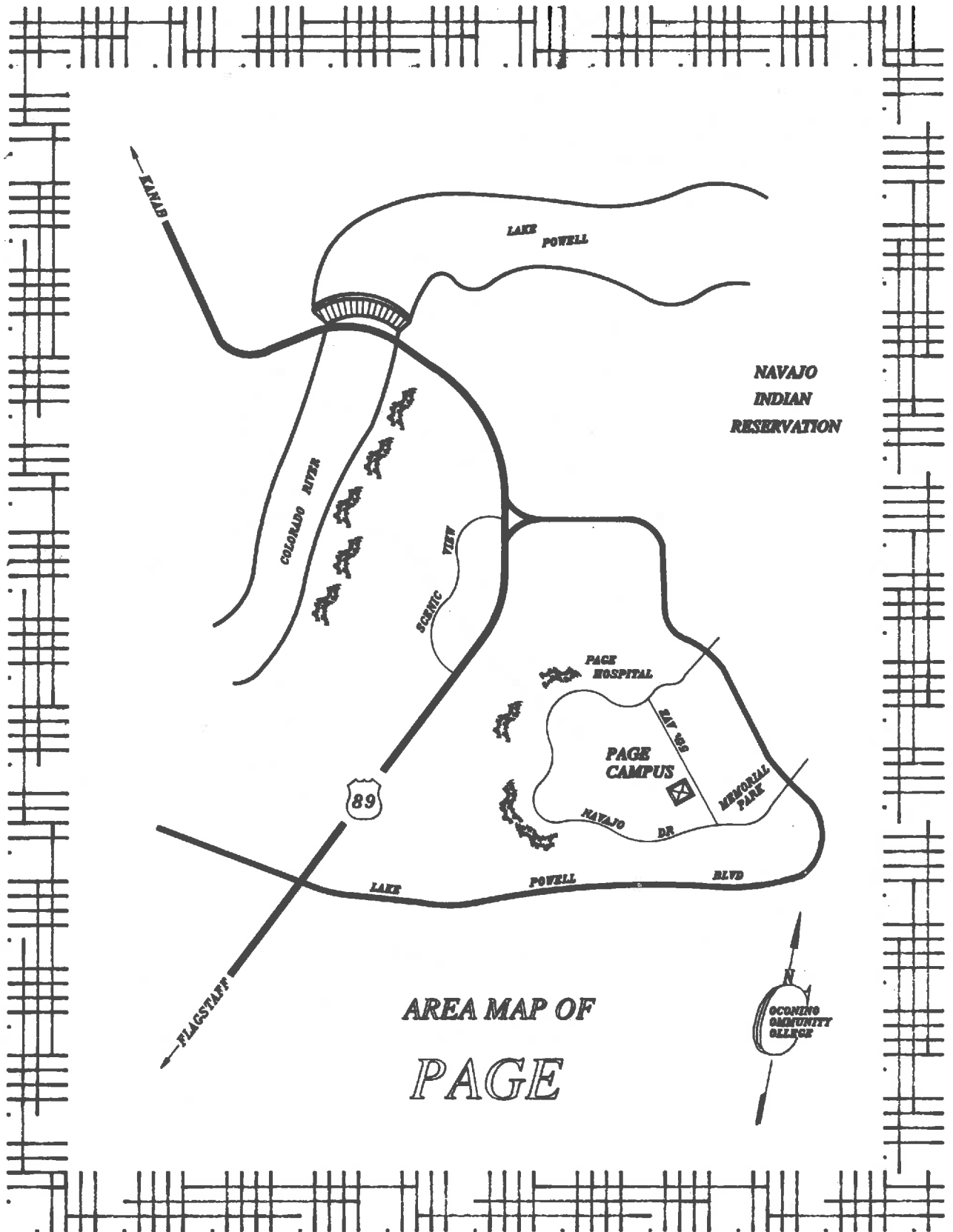
## **TECH PREP PROGRAM**

The Tech Prep program is a joint project involving CCC, the Coconino County High School Districts, and business organizations throughout the county. The program combines the 4 years of high school with the 2 years at the community college to eliminate duplication of courses, provide opportunities for advanced level training, and build student competence in mathematics, science, and communication skills through integrated curriculum. Through this program, high school students can transfer 9 credit hours to CCC if they meet all the requirements of the program.

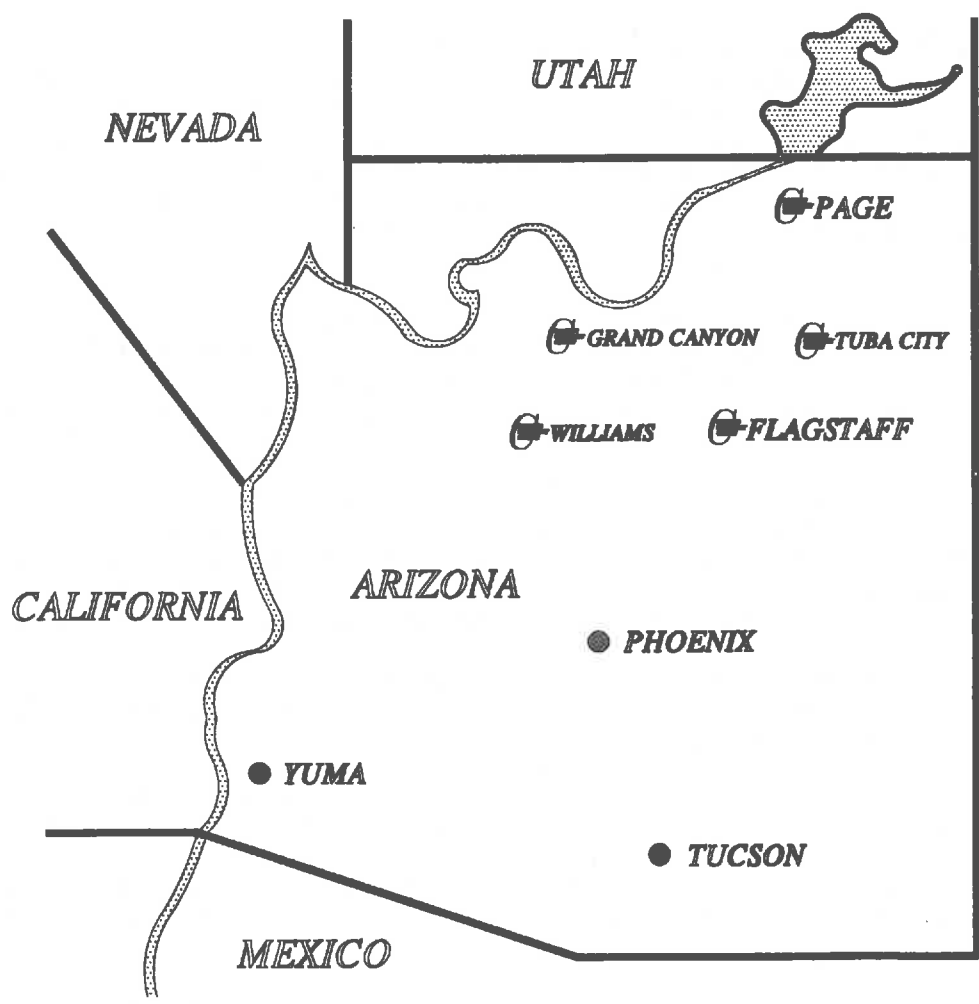
For additional information contact the high school counselor or occupational teachers, or contact the CCC Tech Prep Coordinator at the Flagstaff campus.

EE





CC



AREA MAP







## **COLLEGE COMPLIANCES**

### **ABILITY TO BENEFIT**

According to the Higher Education Technical Amendments of 1991 (Pub. L. 102-26, enacted on April 9, 1991), individuals who have not earned a high school diploma, a GED, or are in the process of earning a GED must successfully take an independently approved examination to qualify for Title IV financial aid funds. For information contact the Office of Student Financial Aid.

### **AMERICANS WITH DISABILITIES ACT (ADA)**

Coconino Community College will initiate and maintain programs, policies and procedures which are required under the provisions of the Americans With Disabilities Act (ADA) which establishes a clear, comprehensive federal prohibition of discrimination against persons with disabilities. The College will ensure compliance with applicable building standards for existing, new and remodeled owned structures, development of standards of compliance for non-owned structures, support for an ongoing process of reasonable accommodation to applicants, employees, students and the general public using or seeking to use College facilities and services.

The College will prohibit discrimination against a qualified individual with a disability in regard to hiring, compensation, advancement, training, and other terms or conditions of employment and termination. The College will provide a reasonable accommodation to the known physical or mental limitation of qualified applicant or employee with a disability unless it can show that the accommodation would impose an undue hardship on the College.

### **DRUG FREE COLLEGE**

Coconino Community College is committed to the Drug Free Schools and Communities Act Amendments of 1989 specified by Public Law 101-226, as demonstrated in the College Drug and Alcohol Free Workplace policy and procedures which ensure that employees and students comply with federal and state regulations regarding a drug and alcohol free workplace/educational environment.

The College regulations prohibit the manufacture, possession, distribution or use of alcohol or a controlled substance by students, employees and campus guests in the workplace and facilities owned or leased by the College.

No employee or student who is under the influence of or has recently used alcohol and/or a controlled substance to the extent of causing major impairment of job or academic performance or disruptive

behavior will be allowed to work or attend CCC classes and/or functions. Employees and students will be provided a description of the applicable legal sanctions under local, state and federal law for unlawful possession, distribution or use of alcohol or illicit drugs.

Compliance with the policy is a condition of employment and continued active student status. Employees and students are required to report violations to appropriate College authorities.

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

### **FAMILY EDUCATIONAL RIGHTS/PRIVACY ACT**

Coconino 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 eligible students have the right, with certain limitations, to inspect and review their educational records; the College shall not permit disclosure of information, except directory information, from educational records or personally identifiable information, except to individuals, agencies, or organizations identified by the Act; a student requesting nondisclosure of directory information must submit written notification to the Registrar's office. A copy of this Act is available from the Registrar/Director for Admissions.



## **HOLIDAYS**

Coconino Community College observes certain holidays and vacation periods which are detailed in each semester's Schedule of Classes. The College conducts classes in a variety of sites throughout Coconino County including local public school facilities. The College endeavors to follow the holiday schedule and vacation periods of the local school district to ensure access to facilities and reduce schedule conflicts for students. In general, no classes are taught on the following district-wide holidays: New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Independence Day, Labor Day, a fall mid-semester holiday, Thanksgiving, and Christmas. Scheduled vacation may vary with site and local school calendars but generally includes a Winter Break beginning just prior to Christmas Day and a Spring Break in March or April.

## **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. The student will be required to make up any work missed. Absences for such holidays shall not count against the number of absences allowed by an instructor. At least 1 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.

## **SEXUAL HARASSMENT**

Coconino Community College is committed to maintaining a work and educational environment free of discriminatory intimidation and sexual harassment.

All persons associated with CCC 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 and discrimination. Any person who engages in sexual harassment and/or discrimination against others on the basis of race, gender, religion, color, national origin, age, disability or Veteran status while acting as a member of the College community or while on College property will be in violation of the College policy. Inquiries regarding the policy or the filing of a complaint should be directed to the Director for Human Resources and Public Relations.

## **STUDENT CONDUCT**

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

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

Coconino 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 colleges annually disclose the rate at which full-time certificate-seeking or degree-seeking students persist to complete or graduate from programs of study. Disclosure reports are published in each semester's Schedule of Classes. Copies are available through the Registrar/Director for Admissions.

The "Crime Awareness and Campus Security Act of 1990" requires that colleges collect, prepare, and publish information related to crime and campus security and distribute it to all current students and employees, and to any applicant for enrollment or employment, upon request. This information is published in each semester's Schedule of Classes.







## **ADMISSION INFORMATION**

### **ADMISSION REQUIREMENTS**

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

#### **Eligible for "Regular Student" Admission**

1. A graduate of a high school which is accredited by a regional accrediting association as defined by the United States Office of Education or approved by a state board of education or other appropriate state educational agency, or
2. A person who has completed a GED certificate of high school equivalency, or
3. A transfer student in good standing from another college or university, or
4. A mature person who is 18 years of age or older and demonstrates evidence of potential to succeed at CCC. (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 CCC.) 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. They are restricted to enrollment of 12 credit hours or fewer each semester with advisor approval required.

#### **Eligible for "Special Student" Admission**

1. A student 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 he/she chooses to enroll, and college officials must determine that admission is in the best interest of the student. For example, a special student seeking admission to attend an algebra class must be qualified to enter a math course at that level; qualification in this case would be determined by a placement examination, 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 the College requires parental permission for those under 18. A student admitted in this category is not guaranteed admission to a specific degree program or to all courses offered by the College and may enroll for a maximum of 6 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.

### **ADMISSION PROCEDURES**

**Each student must provide the following:**

1. A completed Application for Admission, a Domicile Affidavit, and a \$10.00 nonrefundable Application Fee for his/her **first semester only**.
2. Documents required by his/her admission status **before the end of his/her first semester of enrollment**, except as indicated. (See "Documents Required for Admission.")



## DOCUMENTS REQUIRED FOR ADMISSION

### Admission 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 CCC.)
(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) Academic Probation Student (NS) Academic Suspension Student	Questionnaire required. Students who are not in good academic standing at a previous college/university <b>may</b> 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 <b>may</b> be required. A copy of the high school transcript and copies of ACT/SAT test scores must be submitted for review prior to approval for Special Admission.
Non-U.S. Citizens	Appropriate visas or other international documents must be submitted <u>prior</u> to admission. A minimum TOEFL score of 450 is required. (See "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, must be mailed directly to: Office of the Registrar, Coconino Community College, 3000 North Fourth Street, Suite 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**

The following categories and letter codes define a student's admission status. It is important that the student informs the College of the one category which best describes him/her and completes a Change of Admission Status form whenever there is a change in status. For example, a student enters the College as a Concurrent Student (C) while still enrolled at another college. Then the student transfers to CCC with the intention of completing a degree or certificate. At the time of transfer, he/she should notify the College of a change in status from (C) to Transfer Student (T).

### **NEW STUDENT (no previous college or university work)**

- (H) I am entering CCC 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 CCC with a **G.E.D.**. I have no previous college or university work.
- (M)# I am entering CCC as a **Mature Student** over 18. I do not have a high school diploma or G.E.D.

### **CONCURRENT STUDENT (not on probation or suspension at another college or university; not transferring to CCC)**

- (C) I will also be enrolled at another college or university this semester, but I am not at this time planning transfer to CCC. I am not on probation or suspension at the other college. (Students not enrolled at another college and CCC this semester should choose either code (P) or (T) below. Students on probation or suspension at the college attended last should use the appropriate (N) code.)

### **EARNED DEGREE STUDENT (not transferring to CCC)**

- (E) I have an **Earned Degree** (graduate or undergraduate) from a previous college or university. I am not planning to transfer to CCC.

### **PREVIOUS WORK STUDENT (not on probation or suspension at previous college or university; not planning to transfer to CCC)**

- (P) I have **Previous Work** from a college or university where I am not on probation or suspension at my previous school. I will not be concurrently enrolled at another college or university and CCC. I am not planning to transfer to CCC.

### **TRANSFER STUDENT (not on probation or suspension at previous college or university)**

- (T) I am **Transferring** to CCC from another college or university where I am not on probation or suspension.

### **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 on ACADEMIC PROBATION.

### **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 on ACADEMIC SUSPENSION.

### **ALL OTHER APPLICANTS: SPECIAL ADMISSION**

- (S)# I am seeking **Special Admission** (none of the above). Please explain your special admission circumstances in 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, or NS" are limited to 12 or fewer credit hours; advisor approval required.

#Applicants with status "S" are limited to 6-8 credit hours OR 2 classes; advisor approval required.





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## **INTERNATIONAL STUDENTS**

At present, Coconino Community College is not approved as a study site for students who are not United States citizens except persons lawfully admitted to the United States as immigrants. CCC is not authorized to issue I-20 documents nor will full-time attendance at CCC 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 CCC. A minimum TOEFL score of 450 is required. Contact Admissions for further information.





## **RESIDENCY REQUIREMENTS**

Coconino Community College determines a student's residency status for tuition purposes based upon information supplied on college applications, affidavits, and additional information provided by the student. CCC notifies a student of his/her residency status upon admission. Appeals or questions regarding residency status should be directed to Admissions.

### **Residency Procedures**

The following guidelines concerning the determination of residency for tuition purposes are the result of existing Arizona law and regulations of the State Board of Directors for Community Colleges of Arizona, which are subject to Arizona Statutes. Students having difficulty in determining their residency should contact Admissions for further explanation.

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

### **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 Arizona educational institution for a normal academic year since the beginning of the period for which continuous attendance is claimed. Enrollment in summer sessions or other such intersessions beyond the normal academic year is not required 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 father or mother, custodial parent, or legal guardian of an unemancipated person. Circumstances must not indicate that guardianship was created primarily for the purpose of conferring the status of an in-state student on the unemancipated person.

### **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 1 year unless he/she meets one of the following requirements:
  - a. His/her parent's domicile is in this state and that parent is entitled to claim him/her as an exemption for state and federal tax purposes.



- b. He/she is an employee or spouse of an employee transferred to this state for employment purposes.
3. The domicile of an unemancipated person is that of his/her parent.
4. An unemancipated person, while in continuous attendance toward the degree for which currently enrolled, does not lose in-state classification if his/her parent moves from this state.
5. A person who is a member of the armed forces of the United States stationed in the state pursuant to military orders or his/her the spouse or dependent child (as defined in Section 43-1001) 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.

#### **Alien In-State Student Status**

An alien resident 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.

#### **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.
2. Once established, a domicile is not lost by mere absence unaccompanied by intention to establish a new domicile.
3. A person who has been domiciled in this state immediately prior to becoming a member of the Armed Forces of the United States shall not lose in-state status by reason of his/her presence in any other state or country while a member of the Armed Forces of the United States.



## **ADMISSION AND REGISTRATION**

Students should register for classes in accordance with calendars and procedures published in the appropriate Schedule of Classes. To participate in registration, new students 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.

### **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 grade point average of 3.00 or better for 12 or more credit hours during 1 semester or summer session is eligible to petition to the Registrar to carry in excess of the 18 hour maximum. Exceptions to this procedure may be considered on a case-by-case basis.

#### **Summer**

Summer classes are intensive; therefore, the recommended maximum academic load for the entire summer is 12 credit hours. A student with a grade point average of 3.00 or better for 12 or more credit hours during 1 semester or summer session is eligible to petition to the Registrar to carry credit hours in excess of the 12 credit hour maximum. Exceptions to this procedure are considered on a case-by-case basis.

### **ADD/DROP PROCEDURES**

#### **Fall/Spring Semester**

In accordance with calendars and procedures in the appropriate Schedule of Classes, students may make adjustments in their registered schedules by dropping and/or adding classes. 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 drop will be processed during the last 2 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. The instructor may drop students for nonattendance at the first class session or for unexcused absences. (See "Academic Procedures: Attendance.")

#### **Summer Session**

In accordance with calendars and procedures in the appropriate Schedule of Classes, students may make adjustments in their registered schedules by dropping and/or adding classes. 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 drop 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. The instructor may drop students for nonattendance at the first class session or for unexcused absences. (See "Academic Procedures: Attendance.")



### Short Courses

Registration for short courses (those meeting less than a full semester in fall or spring or less than a full 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. If a short course is dropped once the class has begun, a "W" (withdrawal) will be recorded on the student transcript. Written petitions for exception to this procedure may be presented to the Registrar for decision. The instructor may drop students for nonattendance at the first class session or for unexcused absences. (See "Academic Procedures: Attendance.")

### CHOICE OF CATALOG

A student may choose to be governed by the degree/certificate requirements outlined in any one Coconino Community College catalog in effect during his/her enrollment for credit at the College, with the following exceptions: students who totally withdraw from the College (with all "W's" posted on the CCC transcript) for more than 2 consecutive semesters (excluding summer) forfeit the opportunity to choose a catalog prior to the one in effect for the semester of their re-enrollment, and no student may choose to be governed by the requirements of a catalog issued more than 5 years prior to the year in which catalog choice is made.

A student must choose only one catalog and will not be allowed to choose a combination of requirements from differing catalogs. A student may petition for waiver of certain catalog requirements. The academic advisor and/or other College officials may initiate course substitutions for program requirements. These substitutions must be approved by the Division Chair for the specific degree and/or certificate.

### STUDENT CLASSIFICATION AND STANDING

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

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

#### Full-time Student:

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

#### Part-Time Student:

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

### ASSESSMENT AND ADVISEMENT

#### Placement Testing

##### 1. Math and English/Reading Assessment

All degree-seeking students, full-time students, or students wishing to enroll in mathematics or English courses except MAT 055, MAT 087, MAT 101X, 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 5 years prior to the semester in which prerequisite proof is required must take the CCC Math and English placement tests. All students (including those enrolled at NAU) must meet placement requirements to enroll in math and English courses.



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. (See "Graduation Procedures.") 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.

## 2. Spanish

Students wishing to enroll in Spanish classes who have no proof of the prerequisite, or who completed prerequisite classes more than 5 years prior to the semester in which prerequisite proof is required, should take a placement test to determine the appropriate class.

### Advisement

Coconino Community College recognizes the importance of providing regular opportunities for students to obtain advisement throughout their academic careers. Advising is strongly recommended for all students who have accumulated 12 or more hours at CCC and who are planning to transfer to a four-year college or university or pursue a degree or certificate program. Advisement is available during scheduled hours through the Advisement Center throughout the year.

