

COCONINO COMMUNITY COLLEGE

CRESS

CATALOG
1996 - 1997

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MESSAGE FROM THE PRESIDENT



Office of the President
COCONINO COMMUNITY COLLEGE
3080 N. FOURTH STREET, STE 17 • FLAGSTAFF, AZ 86004 • (520) 537-1222 • FAX (520) 522-2235


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 accredited by 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 Fuller
President

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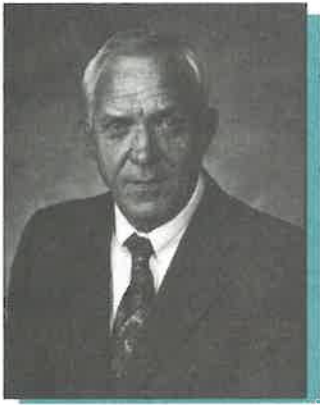
Centers at:

Grand Canyon

Williams



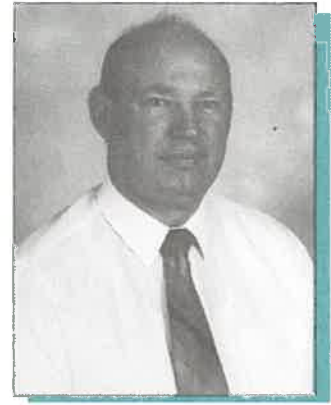
DISTRICT GOVERNING BOARD



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



Mike Clifton
Coconino County
Representative
State Board of Directors for
Community Colleges of Arizona

ACCREDITATION AND AFFILIATION

Coconino Community College is accredited by the Commission on Institutions of Higher Education of the North Central Association of Colleges and Schools.

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, Page, Williams
Community College Institute for Research and Development
Flagstaff Alliance for the 21st Century
Greater Flagstaff Economic Council, Inc.

National Association of College and University Attorneys
National Association of Student Employment Administrators
National Association of Student Financial Aid Administrators
National Association of Veterans' Program Administrators
National Council for Occupational Education
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

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.

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.

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:

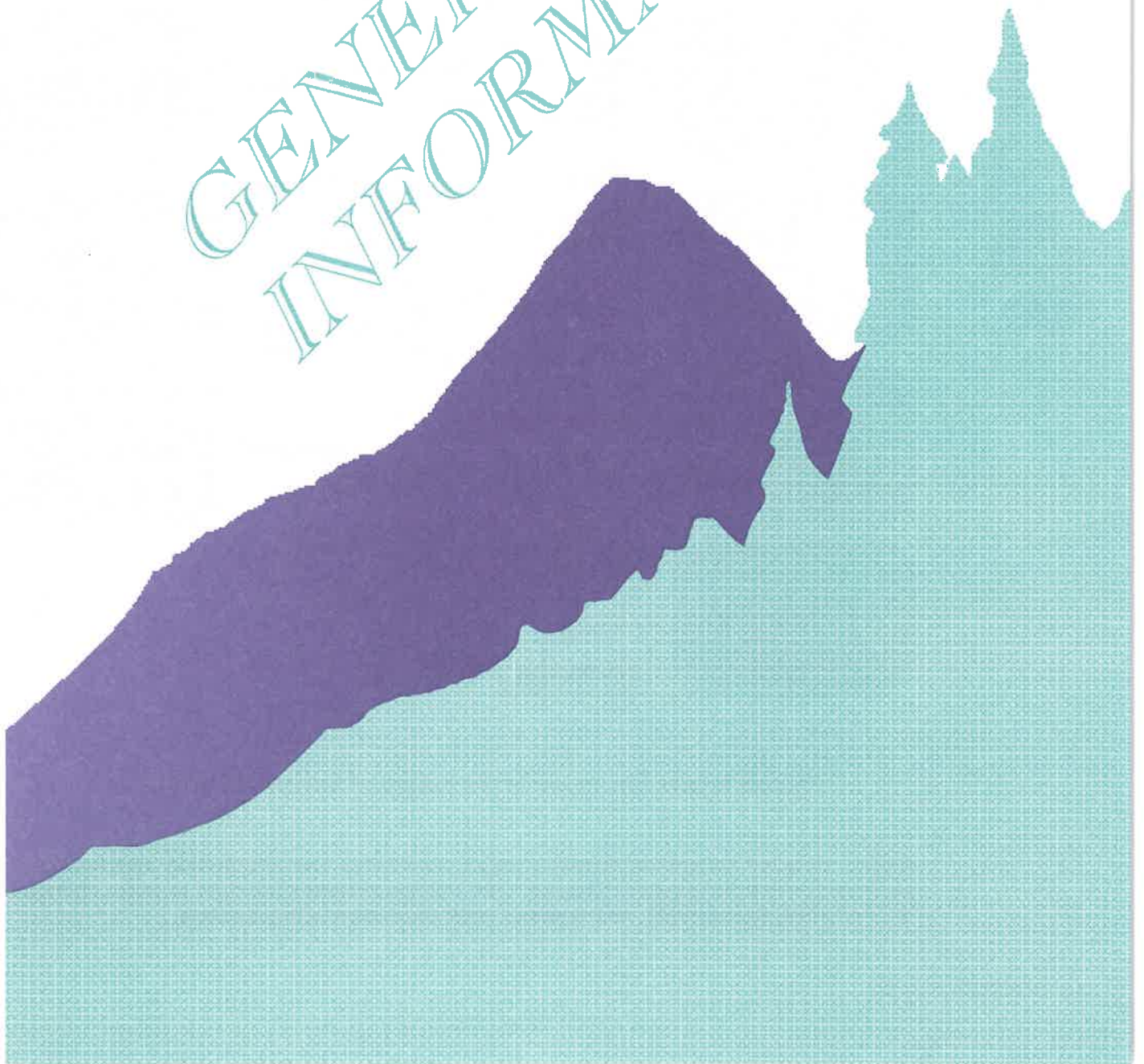
- ◆ *TRANSFER EDUCATION*
- ◆ *OCCUPATIONAL EDUCATION*
- ◆ *GENERAL EDUCATION*
- ◆ *CONTINUING EDUCATION*
- ◆ *DEVELOPMENTAL EDUCATION*
- ◆ *STUDENT SERVICES*
- ◆ *CULTURAL AND COMMUNITY SERVICE*

STRATEGIC GOALS

In order to carry out our Mission, Coconino Community College has developed the following strategic goals:

- ◆ *Promote student success and satisfaction through support services, attention to "at risk" students, and innovative instruction and delivery.*
- ◆ *Provide an environment of excellence in which individual worth and diversity are valued through recruitment, retention, team building, instruction, and organizational culture.*
- ◆ *Offer a transfer and general education which provides basic skills and emphasizes communication, critical thinking, and logical reasoning, enabling students to contribute as responsible members of society.*
- ◆ *Prepare students for work in a technological world economy.*
- ◆ *Foster partnerships with business, industry, educational institutions, and other community organizations for mutual benefit.*
- ◆ *Provide community service, continuing education, and cultural activities.*
- ◆ *Strengthen the fiscal base of the College to better meet student needs.*
- ◆ *Pursue opportunities to develop cost-effective and environmentally-sound facilities.*

GENERAL INFORMATION



ACADEMIC CALENDAR

1996-97

ACADEMIC
CALENDARS

2

AUGUST 1996						
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JANUARY 1997						
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FALL
AUGUST
19 Faculty/Staff Meetings - College Closed
19-23 Faculty/Staff Activities
26 Instruction Begins

SEPTEMBER
2 Labor Day Holiday - College Closed

OCTOBER
9 Deadline to Drop Without Record (FTSE)
18 Mid-Semester Holiday - College Closed

NOVEMBER
22 Deadline for Student Initiated Withdrawal (W)
28-30 Thanksgiving Holiday - College Closed

DECEMBER
7 Last Day of Instruction
9-14 Final Examination Period
18 Final Grades Due by Instructors
12/23/96-1/1/97 Winter Break - College Closed

JANUARY
1 New Year's Day Holiday - College Closed

SPRING
JANUARY
8 Faculty/Staff Meetings - College Closed
8-10 Faculty/Staff Activities
13 Instruction Begins
20 Martin Luther King Holiday - College Closed

FEBRUARY
17 President's Day Holiday - College Closed
28 Deadline to Drop Without Record (FTSE)

MARCH
10-15 Spring Break - Flagstaff - No Classes
17-22 Spring Break - Page - No Classes

APRIL
18 Deadline for Student Initiated Withdrawal (W)

MAY
3 Last Day of Instruction
5-10 Final Examination Period
9 Commencement
13 Final Grades Due by Instructors

JANUARY 1997						
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Mid-Semester Exams are at the option of individual instructors.

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 1996, Spring 1997, and Summer 1997 Calendars without notice.

ACADEMIC CALENDAR

1996-97

MAY 1997						
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18	19	20	21	22	23	24
25	26	27	28	29	30	31

SUMMER I

MAY

26
Memorial Day Holiday -
College Closed

JUNE

2 Instruction Begins

9 Deadline to Drop
Without Record (FTSE)

19 Deadline for Student
Initiated Withdrawal
(W)

JULY

3 Last Day of Instruction

4 Independence Day
Holiday - College
Closed

SUMMER II

JULY

7 Instruction Begins

10 Deadline to Drop
Without Record (FTSE)

24 Deadline for Student
Initiated Withdrawal
(W)

AUGUST

6 Last Day of Instruction

SUMMER IA

JUNE

2 Instruction Begins

26 Deadline to Drop
Without Record (FTSE)

JULY

4 Independence Day
Holiday - College
Closed

17 Deadline for Student
Initiated Withdrawal
(W)

AUGUST

6 Last Day of Instruction

JUNE 1997						
S	M	T	W	T	F	S
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JULY 1997						
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AUGUST 1997						
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24	25	26	27	28	29	30
31						

ACADEMIC
CALENDARS

3

Mid-Semester Exams are at the option of individual instructors.

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 1996, Spring 1997, and Summer 1997 Calendars without notice.



INSTRUCTIONAL SITES

FOR MORE INFORMATION

FLAGSTAFF

Administrative Center (520) 527-1222
 1-800-350-7122
 3000 North Fourth Street, Suite 17, P.O. Box
 80000, Flagstaff, Arizona 86003-8000

PAGE CAMPUS, TUBA CITY, AND LECHEE CHAPTER, NAVAJO NATION

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

CAMP NAVAJO OR GRAND CANYON

Dean for Continuing Education
 (520) 527-1222, Ext. 244
 Mailing Address: P.O. Box 80000, Flagstaff,
 Arizona 86003-8000

WILLIAMS

Area Coordinator - Ms. Eleanor Addison
 (520) 635-2412 or 635-4451
 Mailing Address: P.O. Box 392, Williams,
 Arizona 86046

FLAGSTAFF CAMPUS INFORMATION

General Information (520) 527-1222
 1-800-350-7122
 Admissions Ext. 250
 Advising Ext. 270
 Continuing Education Ext. 244
 Disability Resources for Students
 Ext. 243
 Educational Opportunity Center (EOC)
 Ext. 240
 FAX (520) 526-1821
 Financial Aid Ext. 219
 Learning Enhancement Center Ext. 301
 Registration/Records Ext. 250
 Small Business Development Center
 Ext. 244
 (520) 526-5072
 1-800-350-7122, Ext. 244
 Student Employment Ext. 314
 Tech Prep/School-To-Work Coordinator
 Ext. 278
 Transfer Courses/Transcripts Ext. 201
 Veterans' Educational Benefits Ext. 219
 Vocational Counselor Ext. 316

INSTRUCTIONAL
 SITES/SBDC

4

SMALL BUSINESS DEVELOPMENT CENTER (SBDC)

Working with Arizona Businesses to maximize their successes.

The Small Business Development Center (SBDC) is part of the business services offered through Coconino Community College in conjunction with the U.S. Small Business Administration. Services provided by the center include business assistance designed to deliver up-to-date counseling on specific business needs, business and technology training and workshop programs, and technical assistance in all aspects of small business ownership. Through the Center, small business owners and those who are interested in starting a business will receive the business assistance required to start or maintain their business operations. For further information, contact the SBDC at the CCC Flagstaff Campus.

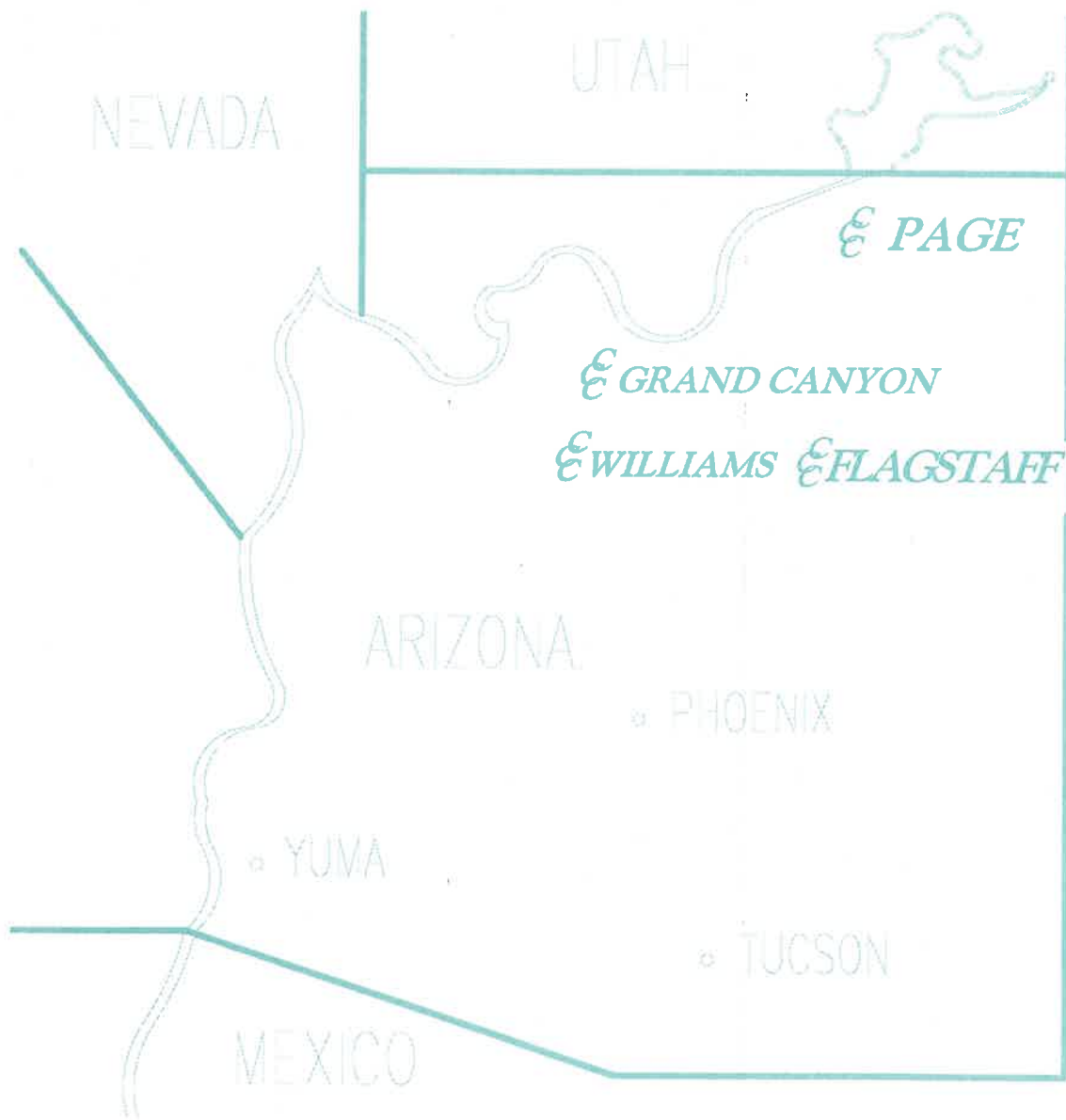
CREDIT FREE COURSES/CONTINUING EDUCATION PROGRAMS

Specially designed courses and workshops are offered throughout the year designed to meet the learning needs of differing students. Students are not required to meet the same criteria that is expected of the regular credit courses to enroll in these programs. Registration is a more simplified process, and the programs **do not offer college level credit**. For additional information about these programs call the Continuing Education Office.

CONTRACT EDUCATION AND TRAINING PROGRAMS

The College provides tailored courses and workshops which are developed to meet employers' objectives furthering the education of their employees. These courses are offered at the College or at the employer's place of business. For additional information about these programs call the Continuing Education Office.

INSTRUCTIONAL SITES/SBDC

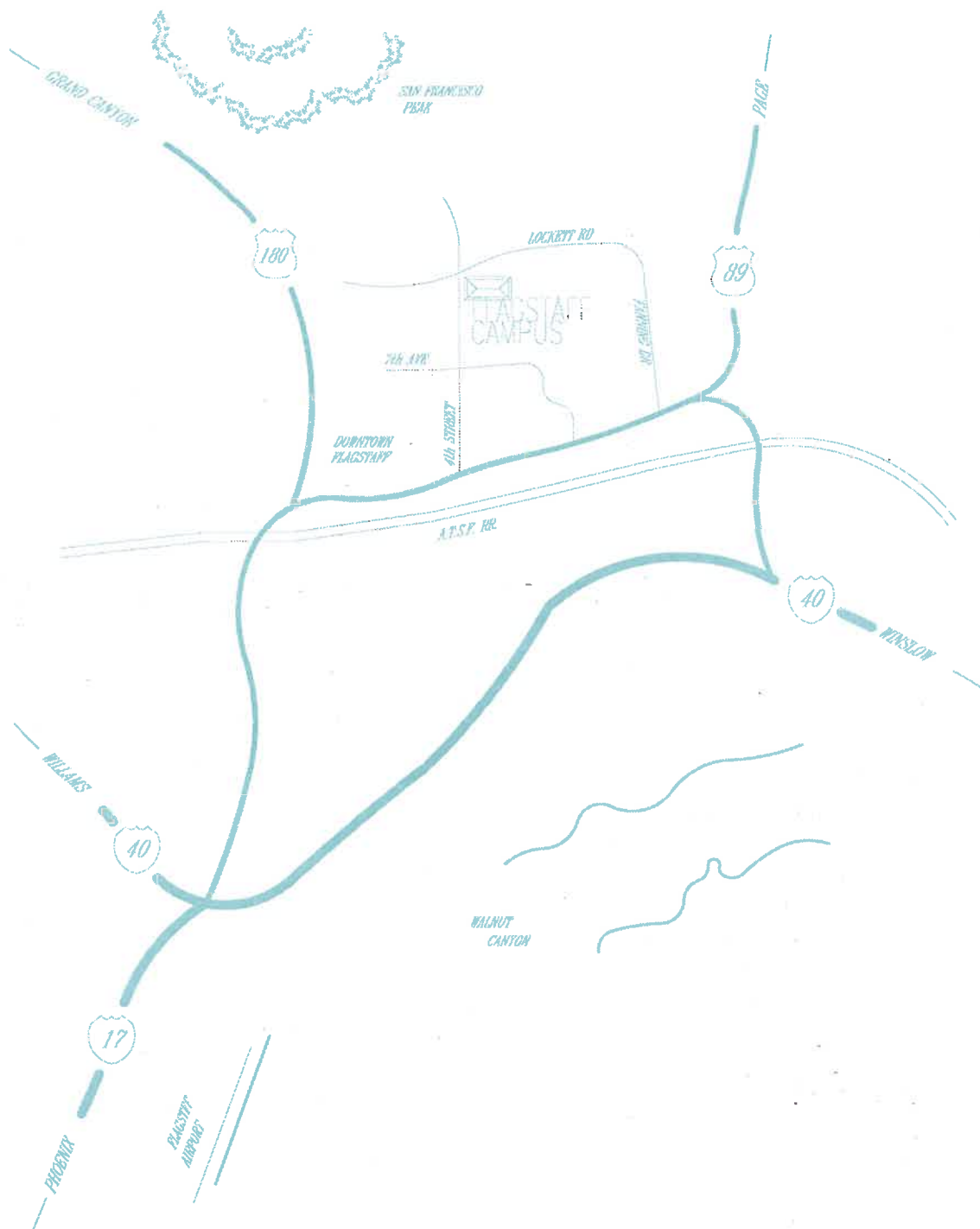


**GENERAL
AREA MAP**

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GENERAL AREA

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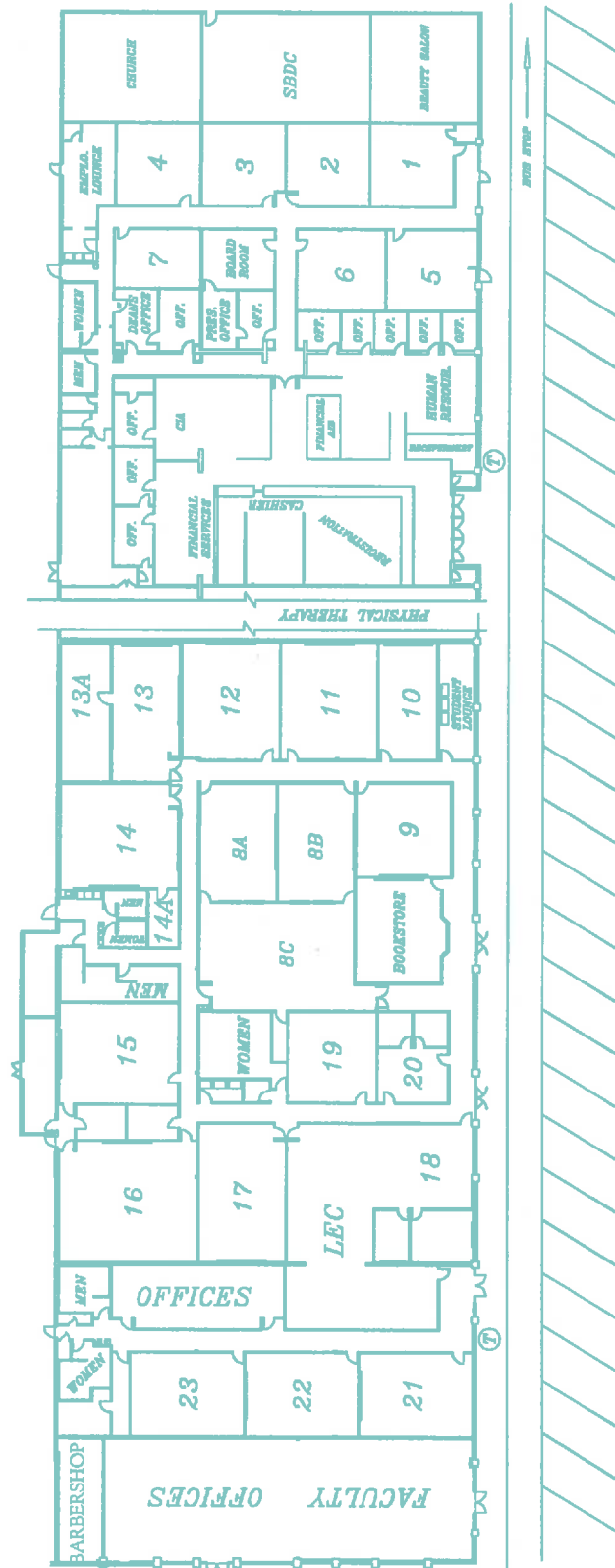


