



1998-1999

CATALOG

Flagstaff

Grand Canyon

Williams

Page

Coconino Community College

Coconino Community College

1998-1999 CATALOG



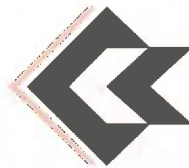
FLAGSTAFF COLLEGE PLAZA

3000 North Fourth Street
PO Box 80,000
Flagstaff, Arizona 86003-8000
520-527-1222
800-350-7122 (*Arizona only*)
520-527-8693 (TTY/TTD)
Fax 520 526-1821

PAGE CAMPUS

475 S. Lake Powell Blvd.
PO Box 728
Page, Arizona 86040-0728
520-645-3987
Fax 520-645-3501

Web site: www.coco.cc.az.us



Coconino Community College

EQUAL OPPORTUNITY/NONDISCRIMINATION STATEMENT

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

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

Inquiries regarding equal opportunity policies, the filing of grievances, or requests for a copy of procedures covering discrimination complaints may be directed to the Director of Human Resources and Public Relations.

This material may be made available in an alternative format by contacting the Disability Resource Services Office at 800-350-7122, in Arizona, or (520) 527-1222, ext. 243.

This catalog was prepared on the basis of the best information available at the time. All information is subject to change without notice, obligation, or liability.

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ACADEMIC CALENDAR 1998-1999

FALL 1998

(AUGUST 24, 1998 - DECEMBER 12, 1998)

August 17	Flagstaff Campus Closed 8:00AM – 1:00PM Page Campus Closed 8:00AM – 5:00PM
August 24	Instruction Begins
September 7	Labor Day Holiday - College Closed
October 7	Deadline to Drop Without Record
November 11	Veteran's Day Holiday - College Closed
November 20	Deadline for Student Initiated Withdrawal
November 26-29	Thanksgiving Holiday - College Closed
December 4	Last Day of Instruction
December 7-12	Final Examination Period
December 22-31	Winter Break - College Closed (Includes July 4th Holiday 1998)

SPRING 1999

(JANUARY 11, 1999 – MAY 8, 1999)

January 1	New Years Day Holiday - College Closed
January 11	Instruction Begins
January 18	Martin Luther King Holiday - College Closed
February 15	President's Day Holiday - College Closed
February 24	Deadline to Drop Without Record
March 8-14	Spring Break - Flagstaff - No Classes
March 15-21	Spring Break - Page - No Classes
April 16	Deadline for Student Initiated Withdrawal
May 1	Last Day of Instruction
May 3-8	Final Examination Period
May 7	Commencement
May 31	Memorial Day Holiday - College Closed

SUMMER I - 1999

(JUNE 8, 1999 - JULY 8, 1999)

June 8	Instruction Begins
June 14	Deadline to Drop Without Record
June 24	Deadline for Student Initiated Withdrawal
July 5	July 4th Holiday - College Closed
July 8	Last Day of Instruction

SUMMER II - 1999

(JULY 12, 1999 - AUGUST 11, 1999)

July 12	Instruction Begins
July 19	Deadline to Drop Without Record
July 30	Deadline for Student Initiated Withdrawal
August 11	Last Day of Instruction

SUMMER IA - 1999

(JUNE 8, 1999 - AUGUST 11, 1999)

June 8	Instruction Begins
July 1	Deadline to Drop Without Record
July 5	July 4th Holiday - College Closed
July 22	Deadline for Student Initiated Withdrawal
August 11	Last Day of Instruction

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 calendar without notice. Mid-semester exams are at the options of individual instructors.

PHONE LISTING

INSTRUCTIONAL SITES

Flagstaff College Plaza
 Administrative Center
 3000 North Fourth Street
 PO Box 80,000
 Flagstaff, Arizona 86003-8000
 520-527-1222
 800-350-7122 (*Arizona only*)
 520-527-8693 (TTY/TTD)
 Fax 520-526-1821

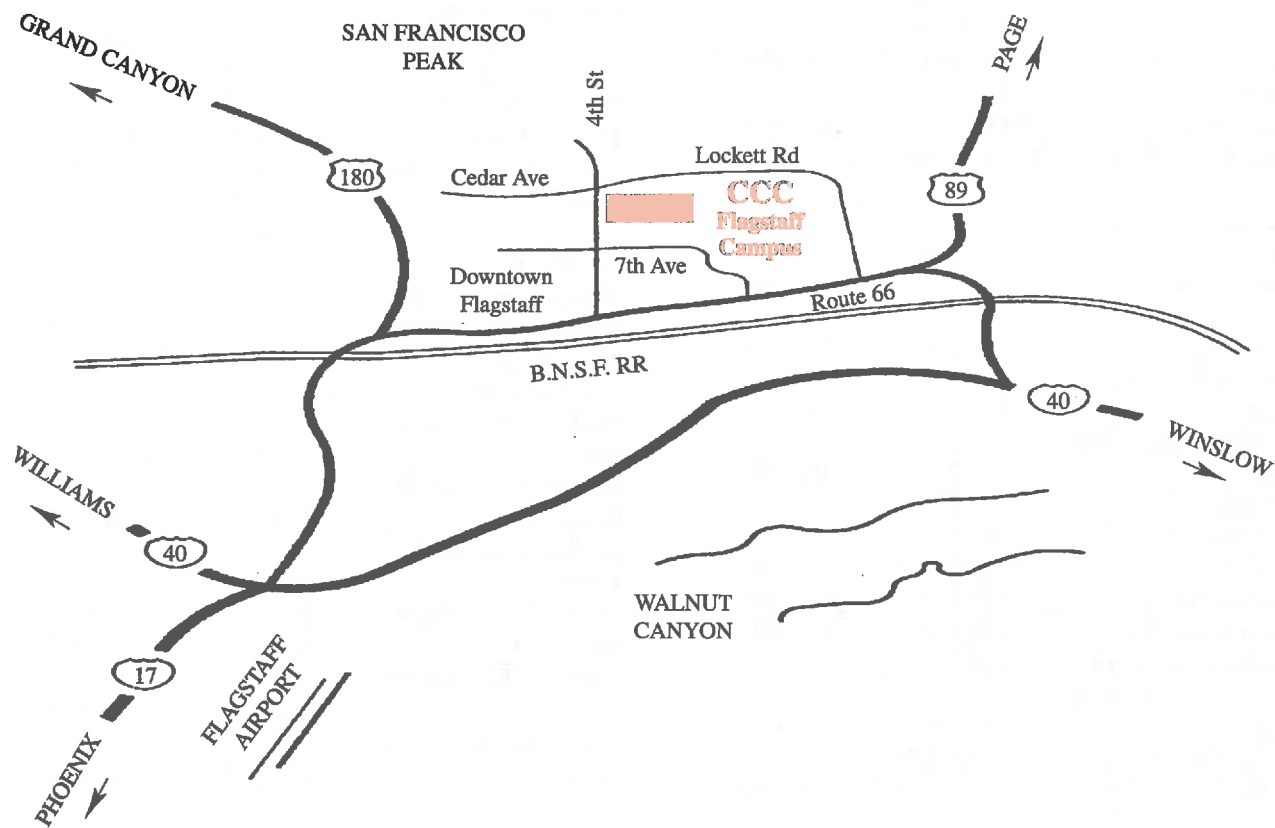
Page Campus
 Administrative Center
 475 S. Lake Powell Blvd.
 PO Box 728
 Page, Arizona 86040-0728
 520-645-3987
 Fax 520-645-3501

**Camp Navajo
 Grand Canyon
 Williams**
 Dean for Continuing Education
 PO Box 80,000
 Flagstaff, Arizona 86003-8000
 520-527-1222, Ext. 244
 800-350-7122, Ext. 244 (*Arizona only*)
 Williams Area Coordinator:
 Eleanor Addison
 520-635-2412 (*home*)

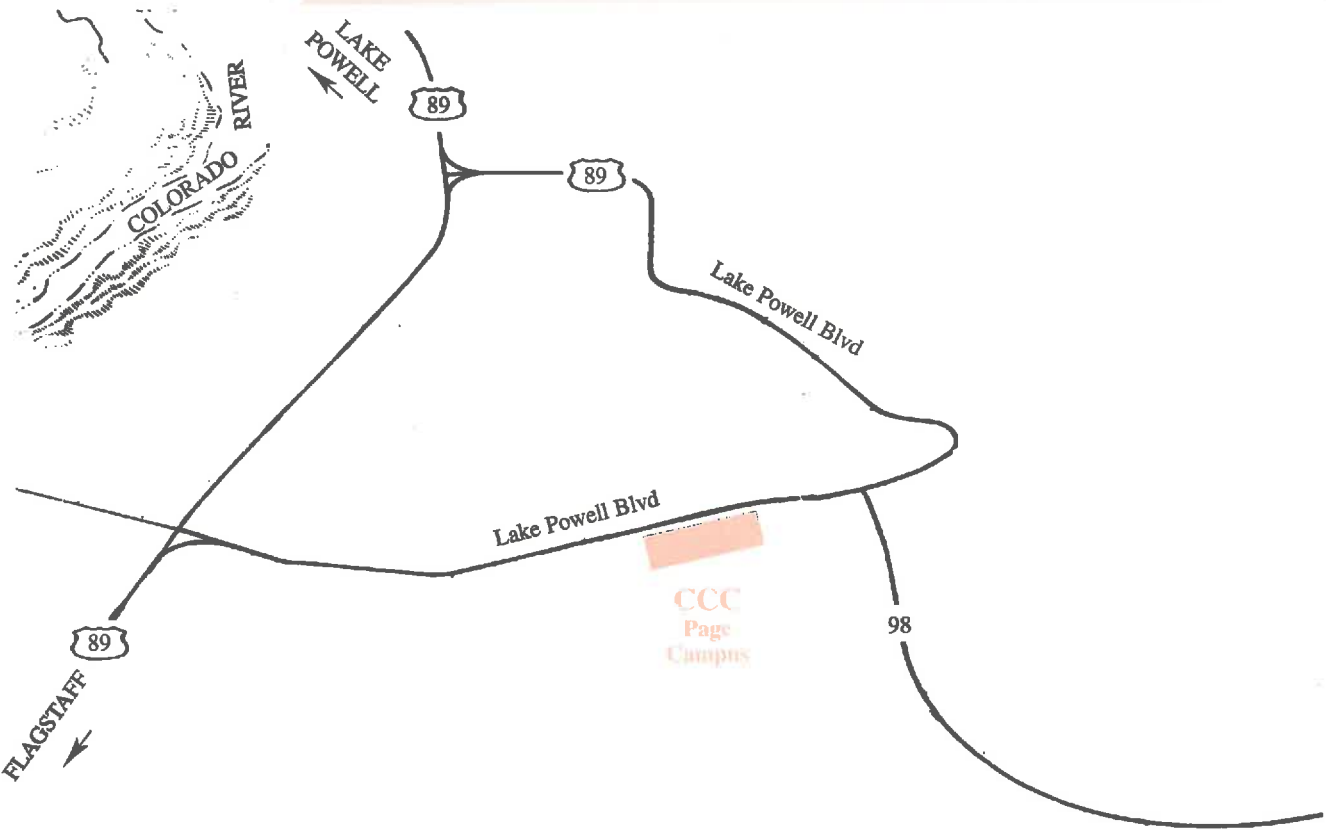
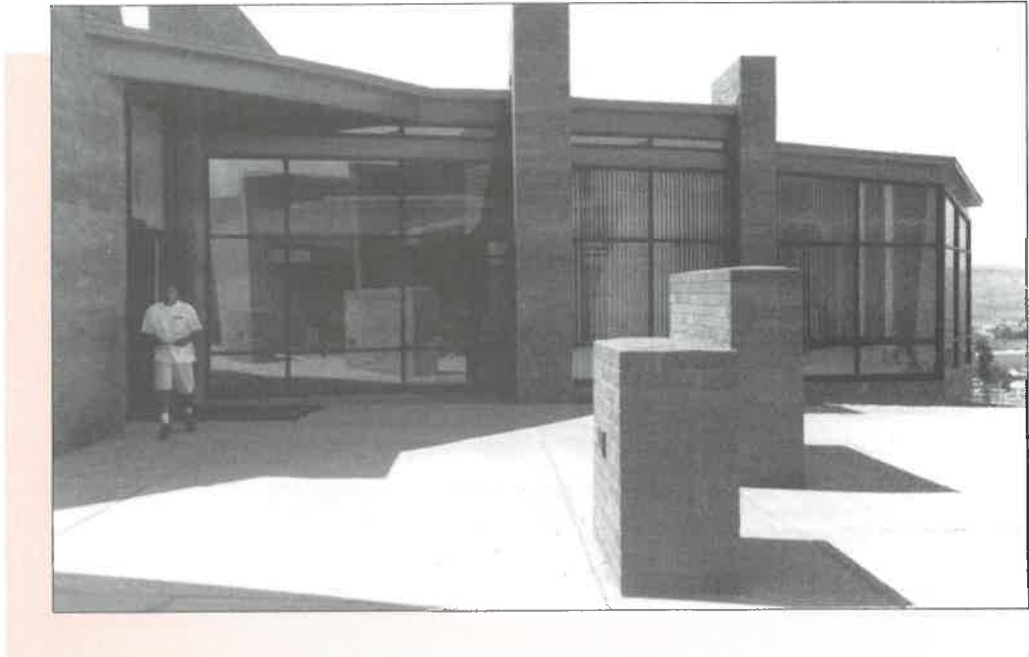
FOR MORE INFORMATION

	Flagstaff College Plaza	Page Campus		Flagstaff College Plaza	Page Campus
General Information	520-527-1222 800-350-7122 (<i>Arizona only</i>) 520-527-8693 (TTY/TTD)	520-645-3987	Library Services/ Information Resource Services (CCC)	Ext. 272	Ext. 104
			Northern Arizona University Program Coordinator, Page	—	520-608-0115
Admissions & Records	Ext. 250	Ext. 103	Phi Theta Kappa	Ext. 334	—
Advising	Ext. 334	Ext. 109	Public Information	Ext. 312	Ext. 103
Business Office	520-527-4441	Ext. 100	Registration/Records	Ext. 250	Ext. 103
Bookstore/Textbooks	520-526-0306	888-671-BOOK (888-671-2665)	Scholarship Information	Ext. 223	Ext. 109
Community Service Program	Ext. 223	Ext. 109	Security	Ext. 284	Ext. 103
Computer Lab	Ext. 328	Ext. 106	Pager	520-773-2620	—
Continuing Education/ Credit Free	Ext. 244	Ext. 103	SelfPRIDE (Single Parent/Displaced Homemaker Services)	Ext. 323	Ext. 109
Disability Resource Services	Ext. 243	Ext. 104	Small Business	Ext. 244	—
Educational Opportunity Center	Ext. 202	Ext. 103	Development Center	520-526-5072	—
Facilities	Ext. 271	—	Student Development Services	Ext. 334	Ext. 109
Faculty Offices	Ext. 320	—	Student Employment Services	Ext. 314	Ext. 109
Faculty Fax	520-526-8790	520-645-3501	Student Leadership Council	Ext. 334	—
Financial Aid Services	Ext. 219	Ext. 103	Tech Prep Coordinator	Ext. 329	—
Human Resources	Ext. 344	Ext. 102	Transcripts	Ext. 201	Ext. 103
Institutional Research	Ext. 212	—	Veterans' Educational Benefits	Ext. 219	Ext. 109
Learning Enhancement Center	Ext. 301	Ext. 104	Vocational Counseling Services	Ext. 323	Ext. 109
Library, Cline (NAU)	520-523-2171	—			
Library, Page Public		520-645-4270			

FLAGSTAFF CAMPUS



PAGE CAMPUS



Welcome to Coconino Community College



MESSAGE FROM THE PRESIDENT

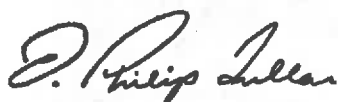
Congratulations on your interest in Coconino Community College. I am pleased you are interested in this fine institution. Should you become a student here, you will find CCC is a stimulating learning environment where many people are very eager to help you reach your educational and career goals.

Coconino Community College is accredited by the North Central Association which is a regional organization for accrediting colleges and schools. This means that most college level courses in which you may enroll are transferable to 4-year institutions. Through transfer agreements and the use of our course equivalency guide, you can transfer easily to Arizona universities. We find our students who transfer perform as well or better than students who began their studies at a 4-year institution.

At Coconino Community College our primary goal is quality education. Here students are the number one priority. I am proud of our excellent faculty and staff who are deeply committed to serving students. We provide high-quality associate degree programs which make up the first 2 years of a baccalaureate program. We also provide vocational, technical and basic skill courses and programs through which you may acquire or update your skills necessary for successful employment and advancement in the work force. Coconino Community College is becoming well known as a primary learning institution.

I believe you have made an excellent decision to join nearly 4,000 fine students at this College. Accept my warmest welcome and most sincere wishes for an excellent and rewarding academic year.

Sincerely,



V. Philip Tullar, Ph.D.
President

Web site: www.coco.cc.az.us



DISTRICT GOVERNING BOARD



Val Gleave
Board Chair
Page, Arizona,
District 5



Paul Neuman
Flagstaff, Arizona,
District 4



Dan Baertlein
Board Secretary
Williams, Arizona,
District 3



David Williams
Flagstaff, Arizona,
District 1



Tom Atwood
Flagstaff, Arizona,
District 2



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

PHILOSOPHY & MISSION

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

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

- ◆ Transfer education
- ◆ Occupational education
- ◆ General education
- ◆ Continuing education
- ◆ Developmental education
- ◆ Student services
- ◆ Cultural and community service

STRATEGIC GOALS

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

- ◆ Promote student success and satisfaction through support services, attention to “at risk” students, and innovative instruction and delivery.
- ◆ Provide an environment of excellence in which individual worth and diversity are valued through recruitment, retention, team building, instruction, and organizational culture.
- ◆ Prepare students for work in a technological world economy.
- ◆ Offer 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.
- ◆ 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.

ASSESSMENT AND INSTITUTIONAL EFFECTIVENESS

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 instruc-

tion, 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.

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.

*The mission of
the Foundation is
to promote the
purposes and
goals of Coconino
Community
College, thereby
enhancing the
opportunities of
Coconino County
residents.*

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 Collegiate Registrars and Admissions Officers
American Association of Community Colleges
Arizona Academic Administrators' Association
Arizona Association of Collegiate Registrars and Admissions Officers
Arizona Association of District Governing Boards
Arizona Association of Student Financial Aid Administrators
Arizona Association of Student Personnel Administrators
Arizona Association of Veterans' Program Administrators
Arizona Community College Association
Arizona Community College Presidents' Council
Arizona High School/College Relations Council
Arizona Occupational Administrators' Council
Arizona State Small Business Development Center Network
Chambers of Commerce - Flagstaff, Sedona, Page, Williams
College and University Personnel Association
Community College Institute for Research and Development
Council of North Central Two-year Colleges
Flagstaff Alliance for the 21st Century
Flagstaff Rotary
Greater Flagstaff Economic Council, Inc.
Mojave Educational Services Cooperative
National Association of College and University Attorneys
National Association of College and University Business Officers
National Association of Educational Buyers
National Association of Student Employment Administrators
National Association of Student Financial Aid Administrators
National Association of Student Personnel 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

SMALL BUSINESS DEVELOPMENT CENTER (SBDC)

HELPING COCONINO COUNTY BUSINESSES MAXIMIZE THEIR SUCCESSES

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 are an entrepreneur or considering self-employment, these and similar questions can be answered by the staff of CCC's Small Business Development Center. The SBDC is a partnership between CCC and the US 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 1997, the SBDC provided professional guidance and advice to over 300 clients countywide.

In cooperation with the CCC Division of Occupational/Technical Education, the SBDC offers an

array of business development courses and seminars.

Participants are able to earn college credit for some of the courses. Topics include:

- ◆ Minding Your Own Business (a 3-hour business start-up workshop)
- ◆ QuickBooks in Your Business
- ◆ Understanding Financial Statements
- ◆ The Nuts and Bolts of Marketing
- ◆ Where's the Money? Meet the Lenders! (co-sponsored by the Greater Flagstaff Economic Council and the Flagstaff Chamber of Commerce)
- ◆ The Anatomy of a Business Plan

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 520-526-5072 (Flagstaff and Williams) or 800 350-7122 extension 244 (elsewhere in Coconino County).

SBDC SUCCESS STORIES

Sled Dog Inn



"From the beginning, the SBDC was our sounding board and reality check. The counselors helped us determine if our idea was realistic. Since we needed additional financing, they reviewed our loan proposal, and helped us find a bank we could work with. As we got closer to our opening date, the SBDC staff gave us insights to improve our marketing strategies."

Jaime Ballesteros and Wendy White, Owners, Sled Dog Inn

Mogollon Brewing Company



"We couldn't have prepared the business plan without the SBDC. The services have been invaluable to us, since we don't have a business background."

Noah Davison, Co-owner, Mogollon Brewing Company

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 are 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 at the Flagstaff Campus or the Administrative Center at the Page Campus.

WORKFORCE TRAINING PROGRAMS

The College provides customized courses and workshops which are devoted to meet the workforce development needs of individual firms or industry clusters. These courses are offered at the College or at the employers' place of business. Courses are delivered using traditional and non-traditional computer-based instructional methods.

topics include many of the necessary basic skills: communications (reading, writing, and presentations), mathematics, science (biology, chemistry, and physics), social and behavioral sciences (economics, geography, history, political science). In addition, PLATO provides instruction in life skills (job and parenting skills), technical skills (blueprint reading, industrial electronics, hydraulic and pneumatic power fundamentals), and health, safety and environmental training. Moreover, PLATO contains courses that are specifically designed to enhance workplace performance: quality fundamentals, writing in the workplace, and data management skills.

The success of PLATO implementation at W.L. Gore in Flagstaff is expressed by Cathy Ensign, Human Resources Associate, "The program has helped our associates refresh their skills and learn new ones, along with increasing their confidence in the workplace."

The keys to PLATO's success are its flexibility, cost-effectiveness, adaptability to individual learning needs, and its comprehensive course content.

For additional information about these workforce training programs, call the Continuing Education Office at the Flagstaff Campus or the Administrative Center at the Page Campus.



