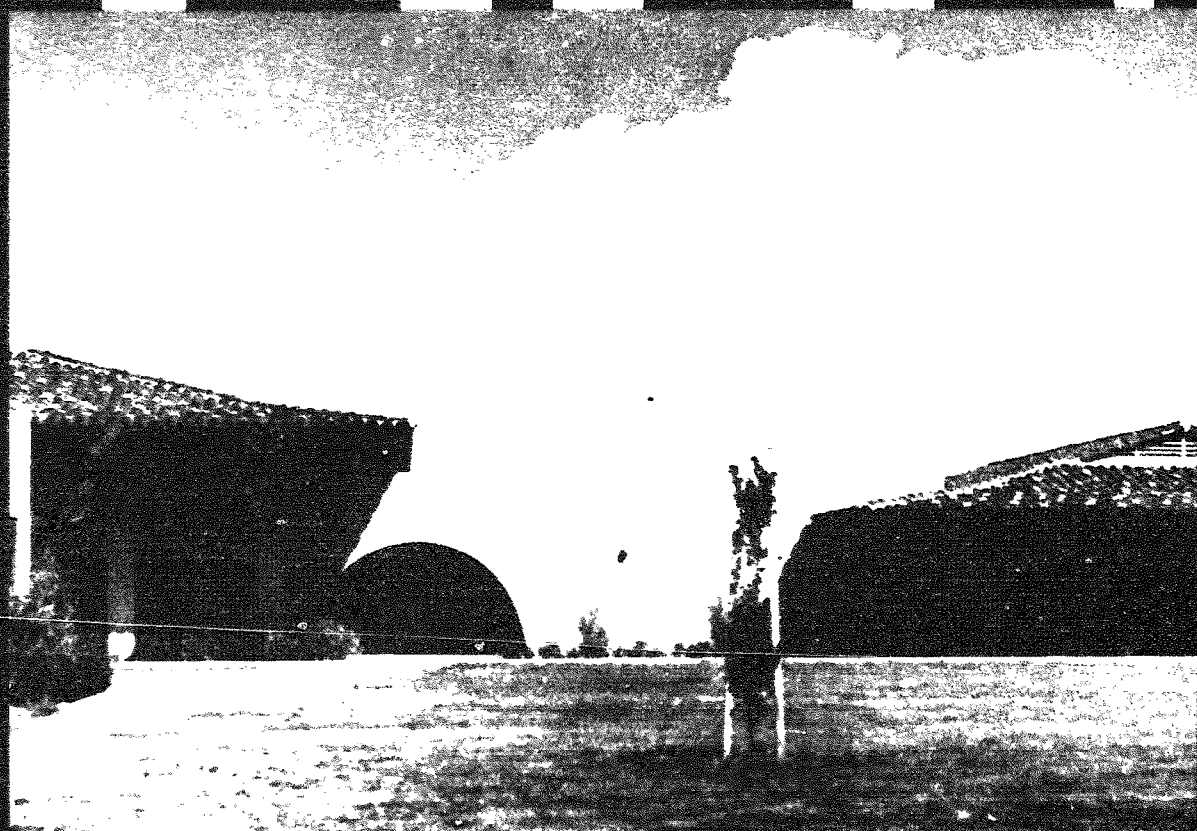


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COCHISE COLLEGE

1966

1967

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History

Cochise College, a public junior college, was the second college organized under the act of the Twenty-Fourth Arizona State Legislature providing for district or county junior colleges. The establishment of the college district in 1961 and the funding for construction of the facility in 1962 represented a dedicated effort on the part of the citizens of Cochise County.

The College was first opened to students in September 1964. Unlike many community junior colleges, Cochise serves both commuter and resident students by offering residence hall facilities, thus making it a service institution to the entire state.

The College campus is situated along Highway 80 approximately 16 miles east of the Bisbee-Lowell-Warren area and 7.5 miles west of Douglas. The twelve-building campus is located in the center of a 540-acre site.

The College district is governed by the seventeen-member Arizona State Board of Directors for Junior Colleges and by a five-man Governing Board elected from precincts in Cochise County. It is financed by legislative appropriation and a county-wide levy.

Accreditation

Cochise College is accredited by the Arizona State Board of Directors for Junior Colleges. Students who complete appropriate lower division courses with a grade of 3 or better are accepted with full credit on transfer to the University of Arizona, Arizona State University, Northern Arizona University, all the University of California campuses and other universities and colleges in the nation.

The College holds memberships in the American Association of Junior Colleges and the Council of North Central Junior Colleges.

Aims and Objectives

Cochise College is dedicated to the belief that continuing education is necessary for men and women of all ages; thus, the College is committed to a policy of providing equal educational opportunities, consistent with ability and preparation, for all people beyond high school age.

Education must provide the tools, both vocational and academic, for simple daily survival. Education must also stimulate imagination; it must encourage the student to explore new avenues of learning.

The main purposes and objectives of Cochise College are:

1. To provide education in several occupations and vocations for those students who wish to prepare for immediate employment upon completion of the appropriate program. The programs are designed to enable students to achieve occupational competence and

to provide them with opportunities for achieving skills for living in a contemporary society.

2. To offer the first two years of a four-year college program (the candidate for a bachelor's degree can transfer to the institution of his choice with full junior standing, after having taken his first two years at Cochise College.)

3. To provide for each student an awareness and appreciation of those emotional, social, physical, and intellectual aspects of all educated persons. General education complements special education for occupational competence, or it may be an end sought for its own value. The College also attempts to provide educational needs of mature and receptive adults whose interest and requirements lie in both credit and non-credit offerings.

4. To make available other community services for the enrichment of the lives of the citizens of the county through lectures, forums, plays, concerts, art exhibits, and other cultural activities.

5. To assist students to orient themselves to adult and college life by providing a program of educational guidance which enables the student to discover his aptitudes, assists him in the choice of a vocation, and prepares him for successful pursuit of such work.

Degree

By the authorization of the Arizona State Board of Directors for Junior Colleges, Cochise College may confer the Associate in Arts or the Associate in Science degree on those students completing 64 units in prescribed courses with a 3.000 or better average. Either transfer or non-transfer courses may be used to meet the 64-unit requirement.

Campus Facilities

The campus is designed for the traditional college programs and for education in technical-vocational and semi-professional fields. The low, one-story, tile-roofed buildings and carved doors are of distinctive southwest architectural design which harmonize with the surrounding valley and mountains.

Library — The Library is located in the geographic center of the academic instructional units. It is one of the most modern library buildings in the Southwest. The Cochise College Library has been planned to meet the curricular needs of students and to provide optimum resources and facilities for college work. In addition to a large, open-stack reading and reference room there are listening facilities, a group study room, a lecture-exhibit room, and an audio-visual section.

Student Center — The Student Center contains a cafeteria, a snack bar, student health center, bookstore, and office facilities for the Student Senate.

Advisory Committees

In order that curricula leading directly to employment at the end of two years are developed in accordance with the needs of business, industry, and the professions in the area, Cochise College has invited a number of leaders in enterprises related to these curricula to advise the college staff on (1) nature and extent of employment needs, (2) course content, (3) facilities and equipment needed, and (4) evaluation of the appropriateness of the curriculum content and the quality of the students receiving the Associate degree.

To date the curriculum recommendations of several different citizen advisory committees have been implemented (see list under "Two-Year Career Programs"). As additional needs are identified new advisory committees will be formed to assess the appropriateness, for Cochise College, of programs to meet these needs.

Evening College and Extension Programs

For those who wish to continue their education and training, but are unable to attend regular daytime classes, Cochise College offers Evening College and Extension classes each semester. Detailed announcements concerning extension classes are made at the beginning of each semester through special publications.

Evening College classes parallel day courses in prerequisites, course content, time devoted to preparation of assignments, and examinations.

Students attend evening classes to prepare for a vocation, to gain a better education, and to satisfy lower division requirements for university transfer. Professors gear their teaching methods to adults and their problems, but the course content and requirements remain the same for day and evening classes. Some day students take a portion of their class load in the evening.

In addition to guidance through individual contacts with faculty members during their office hours, the evening program provides specialized counseling and academic advisement. Information and appointments may be arranged by telephone. High school and college transcripts and or counseling examinations are required for admission to a number of classes.

The requirements for the Associate degree are the same for part-time evening students as for full-time students; namely, 64 units in the prescribed courses with a grade point average of 3.000 or better. Physical education and Psychology 1, however, are not required.

Community Services

As a community college, Cochise College wishes to extend its educational services to the needs of the entire county. Community services is that phase of the educational program which provides educational, cultural, and recreational services over and beyond formalized classroom instruction.

The College is a community center — a gathering place for many community functions; it often serves as a catalyst for cultural development of the community. In accordance with the policies of the Governing Board, the College facilities are made available for use by authorized community groups when such use does not interfere with the College educational program.

With this in mind Cochise College provides a number of community services: a College speaker's bureau, offering faculty lectures without charge; a program of public events and cultural activities including lectures and forums; art exhibits; film series; and a program of non-credit courses.

Other community services include institutes, workshops, and lectures to meet special needs of business, industry, and the professions; community recreation; campus tours; public information; and community participation in the College program through citizens' committees.

Admissions

Prospective students and their parents are encouraged to visit the campus to discuss educational plans with the Director of Admissions. The Office of Admissions is open Monday through Friday and also on Saturday mornings during the months of March, April, and May. Applications for admission may be obtained from the college admissions office or from Arizona high school principals or counselors.

Housing

The College maintains campus housing for 344 resident students. Each residence hall is under the supervision of a qualified resident director who is assisted by trained student proctors. All resident students have the opportunity of participating in student government activities as provided by each residence hall council.

Orientation

All entering full-time freshmen are required to take the one unit course, Orientation to College, which is designed to familiarize the student with his new college environment. Students are introduced to the philosophy and objectives of the college as they relate to available curricula, staff and facilities. Other facets of orientation to the college are presented to the students during registration week.

Counseling

Each entering student is assigned a counselor who will assist him in planning his educational program and with the general adjustments to college life. Of particular concern is career choice and the related sequence of courses which will prepare the student for graduation and transfer to the junior year at a four-year institution or for immediate employment following graduation from a vocational or technical program at Cochise College.

An educational planning interview is available to the individual student before enrollment in the college and during each succeeding semester. Through preparation and experience, counselors are able to offer information and guidance services which may result in benefits to the student, such as a carefully coordinated curriculum, advantageous registration procedures, advice on problems of adjustment to college, and assistance in the solution of many other personal problems.

Testing

As a supplement to the ACT entrance tests, the student and counselor may decide that additional individual testing is needed. Although educational and vocational testing do not constitute the

final answer, they are often helpful in narrowing prospective educational choices or supplying concrete leads for a more intelligent exploration of possible vocations. To supplement the group and individual counseling, Cochise College has a testing program in the areas of academic ability, aptitude, achievement, skill, interest, and personality.

Food Services

The college maintains its own campus dining hall and snack bar where appetizing meals and snacks are served seven days a week, when classes are in session.

Scholarships and Financial Aids

Scholarships: Awards and scholarships are available to Cochise College students while they are attending as full-time students. Applicants are considered for all scholarships for which they are eligible and awards are usually based on scholastic ability, financial need, and leadership qualities. Additional information concerning awards and scholarships may be secured from the Student Personnel Office.

Loans for entering freshmen: Entering freshmen are expected to pay for the full costs of the first semester. However, entering freshmen who have graduated in the top quarter of their high school class and demonstrate financial need may be eligible for short-term loans.

Loans for second semester freshmen: Second semester freshmen who attain a grade point average of not more than ten below the number required for a 3.000 average and demonstrate financial need are eligible for short-term loans from the College Loan Fund.

Loans for sophomores: Sophomores who attain a cumulative grade point average of not more than ten below the number required for a 3.000 average and demonstrate financial need may participate in the United Student Aid Fund (USAF). Cochise College has a USAF loan capacity of \$25,000 which has been arranged through the financial support of the Cochise County Medical Society. USAF loans, available to sophomores only, are arranged through the college and the student's local bank and are payable when the student completes his education, which may include graduate school.

Student Employment

Whenever possible, the college prefers to employ students to carry on the work of maintaining campus operations. Typical student employment includes work in the library, dining hall, building and grounds crews, switchboard operator, secretarial work, and proctorships in the residence halls. Information on employment opportunities in local communities and summer work may be obtained in the Student Personnel Office.

Health Services

The college maintains a well-equipped campus health center directed by a full-time registered nurse who is under the supervision of a regularly licensed physician. In cases of illness or injury, students are referred to the local doctor of their choice for diagnosis and treatment. Consultation with the home-town family doctor of resident students is also afforded.

Student Activities

The college encourages all students to participate in extra-curricular activities, campus organizations, and intramural and inter-collegiate athletics so that they may gain valuable leadership and cooperative planning experience.

Student Government: The Student Senate provides a representative governing body for the Associated Students, of which every full-time student is a member. The Student Senate assists in the integration and coordination of campus organizations, encourages the development of responsible student leadership and participation, and establishes policies and regulations affecting student affairs.

Organizations: Student organizations include: Band, Baptist Student Union, Bridge Club, Campus Guides, Cheerleaders, Chess Club, Circle K, College Choir, D.E.C.A., Desert, Future Spanish Teachers, Literary Magazine, Newman Association, Newspaper, Pom Pom, Residence Hall Councils, Rifle and Pistol Club, Rodeo Association, Student National Education Association, Student Senate, Theatre Productions, Weightlifting Club, Women's Athletic Association, Wrestling Club, Yearbook, YMCA, Young Democrats, Young Republicans, YWCA-Student Guides.

Cultural Programs: The college has set aside a College Hour each week for the campus presentation of visiting lecturers, recital groups, and other cultural events. A semester film festival supplements these cultural programs and the college also provides for the admission of students to all Douglas Community Concert Association presentations.

Intramurals: The college has an active intramural program with participation in touch football, basketball, volleyball, table tennis, badminton, tennis, and golf.

Intercollegiate Athletics: The college is a member of the Arizona Junior College Athletic Conference and participates on an inter-collegiate basis in basketball, baseball, tennis, and golf.