FLAGSTAFF
MAP

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FLAGSTAFF

FLAGSTAFF CAMPUS



PARKING



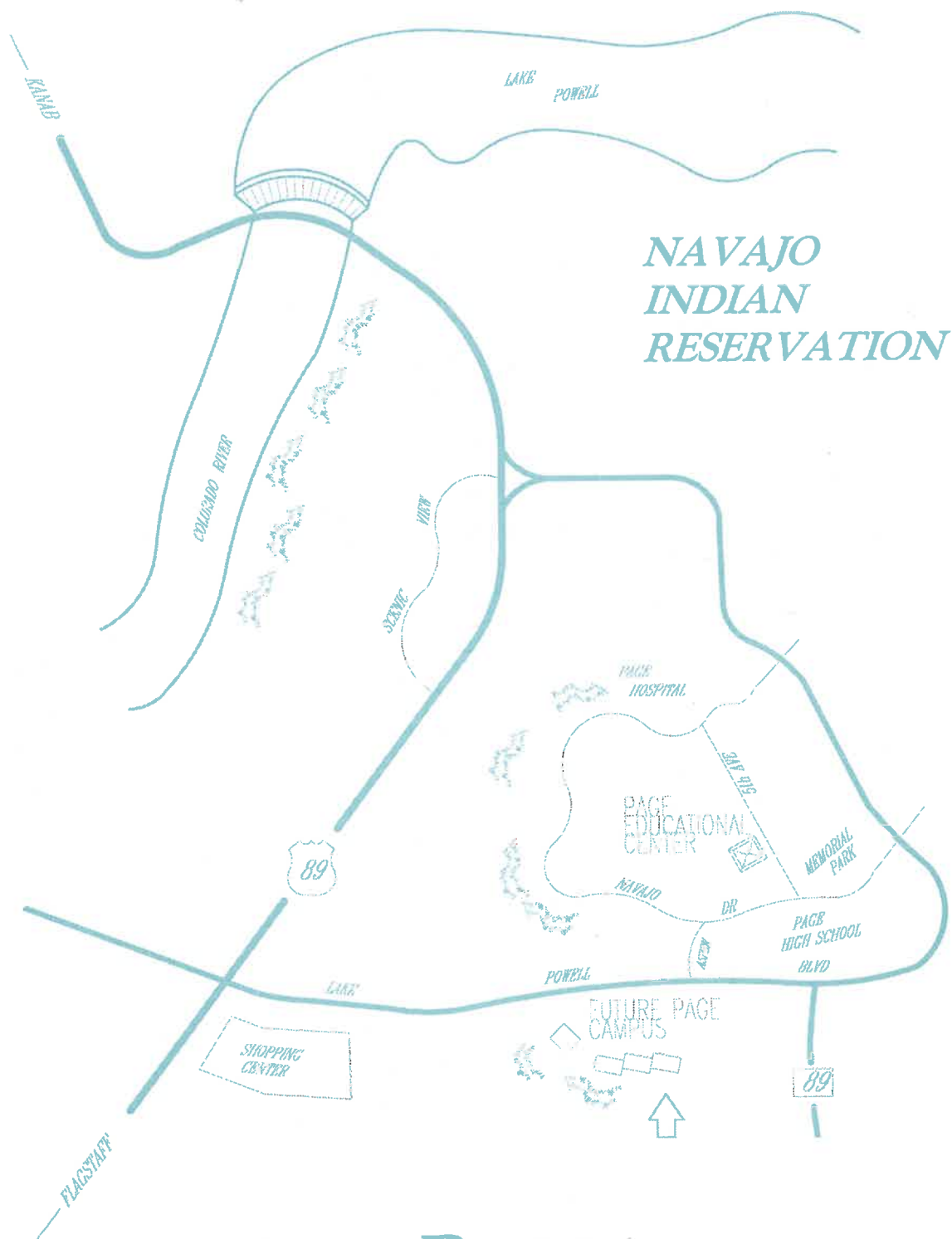
**FLAGSTAFF
CAMPUS**

7



PAGEMAP

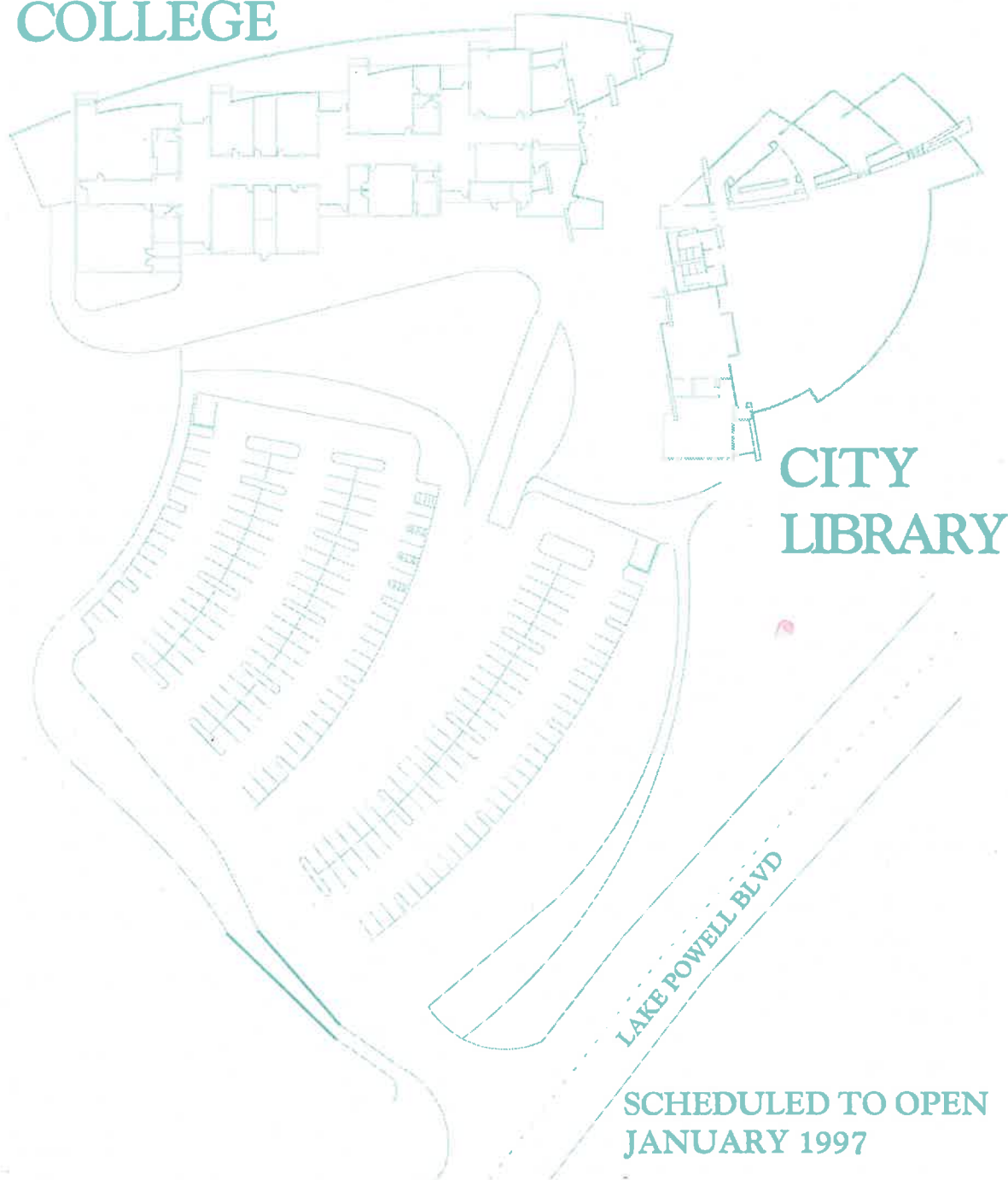
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COCONINO COMMUNITY COLLEGE



CITY
LIBRARY

*FUTURE
PAGE
CAMPUS*

9

FUTURE PAGE CAMPUS



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

CARL PERKINS VOCATIONAL EDUCATION ACT

Coconino Community College receives grant funding under the federal Carl Perkins Vocational Education Act to improve vocational education programs and to ensure the full participation of individuals who are members of special populations in vocational education programs. Special populations in the Act are defined as individuals with disabilities, educationally and/or economically disadvantaged individuals, people with limited English proficiency, and individuals in nontraditional vocational programs for their gender. CCC provides to special populations equal access to the full range of vocational programs and services, the same as

that provided for individuals who are not members of special populations.

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



Office of Admissions and Records. 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 Day, and Christmas Day. Scheduled vacations 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

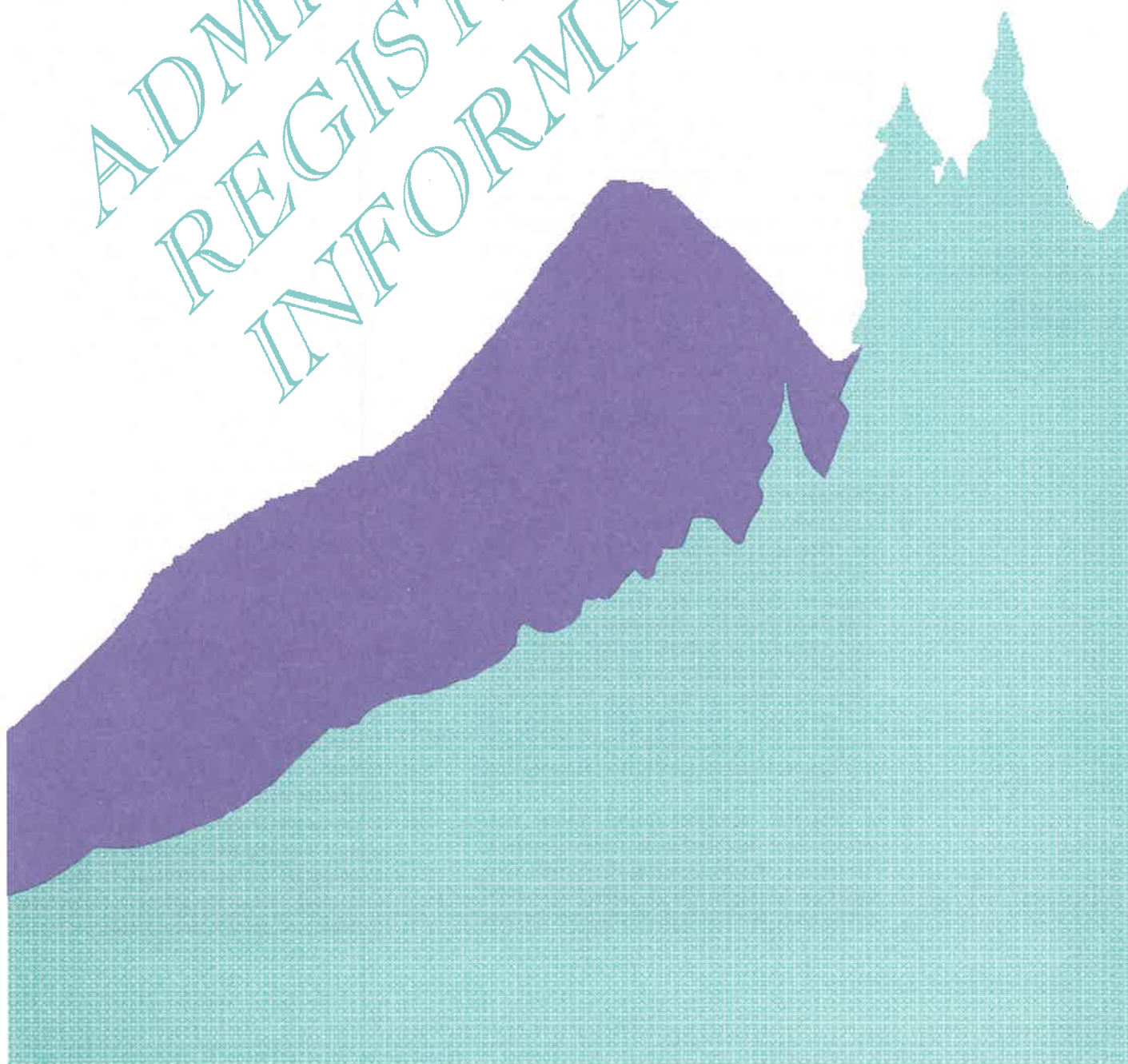
Certain conduct on the part of students is inconsistent with the learning environment, and student conduct is subject to standards set by Coconino Community College. Conduct which may lead to College disciplinary action or possible dismissal is detailed in the "Student Services" section of the College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

ADMISSION & REGISTRATION INFORMATION





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

- ◆ 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*
- ◆ A person who has completed a GED certificate of high school equivalency, *or*
- ◆ A transfer student in good standing from another college or university, *or*
- ◆ 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

- ◆ 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.
- ◆ 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.

- ◆ 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.
- ◆ All special student applicants should contact the Office of Admissions and Records for more information and required forms.

ADMISSION PROCEDURES

Each student must provide the following:

- ◆ A completed Application for Admission, a Domicile Affidavit, and a \$10.00 nonrefundable Application Fee for his/her **first semester only**.
- ◆ 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" on following page.)

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) GED Completer	GED 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 GED completer will be encouraged to attain a GED 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 may be required to provide official transcripts; admission of these students is handled on a case-by-case basis.
(S) Special Student	Students still enrolled in high school must have completed the 10th grade and complete an Application for Special Admission with written parental permission prior to admission and registration for each semester. High school recommendation may be required. A copy of the high school transcript and, if the ACT/SAT tests have been taken, copies of the 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 prior to admission. A minimum TOEFL score of 450 is required. (See "International Students.")

ADMISSION
DOCUMENTS

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* 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 Admissions and Records, Coconino Community College, 3000 North Fourth Street, Suite 17, P.O. Box 80000, Flagstaff, AZ 86003-8000. Transcripts which are hand-carried to the College by the student are not considered official.



ADMISSION STATUS CATEGORIES & 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.

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 GED. 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 GED.

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 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.

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 noncitizen 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 the Office of Admissions and Records.

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 the Office of Admissions and Records for further explanation.

- ◆ Each applicant shall have the question of legal residence determined at the time of admission. Registration and payment of fees will be in accordance with the residency assigned at the time of official admission. The admission letter mailed to the student's last known address shall be considered official notice of the student's residency for tuition purposes.
- ◆ The Registrar/Director for Admissions 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.
- ◆ An appeal of the initial classification may be made to the Registrar/Director for Admissions. 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 Admissions and Records 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.

RESIDENCY
REQUIREMENTS

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DEFINITION OF TERMS

Armed Forces of the United States

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.

Continuous attendance

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.

Domicile

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.

Emancipated person

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.

Parent

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 instate student on the unemancipated person.



In-State Student Status

- ◆ Except as otherwise provided in this article, no person having a domicile elsewhere than in this state is eligible for classification as an instate student for tuition purposes.
- ◆ A person is not entitled to classification as an instate student until domiciled in this state for 1 year unless he/she meets one of the following requirements:
 - ◇ 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.
 - ◇ He/she is an employee or spouse of an employee transferred to this state for employment purposes.
- ◆ The domicile of an unemancipated person is that of his/her parent.
- ◆ An unemancipated person, while in continuous attendance toward the degree for which currently enrolled, does not lose instate classification if his/her parent moves from this state.
- ◆ 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 instate student. The student, while in continuous attendance toward the degree for which currently enrolled, does not lose instate student classification.
- ◆ 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 instate student.

Alien In-State Student Status

An alien resident is entitled to classification as an instate 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:

- ◆ 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.
- ◆ Once established, a domicile is not lost by mere absence unaccompanied by intention to establish a new domicile.
- ◆ A person who has been domiciled in this state immediately prior to becoming a member of the Armed Forces of the United States shall not lose instate 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 and paid the application fee. Students in the following categories are admitted conditionally pending receipt of documents verifying or clarifying their status (see also "Admission Information"): high school graduates, GED completers, transfer students, mature students (without high school diploma or GED), 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 without prior approval. 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/Director for Admissions 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/Director for Admissions to carry credit hours in excess of the 12 credit hour maximum. Exceptions to this procedure are considered on a case-by-case basis.

ADMISSION &
REGISTRATION

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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/Director for Admissions for action. 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 2 weeks of instruction of the summer session. Written petitions for exception to this procedure may be presented to the Registrar/Director for Admissions for action. 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/Director for Admissions for action. The instructor may drop students for nonattendance at the first class session or for unexcused absences. (See "Academic Procedures: Attendance.")

ASSESSMENT

Coconino Community College is committed to its mission to promote student success through comprehensive learning opportunities. Assessment is the ongoing process of analyzing and evaluating CCC's functions and activities. Information gathered enables the College to understand its effectiveness and improve its educational offerings and services.

Assessment and institutional effectiveness activities at CCC emphasize feedback on teaching and learning. The information is used to plan and improve instruction, support services, administrative functions, and cultural and community support.

Students and community members at large are asked to participate in assessment activities which may include, but are not limited to, examination, performance assessments, surveys, focus groups, interviews, and follow-up studies. Participation in these activities is appreciated and valued by members of the College community.

PLACEMENT

Belief and Purpose

Coconino Community College believes academic achievement is directly related to the course placement students receive prior to their enrollment. We have a commitment to provide opportunities for successful academic experience for students.

The purpose of the course placement policy is to enhance student success by requiring placement in English, math, reading, and Spanish courses. It is designed to help students determine their current skills and knowledge levels, and to direct them to the appropriate classes.

Requirements

Students will be required to complete placement assessments under the following conditions:

- ◆ The student is taking his/her first college credit English, math, or second semester or above Spanish course, with the exception of MAT 055 and ENG 060.
- ◆ The student is degree-seeking and does not have previous college credit in English, reading, or math. (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.)
- ◆ Transfer students who completed prerequisite courses more than 5 years prior to the semester in which prerequisite proof is required.
- ◆ English and math placement testing and the reading assessment should be completed during the first semester of enrollment, and the English, math, and reading requirements should be pursued in each subsequent semester until those requirements are fulfilled. (See "Graduation Procedures.")



Exemptions

Students may be exempt from the placement test if at least one of the following conditions applies:

- ◆ The student has an Associate's or higher degree.
- ◆ The student has earned transferable college credits in English, reading, math and/or Spanish with a grade of "C" or better within the five years previous to date of enrollment.
- ◆ The student has a record of previous placement assessment at CCC.
- ◆ The student has SAT or ACT scores.

Appeal

The final decision for student success rests with the student. Therefore, if the student wishes to appeal the placement decision, the student must see an advisor and must complete a Waiver of Enrollment Against Advise form. The Waiver is subject to approval. If approved, the Waiver will be kept in the student's academic record in the Office of Admissions and Records.

CATALOG CHOICE

A student may choose to be governed by the degree/certificate requirements outlined in any one CCC 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;
- ◆ 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 or substitution 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.

**CATALOG,
CLASSIFICATION
& STANDING**

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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:

Enrolled for...

12 or more credit hours
6 or more credit hours
4 or more credit hours

During a session of...

10 or more weeks
5 weeks to less than 10 weeks
less than 5 weeks

Part-Time Student:

Enrolled for...

1-11 credit hours
5 or fewer credit hours
3 or fewer credit hours

During a session of...

10 or more weeks
5 weeks to less than 10 weeks
less than 5 weeks



ADVISEMENT

Coconino Community College recognizes the importance of providing regular opportunities for students to obtain advisement throughout their academic careers. There are two types of advising:

- ◆ Registration Advising - Helps students select courses for the current semester only;
- ◆ Program Advising - Helps students plan Degree/Certificate/Transfer program(s).

Students planning to pursue a degree or certificate program and/or transfer to a four-year college or university should seek advisement prior to enrollment. Advisement is required for students receiving financial aid, for those admitted under probation or suspension status, and for special admissions. Program Advising is available throughout the academic year by appointment through the Advisement Center. Students needing assistance with program planning are urged to seek Program Advising early in the semester. During times listed in the CCC Schedule of Classes, only Registration Advising is available.

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 Admissions and Records 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 Admissions and Records 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, which may include up to 30 hours of credit for prior learning:

- ◆ General education classes equivalent to CCC general education courses.
- ◆ Other coursework evaluated as equivalent to a CCC course and included in a degree or certificate program, up to the 45 credit limit.
- ◆ 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 and Records. Following are helpful guidelines for students considering transfer of credit to CCC:

- ◆ 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.
- ◆ 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.



- ◆ The transcript evaluation procedure includes a review process during which the student can request clarification. 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 may 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.

CREDIT FOR PRIOR LEARNING

Students enrolled at CCC may be awarded a total of 30 credit hours for prior learning completed through the College Level Examination Program (CLEP), Defense Activity for Non-Traditional Support Examination Program (DANTES), Advanced Placement Examinations (AP), and/or military training. Credit awarded for prior learning does not count as hours in residence for graduation requirements. Credit granted by CCC may not transfer to other colleges and universities.

Official test scores for CLEP, DANTES, and AP must be sent directly by the testing agency to the Office of Admissions and Records. A written request for an evaluation of test scores must be filed by the student with the Office of Admissions and Records. Students seeking an evaluation for military training should consult the Registrar/Director for Admissions regarding proper documentation.

CLEP offers general examinations in Social Science/History, Natural Sciences, Humanities, English, and Mathematics, and additional examinations in specific subject areas. CCC may grant credit for general examinations with a minimum score of 500 and credit in applicable subject areas with a minimum score of 50. CCC may grant credit for DANTES examinations with a minimum score of 50.

*CREDIT FOR
PRIOR
LEARNING &
TRANSFERRING
FROM CCC*

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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 in their secondary school and who scored 4 or 5 on the AP may receive college credit. Official scores must be sent directly from the testing agency to CCC for evaluation. A written request for an evaluation of test scores must be filed by the student with the Office of Admissions and Records.

TRANSFERRING CREDIT FROM CCC

The Coconino County 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 accredited by 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.

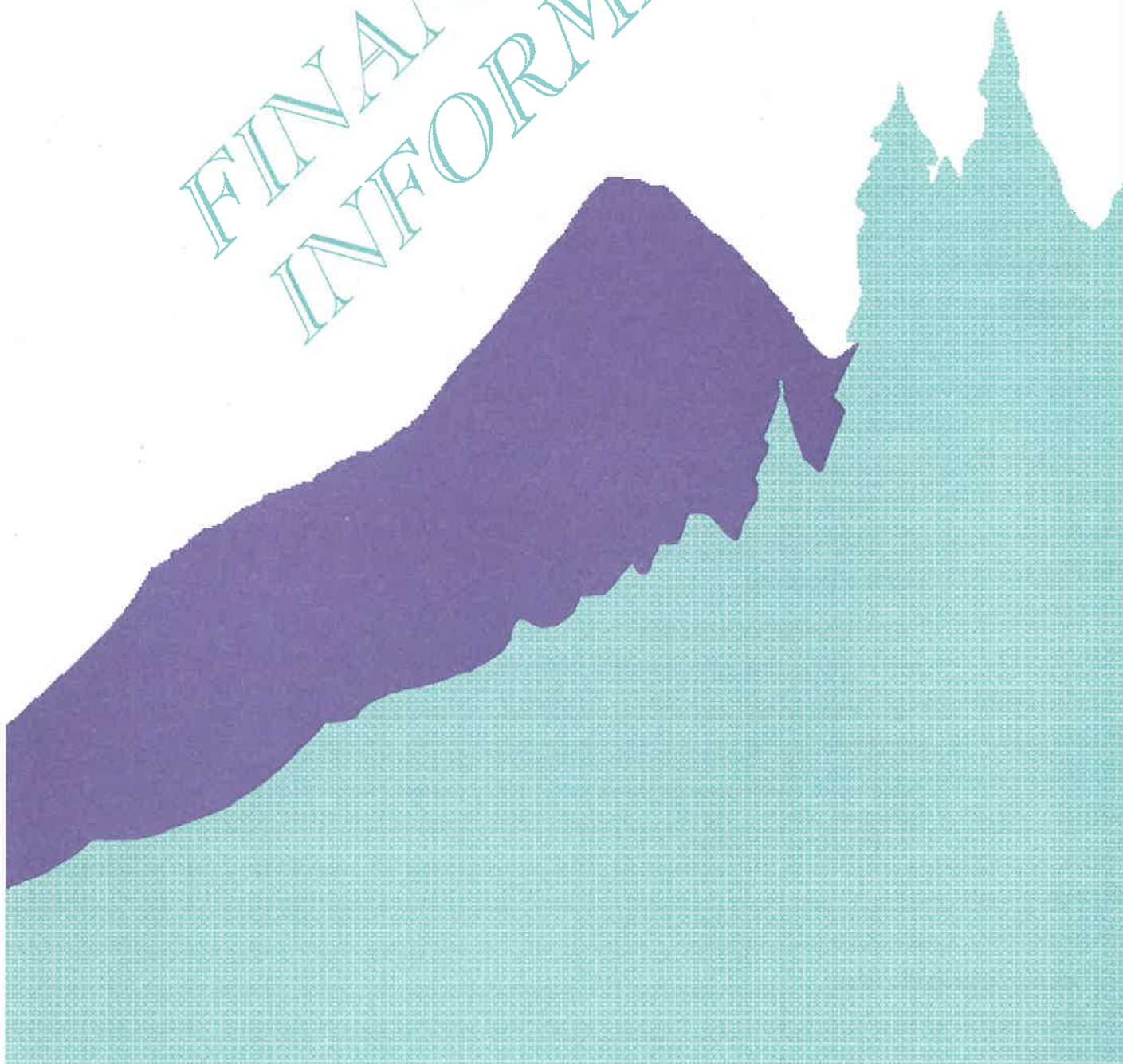
ORDERING OFFICIAL TRANSCRIPTS

The Office of Admissions and Records 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 Admissions and Records of that college.

**ORDERING
TRANSCRIPTS**

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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 are approved annually by the CCC 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.

- ◆ An Arizona resident who registers as a full-time student should expect to pay approximately \$650 per semester for educational fees and books.
- ◆ A part-time student who registers for 6 credit hours should expect to pay approximately \$325 per semester for educational fees and books.
- ◆ A part-time student who registers for 1 to 3 credit hours should expect to pay approximately \$165 per semester for educational fees and books.
- ◆ The student should consult the most recent Schedule of Classes for current and complete information concerning expenses.

FINANCIAL
INFORMATION

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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 Apache, Gila, Greenlee, and Santa Cruz. 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, official 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 Student Financial Aid and processed by the Office of Admissions and Records. The refund information below differs for full semester classes, summer classes and shorter classes.

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:

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

**REFUND
INFORMATION**

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

- ◆ 100% of tuition paid and class fees prior to the beginning date of the session.
- ◆ 100% of tuition paid, minus a \$10.00 processing fee, on the 1st day of the session.
- ◆ 100% of tuition paid, minus a \$10.00 processing fee, on the 2nd day of the session.
- ◆ 50% of tuition paid, minus a \$10.00 processing fee, on the 3rd day of the session.
- ◆ 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) based on the following schedule:

- ◆ 100% of tuition paid and class fees prior to the beginning date of the class.
- ◆ 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.



REFUND POLICY FOR FINANCIAL AID RECIPIENTS

When a student withdraws from all classes, the College will refund the difference between any amount paid toward institutional charges and the amount of institutional charges earned for the period of the student's attendance.

The date used to calculate the refund is determined as follows:

- ◆ In case of a student who officially withdraws, the student's withdrawal date is either the date the student notifies the College of his or her intent to withdraw or the date of withdrawal specified by the student, whichever is later; OR
- ◆ In the case of an unofficial withdrawal, the withdrawal date is the last recorded date of class attendance, as documented by the College.

CALCULATING REFUNDS

The procedure that CCC follows in calculating refunds when a student withdraws is prescribed by federal regulations.

