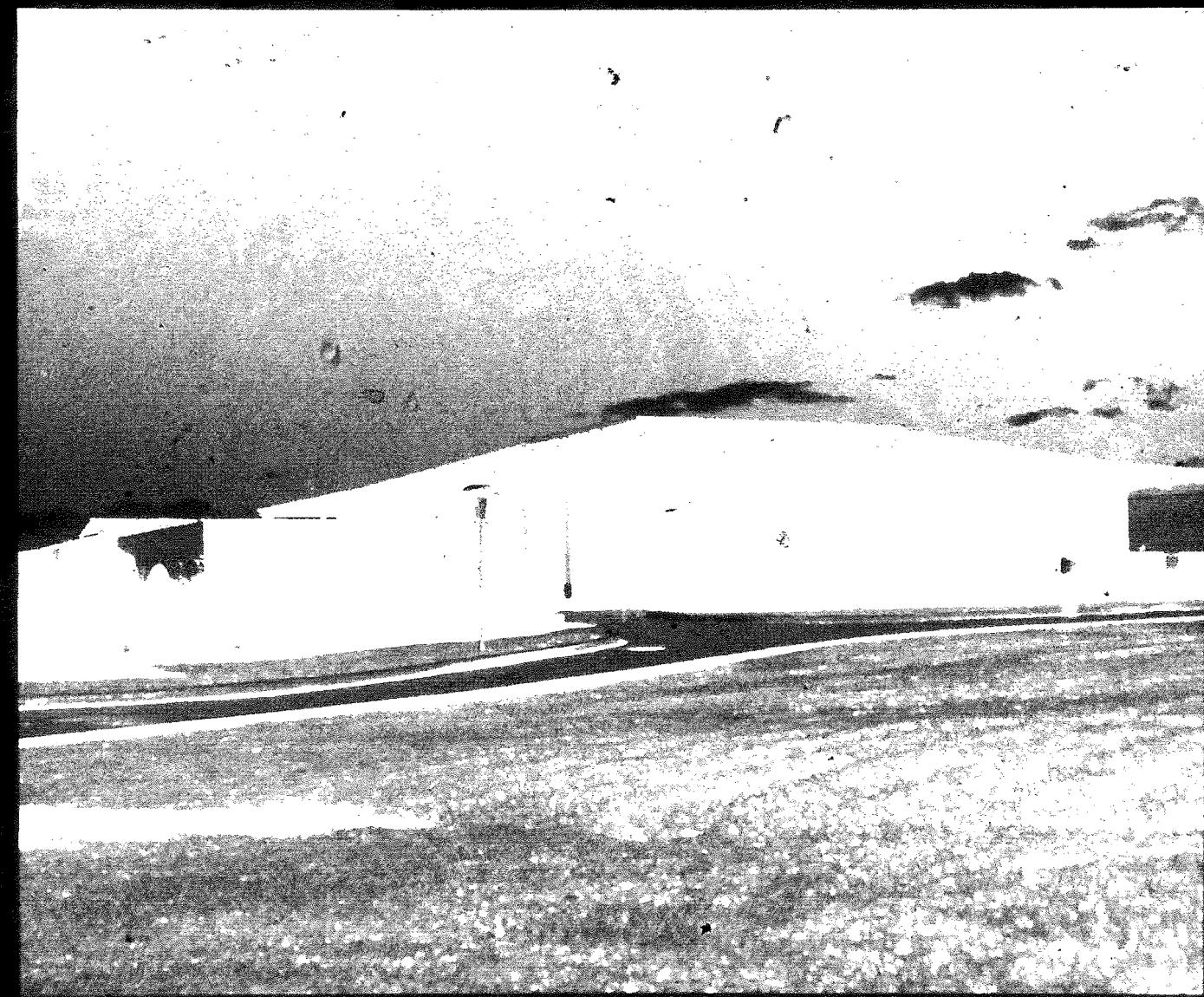


# COCHISE COLLEGE CATALOG 82/83



# Admissions

## **Policy**

Prospective students are encouraged to visit the campus and discuss their educational objectives with the Student Affairs staff. The Office of Admissions, in the Division of Student Affairs on the west side of campus, is open throughout the year, Monday through Friday, 8:00 a.m. to 4:30 p.m. An appointment is preferable though not required.

All high school graduates are admitted to Cochise College. Those who have not graduated from high school will be admitted if they have reached the age of 19 on or before the first day of classes for which application is being made. Others who have not graduated from high school and are under age 19 may be admitted with high school equivalency examinations such as the GED.

## **Procedure**

Applicants are admitted to Cochise College after the Office of Admissions has received and approved the following:

### **Application for Admission**

\$5. application fee for out-of-state students.

Student Medical Record — Part I. This self-appraisal form is to be completed by the applicant and is required of all Classified-Full-Time and Classified Part-Time students planning to attend the main campus. The College reserves the right to require a physical examination when deemed necessary by the College Nurse or by a particular college instructional program.

High School Transcripts. Final high school transcripts are required of all applicants who have graduated from high school. Those who have not completed high school and who are age 19 or older are not required to submit transcripts. Applicants who are under the age of 19 and who have not graduated from high school are required to submit results of the GED examination or evidence of other high school equivalency. Persons applying for unclassified status need not submit high school transcripts. High school transcripts are to be sent directly by the sending institution to the Office of Admissions. Transcripts carried by the applicant will not be accepted.

College Transcripts. Applicants who have attended college elsewhere must submit a transcript of college work. College transcripts are to be sent directly by the sending

institution to the Office of Admissions. Transcripts carried by the applicant will not be accepted.

**Report of Physical Examination — Part II.** Persons intending to enter the Nursing program, those planning to participate in intercollegiate athletics and those who are residents of foreign countries must have this form completed by a licensed physician. Professional Pilot students are required to have a Class I or II physical examination by an FAA-approved physician. Special FAA medical forms will be supplied and used by the physician.

College entrance examinations, such as ACT or SAT, are not required for admission. However, the College does administer the ACT on the national testing dates for October, December, February, April and June as a service to County students who wish to take the test.

### **Placement Testing**

All full-time, first semester freshmen must take placement tests in reading, English and mathematics. Those who score below the cut-off grades for any of the three tests will be registered in appropriate courses to improve basic skills. The Associate of Arts and Associate of Science degrees require transfer level English and mathematics courses. A maximum of six units of basic skills courses will be counted as institutional credit toward graduation from the College.

### **Foreign Student Language Requirements**

All foreign students and students whose first language is not English are tested by the English Immersion Program before registration. Those students who place below 70 on the Michigan English Placement Test, 7.0 on the Nelson Reading Test, and 3 on the Writing Sample are required to take courses in the English Immersion Program. Those students who place in Level III (Advanced) are allowed to take some classes outside of the English Immersion Program in addition to their English classes.

### **Acceptance to the Nursing Program**

Admission to Cochise College is the initial step for entrance into the nursing program. *Please note this does not guarantee acceptance into the Nursing Program.* Nursing is a limited enrollment curriculum which usually receives more applicants than can be accepted. Applicants who have applied for and gained admission to Cochise College must meet the following requirements:

Must have two out of three of the following courses: Chemistry, algebra, and biology at the high school or college level with a 2.0 (C) average.

Have maintained an overall high school or college GPA of 2.0 (C).

Attain a satisfactory score on the CEEB - Comparative Guidance Placement Test. The test will be given in the Spring of each year at the College. Thirty students are accepted for the Fall semester based on a descending score on the C.G.P..

Submit a satisfactory medical examination. Parts I & II. A chest x-ray is mandatory.

Complete a Math Proficiency Test prepared by the Math & Nursing Departments. The test consists of simple arithmetic calculations in decimals, fractions, ratio and proportion, and Roman Numerals. Students must score a minimum of 88% or be prepared to take a Summer math class offered by Cochise College or an equivalent course at another college.

Be prepared to transport themselves to class and clinical agencies.

Further information on specific requirements is available from the Office of Admissions or the Nursing Division.

Information is also available on the following: admission criteria for applicants wishing to enter the second semester Freshman class; and admission criteria for current LPN's and LVN's.

### **Acceptance to Professional Pilot Program - Douglas Campus**

The Professional Pilot program requires a personal interview prior to acceptance to the program. Applicants must complete all appropriate requirements for admission to the college. Upon receipt of the Letter of Admission, applicants for this program should make arrangements for a personal interview and an aptitude test. Contact:

Chief Flight Instructor  
Cochise College  
Douglas, Arizona 85607  
(602) 364-7943 or (602) 432-5737

Arrangements for interviews with the Chief Flight Instructor must be made well in advance of planned entrance to the program.

## **Acceptance to Airframe and Powerplant Mechanics Program - Douglas Campus**

Applicants must complete all appropriate requirements for admission to the college. Upon receipt of the letter of admission, applicants for this program should remit the appropriate program deposit to the Office of Admissions.

Arrangements must be made well in advance of planned entrance to the program.

Students entering the A & P program with previous aircraft maintenance experience (civilian or military) will be given the opportunity to take examinations in their area of work experience for evaluation of possible transfer credit. A personal interview is required prior to acceptance into the A & P Mechanics Program.

## **Nursing and Aviation Program Deposits**

Students accepted to these programs are required to submit non-refundable program deposits well in advance of program start dates:

Professional Pilot	\$ 90
Airframe-Powerplant Technology	\$ 90
Associate Degree Nurse	\$100

## **Admission for Veterans**

Cochise College has been approved for veterans training under federal and Arizona statutes. By Arizona Statute, Cochise College will determine the admissibility of an honorably discharged veteran, who has served in the armed forces of the United States for a minimum of two years and who has previously enrolled at a university or community college in Arizona. No failing grades by such veteran at any Arizona university or community college prior to his military service may be considered. Specific information on veterans' progress, attendance and prior training evaluation may be obtained from the Coordinator of Veterans Affairs.

A veteran student admitted or re-admitted to Cochise College under this statute is subject to progression, retention, graduation, and other academic regulations and standards in this catalog.

## **Admission for Foreign Students**

All foreign students, including students from Mexico, must be at least 16 years of age at the time of registration for classes. All full-time foreign students must have a certificate of graduation from high school, or its equivalent.

A Letter of Admission and Immigration Form I-20 are sent to the applicant only after the Office of Admissions has received and approved the following:

1. Application for Admission
2. \$5 Application Fee
3. Student Health Record - Part I
4. Report of Physical Examination - Part II
5. High School Transcripts
6. College Transcripts (if applicable)
7. Statement of Financial Guarantee

Foreign students should note that upon arrival at Cochise College, English proficiency testing will be required and the student may be required to enroll in intensive English coursework.

## **Able and Ambitious Students**

Students who have completed a minimum of three (3) full years in a county high school and who are now attending high school as a classified senior, may attend Cochise College, subject to stipulations and policies of the respective high schools. Able and ambitious high school students wishing to attend college are required to complete an Application for Admission only. Applicants in this classification must be at least 16 years of age on or before the first day of classes.

## **Re-admission**

Students who have been absent from Cochise College for a regular semester or longer, must apply for re-admission prior to the opening of the semester for which they wish to enroll.

## **Counseling and Advising**

Counselors are available to assist students in planning their educational program and in their general growth and adjustments to college life. Career choice and related course sequence are of particular concern. Careful attention is offered to students so that they may implement a program of their choice.

An educational planning interview is available to the individual student before enrolling in the College and during each succeeding semester. Through preparation and experience, counselors are able to offer guidance and counseling services which include a carefully coordinated

curriculum, advantageous registration procedures, advice on adjustments to college and assistance in solution of many other personal problems.

Students are assigned a faculty advisor according to their major interest. Faculty advisors assist the student in preparing a program of studies and advise on transfer and employment requirements. Students undecided as to a major will be assigned to a counselor.

### **Program Plan**

In order to assure that students meet graduation or certificate requirements and to also assure maximum transferability of courses, the faculty advisor and the student work out a Program Plan. The program plan will be developed by the student and the advisor according to the degree and major the student has chosen. If a student has not chosen a major, the general AS or AA degree plan will be followed.

### **Testing**

Although educational and vocational testing does not constitute the final answer, testing is useful in helping the student explore educational and vocational choices as well as helping the student gain personal insight into individual strengths and abilities. 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. Special testing is required for nursing applicants and for those students whose first language is not English. Students interested in testing should see a counselor in the Division of Student Affairs.

### **Career Information Services**

Cochise College has developed an extensive career information system. This includes broad coverage of colleges and universities (both state and national) to which a student may transfer. The service also encompasses military, vocational and trade schools. The information includes entrance requirements, majors offered, courses offered, expenses, and general information about the institutions.

The main body of this service consists of job descriptions and related information for more than 30,000 occupations. Included are descriptions of work performed, working conditions, training requirements, personal qualifications, method of entry, employment outlook, earnings, social,

and psychological factors and references for further information. The service provides a variety of aptitude-interest tests to assist a student in selecting a career compatible to his or her interests and skills. Information on Arizona employment trends and employer preferences in selecting graduates is also available.

### **Placement**

The Office of Career Placement in the Division of Student Affairs will assist graduates in making contacts and arranging for interviews with prospective employers in respective fields of specialization. A counselor will assist students in making application for admission to a four-year college or university if the student is about to complete a transfer program.

## **STUDENT CLASSIFICATION**

### **Classification of Students**

**FRESHMAN:** Student with fewer than 28 passing units of college credit.

**SOPHOMORE:** Student with 28 or more passing units of college credit.

**FULL-TIME STUDENT:** Student carrying 12 or more units during the semester.

**PART-TIME STUDENT:** Student carrying 1 to 11 units during the semester.

## **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 according to the admissions policies and procedures set forth in this catalog.

### **RESIDENCE IN HIGH SCHOOL DISTRICTS**

**NOT MAINTAINING A COMMUNITY COLLEGE:** Students who reside in a county not maintaining a community college are eligible to attend Cochise College. Students from such areas must complete a residence statement prior to registration. Their tuition will be paid by the county of residence.

### **RESIDENCE IN DISTRICTS**

**MAINTAINING A COMMUNITY COLLEGE:** Students who are residents of districts maintaining a community college are not charged out-of-county tuition.

**STUDENTS FROM OUT OF STATE:** Under an ordinance of the State Community College Board, tuition waivers are no longer available to assist non-residents of the state to attend an Arizona Community College. Out-of-State students are subject to payment of out-of-state tuition as set forth in this catalog.

## **RESIDENCY REGULATIONS**

The Arizona State Board of Directors for Community Colleges has established the following residency requirements of the community colleges of Arizona in accordance with Sections 15-791 through 15-795, Arizona Revised Statutes.

### **PERSONS UNDER 18 YEARS OF AGE**

A person who is under 18 years of age and whose parent is not domiciled in Arizona is classified as an out-of-state person for tuition purposes.

A person who is under 18 years of age whose parent has moved to Arizona but has not established a domicile in the State one year prior to the first day of classes as published by the college for the semester for which the person is registering is classified as an out-of-state person for tuition purposes.

A person under 18 years of age has the domicile of the legal guardian if (a) a letter of guardianship of the person, issued by a court, is presented for inspection, and (b) the guardian has been domiciled in Arizona for one year or more immediately preceding the first day of classes.

A person under 18 years of age may be eligible for the status of Emancipated Minor for tuition purposes. To gain this status, the person must submit clear and convincing evidence that (a) he is self-supporting, (b) he is not living with his parent or guardian, and (c) there has been a complete severance of the parent relationship as to all legal rights and liabilities, including care, custody, control and support. After being granted this status, the person must then meet the same conditions required of persons 18 years or more for establishing Arizona domicile.

A person under 18 years of age has the domicile of the parent having legal custody when the parents have been divorced or legally separated. Legal custody must be verified by an inspection of a certified copy of the court order. Where the custody of a minor has been granted to one parent, but the minor has lived with and been supported by the other parent for one year or more next preceding the first day of classes as published by the

college, a request may be made to be classified according to the domicile of the supporting parent.

A person under 18 years of age whose parent is a member of the Armed Forces of the United States and stationed in Arizona under military orders shall be entitled to classification as an in-state student. A student, while in continuous attendance toward the degree for which he is currently enrolled, shall not lose his in-state student classification when his parent is thereafter transferred on military orders.

Any unemancipated person who remains in this State when his parent, who had been domiciled in this State, moves from this State, shall be entitled to classification as an in-state student until attainment of the degree for which he is currently enrolled, so long as he maintains continuous attendance.

While the domicile of an unemancipated person shall be that of his parents or legal guardian, the date of his parents' establishing a domicile in this State shall be considered the date for determining the domicile of the person after he becomes emancipated.

### **PERSONS AGED 18 YEARS OR MORE**

A person aged 18 years or more whose parents are not domiciled in Arizona does not qualify for in-state status even though he has resided in Arizona the calendar year immediately preceding his 19th birthday. A person aged 18 years or more must present proof that domicile in the State of Arizona has been established (independently of the circumstance of attendance at an Arizona institution of learning) for one year immediately preceding the first day of classes.

No emancipated person has established a domicile in this State while attending any educational institution in this State as a full-time student, in the absence of a clear demonstration to the contrary.

A person from another state who has reached the age of majority in the state from which he originated may establish a domicile in Arizona subject to the requirements for establishing such domicile in this State.

A woman acquires the domicile of her husband as of the date of marriage. An out-of-state woman who marries a domiciliary of Arizona may have her classification for tuition purposes changed to in-state. A wife of an out-of-state person may not qualify for in-state classification.

except, an in-state woman student who marries an out-of-state person may retain in-state classification while continuous attendance is maintained.

A person does not gain or lose in-state status by reason of his presence in any state or country while a member of the Armed Forces of the United States. Military personnel stationed in Arizona, their spouses and dependents shall be considered as in-state residents during the time the member of the Armed Forces is stationed in Arizona. An unemancipated person whose parent is stationed in Arizona on military orders shall be entitled to classification as an in-state student and to retain this classification while in continuous attendance.

A member of the Armed Forces stationed in Arizona may obtain in-state status by establishing a domicile of one year's duration in Arizona.

An alien student attending on an F-1 (student) visa will be classified as out-of-state. A non-citizen holding a visa which permits establishing an Arizona domicile must meet the same requirements established for a citizen to qualify for in-state classification.

NOTE: The Office of Admissions may require that the applicant complete an Arizona Domicile for the purpose of making a final determination on legal residency.

## Tuition and Fees

All semester fees must be paid in full at the time of registration, except that arrangements may be made to pay the room, board, and tuition on a two-payment basis.