The computer-assisted courses use PLATO as an instructional tool. The PLATO Learning System is computer managed instructional courseware that provides learners with knowledge that spans a wide range of subject areas. Each course is targeted to specific competencies and skill levels. Subjects and

COCONINO COUNTY TECH PREP

Get a Jump on Your Future!

Are you a recent high school graduate from one of the following high schools?

- ♦ **Flagstaff High School**
- ♦ **Coconino High School**
- ♦ **Sinagua High School**
- ♦ **Page High School**
- ♦ **Tuba City High School**
- ♦ **Greyhills Academy High School**
- ♦ **Grand Canyon High School**
- ♦ **Williams High School**

Did you complete a vocational program while in high school?

If so, you may have already earned CCC credit for the vocational program you completed in high school.

Before you sign up for a vocational course at CCC, check with Vocational Counseling Services. You may not need to repeat what you have already taken in high school.

For more information, contact the Tech Prep Coordinator.



GETTING STARTED

OVERVIEW

1. Apply for admission (new students only).
 - a. Complete, sign, and return to Admissions and Records:
 - ◆ Application for Admission
 - ◆ Domicile Affidavit.
 - b. Go to Admissions and Records and pick up:
 - ◆ a current Schedule of Classes
 - ◆ a current Coconino Community College catalog
 - c. Attend New Student Orientation. New Student Orientation is designed to introduce you to various services offered by CCC, including advising, financial aid, employment and other types of support services. Check the Schedule of Classes for dates and times.
2. Apply for Financial Aid with the Financial Aid Services, if necessary.
3. Take English/Mathematics and/or Spanish placements tests. Keep your score sheet.
4. Meet with an advisor. The advising schedule is published in the current 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 your registration form and \$5.00 registration fee to Admissions and Record. Pay tuition and fees to the Cashier.

APPLYING FOR ADMISSIONS

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

Required Documents

Diploma or Transcripts
Certificate or GED Scores
Transcripts
(over 18 years of age)

SP (Special Student)¹

Still in high school

Required Documents

Transcripts, & Special
High School
Enrollment Form

¹ Applicants with status of *SP* are limited to 6-8 credit hours or 2 classes for the Fall or Spring semesters, 3-4 credit hours or 1 class for the Summer session. Advisor approval is required.

Application for Admission

Students need only complete 1 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 Level/Program Major/Educational Goal* form at Admissions and Records.

Residency

CCC 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. Questions regarding residency status should be directed to Admissions and Records.

APPLYING 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 Grant (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 Financial Aid Services.

Note - CCC does not participate in any of the federal loan programs.

To be eligible for consideration for Federal Financial Aid you must comply with the following:

1. Be admitted to CCC as a
 - ♦ High School graduate (a copy of your diploma or transcripts must be on file with Admissions and Records at CCC) or
 - ♦ G.E.D. Completer (a copy of your G.E.D. Certificate must be on file with Admissions and Records at CCC) or
 - ♦ Transfer (official academic transcripts from all previous schools must be on file with Admissions and Records at CCC).

Indicate that your reason for attending CCC is to receive a degree or certificate.
2. Declare a major.

To process your application electronically, you must:

1. Make an appointment with Financial Aid Services.
2. Bring the following documents with you to your appointment:
 - ♦ signed, completed 1998-99 Free Application for Federal Student Aid (FAFSA);
 - ♦ signed, completed copy of student's (& spouse's) 1997 federal income tax return;
 - ♦ if you are a dependent, a signed, completed copy of parent's 1997 federal income tax return;
 - ♦ copy of 1997 W-2(s) if not required to file a 1997 federal income tax return;
 - ♦ copy of all 1997 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 1998-99 *Postsecondary History Form*;
- ♦ signed, completed 1998-99 Verification Worksheet (if dependent, at least 1 parent must sign the form).

Tips for Completing the 1998-99 FAFSA

- ♦ Read all information so you know what is required of you.
- ♦ Make copies of all documents before submitting them to Financial Aid Services. Copies will not be made in the office.

TAKING 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 Northern Arizona University.

Exceptions

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

Mathematics

Test	Scores	Appropriate Course
ACT	17-21	MAT 121
	22-27	MAT 151 and above
SAT	350-520	MAT 121
	530-670	MAT 151 and above

English

ACT	20+	ENG 101 & exempt from reading
SAT	420+	ENG 101 & exempt from reading

Proficiency Tests

Business English

All students who wish to enroll in the BUS 204 (*Business Communications*) course must have completed ENG 101 (*College Composition I*) and either BUS 111 (*Business English*) or appropriate placement on the Business English Proficiency Test. This proficiency test is an option for students who do not wish to take BUS 111.

EMS

The Department of Health Services requires the following **prior** to registration for EMS-131:

1. Be 18 years of age or older (picture ID required).
2. Health Care Provider CPR.
3. Current on immunizations MMR.
4. Reading Placement Test (proof of admission is required before taking the test.)

Spanish

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 Proficiency Test.

ADVISING

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 2 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.

REGISTERING FOR CLASSES

Students will be registered on a first-come, first-served basis. New students must complete and submit to Admissions and Records:

1. Application for Admission
2. Domicile Affidavit

All students must:

1. Complete the *CCC Registration Form*
2. 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.
3. Pay the \$5.00 registration fee for each semester.

Tuition

Tuition costs are summarized in the tuition table below. Tuition does not include additional charges for class fees, books or supplies. Class fee information is included in the Schedule of Classes published each semester and summer session. 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 have fees in addition to tuition. Refer to the current Schedule of Classes.

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

Returned Checks & Payment

Any check returned by the bank will result in the assessment of a \$20.00 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



STUDENT & SUPPORT SERVICES

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
- ◆ Advisement
- ◆ Community Service Program
- ◆ Disability Resources for Students
- ◆ Financial Aid/Scholarships
- ◆ Learning Enhancement Center
- ◆ Library Services/Information Resource Services
- ◆ Proficiency Exams
- ◆ Registration
- ◆ SelfPRIDE Program (Single Parent/Displaced Homemaker Services)
- ◆ Student Employment
- ◆ Veterans' Services
- ◆ Vocational Counseling

Check the current [Schedule of Classes](#) for dates and times.

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 *Student Code of Conduct* for more information.

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. You can also find the current [Schedule of Classes](#) published on CCC's web site at www.coco.cc.az.us.

BOOKSTORE/TEXTBOOKS

A bookstore is available at the Flagstaff Campus for the purchase of textbooks and supplies. The Page Campus does not have a bookstore. Textbook sales are conducted on-site at the Page Campus prior to each semester and the first summer session. Dates for textbook sales in Page are listed in the [Schedule of Classes](#). Textbooks may also be ordered by phone through the College Store. The bookstore numbers can be found in the *Phone Listing*.

COMPUTER LABS

Computer lab facilities are available to CCC students in both Flagstaff and Page. At least 1 Lab Aide is on duty at all times to assist students with computer related problems.

The software available for student use includes *AutoCAD, Microsoft Access, Microsoft Excel, Microsoft PowerPoint, Microsoft Word, Microsoft Works, Netscape, PageMaker, Peachtree Accounting, Visual Basic, WordPerfect* and more. CCC offers credit classes for most software programs and the Small Business Development Center (SBDC) offers one- and two-day non-credit workshops.

The Internet also plays a large role in classes taught at CCC. Many of our instructors require students to use e-mail for class work. All students have free access to e-mail and the Internet in the Open Computer Labs. Students may use the Open Computer Lab for Internet-based classes offered by CCC. We also encourage students to use the Lab for Arizona Learning System (ALS) online courses provided by colleges throughout the state.

CCC is dedicated to offering its students the best possible computer technology.

SUPPORT FOR VOCATIONAL STUDENTS

Students who are enrolled in any occupational or vocational program and are not planning to transfer to a university are encouraged to contact Vocational Counseling Services. A vocational counselor provides academic advising, career exploration, education and career planning, and general support. For further information, contact Vocational Counseling Services.

STUDENT EMPLOYMENT SERVICES (SES)

Student Employment Services provides employment services for all CCC students. Employers from the business community in Flagstaff, Page, and surrounding areas list full and part-time job vacancies with SES. Job descriptions and referrals are available to CCC students registered with SES. Workshops are

available, covering such topics as *Resume Writing, Interviewing Skills, and Job Search Strategies*. For further information, contact the Student Employment Services in Flagstaff or Student Development Services in Page.

LEARNING ENHANCEMENT CENTER (LEC)

As a CCC student, you can get help for your classes at the LEC. For example, learning assistants are available to help with mathematics, science, communication skills, and modern languages. Unlike tutoring, our purpose is to help you *learn how to learn*.

Our staff will guide and challenge you as you learn to do the work for your classes. We will also help you use the books and computers in the LEC. We want you to learn when and how to use these resources on your own. We also want you to learn to work with other students to solve problems and study class materials. We can help your study group learn to work together effectively. Learning assistants will help you with the things you have already heard about from your instructors. We complement your instructor's teaching. Come see us in the LEC. We are here to help you.

LIBRARY SERVICES

Information Resource Services, located in the Learning Enhancement Center at the Flagstaff Campus and the Page Campus, 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. 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. Students at the Page Campus are eligible for a Page Public Library card.

DISABILITY RESOURCES FOR STUDENTS

The purpose of this service is to provide qualified students with disabilities with reasonable accommodations needed to participate in classes. Students who

feel they need assistance should contact the coordinator for Disability Resource Services.

Because of the time required to obtain proof of disability and to set up the needed accommodations, students are encouraged 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 at the main receptionist desk at the Flagstaff Campus.

SELFPRIDE PROGRAM – SINGLE PARENT/ DISPLACED HOMEMAKER SERVICES

The SelfPRIDE Program provides educational counseling and financial assistance to eligible single parents, homemakers, and displaced homemakers. Services include CCC classroom instruction, advisement, and campus and community service referrals. For more information on or to receive a SelfPRIDE Information Packet, contact the SelfPRIDE coordinator.

CAREER DEVELOPMENT & EXPLORATION

Services available to CCC students include self-assessment tools, career counseling, personal and career goal-setting strategies, presentations/workshops on deciding on a major, and career development. A computerized career exploration program and other resources on careers are available for student use at the Learning Enhancement Centers. Students in vocational programs may obtain these services through Vocational Counseling Services. Other students may obtain these services from the Educational Opportunity Center (EOC).

EDUCATIONAL OPPORTUNITY CENTERS (EOC)

The Educational Opportunity Centers provide information and assistance to adults interested in entering or continuing a post-secondary education program. The following services are available:

- ◆ Information about colleges, universities and technical education
- ◆ Admissions application assistance
- ◆ Financial aid application assistance
- ◆ Information about scholarship assistance
- ◆ Counseling, career exploration and career inventories

- ♦ Interest testing and college degree decision making
 - ♦ GED referral
 - ♦ Academic/Educational counseling
- For further information and assistance, contact an EOC advisor listed in the *Phone Listing*.

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 Financial Aid Services. For further information, please contact the coordinator for the Community Service Program.

ARIZONA LEARNING SYSTEMS

Arizona Learning Systems (ALS) is a program that provides Arizona citizens with access to high quality, post secondary learning opportunities based on their needs, with respect to content, time, location of learning and pace.

ALS delivers courses via the world wide web. CCC is participating in ALS by offering online courses. The current course offerings are listed on CCC's web site www.coco.cc.az.us. Students may register for any of these courses at CCC. For additional information please contact Admissions and Records at either campus.

RESERVE OFFICERS TRAINING CORPS (ROTC) – FLAGSTAFF

Through an arrangement with Northern Arizona University in Flagstaff, students at CCC can take freshmen and sophomore year classes in ROTC. Students register for the classes at CCC and take the courses at NAU. The goal of the ROTC classes is to provide a foundation of military knowledge and skills needed by junior officers in the military. Students may take ROTC credit in Air Force Aerospace Studies. For further information, contact Air Force

ROTC at 520 523-2060 or the Student Development Coordinator at the Flagstaff Campus.

Purpose

The Department of Aerospace Studies curriculum consists of the general military course and history for freshmen and sophomores (AES 101, 102, 201, 202) and the Professional Officer Course for juniors and seniors (AES 301, 302, 410, 402).

General qualifications

A man or woman entering Air Force Reserve Training Corps (AFROTC) must be the following:

- ♦ a citizen of the United States (non-citizens may enroll, but must obtain citizenship before commissioning);
- ♦ of sound physical condition; and
- ♦ at least 17 years of age for scholarship appointment. Additionally, scholarship recipients must be able to fulfill commissioning requirements by age 25. If designated for flying training, the student must be able to complete all commissioning requirements prior to age 26 and a half; other categories must be able to complete all commissioning requirements before age 30.

STUDENT HOUSING

Coconino Community College is not a residential college 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 Admissions and Records or the Student Development Coordinator.

LOST & FOUND

Flagstaff Campus

The Lost and Found is located at the main Reception 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 staff of articles lost. Articles found should be taken to the office.

Note: CCC is not responsible for lost or found items.

PARKING

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.

SECURITY

Security on the Flagstaff and Page Campuses and other locations where CCC classes are held is available during regularly scheduled classes and lab hours. Refer to the current Schedule of Classes for a listing of times.

STUDENT ACTIVITIES

STUDENT LEADERSHIP COUNCIL – FLAGSTAFF

The Student Leadership Council is comprised of students enrolled at CCC 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 at the Flagstaff Campus or the Student Development Office.

PHI THETA KAPPA - 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 3.0 per semester.

Phi Theta Kappa participates with the American Association of Community Colleges and USA Today in the Academic All-USA Team Program, a competition to select the most outstanding students in the nation's community, technical, and junior colleges. The program is a three-part competition that begins on the campus level. Each president of an AACC member college is invited to nominate 2 students from each accredited campus of that college. The All-Arizona Academic Team is selected from the campus nominees. Nominations are evaluated for academic excellence, campus involvement, and community service, with particular emphasis on the essay. Team members receive recognition, cash awards, and publication of their names in USA Today.

Our 1997-98 All-Arizona Academic Team recipients were Aaron Nelson and Victoria Moreno. Victoria is currently Beta Gamma Chi's Vice President and Aaron was recently inducted into Phi Theta Kappa in March 1998.

For more information, contact Student Development Services.

General Education Core Curriculum & Transfer General Education Core Curriculum



GENERAL EDUCATION VALUES STATEMENT

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.

The following table summarizes the minimum General Education Core Curriculum required for each type of degree offered at CCC. When considering which type of a 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 REQUIREMENTS¹

General Education Core Curriculum	TRANSFER DEGREES		NOT INTENDED FOR TRANSFER DEGREES	
	Associate of Arts	Associate of Science	Associate of Applied Science	Associate of General Studies
English Composition	6	6	6	6
Mathematics	3	3	3	3
Arts and Humanities	9	9	6	6
Social and Behavioral Sciences	9	9	6	6
Physical and Biological Sciences	8	8	4	3
General Education Options	6	6	-	-
Total minimum credit hours	41	41	25	24

¹ Starting in Spring 1999, CCC will implement the new Arizona General Education Curriculum (AGEC). A catalog supplement will be printed during the Fall 1998 semester. Information concerning AGECE will also be available on the web at www.coco.cc.az.us. If you are planning to transfer to an Arizona state public university and have completed less than 30 credit hours toward your General Education requirements, you are encouraged to meet with an advisor to discuss the AGECE block transfer program.

GENERAL EDUCATION CORE CURRICULUM & TRANSFER GENERAL EDUCATION CORE CURRICULUM

GENERAL EDUCATION CORE CURRICULUM

English Composition (6*)

ENG	101 ^R	College Composition I	3	_____
ENG	102 ^R	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 ^W	Application of College Algebra	3	_____
MAT	151	College Algebra	4	_____
MAT	184	Functions & Trigonometry	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 ^R	Art Appreciation	3	_____
ART	201 ^C	Art History I	3	_____
ART	202 ^C	Art History II	3	_____
MUS	100 ^R	Music Appreciation	3	_____
MUS	145 ^R	Jazz History & Literature	3	_____
THR	101 ^R	Introduction to Theatre	3	_____

Humanities

ENG	236 ^B	Introduction to the American Short Story	3	_____
ENG	237 ^B	Women in Literature	3	_____
ENG	238 ^B	Literature of the Southwest	3	_____
ENG	272 ^W	Creative Writing: Nonfiction	3	_____
HUM	241 ^{R,W}	Humanities I	3	_____
HUM	242 ^{R,W,C}	Humanities II	3	_____
PHI	101 ^{R,C}	Introduction to Philosophy	3	_____
PHI	105 ^{R,E}	Introduction to Ethics	3	_____
PHI	201 ^C	Comparative Religions	3	_____

Social and Behavioral Sciences (9*)

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

ANT	102 ^{B,C}	Introduction to Cultural Anthropology	3	_____
ANT	110	Exploring Archeology	3	_____
BUS	203 ^R	Business Law	3	_____
BUS	214 ^R	Legal, Ethical & Regulatory Issues in Business	3	_____
ECN	204 ^{R,W}	Macroeconomic Principles	3	_____
ECN	205 ^R	Microeconomic Principles	3	_____
GEO	133 ^{R,C}	World/Regional Geography	3	_____
HIS	131 ^{R,C}	United States History I	3	_____
HIS	132 ^{R,C}	United States History II	3	_____
HIS	136 ^{R,E,C}	Women in American History	3	_____
HIS	201 ^{R,C}	Western Civilization to 1660	3	_____

HIS	202 ^{R,C}	Western Civilization from 1660	3	_____
HIS	271 ^C	History of the Soviet Union	3	_____
POS	101	Introduction to Politics	3	_____
POS	110 ^R	American National Government	3	_____
POS	120 ^C	Introduction to World Politics	3	_____
POS	220 ^{R,W}	Arizona & National Constitution	3	_____
POS	233 ^C	Global Environmental Politics	3	_____
PSY	101 ^R	Introduction to Psychology	3	_____
PSY	227 ^R	Personality Theory	3	_____
PSY	236 ^{R,E}	Psychology of Women	3	_____
PSY	250 ^{R,W,E}	Social Psychology	3	_____
SOC	101	Introduction to Sociology	3	_____
SOC	132 ^B	Social Problems	3	_____
SOC	142 ^{R,E}	Race & Ethnic Relations	3	_____

Physical & Biological Laboratory Sciences (8*)

BIO	100 ^R	Biology Concepts	4	_____
BIO	105 ^R	Environmental Biology	4	_____
BIO	184 ^R	Plant Biology	4	_____
BIO	190 ^R	Animal Biology	4	_____
BIO	201 ^R	Human Anatomy & Physiology I	4	_____
BIO	202 ^R	Human Anatomy & Physiology II	4	_____
BIO	205 ^R	Microbiology	4	_____
CHM	130 ^R	Fundamental Chemistry	4	_____
CHM	151 ^R	General Chemistry I	4	_____
CHM	152 ^R	General Chemistry II	4	_____
GEO	131 ^R	Introduction to Physical Geography	4	_____
GLG	100 ^R	Introduction to Geology	4	_____
GLG	101 ^R	Physical Geology	4	_____
GLG	102 ^R	Historical Geology	4	_____
GLG	201 ^{R,W}	Ancient Life	4	_____
PHY	100 ^R	Concepts of Physics	4	_____
PHY	111 ^R	College Physics I	4	_____
PHY	112 ^R	College Physics II	4	_____
PHY	161 ^R	University Physics I	4	_____
PHY	180 ^R	Introduction to Astronomy	4	_____
PHY	262 ^R	University Physics II	3	_____

General Education Options may be selected from the above lists or from the following: (6*)

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	_____
SPA	101	Beginning Spanish I	4	_____
SPA	102	Beginning Spanish II	4	_____
SPA	201	Intermediate Spanish I	4	_____
SPA	202	Intermediate Spanish II	4	_____
SPC	100	Fundamentals of Speech Communication	3	_____

^R Course meets the CCC graduation reading requirement
^W Course meets the Intensive Writing/Critical Inquiry special requirement.
^E Course meets the Ethnic/Race/Gender Awareness special requirement.
^C Course meets the Contemporary Global/International Awareness or Historical Awareness special requirement.
 * Minimum credits required for Transfer Degrees

Note - Check your chosen degree program for specific General Education requirements.

TRANSFER GENERAL EDUCATION CORE CURRICULUM¹

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 1 course from each of the following lists.

Note - A course cannot fulfill more than 1 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	Arizona & National Constitution	3	_____

PSY	227	Personality Theory	3	_____
PSY	250	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	236	Psychology of Women	3	_____
PSY	250	Social Psychology	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 to 1660	3	_____
HIS	202	Western Civilization from 1660	3	_____
HIS	271	History of the Soviet Union	3	_____
HUM	242	Humanities II	3	_____
PHI	101	Introduction to Philosophy	3	_____
PHI	201	Comparative Religion	3	_____
POS	120	Introduction to World Politics	3	_____
POS	233	Global Environmental Politics	3	_____

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Degrees & Certificates



QUICK REFERENCE TO DEGREES AND CERTIFICATES

Are you planning to transfer to a university?

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 Degree (AA)
Business Administration
Fine Arts - Visual Arts
General Studies
Hotel and Restaurant Management
Pre-Education
Vocational Technology Education

Associate of Science Degree (AS)
Administration of Justice
Pre-Engineering
Pre-Medical Science
Pre-Nursing Science
Pre-Science

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?

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:

Architectural Design Technology
Business Technologies
Computer Software Technology

Fire Science
Hotel and Restaurant Management
Office Information Systems

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

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

Are you interested in improving your skills but may not want to get a degree?

Many courses in certificate programs can be applied to degrees. See your advisor for further information. The following is a list of Certificates available through CCC:

Accounting Technician
Clerical
Computer Software
Construction Technology
Drafting
Architectural CAD Technician
Computer Aided Design
Fire Science

Hospitality Administration
Legal Secretary
Manufacturing
High Pressure Pipe and Tube Welding
Pipe Welding
Structural Welding
Medical Transcription

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. A minimum of 41 of these credit hours must be completed in the General Education Core curriculum with a grade of "C" or better. 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).

Courses numbered below 100 and Special Topics courses (298) will not be counted toward this degree.

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. A minimum of 41 of these credit hours must be completed in the General Education Core curriculum with a grade of "C" or better. 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.