## TRANSFERRING CREDIT TO CCC

### BASIC GUIDELINES

Course work completed at accredited institutions with a grade of "C," its equivalent, or better will be evaluated for transfer credit, with the following exceptions: above 200 level courses and coursework not equivalent to a CCC course will not be transferred. 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. Using the following system of prioritization, up to 45 credit hours will be accepted for transfer:

1. General education classes equivalent to CCC general education courses.
2. Other coursework evaluated as equivalent to a CCC course and included in a degree or certificate program, up to the 45 credit limit.
3. Once the limit has been met, courses will be coded "NT" (Not Transferred), regardless of equivalency to a CCC course.

The academic advisor will review credit for applicability toward the student's program objective at CCC. Transfer grades are not calculated in the student's CCC grade point average.

In evaluating credit for transfer, CCC 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 Coconino Community College 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 CCC:

1. Transcripts will be officially evaluated only when official copies of all transcripts have been received by CCC. An official copy is one which has been mailed directly from the student's previous school to CCC. 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 5 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 during which 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.

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

### **TRANSFERABILITY OF CREDITS**

The Coconino Community College District is one of 10 state community college districts approved by the State Board of Directors for Community Colleges of Arizona. The academic policies and the operation of CCC are governed by the local CCC District Governing Board and by the State Board. CCC 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. CCC is affiliated with the North Central Association of Colleges and Schools, the regional accrediting body. CCC classes follow curriculum approved by the State Board, and courses numbered 100-299 may be eligible for transfer to other colleges and universities. The procedure for determining the transferability of a particular CCC course is as follows:

**FOR CCC courses taught fall semester 1991 or spring semester 1992**, one of Arizona's accredited community colleges (Yavapai College) permitted CCC to use its course prefix and number system and its course outlines to facilitate the transfer process during CCC's initial 2 semesters of operation. Students or institutions wishing to determine the transferability of a particular CCC 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.

**FOR CCC courses taught summer session 1992 forward**, students or institutions should consult the CCC section of the appropriate Course Equivalency Guide published by the Arizona Commission for Postsecondary Education.

### **ORDERING OFFICIAL TRANSCRIPTS**

The Office of the Registrar issues official Coconino Community College transcripts. A student must file a written request for each transcript with a \$2.00 fee and allow 1 week for processing. Transcripts reflect CCC classes only. Students desiring transcripts for courses completed at colleges other than CCC must contact the Office of the Registrar of that college.



# *FINANCIAL INFORMATION*





## **FINANCIAL INFORMATION**

### **CLASS FEES**

Certain classes charge fees in addition to tuition. Refer to the appropriate Schedule of Classes.

### **DEFERMENT OF TUITION**

The College offers a deferment plan allowing students to pay one-half of the tuition at registration. The balance must be paid in 2 equal payments due 1 month and 2 months after the first day of classes. If a student fails to pay the deferred amount, enrollment may be canceled 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. Summer session registrations, short courses, and mail-in registrations are not eligible for deferment and must be paid in full.

### **ESTIMATED EDUCATIONAL EXPENSES**

Coconino 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 \$750 per semester for educational fees and books.
2. A part-time student who registers for 6 credit hours should expect to pay approximately \$300 per semester for educational fees and books.
3. A part-time student who registers for 1 to 3 credit hours should expect to pay approximately \$90-\$150 per semester for educational fees and books.
4. The student should consult the most recent Schedule of Classes for current and complete information concerning expenses.

### **NON-PAYMENT**

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

### **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. The counties are Gila, Santa Cruz, Apache, and Greenlee. Affidavits are available from CCC Admissions.

### **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 will be dropped from all classes.



## **TUITION AND PAYMENT**

Tuition costs are summarized in the appropriate Schedule of Classes. 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.

## **WITHHOLDING STUDENT RECORDS**

Coconino Community College may deny enrollment, transcripts, degrees, and/or certificates of completion to students with outstanding obligations of the College relating to fees, College equipment or materials, or any other obligation. Failure to respond to notifications regarding outstanding obligations may result in the withholding of student records and involuntary withdrawal from the College.

## **REFUND POLICY**

A refund of tuition is made only to students who follow official withdrawal procedures. A withdrawal is not official until cleared through the Office of Financial Aid and processed by the Office of the Registrar. Note that the refund information below differs for full semester classes, summer classes and shorter classes. Note: A special refund policy applies to military veterans (see "Veteran's Programs").

Tuition will be refunded to students officially dropped from FALL/SPRING SEMESTER classes prior to the 21st calendar day of the semester based on the following schedule:

1. 100% of tuition paid and class fees prior to the beginning date of the semester.
2. 100% of tuition paid and class fees, minus a \$10.00 processing fee, during the first 7 calendar days of the semester.
3. 100% of tuition paid, minus a \$10.00 processing fee, from the 8th to the 14th calendar day of the semester.
4. 50% of tuition paid, minus a \$10.00 processing fee, from the 15th to the 21st calendar day of the semester.
5. No refund after the 21st calendar day of the semester.
6. The date used to calculate the refund is the date of official withdrawal.

Tuition will be refunded to students officially dropped from SUMMER SESSION classes based on the following schedule:

1. 100% of tuition paid and class fees prior to the beginning date of the session.
2. 100% of tuition paid and class fees, minus a \$10.00 processing fee, on the 1st day of the session.
3. 100% of tuition paid, minus a \$10.00 processing fee, on the 2nd day of the session.
4. 50% of tuition paid, minus a \$10.00 processing fee, on the 3rd day of the session.
5. No refund on or after the 4th day of the session.

Tuition will be refunded to students officially dropped from SHORT COURSES (those meeting less than a full semester in fall or spring and less than 5 weeks in summer sessions) based on the following schedule:

1. 100% of tuition paid and class fees prior to the beginning date of the class.
2. No refund after the beginning date of the class.

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



All refunds that may be due a student will first be applied to encumbrances owed the college.

Refunds for students receiving federal financial assistance are subject to federal guidelines. First-time students who receive federal financial aid are subject to a separate pro rata refund schedule.

The amount to be refunded will not exceed the original amount awarded to the student from each particular program. No portion of refund is returned to the Federal Work Study Program. The amount of the refund will be allocated to the financial aid programs in the following priority: FPell Grant, FSEOG, SSIG.

#### **TIMING OF REFUND**

Any refund due the student **will** be processed after the add/drop period 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.

#### **CANCELED CLASSES**

In the event a class is canceled by the College, a 100% refund of tuition and fees **will** be issued.



## FINANCIAL AID

Coconino 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 Supplemental 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 application 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.

### 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 Progress policy. The Satisfactory Progress policy includes three elements: minimum grade point average (GPA), maximum number of credit hours after which a degree/certificate must be granted, and 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. Student 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. Students who have completed a sufficient number of credit hours within the academic year are eligible to receive federal and state financial aid for the summer session. Students who have not completed a sufficient number of credit hours within the academic year must attend summer session, using their own financial resources, to make up the deficient hours. Students who have not completed deficient hours during the summer session 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 Progress policy, students must maintain the following cumulative grade point average (GPA):

<u>Cumulative Semester Credit Hours</u>	<u>Cumulative Minimum Grade Point Average</u>
0 - 15	1.60
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 student 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>	<u>Maximum Credit Hours</u>
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 grades do not count toward the minimum-credit-hours-per-academic-year requirement: **W, I, AU, and U**. Repeated courses and "IP" grades will be treated in accordance with established College policy.

#### **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**

Student 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 an appeal is approved for a probationary semester) and attend one semester/summer session at CCC to raise their cumulative GPA. **Transfer grades are not calculated into the 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 CCC 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 to 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, students must submit a Satisfactory Progress Appeal Form with supporting documentation to the Director for 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 under



circumstances such as illness, death in the family, serious personal problems, etc. The following supporting documentation is 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. The following supporting documentation is required: letter from advisor supporting student's ability to successfully complete the extra course work during a semester.

#### **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. Qualifying circumstances may be transfer hours that did not apply to their CCC major, change in major, dual major, occurrences that have interfered with the completion of course work, etc. The following supporting documentation is required: letter from advisor supporting student's circumstance including verification that the 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**

If a student has a consortium agreement between CCC and another institution in which CCC is the parent institution, credits earned at the non-parent institution will count as though they were earned at CCC and will count towards Satisfactory Progress requirements.

#### **REPAYMENT POLICY**

When a student who has received financial aid withdraws from the College before mid-term (usually the 45th day), federal regulations require repayment of a portion of those financial aid funds. The amount to be repaid will be prorated based on the number of days elapsed since the first day of classes and the total amount of financial aid disbursed (less tuition and class fees). The amount to be repaid will not exceed the original amount awarded to the student from each particular program. The amount to be repaid will be allocated to the financial aid programs in the following priority: FPell Grant, FSEOG, SSIG.

Students may be required to repay in cash to the College portions of financial aid funds which were awarded to cover non-institutional expenses. The College will subtract from the funds disbursed to the student for non-institutional costs the non-institutional expenses incurred by the student for the period of enrollment. Non-institutional educational costs may include, but are not limited to, room and board, books and supplies, transportation, and miscellaneous expenses.

The date used to calculate the repayment is the same used to determine whether a refund is due. Student employment (including Federal Work Study) is not considered in determining the amount disbursed to the student. The amount determined under the repayment formula approved by the Department of Education is then allocated to the financial aid programs in the following priority: FPell Grant, FSEOG, SSIG.



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## **SCHOLARSHIPS**

### **GENERAL INFORMATION**

Students may apply for all scholarship programs by submitting one application packet. The application form is available at the Office of Student Financial Aid, the high school counselor's office or from the Extension Site Coordinators/Dean of Page Center.

The following is a list of the scholarship and waiver programs awarded through CCC's College Scholarship Program.

#### ***Brose Environmental Scholarship***

Eligibility: Native American, enrolled full-time in a degree program, include environmental coursework in their program. Award amount varies.

#### ***Community Scholarship***

Eligibility: high school graduate, transfer, G.E.D. completer or mature student; resident of both the Coconino County and the State of Arizona; demonstrate financial need. Awards made to cover the cost of tuition and, in some instances, books. Students may be part-time (6 credit hours).

#### ***Eddie Aguirre Scholarship***

Five scholarships of \$300 each available to students graduating from a Flagstaff high schools. *Does not need to demonstrate financial need.*

#### ***First Interstate Bank Scholarship***

Three scholarships of \$400 each available to students who are Arizona residents, based on financial need and GPA from high school or transfer work. Preference given to business related majors.

#### ***Flagstaff Mall Scholarship***

One \$300 scholarship available to any level student exhibiting financial need and academic achievement. Eligibility: graduate of a Flagstaff high school and attending full-time. Flagstaff Mall will select recipient.

#### ***Governing Board Scholarships***

Tuition and class fee waivers for both full-time and part-time students offered each semester and renewable for up to 4 consecutive semesters. Eligibility: exhibit academic potential and financial need. Annual renewal is based on maintaining a 3.00 cumulative GPA.

#### ***K. & G.W. Scholarship***

Eligibility: cumulative GPA of 2.00 on a 4.00 scale for *all* college course work, or, for a graduating high school student, cumulative GPA of 2.00 on *all* high school course work; be attending college to obtain basic vocational skills or re-training to enter into a vocational field; any additional qualifications established by the Scholarship Committee.

#### ***"Local Dollars for Local Scholars" Scholarship***

\$600 award available to students graduating from a Flagstaff high school. Eligibility: financial need, participation in high school student activities and academic performance. Those students who are receiving the Governing Board Scholarship are ineligible.





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### ***Sinagua High School Honor Society Scholarship***

Annual scholarship of \$300 awarded to a Sinagua High School Honor Society member who will attend Coconino Community College. For further information contact Sinagua High School, 3950 E. Butler, Flagstaff, AZ 86004.

### ***Robert T. Wilson Foundation Scholarships***

Scholarships awarded to cover the cost of tuition and, in some instances, books. Students may be part-time. Eligibility: high school graduate, transfer, G.E.D. completer, or mature student; Arizona residents; exhibit financial need.

### **EXTERNAL PRIVATE DONOR CASH SCHOLARSHIPS**

Incoming and continuing CCC students may bring private donor scholarships to campus with them. Students who are awarded external private donor scholarships should let the donors know where they plan to enroll as soon as possible. Scholarship funds on a student's behalf in the form of a check should be made payable to Coconino Community College. The check may be sent by the donor to the CCC Business Office.

To adequately process a scholarship check, the following information must be included: the recipient's name and Social Security number; specific requirements of the scholarship (verify student enrolled for certain number of hours, how the donor wishes to have funds disbursed, etc.); the name of a contact person for the donor organization. Upon receipt of scholarship funds from the donor, these funds will be credited to the student's account.

The following scholarships are open to all students regardless of major, unless otherwise stated. To obtain an application form and instructions, contact the individual donor at the address listed. All scholarship amounts are subject to change. Please refer to the Scholarship brochure for current deadlines.

### ***American Legion Scholarships***

The Mark A. Moore Post No. 3 of Flagstaff provides 3 first-year scholarships of \$600 each to seniors who will graduate from a Flagstaff high school. Qualities: leadership, character, scholarship, need, and love of country, as manifested by participation in community affairs; maintain a 2.5 GPA or better. Applications are available through the Office of Student Financial Aid, or contact the Mark A. Moore Post N. 3, 204 W. Birch St., Flagstaff, AZ 86001.

### ***Annie D. Wauneka Scholarship***

Annual scholarships available to Navajo students ineligible for tribal funding. Application deadlines are August 1 for the fall semester and January 1 for the spring semester. Applications are available in the Office of Student Financial Aid or contact Navajo Education and Scholarship Foundation, Attention: Annie D. Wauneka Scholarship Committee, P.O. Box 2360, Window Rock, AZ 86515 or call (520) 871-3385/3386.

### ***Arizona Association of Legal Secretaries Scholarship***

A scholarship in the amount of \$500 awarded to students who intend to pursue their education in the legal field. Applications are available through the Office of Student Financial Aid, or write to AALS Scholarship Chairman, c/o 10030 South 43rd Place, Phoenix, AZ 85044. Deadline is December 15.





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#### ***Arizona Firefighter & Emergency Paramedic Memorial Board***

The Board has been authorized by the Arizona legislature to provide certain benefits to survivors of firefighters who were killed in the line of duty. Arizona Revised Statutes 41-1861 through 41-1863 provide that surviving children, 30 years of age or younger, or spouses who have not remarried, regardless of age, are eligible for a tuition waiver at any State of Arizona university or community college. For more information contact Arizona Firefighter & Emergency Paramedic Memorial Board, c/o State Fire Marshal, 1540 W. Van Buren, Phoenix, AZ 85007.

#### ***Arizona Congress of Parents and Teachers Scholarship***

Annual \$500 scholarship to an Arizona high school graduate or college student. Eligibility: a 2.7 GPA, enrolled for a minimum of 12 hours per semester, and an Arizona resident. For further information contact the Arizona PTA State Office, 2721 N. 7th Ave., Phoenix, AZ 85007.

#### ***Arizona Society of Practicing Accountants Scholarship Foundation, Inc.***

Financial assistance to accounting students in their second year at Arizona community colleges. Scholarships are awarded in the amount of \$500, disbursed \$250 per semester. Eligibility: Arizona community college student, Arizona resident, U.S. citizen, full-time student, business major with an accounting emphasis, has completed 24 credit hours with a 3.0 cumulative GPA, financial need, career goals, participation in outside activities, and demonstration of interest in accounting as a career field. For further information, contact ASPA Scholarship Foundation, Inc., 3500 N. 15th Ave., Phoenix, AZ 85015

#### ***Association on American Indian Affairs, Inc. Scholarship***

Small scholarships, offered normally on an emergency-need basis, available in amounts ranging from \$50 to \$300 during the academic year (not summer). Eligibility: full-time undergraduate student, based on financial need, limited by the availability of the Association's scholarship funds. For further information and applications contact the Association on American Indian Affairs, Inc., 95 Madison Ave., New York, NY 10016-7877.

#### ***Association on American Indian Affairs, Inc. Displaced Homemaker Program***

Targets the needs of mid-life homemakers, both men and women, who are unable to fulfill their educational goals. The program will identify eligible women and men who would not otherwise be able to finish their education and support them for up to three years with scholarships which financially account for their special needs as heads of household, single parents or displaced homemakers. This program will assist Native American students with child care, transportation and some basic living expenses. For further information and application, contact Harriett Skye, Scholarship Coordinator, Association on American Indian Affairs, 245 Fifth Ave., Suite 1801, New York, NY 10016-8728 or call (212) 689-8720.

#### ***Elks National Foundation Vocational Grant***

Students pursuing a postsecondary vocational/technical course in a school or college leading to an associate degree, diploma or certificate, but less than a baccalaureate degree, are eligible to compete for \$2000 grants. High school seniors are eligible to apply. Older students who desire training or re-training are encouraged to apply. High school diploma or GED not required. Application available through local B.P.O. Elks Lodge.

#### ***Havasupai Tribal Scholarship***

Funds available to members of the Havasupai Tribe in varying amounts. Student must apply for other types of financial assistance. For further information and applications, contact Education Department, Havasupai Tribal Council, P.O. Box 10, Supai, AZ 86435 or (520) 448-2731.



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### ***Hopi Health Manpower Development Program***

The main goal of the program is to recruit, motivate and encourage high school and college students to pursue or continue their education in a health career related program of study at a college or university. Eligibility: Hopi Indian; at least a high school junior, interested in pursuing a career in a health-related field; "C" average in math and science courses; 2.0 GPA. An application and personal interview are required for participation. Applications are available through the Office of Student Financial Aid, or contact Hopi Health Manpower Development Program, Hopi Education Department, P.O. Box 123, Kykotsmovi, AZ 86039.

### ***Hopi Tribal Scholarship***

Funds available to members of the Hopi Tribe. Awarded on a need basis. The student must demonstrate financial need as recommended by the Office of Student Financial Aid. Deadline dates are September 5 for fall semester, February 5 for spring semester, and June 5 for summer sessions. For more information and applications contact the Hopi Tribal Grants and Scholarship Program, P.O. Box 123, Kykotsmovi, AZ 86039 or 1-800-762-9630/(520) 734-2441.

### ***Jeld-Wen Wenco Foundation Scholarships***

Two annual \$1,500 scholarships open to incoming first year students pursuing any major. Recipients must be graduates of a Flagstaff high school, and preference will be given to dependents of Jeld-Wen Wenco employees.

### ***National Association of Hispanic Journalists Scholarships***

Annual scholarships of \$1,000 open to Hispanic students. Awards are based on academic excellence, a demonstrated interest in journalism as a career, and financial need. Applications and materials may be submitted in either Spanish or English. For further information contact the National Association of Hispanic Journalists, 1193 National Press Building, Washington, DC 20045.

### ***National Association of Social Workers***

Eligible students include all undergraduate social work students who will attend Arizona schools of social work. Criteria: course grades, recommendations from 1 teacher and 1 field instructor (or 2 teachers if no field instructor), an essay of 500 words or less on: "The Social Worker as Advocate." Applications are available in the Office of Student Financial Aid after January.

### ***National Society of Public Accountants***

Eligibility: full time undergraduate student enrolled in a degree program at an accredited 2 or 4 year college or university majoring in accounting with a "B" average or better. Evening program students will be considered full-time if pursuing an accounting degree. All applications must be accompanied by official transcripts from each school attended and completed appraisal form. Send the completed application to the National Society of Public Accountants Scholarship Foundation, 1010 N. Fairfax St., Alexandria, VA 22314-1574.

### ***Navajo Education & Scholarship Foundation Emergency Funds***

Emergency scholarship aid available to help students who are members of the Navajo tribe. Amount of emergency funding will not exceed \$500 and will be based on financial need and availability of funds. Emergency funding available for one semester only. Application may be obtained by contacting Navajo Education and Scholarship Foundation, Emergency Funding Committee, P.O. Box 2360, Window Rock, AZ 86515 or call (520) 871-3385/3386.



### ***Navajo Tribal Scholarship Program***

Scholarship funds available to students who are members of the Navajo tribe. Awarded on a need basis as determined by the Office of Student Financial Aid. Deadline dates are June 30 for the fall semester, November 30 for the spring semester, and April 30 for the summer sessions. Applications may be obtained by contacting the Navajo Scholarship and Financial Assistance Program, P.O. Box 1870, Window Rock, AZ 86515, or call 1-800-223-7133, (520) 871-7435 or (520) 871-1870.

### ***Paul Douglas Teacher Scholarship Program***

Authorized under Title V., Part C of the Higher Education Act of 1965. Eligibility: top 10% of high school graduating class, intend to enroll full-time at an accredited college or university, and legal resident of Arizona. At least 75% of the scholarship winners must meet at least one or more of the following criteria: intend to teach or provide related services to students with disabilities, intend to teach limited English proficient students, intend to teach preschool age children, intend to teach in schools servicing inner city or rural or geographically isolated areas, intend to teach curricular areas or geographic areas where there are demonstrated shortages of qualified teachers, or are from disadvantaged backgrounds, including racial and ethnic minorities and individuals with disabilities, and are underrepresented in the teaching profession or in the curricular areas in which they are preparing to teach. Recipients are eligible to receive up to \$5,000 a year for a maximum period of 4 academic years. Upon graduating with teacher certification, recipients must teach 2 years for each year of scholarship support. For further information contact the Office of Student Financial Aid.