RESIDENT TUITION AND FEES	SEMESTER
<b>Registration</b>	
Full-Time	\$100.00
Part-Time (5 to 9 units)	40.00
Part-Time (1 to 4 units)	20.00
General Tuition (per unit)	5.00
Room and Board	730.00
(\$50 deposit required with housing application)	

Residents of Apache, Coconino, Gila, Santa Cruz and Greenlee counties must file an out-of-county residence affidavit. Forms are available at the Office of Admissions.

Non-Resident Tuition and Fees	SEMESTER
Registration	
Full-Time	\$100.00
Part-Time (5 to 9 units)	40.00
Part-Time (1 to 4 units)	20.00
<b>Non-Resident Tuition</b>	
Full-Time	\$1,030.00
Part-Time (7 to 11 units)	86.00/per unit
Part-Time (1 to 6 units)	2.00/per unit
General Tuition (per unit)	5.00
Room and Board	730.00
(\$50 deposit required with housing application)	

### Student Housing Per Semester (Douglas Campus only)

ROOM AND BOARD	
Regular semester students (17 weeks)	\$730.00
A & P students (12 weeks)	515.00
Professional Pilot students (21 weeks)	902.00

All full-time resident students who are single are advised 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. The board payment provides a seven (7) day meal ticket for the semester with 19 meals each week when classes are in session.

**HOUSING DEPOSIT** \$50  
The room deposit of \$50, which does not apply toward room and board fees, is payable before registration.

**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 two-payment basis as follows:

50% of the room and board payment due upon registration for classes.

Please note: Students withdrawing from housing who do not qualify for a refund are liable for the entire semester payment.

Final 50% of the room and board payment due on or before the Monday of the sixth (6th) week of classes.

Apartments for married couples, (including utilities, per month)	\$150
Apartment deposit	\$75

#### **Graduation Fee**

Every candidate for an Associate degree is required to pay a graduation fee of \$18. Those completing certificate programs are not required to pay the fee. The graduation fee is to be paid when the student registers for his final semester.

#### **Flight Training Fees**

Please consult the Aviation Division for current flight fees. All flight fees are subject to change without individual notice.

#### **Laboratory Fees**

Lab fees are charged for those classes requiring unusual equipment, facilities, etc. Lab fees range from 2.00 to 100.00 per course. Please consult a class schedule or a current Lab Fee Schedule for courses charging lab fees and the amount.

Please note: Laboratory fees are non-refundable except for cancelled classes.

#### **Miscellaneous Fees**

Late Registration	\$ 5
Late Payment of Fees	\$ 5
Credit by Examination (per semester hour)	\$ 8
CLEP General and Subject Examination per test	\$20
Transcript fee - First free, each additional	\$ 1
Returned check fee (for each returned)	\$10
Nursing Insurance (subject to change)	\$12.50
Replacement of ID card or meal card	\$ 1

#### **Refunds of Fees**

**TUITION:** The following graduated scale for refunding of tuition for students who officially withdraw or are dismissed from the College applies to all students.

The refund schedule is:

75% if withdrawal is prior to the seventh calendar day after college scheduled classes commence.

50% if withdrawal is between the eighth and fourteenth calendar day after college scheduled classes commence.

0% if withdrawal is the 15th day or thereafter.

**REGISTRATION FEE:** Registration fee is non-refundable after the first week of classes. Fifty percent (50%) refund is allowed if withdrawal is completed prior to the end of the first week of classes.

**ROOM AND BOARD:** Students withdrawing from college or residence halls after having officially registered into a hall are not entitled to a refund of room rent. Should a student withdraw due to a legitimate medical emergency or other unusual circumstance, the unused portion of room rent, through the end of the applicable semester, may be refunded with the approval of the Vice President of Student Affairs.

Departing students shall be charged for meals through Saturday of the week in which formal withdrawal occurs. Students departing during the last two weeks of the semester will be charged the full semester rate for meals.

**APARTMENT AND ROOM DEPOSITS:** Apartment and/or room deposits will be refunded according to the conditions of the Residence Hall Contract and the conditions of the Apartment Housing Contract after the apartment or room is vacated less any amounts due the College for damages or other charges.

**FLIGHT FEES:** Unused flight fees will be refunded in full.

**PLEASE NOTE:** All refunds and deposits due students for any reason will be forfeited unless written application is submitted on or before June 15th of the academic year in which they are due.

# Financial Aid, Scholarships, and Grants

Cochise College offers a variety of financial aids to full-time and part-time students who have completed the appropriate applications. Types of financial aids available include scholarships, Grants-in-Aid, College Work Study\* (on and off campus), Non-Work Study, Athletic Grants-in-Aid, Fee Waiver Scholarships and Grants, Supplemental Educational Opportunity Grants (SEOG), Migrant Opportunity Program Grants, Bureau of Indian Affairs Grants, Basic Educational Opportunity Grants (BEOG), Cochise College Short-Term Loans, Nursing Loans and Scholarships, Federally-insured Student Loans, National Direct Student Loans, and Dougherty Foundation Loans and Grants.

\*Students must only carry six (6) units to be able to work on the college work-study program.

## **Financial Aid Application Procedure**

To apply for any type of financial aid, with the exception of LEEP grants and loans, the applicant must:

1. Complete the Family Financial Statement (FFS) of the American Testing Program (ACT) and the Arizona Student Data Form. The FFS is also the application for the BEOG when the appropriate box is marked. All students must apply for this if they are applying for financial aid. Designate Cochise College as a recipient (Code 0089), send the Family Financial Statement and the Arizona Student Data Form to ACT with the appropriate processing fee. Allow a minimum of six weeks for processing. Please forward all copies of the Student Eligibility Report to the Financial Aid Officer.
2. If you wish to be considered for general academic scholarships and financial need is not a factor, the Arizona Student Data Form is the only form that is necessary. You may obtain this form from your high school counselor or college financial aid officer.

The Financial Aids Committee has nine members including the Financial Aids Officer, who acts as chairman, the Coordinator of Counseling, the Comptroller, four faculty members, and two students appointed by the Student Government. Its function is to screen certain specified applications and determine recipients of these awards as well as recommend procedures to be utilized in the financial aid process. Financial Aids Committee meetings are held prior to the awarding process each semester. Regular meetings are held during the school year.

## **Grants and Scholarships**

Both new and returning full-time students are eligible for scholarships and grants-in-aid. Scholarships are awarded to graduates of Cochise County high schools and are made possible by the support of interested groups and individuals.

Three methods of selection are utilized as follows:

1. Recipients are chosen by the donor.
2. Selection is made by the Financial Aids Officer.
3. Selection is made by the Financial Aids Committee of Cochise College.

### **Grants-in-Aid**

Grants-in-aid are available in the areas of athletics, art, music, and journalism. Athletic grant recipients are selected by the coaching staff and are administered by the Financial Aids Officer. Recipients of music and art fee waivers are selected by the Division of Humanities and Fine Arts. Awards are administered by the Financial Aids Officer.

### **Fee Waiver Grants**

Available to a limited number of freshmen applicants graduating from high schools throughout the state who express a desire to attend college. Grants are in the amount of the prevailing semester registration fee.

Grants are renewable the second semester for a total of two semesters, contingent upon continuous full-time enrollment and maintenance of a 2.0 (C) grade-point average. The only qualifications for eligibility are residency in the State of Arizona and a desire to attend college.

### **Arizona State Student Incentive Grant Program**

Available to undergraduate students who meet the eligibility requirement relating to very needy students.

### **Supplemental Education Opportunity Grants (SEOG)**

This is a continuation of the program formerly known as the Educational Opportunity Grant (EOG) program. It consists of a federal program of grant aid (not repayable) to deserving students with exceptional financial need. A requirement of this program is that Supplemental Educational Opportunity Grants cannot be awarded in amounts of more than 50% of the total award given any student. This means the recipient must have received

financial aid from another source at least equal to the SEOG amount. When recipients receive college work-study as a match for SEOG, they must work ALL of their work-study award.

### **Basic Educational Opportunity Grants (BEOG)**

This program is legislated to serve all undergraduate students who show financial need. To be eligible students must be a U.S. citizen or permanent resident and be enrolled at least half-time. The BEOG award is based on family financial assets and cost of education.

### **Nursing Scholarship Grants**

This program consists of grant aid (not repayable) to students pursuing a course of study leading to an Associate Degree in nursing. This aid is limited to students with exceptional financial need. Nursing students applying for financial aid are considered for both Nursing Student Loans and Nursing Scholarship Grants.

### **Academic Scholarships**

Available to state and county high school students who have graduated at the end of the spring semester immediately preceding entrance to Cochise College the following fall semester. Academic Scholarships are renewable the second semester for a total of two semesters, contingent upon continuous full-time enrollment and maintenance of a 2.5 (B-C) grade-point average. Qualifications for eligibility include a desire to attend college and rank within the top 40% of the student's graduating class. These scholarships are in the amount of the prevailing semester registration fee.

AIRESEARCH MFG. CO.: Number and amount vary

AMERICAN CITIZENS SOCIAL CLUB: Provides one scholarship in the amount of \$200 per year. Recipient is selected by donor.

AMERICAN LEGION L. A. ENGLE, JR. POST No. 16: Provides one scholarship in the amount of \$200 per year. Recipient is selected by donor.

ARIZONA BANK CHARITABLE FOUNDATION SCHOLARSHIP: (See Cochise College Foundation)

ARIZONA CATTLE GROWERS ASSOCIATION: Number and amount vary.

**ARIZONA LUNG ASSOCIATION INC:** Provides scholarships of up to \$300 each to this institution for Nursing students. Number and amount vary.

**ARMED FORCES COMMUNICATION AND ELECTRONICS ASSOCIATION:** Provides two \$500 grants-in-aid to pre-engineering or science-related majors. Applicants must have financial need and be residents of Southern Arizona.

**ASSOCIATED STUDENT SCHOLARSHIPS — MIKE BREWSTER SCHOLARSHIP FUND:** Scholarship established as a living memorial to Michael Brewster.

**BENSON WOMAN'S CLUB:** An annual award in the amount of \$300. Selection is made by the donor.

**BISBEE AMERICAN LEGION AUXILIARY UNIT 16:** Annual award of \$100-\$200 to a Bisbee High School girl graduate. Recipient must be majoring in any of the following fields: Nurse, Teacher, Business. Must be in top one-third of class and daughter of a Legionnaire or Veteran.

**BISBEE BUSINESS AND PROFESSIONAL WOMAN'S CLUB:** A \$120 scholarship to a Bisbee High School student. Financial Aids Committee chooses recipient with the following requirements set by donor: financial need, scholarship.

**BISBEE HIGH SCHOOL STUDENT BODY ASSOCIATION:** Number and amount vary.

**BISBEE LIONESS CLUB:** Number and amount vary.

**BISBEE ROTARY CLUB No. 1681:** Provides three scholarships in the amount of \$75 each.

**BISBEE WOMAN'S CLUB:** Annual award is made to a Bisbee High School girl graduate.

**BISHOP SALPOINTE COUNCIL KNIGHTS OF COLUMBUS SCHOLARSHIP:** Number and amount vary.

**DEL BOHMFALK MEMORIAL SCHOLARSHIP:** Scholarship has been provided as a memorial to one of Cochise County's veteran members of the Sheriff's department, the late Del Bohmfalk. Scholarship will be for \$100 per semester, to be awarded on recommendation of Cochise County Sheriff to person showing leadership potential who meets the following criteria: Criminal Justice major, resident of Cochise County, shows academic promise, maintains a cumulative grade point average of 2.8 or better.

**BUSHMASTERS CLUB OF BISBEE:** A scholarship presented to Cochise College for Bisbee High School graduates. Number and amount vary.

**BUSHMASTERS CLUB OF DOUGLAS:** Several scholarships of \$200-\$300 each awarded annually. Recipients must be graduates of Douglas High School. Applicant names proposed by Douglas High School Scholarship Committee.

**RAY DIAMOS BUSTAMANTE SCHOLARSHIP:** A memorial scholarship established by Mrs. A.D. Kerson in July 1971. Made to needy students. This is an endowed scholarship.

**CARL CAUDILL MEMORIAL SCHOLARSHIP FUND:** Number and amount vary.

**CLUB ALBA:** Number and amount vary.

**COCHISE COLLEGE ACTIVITIES SCHOLARSHIP:** Based on following criteria: Faculty advisors will recommend recipients, awarded at end of semester for activity during semester.

**COCHISE COLLEGE CLASSIFIED ASSOCIATION BOOK AWARDS:** Since spring semester 1974, this organization has awarded books to a deserving student each semester. The dollar amount depends on the cost of the student's books.

**COCHISE COLLEGE PROFESSIONAL ASSOCIATION AWARDS:** Two awards to outstanding sophomore graduates in the amount of \$150 each, based on scholastic ability, contributions to Cochise College and leadership.

**COCHISE COLLEGE FOUNDATION SCHOLARSHIP:** Four new and four returning academic scholarships are provided for the 1982-83 college year. Scholarships based solely on academic achievements (grade point average) through first 3½ years of high school. A list of students who meet minimum scholarship requirement of 3.2 (B+) submitted by high school.

**ARIZONA BANK CHARITABLE FOUNDATION SCHOLARSHIP:** Awarded on basis of financial need to academically deserving students. Amount varies. Minority, disabled, or handicapped students receive consideration.

**GUNTER MEMORIAL RODEO SCHOLARSHIP:** Awarded on recommendation of Rodeo Club sponsor. \$100 per semester.

**GERALD M. PINTO SCHOLARSHIP:** A \$200 scholarship to Bisbee High School graduate, based on need and academic achievement.

**INGWALD A. ROSOK MEMORIAL SCHOLARSHIP:** Scholarships awarded on basis of scholarship, financial need, citizenship, and leadership qualities. Two graduates of Cochise Community College and Bisbee High School will each receive a \$200 scholarship per semester to continue education at a four-year Arizona university.

**DOYLE T. SMITH, JR., MEMORIAL SCHOLARSHIP:** Awarded to third phase Airframe & Powerplant mechanic. Based on academic achievement and financial need. Scholarship will be awarded on continuing basis in amount of \$1200 for final three phases of A & P program.

**COUNTY INDEPENDENT INSURANCE AGENTS:** Provides several scholarships each in the amount of \$400 to needy, eligible applicants. Recipients selected by Cochise County Independent Insurance Agents. Applicants should apply for grant-in aid through Financial Aids Officer prior to March 15. Applicants must be Cochise County residents.

**COCHISE COUNTY MEDICAL SOCIETY:** Number and amount vary.

**COPPER CITY WOMAN'S CLUB:** Scholarship of \$100 to a Bisbee High School graduate.

**DOUGLAS AMERICAN LEGION FRED HILBURN UNIT No. 11:** An annual scholarship established for one boy and one girl graduate of Douglas High School. Amount of award is \$200 for each student to cover a two-year period. Recipients must receive highest grade score of achievement for Americanism.

**DOUGLAS ARIZONA SOCIAL CLUB:** Former Douglas residents now residing and working in the Los Angeles area have created a scholarship fund for Douglas High School graduates. The amount varies and is awarded on an annual basis. Recipients are selected by Douglas High School counselors.

**DOUGLAS ART ASSOCIATION:** A \$200 award made to a Douglas High School graduate. Amount varies from year to year. Recipient must be an art student chosen by the Douglas Art Association Board of Directors from a list of qualified students submitted by the Financial Aids Officer.

**DOUGLAS BUSINESS AND PROFESSIONAL WOMAN'S CLUB:** Scholarship in amount of \$175 provided.

**DOUGLAS ELKS LODGE No. 955:** Douglas Elks Lodge awards six scholarships of \$200 each.

**DOUGLAS EVENING LIONS CLUB:** Scholarship of \$150 established in July 1970. Following requirements stipulated: recipient must be a Douglas High School graduate, a sophomore at Cochise College, equal value placed on scholarship and need.

**DOUGLAS HIGH SCHOOL PRINT CLUB SCHOLARSHIP:** Number and amount vary.

**DOUGLAS KIWANIS:** Scholarships of \$200 each awarded annually by Douglas Kiwanis Club. Number vary.

**DOUGLAS MUSIC CLUB:** Recipients chosen by donor. An annual scholarship with amount varying yearly.

**DOUGLAS NOON LION CLUB:** A scholarship in memory of Bill Meloy awarded to a son or daughter of a Noon Lion's Club member. If Lion's Club does not have a qualified student, an alternate will be selected. \$100 per semester for two years.

**DOUGLAS RED CROSS SCHOLARSHIP:** A scholarship of \$500 a year to a Pepper or Peppermint majoring in a health field.

**DOUGLAS REPUBLIC WOMEN SCHOLARSHIP:** Number and amount vary.

**DOUGLAS TELEVISION COMPANY:** Annual awards are made by donor with recipients selected by Douglas High School counselors. Scholarships to Douglas High School graduates.

**ELIZABETH GRAY MEMORIAL SCHOLARSHIP FUND:** A scholarship fund established by Mr. and Mrs. Henry D. Clark as a living memorial to Mr. Clark's sister, Elizabeth Gray. Awards are made to sophomore students registered in the Associate Degree Nursing Program. This is an endowed scholarship.

**ELKS LODGE OF BISBEE No. 671:** Provides one scholarship in amount of \$250.

**EMERGING WOMAN SCHOLARSHIP:** Number and amount vary.

**MEL ENGELSTAD BUSINESS SCHOLARSHIP FUND:** Eligibility requirements as follows: student must be majoring in Business and willing to join Phi Beta Lambda before receiving the grant and remain a member in good

standing, must be capable of maintaining GPA (grade-point average) of 2.5 or above. Sponsor of Phi Beta Lambda will interview and approve student before selection becomes final.

**FIRST NATIONAL BANK OF ARIZONA:** Three \$150 annual scholarships awarded by First National Bank. Requirements are: scholarship, need, resident of Arizona, majoring in Business.

**FORT HUACHUCA OFFICERS AND CIVILIANS WIVES' CLUB:** Number and amount vary.

**GARDANIER SCHOLARSHIP:** Number and amount vary. This is an endowed scholarship.

**GUNTER MEMORIAL RODEO SCHOLARSHIP:** (See Cochise College Foundation)

**HART ENTERPRISES SCHOLARSHIP:** Number and amount vary.

**INSTITUTE OF ELECTRICAL AND ELECTRONICS ENGINEERS-DR. GEORGE SCHAFER MEMORIAL FUND:** Two scholarships of \$200 each. Selected recipients may qualify for a continuing scholarship in sophomore year. Recipient must meet following requirements: graduate of Cochise or Santa Cruz County high schools, enrolled in Electronics Technology Program or plan to transfer to a four-year college or university to pursue an upper division major in an engineering scientific field, maintain a grade point average of 3.0 (B) or better during first year to maintain eligibility for assistance during second year.

