



Coconino Community
College

WELCOME
TO
COCONINO COMMUNITY COLLEGE

DITTES
COPY

YOUR NAME

Your story. Your story. Your story. Your story.
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Your story. Your story.

Your
Picture

Linda

Picture YOUR future and make it happen!



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✓ CLT plus

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PHONE LISTINGS

INSTRUCTIONAL SITES

FLAGSTAFF CAMPUS

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

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

CAMP NAVAJO

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

GRAND CANYON

Area Coordinator: Ms. Bonnie Hildreth
..... (520) 638-2461
Grand Canyon School District, P.O. Box 519,
Grand Canyon, AZ 86023

WILLIAMS

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

FOR MORE INFORMATION

FLAGSTAFF CAMPUS

General Information (520) 527-1222
..... 1-800-350-7122
Admissions Ext. 250
Advising Ext. 270
Bookstore 526-0306
Business Office 527-4441
Cline Library (NAU) 523-2171
Computer Lab Ext. 328
Continuing Education/Credit Free
..... Ext. 244
Dean for Student Services Ext. 227
Disability Resources for Students Ext. 243
Educational Opportunity Center (EOC)
..... Ext. 240
Faculty Offices Ext. 270
FAX (520) 526-1821
Financial Aid Ext. 219
Human Resources Ext. 227
Information Resource Center
..... Ext. 272
Learning Enhancement Center Ext. 301
Public Information Office Ext. 312
Registration/Records Ext. 250
Security Ext. 284
 pager 773-2620
Small Business Development Center
..... Ext. 244
..... (520) 526-5072
..... 1-800-350-7122, Ext. 244
Student Employment Ext. 314
Tech Prep Coordinator Ext. 278
Transfer Courses/Transcripts Ext. 201
Veterans' Educational Benefits Ext. 219
Vice President for Educational Services
..... Ext. 220
Vocational Counselor Ext. 316

Self-PRIDE Program

ext 242

EDC

202

319

MESSAGE FROM THE PRESIDENT

Ditte → Lydia ✓



Office of the President COCONINO COMMUNITY COLLEGE

3000 N. RIVIERA ST. • P.O. BOX 80,000 • FLAGSTAFF, AZ 86003-2000 • (520) 527-9766 • FAX (520) 523-2213

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 learning 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 their skills necessary for successful employment and advancement in the work force. We also provide enrichment courses in cultural activities for community cultural development.

Below are several milestones which have been reached that underscore the vitality and continued future success of the College:

- The completion of the Page Campus on twenty-seven acres of gifted land
- Forty acres of gifted prime acreage for a future Flagstaff Campus has been approved
- Educational Specifications containing programmatic statements for the future Flagstaff Campus which was the result of an eleven-month campus-wide staff and faculty effort, have been approved
- An architect has been employed and is in the process of developing a preliminary master plan and conceptual design for a Flagstaff Campus

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,

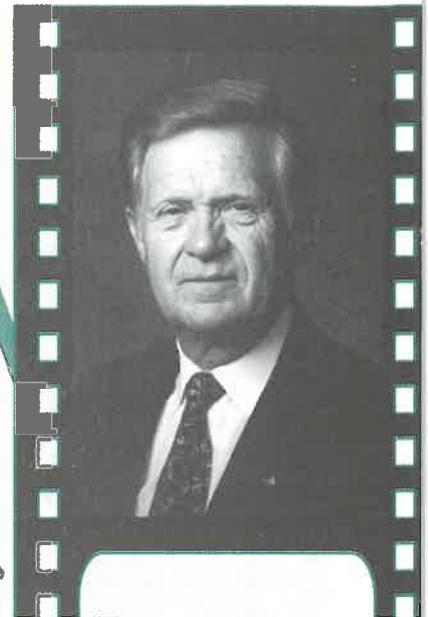
V. Philip Tuller
President

Centers at:

Grand Canyon

Page

Williams



Linda

DISTRICT GOVERNING BOARD



DAN BAERTLEIN

Board Chair

Williams, Arizona

District 3

Dan holds a B.S. in Civil Engineering from Marquette University. He is a founding member of the Coconino Community College Governing Board where he is currently Chair of the Board. He has also served in the capacity of Secretary as well as delegate to the Arizona Association of District Governing Boards. Past school board experience includes 13 years on the Williams Unified School District Board. He retired from the U.S. Forest Service after 31 years and is currently employed as a real estate appraiser. Dan serves on the board because of his interest in higher education. "I would like to ensure that citizens living in rural areas have every opportunity to seek a college education. I would like to make sure that this education is available and affordable." His future outlook for CCC: "I would like to see more outreach efforts to the rural areas through distance and on-line learning."



GAYE LUNA

Flagstaff, Arizona

District 2

Gaye has served on the Coconino Community College Governing Board since 1997 where she held the office of Secretary and, most recently, Chair. She is the Director of the Institute for Future Workforce Development at Northern Arizona University. She has B.A. from Eastern Washington University in Business Education, M.A. from San Diego State University in Vocational Education, and Ed.D. from the University of Southern California, Los Angeles, in Higher, Adult and Professional Education. Gaye says she ran for office because she has had rewarding, first-hand experiences within the community college environment. "In running for office, I wanted to see the citizenry of Coconino County have these same experiences and opportunities." She hopes to play a part in making CCC a special place for teaching and learning, "a place students choose to further their education because the programs and instruction are excellent and CCC employees care about each and every student and are committed to student success." In the next five years, Gaye hopes CCC grows to become a premier institution of higher education, "a community college recognized in Arizona as one which meets the needs of the community, provides quality learning experiences, and demonstrates a commitment to diversity."



MIKE CLIFTON

Coconino County Representative

State Board of Directors for

Community Colleges of Arizona



DISTRICT GOVERNING BOARD



ANDREA PERRY

Flagstaff, Arizona

District 1

Andrea is a graduate of Coconino Community College who would like to ensure that, as CCC grows, it remains affordable and maintains its quality programs. She is currently a senior student in NAU's Bachelor of Science Nursing Program. She graduated for CCC in 1995 with an A.S. in pre-nursing. A lifetime Flagstaff resident, she has worked in various aspects of the medical field since 1972. She said the college has an obligation to provide opportunities to all citizens of the county through a broader outreach program. "The challenge will be to develop our service area in a cost effective manner while maintaining quality in our programs." Her future outlook for CCC: "I would like to see the college grow to offer educational and vocational opportunities to the vast majority of Coconino County resident through one form or another."



VAL GLEAVE

Board Secretary

Page, Arizona

District 5

Val says she wants to see the future of the college secure in her community. As a former Page City Council member and vice mayor, she supported the gift of land to the community college. The college, she says, is an important part of the total economic development for the city of Page. Contributions she would like to make as a board member include "Communicating to our community what the college offers to students as well as businesses, and making certain the financial well being of the college is maintained." She is currently the owner and broker of Gleave Insurance Services. She has been a certified insurance counselor since 1990. She has a B.A. in history and secondary education from Metropolitan State College of Denver. Her future outlook for CCC: "Being known as a college that makes a significant difference in the quality of life of our community."



PAUL NEUMAN

Flagstaff, Arizona

District 4

Paul believes a community college needs an active, dedicated board in order to move forward. He served as founding president of the CCC Board from 1991-1993 and the CCC College Foundation from 1993-1996. He said he would like to build a closer relationship between the foundation and the board. "A successful foundation can make the difference between success or failure of a college." Paul is the director for Northern Arizona University Television Services. He has a B.S. in social science/education and M.A. in education from Northern Arizona University. His background also includes part-time and full-time community college teaching. His future outlook for CCC: "I would like to see an interactive telecommunications system linking sites throughout Coconino County so student would have greater access to instruction."

Same

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

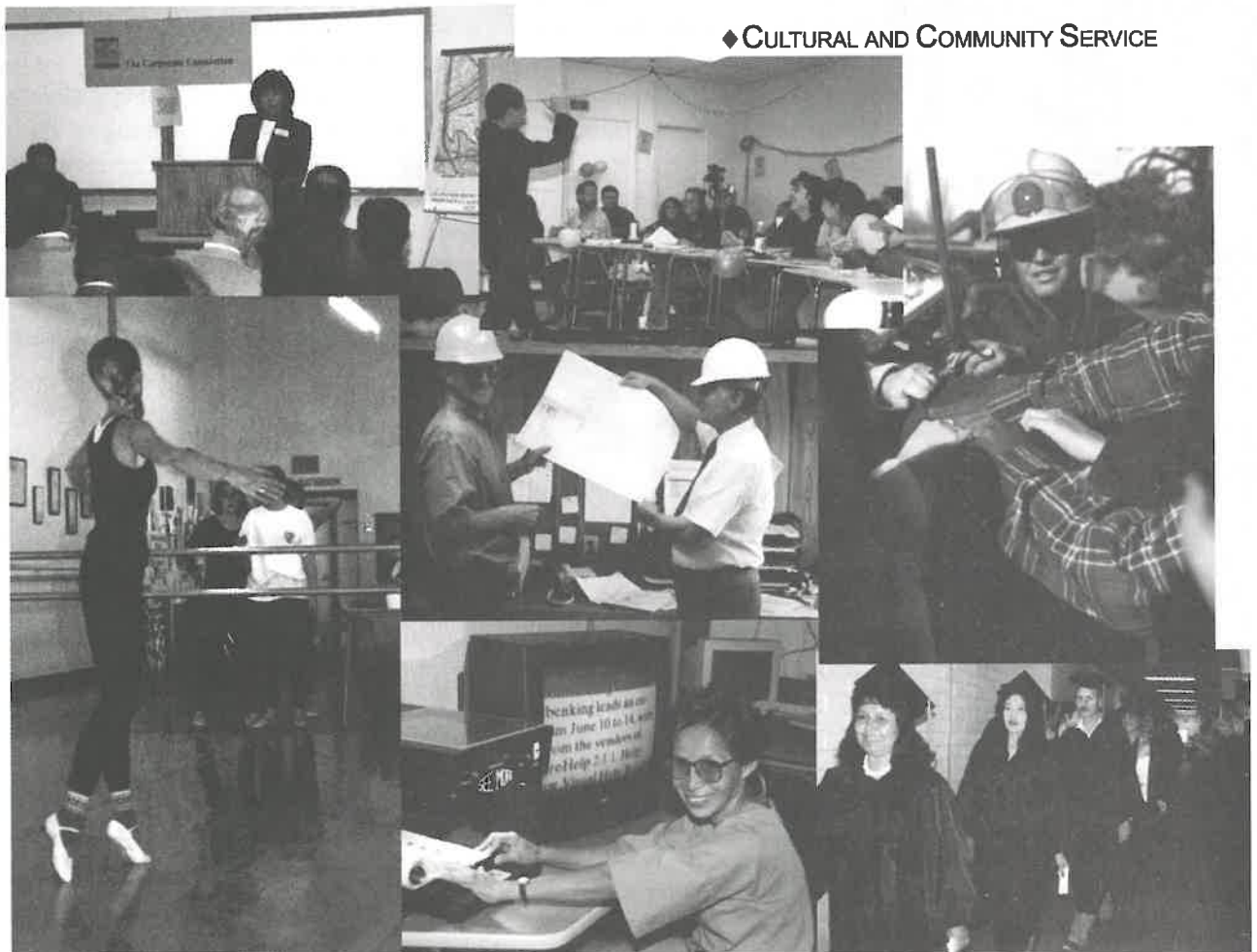
◆ GENERAL EDUCATION

◆ CONTINUING EDUCATION

◆ DEVELOPMENTAL EDUCATION

◆ STUDENT SERVICES

◆ CULTURAL AND COMMUNITY SERVICE



same

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.

DIKE →
Dr. Tuller ✓
3/9

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 the College in attaining its mission of promoting student success through comprehensive learning opportunities.



DL →
CLT
Bill Brannan
Widia

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
American Association of Collegiate Registrars and Admissions Officers
Arizona Association of Collegiate Registrars and Admissions Officers
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 College and University Business Officers
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
Pacific Association of Collegiate Registrars and Admissions Officers
Western Association of Student Employment Administrators
Western Association of Student Financial Aid Administrators



A large rectangular box with a double-line border, containing 20 horizontal teal lines for writing notes.

GENERAL INFORMATION

MICHAEL LUNA

Michael Luna, 36, jokingly admits he decided to attend CCC because he wanted to learn how to turn on a computer without blowing it up. But more seriously, he says he wanted to get an edge on the job market.

"I knew the job market required some computer experience," he says. "With CCC near my home, it did not seem so intimidating as the university. CCC seemed like a good starting place." Today, Mike is attending Northern Arizona University, pursuing his B.S. in graphic design. He also works for NAU's Office of Financial Aid as a peer counselor.

He says CCC has taught him the discipline that has gotten him where he is today. He also says, "The faculty is generous in their commitment to help the students. Classes were never too large for students to receive individual attention and the Learning Enhancement Center (LEC) was a great place to get more help in all areas."

"The university can be overwhelming at times. CCC is a great place to build an academic structure."



DIPK →
Steve M 3/9

ACADEMIC CALENDAR

1997-98

FALL

AUGUST 1997

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

AUGUST

18
Faculty/Staff Meetings -
Convocation -
College Closed
25
Instruction Begins

SEPTEMBER 1997

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

SEPTEMBER

1
Labor Day Holiday -
College Closed

OCTOBER 1997

S	M	T	W	T	F	S
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

OCTOBER

8
Deadline to Drop Without Record (FTSE)
17
Mid-Semester Holiday - College Closed

NOVEMBER 1997

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

NOVEMBER

21
Deadline for Student Initiated Withdrawal (W)
27-29
Thanksgiving Holiday -
College Closed

DECEMBER 1997

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

DECEMBER

6
Last Day of Instruction
8-13
Final Examination Period
22-31
Winter Break -
College Closed

SPRING

JANUARY

1
New Years Day
Holiday -
College Closed
12
Instruction Begins
19
Martin Luther King
Holiday -
College Closed

FEBRUARY

16
President's Day
Holiday -
College Closed
25
Deadline to Drop Without Record (FTSE)

MARCH

9-14
Spring Break -
Flagstaff - No
Classes
16-21
Spring Break - Page
- No Classes

APRIL

17
Deadline for
Student Initiated
Withdrawal (W)

MAY

2
Last Day of Instruction
4-9
Final Examination
Period
8
Commencement
25
Memorial Day
Holiday - College
Closed

JANUARY 1998

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

FEBRUARY 1998

S	M	T	W	T	F	S
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15	16	17	18	19	20	21
22	23	24	25	26	27	28

MARCH 1998

S	M	T	W	T	F	S
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APRIL 1998

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26	27	28	29	30		

MAY 1998

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24	25	26	27	28	29	30
31						

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 1997, Spring 1998, and Summer 1998 Calendars without notice.