### ***Phoenix Scottish Rite Foundation Scholarship***

Two scholarships in the amount of \$800 each are awarded annually to students attending Arizona community colleges to aid students with high academic ability and financial need. The Office of Student Financial Aid recommends 2 students and an alternate to the Foundation. For further information, contact the Office of Student Financial Aid.

### ***Rotary Club of Page Scholarship***

Annual \$1,000 scholarship available to seniors at Page High School for their freshman year at CCC. Eligibility: 3.00 cumulative GPA, leadership roles and extracurricular involvement. The application deadline is usually February 1. For further information contact Page High School Counseling Office, P.O. Box 1927, Page AZ 86040 or Rotary Club of Page, P.O. Box 283, Page, AZ 86040.

### ***Rotary Club of Williams Scholarship***

Annual \$1,000 scholarship available to seniors at Williams High School for their freshman year at CCC. Eligibility: 3.00 cumulative GPA, leadership roles and extracurricular involvement. The application deadline is usually February 1. For further information contact the Rotary Club of Williams, P.O. Box 147, Williams, AZ 86046.

### ***Salt River Project/Navajo Generating Station Navajo Scholarships***

Designed to encourage academic excellence by helping Navajo scholars pay for some of the most important education expenses including tuition, fees, books, room and board. Scholarship amounts are determined by the Scholarship Committee according to demonstrated need and fund availability. Applicants who will attend Arizona schools will receive priority consideration. Eligibility: enrolled member of the Navajo Tribe; enrolled as a degree-seeking student in a field of study to include but not limited to engineering, environmental studies, business, business management, health, education, etc.; has and maintains a GPA of 3.0. For further information contact Jim Kindred, SRP/NGS Navajo Scholarship Program, P.O. Box W, Page, AZ 86040.



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***Senior Citizens Grant***

Grant will reduce tuition charges to 50% for residents of Coconino County who are 62 and over. Class fees and material fees are not included in the reduction. Student must complete a Senior Citizens Grant application and must provide proof of age. Applications may be obtained through the Office of Student Financial Aid, CCC.

***Single Parent/Displaced Homemaker Program (Self-PRIDE)***

Financial assistance available, contingent upon approval of state grant annually, to students who are single parents or displaced homemakers. The Self-PRIDE program can assist in child care, tuition and books, and transportation. Applications may be obtained by contacting the Self-PRIDE Coordinator.

***Soroptimist International Scholarship***

A \$1,000 education scholarship to assist a mature woman who must enter or return to the job market. Candidates should be heads of households completing undergraduate programs or entering vocational or technical training programs. Applications may be obtained through the Office of Student Financial Aid or by contacting the local Soroptimist International Organization.

***Tohono O'Odham Scholarship***

Applicants must be enrolled in the Tohono O'Odham tribe and request their Certificate of Indian Blood from the Tohono O'Odham Higher Education Services. Eligibility: a 2.00 GPA or better, enrolled for 12 hours each semester. Applications may be requested through the Office of Student Financial Aid, or contact Tohono O'Odham, Higher Education Services, P.O. Box 837, Sells, AZ 85634, or call (520) 383-2221, Ext. 228.

***As a public institution of higher learning, Coconino Community College appreciates voluntary gifts. These gifts may come in many forms and may be used for many purposes, all of which assist us in attaining our mission of promoting student success through comprehensive learning opportunities.***



## **VETERANS' PROGRAM**

### **VETERANS' EDUCATIONAL BENEFITS**

Coconino 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.

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

Students planning 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 PRO-RATA REFUND FOR NON-ACCREDITED CLASSES**

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

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

To be eligible for this pro-rata refund, the veteran must make his/her status known to the College in advance of registration by providing a copy of the DD 214 to the Office of Student Financial Aid. Furthermore, the veteran should identify their veteran status when dropping classes.

### **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 2 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



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Financial Aid in cooperation with the Office of Financial Services at CCC. For additional information, contact the Office of Student Financial Aid.

### **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, 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.



# ACADEMIC PROCEDURES





## **ACADEMIC PROCEDURES**

### **ATTENDANCE**

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

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

Instructors may drop a student whose unexcused absences exceed the equivalent of 1 week of class; instructors should drop a student whose unexcused absences exceed the equivalent of 2 weeks of class; instructors must drop a student whose unexcused absences exceed 3 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 1 class hour.

After the midpoint of the instructional period, instructors may drop a student for excessive absences with a "W" grade. Students may drop 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 2 weeks of the semester. Students 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.

### **AUDIT**

A student wishing exposure to a 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.

### **CLASS CANCELLATION DUE TO INCLEMENT WEATHER**

Should CCC 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, CCC classes held at those schools will not meet. If CCC cancels classes and NAU does not, CCC classes scheduled to meet at NAU will meet as scheduled. The cancellation of CCC classes will only affect those areas receiving the inclement weather, and areas affected will be identified in the media announcements.



## CLASS ORIENTATION

At the beginning of each credit course, instructors will 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.

## COURSE PREREQUISITES

Prerequisites are listed adjacent to the class in the Schedule of Classes and in the course descriptions in this catalog. A prerequisite can be an appropriate placement test score, a class or classes which precede the class in question, skills (such as typing), or "consent of instructor." A student will not be allowed to enroll in a course which requires a prerequisite unless he/she has presented evidence of having satisfied that prerequisite. Evidence includes CCC math or English placement test scores, appropriate ACT/SAT scores, a copy of transcripts or a grade report showing completion of an appropriate prerequisite course with a "C" or better, or consent of instructor. 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 5 years prior to the semester in which prerequisite proof is required must take CCC math and English placement tests.

## 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.**

## GRADING

The Coconino Community College grading system is as follows:

LETTERS	GRADES	GRADE POINTS
A	Excellent	4 grade pts per credit hour
B	Good	3 grade pts per credit hour
C	Average	2 grade pts per credit hour
D	Unsatisfactory	1 grade pt per credit hour
F	Failure	0 grade pts per credit hour
I	Incomplete	Not computed in GPA
W	Withdrawal	Not computed in GPA
Au	Audit (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

## GRADE APPEALS AND OTHER COURSE REQUIREMENT DECISIONS

Students may appeal a grade or other decision pertinent to completion of course requirements through administrative procedures. These procedures will be determined by the College President after consultation with faculty and administrators.

### Appeals Process

Students may appeal a grade or other decision affecting completion of course requirements as follows:

1. Students must represent themselves in the appeal process, i.e., **third parties** will not be permitted to represent students



2. Potential intervention by third parties or examination of educational records is subject to interpretation by the Family Educational Rights and Privacy Act of 1974 as amended. Questions or clarification regarding educational records should be directed to the Office of the Registrar.
3. Students must first appeal through informal procedures before initiating formal procedures. Formal procedures may be initiated only for final course grades.

#### **Informal Procedures**

##### **1. Timelines for Appeal**

Students who fail to initiate an appeal within the timelines defined below forfeit their right to appeal:

- a. Non-final grades and other decisions within 30 calendar days from the date the grade was assigned or other decision made, or 30 calendar days from the date the student learned of the assigned grade or decision.
- b. Final course grades within 6 months following course completion.

##### **2. Methods for Appeal**

Appeal customarily begins (and often ends) with a discussion between the student and the instructor, leading to a mutually satisfactory understanding. If such understanding is not reached, or in the event the instructor and the student are unable to meet to discuss the reason(s) for the appeal, the student may then appeal to the responsible Extension Site Coordinator, Division Chair, or appropriate dean.

The Extension Site Coordinator, Division Chair, or appropriate dean will review the student's appeal and decide whether the grade or other decision will stand or be altered. The investigation may include a conference of involved persons, such as the faculty member, faculty peer(s), the student, department and division chair, and others who may provide relevant information. The decision must be communicated to the student and the instructor, verbally or in writing, within 14 calendar days of the appeal.

#### **Formal Procedures**

1. If the student is dissatisfied with the supervisors final course grade decision, he/she may further appeal to the Vice President for Educational Services. Such appeal must be made in writing within 30 calendar days of the date the supervisor notified the student of the decision and must describe the following:
  - a. The nature of the appeal, specifying the grade, relevant conditions about the issue, and any descriptive evidence of major significance.
  - b. The reasons for the appeal, including any evidence which supports the student's belief that the grade was unfairly or incorrectly assigned, unsubstantiated by evidence, inaccurate, or otherwise unreasonable.
  - c. A solution acceptable to the student.
2. The Vice President for Educational Services will conduct a review of the formal appeal as presented by the student. The nature and activities of the review will be determined by the Vice President for Educational Services. The review must be completed within 30 calendar days of the date the Vice President for Educational Services received the student's written appeal. After the review, the Vice President for Educational Services will render a decision which may confirm or alter the final course grade. The decision of the Vice President for Educational Services is considered final.

If the instructor is unable to participate in the appeals process, the Vice President for Educational Services in conjunction with the instructor's supervisor, has the authority to alter final course grade if evidence substantiates the change.



### 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 Extension Site Coordinator, Division Chair, or appropriate dean. It is the exclusive responsibility of the student receiving a grade of "I" to contact the instructor and complete the course. A Contract for Incomplete Grade will not exceed one semester following its approval. "I" grades issued during a summer session must be completed by the end of the following fall semester. Upon completion of coursework outlined in the contract, the instructor will initiate a Change of Grade form. If the instructor is no longer available, the student should contact the Extension Site Coordinator, Division Chair, or appropriate dean. If the work required is not completed the semester following the approval of the contract, the grade specified on the contract will be posted to the student's permanent record.

### IN PROGRESS GRADE

In cases where circumstances warrant, the instructor may assign an "IP" grade. An "IP" grade is not to be used in place of an "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 Extension Site Coordinator, Division Chair, or appropriate dean. Once the contract is successfully completed, the "IP" grade will be changed to a letter grade assigned by the supervising faculty.

### NON-CREDIT COURSES

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

### REPEATING COURSES

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

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

Students may repeat:

1. A course 1 time in order to improve a grade
2. A course as necessary in order to acquire vocational certification
3. 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 Division Chair and approval of the Vice President for Educational Services.

**REPEATING IN VIOLATION OF POLICY:** A student found to be repeating a course in violation of this policy will have registration for the course canceled, 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.

#### **SATISFACTORY/UNSATISFACTORY GRADES**

If a course description in the College Catalog indicates a course may be taken for an "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 the S/U option should be aware that:

1. Once awarded, the "S" or "U" grade may not 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
4. The "S" grade shows on the transcripts as credit hours earned for the semester and will be used 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. Courses taken for S/U credit will not satisfy prerequisites.

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

The College offers special topics courses, designated 298, to meet the needs of an individual student who has an interest in pursuing an original topic in an academic area under faculty supervision. Prior arrangements must be made in order to count special topics courses toward graduation. Interested students should contact the appropriate Division Chair. (See also "Graduation Procedures.")

#### **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 withdraws or is withdrawn from all classes is required to process the withdrawal through the Offices of Financial Aid and the Registrar.



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## **ACADEMIC STANDARDS**

### **ACADEMIC INTEGRITY**

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 for 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:

#### **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: quoting without giving proper credit to a source, expanding someone else's work without giving proper credit, adopting as one's own an actual document (including the copying of computer or other electronic media), directly using someone else's ideas rather than words without giving proper credit.

#### **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.

#### **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 or for the entire course regardless of the length of time the student has been in attendance.
2. A student found to have committed an act of academic dishonesty may be dismissed from CCC. The length or time period of the dismissal will depend upon the nature of the offense and may be permanent.



## ACADEMIC PROGRESS

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 last known address.

### PROBATION

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

<u>Cumulative Semester Credit Hours</u>	<u>Cumulative Minimum Grade Point Average</u>
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 may not take more than 12 credit hours per semester (6 credit hours per summer session); advisor approval required.

### 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 1 semester (or 2 consecutive summer sessions).

### READMISSION

An academically suspended student may apply for readmission following at least 1 semester (or 2 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 1 semester (or 2 consecutive summer sessions) in which to raise the cumulative CCC 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 12 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 the Registrar 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 than 12 semester hours. If the student does not raise the cumulative CCC grade point average to the required minimum (see above), the student will be separated from the college permanently unless a petition for reinstatement is submitted and approved.

### PETITION FOR REINSTATEMENT

A student who has been placed on academic dismissal may submit to the Registrar 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 1 week prior to the beginning of the semester or summer session for which the student seeks enrollment. The petition will be reviewed by the Registrar. The Registrar may elect to approve the petition as submitted, to approve



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the petition with conditions (limited coursework, specific classes allowed, others denied, etc.), to uphold dismissal, or to take other action which is deemed in the best interest of the student. A reinstated student has one semester to raise the cumulative CCC grade point average to the required minimum (as described under the Probation section) or be again dismissed. 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**

A student may initiate a fresh start procedure by contacting the Registrar. The student must meet with an academic advisor to request review and approval of a fresh start plan. Fresh start may include a change of major, removal of grades, adjustment of cumulative GPA, etc. The fresh start plan is reviewed and approved by the Registrar.





**STUDENT RECORDS**

**&**

**SUPPORT SERVICES**



## **STUDENT RECORDS**

### **ADVANCED PLACEMENT**

The Advanced Placement Program recognizes that some students are able to complete college-level courses while attending high school. Students who have taken an Advanced Placement course of the College Entrance Examination Board (CEEB) in their secondary school and who have taken an Advanced Placement Examination of the CEEB may receive College credit. See the Registrar for more information.

### **CHOICE OF CATALOG**

Students seeking to graduate generally have a choice of fulfilling degree or certificate requirements in any one of the CCC catalogs in effect during their dates of enrollment for credit at the College. For details and limitations, please see "Admission and Registration, Choice of Catalog."

### **CONTINUING EDUCATION UNITS**

Continuing Education Units (CEU's) may be awarded for participation in individual and professional development courses, workshops and seminars. One CEU represents 10 contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction and qualified instruction as approved by the Vice President for Educational Services. CEU's provide students with a standard of measurement to quantify their education experience. CEU's also provide recognition of one's efforts to broaden his or her knowledge, skills and experiences by establishing a permanent record of educational history.

## **GRADUATION PROCEDURES**

### **APPLICATION FOR GRADUATION**

Students who believe they will be eligible to graduate with a CCC 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.

### **COLLEGE READING REQUIREMENT**

Students applying for graduation in an Associate Degree program must demonstrate college-level reading competency by one of the following: College assessment; successful completion of English 141, "Critical Reading"; or "C" or above in a reading intensive course as identified in the CCC General Education and/or Transfer General Education Core Curriculum.

### **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.



### **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.

### **GRADUATION REQUIREMENTS**

The requirements to earn each CCC degree and certificate are detailed in the "Degree and Certificate 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.

### **GRADUATION WITH HONORS**

Graduating degree students who complete at least 30 credits at CCC and certificate students who complete at least 15 credits at CCC and whose grades qualify will be granted the following designations:

GRADUATION WITH MERIT:	3.250 TO 3.499 CUMULATIVE CCC G.P.A.
GRADUATION WITH DISTINCTION:	3.500 TO 3.799 CUMULATIVE CCC G.P.A.
GRADUATION WITH HONORS:	3.800 TO 4.000 CUMULATIVE CCC G.P.A.

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

### **MINIMUM CCC HOURS**

To graduate from CCC, a student must complete a minimum number of credit hours at CCC with a "C" or better.

1. To earn an Associate of Arts, Associate of Applied Science, Associate of Science, or Associate of General Studies Degree, the student must successfully complete at least 15 credit hours of CCC coursework applicable to the degree.
2. To earn a certificate, the student must successfully complete at least one-third of the required credit hours in CCC coursework applicable to the certificate.

### **MINIMUM GRADE POINT AVERAGE**

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

### **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" may count for the certificate if the program allows.

### **SPECIAL TOPICS COURSES**

A limited number of credits earned in special topics (298) courses may count toward meeting graduation requirements. Students should consult with their academic advisor prior to arranging for 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 approved by the Division Chair.



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## **STUDENT AND SUPPORT SERVICES**

### **BOOKSTORE**

A bookstore is available on the Flagstaff campus for the purchase of textbooks and supplies. At the Page Center, book sales are conducted during the first two weeks of classes.

### **CAREER DEVELOPMENT AND EXPLORATION**

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

### **COMPUTER LABS**

Open computer labs are available at the Flagstaff campus for use by students on a first-come-first-serve basis. Students must provide their own data disks and are not allowed to use outside software on or copy software from the College computers.

### **DISABILITY RESOURCES FOR STUDENTS**

Services, policies and procedures related to disability services and a Telephone Device for the Deaf (TDD) are available in the Disability Resources for Students Office. It is the responsibility of any student requiring special services to apply to the College and contact the Special Needs Coordinator at least 8 weeks before classes begin to request needed services. Failure to do so *may result in limited 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 (520) 527-1222.

### **LEARNING ENHANCEMENT CENTER (LEC)**

The Learning Enhancement Center provides to enrolled students learning assistance in writing, math, science, several modern languages, and study, time-management, and text-taking skills. In addition to one-on-one and small group assistance, the LEC supplements classroom instruction with a variety of learning resources including workshops on relevant topics, study groups, instructional software, and video and audio tapes. The Center strives to enhance students' chances for success by providing them with skills which will improve their academic performance and carry over into the world of work. All services offered at the LEC are free and confidential. The LEC is located in Room 18 on the Flagstaff campus and at the Page Center.

### **LIBRARY SERVICES**

Library services, located in the Learning Enhancement Center on the Flagstaff campus and at the Page Center, offers students a mix of electronic databases and print materials. The databases include an index to 140 journals of which 110 are full-text, a link to Northern Arizona University's library holdings, and a literary database offering full-text to over 500 biographies of famous authors. Print references are available for most subjects as well as resume writing and job interviewing. Faculty may place personal holdings on reserve for student use. Through an agreement with NAU, CCC students enjoy full access to NAU's library services including borrowing privileges and interlibrary loan.



## **LOST AND FOUND**

### **Flagstaff Campus**

The Lost and Found is located at the receptionist's desk. Notify the receptionist of articles lost. Articles found should be given to the receptionist or to campus security.

### **Page Center**

The Lost and Found is located at the Page Center office. Notify the Office of articles lost. Articles found should be taken to the office.

## **PARKING**

Adequate student parking is provided. Student driving behavior should be consistent with laws and regulations established by the state and with those established by the College.

## **SCHEDULE OF CLASSES**

Each semester and summer session a Schedule of Classes is published listing course dates, times, tuition fees, and locations, an academic calendar, and detailed admissions and registration procedures.

## **SECURITY**

The Flagstaff campus has a Security Officer on duty Monday through Friday from 6:30 a.m. until 3:30 p.m. and from 6:00 p.m. until 10:00 p.m. Monday through Thursday. The Officer patrols the interior of the building and the parking areas.

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

The Student Employment Services Office provides employment services for all CCC 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 CCC 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.

## **STUDENT HOUSING**

Coconino 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 for Student Services.

## **STUDENT ID CARDS**

The Cashier will issue a student ID card when tuition is paid in full. Unauthorized use of the student ID card is subject to disciplinary action. (See "Standards of Student Conduct.")





## **STANDARDS OF STUDENT CONDUCT**

Coconino Community College offers 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.

Students are encouraged to read the Code of Conduct and Student Handbook as it states in clear and concise language the duties and obligations of students and their level of accountability. The Code of Conduct includes policies and procedures which specify behavioral standards and methods of appeal for matters of Academics, Access to Student Records, Complaints and Grievances, Discrimination, Social Conduct, Student Life, Use of Campus Property, and others.

The Code of Conduct and Student Handbook is available in the Offices of the Dean for Student Services and the Director for Admissions/Registrar. Listed below are conducts which may lead to College disciplinary action or possible dismissal:

1. Conviction of a crime or continued misconduct of any type that is an infraction of the established laws of the city, county, state, or nation.
2. Possession, use, solicitation, or distribution of intoxicating liquors, narcotics, controlled substances, or illegal drugs on College-owned or controlled property.
3. Theft or conversion of College-owned or personal property, 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, misuse, or forgery of College records or documents including 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 including a legitimate request by an identified College official that a person identify him/herself.
9. Possession or use of firearms, explosives, dangerous chemicals, or other dangerous weapons or instruments on College-owned or controlled property except as expressly authorized by the law or by institutional regulation.
10. Behavior which interferes with the orderly functioning of the College, 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.

**DEGREES**

**&**

**CERTIFICATES**





## GENERAL EDUCATION VALUES STATEMENT

General education core curriculum courses provide <sup>college-level</sup> 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.

*General Education* <sup>college-level</sup> 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 MINIMUM GENERAL EDUCATION REQUIREMENTS				
	Assoc. of Arts	Assoc. of Science	Assoc. of App. Science	Assoc. of Gen. Studies
<i>General</i> <b>FOUNDATION STUDIES:</b>				
English 6	6	6	6	
Mathematics	3	3	3	3
<b>AREA STUDIES:</b>				
Arts and Humanities	9	9	6	6
Physical and Biological Sciences	8	8	4	3
Social and Behavioral Sciences	9	9	6	6
<b>OPTIONS:</b>				
See following pages	6	6	--	--
<b>TOTAL MINIMUM CREDIT HOURS:</b>	<b>41</b>	<b>41</b>	<b>25</b>	<b>24</b>



## GENERAL EDUCATION CORE CURRICULUM

\*Course meets the CCC graduation reading requirement

### COMPOSITION:

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

Note: AAS Degree Requirement - English Composition courses numbered 101 or above. See specific degree program for requirement listing.