Registration and Records

The Student Personnel Office is responsible for the registration,

grade reports, transcripts, and academic and personnel record of each student.

Placement

The placement officer of the college will assist graduates in making contacts and arranging interviews with prospective employers in their field of specialization or in making application for admission to a four-year college or university if they have completed a transfer program.

Academic Council

The enforcement, interpretation, and waiving of academic regulations are the responsibility of the Academic Council. The Dean of Students is the chairman of the Academic Council and membership includes the Dean of Instruction and appointed faculty members. The president of the College is an ex-officio member. Student petitions for the waiver of academic regulations may be presented to the Academic Council through the student's counselor and the Dean of Students.

Classification of Students

- Freshmen:** Students with fewer than 30 passing units in college credit.
- Sophomores:** Students with 30 or more passing units of college credit.
- Full-time Students:** Students carrying 12 or more units during the semester.

Grading System

Grades are earned in each course and the grade is recorded on the student's permanent record. Grade definitions are as follows:

- 1 - SUPERIOR
- 2 - GOOD
- 3 - AVERAGE
- 4 - POOR
- 5 - FAILURE
- W5 - WITHDREW FAILING Indicates withdrawal from the class after the fifth week with below a 3 in the course. A grade of "W5" is computed in the student's grade point average as a 5, or failure.
- W0 - WITHDREW Indicates that the student withdrew from the course before the end of the fifth week or that he was earning a grade of "3" or better if the withdrawal was after the fifth week. A grade of "W0" is not computed in the student's grade point average.
- N0 - INCOMPLETE Indicates that for a justifiable reason (serious illness, etc.) the student failed to complete all requirements for the course. Failure to make up an incomplete during the succeeding semester will result in

change from the grade of "N0" to a "5" on the permanent record. The grade of "N0" is not computed in the student's grade point average.

AUDIT -

Courses may not be taken for audit.

Grade Points

Semester grades are assigned grade points as follows:

- 1 - 1 grade point per unit earned
- 2 - 2 grade points per unit earned
- 3 - 3 grade points per unit earned
- 4 - 4 grade points per unit earned
- 5 - 5 grade points per unit earned
- W5 - 5 grade points per unit earned

Thus, a three-unit course with a grade of "4" would earn (3x4) 12 grade points.

The total grade points accumulated by a student are divided by the total of units attempted (exclude "W0" and "N0" grades) and the result is known as the student's cumulative grade point average, or GPA. Each time a course is taken, both the units attempted and the grade points are included in computing the cumulative grade point average.

Academic Probation

All students who have attempted nine or more units at Cochise College and have not attained a cumulative grade point average of 3.000 or better are placed on Academic Probation by the Academic Council.

Removal from Academic Probation

A student will be removed from academic probation when his cumulative grade point average is 3.000 or better.

Academic Dismissal

1. A student who has attempted nine or more units may be academically dismissed from the college if his cumulative grade points at the end of any semester are more than ten below the number required for a 3.000 average without a period of probation.
2. A student while on Academic Probation may be academically dismissed if his cumulative grade points are more than ten below the number required for a 3.000 average.
3. All available factors having a bearing upon the academic record of the student will be evaluated by the Academic Council before dismissal is made.

4. Exceptions may be made by the Academic Council when evidence of significant academic improvement is made by the student during his period of academic probation; such students must continue to show improvement to remain in this special probationary status.

Readmission After Academic Dismissal

A student who has been dismissed from Cochise College for the first time may petition the Academic Council for re-admission after a period of one regular semester, excluding summer sessions, has elapsed. Petition forms may be obtained in the Student Personnel Office.

A student who is admitted after dismissal will be placed on academic probation and must maintain an average of 3.000 or better for each successive semester.

Transfer Students

The following rules govern the admission of a student who has attended another college:

1. Courses for which the student has earned a grade of 4 or 5 (D or F) will not be accepted for credit.
2. Students with a GPA below 3.000 may be admitted upon a petition to the Academic Council and, if admitted, will be placed on academic probation.
3. A student wishing to be admitted, in advanced standing, from another college must allow one regular semester to elapse before he will be considered for admission if his cumulative grade points total more than ten below the number required for a 3.000 average.
4. Students academically dismissed from another college may not attend Cochise College for one full semester after said dismissal; then their Application for Admission may be considered by the Academic Council.
5. In determining academic standing at Cochise College, the GPA of a transfer student is computed on the basis of units attempted at Cochise College only and will not include units and grade points earned at another college.

Grade Report

Each student receives a progress report at mid-semester and a grade report at the completion of the semester. Only final semester grades are recorded on the student's permanent record.

The grade reports of unmarried students under 21 years of age are mailed to parents or guardians. Grade reports of other students are mailed to their home address. A second copy of the grade report

is also available to each student in the Student Personnel Office.

A copy of the semester grade report of freshmen students under 21 years of age is mailed to the high school from which the student graduated.

Final Examinations

Final examinations are given in all courses and students are personally responsible for taking all assigned final examinations as they are listed in the examination schedule. Students failing to take a final examination will receive a final grade of 5 in the course unless the absence is excused by the Academic Council. Final examinations normally will not be given in advance of the scheduled time; exceptions may be granted by the Academic Council but only on the basis of a written petition and for compelling reasons.

Repetition of Courses

1. If a student earns a grade of 4 or 5, he may repeat the course and receive a new grade; however, the listing of the original grade remains as part of the permanent record. The units of the original course are not counted for graduation but are included in computing the cumulative grade point average.
2. A student need not repeat a course which he has failed unless it is a prerequisite for another course or is a course required for graduation or transfer.
3. Repetition of high school courses is permitted only if required by the college.
4. A student may not repeat a course in which he has received a grade of 3 or better.

Change of Program

Students are expected to carefully arrange their academic schedule and maintain this schedule throughout the semester. Necessary program changes are to initiate with the student's counselor. The student must attend all classes in which he originally enrolled until the change has been authorized by his counselor, the professors involved, and the Student Personnel Office.

Courses may not be added to a program after the first week of classes.

A course may be dropped at any time during the first five weeks without penalty and the grade assigned will be "W0", withdrew. Courses dropped after the first five weeks will also receive a grade of "W0" if the student has a 3 or better average at the time of the drop but if the average at the time of the drop is 4 or 5, the final grade will be "W5" (Withdrew Failing).

Withdrawal from College

A student who withdraws from the college before the end of the semester must consult with his counselor in order to obtain a proper dismissal. The counselor will send the student to the Student Personnel Office to obtain the necessary withdrawal form. A student will receive a "W5" if he does not officially withdraw.

Transcripts

A transcript is a copy of the student's permanent record, which, upon the request of the student, is available to another college or university, or to a prospective employer.

Transcripts are forwarded by the Registrar's office only on the written request of the student. Transcripts to educational institutions will be sent directly by mail. Transcripts given directly to students are classified as "unofficial." The first transcript is issued without charge with additional transcripts being issued at \$1 each.

Attendance Policy

Attendance policies at Cochise College are based on the belief that maximum benefits can accrue to the student only if his attendance is regular and his assignments are prepared promptly and adequately. A student is expected to be in attendance at all times in classes, laboratories, and orientation assemblies unless there is a compelling reason for absence. Students who "cut a class" are in immediate jeopardy of being dropped from the course. Professors set an attendance policy for each class and it is the student's responsibility to know and comply. Professors are required to drop a student from class for excessive absence.

Examination and Assignment Policy

Students are expected to do their own work on examinations and in the preparation of assignments. In fairness to the entire class, the professor will enforce regulations to insure honesty. A student who violates these regulations will be dropped from the course and the circumstances causing the drop will be entered in the student's personnel folder. Future difficulty in this respect will be cause for dismissal from the college.

Student Conduct

Students and faculty at Cochise College are a close community; like any group of individuals working toward certain goals, students need regulations which facilitate the attainment of these objectives. The proper function of these rules, however, relies on a broader concept. This is the concept of personal honor based on integrity, common sense, and respect for civil and moral law. In effect, the basic

criterion is the assumption by the college that its students will conduct themselves as ladies and gentlemen at all times, both on and off the campus.

Admission Requirements

1. All high school graduates are eligible for admission.
2. Non-high school graduates 19 years of age or older who demonstrate to the satisfaction of College authorities that they are able to profit by the instruction may also be admitted. Students who are not high school graduates or have not obtained a G.E.D. Certificate of High School Equivalency are admitted on probationary status. Probationary status is removed after the student has earned 15 hours of credit with a grade point average of 3.000 or better.
3. Transfer students from other accredited colleges are admitted provided they have met Cochise College's scholarship standards. Students disqualified from another college, or with cumulative grade points totaling more than ten below the number required for a 3.000 average, will not be admitted for at least one semester, and then only by petition to and approval of the Academic Council. This petition, along with the other admission credentials, must be submitted in accordance with the dates on the College Calendar.
4. Superior seniors in high school may be admitted for one course upon the recommendation of the high school principal.
5. Special admission procedures are followed for courses in Practical Nursing and Law Enforcement. Interested students should make an appointment with a counselor to discuss the special requirements for these courses.

Residence Requirements

Residence In Local High School District

Students whose residence is in one of the high school districts comprising the Cochise College District are qualified to enroll at Cochise College under the conditions above.

Residence In High School Districts

Not Maintaining A Junior College

Students who reside in a county not maintaining a junior college are eligible to attend Cochise College. Students from such areas must complete a residence statement at the time of registration; their tuition will be paid by the county of residence.

Residence In Districts Maintaining A Junior College

Students residing in counties in Arizona that maintain a junior college may enroll in Cochise College but must pay the tuition established by the State Board of Directors for Junior Colleges.

Out-of-State Students

Out-of-state students may enroll in Cochise College but must pay the tuition established by the State Board of Directors for Junior Colleges for non-residents and an application fee of \$5.

Foreign Students

Foreign students are welcome at Cochise College. To be admitted, foreign students should provide evidence of the equivalent of high school graduation, demonstrate adequate proficiency in English to profit from regular college classes, and show evidence of sufficient funds to pay all expenses for one academic year.

Veterans

Cochise College has been approved for veterans training under all federal and Arizona laws. The Director of Admissions acts as the veterans' coordinator. Veterans should confer with Director of Admissions at the time of registration concerning educational benefits. Petition for evaluation of military experience may be filed with the Office of the Dean of Students following completion of a minimum of 12 units in attendance at Cochise College.

Admission Procedures for New Day Students

Application

An application blank may be obtained by writing or calling the College Admissions Office. Applicants should submit applications and transcripts well in advance of the beginning date of the semester for which they wish to be admitted. Those who fail to supply accurate and complete information will not be considered for admission nor allowed to remain in attendance if discrepancies are discovered after enrollment.

Students applying for admission to Cochise College are required to provide the following:

1. Completed Application for Admission.
2. Official transcript of high school credits signed and forwarded by the principal to the Admissions Office of Cochise College.
3. Scores from the American College Tests (ACT) submitted to the College before being accepted.
4. Official transcript and statement of honorable dismissal sent directly to Cochise College from each collegiate institution attended after high school graduation.
5. A medical examination (required of all full-time students). When accepted, new students will be mailed a medical examination form which must be returned two weeks before registration. The medical examination is a registration requirement.

The American College Test is given by various high schools through-out the state of Arizona, and prospective students should check with high school officials to determine when the tests will be given.

All applicants will be issued an official notice when accepted. Students must be officially accepted for admission before moving into the residence halls, being assigned on-campus employment, or participating in athletic practice. Registration cannot be completed until all admission requirements have been met.

Special Admission Procedures

Transfer students who have earned less than a 3.000 average at another college or university should obtain further information about admission procedures from the Office of the Dean of Students.

Notification to Enroll

When ALL of the credentials (application, entrance examinations, transcripts, and a residency affidavit if required) have been received in the Admissions Office, a card will be returned to the student indicating a meeting time with his counselor. Applications will not be referred to a counselor until complete. The student's semester program will be approved by a counselor at the time of interview, and the student may then register.

Admission Procedures for Evening Students

Admission **requirements** are similar for both day and evening students. However, students wishing to enroll for evening classes **only** follow different admission **procedures** and should secure the **Schedule of Evening Classes** for detailed instructions. Day students wishing to enroll in evening classes must do so at the time of enrolling for day classes.

Readmission

Any student who previously attended Cochise College and who is returning to the College after an absence of one semester or more must arrange for an appointment with an Admissions counselor. If a student has attended any other educational institution since previous attendance at this College, transcripts must be supplied for all academic work for which the student enrolled in the period since last attending Cochise College. A student who has been disqualified from the College must submit an application in accordance with the dates on the Cochise College Calendar in order that it may be reviewed by the Academic Council.

Registration

Registration takes place during the week prior to the opening of classes of each semester. (See the Calendar at the front of the catalog.) Students register only after receiving program approval from a counselor. Registration after the first week of instruction will not be permitted. See the **Schedule of Classes** for detailed information.

Counseling Examinations

Day Students

ACT

All entering day students are required to take the American College Testing Program battery of tests known as ACT, which consists of tests in English, mathematics, social science, and natural science. The test results are used in placing students in the appropriate courses as well as in counseling. The College will accept ACT test scores from a student who has taken the test previously at national testing centers or at other institutions, but it is the student's responsibility to see that the scores are sent to Cochise College.

English Essay Examination

All entering students will write an essay on a given topic. The results will be considered in placing the student in the appropriate class in English.

Evening Students

Placement tests are required for many evening classes. Courses requiring tests are shown on the **Evening Schedule of Classes**, and evening students are advised to consult this publication. An official transcript showing course work completed at Cochise College or another accredited college may be used to waive a test requirement providing a record of previous academic work is cleared with college authorities at the time of registration.

Examination Dates

Counseling examinations will be given as shown on the College Calendar. Students should plan to take tests as early as possible. **Students who fail to take required examinations by the last scheduled date will not be permitted to enroll.**

Unit Load Limitations

A normal class load will be 17 units. No beginning student will be permitted to carry more than this number. Students working full time or those in the military service will be limited to ten units. Returning students and those entering with advanced standing who

have a 3.000 average or better may be permitted to enroll in 19 units.