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

ACADEMIC CALENDAR

1997-98

SUMMER 1

JUNE 1998

S	M	T	W	T	F	S
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

JUNE

2
Instruction Begins
8
Deadline to Drop
Without Record (FTSE)
18
Deadline for
Student Initiated
Withdrawal (W)

JULY

2
Last Day of
Instruction

JULY 1998

S	M	T	W	T	F	S
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

SUMMER 2

JULY

6
Instruction Begins
13
Deadline to Drop
Without Record (FTSE)
23
Deadline for
Student Initiated
Withdrawal (W)

AUGUST 1998

S	M	T	W	T	F	S
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2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

AUGUST

5
Last Day of
Instruction

SUMMER 1A

JUNE

2
Instruction Begins
25
Deadline to Drop
Without Record (FTSE)

JUNE 1998

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

JULY

16
Deadline for
Student Initiated
Withdrawal (W)

JULY 1998

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

AUGUST

5
Last Day of
Instruction

AUGUST 1998

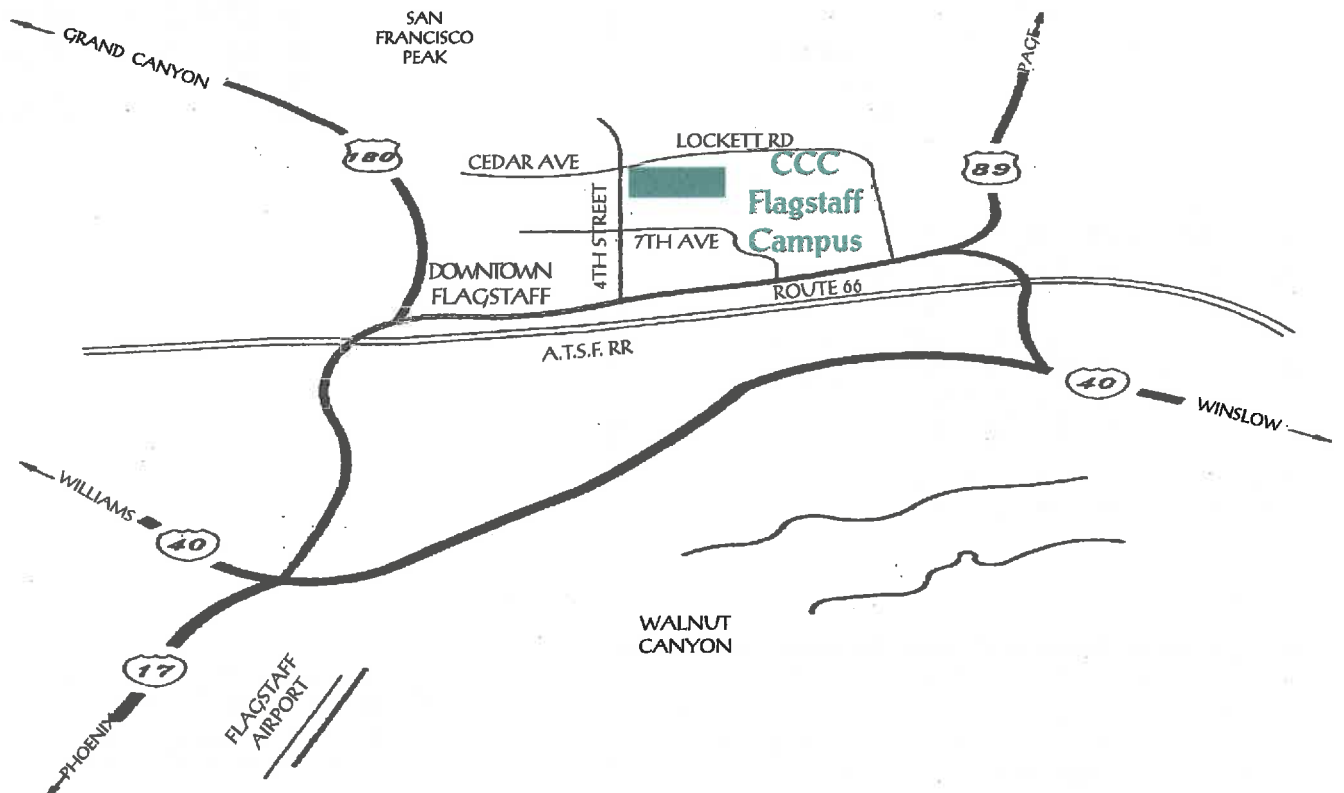
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16	17	18	19	20	21	22
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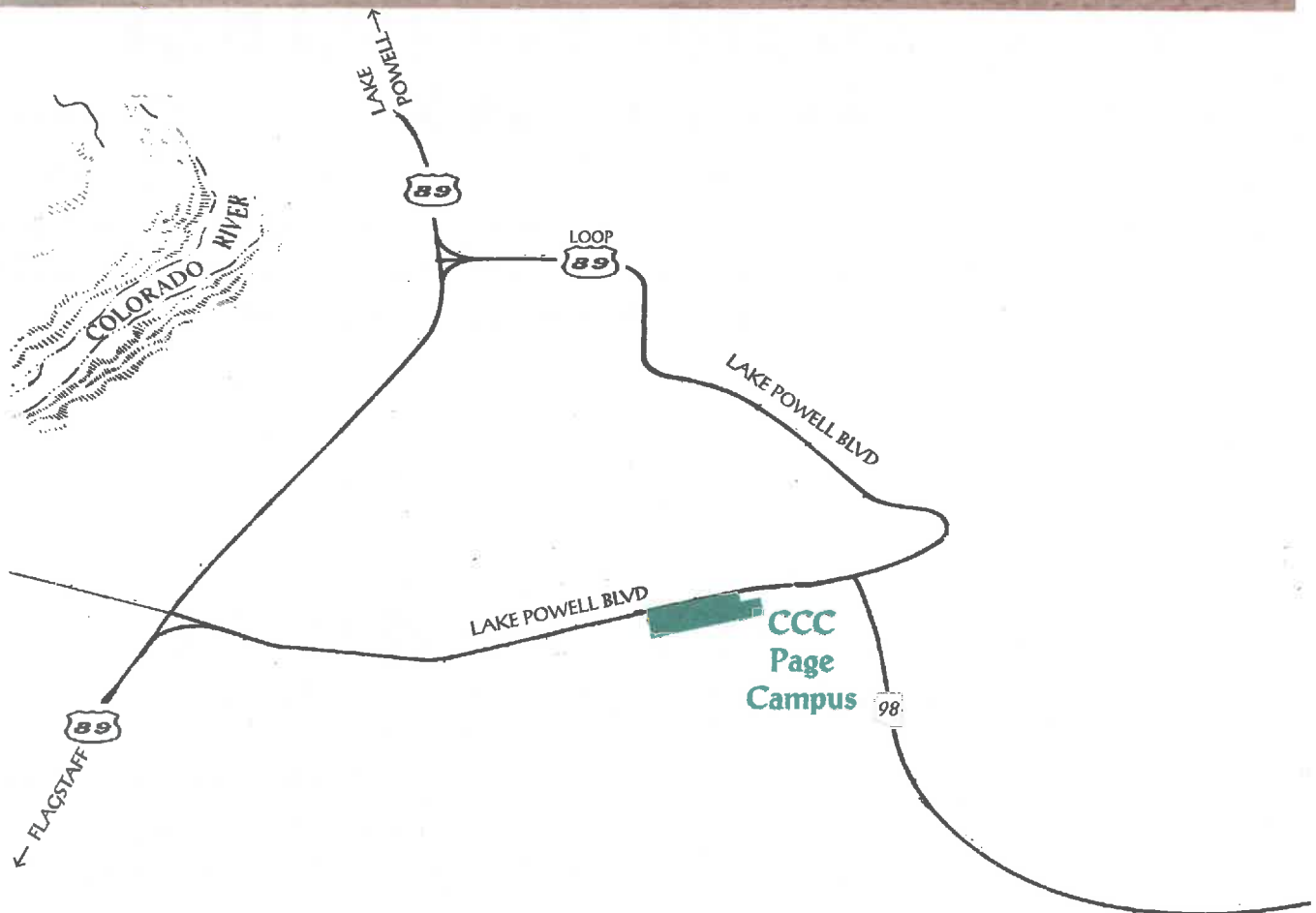
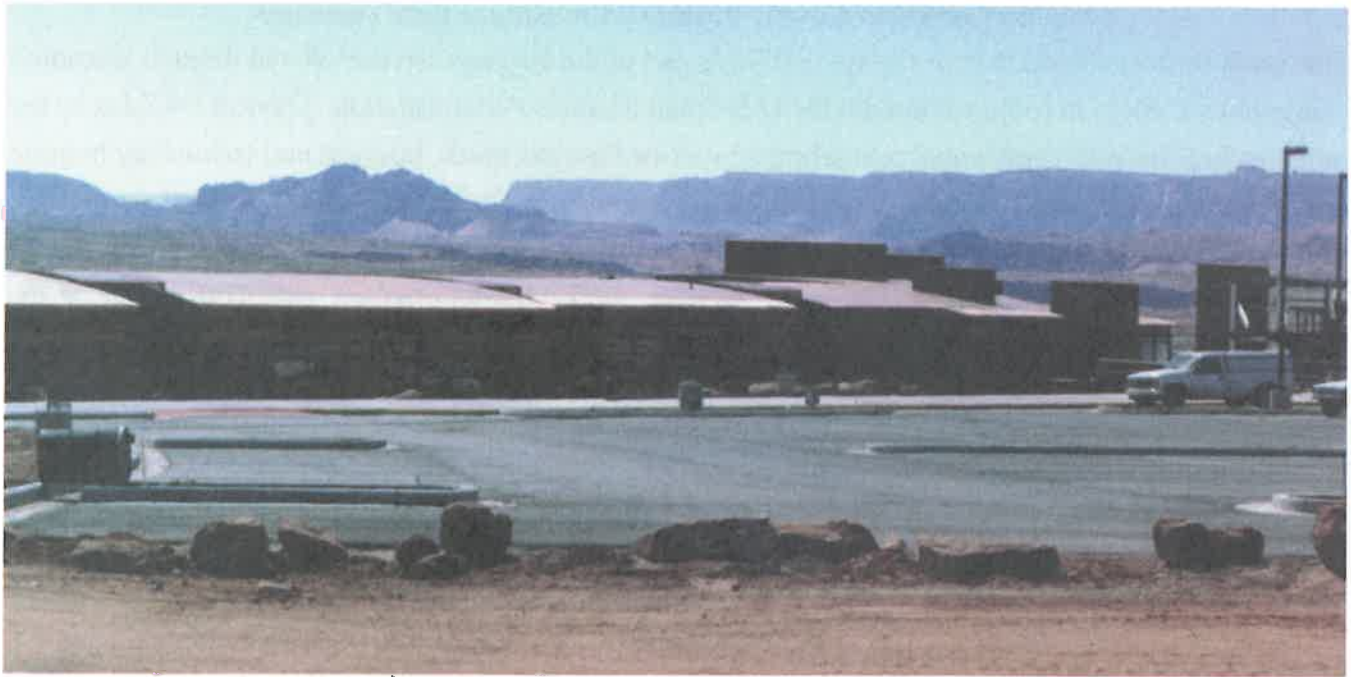
Vinda

FLAGSTAFF CAMPUS



Linda

PAGE CAMPUS



Done -
on loan off
only 3/7

SMALL BUSINESS DEVELOPMENT CENTER (SBDC)

Helping Coconino County businesses 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 no-cost, confidential counseling on specific business needs, business and technology training and workshop programs, and up-to-date information resources in all aspects of small business ownership. Through the Center, small business owners and those who are interested in starting a business will receive assistance to start or maintain their business operations. For further information, contact the SBDC at the CCC Flagstaff Campus.

CREDIT FREE COURSES/ CONTINUING EDUCATION PROGRAMS

Short-term courses and workshops are offered throughout the year designed to meet the learning needs of a wide variety of 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 simplified process, and the programs do not offer college level credit. For additional information about these programs call the Continuing Education Office.

CONTRACT EDUCATION & TRAINING PROGRAMS

The College provides customized courses and workshops which are developed to meet the workforce development needs of individual firms or industry clusters. These courses are offered at the College or at the employers' places of business. For additional information about these programs call the Continuing Education Office.



SMALL BUSINESS DEVELOPMENT CENTER (SBDC)

Has this ever crossed your mind:

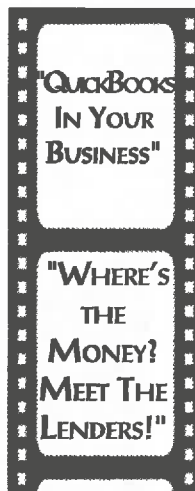
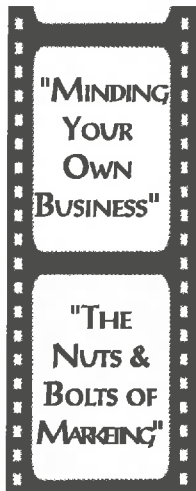
"What a great idea for a new business! I wonder how to get started?"

Or, maybe you already run your own business:

**"Seems like I'm doing OK, but I wonder how I can be more profitable?
How can I get more customers?"**

If you're an entrepreneur or considering self-employment, these and similar questions can be answered by the staff of Coconino Community College's Small Business Development Center (SBDC). The SBDC is a partnership between CCC and the U.S. Small Business Administration (SBA). SBDCs were established by Congress in 1980 and are currently located in over 900 community colleges and universities nationwide. The CCC-SBDC provides direct counseling, targeted training, and innovative information resources to the Coconino County business community. No-cost, confidential counseling services focus on a variety of business management issues, including business planning, financial management/analysis, marketing strategies, international trade, and funding sources. Perhaps the best counseling service the SBDC offers is an objective third party perspective to help clients identify and solve problems, as well as determine realistic priorities and goals. In 1996, the SBDC provided professional guidance and advice to over 200 clients.

The SBDC offers an ongoing series of business workshops and seminars, addressing a wide range of business management topics including:



The SBDC maintains a comprehensive information resource library of publications, videotapes, audiotapes, CD-ROMs, and software. Most of the non-computer resources are reprinted or loaned to clients at no cost. For clients who are exploring the business opportunities of the Internet, the staff also provides "test drives" on the Information Superhighway.

The SBDC is located at the east end of CCC's Flagstaff facility.

Feel free to stop by anytime or call

526-5072 (Flagstaff and Williams) or 1-800-350-7122, ext. 244 (elsewhere in Coconino County).



Don- Ann 3/9

TECH PREP

see transfer into
Tech Prep
C.

So you think all you earned from high school was a diploma?

You may have earned a lot more than that. You may have actually earned college credit from Coconino Community College!



How could you have earned CCC credit while still in high school, you ask?



Well, through the Tech Prep program some upper level vocational courses offered at all Coconino County high schools can count as CCC credit.

Check with the CCC vocational counselor before you sign up for a course that you may already have credit for.



For more information, contact the Tech Prep Coordinator at CCC.

How Do I GET STARTED?

VICTOR VARELA

Eighteen years after dropping out of high school and nine years out of drug rehabilitation, Victor Varela never thought he'd have a chance to give back to his community.

Last October, five months after graduating from Coconino Community College, Varela founded the Left Hook Educational Center in Flagstaff. The program tutors junior high and high school kids after school and then lets them box..

Victor was valedictorian of his 1996 CCC graduating class, a member of Phi Theta Kappa, served on the All-Arizona Academic Team, and contributed to the Big Brother-Big Sisters program. He is currently an education major at Northern Arizona University and a student at the Indian Bible College.

"At CCC they teach you to reach out to the community," Victor says. And he is reaching out to students, emphasizing education. He notices improvements in his students' grades as well as in their dress, friends, and attitudes. "I know we can make a difference with these kids."



FOLLOW THESE STEPS:

Linda → Steve

1 Apply for admission (NEW STUDENTS ONLY)

- A. Complete, sign, and return to the Office of Admissions & Records an Application for Admission & Domicile Affidavit
- B. Pay the \$10.00 Application Fee to the Cashier.
- C. Go to the Office of Admissions & Records and pick up
 - 1) a current Schedule of Classes &
 - 2) a current Coconino Community College Catalog

2 Apply for Financial Aid at the Office of Student Financial Aid, if necessary

*check w/
Acad. Standards*

3 Take English/Math and/or Spanish placements tests. Keep your scoresheet.

4 Meet with an advisor. The advising schedule is published in the Schedule of Classes.

Registration advising will:

- A. Help you choose the correct classes for your program of study;
- B. Help you fill out the application for admissions, domicile affidavit, and registration form, if necessary;
- C. Check for class availability and prerequisites.

5 Turn in your registration form to the Office of Admissions & Records, and pay tuition and fees to the Cashier. If you are paying with Financial Aid funds, go to the Office of Student Financial Aid.

Step 1: APPLY FOR ADMISSION

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

★ Admission Level Codes

Use the following Admission Level codes to select the one Admission Level which best describes you this semester.

RE (Regular Student)

High School graduate
GED Completer
Transfer Student
Mature Student (over 18 years of age)

Required Documents

Diploma or Transcripts
Certificate, Score Report
Transcripts, Scores

SP (Special Student)*

Still in high school

Transcripts, Scores, & Special High School Enrollment Form

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

★ Admission Fee

A \$10.00 nonrefundable admission fee is required with submission of the admissions application.

★ Application for Admission

Students need only complete an application for admission once prior to their first semester of enrollment. A student wishing to change admission status or major should complete a "Change of Admission Status/Declaration of Major" form at the Office of Admissions and Records.

★ Residency

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. You are a resident of the state of Arizona if you have lived in Arizona for at least 12 consecutive months immediately preceding admission to the College. Appeals of questions regarding residency status should be directed to the Office of Admissions and Records.

Step 2: APPLY FOR FINANCIAL AID

Coconino Community College offers a variety of financial aid to full- and part-time students. The types of financial aid available are Federal Pell Grant, Federal Supplemental Educational Opportunity Grants (FSEOG), Federal Work Study Programs (FWS), State Student Incentive Grant (SSIG), campus employment, and scholarships. The College uses the Free Application for Federal Student Aid (FAFSA) as its application for all

federal financial aid programs. A separate application is required for scholarships. CCC is also approved to train students under government educational programs for veterans and eligible dependents of deceased or disabled veterans. Complete information concerning these programs and necessary applications are available through the Office of Student Financial Assistance.