**KIWANIS CLUB OF BISBEE:** provides \$200 scholarship.

**BARBARA AND MARY LEITCH SCHOLARSHIP:** Number and amount vary.

**LAMDA CHI OMEGA BETA CHAPTER:** Scholarship of \$250, provided a student exhibits financial need.

**GERALD M. PINTO SCHOLARSHIP:** (See Cochise College Foundation)

**PROCUREMENT DIVISION SCHOLARSHIP FUND — FORT HUACHUCA:** Number and amount vary. This is an endowed scholarship.

**INGWALD A. ROSOK SCHOLARSHIP FUND:** (See Cochise College Foundation)

**SAL RAMIREZ MEMORIAL:** Number and amount vary.

**MISS SIERRA VISTA:** A scholarship of \$200.

**NCO AND SPECIALISTS' WIVES CLUBS:** Scholarship of \$500 is provided annually.

**PHELPS DODGE MORENCI SMELTER COKE FUND SCHOLARSHIP:** Number and amount vary.

**SAN SIMON FIRE DEPARTMENT:** Number and amount vary.

**FRANK SCHOONOVER SCHOLARSHIP:** Scholarship of \$200 for a business administration major. Based solely on academic achievement (3.5 grade point or better). Student must be a graduate of a Cochise County high school.

**SIERRA VISTA WOMEN'S CLUB:** Annual \$250 scholarship awarded worthy recipient chosen by Cochise College Financial Aids Committee. Criteria used in determining recipient: Buena High School graduate, need.

**DOYLE T. SMITH, JR., MEMORIAL SCHOLARSHIP:** (See Cochise College Foundation)

**UNITED STEELWORKERS OF AMERICA LOCAL No. 6305:** Scholarship of \$300. Recipient must meet following criteria: Douglas High School graduate, need, child of a member of the Steelworkers Union.

**VESTA CLUB SCHOLARSHIP BANK:** Number and amount vary.

**VETERANS OF FOREIGN WARS JAMES MURPHY POST No. 836 AND AUXILIARY:** Donor to select recipient, a graduate of Bisbee High School. Scholarship in amount of \$300 to be presented in two payments.

**VOITURE No. 160 40 ET 8 NURSING SCHOLARSHIP:** Number and amount vary.

**XI LAMBDA CHAPTER BETA SIGMA PHI:** Number and amount vary.

# Loans

## **National Direct Student Loans (NDSL):**

This is a continuation of the program formerly known as the National Defense Student Loan Program. Loans are available yearly to all qualified students. The amount of the loan award is determined by the student's need. Interest at a low rate (currently 4%) commences nine months after the borrower is no longer an officially-enrolled student. Repayment to the College is made in monthly installments. Deferment while engaged in educational pursuits is available and certain cancellation factors may be used after completion of college.

## **Nursing Student Loans (NSL):**

Repayable loans are available to students enrolled in the Associate Degree Nursing Program. Nursing students are not eligible for the National Direct Student Loans. Interest at a low rate (currently 3%) commences nine months after the borrower is no longer an officially enrolled student. Repayment to the College is made in monthly installments. The amount of the loan award is determined by the student's need.

## **Federally Insured Student Loans (FISL)**

Low interest loans (currently 9%) made to students by qualified lending agencies up to \$2500 a year to meet educational expenses.

## **VA Direct Loans**

All veteran students whose delimiting date has not passed, regardless of remaining eligibility, may apply for up to \$1250 per semester.

## **Other Student Loan Funds**

In addition to the loan funds referred to above, several organizations and individuals have made contributions to the Student Loan Fund for distribution by the college. These include memorials to Miss Melinda Fredley, Mrs. Kathleen Evans, Mrs. Marie Whatcott, Dr. T.C. Johnston, John Wilson, N.F. Womer. Other funds have been contributed by the Altrusa Club, Martin Gentry, and Joseph Refsnes and Sears, Roebuck and Co. Small short-term no-interest loans are also available for aviation students.

# Employment

## **Non-Work Study Employment**

Jobs are available in various areas. Applications are screened by the Financial Aids Officer. Students are then referred to the Co-operative Education Department for interviews and job placement.

## **College Work-Study**

This is a program for full or part-time students from low income families who need employment to help defray educational expenses. Awards are made to deserving students who demonstrate financial need. Students generally are employed on a part-time basis. However, students may work on a full-time basis if approval is received from the Financial Aids Officer. The minimum pay rate is the existing federal minimum hourly wage rate. Students are interviewed after being declared eligible and then placed in jobs through the Co-operative Education department. The IDS, ACT, and Student Affadavit must be completed before eligibility is determined.

# Student Life

## **Student Life Committee**

The Student Life Committee, composed of faculty and students, provides entertainment and enrichment in the arts through popular entertainers, films, art shows, plays, and lectures.

## **Health Services**

The College offers a well-equipped campus health center directed by a full-time registered nurse. 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 health insurance is available on voluntary basis through the Health Center for all full-time students (12 hours or more). However, health insurance is compulsory for all foreign students.

## **Student Union**

The "living room" of the campus offers an opportunity for students to socialize with fellow students, faculty and administration in an informal atmosphere. Meeting rooms as well as comfortable lounges, a billiard room, game room, TV viewing area and various dining facilities augment the services to the student by the College. The office of the Co-ordinator of Student Activities is located in this building.

The dining services provided by the Student Union include the Que Fas snack bar, private dining facility and a large well-equipped dining room capable of seating 500. Resident students are offered a well-balanced menu featuring popular foods. Seasonal buffets, specials, and other unique monotony-breakers create a "second home" atmosphere in the Student Union.

## **Student Activities**

The College encourages participation in extra-curricular activities, campus organizations, intramural, and intercollegiate athletics to promote leadership, student relationships, and social development. Most campus activities are the responsibilities of student clubs and organizations. During the year, a full schedule of activities is planned for the student body by the students.

Student activities include Apache Day, athletic events, band, choir, billiards tournaments, college rodeo, Cultural Film Series, drama productions, Hawaiian Luau, informal dances, intramural sports, Parents Day, Public Events Series, Red and White Ball, Student Orientation Program, Las Vegas Night, rock concerts, lectures, picnics, weekend trips, Popular Film Series, happenings, Snowball Dance.

## **Social Events Committee**

A subsidiary of the Associated Student Government, the Social Events Committee, performs important programming functions for the students. The Committee is made up of a commissioner and committee members who have an expertise in some area of programming. The commissioner is elected at all-school election each spring. The Committee schedules dances, selects movies, and plans mid-week "happenings."

## **Food Committee**

The Food Committee is comprised of student, faculty and food service representatives who endeavor to produce the best in food quality, service, and sanitation.

## **Organizations**

Student organizations attempt to satisfy all student needs and interests. Students of similar interests may form a club in which fellow students can participate in specialized activities.

Organizations include Alph Eta Rho (Aviation), Cheerleaders, Heliograph (newspaper), International Club, Phi Beta Lambda (secretarial), Residence Hall Councils, Rodeo Club, Newman Club and Running Club.

## **Athletics**

Cocnise College competes with other community colleges in conference basketball, baseball, women's volleyball and basketball. Apache Stronghold is the center for intercollegiate sports, concerts, and a variety of intramural activities.

### **Rodeo Team**

Cochise College Rodeo Team competes with community colleges and universities in the Grand Canyon Region, including Arizona and portions of Nevada and New Mexico.

### **Student Publications**

*The Heliograph* is the official student newspaper and is published twelve times during the academic year. *Mirage*, a student literary magazine, is published once during the spring semester. *The Arrow* is the official student newspaper of the Sierra Vista campus.

### **Student Housing**

Campus housing is available in Huachuca Hall for men and Chiricahua Hall for women. All single students are advised to live on campus if they are not commuting from the home of their parents, legal guardian or relative. A limited number of studio apartments for married students are also available. A room deposit is required of all applicants who desire campus housing. The deposit is refunded, subject to stipulations in the Residence Hall Contract, when the student leaves the college.

Residence hall students are required to participate in the college food service facilities and must sign a Residence Hall Contract. If students are under 18, a parent or guardian must also sign. Three meals are served each day except Saturday and Sunday, when only two meals are served each day.

Applicants must submit a room deposit with the housing contract and be formally admitted to the College before a room assignment may be made.

Adjustments in room rates are not made in periods of over-assignment and the College may reassign rooms from time to time to insure the general welfare of students and the economical operation of residence halls.

Cochise College assumes no responsibility for the loss, theft, or damage to the personal effects of resident students. In addition, the College reserves the right to:

deny or cancel room assignments in the interest of health, discipline, or academic standards.

cancel housing applications when all residence hall rooms have been assigned to earlier applicants.

hold residence hall students financially responsible for all losses and damage in assigned rooms.

Huachuca and Chiricahua Halls will be closed through Thanksgiving, Christmas, semester break and spring recess. All students will be expected to leave unless special arrangements are made in advance of the holiday period. Those enrolled in the aviation programs will be expected to leave when their classes terminate or for any of the breaks listed above.

### **Apartment Housing**

The College maintains an apartment housing complex for married students. Each apartment is completely furnished and includes wall-to-wall carpeting, individual room air conditioning and heating controls, electric stove, garbage disposal, telephone, and television connections. Additional advantages include laundry facilities and trash pickup.

### **Housing Admission**

Students who are interested in residence hall living or married student apartments may write or call the Co-ordinator of Housing, Cochise College, Douglas, Arizona 85607.

# Academic Regulations

**VICE PRESIDENT OF INSTRUCTION AND ACADEMIC COUNCIL:** The development, enforcement, interpretation and waiving of academic requirements are a responsibility of the Vice President of Instruction and the Academic Council. Council membership includes representatives from the Science and Division; Math Social Sciences Division; Communications Division; Humanities Division; Technology Division; Aviation Division; Nursing Division; Business Education Division; Secretarial-Cooperative Education Division; Student Affairs Division; Health, Physical Education and Recreation Division; the Di Peso Library; the Registrar and two representatives from Student Government. Student petitions for the waiver of academic regulations may be presented to the Academic Council through the student's counselor.

## Classification of Students

**FRESHMAN:** Student with fewer than 28 passing units of college credit.

**SOPHOMORE:** Student with 28 or more passing units of college credit.

**FULL-TIME STUDENT:** Student carrying 12 or more units during the semester.

**PART-TIME STUDENT:** Student carrying 1 to 11 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:

A - Superior (4.0)

B - Good (3.0)

C - Average (2.0)

D - Poor (1.0)

F - Failure

**WITHDRAW FAILING (WF)** — Indicates withdrawal from the class after Friday of the ninth week with below a C in the course. A grade of WF is computed in the student's grade point average as an F, or failure.

**WITHDRAW (W)** — Indicates a student has withdrawn from the course through Friday of the ninth week, or that he was earning a grade of C or better if the withdrawal was after the Friday defined above. A grade of W is not computed in the student's grade point average.

**INCOMPLETE (I)** — Indicates that for a justifiable reason, such as serious illness, 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 I to an F on the permanent record unless there is a contract on file in the Registrar's Office stating otherwise. The grade of I is not computed in the student's grade point average.

**AUDIT (AU)** — Courses may be taken for audit at the discretion of the course instructor. Registration and fee policies are the same as those for regular students. However, priority in registration will be given those registering in a course for credit.

**PASSING (P)** — Passing in a pass-fail course.

**FAILURE (XF)** — Failure in a pass-fail course.

## Grade Points

Semester grades are assigned grade points as follows:

A - 4 grade points per unit earned

B - 3 grade points per unit earned

C - 2 grade points per unit earned

D - 1 grade points per unit earned

F - 0 grade points per unit earned

WF - 0 grade points per unit earned

Thus, a three-unit course with a grade of A would earn  $(3 \times 4)$  12 grade points. The total grade points accumulated by a student are divided by the total of units attempted (excluding W and I grades) and the result is known as the student's cumulative grade point average, or GPA.

### **Scholastic Honors**

Any student who completes 12 or more units in one semester or phase and maintains a semester and cumulative GPA of 3.500 to 3.899 will be placed on honors.

Any student who completes 12 or more units in one semester or phase and maintains a semester and cumulative GPA of 3.900 or better will be placed on High Honors.

### **Unit Load Limitations**

The maximum class load for a beginning freshman is 17 units; 19 units for second semester freshmen. Students wishing to exceed these limitations may petition the Academic Council.

Entering students with lower than C average will be limited to 15 units. This will include those entering from high school and those transferring from another college.

Continuing students who have accumulated (a) 1 to 10 minus points will be limited to 15 units; (b) 11 or more minus points will have future academic requirements determined by Academic Council. These requirements will be stated in writing and the student must indicate his understanding of requirements and agree to comply.

### **Academic Probation**

All students who have attempted nine or more units at Cochise College and maintain a semester and a cumulative grade point average of 1.999 or lower will be placed on Academic Probation by the Academic Council.

### **Removal from Academic Probation**

A student will be returned to academic good standing when his cumulative grade point average is 2.000 or better.

### **Academic Suspension or Dismissal**

A student who has attempted nine or more units may be academically suspended from the College for one semester if his cumulative grade point average falls below 1.6 at the end of any semester.

A student, while on Academic Probation, may be academically suspended if his cumulative grade point average falls below 1.6.

All available factors having a bearing upon the academic record of the student will be evaluated by the Academic Council before academic suspension.

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.

### **Credit for Transfer Students**

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

Courses for which the student has earned a grade of D or F will not be accepted for credit.

Students with a GPA below 2.000 may be admitted on academic probation.

Students academically dismissed from another college may not attend Cochise College for one full semester after said dismissal.

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.

Professional Pilot Students who transfer to Cochise College may receive credit for up to 18 hours for previously earned certificates and ratings if they complete at least one flight course resulting in a certificate or rating.

### **Credit by Examination**

A student enrolled for credit may establish credit by examination for a maximum of 12 units during his coursework at Cochise College but may challenge only one course for credit by examination per regular semester. A student may challenge only those courses which carry transfer credit, in which a written examination is the primary evaluative device, and in which he has not had advanced work in the same area. Credit by examination units will be computed into the regular course load with corresponding fee and unit-load limitations. The student should obtain the application for credit by examination from the Division of Student Affairs, then secure permission from the instructor and Division Chairman involved. A student may not petition to challenge a course a second time. Some departments may have additional qualifications

which must be met before a course may be challenged. Challengers in the Nursing Department will be required to pass a practical examination.

### **College Level Examination Program (CLEP)**

Credit may be granted to students who have taken one or more tests of the College Level Examination Program developed by the College Entrance Examination Board. To receive credit on the General Examinations, a student must have a standard score of 500 or above except English which requires 610 minimum Standard Score. On the Subject Examinations, the student must have a standard score of 50 or better.

Students may earn up to 30 units of college credit by taking the CLEP. Any interested person may contact the Division of Student Affairs.

### **U.S.A.F.I./Dantes and Military Service Schools**

Cochise College follows the credit recommendation of the American Council on Education for Military Service Schools. Credit for U.S.A.F.I./Dantes courses will be granted in accordance with the minimum standard score credit recommendation for each separate examination per Dantes.

Colleges differ on their policies related to credit allowed for credit by examination, CLEP, U.S.A.F.I./Dantes and Military Service Schools. Credit granted by Cochise College does not obligate any other college or university nor guarantee its acceptance at another educational institution.

Students must complete at least one Cochise College course before credit will be granted for CLEP, U.S.A.F.I./Dantes or Military Service courses. Credit allowed on any of these will not count toward the 15 resident hours required for an AA, AS, or AAS degree from Cochise College. A maximum of 30 units will be allowed for credit for non-traditional learning experiences.

### **Individual Studies**

Courses titled "Individual Studies" may be found for most subject areas in the section titled "Course Descriptions." This course, numbered 299, in all cases, is designated to accommodate particular needs of students capable of independent study. Enrollment in 299 is subject to agreement by and arrangement with the respective instructor and Division Chairman. The number of units

granted depends on the nature of the work undertaken. The transfer value depends also on the nature of the work and its acceptability by the institution to which the student transfers.

### **Grade Report**

Each student receives a grade report at completion of the semester. Final semester grades are recorded on the student's permanent record.

Grade reports of unmarried students under 18 years of age are mailed to the parents or guardian. Grade reports of other students are mailed to their home address.

### **Final Examinations**

Final examinations are given in most courses and students are personally responsible for taking all assigned final examinations as they are listed in the examination schedule. Final examinations normally will not be given in advance of the scheduled time.

### **Change of Grade**

A grade reported to the Registrar may be changed only upon authorization of the faculty member issuing the grade.

### **Repeating Courses**

If a student earns a grade of D or F, 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 toward graduation or in computing the cumulative point average.

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.

Repetition of high school courses is permitted only if required by the College.

A student may not repeat a course in which he has received a grade of C or better.

### **Change of Program**

Students are expected to arrange their academic schedule carefully and maintain this schedule throughout the semester. Necessary program changes are to be initiated with permission of the instructor of the courses affected by the program change.

Courses may not be added to a program after the end of the second week of classes. Part-time evening students may register the first evening the class meets without paying a late registration fee.

A student may drop a course at any time up through Friday of the ninth week of classes without penalty and the grade assigned will be W, Withdrawn. Courses dropped after Friday of the ninth week will receive a grade of W or WF (Withdrawn Failing) at the discretion of the instructor.

Courses may be changed to "Audit" with the permission of the instructor. Students may change to audit with permission of instructors through Friday of the ninth week of the semester.

### **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 proper dismissal. A student will receive a WF in all courses if he does not officially withdraw.

### **Transcripts**

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

Transcripts are forwarded by the Registrar's Office at the written request of the student. Transcripts to educational institutions will be sent directly by mail. Transcripts given directly to the student are marked "issued to student." The first transcript is issued without charge. Charges for additional transcripts are as follows: unofficial transcripts to student - \$.25 each; all official transcripts - \$1 each.

### **Transfer of Credit**

Students transferring to Cochise College 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 D, 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, any credit earned, or both.

Students transferring from Cochise College to one of Arizona's state universities should observe the following:

Carefully follow the curriculum guide developed by Cochise College in co-operation with the universities for your major area.