PRO RATA REFUND POLICY CALCULATION for first time CCC students (never taken a class from CCC):

The pro rata refund calculation for any financial aid student attending the College for the first time whose withdrawal date is on or before the 60 percent point in time in the period of enrollment for which the student has been charged (10th week of the semester).

FINANCIAL AID REFUND INFORMATION

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FEDERAL REFUND POLICY CALCULATION for all other financial aid recipients. The College must calculate a Federal Refund Policy refund, compare it with the refund calculated under the College's refund policy, and issue the larger of the 2 refunds. The Federal Refund Policy mandates the percentage of institutional charges that must be refunded as follows:

- ◆ Withdrawal up to one week before or on the first day of class - 100% refund of institutional charges (less an administrative fee of the lesser of \$100 or 5% of institutional charges).
- ◆ Withdrawal from the first day of class through the first 10% of the enrollment period (1st week) - 90% refund of institutional charges (less an administrative fee of the lesser of \$100 or 5% of institutional charges).
- ◆ Withdrawal from after the first 10% of the enrollment period through the first 25% of the enrollment period (2nd through 4th week) - 50% refund of institutional charges (less an administrative fee of the lesser of \$100 or 5% of institutional charges).
- ◆ Withdrawal from after the first 25% of the enrollment period through the first 50% of the enrollment period (5th week through 8th week) - 25% refund of institutional charges (less an administrative fee of the lesser of \$100 or 5% of institutional charges).

Refunds for students receiving federal financial assistance are subject to federal guidelines as indicated above.

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 (FWS). The amount of the refund will be allocated to the financial aid programs in the following priority: Federal Pell Grant (FPell Grant), Federal Supplemental Educational Opportunity Grants (FSEOG), SSIG, and student.

Refund processing will not begin until after the add/drop period.



All refunds that may be due a student will first be applied to debts owed the College.

Refunds will be mailed to the student's last known address unless prior arrangements have been made with the Business 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 Admissions and Records.

CANCELED CLASSES

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

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 Business Office. The following exceptions may be petitioned:

◆ ***Refunds for Serious Illness***

A pro rata refund will be made to a student suffering from a serious illness that necessitates a withdrawal from all classes as long as the request is made prior to the end of the semester in which the illness occurs. The student must produce a verifiable doctor's statement certifying that the illness prevents the student from attending all classes.

◆ ***Refunds for Death of Student or Student's Spouse, Parent, or Child***

A refund will be made to the student or the student's estate in the event of death of the student or student's spouse, parent, or child that results in a withdrawal from all of the student's classes. Refund request must be made prior to the end of the semester in which the death occurs. The student or student's family must produce a death certificate or newspaper Obituary Notice with proof of relationship (i.e., Birth Certificate, Marriage License, etc.).

◆ ***Refunds for Military Service***

A student belonging to the Armed Forces or the Arizona National Guard who is called to active duty and assigned to a duty station will be allowed to withdraw and receive a 100% refund of tuition and fees provided the course has not been completed for which a refund is requested. The student must provide a copy of the military orders within 6 months of the student's withdrawal.

**EXCEPTIONS
TO REFUND
POLICY**

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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 (FPell Grant), Federal Supplemental Educational Opportunity Grants (FSEOG), State Student Incentive Grant (SSIG), 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.

GENERAL ELIGIBILITY REQUIREMENTS FOR FEDERAL FINANCIAL AID PROGRAMS

To be eligible for federal financial assistance, a student must:

- ◆ Have a high school diploma or its equivalent (GED).
Copy must be on file with the Office of Admissions and Records.
- ◆ Be enrolled in and pursuing a degree or certificate program.
Transfer students must have official academic transcripts on file with the Office of Admissions and Records.
- ◆ Demonstrate financial need. Need is the difference between the cost of education and what the parents and/or student are expected to contribute.
- ◆ Be making satisfactory academic progress. See page 30 for more information on the "Satisfactory Academic Progress" policy.
- ◆ Meet one of the following citizenship requirements:
 - ◇ U.S. citizen
 - ◇ U.S. national
 - ◇ U.S. permanent resident who has an Alien Registration Receipt Card (I-151 or I-551)
 - ◇ If you are not in one of the above categories, you must have one of the following documents from the U.S. Immigration and Naturalization Service:
 - An I-94 with one of the following endorsements: "refugee," "asylum granted," "indefinite or humanitarian parole," or "Cuban-Haitian entrant."
 - A temporary residency card (I-668).
 - ◇ Students from the Marshall Islands, the Republic of Palau, and the Federated States of Micronesia should consult with the Office of Student Financial Aid concerning their eligibility for federal student aid.
 - ◇ Students attending school only on an F1 or F2 student visa, a J1 or J2 exchange visitor visa or a G series visa are not eligible for federal financial aid.
- ◆ Have a Social Security Number.
- ◆ Be registered with Selective Service, if required.

FINANCIAL AID APPLICATION PROCESS

Federal regulations require the submission of a number of documents by students applying for financial aid. In most instances, the documents listed below will constitute a complete file; however, any additional documentation requested by the Office of Student Financial Aid (OSFA) must be submitted before a file will be considered complete.

- ◆ A Free Application for Federal Student Aid (FAFSA). This no-cost need-analysis form provides the information necessary for any federal financial aid award.
There are 3 different ways to complete this form. Choose **one** of the following ways to complete the form:



◇ ***Electronic Application Process***

Obtain a FAFSA and complete it. Schedule an appointment with the OSFA. At this time the OSFA will inform you of the documents you will be required to bring to your appointment. Required documents may include copies of your parents' signed federal tax return, copies of your signed federal tax return, verification of untaxed income, etc. Your financial aid information will be entered into the Department of Education's software and transmitted electronically to the Federal processor within 48 hours. The OSFA will receive an Institutional Student Information Report (ISIR) within 7 days.

◇ ***Paper Application Process***

Obtain a FAFSA, complete, and mail to the processor. CCC's institutional ID number is 031004. This process can take as long as 6 to 8 weeks and possibly longer if information changes during the process. The information provided on the FAFSA is sent to CCC electronically; you will receive the results at approximately the same time. If required, additional documents will be requested by the OSFA when the electronic data is received.

◇ ***Renewal Application***

If you applied for federal financial aid in the previous academic year, you will receive a Renewal Application in the mail. Update the Renewal Application with current financial information and mail to the processor. This process can take as long as the Paper Application Process. The information provided on the Renewal Application is sent to CCC electronically; you will receive the results at approximately the same time. Additional documents may be requested from you by the OSFA when the electronic data is received.

In addition to completing the FAFSA in 1 of the 3 ways mentioned above, all students will need to submit the following documents to the OSFA to have a complete file:

- ◆ **Statement of Educational Purpose.** This form is available from the OSFA. It is a statement that all aid applicants must sign, affirming that the student:
 - ◇ Will use his/her financial assistance for educational purposes;
 - ◇ Is not in default on any Title IV loan or owes a refund on any Title IV grant; and
 - ◇ Authorizes the College to use his/her Federal Pell Grant and any other financial assistance to pay tuition and fees and any other College charges.
- ◆ **Postsecondary History Form.** This form requests the student to list all postsecondary schools previously attended.
- ◆ **Financial Aid Transcript(s).** Financial Aid Transcripts are required of all students who have previously attended other postsecondary schools regardless of whether aid was received. All institutions are required to send Financial Aid Transcripts to the OSFA upon the student's request at no charge.

**FINANCIAL
AID**

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VERIFICATION

If the student is selected for Verification by the Federal Processor or file electronically, the student will be required to submit the following in addition to the documents listed above:

- ◆ **Verification Worksheet** with required signatures (if the student is dependent, parent signatures are required; if the student is married, a spouse's signature is required)
- ◆ **Copies of signed federal tax returns** of the student, and if the student is dependent, the student's parents (copies of W-2's may be requested)
- ◆ **Other documents** requested by the OSFA to resolve conflicting or questionable information.

FINANCIAL AID STUDENT RIGHTS AND RESPONSIBILITIES

Student Rights

The student has a right to:

- ◆ **Know which financial aid programs** are available at the College.



- ◆ Know the deadlines for submitting applications for each of the programs available.
- ◆ Know how financial need is determined. This includes cost for tuition, room and board, travel, books and supplies, and personal and miscellaneous expenses considered in your budget.
- ◆ Know how the refund and repayment policies of the College work.
- ◆ Know how the Office of Student Financial Aid monitors satisfactory academic progress and the consequences of failing to maintain satisfactory academic progress.

Student Responsibilities

The student has the responsibility to:

- ◆ Keep his/her address current with the Office of Admissions and Records and the Office of Student Financial Aid.
- ◆ Complete all applications accurately and submit them on time to the right place.
- ◆ Provide correct information. In most instances, misreporting information on financial aid application forms is a felony offense under federal law.
- ◆ Submit all additional documentation, verification, corrections, and information requested by the College.
- ◆ Read, understand, and keep a copy of all forms that the student signs.
- ◆ Accept responsibility for all agreements that the student signs.
- ◆ Make satisfactory academic progress toward a degree.
- ◆ Notify the Office of Student Financial Aid of any changes in his/her financial situation, the number of family members attending college, or household size.

**SATISFACTORY
ACADEMIC
PROGRESS**

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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:

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

These three standards measure both qualitative and quantitative progress. Students will be ineligible for federal and state financial aid if these standards are not met. Student progress will be reviewed each semester to determine eligibility for federal and state financial aid for the upcoming semester/academic year and/or summer session. The academic 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 the required number of credit hours for which they were funded will be placed on probation for the next semester. Students who receive Title IV funds on a probationary basis must meet the stated probation requirements or their eligibility will be suspended.

QUALITATIVE STANDARDS

Students receiving Title IV funds must maintain a cumulative grade point average of 2.00 or higher.

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 is 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)	80 credit hours
Associate of Applied Science (60-65)	80 credit hours
Associate of Science (60-65)	80 credit hours
Associate of General Studies (60)	80 credit hours

Minimum Number of Credit Hours per Academic Year: Students receiving Title IV funds are expected to complete at least 80% of the semester credit hours enrolled as outlined in the following chart:

<u>Credit Hours Load</u>	<u>80% Minimum Completion Each Semester</u>
Full time based on 12 credit hours	10 credit hours
3/4 time based on 9 credit hours	7 credit hours
1/2 time based on 6 credit hours	4 credit hours

Students enrolled for 5 or fewer hours must complete the number of hours funded (i.e., if a student is funded for 1 credit hour, the student must complete the 1 credit hour).

The following grades do not count toward the "Minimum Credit Hour per Academic Year" requirement: **W, I, AU, U, and NCR**. 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 Hour per Academic Year" requirement; however, the credit hours for remedial classes 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 each 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.

Students receiving Title IV funds who have 40 or more credit hours (both transfer and CCC) will be required to submit a Student Education Plan (SEP), prepared with the help of an academic advisor, to the Office of Student Financial Aid. The student will receive funding for only those courses required to complete degree requirements and as outlined in the SEP.

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 earning at least 6 credit hours 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 placed on probation the following semester.

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

Students who have been placed on financial aid probation must meet the conditions of the appeal or attain academic good standing by the end of the semester or 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 reevaluated to have eligibility reinstated.

Students who are placed on academic probation will automatically be placed on financial aid probation. Students who are placed on academic suspension will automatically be placed on financial aid suspension.

Students with the admission status of "NP" or "NS" will be funded on probation the first semester of attendance.

RIGHT TO APPEAL

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

SATISFACTORY ACADEMIC PROGRESS

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Withdrawals/Waiver of a Semester

Students who have not completed the necessary number of credit hours for federal funding because the student withdrew 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/woman, hand trembler/shakers, 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 earn the minimum number of credit hours during a probationary semester for which the student was funded may appeal to receive federal funding for the following semester if extenuating circumstances have prevented completion of the minimum number of credit hours. The following supporting documentation is required: letter from attending physician, counselor, medicine man/woman, hand trembler/shakers, etc., addressing the specific problem, dates student was unable to attend school, and a comment on the student's current condition and ability to complete course work in the future.

80 Credit Hour/48 Credit Hour/30 Credit Hour/24 Credit Hour Limit Extension

Students may appeal for an extension of the maximum hour limit if extenuating circumstances have prevented completion of a degree in a timely fashion: transfer hours that did not apply to their CCC major, change in major, dual major, extenuating circumstances have interfered with the completion of course work, etc. The following supporting documentation is required: letter from advisor supporting student's circumstance and Student Education Plan (SEP). Students must provide the Office of Student Financial Aid with a copy of the proposed schedule of classes each subsequent semester before their financial aid will be processed. Students will receive funding only for those classes listed on the SEP.



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

Students who have conditions set forth in the 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.

SATISFACTORY ACADEMIC PROGRESS (SAP) APPEALS COMMITTEE

A student may appeal the decision of the Office of Student Financial Aid by submitting a written request to have his/her appeal forwarded to the SAP Appeals Committee. The composition of the SAP Appeals Committee will be the following: Registrar/Director for Admissions, 1 Advisor, 1 Counselor, 1 Faculty, and 1 Student Services representative; the Director of Financial Aid will serve in an ex-officio capacity. In this written request, the student must attach any additional documentation to support his/her appeal.

The Office of Student Financial Aid will schedule a SAP Appeals Committee meeting to review any appeals submitted. The student will have the option of being in attendance and will be scheduled for a specific time if he/she chooses to be in attendance. The Committee may either uphold, reverse, or modify the decision of the Office of Student Financial Aid. The decision of the Committee will be final, and the Office of Student Financial Aid will notify the student in writing within ten (10) days of the Committee's decision.

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 Academic Progress requirements.

**SATISFACTORY
ACADEMIC
PROGRESS**

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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.



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, GED 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).

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 retraining to enter into a vocational field; any additional qualifications established by the Scholarship Committee.

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, GED 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 CCC. 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.

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.

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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 retraining 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.

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, Kykotsmobi, 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.

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.

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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.

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.

SCHOLARSHIP INFORMATION

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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.

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.



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 GI 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 VA claim number.

Students planning to attend the College under the VA 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 VA benefits, professional educational counseling, tutorial assistance, and referral services.

VETERANS' ADMISSION

By Arizona statute, no failing grades received by a veteran at an Arizona university or community college prior to military service may be considered when determining admissibility. This exception applies only to veterans who were honorably discharged, have served in the U.S. Armed Forces for a minimum of 2 years, and have previously enrolled at a university or community college in Arizona.

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

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 VA benefits. Continuing students are not eligible, although students who experience VA related delays in payment that are beyond their control may be eligible. A student's failure to properly apply for benefits each semester is not grounds for a deferment. All deferments must be approved by the Office of Student Financial Aid in cooperation with the Office of Financial Services at 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 VA 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 VA regional office within 30 days following the date of the change or the last day of attendance.

**VETERANS'
PROGRAM**

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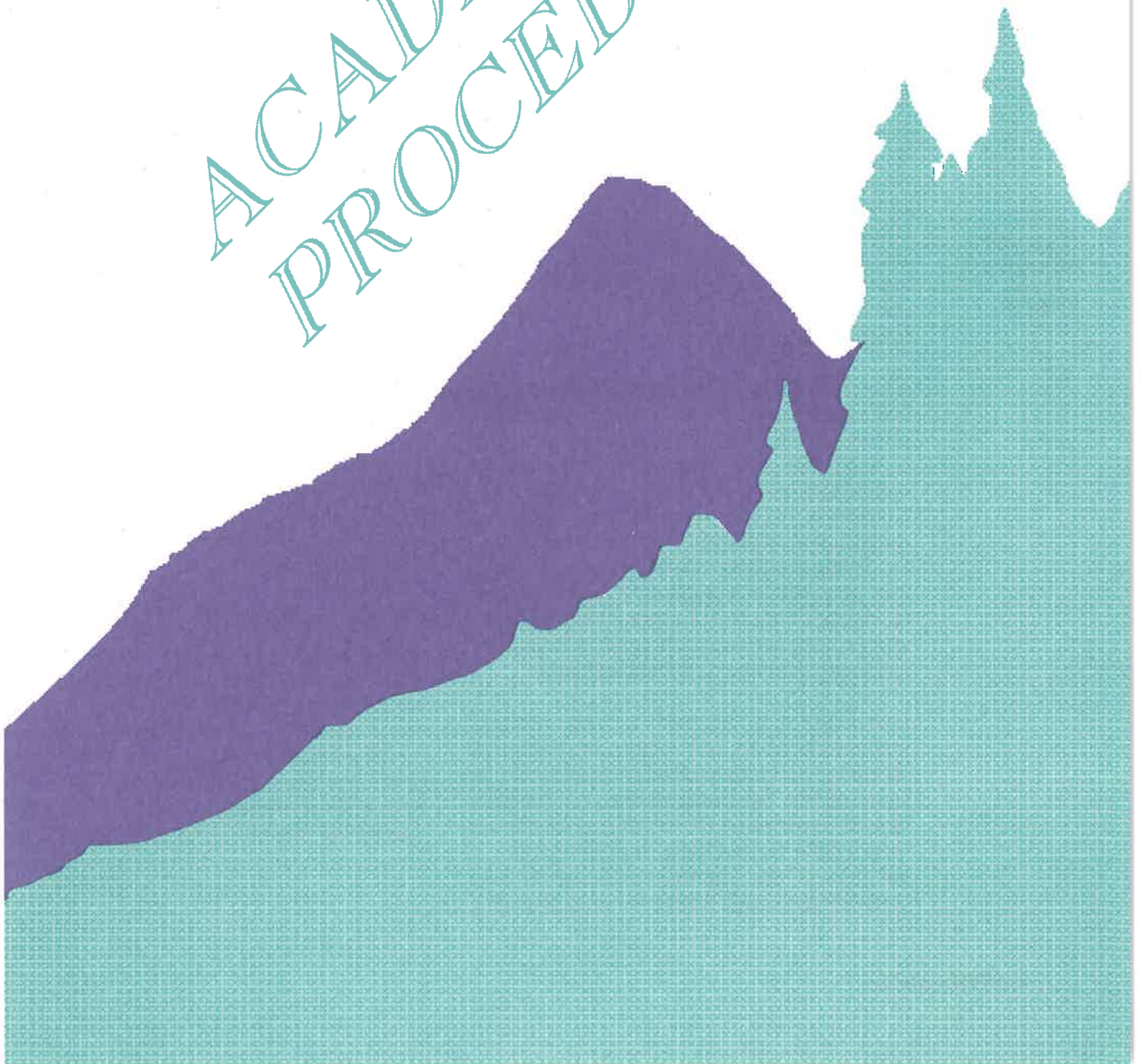
ATTENDANCE

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 VA 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.

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 credit free 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.** In extenuating circumstances, a student may be excused from a final examination or take a final examination at an unscheduled time with written permission from the instructor.

GRADING

The Coconino Community College grading system is as follows:

LETTERS	GRADES	GRADE POINTS/CREDIT HOUR
A	Excellent	4
B	Good	3
C	Average	2
D	Unsatisfactory	1
F	Failure	0
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

To calculate the Grade Point Average (GPA) for the semester:

1. Multiply the number of credit hours earned in each class by the points assigned to the letter grade;
2. Add the points of all classes together;
3. Divide by the total number of credits.

Example:

CBS. #	Course Title	Grade	Credit	Grade Points/letter	Total Grade Points
ENG 101	College Composition I	A	(3) x	4	= 12
FRE 101	Beginning French I	B	(4) x	3	= 12

Total Grade Points = 24; total Credits = 7; total Grade Points (24) divided by total Credits (7) = 3.4 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:

- ◆ Students must represent themselves in the appeal process, i.e., third parties will not be permitted to represent students
- ◆ 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 Admissions and Records.
- ◆ Students must first appeal through informal procedures before initiating formal procedures. Formal procedures may be initiated only for final course grades.

Informal Procedures

◆ **Timelines for Appeal**

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

- ◇ 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.
- ◇ Final course grades within 6 months following course completion.

◆ **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

- ◆ If the student is dissatisfied with the 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:
 - ◇ The nature of the appeal, specifying the grade, relevant conditions about the issue, and any descriptive evidence of major significance.
 - ◇ 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.
 - ◇ A solution acceptable to the student.
- ◆ 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:

- ◆ Averaged a grade of "C" or better in at least 80% of the work required for the course;
- ◆ Presented a case documenting circumstances which prevent completion of the course requirements by the end of that semester;
- ◆ 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.

ACADEMIC
PROCEDURES

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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.

CREDIT FREE COURSES

The College offers credit free courses periodically. A credit free course or credit free 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:

- ◆ A course 1 time in order to improve a grade;
- ◆ A course as necessary in order to acquire vocational certification;
- ◆ A course as necessary in order to update knowledge and/or skills due to periodic content changes (e.g., Tax Preparation);
- ◆ 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 from the appropriate Extension Site Coordinator, Division Chair, or dean 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:

- ◆ Once awarded, the "S" or "U" grade may not be changed to a letter grade
- ◆ The "S" grade is equivalent to a grade of "C" or better; however, neither the "S" nor the "U" grade is calculated in the grade point average
- ◆ The "S" grade may carry credit toward graduation or toward meeting professional requirements
- ◆ 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
- ◆ 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
- ◆ Courses taken for S/U credit for which a grade of "S" is earned will satisfy prerequisites.

SPECIAL TOPICS COURSE: 298

The College offers special topics courses, designated 298, to meet the needs of an individual(s) who has an interest in pursuing an original topic in an instructional area under faculty supervision. Interested students should contact an advisor. Special topics courses are not intended for transfer and may not meet graduation requirements. (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 nonattendance.

A student who withdraws or is withdrawn from all classes is required to process the withdrawal through the Office of Student Financial Aid and the Office of Admissions and Records.

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:

- ◆ 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.
- ◆ 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 is required prior to registration.

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 reenroll 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; readmission applications will be reviewed by the Registrar/Director for Admissions and action determined 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/Director for Admissions 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/Director for Admissions. The Registrar/Director for Admissions may elect to approve the petition as submitted, to approve the petition with conditions (limited coursework, specific classes allowed, others denied, etc.), to uphold dismissal, or to take other action which 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/Director for Admissions. 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/Director for Admissions.



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 Admissions and Records by the stated deadline for each session. A nonrefundable fee of \$15 is required to initiate a graduation check. The graduation application initiates the graduation check procedure, completed by the Office of Admissions and Records, 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. Students requiring 6 or fewer credits to be eligible for graduation who will complete those credits during the summer session following the annual commencement ceremony may apply for graduation and participate in the commencement ceremony. Proof of summer registration is required. 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 GPA.
GRADUATION WITH DISTINCTION:	3.500 TO 3.799 CUMULATIVE CCC GPA.
GRADUATION WITH HONORS:	3.800 TO 4.000 CUMULATIVE CCC GPA.

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.

- ◆ 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.
- ◆ 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

A maximum of 12 credits may be completed with a grade of "S" for associate degree programs; no more than 3 credit hours of "S" may count for the certificate if the program allows.

SECOND DEGREE POLICY

Upon completion of an Associate of Arts, Associate of Applied Science, Associate of 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:

- ◆ 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.
- ◆ Students must complete a minimum of 24 credits beyond those previously earned in the awarded degree.
- ◆ Credits applied to the new degree must have been completed with grades of "C" or better.
- ◆ The Associate of General Studies will not be awarded as a second degree.

*GRADUATION
PROCEDURES*

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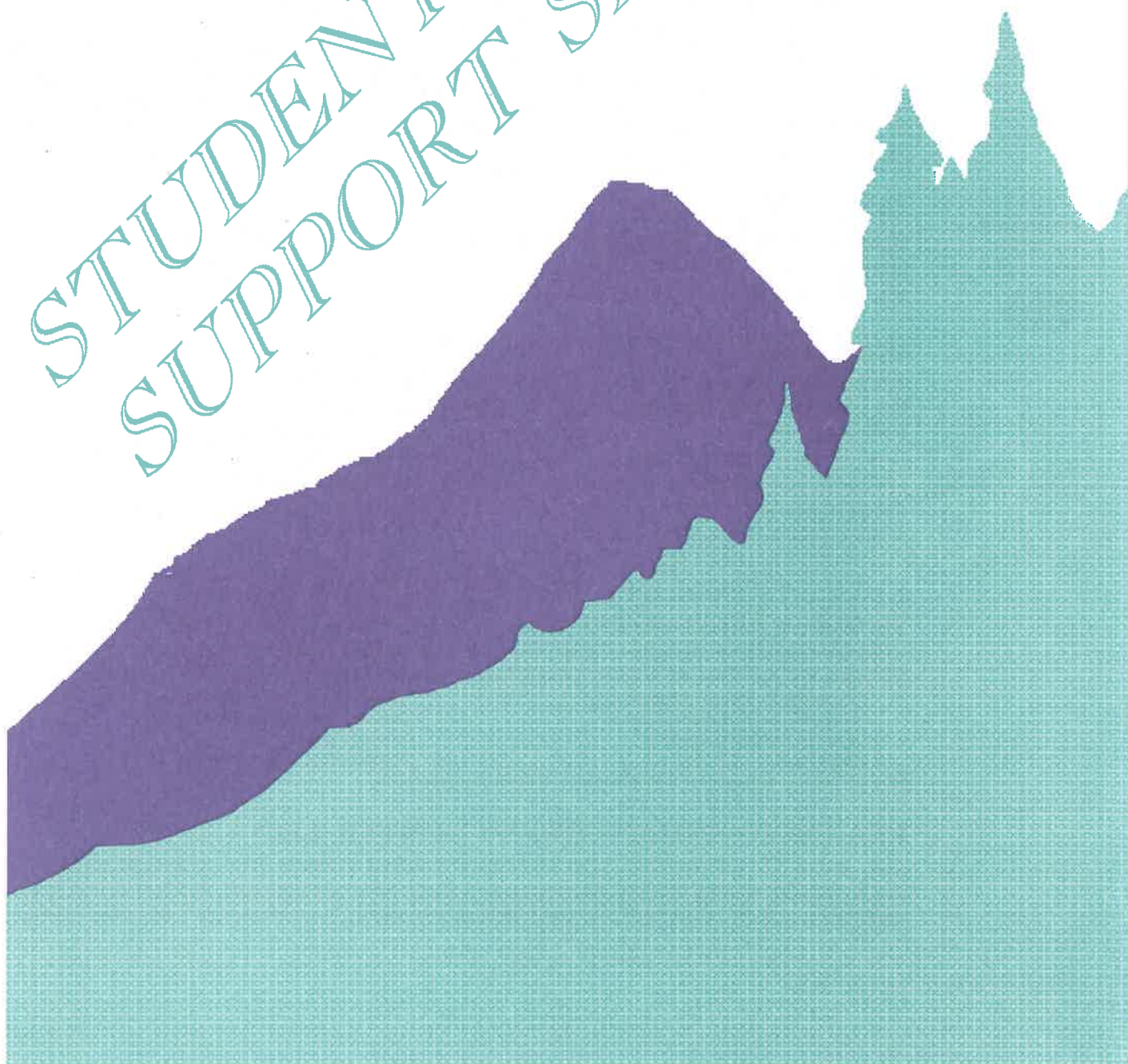
SPECIAL TOPICS COURSES

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.