Students wishing to exceed the load limitations must petition the Academic Council. Forms are available in the Student Personnel Office.

Expenses

Semester Fee Schedule

Tuition*

A. Full-time Students (12 or more units):		Per Semester
Residents of Cochise County		No Charge
Military personnel and their dependents living in Cochise County		No Charge
Residents of counties other than Graham, Maricopa, Yuma (home county pays Cochise College \$259.50 per semester)		No Charge
Residents of Graham, Maricopa, and Yuma Counties (these counties have their own two-year college)		\$259.50
Residents of other states & foreign countries		\$300
B. Part-time Day and Evening Students (1-11 units):		
County residents including military personnel and their dependents		No Charge
Residents of other states & foreign countries:		
1- 6 units		No Charge
7-11 units		\$20 per unit

* No refund of tuition charges is made after the first week of classes in the fall or spring semester.

Other Fees and Charges

Associated Student Fee

A. Full-time Students (12 or more units):	\$35
B. Part-time Day & Evening Students (1-11 units):	
1- 6 units	\$10
7-11 units	\$20
Out-of-State Student Application Fee	\$5
A fee of \$5 must accompany the Application for Admission.	
Room and Board	\$350
All full-time resident students who are single and under 21 years of age are re-	

quired to live in college housing and have their meals in the college dining hall. This does not apply to the commuting student who lives in his own home or with legal guardian or relatives. College housing is not available for part-time students.

Room Deposit \$40

The room deposit of \$40, which does not apply toward room and board fees, should accompany the Application for Admission of those who plan to live in college housing.

Forfeiture of Room Deposit

This deposit is a guarantee against cancellation of the housing application, termination of residency prior to full-semester payment, property damages, and other possible charges that may accrue during residency. Although normally refundable, the entire \$40 is subject to forfeiture under conditions of the housing contract.

Late Registration

Students registering after the close of the announced registration dates will be charged a late registration fee of \$5.

Graduation

Every candidate for an Associate degree is required to pay a graduation fee of \$10; portions of this fee are used to cover the diploma and academic costume charges.

Payment of Fees for All Students

All semester fees will be paid in full at the time of registration. However, arrangements may be made to pay the room and board fee on a half-semester basis; one-half of semester charge due on the day of registration for classes, the second-half on the Monday of the eighth week of classes.

Refunds

The following graduated scale for refunding of Activity Fees for students who officially withdraw or are dismissed from the College applies to all students. The refund period will begin with the first day of classes.

	Per Cent Refunded
Two weeks or less	75
Between two and four weeks ...	50
Over four weeks	none

Withdrawal Refunds

Room Refund: Students who officially withdraw from the college before the completion of a semester will forfeit the unused por-

tion of the half-semester room payment.

Board Refund: Students who officially withdraw from the college before the completion of a semester will receive a pro rata or day for day refund of the unused portion of the board payment.

Room Deposit Refund: The \$40.00 room deposit is a guarantee against cancellation of the housing application, termination of residency prior to the end of a semester, and damage or loss of college property while in residence. Although the room deposit is fully refundable, it is forfeited under the following conditions:

- (A) Failure to give notification of room cancellation by the date specified:
 - (1) Fall Semester, all students — thirty days before classes begin.
 - (2) Spring Semester
 - (a) New students — thirty days before classes begin.
 - (b) Continuing students — Saturday of Registration Week.
- (B) Failure to complete a full semester of residence.
- (C) Loss or damage to college property (only in the amount of loss or damage).
- (D) Academic or disciplinary dismissal from the college prior to the end of a semester.
- (E) Failure to follow formal and prescribed check-out procedures when departing from assigned residence hall.

All refunds and deposits due students for any reason will be forfeited unless called for on or before June 15 of the academic year in which they are due.

Housing Regulations

General

All students under the age of twenty-one are required to live in college residence halls or in the home of parents, guardians, or relatives, if they are commuting students.

Students living in college residence halls are required to carry an academic load of twelve or more units.

A student must submit a room deposit of \$40.00 with the Application for Admission and be admitted to the college before a room assignment may be made. Room assignments are confirmed by mail and the room is reserved through the Saturday of Registration Week. Rooms not claimed by this date will be reassigned.

Adjustments in room rates are not made in periods of over-

crowding and the college will reassign rooms from time to time to insure the general welfare of students and the economical operation of residence halls.

The college holds no responsibility for the loss, theft, or damage to the personal effects of resident students.

The college reserves the right to:

- (a) deny or cancel room assignments in the interest of health, discipline, or academic standards.
- (b) cancel housing applications when all residence hall rooms have been assigned to earlier applicants.
- (c) hold residence hall students financially responsible for all losses and damage in assigned rooms.

Room and Board Payments

Students may make the full room and board payment for the semester at the time of registration or may pay on a half-semester basis as follows:

- (a) one-half of the semester room and board payment on the day of registration for classes.
- (b) second half of semester room and board payment due on the Monday of the eighth week of classes.

The board payment provides a seven-day meal ticket for the semester with 20 meals each week. The Sunday evening meal is not included.

Scholastic Honors

High Honors are awarded to graduating students who receive a grade point average of 1.5 or above in all work taken at Cochise College, and Honors are awarded to those whose grade point average is between 1.51 and 2.0.

Notice of Intent to Graduate

A Notice of Intent to Graduate must be filed by each student who wishes to receive the Associate in Arts degree from Cochise College. The Notice should be filed at the beginning of the semester in which the student plans to complete requirements for graduation. Requirements may be completed during any semester, but the degree will not be conferred until the graduation ceremony is held at the close of the Spring semester.

Registration for Physical Education

A student enrolled for 12 or more units is required to take physical education each semester in attendance for four semesters, unless excused for one of the following reasons:

1. He is over 23 years of age.
2. He has met Associate degree graduation requirements.
3. He has a medical excuse signed by a regularly licensed physician. Physician's statement must be renewed each semester if the disability is of a temporary nature.

Change of Grade

A grade once reported to the Student Personnel Office may be changed only upon authorization of the faculty member issuing the grade and the approval of the Dean of Instruction.

Transfer of Credit

Students from approved institutions of higher education ordinarily will be given credit, hour for hour, for work done in those institutions insofar as it applies to the requirements of the curriculum pursued at Cochise College. A grade of 4, earned at another institution, will not be accepted.

Students who have registered in other colleges and universities shall not disregard their records in such institutions in order to make application for admission solely on the basis of their high school records. Failure to report previous college attendance at the time of registration shall be sufficient cause for cancellation of the student's enrollment, of any credit earned, or both.

Career Programs

Transfer Programs

Students may enroll in Cochise College in one of several courses of study. It is the purpose of the College to present as broad a curriculum as possible in order to meet both community and regional needs, and also to give the general, specialized, and technical training, so necessary in our increasingly complex society.

Students who enroll with one purpose will frequently change their objectives. It is the philosophy of this institution that all fields are worthy occupational areas for the individual, and all instructors and counseling personnel assume responsibility to assist the student in finding the educational program best suited to his interests and abilities. Transfer from one program to another will always be made if it seems desirable.

Selection of a Major: The selection of a major is an indication of the goal toward which the student concentrates his efforts, whether it be mastery of a field of knowledge or development of marketable competencies. If a student is undecided about his major, he may find assistance in making a decision by studying further this section of the catalog.

Career Programs

Nontransfer career programs at Cochise College are intended for the student who wishes to extend his education by completing two years of college. The programs offered in career studies are designed to prepare men and women for employment upon completion of two years of education rather than to satisfy the course requirements essential for transfer to a four-year college or university.

Career programs in middle management, law enforcement, practical nursing, office careers, medical secretarial studies, medical record technology, drafting technology, and civil technology are offered at Cochise. Each career program has been developed with the aid of business and industrial advisory committees to insure students of quality instruction and to enhance their opportunities for successful employment. (Information relating to additional occupational curricula may be secured through the Office of Admissions.)

Upon completion of the required two years of studies, students will receive an Associate in Arts or Associate in Science degree. The College Placement Bureau will assist graduates in finding permanent full-time positions in fields of specialization.

In addition to the established two-year career programs listed above, the college will offer a variety of occupational short-term, non-credit extension courses upon request of business and industry.

Curriculum Guides

The curricula outlined in the following pages include general education courses intended to broaden the student's understanding of himself and his world. It is assumed that through such courses the student will develop a sense of personal and social responsibility and understandings appropriate to his vocation and community affairs.

Civil Technology

The education of Civil Technicians at Cochise College is planned to most efficiently produce a graduate who will be effective and will be in demand in the field of Civil Engineering. The College studies develop a basic understanding of the arts and sciences needed, and the attainment of skills necessary in the performance of jobs common to civil engineering and construction. The technicians trained in this program may assist the civil engineer in planning, directing, inspecting, and supervising these kinds of projects.

Slight modifications of the program may be permissible during the sophomore year to prepare the student for specific employment opportunities.

Freshman Year

First Semester		Cr	Second Semester		Cr
CT 1	Orient. to Civil Technology	2	CT 7	Plane Surveying	4
DT 2	Technical Drafting	3	CT 52	Materials of Construction	2
Math 24	Trigonometry	3	Math 20	College Algebra	3
Engl 1	English Composition	3	Spch 3	Fundamentals of Speech	3
Psycn 1	Orient. to College	1	PE 2	Physical Education	1
PE 1	Physical Education	1		Fine Arts Elective	3
	Social Science Elective	3			
		<hr/>			<hr/>
		16			16

Sophomore Year

Third Semester		Cr	Fourth Semester		Cr
CT 62	Route Surveying	3	CT 50	Elements of Construction	3
Phys 12	Foundations of Science	3	CT 51	General Land Surveying	3
Engl 8	Written Communications & Reports	3	CT 54	Concrete Materials	4
PE 3	Physical Education	1	CT 65	Intro. to Hydraulics & Hydrology	2
	Social Science Elective	3	PE 4	Physical Education Elective	1
	Elective	3			3
		<hr/>			<hr/>
		16			16

TYPICAL EMPLOYMENT OPPORTUNITIES

Surveyor, construction foreman, estimator, structural draftsman, engineering aid, topographer, materials tester, materials salesman, specification writer

Drafting Technology

The curriculum in Drafting Technology develops draftsmen who prepare engineering documents or drawings for the transfer of ideas from the designer to the producer of products. Draftsmen are responsible for the completeness and accuracy of drawings, simple calculations, and records. Preparation for this career requires a knowledge of mechanics, mathematics, and building materials.

Freshman Year

First Semester		Cr	Second Semester		Cr
DT 10	Mechanical Drawing	3	DT 22	Technical Drafting	3
Bus 18	Calculating Machines	2	DT 23	Applied Descriptive Geometry	3
Math 11	Intermediate Algebra	3	Math 24	Plane Trigonometry	3
Engl 1	English Composition	3	Math 26	Slide Rule	1
Psych 1	Orientation to College	1	Engl 8	Written Communications & Reports	3
PE 1	Physical Education	1	PE 2	Physical Education	1
	Social Science Elective	3		Fine Arts Elective	3
		—			—
		16			17

Sophomore Year

Third Semester		Cr	* Fourth Semester		Cr
DT 31	Drafting and Design for Electricity-Electronics	3	CT 7	Plane Surveying	4
DT 34	Machine Drawing	3	DT 49	Topographical Drafting	3
Phys 12	Foundations of Science	3	DT 47	Structural Drafting	3
PE 3	Physical Education	1	DT 46	Architectural Drafting & Design	3
	Social Science Elective	3	PE 4	Physical Education	1
	Elective	3		Elective	2
		—			—
		16			16

* Option: DT 45, Technical Design — Student may elect to take DT 45, Technical Design in place of **one** of the following 3 courses: DT 49, DT 47, DT 46.

Law Enforcement

The magnitude and complexity of today's law enforcement and rehabilitation activities dictate the need for appropriately educated law enforcement personnel. The program at Cochise College is designed to prepare graduates for the challenging and demanding opportunities which exist in public service and private industry.

The selection of law enforcement officers presents a diversified picture of minimum standards established by individual agencies. Failure to meet proper requirements may exclude persons from acceptance into the program. This program is open to both men and women.

LAW ENFORCEMENT

Freshman Year

First Semester		Cr	Second Semester		Cr
LE 60	Intro. to Law Enforcement	3	LE 62	Police Organization & Administration	3
Hlth 70	First Aid and Safety	2	Spch 3	Fundamentals of Speech	3
Engl 1	English Composition	3	Psych 2a	Elementary Psychology	3
Psych 1	Orientation to College	1	PE 2	Physical Education	1
PE 1	Physical Education	1		Elective	3
	Social Science Elective	3		Elective	3
	Elective	3			
		16			16

Sophomore Year

Third Semester		Cr	Fourth Semester		Cr
LE 64	Police Patrol Functions	3	LE 70	Criminal Investigation	4
LE 66	Criminal Law	1	LE 72	Police Arsenal - Weapons	1
PE 3	Physical Education	1	LE 74	Arrest, Search & Seizure	3
Engl 8	Written Communications & Reports	3	Soc 12	Juvenile Delinquency	3
	Science Elective	3	PE 72	Defensive Tactics	1
	Elective	3		Fine Arts Elective	3
		17			15

TYPICAL EMPLOYMENT OPPORTUNITIES

Industrial security officer, parole and probation officer, penal officer, patrolman (state, local), dispatcher, private investigator

Medical Record Technician

One of the most important members of the hospital team is the medical record technician, the historian of patient care. She assists in organizing and controlling the mass of reports which, once assembled, accurately states in uniform, scientific language, life's most anxious moments. The need for qualified people in this specialized field far exceeds the supply. Second year students will serve an internship in a large hospital.