In general, the universities will accept up to 64 units of community college courses.

Courses carrying a numerical designation of 0 through 99 will not transfer.

Courses in which a student makes less than a C are accepted for transfer only at the discretion of the universities and/or the particular college in the university.

The overall grade point average must be 2.000 (C) or better.

If particular problems concerning transfer are encountered, the student should contact the Division of Student Affairs at Cochise College.

### **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. Instructors set an attendance policy for each class and it is the student's responsibility to be aware of and to comply with these policies.

### **Veterans Satisfactory Progress**

A reduction in units or withdrawal from school must be reported to the Veterans' Affairs Office immediately. Failure to report any reductions or withdrawals may result in the VA requiring repayment of all monies which the veteran may have received during that semester.

All veterans should maintain close contact with the Office of Veterans' Affairs. Information concerning veterans' benefits, clarification of benefits, and procedures may be obtained by contacting the Veterans' Affairs Coordinator.

### **Registration For Physical Education**

The Governing Board endorses the philosophy of required physical education. In instituting this policy, the following requirements are set forth:

A full-time student shall be enrolled in physical education activity courses for a minimum of two semester credits. Exception is granted for full-time students at the Sierra Vista Center and at other centers throughout the county.

A student who is physically unqualified for participation in physical education as certified by a licensed physician (such certification by a physician must be renewed each semester) shall be exempt from physical education activity. Physically handicapped students will enroll in a personal health course or a special adaptive physical education course.

A student 24 years of age or older at the time of registration shall be exempt from physical education courses.

Honorably discharged service personnel with a minimum of two years of active duty, married men and women, and men and women who are heads of households are exempt from the requirement of two units of physical education.

### **Graduation Requirements**

Cochise College grants the degree of Associate of Arts, Associate of Science, and Associate of Applied Science degrees. Students should review the catalog section on Degrees and Programs, and consult with a counselor for specific requirements for each of these degrees. A minimum of 15 units must be taken in residence at Cochise College.

### **Graduation Application**

Students planning to graduate must file a Graduation Application with the Division of Student Affairs. Applications will be available at registration, or in the bookstores at either campus.

Applications must be filed by October 2, for fall graduation and by February 12 for spring graduation. Dates also apply to certificate applications. If an application is late, a diploma will not be ordered until the following order date. Diplomas will be mailed after final grades are received and records evaluated. See your counselor as to degree. Diplomas are ordered *as marked* on application.

# Degrees and Programs

## University Parallel Programs

Cochise College offers the first two years of a four-year program for the student who wishes to extend his education to include a bachelor's (four year) degree. In addition he may remove any high school grade or subject deficiencies 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 requirements of junior standing. Catalogs of major universities and colleges are available in the Learning Resources Center and the Division of Student Affairs. The counseling staff, in co-operation with various schools and colleges within the three Arizona universities, have developed a *Transfer Curriculum Guide*. This publication provides curriculum transfer plans for most Bachelor's Degree programs. Curriculum plans for a variety of pre-professional transfer programs are located elsewhere in this section.

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

*He must clear up any entrance deficiencies in grades or subject matter if the senior college to which he expects to transfer requires it.*

*He must fulfill the general requirements of the senior college which are prescribed for all students.*

*He must fulfill his own pre-major requirements, i.e. the lower division requirements for his upper division major.*

*He must earn a cumulative grade point average of 2.0 or better.*

Under the provisions of the ROTC Vitalization Act of 1964, community college men and women 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 Division of Student Affairs.

## Occupational Programs

Occupational programs at Cochise College are designed for the student who wishes to gain employment skills. Each occupational program has been developed with the aid of business and industrial advisory committees to insure the student of quality instruction and to enhance his opportunities for successful employment.

Upon completion of curriculum requirements, the student will receive an Associate of Applied Science Degree or a Certificate of Completion. The Office of Career Placement will assist graduates in finding permanent full-time positions in fields of specialization.

Several four-year technical programs are offered at Arizona State University and Northern Arizona University. A large number of occupational programs at Cochise College will transfer to many of these university programs. For further information on specific transfer options consult a counselor, the Office of Career Placement, or the appropriate division chairman.

In addition to the established occupational programs listed above, the College will offer a variety of short-term, non-credit extension courses upon request of business, industry, or other interested groups. Several one-year certificate programs are also offered.

## Co-operative Education

Cochise College students enrolled for credit in any College program may elect to participate in the Co-operative Education Program. This is a co-operative arrangement between the employer, the student and the College to provide part-time (or in some cases, full-time) job placement in training positions related to the student's career interest. The student's work is co-ordinated by college staff and the student will receive college credit for this job experience. This program is also adaptable for employed adults who are interested in gaining additional job skills for future advancement. Co-operative Education is not a course of study, but is the laboratory component for the various programs offered at Cochise College.

## Academic Skills

The College helps students improve reading, writing, and math skills. Students are placed in appropriate courses, according to placement tests given to all freshmen during registration. A course in study and test-taking skills, as well as a psychology course, are included in the counseling component of the skills program. Also students are

advised about graduation requirements and possible careers; students are encouraged to learn in one-to-one tutoring sessions.

### **Spanish Immersion Programs**

The College offers a Spanish Immersion Program that provides intensive day-long instruction to non-native speakers. The program is designed to provide a basic speaking-listening facility in the Spanish language. During the sixteen-week semester students attend classes, work with conversants and participate in language laboratory activities five hours daily each week. Students receive sixteen units of transferable credit upon successful completion of the program, equivalent to the first two years of college Spanish.

A seven-week summer Spanish Immersion Program is also offered, for which students receive eight units of college credit in Spanish.

### **English Immersion Program**

The English Immersion Program offers a student whose first language is not English the basic language proficiencies needed for regular college courses. Grammar, reading, writing, conversation, listening comprehension and culture classes are offered 6 hours daily at the beginning, intermediate and advanced levels. Classroom instruction is complemented by extensive use of audiovisual materials, field trips, cultural activities, sports, International Club and a host family program.

### **The Social Services Program**

The A.A.S. in Social Services is a two year technical degree program designed specifically to provide job-ready skills as paraprofessional social service support staff. In an expanding field, those jobs extant now in social services as professional-extenders include such titles as Advocacy Worker, Outreach Worker, Behavioral Health Aide, Eligibility Worker, Habilitation Technician, Rehabilitation Aide, Human Resource Aide, Group Home or Child Care Worker, Social Service or Case Work Aide and Information and Referral Personnel.

While the above is a two year degree leading to immediate employment there is also a program for the student who plans a transfer to a four year university to complete their specialty. An Associate of Arts Degree with a Speciality in Social Services will provide the basic liberal arts curricula required by most 4 year institutions but also allow time for electives in the students field of interest.

## **Degrees and Certificates**

Cochise College offers the Associate of Arts, Associate of Science, and Associate of Applied Science degrees with major emphasis in a number of academic areas. Requirements for specific academic programs are given in the program curriculum guide. Minimum degree requirements as specified below must be met by completing coursework numbered from 100 to 299.

### **Associate of Arts Degree**

<b>Minimum Requirements</b>	<b>Credit Hours</b>
English 101 or equivalent	3
plus one other English course in 100 series	3
Social/Behavioral Science	6
Laboratory Science or Math	6-8
Humanities/Fine Arts	6
Physical Education	2
Major area courses	15
Electives	17-19
	60

### **Associate of Science Degree**

<b>Minimum Requirements</b>	<b>Credit Hours</b>
English 101 or equivalent	3
plus one other English course in 100 series	3
Social/Behavioral Science	6
Laboratory Science	8
Humanities/Fine Arts	6
College Algebra	3
Physical Education	2
Major area courses	15
Electives	14
	60

### **Associate of Applied Science Degree**

This degree is awarded to students who meet requirements as specified for various vocational and technical majors. Strong emphasis is placed on technical coursework as dictated by the requirements of business and industry.

A minimum of 60 credit hours of prescribed coursework is required. The appropriate program curriculum guide should be consulted for specific requirements.

### **Certificate of Completion**

The Certificate of Completion is awarded to students who complete a specified course of study, credit or non-credit, but which does not meet specified requirements for the AA, AS, or AAS degrees.

## Life-Long Learning Certificate

Cochise College offers a Life-Long Learning Certificate to recognize those individuals who have completed a minimum of thirty units of Cochise College credit with at least a 2.0 (c) grade point average. Students may apply any Cochise College courses towards a Life-Long Learning Certificate. There are no special curriculum or time requirements. Students may apply for the Life-Long Learning Certificate through the Division of Student Affairs counseling personnel.

## Program Requirements

A student is responsible for the requirements of the catalog that was or is in effect at the time of his first enrollment at Cochise College unless he or she wishes to change to the requirements of the latest catalog.

### GENERAL STUDIES ELECTIVES:

Most universities require 16 units of foreign language for the BA degree.

#### Humanities/Fine Arts

Humanities  
Art 107, 108  
Music 101, 102  
Literature  
Philosophy (except PL 201 and 202 at U of A)  
English 107

#### Social/Behavioral Sciences

Anthropology  
Economics  
Geography  
History  
Political Science  
Psychology  
Sociology  
Counseling

#### Mathematics/Laboratory Science

Biology  
Chemistry  
Geology  
Math 110 or higher  
Physics  
Microbiology  
Botany

Note: Courses transferred in from other colleges which are not listed above may satisfy certain area requirements. Other courses not listed here may satisfy associate degree requirements for students not planning to transfer.

### A Note on Programs

*The following listed programs are samples of curriculum available at the college. The student is advised to seek counseling in the Division of Student Affairs for advice on other programs tailored to the student's needs. These suggested outlines may vary depending on the transfer requirements of other institutions.*

## Administration of Justice

### Associate of Applied Science

<b>Freshman</b>	<b>First Semester</b>	<b>Units</b>
Intro. to Police Science	AJ 100	3
Criminal Law I	AJ 200	3
Police Patrol Functions	AJ 122	3
Rules of Evidence	AJ 227	3
Composition	EN 101	3
<b>Second Semester</b>	<b>Units</b>	
Intro. to Criminal Justice System	AJ 121	3
Criminal Law II	AJ 201	3
Juvenile Procedure	AJ 230	3
Written Communications & Reports	EN 110	3
Criminal Investigation	AJ 238	3
<b>Sophomore</b>	<b>First Semester</b>	<b>Units</b>
Police Community Relations	AJ 240	3
Social/Behavioral Science		3
Physical Education		1
Emergency Medical Training	HT 174	6
Accidents, Citations, Disorders	AJ 252	3
<b>Second Semester</b>	<b>Units</b>	
Psychology in Law Enforcement	AJ 254	3
Physical Evidence	AJ 236	3
Physical Education		1
Electives		9

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#### Humanities/Fine Arts

Humanities  
Art 107, 108  
Music 101, 102  
Literature  
Philosophy (except PL 201 and 202 at U of A)  
English 107

#### Social/Behavioral Sciences

Anthropology  
Economics  
Geography  
History  
Political Science  
Psychology  
Sociology  
Counseling

#### Mathematics/Laboratory Science

Biology  
Chemistry  
Geology  
Math 110 or higher  
Physics  
Microbiology  
Botany

Note: Courses transferred in from other colleges which are not listed above may satisfy certain area requirements. Other courses not listed here may satisfy associate degree requirements for students not planning to transfer.

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Criminal Law I	AJ 200	3
Police Patrol Functions	AJ 122	3
Rules of Evidence	AJ 227	3
Composition	EN 101	3

	<b>Second Semester</b>	<b>Units</b>
Intro. to Criminal Justice System	AJ 121	3
Criminal Law II	AJ 201	3
Juvenile Procedure	AJ 230	3
Written Communications & Reports	EN 110	3
Criminal Investigation	AJ 238	3

<b>Sophomore</b>	<b>First Semester</b>	<b>Units</b>
Police Community Relations	AJ 240	3
Social/Behavioral Science		3
Physical Education		1
Emergency Medical Training	HT 174	6
Accidents, Citations, Disorders	AJ 252	3

	<b>Second Semester</b>	<b>Units</b>
Psychology in Law Enforcement	AJ 254	3
Physical Evidence	AJ 236	3
Physical Education		1
Electives		9

# Administration of Justice

## Associate of Science

<b>Freshman</b>	<b>First Semester</b>	<b>Units</b>
Introduction to Police Science	AJ 100	3
Criminal Law I	AJ 200	3
Rules of Evidence	AJ 227	3
Juvenile Procedures	AJ 230	3
English Composition I	EN 101	3
Physical Education		1
	<b>Second Semester</b>	<b>Units</b>
Introduction to the Criminal Justice System	AJ 121	3
Criminal Law II	AJ 201	3
Criminal Investigation	AJ 238	3
College Algebra	MA 120	3
Physical Education		1
<b>Sophomore</b>	<b>First Semester</b>	<b>Units</b>
Police Community Relations	AJ 240	3
Accidents, Citations, Disorders	AJ 252	3
Humanities/Fine Arts		3-4
Social/Behavioral Science		3
Lab Science		4
	<b>Second Semester</b>	<b>Units</b>
Psychology in Law Enforcement	AJ 254	3
Social/Behavioral Science		3
Lab Science		4
Humanities/Fine Arts		3-4

# Agriculture

## Associate of Science Degree

<b>Freshman</b>	<b>First Semester</b>	<b>Units</b>
Composition	EN 101	3
Zoology, General Botany, or General Biology		4
Social/Behavioral or Humanities/Fine Arts		3
Physical Education		1
Introduction to Animal Disease Process	AG 103	3
Animal Industry	AG 208	3
Introduction to Agriculture	AG 102	3
	<b>Second Semester</b>	<b>Units</b>
Composition	EN 102	3
Zoology or General Botany, or General Biology		4
College Algebra	MA 120	3
Physical Education		1
Range Management	AG 105	3
Animal Industry	AG 208	3
<b>Sophomore</b>	<b>First Semester</b>	<b>Units</b>
General Chemistry	CH 121	4
Social/Behavioral Science or Humanities/Fine Arts		3
Animal Feeding	AG 230	3
General Physics or Physical Geology		4
Western Horsemanship	AG 139	1
Principles of Agronomy	AG 104	3
Horse Science & Management	AG 237	3
	<b>Second Semester</b>	<b>Units</b>
Chemistry	CH 122	4
Written Communications & Reports	EN 110	3
Fundamentals of Speech	SE 102	3
Agriculture electives:		3
Animal Disease & Sanitation	AG 106	3
Livestock Production	AG 243	3
Agriculture Electives: See your advisor or counselor for recommended electives.		

# Agriculture

## Associate of Applied Science Degree

Freshman	First Semester	Units
English EN 010 or 101		3
Biological Science BS 101, 111 or 131		4
Selected Electives		3
Agriculture Electives		6

Agriculture Electives: See your advisor or counselor for recommended electives.

	Second Semester	Units
English in 100 Series		3
Biological Science BS 102, 111, 132		4
Selected Electives		3
Agriculture Electives		6

Agriculture Electives: See your advisor or counselor for recommended electives.

Sophomore	First Semester	Units
Mathematics MA 110		3
Chemistry CH 101 or 121		4
Selected Electives		3
Agriculture Electives		6

### Recommended Electives

Animal Feeding	AG 230	3
Agricultural Welding	AG 210	2
Range Plants	AG 207	3
Livestock Production & Management	AG 243	3
Western Horsemanship	AG 139	1

	Second Semester	Units
Fundamentals of Speech	SE 102	3
Selected Electives		3
Agricultural Electives		9

### Recommended Electives

Economics in American Agriculture	AG 211 or Econ 201	3
Advanced Agriculture Welding	AG 212	2
Agricultural Alloy & Repair Welding	AG 213	2
Animal Disease & Sanitation	AG 106	3
Fertilizer	AG 214	3
Individual Studies	AG 199-299	1-4

## Recommended Electives

Written Communication & Reports	EN 109	3
Principles of Accounting	BU 101	3
Principles of Management	BU 143	3
Business Communications	BU 167	3

# Anthropology

## Associate of Arts Degree\*

Freshman	First Semester	Units
Composition	EN 101	3
Origin & Antiquity of Man	AN 101	3
Prehistoric Culture of North America	AN 185	3
Science or Mathematics		3-4
Physical Education	PE	1
Social/Behavioral Science		3

	Second Semester	Units
Composition	EN 102	3
Social/Behavioral Science		6
Development of Culture	AN 102	3
Historic Indian Tribes of North America	AN 186	3
Science or Mathematics		3-4
Physical Education	PE	1

Sophomore	First Semester	Units
Society and Culture	AN 125	3
Social/Behavioral Science		3-6
Anthropology	AN	3-6
Humanities/Fine Arts		3-4

	Second Semester	Units
Non-Literate Societies of the World	AN 226	3
Social/Behavioral Science		3
Anthropology	AN	3-6
Humanities/Fine Arts		3-4

\*Students planning to transfer into the Baccalaureate Program should remove the Foreign Language requirement during the Freshman and Sophomore year.

# Art

## Associate of Arts Degree\*

### General Education Requirements

Composition	EN 101	3
Composition	EN 102	3
Physical Education	PE	2
Survey of Western Civilization	HI 140-141	6
Laboratory Science or Math.		6-8
Humanities	HU 205	4
Humanities	HU 206	4

### Core Curriculum Courses

Introduction to Art	AR 101	3
Survey of World Art**	AR 107 and 108	6
Basic Design	AR 103	3
Basic Drawing	AR 106	3
Two Dimensional Design	AR 230	3
Beginning Painting	AR 280	3
Beginning Figure Drawing	AR 245	3
Three Dimensional Design	AR 231	3
Ceramics	AR 270	3
Beginning Commercial Design	AR 265	3
Sculpture	AR 280	3

### Recommended Electives

Beginning Photography	AR 285	3
Individual Studies	AR 299	1-4

\*\*Survey of World Art may not be used to satisfy Humanities requirements for art majors.

\*Students planning to transfer into the Baccalaureate Program should remove the Foreign Language requirement during the Freshman and Sophomore year.

# AVIATION TECHNOLOGY

## Airframe and Powerplant

### Associate of Applied Science

Courses AT 110, AT 115, AT 120, AT 125, AT 130, EN 020, and EN 108 are the minimum requirements for an Associate of Applied Science Degree and to take the F.A.A. examinations for the Airframe - Powerplant Certificate. The minimum time to complete the course is approximately 15 months. Each phase is twelve weeks.