### MATHEMATICS:

MAT	142	(3)	Applications of College Algebra
MAT	151	(4)	College Algebra
MAT	184	(3)	Elementary Functions
MAT	187	(5)	Pre-calculus
MAT	212	(3)	Business Calculus
MAT	220	(5)	Calculus and Analytic Geometry I

Note: AAS Degree Requirement - Mathematics courses numbered 121 or above, or equivalent. See specific degree program for requirement listing.

### ARTS/HUMANITIES:

At least 1 course from the Arts category must be selected to meet the requirements.

#### ARTS:

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 Theatre

#### 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

### SOCIAL AND BEHAVIORAL SCIENCES:

Courses from 2 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 American History
HIS	201*	(3)	Western Civilization I
HIS	202*	(3)	Western Civilization II
HIS	271	(3)	History of the Soviet Union
POS	101	(3)	Introduction to Political Science
POS	102	(3)	Civil Liberties and American Democracy
POS	220	(3)	State and National Constitution
POS	223	(3)	Contemporary Issues in World Politics



## **GENERAL EDUCATION CORE CURRICULUM (continued)**

### **SOCIAL AND BEHAVIORAL SCIENCES: (continued)**

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

### **PHYSICAL AND BIOLOGICAL LABORATORY SCIENCES:**

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
BIO	205*	(4)	Microbiology
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	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 I
PHY	180*	(4)	Introduction to Astronomy
PHY	262*	(5)	College Physics II

### **GENERAL EDUCATION OPTIONS:**

Option courses may be selected from the preceding lists or from the following:

CIS	120	(3)	Introduction to Computer Information Systems
FRE	101	(4)	Beginning French I
FRE	102	(4)	Beginning French II
MAT	160	(3)	Elementary Statistics
NAV	101	(4)	Beginning Navajo I
NAV	102	(4)	Beginning Navajo II
SLG	101	(3)	American Sign Language I
SLG	102	(3)	American Sign Language II
SLG	201	(3)	American Sign Language III
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 Communication



## TRANSFER GENERAL EDUCATION 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 CCC. 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 CCC degree requirements.

The completed TGECC will transfer as a block to any of the 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.

### 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 41 hours of general education core curriculum by choosing one course from each of the following special requirements lists:

→ 3 Courses

#### INTENSIVE WRITING/CRITICAL INQUIRY:

ECN	204	(3)	Macroeconomic Principles
ENG	272	(3)	Creative Writing: Non-fiction
GLG	201	(4)	Ancient Life
HUM	241	(3)	Humanities I
HUM	242	(3)	Humanities II
MAT	142	(3)	Applications of College Algebra
POS	220	(3)	State and National Constitution
PSY	233	(3)	Social Psychology

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

#### ETHNIC/RACE/GENDER AWARENESS:

ANT	102	(3)	Introduction to Cultural Anthropology
ENG	236	(3)	Introduction to the American Short Story
ENG	237	(3)	Women in Literature
ENG	238	(3)	Literature of the Southwest
HIS	136	(3)	Women in American History
PSY	236	(3)	Psychology of Women
SOC	132	(3)	Social Problems
SOC	142	(3)	Race and Ethnic Relations

#### GLOBAL/INTERNATIONAL AWARENESS or HISTORICAL AWARENESS:

GEO	133	(3)	World/Regional Geography
HIS	131	(3)	United States History I
HIS	132	(3)	United States History II
HIS	201	(3)	Western Civilization I
HIS	202	(3)	Western Civilization II
HIS	271	(3)	History of the Soviet Union
PHI	101	(3)	Introduction to Philosophy
POS	223	(3)	Contemporary Issues in World Politics
POS	233	(3)	Global Environmental Politics



## **DEGREE AND CERTIFICATE 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 credit hours with a cumulative CCC grade point average of 2.00 or higher. Courses numbered below 100 and courses taken for S/U credit will not be counted toward this degree. The remaining degree requirements are comprised of 19 credit hours or more in the student's elected program of study (with an emphasis in Arts and Humanities, Social and Behavioral Science and/or Liberal Studies). 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 credit hours with a cumulative CCC grade point average of 2.00 or higher. The remaining degree requirements are comprised of 19 credit hours or more in the student's elected program of study (with an emphasis in the Physical and Biological Science, Mathematics, and/or Technical areas). Courses numbered below 100 and courses taken for S/U credit will 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.

### **TRANSFER GENERAL EDUCATION CORE CURRICULUM (TGECC):**

Students planning to transfer to a four-year institution in Arizona and wanting their transcript certified as meeting the TGECC requirement must complete 3 Special Requirements (see "Transfer General Education Core Curriculum").

### **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 a minimum of 60 credit hours with a cumulative CCC grade point average of 2.00 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 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 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 credit hours with a cumulative CCC grade point average of 2.00 or higher. Courses numbered below 100 and courses taken for S/U credit will 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.

### **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 on three levels: Basic, 1-15 credit hours; Intermediate, 16-25 credit hours; and Advanced, 26-45 credit hours. Certificates require a cumulative CCC grade point average of 2.00 or higher. Some certificate programs and/or credit hours may be applied toward an Associate of Applied Science degree.



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## Associate of Arts Degree BUSINESS ADMINISTRATION

The Business Administration program allows students to complete the first 2 years of the 4-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: 66)**

### **GENERAL EDUCATION CORE REQUIREMENTS: 42 Credit Hours**

		Credit Hours
<b>COMPOSITION:</b>		6
ENG	101 College Composition I (3)	
ENG	102 College Composition II (3)	
<b>MATHEMATICS:</b>		4
MAT	151 College Algebra	
<b>ARTS/HUMANITIES:</b>		9
Any approved General Education courses in the Arts/Humanities category		
<b>SOCIAL/BEHAVIORAL SCIENCE:</b>		9
Any approved General Education courses in the Social/Behavioral Science category		
<b>LAB SCIENCE:</b>		8
Any approved General Education courses in the Physical/Biological Laboratory Science category		
<b>GENERAL EDUCATION OPTIONS:</b>		6
Any option listed in the General Education course list		
Recommended courses:		
SPC	100 Fundamentals of Speech Communication (3)	
PSY	101 Introduction to Psychology (3)	

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

<b>REQUIRED COURSES:</b>		Credit Hours
ACC	101 Principles of Accounting I	3
ACC	102 Principles of Accounting II	3
BUS	104 Business Communications	3
BUS	232 Business Statistics & Analysis	3
CIS	120 Introduction to Computer Information Systems	3
ECN	204 Macroeconomic Principles	3
ECN	205 Microeconomic Principles	3
MAT	172 Finite Mathematics (3)	3
<u>OR</u>		
MAT	212 Business Calculus (3)	



## Associate of Arts Degree

### COMPUTER INFORMATION SYSTEMS

The Computer Information Systems program allows students to complete the first 2 years of the 4-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: 63)**

#### **GENERAL EDUCATION CORE REQUIREMENTS: 42 Credit Hours**

		Credit Hours
<b>COMPOSITION:</b>		
		6
ENG	101	College Composition I (3)
ENG	102	College Composition II (3)
<b>MATHEMATICS:</b>		
		4
MAT	151	College Algebra
<b>ARTS/HUMANITIES:</b>		
		9
Any approved General Education courses in the Arts/Humanities category		
<b>SOCIAL/BEHAVIORAL SCIENCE:</b>		
		9
Any approved General Education courses in the Social/Behavioral Science category		
<b>LAB SCIENCE:</b>		
		8
Any approved General Education courses in the Physical/Biological Laboratory Science category		
<b>GENERAL EDUCATION OPTIONS:</b>		
		6
Any option listed in the General Education course list		
Recommended courses:		
BUS	203	Business Law (3)
ECN	204	Macroeconomic Principles (3)
ECN	205	Microeconomic Principles (3)
SPC	100	Fundamentals of Speech Communication (3)

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

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





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## Associate of Arts Degree GENERAL STUDIES

The General Studies program allows students to complete the first 2 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)**

### **GENERAL EDUCATION CORE REQUIREMENTS: 41-42 Credit Hours**

#### **Credit Hours**

#### **COMPOSITION:**

6

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

#### **MATHEMATICS: 3-4**

MAT 142 Applications of College Algebra (3)  
OR  
MAT 151 College Algebra (4)

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

9

Any approved General Education courses in the Arts/Humanities category

#### **Recommended Courses:**

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

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

9

Any approved General Education courses in the Social/Behavioral Science category

#### **LAB SCIENCE:**

8

Any approved General Education courses in the Physical/Biological Laboratory Science category

#### **GENERAL EDUCATION OPTIONS:**

6

Any option listed in the General Education course list

#### **Recommended Courses:**

SPC 100 Fundamentals of Speech Communication  
Modern Language listed under "Options"

### **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 2 years of the 4-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)**

### **GENERAL EDUCATION CORE REQUIREMENTS: 41-42 Credit Hours**

	Credit Hours
<b>COMPOSITION:</b>	6
ENG 101 College Composition I (3)	
ENG 102 College Composition II (3)	

#### **MATHEMATICS: 3-4**

MAT 142	Applications of College Algebra (3)
<u>OR</u>	(for secondary education majors)
MAT 151	College Algebra (4)

<b>ARTS/HUMANITIES:</b>	9
Any approved General Education courses in the Arts/Humanities category	

<b>SOCIAL/BEHAVIORAL SCIENCE:</b>	9
Any approved General Education courses in the Social/Behavioral Science category	
Recommended courses:	
POS 220	State and National Constitution (3)
PSY 101	Introduction to Psychology (3)

<b>LAB SCIENCE:</b>	8
Any approved General Education courses in the Physical/Biological Laboratory Science category	

<b>GENERAL EDUCATION OPTIONS:</b>	6
Any option listed in the General Education course list	
Recommended courses:	
CIS 120	Introduction to Computer Information Systems (3)

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

	Credit Hours
<b>REQUIRED COURSES:</b>	
EDU 200 Introduction to Education	3
SPC 100 Fundamentals of Speech Communication	3
Modern Language listed under "Options"	3-4

<b>CONTENT EMPHASIS AREA:</b>	9-10
These areas include anthropology, English, history, humanities, mathematics, psychology, science, sociology, and modern language.	



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## 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 4-year college program as well as serve the student who does not intend to continue beyond the 2-year level.

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

### **GENERAL EDUCATION CORE REQUIREMENTS: 41-42 Credit Hours**

	Credit Hours
<b>COMPOSITION:</b>	6
ENG 101 College Composition I (3)	
ENG 102 College Composition II (3)	
<b>MATHEMATICS:</b>	3-4
MAT 142 Applications of College Algebra (3)	
<u>OR</u>	
MAT 151 College Algebra (4)	
<b>ARTS/HUMANITIES:</b>	9
Any approved General Education courses in the Arts/Humanities category	
<b>SOCIAL/BEHAVIORAL SCIENCE:</b>	9
An approved General Education course in the Social/Behavioral Science category, <u>AND</u>	
PSY 101 Introduction to Psychology (3)	
SOC 101 Introduction to Sociology (3)	
<b>LAB SCIENCE:</b>	8
Any approved General Education courses in the Physical/Biological Laboratory Science category	
<b>GENERAL EDUCATION OPTIONS:</b>	6
Any option listed in the General Education course list	

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

REQUIRED 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 2 years of the 4-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: 64)**

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

	Credit Hours
<b>COMPOSITION:</b>	6
ENG 101 College Composition I (3)	
ENG 102 College Composition II (3)	
<b>MATHEMATICS:</b>	5
MAT 187 Pre-Calculus	
<b>ARTS/HUMANITIES:</b>	9
Any approved General Education courses in the Arts/Humanities category	
<b>SOCIAL/BEHAVIORAL SCIENCE:</b>	9
Any approved General Education courses in the Social/Behavioral Science category	
<b>LAB SCIENCE:</b>	8
Any approved General Education courses in the Physical/Biological Laboratory Science category	
Recommended courses:	
CHM 151 General Chemistry I (4)	
PHY 161 College Physics I (5)	
<b>GENERAL EDUCATION OPTIONS:</b>	6
Any option listed in the General Education course list	
Recommended course:	
SPC 100 Fundamentals of Speech Communication (3)	

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

REQUIRED COURSES:	Credit Hours
DFT 150 AutoCad I	3
MAT 220 Calculus and Analytic Geometry I	5
MAT 230 Calculus and Analytic Geometry II	5
PHY 262 College Physics II	5
Related Elective	3



## Associate of Science Degree PRE-NURSING SCIENCE

Coconino Community College offers an Articulated Associate of Science/Baccalaureate in Science degree with Northern Arizona University's Nursing Department. There is no guarantee the CCC 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. Credits earned from another college will have to be evaluated as to whether they transfer as equivalent to those listed here.

(Minimum credit hours required: 64)

### GENERAL EDUCATION CORE REQUIREMENTS: 47 Credit Hours

			Credit Hours
<b>COMPOSITION:</b>			6
ENG	101	College Composition I* (3)	
ENG	102	College Composition II* (3)	
<b>MATHEMATICS:</b>			7
MAT	151	College Algebra* (4)	
MAT	160	Elementary Statistics# (3)	
<b>ARTS/HUMANITIES:</b>			9
Any approved General Education courses in the Arts/Humanities category (3 of the 9 credit hours should be taken in the first year)*			
<b>SOCIAL/BEHAVIORAL SCIENCE:</b>			9
An approved General Education course in the Social/Behavioral Sciences category, <u>AND</u>			
PSY	101	Introduction to Psychology* (3)	
PSY	240	Developmental Psychology (3)	
<b>LAB SCIENCE:</b>			16
BIO	201	Human Anatomy and Physiology I* (4)	
BIO	202	Human Anatomy and Physiology II* (4)	
BIO	205	Microbiology (4)	
CHM	130	Fundamental Chemistry*# (4)	

### DEGREE CORE REQUIREMENTS: 17 Credit Hours

			Credit Hours
<b>REQUIRED COURSES:</b>			
NTR	135	Human Nutrition	3
NUR	110	Nursing Assistant I*+	3
NUR	200	Introduction to Professional Nursing*	2
NUR	206	Scientific Concepts in Pharmacology	3
NUR	221	Foundations in Nursing I	3
NUR	222	Foundations in Nursing II	3

\* Suggested first year courses

+ Not required for NAU Nursing

# Courses meet the General Education Option requirement

NAU Nursing expects GPA for science to be 3.00 and overall GPA to be 2.50.



## Associate of Science Degree PRE-SCIENCE

The Pre-Science program allows students to complete the first 2 years of the 4-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)**

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

	Credit Hours
<b>COMPOSITION:</b>	6
ENG 101 College Composition I (3)	
ENG 102 College Composition II (3)	
<b>MATHEMATICS:</b>	5
MAT 187 Pre-Calculus	
<b>ARTS/HUMANITIES:</b>	9
Any approved General Education courses in the Arts/Humanities category	
<b>SOCIAL/BEHAVIORAL SCIENCE:</b>	9
Any approved General Education courses in the Social/Behavioral Science category	
Recommended Courses:	
ECN 204 Macroeconomic Principles (3)	
ECN 205 Microeconomic Principles (3)	
<b>LAB SCIENCE:</b>	8
Any approved General Education courses in the Physical/Biological Laboratory Science category	
Recommended Courses:	
CHM 130 Fundamental Chemistry (4)	
<u>OR</u>	
CHM 151 General Chemistry I (4)	
<b>GENERAL EDUCATION OPTIONS:</b>	6
Any option listed in the General Education course list	
Recommended Courses:	
MAT 160 Elementary Statistics (3)	
SPC 100 Fundamentals of Speech Communication (3)	

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

REQUIRED COURSES:	Credit Hours
MAT 172 Finite Mathematics (3)	5-6
<u>AND</u>	
MAT 212 Business Calculus (3)	
<u>OR</u>	
MAT 220 Calculus and Analytic Geometry I (5)	
PHY 111 General Physics I (4)	4-5
<u>OR</u>	
PHY 161 College Physics I (5)	
<b>EMPHASIS AREA:</b>	8-10



## **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)**

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

		<b>Credit Hours</b>
<b>COMPOSITION:</b>		<b>6</b>
ENG	101 College Composition I (3)	
ENG	102 College Composition II (3)	
<b>MATHEMATICS:</b>		<b>3</b>
BUS	100 Mathematics of Business (3)	
<b>OR</b>		
MAT	121 or above (3)	
<b>ARTS/HUMANITIES:</b>		<b>6</b>
Any approved General Education courses in the Arts/Humanities category		
<b>SOCIAL/BEHAVIORAL SCIENCE:</b>		<b>6</b>
Any approved General Education courses in the Social/Behavioral Science category		
<b>LAB SCIENCE:</b>		<b>4</b>
BIO	105 Environmental Biology (4)	
<b>OR</b>		
GEO	131 Introduction to Physical Geography (4)	

### **DEGREE CORE REQUIREMENTS: 41 Credit Hours**

<b>REQUIRED COURSES:</b>		<b>Credit Hours</b>
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 BUSINESS MANAGEMENT

The Business Management Degree program is designed to prepare students to enter the Business profession with options in General Business, General Finance, Marketing Management Fundamentals, and/or Small Business Management at an entry-level position. The program provides students with general knowledge and skills specializing in an area of interest which can be used to enter 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)**

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

	Credit Hours
<b>COMPOSITION:</b>	6
ENG 101 College Composition I (3)	
<u>AND</u>	
ENG 102 College Composition II (3)	
<u>OR</u>	
ENG 135 Career Communication (3)	
<u>AND</u>	
ENG 136 Career Writing (3)	
<b>MATHEMATICS:</b>	3
BUS 100 Mathematics of Business (3)	
<u>OR</u>	
MAT 121 or above	
<b>ARTS/HUMANITIES:</b>	6
Any approved General Education courses in the Arts/Humanities category	
<b>SOCIAL/BEHAVIORAL SCIENCE:</b>	6
Any approved General Education courses in the Social/Behavioral Science category except ECN 204 or ECN 205 (See "Required Courses" below.)	
<b>LAB SCIENCE:</b>	4
Any approved General Education courses in the Physical/Biological Laboratory Science category	

### **DEGREE CORE REQUIREMENTS: 14 Credit Hours**

	Credit Hours
<b>REQUIRED COURSES:</b>	
ACC 101 Principles of Accounting I	3
ACC 102 Principles of Accounting II	3
BUS 203 Business Law	3
CIS 123 Introduction to Spreadsheets (2)	2
<u>OR</u>	
CIS 124 Introduction to WordProcessing (2)	
<u>OR</u>	
CIS 127 Introduction to Desktop Publishing (2)	
ECN 204 Macroeconomic Principles (Pre- or Corequisite: ENG 102) (3)	3
<u>OR</u>	
ECN 205 Microeconomic Principles (3)	





## **AREA OF SPECIALIZATION OPTIONS**

### **Credit Hours**

#### **GENERAL BUSINESS: 21 Credit Hours**

BUS	101	Introduction to Business	3
BUS	104	Business Communications	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	205	Microeconomic Principles	3

#### **GENERAL FINANCE: 21 Credit Hours**

BUS	104	Business Communications	3
BUS	105	Basic Investments	3
BUS	210	Human Relations in the Workplace	3
BUS	216	Principles of Business Finance	3
BUS	217	Credit and Collection Principles	3
BUS	218	Customer Service	3
ECN	205	Microeconomic Principles	3

#### **MARKETING MANAGEMENT FUNDAMENTALS: 21 Credit Hours**

BUS	104	Business Communications	3
BUS	107	Retail Management	3
BUS	108	Introduction to Selling	3
BUS	110	Advertising and Sales Promotion	3
BUS	206	Principles of Management (3)	3
<b>OR</b>			
BUS	209	Principles of Supervision (3)	
BUS	207	Principles of Marketing	3
ECN	205	Microeconomic Principles	3

#### **SMALL BUSINESS MANAGEMENT: 21 Credit Hours**

BUS	104	Business Communications	3
BUS	107	Retail Management	3
BUS	109	Budget and Forecasting	3
BUS	110	Advertising and Sales Promotion	3
BUS	207	Principles of Marketing	3
BUS	209	Principles of Supervision	3
BUS	213	Small Business Management	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)**

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

#### **COMPOSITION:**

ENG 101 College Composition I (3)

AND

ENG 102 College Composition II (3)

OR

ENG 135 Career Communication (3)

AND

ENG 136 Career Writing (3)

**Credit Hours**

6

#### **MATHEMATICS:**

MAT 121 or above

3

#### **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:**

BIO 105 Environmental Biology

4

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

#### **REQUIRED COURSES:**

EMS 131 Emergency Medical Technician

**Credit Hours**

6

FSC 105 Fire Fighter I & II

6

FSC 135 Fundamentals of Fire Prevention

3

FSC 136 Fire Apparatus & Hydraulics

4

FSC 232 Hazardous Materials I

3

FSC 237 Hazardous Materials II

3

FSC 236 Firefighter Occupational Safety

3

FSC 238 Emergency Scene Management

3

Select 9 credit hours from the following:

9

BUS 209 Principles of Supervision (3)

BUS 211 Human Resources/Personnel Management (3)

EMS 211 Emergency Medical Technician Refresher (2)

EMS 231 Intermediate Emergency Medical Technician I (6)

EMS 232 Intermediate Emergency Medical Technician II (6)

FSC 101 Fire Service Orientation & Indoctrination (2)

FSC 137 Hazardous Materials-First Responder Awareness (0.5)

FSC 200 Hazardous Materials-First Responder (3)

FSC 233 Wildland Fire Suppression (3)

FSC 234 Fire Investigation (3)

FSC 235 Fire Protection Systems (3)

FSC 239 Fire Department Company Officer (3)

FSC 241 Firefighter Safety & Building Construction (3)



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## **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.