CCC DOES NOT PARTICIPATE IN ANY OF THE FEDERAL LOAN PROGRAMS.

TIPS FOR COMPLETING THE 1997-98 FAFSA

To be eligible for consideration for Federal Financial Aid **YOU MUST** comply with the following:

Read all information so you know what is required of you.

Make copies of all documents before submitting them to the Office of Student Financial Assistance. Copies **WILL NOT** be made in the office.

① Be admitted to CCC as a

High School graduate (a copy of your diploma or transcripts must be on file with the Office of Admissions & Records at CCC) **or**
G.E.D. Completer (a copy of your G.E.D. Certificate must be on file with the Office of Admissions & Records at CCC) **or**
Transfer (official academic transcripts from all previous schools must be on file with the Office of Admissions & Records at CCC).

② Declare a major

③ Indicate that your reason for attending CCC is to receive a degree or certificate.

To process your application electronically, you must

MAKE AN APPOINTMENT with the Office of Student Financial Assistance
BRING THE FOLLOWING DOCUMENTS with you to your appointment:

- ☐ signed, completed 1997-98 Free Application for Federal Student Aid (FAFSA);
 - ☐ signed, completed copy of student's (& spouse's) 1996 federal income tax return;
 - ☐ if you are a dependent, a signed, completed copy of parent's 1996 federal income tax return;
 - ☐ copy of 1996 W-2(s) if not required to file a 1996 federal income tax return;
- ☐ copy of all 1996 end of year benefit statement(s) for ALL UNTAXED INCOME (AFDC, Social Security Benefits);
 - ☐ copy of marriage certificate, dependent's birth certificate (if applicable to prove independency);
 - ☐ copy of legal separation, divorce decree, child support (if applicable);
 - ☐ signed, completed 1997-98 Postsecondary History Form;
- ☐ signed, completed 1997-98 Verification Worksheet (if dependent, at least 1 parent must sign the form).

Step 3: TAKE PLACEMENT TESTS

All students must take English and/or mathematics placement tests in order to enroll in any mathematics or English course except MAT 055 and ENG 060. This includes:

- ★ Students who completed prerequisite classes or tests more than 5 years ago
- ★ Students co-enrolled at NAU

Exceptions are:

- ★ Transfer students who can demonstrate to an advisor course prerequisites or requirements
- ★ Students who can prove to an advisor proof of the following minimum ACT or SAT scores:

	Test	Scores	Appropriate Course
MATH	ACT	17-21	MAT 121
	SAT	350-520	
	ACT	22-27	MAT 151 & above
	SAT	530-670	
ENGLISH	ACT	20+	ENG101 & exempt from reading
	SAT	420+	

Spanish Placement Testing

All students who wish to enroll in a second semester Spanish course or above and cannot provide proof of having satisfied the prerequisite within the last 5 years must take the Spanish Placement Test.

Step 4: SEE AN ADVISOR

Students are encouraged to meet with an advisor early and often. The advising staff is trained to assist students with educational planning, transferability and requirements or individual concerns.

There are two types of advising:

① Registration Advising

Takes place during specifically noted times during registration and is only for students to obtain assistance in choosing courses for the **current** semester. It should not, and cannot, take the place of educational planning.

② Program Advising

Takes place by appointment only and is to assist the student in developing and following an educational program (Degree, Certificate, Transfer).

Bring to advising:

- ★ All previous transcripts from other colleges
- ★ CCC placement test scores, SAT or ACT scores if using in lieu of placement test
- ★ A basic schedule already planned out.

Be prepared to discuss:

- ★ Your educational goals
- ★ What courses you may need to accomplish your goals
- ★ What constraints you have on your time, money and energy.

Step 5: REGISTER FOR CLASSES

Students will be registered on a first-come, first-serve basis.

New students must complete and file:

- ★ Application for Admission
- ★ Domicile Affidavit

A \$10.00 nonrefundable admission fee is required with submission of the admissions application.

All students must:

- ★ Complete the CCC Registration Form;
- ★ Get advisor's approval or attach proof of meeting the prerequisite. Proof consists of:
 - ★ Copy of transcript, **or**
 - ★ Copy grade report, **or**
 - ★ Copy of placement test results, **or**
 - ★ Instructor's approval (signified by signature on registration card) if consent of instructor (C.O.I.) is an option.

TUITION

Tuition costs are summarized in the tuition table below. Tuition does not include additional charges for class fees, books or supplies. To retain **pre-registered** classes, tuition payment must be received by CCC (or financial aid arrangements completed) by the date listed in the applicable Schedule of Classes or the student will be dropped from all classes. To register for classes at any other registration process after **the date listed in the Schedule of Classes**, payment or financial aid arrangements must be made at the time of registration.



CLASS FEES

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

	IN-STATE RESIDENT	OUT-OF-STATE NON-RESIDENT		IN-STATE RESIDENT	OUT-OF-STATE NON-RESIDENT
1 credit hour	\$27.00	\$42.00	10 credit hours	\$270.00	\$1380.00
2 credit hours	\$54.00	\$84.00	11 credit hours	\$297.00	\$1518.00
3 credit hours	\$81.00	\$126.00	12 credit hours	\$324.00	\$1656.00
4 credit hours	\$108.00	\$168.00	13 credit hours	\$351.00	\$1794.00
5 credit hours	\$135.00	\$210.00	14 credit hours	\$378.00	\$1932.00
6 credit hours	\$162.00	\$252.00	15 credit hours	\$405.00	\$2070.00
7 credit hours	\$189.00	\$966.00	16 credit hours	\$432.00	\$2208.00
8 credit hours	\$216.00	\$1104.00	17 credit hours	\$459.00	\$2346.00
9 credit hours	\$243.00	\$1242.00	18 credit hours	\$486.00	\$2484.00

RETURNED CHECKS & PAYMENT

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 an insufficient funds check may be subject to legal action and/or the cancellation of registration. Paying for the use of the other College services by personal checks may be disallowed for any individual who has a check returned by the bank. The College reserves the right to refuse credit cards or checks for any transaction.

STUDENT & SUPPORT SERVICES

ANN KELLER

Ann Keller, a general studies major at CCC, placed onto the 1997 All-Arizona First Academic Team. "It's definitely an honor," she said. "Recognition like this make attending college worthwhile."

Ann's academic career began when she signed up for a JTPA retraining program in May of 1995. "I filled out the paperwork, still stunned by my good fortune, and here I am." She started at CCC that summer.

She says, "My instructors have made their subjects accessible and interesting. The College itself is totally geared to student success in every area. The small environment at CCC is a plus because prior to attending I would have never been ready for the shock of a large university, nor would the opportunities I have had here been so readily available."

Ann is a charter member and current president of CCC's Beta Gamma Chi Chapter of Phi Theta Kappa. Her learning philosophy is to be interested and curious about every aspect of life and not just what you learn in the classroom.

Ann will graduate from CCC in May of 1997 and plans to attend Northern Arizona University to begin earning a B.A. in liberal studies with an emphasis in multimedia.

Asked Kador-
Self-PRIDE 3/9

2/9

Pat June

Len ✓ On as is ✓

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.

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	

Check the current Schedule of Classes for dates and times.

Bookstore

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.

Vicky

LEARNING ENHANCEMENT CENTER (LEC)

Learning assistance at Coconino Community College shall promote and foster independent learning. The primary focus of Learning Enhancement Services, then, shall be to help students learn how to learn.

Rather than tutoring students in subject matter and emphasizing the mastery of facts and theory, learning assistants shall teach students to effectively direct their own learning; use available media and human resources; harness the power of study groups/learning communities; and apply knowledge from one subject/discipline to another, where applicable. Learning assistants shall complement instruction presented in the classroom, but shall not present concepts not already introduced in class.

Learning assistance in Transfer, General, Developmental Education and occupational and vocational/technical courses shall be available to all enrolled students.

The LEC is located in Room 18 on the Flagstaff campus and to your immediate right as you enter the main doors of the Page campus.

Barry

COMPUTER LABS

The Open Computer Lab is 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 or copy software from the College computers. Students may obtain accounts to access the Internet and use e-mail in the Open Computer Lab Room 8C.

Teresa

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.")

DISABILITY RESOURCES FOR STUDENTS

The Disability Resources Office is located on the Flagstaff campus in Room 24. 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.

CAREER DEVELOPMENT & 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. Other students may obtain these services from the Educational Opportunity Center.

EDUCATIONAL OPPORTUNITY CENTERS (EOC)

The Educational Opportunity Centers have a location on the Flagstaff campus in Room 24 that is available to students 19 years or older who need assistance in making career and college decisions. The following services are provided on either an individual or a group basis:

Information on postsecondary schools

Admissions application assistance

Financial aid application assistance

Computerized scholarship search

Career exploration/counseling

Interest testing

GED referral

Academic/Educational Counseling

For further information and assistance contact the EOC.

SUPPORT FOR VOCATIONAL STUDENTS IN COMPUTER-RELATED PROGRAMS

Students in computer-related 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.

3/9
Steve

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.

Mark

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.

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 Student Employment Services.

Mark

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.

Pat

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.

Marcia

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 electronic access to full-text journal articles, Internet (through which library holdings of Northern Arizona University can be viewed), 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.

Mark

LOST & 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 ACTIVITIES *Pat*

STUDENT LEADERSHIP COUNCIL *June*

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.

PHI THETA KAPPA *June*

Beta Gamma Chi of Coconino Community College

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 requirements for membership are a cumulative 3.5 GPA after completing at least 12 academic credits. To continue membership, a student must maintain a GPA of 3.2 per semester.

When I took over as president of Phi Theta Kappa, Beta Gamma Chi Chapter, I looked at the work ahead of me and groaned. As the charter Vice President, my fellow officers and I mapped out the goals of our chapter for the year; we envisioned an organization that impacted not only our college but the community as well. But, one by one, the other officers acknowledged that the overwhelming pressures of school, family, and career obligations would simply not allow them the time to perform their duties.

Yet, the goals had not changed. Beta Gamma Chi at Coconino Community College filled a gap that has long been the bane of community colleges. Without the tremendous funding that 4-year universities receive, how can a community college give its students all the benefits of higher education? Not only is recognition for academic achievement an important part of Phi Theta Kappa, but the social aspects of teamwork and leadership training lead to a bonding between students with similar goals and ambitions. Without a truly viable and functioning chapter, Coconino Community College would lose an important element of higher education--opportunities for growth above and beyond those found in the classroom.

This was my task, but the enormity of it almost overwhelmed me, too. How could I achieve all this, continue to study and work, and not let any of it slip away? Nothing is accomplished by one person alone. I am convinced that the highest achievements in history have been the result of teamwork. Nothing less is possible.

With a new group of dedicated officers, a supportive, active faculty advisor, and members who believe, as I do, that together we can move mountains, Beta Gamma Chi has emerged from its infancy as an organization who can, and does, and will continue to positively benefit our college and our community...and ourselves.

Ann Keller, President, Beta Gamma Chi Chapter, Phi Theta Kappa



NOTES

[illegible]

GENERAL EDUCATION CORE CURRICULUM (GECC) & TRANSFER GENERAL EDUCATION CORE CURRICULUM (TGECC)

CATHY GARCIA

Since Cathy Garcia, 22, has been attending Coconino Community College, she has learned how important higher education is. "Without all the information I've learned since attending classes here, I don't think I'd be where I am today..."

Her future goals are to graduate from CCC with a criminal justice degree and get a job as a youth care worker inside the juvenile detention center where she currently works with juvenile detainees.

Cathy has had the opportunity to work at the Left Hook after school program with Victor Varela helping kids do better in their school studies.

Cathy also gives advice to prospective students on taking control of their lives. "Keep your heads up and always, no matter what, think positive about your future." She says you can do anything you put your mind to. "All in all, hard work does pay off."



GENERAL EDUCATION VALUES STATEMENT

keep
The General Education curriculum provides the core of learning in all degree programs and demonstrates the commitment of Coconino Community College to student success. This core of learning includes skills in reading, writing, quantitative and critical thinking which provide a basis for university study or lifelong education. Specific courses emphasize the principles of mathematics, science, or technology; others focus on greater awareness of self, society, and the history and culture of humankind. General Education presents skills and knowledge for students to succeed in academic, career, and life goals.

mod.
The following table summarizes the minimum General Education Core Curriculum required for each type of degree offered at Coconino Community College. When considering which type of program is best for you, please note that if you intend to transfer to a 4-year institution to complete a bachelor's degree, the Associate of Arts and Associate of Science are the CCC degrees designed for that purpose. The Associate of Applied Science and Associate of General Studies degrees will require additional General Education courses.

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
English Composition	6	6	6	6
Mathematics	3	3	3	3
Arts & Humanities	9	9	6	6
Social & Behavioral Sciences	9	9	6	6
Physical & 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 page.				

GENERAL EDUCATION CORE CURRICULUM

ENGLISH COMPOSITION (6**)

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

Note: AAS & AGS Degrees may substitute ENG 135 and/or ENG

136. See specific degree program for requirement listing.

MATHEMATICS (3**)

MAT	142	Application of College Algebra	(3)	
MAT	151	College Algebra	(4)	
MAT	184	Elementary Functions	(3)	
MAT	187	Precalculus	(5)	
MAT	212	Business Calculus	(3)	
MAT	220	Calculus & Analytic Geometry I	(5)	

Note: AAS & AGS Degrees may substitute MAT 121 or higher or

BUS 100. See specific degree program for requirement listing.

ARTS/HUMANITIES (9**)

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

Arts (3**)

ART	100*	Art Appreciation	(3)	
ART	201	Art History I	(3)	
ART	202	Art History II	(3)	
MUS	100*	Music Appreciation	(3)	
MUS	145*	Jazz History & Literature	(3)	
THR	101*	Introduction to Theatre	(3)	

Humanities

ENG	236	Introduction to the American Short Story	(3)	
ENG	237	Women in Literature	(3)	
ENG	238	Literature of the Southwest	(3)	
ENG	272	Creative Writing: Nonfiction	(3)	
HUM	241*	Humanities I	(3)	
HUM	242*	Humanities II	(3)	
PHI	101*	Introduction to Philosophy	(3)	
PHI	105*	Introduction to Ethics	(3)	

Social & Behavioral Sciences (9**)

Courses from 2 or more disciplines must be selected to meet the requirement.

ANT	102	Introduction to Cultural Anthropology	(3)	
ANT	110	Exploring Archeology	(3)	
BUS	203*	Business Law	(3)	
BUS	214*	Legal, Ethical & Regulatory Issues in Business	(3)	
ECN	204*	Macroeconomic Principles	(3)	
ECN	205*	Microeconomic Principles	(3)	
GEO	133*	World/Regional Geography	(3)	
HIS	131*	United States History I	(3)	
HIS	132*	United States History II	(3)	
HIS	136*	Women in American History	(3)	
HIS	201*	Western Civilization I	(3)	
HIS	202*	Western Civilization II	(3)	
HIS	271	History of the Soviet Union	(3)	
POS	101	Introduction to Politics	(3)	
POS	110*	American National Government	(3)	
POS	120	Introduction to World Politics	(3)	
POS	220*	Arizona & National Constitution	(3)	
POS	233	Global Environmental Politics	(3)	
PSY	101*	Introduction to Psychology	(3)	
PSY	227*	Personality Theory	(3)	
PSY	233*	Social Psychology	(3)	
PSY	236*	Psychology of Women	(3)	
SOC	101	Introduction to Sociology	(3)	
SOC	132	Social Problems	(3)	
SOC	142*	Race & Ethnic Relations	(3)	

PHYSICAL & BIOLOGICAL LABORATORY SCIENCES (8**)

BIO	100*	Biology Concepts	(4)	
BIO	105*	Environmental Biology	(4)	
BIO	184*	Plant Biology	(4)	
BIO	190*	Animal Biology	(4)	
BIO	201*	Human Anatomy & Physiology I	(4)	
BIO	202*	Human Anatomy & Physiology II	(4)	
BIO	205*	Microbiology	(4)	
CHM	130*	Fundamental Chemistry	(4)	
CHM	151*	General Chemistry I	(4)	
CHM	152*	General Chemistry II	(4)	
GEO	131*	Introduction to Physical Geography	(4)	
GLG	100*	Introduction to Geology	(4)	
GLG	101*	Physical Geology	(4)	
GLG	102*	Historical Geology	(4)	
GLG	201*	Ancient Life	(4)	
PHY	111*	General Physics I	(4)	
PHY	112*	General Physics II	(4)	
PHY	141*	Concepts of Physics	(4)	
PHY	161*	College Physics I	(5)	
PHY	180*	Introduction to Astronomy	(4)	
PHY	262*	College Physics II	(5)	

GENERAL EDUCATION OPTIONS (6**)

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

CIS	120	Introduction to Computer Information Systems	(3)	
FRE	101	Beginning French I	(4)	
FRE	102	Beginning French II	(4)	
MAT	160	Elementary Statistics	(3)	
NAV	101	Beginning Navajo I	(4)	
NAV	102	Beginning Navajo II	(4)	
SLG	101	American Sign Language I	(3)	
SLG	102	American Sign Language II	(3)	
SLG	201	American Sign Language III	(3)	
SFA	101	Beginning Spanish I	(4)	
SFA	102	Beginning Spanish II	(4)	
SFA	201	Intermediate Spanish I	(4)	
SFA	202	Intermediate Spanish II	(4)	
SPC	100	Fundamentals of Speech Communication	(3)	

NOTES

Check your chosen degree program for specific General Education requirements.