Phase	Units
Phase I General	AT 110
Phase II Basic Airframe	AT 115
Phase III Advanced Airframe	AT 120
Phase IV Basic Powerplant	AT 125
Phase V Advanced Powerplant	AT 130
Reading Fundamentals	EN 020
Written Communications & Reports	EN 110

## Professional Pilot\*

Courses 101, 102, 103 and 204G and F are the minimum requirements for a degree and are usually completed in eleven months. Most students return for a third phase and complete 208, 220, 230, and 240G and F and any academic course requirements not met for the degree. Phases average twenty-two weeks. 101G and 103G are taken concurrently.

Phase I - ASSOCIATE OF APPLIED SCIENCE DEGREE	Units
*Stage One Commercial Pilot	AT 101G and F
*Stage Two Commercial Pilot	AT 102G and F
*Stage Three Commercial Pilot	AT 103G
Principles of Economics	EC 201
Accounting	BU 101
Composition I	EN 101
Principles of Marketing	BU 155
Lab Science	
Physical Education	PE

**Phase II**

*Stage Three Commercial Pilot	AT 103F	5
*Stage Four Commercial Pilot	AT 204G and F	5-6
Physical Education	PE	1
Principles of Economics	EC 202	3
Business Law	BU 231	3
Personnel Management	BU 123	3
Accounting	BU 102	3
Principles of Management	BU 143	3
Social/ Behavioral Science		3
Business Math	BU 104	3

**Phase I - ASSOCIATE OF SCIENCE DEGREE**

*Stage One Commercial Pilot	AT 101G and F	5-6
*Stage Two Commercial Pilot	AT 102G and F	5
*Stage Three Commercial Pilot	AT 103G	5
Composition I	EN 101	3
Social Behavioral Science		3
Lab Science		4
Humanities/ Fine Arts	HU	3-4
Physical Education	PE	1
Intermediate Algebra	MA 110	3

**Phase II**

*Stage Three Commercial Pilot	AT 103F	5
*Stage Four Commercial Pilot	AT 204G and F	5-6
Composition II	EN 102	3
Social Behavioral Science		3
Lab Science		4
Humanities/ Fine Arts	HU	3-4
Physical Education	PE	1
College Algebra	MA 120	3
Elective		3

\*Courses are sequential, not concurrent.

**OPTIONAL COURSES**

Multi-Engine Rating	AT 208G	1
	AT 208F	2
Flight Instructor Airplane	AT 220G	5
	AT 220F	3
Flight Instructor Instruments	AT 240G	3
	AT 240F	3
Flight Instructor Multi-Engine	AT 230G	2
	AT 230F	2
Fundamentals of Aviation Instruction	AT 225	3

\*Acceptance into the Professional Pilot Program requires an interview with the Chief Pilot plus acceptance into the Professional Pilot Program. Admission to Cochise College does not guarantee acceptance into the pilot program.

**BUSINESS****Banking****Associate of Applied Science Degree**

<b>Freshman</b>	<b>First Semester</b>	<b>Units</b>
Principles of Bank Operations	BU 135	3
Principles of Accounting	BU 101	3
Personnel Management	BU 123	3
Elective: Physical Education	PE	1
College Algebra	MA 120	3
Grammar, Usage & Punctuation	EN 111	3

<b>Second Semester</b>	<b>Units</b>
Principles of Accounting	BU 102
Principles of Management	BU 143
Elective: Physical Education	1
Elective	6
Business Communications	BU 167

<b>Sophomore</b>	<b>First Semester</b>	<b>Units</b>
Principles of Economics	EC 201	3
Business Law	BU 231	3
Bank Management	BU 134	3
Electives		6

<b>Second Semester</b>	<b>Units</b>
Money and Banking	BU 137
Principles of Economics	EC 202
Electives: Banking	9

<b>Recommended Electives</b>
Bank Loss Prevention
Selling Bank Services
Analyzing Financial Statements
Real Estate Finance
Law and Banking
Installment Credit I
Installment Credit II
Customer Relations
Business Law

# Business Administration

Associate of Science (Transferable to 4 year University)

## General Education Requirements

		Units
Composition	EN 101	3
Composition	EN 102	3
College Algebra	MA 120	3
Social and Behavioral Science		6
Humanities/Foreign Language		6-8
Physical Education		2
Science		6-8

## Core Curriculum Courses

		Units
Statistics	BU 219	3
Business Communications	BU 167	3
Finite Math	MA 155	3
*Calculus for Business	MA 156	3
Survey of American Business	BU 109	3
Intro. to Data Processing	BU 172	3
Principles of Accounting	BU 101	3
Principles of Accounting	BU 102	3
Principles of Economics I	EC 201	3
Principles of Economics II	EC 202	3
Business Law	BU 231	3
<b>TOTAL HOURS</b>		<b>64-66</b>

Students transferring to U. of A., A.S.U., N.A.U. are required to see a business faculty advisor for specific transfer curriculum to these Universities.

\*Required for U. of A. only.

# Administrative Assistant

Associate of Applied Science Degree (Accounting, Management, Marketing, Computer Science, Secretarial)

## Freshman

	First Semester	Units
Grammar Usage & Punctuation	EN 111	3
Business Math	BU 104	3
Survey of American Business	BU 109	3
Bookkeeping & Financial Mgmt. or	BU 146	
Principles of Accounting	BU 101	3
Major Selection		3
Physical Education		1

## Second Semester

	Second Semester	Units
Typing	BU 108 or 208	3
Business English Communications	EN 167	3
Calculating Machines	BU 118	2
Intro. to Data Processing	BU 172	3
Major Selection		3
*Elective		3
Physical Education		1

## Sophomore

	First Semester	Units
Typing	BU 208 or 209	3
Business Law	BU 231	3
Management Elective	BU 123, 126, 128, or 143	3
Major Selection		3
*Elective		3

## Second Semester

	Second Semester	Units
Word Processing	BU 268	3
Records Management	BU 217	3
Speech	SE 102	3
Economics	EC 201	3
Major Selection		3

MAJORS: Select 4 (four) classes from one (1) of the following majors for a total of twelve (12) units.

**Accounting**  
Principles of Accounting 101  
Principles of Accounting 102  
Intermediate Accounting 201  
Intermediate Accounting 202

**Computer Science**  
Introduction to Data Processing  
Cobol I  
Cobol II  
Fortran  
Basic  
Word Processing

**Management**  
Exploring Your Potential  
Special Problems  
Personnel Management  
Bank Management  
Principles of Management  
Small Business Management  
Credit Union Management

**Marketing**  
Salesmanship  
Merchandising  
Principles of Advertising  
Principles of Marketing  
Small Business Management

**Secretarial**  
Secretarial Office Procedures  
(Legal, Medical, General, Bilingual)  
Secretarial Office Practice  
(Legal, Medical, General, Bilingual)  
Word Processing  
Shorthand 111, 211, or 212  
Professional Terminology

**\*Electives**  
Cooperative Education  
Other business or office classes  
Non-business classes as approved by advisor

# Middle Management

Associate of Applied Science (Non-Transferable)\*

General Education Requirements	Units
Composition EN 101	3
Business Math BU 104	3
Social Science/Science	6
	12
Core Curriculum Requirements	
Principles of Accounting BU 101	3
Principles of Accounting BU 102	3
Business Law I BU 231	3
Survey of American Business BU 109	3
Introduction to Data Processing BU 172	3
Business Communications BU 167	3
Principles of Marketing BU 145	3
Principles of Economics EC 202	3
Small Business Management BU 283	3
Principles of Management BU 143	3
Principles of Finance BU 156	3
	33
MAJOR EMPHASIS	15
	60

AAS Degree

\*Definition of Non-Transferable - The Middle Management program of study is not designed to transfer into a four year degree. Some specific courses may transfer.

## MAJOR EMPHASIS

The student needs to choose one of the following Major Emphases.

### Accounting

Taxation  
Analyzing Financial Statements  
Intermediate Accounting I  
Intermediate Accounting II  
Business Elective

### Marketing

Salesmanship  
Merchandising  
Principles of Advertising  
Business Elective

**Behavioral Management**

Personnel Management  
Labor Relations  
Business Electives

**Quantitative Management**

Finite Math  
Business Statistics I  
Business Statistics II  
Management Information Systems  
Business Elective

**General Business**

Any Business Class

**Women In Management**

Exploring Your Potential As A Manager  
Special Problems In Management  
Business Electives

**Recommended Electives**

Cooperative Education	CE 110
Principles of Economics	EC 201
Typing	
Management Information Systems	BU 282
Personnel Management	BU 123
Business Law II	BU 232

**Computer Science**

Introduction to Data Processing  
Computer Operations  
Programming-COBOL Level I  
Programming-COBOL Level II  
Programming-Fortran  
Management Information Systems

# Business Certificate Programs

(Middle Management Specialist Program (one year))		Units
Principles of Marketing	BU 145	3
Principles of Management	BU 143	3
Personnel Management	BU 123	3
Salesmanship	BU 144	3
Bookkeeping or / Accounting	BU 146	3
Principles of Finance	BU 156	3
Small Business Management	BU 283	3
		<u>27</u>

## Business Electives:

Any Business course to include  
up to 9 units in Business  
Cooperative Education

9  
30

**Women in Management Certificate Program**

	Units
Exploring Your Potential As A Manager	BU 126
Principles of Management	BU 143
Special Problems in Management	BU 128
Personnel Management	BU 123
Principles of Finance	BU 156
	<u>15</u>

**Consumer Education Certificate Program**

	Units
Consumer Economics	CN 110
Consumers and Their Health	CN 130
Consumers and Their Government	CN 220
Consumers and Their Environment	CN 210
Consumers and Their Money	CN 140
Consumers and the Market Place	CN 120
	<u>18</u>

# Business Education

Associate of Science

<b>Freshman</b>	<b>First Semester</b>	<b>Units</b>
Composition I	EN 101	3
Lab Science		4
Elementary Psychology	PY 101	3
Elementary Shorthand or Intermediate Shorthand	BU 110	
Elementary Typing or Intermediate Typing	BU 111	3
Elementary Typing	BU 106	
Intermediate Typing	BU 108	3
Physical Education		1
		<u>17</u>

	<b>Second Semester</b>	<b>Units</b>
Composition II	EN 102	3
Lab Science		4
Intermediate Algebra or College Algebra	MA 110	
Intermediate Shorthand or Advanced Shorthand	MA 120	3
Intermediate Typing or Advanced Typing	BU 111	
Advanced Shorthand	BU 211	3
Intermediate Typing	BU 108	
Advanced Typing	BU 208	3
Physical Education		1
		<u>17</u>

<b>Sophomore</b>	<b>First Semester</b>	<b>Units</b>
Humanities/Fine Arts		3-4
Principles of Economics	EC 201	3
U.S. History	HI 110	3
Principles of Accounting	BU 101	3
National/Arizona Constitution	PS 167	3
		<u>15-16</u>

	<b>Second Semester</b>	<b>Units</b>
Humanities/Fine Arts		3-4
Social Behavioral Science		
Principles of Economics	EN 202	3
Speech	SP 102	3
Introduction to Data Processing	BU 122	3
Principles of Accounting	BU 102	3
		<u>18-19</u>

# Clerk-Typist

## One-Year Certificate Program

(Legal, Medical, General, Bilingual)

<b>Freshman</b>	<b>First Semester</b>	<b>Units</b>
Typing	BU 108 or 208	3
Grammar Usage & Punctuation	EN 111	3
Business Math	BU 104	3
General Office Procedures (Legal, Medical, General, or Bilingual)	BU 161	3
Records Management	BU 217	3
*Elective		0-3
		<u>15-18</u>

	<b>Second Semester</b>	<b>Units</b>
Typing	BU 208 or 209	3
Business English Communications	EN 167	3
Bookkeeping & Financial Management or Principles of Accounting	BU 146	
Clerical Practice	BU 101	3
(Legal, Medical, General, or Bilingual)	BU 162	3
Calculating Machines	BU 118	2
Word Processing	BU 268	3
		<u>17</u>

\*RECOMMENDED ELECTIVES: Specialty classes: Business Law, Bilingual Typing, Spanish, Professional Terminology; Co-op: Model Office, Job Awareness, PBL, or Work Experience; Management classes: Exploring Your Potential as a Manager or Special Problems in Management.

# Executive Secretary

## Associate of Applied Science Degree

(Legal, Medical, General, Bilingual)

Freshman	First Semester	Units	
Typing	BU 106 or 108	3	
Shorthand	BU 110 or 111	3	
Grammar Usage & Punctuation	EN 111	3	
Business Math	BU 104	3	
*Elective or SP 275 or BS 151		0-4	
Management Elective	BU 123, 126, 128, or 143	3	
Physical Education		1	
			16-20

	Second Semester	
Typing	BU 108 or 208	3
Shorthand	BU 111 or 211	3
Business English Communications	EN 167	3
Calculating Machines	BU 118	2
Professional Terminology	BU 253	3
*Elective or SP 276 or BS 152		0-4
Physical Education		1
		15-19

Sophomore	First Semester		
Typing	BU 208 or 209	3	
Shorthand	BU 211 or 212	3	
Secretarial Office Procedures (Legal, Medical, General, or Bilingual)	BU 264	3	
Records Management	BU 217	3	
Bookkeeping & Financial Mgmt. or	BU 146		
Principles of Accounting	BU 101	3	
*Elective of BU 231		3	
			15-18

	Second Semester	
Typing	BU 209	3
Shorthand	BU 212	3
Secretarial Office Practice (Legal, Medical, General, or Bilingual)	BU 265	3
Word Processing	BU 268	3
*Electives or BU 107 or BU 232		3-6
		15-18

The Medical Secretary requires an internship to be done in the summer following completion of coursework (16 units).

\*Electives: Co-op (Model Office, Job Awareness, PBL, or work experience) other business or office classes, or non-business classes as approved by advisor.

# Clerk-Stenographer

## Associate of Applied Science Degree

(Legal, Medical, General, or Bilingual)

Freshman	First Semester	Units	
Typing	BU 106 or 108	3	
Shorthand	BU 110 or 111	3	
Grammar Usage & Punctuation	EN 111	3	
Business Math	BU 104	3	
*Elective			3
Physical Education			1
			16

	Second Semester	
Typing	BU 108 or 208	3
Shorthand	BU 111 or 211	3
Business English Communications	EN 167	3
Calculating Machines	BU 118	2
*Elective		3
Physical Education		1
		15

Sophomore	First Semester		
Typing	BU 208 or 209	3	
Secretarial Office Procedures (Legal, Medical, General, or Bilingual)	BU 264	3	
Records Management	BU 217	3	
Bookkeeping & Financial Mgmt. or	BU 146	3	
Principles of Accounting	BU 101	3	
*Elective or BU 231			3
			15-18

	Second Semester	
Typing	BU 209	3
Secretarial Practice (Legal, Medical, General, or Bilingual)	BU 265	3
Word Processing	BU 268	3
Professional Terminology	BU 253	3
Management Elective	BU 123, 126, 128, or 143	3
*Elective		3
		15-18

\*Electives (9-12 units): Co-op (Model Office, Job Awareness, PBL, or Work Experience, other business classes, or non-business classes as approved by advisor.

# Chemistry

Associate of Science

**Freshman**  
 Composition  
 General Chemistry  
 College Algebra/Trigonometry

	<b>First Semester</b>	<b>Units</b>
EN 101	3	
CH 121	4	
MA 120 and MA 124	5	

General Physics  
 Physical Education

	<b>First Semester</b>	<b>Units</b>
PH 120	4	
PE	1	

Composition  
 General Chemistry  
 Analytic Geometry/Calculus  
 General Physics  
 Physical Education

	<b>Second Semester</b>	<b>Units</b>
EN 102	3	
CH 122	4	
MA 161	5	
PH 121	4	
PE	1	

**Sophomore**  
 Organic Chemistry  
 Analytic Geometry/Calculus  
 Analytical Chemistry  
 Humanities/Fine Arts

	<b>First Semester</b>	<b>Units</b>
CH 240	4	
MA 263	5	
CH 230	4	
		3-4

Organic Chemistry  
 Analytic Geometry/Calculus  
 Social Science  
 Humanities/Fine Arts

	<b>Second Semester</b>	<b>Units</b>
CH 241	4	
MA 263	3	
		6
		3-4

# Dental Assisting Technology

(SARAHHELP)

\*Associate of Applied Science

\*\*Certificate Program

	<b>First Semester</b>	<b>Units</b>
Composition	EN 101	3
Personality and Adjustment	CO 103	3
Elementary Algebra or Intermediate Algebra	MA 020 MA 110	3
Biological Science		3
Fine Arts Elective		3
	<b>Second Semester</b>	<b>Units</b>
Introduction to Psychology	PY 101	3
Fundamentals of Speech or	SF 102	3
Biological Science		4
Written Communications and Reports	EN 109	3
Typing		3

Remaining portion of Health Technology Program completed at Pima College

\*Students interested in this program should contact Cochise College Admissions Officer for special procedures to enroll in a SARAHHELP Program. Acceptance to SARAHHELP Programs are contingent upon acceptance at Pima College as well as Cochise College. In the Associate Degree program, the degree is given by Cochise College upon completion of the Dental certificate program at Pima College

\*\*For the Certificate Program, students should apply directly to Pima College

# Drafting Technology

Associate of Science

<b>Freshman</b>	<b>First Semester</b>	<b>Units</b>
Composition	EN 101	3
Technical Graphics I	DT 112	3
Spatial Relationships	DT 120	3
Intermediate Algebra	MA 110	3
Manufacturing Materials and Processes I	GT 105	3
Survey of Western Civilization	HI 140	3
	<b>Second Semester</b>	<b>Units</b>
Composition	EN 102	3
Technical Graphics II	DT 113	3
Electronics Drafting	DT 130	3
College Algebra	MA 120	3
Manufacturing materials and Processes II	GT 106	3
Survey of Western Civilization	HI 141	3
<b>Sophomore</b>	<b>First Semester</b>	<b>Units</b>
Drafting for Manufacturing	DT 200	4
Topographical Design and Drafting	DT 210	4
Lab Science		4
Humanities/Fine Arts Elective		3
	<b>Second Semester</b>	<b>Units</b>
Electro Mechanical Design	DT 230	3
Construction Drafting	DT 220	3
Tool Design	DT 240	4
Survey of Western Civilization	HI 141	3
Lab Science		4

# Drafting Technology

Associate of Applied Science

<b>Freshman</b>	<b>First Semester</b>	<b>Units</b>
Technical Graphics I	DT 112	3
Spatial Relationships	DT 120	3
Technical Math I	GT 100	3
Manufacturing Materials and Processes I	GT 105	3
Composition	EN 101	3
	<b>Second Semester</b>	<b>Units</b>
Technical Graphics II	DT 113	3
Electronics Drafting	DT 130	3
Technical Math II	GT 101	3
Manufacturing Materials and Processes II	GT 106	3
Composition	EN 102	3
<b>Sophomore</b>	<b>First Semester</b>	<b>Units</b>
Drafting for Manufacturing	DT 200	4
Topographical Design and Drafting	DT 210	4
Electives: General Education		6
	<b>Second Semester</b>	<b>Units</b>
Electro Mechanical Design	DT 230	3
Construction Drafting	DT 220	3
Tool Design	DT 240	4
Electives: General Education		

# Drafting Technology

Certificate Program

<b>First Semester</b>	<b>Units</b>
Technical Graphics I	DT 112
Spatial Relationships	DT 120
Technical Math I	GT 100
Manufacturing Materials and Processes	GT 105
Electives: General Education	3
<b>Second Semester</b>	<b>Units</b>
Technical Graphics II	DT 113
Electronics Drafting	DT 130
Technical Math II	GT 101
Manufacturing Materials and Processes II	GT 106
Electives: General Education	3

# Electronics Technology

## Associate of Science Degree

<b>Freshman</b>	<b>First Semester</b>	<b>Units</b>
Composition	EN 101	3
College Algebra	MA 120	3
General Physics	PH 120	4
Introduction to D.C. Circuits	ET 105*	3
Introduction to A.C. Circuits	ET 106	4
	<b>Second Semester</b>	<b>Units</b>
Composition	EN 102	3
Plane Trigonometry	MA 124	3
General Physics	PH 121	4
Semiconductors & Transistors	ET 122	4
Electronic Circuits & Systems	ET 125	4
<b>Sophomore</b>	<b>First Semester</b>	<b>Units</b>
Social/Behavioral Science		3
Pulse Circuits	ET 231	4
Digital Circuits	ET 233	4
Modern Electrical Devices	ET 243	4
Humanities/Fine Arts		3
Physical Education	PE	1
	<b>Second Semester</b>	<b>Units</b>
Social/Behavioral Science		3
Physical Education	PE	1
Analytical Geometry W/Calculus	MA 161	5
Humanities/Fine Arts		3
Microprocessors & Microcomputers	ET 265	4

\* All electronic classes taught only in semester indicated and in sequence.