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

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

	Credit Hours
<b>COMPOSITION:</b>	6
ENG 135 Career Communication (3)	
ENG 136 Career Writing (3)	
<b>MATHEMATICS: 3</b>	
BUS 100 Mathematics of Business	
<u>OR</u>	
MAT 121 or above	
<b>ARTS/HUMANITIES:</b>	6
Any approved General Education courses in the Arts/Humanities category	
<b>SOCIAL/BEHAVIORAL SCIENCE:</b>	6
Any approved General Education courses in the Social/Behavioral Science category	
<b>LAB SCIENCE:</b>	4
Any approved General Education course in the Physical/Biological Laboratory Science category	

### **DEGREE CORE REQUIREMENTS: 37-38 Credit Hours**

	Credit Hours
<b>REQUIRED COURSES:</b>	
ACC 100 Practical Accounting Procedures	5
BUS 104 Business Communications	3
CIS 102 Computer Literacy (2)	2-3
<u>OR</u>	
CIS 120 Introduction to Computer Information Systems (3)	
CIS 123 Introduction to Spreadsheets	2
CIS 124 Introduction to WordProcessing	2
CIS 127 Introduction to Desktop Publishing	2
CIS 224 Advanced WordProcessing	2
OIS 130 Machine Transcription	3
OIS 200 Professional Office Skills	3
OIS 210 Advanced Typing	3
Select a minimum of 10 credit hours from the following courses:	10
AHS 131 Medical Terminology I (3)	CIS 227 Advanced Desktop Publishing Software Applications (2)
BUS 203 Business Law (3)	OIS 125 Beginning Shorthand (3)
BUS 210 Human Relations in the Workplace (3)	OIS 225 Intermediate Shorthand (3)
CIS 112 Introduction to Windows (2)	OIS 230 Medical Transcription (3)
CIS 122 Word for Windows I (2)	OIS 240 Legal Transcription (3)
CIS 125 Introduction to Databases (2)	OIS 242 Legal Secretarial Skills (3)
CIS 126 Introduction to Integrated Software (2)	
CIS 131 Introduction to DOS (2)	
CIS 223 Advanced Spreadsheet Applications (2)	



## 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. 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)**

### **GENERAL EDUCATION CORE REQUIREMENTS: 24-25 Credit Hours**

#### **REQUIRED COURSES:**

#### **Credit Hours**

#### **COMPOSITION:**

6

ENG 101 College Composition I (3)

AND

ENG 102 College Composition II (3)

OR

ENG 135 Career Communications (3)

AND

ENG 136 Career Writing (3)

#### **MATHEMATICS: 3**

MAT 121 or above

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

6

Any approved General Education course in the Arts/Humanities category

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

6

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

#### **LAB SCIENCE:**

3-4

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

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

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



## 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: 28)

#### **CERTIFICATE REQUIREMENTS: 28-30 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
BUS	100	Mathematics of Business	3
CIS	123	Introduction to Spreadsheets	2
CIS	223	Advanced Spreadsheet Applications	2



## **ARCHITECTURAL DRAFTING**

### **Intermediate Certificate of Completion**

The Architectural Drafting Intermediate Certificate 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)**

#### ***CERTIFICATE REQUIREMENTS: 21 Credit Hours***

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

			<b>Credit Hours</b>
DFT	125	Architectural Drafting I	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 or consent of instructor

## **ARCHITECTURAL DRAFTING**

### **Advanced Certificate of Completion**

The Architectural Drafting Advanced Certificate 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)**

#### ***CERTIFICATE REQUIREMENTS: 32 Credit Hours***

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

			<b>Credit Hours</b>
Completion of the Architectural Drafting Intermediate Certificate			21
DFT	250	AutoCAD III	3
ITC	111	Uniform Building Code	3
ITC	180	Building Construction Methods I*	3
MAT	183	Trigonometry	2

\* Corequisite: ITC 199 or consent of instructor



## **BUSINESS ACCOUNTING TECHNICIAN**

### **Intermediate Certificate of Completion**

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

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

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

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

			<b>Credit Hours</b>
ACC	100	Practical Accounting Procedures	5
BUS	100	Mathematics of Business	3
CIS	123	Introduction to Spreadsheets	2
CIS	124	Introduction to WordProcessing	2
CIS	223	Advanced Spreadsheet Applications	2
OIS	200	Professional Office Skills	3

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

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





## **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)**

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

<b>REQUIRED COURSES:</b>			<b>Credit Hours</b>
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)**

#### ***INTERMEDIATE CERTIFICATE REQUIREMENTS: 25 Credit Hours***

<b>REQUIRED COURSES:</b>			<b>Credit Hours</b>
Completion of the Clerical Basic Certificate			15
BUS	100	Mathematics of Business	3
CIS	102	Computer Literacy	2
CIS	224	Advanced WordProcessing Applications	2
OIS	210	Advanced Typing	3



## **COMPUTER AIDED DESIGN SPECIALIST**

### **Basic Certificate of Completion**

The Basic Computer Aided Design Specialist Certificate will provide the student with a solid foundation in the utilization of 2 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)**

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

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

			<b>Credit Hours</b>
DFT	150	AutoCAD I	3
DFT	170	CADKey I	3
DFT	200	AutoCAD II	3
DFT	250	AutoCAD III	3
DFT	270	CADKey II	3

## **COMPUTER AIDED DESIGN SPECIALIST**

### **Advanced Certificate of Completion**

The Advanced Computer Aided Design Specialist Certificate will provide the student with real world application in AutoCAD and CADKey. Upon completion of the Basic Certificate (above), the student utilizes 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)**

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

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

			<b>Credit Hours</b>
Completion of the Computer Aided Design Specialist Basic Certificate			15
DFT	125	Architectural Drafting I	3
DFT	145	Mechanical Drafting I	3
DFT	210	Technical Drafting I - CAD 2D	3
DFT	225	Architectural Drafting I - CAD	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)**

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

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

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

## **COMPUTER SOFTWARE**

### **Intermediate Certificate of Completion**

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

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

#### ***INTERMEDIATE CERTIFICATE REQUIREMENTS: 27 Credit Hours***

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

			<b>Credit Hours</b>
Completion of the Computer Software Basic Certificate			15
BUS	100	Mathematics of Business	3
CIS	120	Introduction to Computer Information Systems	3
CIS	223	Advanced Spreadsheets	2
CIS	224	Advanced WordProcessing	2
CIS	227	Advanced Desktop Publishing	2



## CONSTRUCTION TECHNOLOGY

### Intermediate Certificate of Completion

The Construction Technology 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)**

#### **CERTIFICATE REQUIREMENTS: 18 Credit Hours**

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

			<b>Credit Hours</b>
ITC	111	Uniform Building Code	3
ITC	140	BluePrint Reading and Estimating	3
ITC	170	Building Layout & Surveying	3
ITC	180	Building Construction Methods I*	3
ITC	185	Construction Methods II*	3
ITC	210	Structural Design and Building Materials	3

\* Corequisite: ITC 199 or consent of instructor

## CONSTRUCTION TECHNOLOGY

### Advanced Certificate of Completion

The Construction Technology 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)**

#### **CERTIFICATE REQUIREMENTS: 32 Credit Hours**

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

			<b>Credit Hours</b>
Completion 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	183	Trigonometry	2
SPC	100	Fundamentals of Speech Communication	3

\* Corequisite: ITC 199 or consent of instructor



## **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 required: 14)**

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

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

			<b>Credit Hours</b>
BUS	104	Business Communications	3
CIS	112	Introduction to Windows	2
CIS	120	Introduction to Computer Information Systems	3
CIS	124	Introduction to WordProcessing	2
CIS	126	Introduction to Integrated Software	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: 24)**

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

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

			<b>Credit Hours</b>
Completion of the Desktop Publishing Basic Certificate			14
CIS	131	Introduction to DOS	2
CIS	224	Advanced WordProcessing Applications	2
CIS	227	Advanced Desktop Publishing Software Applications	2
Select a minimum of 4 credit hours from the following courses:			4
CIS	122	Word for Windows I (2)	
CIS	123	Introduction to Spreadsheets (2)	
CIS	125	Introduction to DataBases (2)	
DFT	150	AutoCAD I (3)	
DFT	170	CADKey I (3)	
OIS	210	Advanced Typing (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)**

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

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

			<b>Credit Hours</b>
FSC	105	Firefighter I & II	6
FSC	232	Hazardous Materials I	3
FSC	236	Firefighter Occupational Safety	3
FSC	238	Emergency Scene Management	3

## **FIRE SCIENCE**

### **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)**

#### ***ADVANCED CERTIFICATE REQUIREMENTS: 37 Credit Hours***

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

			<b>Credit Hours</b>
Completion of the Fire Science Basic Certificate			15
EMS	131	Emergency Medical Technician	6
FSC	135	Fundamentals of Fire Prevention	3
FSC	136	Fire Apparatus & Hydraulics	4
FSC	234	Fire Investigation	3
FSC	237	Hazardous Materials II	3
FSC	241	Firefighter Safety & Building Construction	3



## **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 Business Management.

**(Minimum credit hours required: 28)**

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

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

##### **Credit Hours**

ACC	100	Practical Accounting Procedures (5)	3-5
<u>OR</u>			
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





## **LEGAL SECRETARY**

### **Intermediate Certificate of Completion**

The Legal Secretary 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)**

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

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

## **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)**

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

<b>REQUIRED COURSES:</b>			<b>Credit Hours</b>
Completion of the Legal Secretary Intermediate Certificate			22
CIS	102	Computer Literacy	2
BUS	100	Mathematics of Business	3
OIS	125	Beginning Shorthand	3
OIS	225	Intermediate Shorthand	3
OIS	242	Legal Secretarial Skills	3



## **MEDICAL TRANSCRIPTION**

### **Intermediate Certificate of Completion**

The Medical Transcription 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)**

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

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

			<b>Credit Hours</b>
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 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)

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

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

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

## REAL ESTATE STUDIES

### Advanced Certificate of Completion

(Minimum credit hours required: 30)

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

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

			<b>Credit Hours</b>
Completion of the Real Estate Studies Basic Certificate			15
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



# COURSE DESCRIPTIONS

101	Introduction to Psychology	3
102	Developmental Psychology	3
103	Biological Psychology	3
104	Learning and Memory	3
105	Abnormal Psychology	3
106	Research Methods in Psychology	3
107	Statistics for Psychology	3
108	Psychology of Women	3
109	Psychology of Aging	3
110	Psychology of the Environment	3
111	Psychology of Health	3
112	Psychology of the Law	3
113	Psychology of the Media	3
114	Psychology of the Internet	3
115	Psychology of the Future	3
116	Psychology of the Past	3
117	Psychology of the Present	3
118	Psychology of the Unknown	3
119	Psychology of the Known	3
120	Psychology of the Possible	3
121	Psychology of the Impossible	3
122	Psychology of the Inevitable	3
123	Psychology of the Unavoidable	3
124	Psychology of the Unthinkable	3
125	Psychology of the Unimaginable	3
126	Psychology of the Unfathomable	3
127	Psychology of the Unpredictable	3
128	Psychology of the Uncontrollable	3
129	Psychology of the Unchangeable	3
130	Psychology of the Unknowable	3
131	Psychology of the Unseen	3
132	Psychology of the Unheard	3
133	Psychology of the Unfelt	3
134	Psychology of the Unthought	3
135	Psychology of the Unspoken	3
136	Psychology of the Unwritten	3
137	Psychology of the Unrecorded	3
138	Psychology of the Unmeasured	3
139	Psychology of the Unweighed	3
140	Psychology of the Unvalued	3
141	Psychology of the Unloved	3
142	Psychology of the Unlovable	3
143	Psychology of the Unlovely	3
144	Psychology of the Unpleasant	3
145	Psychology of the Unpleasantly Surprising	3
146	Psychology of the Unpleasantly Predictable	3
147	Psychology of the Unpleasantly Unpredictable	3
148	Psychology of the Unpleasantly Unpredictably Predictable	3
149	Psychology of the Unpleasantly Unpredictably Unpredictable	3
150	Psychology of the Unpleasantly Unpredictably Unpredictably Predictable	3

## **ACCOUNTING**

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

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)**

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)**

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 I (3)**

Techniques, tools, and composition of a basic bookkeeping system. Includes journalizing an opening entry, journalizing and posting routine transaction 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)**

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)**

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)**

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 201 INTERMEDIATE ACCOUNTING I (3)**

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)**

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 enrolling in this course have computer skills and some accounting background through casework or experience. Three lecture.

**ACC 205      COST ACCOUNTING (3)**

Cost accounting principles applied to manufacturing operation. Concentrates on accounting for labor, materials, manufacturing overhead, and manufacturing expenses. Includes cost and profit analysis and problem solving using computer applications. It is assumed that students enrolling in this course have computer skills and some accounting background through casework or experience. Three lecture.

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

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

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

Practical procedures and applications in office accounting using a hands-on-approach, 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)**

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)**

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 (1-6)**

Designed to meet the needs of an individual student who has an interest in a specific topic. One to six variable credit hours.

**ALLIED HEALTH SCIENCES**

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

Medical vocabulary for beginning students in Allied Health and Science fields. Includes word roots, prefixes, suffixes, and abbreviations. Emphasizes spelling, pronunciation, and definition. Three lecture.

**AHS 298      SPECIAL TOPICS (1-6)**

Designed to meet the needs of an individual student who has an interest in a specific topic. One to six variable credit hours.



## **ADMINISTRATION OF JUSTICE**

### **AJS 101 INTRODUCTION TO ADMINISTRATION OF JUSTICE (3)**

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)**

History and development of correctional theories and institutions. Three lecture.

### **AJS 120 SUBSTANTIVE CRIMINAL LAW (3)**

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 review of offenses and the essential elements of each defense. Three lecture.

### **AJS 130 THE POLICE FUNCTION (3)**

Theories of procedures and methods of operations with 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)**

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)**

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

### **AJS 160 POLICE ADMINISTRATION (3)**

Principles of administration and organization of agency field functions and services within law enforcement organizations. Three lecture.

### **AJS 170 INTRODUCTION TO SECURITY (3)**

Functions and services provided by a security organization. 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 the criminal justice system. Three lecture.

### **AJS 220 RULES OF EVIDENCE (3)**

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)**

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)**

History and development of juvenile procedures and institutions. Three lecture.

**AJS 250      CRIMINAL INVESTIGATIONS (3)**

Fundamentals of criminal investigation. Examines theory of criminal investigation, crime scene procedures, case preparation, interviewing, and basic investigative techniques. Three lecture.

**AJS 260      CONSTITUTIONAL LAW (3)**

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

**AJS 265      PROBATION & PAROLE (3)**

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)**

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)**

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

**AJS 292      HOSTAGE NEGOTIATIONS (3)**

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. Emphasizes safety factors and proper operational use. Prerequisite: Enrollment limited to law enforcement agencies and with permission of program director. \$50.00 fee required for ammunition. Three lecture.

**AJS 298      SPECIAL TOPICS (1-6)**

Designed to meet the needs of an individual student who has an interest in a specific topic. One to six variable credit hours.

## **ANTHROPOLOGY**

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

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

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

History, methods, and theory of archeology with an emphasis on modern techniques of studying prehistoric and historical populations and their cultural remains. Three lecture.

### **ANT 241 ANTHROPOLOGY OF RELIGION (3)**

Anthropology of religious 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 (1-6)**

Designed to meet the needs of an individual student who has an interest in a specific topic. One to six variable credit hours.

## **ART**

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

History and appreciation of painting, sculpture, and crafts. Examines individual works of art with regard to both their formal qualities and the way they illustrate the shifting patterns of culture. Field trips. Three lecture.

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

History, methods, and techniques of Southwestern Indian arts and crafts produced in the Southwest, California, Great Basin, and Plateau culture areas. Analyzes visual aspects of art objects during class discussions. Three lecture.

### **ART 106A WORKSHOP: COLLOGRAPH PRINT (3)**

Explores various materials which give collage textures, combines 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. May be taken for S/U credit.

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

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

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

Develops technical and perceptual skills. Emphasizes 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 I (3)**

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)**

Techniques in hand building and throwing on the wheel. Introduces firing and glazing techniques. One lecture; five lab. May be taken for S/U credit.

**ART 121          CERAMICS II (3)**

Concentrates 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)**

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

**ART 134          CALLIGRAPHY II (2)**

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

**ART 140          JEWELRY I (3)**

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)**

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 151          PHOTOGRAPHY TECHNIQUES & MATERIALS (2)**

More advanced techniques and materials than the basic course. Emphasis on developing an alternative vision. Prerequisite: ART 150 or consent of instructor. One lecture; two lab.

**ART 160          TWO-DIMENSIONAL DESIGN (3)**

Fundamentals of two-dimensional design. Studio course emphasizing 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 165      THREE-DIMENSIONAL DESIGN   (3)**

Foundation in design principles, materials, and methods used in sculpture and other three-dimensional art forms. Corequisite: ART 110. One lecture; five lab.

**ART 170      WEAVING I   (3)**

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

**ART 180      SCULPTURE I   (3)**

Studies and experiments 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/ACRYLIC PAINTING I   (3)**

Studies and experiments in painting techniques employed by modern and old masters. Emphasizes personal creativity and uniqueness of expression. One lecture; five lab. May be taken for S/U credit.

**ART 191      OIL/ACRYLIC PAINTING II   (3)**

Emphasis on the development of personal expression through the study of different painting techniques. Prerequisite: ART 190. One lecture; five lab. May be taken for S/U Credit.

**ART 194      WATERCOLOR I   (3)**

Transparent qualities of watercolor medium. Techniques and materials will be used to stimulate personal creativity and uniqueness of expression. One lecture; five lab. May be taken for S/U credit.

**ART 195      WATERCOLOR II   (3)**

Increased opportunity for independent development. Implements study of techniques to fit individual needs. Prerequisite: ART 194 or consent of instructor. One lecture; five lab. May be taken for S/U credit.

**ART 201      ART HISTORY I   (3)**

Sequential development and significant periods and styles in painting, sculpture, and architecture from prehistoric to Gothic. Three lecture.

**ART 202      ART HISTORY II   (3)**

Sequential development of significant periods of style in painting, sculpture, and architecture from the Renaissance to the twentieth century.

**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)**

Application of the elements of drawing in the description of the human figure, drawing from the model. 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 214      STAINED GLASS II      (3)**

Design and construction of stained glass pieces using copper foil and/or lead processes, manipulation of the surface of glass using an etching process, basic glass design vocabulary, developing proficiency with glass working hand tools. Prerequisite: ART 114. One lecture; five lab. May be taken for S/U credit.

**ART 250      COLOR PHOTOGRAPHY      (3)**

Color photography as an art form. Includes a study of color potential in photography and its related problems; basic additive and transparency films; color films and their inherent tonal rendition; color changes accomplished in solarization. Prerequisite: ART 150 or consent of instructor. Three lecture; three lab. May be taken for S/U credit.

**ART 298      SPECIAL TOPICS      (1-6)**

Designed to meet the needs of an individual student who has an interest in a specific topic. One to six variable credit hours.

**AUTOMOTIVE**

**AUT 100      AUTOMOTIVE BASICS      (3)**

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

**AUT 298      SPECIAL TOPICS      (1-6)**

Designed to meet the needs of an individual student who has an interest in a specific topic. One to six 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 298      SPECIAL TOPICS      (1-6)**

Designed to meet the needs of an individual student who has an interest in a specific topic. One to six variable credit hours.

**BIOLOGY**

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

Concepts and principles of gardening in Flagstaff. Topics include unique gardens, seeds, soils, raised beds, short season growing tips. Field trips. Two lecture; one lab.

**BIO 100      BIOLOGY CONCEPTS      (4)**

Basic principles and concepts of biology. Explores methods of scientific inquiry and behavior of matter and energy in biological systems. 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)**

Plants and animals of the Southwest with emphasis on Arizona. Students may enroll concurrently in BIO 110. Three lecture.

**BIO 110 LAB FOR NATURAL HISTORY OF THE SOUTHWEST (1)**

Basic field and laboratory techniques used in biology. Focus on plant and animal interactions. Field trips. Corequisite: BIO 109. Three lab.

**BIO 184 PLANT BIOLOGY (4)**

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)**

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 201 HUMAN ANATOMY & PHYSIOLOGY I (4)**

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)**

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)**

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 (1-6)**

Designed to meet the needs of an individual student who has an interest in a specific topic. One to six variable credit hours.

**BUSINESS**

**BUS 100 MATHEMATICS OF BUSINESS (3)**

Mathematical concepts and procedures involved in financial transactions. Includes 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.

**BUS 101 INTRODUCTION TO BUSINESS (3)**

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)**

Basic elements of business in the international market. Includes examination of the social, political, economic, cultural and technological environment of international business. Three lecture.

**BUS 103 PERSONAL FINANCE (3)**

Problem solving for 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)**

Letter forms and the methods of writing business letters. Solving business problems through effective oral and written communications. Creating functional letters related to inquiry, response, good will, sales, credit, and adjustment and collection. Prerequisite: ENG 101 or ENG 135. Three lecture.

**BUS 105 BASIC INVESTMENTS (3)**

Various investment forms available. Study of inflation, taxation, government securities, stocks and bonds, real estate, and retirement plans. Three lecture.