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. A minimum of 25 of these credit hours must be completed in the General Education Core Curriculum with a grade of "C" or better. Courses numbered below 100 and courses taken for S/U credit will not be counted toward this degree. This degree is not intended for transfer to a university, although many courses may be accepted for transfer by universities.

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. Students must complete a minimum of 24 credit hours of general education courses but are otherwise free to explore new areas of interest. A maximum of 12 credit hours may be completed in courses numbered below 100. This degree is not recommended for students planning to transfer to a university. The A.G.S. Degree is intended as an alternative degree which recognizes the mission of the community college that education is a lifelong process.

CERTIFICATE PROGRAMS

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.

ASSOCIATE OF ARTS DEGREE (AA)

The Associate of Arts Degree is designed for students planning to transfer to a four-year college or university and requires a minimum of 60 credit hours with a cumulative CCC grade point average of 2.00 or higher. A minimum of 41 of these credit hours must be completed in the General Education Core curriculum with a grade of "C" or better. 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).

Courses numbered below 100 and Special Topics courses (298) will not be counted toward this degree. Students planning to transfer should check degree requirements of their chosen college.

Business Administration

Fine Arts - Visual Arts

General Studies

Hotel and Restaurant Management

Pre-Education

Vocational Technology Education

BUSINESS ADMINISTRATION

Minimum credit hours required: 63

General Education Core Requirements — 42 Credit Hours

Composition (6)

ENG 101 ¹	College Composition I	.3
ENG 102 ¹	College Composition II	.3

Mathematics (4)

MAT 151 ¹	College Algebra	.4
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Arts/Humanities (9)

Any approved General Education courses in the Arts/Humanities category

Recommended course

PHI 105	Introduction to Ethics	.3
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Social/Behavioral Science (9)

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

Recommended courses:

ECN 204 ^{1,2}	Macroeconomic Principles	.3
ECN 205 ²	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 options category

Recommended courses

SPC 100	Fundamentals of Speech Communication	.3
MAT 212 ²	Business Calculus	.3

Degree Core Requirements – 21 Credit Hours

Required courses

♦ ACC 101 ¹	Principles of Financial Accounting	.3
♦ ACC 102 ¹	Principles of Managerial Accounting	.3
♦ BUS 204 ¹	Business Communications	.3
<i>or</i>		
CIS 220 ³	Applications Programming I	.3
♦ BUS 203	Business Law	.3
<i>or</i>		
BUS 214 ¹	Legal, Ethical, and Regulatory Issues in Business	.3
♦ BUS 232 ¹	Business Statistics & Analysis	.3
♦ CIS 120	Introduction to Computer Information Systems	.3
♦ MAT 172 ¹	Finite Mathematics	.3

¹ Placement test and/or prerequisite required.

² 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.

³ 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.

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.

FINE ARTS - VISUAL ARTS

Minimum credit hours required: 62

General Education Core Requirements — 41-42 Credit Hours

Composition (6)

ENG 101 ¹	College Composition I	3
ENG 102 ¹	College Composition II	3

Mathematics (3-4)

MAT 142 ¹	Applications of College Algebra	3
or		
MAT 151 ¹	College Algebra	4

Arts/Humanities (9)

Required courses

♦ ART 201 ¹	Art History I	3
♦ ART 202 ¹	Art History II	3

Recommended course

HUM 241 ¹	Humanities I	3
or		
HUM 242 ¹	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 ¹	Humanities I	3
or		
HUM 242 ¹	Humanities II	3
♦ PHI 101	Introduction to Philosophy	3

Degree Core Requirements — 21 Credit Hours

Required courses

♦ ART 110	Drawing I	3
♦ ART 111 ¹	Drawing II	3
♦ ART 160 ¹	Two-dimensional Design	3
♦ ART 165	Three-dimensional Design	3
♦ ART 210 ¹	Life Drawing	3
♦ Select 6 hours of suggested electives as follows according to your intended major:		6

Drawing or Painting

ART 190 ¹	Painting I	3
ART 191 ¹	Painting II	3

Photography

ART 150	Photography I	3
ART 250 ¹	Photography II	3

Ceramics or Sculpture

ART 120	Ceramics I	3
ART 180 ¹	Sculpture I	3

¹ Placement test and/or prerequisite required.

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. This program is also designed for community members interested in pursuing their own creative journey. Other emphasis areas in Dance, Music, and Theater will be added as the curriculum is developed.

GENERAL STUDIES

Minimum credit hours required: 60

General Education Core Requirements — 41-42 Credit Hours

Composition (6)

ENG 101¹ College Composition I3

ENG 102¹ College Composition II3

Mathematics (3-4)

MAT 142¹ Applications of College Algebra3

or

MAT 151¹ College Algebra4

Arts/Humanities (9)

Any approved General Education courses in the Arts/Humanities category

Recommended courses

♦ ENG 237¹ Women in Literature3

or

ENG 238 Literature of the Southwest3

♦ HUM 241¹ Humanities I3

or

HUM 242¹ Humanities II3

♦ PHI 101 Introduction to Philosophy3

Social/Behavioral Science (9)

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

Lab Science (8)

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

General Education Options (6)

Any option listed in the General Education course list

Recommended courses

♦ SPC 100 Fundamentals of Speech Communication3

♦ Modern Language listed under *Options*3-4

¹ Placement test and/or prerequisite required.

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.

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.

HOTEL AND RESTAURANT MANAGEMENT

Minimum credit hours required: 64

General Education Core Requirements — 37 Credit Hours²

Composition (6)

ENG 101 ¹	College Composition I	3
ENG 102 ¹	College Composition II	3

Mathematics (3)

MAT 142 ¹	Applications of College Algebra	3
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Arts/Humanities (6)

Any approved General Education Art course	3
Any approved General Education Humanities course	3

Social/Behavioral Science (6)

ECN 204 ¹	Macroeconomic Principles	3
ECN 205	Microeconomic Principles	3

Lab Science (8)

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

General Education Options (8)

Optional courses shall be selected from modern languages category

Degree Core Requirements – 27 Credit Hours

Required courses

ACC 101 ¹	Principles of Financial Accounting	3
HRM 100	Introduction to Hospitality	3
HRM 140	Food Production Concepts	3
HRM 170	Hospitality Information Technology	3
HRM 210	Guest Service Management	3
HRM 220	Property Management	3
HRM 225 ¹	Hospitality Accounting	3
HRM 235	Hospitality Law	3
HRM 240	Commercial Food Production	3

¹ Placement test and/or prerequisite required.

² This AA degree in Hotel Restaurant Management has been adopted using the new Arizona State transfer model. For additional information regarding General Education requirements for this degree, see your advisor. (*Report of the Transfer Articulation Task Force – Arizona Board of Regents and the State Board of Directors for Community Colleges of Arizona. October 30, 1996.*)

The Hotel and Restaurant Management program trains graduates for management careers in one of the fastest growing industries in the United States, the hospitality industry. This program transfers to four-year colleges and universities.

PRE-EDUCATION

Minimum credit hours required: 60

General Education Core Requirements — 41-42 Credit Hours

Composition (6)

ENG 101¹ College Composition I3

ENG 102¹ College Composition II3

Mathematics (3-4)

MAT 142¹ Applications of College Algebra3
(for secondary education majors)

or

MAT 151¹ College Algebra4

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 220¹ State and National Constitution3

PSY 101 Introduction to Psychology3

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 course

CIS 120 Introduction to Computer Information Systems3

¹ Placement test and/or prerequisite required.

Degree core requirements — 19-21 Credit Hours

Required courses

♦ EDU 200 Introduction to Education3

♦ SPC 100 Fundamentals of Speech Communication3

♦ Modern Language listed under *Options*3-4

Content Emphasis Area — 9-10 Credit Hours

These areas include:

- ♦ Anthropology
- ♦ English
- ♦ History
- ♦ Humanities
- ♦ Mathematics
- ♦ Modern Language
- ♦ Psychology
- ♦ Science
- ♦ Sociology

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.

VOCATIONAL TECHNOLOGY EDUCATION

Minimum credit hours required: 66

General Education Core Requirements — 42 Credit Hours

Composition (6)

ENG 101 ¹	College Composition I	3
ENG 102 ¹	College Composition II	3

Mathematics (4)

MAT 151 ¹	College Algebra	4
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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 ¹	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

¹ Placement test and/or prerequisite required.

Degree Core Requirements — 24-28 Credit Hours

Technology Education Emphasis — 24 credit hours

Choose any 24 elective credit hours from any of the following areas:

- ♦ AUT Automotive
- ♦ DFT Drafting
- ♦ EDU 200 Introduction to Education 3
- ♦ ELT Electronics
- ♦ ITC Industrial Technology Construction
- ♦ MIT Manufacturing and Industrial Technology

Trade & Industry Emphasis — 28 credit hours

Choose any 28 elective credit hours from any of the following areas:

- ♦ AUT Automotive
- ♦ AVT Aviation
- ♦ DFT Drafting
- ♦ ELT Electronics
- ♦ ITC Industrial Technology Construction
- ♦ MIT Manufacturing and Industrial Technology

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

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. A minimum of 41 of these credit hours must be completed in the General Education Core curriculum with a grade of "C" or better. 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. Students planning to transfer should check degree requirements of their chosen college.

Administration of Justice

Pre-Engineering

Pre-Medical Science

Pre-Nursing Science

Pre-Science

ADMINISTRATION OF JUSTICE

Minimum credit hours required: 65

General Education Core Requirements — 41-42 Credit Hours

Composition (6)

ENG 101¹ College Composition I3

ENG 102¹ College Composition II3

Mathematics (3-4)

MAT 142¹ Applications of College Algebra3

or

MAT 151¹ College Algebra4

Arts/Humanities (9)

Any approved General Education courses in the

Arts/Humanities category

Social/Behavioral Science (9)

♦ Any approved General Education course in the Social/Behavioral

Science category3

and

♦ PSY 101 Introduction to Psychology3

♦ SOC 101 Introduction to Sociology3

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 Justice3

AJS 120 Substantive Criminal Law3

AJS 150 Rules of Criminal Procedure3

AJS 160 Police Administration3

AJS 200 Community Relations3

AJS 220 Rules of Evidence3

AJS 230 Crime and Deviant Behavior3

AJS 280 Criminology3

¹ Placement test and/or prerequisite required.

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.

PRE-ENGINEERING

Minimum credit hours required: 62

General Education Core Requirements — 43 Credit Hours

Composition (6)

ENG 101 ¹	College Composition I	3
ENG 102 ¹	College Composition II	3

Mathematics (5)

MAT 187 ¹	Precalculus	5
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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 ¹	General Chemistry I	4
PHY 161 ¹	University Physics I	4

General Education Options (6)

Any option listed in the General Education course list

Recommended course

SPC 100	Fundamentals of Speech Communication	3
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Degree Core Requirements — 19 Credit Hours

Required courses

DFT 150	AutoCAD 2D	3
MAT 220 ¹	Calculus and Analytic Geometry I	5
MAT 230 ¹	Calculus and Analytic Geometry II	5
PHY 262 ¹	University Physics II	3
Related Elective		3

¹ Placement test and/or prerequisite required.

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.

PRE-MEDICAL SCIENCE

Minimum credit hours required: 62

General Education Core Requirements — 43 Credit Hours

Composition (6)

ENG 101¹ College Composition I 3

ENG 102¹ College Composition II 3

Mathematics (5)

MAT 187¹ Precalculus 5

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 151¹ General Chemistry I 4

CHM 152¹ General Chemistry II 4

General Education Options (6)

Any option listed in the General Education course list

Degree Core Requirements — 19-20 Credit Hours

Required courses

♦ BIO 205¹ Microbiology 4

♦ PHY 111¹ College Physics I 4

and

PHY 112¹ College Physics II 4

or

PHY 161¹ University Physics I 4

and

PHY 262¹ University Physics II 3

♦ BIO 184¹ Plant Biology 4

and

BIO 190¹ Animal Biology 4

or

BIO 201¹ Anatomy and Physiology I 4

and

BIO 202¹ Anatomy and Physiology II 4

¹ Placement test and/or prerequisite required.

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.

PRE-NURSING SCIENCE

Minimum credit hours required: 61

General Education Core Requirements — 43 Credit Hours

Composition (6)

ENG 101 ¹	College Composition I3
ENG 102 ¹	College Composition II3

Mathematics (3)

MAT 142 ¹	Applications of College Algebra3
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Arts/Humanities (9)

Any approved General Education courses in the Arts/Humanities category (3 of the 9 credit hours should be taken in the first year)¹

Social/Behavioral Science (9)

♦ Any approved General Education courses in the Social/Behavioral Science category3
<i>and</i>		

♦ PSY 101 ²	Introduction to Psychology3
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♦ PSY 240	Developmental Psychology3
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Lab Science (16)

BIO 201 ^{1,2}	Human Anatomy and Physiology I4
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BIO 202 ^{1,2}	Human Anatomy and Physiology II4
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BIO 205	Microbiology4
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CHM 130 ^{1,2,3}	Fundamental Chemistry4
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Degree Core Requirements — 18 Credit Hours

Required courses

NTR 135 ¹	Human Nutrition3
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NUR 110 ^{2,4}	Nursing Assistant I3
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NUR 200 ^{1,2}	Introduction to Professional Nursing2
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NUR 206 ¹	Scientific Concepts in Pharmacology3
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NUR 221 ¹	Foundations in Nursing I2
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NUR 222 ¹	Foundations in Nursing II2
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Degree-specific elective ⁵3
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¹ Placement test and/or prerequisite required.

² Suggested first year courses

³ Courses meet the General Education Option requirement

⁴ Not required for NAU Nursing

⁵ Elective will be chosen from Medical Terminology, Ethics, Statistics, Mathematics, Biology, Chemistry, Social and Behavioral Science, or similar transfer courses.

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

Coconino Community College offers an Articulated Associate of Science/Baccalaureate in Science degree with Northern Arizona University's Nursing Department. Admission into the NAU Nursing program is competitive and completion of the CCC pre-nursing curriculum is no guarantee. There will be an application, testing, and screening process to select the students who are eligible to enter NAU. Credits earned from another college will have to be evaluated as to whether they transfer as equivalent to those listed in this degree program. Contact your advisor for more information.

PRE-SCIENCE

Minimum credit hours required: 60

General Education Core Requirements — 43 Credit Hours

Composition (6)

ENG 101¹ College Composition I3

ENG 102¹ College Composition II3

Mathematics (5)

MAT 187¹ Precalculus5

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 204¹ Macroeconomic Principles3

ECN 205 Microeconomic Principles3

Lab Science (8)

Any approved General Education courses in the Physical/Biological

Laboratory Science category

Recommended course

CHM 130¹ Fundamental Chemistry4

or

CHM 151¹ General Chemistry I4

General Education Options (6)

Any option listed in the General Education course list

Recommended courses

MAT 160¹ Elementary Statistics3

SPC 100 Fundamentals of Speech Communication3

Degree Core Requirements — 17-20 Credit Hours

Required courses

♦ MAT 172¹ Finite Mathematics3

and

MAT 212¹ Business Calculus3

or

MAT 220¹ Calculus and Analytic Geometry I5

♦ PHY 111¹ College Physics I4

or

PHY 161¹ University Physics I4

Content Emphasis Area — 8-10 Credit Hours

These areas include:

- ♦ Biology
- ♦ Chemistry
- ♦ Forestry
- ♦ Geography
- ♦ Geology
- ♦ Physics

¹ Placement test and/or prerequisite required.

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.

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. A minimum of 25 of these credit hours must be completed in the General Education Core Curriculum with a grade of "C" or better. Courses numbered below 100 and courses taken for S/U credit will not be counted toward this degree. This degree is not intended for transfer to a university, although many courses may be accepted for transfer by universities.

Architectural Design Technology

Business Technologies

Computer Software Technology

Fire Science

Hotel and Restaurant Management

Office Information Systems

ARCHITECTURAL DESIGN TECHNOLOGY

Minimum credit hours required: 63

General Education Core Requirements — 25-27 Credit Hours

Composition (6)

ENG	101 ¹	College Composition I3
ENG	102 ¹	College Composition II3

Mathematics (3-5)

MAT	124 ¹	Technical Problem Solving3
<i>or</i>				
MAT	187 ¹	Precalculus5

Arts/Humanities (6)

Any approved General Education courses in the Arts/Humanities category

Social/Behavioral Science (6)

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

Lab Science (4)

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

Degree Core Requirements — 32 Credit Hours

Required courses

DFT	100	Introduction to Drafting2
DFT	125 ¹	Architectural Drafting I3
DFT	150	AutoCAD 2D3
DFT	200 ¹	AutoCAD 3D3
DFT	225 ¹	Architectural Drafting I - CAD3
DFT	260 ¹	Architectural Drafting II - CAD3
ITC	111	Uniform Building Code3
ITC	120	Building the Human Environment3
ITC	140	Blueprint Reading & Estimating3
ITC	180	Building Construction Methods I3
ITC	210 ¹	Structural Design and Building Materials3

Elective — 6 Credit Hours

Select 6 credit hours from the following courses:

DFT	250 ¹	AutoCAD Customization3
ITC	170	Plane Surveying & Building Layout3
ITC	171	Electrical Construction Wiring3
ITC	175	Mechanical Systems3
ITC	185	Construction Methods II3

¹ Placement test and/or prerequisite required.

The Architectural Design Technology program trains students for architectural drafting careers in one of the fastest growing technologies in the United States. As an architectural design technician, the drafts person will interpret engineering data, develop sketches, designs, and working drawings for construction. Many technicians are valuable members of architectural/engineering teams in industry. Using the technology of Computer Aided Design, students will develop drafting skills in both 2D and 3D.

BUSINESS TECHNOLOGIES

Minimum credit hours required: 63

General Education Core Requirements — 25-27 Credit Hours

Composition (6)

ENG 101¹ College Composition I3

ENG 102¹ College Composition II3

Mathematics (3-5)

BUS 100¹ Mathematics of Business3

or

MAT 121¹ Intermediate Algebra with Review, or above4

Arts/Humanities (6)

Any approved General Education courses in the Arts/Humanities category

Social/Behavioral Science (6)

ECN 204¹ Macroeconomic Principles3

ECN 205 Microeconomic Principles3

Lab Science (4)

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

Degree Core Requirements — 26 Credit Hours

Required courses

♦ ACC 101¹ Principles of Financial Accounting3

♦ ACC 102¹ Principles of Managerial Accounting3

♦ ACC 210 Financial Statement Analysis3

♦ BUS 203 Business Law3

or

BUS 214¹ Legal, Ethical, and Regulatory Issues in Business3

♦ BUS 204¹ Business Communications3

♦ BUS 206 Principles of Management3

♦ BUS 207 Principles of Marketing3

♦ CIS 120 Introduction to Computer Information Systems3

♦ CIS 123 Introduction to Spreadsheets2

Specialization Options — 12 Credit Hours

Note - Three credits of Cooperative Education (COE 111) may be applied to any specialization option.

General Business Management

♦ ACC 109¹ Budget and Forecasting3

♦ BUS 216 Principles of Business Finance3

♦ 6 credit hours selected from ACC or BUS courses in consultation with a business advisor6

Small Business Management

♦ BUS 211 Human Resources/Personnel Management3

♦ BUS 213 Small Business Management3

♦ BUS 216 Principles of Business Finance3

♦ 3 credit hours selected from ACC or BUS courses in consultation with a business advisor3

Accounting Specialist

♦ 9 credit hours selected from ACC courses in consultation with a business advisor9

♦ 3 credit hours selected from BUS or ACC courses in consultation with a business advisor3

¹ Placement test and/or prerequisite required.

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 Management, and Accounting Specialist 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.

COMPUTER SOFTWARE TECHNOLOGY

Minimum credit hours required: 60

General Education Core Requirements — 25-27 Credit Hours

Composition (6)

ENG	101 ¹	College Composition I	.3
ENG	102 ¹	College Composition II	.3

Mathematics (3-5)

BUS	100 ¹	Mathematics of Business	.3
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or

MAT	121 ¹	Intermediate Algebra with Review, or above	.4
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Arts/Humanities (6)

Any approved General Education courses in the Arts/Humanities category

Social/Behavioral Science (6)

- ♦ BUS 214 Legal, Ethical, & Regulatory Issues in Business3
- ♦ 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 ¹	Business Communications	.3
♦ CIS	111	Principles of Programming	.1
♦ CIS	112	Introduction to Windows	.2
♦ CIS	115	Introduction to the Internet	.1
♦ CIS	120	Introduction to Computer Information Systems	.3
♦ CIS	122	Introduction to MS Word	.2

or

CIS	124	Introduction to WordPerfect	.2
♦ CIS	123	Introduction to Spreadsheets	.2
♦ CIS	125	Introduction to Databases	.3
♦ CIS	127 ¹	Introduction to Desktop Publishing	.3
♦ CIS	222 ¹	Advanced MS Word	.2

or

CIS	224 ¹	Advanced WordPerfect	.2
♦ Select	13 credit hours from the following courses:	.13	
ACC	100	Practical Accounting Procedures	.5

or

ACC	101 ¹	Principles of Accounting I	.3
ACC	206	Accounting & EDP Systems	.3
CIS	102	Computer Literacy	.2
CIS	220 ¹	Applications Programming I	.3
CIS	223 ¹	Advanced MS Excel	.2
CIS	298 ²	Special Topics	.1-6
COE	111 ²	Cooperative Education	.3-6
ELT	150 ¹	Basic Microcomputer Repair	.2

¹ Placement test and/or prerequisite required.

² May be applied to your degree. Please see your advisor.

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.