Freshman Year

First Semester		Cr	Second Semester		Cr
Engl 1	English 1	3	Spch 3	Speech	3
Zoo 40	Mammalian Anatomy	4	Hlth 42	Hygiene	3
Bus 7	Intermediate Typing	3	Bus 8	Advanced Typing	3
Bus 10	Elementary Shorthand	3	Bus 11	Intermediate Shorthand	3
PE 1	Physical Education	1	PE 2	Physical Education	1
Psych 1	Orientation to College	1	Bus 4	Business Math or	
		15	Bus 1a	Principles of Accounting	3
					16

Sophomore Year

Third Semester		Cr	Fourth Semester		Cr
Bus 62	Office Procedures	3	Bus 81	Medical Terminology	3
Bus 23	Personnel Psychology	3	Bus 83	Medical Transcription	3
Soc 1	Introduction to Sociology	3	PE 1	Physical Education	1
	Science Elective	3	Bus 97	Internship as Medical Record Technician	9
	Fine Arts Elective	1			16
PE 3	Physical Education	1			
		17			

Medical Secretary

With continued expansion and improvement of health care for people of all ages, opportunities for medical secretaries are increasing.

Students who select this career program will increase their basic secretarial competencies while studying medical terminology and medical transcription, personal hygiene, anatomy, and general education subjects. Second year students will serve an internship in a large hospital.

Graduates may find employment as medical secretaries or related workers with insurance companies, hospitals, or medical clinics.

Freshman Year

First Semester		Cr	Second Semester		Cr
Engl 1	English 1	3	Spch 3	Speech	3
Zoo 30	Mammalian Anatomy	4	Hlth. 42	Hygiene	3
Bus 7	Intermediate Typing	3	Bus 8	Advanced Typing	3
Bus 10	Elementary Shorthand	3	*Bus 11	Intermediate Shorthand	3
PE 1	Physical Education	1	PE 2	Physical Education	1
Psych 1	Orientation to College	1	Bus 4	Business Math or	
		—	Bus 1a	Principles of Accounting	3
		15			—
					16

Sophomore Year

Third Semester		Cr	Fourth Semester		Cr
Bus 62	Office Procedures	3	Bus 81	Medical Terminology	3
Bus 23	Personnel Psychology	3	Bus 83	Medical Transcription	3
Soc 1	Introduction to Sociology	3	PE 4	Physical Education	1
	Science Elective	3	Bus 95	Internship as Medical Secretary	9
	Fine Arts Elective	4			—
PE 3	Physical Education	1			16
		—			
		17			

* Shorthand recommended but not required

Middle Management

Students who select this dynamic career program may choose one of several avenues to successful employment to which a knowledge of marketing, merchandising, distribution (buying, selling, and promotion) is important. Outstanding graduates may be preferred candidates for junior executive positions.

The purpose of this career program is to combine a broad general education with an understanding of customer needs, and business and marketing practices. Second year students will receive valuable on-the-job training with pay in carefully selected merchandising institutions. This career program is open to both men and women.

MIDDLE MANAGEMENT

Freshman Year

First Semester		Cr	Second Semester		Cr
Bus 1a	Principles of Accounting	3 ✓	Bus 31	Business Law	3 ✓
Bus 9	Survey of American Business	3 ✓	Bus 55	Principles of Marketing	3 ✓
Bus 53	Salesmanship	3 ✓	Spch 2	Fundamentals of Speech	1 ✓
Engl 1	English Composition	3 ✓	PE 2	Physical Education	1 ✓
Psych 1	Orientation to College	1 ✓		Science Elective	3 ✓
PE 1	Physical Education	1 ✓		Fine Arts Elective	3 ✓
	Social Science Elective	3 ✓			
		<hr/>			<hr/>
		17			16

Sophomore Year

Third Semester		Cr	Fourth Semester		Cr
Bus 57	Problems of Distribution	3 ✓	Bus 91	Trends and Practices in Marketing & Management (Supervised on job train'g)	12
Bus 72	Intro. to Data Processing	3 ✓	Bus 93	Seminar in Marketing & Management	3
Econ 2	Principles of Economics	3			
Bus 59	Principles of Advertising	3			
Engl 8	Written Communications & Reports	3			
PE 3	Physical Education	1			
		<hr/>			<hr/>
		16			15

TYPICAL EMPLOYMENT OPPORTUNITIES

Retail, wholesale, industrial salesman, buyer, merchandising assistant, assistant store or branch manager, warehouse supervisor, manufacturer's agent

Practical Nursing

The Practical Nursing program requires three semesters of study (or the equivalent thereof) and is designed to prepare students to function in a wide range of technical nursing skills under the supervision and guidance of the physician and professional nurse.

Classes are held on campus and in local hospitals where the class instruction and supervised practical nursing work aid the students to develop an understanding and competency of nursing, principles of skills. Upon completion of the program the student is eligible to take the state board examination for becoming a licensed practical nurse. This career program is open to men and women.

Freshman Year

First Semester		Cr	Second Semester		Cr
PNur 10	Professional Vocational Relationships	1	PNur 12b	Fundamentals of Nursing II	4
PNur 12a	Fundamentals of Nursing	6	PNur 14b	Medical Surgical Nursing II	7
PNur 14a	Medical Surgical Nursing	3	PNur 16	Mental Health	3
Zo 40	Mammalian Anatomy	1	Math 1X	Fund of Mathematics	3
Engl 1	English Composition	3	PE 2	Physical Education	1
PE 1	Physical Education	1			
		<hr/>			<hr/>
		18			18

Summer Session

	Cr	
PNur 14c	Maternal Child Nursing	8
PNur 18	Advanced Professional Vocational Relationships	1
	<hr/>	<hr/>
	9	

Secretarial Studies

Recent advances of business have opened a variety of opportunities in office careers. Interesting secretarial positions are available in government, foreign service, transportation, television, manufacturing, banking, and professional areas.

In accordance with the recommendations of office administrators the curriculum stresses mastery of office skills, English usage, and desirable personal traits.

In the program outlined, the student is advised to enter the skill classes which mark the present level of his or her proficiency in these fields. This career program is open to both men and women.

Freshman Year

First Semester		Cr	Second Semester		Cr
Bus 7	Intermediate Typing	3	Bus 8	Advanced Typing	3
Bus 10	Elementary Shorthand	3	Bus 11	Intermediate Shorthand	3
Bus 18	Calculating Machines	2	Bus 62	Office Procedures	3
Engl 1	English Composition or		Engl 2	English Composition or	
Engl 8	Written Communications & Reports	3	Spch 3	Fundamentals of Speech	3
Psych 1	Orientation to College	1	PE 2	Physical Education	1
PE 1	Physical Education	1		Fine Arts Elective	3
	Social Science Elective	3			16
		—			
		16			

Sophomore Year

Third Semester		Cr	Fourth Semester		Cr
Bus 4	Business Math or		Bus 31	Business Law	3
Bus 1a	Principals of Accounting	3	Bus 61	College Secretarial Procedure	3
Bus 12	Advanced Shorthand	3	Bus 23	Personnel Psychology	3
Engl 8	Written Communications & Reports or Elective	3	PE 4	Physical Education	1
PE 3	Physical Education	1		Elective	3
	Elective	3		Science Elective	3
	Social Science Elective	3			—
		—			16
		16			

TYPICAL EMPLOYMENT OPPORTUNITIES

Executive secretary, copywriter, office machines specialist, account specialist, general secretary

Transfer Programs

For the student who wishes to extend his education further to include a bachelor's (four-year) degree, Cochise College offers the first two years of the four-year program. In addition he may remove any high school grade or subject deficiencies which are required for entrance to the four-year college or university of his choice.

Students who plan to transfer to Arizona universities, or to other colleges and universities, should consult the specific catalog with the aid of their counselors to determine lower division require-

ments for junior standing. Catalogs of major universities and colleges are available in the Library or the Student Personnel Office.

The student who plans to graduate from Cochise College and wishes to obtain junior standing in another college or university has five requirements to fulfill.

- (1) He must clear up any entrance deficiencies in grades or subject matter if the senior college to which he expects to transfer requires it;
- (2) He must fulfill the general requirements of the senior college which are prescribed for all students;
- (3) He must fulfill his own pre-major requirements, i.e., the lower division requirements for his upper division major;
- (4) He must fulfill the general education requirements of Cochise College, see academic regulations section of this catalog;
- (5) He must earn a cumulative grade point average of 3.000 or better.

Students taking this program should carefully check the catalog of the college or university to which they will transfer and consult their advisor before planning a two-year program.

ROTC Program

Under the provisions of the ROTC Vitalization Act of 1964, junior college men are now eligible to immediately enter the Advanced ROTC Program when they transfer to a four-year college or university. Information relative to this program may be secured from the Dean of Students.

Anthropology

- | | | |
|----|---|----------------|
| 1 | INTRODUCTION TO ANTHROPOLOGY
Prerequisite: None.
Origin and antiquity of man.
Lecture 3 hours. | 3 UNITS |
| 2 | INTRODUCTION TO ANTHROPOLOGY
Prerequisite: None.
Development of culture.
Lecture 3 hours. | 3 UNITS |
| 85 | NATIVE PEOPLES OF THE SOUTHWEST
Prerequisite: None.
Prehistoric Indians.
Lecture 2 hours. | 2 UNITS |
| 86 | NATIVE PEOPLES OF THE SOUTHWEST
Prerequisite: None.
Modern Indian groups.
Lecture 2 hours. | 2 UNITS |

Art

- | | | |
|---|---|----------------|
| 3 | BASIC DESIGN
Prerequisite: None.
Elements of visual perception and organization in two- and three-dimensional media.
Lecture 2 hours, Studio 4 hours. | 3 UNITS |
| 6 | BASIC DRAWING
Prerequisite: None.
Representational drawing and expressive pictorial design.
Lecture 2 hours, Studio 4 hours. | 3 UNITS |
| 7 | SURVEY OF WORLD ART
Prerequisite: None.
Analysis and appreciation of the art and architecture of Western civilization through the Gothic era and the world of prehistoric and primitive cultures.
Lecture 3 hours. | 3 UNITS |
| 8 | SURVEY OF WORLD ART
Prerequisite: None.
Analysis and appreciation of the art and architecture of Western civilizations from Renaissance through Modern times, and important Eastern cultures, tracing the development of their national styles.
Lecture 3 hours. | 3 UNITS |

- 30 TWO-DIMENSIONAL DESIGN 3 UNITS**
Prerequisite: Art 3.
 Manipulation, control, and structure of pictorial space, working with many materials. An historical and contemporary approach to composition.
 Lecture 2 hours, Studio 4 hours.
- 31 THREE-DIMENSIONAL DESIGN 3 UNITS**
Prerequisite: Art 3.
 A studio course with an inquiry into the use of volume and mass relationships as they exist in actual space. Experimentation in the use of various materials, and an emphasis upon the establishment of visually meaningful relationships.
 Lecture 2 hours, Studio 4 hours.
- 45 BEGINNING FIGURE DRAWING 3 UNITS**
Prerequisite: Art 6 or permission of the professor.
 Drawing of the human figure, with the emphasis on the organic form, relationships, motion, rhythm, and gesture, with a secondary emphasis on the figure in its environment.
 Studio 6 hours.
- 65 BEGINNING COMMERCIAL DESIGN 3 UNITS**
Prerequisite: Art 3.
 The course content is a study of the principles of commercial design and the techniques of advertising layout and their practical application. It is also concerned with the tools and materials used in the fields of advertising.
 Lecture 2 hours, Studio 4 hours.
- 80 BEGINNING PAINTING 3 UNITS**
Prerequisites: Art 3, Art 6 or permission of the professor.
 Elementary course in pictorial organization and in methods and techniques of oil painting.
 Studio 6 hours.

Biology

- 1a-1b GENERAL BIOLOGY 4-4 UNITS**
Prerequisites: 1a is a prerequisite for 1b.
 Principles and concepts of biology, including historical development, with reference to organization, function, heredity, and evolution of micro-organisms, plants, and animals.
 Lecture 3 hours, Laboratory 3 hours.

FOUNDATIONS OF SCIENCE: BIOLOGY **3 UNITS**
Prerequisites: Chemistry 12 and Physics 12 or equivalent courses.

Basic concepts of both animals and plants, with emphasis on the processes and interrelationships of living things with each other and their surroundings.
 Lecture 2 hours, Laboratory 3 hours.

Botany

1 **GENERAL BOTANY** **4 UNITS**
Prerequisites: Chemistry 2a, Chemistry 12 or high school chemistry.

Basic course in botany for students of plant or animal science. An introduction to the principles of botany as illustrated by plants, with emphasis on morphology and physiology.
 Lecture 3 hours, Laboratory 3 hours.

Business

1a-1b **PRINCIPLES OF ACCOUNTING** **3-3 UNITS**
Prerequisite: 1a is a prerequisite for 1b.

Recording transactions, theory of debit and credit, classification of accounts, and preparation and interpretation of financial statements as applied to sole proprietorships, partnerships, and corporations.
 Lecture 3 hours, Laboratory 2 hours.

3a-3b **INTERMEDIATE ACCOUNTING** **3-3 UNITS**
Prerequisites: Business 1a and 1b.

Basic process and concepts of accounting: form and content of income statements and balance sheets, accounting for stockholder's equity, theory, and problems involved in accounting assets and liabilities, income determination, analysis and interpretation of financial statements.
 Lecture 3 hours, Laboratory 2 hours.

4 **BUSINESS MATHEMATICS** **3 UNITS**
Prerequisite: None.

Fundamental business operations: percentages, interest, bank discount, ratio and proportion, measurements, partial payments, installment buying, personal borrowing, payroll and wage systems, consignment buying, social security taxes and benefit insurance, FHA financing, averages, and graphic presentations.
 Lecture 3 hours.