**BUS 106 INTRODUCTION TO ORGANIZATIONAL BEHAVIOR (3)**

Human behavior in a work setting. Awareness of individual behavior, two-person interaction, dynamics of group and intergroup behavior, and effects of the total system on behavior within the organization. Three lecture.

**BUS 107 RETAIL MANAGEMENT (3)**

Management elements of the retailing profession, 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)**

General principles of successful personal selling. Qualities and qualifications of training programs for successful selling practices. Three lecture.

**BUS 109 BUDGET & FORECASTING (3)**

Roles, techniques, and uses of budgeting and forecasting by business and industry. Creation of forecasts, application of 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. Role of advertising, target marketing, media and media strategy, and the impact of behavioral sciences on advertising. Preparation and presentation of an advertising campaign. Three lecture.



**BUS 199A      WOMEN IN BUSINESS   (1)**

Basic information and techniques of small business success including free/basic business programs offered to women in business. Small business marketing, financing, crime issues in business, taxes and insurance. One lecture.

**BUS 199B      BUSINESS IN MEDICAL PRACTICES   (2)**

Principles of human resource management in medical offices. Presentation of employment legal issues and their impact on office practices. Review of communication techniques, personnel policies and practices and development of a sample personnel policy manual. Two lecture.

**BUS 203      BUSINESS LAW   (3)**

History and structure of the American legal system as it applies to business. Contract law with some discussion of criminal law and tort law. Three lecture.

**BUS 206      PRINCIPLES OF MANAGEMENT   (3)**

Fundamentals of management including 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)**

Environment of marketing including analysis of various marketing activities and discussion of the economic, psychological and sociological factors which influence marketing activities. 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. Three lecture.

**BUS 209      PRINCIPLES OF SUPERVISION   (3)**

Concepts and techniques used in the direct supervision of others. 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)**

Dynamics of human interaction in groups; the influence of these interactions on the efficiency, morale, and supervision of others; the behavior patterns which impact the success of organizational environments. Three lecture.

**BUS 211      HUMAN RESOURCES/PERSONNEL MANAGEMENT   (3)**

Human resources planning and its application to the organization's goals and objectives. 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)**

Volume and complexities involved in importing and exporting out of the United States. Role of the United States in international markets and import/export regulations, documentation, and duties. Three lecture.

**BUS 213      SMALL BUSINESS MANAGEMENT (3)**

Fundamentals of starting and operating a small business. Location, financing, organization, feasibility studies, and sales promotion. 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 used to analyze and resolve modern business issues: 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. Application of financial analysis tools and techniques needed for the process of business and industry financial administration and decision making, goals and functions of financial management, analysis and planning, working capital management, capital budgeting, and 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. Nature, function, classification, principles of commercial credit, analysis of agency reports, and collection procedures. Three lecture.

**BUS 218      CUSTOMER SERVICE (3)**

Effective communication skills to benefit the customer service contact personnel. Establishing contact, defining and resolving problems, and closing an encounter. Three lecture.

**BUS 225      TOTAL QUALITY MANAGEMENT (3)**

History and growth of TQM, Deming's fourteen points to TQM, evaluative tools used in TQM, and the major factors concerning total quality management. Three lecture.

**BUS 232      BUSINESS STATISTICS & ANALYSIS (3)**

Business statistics, including the collection, tabulation, and analysis of business and economic data. Averages, dispersion, statistical inference, correlation and regression, and statistical decision making and problem solving. Prerequisite: "C" or better in MAT 151 or MAT 142. Three lecture.

**BUS 298      SPECIAL TOPICS (1-6)**

Designed to meet the needs of an individual student who has an interest in a specific topic. One to six variable credit hours.

**CHEMISTRY****CHM 100 PREPARATORY CHEMISTRY (3)**

Elementary chemistry in preparation for CHM 130 or CHM 151. Three lecture.

**CHM 130 FUNDAMENTAL CHEMISTRY (4)**

General inorganic chemistry, Scientific Methods, and general laboratory procedures. Prerequisite: MAT 121 or equivalent, AND high school chemistry or CHM 100 with "C" or better, OR consent of instructor. Three lecture; three lab.

**CHM 151 GENERAL CHEMISTRY I (4)**

Fundamental concepts in chemistry. Stoichiometry, gas laws, atomic and molecular theory, and states of matter. Prerequisite: MAT 121 or equivalent, AND high school chemistry or CHM 100 with "C" or better, OR consent of instructor. Three lecture; three lab.

**CHM 152 GENERAL CHEMISTRY II (4)**

Kinetics and equilibrium, nuclear, aqueous solution, and electro chemistry. Prerequisite: CHM 151. Three lecture; three lab.

**CHM 190 ENVIRONMENTAL CHEMISTRY (3)**

Elementary atomic theory, the periodic table, and chemical compounds and reactions. Environmental impact: nuclear power, air and atmosphere pollution, water pollution, pesticides, food additives, and drugs. Minimal mathematics. Three lecture.

**CHM 298 SPECIAL TOPICS (1-6)**

Designed to meet the needs of an individual student who has an interest in a specific topic. One to six variable credit hours.

**COMPUTER INFORMATION SYSTEMS****CIS 102 COMPUTER LITERACY (2)**

Fundamentals of microcomputers and their peripheral devices in various applications for personal and entry-level business use through hands-on experience. One lecture; two lab.

**CIS 111 PRINCIPLES OF PROGRAMMING (1)**

Programming logic and structures as applied to business computer applications and programming languages. 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 WORDPROCESSING (2)**

Concepts and capabilities of wordprocessing 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)**

Application of computers by educators to enhance professional and personal productivity. Computer applications relating directly to the needs of teachers and administrators in establishing the technology-enriched classrooms of tomorrow. Two lecture; two lab.

**CIS 220      APPLICATIONS PROGRAMMING I (3)**

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, and 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)**

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   (2)**

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

**CIS 298            SPECIAL TOPICS   (1-6)**

Designed to meet the needs of an individual student who has an interest in a specific topic. One to six variable credit hours.

**COOPERATIVE EDUCATION**

**COE 111            COOPERATIVE EDUCATION   (3-6)**

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. Credit based on fulfillment of a contract developed and agreed upon by the instructor, student, employer, and Dean of Instruction. Contract will outline specific goals as well as work program plan designed to meet those goals through demonstrated achievement and should be completed prior to the semester in which the work program takes place. Three credit hours will be awarded at the conclusion of: a) completing at least 135 hours designated on-the-job experience in a semester (45 hours per credit) and b) meeting with the coordinating instructor at least five times during the semester (once every three weeks.) Three to six variable credit hours.

**COE 298            SPECIAL TOPICS   (1-6)**

Designed to meet the needs of an individual student who has an interest in a specific topic. One to six variable credit hours.

**COUNSELING**

**COU 101            SELF & CAREER EXPLORATION   (2)**

Exploration of personal interests and strengths and compatible career choices with practical job-hunting information. Two lecture. May be taken for S/U credit.

**COU 102 COLLEGE STUDY SKILLS (3)**

Improvement of academic performance through information, discussion, and experiential activities. Topics include time management, reading textbooks, taking notes, and preparing for tests. Three lecture.

**COU 131 ASSERTIVE TRAINING (2)**

Consideration of personal rights, identifying blocks to standing up for those rights, and practice in being more assertive. Two 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)**

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)**

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 135 SELF MANAGEMENT SKILLS I (2)**

Assists in the transition from dependency and low self-esteem to independence, a higher level of self-esteem and personal empowerment. An interactive seminar. Two lecture. May be taken for S/U credit.

**COU 136 SELF MANAGEMENT SKILLS II (2)**

Personal and professional development. An interactive working seminar. Prerequisite: COU 135 or consent of instructor. Two 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 298 SPECIAL TOPICS (1-6)**

Designed to meet the needs of an individual student who has an interest in a specific topic. One to six variable credit hours.

**DANCE**

**DAN 100 BEGINNING DANCE MOVEMENT (2)**

Dance movement for adults with no experience in dance. Ballet, character dances, and modern dance movements. Dance movement concepts for exercise. One lecture; two lab. May be taken for S/U credit.

**DAN 105 AEROBIC DANCE I (2)**

Understanding 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)**

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)**

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)**

Elements of folk dancing. Two lab. May be taken for S/U credit.

**DAN 150        BEGINNING JAZZ DANCE I   (2)**

Jazz dance technique. One lecture; two lab. May be taken for S/U credit.

**DAN 200        IMPROVISATION   (2)**

Exploration and discovery of universal childlike spontaneity. 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)**

Ballet techniques for the student with previous ballet experience. Two lecture; two lab. May be taken for S/U credit.

**DAN 221        MODERN DANCE II   (3)**

Advanced modern dance techniques. Two lecture; two lab. May be taken for S/U credit.

**DAN 250        INTERMEDIATE JAZZ DANCE II   (3)**

Study of 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.

**DAN 298        SPECIAL TOPICS   (1-6)**

Designed to meet the needs of an individual student who has an interest in a specific topic. One to six variable credit hours.

**DRAFTING**

**DFT 125        ARCHITECTURAL DRAFTING I   (3)**

Reviews basic drafting principles and tools. Design and actual plan drawing. Two lecture; two lab.

**DFT 145      MECHANICAL DRAFTING I (3)**

Mechanical/technical drafting including drafting principles, tools, techniques and standards. Two lecture; two lab.

**DFT 150      AUTOCAD I (3)**

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)**

Working knowledge of geometric construction and an introduction to 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. 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. Auxiliary views, revolutions, dimensioning, tolerancing, fasteners, design, and working drawings, utilizing several working drawings. Prerequisite: DFT 145 and DFT 170. Two lecture; two lab.

**DFT 225      ARCHITECTURAL DRAFTING I - CAD (3)**

Application of construction architectural drawings using the power of CAD as the medium for drafting. Utilizes working drawings to focus on scale to drawing parameters, symbol libraries, dimensioning, and drawing enhancement. Prerequisite: DFT 125 and DFT 150. Two lecture; two lab.

**DFT 250      AUTOCAD III (3)**

Completes the 3D design and presentation capabilities introduced in AutoCAD II. Creating and customizing AutoCAD's menus for increased productivity in drafting, utilizing 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, utilizing several working drawings interfacing with a multi-pen plotter. Prerequisite: DFT 200 and DFT 225. Two lecture; two lab.

**DFT 270      CADKEY II (3)**

Advanced knowledge of the 3D capabilities of the CAD software and 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.

**DFT 298      SPECIAL TOPICS (1-6)**

Designed to meet the needs of an individual student who has an interest in a specific topic. One to six variable credit hours.



## **ECONOMICS**

### **ECN 204      MACROECONOMIC PRINCIPLES   (3)**

Basic principles of macroeconomics designed to acquaint the student with workings of the national economy. 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)**

Microeconomic topics of market structures, elasticity, price and output determination, and general equilibrium. Three lecture.

### **ECN 298      SPECIAL TOPICS   (1-6)**

Designed to meet the needs of an individual student who has an interest in a specific topic. One to six variable credit hours.

## **EDUCATION**

### **EDU 200      INTRODUCTION TO EDUCATION   (3)**

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)**

Development of the community college in the United States including its mission and role. Compares the community college structure in the state of Arizona with selected community college systems of other states. Three lecture.

### **EDU 298      SPECIAL TOPICS   (1-6)**

Designed to meet the needs of an individual student who has an interest in a specific topic. One to six variable credit hours.

## **ELECTRONICS**

### **ELT 100      CONCEPTS OF ELECTRICITY & BASIC ELECTRONICS   (3)**

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)**

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. Uses network theorems to evaluate multi-source circuits. Prerequisite: MAT 121. Two lecture; two lab.

### **ELT 130      ALTERNATING CURRENT (AC)   (3)**

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 121. Two lecture; two lab.

**ELT 135      MICROCOMPUTERS OPERATING SYSTEMS & ARCHITECTURE (3)**

Theory of digital logic gates, characteristics of input/output devices, memory hierarchy, central processing action, program processing, data transfer groups, interrupts, programmable peripheral group, C high level language, parallel/serial ports. Operation of utility programs to analyze system performance, diagnosis and correction of disk problems using real-world applications. Prerequisite: CIS 111. Corequisite: MAT 121 or consent of instructor. Three lecture; two lab. May be taken for S/U credit.

**ELT 150      BASIC MICROCOMPUTER REPAIR (2)**

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. Prerequisite: CIS 131 or consent of instructor. One lecture; two lab.

**ELT 298      SPECIAL TOPICS (1-6)**

Designed to meet the needs of an individual student who has an interest in a specific topic. One to six variable credit hours.

**EMERGENCY MEDICAL SERVICES**

**EMS 100      EMERGENCY MEDICAL SERVICES FIRST RESPONSE TRAINING COURSE (3)**

Working knowledge of emergency medicine per the U.S. Department of Transportation guidelines. Two lecture; two lab.

**EMS 131      EMERGENCY MEDICAL TECHNICIAN (6)**

Principles and techniques of emergency medical care currently considered responsibilities of the basic EMT. Skills developed in recognizing symptoms of illness and injury and proper procedures of emergency care. Preparation for Arizona Department of Health Services Certification examination. Five lecture; three lab.

**EMS 211      EMERGENCY MEDICAL TECHNICIAN REFRESHER (2)**

Updates basic EMT graduates on new techniques and reviews 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. Prerequisite: EMS 131 or equivalent. May be repeated for additional credit, as an exception to general college policy; maximum of six credits in EMS 211 may apply toward a degree. Two lecture.

**EMS 231      INTERMEDIATE EMERGENCY MEDICAL TECHNICIAN I (6)**

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)**

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)**

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)**

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)**

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 taught by certified paramedics. Each student 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)**

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 (1-6)**

Designed to meet the needs of an individual student who has an interest in a specific topic. One to six 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. Prerequisite: 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. Prerequisite: 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. Prerequisite: 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. Prerequisite: 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. Prerequisite: 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. Prerequisite: Consent of advisor. Three lab. May be taken for S/U credit.

**ENG 029      BASIC READING SKILLS (3)**

Word identification, vocabulary in context, and comprehension. Prerequisite: Placement or consent of instructor. Three lecture. May be taken for S/U credit.

**ENG 030      READING IMPROVEMENT (3)**

Evaluates and develops reading skills through individual and group work with emphasis on vocabulary, comprehension, identification of main ideas and supporting details. Prerequisite: Placement or consent 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. Prerequisite: Placement or consent 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. Prerequisite: Consent of instructor. 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. Prerequisite: 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)**

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 (3)**

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 consent of instructor. Three lecture.

**ENG 101 COLLEGE COMPOSITION I (3)**

Extensive practice in essay writing with emphasis on critical thinking, analytical reading, and observation, and the process of writing. 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)**

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)**

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)**

Increasing reading rate flexibility and speed, with emphasis on improving comprehension and analytical reading skills. Prerequisite: Placement or "C" or better in ENG 031. A grade of "S" in ENG 031 does not meet the prerequisite. Three lecture.

**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)**

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)**

Literature of the land and peoples of the Southwest, the influence and interaction of Indian, Spanish-Mexican and Anglo cultures, and contemporary concerns of Southwestern writers. Three lecture.

**ENG 270 CREATIVE WRITING: FICTION (3)**

Extensive practice in writing and revising fiction, with emphasis on critical analysis of published models and students work. 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 (1-6)**

Designed to meet the needs of an individual student who has an interest in a specific topic. One to six variable credit hours.

**ENVIRONMENTAL STUDIES**

**ENV 100 INTRODUCTION TO ENVIRONMENTAL TECHNOLOGY (3)**

Environmental engineering, science, and technology. Risks resulting from contamination of the environment and the philosophy, regulatory approaches, and engineering design of environmental pollution control. Three lecture.

**ENV 298 SPECIAL TOPICS (1-6)**

Designed to meet the needs of an individual student who has an interest in a specific topic. One to six variable credit hours.

**FRENCH**

**FRE 101 BEGINNING FRENCH I (4)**

Basic grammar, vocabulary, and culture. Practice in speaking, understanding, reading, and writing French. Four lecture.

**FRE 102 BEGINNING FRENCH II (4)**

Further 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)**

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

**FRE 132        CONVERSATIONAL FRENCH II   (3)**

Further development of speaking and listening skills for effective communication in French. Two lecture; one lab. May be taken for S/U credit.

**FRE 298        SPECIAL TOPICS   (1-6)**

Designed to meet the needs of an individual student who has an interest in a specific topic. One to six variable credit hours.

**FIRE SCIENCE**

**FSC 101        FIRE SERVICE ORIENTATION & INDOCTRINATION   (2)**

Fire service, history and evaluation of fire department organization, role of the fire service in the fire department organization, and role of the fire service in the community. 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. Fire behavior and basic firefighting skills, with hands-on use of firefighting equipment. Six lecture.

**FSC 135        FUNDAMENTALS OF FIRE PREVENTION   (3)**

Role and functions of fire prevention. 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. 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. Recognition and identification, safety considerations, capabilities and limitations, and pre-emergency planning. One-half lecture.

**FSC 200        HAZARDOUS MATERIALS-FIRST RESPONDER   (3)**

Definition, 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. Storage and transportation of flammable chemicals and methods to handle spills and accidents. Three lecture.

**FSC 233      WILDLAND FIRE SUPPRESSION (3)**

Provides 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. Covers material from S-190, S-130, and standards for survival (PMS 416-1). After completion, 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)**

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)**

Informational base to reduce injuries to firefighting personnel. 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)**

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, high-rise 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 & BUILDING CONSTRUCTION (3)**

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 (1-6)**

Designed to meet the needs of an individual student who has an interest in a specific topic. One to six variable credit hours.



## **GEOGRAPHY**

### **GEO 131 INTRODUCTION TO PHYSICAL GEOGRAPHY (4)**

Natural processes of weather, climate, hydrology, ecology, geology and tectonics, diastrophism, volcanism, denudation, soils, glaciation and coastal processes emphasizing geographic distribution.

Three lecture; three lab.

### **GEO 133 WORLD/REGIONAL GEOGRAPHY (3)**

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)**

Attempts of humankind to manage the resources of the natural environment toward a sustainable biosphere. Demographics, climate, soils, hydrology (marine and fresh), ecology (range and forest), and energy production. Three lecture.

### **GEO 298 SPECIAL TOPICS (1-6)**

Designed to meet the needs of an individual student who has an interest in a specific topic. One to six variable credit hours.

## **GERMAN**

### **GER 131 CONVERSATIONAL GERMAN I(3)**

Basic grammar, pronunciation and vocabulary necessary to develop speaking ability in German. Designed for students seeking speaking and listening abilities with little emphasis on grammar. Three lecture. May be taken for S/U credit.

### **GER 132 CONVERSATIONAL GERMAN II (3)**

Further development of speaking and listening skills for effective communication in German. Prerequisite: GER 131 or consent of instructor. Three lecture. May be taken for S/U credit.

## **GEOLOGY**

### **GLG 100 INTRODUCTION TO GEOLOGY (4)**

Basic physical and historical concepts in geology. Field trips. Three lecture; three lab.

### **GLG 101 PHYSICAL GEOLOGY (4)**

Structure of the earth's crust. Includes rocks and minerals, structures, landforms and their origins. Three lecture; three lab.

### **GLG 102 HISTORICAL GEOLOGY (4)**

Chronological study of the time element involved in the creation of the earth and its 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)**

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)**

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 201        ANCIENT LIFE (4)**

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 (1-6)**

Designed to meet the needs of an individual student who has an interest in a specific topic. One to six variable credit hours.

**HISTORY**

**HIS 131        UNITED STATES HISTORY I (3)**

Early development of the United States from its New World Beginnings (1492-1670) to the difficult period of Reconstruction following the Civil War (1865-1877). Three lecture.

**HIS 132        UNITED STATES HISTORY II (3)**

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)**

Political, economic, and social forces which have created the history of Mexico since independence. Three lecture.

**HIS 136        WOMEN IN AMERICAN HISTORY (3)**

Roles and contributions of women in the history of the U.S., with an emphasis on the social and cultural aspects of the feminist movements in the nineteenth and twentieth centuries. Three lecture.

**HIS 201        WESTERN CIVILIZATION I (3)**

Interdisciplinary approach to the formation of Western Civilization to 1400. Three lecture.

**HIS 202        WESTERN CIVILIZATION II (3)**

Interdisciplinary approach to the formation of Western Civilization from 1400 to 1800. Three lecture.

**HIS 203          WESTERN CIVILIZATION III (3)**

Interdisciplinary approach to the formation of Western Civilization from 1800 to the present. Three lecture.

**HIS 271          HISTORY OF THE SOVIET UNION (3)**

Political, economic, and social forces which have molded the Soviet Union in the 20th century. Three lecture.

**HIS 298          SPECIAL TOPICS (1-6)**

Designed to meet the needs of an individual student who has an interest in a specific topic. One to six variable credit hours.

**HOTEL RESTAURANT MANAGEMENT**

**HRM 100          INTRODUCTION TO HOSPITALITY (3)**

History, policies and procedures of the hospitality industry as it relates to hotel/restaurant management. Three lecture.

**HRM 144          GOURMET FOODS I (3)**

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)**

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 (for cooking purposes only), 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.

**HRM 298          SPECIAL TOPICS (1-6)**

Designed to meet the needs of an individual student who has an interest in a specific topic. One to six variable credit hours.

**HUMANITIES**

**HUM 241          HUMANITIES I (3)**

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. Co-requisite: ENG 102. Three lecture.

**HUM 242          HUMANITIES II (3)**

Cultural development of the Western World from the Renaissance to the present as reflected in the literature, visual arts, architecture, and performing arts of the various periods. Co-requisite: ENG 102. Three lecture.