*Course meets the CCC graduation reading requirement

**Minimum credits required for transfer degrees

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 course prerequisites, major requirements, and upper division requirements at their chosen university.

Special Requirements

Students planning to transfer a completed TGECC must meet the additional "Special 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 lists.

A course cannot fulfill more than one special requirement.

INTENSIVE WRITING/CRITICAL INQUIRY

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

Note: ENG 102 is a pre- or corequisite for these courses.

ETHNIC/RACE/GENDER AWARENESS

ANT	102	Introduction to Cultural Anthropology	(3)
ENG	236	Introduction to the American Short Story	(3)
ENG	237	Women in Literature	(3)
ENG	238	Literature of the Southwest	(3)
HIS	136	Women in American History	(3)
PHI	105	Introduction to Ethics	(3)
PSY	233	Social Psychology	(3)
PSY	236	Psychology of Women	(3)
SOC	132	Social Problems	(3)
SOC	142	Race & Ethnic Relations	(3)

CONTEMPORARY GLOBAL/INTERNATIONAL AWARENESS or HISTORICAL AWARENESS

ANT	102	Introduction to Cultural Anthropology	(3)
ART	201	Art History I	(3)
ART	202	Art History II	(3)
GEO	133	World/Regional Geography	(3)
HIS	131	United States History I	(3)
HIS	132	United States History II	(3)
HIS	136	Women in American History	(3)
HIS	201	Western Civilization I	(3)
HIS	202	Western Civilization II	(3)
HIS	271	History of the Soviet Union	(3)
HUM	242	Humanities II	(3)
PHI	101	Introduction to Philosophy	(3)
POS	120	Introduction to World Politics	(3)
POS	233	Global Environmental Politics	(3)

SPECIAL REQUIREMENTS:

Intensive Writing/Critical Inquiry

Course	Semester	Year

Ethnic/Race/Gender Awareness

Course	Semester	Year

Contemporary Global/International OR Historical Awareness

Course	Semester	Year

NOTES

DEGREES & CERTIFICATES

DR. PATTIE ODGERS

Dr. Pattie Odgers is Past President of Arizona Business Education Association (ABEA) and currently serves as Associate Editor for the ABEA Journal. She is very active in the College, the community of Flagstaff, and the educators' community as a whole. She has made presentations on the "America 2000" initiative and "InfoTech" Worker to Business Educators, Community College Instructors and Administrators, and Vocational Teachers at conferences state- and nationwide. She has authored 3 textbooks and various articles. "For me, being involved in community activities completes my role as a CCC instructor, and moreover, my role as a parent who models good citizenship for my two teenagers."

Dr. Odgers currently teaches computers at CCC and operates a computer consulting and training business in Flagstaff. She is working on the 2nd edition of her successful high school text,

Office Skills: The Finishing Touch and just completed her 3rd textbook, Administrative Office Management: Strategies for the 21st Century.



Linda

QUICK REFERENCE TO DEGREES & CERTIFICATES

Are you planning to transfer to a university? (pages 27-38)

The **Associate of Arts (AA)** and **Associate of Science (AS)** degrees are designed to make the transfer process as painless as possible. Be sure to check the particular degree requirements of the university you plan on attending; they may have special requirements. Your advisor will assist you in planning the best program for you. The following is a list of the **AA** and **AS** degrees currently offered at Coconino Community College:

Associate of Arts
Business Administration
Fine Arts
General Studies
Pre-Education
Vocational Technology Education

Associate of Science
Administration of Justice
Pre-Engineering
Pre-Medical Science
Pre-Nursing Science
Pre-Science

For more detailed information, please refer to the individual degrees and certificates on the pages listed.

Are you seeking to broaden your knowledge but have no university major or vocational goal in mind? (page 39)

The **Associate of General Studies (AGS)** degree has been designed for you.

Are you seeking to improve your work skills or options with an associate degree and do not plan to transfer into a 4-year degree program? (pages 41-45)

See your advisor to plan the program best suited to your needs and interests. The following **Associate of Applied Science (AAS)** degrees have been designed for you:

Business Technologies
Computer Software Technology

Fire Science
Office Information Systems

Are you interested in improving your skills but may not want to get a degree? (pages 46-53)

The following is a list of **Certificates** available through CCC:

Accounting Technician
Architectural Drafting
Clerical
Computer Aided Design
Computer Software

Construction Technology
Fire Science
Legal Secretary
Medical Transcription

*Many courses in certificate programs can be applied to degrees. See your advisor for further information.

see 96-97 cat.

ASSOCIATE OF ARTS DEGREE (AA)

keep as is

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. Students planning to transfer should check degree requirements of their chosen college.

integrate degrees

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.

PAGE 28

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.

PAGE 30

Fine Arts - Visual Arts

The Fine Arts program is designed for students planning to transfer to a 4-year college or university to earn a baccalaureate degree in visual arts. It gives them a strong foundation in visual composition and art history and prepares them to continue their fine arts education in drawing, painting, photography, ceramics, or sculpture. Other emphasis areas in Dance, Music, and Theater will be added as the curriculum is developed.

PAGE 29

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.

PAGE 31

Vocational Technology Education

The Vocational Technology Education program allows students to receive the first 2 years of a 4 year Vocational Technology Education degree.

PAGE 32

Associate of Arts Degree BUSINESS ADMINISTRATION

Minimum credit hours required: 63

NOTES

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	
Recommended Course:	
PHI 105 Introduction to Ethics (3)	
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)	
POS 120 Introduction to World Politics (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:	
SPC 100 Fundamentals of Speech Communication (3)	
MAT 212* Business Calculus (3)	

DEGREE CORE REQUIREMENTS:

24 Credit Hours

REQUIRED COURSES:

ACC 101 Principles of Financial Accounting	3
ACC 102 Principles of Managerial Accounting	3
BUS 204 Business Communications (3)	3
OR	
CIS 220** Applications Programming I (3)	
BUS 214 Legal, Ethical, and Regulatory Issues in Business (3)	3
OR	
BUS 203 Business Law (3)	
BUS 232 Business Statistics & Analysis	3
CIS 120 Introduction to Computer Information Systems	3
MAT 172 Finite Mathematics (3)	3

*Students preparing for Majors in Economics should take ECN 204 and ECN 205 in addition to the Degree Core Requirements. These students should select alternate Social and Behavioral Science courses from the approved list. MAT 212 is highly recommended for Economics Majors.

**Students preparing for Majors in Computer Information Systems are advised to select CIS 220 to prepare them for additional CIS coursework. Other majors are encouraged to select BUS 204 as part of the Degree Core Requirements.

Associate of Arts Degree
FINE ARTS
VISUAL ARTS

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)	
MAT 151 College Algebra (4)	
ARTS/HUMANITIES:	9
Required:	
ART 201 Art History I (3)	
ART 202 Art History II (3)	
HUM 241 Humanities I (3)	
OR	
HUM 242 Humanities II (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:	
HUM 241 Humanities I (3)	
OR	
HUM 242 Humanities II (3)	
PHI 101 Introduction to Philosophy (3)	

DEGREE CORE REQUIREMENTS:

21 Credit Hours

REQUIRED COURSES:	
ART 110 Drawing I	3
ART 111 Drawing II	3
ART 160 Two-Dimensional Design	3
ART 165 Three-Dimensional Design	3
ART 210 Life Drawing	3
Select 6 hours of suggested electives as follows according to your intended major:	6
<i>Drawing or Painting:</i>	
ART 190 Painting I (3)	
ART 191 Painting II (3)	
<i>Photography:</i>	
ART 150 Photography I (3)	
ART 250 Photography II (3)	
<i>Ceramics or Sculpture:</i>	
ART 120 Ceramics I (3)	
ART 180 Sculpture I (3)	

NOTES

Associate of Arts Degree GENERAL STUDIES

Minimum credit hours required: 60

NOTES

GENERAL EDUCATION CORE REQUIREMENTS: 41-42 Credit Hours

COMPOSITION:

ENG 101 College Composition I (3)

ENG 102 College Composition II (3)

MATHEMATICS:

MAT 142 Applications of College Algebra (3)

OR

MAT 151 College Algebra (4)

ARTS/HUMANITIES:

Any approved General Education courses in the Arts/Humanities category

Recommended Courses:

ENG 237 Women in Literature (3)

OR

ENG 238 Literature of the Southwest (3)

HUM 241 Humanities I (3)

OR

HUM 242 Humanities II (3)

PHI 101 Introduction to Philosophy (3)

SOCIAL/BEHAVIORAL SCIENCE:

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

LAB SCIENCE:

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

GENERAL EDUCATION OPTIONS:

Any option listed in the General Education course list

Recommended Courses:

SPC 100 Fundamentals of Speech Communication (3)

Modern Language (listed under "Options")

Credit Hours

6

3-4

9

9

8

6

ELECTIVE COURSE REQUIREMENTS: 19 Credit Hours

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



Associate of Arts Degree PRE-EDUCATION

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.	

NOTES

Associate of Arts Degree VOCATIONAL EDUCATION TECHNOLOGY

Minimum credit hours required: 66

NOTES

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 (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:	
ANT 102 Introduction to Cultural Anthropology (3)	
POS 220 Arizona & National Constitution (3)	
PHI 105 Introduction to Ethics (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)	
SPA 101 Beginning Spanish I (4)	

DEGREE CORE REQUIREMENTS 24-28 Credit Hours

TECHNOLOGY EDUCATION EMPHASIS	24
EDU 200 (3)	
DFT Any (3)	
ITC Any (3)	
MIT Any (3)	
AUT Any (3)	
ET Any (3)	
Choose 6 elective credit hours from any of the above areas.	
OR	
TRADE & INDUSTRY EMPHASIS	28
Choose 28 elective credit hours from any of the following areas:	
DFT	
ITC	
MIT	
AUT	
ET	
AVT	



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. Students planning to transfer should check degree requirements of their chosen college.

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.

PAGE 34

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 Biology, Chemistry, or Health Profession Emphasis.

PAGE 36

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.

PAGE 35

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.

PAGE 38

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. The required prerequisite courses from CCC are listed on page 75. Credits earned from another college will have to be evaluated as to whether they transfer as equivalent to those listed on page 37.

PAGE 37

Associate of Science Degree ADMINISTRATION OF JUSTICE

Minimum credit hours required: 65

NOTES

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, AND	
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:

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

Associate of Science Degree PRE-ENGINEERING

Rh...

Minimum credit hours required: 64

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)	
PHY 161 College Physics I (5)	
GENERAL EDUCATION OPTIONS:	6
Any option listed in the General Education course list	
Recommended course:	
SFC 100 Fundamentals of Speech Communication (3)	

DEGREE CORE REQUIREMENTS: 21 Credit Hours

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

OK as is Rh...



NOTES

Associate of Science Degree PRE-SCIENCE

Minimum credit hours required: 62

NOTES

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

Geology
Chem

Biology
~~Physics~~

Physics
Forestry

~~Environmental~~



ASSOCIATE OF GENERAL STUDIES (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 General Studies Degree GENERAL STUDIES

Minimum credit hours required: 60

GENERAL EDUCATION CORE REQUIREMENTS:

25 Credit Hours

COMPOSITION:

ENG 101 College Composition I (3)

AND

ENG 102 College Composition II (3)

OR

ENG 135 Career Communications (3)

AND

ENG 136 Career Writing (3)

MATHEMATICS:

MAT 121 or above

ARTS/HUMANITIES:

Any approved General Education courses in the Arts/Humanities category

SOCIAL/BEHAVIORAL SCIENCE:

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

SCIENCE:

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

Credit Hours

6

3

6

6

3-4

ELECTIVE COURSE REQUIREMENTS:

35-36 Credit Hours

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

NOTES

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.

Business Technologies

The Business Technologies program is designed to prepare students to enter the business profession at an entry level position with options in General Business Management, Small Business Accounting Technician and Accounting Technician by providing them with general knowledge and skills specializing in an area of interest. 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.

PAGE 42

Fire Science

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

PAGE 44

Computer Software Technology

The Computer Software Technology program is designed to prepare students for entry-level positions requiring computer application software skills. The program provides students with general knowledge and skills appropriate for computer software-oriented occupations as well as the opportunity to select courses to strengthen their overall education.

PAGE 43

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.

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Associate of Applied Science Degree BUSINESS TECHNOLOGIES

Minimum credit hours required: 63

NOTES

GENERAL EDUCATION CORE REQUIREMENTS:

25 Credit Hours

COMPOSITION:

ENG 101 College Composition I (3)

ENG 102 College Composition II (3)

MATHEMATICS:

BUS 100 Mathematics of Business (3)

OR

MAT 121 Intermediate Algebra or above (3) 4

ARTS/HUMANITIES:

Any approved General Education courses in the Arts/Humanities category

SOCIAL/BEHAVIORAL SCIENCE:

ECN 204 Macroeconomic Principles (3)

ECN 205 Microeconomic Principles (3)

LAB SCIENCE:

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

Credit Hours

6

3

6

6

4

DEGREE CORE REQUIREMENTS:

26 Credit Hours

REQUIRED COURSES:

ACC 101 Principles of Financial Accounting

ACC 102 Principles of Managerial Accounting

ACC 210 Financial Statement Analysis

BUS 214 Legal, Ethical, and Regulatory Issues in Business (3)

OR

BUS 203 Business Law (3)

BUS 204 Business Communications

BUS 206 Principles of Management

BUS 207 Principles of Marketing

CIS 120 Introduction to Computer Information Systems

CIS 123 Introduction to Spreadsheets

SPECIALIZATION OPTIONS: 12 credit hours

NOTE: Three (3) credits of Cooperative Education (COE 111) may be applied to any specialization option.

GENERAL BUSINESS MANAGEMENT

ACC 109 Budget and Forecasting (3)

BUS 216 Principles of Business Finance (3)

6 credit hours selected from ACC or BUS courses in consultation with a business advisor (6)

SMALL BUSINESS MANAGEMENT

BUS 211 Human Resources/Personnel Management (3)

BUS 213 Small Business Management (3)

BUS 216 Principles of Business Finance (3)

3 credit hours selected from ACC or BUS courses in consultation with a business advisor (3)

ACCOUNTING SPECIALIST

9 credit hours selected from ACC courses in consultation with a business advisor (9)

3 credit hours selected from BUS or ACC courses in consultation with a business advisor (3)

3

3

3

3

3

3

3

3

2

Associate of Applied Science Degree COMPUTER SOFTWARE TECHNOLOGY

Minimum credit hours required: 60

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 Intermediate Algebra or above (3)	
ARTS/HUMANITIES:	6
Any approved General Education courses in the Arts/Humanities category	
SOCIAL/BEHAVIORAL SCIENCE:	6
BUS 214 Legal, Ethical, & Regulatory Issues in Business (3)	
Any other approved General Education course in the Social/Behavioral Science category	
LAB SCIENCE:	4
Any approved General Education courses in the Physical/Biological Laboratory Science category	

DEGREE CORE REQUIREMENTS: 35 Credit Hours

REQUIRED COURSES:	
BUS 204 Business Communications	3
CIS 111 Principles of Programming	1
CIS 112 Introduction to Windows	2
CIS 120 Introduction to Computer Information Systems	3
CIS 122 Introduction to MS Word (2)	2
OR	
CIS 124 Introduction to WordPerfect (2)	
CIS 123 Introduction to Spreadsheets	2
CIS 125 Introduction to DataBases	3
CIS 127 Introduction to Desktop Publishing	3
CIS 131 Introduction to DOS	2
CIS 222 Advanced MS Word (2)	2
OR	
CIS 224 Advanced WordPerfect (2)	
Select 12 credit hours from the following courses:	12
ACC 100 Practical Accounting Procedures (5)	
OR	
ACC 101 Principles of Accounting I (3)	
ACC 206 Accounting & EDP Systems (3)	
CIS 102 Computer Literacy (2)	
CIS 220 Applications Programming I (3)	
CIS 223 Advanced MS Excel (2)	
CIS 298* Special Topics (1-6)	
COE 111* Cooperative Education (3-6)	
ELT 150 Basic Microcomputer Repair (2)	



NOTES

*May be applied to your degree. Please see your advisor.