- 6 ELEMENTARY TYPING 3 UNITS**
Prerequisite: None.
 Development of basic typewriting skills and techniques. Introduction to letter styles and forms, tabulations, and manuscript writing. Students who have had typing in high school should enroll in Business 7.
 Lecture-Laboratory 5 hours.
- 7 INTERMEDIATE TYPING 3 UNITS**
Prerequisite: Business 6, or high school typing, or permission of the professor.
 Improvement of typewriting skills; stresses techniques and accuracy in problem typing, as well as net rate in time writings. Includes all styles of business letters and business forms.
 Lecture-Laboratory 3 hours.
- 8 ADVANCED TYPING 3 UNITS**
Prerequisite: Business 7 or permission of the professor.
 Further development of typewriting skills, special problems in business letters, manuscripts, tabulation, and various business forms.
 Lecture-Laboratory 3 hours.
- 9 SURVEY OF AMERICAN BUSINESS 3 UNITS**
Prerequisite: None.
 Fundamental characteristics and functions of modern business, with emphasis on career opportunities and business finances.
 Lecture 3 hours.
- 10 ELEMENTARY SHORTHAND 3 UNITS**
Prerequisites: Business 6 or equivalent, a minimum grade of 3 in English, or permission of the professor.
 Emphasis on theory. Students are expected to attain a minimum speed of 60 words a minute on familiar material and to make accurate transcriptions. Students who have had shorthand in high school should enroll in Business 11.
 Lecture-Laboratory 4 hours.
- 11 INTERMEDIATE SHORTHAND 3 UNITS**
Prerequisite: One year of shorthand in high school, or Business 10 with a grade of 3 or better, or permission of the professor.
 Improvement of shorthand skills; development of dictation speed to a minimum of 80 words a minute on new material.
 Lecture-Laboratory 4 hours.

- 53 SALESMANSHIP 3 UNITS**
Prerequisite: None.
 Career opportunities in sales work, practical and psychological factors in selling, development of desirable sales personality, current techniques in conducting sales campaigns. Members of the class will engage in practical sales demonstrations.
 Lecture 3 hours.
- 55 PRINCIPLES OF MARKETING 3 UNITS**
Prerequisite: Business 53.
 Principles involved in the distribution of goods and services from the producer to the ultimate consumer, including functions of wholesaling, retailing, direct selling, risk taking, storage, etc.
 Lecture 3 hours.
- 57 PROBLEMS OF DISTRIBUTION 3 UNITS**
Prerequisite: Business 55.
 Case study and individualized approach to distribution problems. Students will study in depth facets of distribution which are particularly appealing to them and which have specific vocational significance.
 Lecture 3 hours.
- 59 PRINCIPLES OF ADVERTISING 3 UNITS**
Prerequisite: None.
 Role of advertising in distribution, including advertising media, advertising organizations, advertising copy, layout, and production.
 Lecture 3 hours.
- 62 OFFICE PROCEDURES 3 UNITS**
Prerequisite: None.
 General office procedures, including duties of office workers, personal qualifications, systems of filing, preparation of reports, handling mail, and operation of duplication machines most commonly found in business offices.
 Lecture 3 hours.
- 64 COLLEGE SECRETARIAL PROCEDURES 3 UNITS**
Prerequisite: Business 11.
 Finishing course for secretarial students, including study of office organization, layout, work flow, procedure, standards, personnel, and supervision procedures.
 Lecture 3 hours.

- 72 INTRODUCTION TO DATA PROCESSING 3 UNITS**
Prerequisite: None.
 Survey of data processing, including the history of tabulating machines and electronic computers and the role of the punch card in data processing descriptions. Functions of various machines, introduction to the use of programming of electronic computers, study of systems, procedures, and charting.
 Lecture 3 hours.
- 81 MEDICAL TERMINOLOGY 3 UNITS**
Prerequisite: Permission of the professor.
 The study of prefixes first, suffixes and the principles for combining the two to make compounds followed by a comprehensive study of a list of diagnostic, operative, symptomatological and drug terms and abbreviations frequently encountered in medical records.
 Lecture 3 hours.
- 83 MEDICAL TRANSCRIPTION 3 UNITS**
Prerequisite: Business 8.
 Transcribing histories, physicals, admission and discharge notes, and surgical dictation from the audiograph equipment. (Students will be expected to visit the operating rooms to observe surgery during this time.)
 Lecture-Laboratory 4 hours.
- 91 TRENDS AND PRACTICES IN MARKETING MANAGEMENT 12 UNITS**
Prerequisite: Business 57.
 Culminating effort of students enrolled in the middle management program. Consists of paid supervised employment in wholesaling, retailing, service, or other distributive occupations. Students will normally live off campus in market areas.
 Seminars by appointment.
- 93 SEMINAR IN MARKETING AND MANAGEMENT 3 UNITS**
Prerequisite: Business 57.
 Designed to dovetail theory and practice. Problems encountered by students in their training stations will be discussed. (To be taken concurrently with Trends and Practices in Marketing and Management.)
 Lecture 3 hours.

95 **INTERNSHIP AS MEDICAL SECRETARY** **9 UNITS**

Prerequisite: Concurrent enrollment in Bus. 81 & Bus. 83.
Experience in a hospital business office designed to dovetail theory and practice. Problems encountered by students in their hospital training stations will be discussed. Lecture-Laboratory experience at Tucson Medical Center.

97 **INTERNSHIP AS MEDICAL
RECORD TECHNICIAN** **9 UNITS**

Prerequisite: Concurrent enrollment in Bus. 81 & Bus. 83.
Experience in a hospital medical records library designed to dovetail theory and practice. Problems encountered by students in their hospital training stations will be discussed.
Lecture-Laboratory experience at Tucson Medical Center.

Chemistry

2a **GENERAL CHEMISTRY** **4 UNITS**

Prerequisites: One year of high school chemistry, or Chemistry 12 with a grade of 3 or better, or Math 11.
Introduction to the general principles of chemistry with emphasis upon quantitative relationships; properties of matter are related wherever possible to present concepts of atomic structure.
Lecture 3 hours, Laboratory 3 hours.

2b **GENERAL CHEMISTRY** **4 UNITS**

Prerequisite: Chemistry 2a.
Continuation of Chemistry 2a with emphasis upon chemical equilibrium and a study of the elements through group relationships on periodic tables. Principles of ionic equilibrium are studied in the laboratory by means of experiments in acid-base equilibria, solubility products, and a modified scheme of qualitative analysis.
Lecture 3 hours, Laboratory 3 hours.

12 **FOUNDATIONS OF SCIENCE: Chemistry** **3 UNITS**

Prerequisite: No previous chemistry background is assumed, and any mathematics needed will be developed in the course.
The classification and structure of matter and the principles of chemical reactions.
Lecture 2 hours, Laboratory 3 hours.

- 26 ROUTE SURVEYING 3 UNITS**
Prerequisite: Civil Technology 7.
 A review of instrument adjustment, stadia and celestial observations. Advanced problems in horizontal, vertical, and easement curves will also be discussed.
 Lecture 3 hours.
- 50 ELEMENTS OF CONSTRUCTION 2 UNITS**
Prerequisite: Civil Technology 26.
 Basic elements of construction such as construction scheduling, equipment, and methods. Students will perform calculations in analysis of construction operation to determine such factors as cost, production, and economics of equipment use.
 Lecture 3 hours.
- 51 GENERAL LAND SURVEYING 3 UNITS**
Prerequisites: Math 24 or 44 and Civil Technology 26.
 Theory of measurements and errors; vertical and horizontal control methods; topographic, public land, and construction surveys; use of surveying instruments.
 Lecture 2 hours, Laboratory 3 hours.
- 52 MATERIALS OF CONSTRUCTION 2 UNITS**
Prerequisite: Civil Technology 1.
 Principal materials used in the construction of highways, buildings, utilities, and other structures.
 Lecture 2 hours, Laboratory 3 hours.
- 54 CONCRETE MATERIALS 4 UNITS**
Prerequisite: Civil Technology 52.
 The study of aggregates, Portland cement, and Portland cement concrete, with laboratory exercises in standard testing procedures.
 Lecture 3 hours, Laboratory 3 hours.
- 65 INTRODUCTION TO HYDRAULICS AND HYDROLOGY 2 UNITS**
Prerequisite: Civil Technology 26.
 Includes fundamental principles of liquid flow in pressured conduits and open channels, hydraulic cycle, run-off collection, systems and steam flow.
 Lecture 2 hours.
- 66 CONSTRUCTION LAW 2 UNITS**
Prerequisite: None.
 Legal aspects of building codes, contractor's licenses, workmen's compensation, social security, state safety regulations, lien laws. Interpretations and applications of the laws pertaining to the construction industry.
 Lecture 2 hours.

67 WELDING PROCESSES 2 UNITS
Prerequisite: Permission of the professor.
Introduction to welding equipment and processes, with training in basic knowledge and the understanding of safety, equipment, and set-up, iron ore smelting, and refining of metals.
Lecture-Laboratory 3 hours.

68 HIGHWAY SURVEYING 3 UNITS
Prerequisite: 10 hours of surveying and Drafting Technology 49.
The fundamental principles of surveying and their application to problems involving highway construction.
Lecture 1 hour, Laboratory 4 hours.

Drafting Technology

10 MECHANICAL DRAWING 3 UNITS
Prerequisite: None.
Mechanical drafting as pertains to lettering, orthographic and pictorial dimensioning, sections, conventions, working drawings, and blueprint reading; for students who have not had mechanical drawing in high school.
Lecture 2 hours, Laboratory 4 hours.

22 TECHNICAL DRAFTING 3 UNITS
Prerequisite: Drafting Technology 10.
Elementary course for students who have limited drawing experience. Use of templates, fundamentals of drawing and drafting room practice, symbols and standards; emphasis placed on construction and interpretation of typical industrial drawings.
Lecture 1½ hours, Laboratory 4½ hours.

23 APPLIED DESCRIPTIVE GEOMETRY 3 UNITS
Prerequisite: Drafting Technology 22.
A study of graphic analysis and the solution of typical three-dimensional space problems through the application of the principles of multiview projection. Fundamental problems are related to points, lines, planes, intersections, and development of plane and curved surfaces, revolution, and vector geometry.
Lecture 2 hours, Laboratory 4 hours.

31 DRAFTING AND DESIGN FOR ELECTRICITY-ELECTRONICS 3 UNITS
Prerequisite: Drafting Technology 10, 22.
The study of wiring diagrams, schematics, cable diagram, and logic as applied to modern drafting techniques.
Lecture 2 hours, Laboratory 4 hours.

- 34 MACHINE DRAWING 3 UNITS**
Prerequisite: Drafting Technology 22.
 Advanced study and applications of detail and assembly drawings of machines, including technical sketching, precision dimensioning and tolerancing; representations and symbols.
 Lecture 1½ hours, Laboratory 4½ hours.
- 45 TECHNICAL DESIGN 3 UNITS**
Prerequisite:
 The principles involved in machine and tool design involving jigs and fixtures, strength of materials and class of fits.
 Lecture 2 hours, Laboratory 4 hours.
- 46 ARCHITECTURAL DRAFTING & DESIGN 3 UNITS**
Prerequisite: Drafting Technology 34.
 Architectural design, methods and types of construction of important details of modern structures.
 Lecture 1½ hours, Laboratory 4½ hours.
- 47 STRUCTURAL DRAFTING 3 UNITS**
Prerequisite: Drafting Technology 22.
 Covers layout and detail drawing showing the design and construction of buildings, bridges, and other structures using such materials as steel, concrete, and timber.
 Lecture 1½ hours, Laboratory 4½ hours.
- 49 TOPOGRAPHICAL DRAFTING 3 UNITS**
Prerequisite: Drafting Technology 22.
 Topographic maps drawing; road maps as used by civilian and military agencies; contour and relief models, map projections. Descriptions of land, drawings of parcels and tracts of land; subdivision layout; boundary records and legal terms.
 Lecture 1½ hours, Laboratory 4½ hours.

Drama

- 1 ACTING 3 UNITS**
Prerequisite: None.
 Theories of dramatic art and practice in acting.
 Lecture 3 hours.
- 2 ACTING 3 UNITS**
Prerequisite: Drama 1.
 The understanding of the major factors in developing characterizations in all types of dramatic literature, including theories of dramatic art and practice in acting.
 Lecture 3 hours.

- 3 PRINCIPLES AND TECHNIQUES OF PLAY PRODUCTION 3 UNITS**
Prerequisite: None.
 Theories and practices of dramatic art: acting, directing, scene designing, costuming, stage lighting, makeup, organization, and a brief history of the theatre.
 Lecture 3 hours.
- 4 PRINCIPLES AND TECHNIQUES OF PLAY PRODUCTION 3 UNITS**
Prerequisite: Drama 3.
 Techniques and materials used in producing the play or dramatic program, covering all elements and phases of production.
 Lecture 3 hours.
- 10 THEATER WORKSHOP 1 UNIT**
Prerequisite: Permission of the professor (audition).
 Actual participation in a college dramatic production either in an acting or a production role. No student will be awarded more than **four** such credits.

Economics

- 2 PRINCIPLES OF ECONOMICS 3 UNITS**
Prerequisite: None.
 The American economic system, fundamental principles, basic areas of economic analysis, economic theories, and practical applications to current economic problems.
 Lecture 3 hours.
- 3 PRINCIPLES OF ECONOMICS 3 UNITS**
Prerequisite: Economics 2.
 Price theory for the product market models, factor prices, international economics.
 Lecture 3 hours.

Education

- 11 INTRODUCTION TO EDUCATION 3 UNITS**
Prerequisite: Sophomore standing or permission of the professor.
 The significance of our educational institutions in the development of our society; an introduction to the cultural and social influences on educational theory and practice.
 Lecture 3 hours.

Engineering

- 17** **MECHANICS OF MATERIALS** **4 UNITS**
Prerequisites: Physics 3a and 3b.
Material behavior; relationship between external forces acting on elastic and inelastic bodies, and the resulting stress and strain; combined stresses.
Lecture 3 hours.
- 80** **FIELDS OF STATIC AND MOVING CHARGES** **3 UNITS**
Prerequisites: Math 51, 52, 53.
Introduction to static and time varying electric and magnetic fields, Coulomb's law, Gauss' law, Laplace's equation, Biot-Savart law, Ampere's law, and introduction to the interaction of electric and magnetic fields with materials.
Lecture 3 hours, Seminar 1 hour.