FIRE SCIENCE

Minimum credit hours required: 66

General Education Core Requirements — 25-27 Credit Hours

Composition (6)

ENG 101 ¹	College Composition I	3
and		
ENG 102 ¹	College Composition II	3
or		
ENG 135	Career Communications	3
and		
ENG 136 ¹	Career Writing	3

Mathematics (3-5)

MAT 121 ¹	Intermediate Algebra with Review, or above	4
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Arts/Humanities (6)

Any approved General Education courses in the Arts/Humanities category

Social/Behavioral Science (6)

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

Lab Science (4)

BIO 105 ¹	Environmental Biology	4
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Degree Core Requirements — 41 Credit Hours

Required courses

♦ EMS 131	Emergency Medical Technician	7
♦ FSC 105	Fire Fighter I & II	6
♦ FSC 135	Fundamentals of Fire Prevention	3
♦ FSC 136	Fire Apparatus & Hydraulics	4
♦ FSC 200	Hazardous Materials - First Responder	3
♦ FSC 236	Firefighter Occupational Safety	3
♦ FSC 238	Emergency Scene Management	3
♦ FSC 239 ¹	Fire Department Company Officer	3
♦ Select 9 credit hours from the following:		9
BUS 209	Principles of Supervision	3
BUS 211	Human Resources/Personnel Management	3
EMS 211	Emergency Medical Technician Refresher	2
EMS 231	Intermediate Emergency Medical Technician I	6
EMS 232	Intermediate Emergency Medical Technician II	6
FSC 101	Fire Service Orientation & Indoctrination	2
FSC 137	Hazardous Materials-First Responder Awareness	0.5
FSC 233	Wildland Fire Suppression	3
FSC 234	Fire Investigation	3
FSC 235 ¹	Fire Protection Systems	3
FSC 241	Firefighter Safety & Building Construction	3

¹ Placement test and/or prerequisite required.

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.

HOTEL AND RESTAURANT MANAGEMENT

Minimum credit hours required: 61

General Education Core Requirements — 25-27 Credit Hours

Composition (6)

ENG 101¹ College Composition I3

and

ENG 102¹ College Composition II3

or

ENG 135 Career Communications3

and

ENG 136¹ Career Writing3

Mathematics (3-5)

BUS 100¹ Mathematics of Business3

or

MAT 121¹ Intermediate Algebra with Review, or above4

Arts/Humanities (6)

Any approved General Education courses in the Arts/Humanities category

Social/Behavioral Science (6)

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

Lab Science (4)

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

Degree Core Requirements — 18 Credit Hours

Required courses

HRM 100 Introduction to Hospitality3

HRM 140 Food Production Concepts3

HRM 210 Guest Service Management3

HRM 220 Property Management3

HRM 235 Hospitality Law3

HRM 240 Commercial Food Production3

Specialization Options — 18 Credit Hours

ACC 101¹ Principles of Financial Accounting3

BUS 204¹ Business Communication3

BUS 211 Human Resources/Personnel Management3

BUS 214¹ Legal, Ethical & Regulatory Issues in Business3

ECN 204¹ Macroeconomic Principles3

ECN 205 Microeconomic Principles3

HRM 170 Hospitality Information Technology3

HRM 225¹ Hospitality Accounting3

¹ Placement test and/or prerequisite required.

The Hotel and Restaurant Management program prepares students for entry-level management careers in the hospitality industry. Students completing this degree will develop knowledge and skills necessary to compete in one of Arizona's fastest growing business.

OFFICE INFORMATION SYSTEMS

Minimum credit hours required: 64

General Education Core Requirements — 25-27 Credit Hours

Composition (6)		
ENG 101 ¹	College Composition I	3
ENG 102 ¹	College Composition II	3
Mathematics (3-5)		
BUS 100 ¹	Mathematics of Business	3
<i>or</i>		
MAT 121 ¹	Intermediate Algebra with Review, or above	4
Arts/Humanities (6)		
Any approved General Education courses in the Arts/Humanities category		
Social/Behavioral Science (6)		
♦ BUS 203	Business Law	3
<i>or</i>		
BUS 214 ¹	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 — 32-33 Credit Hours

Required courses

♦ ACC 100	Practical Accounting Procedures	5
♦ BUS 200 ¹	Professional Office Skills	3
♦ BUS 204 ¹	Business Communications	3
♦ BUS 211	Human Resources/Personnel Management	3
♦ CIS 102	Computer Literacy	2
<i>or</i>		
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
<i>or</i>		
CIS 122	Introduction to Word	2
♦ OIS 110	Keyboarding Review and Speed	3
♦ OIS 130 ¹	Machine Transcription	3
♦ OIS 210 ¹	Keyboarding with Applications	3

Specialization Options — 7-8 Credit Hours

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 ¹	Medical Transcription	3
♦ 2 credit hours of any advisor-approved courses consistent with degree goals/focus		

Legal

♦ OIS 240 ¹	Legal Transcription	3
♦ OIS 242 ¹	Legal Secretarial Skills	3
♦ 2 credit hours of any advisor-approved courses consistent with degree goals/focus		

Optional — 3-6 Credit Hours

COE 111 ²	Cooperative Education	3-6
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¹ Placement test and/or prerequisite required.

² 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 course description.

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.

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. Students must complete a minimum of 24 credit hours of general education courses but are otherwise free to explore new areas of interest. A maximum of 12 credit hours may be completed in courses numbered below 100. This degree is not recommended for students planning to transfer to a university. The A.G.S. Degree is intended as an alternative degree which recognizes the mission of the community college that education is a lifelong process.

Minimum credit hours required: 60

General Education Core Requirements — 24-27 Credit Hours

Composition (6)

ENG 101¹ College Composition I3

and

ENG 102¹ College Composition II3

or

ENG 135 Career Communications3

and

ENG 136¹ Career Writing3

Mathematics (3-5)

MAT 121¹ Intermediate Algebra with Review, or above4

Arts/Humanities (6)

Any approved General Education courses in the Arts/Humanities category

Social/Behavioral Science (6)

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

Lab Science (3-4)

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

¹ Placement test and/or prerequisite required.

Elective Course Requirements — 34-36 Credit Hours

Select 34-36 credit hours either in a variety of disciplines or in an area of concentration.

CERTIFICATE PROGRAMS

Certificate programs are designed to improve existing skills or to prepare students for entry-level employment. Certificates are awarded after successful completion of a series of specific courses in vocational areas 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

Clerical

Computer Software Technology

Construction Technology

Drafting - Architectural CAD Technician

Drafting - Computer Aided Design

Fire Science

Hospitality Administration

Legal Secretary

Manufacturing - High Pressure Pipe and Tube Welding

Manufacturing - Pipe Welding

Manufacturing - Structural Welding

Medical Transcription

ACCOUNTING TECHNICIAN CERTIFICATE

Minimum credit hours required: 33

Certificate Requirements — 33-35 Credit Hours

♦ ACC 100	Practical Accounting Procedures	.5
<i>or</i>		
♦ ACC 101 ¹	Principles of Accounting I	.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 ¹	Mathematics of Business	.3
♦ BUS 204 ¹	Business Communications	.3
♦ CIS 123 ¹	Introduction to Spreadsheets	.2
♦ CIS 124	Introduction to Word Processing	.2
♦ CIS 223 ¹	Advanced Spreadsheet Applications	.2
♦ ENG 101 ¹	College Composition I	.3

¹ Placement test and/or prerequisite required.

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.

CLERICAL CERTIFICATE

Minimum credit hours required: 32

Certificate Requirements — 32-33 Credit Hours

♦ BUS 100 ¹	Mathematics of Business	.3
♦ BUS 111	Business English	.3
♦ BUS 200 ¹	Professional Office Skills	.3
♦ BUS 204 ¹	Business Communications	.3
♦ CIS 102	Computer Literacy	.2
<i>or</i>		
♦ CIS 120	Introduction to Computer Information Systems	.3
♦ CIS 124	Introduction to WordPerfect	.2
<i>or</i>		
♦ CIS 122	Introduction to MS Word	.2
♦ CIS 222 ¹	Advanced MS Word	.2
<i>or</i>		
♦ CIS 224 ¹	Advanced WordPerfect	.2
♦ 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

Optional — 3-6 Credit Hours

COE 111 ²	Cooperative Education	.3-6
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¹ Placement test and/or prerequisite required.

² It is strongly recommended that students enroll in this optional course in addition to the required credit hours for completion of the Clerical Certificate. Please see catalog for course description.

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.

COMPUTER SOFTWARE TECHNOLOGY BASIC CERTIFICATE

Minimum credit hours required: 16

Certificate Requirements — 16-17 Credit Hours

♦ BUS 100 ¹	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
<i>or</i>		
CIS 124	Introduction to WordPerfect	.2
♦ CIS 123	Introduction to Spreadsheets	.2
♦ Select a minimum of 2 credit hours from the following courses:		
CIS 115	Introduction to the Internet	.1
CIS 125	Introduction to Databases	.3
CIS 127 ¹	Introduction to Desktop Publishing	.3
CIS 222 ¹	Advanced MS Word	.2
CIS 224 ¹	Advanced WordPerfect	.2

Note - Keyboarding skills may enhance success.

¹ Placement test and/or prerequisite required.

COMPUTER SOFTWARE TECHNOLOGY ADVANCED CERTIFICATE

Minimum credit hours required: 33

Certificate Requirements — 33 Credit Hours

♦ Completion of the Basic Computer Software Certificate	16
♦ BUS 200 ¹ Professional Office Skills	3
<i>or</i>		
BUS 204 ¹ Business Communications	3
♦ BUS 214 Legal, Ethical, & Regulatory Issues in Business	3
♦ ENG 100 ¹ Fundamentals of Composition	3
<i>or</i>		
ENG 101 ¹ College Composition I	3
♦ Select a minimum of 8 credit hours from the following courses:	8
CIS 115 Introduction to the Internet	1
CIS 125 Introduction to Databases	3
CIS 127 ¹ Introduction to Desktop Publishing	3
CIS 222 ¹ Advanced MS Word	2
CIS 223 ¹ Advanced Spreadsheets	2
CIS 224 ¹ Advanced WordPerfect	2
CIS 298 ² Special Topics	1-6
COE 111 ² Cooperative Education	3-6

¹ Placement test and/or prerequisite required.

² CIS 298 and COE 111 may be applied to your certificate. Please see your advisor.

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.

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.

CONSTRUCTION TECHNOLOGY CERTIFICATE

Minimum credit hours required: 21

Certificate Requirements — 21-23 Credit Hours

♦ DFT 125 ¹	Architectural Drafting I	3
♦ ENG 100 ¹	Fundamentals of Composition	3
♦ ITC 120	Building the Human Environment	3
♦ ITC 140	Blueprint Reading and Estimating	3
♦ ITC 180	Building Construction Methods I	3
♦ ITC 185	Construction Methods II	3
♦ MAT 124 ¹	Technical Problem Solving	3

or

MAT 187 ¹	Precalculus	5
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¹Placement test and/or prerequisite required.

DRAFTING - ARCHITECTURAL CAD TECHNICIAN CERTIFICATE

Minimum credit hours required: 23

Certificate Requirements — 23 Credit Hours

♦ DFT 100	Introduction to Drafting	2
♦ DFT 125 ¹	Architectural Drafting I	3
♦ DFT 150	AutoCAD 2D	3
♦ DFT 200 ¹	AutoCAD 3D	3
♦ DFT 225 ¹	Architectural Drafting I – CAD	3
♦ DFT 250 ¹	AutoCAD Customization	3
♦ DFT 260 ¹	Architectural Drafting II - CAD	3
♦ ITC 120	Building the Human Environment	3

¹ Placement test and/or prerequisite required.

DRAFTING - COMPUTER AIDED DESIGN CERTIFICATE

Minimum credit hours required: 9

Certificate Requirements — 9 Credit Hours

♦ DFT 150	AutoCAD 2D	3
♦ DFT 200 ¹	AutoCAD 3D	3
♦ DFT 250 ¹	AutoCAD Customization	3

¹ Placement test and/or prerequisite required.

The Construction Technology Certificate will provide the student with a technical foundation required to compete in today's construction field. The student will be instructed through mastery learning components and field study workshops arranged with local contractors. Students may apply credit hours earned in this program toward the Associate of Applied Science degree in Construction Technology.

The Architectural CAD Technician certificate will provide students with a solid foundation in the field of Architectural Construction Drafting. This certificate can lead to an AAS degree in Architectural Design Technology. The fundamentals of drafting are performed through mastery learning and hands-on application.

The Computer Aided Design certificate will provide students with a solid foundation in the field of CAD as a tool for various drafting technologies. Those students who are exploring the field of Computer Aided Design or are in need of developing computerized skills will find this certificate challenging and beneficial for future applications.

FIRE SCIENCE BASIC CERTIFICATE

Minimum credit hours required: 15

Certificate Requirements — 15 Credit Hours

♦ FSC 105	Firefighter I & II	.6
♦ FSC 200	Hazardous Materials - First Responder	.3
♦ FSC 236	Firefighter Occupational Safety	.3
♦ FSC 238 ¹	Emergency Scene Management	.3

¹ Placement test and/or prerequisite required.

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.

FIRE SCIENCE ADVANCED CERTIFICATE

Minimum credit hours required: 37

Certificate Requirements — 37 Credit Hours

Completion of the Fire Science Basic Certificate		.15
♦ BMS 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 ¹	Fire Department Company Officer	.3
♦ FSC 241	Firefighter Safety & Building Construction	.3

¹ Placement test and/or prerequisite required.

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.

HOSPITALITY ADMINISTRATION INTERMEDIATE CERTIFICATE

Minimum credit hours required: 27

Certificate Requirements — 27 Credit Hours

- ♦ ENG 135 Career Communication3
- or
- ♦ BUS 111 Business English3
- ♦ BUS 100¹ Mathematics of Business3
- ♦ BUS 211 Human Resources/Personnel Management3
- ♦ CIS 120 Introduction to Computer Science3
- ♦ HRM 100 Introduction to Hospitality3
- ♦ HRM 140 Food Production Concepts3
- ♦ HRM 170 Hospitality Information Technology3
- ♦ HRM 210 Guest Service Management3
- ♦ HRM 220 Property Management3

¹ Placement test and/or prerequisite required.

The Hospitality Administration program prepares students for entry-level positions in the hospitality industry. Students completing this certificate will develop fundamental skills in which to compete in one of Arizona's fastest growing business.

HOSPITALITY ADMINISTRATION ADVANCED CERTIFICATE

Minimum credit hours required: 39

Certificate Requirements — 39 Credit Hours

- ♦ Completion of the Intermediate Hospitality Administration Certificate 27
- ♦ ACC 101¹ Principles of Financial Accounting3
- ♦ HRM 225¹ Hospitality Accounting3
- ♦ HRM 235 Hospitality Law3
- ♦ HRM 240 Commercial Food Production3

¹ Placement test and/or prerequisite required.

LEGAL SECRETARY CERTIFICATE

Minimum credit hours required: 33

Certificate Requirements — 33-34 Credit Hours

♦ BUS 100 ¹	Mathematics of Business	3
♦ BUS 111	Business English	3
♦ BUS 204 ¹	Business Communications	3
♦ BUS 203	Business Law	3
<i>or</i>		
BUS 214 ¹	Legal, Ethical, & Regulatory Issues in Business	
♦ CIS 102	Computer Literacy	2
<i>or</i>		
CIS 120	Introduction to Computer Information Systems	3
♦ CIS 122	Introduction to MS Word	2
<i>or</i>		
CIS 124	Introduction to WordPerfect	2
♦ CIS 222 ¹	Advanced MS Word	2
<i>or</i>		
CIS 224 ¹	Advanced WordPerfect	2
♦ OIS 125 ¹	Speedwriting I	3
♦ OIS 130 ¹	Machine Transcription	3
♦ OIS 225 ¹	Speedwriting II	3
♦ OIS 240 ¹	Legal Transcription	3
♦ OIS 242 ¹	Legal Secretarial Skills	3

Optional — 3-6 Credit Hours

COE 111 ²	Cooperative Education	3-6
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¹ Placement test and/or prerequisite required.

² It is strongly recommended that students enroll in this optional course in addition to the required credit hours for completion of the Legal Secretary Certificate. Please see catalog for course description.

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.

MANUFACTURING - HIGH PRESSURE PIPE AND TUBE WELDING CERTIFICATE

(CERTIFICATE IS ONLY OFFERED IN PAGE)

Minimum credit hours required: 39

Certificate Requirements — 39 Credit Hours

♦ COU 136 ¹	Self Management Skills II	.2
♦ COU 141	The Job Search	.1
♦ MAT 124 ¹	Technical Problem Solving	.3
♦ MIT 100	Safety in Industry	.2
♦ MIT 105	Metallurgy	.1
♦ MIT 120	Rigging	.1
♦ MIT 140	Arc Welding I	.3
♦ MIT 141	Arc Welding II	.3
♦ MIT 145	Welding Gases, Flows, Rates, Filler Metals	.2
♦ MIT 165	Welding Tools and Equipment	.2
♦ MIT 170	Welding Symbols/Blueprint Interpretation	.2
♦ MIT 200	Quality Control – Manufacturing	.3
♦ MIT 205	Weld Testing and Inspection	.2
♦ MIT 210 ¹	Layout and Fitting Techniques	.3
♦ MIT 282 ¹	Pipe Welding I	.3
♦ MIT 283 ¹	Pipe Welding II	.3
♦ MIT 295	Manufacturing Lab	.3

¹ Placement test and/or prerequisite required

This certificate is designed for students seeking progressive training as a skilled High Pressure Pipe and Tube Welder for refineries, nuclear power and coal fired generating units, paper mills, boilers, and processing plants. This program teaches the skills and technical knowledge required to compete in today's high-tech welding industry.

MANUFACTURING - PIPE WELDING CERTIFICATE

(CERTIFICATE IS ONLY OFFERED IN PAGE)

Minimum credit hours required: 33

Certificate Requirements — 33 Credit Hours

♦ COU 136 ¹	Self Management Skills II	.2
♦ COU 141	The Job Search	.1
♦ MAT 124 ¹	Technical Problem Solving	.3
♦ MIT 100	Safety in Industry	.2
♦ MIT 105	Metallurgy	.1
♦ MIT 120	Rigging	.1
♦ MIT 140	Arc Welding I	.3
♦ MIT 141	Arc Welding II	.3
♦ MIT 145	Welding Gases, Flows, Rates, Filler Metals	.2
♦ MIT 165	Welding Tools and Equipment	.2
♦ MIT 170	Welding Symbols/Blueprint Interpretation	.2
♦ MIT 205	Weld Testing and Inspection	.2
♦ MIT 210 ¹	Layout and Fitting Techniques	.3
♦ MIT 282 ¹	Pipe Welding I	.3
♦ MIT 295	Manufacturing Lab	.3

¹ Placement test and/or prerequisite required

This certificate is designed for students seeking progressive training as a skilled Pipe Welder for the cross country pipe line industry. This program teaches the skills and technical knowledge required to compete in today's high-tech welding industry.

MANUFACTURING - STRUCTURAL WELDING CERTIFICATE

(CERTIFICATE IS ONLY OFFERED IN PAGE)

Minimum credit hours required: 30

Certificate Requirements — 30 Credit Hours

• COU 136 ¹	Self Management Skills II	2
• COU 141	The Job Search	1
• MAT 124 ¹	Technical Problem Solving	3
• MIT 100	Safety in Industry	2
• MIT 105	Metallurgy	1
• MIT 120	Rigging	1
• MIT 140	Arc Welding I	3
• MIT 141	Arc Welding II	3
• MIT 145	Welding Gases, Flows, Rates, Filler Metals	2
• MIT 165	Welding Tools and Equipment	2
• MIT 170	Welding Symbols/Blueprint Interpretation	2
• MIT 205	Weld Testing and Inspection	2
• MIT 210 ¹	Layout and Fitting Techniques	3
• MIT 295	Manufacturing Lab	3

¹ Placement test and/or prerequisite required.

This certificate is designed for students seeking progressive training as a skilled Structural Welder in the field of construction. This program teaches the skills and technical knowledge required to compete in today's high-tech welding industry.

MEDICAL TRANSCRIPTION CERTIFICATE

Minimum credit hours required: 32

Certificate Requirements — 32-33 Credit Hours

• AHS 131	Medical Terminology I	3
• BUS 111	Business English	3
• BUS 200 ¹	Professional Office Skills	3
• BUS 204 ¹	Business Communications	3
• CIS 102	Computer Literacy	2
or		
• CIS 120	Introduction to Computer Information Systems	3
• CIS 122	Introduction to MS Word	2
or		
• CIS 124	Introduction to WordPerfect	2
• CIS 222 ¹	Advanced MS Word	2
or		
• CIS 224 ¹	Advanced WordPerfect	2
• OIS 110	Keyboarding Review and Speed	3
• OIS 130 ¹	Machine Transcription	3
• OIS 205	Filing Systems & Records Management	2
• OIS 210 ¹	Keyboarding with Applications	3
• OIS 230 ¹	Medical Transcription	3

Optional — 3-6 Credit Hours

COE 111 ²	Cooperative Education	3-6
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¹ Placement test and/or prerequisite required.

² It is strongly recommended that students enroll in this optional course in addition to the required credit hours for completion of the Medical Transcription Certificate. Please see catalog for course description.

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.

Course Descriptions



ACCOUNTING

ACC 100 (5)

Practical Accounting Procedures

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

ACC 101 (3)

Principles of 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, 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 mea-

surements, 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 case-work 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 case-work 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 298 (1-6)**Special Topics**

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

AIR FORCE STUDIES

AES 101 (2)**The Air Force Today I**

Survey course focusing on organizational structure and missions of Air Force organizations, military customs and courtesies, officership and Corp values, and an introduction to written and oral communication skills, physical fitness training and demonstration of command. One lecture; two lab.

AES 201 (2)**Development of Air Power**

This course covers the historical survey of trends, events, and policies that led to the emergence of air power through the Persian Gulf War. It also provides an introduction to basic leadership and management skills, ethical decision making, basic communication skills and prepares students to attend field training. One lecture; two lab.

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) with 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) with interest in pursuing an original topic in an instructional area under faculty supervision. One to six variable credit hours.

ANTHROPOLOGY**ANT 101 (3)**
Introduction to Physical Anthropology

An introductory survey of the basic principles, concepts, assumptions, theories, and vocabulary of human evolution and world archaeology. Three lecture.

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) with interest in pursuing an original topic in an instructional area under faculty supervision. One to six variable credit hours.

ART**ART 100 (3)**
Art Appreciation

Historical overview and appreciation of painting, sculpture, architecture, film, and crafts. Examines individual works of art with regard to both their formal qualities and the way they reflect 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)
Beginning 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

Further development of technical and perceptual drawing skills. Emphasis on composition and pictorial content. Prerequisite: ART 110 or consent of instructor. One lecture; five labs. May be taken for S/U credit.