Associate of Applied Science Degree FIRE SCIENCE

Minimum credit hours required: 66

NOTES

GENERAL EDUCATION CORE REQUIREMENTS: 25 Credit Hours

COMPOSITION:

ENG 101 College Composition I (3)

AND

ENG 102 College Composition II (3)

OR

ENG 135 Career Communication (3)

AND

ENG 136 Career Writing (3)

MATHEMATICS:

MAT 121 or above

ARTS/HUMANITIES:

Any approved General Education courses in the Arts/Humanities category

SOCIAL/BEHAVIORAL SCIENCE:

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

LAB SCIENCE:

BIO 105 Environmental Biology

Credit Hours
6

3

6

6

4

DEGREE CORE REQUIREMENTS: 41 Credit Hours

REQUIRED COURSES:

EVS 131 Emergency Medical Technician

FSC 105 Fire Fighter I & II

FSC 135 Fundamentals of Fire Prevention

FSC 136 Fire Apparatus & Hydraulics

FSC 200 Hazardous Materials - First Responder

FSC 236 Firefighter Occupational Safety

FSC 238 Emergency Scene Management

FSC 239 Fire Department Company Officer

Select 9 credit hours from the following:

BUS 209 Principles of Supervision (3)

BUS 211 Human Resources/Personnel Management (3)

EVS 211 Emergency Medical Technician Refresher (2)

EVS 231 Intermediate Emergency Medical Technician I (6)

EVS 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)

7

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3

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3

3

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3

9



Associate of Applied Science Degree OFFICE INFORMATION SYSTEMS

Minimum credit hours required: 64

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
BUS 214 Legal, Ethical & Regulatory Issues in Business (3)	
OR	
BUS 203 Business Law (3)	
Any other 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:

32-33 Credit Hours

REQUIRED COURSES:

ACC 100 Practical Accounting Procedures	5
BUS 200 Professional Office Skills	3
BUS 204 Business Communications	3
BUS 211 Human Resources/Personnel Management	3
CIS 102 Computer Literacy (2)	2-3
OR	
CIS 120 Introduction to Computer Information Systems (3)	
CIS 112 Introduction to Windows	3
CIS 123 Introduction to Spreadsheets	2
CIS 124 Introduction to WordPerfect (2)	2
OR	
CIS 122 Introduction to Word (2)	
OIS 110 Keyboarding Review and Speed	3
OIS 130 Machine Transcription	3
OIS 210 Keyboarding with Applications	3
SPECIALIZATION OPTIONS:	7-8

GENERAL OFFICE INFORMATION

7-8 credit hours of any advisor-approved courses consistent with degree goals/focus.

MEDICAL

AHS 131 Medical Terminology (3)

OIS 230 Medical Transcription (3)

2 credit hours of any advisor-approved courses consistent with degree goals/focus

LEGAL

OIS 240 Legal Transcription (3)

OIS 242 Legal Secretarial Skills (3)

2 credit hours of any advisor-approved courses consistent with degree goals/focus

OPTIONAL

COE 111* Cooperative Education

3-6

*It is strongly recommended that students enroll in this optional course in addition to the required credit hours for completion of the AAS/OIS. Please see catalog for description.

NOTES

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 other certificates and/or an Associate of Applied Science degree. Please check with your advisor for complete information.

ACCOUNTING TECHNICIAN CERTIFICATE

The Accounting Technician 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 Business Technologies with an Accounting Specialization.

PAGE 48

LEGAL SECRETARY

Certificate of Completion

The Legal Secretary Certificate program is designed to give students an introduction to legal secretarial skills and to assist those 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.

PAGE 52

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.

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.

PAGE 48

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 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 in this program toward other certificates/degrees.

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.

PAGE 49

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.

Advanced Certificate of Completion

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

PAGE 51

CLERICAL

Certificate of Completion

The Clerical Certificate program is designed to introduce students to a professional office setting and enhance office/clerical skills and knowledge. Students may apply credit hours earned in this program toward the Associate of Applied Science degree in Office Information Systems.

PAGE 49

COMPUTER SOFTWARE

Basic Certificate of Completion

The Computer Software Basic Certificate program is designed to develop entry-level skills related to computer application software packages and to enhance communication skills and professional readiness. Students may apply credit hours earned in this program toward the Associate of Applied Science degree in Computer Software Technology.

Advanced Certificate of Completion

The Computer Software Advanced Certificate program is designed for those students who have completed the basic certificate and desire to further enhance their computer, communication, and professional readiness skills. Students may apply credit hours earned in this program toward the Associate of Applied Science degree in Computer Software Technology.

PAGE 50

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.

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.

PAGE 51

MEDICAL TRANSCRIPTION

Certificate of Completion

The Medical Transcription Certificate program is designed to give students an introduction to medical transcription skills and to assist those 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.

PAGE 53

ACCOUNTING

Accounting Technician Certificate

(Minimum credit hours required: 33)
CERTIFICATE REQUIREMENTS: 33-35 Credit Hours

NOTES

	Credit Hours
ACC 100 Practical Accounting Procedures (5)	3-5
OR	
ACC 101* Principles of Accounting I (3)	3
ACC 206 Accounting and EDP Systems	3
ACC 210 Financial Statement Analysis	3
9 credit hours selected from ACC courses in consultation with a business advisor	9
BUS 100* Mathematics of Business	3
BUS 204* Business Communications	3
CIS 123 Introduction to Spreadsheets	2
CIS 124 Introduction to Word Processing	2
CIS 223 Advanced Spreadsheet Applications	2
ENG 101* College Composition I	3

*Placement test and/or prerequisite required.

ARCHITECTURAL DRAFTING

Intermediate Certificate of Completion

(Minimum credit hours required: 21)
CERTIFICATE REQUIREMENTS: 21 Credit Hours

	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

* Placement test and/or prerequisite required.

Advanced Certificate of Completion

(Minimum credit hours required: 32)
CERTIFICATE REQUIREMENTS: 32 Credit Hours

	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

* Placement test and/or prerequisite required.

CLERICAL Certificate of Completion

(Minimum credit hours required: 32)
CERTIFICATE REQUIREMENTS: 32-33 Credit Hours

		Credit Hours
BUS	100* Business Math	3
BUS	111 Business English	3
BUS	200 Professional Office Skills	3
BUS	204* Business Communications	3
CIS	102 Computer Literacy (2)	2-3
	OR	
CIS	120 Introduction to Computer Information Systems (3)	
CIS	124 Introduction to WordPerfect	2
	OR	
CIS	122 Introduction to MS Word	
CIS	224 Advanced WordPerfect	2
	OR	
CIS	222 Advanced MS Word	
OIS	110 Keyboarding Review and Speed	3
OIS	125 Speedwriting I	3
OIS	130 Machine Transcription	3
OIS	205 Filing Systems & Records Management	2
OIS	210 Keyboarding with Applications	3

*Placement test and/or prerequisite required.

OPTIONAL:

COE 111**Cooperative Education 3-6

**It is strongly recommended that students enroll in this optional course in addition to the required 32-33 credit hours for completion of the Clerical Certificate. Please see catalog for description.

COMPUTER AIDED DESIGN SPECIALIST

Basic Certificate of Completion

(Minimum credit hours required: 15)
CERTIFICATE REQUIREMENTS: 15 Credit Hours

		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

*Placement test and/or prerequisite required.

Advanced Certificate of Completion

(Minimum credit hours required: 30)
CERTIFICATE REQUIREMENTS: 30 Credit Hours

		Credit Hours
Completion of the CAD 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

*Placement test and/or prerequisite required.

NOTES

COMPUTER SOFTWARE

Basic Certificate of Completion

(Minimum credit hours required: 16)

REQUIRED COURSES:

	Credit Hours
BUS 100* Mathematics of Business	3
BUS 111 Business English	3
CIS 102 Computer Literacy	2
CIS 112 Introduction to Windows	2
CIS 122 Introduction to MS Word (2)	2
OR	
CIS 124 Introduction to WordPerfect (2)	
CIS 123 Introduction to Spreadsheets	2
Select 1 course from the following 4 courses:	2-3
CIS 125 Introduction to DataBases (3)	
CIS 127 Introduction to Desktop Publishing (3)	
CIS 222 Advanced MS Word (2)	
CIS 224 Advanced WordPerfect (2)	

NOTE: KEYBOARDING SKILLS MAY ENHANCE SUCCESS.

*Placement test and/or prerequisite required.

Advanced Certificate of Completion

(Minimum credit hours required: 33)

REQUIRED COURSES:

	Credit Hours
Completion of the Basic Computer Software Certificate (minimum 16 hours)	
BUS 200* Professional Office Skills (3)	3
OR	
BUS 204* Business Communications (3)	
BUS 214 Legal, Ethical, & Regulatory Issues in Business	3
ENG 100* Fundamentals of Composition	3
OR	
ENG 101* College Composition I	

Select a minimum of 8 credit hours from the following courses: 8

CIS 125 Introduction to DataBases (3)
CIS 127 Introduction to Desktop Publishing (3)
CIS 222 Advanced MS Word (2)
CIS 223 Advanced Spreadsheets (2)
CIS 224 Advanced WordPerfect (2)
CIS 298**Special Topics (1-6)
COE 111**Cooperative Education (3-6)

*Placement test and/or prerequisite required.

**CIS 298 and COE 111 may be applied to your certificate. Please see your advisor.

NOTES

CONSTRUCTION TECHNOLOGY

Intermediate Certificate of Completion

(Minimum credit hours required: 18)

CERTIFICATE REQUIREMENTS: 18 Credit Hours

		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

*Placement test and/or prerequisite required.

Advanced Certificate of Completion

(Minimum credit hours required: 32)

CERTIFICATE REQUIREMENTS: 32 Credit Hours

		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

*Placement test and/or prerequisite required.

FIRE SCIENCE

Basic Certificate of Completion

(Minimum credit hours required: 15)

CERTIFICATE REQUIREMENTS: 15 Credit Hours

		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

Advanced Certificate of Completion

(Minimum credit hours required: 37)

CERTIFICATE REQUIREMENTS: 37 Credit Hours

		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

NOTES

NOTES

LEGAL SECRETARY Certificate of Completion

(Minimum credit hours required: 33)

REQUIRED COURSES:

Credit Hours

BUS 100*	Mathematics of Business	3
BUS 111	Business English	3
BUS 204*	Business Communications	3
BUS 203	Business Law	3
OR		
BUS 214	Legal, Ethical, & Regulatory Issues in Business	
CIS 102	Computer Literacy (2)	2-3
OR		
CIS 120	Introduction to Computer Information Systems (3)	
CIS 122	Introduction to MS Word	2
OR		
CIS 124	Introduction to WordPerfect	
CIS 222	Advanced MS Word	2
OR		
CIS 224	Advanced WordPerfect	
OIS 125	Speedwriting I	3
OIS 130	Machine Transcription	3
OIS 225	Speedwriting II	3
OIS 240	Legal Transcription	3
OIS 242*	Legal Secretarial Skills	3

OPTIONAL:

COE 111**	Cooperative Education	3-6
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*Placement test and/or prerequisite required.

**It is strongly recommended that students enroll in this optional course in addition to the required 33 credit hours for completion of the Legal Secretary Certificate. Please see catalog for description.

MEDICAL TRANSCRIPTION

Certificate of Completion

(Minimum credit hours required: 32)

REQUIRED COURSES:

		Credit Hours
AHS	131 Medical Terminology I	3
BUS	111 Business English	3
BUS	200* Professional Office Skills	3
BUS	204* Business Communications	3
CIS	102 Computer Literacy (2)	2-3
	<u>OR</u>	
CIS	120 Introduction to Computer Information Systems (3)	
CIS	122 Introduction to MS Word	2
	<u>OR</u>	
CIS	124 Introduction to WordPerfect	
CIS	222 Advanced MS Word	2
	<u>OR</u>	
CIS	224 Advanced WordPerfect	
OIS	110 Keyboarding Review and Speed	3
OIS	130 Machine Transcription	3
OIS	205 Filing Systems & Records Management	2
OIS	210 Keyboarding with Applications	3
OIS	230 Medical Transcription	3

OPTIONAL:

COE 111**Cooperative Education	3-6
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*Placement test and/or prerequisite required.

**It is strongly recommended that students enroll in this optional course in addition to the required 32 hours for completion of the Medical Transcription Certificate. Please see catalog for description.

NOTES

NOTES

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. At the top center, there is a green binder clip holding the paper. The paper appears to be part of a notebook or a set of loose-leaf papers. There is no handwriting or other markings on the page.

COURSE DESCRIPTIONS

MONICA BAKER

Monica is a math instructor at CCC and the 1996-97 Faculty Member of the Year. She received a teaching excellence award in May at the annual NISOD conference. Criteria for the award include modeling high standards of performance and knowledgeability in subject area, encouraging student participation and innovation, and best representing the mission of CCC above and beyond the teaching assignment. Monica says, "I teach at CCC because the environment allows me to be an active member of my students' learning experiences. The community college has a unique connection with its community that gives me firsthand knowledge of the skills that my students will need to succeed."



Monica and Maxie Inigo, another math instructor at CCC, co-authored 3 textbooks currently in use at CCC and Northern Arizona University: Beginning Algebra, Intermediate Algebra, and the Student Solutions Manual. The 3rd edition of the books is due out this fall and will be marketed nationwide. According to Monica, "The text books present mathematics in a more readable and user friendly manner with plenty of clear examples." They also contain applications following the recommendations of the National Council of Teachers of Mathematics Standards and AMAYTC standards.



*Delete all
C or better*

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 FINANCIAL ACCOUNTING

Financial accounting theory as applied to corporate form of Business involving service and merchandising activities. Includes analysis and recording of Business transactions and preparation of financial statements. Prerequisite: MAT 121 or CCC, ACT, or SAT placement, or ACC 100 with "C" or better, or consent of instructor. Three lecture.

ACC 102 (3) PRINCIPLES OF MANAGERIAL ACCOUNTING

Accounting theory and practice as it applies to the uses of accounting information in the management decision making process of an organization. Introduces manufacturing accounting (job order, process cost, and standard cost systems) and budgeting. 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 109 (3) BUDGET & FORECASTING

Roles, techniques, and uses of budgeting and forecasts. Application of budgets, and forecasting management decision making and control.

Prerequisite: ACC 101. 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 microcomputer 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, pretrial 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 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 105 (3)
INTRODUCTION TO TWO-DIMENSIONAL ART
Introductory course in drawing and painting techniques and materials for students who would like to explore their

creativity. 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 nonferrous 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. Two lecture; four lab. May be taken for S/U credit.

ART 151 (3)
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. Two lecture; four 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

Study of the sequential development and significant periods and styles in painting, sculpture, and architecture from prehistoric to Gothic. Pre-corequisite: ENG 101. Three lecture.

ART 202 (3)
ART HISTORY II

Historical development of significant periods of style in painting, sculpture, and architecture from the Renaissance to the twentieth century. Pre-corequisite: ENG 101. 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)
PHOTOGRAPHY II

Advanced black and white photography course with darkroom, studio, and lecture elements designed for those who wish to pursue photography in-depth, both on an aesthetic and technical level. Prerequisite: ART 150 or consent of instructor. Two

lecture; four lab. May be taken for S/U credit.

ART 251 (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. Two lecture; four 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. Prerequisites: Math: "C" or better in MAT 087 or equivalent or placement; English: "C" or better in ENG 101 or equivalent or placement; or consent of instructor. Three lecture; three lab.