English

- X** **ENGLISH FUNDAMENTALS** **3 UNITS**
Prerequisite: None.
Emphasis on reading and writing; intensive review of grammar, spelling, and other fundamentals. Cannot be transferred to a four-year institution.
Lecture 3 hours.
- 1** **COMPOSITION** **3 UNITS**
Prerequisite: English placement test or a grade of 3 or better in English X.
Expository reading and writing, review of paragraph development, study of the larger units of composition, basic study of style, and preparation of reference papers.
Lecture 3 hours.
- 2** **COMPOSITION** **3 UNITS**
Prerequisite: English 1.
Advanced work in composition. Special emphasis on argumentative and persuasive writing and preparing research papers.
Lecture 3 hours.
- 4** **INTRODUCTION TO LITERATURE** **3 UNITS**
Prerequisites: English 1 and 2 or permission of the instructor.
Analysis of literary expression, the poem, drama, essay, novel, and short story.
Lecture 3 hours.

- 5 ENGLISH FOR BILINGUAL AND FOREIGN STUDENTS 3 UNITS**
Prerequisite: None.
 For students whose native speech is not English. Will not meet English requirements in four-year institution.
 Lecture 3 hours.
- 7 NARRATIVE WRITING 3 UNITS**
Prerequisites: English 1 and 2 or permission of the professor.
 A three-hour lecture and workshop in writing with emphasis on the creative aspects: short stories, novel, narrative sketch, etc.
 Lecture 3 hours.
- 8 WRITTEN COMMUNICATIONS AND REPORTS 3 UNITS**
Prerequisite: English placement test or a grade of 3 in English X.
 Development of skills for effective written communication. Stresses organization of factual and statistical materials, basic report style and format, and the functions and purpose of formal business communications.
 Lecture 3 hours.
- 20 SURVEY OF ENGLISH LITERATURE 3 UNITS**
Prerequisites: English 1 and 2 or permission of the professor.
 A chronological study of some of the leading writers of English literature from the Old English period to the present day.
 Lecture 3 hours.
- 21 SURVEY OF ENGLISH LITERATURE 3 UNITS**
Prerequisites: English 1 and 2 or permission of the professor.
 Based upon the later English literature.
 Lecture 3 hours.
- 24 AMERICAN LITERATURE 3 UNITS**
Prerequisites: English 1 and 2 or permission of the professor.
 A critical study of selected works of American prose and poetry.
 Lecture 3 hours.
- 25 AMERICAN LITERATURE 3 UNITS**
Prerequisites: English 1 and 2 or permission of the professor.
 The influence of westward expansion, the growth of regionalism, the literature of social protest.
 Lecture 3 hours.

- 5 ECONOMIC GEOGRAPHY 3 UNITS**
Prerequisite: None.
The world's resources and industries; agriculture, mineral resources, manufacturing, trade routes, and trade centers.
Lecture 3 hours.

Geology

- 7 INTRODUCTION TO MINERALOGY 3 UNITS**
Prerequisite: Chemistry 2b.
Determination of important minerals, their origins, and relationship, by physical and chemical tests.
Lecture 2 hours, Laboratory 3 hours.
- 12 FOUNDATIONS OF SCIENCE: GEOLOGY 3 UNITS**
Prerequisites: Chemistry 12 and Physics 12.
Current theories on earth processes, the applications of these processes to understanding man's physical environment, and the problems that remain to be solved.
Lecture 2 hours, Laboratory 3 hours.
- 51 PHYSICAL GEOLOGY 3 UNITS**
Prerequisite: None.
Principles of physical geology for students who plan to major in geology, hydrology, engineering, and agriculture.
Lecture 2 hours. Laboratory 3 hours, including field trips.

Government

- 2 AMERICAN NATIONAL GOVERNMENT 3 UNITS**
Prerequisite: None.
The national government of the United States, including constitutional principles, structure, and functions. This course is not open to those with credit in Govt. 57. It fulfills the federal constitution requirement for an Arizona teaching certificate.
Lecture 3 hours.
- 57 CONSTITUTIONAL GOVERNMENT — NATIONAL & ARIZONA GOVERNMENT 3 UNITS**
Prerequisite: Sophomore standing.
The Constitution of the United States and the Constitution of Arizona. One-half of the time is given to the study of the Constitution of Arizona. The national and Arizona section of this course are both approved for teacher certifications. Students majoring in political science and planning to transfer to a four-year institution should take Govt 2 and not Govt 57.
Lecture 3 hours.

5 HISTORY OF WESTERN CIVILIZATION 3 UNITS

Prerequisite: None.

Rise of modern liberalism and democracy, the French Revolution, tensions of the 19th century, and latest world developments.

Lecture 3 hours.

Humanities

50 HUMANITIES 4 UNITS

Prerequisites: Sophomore standing and English 1 and 2, or six units of freshman English.

Western man's cultural and philosophical development from ancient times to the present. Emphasis on the development of music, art, philosophy, and literature in an historical context.

Lecture 4 hours.

51 HUMANITIES 4 UNITS

Prerequisites: Sophomore standing and English 1 and 2, or six units of freshman English.

An integrated course designed to develop a discriminating appreciation of art, music, literature, philosophy, and religion.

Lecture 4 hours.

Journalism

1 NEWS WRITING AND REPORTING 3 UNITS

Prerequisite: Eligibility for English 1 or completion of English 1 with a grade of 3 or better, or permission of the professor.

Introductory lecture course in journalism, with emphasis on the development of skills needed for the gathering and reporting of news, with additional consideration of such topics as the newsworthiness of events, public relations, the newspaper as a mass medium, news coverage of specific types of events, news and feature writings, and newspaper ethics. News Writing Laboratory 2 or 3 may be taken concurrently.

Lecture 3 hours.

2 NEWS WRITING LABORATORY 3 UNITS

Prerequisite: Eligibility for English 1 or completion of English 1 with a grade of 3 or better, or permission of the professor.

Practical experience in news writing, feature writing, editing, make up, headline writing, and advertising layout and copy. Students in the News Writing Laboratory may comprise the staff of the student newspaper. May be taken concurrently with Journalism 1.

Lecture and Laboratory 3 hours.

- 3 NEWS WRITING LABORATORY 3 UNITS**
Prerequisite: Eligibility for English 1 or completion of English 1 with a grade of 3 or better, or permission of the professor.
 Journalism laboratory open to editorial staff of the College newspaper, yearbook, and literary magazine.
 Lecture and Laboratory 3 hours.
- 10 PUBLICATIONS WORKSHOP 1 UNIT**
Prerequisite: Permission of the professor.
 Actual participation in the reporting, writing, or photographic functions of the College publications. No student will be awarded more than **three** such credits. (Not open to students enrolled in scheduled journalism courses.)

Law Enforcement

- 60 INTRODUCTION TO LAW ENFORCEMENT 3 UNITS**
Prerequisite: None.
 Criminal and delinquent behavior in the U. S., including its variations, ramifications, explanations, and measures of prevention, control and treatment.
 Lecture 3 hours.
- 62 POLICE ORGANIZATION & ADMINISTRATION 3 UNITS**
Prerequisite: Law 60.
 Principles of organization and administration of Law Enforcement, including recruitment, selection, training, discipline, and promotion.
 Lecture 3 hours.
- 64 POLICE PATROL FUNCTIONS 3 UNITS**
Prerequisite: Law 62.
 Police patrol duties and responsibilities, including the distribution and supervision of forces, patrol procedures, police communications and records, traffic law enforcement and investigation, police functions in disaster and civil, racial, and labor disturbances.
 Lecture 3 hours.
- 66 CRIMINAL LAW 4 UNITS**
Prerequisite: Law 62, or permission of the professor.
 Crimes and their punishment, parties to crime, rules and evidence, and criminal procedure.
 Lecture 4 hours.

- 70 CRIMINAL INVESTIGATION 4 UNITS**
Prerequisite: Law 66.
 Theory of investigating process, including conduct at the crime scene, preservation and collection of physical evidence, the use of the police science laboratory, the investigation of specific crimes including juvenile offenses, and interrogation techniques.
 Lecture 3 hours, Laboratory 3 hours.
- 72 POLICE ARSENAL — Weapons 1 UNIT**
Prerequisite: Law 64.
 Handling, care, and use of firearms to enable the policeman to cope with any situation where firearms are needed. Lectures supplemented by an intensive range program in deliberate, point, and defense shooting.
 Lecture and laboratory 3 hours.
- 74 ARREST, SEARCH & SEIZURE 3 UNITS**
Prerequisite: Law 66.
 Laws and arrest, search and seizure, confessions, trial and courtroom procedure.
 Lecture 3 hours.

Mathematics

- 1X FUNDAMENTAL MATHEMATICS 3 UNITS**
Prerequisite: Indicated mathematics deficiency.
 Emphasizes basic arithmetic concepts and drill in skills and techniques of computation. Designed for students with low scores on mathematics placement tests. Includes number systems, number bases, fundamental operations with whole numbers, fractions and decimals, measurement, percentage, approximate numbers, areas, volume. Credit toward Associate degree only.
 Lecture 3 hours.
- 2X ELEMENTARY ALGEBRA 3 UNITS**
Prerequisite: Acceptable score in placement examination or grade of 3 or better in Math 1X.
 Covers the content of a complete first-year high school algebra course for students who have not earned credit in elementary algebra. Includes fundamental operations on integers, powers, and exponents, special products and factoring of polynomials, algebraic fractions, functions, graphs, equations, quadratic formula. Credit toward Associate degree only.
 Lecture 3 hours.

- 3X PLANE GEOMETRY 3 UNITS**
Prerequisite: One year high school algebra or Math 2X.
 Covers the content of a complete high school plane geometry course for students who have not earned credit in plane geometry. Includes elementary logic, congruence, parallelograms, circles, inequalities, similar polygons, loci, constructions, area. Credit toward Associate degree only.
 Lecture 3 hours.
- 11 INTERMEDIATE ALGEBRA 3 UNITS**
Prerequisites: One year of high school algebra and one year of high school geometry or Math 3X.
 Covers the content of advanced high school algebra, hence not open for credit to students who have earned credit in such a course. Includes real number system, polynomials, fractions, first and second degree equations, radicals, functions and graphs, simultaneous systems, sequence and series, exponential and logarithmic functions.
 Lecture 3 hours.
- 12 BASIC CONCEPTS OF NUMBER 3 UNITS**
Prerequisite: Two years of high school mathematics, not including general mathematics, or one year of college mathematics not including Math 1X.
 The nature of number and systems of enumeration, the logical structure of arithmetic, informal and formal geometry. Emphasis is on developing a basis for understanding the common processes of arithmetic and the metric and non-metric relations in geometry.
 Lecture 3 hours.
- 20 COLLEGE ALGEBRA 3 UNITS**
Prerequisites: High school plane geometry or Math 3X together with one and one-half years of algebra in high school or Math 11.
 Includes sets, logic of algebra, inequalities, absolute values, functions and graphs, linear and quadratic functions, determinants, polynomial functions, inverse functions, permutations and combinations, binomial theorem, mathematical induction, exponential and logarithmic functions, and complex numbers.
 Lecture 3 hours.
- 24 PLANE TRIGONOMETRY 3 UNITS**
Prerequisite: Math 20 or approval of the professor.
 Includes trigonometric functions, identities, related angles, radian measure, graphs, functions of two angles, equations, logarithms, right and oblique triangles, inverse functions, complex numbers.
 Lecture 3 hours.

Prerequisite: Permission of the professor.

Multiplication and division, ratio and proportion, areas and circumference of circles, square root, cube root, logarithms, trigonometric functions, theory and practice of placing decimal point in all operations.

Lecture 1 hour.

44

COLLEGE ALGEBRA AND TRIGONOMETRY 5 UNITS

Prerequisites: High school plane geometry or Math 3X together with two years of high school algebra or Math 11.

Includes sets, logic of algebra, inequalities, absolute values, functions and graphs, circular functions, linear and quadratic functions, determinants, polynomial functions, inverse functions, permutations and combinations, binomial theorem, mathematical induction, exponential and logarithmic functions, applications of circular functions, complex numbers.

Lecture 5 hours.

51

ANALYTICAL GEOMETRY WITH CALCULUS 4 UNITS

Prerequisite: Four years of high school mathematics with permission of the professor or Math 20 and Math 24 or Math 44.

A brief review of absolute value and inequality, relations, functions and graphs. Geometry using algebraic methods (the straight line, circle, and selected special functions). Limits, continuity, definition of the derivative and anti-derivative. Definition of the definite integral. Differentiation of algebraic functions with applications to geometric and physical problems.

Lecture 4 hours.

52

ANALYTICAL GEOMETRY WITH CALCULUS 4 UNITS

Prerequisite: Math 51 with grade of 3 or better.

The conic sections, differentiation of trigonometric and exponential functions and their inverses, parametric equations, arc length, polar coordinates, vectors in a plane, formulas and methods of integration, and some applications of integration.

Lecture 4 hours.

53

ANALYTICAL GEOMETRY WITH CALCULUS 4 UNITS

Prerequisite: Math 52 with grade of 3 or better.

Solid analytic geometry, functions of several variables, partial differentiation, multiple integrals, infinite series.

Lecture 4 hours.

- 54** **CALCULUS AND DIFFERENTIAL EQUATIONS** **4 UNITS**
Prerequisite: Math 53 with grade of 3 or better.
Ordinary differential equations including series solutions.
Topics from vector analysis, orthonagonal functions, and
complex variables.
Lecture 4 hours.