STUDENT & SUPPORT SERVICES





STUDENT AND SUPPORT SERVICES

BOOKSTORE

A bookstore is available on the Flagstaff campus for the purchase of textbooks and supplies. At the Page campus textbooks are available through the Administrative Offices.

CAREER DEVELOPMENT AND EXPLORATION

Services available to CCC 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. Students in computer-related vocational programs may obtain these services through the Vocational Counselor.

COMMUNITY SERVICE PROGRAM

The Community Service Program has been developed to provide CCC students and community members the opportunity to become more aware of community service needs, share their unique skills with the community, and gain experience that could improve their career options. The program is primarily a volunteer experience, but there is a limited amount of funding from the Title IV Federal Work Study Program for students who qualify for federal assistance. This program is part of the Federal Work Study program administered by the Office of Student Financial Aid. For further information, please contact the Community Service Desk next to the Office of Student Financial Aid.

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

The Disability Resources Office is located on the Flagstaff campus in Room 20. The purpose of this office is to provide qualified students with disabilities with the accommodations they need to participate in classes. Students who feel they need assistance should contact the Disability Resources Coordinator. Because of the time required to obtain proof of disability and to set up the needed accommodations, students are required to make their request 8 weeks in advance. If less notice is given, services may be delayed or unavailable. A Text Telephone (TTY/TDD) is available in the Disability Resources Office.

EDUCATIONAL OPPORTUNITY CENTERS (EOC)

The Educational Opportunity Centers have a location on the Flagstaff campus in Room 20 that is available to students 19 years or older who need assistance in making career and college decisions. Services are provided on either on individual or group basis and include the following:

- Information on postsecondary schools
- Financial aid application assistance
- Career exploration/counseling
- GED referral

- Admissions application assistance
- Computerized scholarship search
- Interest testing
- Academic/Educational Counseling

For further information and assistance contact the EOC.

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 test-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; for location information on the Page Campus check with the Administrative Offices (due to the move scheduled for January 1997).

LIBRARY SERVICES

Library services available in the Learning Enhancement Centers on the Flagstaff and Page campuses offer 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 Campus

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

**STUDENT &
SUPPORT
SERVICES**

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NEW STUDENT ORIENTATION

New Student Orientation is designed to introduce students and prospective students to CCC and to provide information relating to the following:

Admissions	Registration	Placement Testing	Advisement
Disability Resources	Vocational Counseling	Financial Aid	Library Services
Student Employment	Veterans' Services	Community Service	Self PRIDE Program
Learning Enhancement Center			

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.

PHI THETA KAPPA

Phi Theta Kappa is an international honor society for community college students to recognize and encourage scholarship by providing the opportunity for the development of leadership and service, an intellectual climate for exchange of ideas and ideals, lively fellowship for scholars, and stimulation of interest in continuing academic excellence. The requirement for initial membership is a cumulative 3.5 grade point average (GPA) after completing at least 12 academic credits at CCC. In order to continue membership, a student must maintain a cumulative 3.2 GPA per semester.

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

Security is on the Flagstaff campus and patrols the Page campus and high school during regularly scheduled classes and lab hours. Refer to the current Schedule of Classes for a listing of times.

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.")

STUDENT LEADERSHIP COUNCIL

The Student Leadership Council is comprised of students enrolled at CC and is open to all students who meet the criteria established by the Council. The Council typically meets weekly during each semester beginning the second week of classes. The mission of the Council is to collaborate with the College community as an advocate of student rights and needs, instill leadership qualities through a collaborative learning process which emphasizes and enhances individual empowerment, and facilitate coordination between the College and staff in planning and implementing student organization and club activities and events. The goals and objectives are established by the Council membership. The Council's Faculty Advisor assists the organization in meeting its mission and planning annual goals and objectives. For more information contact the Student Leadership Council Office located in the Student Lounge on the Flagstaff campus or the Counseling Office.

SUPPORT FOR VOCATIONAL STUDENTS IN COMPUTER-RELATED PROGRAMS

Students in computer-related vocational degree or certificate programs may contact the Vocational Counselor for advising, career exploration, education and career planning, and general support to succeed in school. (Most vocational programs at CCC are considered "computer-related.") For further information and assistance contact the Vocational Counselor.

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.

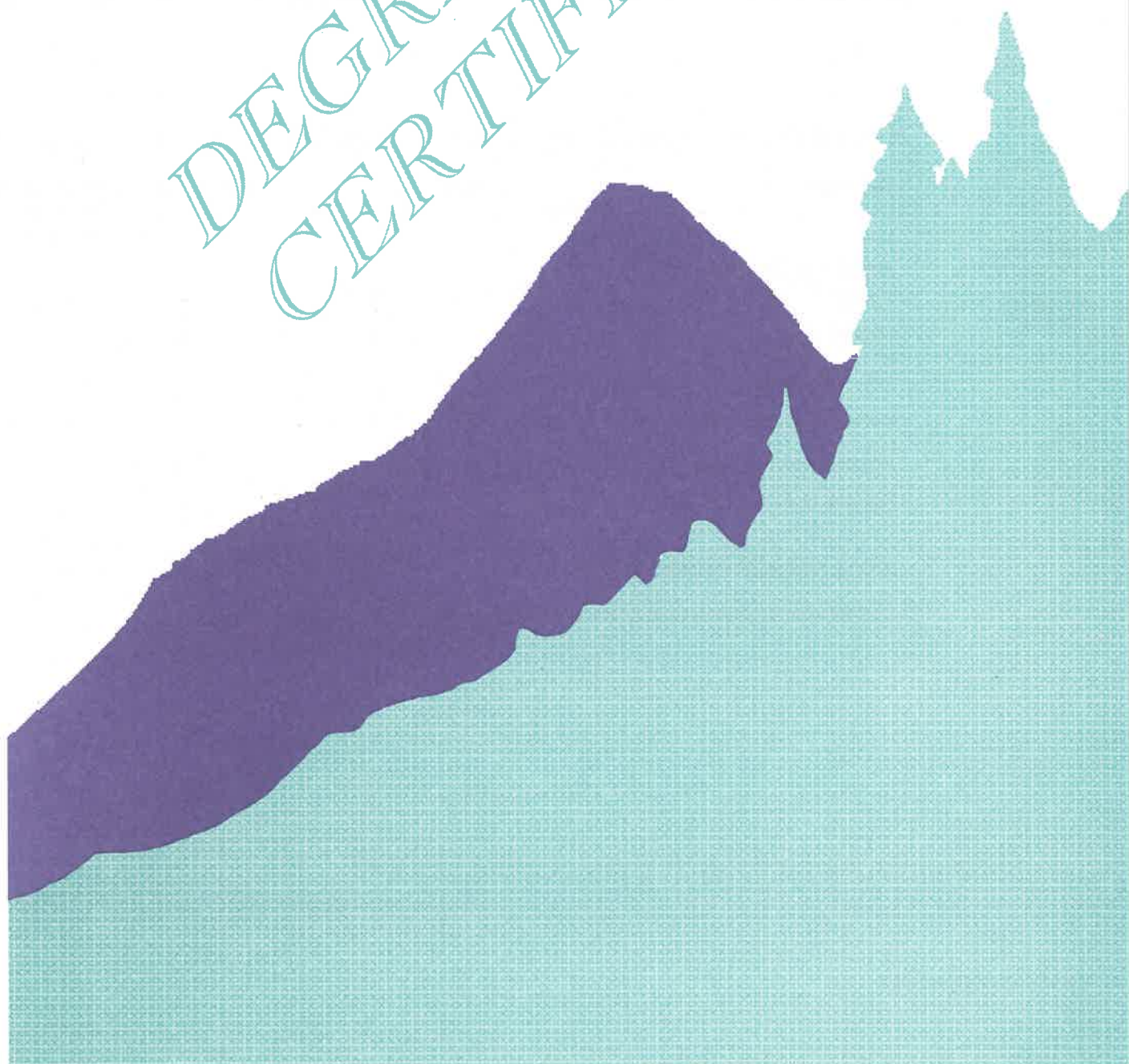
The Code of Conduct and Student Handbook is available in the Offices of the Dean for Student Services and the Registrar/Director for Admissions. Listed below are conducts which may lead to College disciplinary action or possible dismissal:

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.

STANDARDS
OF STUDENT
CONDUCT

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DEGREES & CERTIFICATES





GENERAL EDUCATION VALUES STATEMENT

General Education Core Curriculum courses provide college level skills and expose students to broad areas of knowledge generally expected of an educated person. Such knowledge provides a basis for university study or lifelong education. These courses provide students opportunities to enhance understanding and appreciation of 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 studies give students reading, writing and quantitative thinking skills, including critical reading and observation, precise writing, reasoning, problem solving, analyzing, synthesizing, 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 CORE CURRICULUM REQUIREMENTS

DEGREES:	TRANSFER		NOT INTENDED FOR TRANSFER	
	Assoc. of Arts	Assoc. of Science	Assoc. of App. Science	Assoc. of Gen. Studies
REQUIRED STUDIES:				
English Composition	6	6	6	6
Mathematics	3	3	3	3
Arts and Humanities	9	9	6	6
Social and Behavioral Sciences	9	9	6	6
Physical and Biological Sciences	8	8	4	3
General Education Options	6	6	—	—
TOTAL MINIMUM CREDIT HOURS:	41	41	25	24

The General Education Core Curriculum courses are listed on the following pages.

GENERAL EDUCATION CORE CURRICULUM



*Course meets the CCC graduation reading requirement

ENGLISH COMPOSITION:

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

Note: AAS & AGS Degrees may substitute ENG 135 and/or ENG 136. 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)	Precalculus
MAT	212	(3)	Business Calculus
MAT	220	(5)	Calculus and Analytic Geometry I

Note: AAS & AGS Degrees may substitute MAT 121 or higher or BUS 100. 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
ART	201	(3)	Art History I
HUM	241*	(3)	Humanities I
HUM	242*	(3)	Humanities II
MUS	100*	(3)	Music Appreciation
MUS	145*	(3)	Jazz History and Literature
THR	101*	(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: Nonfiction
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 Politics
POS	110	(3)	American National Government
POS	120	(3)	Introduction to World Politics



SOCIAL AND BEHAVIORAL SCIENCES: (CONTINUED)

POS	220	(3)	Arizona and National Constitution
POS	233	(3)	Global Environmental Politics
PSY	101*	(3)	Introduction to Psychology
PSY	227	(3)	Personality Theory
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	100*	(4)	Introduction to Geology
GLG	101*	(4)	Physical Geology
GLG	102*	(4)	Historical Geology
GLG	201*	(4)	Ancient Life
PHY	111*	(4)	General Physics I
PHY	112*	(4)	General Physics II
PHY	141*	(4)	Concepts of Physics
PHY	161*	(5)	College Physics I
PHY	180*	(4)	Introduction to Astronomy
PHY	262*	(5)	College Physics II

GENERAL
EDUCATION
CORE
CURRICULUM

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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 CORE CURRICULUM

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 and must include the special requirements listed below. 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.

A 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.

Special Requirements

Students planning to transfer a completed TGECC 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:

A course cannot fulfill more than one special requirement.

INTENSIVE WRITING/CRITICAL INQUIRY:

ECN	204	(3)	Macroeconomic Principles
ENG	272	(3)	Creative Writing: Nonfiction
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.

TGECC

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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
PHI	105	(3)	Introduction to Ethics
PSY	233	(3)	Social Psychology
PSY	236	(3)	Psychology of Women
SOC	132	(3)	Social Problems
SOC	142	(3)	Race and Ethnic Relations

GLOBAL/INTERNATIONAL AWARENESS or HISTORICAL AWARENESS:

ANT	102	(3)	Introduction to Cultural Anthropology
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
HUM	242	(3)	Humanities II
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 Special Topics courses (298) 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 Special Topics courses (298) 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 another public 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. 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.



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
COMPOSITION:			6
ENG	101	College Composition I (3)	
ENG	102	College Composition II (3)	
MATHEMATICS:			4
MAT	151	College Algebra	
ARTS/HUMANITIES:			9
Any approved General Education courses in the Arts/Humanities category			
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 (3)	
PSY	101	Introduction to Psychology (3)	

DEGREE CORE REQUIREMENTS: 24 Credit Hours

REQUIRED COURSES:			Credit Hours
ACC	101	Principles of Accounting I	3
ACC	102	Principles of Accounting II	3
BUS	104	Business Communications	3
BUS	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
OR			
MAT	212	Business Calculus (3)	

AA DEGREE -
BUSINESS
ADMINISTRATION

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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
COMPOSITION:			6
ENG	101	College Composition I (3)	
ENG	102	College Composition II (3)	
MATHEMATICS:			4
MAT	151	College Algebra	
ARTS/HUMANITIES:			9
Any approved General Education courses in the Arts/Humanities category			
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:			
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

			Credit Hours
REQUIRED COURSES:			
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
RELATED CIS ELECTIVES:			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)	



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)	
<u>OR</u>			
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)	
<u>OR</u>			
ENG	238	Literature of the Southwest (3)	
HUM	241	Humanities I (3)	
<u>OR</u>			
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 (3)	
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.

**AA DEGREE -
GENERAL
STUDIES**

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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
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		(for secondary education majors)	
MAT	151	College Algebra (4)	

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

SOCIAL/BEHAVIORAL SCIENCE:			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)	

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:			
CIS	120	Introduction to Computer Information Systems (3)	

DEGREE CORE REQUIREMENTS: 19 Credit Hours

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

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

AS DEGREE -
PRE-
EDUCATION

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Coconino Community College

CELEBRATING



**YEARS OF
EXCELLENCE**



Coconino Community College

April/May 1989

Mary Kuzell-Babbitt becomes Coconino County's representative to the State Board.

December 6, 1989

Drive begins to develop a college district for Coconino County. John Kavanagh is Chairman of the Steering Committee. Members of the committee represent a cross-section of the community including business people and educators.

November 6, 1990

Voters of Coconino County authorize the formation of the CCCC District.

February 13, 1991

Coconino County Superintendent of Schools, Mary Nackard, makes five appointments to the new community college board: Daniel W. Baertlein, Charles D. Brumback, Paul R. Neuman, Stella Perez, and Andrew M. Tah.

May 21, 1991

Voters authorize the levy of a primary property tax to raise \$2.2 million to fund and operate a community college within Coconino County.

June 26, 1991

Dr. John Glenn, NAU's Dean of Continuing Education and Summer Programs is appointed interim president.

June 29, 1991

CCC District Governing Board enters into lease agreement for 15,600 square feet of classroom and office space in what was formerly the "Gold Bond and Boston" stores.



Dr. John Glenn becomes the first president of CCC on July 1, 1991.



Coconino County Community College opens its Flagstaff location in the Cedar Pines Shopping Center (August 1991).



Coconino County Community College opens its Page Center at 148 6th Avenue (August 1991).



Stephen West, curriculum coordinator with CCC, lends a hand Saturday (Nov. 9, 1991) as the school moves into newly renovated space next door to its previous location in the Cedar Pines Shopping Center. The school would be open for business as usual Tuesday morning (Nov. 12, 1991).

Nilton Nez, a Coconino High School senior earned himself a scholarship for designing the college seal, above (December 1991).



On May 22, 1993, the college held its first Commencement, graduating three students: Timothy D. Hensley, Cheryl A. Thomas (above), and Jeffrey M. Bierer.

July 1, 1991

Dr. John Glenn becomes the first president of CCC.

August 15, 1991

CCC officially begins registration for over 140 fall classes scheduled to begin August 26, in Flagstaff, Grand Canyon, Page, Sedona, Tuba City, and Williams.

October 1991

CCC's Small Business Development Center begins serving Flagstaff, Grand Canyon, Page, Sedona, and Williams.

November 1991

CCC partners with NAU to provide CCC students with access to the university's Cline Library resources and database system.

May 7, 1992

Hector Tahu, Superintendent of Tuba City Unified School District, is appointed to CCC Board to complete remaining term of Andrew M. Tah.

June 29, 1992

CCC receives approval to certify eligible veterans for educational benefits.

October 2, 1992

Dr. Gaye Luna, Chair of NAU's Department of Technology, is appointed to CCC Board to complete remaining term of Stella Perez.

April 22, 1993

CCC offers first Job Fair (in the auditorium) with representatives from 26 local companies.

May 22, 1993

CCC holds its first Commencement and graduates three students. Mary Kuzell-Babbitt is Commencement speaker.

July 1993

The Coconino Community College Foundation is formed.

August 1993

CCC starts Nursing Program in partnership with NAU.

December 1, 1993

Dr. John Glenn announces his retirement, effective June 30, 1994.

February 25, 1994

CCC becomes affiliated with North Central Association of Colleges.

April 21, 1994

CCC receives approval from the U.S. Department of Education to participate in the Federal Financial Assistance programs.

May 21, 1994

CCC celebrates its second Commencement and graduates 11 students. John Wettaw, State Senator from District 2, is Commencement speaker.

July 13, 1994

CCC's Flagstaff Campus acquires an additional 1,900-square-feet of space (Little Caesar's Pizza).

Dr. Phil Tullar speaks during his inauguration ceremony as the second president of Coconino Community College (January 26, 1995). Tullar became president on September 1, 1994.



The Coconino Community College District Governing Board at 1995 Commencement. Board Members are: Crystal Holliday, George Graham, Gaye Luna, Dan Baertlein, and Tony Christensen.



In August of 1995, 60 people, including CCC staff and members of the community, complete a strategic plan identifying a philosophy, a mission and goals.



Members of the visiting team from North Central Association of Colleges include Dr. Jane C. Forster, Dr. Keith Miller, and Herbert Lyon. The team said it would recommend CCC for initial accreditation (Nov. 14, 1995).



Governor and Mrs. Fife Symington present a \$67,754 check to President Phil Tullar to be used to plan a School to Work system for Coconino County (Feb. 1996).

September 1, 1994

Dr. Phil Tullar becomes second President of CCC.

January 1995

CCC finishes conversion of the auditorium and opens a much needed computer lab for students.

February 18, 1995

The State Board of Directors for Community Colleges of Arizona approves CCC's proposed satellite campus and partnership with the city of Page, the Page library and Northern Arizona University.

Spring 1995

The college drops the fourth "C" from its name to become identified as CCC.

June 1, 1995

Bookstore opens at the Flagstaff Campus.

July, 1995

City of Page donates approximately 20 acres of land to CCC for construction of the new Page campus.

October, 1995

NAU President, Clara Lovett, considers making available 40 acres of property on Lone Tree Road for a new CCC campus.

November 12-15, 1995

NCA accreditation team visits CCC to examine various sectors of the College. The team recommended CCC for initial accreditation.

January, 1996

CCC students Jacqueline Land and Victor J. Varela were nominated by President Phil Tullar to the 1995/96 All-Arizona Academic Team.

February, 1996

The Arizona Board of Regents unanimously approves plans to make 40 acres of NAU land available to CCC for a new Flagstaff campus.

February, 1996

CCC receives a maximum five year accreditation from North Central Association of Colleges.

March 16, 1996

The State Board of Directors for Community Colleges of Arizona unanimously approves plans for a permanent CCC campus in Flagstaff.

March 1996

CCC begins to design educational specifications for new Flagstaff Campus.

April 26, 1996

CCC holds a Chartering Ceremony for its Beta Gamma Chi Chapter of Phi Theta Kappa and inducts students into its new chapter.

May 10, 1996

CCC graduates its largest class ever--awarding 78 certificates.

January 1997

CCC leases over 50,000 square feet of space in former shopping center and serves over 8,000 students each year.



CCC students are assisted by instructor David Grider while framing a single family dwelling for Habitat for Humanity (April 13, 1996).



Page Mayor Gary Scaramazzo (left), four-year-old Kris Moksvold, and CCC President Phil Tullar break ground at the site of the new CCC Page Campus and Library/Community Center (April 18, 1996).



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
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			
SOCIAL/BEHAVIORAL SCIENCE:			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)	
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			

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

AS DEGREE -
ADMINISTRATION
OF JUSTICE

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

DEGREE CORE REQUIREMENTS: 21 Credit Hours

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



Associate of Science Degree PRE-MEDICAL SCIENCE

The Pre-Medical Science program allows students to complete the first 2 years of the 4-year science curriculum leading to a bachelor's degree in Basic Chemistry, Pre-Medical/Dental/Veterinary emphasis. Students planning to transfer should check degree requirements of their chosen college.

(Minimum credit hours required: 63)

GENERAL EDUCATION CORE REQUIREMENTS: 43 Credit Hours

			Credit Hours
COMPOSITION:			6
ENG	101	College Composition I (3)	
ENG	102	College Composition II (3)	
MATHEMATICS:			5
MAT	187	Precalculus	
ARTS/HUMANITIES:			9
Any approved General Education courses in the Arts/Humanities category			
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			
Recommended courses:			
CHM	151	General Chemistry I (4)	
CHM	152	General Chemistry II (4)	
GENERAL EDUCATION OPTIONS:			6
Any option listed in the General Education course list			

DEGREE CORE REQUIREMENTS: 20-22 Credit Hours

REQUIRED COURSES:			Credit Hours
BIO	205	Microbiology	4
PHY	111	General Physics I (4)	8-10
AND			
PHY	112	General Physics II (4)	
OR			
PHY	161	College Physics I (5)	
AND			
PHY	262	College Physics II (5)	
BIO	184	Plant Biology (4)	8
AND			
BIO	190	Animal Biology (4)	
OR			
BIO	201	Anatomy and Physiology I (4)	
AND			
BIO	202	Anatomy and Physiology II (4)	

**AS DEGREE -
PRE-MEDICAL
SCIENCE**

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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 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
COMPOSITION:			6
ENG	101	College Composition I* (3)	
ENG	102	College Composition II* (3)	
MATHEMATICS:			7
MAT	151	College Algebra* (4)	
MAT	160	Elementary Statistics# (3)	
ARTS/HUMANITIES:			9
Any approved General Education courses in the Arts/Humanities category (3 of the 9 credit hours should be taken in the first year)*			
SOCIAL/BEHAVIORAL SCIENCE:			9
Any approved General Education course in the Social/Behavioral Sciences category, <u>AND</u>			
PSY	101	Introduction to Psychology* (3)	
PSY	240	Developmental Psychology (3)	
LAB SCIENCE:			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

REQUIRED COURSES:			Credit Hours
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.