# Electronics Technology

## Associate of Applied Science

<b>Freshman</b>	<b>Fall Semester</b>	<b>Units</b>
Composition	EN 101	3
Introduction to DC Circuits	ET 105*	3
Introduction to AC Circuits	ET 106	4
Math for Electronics or Math 110	ET 110	3
Electives		3
	<b>Second Semester</b>	<b>Units</b>
Advanced Math for Electronics	ET 120	3
Semiconductors and transistors	ET 122	4
Electronic Circuits	ET 125	4
Recommended Elective	ET 107	3
<b>Sophomore</b>	<b>First Semester</b>	<b>Units</b>
Pulse Circuits	ET 231	4
Digital Circuits and Systems	ET 233	4
Modern Electronic Devices	ET 243	4
Communications Electronics	ET 245	4
	<b>Second Semester</b>	<b>Units</b>
Communications Elect. II	ET 247	4
Avionics	ET 260	4
Microprocessors and Microcomputers	ET 265	4
Electives		3

\* All electronic classes taught only in semester indicated and in sequence.

# English

Associate of Arts

**Freshman**

Composition  
Social Behavioral Science\*  
Science/Math  
Foreign Language\*\*  
Physical Education Elective

**First Semester**

	<b>First Semester</b>	<b>Units</b>
EN 101	3	
	3	
	3-4	
	4	
	1	

**Second Semester**

Composition	EN 102	3
Humanities/Fine Arts***		3-4
Social Behavioral Science*		3
Foreign Language		4
Physical Education		1

**Sophomore**

Science/Math		3-4
Humanities/Fine Arts		3-4
Social Behavioral Science		3
Foreign Language		4
Speech (if plan to teach) or elective		3

**First Semester**

Science/Math		3-4
Humanities/Fine Arts		3-4
Social Behavioral Science		3
Foreign Language		4

**Second Semester**

\*Students planning to teach need PY 101, HI 110 or 111, and PS 167 for state certification. These courses will satisfy the Social Science elective requirement.

\*\*Students with the 16 unit proficiency may substitute electives.

\*\*\*Literature can be used to help satisfy HU/FA elective requirement.

# Environmental Studies

Associate of Science

**Freshman**

Composition	EN 101	3
Hiking	PE 133	1
College Algebra	MA 120	3
Physical Geology	GY 121	4
Range Management	AG 105	3
History of U.S.	HI 110	3

**Second Semester**

Composition	EN 102	3
Backpacking	PE 143	1
Wilderness Living	ES 110	3
American National Government	BS 111	4
Elective		3

**Sophomore**

Chemistry	CH 121	4
Humanities Elective		3-4
General Environmental Studies		3
Economics	EC 201	3
Report Writing	EN 108	3

**First Semester**

Chemistry	CH 122	4
Humanities Elective		3-4
Range Plants	AG 207	3
Independent Studies	EN 299	3
Elective		3

# \*Fire Science Technology

## Associate of Applied Science

### Freshman

	First Semester	Units
Introduction to Fire Science	FS101	3
Fire Operations I	FS 110	3
Elementary Algebra	MA 020	3
Introduction to Chemistry	CH 101	4
Composition	EN 101	3

### Second Semester

	Second Semester	Units
Fundamentals of Fire Prevention	FS 106	3
Fire Operations II	FS 111	3
Hazardous Materials I	FS 150	3
Introduction to Physics	PH 101	4
Composition	EN 102	3

### Sophomore

	First Semester	Units
Fire Service Hydraulics	FS 120	3
Hazardous Materials II	FS 160	3
Fire Apparatus and Equipment	FS 200	3
Emergency Medical Training	HT 174	6

### Second Semester

	Second Semester	Units
Introduction to Fire Suppression	FS 130	3
Rescue Practices	FS 220	3
Fire Fighting Tactics & Strategy	FS 240	3
Fire Investigations	FS 260	3
Occupational Safety and Health Act of 1971 (OSHA)	BU 151	3
Electives		3-4

### Recommended Electives:

	Units
Personnel Management	BU 123
Elementary Psychology	PY 101
Fundamentals of Speech	SE 102
American National Government	PS 120
Humanities	HU 205
Technical Graphics	DT 113
Co-op Education	CE 110/120
Construction Drafting	DT 220
Blueprint Interpretation and Basic Drafting	DT 100
Principles of Management	BU 143

\*Offered at Sierra Vista only.

# Health Education (AHELP-U. of A.)

## Associate of Science

For specific information, contact your counselor.

Freshmen	First Semester	Units
Composition	EN 101	3
General Chemistry	CH 121	4
Elementary Psychology	PY 101	3
History	HI 110 or 111	3
*		

### Second Semester

	Second Semester	Units
English	EN 102	3
General Chemistry	CH 122	4
Psychology	PY 102	3
Emergency Medical Training	HT 174	6
or		
First Aid & Safety	HE 170	3
College Algebra	MA 120	3
*		

### Sophomore

	First Semester	Units
Introduction to Health Care	HT 173	3
National & Arizona Constitution	PS 167	3
Human Anatomy & Physiology	BS 151	4
Humanities	HU 205	4
*		

### Second Semester

	Second Semester	Units
Humanities	HU 205 (or options)	4
Personal Health	HE 142	3
Human Anatomy & Physiology	BS 152	4

\*Additional courses to be taken — see your counselor for details.

# History

Associate of Arts

## General Education Requirements\*

		Units
Composition	EN 101	3
Composition	EN 102	3
Laboratory Science/Math		8-12
Humanities/Fine Arts		8-12
Physical Education		2

## Core Curriculum Courses:

History of the U.S. to 1865	HI 110	3
History of the U.S. Since 1865	HI 111	3
Survey of Western Civilization	HI 140	3
Survey of Western Civilization	HI 141	3
Recommended Electives:		24-19
		60-63

\*See the major area advisor for specific transfer curriculum to UA, ASU, or NAU.

# Journalism

Associate of Arts

## Freshman

Composition	EN 101	3	
Elective: Physical Education	PE	1	
Elective: Foreign Language		4	
Elective: Lab Science or Math		3-4	
Elective: Social/Behavioral Science		3	

## First Semester

Composition	EN 101	3	
Elective: Physical Education	PE	1	
Elective: Foreign Language		4	
Elective: Lab Science or Math		3-4	
Elective: Social/Behavioral Science		3	

## Second Semester

Composition	EN 102	3	
Elective: Physical Education	PE	1	
Elective: Foreign Language		4	
Elective: Lab Science or Math		3-4	
Mass Communications	JR 101	3	
Elective: Social/Behavioral Science		3	

## Sophomore

Critical Reading And Writing	EN 106	3	
Elective: Foreign Language		4	
Basic Reporting	JR 102	3	
Humanities/Fine Arts		3-4	
Elective: Social/Behavioral Science		3	

## First Semester

Critical Reading And Writing	EN 106	3	
Elective: Foreign Language		4	
Basic Reporting	JR 102	3	
Humanities/Fine Arts		3-4	
Elective: Social/Behavioral Science		3	

## Second Semester

Intermediate Reporting	JR 103	3	
Elective: Foreign Language		4	
Creative Writing	EN 107	3	
Humanities/Fine Arts		3-4	
Elective: Social/Behavioral Science		3	

# Liberal Arts

Associate of Arts

**Freshman**

	<b>First Semester</b>	<b>Units</b>
Composition	EN 101	3
General Biology	BS 101	4
Elective: Foreign Language		4
Intermediate Algebra	MA 110	3
Social Behavioral Science		3
Physical Education	PE	1

	<b>Second Semester</b>	<b>Units</b>
Composition	EN 102	3
General Biology	BS 102	4
Elective: Foreign Language		4
College Algebra	MA 120	3
Social Behavioral Science		3
Physical Education	PE	1

**Sophomore**

	<b>First Semester</b>	<b>Units</b>
Elective: Lab Science		4
Elective: Humanities/Fine Arts		4
Elective: Foreign Language Studies		3
Elective: Literature; American or British		3
Elective: Social Behavioral Science		3

	<b>Second Semester</b>	<b>Units</b>
Elective: Lab Science		4
Elective: Humanities/Fine Arts		4
Elective: Foreign Language		4
Elective: Literature; American or British		3
Elective: Social/Behavioral Science		3

*Students interested in getting a Bachelor of Arts with the University of Arizona may take up to 72 units with Cochise College and complete the Bachelor program at the U. of A. Sierra Vista Center.*

# Medical Technology (AHELP-U. of A.)

Associate of Science

For specific information, contact your counselor.

<b>Freshmen</b>	<b>First Semester</b>	<b>Units</b>
English	EN 101	3
General Chemistry	CH 121	4
Social Science		3
College Algebra	MA 120	3
Introduction to Health Care	HT 173	3
*		

<b>Second Semester</b>	<b>Units</b>
English	EN 102
General Chemistry	CH 122
Social Behavioral Science	
Plane Trigonometry	MA 124
Microbiology	BS 220
Humanities	HU 205
*	

<b>Sophomore</b>	<b>First Semester</b>	<b>Units</b>
Human Anatomy & Physiology	BS 151	4
Organic Chemistry	CH 240	4
Social Science		3
General Physics	PH 120	4
*		

<b>Second Semester</b>	<b>Units</b>
Human Anatomy & Physiology	BS 152
Organic Chemistry	CH 241
Social Behavioral Science	
General Physics	PH 121
*	

\*Additional courses to be taken --- see your counselor for details.

# Nursing

<b>Nurse Assistant -</b>	<b>Certificate</b>
<b>Practical Nurse -</b>	<b>Certificate</b>
<b>Associate Degree Nurse - Associate in Applied Sciences</b>	

Cochise College offers an open curriculum nursing program. The ladder concept permits students to enter or exit from the program based upon their specific needs. Grades of B or better are required in all nursing courses and grades of C or better in general education courses are required.

The Nursing program prepares men and women to become Nurse Assistants, Licensed Practical Nurses or Registered Nurses. Students are prepared to perform those functions commonly associated with bedside nursing. Technical nursing skills are taught in the classroom and related clinical areas such as hospitals, clinics, public health agencies, doctors offices and schools. In addition, general education courses are provided for all students.

**Nurse Assistants:** Qualified nurse assistants are in constant need to function as members of the hospital or community health team. Primary functions of nurse assistants are to care for sub-acute-ly ill patients and to assist other members of the health team. This is a one semester program.

**Practical Nurses:** Completion of the first two semesters of the Nursing curriculum qualifies men and women to write the State Board Test Pool Examination for Licensed Practical Nurses. LPN's function at a skilled level in the hospital or community under the supervision of a Registered Nurse or physician. Practical nurses give basic nursing care and assist other members of the health team.

**Associate Degree Nurses:** Completion of the four semester Nursing curriculum qualifies men and women to write the State Board Test Pool Examination for Registered Nurses. RN's are prepared to give nursing care to individuals with common health problems. They function as members of the health team in the hospital or the community setting.

# Nursing

<b>Freshman</b>	<b>First Semester</b>	<b>Units</b>
General Education Requirements		
Human Anatomy and Physiology	BS 151	4
Composition	EN 101	3
Nursing I	NS 122	8

After satisfactorily completing Nursing I, each student will receive a certificate as a Nurse Assistant.

	<b>Second Semester</b>	<b>Units</b>
General Education Requirements		
Human Anatomy and Physiology	BS 152	4
Elementary Psychology	PY 101	3
Nursing II	NS 123	10

Student is eligible to apply for State Board Examination to become a Practical Nurse.

	<b>Third Semester</b>	<b>Units</b>
General Education Requirements		
Essentials of Chemistry	CH 110	4
Anthropology or Sociology	AN 125 or SO 101	3
Controlled Elective		3
Nursing III	NS 232	9

	<b>Fourth Semester</b>	<b>Units</b>
General Education Requirements		
Microbiology	BS 220	4
Controlled Electives		3
Nursing IV	NS 233	9

Student is eligible to apply for State Board examination to become a Registered Nurse.

# Ophthalmic Dispensing Technology (SARAHELP)

\*Associate of Science

	<b>First Semester</b>	<b>Units</b>
Introduction to Health Care	HT 173	3
Composition	EN 101	3
Social Science elective one of the following: PY 101, or SO 101 or PY 103		
Elementary Algebra	MA 020	3
General Physics	PH 120	4
	<b>Second Semester</b>	<b>Units</b>
Composition	EN 102	3
Intermediate Algebra	MA 110	3
Principles of Management	BU 143	3
General Physics	PH 121	4
Business or Sales elective one of the following: BU 144, 145	BU	3

Remaining portion of this Health Technology Program completed at Pima College.

\*Students interested in this program should contact Cochise College Admissions Officer for special procedures to enroll in SARAHELP Program. Acceptance to SARAHELP Programs are contingent upon acceptance at Pima College as well as Cochise College.

# Physical Education

Associate of Arts

<b>Freshman</b>	<b>First Semester</b>	<b>Units</b>
Composition*	EN 101	3
U.S. History*	HI 110 or 111	3
Physical Education	Activity	1
Physical Education	Core Course	2-3
Physical Education	Core Course	2-3
Elective: Humanities & Fine Arts		3
	<b>Second Semester</b>	<b>Units</b>
Composition*	EN 101	3
Elementary Psychology*	PY 101	3
Elective: Social/Behavioral Science*		3
Physical Education	Activity	1
Fundamentals of Speech*	SE 102	3
Physical Education	Core Course	2-3
<b>Sophomore</b>	<b>First Semester</b>	<b>Units</b>
Anatomy & Physiology	BS 151	4
Elective: Humanities/Fine Arts*		3-4
Physical Education	Core course	2-3
Physical Education	Activity	1
National & Arizona Const.*	PS 167	3
Elective: Social/Behavioral Science		3
	<b>Second Semester</b>	<b>Units</b>
Anatomy & Physiology	BS 152	4
Elective: Humanities/Fine Arts*		3-4
Physical Education	Activity	1
Elective: Social/Behavioral Science*		3-4
Physical Education	Core Course	2-3

\*Note: Prescribed as requirement for Associate of Arts degree — check degree requirements for alternative courses.

Note: All students should consult the transfer curriculum guide for transferability to U of A, ASU, NAU, and Grand Canyon.

**Physical Education Major Core Courses**

		<b>Units</b>
Personal Health	HE 142	3
First Aid & Safety	HE 170	3
School & Community Health	HE 171	3
Orientation to P.E.	PE 155	3
Orientation to Recreation	PE 171	2
Elementary School P.E.	PE 189	3
Sports Officiating	PE 190	3
Women's Athl. Conditioning	PE 191	3
Coaching Team Sports	PE 192	2
Baseball Theory	PE 193	3
Individual Studies	PE 299	1-4

## Political Science

**General Education Requirements\***

		<b>Units</b>
Composition	EN 101	3
Composition	EN 102	3
Laboratory Science/Math		8-12
Humanities/Fine Arts		8-12
Social Science		9-12
Physical Education		2

**Core Curriculum Courses**

		<b>Units</b>
American National Government	PS 120	3
Arizona Constitution	PS 166	1
Recommended Electives*		13-23

\*See the major area advisor for specific transfer curriculum to UA, ASU or NAU.

## \*Pre-Dentistry

**Associate of Science**

<b>Freshman</b>	<b>First Semester</b>	<b>Units</b>
Elective: Physical Education	PE	1
Composition	EN 101	3
College Algebra	MA 120	3
General Chemistry	CH 121	4
General Physics	PH 120	4
Social/Behavioral Science		3

	<b>Second Semester</b>	<b>Units</b>
Elective: Physical Education	PE	1
Composition	EN 102	3
Trigonometry	MA 124	3
General Chemistry	CH 122	4
General Physics	PH 121	4
Social/Behavioral Science		3

<b>Sophomore</b>	<b>First Semester</b>	<b>Units</b>
Organic Chemistry	CH 240	4
Anatomy/Physiology	BS 131	4
Humanities or Equivalent	HU 205	3-4
Elective:		3

	<b>Second Semester</b>	<b>Units</b>
Organic Chemistry	CH 241	4
Anatomy/Physiology	BS 132	4
Humanities or Equivalent	HU 206	3-4
Elective:		3

\*Check with Office of Student Affairs for information WICHE scholarship.