BIO 105 (4)

ENVIRONMENTAL BIOLOGY

Basic concepts of ecology and the importance of human interaction with the natural ecosystem. Field trips. Prerequisites: Math: "C" or better in MAT 087 or equivalent or placement; English: "C" or better in ENG 101 or equivalent or placement; or consent of instructor. 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: MAT 087 with "C" or better or CCC, SAT, or ACT placement. 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 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 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 111 (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.

BUS 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.

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 204 (3)
BUSINESS COMMUNICATIONS

Solving Business problems through effective oral and written communications. Letter forms and methods of writing Business letters. Creating functional letters related to inquiry, response, good will, sales, credit, and adjustment and collection. Prerequisite: ENG 101 or consent of instructor, and appropriate placement on the Business English Placement Test. 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. Prerequisite: ENG 101 or consent of instructor. 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 nonfinancial

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 090 (3)

PREPARATORY CHEMISTRY

Introductory course designed for students who have not had chemistry before and are planning to take Fundamental or General Chemistry. Includes basic principles and concepts of chemistry. Prerequisites: MAT 087 or placement and ENG 060 or placement. Three lecture. S/U credit only.

CHM 130 (4)

FUNDAMENTAL CHEMISTRY

General inorganic chemistry, scientific methods, and general laboratory procedures. Prerequisite: High school chemistry or CHM 090 with "C" or better AND MAT 121 or equivalent, 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: High school chemistry or CHM 090 with "C" or better AND MAT 121 or equivalent, 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

Introduces students to general computer concepts including computer-related terminology, computer system components, and computer operations. Students will learn the fundamental computer features of and create documents in word processing, spreadsheet, charting, and database software. No prior computer experience necessary. One lecture; two lab. May be taken for S/U credit.

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

Introduction to programming logic and structures as applied to Business computer applications and programming languages. Structure techniques and high-level languages. No prior computer experience necessary. One lecture; one lab. May be taken for S/U credit.

CIS 112 (2)**INTRODUCTION TO WINDOWS**

Basic operations and components of Windows environment through hands-on experience using many of the Windows tools and accessory applications. One lecture; two lab. May be taken for S/U credit.

CIS 115 (1)**INTRODUCTION TO THE INTERNET**

Skills and applications necessary to browse the Internet and use Electronic Mail. Basic operations and components of the Internet environment through hands-on experience. One lecture. May be taken for S/U credit.

CIS 120 (3)**INTRODUCTION TO COMPUTER INFORMATION SYSTEMS**

Concepts and theories regarding computer hardware, software, and information processing systems. Includes an intensive lecture component covering the most current technological/computer information available as well as a hands-on component using word processing, spreadsheet, database, and presentation application software packages. No prior experience necessary. Two lecture; two lab.

CIS 122 (2)**INTRODUCTION TO MS WORD**

Concepts and capabilities of word processing software MS Word in the Windows environment through extensive hands-on experience with Business applications creating, editing, and enhancing documents appropriate to the work environment and personal use. No prior computer experience required. One lecture; two lab. May be taken for S/U credit.

CIS 123 (2)**INTRODUCTION TO MS EXCEL**

Concepts and capabilities of electronic spreadsheet software using MS Excel in the Windows environment through extensive hands-on experience using Business applications. Prior computer experience not required. Mathematic skills equivalent to BUS 100 or MAT 121 recommended. One lecture; two lab. May be taken for S/U credit.

CIS 124 (2)**INTRODUCTION TO WORDPERFECT**

Capabilities of word processing software using WordPerfect in a Windows environment. Students will gain the skills necessary to create, edit, and enhance documents appropriate for the workplace or for personal use. No prior experience with computers required. One lecture; two lab. May be taken for S/U credit.

CIS 125 (3)**INTRODUCTION TO DATABASES**

Database design using the relational model and entity-relation diagrams. Concepts and capabilities of database management system (DBMS) software through extensive hands-on experience. No prior

Windows experience necessary. Two lecture; two lab. May be taken for S/U credit.

CIS 127 (3)**INTRODUCTION TO DESKTOP PUBLISHING**

Basic and advanced concepts and capabilities of desktop publishing software in the Windows environment through extensive hands-on experience using Business and personal applications. Prerequisite: CIS 122, CIS 124, or consent of instructor. Two lecture; two lab. May be taken for S/U credit.

CIS 131 (2)**INTRODUCTION TO DOS**

Basic operation of disk operating systems through lecture and hands-on experience. No prior computer experience required. One lecture; two lab. May be taken for S/U credit.

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 MS WORD**

Extensive hands-on experience in advanced concepts and capabilities of MS Word. Prior experience creating, editing, and formatting documents required. Prerequisite: CIS 122 or consent of instructor. One lecture; two lab. May be taken for S/U credit.

CIS 223 (2)**ADVANCED MS EXCEL**

Advanced capabilities of spreadsheets using MS Excel incorporating data selection operations, advanced worksheet, range operations, functions, and 3-dimensional operations for personal or Business use. Prior experience creating, editing, and formatting spreadsheets and graphs required. Prerequisite: CIS 123 or consent of instructor. One lecture; two lab. May be taken for S/U credit.

CIS 224 (2)**ADVANCED WORDPERFECT**

Instruction for students who want to learn how to use the advanced capabilities of WordPerfect. Students will gain the skills necessary to use advanced WordPerfect concepts suitable for personal use or in a Business environment, such as newsletters, graphic images, TextArt, templates, abbreviations, macros, sorts, advanced data table features, and merging labels. Prior experience creating, editing, and formatting word processing documents required. Prerequisite: CIS 124 or consent of instructor. One lecture; two lab. May be taken for S/U credit.

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

Aerobic dance as a fun way to develop strength, endurance, and flexibility through 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

Beginning modern dance technique. 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)
JAZZ DANCE I

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

DAN 200 (2)
IMPROVISATION

Introduces principles of dance improvisation. Study and development of creative movement sources and potential through exploration of human and 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

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

DAN 250 (3)
JAZZ DANCE II

Study of technical detail in the development and conditioning of the body for jazz and professional dance 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). Two lecture; two 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 multisource 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. Two 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 (7)
EMERGENCY MEDICAL TECHNICIAN

Uses the 1994 curriculum adapted by the Arizona Department of Health Services. Helps prepare students for the Arizona State Department of Health Services EMT Examination. Prerequisites, per DHS standards, are required prior to entry into the course: 18 years old, must have current level "C" CPR certification, show proof of passing certified 9th grade reading level proficiency exam. Seven lecture.

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 as an exception to general college policy; 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 050 (1)

**FUNDAMENTALS OF ENGLISH
GRAMMAR**

Intensive study and review of
basic English grammar with
emphasis on parts of speech,
basic sentence parts and
patterns, sentence modifiers,
main and subordinate clauses,
agreement, punctuation,
capitalization, and usage. One
lecture. S/U credit only.

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. S/U credit
only.

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 nonfiction, 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. Prerequisite: FRE 131 or consent of instructor. 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)
INTRODUCTION TO WILDLAND FIRE SUPPRESSION

Provides a fundamental knowledge of the factors affecting wildland fire prevention, fire behavior, and control techniques along with an introduction to the Incident Command System. Covers material from S-190, S-130, I-100, and standards for survival (PMS 416-1). After completion, students may qualify for "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 243 (5)
**INTERMEDIATE WILDLAND FIRE
SUPPRESSION**

Instructions for an initial attack on wildland fires and the incident command system. Covers material from S-205, S-290, and I-200. After completion students may qualify for "Red Card" certification. Prerequisite: FSC 233 or consent of instructor. Five lecture.

FSC 253 (5)
**ADVANCED WILDLAND FIRE
SUPPRESSION**

Designed to train qualified squad bosses in firing techniques and firing devices along with advanced training in the incident command system. Covers materials from S-234, S-336, and I-300. Prerequisite: FSC 233 and FSC 243, or consent of instructor. Five 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 TO 1660

Interdisciplinary approach to the history and development of Western civilizations from the ancient civilization of Egypt and Mesopotamia to 1660 or the dawning of modern Europe. Three lecture.

HIS 202 (3)

WESTERN CIVILIZATION FROM 1660

Interdisciplinary approach to the history and development of Western civilizations from 1660 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 250 (3)

ASIAN CIVILIZATION THROUGH 1644

Study of the political, social, economical, cultural, and intellectual history of China, Japan, and India to 1644 A.D. Three lecture.

HIS 251 (3)

ASIAN CIVILIZATION FROM 1645

Study of the political, social, economical, cultural, and intellectual history of China, Japan, and India since 1644 A.D. 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. May be taken for S/U credit.

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. May be taken for S/U credit.

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 corequisite: ENG 102. Three lecture.

HUM 261 (3)
ASIAN IDEAS & VALUES
 Examination of Asian literature, religion, and the arts for their humanistic ideas and values. 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 150A (1)
ELECTRICAL THEORY

Introduction to DC theory using Ohm's Law, voltage drop,

resistance, and current equations. Identification and operation of series, parallel, and series-parallel circuits. One lecture. May be taken for S/U credit.

ITC 150B (1)
ELECTRICAL CODES & SAFETY

Students learn the necessary precautions to take for various electrical hazards found on the job. Basic OSHA lockout/tagout procedures and requirements. One lecture. May be taken for S/U credit.

ITC 150C (1)
TEST EQUIPMENT & BLUEPRINT READING

Correct selection, inspection, use, and maintenance of common electrical test equipment. Introduction to symbols, specifications, and layout of a building blueprint. One lecture. May be taken for S/U credit.

ITC 150D (1)
RACEWAYS, BOXES, FITTINGS, & ANCHORS

Introduction to types and applications of raceways, wireways, and ducts. Students learn how to cut, ream, thread, hand bend, and connect conduit. One lecture. May be taken for S/U credit.

ITC 160A (1)
ALTERNATING CURRENT

Focus on forces that are characteristic of alternating current (AC) systems and the application of Ohm's Law to AC circuits. One lecture. May be taken for S/U credit.

ITC 170 (3)
PLANE SURVEYING & BUILDING LAYOUT

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 WWORKSHOP

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 & 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 placement. 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 & 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 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; one lab. May be taken for S/U credit.

MUP 108 (2)
GUITAR II
 Second level instruction on guitar including moveable position scales and arpeggios, moveable chord form, 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. Two 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: MUP 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.

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 & 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. Prerequisite: ENG 101. 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 (2)
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.

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. May be taken for S/U credit.

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)
JUNGLIAN 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)
JUNGLIAN INTERPRETATIONS 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 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.

NOTES

This image shows a single sheet of white paper with horizontal blue ruling lines. At the top center, there is a decorative graphic consisting of two green arrows pointing towards each other, meeting at a point. The paper is otherwise blank, with no text or markings.

ADMISSION & REGISTRATION PROCEDURES

SHANNON WILSON

Shannon Wilson, 23, who is the founder of the Native American Student Association, has learned many skills at Coconino Community College as a student worker. "The skills that I have learned will surely help me obtain a job off campus." She also says the education she has received has been excellent. "Attending CCC has helped me take the first step in reaching my goals."

Shannon's goals include transferring to the University of Arizona the fall semester of 1997 where she would like to complete her bachelor's degree in secondary education and criminal justice.

"I would also like to work with the youth on the Navajo reservation and involve them with community service so they can appreciate who they are and where they come from."

On taking control of your life, Wilson says, no matter how difficult your school works gets, keep with it. "Remember everyday that passes brings you one day closer to whatever it is you're planning to do here at CCC. It's better late than never."



From
Terrell

ADMISSION INFORMATION

ADMISSION REQUIREMENTS ^{H3}

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 ^{H4}

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

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.

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 the Office of Admissions and Records for further information.

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.

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.

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 & 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.

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 Advice 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.

STUDENT CLASSIFICATION AND STANDING

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

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

Full-time Student:

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

Part-Time Student:

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

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.

TRANSFER OF INDIVIDUAL GENERAL EDUCATION CORE (GECC) & TRANSFER GENERAL EDUCATION CORE CURRICULUM (TGECC) COURSES FROM OTHER ARIZONA COMMUNITY COLLEGES TO CCC

If a course is in the General Education Core Curriculum (GECC) of the transferring institution, CCC will accept the credits as a CCC GECC course using the following procedures:

- A. The course will be transferred as an equivalent course if the equivalency is determined by
1. a review of transfer course description in comparison to CCC course description, or
 2. a comparison of Course Equivalency Guide (CEG) equivalencies between the transferring institution and the universities with CEG equivalencies between CCC and the universities. For example, per the CEG, the transferring institution's MAT 130, College Algebra, has the following university equivalencies: at NAU, MAT 110; at ASU, MAT 117; at UofA, MATH 117. CCC's MAT 151, College Algebra, has the same university equivalencies; therefore, the transferring institution's MAT 130 is equivalent to CCC's MAT 151.

The Transcript Evaluator will record these equivalencies on the Course Articulation form.

- B. If CCC does not have an equivalent course, the course will be transferred as a specified number of credits satisfying requirements of the appropriate General Education area (Social & Behavioral Sciences, Arts/Humanities, Physical & Biological Sciences, or Options). The student requesting the transfer evaluation must provide documentation that the course is part of the GECC at the transferring institution. A Request for Substitution form must be initiated by the student, completed by an advisor, and approved by the appropriate Division Chair.
- C. If the course fulfills one or more of the TGECC special requirements at the transferring institution, CCC will transfer it to fulfill **one** of those requirements. The student requesting the transfer evaluation must provide documentation that the course meets the TGECC requirements at the transferring institution. A Request for Substitution form must be initiated by the student, completed by an advisor, and approved by the appropriate Division Chair.

Per the State TGECC policy, "A minimum of 15 semester hours of coursework must be completed in residence at the community college district certifying completion of the TGECC." The 15 hours of coursework referred to in the policy can be in any area and do not have to be GECC or TGECC courses.

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.

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.

FINANCIAL INFORMATION

JACQUELINE LAND

Jacqueline Land, 29, has been empowered by Coconino Community College to take control of her future through interaction with teachers and other students.

"I have acquired the communication and social skills to conduct myself well in any situation."

Jacque was CCC's 1995 Student Employee of the Year and graduated with honors, receiving 2 A.A. degrees, one in Business Administration and one in Computer Information Systems. CCC has given Jacque an educational foundation for future endeavors.

"After my current semester at Northern Arizona University, I plan to move to Phoenix in hopes of obtaining a job that will afford advancement opportunities and help me lead the life to which I want to be accustomed."

To students who want to take control of their lives Jacque says, "Take every opportunity to learn and acquire social skills, but do not eliminate personal time. Being well rounded is important."



RIC
3/19

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 plus 100% of all applicable lab fees at registration. The balance of the tuition 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.

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 additional 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 Office of Admissions and Records.

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 withdrawn from **FULL 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 and minus class fees, from the 1st through the 14th calendar day of the semester.
- ◆ 50% of tuition paid, minus a \$10.00 processing fee and minus class fees, from the 15th up to but not including the 21st calendar day of the semester.
- ◆ No refund on or after the 21st calendar day of the semester.

The date used to calculate the refund is the date of official withdrawal.

Tuition will be refunded to students officially withdrawn 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 and class fees, minus a \$10.00 processing fee, on the 1st day of the session.
- ◆ 100% of tuition paid, minus a \$10.00 processing fee and minus class fees, on the 2nd day of the session.
- ◆ 50% of tuition paid, minus a \$10.00 processing fee and minus class fees, 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 withdrawn 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 class.
 - ◆ No refund on or after the beginning date of the class.
- This restricted refund schedule for **SHORT COURSES** is necessary due to the limited period of class time.

NOTE: REFUND PROCESSING WILL NOT BEGIN UNTIL AFTER THE END OF THE ADD/DROP PERIOD!

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).

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.

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

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.

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 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 3 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.

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, to complete degree requirements and as outlined in the SEP.

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.

Program

Basic Certificate (1-15)
Intermediate Certificate (1-24)
Advanced Certificate (1-45)
Associate of Arts (60-65)
Associate of Applied Science (60-65)
Associate of Science (60-65)
Associate of General Studies (60)

Maximum Credit Hours

24 credit hours
30 credit hours
48 credit hours
80 credit hours
80 credit hours
80 credit hours
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:

Credit Hours Load

Full time based on 12 credit hours
3/4 time based on 9 credit hours
1/2 time based on 6 credit hours

80% Minimum Completion Each Semester

10 credit hours
7 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 Hours per Academic Year" requirement: **W, I, AU, U, and NCR**. Repeated courses and "IP" grades will be treated in accordance with established College policy.