ART 114 (3)
Stained Glass I

Copper foil and lead techniques of stained glass, including precision glass cutting and creative application of these techniques in producing interior and architectural pieces. One lecture; five lab. May be taken for S/U credit.

ART 115 (3)
Color Theory

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

ART 120 (3)
Ceramics I

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

ART 121 (3)
Ceramics II

Emphasis on developing intermediate skill with the potter's wheel and handbuilding methods, glazing and decoration techniques, and kiln operations.

Prerequisite: ART 120. One lecture; five lab. May be taken for S/U credit.

ART 133 (2)
Calligraphy I

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

ART 134 (2)
Calligraphy II

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

ART 140 (3)
Jewelry I

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

ART 150 (3)
Photography I

Photography as an art form. Includes camera operation with emphasis on its 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 (2)
Photography Techniques & Materials

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

ART 160 (3)
Color & Design

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

ART 165 (3)
Three-dimensional Design

Introduction to the fundamental concepts and design principles involved in organizing three-dimensional space and materials used in 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 historical development of significant periods and styles in painting, sculpture, and architecture from the prehistoric through the Gothic periods. Emphasis is placed upon the cultural context within which the works of art are created. Prerequisite: ENG 101. Three lecture.

ART 202 (3)
Art History II

Historical development of significant periods and styles in painting, sculpture, and architecture from the Renaissance to the twentieth century with an emphasis on the cultural context within which the works of art were created. Prerequisite: 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. Prerequisite: ENG 101. Three lecture.

ART 225 (3)**History of Photography**

Historical development of the aesthetics and technology of photography from 1836 to the present. Prerequisite: ENG 101. 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) with 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) with 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 132 (3)**Instrument Pilot Ground School**

Non-flying aspects of instrument pilot aviation needed to prepare for the FAA written examination and to become an instrument-rated pilot. Topics include instrument flight environment, operational confederations, advanced meteorology, instrument flight planning, and regulations. Three lecture.

AVT 298 (1-6)**Special Topics**

Designed to meet the needs of an individual(s) with interest in pursuing an original topic in an instructional area under faculty supervision. 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: MAT 087 or equivalent or placement; 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: MAT 087 or equivalent or placement; ENG 101 or equivalent or placement; or consent of instructor. Three lecture; three lab.

BIO 109 ✓ (3)
Natural History of the Southwest

Based on the life zone concept, an examination of the geologic and ecology history of the Southwest. Emphasis is on the identification of and adaptations by indigenous populations. Prerequisite: ENG 101 or consent of instructor. Three lecture; 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 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 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, ner-

vous, 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) with 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 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 and either BUS 111 or consent of instructor and appropriate placement on the Business English Proficiency Test. Three lecture.

BUS 206 (3)
Principles of Management

Fundamentals of management includ-

ing 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, bene-

fits, 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 non-financial business and industry firms. Application of financial analysis tools and techniques needed for the process of business and industry financial administration and decision making, goals and functions of financial management, analysis and planning, working capital management, capital budgeting, and the cost of capital risk. Three lecture.

BUS 217 (3)
Credit & Collection Principles
 Basic elements of the credit and collection function of financial institutions and business. Nature, function, classification, and principles of commercial credit; analysis of agency reports; and collection procedures. Three lecture.

BUS 218 (3)
Customer Service
 Effective communication skills to benefit the customer service contact personnel. Establishing contact, defining and resolving problems, and closing an encounter. Three lecture.

BUS 225 (3)
Total Quality Management
 History and growth of TQM, Deming's fourteen points to TQM, evaluative tools used in TQM, and the major factors concerning total quality management. Three lecture.

BUS 232 (3)
Business Statistics & Analysis
 Business statistics, including the collection, tabulation, and analysis of business and economic data. Averages, dispersion, statistical inference, correlation and regression, and statistical decision making and problem solving. Prerequisite: MAT 142 or MAT 151. Three lecture.

BUS 298 (1-6)
Special Topics
 Designed to meet the needs of an individual(s) with 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 CHM

130 or CHM 151. 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 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 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) with 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 117 (1)
Creating Web Pages

An introduction to creating and editing documents for the World Wide Web (WWW). Students will learn basic editing and design skills and develop a multi-page document including graphical elements. CIS 115 or prior fundamental working knowledge of the Internet is recommended. 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. Mathematics 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 230 (3)
Implementing and Supporting Windows 95

Installing, configuring, customizing, optimizing and troubleshooting Windows 95 operating system. This course includes integrating Windows 95 with various networks. This course prepares students to take the Microsoft Certified Professional exam for Windows 95. Prerequisite: CIS 112 or consent of instructor. Three lecture; one lab.

CIS 298 (1-6)
Special Topics

Designed to meet the needs of an individual(s) with 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) with 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) with 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 160 (2)
Awareness through Dance

This is a class for students wishing to gain a greater sense of awareness of themselves through movement and dance techniques. The class incorporates different movement and awareness modalities such as Feldenkreis, yoga, Tai Chi, and improvisational dance. 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) with interest in pursuing an original topic in an instructional area under faculty supervision. One to six variable credit hours.

DRAFTING

DFT 100 (2)
Introduction to Drafting

Fundamentals of drafting communication using freehand sketching, common mechanical and architectural constructions, geometric methods, conventional multi-view projections, three dimensional concepts, and scaled dimensional drawings. Two lecture.

DFT 125 (3)
Architectural Drafting I

Principles of architectural drafting design and techniques. This board drafting course covers fundamentals of design,

space, utilization, drafting tool usage, construction drafting requirements, and the development of a set of blueprints. Prerequisite: DFT 100 or consent of instructor. 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 2D

Effectively help students tap into the full power of Computer Aided Design software through the use of AutoCAD in a 2D medium. DFT 100 recommended. 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 3D

This course furthers a student's mastery of CAD by exploring how to unlock the power of 3D through the use of advanced AutoCAD applications. 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 Customization

Creating and customizing AutoCAD's menus for increased productivity in drafting by utilizing AutoCAD's menu customization system and AutoLISP programming. 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 floor plans, 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) with 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) with 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) with 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) with 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 pre-hospital 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) with interest in pursuing an original topic in an instructional area under faculty supervision. One to six variable credit hours.

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)
Information 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 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, 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 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 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 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 240 (3)
English Literature I
 A general survey of the major works in English literature from Beowulf through the Neoclassical period. Prerequisite: ENG 101 or consent of instructor. Three lecture

ENG 241 (3)
English Literature II
 A general survey of the major works in English literature from the Romantic period to the present. Prerequisite: ENG 101 or consent of instructor. 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) with 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) with 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, reading, and writing French. Four lecture.

FRE 102 (4)
Beginning French II
 Further emphasis in basic grammar, vocabulary, and culture. Practice in speaking, 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) with 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 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) with 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 (ethnic, religious, political, economic) attributes of the world's major regions and the interplay between them. 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) with 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) with 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
The study of earth's processes and materials including 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) with 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 AD. 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 AD. 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) with 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 140 (3)
Food Production Concepts
 Introductory course identifying and describing the various interrelated components of systematic food service 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 170 (3)
Hospitality Information Technology
Introduction to information processing principles specific to the hospitality industry, basic concepts of hardware and software, and generic software applications. Two lecture; two lab.

HRM 210 (3)
Guest Service Management
Overview of the hotel industry, front office management, guest expectations, reservations, uniformed services, and guest accounting. Also emphasizes the importance of communication and the key role front office plays within the framework of the entire hotel. Three lecture.

HRM 220 (3)
Property Management
Introduction to the direction and control of housekeeping operations, personnel and facilities management, problem solving techniques, and guest security and safety. Three lecture.

HRM 225 (3)
Hospitality Accounting
A study of financial statement analysis, management of assets, ratio analysis, analytical techniques, operating budget and investment decision making. Prerequisite: ACC 101. Three lecture.

HRM 235 (3)
Hospitality Law
Differentiate legal issues/laws that impact the hotel's general operations and relationships with its employees and guest. Three lecture.

HRM 240 (3)
Commercial Food Production
Introduction to the basic services, operations, principles, sanitation, and presentation techniques associated with the commercial food services industry. Two lectures; three lab.

HRM 298 (1-6)
Special Topics
Designed to meet the needs of an individual(s) with 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
Cultural development of the arts, literature, and philosophical and religious movements within the United States from the Colonial Period through the present. Pre or corequisite: ENG 101. 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) with 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 120 (3)
Building the Human Environment
Addresses architectural design and construction building practices, relating some of their psychological and environmental impacts. Historical, current and projected solutions to the human need for shelter and infrastructure are explored. 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 150E (1)
Conductors
Introduction to electrical conductor types, sizes, and placement procedures associated with National Electrical Code (NEC) requirements. One lecture. May be taken for S/U credit.

ITC 150F (2)
Residential, Commercial, Industrial Wiring
Introduction to methods and procedures in wiring residential, commercial, and industrial facilities. Two 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. Prerequisite: ITC 150A, 150B, 150C, 150D, 150E, and 150F. One lecture. May be taken for S/U credit.

ITC 160B (1)
Motors Theory and Application
Focus on both AC and DC motors including the main parts, circuits, and connections. Prerequisite: ITC 150A, 150B, 150C, 150D, 150E, and 150F. One lecture.

ITC 160C (1)
Grounding/Conductor Installations
Grounding, bonding of electrical sys-

tems and transportation storage, and set up of cable reels will be explored. The inclusion of rigging and procedures for complete cable pulls in raceways and cable tray. Prerequisite: ITC 150A, 150B, 150C, 150D, 150E, and 150F. One lecture.

ITC 160D (1)
Conduit Bending/Boxes and Fittings
Conduit bending of sizes of up to 6" utilizing mechanical, hydraulic, and electrical benders. NEC requirements for selecting correct sizes of outlet, pull, and junction boxes. Conduit bodies, as well as various types of fittings are also covered. Prerequisite: ITC 150A, 150B, 150C, 150D, 150E, and 150F. One lecture.

ITC 160E (1)
Cable Tray/Conductor Terminations and Splices
NEMA and NEC installation methods and modifications for cable and cable tray. The termination, splicing, and preparation of all sizes of conductors will also be covered. Prerequisite: ITC 150A, 150B, 150C, 150D, 150E, and 150F. One lecture.

ITC 160F (1)
Electrical Service, Breakers and Fuses
Selection of single and three-phase services, including metering equipment. Also the identification and application of fuses and breakers including short-circuit calculations. Prerequisite: ITC 150A, 150B, 150C, 150D, 150E, and 150F. One lecture.

ITC 160G (1)
Contactors/Relays and Electrical Lighting
Description of various types of contactors and relays. The principles of illumination as it applies to residential, commercial, and industrial installations are also covered. Prerequisite: ITC 150A, 150B, 150C, 150D, 150E, and 150F. One lecture.

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 170A (1)
Distribution Equipment/Transformers
Transformer types, construction connections, protection, one-line electrical drawings with symbols are the main topics in this module, along with capacitors and rectifiers. Prerequisite: ITC 160A, 160B, 160C, 160D, 160E, 160F, and 160G. One lecture.

ITC 170B (1)
Overcurrent Protection
The use of fuses for overcurrent protection in all types of electrical systems will be stressed. Prerequisite: ITC 160A, 160B, 160C, 160D, 160E, 160F, and 160G. One lecture.

ITC 170C (2)
Conductors, Wiring Devices and Fill Requirements
Types of conductors used in wiring systems including installation, current and fill capacities, and temperature ratings. In addition an in depth look at receptacles, switches and other wiring devices will also be covered. Prerequisite: ITC 160A, 160B, 160C, 160D, 160E, 160F, and 160G. Two lecture.

ITC 170D (1)
HVAC Systems
Surveys the basic principals of refrigeration and air conditioning, NEC requirements, compressors, and HVAC control wiring and troubleshooting. Prerequisite: ITC 160A, 160B, 160C, 160D, 160E, 160F, and 160G. One lecture.

ITC 170E (2)
Motor Controls, Calculations and Maintenance

This course begins with simple cord-and-plug motor controllers and continues through conventual and sophisticated electronic controls. Single and multi-motor calculations, overcurrent protection, and overload protection will aid the student in determining proper maintenance and trouble shooting applications. Prerequisite: ITC 160A, 160B, 160C, 160D, 160E, 160F, and 160G. Two lecture.

ITC 170F (1)

Hazardous Locations - Electrical
All classes of hazardous locations are covered including seals, components, and equipment approved for use in various locations. Prerequisite: ITC 160A, 160B, 160C, 160D, 160E, 160F, and 160G. One lecture.

ITC 171 (3)

Electrical Construction Wiring
Survey of electrical construction processes for residential and light commercial applications. Determining materials, installation processes, safety, and code requirements of electrical construction will be emphasized and applied. Two lecture; two lab.

ITC 175 (3)

Mechanical Systems
Addresses heating, ventilation, air conditioning systems and plumbing systems in residential structures. Emphasis is placed on system design and layout as well as installation practices. One lecture; four 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 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 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) with interest in pursuing an original topic in an instructional area under faculty supervision. One to six variable credit hours.

LEADERSHIP

LDR 200 (2)

Leadership Training
Introduction to leadership, teambuilding and communication models in theory and practice. One lecture; two lab.

MATHEMATICS

MAT 033 (1)

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

MAT 055 (3)

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

MAT 087 (4)

Beginning Algebra with Review
Basic algebraic concepts and review of arithmetic skills. Whole numbers, fractions, decimals, percentages, ratios, practice of the four basic operations and the principles and applications of each in review, operations with signed numbers, exponents and radicals, linear equations and inequalities, polynomials, and graphing. Prerequisite: 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: 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: MAT 107 or 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: 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: MAT 087, or Level 2 high school mathematics, or placement. Three lecture; two lab.
- MAT 124** (3)
Technical Problem Solving
Mathematics topics geared for technical degrees, including ratio, proportion, geometry, coordinate geometry, trigonometry and applications. Prerequisite: MAT 121, MAT 123, or placement. Three lecture.
- 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: 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: MAT 130. Three lecture.
- MAT 142** (3)
Applications of College Algebra
Designed to satisfy math requirements for most non-math/non-science majors. Students will examine social choice, management science, growth and symmetry, statistics, probability, and feasibility through the application of the algebra of functions, graphing, sequences/series, logarithms, exponentials. Prerequisite: 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: MAT 121 or satisfactory score on the Mathematics Placement Exam. Four lecture.
- 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: 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: MAT 151 or satisfactory score on the Mathematics Placement Exam. Three 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: MAT 151 or satisfactory score on the Mathematics Placement Exam. Three lecture.
- MAT 187** (5)
Pre-Calculus
College level algebraic equations and trigonometry. Right-angle trigonometry and law of sine/cosine. Prerequisite: 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: 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: 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 of integration, polar coordinates, parametric equations, elements of analytic geometry, vector function, and sequences and series. Prerequisite: 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: 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: MAT 230. Three lecture.

MAT 298 (1-6)

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

MANUFACTURING AND INDUSTRIAL TECHNOLOGY

MIT 100 (2)

Safety in Industry
Survey of industrial safety practices as they relate to the following: handling, storing, health, equipment, protective clothing, and prevention. State, federal, and industry regulations will be emphasized. One lecture; two lab.

MIT 105 (1)

Metallurgy
A study of pre- and post-manufacturing effects on the mechanical and chemical properties of metals as they apply to manufacturing. One lecture; one lab.

MIT 120 (1)

Rigging
Determine requirements for the movement and positioning of heavy material and equipment through setup, load calculation and equipment usage. Two lab.

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 145 (2)

Welding Gases, Flows, Rates, Filler Metals
Identification and utilization of welding gases, flow rates, and the application of filler metals as they apply to various welding applications. One lecture; two lab.

MIT 165 (2)

Welding Tools and Equipment
Survey and proper usage of various tools utilized in the welding manufacturing industry. Identification and maintenance for each of these tools will be stressed. One lecture; two lab.

MIT 170 (2)

Welding Symbols/Blueprint Interpretation
Identification of welding symbols and interpretation of working blueprints to provide a hands-on approach to welding manufacturing. One lecture; two lab.

MIT 200 (3)

Quality Control - Manufacturing
Identifying and interpreting codes, standards, processes, procedures, material usage, cost controlling, safety, and maintenance issues of quality control. Two lecture; two lab.

MIT 205 (2)

Weld Testing and Inspection
Examine and perform mechanical and non-destructive forms of weldment testing to ensure quality, reliability, and strength. Identify the methods of testing and inspection as they apply to welding manufacturing. One lecture; two lab.

MIT 210 (3)

Layout and Fitting Techniques
Assemble a project through the interpretation of blueprints which require the layout of materials, equipment, and manpower to fit and assemble a finished product. Prerequisite: MIT 105. Two lecture; two lab.

MIT 282 (3)
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; two lab.

MIT 283 (3)
Pipe Welding II
 Welding of cross country pipe along with high pressure pipe and tube. Prerequisite: MIT 282 or consent of instructor. Two lecture; two lab.

MIT 295 (1-6)
Manufacturing Lab
 Designed to meet the needs of an individual(s) with interest in pursuing additional hands-on experience in a vocational area under faculty supervision. One to six variable lab hours.

MIT 298 (1-6)
Special Topics
 Designed to meet the needs of an individual(s) with 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) with interest in pursuing an original topic in an instructional area under faculty supervision. One to six variable credit hours.

MUS 100 (3)**Music Appreciation**

Development of understanding and enjoyment of various musical forms and styles. Including an introduction to musical history. Relates concepts of music style and technique to those of other arts. 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**

History and development of jazz music from its origin to the present day. 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) with 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, reading, and writing Navajo. Four lecture.

NAV 102 (4) *Beginning Navajo II*

Further emphasis on basic grammar, vocabulary, and culture. Practice in speaking, 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*

Further development of speaking and writing communication skills with emphasis on compositions and readings of the Dine language. Taught in Navajo. Prerequisite: NAV 201 or consent of instructor. Four lecture.

NAV 298 (1-6) *Special Topics*

Designed to meet the needs of an individual(s) with 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.

NUR 222 (2) *Foundations in Nursing II*

Basic scientific concepts related to nursing practice. Clinical experiences of selected procedural skills based upon these concepts. Prerequisite: NUR 221 or consent of instructor. Two lecture.

NUR 298 (1-6) *Special Topics*

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

NUTRITION

NTR 135 (3) *Human Nutrition*

Principles of nutrition in critical periods throughout the life cycle, diet in disease, and the essentials for the nutritional care of people suffering from various diseases. Prerequisite: CHM 100, CHM 130 or CHM 151. Three lecture.

NTR 298 (1-6) *Special Topics*

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

OFFICE INFORMATION SYSTEMS

OIS 100 (1) *Keyboarding*

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

OIS 110 (3) *Keyboarding Review & Speed*

Review touch method skills while keyboarding on a calculator or computer keyboard. Elementary keyboarding skills recommended. Two lecture; two lab.

OIS 125 (3) *Speedwriting I*

Speedwriting theory based on alphabetic characters emphasizing reading, writing, note-taking, and transcription techniques. Prerequisite: OIS 110 or consent of instructor. Two lecture; two lab.

OIS 130 (3)
Machine Transcription

Transcribing business correspondence and documents from machine dictation with speed and accuracy. Emphasizes improving business grammar and proofreading techniques. Prerequisite: OIS 110 or consent of instructor, and CIS 122 or CIS 124. Two lecture; two lab.

OIS 205 (3)
Filing Systems & Records Management

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

OIS 210 (3)
Keyboarding with Applications

Correct formatting of typical business documents, complex business documents, and reports. Keyboarding with speed and accuracy is required during all document production activities. Prerequisite: OIS 110 or consent of instructor. Two lecture; two lab.

OIS 225 (3)
Speedwriting II

Improve speedwriting characters, phrasing skills, speed in dictation and transcription, and punctuation and spelling skills in transcription. Prerequisite: OIS 125 or consent of instructor. Two lecture; two lab.

OIS 230 (3)
Medical Transcription

Terminology used in a medical office with emphasis on preparing medical documents accurately and developing transcription skills using transcription machines. Prerequisite: OIS 130 or consent of instructor, and AHS 131. Two lecture; two lab.

OIS 240 (3)
Legal Transcription

Terminology used in a legal office with emphasis on preparing legal documents accurately and developing transcription

skills using transcription machines. Prerequisite: OIS 130 or consent of instructor. Two lecture; two lab.

OIS 242 (3)
Legal Secretarial Skills

Training course for those aspiring to become a legal secretary, with emphasis on preparing legal documents from all phases of law practice and on the role of a secretary in the law office. Prerequisite: OIS 110 or consent of instructor. Two lecture; two lab.

OIS 298 (1-6)
Special Topics

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

PHYSICAL EDUCATION

PHE 220 (2)
Water Safety Instructor

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

PHE 229 (2)
First Aid & CPR

Procedures and techniques in first aid, leading to the acquisition of the American Red Cross Emergency Response Certificate and the CPR for the Professional Rescuer Certificate. Two lecture. May be taken for S/U credit.

PHE 298 (1-6)
Special Topics

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

PHILOSOPHY

PHI 101 (3)
Introduction to Philosophy
Philosophical readings, discussion, and analysis on topics including metaphysics, truth, knowledge, and ethics. Three lecture.**PHI 103 (3)**
Introduction to Logic

The systematic study, with emphasis on analysis and evaluation, of arguments. Topics will include both classical and current arguments from various disciplines of study. Pre- or corequisites: ENG 102 and one semester of college level science. Three lecture.

PHI 105 (3)
Introduction to Ethics

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

PHI 201 (3)
Comparative Religions

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

PHI 298 (1-6)
Special Topics

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

PHYSICS

PHY 090 (3)
Basic Physics

Introductory physics course designed for students who have not had physics before and are planning to take college or university physics. Topic includes

physics principles, reasoning and problem solving techniques. The focus will be on dimensional and vector analysis and force diagrams. Three lecture. Prerequisite: MAT 121 or higher.

PHY 100 (4)
Concepts of Physics
Designed for non-science majors. An in-depth look at physical interactions including Newton's Laws, conservation of energy and momentum, electricity and magnetism, heat, wave theory, nuclear transformation, relativity and quantum theories. Prerequisite: MAT 087 or satisfactory score on the mathematics placement exam. Three lecture; three lab.