Music

- 1** **INTRODUCTION TO MUSIC** **2 UNITS**
Prerequisite: None.
An introduction to music listening illustrated with re-
cordings of important musical literature of the eighteenth
through twentieth centuries.
Lecture 2 hours.
- 2** **INTRODUCTION TO MUSIC** **2 UNITS**
Prerequisite: None.
Special emphasis is placed on style characteristics of
music from the Renaissance to the present.
Lecture 2 hours.
- 8** **BEGINNING CHOIR** **1 UNIT**
Prerequisite: None.
The Beginning Choir (College Glee Club, Mixed Chorus)
studies basic singing skills and performs the standard
choral library.
Daily rehearsal.
- 10(B)a-d** **COLLEGE BAND** **1-1-1-1 UNITS**
Prerequisite: Audition.
The College Band studies and performs outstanding musi-
cal literature transcribed from orchestral repertory or
composed for band. The Band performs in concerts and at
selected athletic events. Open to all students with play-
ing experience who can demonstrate sufficient proficiency
on their instrument.
Daily rehearsal.
- 10(C)a-d** **COLLEGE CHOIR** **1-1-1-1 UNITS**
Prerequisite: Interview with director.
The College Choir performs outstanding literature from
various periods of musical composition. Open to all stu-
dents. Previous choral experience is not required.
Daily rehearsal.

- 20(I) α-d ENSEMBLE 1-1-1-1 UNITS**
Prerequisite: Two or three years playing experience in high school, or its equivalent.
 Duets, trios, quartets or larger ensembles of mixed or like instruments will study and perform music appropriate to the groups.
 Rehearsal 3 hours.
- 20(V)α-d ENSEMBLE 1-1-1-1 UNITS**
Prerequisite: One or two years singing experience in high school, or its equivalent.
 Solos, duets, trios, or larger ensembles will study and perform appropriate vocal literature. Principally for the student specializing in voice.
 Rehearsal 3 hours.
- 13(V)α-b**
14(V)α-b VOICE - Individual Instruction 1-1-1-1 UNITS
Prerequisite: Permission of the professor.
 Student prepares recital literature for jury performance.
 Weekly lesson.
- 13(I) α-b**
14(I) α-b INSTRUMENT - Individual Instruction 1-1-1-1 UNITS
Prerequisite: Permission of the professor.
 Student prepares recital literature for jury examination.
 Weekly lesson.
- 30 KEYBOARD HARMONY 1 UNIT**
Prerequisite: To be taken concurrently with Music 32.
 Special work on ear training, keyboard harmonization, and the realization of theory as applied to the keyboard.
 Laboratory 2 hours.
- 32α-32b THEORY 3-3 UNITS**
Prerequisite: 32α is a prerequisite for 32b.
 A systematic study of the rules of music. Ear training and sight singing are emphasized.
 Lecture 4 hours.

Philosophy

- 11 INTRODUCTION TO PHILOSOPHY 3 UNITS**
Prerequisite: None.
 A study of man's interpretation of the nature and meaning of reality, conduct, and of his own thinking.
 Lecture 3 hours.

Prerequisite: LE 60 or permission of the professor.

Development of necessary physical coordination and self-defense skills for combating attackers.

Laboratory 3 hours.

Physics

2α-2b

GENERAL PHYSICS**4-4 UNITS**

Prerequisite: Math 11. 2α is a prerequisite for 2b.

Lectures, demonstrations, and problems in mechanics, properties of matter, heat, sound, light, electricity and magnetism, and atomic and nuclear physics.

Lecture 3 hours, Laboratory 3 hours.

3α-3b

INTRODUCTORY PHYSICS WITH CALCULUS**4-4 UNITS**

Prerequisite: Math 51.

Lecture the same as 2a-2b. Laboratory sections use calculus.

Lecture 3 hours, Laboratory 3 hours.

12

FOUNDATIONS OF SCIENCE: Physics**3 UNITS**

Prerequisite: No previous physics background is assumed, and any mathematics needed will be developed in the course.

Presentation of basic concepts of physics with particular emphasis on modern physics.

Lecture 2 hours, Laboratory 3 hours.

Practical Nursing

10

**PROFESSIONAL-VOCATIONAL
RELATIONSHIPS****1 UNIT**

Prerequisite: Admission into the nursing program.

Introduction to practical nursing, history of nursing and medicine, vocational interest in nursing, qualifications, practical nursing as a profession, basic ethical and legal considerations, organizations in nursing.

Lecture 2 hours.

12α

FUNDAMENTALS OF NURSING I**6 UNITS**

Prerequisite: Admission into the nursing program.

Principles involved in planning and giving basic nursing care to patients. Basic nutrition, fundamentals of pharmacology, micro-biology, and community and personal health: guided experience in nursing care of selected patients in the hospital; discussion of and observation in clinics and community agencies; introduction to social and economic implications of illness; clinical work in local hospitals and agencies.

Lecture 7 hours, Laboratory 10 hours.

12b

FUNDAMENTALS OF NURSING II

4 UNITS

Prerequisite: Successful completion of first semester nursing courses.

Advanced principles and procedures involved in planning and giving nursing care to patients: guided experience in giving nursing care to patients in the hospital situation; continuation of social and economic implications of illness; instruction, observation and experience in central supply, out-patient clinic, and diet kitchen.

Lecture 2 hours, Laboratory 5 hours.

14a

MEDICAL-SURGICAL NURSING I

3 UNITS

Prerequisite: Admission into the nursing program.

Nursing problems of adults with medical and surgical conditions. Clinical pharmacology, clinical nutrition, rehabilitation, introduction to medical and surgical asepsis, emotional aspects of illness. Stress on interpersonal relationships, careful planning for total nursing care of a few patients.

Lecture 3 hours, Laboratory 9 hours.

14b

MEDICAL-SURGICAL NURSING II

7 UNITS

Prerequisite: Successful completion of first semester nursing courses.

Continuation of basic medical-surgical nursing of adults: drug therapy, diet modification, emotional aspects of illness, stress on the patient, careful planning of total patient care of a few patients, clinical experience in local hospitals.

Lecture 4 hours, Laboratory 9 hours.

14c

MATERNAL-CHILD NURSING

8 UNITS

Prerequisite: Successful completion of the first two semesters of nursing.

Physical and emotional changes in mother during normal maternity cycle; normal growth and development of child from birth through adolescence; medical management, principles and techniques of nursing pertaining to normal maternity cycle and the newborn; care of the child during common illnesses in relation to growth and development factors; observation in clinics, nursery school and other child care agencies.

Lecture 13 hours, Laboratory 25 hours.

- 16 MENTAL HEALTH 3 UNITS**
Prerequisite: Successful completion of first semester nursing.
 Nurse's role in care, treatment, and rehabilitation of the mentally ill; social and economic implications of mental illness; interpersonal skills and principles applicable to all areas of nursing. Discussion of community agencies concerned with mental health. Guided experience caring for patients in a general hospital.
 Lecture 3 hours.
- 18 ADVANCED-PROFESSIONAL-VOCATIONAL RELATIONSHIPS 1 UNIT**
Prerequisite: Successful completion of the first two semesters of nursing.
 Advanced concepts of interpersonal relationships, the nursing team, professional ethics, position applications. Will involve seminars, conferences, socio-dramas.
 Lecture 2 hours.

Psychology

- 1 ORIENTATION TO COLLEGE 1 UNIT**
Prerequisite: None.
 An orientation for the full-time freshman student to his new college environment. Students are introduced to the philosophy and objectives of the college as they relate to available curricula, staff, and facilities.
 May in some cases be accepted for transfer credit.
 Lecture 1 hour.
- 2a-2b ELEMENTARY PSYCHOLOGY 3-3 UNITS**
Prerequisite: None.
 The behavior of man and animals through an analysis of the factors relating to total organismic function. Includes description of basic research techniques.
 Lecture 3 hours.
- 13 CHILD PSYCHOLOGY 3 UNITS**
Prerequisite: None.
 The principal changes in human beings from birth to adolescence.
 Lecture 3 hours.
- 14 ADOLESCENT PSYCHOLOGY 3 UNITS**
Prerequisite: None.
 The principal changes in human behavior from the beginnings of adolescence to maturity, problems of social, vocational, and family adjustment.
 Lecture 3 hours.

Prerequisite: None.

Introduction to human behavior as it occurs in business and industry. Psychological views will be combined with business experiences in such areas as selection, training, evaluation, promotion, and supervision of employees. Course will also consider consumer behavior and the impact of consumer research, advertising, and selling.
Lecture 3 hours.

Spanish

1X-2X CONVERSATIONAL SPANISH 2-2 UNITS

Prerequisite: A want or need for the conversational aspects of the course.

Students converse in groups using topics provided by texts, recordings, pictures, study guides and real life situations. Credit cannot be transferred to four-year institution. 1X is not prerequisite for 2X.
Lecture and Laboratory 2 hours.

1a-1b ELEMENTARY SPANISH 4-4 UNITS

Prerequisite: 1a is a prerequisite of 1b.

For students with less than two years of high school Spanish, those who took Spanish but have been away from it for two or more years, and students with no experience. Comprehension of the spoken language, proper pronunciation, grammar, reading skills, composition, and conversation.

Lecture 4 hours, Laboratory 2 hours arranged.

3a-3b INTERMEDIATE SPANISH 4-4 UNITS

Prerequisites: Spanish 1b or two years of high school Spanish taken not earlier than one year prior to registration at Cochise and completed with average grade or better, or competency as demonstrated to the satisfaction of the professor.

Review of grammar, reading, writing, and speaking; introduction to simple literature (short stories, novels, plays).

Lecture (Spanish) 4 hours.

75a-75b INTERMEDIATE COMPOSITION AND CONVERSATION 2-2 UNITS

Prerequisite: Spanish 3b or completion of course similar to Spanish 3b (Mexican schooling above 6th grade, four years of high school Spanish).

Topic-centered composition and discussion. Student will apply grammar and increase vocabulary from a variety of readings.

Lecture (Spanish) 3 hours.

104a-104b INTRODUCTION TO SPANISH LITERATURE 3-3 UNITS
Prerequisites: Spanish 3b and permission of the professor or completion of course similar to Spanish 3b (Mexican schooling above 6th grade, four years of high school Spanish) and permission of the professor.

An introduction to the works of many Spanish authors. An historical look at the literature of Spain. Spain as a background for its authors and as the origin of ideas that later permeate the Hispanic World.

Lecture (Spanish) 3 hours.

Speech

2 FUNDAMENTALS OF SPEECH 3 UNITS

Prerequisite: None.

Provides experience in assembling, organizing, and delivering speeches in an effective manner.

Lecture 3 hours.

10 PUBLIC SPEAKING 3 UNITS

Prerequisite: Speech 2 or permission of the professor.

Beginning course in public speaking, with emphasis upon organization of effective thinking and effective delivery; required of all speech majors.

Lecture 3 hours.

Sociology

1 INTRODUCTION TO SOCIOLOGY 3 UNITS

Prerequisite: None.

Basic concepts and principles of sociology and an analysis of group behavior. Social institutions, processes, and change.

Lecture 3 hours.

2 SOCIAL PROBLEMS 3 UNITS

Prerequisite: None.

Nature and origins of the principal social problems of our time. Consequences of industrialization, rapid technological change, and resultant tensions of changing roles and status in groups and individuals. Types of remedial social action applicable in each situation.

Lecture 3 hours.

10 EDUCATION FOR MARRIAGE 3 UNITS

Prerequisite: None.

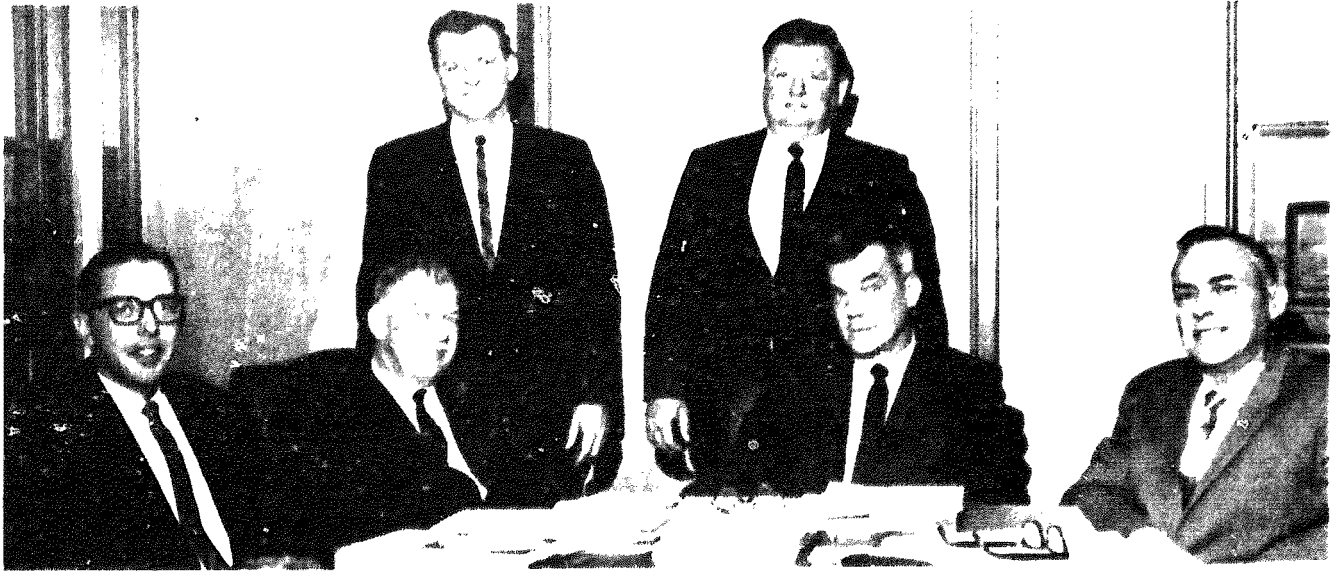
Courtship, choosing a mate, marriage, marital adjustment, handling personality conflicts, family budgeting, parenthood, and other aspects of family life.

Lecture 3 hours.

- 12** **JUVENILE DELINQUENCY** **3 UNITS**
Prerequisite: None.
Delinquency viewed as a product of the society; the social factors of apprehension, treatment, and prevention.
Lecture 3 hours.

Zoology

- 1α-1b** **GENERAL ZOOLOGY** **4-4 UNITS**
Prerequisite: Chemistry 2α or Chemistry 12 or high school chemistry.
An introduction to animal biology and structure, classification of vertebrates, and a survey of vertebrate groups. Principles of genetics, ecology, and embryology. Dissection of typical vertebrate.
Lecture 2 hours, Laboratory 6 hours.
- 40** **MAMMALIAN ANATOMY** **4 UNITS**
Prerequisite: None.
Consideration of the structure and dynamics of the mammalian mechanism.
Lecture 2 hours, Laboratory 6 hours.