The above courses prepare a student for entry into a Baccalaureate Program.

# Pre-Engineering

Associate of Science

Freshmen	First Semester	Units
Composition	EN 101	3
College Algebra/Trigonometry	MA 120	3
Plane Trigonometry	MA 124	3
General Chemistry	CH 121	4
*Spatial Relations	DT 120 or 112	3
Social/Behavioral Science		3
Physical Education		1

	Second Semester	
Composition	EN 102	3
Analytical Geometry/Calculus	MA 161	5
General Chemistry	CH 122	4
Humanities/Fine Arts		3-4
Principles of Economics	EC 201	3
Physical Education		1

## Sophomore

	First Semester	
Analytical Geometry/Calculus	MA 162	5
Physics with Calculus	PH 230	4
Social/Behavioral Science		3
Humanities/Fine Arts		3-4
Programming Fortran	BU 174	3

	Second Semester	
Analytical Geometry/Calculus	MA 263	3
Physics with Calculus	PH 231	4
Humanities/Fine Arts		3
Social/Behavioral Science		3
Electives		6

Consult your counselor as to transferability-differences exist depending upon 4 year university requirements.

\*Check with advisor

The above courses prepare a student for entry into the Baccalaureate program.

# Pre-Forestry

Associate of Science

Freshman	First Semester	Units
Composition	EN 101	3
Physical Education	PE	1
College Algebra	MA 120	3
General Chemistry	CH 121	4
Fundamentals of Speech	SE 102	3
Social/Behavioral Science		3

	Second Semester	Units
Composition	EN 102	3
Physical Education	PE	1
Trigonometry	MA 124	4
General Chemistry	CH 122	3
General Botany	BS 111	4
Social/Behavioral Science		3

Sophomore	First Semester	Units
Principles of Economics	EC 201	3
General Zoology	BS 131	4
Analytical Geometry w/Calculus	MA 161	5
Business Statistics	BU 219	3
Physical Geology	GY 151	4

	Second Semester	Units
Principles of Economics	EC 202	3
General Zoology	BS 132	4
Micro Biology	BS 220	4
Humanities/Fine Arts		6-7
Business Statistics	BU 220	3

The above courses prepare a student for entry into the Baccalaureate program.

# Pre-Law

## Associate of Arts

Colleges of Law usually have no specific pre-legal course requirements. Students interested in pursuing a legal career are urged to select courses which would reflect a well rounded general education with perhaps an emphasis on history, political science and economics. A four-year college degree generally is required to enter a college of law as well as an acceptable score on the Law School Admissions Test. Each law school determines its own requirements for grade point average.

### Suggested Courses

<b>Freshman</b>	<b>First Semester</b>	<b>Units</b>
Composition	EN 101	3
Elective: Science/Math		3-4
Foreign Language		4
Elective: Social/Behavioral Science		3
American National Government	PS 120	3
Physical Education	PE	1
	<b>Second Semester</b>	<b>Units</b>
Composition	EN 102	3
Elective: Science/Math		3-4
Foreign Language		4
Elective: Social/Behavioral Science		3
Introduction to Sociology	SO 101	3
Physical Education	PE	1
<b>Sophomore</b>	<b>First Semester</b>	<b>Units</b>
Principles of Accounting	BU 101	3
Principles of Economics	EC 201	3
Elective: Humanities/Fine Arts		3-4
Foreign Language		4
Fundamentals of Speech	SE 102	3
	<b>Second Semester</b>	<b>Units</b>
Principles of Accounting	BU 102	3
Principles of Economics	EC 202	3
Elective: Humanities/Fine Arts		3-4
Foreign Language		4
Elective:		3

The above courses prepare a student for entry into the Baccalaureate Program.

# Pre-Med

## Associate of Science

<b>Freshman</b>	<b>First Semester</b>	<b>Units</b>
Composition	EN 101	3
Physical Education	PE	1
General Chemistry	CH 121	4
General Zoology	BS 131	4
College Algebra	MA 120	3
	<b>Second Semester</b>	<b>Units</b>
Composition	EN 102	3
Physical Education	PE	1
General Chemistry	CH 122	4
General Zoology	BS 132	4
Plane Trigonometry	MA 124	3
<b>Sophomore</b>	<b>First Semester</b>	<b>Units</b>
Organic Chemistry	CH 240	4
General Physics	PH 120	4
Humanities/Fine Arts		3-4
Social/Behavioral Science		3
	<b>Second Semester</b>	<b>Units</b>
Organic Chemistry	CH 241	4
General Physics	PH 121	4
Humanities/Fine Arts		3-4
Social/Behavioral Science		3
or		
Analytical Chemistry	CH 230	4

The above courses prepare a student for entry into the Baccalaureate Program.

# Pre-Pharmacy

Associate of Science

<b>Freshman</b>
Composition
General Chemistry
Elective: Physical Education
College Algebra
General Physics
Social/Behavioral Science

<b>First Semester</b>	<b>Units</b>
EN 101	3
CH 121	4
PE	1
MA 120	3
PH 120	4
	3

<b>Second Semester</b>	<b>Units</b>
EN 102	3
CH 122	4
PE	1
MA 124	3
PH 121	4
	3

<b>Sophomore</b>
Analytical Geometry/Calculus
Anatomy/Physiology
Elective: Humanities/Fine Arts
Fundamentals of Speech
Principles of Economics

<b>First Semester</b>	<b>Units</b>
MA 161	5
BS 151	4
	3-4
SE 102	3
EC 201	3

	<b>Second Semester</b>	<b>Units</b>
Anatomy/Physiology	BS 152	4
Analytical Chemistry	CH 230	4
Elective: Humanities/Fine Arts		3-4
Intro to Sociology	SO 101	3
Elementary Psychology	PY 101	3

The above courses prepare a student for entry into the Baccalaureate Program.

# Pre-Physical Therapy

Associate of Science Degree

<b>Freshman</b>
Composition
General Psychology
General Biology
College Algebra
Physical Education
Social/Behavioral Science

<b>First Semester</b>	<b>Units</b>
EN 101	3
PY 101	3
BS 101	4
MA 120	3
PE	1
Social/Behavioral Science	3

<b>Sophomore</b>
General Chemistry
Anatomy & Physiology
Elective
General Physics
Humanities/Fine Arts

<b>First Semester</b>	<b>Units</b>
CH 121	4
BS 151	4
	3
PH 120	4
	3-4

<b>Second Semester</b>	<b>Units</b>
BS 152	4
CH 122	4
PH 121	4
Humanities/Fine Arts	3-4
Elective	3

The above courses prepare a student for entry into the Baccalaureate Program.

# \*Pre-Veterinary

Associate of Science

**Freshman**

Elective: Physical Education  
Composition  
General Chemistry  
College Algebra  
General Zoology

**First Semester**

	<b>First Semester</b>	<b>Units</b>
PE	1	
EN 101	3	
CH 121	4	
MA 120	3	
BS 131	4	

Physical Education  
Composition  
General Chemistry  
Trigonometry  
General Zoology

**Second Semester**

	<b>Second Semester</b>	<b>Units</b>
PE	1	
EN 102	3	
CH 122	4	
MA 124	3	
BS 132	4	

**Sophomore**

General Physics  
Organic Chemistry  
Elective: Humanities/Fine Arts  
Elective: Social/Behavioral Science  
Principles of Economics

**First Semester**

	<b>First Semester</b>	<b>Units</b>
PH 120	4	
CH 240	4	
	3-4	
	3	
EC 201	3	

General Physics  
Organic Chemistry  
General Botany  
Elective: Humanities/Fine Arts  
Elective: Social/Behavioral Science

**Second Semester**

	<b>Second Semester</b>	<b>Units</b>
PH 121	4	
CH 241	4	
BS 111	4	
	3-4	
	3	

\*Check with Office of Student Affairs for information on WICHE scholarship.

# Psychology

Associate of Arts, Associate of Science

**General Education Requirements**

	<b>General Education Requirements</b>	<b>Units</b>
English Composition	EN 101	3
English Composition	EN 102	3
Humanities/Fine Arts*		8-12
Science/Math*		8-15
Social Science*		9-12
Physical Education		2
Free Electives		10-0

**Core Curriculum Courses**

	<b>Core Curriculum Courses</b>	<b>Units</b>
Introduction to Psychology	PY 101	3
Introduction to Psychological Research, Measurement and Statistics	PY 250	4
Experimental Psychology	PY 290	4

**Required Electives (Two of the following)**

	<b>Required Electives (Two of the following)</b>	<b>Units</b>
Social Psychology	PY 210	3
Personality Theory & Research	PY 230	4
Developmental Psychology	PY 240	3

\*See Psychology Advisor for specific transfer requirements to UA, ASU, and NAU.

# **Radiologic Technology**

**(SARAHELP)**

**Degree to be received from Pima Community College**

	<b>First Semester</b>	<b>Units</b>
Introduction to Health Care	HT 150	3
Composition	EN 101	3
Elementary Psychology	PY 101	3
Human Anatomy & Physiology	BS 151	4
Physics	PH 120	4
	<b>Second Semester</b>	<b>Units</b>
Composition	EN 102	3
Intermediate Algebra	MA 110	3
Human Anatomy & Physiology	BS 152	4
General Physics	PH 121	4
Elective according to interest or academic need		3

Students interested in this program should contact Cochise College Admissions Officer for special procedures to enroll in a SARAHELP Program. Acceptance to SARAHELP Programs are contingent upon acceptance at Pima College as well as Cochise College.

# **Respiratory Therapy**

**(SARAHELP)**

**Degree to be received from Pima Community College**

	<b>First Semester</b>	<b>Units</b>
Introduction to Health Care	HT 150	3
Composition	EN 101	3
Elementary Algebra	MA 020	3
Human Anatomy & Physiology	BS 151	4
General Chemistry	CH 121	4
	<b>Second Semester</b>	<b>Units</b>
Composition	EN 102	3
Personality & Adjustment	PY 103	3
Human Anatomy & Physiology	BS 152	4
General Chemistry	CH 122	4
Humanities/Fine Arts		3-4

Remaining portion of this Health Technology Program completed at Pima College.

Students interested in this program should contact Cochise College Admissions Officer for special procedures to enroll in a SARAHELP Program. Acceptance to SARAHELP Programs are contingent upon acceptance at Pima College as well as Cochise College.

# Social Work

## Transfer Curriculum (Associate of Arts)

	<b>First Semester</b>	<b>Units</b>
English Composition	EN 101	3
Introduction to Sociology	SO 101	3
Introduction to Social Welfare*	SO 207	3
General Biology*	BS 101	4
Elective		3
		<u>16</u>

	<b>Second Semester</b>	<b>Units</b>
English Composition	EN 102	3
Social Problems	SO 202	3
Introduction to Psychology	PY 101	3
General Biology	BS 102	4
Elective		3
		<u>16</u>

	<b>Third Semester</b>	<b>Units</b>
Social Work Methods*	SW 270	4
Introduction to Criminal Justice System	AJ 121	3
American National Government	PS 120	3
Humanities*	HU 205	3
Elective		3
		<u>16</u>

	<b>Fourth Semester</b>	<b>Units</b>
Ethnic Group and Minorities*	SO 160	3
Developmental Psychology	PY 240	3
Humanities*	HU 206	4
Electives		6
		<u>16</u>

\*Check with your advisor for other options and transferability to the college of your choice.

# Social Work

## Associate In Applied Science

	<b>First Semester</b>	<b>Units</b>
Written Communications and Reports (or EN 101)	EN 109	3
American National Government (or PS 167)	PS 120	3
Introduction to Sociology	SO 101	3
Introduction to Social Welfare*	SO 207	3
Elective		3
		<u>15</u>

	<b>Second Semester</b>	<b>Units</b>
Social Problems	SO 202	3
Consumers & Their Money*	CN 140	3
Elementary Psychology	PY 101	3
Ethnic Groups & Minorities*	SO 160	3
Intro. to Criminal Justice System*	AJ 121	3
		<u>15</u>

	<b>Third Semester</b>	<b>Units</b>
Developmental Psychology	PY 240	3
Social Work Methods* (prerequisite)	SW 270	3
Field Experience (prerequisite)	CE 110	4
Elective		6
		<u>16</u>

	<b>Fourth Semester</b>	<b>Units</b>
Social Work Seminar* (prerequisite)	SW 271	3
Social Work Processes* (prerequisite)	SW 272	3
Field Experience (prerequisite)	CE 110	4
Electives		6
		<u>16</u>

\*Courses are offered only in the Fall or Spring semester.

# Spanish

Associate of Arts

## General Education Requirements

Composition	EN 101	3
Composition	EN 102	3
Social Science		12
Humanities/Fine Arts		12-16
Physical Education		2
Science/Mathematics		6-8
Electives		12

## Core Curriculum Courses

Elementary Spanish	SP 101	4
Elementary Spanish	SP 102	4
Intermediate Spanish	SP 201	4
Intermediate Spanish	SP 202	4

## Recommended Electives

Spanish Orthography	SP 011	1
Appreciation of Mexico	SP 155	3
Intermediate Composition and Conversation	SP 275	3
Intermediate Composition and Conversation	SP 276	3
Introduction to Spanish Literature	SP 305	3
Introduction to Spanish Literature	SP 306	3
		60

The Core Curriculum Courses may be taken in one semester through the Spanish Immersion Program if the student so desires.

\*Students who are ready for SP 275-276, Intermed. Composition and Conversation, should consult an advisor.

\*\*SP 304, 305, and SP 307, 308 are acceptable for Humanities.

# Welding

Certificate Program

		Units
Written Communications & Reports	EN 110	3
Technical Mathematics I	GT 100	3
Technical Mathematics II	GT 101	3
Manufacturing Materials & Processes I	GT 105	3
Manufacturing Materials & Processes II	GT 106	3
Blueprint Interpretation & Basic Drafting	DT 100	4
Oxyacetylene Welding	TI 005	3
Arc Welding	TI 006	3
MIG and TIG Welding*	TI 007	3
Pipe and Plate Welding*	TI 010	3

\*Offered at Sierra Vista only.

# Course Descriptions

**Note: \* indicates Lab Fees**

## ADMINISTRATION OF JUSTICE

### AJ 100 Introduction to Police Science/3 Units

Prerequisite: None

A survey of the history of police science in Europe and the United States. Reviews medieval to modern law enforcement, philosophies, and techniques. Offers biographical sketches of leaders in law enforcement, their theories on crime and delinquency. A short view of the criminal justice system, criminal law, police organization and organized crime in America.

3 hours lecture.

### AJ 121 Introduction to the Criminal Justice System/3 Units

Prerequisites: None

An introduction to elements of the Criminal Justice System: police, courts, corrections. Duties and functions of each. Investigative process, arrest, prosecution, defense attorney, grand jury, petit jury, judge, probation and parole, sentencing, corrections process.

3 hours lecture.

### AJ 122 Police Patrol Function/3 Units

Prerequisites: None

A study of the history and theory of patrol, duties and responsibilities of the patrol division, communications, development of observational powers, care and use of protective weapons, patrol vehicles, other equipment. Handling of emergency requests for assistance, vehicle stops, burglary, robbery, sex offenses, the mentally ill, and other kinds of situations.

3 hours lecture.

### AJ 124 Supervision for Police/3 Units

Prerequisites: AJ 122, or permission of instructor.

A study of the duties and responsibilities of the line supervisor (sergeant). His role in management, supervisor selection, motivation, leadership, morale, discipline, interviewing and counseling, grievances, performance appraisal, and training.

3 hours lecture.

### AJ 125 Private Security, Principles and Practices/3 Units

Prerequisites: None

This introductory course in private security is designed to present the history, nature and scope of private security in modern society; the basic principles of physical security, internal loss prevention, defensive systems, fire prevention and safety; the security function in the corporate structure; operations and career opportunities exemplified in such specific areas as retail, hospital, cargo and computer security; and security services, contract and proprietary.

3 hours lecture.

### AJ 148 Institutional Corrections/3 Units

Prerequisite: None

A study of the history of punishment, the modern approach to correctional science, punishment as retribution, recidivism rates, rehabilitation through training and education, prisoner's rights, the processes of probation and parole.

3 hours lecture.

### AJ 200 Criminal Law I/3 Units

Prerequisite: None

A general overview of criminal procedure, the court system, arrest, search and seizure. Main emphasis will be upon substantive criminal law, the various elements of particular crimes as set forth generally in common law and particularly as applied to Arizona Revised Statute, Criminal Code Title 13.

3 hours lecture.

### AJ 201 Criminal Law II/3 Units

Prerequisite: AJ 200 preferred, not required

Study of the three main working areas of procedural law for police officers; arrest, search, and seizure. Rules of criminal procedure and precedent cases are studied in detail.

3 hours lecture.

### AJ 227 Rules of Evidence/3 Units

Prerequisite: AJ 200, 201 preferred, not required

Examination of the rules of evidence, as applied in the courtroom to the evidence compiled by the police officer in the investigation of criminal offenses. Trial procedure, kinds of evidence, privileged communications, hearsay rule, exclusionary rule, confessions and admissions are studied.

3 hours lecture.

### AJ 230 Juvenile Procedures/3 Units

Prerequisite: None

A basic approach to juvenile delinquency, its causes, and proposed corrections. The police role with juveniles, the juvenile officer, judges, and their functions are examined.

3 hours lecture.

### AJ 236 Physical Evidence (Recognition, Collection, Preservation)/3 Units

Prerequisite: AJ 122, 227, or permission of instructor.

A study of the scientific method of crime scene search. Methods of recognition, collection, recording, marking or tagging for identification, packaging, and transporting to the crime laboratory of physical objects, such as: weapons, clothing, physiological fluids, hair, fingerprints. Fingerprints: latent and visible, patterns, lifting and preserving methods. Casting of impressions; shoe, tire, tool marks. Students will locate, dust, lift latent fingerprints, make a plaster cast, and investigate a mock crime scene for physical evidence.

2 hours lecture; 1 hour laboratory.

**AJ 238 Criminal Investigation/3 Units**

Prerequisite: AJ 122, 200-201, 227, or permission of instructor.

An introduction to the elements of felony crime investigation.

Methods of preliminary and follow-up investigation. Interviewing, interrogating of witnesses, informants, suspects (subject to legal aspects). Sources of information; witnesses, informants, agencies. Method of criminal operation in various crimes: arson, burglary, homicide, sex crimes, robbery, and various other serious crimes.