PHY 111 (4)
College Physics I
Algebra-based study of motion, static and dynamic mechanics, waves and sound. Prerequisite: MAT 187 and either PHY 090 or high school physics. Three lecture; three lab.

PHY 112 (4)
College Physics II
Electricity and magnetism, light, optics, and atomic structure. Prerequisite: PHY 111. Three lecture; three lab.

PHY 161 (4)
University Physics I
First semester calculus-based physics course designed for pre-engineering and pre-science majors. Mechanics, consisting of motion, statics and dynamics, work, power and energy, impulse, and momentum, will be studied. Prerequisite: MAT 220 and either PHY090 or high school physics. Four lecture; three lab.

PHY 180 (4)
Introduction to Astronomy
Motion and structure of the sun, planets, constellations, comets, asteroids, and meteors. Cosmic explosions, quasars, and stellar evolution, including white dwarfs, neutrons, pulsars, and

black holes. Night observations. Three lecture; three lab.

PHY 253 (4)
Archeo-Astronomy
Examination of how pre-historical societies used celestial movements to anticipate ceremonial and survival activities. Concentrates on motions of the sky, research methodologies and cultural interpretation of sites. Field trips. Prerequisite: MAT 121 or consent of instructor. Three lecture; three lab. May be taken for S/U credit.

PHY 262 (3)
University 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) with 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 feminism: 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) with 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, or consent of instructor. 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)
Jungian 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)
Jungian 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 250 (3)
Social Psychology
 Introduction to the study of social psychological processes including those of persuasion and conformity, leadership and dominance, aggression and altruism, attraction and friendship formation, attitude formation and change, intercultural encounters and nonverbal behavior. Prerequisite: PSY 101. Pre or corequisite: ENG 102. 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) with 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) with 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) with interest in pursuing an original topic in an instructional area under faculty supervision. One to six variable credit hours.

SCIENCE

SCI 087 (2)
Basic Skills in Science
 Review of basic math, writing, and science skills. Intended to increase students' preparedness for 100 level science courses. Two lecture.

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 connection-al 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) with 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) with 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 210 (3)

Sociology of Gender

Overview of theories of gender development; examination of social, cultural, political and economic conditions affecting the experience of gender; and exploration of issues involved in the different roles and expectations placed on women and men in various cultures at different periods in history, with particular emphasis on contemporary American culture. 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) with 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, reading, and writing Spanish. Four lecture.

SPA 102 (4)

Beginning Spanish II

Further emphasis on basic grammar, vocabulary, and culture. Practice in speaking, 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

Further development of speaking and writing 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) with 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) with 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) with interest in pursuing an original topic in an instructional area under faculty supervision. One to six variable credit hours.

Admission & Registration



ADMISSION INFORMATION

ADMISSION REQUIREMENTS

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

Eligible for "Regular Student" Admission

- ♦ A graduate of a high school which is accredited by a regional accrediting association as defined by the United States Office of Education or approved by a state board of education or other appropriate state educational agency, *or*
- ♦ A person who has completed a GED certificate of high school equivalency, *or*
- ♦ A transfer student in good standing from another college or university, *or*
- ♦ A mature person who is 18 years of age or older and demonstrates evidence of potential to succeed at CCC. (A student admitted in this category who is not a high school graduate or a GED completer will be encouraged to attain a GED prior to completion of 15 hours at CCC.) Mature student applicants may be required to complete testing and other assessment activities designed to help the College determine their ability to benefit from college-level instruction. They are restricted to enrollment of 12 credit hours or fewer each semester with advisor approval required.

Eligible for "Special Student" Admission

- ♦ A student not meeting any of the provisions for "Regular Student" Admission (listed above) may be admitted on an individual basis with the approval of College officials and, as appropriate, the consent of parents and recommendation of the student's school. This includes, but is not limited to, students under 18 and those still enrolled in high school. For students still enrolled in high school, completion of the 10th grade is a requirement for admission as a special student.
- ♦ A special student must meet the established requirements of the course(s) for which he/she chooses to enroll, and college officials must determine that admission is in the best interest of the student. For example, a special student seeking admission to attend an algebra class must be qualified to enter a mathematics 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 mathematics) 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 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 and a Domicile Affidavit.
- ♦ 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 non-citizen satisfy F-1 student status. International students with a visa status other than F-1, as well as those F-1 visa students attending and in status at Northern Arizona University, may be eligible for limited study at CCC. A minimum TOEFL score of 450 is required. Contact Admissions and Records for further information.

MAILING ADDRESS FOR OFFICIAL TRANSCRIPTS

Official high school and college/university transcripts, as required, must be mailed directly to: Admissions and Records, Coconino Community College, 3000 North

Fourth Street, PO Box 80,000, 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 Admissions and Records or the College Registrar.

RESIDENCY PROCEDURES

The following guidelines concerning the determination of residency for tuition purposes are the result of existing Arizona law and regulations of the State Board of Directors for Community Colleges of Arizona, which are subject to Arizona Statutes. Students having difficulty in determining their residency should contact Admissions 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 Admissions and Records within 10 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 (previous 12 months) 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. 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 full-time academic load is defined as 12 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* for more information.

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 or designee for action. The instructor may drop students for nonattendance at the first class session or for unexcused absences. See *Academic Procedures: Attendance* for more information.

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 or designee for action. The instructor may drop students for nonattendance at the first class session or for unexcused absences. See *Academic Procedures: Attendance* for more information.

PLACEMENT

Relief 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, mathematics, and reading. 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 or mathematics, with the exception of MAT 055 and ENG 060.
- ◆ English and mathematics placement testing and the reading assessment should be completed prior to the first semester of enrollment. The English, mathematics, and reading requirements should be pursued in each subsequent semester until those requirements are fulfilled. See *Graduation Procedures* for more information.
- ◆ The student is degree-seeking and does not have previous college credit in English, reading, or mathematics. (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.

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, mathematics and/or reading, with a grade of “C” or better within the 5 years previous to date of enrollment.
- ◆ The student has a record of previous placement assessment at CCC.
- ◆ The student has SAT or ACT scores.

Course Placement

A student's score on a CCC's placement test, the SAT, or ACT, determines his/her placement in a specific course. This placement should be discussed with an advisor who is skilled in assessing the student's need in the context of factors that affect student success.

Appeal

The final decision for student success rests with the student. Therefore, if the student wishes to appeal the placement decision, the student must see an advisor and must complete a

Waiver of Enrollment Against Advise form. The Waiver is subject to approval. If approved, the Waiver will be kept in the student's official academic record in Admissions and Records.

Implementation of Policy

To ensure consistency of student placement within the Coconino Community College District in the implementation of this policy, the following will apply:

- ◆ All sites shall use the same assessment instruments or their equivalents.
- ◆ All sites shall adhere to the same cut-off scores.
- ◆ Placement scores will be valid for 2 years from the date of the original assessment.
- ◆ The student will be permitted no more than one re-test per discipline each semester.
- ◆ Copies of placement test results will be kept on file in the Registrar's Office.

Proficiency Tests

The Proficiency Tests are designed to help students determine their preparedness for taking specific courses. Check the Schedule of Classes for test dates and times.

1. Business English

All students who wish to enroll in the BUS 204 (*Business Communications*) course must have completed ENG 101 (*College Composition I*) and either BUS 111 (*Business English*) or appropriate placement on the Business English Proficiency Test. This proficiency test is an option for students who do not wish to take BUS 111.

2. EMS

The Department of Health Services requires the following **prior** to registration for EMS-131:

- ◆ Be 18 years of age or older (picture ID required).
- ◆ Health Care Provider CPR.
- ◆ Current on immunizations MMR.
- ◆ Reading Placement Test (proof of admission is required before taking the test.)

3. Spanish

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 Proficiency Test.

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 Flagstaff Campus or *Campus Dean* for the Page Campus, 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 2 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 4-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 Advisement Services. 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. 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), Admissions and Records staff 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.

An 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.

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 through 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:

1. The course will be transferred as an equivalent course if the equivalency is determined by:
 - a. a review of transfer course description in comparison to CCC course description, or
 - b. 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 U of A, 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.

2. 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 (Arts/Humanities, Social & Behavioral Sciences, 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* for the Flagstaff Campus or *Campus Dean* for the Page Campus.
3. If the course fulfills 1 or more of the TGECC special requirements at the transferring institution, CCC will transfer it to fulfill 1 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* for the Flagstaff Campus or *Campus Dean* for the Page Campus.

Per the Arizona 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.

TRANSFERRING TECH PREP CREDIT

The purpose of the Tech Prep program is to provide a pathway through which participants at the high school level will be granted community college credit for specific articulated courses leading toward a degree or certificate from Coconino Community College. Eligibility of students in Tech Prep program is determined by participating high schools.

To be awarded credit

Students enter the Tech Prep program in high school and upon graduation must enroll at CCC within 2 years to receive articulated community college credit. If the time limit has expired, eligibility for credit will be evaluated on a case-by-case basis by the Registrar/Director for Admissions.

To receive college credit

Tech Prep students must provide official high school transcripts to Admissions and Records and request that the transcripts be evaluated. Transcripts must document participation and completion of articulated Tech Prep courses at the secondary level. Each articulated course must be completed with a "B" or better. The applicant may apply for the transfer of credit after successfully completing 6 credit hours in their program area at CCC within 1 academic year of enrollment to the College. Independent study, cooperative education, internship or practicum courses at CCC do not count as part of the 6 credit minimum requirement.

A student may apply a maximum of 9 hours of Tech Prep credit earned in high school towards the applicable CCC degree or certificate. Tech Prep credit granted by CCC may not transfer to other colleges or universities.

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 or universities.

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

TRANSFERRING CREDIT FROM CCC

The Coconino County Community College District is 1 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.

TRANSFERRING TO ARIZONA STATE UNIVERSITIES

Arizona state community colleges and universities (Northern Arizona University, University of Arizona, Arizona State University – Main and Arizona University – West) have entered into articulation agreements concerning the transfer of a block general education core curriculum, degree requirements, and courses. Information concerning

the transfer of program requirements and courses are normally reviewed with a student as part of the advising process. Students intending to transfer to an Arizona state university are strongly encouraged to meet regularly with an advisor to understand student's rights and responsibilities related to the transfer and applicability toward a degree of program core curriculum, courses and credits.

Decision Points

Students should declare their intent to transfer as early as possible in their academic career and be aware of the decision points below. Failure to declare intent and complete appropriate core curriculum requirements may result in the loss of credit upon transfer.

1. **Transfer Intent**
A student who intends to transfer to an Arizona state university should identify himself/herself as such prior to enrollment in coursework intended to transfer. Students interested in specialized majors or who have already decided on a major should also declare their intentions prior to enrolling in transfer coursework.
2. **Major and University**
At a point no later than the semester prior to the completion of general education requirements (i.e. approximately 30 credits of coursework), the student should declare his/her intended major and the state university to which he/she intends to apply for admission.
3. **Application**
During the year preceding transfer, the student should complete an application to the intended university and any program applications where such are necessary.

Student should seek advising at each decision point in order to follow optional pathways to transfer.

Transfer Orientation (TSO)

Each Arizona state university and community college has appointed a TSO to resolve problems by transfer students as reported by students, advisors, faculty members and college officials. The TSO has the responsibility to ensure compliance with the transfer and articulation agreements

and resolve problems concerning the transfer and applicability of community college credit to university programs. Students may file complaints with the university TSO or report complaints to the TSO at the community college where the transfer coursework was completed.

CCC TSO – Dean of Student Services

Students wishing to report a problem in transferring CCC credit to a university should provide a written request including:

- ◆ the name of the university
- ◆ the declared major at university
- ◆ a comprehensive statement regarding the problem or complaint related to transfer of credit or core curriculum
- ◆ a summary of the action taken by the student prior to submitting the complaint
- ◆ copies of any documentation provided to the student from university officials

ORDERING OFFICIAL TRANSCRIPTS

Admissions and Records at the Flagstaff and Page Campuses issue official Coconino Community College transcripts. A student must file a written request for each transcript with a \$5.00 fee and allow 1 week for process-

ing. Transcripts reflect CCC classes only. Students desiring transcripts for courses completed at colleges other than CCC must contact Admissions and Records of that college.

Financial Information



FINANCIAL INFORMATION

CLASS FEES

Certain classes charge fees in addition to tuition. Refer to the Schedule of Classes published each semester and summer session for class fee information.

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 \$675 per semester for educational fees and books.
- ◆ A part-time student who registers for 6 credit hours should expect to pay approximately \$338 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.

TAX CREDIT FOR TUITION AND FEES (THE HOPE SCHOLARSHIP)

The Taxpayer Relief Act of 1997, signed by President Clinton on August 5, 1997 includes provisions that will benefit Coconino Community College students and/or parents. Attending CCC for 2 years can provide you with a \$1,500 per year tax credit under the Hope Scholarship. This is a dollar for dollar tax credit for the first 2 years of college against actual federal income taxes owed.

Taxpayers may claim 100% of up to the first \$1,000 spent in "out-of-pocket" tuition and fees (not books), and 50% of up to the second \$1,000 in tuition and fees, for a total of up to \$1,500.

Example

Student Pays	\$2,500	\$2,000	\$1,500	\$1,000	\$750
Tax Credit	\$1,500	\$1,500	\$1,250	\$1,000	\$750

This is a per student credit. Families with 2 children in college would be eligible to claim up to 2 \$1,500 credits. Or, if a husband and wife are both attending a community college, each can claim up to a \$1,500 credit.

Students must be enrolled at least half-time for a portion of the taxable year. The credit phases out for single tax payers with adjusted gross income between \$40,000 and \$50,000, and for joint filers with adjusted gross incomes between \$80,000 and \$100,000. Married couples must file jointly to qualify for credit.

This credit is available for expenses paid after December 31, 1997.

For more information, contact the Financial Aid Services.

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 Admissions and Records.

RETURNED CHECKS

Any check returned by the bank will result in the assessment of a \$20 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 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 Financial Aid Services and processed by Admissions and Records. Note that the refund information below differs for full semester classes and shorter classes.

Semester

Tuition paid will be refunded to students officially withdrawn from **full semester** classes prior to the 15th business day of the semester based on the following schedule:

- ♦ 100% of tuition and class fees on or before the last business day prior to the beginning date of the semester.
- ♦ 100% of tuition minus a \$10 processing fee and minus class fees, from the 1st through the 10th business day of the semester.
- ♦ 50% of tuition minus a \$10 processing fee and minus class fees, from the 11th through the 15th business day of the semester
- ♦ No refund on or after the 16th business day of the semester.

Note - Business days are defined as Monday through Friday, excepting official holidays. See the semester calendar in the Schedule of Classes for actual published dates. The date used to calculate the refund is the date of official withdrawal.

Summer Session

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.

Short Courses

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 the 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, which ever 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 instructor.

Calculating Refunds

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

1. 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 % point in time in the period of enrollment for which the student has been charged (10th week of the semester).
2. 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 1 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 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 Financial Aid Services.

GENERAL ELIGIBILITY REQUIREMENTS FOR FEDERAL FINANCIAL AID

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

1. Have a high school diploma or its equivalent (GED). A copy of the diploma must be on file with Admissions and Records.
2. Be enrolled in and pursuing a degree or certificate program. Transfer students must have official academic transcripts on file with Admissions and Records.
3. Demonstrate financial need. Need is the difference between the cost of education and what the parent(s) and/or student are expected to contribute.
4. Be making satisfactory academic progress. For more information, see the *Satisfactory Academic Progress* policy.
5. Meet one of the following citizenship requirements:
 - a. U.S. citizen
 - b. U.S. national
 - c. U.S. permanent resident who has an Alien Registration Receipt Card (I-151 or I-551)
 - d. 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 Financial Aid Services 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.

6. Have a social security number.
7. 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 Financial Aid Services 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:

1. Electronic Application Process
Schedule an appointment with Financial Aid Services. Before your appointment, you need to obtain a FAFSA, a Verification Worksheet, and a *Post-secondary History* form. At your appointment, you will need to provide the following documents:
 - a. Signed and completed FAFSA.
 - b. Signed copies of the previous year's federal tax return for you, your parent(s), and/or your spouse, if applicable.
 - c. Copies of previous year's W-2's for you, your parent(s), and/or your spouse, if applicable.
 - d. Signed Verification Worksheet.
2. Paper Application Process
Obtain a FAFSA, complete, and mail to the Federal 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 Financial Aid Services when the electronic data is received.
3. 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 Federal 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 Financial Aid Services 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 Financial Aid Services to have a complete file:

1. **Statement of Educational Purpose**
This form is available from Financial Aid Services. 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.
2. **Post-secondary History Form**
This form requests the student to list all post secondary schools previously attended.
3. **Financial Aid Transcript(s)**
Financial Aid Transcripts are required of all students who have previously attended other post-secondary schools regardless of whether aid was received. All institutions are required to send Financial Aid Transcripts to Financial Aid Services 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 signature(s) 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 Financial Aid Services 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 Financial Aid Services 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 Admissions and Records and Financial Aid Services.
- ◆ 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 Financial Aid Services 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 3 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.

Foundation Courses

A maximum of 30 credit hours of foundation classes may be counted towards a student's "Minimum Credit Hour per Academic Year" requirement; however, the credit hours for foundation classes will not be charged against the total maximum credit hours allowed. The exact number of allowable foundation 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 3 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 3 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 Financial Aid Services. 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.

<i>Program</i>	<i>Maximum credit hours</i>
Intermediate Certificate (1-24)	30 credit hours
Advanced Certificate (1-45)	48 credit hours
Associate of Arts (60-65)	80 credit hours
Associate of Applied Science (60-65)	80 credit hours
Associate of Science (60-65)	80 credit hours
Associate of General Studies (60)	80 credit hours

Minimum Number of Credit Hours per Academic Year

Students receiving Title IV funds are expected to complete at least 80% of the semester credit hours enrolled as outlined in the following chart:

<i>Credit hours load</i>	<i>80% Minimum completion each semester</i>
Full time based on 12 credit hours	10 credit hours
3/4 time based on 9 credit hours	7 credit hours
1/2 time based on 6 credit hours	4 credit hours

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

The following grades do not count toward the "Minimum Credit 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 1 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 Financial Aid Services. Satisfactory progress appeals may fall into 1 of 3 categories:

1. 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.

2. Probation Extension (1 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.

3. Maximum Credit Hour 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 Financial Aid Services 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 by the Director for Financial Assistance.

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 Director for Financial Assistance 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 Faculty, and 1 Student Services representative; the Director for Financial Assistance will serve in an ex-officio capacity. In this written request, the student must attach any additional documentation to support his/her appeal.

Financial Aid Services staff 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 Director for Financial Assistance. The decision of the Committee will be final, and Financial Aid Services will notify the student in writing within 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 through Financial Aid Services.

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 spouse's 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 Financial Aid Services. Additional services to be offered by Financial Aid Services 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.

VETERANS' RETENTION

All veterans and dependents of veterans must successfully complete 60 % of their coursework with the individual grades and cumulative grade point average required by the College to continue toward graduation. If less than 60 % of the coursework is completed, or if the grade point average falls below that required by the academic probation, suspension, or dismissal policy, veterans or veterans' dependents will be placed on probation the following semester. If individual grades and the cumulative grade point average 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 Financial Aid Services is notified that a veteran's attendance is inconsistent with College standards, benefits may be reduced accordingly and the VA regional office notified. In some cases, the veteran may be dropped for nonattendance. See *Academic Procedures* for more information.

PROGRAM OF STUDY

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

Academic Procedures



ACADEMIC PROCEDURES

ATTENDANCE

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

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

Instructors may drop a student whose unexcused absences exceed the equivalent of 1 week of class; instructors should drop a student whose unexcused absences exceed the equivalent of 2 weeks of class; instructors must drop a student whose unexcused absences exceed 3 weeks of class. These need not be consecutive absences. Instructors may grant excused absences at their discretion. At the instructor's option, tardiness 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.

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 (letter grade) or S/U status, must be made no later than the last day to add classes (as published in the Schedule of Classes). Regular attendance at all class meetings is the responsibility of the student, but writing assignments and examinations are not mandatory. Courses audit-

ed carry no credit toward the grade point average, toward graduation, or toward meeting professional requirements. An audited course will not satisfy the prerequisite for a course in which the student wants a letter grade. 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 may be an appropriate placement test score, a class or classes which precede the class in question, skills, or consent of instructor. **A course taken to satisfy a prerequisite must be completed with a grade of "C" or better.** 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 mathematics or English placement test scores, appropriate ACT/SAT scores, a copy of transcripts or a grade report showing completion of an appropriate prerequisite course, or consent of instructor. Students seeking to prove prerequisites with evidence such as transcripts, grade reports, or score reports, must submit their evidence in person or with their mail-in registration. An audited course will not satisfy the prerequisite for a course in

GRADING

The Coconino Community College grading system is as follows:

Letters	Grades	Grade Points/Credit Hour
A	Excellent	4
B	Good	3
C	Average	2
D	Unsatisfactory	1
F	Failure	0
I	Incomplete	Not computed in GPA
W	Withdrawal	Not computed in GPA
Au	Audit (no credit)	Not computed in GPA
S ¹	Satisfactory	Not computed in GPA
U ¹	Unsatisfactory	Not computed in GPA
IP ¹	In Progress Grade	Not computed in GPA

¹ These grades are used for approved courses only.

To calculate your GPA:

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

Example Course #	Course Title	Grade	Credit		Grade Points/letter		Total Grade Points
ENG 101	College Composition I	A	3	x	4	=	12
FRE 101	Beginning French I	B	4	x	3	=	12
Total			7 cr.				24 grade points

Your GPA = Grade Points / Credits = 24/7 = 3.4 GPA

which the student wants a letter grade. 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 mathematics and English placement tests.

FINAL EXAMINATIONS

Final examinations or suitable evaluations are required in all credit classes. Under no circumstances should a student make employment, travel, or personal plans which conflict with examination periods. In extenuating circumstances, a student may be excused from a final examination or take a final examination at an unscheduled time with written permission from the instructor.