GOVERNING BOARD (Left to right) seated: Dr. Casper Weiss, Martin Gentry, Dr. Charles Di Peso, Charles Bloomquist; standing: Dr. William Harwood, Calvin Jones.

GOVERNING BOARD

Dr. Charles Di Peso, President

Charles Bloomquist, Secretary

Dr. Casper Weiss

Martin Gentry

Calvin Jones

Dr. William B. Harwood, College President
and Clerk of the Governing Board

Administration

ADMINISTRATIVE OFFICERS

WILLIAM B. HARWOOD President

JOHN M. EATON Dean of Instruction

JOHN T. CONDON Dean of Institutional Research

JOHN J. CORKERY Dean of Student Personnel

HOMER B. KOLIBA Dean of Business Services

ALLAN L. PETERSEN Associate Dean of Instruction -
Technical Education

PATRICIA PALLISTER Associate Dean of Students -
Student Activities

ANDERSEN, L. LEGRAND**Music**

B.S., University of Utah; M.A., Sacramento State College; Teacher, Public Schools, Salt Lake City; Assistant Director of Salt Lake Symphonic Choir; Cochise College 1965.

BEATY, ROBERT L.**Physical Education, Health**

B.S.E., M.Ed., University of Arkansas; Advanced work, Arizona State University; Principal, Instructor, Coach, Farmington High School; Instructor, Coach, Douglas High School; Cochise College 1964.

BELL, LINDA**English**

B.A., M.A., University of Washington; M.A.T., Reed College; Internship, Reed College; Instructor, Marshall High School, Portland, Oregon; Cochise College 1965.

CAMPBELL, DONALD R.**Mathematics**

A.B., San Jose State College; M.A., Graduate Study, Stanford University; Commissioned Ensign, USNR Midship. Training, Columbia University; Instructor, Fremont Union High School, Campbell Union High School, San Mateo College; Assistant Professor Santa Clara University; Head of Engineering Department, San Jose City College; Assistant Professor, San Jose State College; Evening Instructor, Foothill College; Cochise College 1964.

CARPENTER, JOHNNIE W.**Speech, English**

B.S., Texas Western College; M.A., University of Arizona; Graduate Study, University of Arizona; Instructor, Bel-Air High School, El Paso, Texas, Flowing Wells High School, Tucson, Arizona; Cochise College 1965.

COLLINS, JOHN E.**Drafting Technology**

B.A., Arizona State University; M.S., Brigham Young University; Graduate Assistant, Brigham Young University; Cochise College 1965.

Dean of Institutional Research & Planning and**CONDON, JOHN T.****Professor of Humanities**

A.B., Whittier College; M.S.Ed., University of Southern California; Ed.D., Stanford University; Teacher and Principal, Santa Maria School District; Principal, Jefferson School District; Adm. Asst. to Supt., Hayward Union High School; Research Assistant and Kellogg Fellow, School of Education, Stanford University; Cochise College 1964.

Dean of Student Personnel and**CORKERY, JOHN J.****Professor of Physical Education**

B.S., West Chester State College; M.A., Ohio State University; Assistant Registrar, Rennselaer Polytechnic Institute, Ohio Northern University; Dean of Men, Otterbein College; Cochise College 1964.

DEWITT, HOWARD A.**History, Government**

B.A., Western Washington State College; M.A., University of Oregon; Doctoral work, University of California, University of Arizona; Research Assistant, University of Oregon; Teaching assistant, University of California; Associate in History, University of California, Cochise College 1965.

EATON, JOHN M.**Dean of Instruction and
Professor of Chemistry**

B.A., College of Wooster; M.A., Michigan State College; Ph.D., Michigan State University; Internship, Lansing Community College; Kellogg Fellow, Michigan State University; Principal, Assistant Superintendent, Instructor, Ionia Public Schools; Cochise College 1964.

EUSTICE, HAROLD L.**Physical Education, Chemistry**

B.S., M.Ed., M.S.T., Graduate Teaching Assistant, University of Arizona; Teacher, San Manuel High School; Head Baseball Coach and Assistant Football Coach, San Manuel High School; Cochise College 1965.

GILLILAND, JOE D.**English**

B.A., M.A., University of Texas; Instructor, Lee College; Teaching Assistant, University of Texas; Lecturer, Palmore Institute, Kobe, Japan; Foreign Instructor, Wakayama University, Japan; Graduate Study, Arizona State University; Cochise College 1964.

HALLORAN, JACK**Business**

B.A., Sacramento State College; M.Ed., University of California; Graduate Study, Claremont Graduate School, Orange State College; National Family Finance Fellowship, University of California; Teacher, Ganessa High School; Instructor, Fullerton Junior College; Assistant Professor, California State College; Cochise College 1965.

HARWOOD, WILLIAM B.**President and
Professor of Political Science**

B.A., M.A., Ed.D., Stanford University; Graduate Study, Princeton University, John Hopkins University; Executive Assistant to member of the United States Congress; Ford Foundation Fellow; Junior College Representative, Master Plan Survey Team California Coordinating Council for Higher Education; Member, Commission on Instruction of American Association for Junior Colleges; Professor, Bakersfield College, Foothill College 1958-1964; Cochise College 1964.

HUNCOVSKY, CECIL G.**Mathematics**

B.S., M.S., University of North Dakota; Graduate Study, University of California, New Mexico State University, San Jose State College; Instructor, Elbow Lake Junior High School, Rochester High School, Rochester Junior College, West Phoenix High School; Cochise College 1964.

JEWELL, JOHN W.**Biology, Chemistry**

B.A., Northland College, Wisconsin; M.A., New Mexico Highlands University; Graduate Study, University of Minnesota, University of New Mexico, University of Wisconsin, University of Washington, Oklahoma State University; Teacher, High School, Weed, New Mexico, Springer, New Mexico; Instructor, Wartburg College, Burlington Community College; Cochise College 1965.

JOHNSON, DONALD R.**English**

B.A., San Francisco State College; M.A., Los Angeles State College; Graduate Study, Stanford University, San Jose State College, University of Arizona; Teacher, Wilbur Junior High School, Palo Alto High School, Kelso School; Evening Instructor, Foothill College; Cochise College 1964.

Dean of Business Services and**KOLIBA, HOMER B.****Professor of Business & Social Science**

B.S., Southern Methodist University; M.Ed., University of Arizona; Teacher, Ajo Public School, Business Manager, Nogales Public Schools, Ajo Public Schools; Cochise College 1963.

LEVRA, RAYMOND E.**Art**

B.S., Montana State University; M.F.A., University of Oregon; Instructor, University of Oregon; Teacher, Eugene Public Schools; Maude I. Kern's Art Center, Eugene, Oregon; Cochise College 1965.

LONG, GEORGE ROBT.**Chemistry**

A.B., Indiana University; M.S., Purdue University; Teaching Assistant, Indiana University, Indiana University Medical School; Graduate Teaching Assistant, Purdue University; Graduate Research Assistant, Purdue University; Instructor, Purdue University; Cochise College 1964.

LUBKER, JUNE S.**Nursing**

R.N., St. Helena Hospital; B.S., College of the Holy Names; Graduate Study, University of California, San Francisco State College; Relief Supv., Asst. Supv. Surgery, St. Helen's Hospital; Staff Nurse Medical Emergency, Highland Hospital; Clinical Instructor, Kaiser Hospital; Psychiatric Instructor, Napa State Hospital; Staff Nurse Full Grade, Psychiatric Instructor, Veterans' Adm. Hospital; Instructor, Foothill College, Cochise College 1964.

MALIK, ALICYA**English**

A.B., Wayne University; M.B.A., M.A., University of Michigan; Co-ordinator, Denby High School; Teacher, Ruth Dorsey's Business School, Ann Arbor High School; Certificate for attending Workshop in Technical Communications, Colorado State University; Cochise College 1964.

MARSHALL, HARVEY H., JR.**Sociology**

B.A., San Francisco State College; M.A., Washington State University; Graduate Study, University of Michigan; Research Assistant, Washington State University; Ford Foundation Demography Fellow, University of Michigan; Instructor, Eastern Michigan University; Cochise College 1965.

McCLANAHAN, DONALD E.**Business**

B.S., University of Colorado; M.S., Arizona State University; Frontier Paint & Wallpaper Co.; Memorial Trusts, Inc. of Colorado; Gilbert Painting & Decorating Co., Phoenix; Co-ordinator of Distributive Education, Douglas High School; Cochise College 1965.

MEYER, EVA M.**Nursing**

B.S., Wheaton College, West Suburban Hospital School of Nursing, Westbrook Junior College; Assistant P.M. Supervisor, West Suburban Hospital; P.M. Supervisor, Resthaven Rehabilitation Hospital; Staff Nurse, Macome District Hospital; Staff Nurse Pediatrics, Tucson Medical Center; Cochise College 1965.

MINKLER, THOMAS H.**Art**

B.S., Indiana University; M.F.A., University of Michigan; Guest Lecturer, George Peabody College; Instructor, South Bend City Schools; Teaching Fellow, University of Michigan; Tamarind Fellow, University of New Mexico; Cochise College 1964.

MOORE, JAMES E.**Music**

B.S., Wayne State University; M.Mus., University of Michigan; Instructor, Dye Comm. School, Redford Union Schools, Wayne Public Schools, Highland Park Public Schools; Teaching Fellow, University of Michigan; Cochise College 1964.

MYERS, RICHARD D.**Social Science**

B.A., University of New Mexico; M.A., Arizona State College; Graduate Study, University of Arizona, University of New Mexico; Instructor, Lakeview Junior High School, Tuba City High School, Cottonwood Junior High School, Douglas High School; Cochise College 1964.

OJEDA, IDA**Librarian**

B.A., Arizona State University; M.A., Arizona State College; Graduate Study, University of Denver, University of California, University of Chicago, University of Arizona; Librarian, Jerome, Ajo, and Buena High Schools, Arizona; Cochise College 1965.

Chairman Division of Language Arts & Fine Arts**OROZCO, CECIL****and Professor of Spanish**

B.S., M.A., Arizona State College; Graduate Study, University of Arizona, University of Colorado; Instructor, Principal, Counselor, Tuba City Public Schools; Cochise College 1964.

**Associate Dean of Students
and Professor of Psychology**

PALLISTER, PATRICIA

B.A., Michigan State University; M.A., University of Maryland; Graduate Study, University of Arizona; Assistant Dean of Women, University of Arizona; Cochise College 1965.

**Assoc. Dean of Instruction - Technical Ed.
and Professor of Marketing**

PETERSEN, ALLAN L.

B.S., M.S., University of Utah; Supervisor of Business and Distributive Education, Utah State Department of Education; Instructor, Utah State University; Cochise College 1964.

REDLIN, SUSAN J.

Physical Education

B.S., Wisconsin State University; Instructor, Washington Union High School; Cochise College 1965.

ROOD, THOMAS R.

Journalism

B.S., M.A., Ball State University; Teaching Assistant, Ball State University; Journalism Fellowship, Indiana University, University of Michigan; News Editor, Secretary, Indiana Schools Public Relations Association; Teacher and Director of Public Information, Indiana High Schools, Michigan High Schools; Cochise College 1965.

SCHOFIELD, WARREN A.

Spanish, French

B.A., M.A., Arizona State University; Teacher, Mesa High School, Mesa, Arizona; Cochise College 1965.

Director of Health Services and

SHOWN, HAZEL B.

Director of Dragoon Residence Hall

R.N., Baylor Hospital School of Nursing; B.S.N.E., Incarnate Word College, San Antonio; Graduate Study, Santa Rosa School of Nursing; Extension Courses, University of Texas; Humanities European Tour, University of Arizona; Office Nurse, Baylor Hospital; Instructor, American Red Cross, Nursing Arts Instructor, Santa Rosa Hospital; Director Nursing Service, Medical Surgical Hospital; Associate Professor of Nursing Ed., Incarnate Word College; Supervising Nurse, Farm Labor Camp; Office Nurse, Robstown Hospital, Bowie Community; Cochise College 1964.

SKERRITT, LINDA E.

Assistant Librarian

B.A., Western New Mexico University; M.A., University of Denver; Student Assistant, Western New Mexico University; Graduate Assistant, University of Denver; Graduate Study University of Arizona, Newark State College; Cochise College 1964.

STUART, KEITH E.

Psychology

B.Sc., M.Sc., University of Oregon; Graduate Study, University of Washington, Chico State College, University of Texas; Consultant, Superintendent of Schools, Butte County; Executive Director, Eugene, Oregon Speech and Hearing Clinic; Cochise College 1964.

**Chairman Division of Science,
Mathematics and Engineering, and
Professor of Biological Sciences**

SUTTON, JAMES B.

B.S., M.S., Ph.D., University of Arizona; NIH Fellow, Johnson Fellow, Lab Instructor, University of Arizona; Chief Chemist, St. Mary's Hospital, Tucson; Research Engineer, Senior Chemical Engineer Aerospace Medical Specialist, General Dynamics/Astronautics, San Diego; Senior Preliminary Design Specialist and Biochemistry Research Director, AiResearch, Los Angeles; Biochemistry Specialist, Maryvale Medical Laboratories, Phoenix; Consultant in Medical and Industrial Research, Phoenix; Cochise College 1964.

SWEENEY, ROBERT E.

Economics

B.S., M.A., Northern Illinois University; Graduate Study, University of Iowa, Western Illinois University; Oxford University, England, University of Hawaii; Instructor, Rockford College, Elgin Junior College, Burlington Junior College; Assistant Professor, Iowa Wesleyan College; Cochise College 1964.

Chairman Division of Health, Physical

VAN WINKLE, EDWIN G.

Education, Recreation

B.S., M.S., Arizona State College; Teacher and Coach, Ajo High School; Instructor and Coach, Arizona State College; Cochise College 1964.

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