AS DEGREE -
PRE-NURSING
SCIENCE

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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
COMPOSITION:			6
ENG	101	College Composition I (3)	
ENG	102	College Composition II (3)	
MATHEMATICS:			5
MAT	187	Precalculus	
ARTS/HUMANITIES:			9
Any approved General Education courses in the Arts/Humanities category			
SOCIAL/BEHAVIORAL SCIENCE:			9
Any approved General Education courses in the Social/Behavioral Science category			
Recommended Courses:			
ECN	204	Macroeconomic Principles (3)	
ECN	205	Microeconomic Principles (3)	
LAB SCIENCE:			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)	
GENERAL EDUCATION OPTIONS:			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)	4-5
PHY	111	General Physics I (4)	
<u>OR</u>			
PHY	161	College Physics I (5)	
EMPHASIS AREA:			8-10

AS DEGREE -
PRE-SCIENCE

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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

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

DEGREE CORE REQUIREMENTS: 41 Credit Hours

REQUIRED COURSES:			Credit Hours
ACC	101	Principles of Accounting I	3
ACC	102	Principles of Accounting II	3
ACC	105	Income Tax I	3
ACC	106	Income Tax II	3
ACC	204	Managerial Accounting	3
ACC	205	Cost Accounting	3
ACC	206	Accounting and EDP Systems	3
BUS	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
COMPOSITION:			6
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)	
MATHEMATICS:			3
BUS	100	Mathematics of Business (3)	
OR			
MAT	121 or above		
ARTS/HUMANITIES:			6
Any approved General Education courses in the Arts/Humanities category			
SOCIAL/BEHAVIORAL SCIENCE:			6
Any approved General Education courses in the Social/Behavioral Science category except ECN 204 or ECN 205 (See "Required Courses" below.)			
LAB SCIENCE:			4
Any approved General Education courses in the Physical/Biological Laboratory Science category			

DEGREE CORE REQUIREMENTS: 14 Credit Hours

REQUIRED COURSES:			Credit Hours
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
OR			
CIS	124	Introduction to Wordprocessing (2)	
OR			
CIS	127	Introduction to Desktop Publishing (2)	
ECN	204	Macroeconomic Principles (Pre- or Corequisite: ENG 102) (3)	3
OR			
ECN	205	Microeconomic Principles (3)	

AAS DEGREE -
BUSINESS
MANAGEMENT

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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
QR			
BUS	209	Principles of Supervision (3)	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

AREAS OF
SPECIALIZATION
OPTIONS

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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

	Credit Hours
COMPOSITION:	6
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)	
MATHEMATICS:	3
MAT 121 or above	
ARTS/HUMANITIES:	6
Any approved General Education courses in the Arts/Humanities category	
SOCIAL/BEHAVIORAL SCIENCE:	6
Any approved General Education courses in the Social/Behavioral Science category	
LAB SCIENCE:	4
BIO 105 Environmental Biology	

DEGREE CORE REQUIREMENTS: 40 Credit Hours

	Credit Hours
REQUIRED COURSES:	
EMS 131 Emergency Medical Technician	6
FSC 105 Fire Fighter I & II	6
FSC 135 Fundamentals of Fire Prevention	3
FSC 136 Fire Apparatus & Hydraulics	4
FSC 200 Hazardous Materials - First Responder	3
FSC 236 Firefighter Occupational Safety	3
FSC 238 Emergency Scene Management	3
FSC 239 Fire Department Company Officer	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 233 Wildland Fire Suppression (3)	
FSC 234 Fire Investigation (3)	
FSC 235 Fire Protection Systems (3)	
FSC 241 Firefighter Safety & Building Construction (3)	

AAS DEGREE -
FIRE SCIENCE

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

DEGREE CORE REQUIREMENTS: 37-38 Credit Hours

REQUIRED COURSES:			Credit Hours
ACC	100	Practical Accounting Procedures	5
BUS	104	Business Communications	3
CIS	102	Computer Literacy (2)	2-3
OR			
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)	
BUS	203	Business Law (3)	
BUS	210	Human Relations in the Workplace (3)	
CIS	112	Introduction to Windows (2)	
CIS	122	Word for Windows I (2)	
CIS	125	Introduction to Databases (2)	
CIS	126	Introduction to Integrated Software (2)	
CIS	131	Introduction to DOS (2)	
CIS	223	Advanced Spreadsheet Applications (2)	
CIS	227	Advanced Desktop Publishing Software Applications (2)	
OIS	125	Beginning Shorthand (3)	
OIS	225	Intermediate Shorthand (3)	
OIS	230	Medical Transcription (3)	
OIS	240	Legal Transcription (3)	
OIS	242	Legal Secretarial Skills (3)	



Associate of General Studies Degree GENERAL STUDIES

The Associate General Studies Degree is designed for students who wish to broaden their knowledge, but have no university major or vocational goal in mind. 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

			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.			
SCIENCE:			3-4
One course at the 100 level or above 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.

AGS DEGREE

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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
OR			
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

**CERTIFICATES -
ACCOUNTING &
ARCHITECTURAL
DRAFTING**

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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:

			Credit Hours
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:

		Credit Hours
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

**CERTIFICATES -
ARCHITECTURAL
DRAFTING &
BUSINESS
ACCOUNTING
TECHNICIAN**

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:

		Credit Hours
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:

BUS 104	Business Communications (3)	5
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)

CERTIFICATE REQUIREMENTS: 15 Credit Hours

REQUIRED COURSES:

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

CERTIFICATES-
CLERICAL

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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)

CERTIFICATE REQUIREMENTS: 25 Credit Hours

REQUIRED COURSES:

REQUIRED COURSES:			Credit Hours
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:			Credit Hours
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:			Credit Hours
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

**CERTIFICATES -
COMPUTER
AIDED DESIGN
SPECIALIST**

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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)

CERTIFICATE REQUIREMENTS: 15 Credit Hours

REQUIRED COURSES:

			Credit Hours
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
OR			
CIS	112	Introduction to Windows (2)	
CIS	127	Introduction to Desktop Publishing	2
CIS	131	Introduction to DOS	2

CERTIFICATES -
COMPUTER
SOFTWARE

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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)

CERTIFICATE REQUIREMENTS: 27 Credit Hours

REQUIRED COURSES:

			Credit Hours
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:			Credit Hours
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

**CERTIFICATES -
CONSTRUCTION
TECHNOLOGY**

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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:			Credit Hours
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)

CERTIFICATE REQUIREMENTS: 14 Credit Hours

REQUIRED COURSES:

			Credit Hours
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)

CERTIFICATE REQUIREMENTS: 24 Credit Hours

REQUIRED COURSES:

			Credit Hours
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)

CERTIFICATE REQUIREMENTS: 15 Credit Hours

REQUIRED COURSES:			Credit Hours
FSC	105	Firefighter I & II	6
FSC	200	Hazardous Materials - First Responder	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.

**CERTIFICATES -
FIRE SCIENCE**

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(Minimum credit hours required: 37)

CERTIFICATE REQUIREMENTS: 37 Credit Hours

REQUIRED COURSES:			Credit Hours
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	239	Fire Department Company Officer	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
OR			
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

**CERTIFICATES -
GENERAL
BUSINESS &
LEGAL
SECRETARY**

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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)

CERTIFICATE REQUIREMENTS: 22 Credit Hours

REQUIRED COURSES:

			Credit Hours
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)

CERTIFICATE REQUIREMENTS: 36 Credit Hours

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

**CERTIFICATES-
LEGAL
SECRETARY &
MEDICAL
TRANSCRIPTION**

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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)

CERTIFICATE REQUIREMENTS: 15 Credit Hours

REQUIRED COURSES:

		Credit Hours	
RES	101	Real Estate Principles	3
RES	102	Real Estate Practices	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

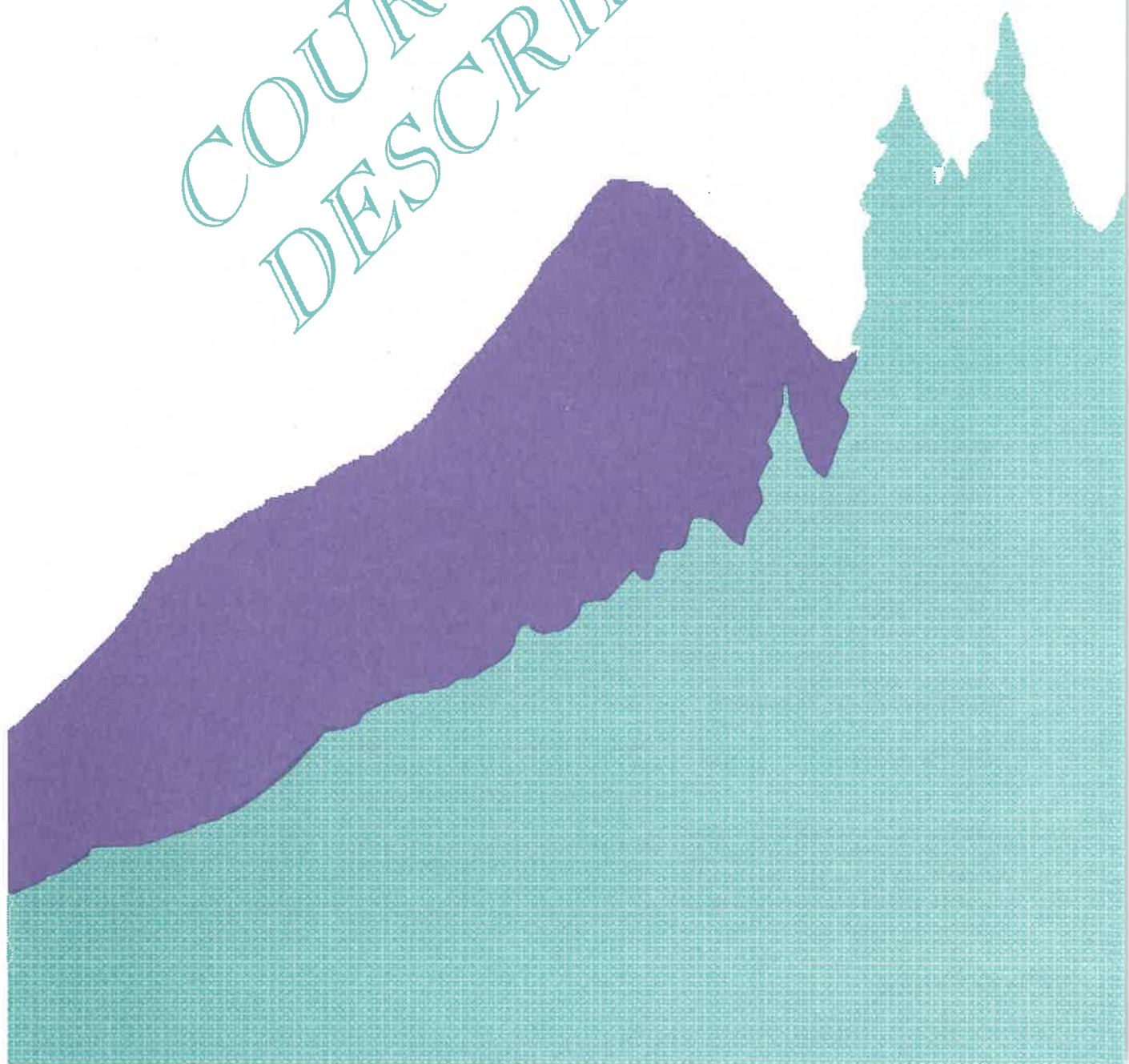
(Minimum credit hours required: 30)

CERTIFICATE REQUIREMENTS: 30 Credit Hours

REQUIRED COURSES:

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



ACCOUNTING

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

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 (3) **PRINCIPLES OF ACCOUNTING I**

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 (3) **PRINCIPLES OF ACCOUNTING II**

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 (3) **BASIC OFFICE ACCOUNTING I**

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 (3) **BASIC OFFICE ACCOUNTING II**

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 (3) **INCOME TAX I**

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 (3) **INCOME TAX II**

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 (3) **INTERMEDIATE ACCOUNTING I**

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 (3) **INTERMEDIATE ACCOUNTING II**

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 (3) **MANAGERIAL ACCOUNTING**

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 (3) **COST ACCOUNTING**

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 (3) **ACCOUNTING & EDP SYSTEMS**

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

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 (3) **FINANCIAL STATEMENT ANALYSIS**

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 (3)
HOSPITALITY ACCOUNTING & FINANCE

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 (1-6)
SPECIAL TOPICS

Designed to meet the needs of an individual(s) who has an interest in pursuing an original topic in an instructional area under faculty supervision. One to six variable credit hours.

ALLIED HEALTH SCIENCES

AHS 131 (3)
MEDICAL TERMINOLOGY I

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 (1-6)
SPECIAL TOPICS

Designed to meet the needs of an individual(s) who has an interest in pursuing an original topic in an instructional area under faculty supervision. One to six variable credit hours.

ADMINISTRATION OF JUSTICE

AJS 101 (3)
INTRODUCTION TO ADMINISTRATION OF JUSTICE

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 (3)
THE CORRECTION FUNCTION

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

AJS 120 (3)
SUBSTANTIVE CRIMINAL LAW

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 (3)
THE POLICE FUNCTION

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 (3)
GANG BEHAVIOR & STREET VIOLENCE

Development of gangs, how society promotes them, and how they are self-sustaining through street violence. Includes a detailed look at victims' rights and the history of vigilantes in America. Three lecture.

AJS 150 (3)
RULES OF CRIMINAL PROCEDURES

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 (3)
POLICE ADMINISTRATION

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

AJS 170 (3)
INTRODUCTION TO SECURITY

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 (3)
COMMUNITY RELATIONS

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 (3)
RULES OF EVIDENCE

Understanding of the rules of evidence which most often affect personnel concerned with the administration of the criminal law. Three lecture.

AJS 230 (3)
CRIME & DELINQUENCY

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 (3)
JUVENILE JUSTICE PROCEDURE

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

AJS 250 (3)
CRIMINAL INVESTIGATIONS

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

AJS 260 (3)
CONSTITUTIONAL LAW
 Constitutional law as it relates to the operation of the criminal justice system. Three lecture.

AJS 265 (3)
PROBATION & PAROLE
 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 (3)
CRIMINOLOGY
 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 (3)
TERRORISM & COUNTERTERRORISM
 Nature of terrorism, terrorist threat, and countermeasures to combat terrorism. Prerequisite: Enrollment limited to employees of law enforcement agencies. Three lecture.

AJS 292 (3)
HOSTAGE NEGOTIATIONS
 Essentials of hostage negotiations for all personnel and may serve as a refresher for trained personnel. Prerequisite: Enrollment limited to employees of law enforcement agencies. Three lecture.

AJS 293 (3)
FIREARMS TRAINING
 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. Three lecture.

AJS 298 (1-6)
SPECIAL TOPICS
 Designed to meet the needs of an individual(s) who has an interest in pursuing an original topic in an

instructional area under faculty supervision. One to six variable credit hours.

ANTHROPOLOGY

ANT 102 (3)
INTRODUCTION TO CULTURAL ANTHROPOLOGY
 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 (3)
EXPLORING ARCHEOLOGY
 History, methods, and theory of archeology with an emphasis on modern techniques of studying prehistoric and historic populations and their cultural remains. Three lecture.

ANT 241 (3)
ANTHROPOLOGY OF RELIGION
 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 (1-6)
SPECIAL TOPICS
 Designed to meet the needs of an individual(s) who has an interest in pursuing an original topic in an instructional area under faculty supervision. One to six variable credit hours.

ART

ART 100 (3)
ART APPRECIATION
 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 (3)
NATIVE AMERICAN ART OF THE SOUTHWEST
 Survey of Native American artwork from the southwestern United States covering architecture, arts and crafts from the prehistoric period to the present. Also includes the history of native cultures of the region. Field trips to local prehistoric sites and museums. Three lecture.

ART 106A (3)
WORKSHOP: COLLOGRAPH PRINT
 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 (3)
DRAWING I
 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 (3)
DRAWING II
 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 (3)
STAINED GLASS I
 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 (3)
COLOR THEORY

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 (3)
CERAMICS I

Introduction to handbuilding techniques, wheel throwing, glazing and other decorative techniques, kiln firing and ceramics history. One lecture; five lab. May be taken for S/U credit.

ART 121 (3)
CERAMICS II

Emphasis on developing intermediate skill with the potter's wheel and handbuilding methods, glazing and decoration techniques, and kiln operations. Prerequisite: ART 120. One lecture; five lab. May be taken for S/U credit.

ART 133 (2)
CALLIGRAPHY I

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

ART 134 (2)
CALLIGRAPHY II

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

ART 140 (3)
JEWELRY I

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 (3)
PHOTOGRAPHY I

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 (2)
PHOTOGRAPHY

TECHNIQUES & MATERIALS
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 (3)
COLOR & DESIGN

Fundamentals of two-dimensional design, emphasizing study and utilization of the Principles of Design, development of a visual vocabulary, and study of color theory. Prerequisite: ART 110 or consent of instructor. One lecture; five lab. May be taken for S/U credit.

ART 165 (3)
THREE-DIMENSIONAL DESIGN

Introduction to the design principles, materials, and methods used in sculpture and other three-dimensional art forms. One lecture; five lab.

ART 180 (3)
SCULPTURE I

Introduction to sculptural processes, techniques and materials in clay, metal, wood, and stone. Includes sculptural history and criticism. Prerequisite: ART 165 or consent of instructor. One lecture; five lab. May be taken for S/U credit.

ART 190 (3)
OIL/ACRYLIC PAINTING I

Introduction to techniques and materials traditionally used in oil and/or acrylic painting. Prerequisite: ART 110 or consent of instructor. One lecture; five lab. May be taken for S/U credit.

ART 191 (3)
OIL/ACRYLIC PAINTING II

Intermediate course in developing expressive and descriptive skills using oil and/or acrylic paint. Prerequisite: ART 190 and ART 160 or consent of instructor. One lecture; five lab. May be taken for S/U credit.

ART 194 (3)
WATERCOLOR I

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 (3)
WATERCOLOR II

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 (3)
ART HISTORY I

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

ART 202 (3)
ART HISTORY II

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

ART 203 (3)
ARTIST'S BUSINESS COURSE

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

ART 210 (3)
LIFE DRAWING I

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 (3)
STAINED GLASS II

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 220 (3)
ART OF THE UNITED STATES
Study of the historical development of the arts and architecture in America from the Colonial period to the present. Three lecture.

ART 250 (3)
COLOR PHOTOGRAPHY
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 (1-6)
SPECIAL TOPICS
Designed to meet the needs of an individual(s) who has an interest in pursuing an original topic in an instructional area under faculty supervision. One to six variable credit hours.

AUTOMOTIVE

AUT 100 (3)
AUTOMOTIVE BASICS
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 (1-6)
SPECIAL TOPICS
Designed to meet the needs of an individual(s) who has an interest in pursuing an original topic in an instructional area under faculty supervision. One to six variable credit hours.

AVIATION

AVT 131 (3)
PRIVATE GROUND SCHOOL
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 (1-6)
SPECIAL TOPICS
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 (2)
HIGH COUNTRY GARDENING
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 (4)
BIOLOGY CONCEPTS
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 (4)
ENVIRONMENTAL BIOLOGY
Basic concepts of ecology and the importance of human interaction with the natural ecosystems. Field trips. Three lecture; three lab.

BIO 109 (3)
NATURAL HISTORY OF THE SOUTHWEST
Plants and animals of the Southwest with emphasis on Arizona. Students may enroll concurrently in BIO 110. Three lecture.

BIO 110 (1)
LAB FOR NATURAL HISTORY OF THE SOUTHWEST
Basic field and laboratory techniques used in biology. Focus on plant and animal interactions. Field trips. Corequisite: BIO 109. Three lab.

BIO 184 (4)
PLANT BIOLOGY
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 (4)
ANIMAL BIOLOGY
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 (4)
HUMAN ANATOMY & PHYSIOLOGY I
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 (4)
HUMAN ANATOMY & PHYSIOLOGY II
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 (4)
MICROBIOLOGY
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 (1-6)
SPECIAL TOPICS
 Designed to meet the needs of an individual(s) who has an interest in pursuing an original topic in an instructional area under faculty supervision. One to six variable credit hours.

BUSINESS

BUS 100 (3)
MATHEMATICS OF BUSINESS
 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 (3)
INTRODUCTION TO BUSINESS
 Elements of business and industry. Includes the history, structure, function and contribution of business and industry to our society. Three lecture.

BUS 102 (3)
INTRODUCTION TO INTERNATIONAL TRADE & BUSINESS
 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 (3)
PERSONAL FINANCE
 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 (3)
BUSINESS COMMUNICATIONS
 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 (3)
BASIC INVESTMENTS
 Study of inflation, taxation, government securities, stocks and bonds, real estate, and retirement plans. Three lecture.

BUS 106 (3)
INTRODUCTION TO ORGANIZATIONAL BEHAVIOR
 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 (3)
RETAIL MANAGEMENT
 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 (3)
INTRODUCTION TO SELLING
 General principles of successful personal selling. Qualities and qualifications of training programs for successful selling practices. Three lecture.

BUS 109 (3)
BUDGET & FORECASTING
 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 (3)
ADVERTISING & SALES PROMOTION
 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 (1)
WOMEN IN BUSINESS
 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 (2)
BUSINESS IN MEDICAL PRACTICES
 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 (3)
BUSINESS LAW
 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 (3)
PRINCIPLES OF MANAGEMENT
 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 (3)**PRINCIPLES OF MARKETING**

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 (3)**APPLIED MANAGEMENT TECHNIQUES**

Integrates the functional areas of management into the direct solution of business and management problems. Includes a comprehensive business plan. Three lecture.

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

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 (3)**HUMAN RELATIONS IN THE WORKPLACE**

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

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 (3)**IMPORTING & EXPORTING**

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 (3)**SMALL BUSINESS MANAGEMENT**

Fundamentals of starting and operating a small business. Location, financing, organization, feasibility studies, and sales promotion. Three lecture.

BUS 214 (3)**LEGAL, ETHICAL & REGULATORY ISSUES IN BUSINESS**

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

BUS 215 (3)**BUSINESS ETHICS**

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 (3)**PRINCIPLES OF BUSINESS FINANCE**

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 (3)**CREDIT & COLLECTION PRINCIPLES**

Basic elements of the credit and collection function of financial institutions and business. Nature, function, classification, and principles of commercial credit; analysis of agency reports; and collection procedures. Three lecture.

BUS 218 (3)**CUSTOMER SERVICE**

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

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

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 (3)**BUSINESS STATISTICS & ANALYSIS**

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 142 or MAT 151. Three lecture.

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

Designed to meet the needs of an individual(s) who has an interest in pursuing an original topic in an instructional area under faculty supervision. One to six variable credit hours.

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

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

CHM 130 (4)**FUNDAMENTAL CHEMISTRY**

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 (4)
GENERAL CHEMISTRY I
 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 (4)
GENERAL CHEMISTRY II
 Kinetics and equilibrium, nuclear, aqueous solution, and electro chemistry. Prerequisite: CHM 151. Three lecture; three lab.

CHM 190 (3)
ENVIRONMENTAL CHEMISTRY
 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 (1-6)
SPECIAL TOPICS
 Designed to meet the needs of an individual(s) who has an interest in pursuing an original topic in an instructional area under faculty supervision. One to six variable credit hours.

COMPUTER INFORMATION SYSTEMS

CIS 102 (2)
COMPUTER LITERACY
 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 (1)
PRINCIPLES OF PROGRAMMING
 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 (2)
INTRODUCTION TO WINDOWS
 Basic operations and components of Windows environment through hands-on experience. One lecture; two lab.

CIS 120 (3)
INTRODUCTION TO COMPUTER INFORMATION SYSTEMS
 Computer hardware, software, and information processing systems, including the development and hands-on use of application software programs. Two lecture; two lab.

CIS 122 (2)
WORD FOR WINDOWS I
 Concepts and capabilities of wordprocessing software in business applications using Microsoft Word for Windows with extensive hands-on experience. One lecture; two lab.

CIS 123 (2)
INTRODUCTION TO SPREADSHEETS
 Concepts and capabilities of electronic spreadsheet software using a microcomputer through extensive hands-on experience using business applications. One lecture; two lab.

CIS 124 (2)
INTRODUCTION TO WORDPROCESSING
 Concepts and capabilities of wordprocessing software using a microcomputer through extensive hands-on experience using business applications. One lecture; two lab.

CIS 125 (2)
INTRODUCTION TO DATABASES
 Concepts and capabilities of database management software using a microcomputer through extensive hands-on experience using business applications. One lecture; two lab.

CIS 126 (2)
INTRODUCTION TO INTEGRATED SOFTWARE
 Concepts and capabilities of integrated software using a microcomputer through extensive hands-on experience using business applications. One lecture; two lab.

CIS 127 (2)
INTRODUCTION TO DESKTOP PUBLISHING
 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 (2)
INTRODUCTION TO DOS
 Basic operation of microcomputer operating systems through hands-on experience. One lecture; two lab.

CIS 171 (3)
COMPUTERS IN EDUCATION I
 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 (3)
APPLICATIONS PROGRAMMING I
 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 (3)
APPLICATIONS PROGRAMMING II
 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 222 (2)
ADVANCED WORD FOR WINDOWS

Advanced concepts and capabilities of word processing software in business applications using Microsoft Word for Windows with extensive hands-on experience. Prerequisite: CIS 122 or consent of instructor. One lecture; two lab.

CIS 223 (2)
ADVANCED SPREADSHEET APPLICATIONS

Intensive hands-on experience using the advanced features of spreadsheet software. Prerequisite: CIS 123 or consent of instructor. One lecture; two lab.

CIS 224 (2)
ADVANCED WORD PROCESSING APPLICATIONS

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 (1)
ADVANCED DATABASE APPLICATIONS

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

CIS 226 (1)
ADVANCED INTEGRATED SOFTWARE APPLICATIONS

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

CIS 227 (2)
ADVANCED DESKTOP PUBLISHING SOFTWARE APPLICATIONS

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 (1-6)
SPECIAL TOPICS

Designed to meet the needs of an individual(s) who has an interest in pursuing an original topic in an instructional area under faculty supervision. One to six variable credit hours.

COOPERATIVE EDUCATION

COE 111 (3-6)
COOPERATIVE EDUCATION

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 Division Chair. 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 (1-6)
SPECIAL TOPICS

Designed to meet the needs of an individual(s) who has an interest in pursuing an original topic in an instructional area under faculty supervision. One to six variable credit hours.

COUNSELING

COU 101 (2)
SELF & CAREER EXPLORATION

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 (3)
COLLEGE STUDY SKILLS

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 (2)
ASSERTIVE TRAINING

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 (1)
STRESS MANAGEMENT

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

COU 133 (1)
MOTIVATION SKILLS

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 (1)
BUILDING SELF-ESTEEM

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 (2)
SELF MANAGEMENT SKILLS I

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 (2)
SELF MANAGEMENT SKILLS II
 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 (1)
THE JOB SEARCH
 Job search strategies, interview skills, and resume preparation. One lecture. May be taken for S/U credit.