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.

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.

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:

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 3 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.

REPAYMENT POLICY

When a student who has received financial aid withdraws from the College before midterm (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, SSID.

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-institution 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.

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.

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

PROGRAM OF STUDY

NOTES

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. At the top center, there is a small green star-shaped sticker. The paper appears to be part of a notebook or a set of stationery.

ACADEMIC PROCEDURES

DIANA BEDORE

Diana Bedore, 39, says Coconino Community College has given her the opportunity to learn the skills she needs to be a successful student and employee. "The classes recommended to me have broadened my horizons, both personal and career related. CCC has increased my self-esteem by allowing me to be successful."

Diana is currently employed as the Student Development Specialist in the Self PRIDE program. "I love my job and plan to pursue this vocation at Northern Arizona University."

Diana is confident that whatever field she goes into she will be successful due to the education and training she's received from CCC.

"I realize from being here, there is a place for me. That is something I did not know before CCC, that I have something to offer.

Diana has received several Soroptomist Scholarships and was a Governing Board Scholarship recipient for 1996-97. She currently is the Vice President for Phi Theta Kappa honor society.

Her advice to prospective students on taking control of their lives is, "Be persistent, never give up. This is not to say that people cannot change their mind about their future, but just don't give up trying to change."

Diana feels that prospective students at CCC should get to know the faculty and staff and also realize that it is their responsibility to make their lives better. "Everyone at CCC cares about success and is glad to help."



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 Schedule of Classes). 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 below 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.

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 credit 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 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

NOTIFICATION

Students affected by the procedures in this section will be notified of academic probation and/or suspension on the semester grade reports which are sent to the last known address.

PROBATION

A student will be placed on academic probation if the cumulative grade point average is less than 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 fall or spring semester (4 credit hours per summer session); advisor approval is required prior to registration. A student placed on probation status has 2 regular (fall and spring) semesters to raise the cumulative grade point average to 2.00. If the minimum cumulative grade point average is not met at the end of 2 semesters, the student is placed on academic suspension.

SUSPENSION

A student on academic probation for 2 regular (fall and spring) semesters 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 regular (fall and spring) semester.

RE-ADMISSION

An academically suspended student may apply for re-admission by submitting a petition for re-admission at least 1 month 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 or designee.

The Registrar/Director for Admissions or designee may elect to approve the petition as submitted, to approve the petition with conditions (e.g., limited coursework, specific classes allowed, other classes denied, fresh start, etc.), to uphold suspension, or to take other action which is deemed in the best interest of the student. Fresh start may include a change in major, removal of grades,

adjustment of cumulative grade point average, etc. If the student is readmitted, the student will automatically be placed on academic probation.

APPEALS

Students who desire to appeal a probation, suspension, or denial of re-admission decision must submit a letter

detailing the basis of the appeal to the Registrar/Director for Admissions. The Student Appeals Committee will review the student's case and make a recommendation for action. The Registrar/Director for Admissions will communicate this decision to the student, who may appeal the Committee's recommendation to the Vice President for Educational Services or designee. The Vice President's decision is final.

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.

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.

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.

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.

GRADUATION WITH HONORS

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

Cum Laude

3.40 to 3.69 Cumulative CCC GPA

Magna Cum Laude

3.70 to 3.89 Cumulative CCC GPA

Summa Cum Laude

3.90 to 4.00 Cumulative CCC GPA

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

Honors

3.50 to 3.89 Cumulative GPA

High Honors

3.90 to 4.00 Cumulative GPA

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

SCHOLASTIC HONORS

Students who complete at least 6 credits during a semester and whose grades qualify will be granted the following designations:

Vice Presidents' List

6 or more credits per semester

3.50 to 3.99 Semester GPA

President's List

6 or more credits per semester

4.00 Semester GPA

*Listed also
on p. 113 -*

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 Student Code of Conduct & Disciplinary Procedures 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 Student Code of Conduct & Disciplinary Procedures is available from the Dean of Student Services. 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.

*Persee will
provide*

NOTES

[illegible]

COMPLIANCES

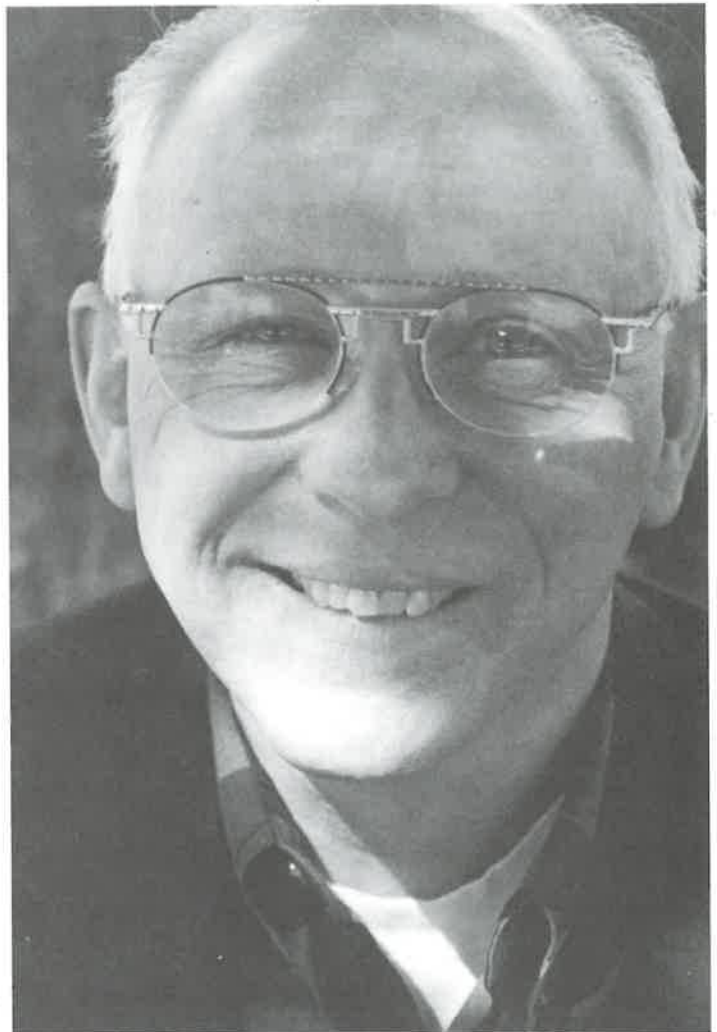
STEPHEN L. WEST

Stephen L. West says CCC was "a bowling alley with a bunch of desks" when he first started. "It was like flying an airplane that wasn't constructed."

Stephen is currently an instructor of accounting, economics, and business and is the former dean for continuing education and SBDC director. He wrote the first grant that started the SBDC and hired its first director. He has also been a division chair and acting director of instruction and academic support. But Student success, he says, "is the bottom line for me," and the reason he has returned full-time to the classroom.

Stephen's corporate career includes vice president of a Fortune 500 company, vice president for Columbia Broadcasting Corporation, and director of corporate administration for HBJ, Inc. He currently serves as a member of the City of Flagstaff Planning and Zoning Commission, the Private Industry Council for Coconino County, the Urban Land Institute, the Selection Committee for the Superior Courts of Coconino County, the Flagstaff Chamber of Commerce, and as chair of the Citizens Task Force on Jail District and Community Safety.

Stephen says the college has experienced tremendous growth and hopes citizens will support its future growth.



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.

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.

NOTIFICATION OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the College receives a request for access. Students should submit to the Registrar, Dean, Division Chair, or other appropriate official, written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.

Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right of a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the District Governing Board; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the College discloses education records without consent to officials of another school, in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Coconino Community College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office,
U.S. Department of Education,
400 Maryland Avenue, SW,
Washington, D.C., 20202-4605

DIRECTORY INFORMATION

Coconino Community College designates the following items as Directory Information: student name, address, telephone number, date of birth, major field of study, participation in officially recognized activities, dates of attendance, degrees and awards received, most recent previous school attended, and photograph. The College may disclose any of those items without prior consent, unless notified in writing to the contrary prior to or by the first day of classes each semester.

DEGREES & CERTIFICATES

ASSOCIATE OF ARTS DEGREE

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

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.

ASSOCIATE OF GENERAL STUDIES DEGREE

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

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 other certificates and/or an Associate of Applied Science degree.

COLLEGE DIRECTORY OF PERSONNEL

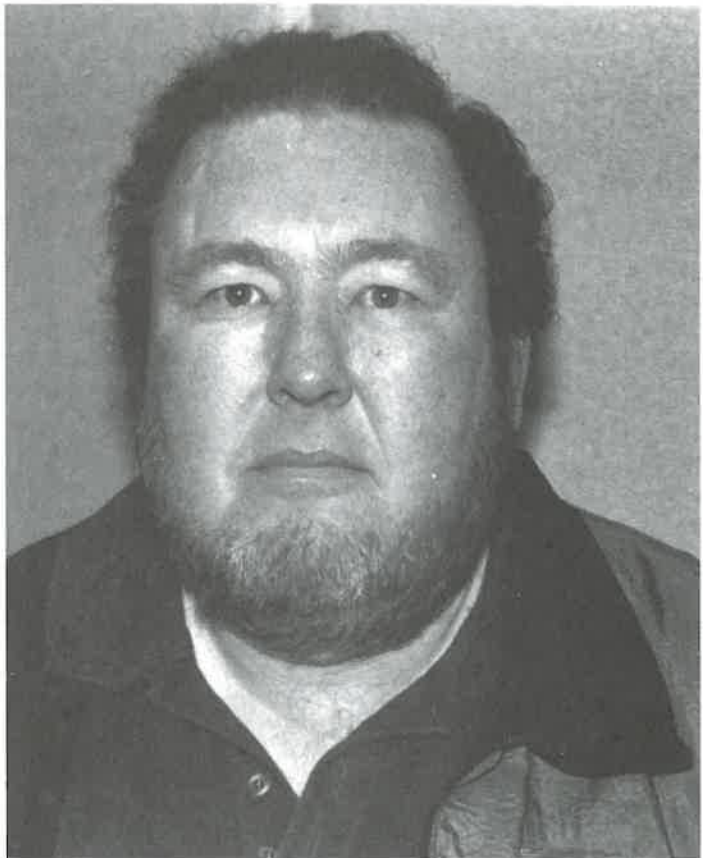
IN MEMORY OF LARRY GOLTZ 1942~1997

Larry Goltz had been with the college since it opened its doors in 1991. A part-time business management and accounting instructor, Larry put student success first. His students say he used humor and real-life situations to make the learning process fun and interesting.

In his memory, CCC faculty have started the Larry Goltz Memorial Accounting Scholarship Fund. The fund was established to honor the memory of Larry and the love and commitment he had for his students.

Larry came to Arizona in 1966 and attended Arizona State University, where he received his bachelor's and master's degrees. He came to Flagstaff in 1980. In addition to teaching, Larry was also an accountant in the comptroller's office at Northern Arizona University.

For more information on the scholarship, contact the Financial Aid Office.



from Greg
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ADMINISTRATIVE STAFF

President

Tullar, V. Phillip
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., Northern
Arizona University; CPA

Dean for Student Services

Duncan, Terree
B.A., LaVerne College; M.A., California State
University-San Bernadino

Director for Human Resources & Public Relations

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

Dean, Page Education Center

Lewis, Annabelle
B.S., Concord College; M.Ed., East Tennessee State
University; Ph.D. Colorado State University

Dean for Continuing Education & Director for Small Business Development Center

Lainoff, Michael
B.A., University of Missouri; M.S., University of
Oregon

Director for Accounting & Budget Vacant

Registrar/Director for Admissions

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

Director for Computer & Information Technology Vacant

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 & Research

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

District Director for Learning Enhancement Services

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

Director for Procurement

Brannen, William
A.A., Glendale Community College

PROFESSIONAL/MANAGEMENT

FLAGSTAFF

Adams, Lydia, Executive Assistant to the President

Anderson, Lyman, Accountant, Chartered Accounts degree, Institute of Chartered Accountants, Queens University, CPA

Borst, Eric, Assistant to the Vice President for Administrative Support

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

Eckstein, Mary, Instructional Specialist LEC, B.S., Arizona State University, M.S., University of Alaska Fairbanks

Gallegos, Liz, Assistant Registrar

Grumbine, Barry, Computer Lab Specialist, B.S., Northern Arizona University

Hill, Carolyn, Systems Administrator, B.S.B.A., Northern Arizona University

Hill, Lisa, Financial Aid Technician

Jackson, Jan, Articulation/Curriculum Coordinator

Keegan, John, Program Coordinator for SBDC, B.S.B.A., M.B.A., Northern Arizona University

Kerr, Greg, Human Resources Analyst/Certification Officer, B.S., Northern Arizona University

Nittmann, Shawn, LEC Program Coordinator, B.S., Colorado State University, M.S., Northern Arizona University

Ross, Wendy, Human Resources Analyst, B.S.B.A., Northern Arizona University

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

Stires, Ann, Tech Prep Coordinator, A.A., Cabrillo College, B.S., Northern Arizona University

Tuttle, Patty, Executive Assistant to the Vice President for Educational Services

Vallen, Kim, Instructional Specialist LEC, B.S., Northern Arizona University

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

PAGE

Goldsberry, Pat, Administrative Assistant for Page Campus

Freeman, Kyle, LEC Program Coordinator, B.S., M.A., Arizona State University

EXTENSION SITE COORDINATORS

Williams

Addison, Eleanor

Grand Canyon

Hildreth, Bonnie, B.A., West Virginia University, M.A., Northern Arizona University

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CLASSIFIED SUPPORT

FLAGSTAFF

Cawley, Dori, Division Chair Secretary, B.A.,
Albany State College

Drinkard, Jana, Accounts Payable Technician

Bedore, Diana, Self-PRIDE Specialist

Gardner, Jason, Shipping/Receiving Clerk

Garito, Peggy, Tech Prep Administrative Secretary

Hashii, Pat, Records Technician

Haviland, Victoria, NAU Math Secretary, A.A.,
Phoenix College, B.L.S., Northern Arizona
University

Henderson, Carol, Faculty Secretary, B.S.,
Northern Arizona University

Herder, Lee, Custodian

Ishii, Masha, Receptionist

Jones, Eva, Administrative Secretary for Small
Business Development Center

Jones, Tammy, Student Services Administrative
Secretary

McKinstry, Michelle, Administrative Specialist,
B.S.Ed., Northern Arizona University

Morea, Len, Student Employment Specialist,
B.S.Ed., M.A., Northern Arizona University

Murphy, Beth, Instructional Assistant LEC, B.S.,
M.A., Northern Arizona University

Myers, Maggie, Credentials Evaluator, B.S.,
Kansas State University, M.Ed., Northern
Arizona University

Owens, Christy, Payroll Technician

Phillips, Naomi, Purchasing Assistant

Pruitt, Patrick, Instructional Assistant LEC, B.S.,
Pittsburg State University

Shirley, Cheryl, Desktop Publisher

Spoon, Roberta, Cashier Senior

Taber, Sue, Cashier

Zamora, Valorie, President's Office Secretary

PAGE

Wright, Toni, Secretary

FACULTY



Greg

DANIEL BINGHAM
CAD/CAM, ENVIRONMENTAL TECHNOLOGY
 B.S., M.Ed., Northern Arizona University
 Division Chair for
 Occupational/Technical Education



JERRY BAKER
ENGLISH
 B.S., M.A., Central Michigan University
 Division Chair for
 Liberal Studies/Fine Arts



CANDICE CORRIGAN
NURSING, SOCIAL SCIENCE
 B.A., M.S., Purdue University,
 B.S., Ph. D., University of Kentucky



MONICA BAKER
MATHEMATICS
 B.S., M.A., Northern Arizona University

BARBARA CRESS
COMPUTER/OFFICE INFORMATION SYSTEMS
 B.S., M.B.A., Northern Arizona University

BRYAN BATES
SCIENCE
 B.A., Westminster College,
 M.A., Sangamon State University

BARBARA EICKMEYER
MODERN LANGUAGES
 B.A., M.Ed., Northern Arizona University

BRUCE BELMAN
BIOLOGY
 B.A., Stanford University,
 Ph.D., University of California - Santa Barbara
 Division Chair for
 Math/Science/Public Service/Nursing/Allied Health