**HUM 298 SPECIAL TOPICS (1-6)**

Designed to meet the needs of an individual student who has an interest in a specific topic. One to six variable credit hours.

**INDUSTRIAL TECHNOLOGY-CONSTRUCTION**

**ITC 100 CONTRACTOR'S LICENSE (3)**

Overview of construction business practices and government requirements designed to help the student prepare for obtaining a contractor's license. 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 & PROJECT MANAGEMENT (3)**

Application of computers and management techniques in the construction field. 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 using estimating as a primary source of information, and how different types of documents affect management. Three lecture.

**ITC 140 BLUEPRINT READING & ESTIMATING (3)**

Reading blueprint construction documents and estimating the amount of building materials needed for building projects. Reading and interpreting architectural schedules, symbols, and specifications. Three lecture.

**ITC 170 BUILDING LAYOUT & SURVEYING (3)**

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, bonding within various types of construction, electrical codes, and industrial servicing. Two lecture; three lab.

**ITC 180 BUILDING CONSTRUCTION METHODS I (3)**

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)**

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            INDUSTRIAL TECHNOLOGY (1-3)**

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

**ITC 199D          BLUEPRINT READING & ESTIMATING (2)**

Designed to realize and meet the needs of the working student in the construction trades. Allows the completion of the course work in the blueprint construction document reading and estimating course. Two lecture.

**ITC 199G          PLANE SURVEYING & BUILDING LAYOUT (2)**

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          BUILDING CONSTRUCTION METHODS I (2)**

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

**ITC 199I          BUILDING CONSTRUCTION METHODS II (2)**

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, basic relationships between structures and architectural form, principles, concepts, and procedures from statics and mechanics of materials, and analysis of reactions including shear, deflection, flexural and shearing stresses. Prerequisite: MAT 121. 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 (1-6)**

Designed to meet the needs of an individual student who has an interest in a specific topic. One to six variable credit hours.

**MATH**

**MAT 033           MATH WORKSHOP (1)**

Designed for students suffering from "Math Anxiety". "Math Anxiety" is defined, discussed and reduction techniques practiced. Study and test-taking skills. Corequisite: Enrollment in a mathematics course. One lecture.

**MAT 055      ARITHMETIC REVIEW (3)**

Review of arithmetic skills, including fractions, decimals, percent, measurement, and geometry. Three lecture.

**MAT 087      BEGINNING ALGEBRA WITH REVIEW (4)**

Basic algebraic concepts and review of arithmetic skills. Whole numbers, fractions, decimals, percentages, ratios, practice of the four basic operations and the principles and applications of each in review, operations with signed numbers, exponents and radicals, linear equations and inequalities, polynomials, and graphing. Four lecture.

**MAT 101X      BEGINNING ALGEBRA WITH REVIEW (3)**

Basic algebraic concepts and review of arithmetic skills. Whole numbers, fractions, decimals, percentages, and ratios, practice of the four basic operations and the principles and applications of each in review, operations with signed numbers, exponents and radicals, linear equations and inequalities, polynomials, and graphing. Three lecture.

**MAT 102X      INTERMEDIATE ALGEBRA WITH REVIEW (4)**

Review of basic algebraic concepts, including exponents and radicals, systems of equations, polynomials, graphing, quadratic equations. Prerequisite: "C" or better in MAT 101X or satisfactory score on the Mathematics Placement Exam. Four lecture.

**MAT 107      INDUSTRIAL MATHEMATICS (3)**

Designed for students planning on a technical/vocational career. Includes a review of basic arithmetic operations, proportions and percentages, algebraic equations, with emphasis on applied problems. Also includes geometry, literal equations, graphs, financial problems, the metric system, and averages. Calculator usage is encouraged. Three lecture.

**MAT 108      TECHNICAL MATHEMATICS (3)**

Designed for students planning on a technical/vocational career. Review of basic algebraic operations, a study of right angle trigonometry, with emphasis on applied problems, literal equations, graphs, financial problems, the metric system, and averages. Calculator usage is encouraged. Prerequisite: "C" or better in MAT 107 or satisfactory score on the Mathematics Placement Exam. Three lecture.

**MAT 119      ALGEBRA (3)**

Self-paced, competency based course including a review of arithmetic and algebra skills, 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 121      INTERMEDIATE ALGEBRA WITH REVIEW (4)**

Review of basic algebraic concepts, including exponents and radicals, systems of equations, polynomials, graphing, quadratic equations. Prerequisite: "C" or better in MAT 087 or MAT 101X, or satisfactory score on the Mathematics Placement Exam. Four lecture.

**MAT 130 MATHEMATICS FOR ELEMENTARY TEACHERS I (3)**

Concepts and principles of numbers and algebra in grades K-8, emphasizing the use of elementary school oriented models and manipulatives to increase understanding of the mathematical concepts. Students will experience construction of the mathematics through problem solving. Prerequisite: "C" or better in MAT 121 or satisfactory score on the Mathematics Placement Exam.

**MAT 131 MATHEMATICS FOR ELEMENTARY TEACHERS II (3)**

Extends the experiences of problem solving, making mathematical connections, and using manipulatives. Probability and statistics, geometry, and measurement strands of the K-8 curriculum. Prerequisite: "C" or better in MAT 130. Three lecture.

**MAT 142 APPLICATIONS OF COLLEGE ALGEBRA (3)**

Designed to satisfy math requirements for most non-math/science majors. Social choice, management science, growth and symmetry, and statistics and probability through the application of the algebra of functions, graphing, sequences/series, and logarithms, exponentials, right-angle trigonometry and law of sine/cosine. It is suggested that students have a TI-81 or 85 calculator. Prerequisite: "C" or better in MAT 121 or satisfactory score on the Mathematics Placement Exam. Co-requisite: ENG 102. Three lecture.

**MAT 151 COLLEGE ALGEBRA (4)**

College level algebraic equations and functions including linear, quadratic and radical equations, linear systems and matrix operations, polynomials inequalities, logarithms, and sequences and series. Prerequisite: "C" or better in MAT 121 or satisfactory score on the Mathematics Placement Exam. Four lecture.

**MAT 160 ELEMENTARY STATISTICS (3)**

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: "C" or better in MAT 151. Three lecture.

**MAT 172 FINITE MATHEMATICS (3)**

Various analytical methods used in business and social sciences, including algebra review, functions and modeling, systems of linear equations, matrices, linear programming, mathematics of finance, probability, and combinations. Prerequisite: "C" or better in MAT 151 or satisfactory score on the Mathematics Placement Exam. Three lecture.

**MAT 183 TRIGONOMETRY (2)**

Functions, graphing, triangle solutions, equations and identities, and analytical trigonometry. Prerequisite: "C" or better in MAT 151 or satisfactory score on the Mathematics Placement Exam. Two lecture.

**MAT 184 ELEMENTARY FUNCTIONS (3)**

Serves as a bridge from College Algebra to Calculus. Properties and graphs of polynomials, rational and trigonometric functions, trigonometric identities, and complex numbers. Prerequisite: "C" or better in MAT 151 or consent of instructor. Three lecture.

**MAT 187      PRE-CALCULUS (5)**

College level algebraic equations and trigonometry. Right-angle trigonometry and law of sine/cosine. It is suggested that students have a TI-81 or 85 calculator. Prerequisite: "C" or better in MAT 121 or satisfactory score on the Mathematics Placement Exam. Five lecture.

**MAT 212      BUSINESS CALCULUS (3)**

Integral and differential calculus with business and social science applications. Prerequisite: "C" or better in MAT 151 or higher OR satisfactory score on the Mathematics Placement Exam. Three lecture.

**MAT 220      CALCULUS & ANALYTIC GEOMETRY I (5)**

Limits, continuity, differential and integral operations on algebraic and trigonometric functions, applications. Prerequisite: "C" or better in MAT 187 or MAT 151 and MAT 184, or satisfactory score on the Mathematics Placement Exam. Five lecture.

**MAT 230      CALCULUS & ANALYTIC GEOMETRY II (5)**

Applications and methods of integration, polar coordinates, parametric equations, elements of analytic geometry, vector function, and sequences and series. Prerequisite: "C" or better in MAT 220 or satisfactory score on the Mathematics Placement Exam. Five lecture.

**MAT 240      CALCULUS AND ANALYTIC GEOMETRY III (5)**

Multidimensional calculus. Includes conic sections, polar coordinates, partial derivatives, gradients, directional derivatives, extrema, multiple and iterated integrals, vector calculus, line integrals, Green's Theorem. Prerequisite: "C" or better in MAT 230. Five lecture.

**MAT 298      SPECIAL TOPICS (1-6)**

Designed to meet the needs of an individual student who has an interest in a specific topic. One to six variable credit hours.

**MUSIC PERFORMANCE**

**MUP 103A      PIANO FOR NON-MAJORS (1)**

Basic techniques of piano playing, including some literature. Three lab. May be taken for S/U credit.

**MUP 103B      ADVANCED PIANO FOR NON-MAJORS (2)**

Further instruction in beginning piano techniques. Prerequisite: MUP 103A or consent of instructor. One lecture; one lab. May be taken for S/U credit.

**MUP 105      VOICE CLASS I (1)**

Fundamentals of singing. Three lab. May be taken for S/U credit.

**MUP 107      GUITAR CLASS I (1)**

Beginning instruction on acoustic guitar. Chords and chord strumming, note reading, finger styles, and basic music theory. Opportunities to explore classical, folk, and blues styles of playing. No guitars provided. Two lab. May be taken for S/U credit.



**MUP 108        INTERMEDIATE GUITAR II   (2)**

Chord structures, harmonic tuning, improved note reading, and development of individual style and music selection. Prerequisite: MUP 107 or consent of instructor. One lecture; two lab. May be taken for S/U credit.

**MUP 110        WOODWIND ENSEMBLE   (1)**

Rehearsal and public performance of standard ensemble literature for woodwind instruments. Two lab. May be taken for S/U credit.

**MUP 110A       SAXOPHONE ENSEMBLE   (1)**

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 focusing on band music from the popular literature of the Gay Nineties through the World Wars, as well as music from Broadway and the Theaters. Two lab. May be taken for S/U credit.

**MUP 113        JAZZ ENSEMBLE   (1)**

Performance group focusing on Jazz from 1900 to the present. The works performed will depend on the available instrumentation of the group and the choice of the instructor. Two lab. May be taken for S/U credit.

**MUP 117        COMMUNITY ORCHESTRA   (1)**

Rehearsal and public performance of standard orchestral literature. Two lab. May be taken for S/U credit.

**MUP 119        RECORDER ENSEMBLE I   (1)**

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

**MUP 120        STRING ENSEMBLE   (1)**

Rehearsal and public performance of standard ensemble literature for string instruments. Two lab. May be taken for S/U credit.

**MUP 121        COLLEGE CHOIR   (1)**

Performance group with participation based on auditions with the director. Attendance at all rehearsals and participation in all public performances is required. Three lab. May be taken for S/U credit.

**MUP 125        COMMUNITY CHOIR   (1)**

Performance group focusing on choral music from the popular literature of the Gay Nineties through the World Wars, as well as music from Broadway and the Theatres. Two lab. May be taken for S/U credit.

**MUP 128        JAZZ IMPROVISATION I   (1)**

Basic jazz scales, chords, and rhythms, and jazz pieces exemplifying these basics. Two lab. May be taken for S/U credit.

**MUP 298      SPECIAL TOPICS (1-6)**

Designed to meet the needs of an individual student who has an interest in a specific topic. One to six variable credit hours.

**MUSIC**

**MUS 100      MUSIC APPRECIATION (3)**

Music of each historical period in its social and cultural context. Relates concepts of music style and technique to those of other arts with which the non-music major may be more familiar. Three lecture.

**MUS 101      PRIVATE MUSIC I (1)**

Individual, self-paced instruction in piano, organ, voice, guitar, band, or orchestra instruments. One 30 minute lesson each week. Two lab.

**MUS 103      CLASS PIANO I (1)**

Music reading for music majors lacking piano experience. Three lab.

**MUS 130      FUNDAMENTALS OF MUSIC (3)**

Basic elements of music including study of the staff, clefs, signatures, notes, rhythms, definitions, ear training, sight singing, and dictation. 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)**

Aids the student in hearing and singing music, without the help of an instrument, at sight with the aid of musical syllables and intervals. Two lab. May be taken for S/U credit.

**MUS 131B      EAR TRAINING I (1)**

Aids 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)**

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

**MUS 205      CONDUCTING (1)**

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

**MUS 207      MUSIC IN AMERICA (3)**

Develops listening skills and an understanding of how American geography, history, politics, and economics relate to the development of certain musical styles. Three lecture.

**MUS 298 SPECIAL TOPICS (1-6)**

Designed to meet the needs of an individual student who has an interest in a specific topic. One to six variable credit hours.

**NAVAJO**

**NAV 101 BEGINNING NAVAJO I (4)**

Basic grammar, vocabulary, and culture. Practice in speaking, understanding, reading, and writing Navajo. Four lecture.

**NAV 102 BEGINNING NAVAJO II (4)**

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

**NAV 298 SPECIAL TOPICS (1-6)**

Designed to meet the needs of an individual student who has an interest in a specific topic. One to six variable credit hours.

**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. Two lecture; three lab.

**NUR 120 SCHOOL NURSING ASSISTANT I (4)**

Basic concepts common to all members of the health team in acute, chronic, and school settings. Basic principles of communication and confidentiality, nutrition, first aid and emergency care, medical terminology, environmental safety and comfort, child health and development, documentation, school nurse office management and data entry, health screening, and the ethical and legal aspects of health care. Includes a clinical experience. Prepares the student for certification as a Certified Nursing Assistant (CNA). Three lecture; three lab.

**NUR 200 INTRODUCTION TO PROFESSIONAL NURSING (2)**

Foundations for professional nursing practice. Nursing roles and functions in the delivery of health care. Prerequisite: NUR 110 or consent of instructor. Two lecture.

**NUR 206 SCIENTIFIC CONCEPTS IN PHARMACOLOGY (3)**

Principles of pharmacology and their application to nursing practice. Nursing application and drug management. Prerequisite: CHM 100, CHM 130, or CHM 151. Three lecture.

**NUR 221 FOUNDATIONS IN NURSING I (3)**

Basic scientific concepts related to nursing practice to make students eligible for admission to the NAU Nursing Program. Clinical experiences of selected procedural skills based upon these concepts. Prerequisite: NUR 110 and NUR 200 and two college-level biology courses, or consent of instructor. Two lecture; two lab.

**NUR 222      FOUNDATIONS IN NURSING II (3)**

Basic scientific concepts related to nursing practice. Clinical experiences of selected procedural skills based upon these concepts. Prerequisite: NUR 221 or consent of instructor. Two lecture; two lab.

**NUR 298      SPECIAL TOPICS (1-6)**

Designed to meet the needs of an individual student who has an interest in a specific topic. One to six variable credit hours.

**NUTRITION**

**NTR 135      HUMAN NUTRITION (3)**

Principles of nutrition in critical periods throughout the life cycle, diet in disease, and the essentials for the nutritional care of people suffering from various diseases. Prerequisite: CHM 100, CHM 130 or CHM 151. Three lecture.

**NTR 298      SPECIAL TOPICS (1-6)**

Designed to meet the needs of an individual student who has an interest in a specific topic. One to six variable credit hours.

**OFFICE INFORMATION SYSTEMS**

**OIS 100      KEYBOARDING (1)**

Touch-method skills while keyboarding on a typewriter, calculator, or computer keyboard. One lecture; one lab.

**OIS 105      BUSINESS ENGLISH (3)**

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)**

Speedwriting theory based on alphabetic characters, emphasizing reading, writing, and transcription techniques. Prerequisite: OIS 110 or consent of instructor. Two lecture; two lab.

**OIS 125      BEGINNING SHORTHAND (3)**

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. Emphasizes improving business grammar and proofreading techniques. Prerequisite: OIS 110 or consent of instructor. One lecture; three lab.

**OIS 150            BUSINESS MATH & OFFICE MACHINES   (3)**

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

**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 & 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)**

Correct formatting of typical business documents, 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)**

Improve 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)**

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)**

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)**

Training course for those aspiring to become a legal secretary, with emphasis on preparing 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   (1-6)**

Designed to meet the needs of an individual student who has an interest in a specific topic. One to six variable credit hours.

## **PHYSICAL EDUCATION**

### **PHE 220      WATER SAFETY INSTRUCTOR (2)**

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 (1-6)**

Designed to meet the needs of an individual student who has an interest in a specific topic. One to six variable credit hours.

## **PHILOSOPHY**

### **PHI 101      INTRODUCTION TO PHILOSOPHY (3)**

Philosophical readings, discussion, and analysis on topics including metaphysics, truth, knowledge, and ethics. 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 298      SPECIAL TOPICS (1-6)**

Designed to meet the needs of an individual student who has an interest in a specific topic. One to six variable credit hours.

## **PHYSICS**

### **PHY 101      INTRODUCTION TO PHYSICS (3)**

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)**

Algebra-based study of motion, static and dynamic mechanics, waves and sound, heat and energy. Prerequisite: High school physics or PHY 101. Corequisite: MAT 151 and MAT 183 or MAT 187. Three lecture; three lab.

### **PHY 112      GENERAL PHYSICS II (4)**

Electricity and magnetism, light, optics, and atomic structure. Prerequisite: PHY 111. Three lecture; three lab.

### **PHY 141      CONCEPTS OF PHYSICS (4)**

Conceptual basis of Physical laws through real world examples. Minimal mathematics. Three lecture; two lab.

### **PHY 161      COLLEGE PHYSICS I (5)**

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 220. Four lecture; three lab.

**PHY 180        INTRODUCTION TO ASTRONOMY   (4)**

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 262        COLLEGE PHYSICS II   (5)**

Electricity and magnetism, waves, optics, atomic and nuclear structure. Prerequisite: PHY 161. Co-requisite: MAT 230. Four lecture; three lab.

**PHY 298        SPECIAL TOPICS   (1-6)**

Designed to meet the needs of an individual student who has an interest in a specific topic. One to six variable credit hours.

**POLITICAL SCIENCE**

**POS 101        INTRODUCTION TO POLITICAL SCIENCE   (3)**

Political systems, political authority, government and policy making, party and electoral systems, political ideologies, power, violence, and revolution. Three lecture.

**POS 102        CIVIL LIBERTIES & AMERICAN DEMOCRACY   (3)**

Rights and liberties as they have developed in the United States. Emphasizes first amendment rights, rights of due process, and rights of privacy. Three lecture.

**POS 140        INTRODUCTION TO PUBLIC ADMINISTRATION   (3)**

Political context of American Public Administration, alternative frameworks for the analysis of the policy process in government agencies, the budgetary process, accountability and responsibility in government, bureaucratic politics, and administrative reform and reorganization. Three lecture.

**POS 201        INTRODUCTION TO POLITICAL THEORY   (3)**

Understanding contemporary political ideology. Develop a critical awareness of alternative political ideologies and the ability to think analytically about important political problems. Three lecture.

**POS 220        STATE & NATIONAL CONSTITUTION   (3)**

Arizona and United States Governments and Constitutions, designed to meet the requirements for Arizona state teaching certification. Combines POS 221 and POS 222. Corequisite: ENG 102. Three lecture.

**POS 221        ARIZONA CONSTITUTION & GOVERNMENT   (1)**

Arizona Government and Constitution, designed to meet the requirements for Arizona state teaching certification. One lecture.

**POS 222        NATIONAL CONSTITUTION & GOVERNMENT   (2)**

United States Government and Constitution, designed to meet the requirements for Arizona state teaching certification. Two lecture.

**POS 223 CONTEMPORARY ISSUES IN WORLD POLITICS (3)**

Three levels of analysis used to study international relations and substantive issues in contemporary global politics: 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)**

International politics of ecological problems that confront humanity. Nature of global problems related to population, food, energy, non-fuel resources, pollution, and other forms of environmental degradation, and 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 (1-6)**

Designed to meet the needs of an individual student who has an interest in a specific topic. One to six 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)**

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 & DEVELOPMENT (3)**

Adjustment problems such as marriage, work, anxiety, and prejudice. Contemporary sources of stress such as alcohol and drug abuse, violence against women, sexual dysfunction, aging, job hunting, career decisions, and other issues. Three lecture.

**PSY 110 PARAPSYCHOLOGY (3)**

Clairvoyance, past incarnations, telepathy, psychokinesis, premonitions, and other subjects concerned with supernormal powers and inexplicable phenomena. Three lecture.

**PSY 201 APPROACHES TO AIDS COUNSELING (3)**

Understanding the AIDS patient in the context of his/her family and friends. Family systems therapy skills. Prerequisite: PSY 101 or consent of instructor. Three lecture.

**PSY 205 INTRODUCTION TO ABNORMAL PSYCHOLOGY (3)**

Uses of psychology in nursing, aging studies, criminal justice and other social and behavioral sciences. Includes anxiety disorders, stress-related disorders, mood disorders, schizophrenia, childhood disorders, personality disorders, and disorders associated with both aging and organic problems. Three lecture.



**PSY 207      APPROACHES TO PERSONALITY THEORY (3)**

Personality theory, definitions, and four major areas of contribution: trait theories, psychodynamic theories, behavioristic theories, and humanistic theories. Prerequisite: PSY 101. Three lecture.

**PSY 230      RESEARCH & STATISTICS IN PSYCHOLOGY (3)**

Basic concepts in descriptive and inferential statistics, emphasizing 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 "C" or better and MAT 087 or equivalent, or consent of instructor. Three lecture.