COU 298 (1-6)
SPECIAL TOPICS
 Designed to meet the needs of an individual(s) who has an interest in pursuing an original topic in an instructional area under faculty supervision. One to six variable credit hours.

DANCE

DAN 100 (2)
BEGINNING DANCE MOVEMENT
 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 (2)
AEROBIC DANCE I
 Understanding aerobic dance as a strengthening, stretching, and cardiovascular activity. One lecture; two lab. May be taken for S/U credit.

DAN 110 (2)
BALLET I
 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 (2)
MODERN DANCE I
 Basic techniques of modern dance. One lecture; two lab. May be taken for S/U credit.

DAN 130 (1)
CONCERT DANCE I
 Performance in specially choreographed dance productions. Methods used in choreography. Two lab. May be taken for S/U credit.

DAN 140 (1)
FOLK DANCE I
 Elements of folk dancing. Two lab. May be taken for S/U credit.

DAN 150 (2)
BEGINNING JAZZ DANCE I
 Jazz dance technique. One lecture; two lab. May be taken for S/U credit.

DAN 200 (2)
IMPROVISATION
 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 (3)
BALLET II
 Ballet techniques for the student with previous ballet experience. Two lecture; two lab. May be taken for S/U credit.

DAN 221 (3)
MODERN DANCE II
 Advanced modern dance techniques. Two lecture; two lab. May be taken for S/U credit.

DAN 250 (3)
INTERMEDIATE JAZZ DANCE II
 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 (1-6)
SPECIAL TOPICS
 Designed to meet the needs of an individual(s) who has an interest in pursuing an original topic in an instructional area under faculty

supervision. One to six variable credit hours.

DRAFTING

DFT 125 (3)
ARCHITECTURAL DRAFTING I
 Reviews basic drafting principles and tools. Design and actual plan drawing. Two lecture; two lab.

DFT 145 (3)
MECHANICAL DRAFTING I
 Mechanical/technical drafting including drafting principles, tools, techniques, and standards. Two lecture; two lab.

DFT 150 (3)
AUTOCAD I
 Features, limitations, and considerations associated with the operation of a computer-aided design/drafting (CAD) system (AutoCAD). One lecture; three lab.

DFT 170 (3)
CADKEY I
 Working knowledge of geometric construction and an introduction to computer-aided manufacturing software program in creating 2D drawings. Two lecture; two lab.

DFT 200 (3)
AUTOCAD II
 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 (3)
TECHNICAL DRAFTING I - CAD 2D
 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 (3)
ARCHITECTURAL DRAFTING
I - CAD

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 (3)
AUTOCAD III

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 (3)
ARCHITECTURAL DRAFTING
II - CAD

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 (3)
CADKEY II

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 (1-6)
SPECIAL TOPICS

Designed to meet the needs of an individual(s) who has an interest in pursuing an original topic in an instructional area under faculty

supervision. One to six variable credit hours.

ECONOMICS

ECN 204 (3)
MACROECONOMIC
PRINCIPLES

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 (3)
MICROECONOMIC
PRINCIPLES

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

ECN 298 (1-6)
SPECIAL TOPICS

Designed to meet the needs of an individual(s) who has an interest in pursuing an original topic in an instructional area under faculty supervision. One to six variable credit hours.

EDUCATION

EDU 200 (3)
INTRODUCTION TO
EDUCATION

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 (3)
THE COMMUNITY COLLEGE

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 (1-6)

SPECIAL TOPICS

Designed to meet the needs of an individual(s) who has an interest in pursuing an original topic in an instructional area under faculty supervision. One to six variable credit hours.

ELECTRONICS

ELT 100 (3)
CONCEPTS OF ELECTRICITY
& BASIC ELECTRONICS

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

ELT 120 (3)
DIRECT CURRENT (DC)

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 (3)
ALTERNATING CURRENT
(AC)

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 (3)
MICROCOMPUTER
OPERATING SYSTEMS &
ARCHITECTURE

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 (2) **BASIC MICROCOMPUTER REPAIR**

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 (1-6) **SPECIAL TOPICS**

Designed to meet the needs of an individual(s) who has an interest in pursuing an original topic in an instructional area under faculty supervision. One to six variable credit hours.

EMERGENCY MEDICAL SERVICES

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

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

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

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 (2) **EMERGENCY MEDICAL TECHNICIAN REFRESHER**

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; maximum of six credits in EMS 211 may apply toward a degree. Two lecture.

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

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 (6) **INTERMEDIATE EMERGENCY MEDICAL TECHNICIAN II**

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 (13) **CERTIFIED EMERGENCY PARAMEDIC I**

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 (12) **CERTIFIED EMERGENCY PARAMEDIC II**

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, 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 (3) **VEHICULAR PRACTICE**

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 (4) **CLINICAL PRACTICE**

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 (1-6) **SPECIAL TOPICS**

Designed to meet the needs of an individual(s) who has an interest in pursuing an original topic in an instructional area under faculty supervision. One to six variable credit hours.

ENGLISH**ENG 020 (1)**
SENTENCE STRUCTURE

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 (1)
GRAMMAR SKILLS

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 (1)
PUNCTUATION SKILLS

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 (1)
PARAGRAPH DEVELOPMENT

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 (1)
SPELLING IMPROVEMENT

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 (1)
VOCABULARY IMPROVEMENT

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 (3)
BASIC READING SKILLS

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

ENG 030 (3)
READING IMPROVEMENT

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 (3)
ADVANCED READING IMPROVEMENT

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 (2)
INTRODUCTION TO ENGLISH AS A SECOND LANGUAGE

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 (3)
ENGLISH AS A SECOND LANGUAGE

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 (3)
BASIC WRITING SKILLS

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 099 (1)
LIBRARY RESOURCE SKILLS

Eight week course designed to teach the skills required to utilize public and academic library resource tools. One lecture; one lab.

ENG 100 (3)
FUNDAMENTALS OF COMPOSITION

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. Three lecture.

ENG 100X (3)
FUNDAMENTALS OF COMPOSITION

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 (3)
COLLEGE COMPOSITION I

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 (3)
COLLEGE COMPOSITION II

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 (3)
CAREER COMMUNICATION

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 (3)
CAREER WRITING

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. Three lecture.

ENG 139 (3)
INTRODUCTION TO CREATIVE WRITING

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 (3)
CRITICAL READING

Increasing reading rate flexibility and speed, with emphasis on improving comprehension and analytical reading skills. Prerequisite: Placement or "C" or better in ENG 031. Three lecture.

ENG 234 (3)
INFORMATION AGE COMMUNICATION

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 (3)
INTRODUCTION TO THE AMERICAN SHORT STORY

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 (3)
WOMEN IN LITERATURE

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 (3)
LITERATURE OF THE SOUTHWEST

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 (3)
CREATIVE WRITING: FICTION

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 (3)
CREATIVE WRITING: POETRY

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 (3)
CREATIVE WRITING: NON-FICTION

Extensive practice in writing and revising various types of creative non-fiction. Emphasis on study of professional models and discussion of students' work. Pre- or corequisite: ENG 102 or consent of instructor. Three lecture. May be taken for S/U credit.

ENG 273 (3)
INTRODUCTION TO SHAKESPEARE

Study of a selection of Shakespeare's plays, selected sonnets, and poems. Includes an investigation into relevant history, social conditions, and literary background. Prerequisite: ENG 101 or consent of instructor. Three lecture.

ENG 298 (1-6)
SPECIAL TOPICS

Designed to meet the needs of an individual(s) who has an interest in pursuing an original topic in an instructional area under faculty supervision. One to six variable credit hours.

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

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 (1-6)
SPECIAL TOPICS

Designed to meet the needs of an individual(s) who has an interest in pursuing an original topic in an instructional area under faculty supervision. One to six variable credit hours.

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

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

FRE 102 (4)
BEGINNING FRENCH II

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 (3)
CONVERSATIONAL FRENCH I
 Basic grammar, vocabulary, and culture in conversational practice. Three lecture. May be taken for S/U credit.

FRE 132 (3)
CONVERSATIONAL FRENCH II
 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 (1-6)
SPECIAL TOPICS
 Designed to meet the needs of an individual(s) who has an interest in pursuing an original topic in an instructional area under faculty supervision. One to six variable credit hours..

FIRE SCIENCE

FSC 101 (2)
FIRE SERVICE ORIENTATION & INDOCTRINATION
 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 (6)
FIREFIGHTER I & II
 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 (3)
FUNDAMENTALS OF FIRE PREVENTION
 Role and functions of fire prevention. Practical rather than theoretical aspects of fire prevention. Three lecture.

FSC 136 (4)
FIRE APPARATUS & HYDRAULICS
 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 (.5)
HAZARDOUS MATERIALS - FIRST RESPONDER AWARENESS
 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 (3)
HAZARDOUS MATERIALS - FIRST RESPONDER
 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 233 (3)
WILDLAND FIRE SUPPRESSION
 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 (3)
FIRE INVESTIGATION
 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 (3)
FIRE PROTECTION SYSTEMS
 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 (3)
FIREFIGHTER OCCUPATIONAL SAFETY
 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 238 (3)
EMERGENCY SCENE MANAGEMENT
 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 (3)
FIRE DEPARTMENT COMPANY OFFICER
 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 (3)
FIREFIGHTER SAFETY & BUILDING CONSTRUCTION
 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 (1-6)
SPECIAL TOPICS

Designed to meet the needs of an individual(s) who has an interest in pursuing an original topic in an instructional area under faculty supervision. One to six variable credit hours.

GEOGRAPHY

GEO 131 (4)
INTRODUCTION TO PHYSICAL GEOGRAPHY

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 (3)
WORLD/REGIONAL GEOGRAPHY

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 (3)
CONSERVATION & MANAGEMENT OF NATURAL RESOURCES

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 (1-6)
SPECIAL TOPICS

Designed to meet the needs of an individual(s) who has an interest in pursuing an original topic in an instructional area under faculty supervision. One to six variable credit hours.

GERMAN

GER 131 (3)
CONVERSATIONAL GERMAN I

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 (3)
CONVERSATIONAL GERMAN II

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.

GER 298 (1-6)
SPECIAL TOPICS

Designed to meet the needs of an individual(s) who has an interest in pursuing an original topic in an instructional area under faculty supervision. One to six variable credit hours.

GEOLOGY

GLG 100 (4)
INTRODUCTION TO GEOLOGY

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

GLG 101 (4)
PHYSICAL GEOLOGY

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

GLG 102 (4)
HISTORICAL GEOLOGY

Chronological study of the time element involved in the creation of the earth and its inhabitants as revealed in rocks. Prerequisite: GLG 101, GEO 131, or consent of instructor. Three lecture; three lab.

GLG 111 (2)
GEOLOGY OF NORTHERN ARIZONA

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 (2)
GEOLOGY OF THE GRAND CANYON

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 (4)
ANCIENT LIFE

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; pre- or corequisite: ENG 102. Three lecture; three lab.

GLG 298 (1-6)
SPECIAL TOPICS

Designed to meet the needs of an individual(s) who has an interest in pursuing an original topic in an instructional area under faculty supervision. One to six variable credit hours.

HISTORY

HIS 131 (3)
UNITED STATES HISTORY I

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 (3)**UNITED STATES HISTORY II**

Development of the United States from the ordeal of Reconstruction (1865-1877) to the present. Three lecture.

HIS 135 (3)**HISTORY OF MEXICO**

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

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

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 (3)**WESTERN CIVILIZATION I**

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

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

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

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

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

HIS 238 (3)**NAVAJO HISTORY**

Examines Dine ("The People") history with emphasis on the role the Navajo have played in the economic, cultural, and political life of the Navajo nation. Three lecture.

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

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

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

Designed to meet the needs of an individual(s) who has an interest in pursuing an original topic in an instructional area under faculty supervision. One to six variable credit hours.

HOTEL RESTAURANT MANAGEMENT**HRM 100 (3)****INTRODUCTION TO HOSPITALITY**

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

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

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

HRM 145 (3)**GOURMET FOODS II**

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 210 (3)**GUEST SERVICE MANAGEMENT**

Overview of the hotel industry, front office management, guest expectations, reservations, uniformed services, and guest accounting. Also emphasizes the importance of communication and the key role front office plays within the framework of the entire hotel. Three lecture.

HRM 220 (3)**PROPERTY MANAGEMENT**

Introduction to the direction and control of housekeeping operations, personnel and facilities management, problem solving techniques, and guest security and safety. Three lecture.

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

Designed to meet the needs of an individual(s) who has an interest in pursuing an original topic in an instructional area under faculty supervision. One to six variable credit hours.

HUMANITIES**HUM 235 (3)****AMERICAN ARTS & IDEAS I**

Cultural development of the arts, literature, and philosophical and religious movements within the United States from the Colonial Period through the Civil War. Pre- or corequisite: ENG 102. Three lecture.

HUM 236 (3)**AMERICAN ARTS & IDEAS II**

Cultural development of the arts, literature, and philosophical and religious movements within the United States from 1865 to present. Pre- or corequisite: ENG 102. Three lecture.

HUM 241 (3)**HUMANITIES I**

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. Pre- or corequisite: ENG 102. Three lecture.

HUM 242 (3)**HUMANITIES II**

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. Pre- or coorequisite: ENG 102. Three lecture.

HUM 298 (1-6)
SPECIAL TOPICS

Designed to meet the needs of an individual(s) who has an interest in pursuing an original topic in an instructional area under faculty supervision. One to six variable credit hours.

**INDUSTRIAL
TECHNOLOGY-
CONSTRUCTION**

ITC 100 (3)
CONTRACTOR'S LICENSE

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 (3)
UNIFORM BUILDING CODE

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 (3)
**COMPUTER APPLICATIONS
& PROJECT MANAGEMENT**

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 (3)
**BLUEPRINT READING &
ESTIMATING**

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 (3)
**BUILDING LAYOUT &
SURVEYING**

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 (3)
CONSTRUCTION WIRING

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 (3)
**BUILDING CONSTRUCTION
METHODS I**

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

ITC 183 (3)
**RESIDENTIAL UTILITIES
DESIGN**

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 (3)
CONSTRUCTION METHODS II

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 (1-3)
INDUSTRIAL TECHNOLOGY

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

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

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 (2)
**PLANE SURVEYING &
BUILDING LAYOUT**

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

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

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

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

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

ITC 210 (3)
**STRUCTURAL DESIGN &
BUILDING MATERIALS**

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 (3)
CONSTRUCTION SUPERVISION & SCHEDULING

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 (1-6)
SPECIAL TOPICS

Designed to meet the needs of an individual(s) who has an interest in pursuing an original topic in an instructional area under faculty supervision. One to six variable credit hours.

MATH

MAT 033 (1)
MATH WORKSHOP

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 (3)
ARITHMETIC REVIEW

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

MAT 087 (4)
BEGINNING ALGEBRA WITH REVIEW

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. Prerequisite: "C" or better in MAT 055 or satisfactory score on the Mathematics Placement Exam. Four lecture.

MAT 101X (3)
BEGINNING ALGEBRA WITH REVIEW

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. Three lecture.

MAT 102X (4)
INTERMEDIATE ALGEBRA WITH REVIEW

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

MAT 107 (3)
INDUSTRIAL MATHEMATICS

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. Three lecture.

MAT 108 (3)
TECHNICAL MATHEMATICS

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. Prerequisite: "C" or better in MAT 107 or satisfactory score on the Mathematics Placement Exam. Three lecture.

MAT 119 (3)
ALGEBRA

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 (4)
INTERMEDIATE ALGEBRA WITH REVIEW

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

MAT 123 (4)
WORK-BASED MATHEMATICS I

Study of intermediate algebraic topics in an applied format. Includes problem solving, algebraic equations and expressions, data analysis, functions and their graphs, systems of equations, polynomials, and geometry. Prerequisite: "C" or better in MAT 087, or "C" or better in Level 2 high school mathematics, or placement. Three lecture; two lab.

MAT 130 (3)
MATHEMATICS FOR ELEMENTARY TEACHERS I

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. Three lecture.

MAT 131 (3)
MATHEMATICS FOR ELEMENTARY TEACHERS II

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 (3)
APPLICATIONS OF COLLEGE ALGEBRA

Designed to satisfy math requirements for most non-math/science majors. Social choice, management science, growth and symmetry, statistics and probability through the application of the algebra of functions, graphing, sequences/series, logarithms, exponentials, right-angle trigonometry and law of sine/cosine. Prerequisite: "C" or better in MAT 121 or satisfactory score on the Mathematics Placement Exam. Pre- or corequisite: ENG 102. Three lecture.

MAT 151 (4)
COLLEGE ALGEBRA

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 153 (4)
WORK-BASED MATHEMATICS II

Study of algebraic topics in an applied format. Includes quadratics, functions and their graphs, systems of equations, trigonometry, sequences and series, geometric shapes, and conic sections. Prerequisite: "C" or better in MAT 123 or "C" or better in Level 3 high school math. Three lecture; two lab.

MAT 160 (3)
ELEMENTARY STATISTICS

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 (3)
FINITE MATHEMATICS

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 (2)
TRIGONOMETRY

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 (3)
FUNCTIONS AND TRIGONOMETRY

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 (5)
PRE-CALCULUS

College level algebraic equations and trigonometry. Right-angle trigonometry and law of sine/cosine. Prerequisite: "C" or better in MAT 121 or satisfactory score on the Mathematics Placement Exam. Five lecture.

MAT 212 (3)
BUSINESS CALCULUS

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

MAT 220 (5)
CALCULUS & ANALYTIC GEOMETRY I

Limits, continuity, differential, and integral operations on algebraic and

trigonometric functions and 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 (5)
CALCULUS & ANALYTIC GEOMETRY II

Applications and methods or 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 (5)
CALCULUS AND ANALYTIC GEOMETRY III

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

MAT 262 (3)
DIFFERENTIAL EQUATIONS

Introduction to ordinary differential equations. Includes first order equations, higher order linear equations, applications of first and second order equations, series solutions, Laplace transforms, and systems of linear differential equations. Prerequisite: "C" or better in MAT 230. Three lecture.

MAT 298 (1-6)
SPECIAL TOPICS

Designed to meet the needs of an individual(s) who has an interest in pursuing an original topic in an instructional area under faculty supervision. One to six variable credit hours.

MANUFACTURING AND INDUSTRIAL TECHNOLOGY

MIT 140 (3)

ARC WELDING I

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.

MIT 141 (3)

ARC WELDING II

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: MIT 140 or consent of instructor. Two lecture; two lab.

MIT 282 (4)

PIPE WELDING I

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

MIT 283 (4)

PIPE WELDING II

Welding of cross country pipe, high pressure pipe and tube. Prerequisite: MIT 282 or consent of instructor. Two lecture; four lab.

MIT 298 (1-6)

SPECIAL TOPICS

Designed to meet the needs of an individual(s) who has an interest in pursuing an original topic in an instructional area under faculty supervision. One to six variable credit hours.

MUSIC PERFORMANCE

MUP 101 (2)

PIANO FOR NON-MAJORS I

Basic techniques of piano playing, including some literature. No prior piano experience required. One lecture; two lab. May be taken for S/U credit.

MUP 102 (2)

PIANO FOR NON-MAJORS II

Further instruction in beginning piano techniques. Prerequisite: MUP 101 or consent of instructor. One lecture; two lab. May be taken for S/U credit.

MUP 103 (2)

PIANO FOR NON-MAJORS III

Advanced instruction in piano techniques. Prerequisite: MUP 102 or consent of instructor. One lecture; two lab. May be taken for S/U credit.

MUP 105 (1)

VOICE CLASS I

Fundamentals of singing. Three lab. May be taken for S/U credit.

MUP 107 (1)

GUITAR CLASS I

Beginning instruction on guitar including open position scales, arpeggio studies, chord forms, rhythm accompaniment, fundamentals of music theory, note reading studies, picking techniques. Instruction in and exploration of basic classical/flamenco, folk, country, blues, and rock styles in playing. No guitars provided. One lecture; two lab. May be taken for S/U credit.

MUP 108 (2)

INTERMEDIATE GUITAR II

Second level instruction on guitar including moveable position scales and arpeggios, moveable chord forms, melodic rhythm accompaniment, music theory, all major keys, reading music and notation, picking variations. Instruction in and exploration of more complex music styles in classical/flamenco, folk, country, blues, and rock. Prerequisite: MUP 107 or consent of instructor (audition). One lecture; two lab. May be taken for S/U credit.

MUP 110 (1)

WOODWIND ENSEMBLE

Rehearsal and public performance of standard ensemble literature for woodwind instruments. Two lab. May be taken for S/U credit.

MUP 110A (1)

SAXOPHONE ENSEMBLE

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

MUP 111 (1)

COMMUNITY BAND

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 (1)

JAZZ ENSEMBLE

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 (1)

COMMUNITY ORCHESTRA

Rehearsal and public performance of standard orchestral literature. Two lab. May be taken for S/U credit.

MUP 119 (1)

RECORDER ENSEMBLE I

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

MUP 120 (1)

STRING ENSEMBLE

Rehearsal and public performance of standard ensemble literature for string instruments. Two lab. May be taken for S/U credit.

MUP 121 (1)

COLLEGE CHOIR

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 (1) **COMMUNITY CHOIR**

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 (1) **JAZZ IMPROVISATION I**

Basic jazz scales, chords, and rhythms, and jazz pieces exemplifying these basics. Two lab. May be taken for S/U credit.

MUP 207 (2) **GUITAR III**

Third level of instruction on guitar. Emphasis on playing techniques which combine scales, arpeggios, chords, rhythm and lead guitar patterns; control over rhythm patterns including triplet and sixteenth note exercises, syncopation, and constant base coordination. More intricate techniques applied to classical/flamenco, folk, country, blues, and rock styles of music. No guitars provided. Prerequisite: MUP 108 or consent of instructor (audition). One lecture; two lab. May be taken for S/U credit.

MUP 208 (2) **GUITAR IV**

Fourth level of instruction on guitar. Emphasis on control of all techniques acquired from Guitar I through Guitar III. Performance level reaches a higher degree of mastery and includes ear training and identifying chord patterns and notes heard in other musical compositions. Replicating music and improvising styles explored including classical/flamenco, folk, country, blues, and rock styles of music. No guitars provided. Prerequisite: MUS 207 or consent of instructor (audition). One lecture; two lab. May be taken for S/U credit.

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

Designed to meet the needs of an individual(s) who has an interest in pursuing an original topic in an instructional area under faculty supervision. One to six variable credit hours.

MUSIC

MUS 100 (3) **MUSIC APPRECIATION**

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 (1) **PRIVATE MUSIC I**

Individual, self-paced instruction in piano, organ, voice, guitar, band, or orchestra instruments. One 30 minute lesson each week. Two lab.

MUS 103 (1) **CLASS PIANO I**

Music reading for music majors lacking piano experience. Three lab.

MUS 120 (2) **THEORY PREPARATION**

Review of the fundamentals of music: reading, notation, rhythm, scales, intervals, triads, sight-singing and dictation. Four lab. May be taken for S/U credit.

MUS 121 (2) **HARMONY I**

Review of the fundamentals of music followed by study of diatonic melodies, chords, progression, inversion, voicing, voice leading, cadences, and non-chord tones. Prerequisite: MUS 120 or consent of instructor. Four lab. May be taken for S/U credit.

MUS 130 (3) **FUNDAMENTALS OF MUSIC**

Basic elements of music including study of the staff, clefs, signatures, notes, rhythms, definitions, ear training, sight singing, and dictation. Three lecture.

MUS 131 (3) **SIGHT SINGING AND DICTATION I**

Introductory course in conceptualizing written diatonic melodies before hearing them (sight singing) and transcribing them into musical notation after hearing them (dictation).

Prerequisite: MUS 120 or consent of instructor. Four lab. May be taken for S/U credit.

MUS 145 (3) **JAZZ HISTORY & LITERATURE**

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 201 (3) **MUSIC HISTORY & LITERATURE I**

Survey of music from the ancient world to the middle of the 18th century. Presents the growth of music through the contrapuntal schools, culminating in the works of J.S. Bach. The development of opera and oratorio and the rise of homophonic music are studied. Three lecture.

MUS 202 (3) **MUSIC HISTORY & LITERATURE II**

Survey of music from the 18th century to the present. Study is devoted to the art of song, the nationalist schools, the principal composers of the classical, romantic, and modern periods, and to masterpieces of music of these periods. Three lecture.

MUS 205 (1) **CONDUCTING**

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

MUS 207 (3) **MUSIC IN AMERICA**

Develops listening skills and an understanding of how American geography, history, politics, and economics relate to the development of selected musical styles. Three lecture.

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

Designed to meet the needs of an individual(s) who has an interest in pursuing an original topic in an instructional area under faculty supervision. One to six variable credit hours.

NAVAJO**NAV 101 (4)****BEGINNING NAVAJO I**

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

NAV 102 (4)**BEGINNING NAVAJO II**

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 201 (4)**INTERMEDIATE NAVAJO I**

Emphasis on improving basic skills in speaking, comprehension, reading, and writing. Taught in Navajo. Prerequisite: NAV 102 or consent of instructor. Four lecture.

NAV 202 (4)**INTERMEDIATE NAVAJO II**

Review and expansion of basic skills, learning to read and write in Navajo to support the learning of oral Navajo, improving accents to the level that pronunciation does not impair communication. Prerequisite: NAV 201 or consent of instructor. Four lecture.

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

Designed to meet the needs of an individual(s) who has an interest in pursuing an original topic in an instructional area under faculty supervision. One to six variable credit hours.