GRADE APPEALS AND OTHER COURSE REQUIREMENT DECISIONS

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

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

- ◆ Students must represent themselves in the appeal process, i.e., third parties will not be permitted to represent students
- ◆ Potential intervention by third parties or examination of educational records is subject to interpretation by the Family Educational Rights and Privacy Act of 1974 as amended. Questions or clarification regarding educational records should be directed to Admissions and Records.
- ◆ Students must first appeal through informal

procedures before initiating formal procedures. Formal procedures may be initiated only for final course grades.

Timelines for Appeal

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

- ◆ Non-final grades and other decisions within 20 business days from the date the grade was assigned or other decision made, or 20 business days from the date the student learned of the assigned grade or decision.
- ◆ Final course grades within 6 months following course completion.

Methods for Appeal

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

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

* (The decision must be communicated to the student and the instructor, verbally or in writing, within 20 business days of the appeal.)

Formal Procedures

If the student is dissatisfied with the decision, he/she may further appeal to the Vice President for Educational Services. Such appeal must be made in writing within 20 business days of the date the supervisor notified the student of the decision and must describe the following:

- ◆ The nature of the appeal, specifying the grade, relevant conditions about the issue, and any descriptive evidence of major significance.
- ◆ The reasons for the appeal, including any evidence which supports the student's belief that the grade was unfairly or incorrectly assigned, unsubstantiated by evidence, inaccurate, or otherwise unreasonable.
- ◆ A solution acceptable to the student.

The Vice President for Educational Services will conduct a

review of the formal appeal as presented by the student. The nature and activities of the review will be determined by the Vice President for Educational Services. The review must be completed within 20 business days of the date the Vice President for Educational Services received the student's written appeal.

After the review, the Vice President for Educational Services will render a decision which may confirm or alter the final course grade. The decision of the Vice President for Educational Services is considered final.

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

INCOMPLETE GRADES

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

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

All contracts must be reviewed and approved by the Extension Site Coordinator, Division Chair, or appropriate dean. It is the exclusive responsibility of the student receiving a grade of "I" to contact the instructor and complete the course. A Contract for Incomplete Grade will not exceed 1 semester following its approval. "I" grades issued during a summer session must be completed by the end of the following Fall semester. Upon completion of coursework outlined in the contract, the instructor will initiate a *Change of Grade* form. If the instructor is no longer available, the student should contact the Extension Site Coordinator, Division Chair, or appropriate dean.

If the work required is not completed the semester following the approval of the contract, the grade specified on the contract will be posted to the student's permanent record.

IN-PROGRESS GRADE

In cases where circumstances warrant, the instructor may assign an "IP" grade. An "IP" grade is not to be used in place of an "I" grade. The "IP" grade is used where it is known at the time of registration that class completion will require work in excess of a single semester or session. A written "IP" grade contract should be completed by the

instructor and the student. The contract must have definite starting and ending times. The "IP" contract must be approved in advance by the Extension Site Coordinator, Division Chair, or appropriate dean. Once the contract is successfully completed, the "IP" grade will be changed to a letter grade assigned by the supervising faculty.

CONTINUING EDUCATION UNITS

Continuing Education Units (CEU's) may be awarded for participation in individual and professional development courses, workshops and seminars. 1 CEU represents 10 contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction and qualified instruction as approved by the Vice President for Educational Services. CEU's provide students with a standard of measurement to quantify their education experience. CEU's also provide recognition of one's efforts to broaden his or her knowledge, skills and experiences by establishing a permanent record of educational history.

CREDIT FREE COURSES

The College offers credit free courses periodically. A credit free course or credit free workshop carries its own fee, and the class time invested cannot, under any circumstances, be converted to credit. For information concerning credit free courses or workshop offerings, refer to the Schedule of Classes.

REPEATING COURSES

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

Students may repeat up to 4 times:

- ◆ Courses for credit in the case of music and dance performance, art studio, physical health and wellness, creative writing, and foundation courses needed to raise skill levels necessary for success in college level work;

Students may repeat a course as necessary:

- ◆ in order to acquire certification;
- ◆ in order to update knowledge and/or skills due to periodic content changes (e.g., Tax Preparation);
- ◆ for retraining in or upgrading of job related skills;

Students may repeat, but not receive duplicate credit for:

- ◆ a course 1 time in order to improve a grade of C or better;
- ◆ a course 2 times for which the previous grade(s) received was "F," "D," or "U."

Only the higher or most recent of the repeated course grade(s) will be used in computing the grade point average. All grades will be posted on the permanent record and transcript.

A student may be allowed to repeat a course beyond the limit with recommendation from the appropriate Extension Site Coordinator, Division Chair, or appropriate dean, and approval of the Vice President for Educational Services.

REPEATING IN VIOLATION OF POLICY

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

SATISFACTORY/UNSATISFACTORY GRADES

If a course description in the College Catalog indicates a course may be taken for an "S/U" grade, the student may elect the S/U option. This must be done in writing, with the consent of the instructor, no later than the deadline to add classes as published in the appropriate Schedule of Classes. 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

Basic Guidelines

Special Topics courses are intended:

1. to allow students opportunities for academic learning beyond what the college provides in its regular curriculum.

2. to allow students to design a special academic course to meet a special need that the college does not otherwise meet. Usually this study will be more advanced or specialized than the regular 2-year college curriculum, and can be taken only after a student has completed the introductory courses in the discipline of interest.

Special Topics courses are *not* intended for:

1. transfer to a university, 4-year, or 2-year college.
2. credit for prior experience or learning.
3. developmental studies or non-college credit activities
4. cooperative job placements, work study, internships or similar activities if the course activity is part of routine job responsibilities and the work is not directly supervised by a faculty member.
5. individualized study of a course in the college catalog. Special Topics courses are studies outside our catalog offering. (Independent Study allows students in special cases to take a course from our college catalog individually.)

Rules/limits/deadlines

1. A student may register for up to 6 credit hours of Special Topics courses each semester or summer session.
2. A limited number of credits earned in Special Topics courses may count toward meeting graduation requirements. See *Graduation Procedures* for more information.

Enrolling in a Special Topics Course

To enroll in a Special Topics course, the student must:

1. decide on a Special Topic.
2. see an advisor.

3. complete a proposal for Special Topics courses. See *Student Proposal Guidelines* for more information.
4. identify a faculty member who has knowledge/expertise in the area to be studied. The student must complete the contract form and send it with the faculty signature, along with the proposal, to the Division Chair or appropriate dean for approval.

Student Proposal Guidelines

The proposal provided to faculty members should include a detailed description of the project and the following information:

1. the area of subject the student intends to study.
2. the method of study the student proposes to use.
3. an explanation of why the student is interested in proposing this course.
4. a description of the course objectives (e.g. What does the student hope to learn by taking this course?)
5. a time line for the completion of the course.

WITHDRAWAL FROM CLASS

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 calendar day of the semester, no record will appear on the student’s transcript. However, a student who drops a class on the 46th calendar 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 Financial Aid Services and Admissions and Records.

Academic Standards



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 *Student Code of Conduct*. 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.

Penalties

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

- ♦ A student caught in an act of academic dishonesty on an assignment may or will, 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 student's last known address.

Students receiving financial aid are subject to Satisfactory Academic Procedures. For more information, see *Satisfactory Progress Policy for Financial Aid Recipients*.

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. Re-admission may include a change in major, removal of grades, adjustment of cumulative grade point average, etc. If the student is readmitted, he/she 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 Admissions and Records by the stated deadline for each session. A nonrefundable fee of \$15 for each certificate and \$25 for each degree is required to initiate a graduation check. The graduation application initiates the graduation check procedure, completed by 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 have demonstrated successful completion of the College Reading requirement 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 and will complete those credits during the summer session following the annual commencement ceremony may apply for graduation and participate in the commencement ceremony. 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 *Degrees and Certificates* section. Requirements are also summarized below. 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 Science, Associate of Applied 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” in applicable associate degree programs. No more than 3 credit hours of “S” may count for the certificate if the program allows.

Special Topics Courses – 298

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* for the Flagstaff Campus or *Campus Dean* for the Page Campus.

Graduation with Honors

Students graduating with a degree 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

Students graduating with a certificate 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 the student's diploma and on 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

SECOND DEGREE POLICY

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

- ◆ 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.

Student Code of Conduct



STUDENT CODE OF 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 where each group member act in ways that are reasonable and responsible. Conduct is expected to be consistent with the learning environment and is subject to standards set by the College.

Procedures concerning the conduct of the College membership are developed to ensure the rights of due process for any individual involved. The counseling staff assists students in understanding the processes of filing a grievance or complaint and/or appealing a disciplinary action. Additionally, a counselor may assist the student as advocate in the process.

This process is illustrated by the following flow chart:
Hearing & Appeals Process Flow Chart

Informal Procedure (Fact-finding Process)

Determination of Action by the Dean for Student Services

Appeal of Action by the Dean for Student Services
Student Appeals Committee

Action/Recommendation by the Student Appeals
Committee

Appeal of Action/Recommendation by the Student Appeals
Committee
College President

Review/Action by the College President

While the procedures address a wide spectrum of action, regulations and responsibilities, each process shares the following characteristics:

- ◆ A procedure to ensure appropriate fact-finding, including a student's right to respond to any allegation made against him/her
- ◆ An informal process which encourages resolution of complaints and grievances between individuals involved and which provides informal assistance in seeking a resolution.
- ◆ A timeline (given in the number of business days) in which action must occur.
- ◆ A formal process, following a determination made by the Dean for Student Services which guarantees the right to appeal and full review of any action taken.

- ◆ A formal process, allowing a final appeal to the College President or designee following a hearing by the Student Appeals Committee.
- ◆ A guarantee of the student's right to advise throughout the process, including legal counsel at the student's discretion. The College is not responsible for expenses incurred by the student for legal services.

POLICY & PROCEDURES

Students enrolled at Coconino Community College are responsible for abiding by the laws governing the College and are expected to observe standards of conduct 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. Administrative procedures relating to student conduct, disciplinary action and involuntary withdrawal will be determined by the President in consultation with appropriate administrative staff, faculty and students. Procedures will be followed to ensure due process should a student violate a College rule or regulation not directly involving academic performance and achievement. The President is expressly authorized to enforce the rules set forth under the Code.

Procedures

I. Assuming Self Responsibility

Self-responsibility entails respect for student rights, eliminating blame, acknowledging mistakes, working towards constructive change, and challenging injustice and unethical acts of others. As a member of the campus community, students are expected to be responsible for themselves, to assist others in accepting their responsibilities, and to help make the College community, a better place.

II. Statement of Commitment to Students

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

III. Student Code of 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. Conduct is expected to be consistent with the learning environment and is subject to standards set by the College.

The Student Code of Conduct is designed for the promotion and protection of such an environment at the College and to balance the rights and needs of the individual with the responsibility of the individual to the College community.

Listed below are the conducts which may lead to College disciplinary actions 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 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 disputes 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.

IV. Sanctions

- A. In addition to interim and final action, a student may be ordered to leave College property when the President or any college employee with the responsibilities to maintain order has reasonable grounds to believe the student is committing any

act which interferes with or disrupts the lawful use of College property for the purpose of committing such an act.

- B. The following disciplinary sanctions may be imposed singly or in combination:

1. Admonition: An oral statement to a student that he/she is violating or has violated institutional rules, regulation and/or policy.
2. Warning: Written notice that a violation of the Code has been committed and the continuation or repetition of misconduct may result in more severe disciplinary action.
3. Administrative Hold: A status documented in the Registrar's official file which precludes the student from registering until clearance has been received from the Dean for Student Services in accordance with College rules and regulations.
4. Restitution: Reimbursement, which may include work assignments, for damage to or misappropriation of property or misuse of campus facilities, property, materials and/or supplies.
5. Disciplinary Probation: Written notice for violation of specific regulations, including the probability of more severe disciplinary sanctions which can result in suspension or dismissal in the event of finding of a violation of any institutional regulations within a stated period of time.
6. Loss of Privileges: Loss of specific College privileges for a specified time period.
7. Suspension: Exclusion from class or other college activities or privileges as set forth in the notice for a definite period of time not to exceed 1 year. The President or designee has the sole authority to suspend a student from the College.
8. Expulsion: Termination of status as a student with the College. The President or designee has the sole authority to expel a student from the College.
9. Other sanctions permissible under existing College rules and regulations.

- C. Determination of Sanctions to be Imposed

1. Mitigating and aggravating factors may be considered in the determination of sanctions. Factors to be considered in mitigation and/or aggravation may include the individual's prior disciplinary record, the nature of the offense, the severity of any damage, injury or harm resulting from the violation, the payment of restitution to the College or any victims, and other factors deemed appropriate.
2. Repeated violations of the Code may result in progressively more severe sanctions; any sanction may be imposed as appropriate to the circumstances.

D. Enforcement

1. Student sanctions will be enforced through the use of the Student Disciplinary Procedures.
2. The description of prohibited conduct will be subject to broad interpretation and is not designed to define misconduct in exhaustive terms.
3. The President is authorized to take other actions or to adopt other rules which are not consistent with the Code to protect the safety and well-being of College property and members of the College community.

V. Scope

- A. Coconino Community College may take disciplinary action for an offense against the Code of Conduct when the offense occurs on College premises, controlled properties, at a College sponsored event, or when an offense which occurs off campus is such that in the judgment of the Dean for Student Services, failure to take disciplinary action is likely to interfere with the educational process or the orderly operation of the College, or endanger the health, safety or welfare of the College community.
- B. Violators may be accountable to both civil and criminal authorities and to the College for acts of misconduct which constitute violations of the Code
- C. The adoption of the Code does not prohibit the College from adopting or maintaining additional rules to govern student conduct. Charges brought under this Code may be combined with concurrent charges based on other rules. In this event, procedures for the enforcement of the Code must be used to resolve the charges.

VI. Student Disciplinary Procedures

A. General Rules

1. The Dean for Student Services or designee may seek the advise of the College's legal counsel at any time during the disciplinary proceedings and may request the presence of legal counsel for the purpose of legal advise and representation during a disciplinary hearing.

B. Disciplinary Hearing and Appeal Procedures

- 1a. A written complaint concerning student misconduct must be filed within 10 business days of the alleged incident and/or behavior with the Dean for Student Services.
- 1b. The written complaint must state sufficient facts, including specific name(s), date(s) locations and descriptions of the alleged act(s) of misconduct to

enable the Dean to make a determination whether further fact finding is necessary. The complaint must be signed by the complainant.

- 2a. Where the alleged misconduct is related to discrimination or harassment, the Dean for Student Services will consult with the Director for Human Resources and Public Information to determine whether an affirmative action investigation is warranted. A determination by the Dean will be made following disposition of the matter by the Director.
- 2b. Where the alleged misconduct is related to academic dishonesty, the charges will be investigated and sanctions, if any, imposed by the appropriate academic unit according to established College Procedures.
3. Interim Action
 - a. At any time following the submission of a written referral, the Dean for Student Services may suspend a student for an interim period prior to resolution of the disciplinary proceeding if the Dean believes the information supporting the allegations of misconduct is reliable, and determines that the continued presence of the student on the College facility poses a threat to any individual, property or College function.
 - b. The decision to suspend a student by the Dean for Student Services, for an interim period, will be communicated in writing to the student and will become effective immediately upon sending the written notice.
 - c. The interim suspension will remain in effect until a final decision has been made by the Dean for Student Services, on the pending charges or until the Dean determines that the reasons for imposing the interim suspension no longer exists.
 - d. A student who is suspended for an interim period by the Dean for Student Services will be provided an opportunity to respond to the allegations of misconduct no later than 3 business days following the effective date of the interim suspension.
4. Complaint Review Procedures
 - a. The Dean for Student Services will make an initial determination as to whether there is a sufficient basis to believe that a violation of the Code of Conduct may have occurred. The Dean may decide to interview the complainant and/or witnesses or to request additional information from the complainant.

- b. If the Dean for Student Services determines that there is a sufficient basis to believe that a violation of the Code may have occurred, the Dean will promptly notify the student involved in writing of the alleged violation and will investigate that allegations, including interviewing witnesses and reviewing documents.
 - c. Prior to the decision to impose any disciplinary action, the Dean for Student Services will arrange for a meeting with the student involved to discuss the complaint and allow the student the opportunity to explain his/her conduct. The meeting will be scheduled within 5 business days following receipt of the written complaint. At the meeting the student will provide with the following:
 - ♦ An explanation of the charges made;
 - ♦ A summary of the fact-finding investigation which has taken place;
 - ♦ A reasonable opportunity for the student to reflect upon and respond on his/her behalf to the charges;
 - ♦ An explanation of the applicable disciplinary procedures, including the student's right to request a hearing before the Student Appeals Committee to appeal the decision by the Dean for Student Services.
 - d. Should further fact-finding be required, the results of any further investigation will be presented to the student and an additional opportunity to respond will be provided.
- 5a. Within 5 business days following the meeting with the student or receipt of the written complaint in the event the student fails to meet with the Dean for Student Services during the arranged time, the Dean will determine whether there is reasonable cause to believe that a violation of the Code has occurred. The Dean will further determine the appropriate sanction to apply and any mitigating factors which may be considered, including any prior violations of the Code.
 - 5b. If, following the meeting with the student, the Dean believes that the complaint is without merit, he/she may discuss the allegations and notify both parties involved in the complaint of the decision.
6. The Dean for Student Services will inform the student of the decision, in writing, within 5 business days of making the determination. When feasible, the decision will also be communicated in a meeting with the student in attendance.

7. The written decision will include a statement of the charges, the determination, and the sanction to be imposed, if any. The student may request a hearing to appeal the decision of the Dean for Student Services, within 5 business days following notice of the decision by the Dean. Any sanction(s) determined by the Dean will be withheld until acted upon by the Student Appeals Committee, unless additional misconduct occurs, at which time those sanctions may be immediately imposed.

VII. Removal from Class/Educational Services

- A. An instructor or educational staff may dismiss a student from a class meeting or educational service for disruptive behavior. This action will be immediately reported (within 1 school day) to the Dean for Student Services or designee. The student must confer with the Dean and the instructor or educational staff before being readmitted to the class or educational service.
- B. An instructor or educational staff may pursue disciplinary action, including withdrawing the student from class, according to the *College Disciplinary Procedures* or *Involuntary Withdrawal Procedures*. A student may appeal the decision as outlined in the appeal process included in the Student Code of Conduct, *Student Appeals Procedures*.

VIII. Involuntary Withdrawal Procedures

- A. Administrative action to involuntarily withdraw a student from College classes may be considered when:
 1. The student has demonstrated an ability to comply with reasonable behavioral rules and academic standards of the College community;
 2. The student had demonstrated behavior which is a substantial impediment to the lawful activities or basic rights of other students, college employees and/or visitors;
 3. There is convincing evidence that the student's behavior demonstrates an apparent threat of harm to her/himself or others;
 4. There is convincing evidence that the student's behavior interferes significantly with the student's ability to understand or control his/her behavior or that the conduct is disruptive to either his/her or other's educational process.
- B. **Preference for Voluntary Withdrawal**
The Dean for Student Services or designee will discuss the circumstances with the student and, as appropriate, encourage a voluntary withdrawal of the student from

the College. If a voluntary withdrawal cannot be effected, an involuntary withdrawal will be initiated by the Dean or designee.

C. Effect on Academic Status

A "notation of withdrawal" will appear on the student's transcript for the class(es) and semester in which the involuntary withdrawal occurs. Tuition and fee refunds will be based on the effective date of withdrawal according to established refund procedures.

D. Coordination

The Dean for Student Services or designee will, when necessary,

1. consult with and solicit recommendations from appropriate College faculty, staff and community agencies;
2. contact the parents, legal guardian, and/or spouse of the student;
3. administer the involuntary withdrawal.

E. Procedure

1. The instructor or educational staff must contact the Dean for Student Services to request an involuntary withdrawal of a student. Appropriate documentation supporting the request for the involuntary withdrawal must be provided following the request and subsequent to administrative action concerning withdrawal of a student.
2. The Dean for Student Services or designee:
 - a. will receive and examine appropriate records and documentation and investigate circumstances leading to the request for an involuntary withdrawal;
 - b. may recommend voluntary withdrawal and provide counsel to the student concerning voluntary withdrawal procedures;
 - c. will provide an opportunity for the student to meet with the Dean or designee to discuss the request for withdrawal prior to administrative initiation of an involuntary withdrawal;
 - d. will initiate the involuntary withdrawal process.

F. Administrative Hold

Following an involuntary withdrawal of a student, an administrative hold will be placed on all subsequent registration until the conditions for readmission are met. The student may be barred from campus and/or College services during the period of withdrawal. The student will receive written notice of the conditions for readmission at the time the involuntary withdrawal is initiated by the Dean for Student Services or designee.

G. Emergency Withdrawal:

1. An emergency withdrawal may be immediately implemented by the Dean for Student Services or designee when it is determined that the student's behavior poses an imminent threat of physical harm to her/himself or others. A student withdrawn on an emergency basis will be restricted from campus and/or mixed-use facilities. A student may request to appear before the Dean for Student Services within 3 business days of the emergency withdrawal to discuss the following issues only:
 - 8 the reliability of the information regarding the student's behavior;
 - 8 whether or not the student's behavior poses an imminent threat of physical harm to her/himself or other.
2. The Dean for Student Services will determine whether or not to initiate a continuing involuntary withdrawal at this juncture.

H. Review Procedures

The decision of the Dean for Student Services or designee regarding an involuntary withdrawal may be appealed through procedures outlined in the Student Code of Conduct, *Student Appeals Procedures*.

I. Readmission

A student involuntarily withdrawn from the College under these procedures may be readmitted if conditions for readmission may include but are not limited to:

- ♦ appropriate treatment during the student's absence from the College;
- ♦ consultation by the treating professional with the Dean for Student Services or designee prior to readmission;
- ♦ evidence of ability to maintain reasonable community and College standards of conduct.

IX. Student Grievance Procedures

A. General Rules

1. Complaints are required to proceed through the *Student Grievance Procedures* in order. Complainants must be present at any and all levels of the grievance.
2. All results at any level must be put in writing.
3. The complainant will be given the right to due process with impartiality at all levels of proceedings.
4. All infractions of city, county, state or federal statutes and laws will be handled by the appropriate government authorities but may also fall within the CCC grievance category.