**PSY 233      SOCIAL PSYCHOLOGY (3)**

Effects that groups have on their individual members, including social pressures for conformity, aggression, prejudice, self-justification, and individual opinions. Prerequisite: PSY 101. Corequisite: ENG 102. Three lecture.

**PSY 234      CHILD GROWTH & DEVELOPMENT (3)**

Genetic, prenatal, and postnatal influences on the development of the child, emphasizing motivation, learning and perception. Prerequisite: PSY 101 or consent of instructor. Three lecture.

**PSY 236      PSYCHOLOGY OF WOMEN (3)**

Cross-cultural study of the definition, trends, and issues of the psychological status of women by examining and evaluating theories of psychology, as well as operative forces behind women's role in society. Three lecture.

**PSY 240      DEVELOPMENTAL PSYCHOLOGY (3)**

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)**

Physical, social, and psychological effects of substance abuse. Three lecture.

**PSY 242      MENTAL HEALTH IN THE AGING (3)**

Psychological development and changes throughout life with emphasis on later years. Study of mental diseases common to the elderly population with identification of problem situations, preventative measures, and solutions. Three lecture.

**PSY 246      JUNGIAN DREAM INTERPRETATION (3)**

Methods and tools of Jungian analysis of dreams. Structure and dynamics of the psyche and application of the three principal methods of dream interpretation: personal associations of the dreamer, amplification, and active imagination. Prerequisite: PSY 101 or consent of instructor. Three lecture.

**PSY 247      JUNGIAN INTERPRETATION OF DRAWINGS (3)**

Connection between drawings and unconscious thoughts as interpreted by Jung. Structure of the psyche, Jung's theories of Autonomous Complexes and Archetypes, the five principal archetypes and how they appear in the drawings of house, tree, and person, and evaluating drawings from the psychological perspective of Jung. Prerequisite: PSY 101 or consent of instructor. Three lecture.

**PSY 257      PSYCHOTHERAPY & COUNSELING WITH MINORITIES (3)**

Informs 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)**

Contributions of psychology to health promotion and maintenance, illness prevention and treatment, and related health issues. Three lecture.

**PSY 298      SPECIAL TOPICS (1-6)**

Designed to meet the needs of an individual student who has an interest in a specific topic. One to six variable credit hours.

**RECREATION**

**REC 199A      INTRODUCTION TO WHITEWATER TECHNIQUES (2)**

Principles and techniques of whitewater river running. Students gain a basic level of proficiency in whitewater safety and self rescue, river etiquette and environmental ethics on the river, and the care, management, and usage of kayaks, canoes, and the related equipment. One lecture; two lab.

**REC 298      SPECIAL TOPICS (1-6)**

Designed to meet the needs of an individual student who has an interest in a specific topic. One to six variable credit hours.

**REAL ESTATE**

**RES 101      REAL ESTATE PRINCIPLES I (3)**

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. Three lecture.

**RES 102      REAL ESTATE PRINCIPLES II (3)**

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)**

Procedural aspects required to establish and administer title closing, escrow, determination of settlement requirements, and funding. Prerequisite: RES 101. Three lecture.

**RES 104      TITLE EXAMINATION PROCEDURES (3)**

Essentials needed for proper understanding and examination of titles to real property and 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)**

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)**

Purpose and function of an appraisal, determinants of value, and appraisal case studies. Emphasizes cost, market data, income approaches to value estimates including correlation and report writing.

Prerequisite: BUS 100 or consent of instructor. Three lecture.

**RES 107      REAL ESTATE FINANCE   (3)**

Lending institutions and practices, loan application, alternative financing sources of funding real property, FHA, and VA. Covers commercial and industrial areas of finance. Three lecture.

**RES 108      PROPERTY MANAGEMENT   (3)**

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)**

Nature and intent of investing in real property. 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)**

Land use controls and their impact on land use. Covers a master land use plan 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)**

Marketing strategies, concepts of pricing, product packages, promotion, listing approaches, and the Deceptive Trade Practices Consumer Protection Act requirements. Three lecture.

**RES 112      REAL ESTATE BROKERAGE   (3)**

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 298      SPECIAL TOPICS   (1-6)**

Designed to meet the needs of an individual student who has an interest in a specific topic. One to six variable credit hours.

**SCIENCE**

**SCI 175      SCIENTIFIC METHODS & REASONING   (3)**

Uses concrete models and experiments to develop concepts. Fundamental and derived dimensional analysis. Basic laboratory equipment, data collection and analysis, and oral and written presentation of results. Two lecture; three lab.

**SCI 195      WATER DISTRIBUTION SYSTEMS (3)**

Operation and maintenance of potable water distribution systems. Includes pipes, valves, water meters, hydrants, pumps, storage facilities, groundwater production, disinfection, record keeping, tapping procedures, safety, maps, locating lines, instrumentation/control equipment, and basic cross connectional control. Preparation for the Arizona Department of Environmental Quality examinations for Grade One and Grade Two Distribution System Operator. Three lecture. May be taken for S/U credit.

**SCI 235      ENERGY (3)**

Types and sources of energy including solar, nuclear, wind, steam, turbine, and thermal, and the issues surrounding each. Field trips. Three lecture.

**SCI 298      SPECIAL TOPICS (1-6)**

Designed to meet the needs of an individual student who has an interest in a specific topic. One to six variable credit hours.

**SIGN LANGUAGE**

**SLG 101      AMERICAN SIGN LANGUAGE I (3)**

Principles, methods, and techniques for acquiring American basic sign language skills, with emphasis on developing vocabulary and grammar. Three lecture.

**SLG 102      AMERICAN SIGN LANGUAGE II (3)**

Sign vocabulary development, speed, and receptive reading techniques. Prerequisite: SLG 101. Three lecture.

**SLG 201      AMERICAN SIGN LANGUAGE III (3)**

Idioms, sign language linguistics, body language, practical application of signing, and cultural aspects of deafness. Prerequisite: SLG 102. Three lecture.

**SLG 298      SPECIAL TOPICS (1-6)**

Designed to meet the needs of an individual student who has an interest in a specific topic. One to six variable credit hours.

**SOCIOLOGY**

**SOC 101      INTRODUCTION TO SOCIOLOGY (3)**

Concepts, theories and research methods, definitions and classifications of individuals and groups, concepts and theories of stratification, social institutions, modernization, and movements. Three lecture.

**SOC 109      AGING & WELLNESS (3)**

Sociological, biological, and psychological factors of aging, with emphasis on racial, cultural, and sexual differences. Three lecture.

**SOC 110      CAREGIVING (3)**

Sociological perspective of the varied factors and patterns involved in caregiving to the elderly, the impact on families of different cultures both socially and psychologically, and the impact on the community. Three lecture.

**SOC 115      AGING & CULTURAL DIVERSITY (3)**

Process of aging in the cultural diversity of contemporary American society. Special attention given to aging in Native American, Hispanic, and Afro-American communities. References will be made to Asian-Americans and other world cultures. Three lecture.

**SOC 125      DOMESTIC VIOLENCE (3)**

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)**

Biological, psychological, and cultural factors which influence human sexuality, including ethics, gender roles and changing values in contemporary society. Three lecture.

**SOC 132      SOCIAL PROBLEMS (3)**

The causes, effects, and solutions of contemporary social problems. Prerequisites: SOC 101 or consent of instructor. Three lecture.

**SOC 140      MARRIAGE & THE FAMILY (3)**

Helps prepare students to improve the quality of individual and family life. Includes parent-child relationships, parenting roles, marital violence, and aspects of divorce. Three lecture.

**SOC 142      RACE & ETHNIC RELATIONS (3)**

Sociological perspectives and theories on race and ethnic relations. Various race and ethnic minority groups, present and future perspectives on prejudice, and improving ethnic relations. Three lecture.

**SOC 200      WOMEN & HEALTH (3)**

Designed to empower women by enabling them to make accurate decisions regarding their health. 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)**

Policies enacted on behalf of the aging population. Three lecture.

**SOC 202      POLITICS & HUMAN SERVICES (3)**

Interrelationship between politics and human services. Emphasizes power and strategies for change and communication. Three lecture.

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

Study of long-term care, emphasizing history, policy, and types of care. Three lecture.

**SOC 236      CRIME & DELINQUENCY (3)**

Deviance in American society, emphasizing 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)**

Processes of development and change that individuals experience as they age. Social, psychological, cultural, economic, political, and health issues. Three lecture.

**SOC 270      INFORMAL CAREGIVING & THE ELDERLY (2)**

Caregiving for the elderly, emergence in modern times, and providers, including the differences between formal and informal caregiving. Two lecture.

**SOC 280      THEORIES IN FAMILY THERAPY (3)**

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)**

Predominant health care systems in the U.S. including Medicare and Medicaid. Examines the availability and utilization of various resources, as well as ethics and quality of care. Three lecture.

**SOC 290      SENIOR CITIZENS & THE LAW (2)**

Public benefits and related programs, and laws affecting senior citizens. Two lecture.

**SOC 291      POLICIES & POLITICS IN AGING (3)**

Policies formulated and implemented on aging and their effectiveness. Study of politics and strategies involved in developing and implementing aging policies. Three lecture.

**SOC 295      DYING WITH DIGNITY (3)**

Stages of development in accepting a diagnosis, exploring of the concerns of the terminally ill and their families, facilitating communication, and establishing rapport with the terminally ill. Prerequisite: SOC 280. Three lecture.

**SOC 296      INTERNSHIP (3)**

Opportunity to gain experience in applying knowledge and skills in an appropriate setting. Three lecture; three lab.

**SOC 298      SPECIAL TOPICS (1-6)**

Designed to meet the needs of an individual student who has an interest in a specific topic. One to six variable credit hours.

## **SPANISH**

### **SPA 101 BEGINNING SPANISH I (4)**

Basic grammar, vocabulary, and culture. Practice in speaking, understanding, reading, and writing Spanish. Four lecture.

### **SPA 102 BEGINNING SPANISH II (4)**

Further emphasis on basic grammar, vocabulary, and culture. Practice in speaking, understanding, reading and writing Spanish. Prerequisite: SPA 101 or placement. Four lecture.

### **SPA 103 SPANISH FOR SPANISH SPEAKERS I (3)**

Reviews essential language skills for native or fluent speakers. Emphasizes 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 in-depth understanding of the mother language and practices writing skills. Taught in Spanish. Prerequisite: SPA 103 or consent of instructor. Three lecture.

### **SPA 125 SPANISH FOR HEALTH PROFESSIONALS (2)**

Develops practical speaking knowledge of common medical terms frequently used in a variety of health care settings. Prerequisite: SPA 101, SPA 131, or consent of instructor. Two lecture. May be taken for S/U credit.

### **SPA 126 SPANISH FOR LAW ENFORCEMENT PERSONNEL (2)**

Develops a practical speaking and/or writing knowledge of common terminology frequently used in the law enforcement field. Prerequisite: SPA 101, SPA 131, or consent of instructor. Two lecture. May be taken for S/U credit.

### **SPA 127 SPANISH FOR ELEMENTARY TEACHERS (3)**

Develops 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)**

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

### **SPA 132 CONVERSATIONAL SPANISH II (3)**

Further emphasis on basic grammar, vocabulary, and culture in conversational practice. Prerequisite: SPA 131 or consent of instructor. Three lecture. May be taken for S/U credit.

### **SPA 201 INTERMEDIATE SPANISH I (4)**

Improving basic skills of speaking, comprehension, reading, and writing. Taught in Spanish. Prerequisite: SPA 102 or placement. Four lecture.

**SPA 202        INTERMEDIATE SPANISH II (4)**

Development of communication skills with emphasis on compositions and readings. Taught in Spanish. Prerequisite: SPA 201 or placement. Four lecture.

**SPA 212        INTRODUCTION TO TRANSLATION & INTERPRETATION (2)**

Designed specifically for native or fluent speakers of Spanish, to introduce and 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)**

Further development of speaking and writing skills. Prerequisite: SPA 132 or consent of instructor. Three lecture. May be taken for S/U credit.

**SPA 232        CONVERSATIONAL SPANISH IV (3)**

Designed to enhance conversational fluency and further develop speaking and writing skills. Taught in Spanish. Prerequisite: SPA 231 or consent of instructor. Three lecture. May be taken for S/U credit.

**SPA 298        SPECIAL TOPICS (1-6)**

Designed to meet the needs of an individual student who has an interest in a specific topic. One to six variable credit hours.

**SPEECH**

**SPC 100        FUNDAMENTALS OF SPEECH COMMUNICATION (3)**

Fundamental elements of oral communication emphasizing improving speaking skills and self-confidence. Three lecture. May be taken for S/U credit.

**SPC 298        SPECIAL TOPICS (1-6)**

Designed to meet the needs of an individual student who has an interest in a specific topic. One to six variable credit hours.

**THEATER**

**THR 135        INTRODUCTION TO THEATRE (3)**

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 298        SPECIAL TOPICS (1-6)**

Designed to meet the needs of an individual student who has an interest in a specific topic. One to six variable credit hours.



## **WELDING**

### **WLD 140      ARC WELDING I (3)**

Fundamentals of basic arc welding procedures, equipment, and safety techniques. Various arc welding tasks in the flat, horizontal, vertical-up, and overhead positions. Two lecture; two lab.

### **WLD 141      ARC WELDING II (3)**

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 and numerous cutting procedures. Prerequisite: WLD 140 or consent of instructor. Two lecture; two lab.

### **WLD 282      PIPE WELDING I (4)**

Welding of 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)**

Welding of cross country pipe, high pressure pipe and tube. Prerequisite: WLD 282 or consent of instructor. Two lecture; four lab.

### **WLD 298      SPECIAL TOPICS (1-6)**

Designed to meet the needs of an individual student who has an interest in a specific topic. One to six variable credit hours.

# COLLEGE DIRECTORY



## **COLLEGE DIRECTORY**

### **ADMINISTRATIVE STAFF**

#### **President**

Tullar, V. Philip

B.A., Howard Payne University; M.A., Wayne State University; M.Ed., Ph.D., University of Arizona

#### **Vice President for Educational Services**

Fishco, Daniel T.

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

#### **Vice President for Administrative Services**

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#### **Dean for Student Services**

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#### **Director for Human Resources and Public Relations**

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

#### **Dean, Page Education Center**

Kelly, Terry

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

#### **Dean for Continuing Education and Director for Small Business Development Center**

West, Stephen L.

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

#### **Director for Facilities**

Easton, Mark

A.A., Phoenix College

#### **Director for Accounting and Budget**

Vacant

#### **Director for Computer and Information Technology**

Kraus, Dale

B.A., Northern Arizona University

#### **Director for Grants, Planning and Research**

McCown, Laurie

B.S., University of California-Los Angeles

### **EXTENSION SITE COORDINATORS**

Herchenroeder, Jan, Grand Canyon, B.A., San Jose State University

Krummenacher, Jeff, Williams, B.S., Brigham Young University



## **FACULTY**

Baker, Gerald, B.S., M.A., Central Michigan University  
English

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

Bates, Bryan, B.A., Westminster College; M.A., Sangamon State University  
Science

Battee, Ray, B.A., M.A., California State University-Long Beach  
Mathematics

Braun, Christopher, B.S., State University of New York/College at Old Westbury; M.S., Northern Arizona University  
Mathematics

Combs, Nyoni J., B.S., M.A., Northern Arizona University; M.A., California State University-San Bernardino  
Counseling

Corrigan, Candice, B.A., M.S., Purdue University; M.S., Idaho State University; B.S., Ph.D., University of Kentucky  
Nursing, Social Science

Cress, Barbara, B.S., M.B.A., Northern Arizona University  
Computer/Office Information Systems

Eickmeyer, Barbara, B.A., Northern Arizona University  
Modern Languages

Inigo, Magdelene, B.S., M.S., Northern Arizona University  
Mathematics

Kozak, Kathryn, B.S., M.S., Northern Arizona University  
Mathematics

Odgers, Pattie, B.A., M.A., Arizona State University; Ed.D., Northern Arizona University  
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Rhode, Jeff, B.S.B.A., M.B.A., M.A., Northern Arizona University  
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Mathematics, Science, Technology

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St. Vincent, Janette, B.A., University of Georgia; M.A., Clemson University  
English

Swanson, Billie Rae, B.A., Mesa State College; B.A., University of Nebraska; M.F.A., The School of the Art  
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Zumwalt, Joan, B.A., McPherson College; M.A., Colorado Western State College; M.F.A., Instituto Allende  
Liberal Studies

### **Division Chair for Math/Science/Public Service/Nursing/Allied Health**

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

### **Division Chair for Liberal Studies/Fine Arts**

Miller, Steve, B.A.E.-S.E., Arizona State University; M.B.A., University of Phoenix  
Business Administration, Computer Information Systems, Mathematics, Tech Prep Coordinator

### **Division Chair for Occupational/Technical Education**

Bingham, Daniel, B.S., Northern Arizona University  
CAD/CAM/Environmental Technology



## ASSOCIATE FACULTY

Coconino Community College employs associate faculty part-time who contribute to the riches and breadth of the instructional program. Because of the extensive number of associate faculty employed by the College to meet dynamic instructional needs, the faculty listed below are those who taught the previous academic year. Information concerning associate faculty may be obtained from the Department of Human Resources.

Adakai, Franklin, B.S., Fort Lewis College  
Alexander, Rita, B.F.A., M.A., Arizona State University  
Anderson, Hans, B.A., Northern Arizona University  
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Ayub, Daniel, B.S., M.A., Northern Arizona University  
Bacon, Gerald, B.A., San Jose State College  
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Bain, Bonnie, B.S., California State University; Ph.D., City University of New York  
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Freer, Sheri, B.S., Northern Arizona University  
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Straley, Pamela, B.A., Utah State University; M.A., Northern Arizona University  
Swan, Gwendolyn, R.T., University of Maryland; B.A., University of Baltimore; M.Ed., University of North Texas; Ed.D., Northern Arizona University  
Taylor, Molly, B.A., Northern Arizona University  
Thompson, Tommy, A.A., Miller Institute  
Toberg, Barbara, B.S.RN., University of Arizona  
Toerner, Mary, B.S., Stephen F. Austin College; M.A., Northern Arizona University  
Transier, Brenda, B.S., Northern Arizona University



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Van Noy, Betty, B.S., M.A., Northern Arizona University  
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White, Robert, B.S., M.S., Northern Arizona University  
White, Timothy, EMT Certificate  
Wilson, Eddie, B.S., Northern Arizona University; M.S., Memphis State University  
Wilson, Sue, B.S., Northern Arizona University  
Wolf, Stuart, B.S., Ohio State University; M.S., Louisiana State University  
Yero, Anne, B.A., Southern Utah University  
Yoder, William, Aviation Certificate  
Zimski, Kathleen, B.A., Fontbonne College; M.A., Arizona State University

## **PROFESSIONAL/MANAGEMENT**

Bates, Barbara E., Accountant, B.S., California State University-Bakersfield, CPA  
Calvin, Rose, Accountant, B.S., Northern Arizona University  
Carmichael, Kathy, Database Specialist  
Curd, Gerry, Financial Aid Program Coordinator, B.S., Northern Arizona University  
Fishco, Vicki, District Director for Learning Enhancement & Foundation Studies, B.S., M.S., Southern Illinois University  
Fraker, Susan, Special Needs Coordinator, A.A.S., Phoenix College; B.A., Arizona State University  
Gallegos, Liz, Assistant Registrar  
Krey, Linda, Programmer/Analyst  
Newell, Linda, Director for Admissions/Registrar, B.A., Western State College; M.A., University of Phoenix  
Sprengeler, Patricia A., Director of Financial Aid, B.S., Arizona State University  
Walton, Scott, Fire Science & EMT Coordinator, A.A., Yavapai College; B.S., Northern Arizona University

## **CLASSIFIED SUPPORT**

### **FLAGSTAFF**

Adams, Lydia, Executive Secretary to the President  
Borst, Eric, Administrative Secretary to the Vice President for Administrative Services  
Brannen, William, Procurement Assistant, A.A., Glendale Community College  
Buechner, Sandra, Instructional/Tech Prep Secretary  
Haviland, Victoria, NAU Math Secretary, A.A., Phoenix College  
Hill, Lisa, Financial Aid Technician  
Jackson, Jan, Curriculum Administrative Secretary  
Kerr, Greg, Human Resources Administrative Secretary  
Myers, Margaret, Credentials Evaluator, B.S., Kansas State University  
Padilla, Frank, Custodian  
Peroutka, Jodi, President's Office Secretary  
Redeker, Daniel, Assistant Program Coordinator for SBDC, B.S., Northern Arizona University  
Rose, Lee, Accounting Technician  
Ross, Wendy, Personnel Assistant, B.S., Northern Arizona University  
Solberg, Sheryl, Accounting Technician  
Spoon, Roberta, Cashier Senior  
Taylor, Michelle, Records Technician  
Tuttle, Patty, Administrative Assistant to the Vice President for Educational Services  
Vacant, Student Services Administrative Secretary  
West, George, Financial Aid Office Automation Specialist, A.A., Cochise College; B.S., Northern Arizona University  
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Zenner, Benny, Training Coordinator and Small Business Development Center Administrative Assistant

### **PAGE**

Goldsberry, Pat, Administrative Assistant  
Moksvold, Lynn, LEC Instructional Specialist, B.S., Arizona State University  
Wright, Toni, Secretary





# ***GLOSSARY***



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