NURSING**NUR 110 (3)****NURSING ASSISTANT I**

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 200 (2)**INTRODUCTION TO PROFESSIONAL NURSING**

Foundations for professional nursing practice. Nursing roles and functions in the delivery of health care. Two lecture.

NUR 206 (3)**SCIENTIFIC CONCEPTS IN PHARMACOLOGY**

Principles of pharmacology and their application to nursing practice. Nursing application and drug management. Prerequisite: BIO 202, NUR 221, or consent of instructor. Three lecture.

NUR 221 (3)**FOUNDATIONS IN NURSING I**

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: CHM 130 or CHM 151, BIO 201 and BIO 202 and science GPA of 3.0, or consent of instructor. Two lecture; two lab.

NUR 222 (3)**FOUNDATIONS IN NURSING II**

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 (1-6)**SPECIAL TOPICS**

Designed to meet the needs of an individual(s) who has an interest in pursuing an original topic in an instructional area under faculty supervision. One to six variable credit hours.

NUTRITION**NTR 135 (3)****HUMAN NUTRITION**

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 (1-6)**SPECIAL TOPICS**

Designed to meet the needs of an individual(s) who has an interest in pursuing an original topic in an instructional area under faculty supervision. One to six variable credit hours.

OFFICE INFORMATION SYSTEMS**OIS 100 (1)****KEYBOARDING**

Touch-method skills while keyboarding on a typewriter, calculator, or computer keyboard. One lecture; one lab.

OIS 105 (3)**BUSINESS ENGLISH**

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 (3)**BEGINNING TYPING**

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 (3)
SPEEDWRITING

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 (3)
BEGINNING SHORTHAND

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 (3)
MACHINE TRANSCRIPTION

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 (3)
BUSINESS MATH & OFFICE MACHINES

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 (3)
PROFESSIONAL OFFICE SKILLS

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 (3)
FILING SYSTEMS & RECORDS

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 (3)
ADVANCED TYPING

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 (3)
INTERMEDIATE SHORTHAND

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 (3)
MEDICAL TRANSCRIPTION

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 (3)
LEGAL TRANSCRIPTION

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 (3)
LEGAL SECRETARIAL SKILLS

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 (1-6)
SPECIAL TOPICS

Designed to meet the needs of an individual(s) who has an interest in pursuing an original topic in an instructional area under faculty supervision. One to six variable credit hours.

PHYSICAL EDUCATION

PHE 220 (2)
WATER SAFETY INSTRUCTOR

Water safety techniques leading to certification by The American Red Cross. Two lecture.

PHE 229 (2)
FIRST AID AND CPR

Procedures and techniques in first aid, leading to the acquisition of the American Red Cross Emergency Response Certificate and the CPR for the Professional Rescuer Certificate. Two lecture.

PHE 298 (1-6)
SPECIAL TOPICS

Designed to meet the needs of an individual(s) who has an interest in pursuing an original topic in an instructional area under faculty supervision. One to six variable credit hours.

PHILOSOPHY

PHI 101 (3)
INTRODUCTION TO PHILOSOPHY

Philosophical readings, discussion, and analysis on topics including metaphysics, truth, knowledge, and ethics. Three lecture.

PHI 105 (3)
INTRODUCTION TO ETHICS

Key concepts and problems in ethics and social/political philosophy. Historic and contemporary reading with application to modern concerns. Three lecture.

PHI 201 (3)
COMPARATIVE RELIGIONS

Study of the world's religions including philosophical concepts pertaining to the existence and nature of God. Prehistoric and recent nonliterate religions, Native American religions, Judaism, Christianity, Islam, Hinduism, and Eastern religions. Three lecture.

PHI 298 (1-6)
SPECIAL TOPICS

Designed to meet the needs of an individual(s) who has an interest in pursuing an original topic in an instructional area under faculty supervision. One to six variable credit hours.

PHYSICS

PHY 101 (3)
INTRODUCTION TO PHYSICS

Introductory course designed for students who have not had physics before and are planning to take college or university physics. Topics include physics principals, reasoning, and problem solving techniques. The focus will be on dimensional and vector analysis and force diagrams. Two lecture; three lab.

PHY 111 (4)
GENERAL PHYSICS I

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 (4)
GENERAL PHYSICS II

Electricity and magnetism, light, optics, and atomic structure. Prerequisite: PHY 111. Three lecture; three lab.

PHY 141 (4)
CONCEPTS OF PHYSICS

Designed for non-science majors. This is a conceptual (non-algebraic) look at cultural and philosophical implications of physics using real world examples. Three lecture; three lab.

PHY 161 (5)
COLLEGE PHYSICS I

First semester calculus-based physics course designed for pre-science and pre-engineering majors. Mechanics, consisting of motion, statics and dynamics, work, power and energy, impulse, and momentum will be studied. Prerequisite: High school physics or PHY 101. Corequisite: MAT 220. Four lecture; three lab.

PHY 180 (4)
INTRODUCTION TO ASTRONOMY

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 253 (4)
ARCHEO-ASTRONOMY

Examination of how pre-historical societies used celestial movements to anticipate ceremonial and survival activities. Concentrates on motions of the sky, research methodologies and cultural interpretation of sites. Field trips. Prerequisite: MAT 121 or consent of instructor. Three lecture; three lab.

PHY 262 (3)
COLLEGE PHYSICS II

Second semester calculus-based physics course designed for pre-engineering and pre-science majors. Topics include electricity, magnetism, and thermodynamics. Prerequisite: PHY 161. Corequisite: MAT 230. Three lecture.

PHY 298 (1-6)
SPECIAL TOPICS

Designed to meet the needs of an individual(s) who has an interest in pursuing an original topic in an instructional area under faculty supervision. One to six variable credit hours.

POLITICAL SCIENCE

POS 101 (3)
INTRODUCTION TO POLITICS

Issues in contemporary political analysis, human values, and political goals; how governments differ and change; relationship between individual and government; how nation-states influence one another. Three lecture.

POS 110 (3)
AMERICAN NATIONAL GOVERNMENT

Introduction to the American national government; constitutional and philosophical foundations, federalism, structure and evolution of the federal government, and recent trends and issues in the federal government. Three lecture.

POS 120 (3)
INTRODUCTION TO WORLD POLITICS

Introduction to the international system, its actors and their capabilities; international political economy; ends and means of foreign policy; international cooperation, tension, and conflict. Three lecture.

POS 140 (3)
INTRODUCTION TO PUBLIC ADMINISTRATION

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 (3)
INTRODUCTION TO POLITICAL IDEOLOGIES

Political ideas and belief systems, including liberalism, conservatism, Marxism, fascism, and feminisms: the functions of ideology for the individual and society. Three lecture.

POS 220 (3)
ARIZONA & NATIONAL CONSTITUTION

Basic course in Arizona and United States governments and constitutions, designed to meet the requirements for Arizona state teaching certification. Pre- or corequisite: ENG 102. Three lecture.

POS 221 (1)
ARIZONA CONSTITUTION & GOVERNMENT

Arizona Government and Constitution, designed to meet the requirements for Arizona state teaching certification. One lecture.

POS 222 (2)
NATIONAL CONSTITUTION & GOVERNMENT

United States Government and Constitution, designed to meet the requirements for Arizona state teaching certification. Two lecture.

POS 233 (3)
GLOBAL ENVIRONMENTAL POLITICS

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 (1-6)
SPECIAL TOPICS

Designed to meet the needs of an individual(s) who has an interest in pursuing an original topic in an instructional area under faculty supervision. One to six variable credit hours.

PSYCHOLOGY

PSY 100E (2)
EFFECTIVE PSYCHOLOGY FOR PARENTS

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

PSY 101 (3)
INTRODUCTION TO PSYCHOLOGY

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 (3)
PERSONAL GROWTH & DEVELOPMENT

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 (3)
PARAPSYCHOLOGY

Clairvoyance, past incarnations, telepathy, psychokinesis, premonitions, and other subjects concerned with supernormal powers and inexplicable phenomena. Three lecture.

PSY 201 (3)
APPROACHES TO AIDS COUNSELING

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 (3)
INTRODUCTION TO ABNORMAL PSYCHOLOGY

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 227 (3)
PERSONALITY THEORY

Survey and comparison of different personality theories, including the dynamics that underlie personality development, assessment, and research. Prerequisite: PSY 101. Pre- or corequisite: ENG 102. Three lecture.

PSY 230 (3)
INTRODUCTION TO STATISTICS

Basic concepts in descriptive and inferential statistics, emphasizing application to the behavioral sciences. Includes methods of data collection, sampling techniques, central tendency, standard scores, correlation and regression, and hypothesis testing. Student's *t* test, non-parametric analysis, and analysis of variance. Prerequisite: MAT 151 or equivalent with "C" or better, or consent of instructor. Three lecture.

PSY 233 (3)
SOCIAL PSYCHOLOGY

Effects that groups have on their individual members, including social pressures for conformity, aggression, prejudice, self-justification, and individual opinions. Prerequisite: PSY 101; pre- or corequisite: ENG 102. Three lecture.

PSY 234 (3)
CHILD GROWTH & DEVELOPMENT

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 (3)
PSYCHOLOGY OF WOMEN

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 (3)
DEVELOPMENTAL PSYCHOLOGY

Life span development, including the scientific study of normal physiological, emotional, cognitive, and social development from conception until death. Three lecture.

PSY 241 (3)
SUBSTANCE ABUSE

Physical, social, and psychological effects of substance abuse. Three lecture.

PSY 242 (3)
MENTAL HEALTH IN THE AGING

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 (3)
JUNGAN DREAM INTERPRETATION

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 (3)
JUNGAN INTERPRETATION OF DRAWINGS

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 (3)
PSYCHOTHERAPY & COUNSELING WITH MINORITIES

Informs the student of the unique individual and social therapeutic needs of persons in a cultural minority. Three lecture.

PSY 280 (3)
INTRODUCTION TO HEALTH PSYCHOLOGY

Contributions of psychology to health promotion and maintenance, illness prevention and treatment, and related health issues. Three lecture.

PSY 298 (1-6)
SPECIAL TOPICS

Designed to meet the needs of an individual(s) who has an interest in pursuing an original topic in an instructional area under faculty supervision. One to six variable credit hours.

RECREATION

REC 199A (2)
INTRODUCTION TO WHITEWATER TECHNIQUES

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 (1-6)
SPECIAL TOPICS

Designed to meet the needs of an individual(s) who has an interest in pursuing an original topic in an instructional area under faculty supervision. One to six variable credit hours.

REAL ESTATE

RES 101 (3)
REAL ESTATE PRINCIPLES
National and Arizona Real Estate requirements, real estate business, real

estate law, agency, contracts, ownership, legal descriptions, title, finance, listing, and leases. Three lecture.

RES 102 (3)
REAL ESTATE PRACTICES

National and Arizona Real Estate requirements, property management, appraisals, land use, fair housing, real estate investment, closings, and real estate mathematics. Three lecture.

RES 103 (3)
ESCROW PRINCIPLES & PRACTICES

Procedural aspects required to establish and administer title closing, escrow, determination of settlement requirements, and funding. Prerequisite: RES 101. Three lecture.

RES 104 (3)
TITLE EXAMINATION PROCEDURES

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 (3)
REAL ESTATE LAW

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 (3)
REAL ESTATE APPRAISAL

Purpose and function of an appraisal, determinants of value, and appraisal case studies. Emphasizes cost, market data, and income approaches to value estimates including correlation and report writing. Prerequisite: BUS 100 or consent of instructor. Three lecture.

RES 107 (3)
REAL ESTATE FINANCE

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 (3)
PROPERTY MANAGEMENT

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 (3)
REAL ESTATE INVESTMENT

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 (3)
PLANNING & ZONING ISSUES

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 (3)
REAL ESTATE MARKETING

Marketing strategies, concepts of pricing, product packages, promotion, listing approaches, and the Deceptive Trade Practices Consumer Protection Act requirements. Three lecture.

RES 112 (3)
REAL ESTATE BROKERAGE

Law of Agency, planning and organization, operational policies and procedures, records and control, brokerage analysis and expansion criteria, and recruiting, selection and training of personnel. Three lecture.

RES 298 (1-6)
SPECIAL TOPICS

Designed to meet the needs of an individual(s) who has an interest in pursuing an original topic in an instructional area under faculty supervision. One to six variable credit hours.

SCIENCE

SCI 175 (3)
SCIENTIFIC METHODS & REASONING

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 (3)
WATER DISTRIBUTION SYSTEMS

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 (3)
ENERGY

Types and sources of energy including solar, nuclear, wind, steam, turbine, and thermal, and the issues surrounding each. Field trips. Three lecture.

SCI 298 (1-6)
SPECIAL TOPICS

Designed to meet the needs of an individual(s) who has an interest in pursuing an original topic in an instructional area under faculty supervision. One to six variable credit hours.

SIGN LANGUAGE

SLG 101 (3)
AMERICAN SIGN LANGUAGE I

Principles, methods, and techniques for acquiring American basic sign language skills, with emphasis on

developing vocabulary and grammar. Three lecture.

SLG 102 (3)
AMERICAN SIGN LANGUAGE II

Sign vocabulary development, speed, and receptive reading techniques. Prerequisite: SLG 101. Three lecture.

SLG 201 (3)
AMERICAN SIGN LANGUAGE III

Idioms, sign language linguistics, body language, practical application of signing, and cultural aspects of deafness. Prerequisite: SLG 102. Three lecture.

SLG 298 (1-6)
SPECIAL TOPICS

Designed to meet the needs of an individual(s) who has an interest in pursuing an original topic in an instructional area under faculty supervision. One to six variable credit hours.

SOCIOLOGY

SOC 101 (3)
INTRODUCTION TO SOCIOLOGY

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 125 (3)
DOMESTIC VIOLENCE

Theory and dynamics in domestic violence. Defining spouse abuse, exploring origins, and the impact on children and family. Three lecture.

SOC 130 (3)
HUMAN SEXUALITY

Biological, psychological, and cultural factors which influence human sexuality, including ethics, gender roles, and changing values in contemporary society. Three lecture.

SOC 132 (3)**SOCIAL PROBLEMS**

The causes, effects, and solutions of contemporary social problems. Prerequisites: SOC 101 or consent of instructor. Three lecture.

SOC 140 (3)**MARRIAGE & THE FAMILY**

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 (3)**RACE & ETHNIC RELATIONS**

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 (3)**WOMEN & HEALTH**

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 236 (3)**CRIME & DELINQUENCY**

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 285 (3)**HEALTH CARE SYSTEMS**

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 296 (3)**INTERNSHIP**

Opportunity to gain experience in applying knowledge and skills in an

appropriate setting. Three lecture; three lab.

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

Designed to meet the needs of an individual(s) who has an interest in pursuing an original topic in an instructional area under faculty supervision. One to six variable credit hours.

SPANISH**SPA 101 (4)****BEGINNING SPANISH I**

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

SPA 102 (4)**BEGINNING SPANISH II**

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 (3)**SPANISH FOR SPANISH SPEAKERS I**

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 (3)**SPANISH FOR SPANISH SPEAKERS II**

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 (2)**SPANISH FOR HEALTH PROFESSIONALS**

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 (2)**SPANISH FOR LAW****ENFORCEMENT PERSONNEL**

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 (3)**SPANISH FOR ELEMENTARY TEACHERS**

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 (3)**CONVERSATIONAL SPANISH I**

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

SPA 132 (3)**CONVERSATIONAL SPANISH II**

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 (4)**INTERMEDIATE SPANISH I**

Improving basic skills of speaking, comprehension, reading, and writing. Taught in Spanish. Prerequisite: SPA 102 or placement. Four lecture.

SPA 202 (4)**INTERMEDIATE SPANISH II**

Development of communication skills with emphasis on compositions and readings. Taught in Spanish. Prerequisite: SPA 201 or placement. Four lecture.

SPA 212 (2)
**INTRODUCTION TO
TRANSLATION &
INTERPRETATION**

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 (3)
**CONVERSATIONAL
SPANISH III**

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 (3)
**CONVERSATIONAL
SPANISH IV**

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 (1-6)
SPECIAL TOPICS

Designed to meet the needs of an individual(s) who has an interest in pursuing an original topic in an instructional area under faculty supervision. One to six variable credit hours.

SPEECH

SPC 100 (3)
**FUNDAMENTALS OF SPEECH
COMMUNICATION**

Fundamental elements of oral communication emphasizing improving speaking skills and self-confidence. Three lecture. May be taken for S/U credit.

SPC 298 (1-6)
SPECIAL TOPICS

Designed to meet the needs of an individual(s) who has an interest in pursuing an original topic in an instructional area under faculty supervision. One to six variable credit hours.

THEATRE

THR 101 (3)
**INTRODUCTION TO
THEATRE**

Survey of theatre introducing the basic elements and principles of production, styles, and/or historical perspectives of theatre, dramatic literature, and criticism. Three lecture.

THR 110 (3)
ACTING I

Introductory course in the basic techniques of creating a believable character and working in the theatre environment. Three lecture. May be taken for S/U taken.

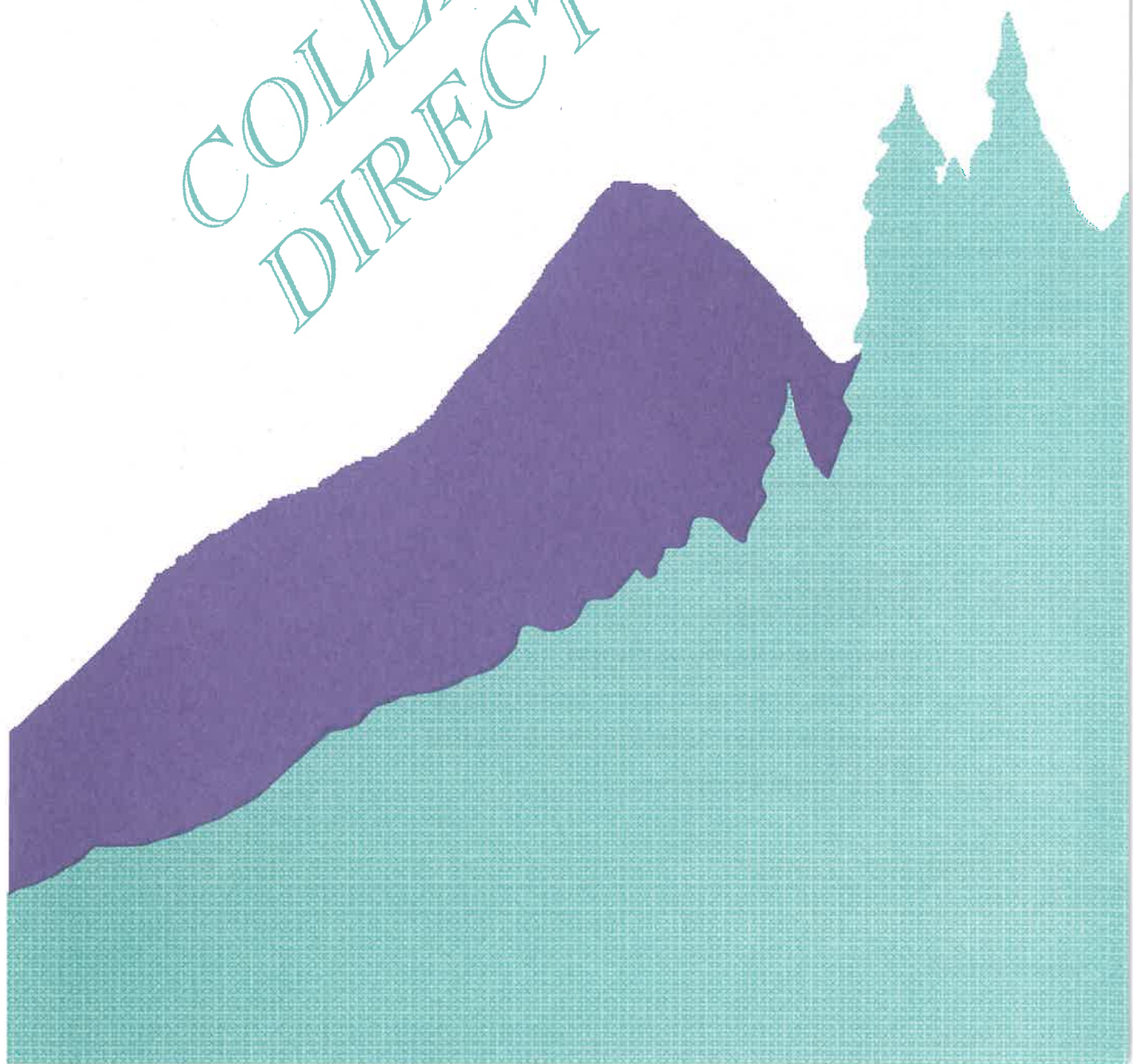
THR 210 (3)
ACTING II

Intermediate course in acting, including play analysis, skills for auditioning, and preparation for an acting career. Prerequisite: THR 110 or consent of instructor. Three lecture. May be taken for S/U credit.

THR 298 (1-6)
SPECIAL TOPICS

Designed to meet the needs of an individual(s) who has an interest in pursuing an original topic in an instructional area under faculty supervision. 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 Support

Davis, Peggy L.

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

Dean for Student Services

Duncan, Terree

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

Director for Human Resources and Public Relations

Alvarado, Theresa M.

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

Dean, Page Education Center

Vacant

Dean for Continuing Education and Director for Small Business Development Center

Vacant

Director for Accounting and Budget

Bates, Barbara E.

B.S., California State University-Bakersfield; CPA

Interim Director for Admissions/Registrar

Miller, Steve

B.A.E.-S.E., Arizona State University; M.B.A., University of Phoenix

Director for CIS Certificate, Information Technology

Kraus, Dale

B.A., Northern Arizona University

Director for Facilities

Easton, Mark

A.A., Phoenix College

Director for Financial Aid

Sprengeler, Patricia A.

B.S., Arizona State University

Director for Grants, Planning, and Research

McCown, Laurie

B.S., University of California-Los Angeles; M.Ed., Northern Arizona University

District Director for Learning Assistance & Foundation Studies

Fishco, Vicki

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

ADMINISTRATIVE
STAFF

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ADMINISTRATIVE STAFF



FACULTY

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

Vacant

Division Chair for Occupational/Technical Education

Bingham, Daniel, B.S., M.Ed. Northern Arizona University
CAD/CAM/Environmental Technology

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

Cress, Barbara, B.S., M.B.A., Northern Arizona University
Computer/Office Information Systems

Eickmeyer, Barbara, B.A., Northern Arizona University
Modern Languages

Emmons, Kathy, B.S., Arizona State University, M.B.A., M.Ed., Northern Arizona University
Accounting, Business, Computer Information Systems

Howard, Rhonda L., B.S., M.A., Northern Arizona University
Science

Inigo, Magdelene, B.S., M.S., Northern Arizona University
Mathematics

Kozak, Kathryn, B.S., M.S., Northern Arizona University
Mathematics

Lara, Martin, B.A., Fresno Pacific College; M.M.A., American Baptist Seminary of the West; M.A., California State University-Dominguez Hills; M.Ed., Northern Arizona University
English, Humanities

Moksvold, Lynn, B.S., Arizona State University
Business, Computer Information Systems

Odgers, Pattie, B.A., M.A., Arizona State University; Ed.D., Northern Arizona University
Business, Computer/Office Information Systems

Pavlich, Paul, B.S., M.Ed, Northern Arizona University
Spanish Language

Petersen, Alan, B.F.A., M.A., Northern Arizona University
Fine Arts

Rhode, Jeff, B.S.B.A., M.B.A., M.A., Northern Arizona University
Computer Information Systems, Computer Lab Coordinator

FACULTY

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FACULTY



Rhodes, James, B.S., M.A., M.Ed., Northern Arizona University
Psychology, Sociology

Sheperd, Carlton, B.S., M.A., Bowling Green State University
Science

St. Vincent, Janette, B.A., University of Georgia; M.A., Clemson University
English

Silbert, Diedra, B.A., Brandeis University; M.A., Leadership Institute of Seattle, City University
Vocational Counseling

Swanson, Billie Rae, B.A., Mesa State College; B.A., University of Nebraska; M.F.A., The School of the Art Institute of Chicago
Art, English, Humanities

Vollrath, Candice, B.A., M.S., Purdue University; M.S., Idaho State University; B.S., Ph.D., University of Kentucky
Nursing, Social Science

West, Stephen L., A.A., Daytona Beach Community College; B.S., Florida State University; M.B.A., Nova University
Business Administration, Computer Information Systems, Social and Behavioral Sciences

Zurmwalt, Joan, B.A., McPherson College; M.A., Colorado Western State College; M.F.A., Instituto Allende
Liberal Studies

FACULTY

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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.