KATHY EMMONS

**ACCOUNTING, BUSINESS,
COMPUTER INFORMATION SYSTEMS**

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



RHONDA L. HOWARD

SCIENCE

B.S., M.A., Bowling Green State University



MAGDALENE INIGO

MATHEMATICS

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



KATHRYN KOZAK

MATHEMATICS

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

MARTIN LARA

ENGLISH, HUMANITIES

B.A., Fresno Pacific College,

M.M.A., American Baptist Seminary of the West,

M.A., California State University-Dominguez Hills,

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



PATTIE ODGERS

BUSINESS,

COMPUTER/OFFICE INFORMATION SYSTEMS

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

Ed. D., Northern Arizona University



ALAN PETERSEN

ART

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



JEFF RHODE

CAD, COMPUTER INFORMATION SYSTEMS

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





JOAN ZUMWALT

LIBERAL STUDIES

B.A., McPherson College,
M.A., Colorado Western State College,
M.F.A., Institute Allende Liberal Studies

JAMES RHODES

PSYCHOLOGY, SOCIOLOGY

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

LYNN MOKSVOLD

BUSINESS, COMPUTER INFORMATION SYSTEMS

B.S., Arizona State University

Page Campus

JANETTE ST. VINCENT

ENGLISH

B.A., University of Georgia,

M.A., Clemson University

BILLIE RAE SWANSON

ART, ENGLISH, HUMANITIES

B.A., Mesa State College,

B.A., University of Nebraska,

M.F.A., The School of The Art Institute of Chicago

Page Campus

CARLTON SHEPHERD

SCIENCE

B.S., M.A., Bowling Green State University

STEPHEN L. WEST

ADMINISTRATION OF JUSTICE, BUSINESS

A.A., Daytona Beach Community College, B.S.,

Florida State University, M.B.A., Nova University



ASSOCIATE FACULTY

Coconino Community College employees 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, CIS Certificate
Aldrich, Melissa, B.S., Worcester State College
Alexander, Rita, B.F.A., M.A., Arizona State University
Anderson, Hans, B.A., Northern Arizona University
Anderson, Patricia, B.S., M.S., Northern Arizona University
Anderson, Suzanne, B.A., M.A., M.Ed., Northern Arizona University
Armitage, Joan, B.A., University of California-Los Angeles, M.A., Northern Arizona University
Arnold, Michael, Teaching Certificate
Ayub, Daniel, B.S., M.A., Northern Arizona University
Bacon, Gerald, B.A., San Jose State College
Barraza, Eva, B.A., California State University, Los Angeles
Battee, Mary, B.S., California State University, Long Beach, M.P.A., University of Southern California
Blackham, Vanessa, B.S., Arizona State University
Blair, Susan
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
Bowman, David, B.A., University of Wyoming
Boysen, Alison, B.A., Gallaudet University
Brandis, Tracey, B.S., Northern Arizona University
Brittain, David, B.S.Ed., M.A., Northern Arizona University
Brown, Bonnie, B.A., Brigham Young 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
Burch, Paul, B.G.S., M.B.A., Northern Arizona University
Burke, Sandra, B.A., Elon College
Burns, Ellen, B.M./B.M.E., Memphis State University, M.L.S., University of Tennessee, M.M., Ph.D., Florida State University
Calderone, Marty, B.A., B.A., University of Alaska
Cardani, John
Cardani, Nola, B.S.Ed., Northern Arizona University
Carl, Wade
Carpenter, Thomas, M.F.A. University of British Columbia, B.S., Northern Arizona University
Casey, Michael, B.S., Manchester University
Chee, Mary, A.A., Miami University
Cliburn, 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
Combs, Marian, B.F.A., M.B.A., University of Oklahoma
Connel, Dennis, B.S., M.S., Northern Arizona University
Copeland, Michael, B.S., Michigan State University, M.A., Eastern Michigan University
Cullicott, Catherine, B.A., Princeton University, M.S., University of Washington
Cummings, Betty Lou, B.A., M.A., Northern Arizona University
Cuprak, Joseph, B.S., Northern Arizona University
Dana, Sherill, B.A., University of California-Irvine, M.A., JFK University
Darlington, Gina, B.A., Brigham Young University
Davenport, Natalie, B.A., Western State College, M.A., Northern Arizona University
David, Lynn, M.A., University of Phoenix, B.S., State University College of N.Y. at Oswego
Dawson, Eddie, A.B., California State University, J.D., Western State University
Dent, Bonnie, B.S., West Texas State University
Dewitt, Donald, B.S., Ohio State University, M.A., Bowdoin College
Dillahunt, Clayton
Dodson, Susan, B.A., M.S., Northern Texas State University
Dohm, Amy, B.S., M.A., Northern Arizona University
Eberhardt, Kristin, A.A., Orange Coast College, B.A. C.S.U.L.B., M.Ed., Northern Arizona University
Eckstein, Mary, A.A., Glendale Community College, B.S., Arizona State University, M.S., University of Alaska Fairbanks
Eliason, Jackie, B.S., M.S., Northern Arizona University
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
Fazio Fox, Maryanne, B.A., University of California, Berkeley, M.A., Universidad de las Americas
Fernandes, Anna
Ford, Jonathan, B.S., M.A., Northern Arizona University
Foster, Dennis, B.A., University of Missouri, M.A., Ph.D., University of Hawaii
Fournier, Edward, B.A., Southwest Texas State University, M.A., M.Ed., Northern Arizona University
France, Sally, B.S.Ed., Indiana University of Pennsylvania

Freeman, Kyle, B.S., M.A., Arizona State University
 Freer, Sheri, B.S., Northern Arizona University
 Gabriel, Gerald, B.A., Ohio State University, M.A.,
 Northern Arizona University
 Gattis, Rusty, B.S.E., 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
 Goltz, Colleen, B.S., M.A., Northern Arizona
 University
 Hagen, Kristi, A.A., College of the Desert, B.A., San
 Jose State University
 Hale, Robert, A.S., Belleville Area College, B.S.,
 Washington University
 Hall, Rachelle, B.S., 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
 Heffron, Brent, B.A., University of California, San
 Diego, M.A., University of South Dakota, M.A.,
 Northern Arizona University
 Heffron, Nicole, B.A., Winona State University, M.A.,
 University of South Dakota
 Heisermann, Gary, B.S., University of California, Santa
 Barbara, M.A., Boston University, Ph.D., University
 of California, San Diego
 Henry, Ray, A.A., RES Certificate, York College
 Howard, Ben, A.C.S.S., Southwest College
 Jameson, Jennifer, B.S., University of Mary Hardin-
 Baylor
 Jenkins, Dwight, B.S., M.S., University of California-
 Los Angeles
 Jenkins, Zadie, B.S., North Carolina Central University
 Johnston, David, B.A. California State University - Los
 Angeles, M.A., Northern Arizona University
 Johnston, James, B.S., Northern Arizona University
 Joseph, Elizabeth, B.A., University of Montana, J.D.,
 University of Utah
 Kalas, Danitza, B.S., University of Arizona, M.A.,
 Arizona State University
 Keys, Kathleen, B.A., Arizona State University, M.A.,
 Northern Arizona University
 Keck, Kimberly, B.S., M.Ed., Northern Arizona
 University
 Keisling, Michael, Vocational Training
 Kerr, Greg, B.S., Northern Arizona University
 Kimble, Larry
 Koehler, Peter, B.S., M.S., Northern Arizona University
 Lamphere, Larry, M.A., Northern Arizona University
 Lassen, Erick, Teaching Certificate
 Laurie, Lance, B.A., University of Redlands
 Lawrence, Dan, B.A., M.A., Northern Arizona
 University

Linskey, John, B.S., Pan American University, M.S.W.,
 University of Houston, Ed.D., Northern Arizona
 University
 Lorek, Carol, B.S., Florida State University
 Manning, David, A.A., Yavapai College
 Markle, Mary Lou, B.A., M.A., Northern Arizona
 University
 Matheson, Merrie Jane, B.A., Eastern Washington
 University, M.A., Central Washington University
 Mathews, Martha, B.A., West State College
 McBee, Cynthia, B.F.A., Mount Allison University
 McCown, Laurie, B.S., University of California, Los
 Angeles, M.Ed., Northern Arizona University
 McCoy, Lynda
 McCoy, Robert, B.S., Northern Arizona University
 McFarland, Ronald, B.S.B.A., M.B.A., University of
 Phoenix, Ph.D./A.B.D., Nova Southeastern
 University
 McKell, Mary, B.S., St. Cloud State University, M.A.,
 Ed.D., Northern Arizona University
 McKinstry, Michele, B.S.Ed., Northern Arizona
 University
 McNabb, Judith, M.S., University of Illinois
 Meacham, Rick
 Merryman, Martin
 Michelena, Renee, B.A., B.S., University of Wyoming
 Mieras, Charles, B.A., Western Michigan University
 Miller, Janneli, B.A., Evergreen State College, M.A.,
 Northern Arizona University, Ph.D., University of
 Arizona
 Miller, Tod, B.S., Northern Arizona University
 Morrison, Nathaniel, A.A.S., Maricopa Community
 College
 Murphy, Beth, B.S., M.A., Northern Arizona
 University
 Natali, Mary, B.A., College of Mount Saint Vincent,
 M.A., Northern Arizona University
 Newell, Michele, B.S., University of Illinois, M.A.,
 Northern Arizona University
 Nottke, Tony, B.S., B.S., M.S., UC Irvine
 Novak-Goodman, Ana, M.S., Northern Arizona
 University, B.S. California State University - San
 Bernardino
 Pahler, Thomas, B.A., Duquesne University, M.B.A.,
 Golden Gate University, Ed.D., Northern Arizona
 University
 Peters, Susan, B.A., San Diego State University, M.S.,
 Pepperdine University
 Petrucci, Janice, B.A., Alverno College
 Pizzi, John, Northern Arizona University
 Pongratz, Miklos, B.S., Embry Riddle Aeronautical
 University
 Powell, Samuel, B.S., West Chester University, M.A.,
 Northern Arizona University
 Prida, Deanna, B.S., University of Nevada-Reno
 Prida, Robert, B.A., University of Nevada-Reno

Pruitt, Ron, B.A., M.A., Northeastern Oklahoma State University
 Pulley, Janice, B.A., Arizona State University
 Quigley, Timothy, B.S., Northern Arizona University
 Randall, Gayle, B.A., University of Houston
 Rhoton, William, B.S., M.A., M.A., Ed.D., Northern Arizona University
 Riss, George, B.A., University of Rochester
 Rivera, Ann, B.A., M.A., University of Northern Colorado, Ed.D., Northern Arizona University
 Rivera-Mills, Sean, B.M., M.M., University of Oregon, D.M.A., University of Iowa
 Robillard, Renee, B.A., Boston University, M.A., University of British Columbia
 Rogers-Fahrenz, Roberta, B.A., M.A., California State University-Fresno
 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
 Sanders, Diane, B.A., Goddard, M.A., M.A., Northern Arizona University
 Sargent, John, M.B.A., M.Ed., Northern Arizona University, B.S., Colorado State University
 Sayble, Debra, M.A., California Family Study Center, B.A., UCLA School of Fine Arts
 Schafer, Russell, A.A., Mesa Community College, B.S., Arizona State University, M.S., Northern Arizona University
 Schmidt, Marianne, CIS Certificate
 Schmidt, Nina, B.S., Northern Arizona University
 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
 Sheeley, Barbara, B.F.A., M.Ed., Northern Arizona University
 Smith, Bruce, CIS Certificate, B.S., Michigan State University
 Smith, Jeffrey, B.M., Northern Arizona University
 Solomon, Sandra, B.S., Western Oregon State College
 Sorenson, Robert

Spielger, Alan, B.S., Northern Arizona University
 Starn, Judy, B.S., University of New Mexico, M.A., Northern Arizona University
 Staskey, Dorothy, B.A., M.A., Ph.D., Northern Arizona University
 Stringfellow, Roy, B.S., University of Southern Colorado, M.A., Northern Arizona University
 Suslovich, Yafa, B.A., University of Maryland
 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, M.B.A., George Washington University, B.S., Brigham Young University
 Taylor, Molly, B.A., Northern Arizona University
 Thimot, Linda, B.A., University of Washington, M.A., Northern Arizona University
 Tibbetts, Ellen, B.F.A., M.A., Northern Arizona University
 Toberg, Barbara, B.S.R.N., University of Arizona
 Toerner, Mary, B.S., Stephen F. Austin College, M.A., Northern Arizona University
 Transier, Brenda, B.S., Northern Arizona University
 Tucker, Karen, B.S., Texas Tech University, M.S., Ph.D., Texas A&M University
 Vail, 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, M.A., University of Phoenix
 Wheeler, James, B.A., University of Phoenix
 White, Timothy, EMT Certificate
 Widmer, Kristen, B.S., Northern Arizona University
 Winiecki, Steve
 Worthen, Paul, B.A., SUSC
 Yazzie, Louise
 Yero, Anne, B.A., Southern Utah University

GLOSSARY OF COLLEGE TERMS

EVA JONES

Eva Jones, 38, a computer information systems major at CCC, was honored, shocked, and surprised to be nominated to the 1997 All-Arizona Academic Team. "I would never have imagined receiving this honor when I enrolled at Coconino Community College 3 years ago," she said.

Prior to CCC, Eva worked for several aerospace companies as a secretary and material planner. She decided to seek a college education many years after graduating from high school and knew that a community college would be the best place to start.



"CCC has provided me with a very sound learning environment. The instructors are dedicated to student success and do all that they can to help students reach their goals."

Eva is a charter member of CCC's Beta Gamma Chi Chapter of Phi Theta Kappa. Her learning philosophy is to get the most out of something. "I have always tried to get as much as possible out of my courses of study," she said. After graduation Eva plans to transfer to Northern Arizona University to earn a B.A. in business administration.

GLOSSARY OF COLLEGE TERMS

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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CCC Launches New Mark

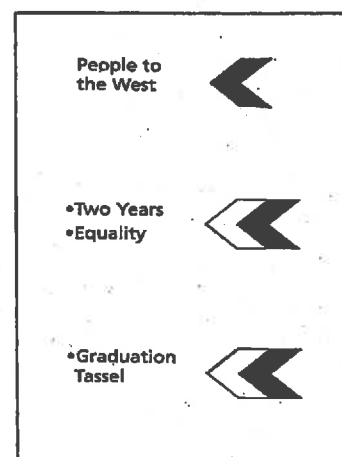
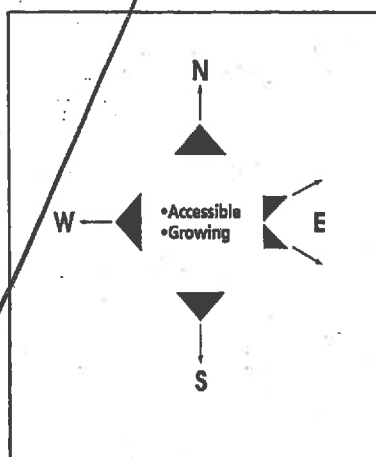
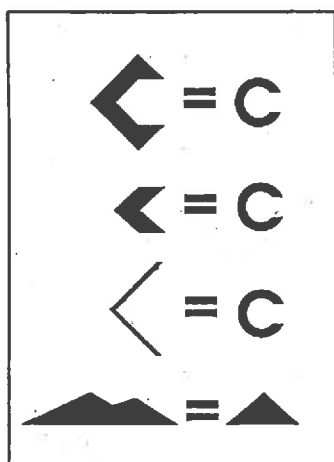


In color, the two "C"s on the right are teal, and the "C" on the far left is sand (yellow/gold).

The new mark is comprised of a symbol and a signature (college name). The viewer can see three or four "C"s in the symbol which alludes to the fact the college serves Coconino County. The symbol itself points to the west. Coconino in the Navajo language means "people to the west."

The graphic form also symbolizes the meaning of the institution. The two chevrons, showing equality of black and white, represent a two-year higher education. In the overall symbol, some viewers see a computer screen and pixel, representing the technological aspect of CCC's mission, or a graduation cap and tassel. The chevrons themselves also point to a target, representing student and institutional goals. The four to five points of the symbol represent accessibility and growth, while the overall diamond shape symbolizes quality.

What the mark symbolizes:





Coconino Community College
3000 North Fourth Street, Suite 17
Post Office Box 80,000

Flagstaff, Arizona 86003-8000

1-800-350-7122 (in Arizona)

or (520) 527-1222

FAX (520) 526-1821

OR

Check out our Web Site this fall at

<http://www.coco.cc.az.us>