5. Grievance procedures will be observed for complaints not included in specific College policy and procedures. In the event a complaint concerns conduct included in a specific College policy, the procedures included in the policy will apply.

B. Grievance Against a College Employee

1. Informal Procedure

- a. The complainant must first attempt direct resolution of a grievance, in person, with the employee, within 10 business days. It is expected that in a college community, both parties should be able to resolve the grievance in a manner satisfactory to each at this level. The student must register the complaint in writing with the party against whom he/she has the grievance specifying a time period of not less than 5 business days within which a reply is expected in writing.
- b. If the grievance is not resolved, the student will state the complaint in writing, within 5 business days following the reply to the appropriate supervisor, including a copy of the written complaint issued to the employee and the employee's written response. The supervisor will arrange for a meeting with the student and employee within 5 business days to attempt resolution of the dispute. The supervisor will then provide a written statement to the student and employee of the resolution to the dispute, including information relevant to the grievance obtained from both parties, within 5 business days following the meeting.

2. Formal Procedure:

- a. If the dispute is not resolved at the Informal Procedure level, the student may make written request within 5 business days, for a hearing with the Dean for Student Services. A copy of the written complaint against the employee, a copy of the employee's written response and a copy of the supervisor's statement of resolution must accompany the request for a hearing.
- b. The Dean for Student Services will arrange a meeting within 10 business days, with the student, employee and supervisor to discuss the complaint and review all relevant documentation. The Dean may elect to interview witnesses and/or initiate further fact-finding activities.

- c. Within 10 business days the Dean will make a determination concerning an administrative resolution to the complaint and advise all parties in writing the decision. The written response will include advice to the student of the right to appeal the Dean's decision, if applicable, through the Student Code of Conduct Policy, *Student Appeals Procedures*.

C. Grievance Against a Student

1. Informal Procedure

- a. The complainant must first attempt direct resolution of a grievance in person with the student. It is expected that in a college community, both parties should be able to resolve the grievance in a manner satisfactory to each at this level. The attempted resolution must occur within 10 business days of the incident or event leading to the grievance.
- b. If the grievance is not resolved, the complainant will state the grievance in writing to the appropriate counselor, within 5 business days following the attempted resolution. The counselor will arrange for a meeting with the student and complainant to attempt resolution of the dispute, within 5 business days. The counselor will provide a written statement to the student and complainant of the resolution to the dispute or failure to resolve the dispute, including information relevant to the grievance obtained from both parties, within 5 business days of the meeting.

2. Formal Procedure:

- a. If the dispute is not resolved at the Informal Procedure level, the complainant may request, in writing, within 5 business days following receipt of the above resolution, a hearing with the Dean for Student Services. A copy of the counselor's statement of resolution must accompany the request for a hearing.
- b. The Dean for Student Services will arrange for a meeting with the student, complainant and counselor, within 10 business days, to discuss the grievance and review all relevant documentation. The Dean may elect to interview witnesses and/or initiate further fact-finding activities.
- c. Within 10 business days the Dean will make a determination concerning an administrative resolution to the complaint and advise all parties in writing of the decision. The written response will include advice to the student

and complainant of the right to appeal the Dean's decision, if applicable, through the Student Code of Conduct, *Student Appeals Procedures*.

X. Student Appeals Procedures

- A. Composition of the Student Appeals Committee
- Composition of the Student Appeals Committee will consist of three faculty, one currently enrolled student and one member of the non-teaching staff as appointed by the President. Appointment to the Committee will occur annually or as needed for replacement of any member. Committee members will be notified in writing of their appointment.

One member, elected by the membership and designated the chairperson, will serve as the presiding officer.

B. Purpose

1. The purpose of the Student Appeals Committee is to hear disciplinary hearings referred to the Committee by the Dean for Student Services, appeal by a student of disciplinary decisions imposed by the Dean for Student Services, unresolved disputes of student grievances, appeal of decisions to involuntarily withdraw a student from class(es), and other decisions which affect a student's status with the College.
2. The student Appeals Committee provides assurances of due process to individuals and fair and uniform enforcement of College rules and regulations governing student performance and conduct.
3. In the event the Committee is upholding a determination for suspension or expulsion from the College, the Committee will formulate a recommendation to the President or designee

C. General Rule

The Student Appeals Committee, at the request of the chairperson, may seek the advice of the College's legal counsel at any time during the disciplinary and/or appeal proceedings and may request the presence of legal counsel during a disciplinary or appeal hearing.

D. Pre-Hearing Procedures

1. The chairperson will convene the Committee no later than 10 business days following receipt of the student's request for a hearing.
- 2a. The chairperson, who may be assisted by the Dean for Student Services, will prepare and send a written notice to the student not less than 7 business days prior to the date set for the hearing. The

notice will be delivered personally or by mail directed to the address furnished by the student on his/her hearing request.

2b. The written notice will include:

- ♦ a statement of the date, time, location and nature of the hearing;
- ♦ a written statement of the charges (if applicable to the hearing) which specifies the allegations of misconduct in sufficient detail to enable the student to respond;
- ♦ notice of the right to an advisor or legal counsel;
- ♦ a copy of the Code of Conduct and Student Disciplinary Procedures (if applicable to the hearing);
- ♦ a list of the committee members and the College address of the chairperson.

2c. No later than 3 business days prior to the hearing, the parties will exchange the following information in writing:

- ♦ a list of the names of the witnesses who may be called to speak at the hearing;
- ♦ a concise summary of the anticipated statements to of each witness;
- ♦ copies of all documents or notarized statements to be presented at the hearing;
- ♦ the name and title of the person who will present the evidence on behalf of the College and the name of the advisor or legal counsel who will be present to assist the student;
- ♦ The name of legal counsel who will be present to assist the College, if applicable.

2d. A student may challenge the participation of any member of the Student Appeals Committee on the grounds of personal bias by submitting a written statement to the chairperson setting forth the basis for the challenge no later than 5 business days prior to the hearing. The chairperson will determine whether to sustain or deny the challenge. If the challenge is sustained, a replacement will be appointed by the President or designee to serve on the Student Appeals Committee. If a challenge is filed against the chairperson, the President or designee will rule on the challenge.

2e. Members of the College community will be expected to comply with any request or directive issued by the chairperson in connection with a student appeals hearing, unless compliance would result in significant personal hardship or substantial interference with normal College functions. Noncompliance determinations will be made by the President or designee.

E. Student Appeals Committee Review Procedures

1. The student will be entitled to appear in person and present his/her defense to the Student Appeals Committee and may call witnesses in his/her behalf. The student may, in writing, waive hearing and consent to disciplinary action as may be imposed by the Student Appeals Committee. The student may also elect not to appear before the Committee. Should he/she elect not to appear, the hearing will be held in his/her absence and the Committee will proceed to the judgement concerning disciplinary and/or other action.
2. The student will have the right to be represented by a willing person of his/her choice, including legal counsel (however, the College is not liable for any cost or expense incurred for representation); and have 2 persons of his/her choice in attendance as observers. The student or the advisor may ask questions of the Student Appeals Committee or of any witnesses.
3. The student:
 - ♦ will not be required to testify against him/herself;
 - ♦ is entitled to an expeditious hearing of his/her case;
 - ♦ is entitled to an explanation in writing of the reasons for any decision rendered by the Committee
4. The chairperson is responsible for conduct, order, and format of the hearing, insuring that all persons present conduct themselves in an orderly manner. The chairperson may dismiss anyone who may attempt to disrupt the proceedings of the Committee. The chairperson will rule on all procedural matters. The formal rules of evidence will not apply although objections to the introduction of specific statements may be considered by the chairperson. Irrelevant, immaterial, or unduly repetitious information will be excluded.
5. Hearings of the Student Appeals Committee will not be open to the public and are to be attended only by members of the Committee, a recording secretary selected by the chairperson, persons representing the College's case, the defendant and his/her advisor, observers for the defendant (if named), and campus security personnel when appropriate.
6. Testimony will be limited to that which is relevant and material to the Committee and the defense. Testimony by witnesses may be submitted in written form, signed and notarized, if witnesses are unable to attend the hearing. Witnesses will be excluded from the hearing except when presenting testimony.

7. The hearing will be recorded manually or by recording device. The recording secretary will transcribe a record of the hearing and file a summary which includes a verbatim statement of the judgement reached by the Committee; the summary will be made available to all parties at the conclusion of the hearing.
8. The Dean for Student Services will present the evidence which supports the charges and will have the burden of showing by clear and convincing evidence that a violation of the Code of Conduct has been committed and/or that supports an involuntary withdrawal. In cases of grievance and/or alleged academic misconduct, evidence will be presented by the individual named in the grievance or initiating a referral of academic misconduct.
9. The student requesting the hearing will present statements or written information in his/her own behalf. The student may be assisted through the proceeding by an advisor (including legal counsel) of his/her own choosing. The advisor's role is limited to assisting the student unless the evidence or arguments on behalf of the Dean for Student Services are presented by an attorney or special circumstances require the need for such representation (e.g. a handicapping condition which limits the ability of the student to present evidence on his/her own behalf.)

F. Deliberations and Recommendations

1. Following the presentation of evidence and closing statements, the members of the Committee shall discuss the evidence that has been presented and the reasonable inferences to be drawn from the evidence prior to reaching its decision. Only the members of the Student Appeals Committee and its legal advisor, if any, may be present during the deliberations.
2. Based solely upon the evidence presented during the hearing, the Committee will formulate a recommendation concerning the appeal. At least three votes by the membership are necessary to make a recommendation regarding disciplinary action.
3. The Student Appeals Committee will render its recommendation in writing following the hearing, and shall communicate the recommendation to the student, the complainant, the Dean for Student Services and to the President no later than 5 business days following the conclusion of the hearing. The written recommendation will include findings of fact, and a statement of the reasons for the recommendation, and shall be signed by the chairperson.

4. The Dean for Student Services and/or the Student Appeals Committee may suspend a student from educational activities and may recommend suspension from the institution. The President or designee has the sole authority to suspend or expel a student from the institution.

G. Appeal to the President

1. The student will be notified at the hearing of his/her defense to the Student Appeals Committee to the President. The student will have 5 business days from the time of notification by the Student Appeals Committee of its decision to indicate, in writing, the request to appeal the Committee's decision to the President. Otherwise, the right of appeal will be waived and the original decision will stand. Should the student appeal the action of the Committee, any sanction(s) determined by the Committee will be withheld until acted upon by the President, unless additional misconduct occurs at which time those sanctions may be immediately imposed.
2. The College President will make a final decision in writing within 20 business days except when it becomes necessary to conduct further investigation or to remand the matter to the Student Appeals Committee, in which case the written decision will be transmitted no later than 10 business days following completion of the investigation or the subsequent recommendations of the Committee. The President will have access to all facts and evidence regarding the appeal including the discretion to ask questions of any or all witnesses. The President or designee will not be bound by the recommendation rendered by the Student Appeals Committee. Copies of the President's written decision will be promptly

provided to all parties and members of the Committee.

3. Request for Review or Rehearing:

- a. A student who is dissatisfied with the decision reached by the President or designee may request a rehearing or review by filing a written request with the President or designee, no later than 5 days following posting of the written decision. The request shall be based on one or more of the following grounds:
 - ◆ irregularities in the proceedings, including but not limited to any abuse or discretion or misconduct by the Student Appeals Committee or by the Dean for Student Services, which has deprived the student of a fair and impartial disciplinary process;
 - ◆ newly discovered material evidence which could not have been presented during the fact-finding or hearing process;
 - ◆ excessive severity of the sanction; or
 - ◆ that the decision is not justified by the evidence or is contrary to law.
- b. Following receipt of the student's request for review, the President or designee will make whatever review is deemed necessary to resolve the issues that have been raised.
- c. The President or designee will respond in writing to the student's request for review or rehearing within 10 days of receipt of the request. The President or designee may uphold or modify the previous decision, or grant a rehearing on the issues raised by the request. The decision of the President or designee is final and not subject to further appeal within the institutional structure.

College Compliances



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 Financial Aid Services.

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 Code of Conduct* section.

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 informa-

tion 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 4-year college or university and requires a minimum of 60 credit hours with a cumulative CCC grade point average of 2.00 or higher. A minimum of 41 of these credit hours must be completed in the General Education Core curriculum with a grade of "C" or better. 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).

Courses numbered below 100 and Special Topics courses (298) will not be counted toward this degree.

Associate of Science Degree

The Associate of Science Degree is designed for students planning to transfer to a 4-year college or university and requires a minimum of 60 credit hours with a cumulative CCC grade point average of 2.00 or higher. A minimum of 41 of these credit hours must be completed in the General Education Core curriculum with a grade of "C" or better. 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.

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. A minimum of 25 of these credit hours must be completed in the General Education Core Curriculum with a grade of "C" or better. Courses numbered below 100 and courses taken for S/U credit will not be counted toward this degree. Although many courses may transfer, this degree is not intended for transfer to a university.

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. Students must complete a minimum of 24 credit hours of general education courses but are otherwise free to explore new areas of interest. A maximum of 12 credit hours may be completed in courses numbered below 100. This degree is not recommended for students planning to transfer to a university. The A.G.S. Degree is intended as an alternative degree which recognizes the mission of the community college that education is a lifelong process.

Certificate Programs

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 3 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.

GLOSSARY OF COLLEGE TERMS

Academic Year

Thirty-two weeks from Fall semester through Spring semester

Add/Drop

Officially changing a student's 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 2 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.f., 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.

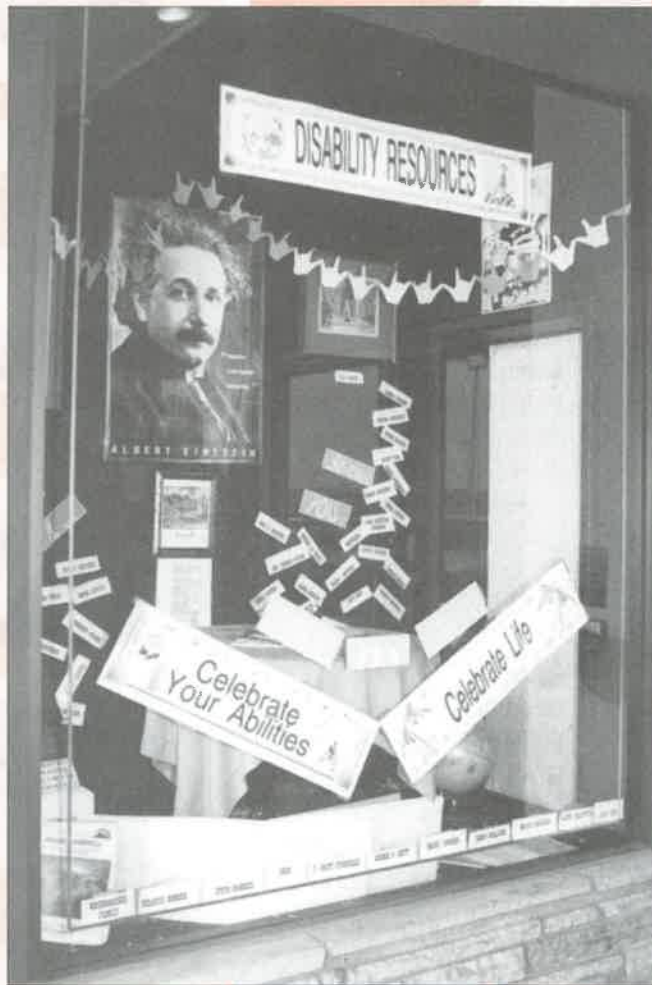
Tuition

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

Withdrawal

Dropping all classes for the current semester.

Directory of College Personnel



FACULTY



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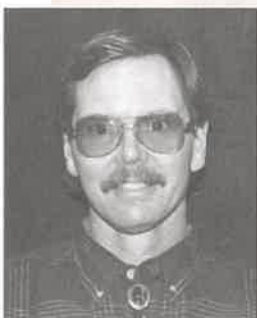
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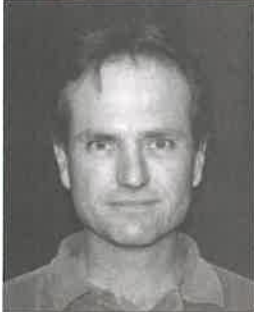
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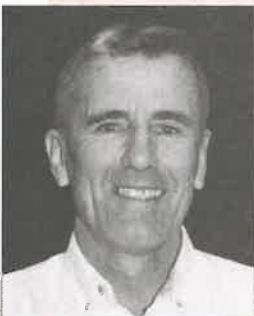
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Battee, Mary
Beil, Connie
Black, Christopher
Blackgoat, Danny
Blair, Susan
Boles, Laurence
Bowles, Danielle
Bowman, David
Brown, Bonnie
Brown, Stephany
Burch, Paul
Burke, Sandra
Campbell, Stephanie
Cardani, John
Cardani, Nola
Carpenter, Tom
Casey, Michael
Cliburn, James
Colegrove, Donald
Combs, Marian
Connell, Dennis
Copeland, Michael
Corn, Carla
Cotten, Jolene
Cullicott, Catherine
Cummings, Betty Lou
Dana, Sherill
Darby, Fleur
Darlington, Gina
Davenport, Natalie
David, Lynn
Denetdale, Jennifer
Dent, Bonnie
Dodson, Susan
Dohm, Amy
Duncan, Terree
Easton, Mark

Easton, Robert
Eberhardt, Kristin
Eckstein, Mary
Eliason, Jackie
Elliott, Nancy
Ellis, James
Ellis, Kent
Emmons, Paul
Farmer, Barry
Fazio Fox, Maryanne
Fournier, Edward
France, Sally
Fredrickson, Kristi
Freer, Sheri
Gattis, Rusty
George, Antoinette
Gerstenberger, Marta
Greene, Lori
Gregg, Fredda
Gregg, James
Grumbine, Barry
Hale, Robert
Hall, Rachele
Harvey, Ilse
Hassell, Robert (Hank)
Hays, Allison
Heisermann, Gary
Hellenberg, Paul
Henry, Ray
Howard, Don
Howell, Roger
Huber, Shawn
Ivicek, Judy
Jameson, Jennifer
Jim, Monty
Johnson, John
Johnson, Melissa
Johnston, David
Joralmon, Pamela
Kalas, Danitza
Keck, Kimberly
Kerr, Greg
Kiriazis, Judith
Kleyn, Robert
Kocjan, Janice
Koehler, Peter

Kroupa, Charles
Lainoff, Michael
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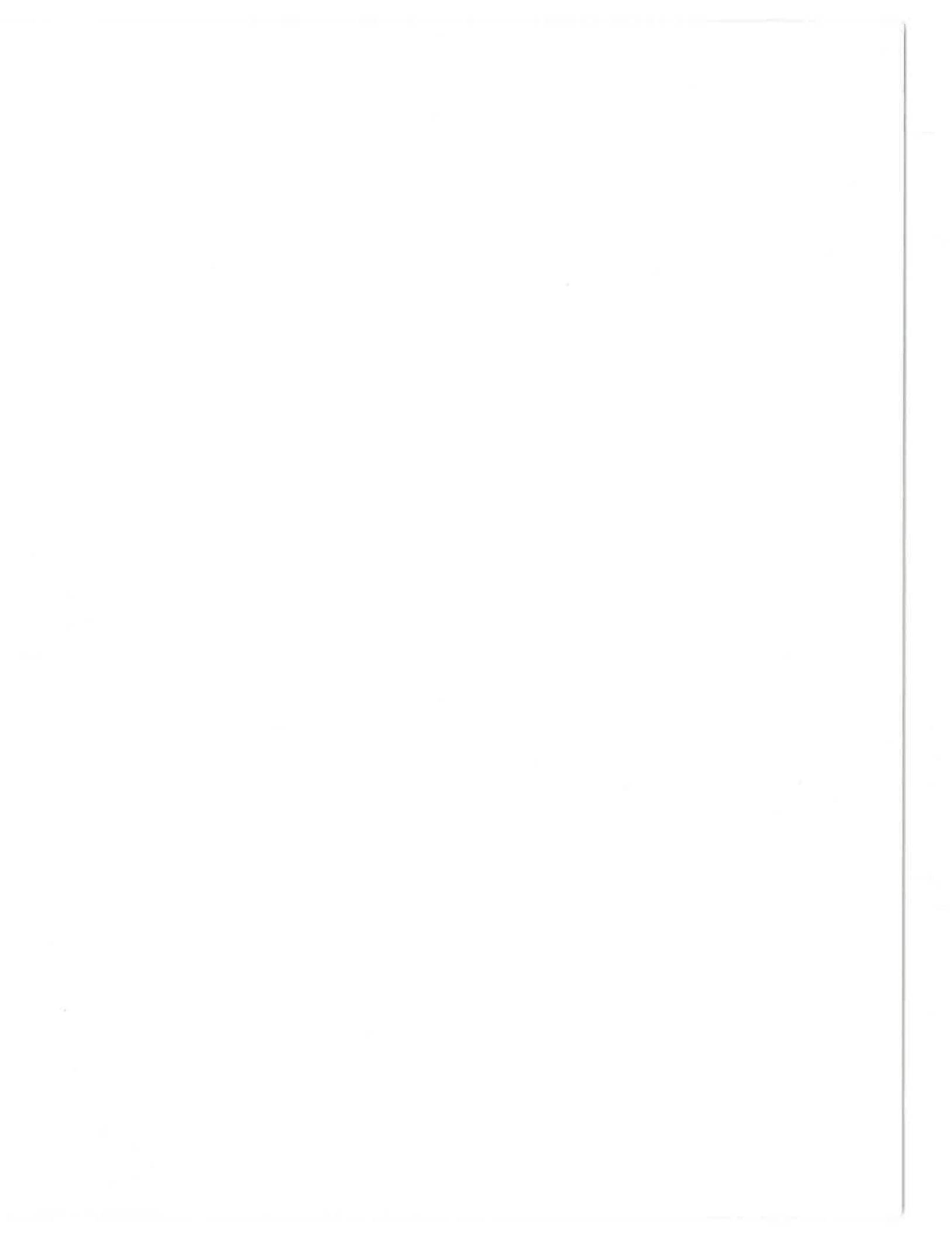
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