Abd-al-Hakim, Yusuf faruq, CIS Certificate
Alexander, Rita, B.F.A., M.A., Arizona State University
Anderson, Hans, B.A., Northern Arizona University
Anderson, Suzanne, B.A., M.A., M.Ed., Northern Arizona University
Anselmo, Todd, B.A., M.E.D., Arizona State University
Arnold, Michael, Teaching Certificate
Armitage, Joan, B.A., University of California-Los Angeles; M.A., Northern Arizona University
Ayub, Daniel, B.S., M.A., Northern Arizona University
Bacon, Gerald, B.A., San Jose State College
Bain, Bonnie, B.S., California State University; Ph.D., City University of New York
Barrs, Thomas, B.S., Northern Arizona University
Baker, Leslie, B.F.A., Arizona State University
Bender, Martha, B.A., Northern Arizona University
Blackgoat, Danny, B.S., Northern Arizona University
Boles, Laurence, B.A., Yale University; M.A., Case Western Reserve University; Ph.D., Northern Arizona University
Bond, Meredith, M.A., Duke University; M.S., IBM Fellowship, M.S., Iowa State University
Bowie, Craig, B.S., M.S., Northern Arizona University
Brandis, Tracey, B.S., Northern Arizona University
Brose, Richard, B.S., M.S., California State University-Los Angeles
Brown, Bonnie, B.A., Brigham Young University
Brown, Charles, B.F.A., M.F.A., Northern Arizona University
Brown, Leonard, B.A., Thomas A. Edison College; J.D., Southern University School of Law
Brown, Stephany, B.A., University of Louvain; M.A., Northern Arizona University
Carpenter, Thomas, B.S., Northern Arizona University; M.F.A. University of British Columbia
Casey, Michael, B.S., Manchester University
Chee, Mary, A.A., Miami University
Church, Alan, University of Washington, B.A., M.A., Arizona State University, Mesa Community College
Cilburn, James, A.A., Hinds Jr. College; B.S., University of South Mississippi; M.A., Northern Arizona University
Colegrove, Don, B.S., M.B.A., Northern Arizona University
Colmenero, Catherine, B.S., Northern Arizona University
Combs, Marian, B.F.A., M.B.A., University of Oklahoma
Copeland, Michael, B.S., Michigan State University; M.A., Eastern Michigan University
Corn, Carla, A.A., Taft Junior College
Cox, Kevin, Vocational Training
Cullicott, Catherine, B.A., M.S., University of Washington
Cummings, Betty Lou, B.A., M.A., Northern Arizona University
Cuprak, Joseph, B.S., Northern Arizona University
Curry, Bernard, B.A., M.A., Northern Arizona University
Dana, Sherill, B.A., University of California-Irvine; M.A., JFK University
Darlington, Gina, B.A., Brigham Young University
David, Lynn, B.S., State University College of N.Y. at Oswego; M.A., University of Phoenix
Delander, Celest, Law, BProc., University of Pretoria
Dent, Bonnie, B.S., West Texas State University
Dohm, Amy, B.S., M.A., Northern Arizona University
Dunst, Nancy Robb, B.A., University of Arizona; M.A., M.C., Arizona State University
Doyle, William, B.S., California State University - Fresno
Eckstein, Mary, A.A., Glendale Community College; B.S., Arizona State University; M.S., University of Alaska Fairbanks
Ellis, James, B.S., M.S., Northern Arizona University
Emmons, Paul, CIS/BUS Certificate Languages, University of Vienna
Evans, Larry, A.A., East Los Angeles College; B.S., California State University-Los Angeles
Farness, Georgianne, B.A., St. Olaf College
Fernandes, Anna
Finch, Dennis, B.S., M.Ed., University of Utah
Finley, Sarah, B.A., Hendrix College; M.S., Northern Arizona University
Foster, Dennis, B.A., University of Missouri; M.A., Ph.D., University of Hawaii
Foster, Ruth, B.A., University of Missouri; M.A., Northern Arizona University

ASSOCIATE
FACULTY

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Freer, Sheri, B.S., Northern Arizona University
Gerstenberger, Marta, B.A., B.S., University of Kansas, M.A., Arizona State University
Gianelli, Paul, B.S., M.A., Northern Arizona University
Glassburn, Martin, A.A., Mesa Community College; B.S., Northern Arizona University
Goltz, Colleen, B.S., M.A., Northern Arizona University
Goltz, Larry, B.S., M.B.A., Arizona State University
Gregg, James, B.M., M.M., Northern Arizona University
Grimstad, Gary, B.A., Northern Michigan University; M.A., Northern Arizona University; M.A., Bread Loaf School of English
Hale, Robert, A.S., Belleville Area College; B.S., Washington University
Hall, Ian, B.S., Northern Arizona University
Harlan, Natalie, B.A., M.A., Northern Arizona University
Hart, Dianna
Hassell, Robert, A.A., College of Eastern Utah; B.S., M.S. University of Utah; M.A., University of Chicago
Helmke, Heather, B.S., Northern Arizona University
Henry, Ray, A.A., RES Certificate, York College
Holland, Roger, B.S., California State University-Long Beach; M.B.A., Pepperdine University
Howard, Ben, A.C.S.S., Southwest College
Howard, Donald, B.S., Whittier College
Jenkins, Dwight, B.S., M.S., University of California-Los Angeles
Jim, Monty, Diploma, National Technology Institute for the Deaf
Johnston, David, B.A. California State University - Los Angeles, M.A., Northern Arizona University
Johnston, James, B.S., Northern Arizona University
Kaubisch, David, B.S., Black Hills State University
Keisling, Michael, Vocational Training
Lainoff, Michael, Miami University, B.A., University of Missouri Columbia, M.S., University of Oregon
Lamphere, Larry, B.S., M.A., Northern Arizona University
Lane, Mark, B.I.E., Georgia Institute of Technology
Lasson, Erick, Teaching Certificate
Lawrence, Dan, A.A., Central Arizona College, B.A., M.A., Northern Arizona University
Lord-Blegen, Michael, B.A., Hood College
Lowe, Gail, B.A. University of Wyoming, Intl. Mgmt., American Graduate School of Intl. Mgmt.
Mace, Scott, B.S., Western New Mexico University
Manning, David, A.A., Yavapai College
Markle, Mary Lou, B.A., M.A., Northern Arizona University
Martin-Wille, Deborah, B.S.N., M.A., University of Southern Mississippi
Matheson, Merrie Jane, B.A., Eastern Washington University, M.A., Central Washington University
Matthews, Martha, B.A., West State College
McCoy, Robert, B.S., Northern Arizona University
McKell, Mary, B.S., St. Cloud State University; M.A., Ed.D., Northern Arizona University
McNabb, Judith, M.S., University of Illinois
Meacham, Rick
Michelena, Renee, B.A., B.S., University of Wyoming
Mikulasek, Laurie, B.A. Humboldt State University - Arcata CA
Miller, Janelli, B.A., Evergreen State College; M.A., Northern Arizona University; Ph.D., University of Arizona
Murphy, Beth, B.S., M.A., Northern Arizona University
Narbona, Katherine, B.A., Pacific Union College; M.A., Northern Arizona University
Natali, Mary, B.A., College of Mount Saint Vincent; M.A., Northern Arizona University
Nock, Michelle, B.S., Washington State University; M.A., Northern Arizona University
Norberg, Nancy, A.A. Western Design Institute
Novak-Goodman, Ana, B.S. California State University - San Bernardino; M.S., Northern Arizona University
Paradee, Dennis, B.A., Fort Lewis College
Pardo, Roberta, B.A., M.A., Northern Arizona University
Peahl, Jonathan, B.S., Oregon State University
Pizzi, John, A.A., Glendale Community College; B.A., Northern Arizona University
Pongratz, Miklos, B.S., Embry Riddle Aeronautical University
Powell, Samuel, B.S., Westchester University; M.A., Northern Arizona University
Prida, Deanna, B.S., University of Nevada-Reno
Prida, Robert, B.A., University of Nevada-Reno
Pulley, Janice, B.A., Arizona State University
Quigley, Timothy, B.S., Northern Arizona University
Randall, Gayle, B.A., University of Houston
Ritenour, Anita, B.S., Colorado State University; M.A., Liberty University
Rivera, Ann, B.A., M.A., University of Northern Colorado; Ed.D., Northern Arizona University

**ASSOCIATE
FACULTY**

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Rogers-Fahrenz, Roberta, B.A., M.A., California State University-Fresno
Roope, Ronne, B.S., Drake University
Roske, Bill, B.S., Arizona State University
Rossi, Raymond, B.S., Northern Arizona University
Rudakewich, David, B.S., Indiana University of PA; M.A., University of Oregon; Ph.D., Northern Arizona University
Ruiz, Orlando, A.A., Arizona Western College; B.S., Northern Arizona University
Runke, Robert, B.S., Northern Arizona University
Rupert, Darrell, A.A., Fullerton College
Sackman, Dorothy, B.A., University of Texas; M.A., University of New Mexico, M.A., Northern Arizona University
Sargent, John, B.S., Colorado State University; M.B.A., M.Ed., Northern Arizona University
Sayble, Debra, B.A., UCLA School of Fine Arts; M.A., California Family Study Center
Scaramazzo, Gary, B.S., M.A., Northern Arizona University
Scaramazzo, Robin, B.S., Northern Arizona University
Schafer, Russell, A.A., Mesa Community College; B.S., Arizona State University; M.S., Northern Arizona University
Schmidt, Marianne, CIS Certificate
Selvey, Don, B.S., M.S., Northern Arizona University
Shannon, Thomas, B.S., M.S., California State University
Shaw, Clarence, B.A., Arizona State University; M.A., Northern Arizona University
Shipley, Anne, B.A., Kent State University; M.A., A.B.D., Michigan State University
Sikes, Michele, B.S., University of Wyoming
Simmons, Samuel, Speech/Communication Certificate
Smith, Bruce, CIS Certificate, BS, Michigan State University
Smith, Libby, B.S., Ph.D., Northern Arizona University; M.A., San Jose State University
Smith, Stuart, B.S., Northern Arizona University
Sobel, Kim, B.A., M.A., University of Wisconsin
Sorenson, Robert
Spielger, Alan, B.S., Northern Arizona University
Staskey, Dorothy, B.A., M.A., Ph.D., Northern Arizona University
Staskey, Patrick, A.A., Yavapai College; B.S., Northern Arizona University; C.E.P., Coconino Community College
Steinke, Terri, B.S., Arizona State University; J.D., University of Montana Law School
Stewart, Dana
Swan, Gwendolyn, R.T., University of Maryland; B.A., University of Baltimore; M.Ed., University of North Texas; Ed.D., Northern Arizona University
Sykes, Mark, B.S., Brigham Young University; M.B.A., George Washington University
Taylor, Molly, B.A., Northern Arizona University
Teller, Larry, B.A., Penn. State University; M.A.T., Northern Arizona University
Thompson, Tommy, A.A., Miller Institute
Tibbetts, Ellen, B.F.A., M.A., Northern Arizona University
Toberg, Barbara, B.S.RN., University of Arizona
Toerner, Mary, B.S., Stephen F. Austin College; M.A., Northern Arizona University
Transler, Brenda, B.S., Northern Arizona University
Vall, Richard, B.A., University of Arizona
Van Noy, Betty, B.S., M.A., Northern Arizona University
Venuti, Mark, Fire Science Certificate
Weathers, Thomas, A.A., Yavapai College; B.S., M.A., Northern Arizona University
Webster, Barbara, A.A., Scottsdale Community College; B.A., Western International University
West, Virginia, A.A.S., El Paso Community College; B.A., Western International University
Wheeler, James, B.A., University of Phoenix
White, Robert, B.S., M.S., Northern Arizona University
White, Timothy, EMT Certificate
Williams, Ted, Teaching Certificate
Wilson, Eddie, B.S., Northern Arizona University; M.S., Memphis State University
Wolf, Stuart, B.S., Ohio State University; M.S., Louisiana State University
Yero, Anne, B.A., Southern Utah University
Yoder, William, Aviation Certificate
Young, Lara, B.A., Northern Arizona University
Zimski, Kathleen, B.A., Fontbonne College; M.A., Arizona State University

ASSOCIATE
FACULTY

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ASSOCIATE FACULTY



PROFESSIONAL/MANAGEMENT

Adams, Lydia, Executive Assistant to the President
Anderson, Lyman, Accountant, Chartered Accounts Degree, Institute of Chartered Accountants, Queens University; CPA
Anutta, Dina, Human Resources Analyst, B.S., Northern Arizona University
Borst, Eric, Administrative Assistant to the Vice President for Administrative Services
Brannen, William, Procurement Manager, A.A., Glendale Community College
Calvin, Rose, Accountant, B.S., Northern Arizona University
Clark, Linda, Public Information Specialist, B.S., M.Ed., Northern Arizona University
Curd, Gerry, Financial Aid Program Coordinator, B.S., Northern Arizona University
Gallegos, Liz, Assistant Registrar
Goldsberry, Pat, Administrative Assistant for Page Campus
Hill, Lisa, Financial Aid Technician
Jackson, Jan, Curriculum Coordinator
Kerr, Greg, Human Resources Analyst/Certification Officer
McClung, Larisa, Disability Resources Coordinator, B.F.A., Texas Tech University, M.Ed., University of Arkansas
Nittmann, Shawn, LEC Program Coordinator, B.S., Colorado State University; M.S., Northern Arizona University
Norberg, Nancy, School-To-Work Coordinator
Plett, John, Evening College Coordinator, B.S., U.S. Naval Academy; M.S., U.S. Naval Postgraduate School; M.B.A., C.W. Post School; Ed.D., Northern Arizona University
Redeker, Daniel, Program Coordinator for SBDC, B.S., Northern Arizona University
Reese-Stephens, Deborah, Tech Prep Coordinator, B.A., Northern Illinois University
Stevenson, Nancy, Library/Media Services Coordinator, B.A., M.L.S., University of Kentucky
Tuttle, Patty, Administrative Assistant to the Vice President for Educational Services
Walton, Scott, Fire Science & EMT Coordinator, A.A., Yavapai College; B.S., Northern Arizona University
West, George, Office Automation Specialist, A.A., Cochise College; B.S., Northern Arizona University
Wymore, Tess, Database Administrator, B.A., San Diego State University
Zenner, Benny, Training Coordinator for Small Business Development Center

**PROFESSIONAL/
MANAGEMENT
& CLASSIFIED
STAFF**

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CLASSIFIED SUPPORT

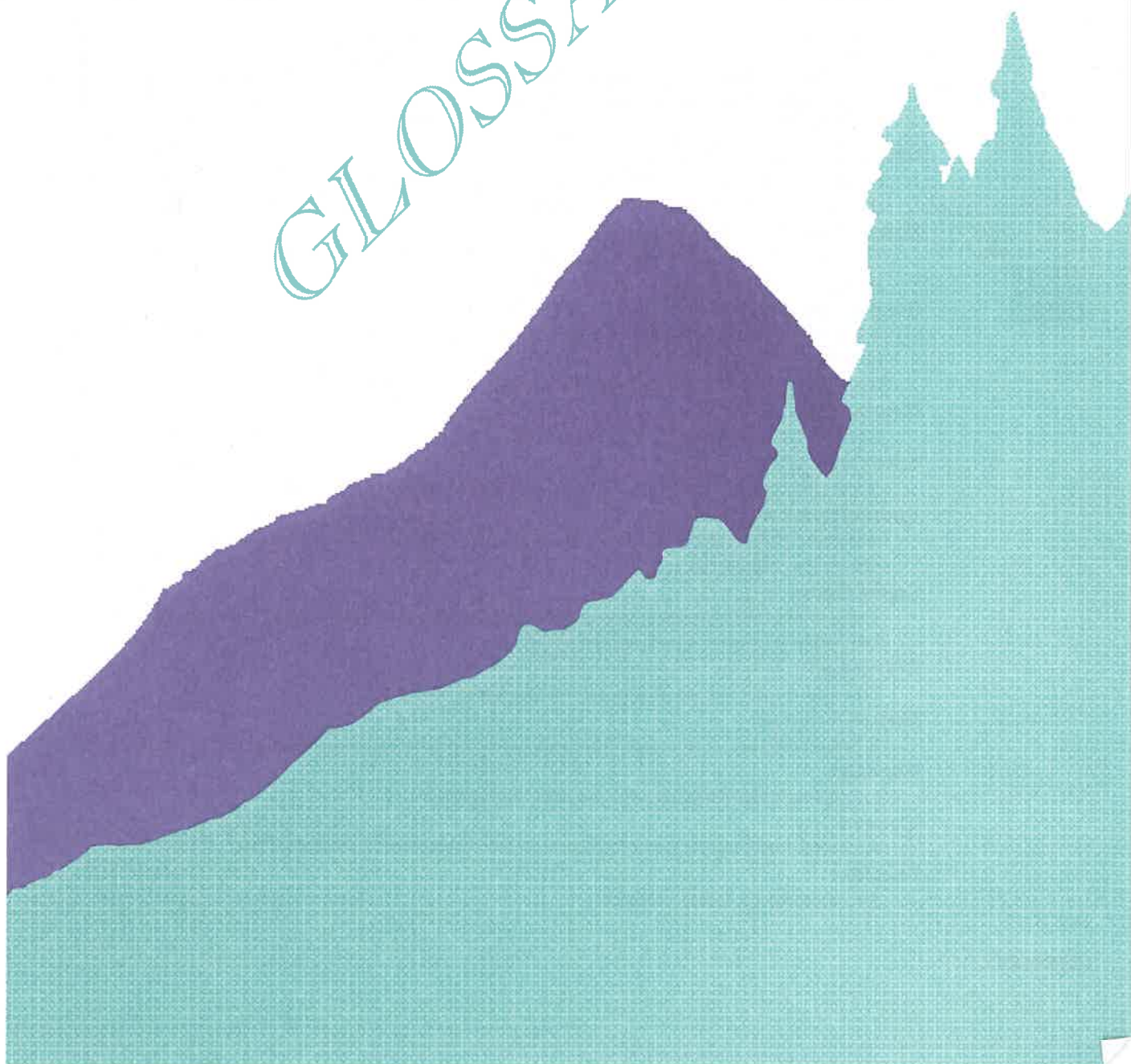
Flagstaff

Cawley, Dori, Instructional Administrative Secretary
Chapin, Carole, Cashier
Drinkard, Jana, Accounts Payable Technician
Dukepoo, Jeri, Self-PRIDE Specialist
Gardner, Jason, Shipping/Receiving Clerk
Haviland, Victoria, NAU Math Secretary, A.A., Phoenix College
Havens, Maynard, Custodian
Henderson, Carol, Faculty Secretary
Herder, Lee, Custodian
Hill, Carolyn, Computer Information Specialist
Jones, Eva, Administrative Secretary for Small Business Development Center
Myers, Margaret, Credentials Evaluator, B.S., Kansas State University
Morea, Len, Student Employment Specialist
Owens, Christy, Payroll Technician
Phillips, Naomi, Purchasing Assistant
Shackleford, Robi, Student Services Administrative Secretary
Shirley, Cheryl, Desktop Publisher
Spoon, Roberta, Cashier Senior
Stires, Ann, School-To-Work Administrative Secretary
Taylor, Mitchell, Records Technician

Page

Wright, Toni, Secretary

GLOSSARY





GLOSSARY

Academic Year

Thirty-two weeks from fall semester through spring semester

Add/Drop

Officially changing a class schedule.

Admission

The formal process of applying to attend college.

Admission Status

The category (high school graduate, mature student, special student, etc.) under which the student falls in order to start college.

Advisor

A faculty member assisting a student in class selection, planning a college schedule or choosing a major. Advisor approval is required in selected courses and/or due to admission status requirements.

Audit

Enrollment in a college class without having to turn in class work or take examinations. Students will receive no college credits for completion of the course.

Catalog

The official booklet of the college listing regulations, requirements and procedures of the college as well as general information, admissions information, financial information and academic programs.

Class Schedule Bulletin

A listing of all classes available for the coming semester, including days and times of class meetings, name of instructor, building and room, and other registration information.

Consent of Instructor (C.O.I.)

The instructor's permission is required prior to enrollment in some classes. This requirement will be listed as an option for a prerequisite for taking the class.

Consortium Agreement

A program which allows a student to benefit from federal and state funds while concurrently attending two educational institutions. The institutions are defined as parent (the one disbursing the funds), and non-parent (another institution approved by the parent institution).

Corequisite

Concurrent enrollment in a specified class.

Core Curriculum

A specific group of courses required to obtain a particular certificate or degree.

Course Number

Identifies the level of the class; for example, ENG 101 is the first level of English while ENG 102 is the next level.

Credit Hour

The unit of credit received upon completion of a course. CCC is on a semester calendar; therefore, all credits earned are semester credits.

Curriculum

The approved courses required for a degree or certificate.

Degree Program

A prescribed set of courses that must be completed to earn a degree in a specific field.

Domicile

Legal residence for purposes of tuition payment.

Elective

A course that may be selected from an area of interest to the student.

Faculty

The instructors at the College.

**Fees**

Money charged in addition to tuition.

Financial Aid

Grant, workstudy and scholarship funds received by students to assist in meeting college expenses.

Full-Time Student

A student who is enrolled for 12 or more credit hours during a regular semester.

Grade Point Average (GPA)

The GPA is calculated as follows, where A = 4, B = 3, C = 2, D = 1, F = 0: multiply the number of credits by the points assigned to the letter grade for each class (e.g., 4 grade points ("A") x 3 credits = 12, 3 grade points ("B") x 3 credits = 9), add the total points (e.g., 12 + 9 = 21), and divide by the total number of credits (e.g., 21/6 = 3.5 = "B+" average).

Grades

The system used for evaluating a student's progress in meeting the requirements of a class.

Major

The chosen field of study.

Part-Time Student

A student taking fewer than 12 credit hours during a regular semester.

Placement Testing

Used to determine the student's level in math, English and reading. Placement tests must be taken before a student can enroll in math and English classes.

Prerequisite

A course or condition that must be completed in order to take a certain class.

Registration

The official process of enrollment in classes.

Residency

The state of legal residence.

Seminar

A class in which the teacher usually leads discussions and all students participate.

Syllabus

A list of class requirements given to the student by the teacher on the first day of class detailing the work to be completed to pass the class and obtain a certain grade.

Transcript

An official record of college work maintained at each college attended.

Transfer Credit

Classes and/or credits completed at one college that another college will accept.

Transfer Student

A student who has completed courses at a college and is transferring credits from that school to another.

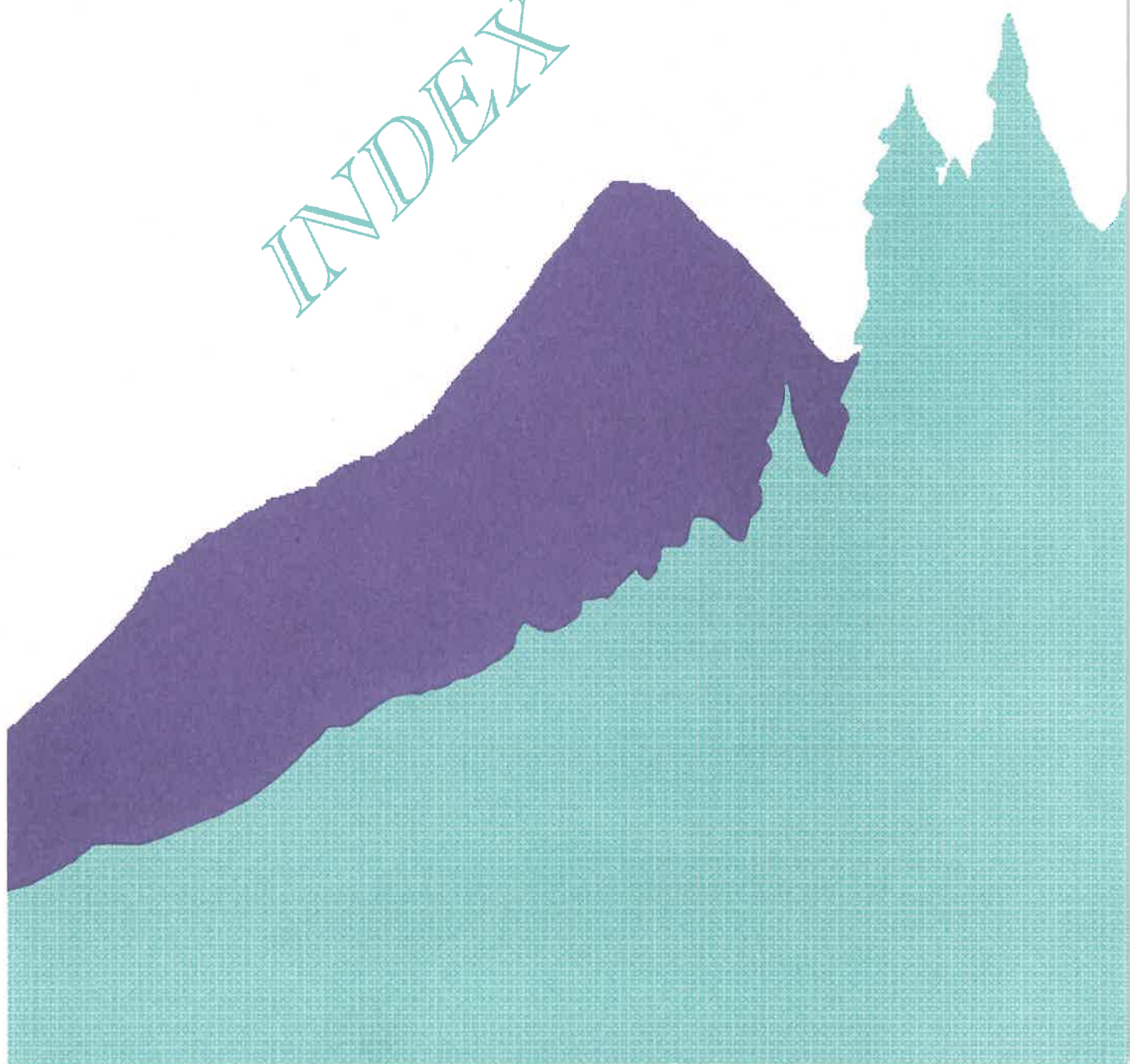
Tuition

The money paid for college courses. Tuition does not cover costs for additional fees and books.

Withdrawal

Dropping all classes for the current semester.

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