3 hours lecture.

**AJ 240 Police-Community Relations/3 Units**

Prerequisite: SO 101

A study of the evolving role of the police, need for positive police-community relations, misuse of police authority, public attitude toward police, police and racial minorities, police and civil disorder, police isolation, relations with news media, police-public relations programs, police-community relations programs, crime prevention programs.

3 hours lecture.

**AJ 249 Constitutional Law for Police/3 Units**

Prerequisites: AJ 120, or 121, 122, 200-201, 227, or permission of instructor.

A study of the federal constitution, particular attention to specific amendments: Amendments 1, 4, 5, 6, 8, and 14. Text and case studies regarding: freedom of speech, assembly, search and seizure, arrest, double jeopardy, self incrimination, right to an attorney, fair trial, jurisdiction, confrontation of witnesses against, jury trial, cruel and unusual punishment, due process of law, and equal protection of the law. Federal government structure: Legislative, Executive, Judicial branches: powers, checks and balances, limitations.

3 hours lecture.

**AJ 252 Accidents, Citations, Disorders/3 Units**

Prerequisite: None

A study of traffic law; vehicle and operator registration, rules of the road. Traffic engineering, control and management, signals, signs, roads, streets, highways. Elements of accident investigation, prevention. Problems of groups, crowds, mobs, riots. Methods of control and dispersal.

3 hours lecture.

**AJ 254 Psychology in Law Enforcement/3 Units**

Prerequisite: AJ 122, 200-201, 227, or permission of instructor

A study of the changing role of police, attitude toward human behavior, normal personality, conflicts, defense mechanisms, abnormal behavior, personality disorders, neuroses, psychoses. Psychopathic, deviant, drug dependency, paranoid violent, suicidal behavior. Behavioral aspects of disasters, riots, and riot control, legal aspects of abnormal behavior.

3 hours lecture.

**AJ 256 Criminology/3 Units**

Prerequisites: SO 101

An introduction to criminal and delinquent behavior, crime statistics gathering, types of crime and criminals; traditional, white collar, organized crime. Theories of criminal behavior, influence or non-influence of, home, school, community, church, age, race, and sex.

3 hours lecture.

**AJ 270 Police Organization and Administration/3 Units**

Prerequisite: AJ 100, 122, 124

A study of the basic administrative and organizational concepts being maintained and new advances proposed in the organization of police services, the operations, administrative, auxiliary, and plant facilities in large and small police departments.

3 hours lecture.

**AGRICULTURE****AG 101 Principles of Veterinary Science/3 Units**

Prerequisite: None

An introduction to the veterinary sciences for potential pre-veterinary students as well as those students of animal science or husbandry interested in the care and health of all domestic animals and livestock.

3 hours lecture.

**AG 102 Introduction to Agriculture/3 Units**

Prerequisite: None

An introductory class involving the overall concepts of agriculture. This class introduces the theoretical basis of agriculture in order that the student may better select career options.

3 hours lecture.

**AG 103 Introduction to Animal and Disease Process/3 Units**

Prerequisite: None

This course is designed to familiarize the student with the normal animal, including the anatomical description, the physiological function, and the structural differences of the simple cell compared to the complex organs of the body. The instruction will link the above normal information specifically to the disease process and serve as an introduction to the scientific basis of disease.

3 hours lecture.

**AG 104 Principles of Agronomy/3 Units**

Prerequisite: None

This course deals with principles of field crop production with special emphasis on origin, distribution, cultural practices and improvements.

3 hours lecture.

**AG 105 Range Management 1/3 Units**

Prerequisite: None

A study of the history of rangeland use, the influences on plant physiology and ecology, and the interrelationships and coordination of rangeland uses for farm and ranch managers interested in plants, soils, and livestock.

3 hours lecture.

**AG 106 Animal Diseases and Sanitation/3 Units**

Prerequisite: AG 103

This course is designed to deal specifically with individual diseases which affect the common domestic animals and will include the definition, symptoms, diagnosis, prognosis, treatment and communicability to both man and animals. Sanitation and its application to prevention of these diseases and the health of both man and animals as inter-related to the above diseases will be discussed.

3 hours lecture.

**AG 107 \* Farrier Science/3 Units**

Prerequisite: None

A study of the basic principals of farrier science, including an introduction to the physiology and anatomy of the horses' legs and hooves, horse shoeing, diagnosis of minor hoof and leg problems and proper methods for correcting stride and alignment.

1 hour lecture; 3 hours laboratory

**AG 108 Introduction to Beekeeping/3 Units**

Prerequisites: None

A study of beekeeping including physiology and anatomy, hive and equipment preparation, disease control, and beekeeping management and production.

3 hours lecture.

**AG 138\* Team Roping/3 Unit**

Prerequisites: Basic riding experience and interest in roping.

This course will provide an opportunity for students to practice for pleasure as well as for later competition in rodeo team roping activities.

2 hours lecture; 3 hours laboratory

**AG 139 Western Horsemanship/3 Units**

Prerequisite: None

Western horsemanship will enable students who now own or intend to buy a pleasure horse to handle and care for the animal in the western tradition. It will teach a student how to handle a western saddle, how to select appropriate equipment, how to evaluate a pleasure horse before purchasing, and how to care for the general well-being of the animal.

2 hours lecture; 3 hour laboratory.

**AG 140\* Rodeo Skills/3 Units**

Prerequisite: None - However, some prior knowledge of rodeo would be helpful.

The course is designed for a student to learn rodeo rules and to develop rodeo skills in barrel racing, team roping, calf roping, goat tying, and riding events and the personal ethics, and attitudes of being a good competitor.

2 hours lecture; 3 hours laboratory.

**AG 207 Range Plants/3 Units**

Prerequisites: Botany

Introduction to the study of local grasses, shrubs, and forbs, including identification, forage value, and ecological use. Also, range plants will be studied that are toxic or have poisonous effects on animal life.

1 hour lecture; 3 hours laboratory.

**AG 208 Animal Industry/3 Units**

Prerequisite: None

Fundamental principles as applied to animal, dairy, and poultry science and the marketing and distribution of animal products.

3 hours lecture.

**AG 209 Auxiliary Engine Operation and Repair/3 Units**

Prerequisite: None

The operation, servicing, adjusting, care and repair of small gas engines of various types and models.

1 hour lecture; 3 hours laboratory.

**AG 210\* General Welding 1/3 Units**

Prerequisite: None

Techniques of operating arc welding machines; oxy-acetylene torches for fusion welding heating, brazing, cutting, hard facing, and soldering of all common types of metal. Emphasis on individual projects.

1 hour lecture; 3 hours laboratory.

**AG 211 Economics in American Agriculture/3 Units**

Prerequisite: None

The student will gain an understanding of economic principles governing the production of agriculture including the principles of supply and demand, pricing, investing, measuring and consuming in the economy. Theories and practical applications to current economic problems will be emphasized.

3 hours lecture.

**AG 212\* Advanced Agricultural Welding/3 Units**

Prerequisites: Agriculture Welding 210

Techniques of operating arc welding machine in the various welding positions: flat, horizontal, vertical, and overhead. Also, the use of oxy-acetylene equipment for fusion welding, brazing, cutting, hardfacing and soldering all common types of metal. Also, individual projects will be done.

2 hours lecture; 3 hours lab.

**AG 213\* Agriculture Alloy & Repair Welding/3 Units**

Prerequisites: AG 210, 212, or Instructors Approval

Techniques of operating arc welding and oxy-acetylene equipment in the welding and repairing of alloy metals. Emphasis will be placed on the techniques required to satisfactorily repair alloy metals.

2 hours lecture; 3 hours lab.

**AG 214 Soils & Fertilizers/3 Units**

Prerequisite: None

Fundamental properties of soils, their relation to plant growth and soil amendment.

3 hours lecture.

**AG 215 Home Gardening/3 Units**

Prerequisite: None

Includes the study of the care and maintenance of trees, shrubs, hedges, and flowers. This course is designed for those students who want to sharpen their knowledge and skills in the basic principles of horticulture for practical application in growing vegetable and flower gardens.

3 hours lecture.

**AG 230 Animal Feeding/3 Units**

Prerequisite: None

Basic principles of animal nutrition and digestion. Selection, evaluation, and use of feeds in balancing rations for livestock and poultry.

3 hours lecture.

**AG 237 Horse Science & Management/3 Units**

Prerequisites: None

An introduction to the types, breeds, and management of horses with emphasis on feeding, breeding, and daily care of horses.

3 hour lecture.

**AG 242 Livestock Judging/3 Units**

Prerequisite: None

Selection of animals by type, production, and pedigree, practice judging, and selection of livestock.

3 hours lecture.

**AG 243 Livestock Production and Management/3 Units**

Prerequisite: None

Livestock production and management will teach the managerial skills necessary in the production, feeding, and the care of livestock on farms and ranches. The economics of the livestock industry will also be emphasized.

3 hours lecture.

**AG 250 \*Project Welding/3 Units**

Prerequisites: AG 210 or AG 212 or permission of instructor.

Designed for students with demonstrated welding skills to work on

a specific project. The project may be one selected by the student or one the instructor has assigned. The project will be made using the arc welding and/or the oxy-acetylene equipment in the shop. May be repeated for non-transfer credit only.

2 hours lecture; 3 hours laboratory.

**AG 299 Individual Studies/1-4 Units**

Prerequisite: Approval of department chairman and instructor.

The student will complete a research problem or an outlined course of study under the direction of a faculty member. The contract for individual study must be agreed upon by the student, the instructor and the department chairman prior to initiation of the study.

**ANTHROPOLOGY****AN 101 The Origin and Antiquity of Man/3 Units**

Prerequisite: None

A survey of human biological origins, based upon paleontological and archaeological records, including recent developments in physical anthropology.

3 hours lecture.

**AN 102 Development of Culture/3 Units**

Prerequisite: None

An introduction to elements of cultural anthropology and a study of man's cultural progress from the Lower Paleolithic to historic periods.

3 hours lecture.

**AN 125 Society and Culture/3 Units**

Prerequisite: None

Theoretical and practical insight into cultural forces which affect man's way of life including study of material culture, technology, social, political, economical systems, religion, and language.

3 hours lecture.

**AN 135 Introduction to Archaeology/3 Units**

Prerequisite: None

A basic study of archaeological theory and technique. Field trips and laboratory work are important aspects of the course.

3 hours lecture; field trips.

**AN 136 Archaeological Excavation/4 Units**

Prerequisite: None

Practical experience through scientific excavation of an archaeological site. Sessions held in the field and laboratory.

4 hours field; 2 hours laboratory.

**AN 137 Archaeological Excavation/4 Units**

Prerequisite AN 136

Directed study of a specific problem through scientific excavation

of an archaeological site. Offered along with AN 136. Sessions held in the field and laboratory.

4 hours field; 2 hours laboratory

#### **AN 185 Prehistoric Cultures of North America/3 Units**

Prerequisite: None

A survey of prehistoric native cultures of North America, which includes investigations of areas of particular interest to individual students.

3 hours lecture; field trips.

#### **AN 186 Historic Indian Tribes of North America/3 Units**

Prerequisite: None

A survey of historical Indian cultures of North America. Cultural areas and tribes of particular interest to students are investigated in depth.

3 hours lecture; field trips.

#### **AN 226 Non-Literate Societies of the World/3 Units**

Prerequisite: None

The study of selected non-literate people and their way of life, with major attention to such groups as tribes, chiefdoms, pastoral and peasant societies.

3 hours lecture.

#### **AN 299 Individual Studies/1-4 Units**

Prerequisite: Approval of the department chairman and instructor.

The student will complete a research problem or an outlined course of study under the direction of a faculty member. The contract for the individual study must be agreed upon by the student, the instructor and the department chairman prior to initiation of the study. May be repeated for credit.

### **ART**

*NOTE: All studio courses except AR 101 — Introduction to Art — may be repeated once for credit. (The second semester is usually allowed as an art elective.) These courses may be repeated indefinitely beyond the second semester for non-transfer credit.*

Note: \* indicates Lab Fees.

#### **AR 101 \*Introduction to Art/3 Units**

Prerequisite: None

Introduction to art elements and principles. A study of the developments of ideas, materials, and techniques.

2 hours lecture; 4 hours studio.

#### **AR 103 \*Basic Design/3 Units**

Prerequisite: None

A study of the basic elements of visual perception and organization.

2 hours lecture; 4 hours studio.

#### **AR 105 \*Art in the Elementary School/3 Units**

Prerequisite: None

An introduction for the teacher aide to materials and methods used in an elementary art class. A study of a child's artistic development through lectures, slides, films, and appropriate art experiences in lab involvements. Will not fulfill the art education requirement for the elementary school certification.

3 hours lecture.

#### **AR 106 \*Basic Drawing/3 Units**

Prerequisite: None

Elementary course in representational drawing and expressive pictorial design; still-life, landscape drawing and imaginary drawings with pencil, charcoal, ink, and other media, freehand drawing to develop eye-hand coordination.

2 hours lecture; 4 hours studio.

#### **AR 107 Survey of World Art/3 Units**

Prerequisite: None

A study of the development of the art and architecture of western civilization from pre-historic times through the Gothic era.

3 hours lecture.

#### **AR 108 Survey of World Art/3 Units**

Prerequisite: None

A continuation of Art 107 through the modern era.

3 hours lecture.

Survey of World Art fulfills three or six units of the humanities and fine arts requirement for the A.A. or A.S. degrees.

#### **AR 130 Fundamentals of Painting I/3 units**

Prerequisite: None

Introduction to techniques of watercolor, oil and acrylic with emphasis on composition and materials. Students complete several projects during the semester, using as basis individual skill and development. Not intended for transfer to a four year institution.

3 hours laboratory.

#### **AR 131 Fundamentals of Painting II/3 units**

Prerequisite: AR 130

Development of those skills and techniques introduced in AR 130 with special emphasis on projects and preparation of work for exhibition. May be repeated for credit. Not intended for transfer to a four year institution.

3 hours laboratory.

#### **AR 230 \*Two Dimensional Design/3 Units**

Prerequisite: Art 103

An introduction of the theory and practice of two-dimensional composition and design.

2 hours lecture; 4 hours studio.

**AR 231 \*Three Dimensional Design/3 Units**

Prerequisite: Art 103

A studio course with an inquiry into the use of volume and mass relationships as they exist in actual space. An introduction to methods of sculpture, pottery, and jewelry.

2 hours lecture; 4 hours studio.

**AR 245 \*Beginning Figure Drawing/3 Units**

Prerequisite: Art 106 or permission of instructor.

Drawing of the human figure with the emphasis on the anatomical form, relationships, motion, rhythm, and gesture, with a secondary emphasis of the figure in its environment.

2 hours lecture; 4 hours studio.

**AR 265 \*Beginning Commercial Design/3 Units**

Prerequisite: Art 103

The principles of commercial design and techniques of advertising layout, concentrating on practical applications.

2 hours lecture; 4 hours studio

**AR 270 \*Ceramics/3 Units**

Prerequisite: Art 103, Art 231, or permission of instructor

An introduction to clay, glaze, and kiln processes through hand-built and wheelthrown techniques.

2 hours lecture; 4 hours studio

**AR 280 \*Beginning Painting/3 Units**

Prerequisite: Art 102, Art 103, Art 106, or permission of instructor

An introduction to the principles and techniques of oil, water color, casein, and fresco painting.

2 hours lecture; 4 hours studio

**AR 285 \*Beginning Photography/3 Units**

Prerequisite: Art 103, or permission of instructor.

An introduction to the use and function of the camera and black and white darkroom technique.

2 hours lecture; 4 hours laboratory.

**AR 286 Intermediate Photography/3 Units**

Prerequisite: AR 285 or consent of instructor.

Second semester of a one year sequence. Advanced black and white technique. Introduction to color. Current trends.

2 hours lecture; 4 hours laboratory.

**AR 290 \*Sculpture/3 Units**

Prerequisite: Art 103, Art 231, or permission of instructor.

An introduction to sculptural media and techniques through wood, plaster, metal, plastic, clay, paper, and stone.

2 hours lecture; 4 hours studio.

**AR 292-293 Commercial Photography/3 Units**

Prerequisites: AR 285 and 286 (Beginning and Intermediate Photography) or their equivalents, or permission of the instructor.

The third and fourth semesters of a two year photography sequence commencing with AR 285—286 (Beginning and Intermediate Photography). Introduces the student to the various standard types of commercial photography, e.g., portraiture, product photography, advertising photography, architectural photography. Students will learn studio and set lighting and various systems of light box construction. Current trends in commercial photography; emphasis on photography as a commercial field.

2 hours lecture; 4 hours laboratory.

**AR 299 Individual Studies/1-4 Units**

Prerequisite: Approval of the department chairman and instructor.

The student will complete a research problem or an outlined course of study under the direction of a faculty member. The contract for the individual study must be agreed upon by the student, the instructor and the department chairman prior to initiation of the study. May be repeated for credit.

**AVIATION TECHNOLOGY****AT 101G Stage One Ground School/5 Units**

Prerequisite: Concurrent enrollment or prior completion of AT 102G.

A comprehensive course leading to completion of F.A.A. Private Pilot Certification requirements and preparation for introduction to Commercial Pilot Certification requirements

5 hours lecture

**AT 102G Stage Two Ground School/5 Units**

Prerequisites: None

A comprehensive study of Aviation Meteorology.

**AT 103G Stage Three Ground School/5 Units**

Prerequisites: Completion of AT 102G with a grade of C or better or possession of a Private Pilot Certificate.

A comprehensive course leading to completion of the requirements for Commercial Pilot Certification.

**AT 101F Stage One Flight Laboratory/6 Units**

Prerequisite: Concurrent registration in AT 101G and 102G.

A comprehensive course leading to completion of the elementary knowledge, skills and experience requirements leading to Commercial Pilot Certification.

**AT 102F Stage Two Flight Laboratory/3 Units**

Prerequisites: Completion of AT 101F with a grade of C or better or possession of a Private Pilot Certificate. Admission to a laboratory section.

An intermediate step toward completion of the requirements for the Commercial Pilot Certificate.

**AT 103F Stage Three Flight Laboratory/3 Units**

Prerequisite: Completion of AT 101F and 102F with minimum grade of C. Admission to a laboratory section.

A continuation of the development of the requirements for the Commercial Pilot Certificate.

#### **AT 104 F & G Private Pilot Test Preparation Course/4 Units**

An intensive closely supervised ground and flight training course to prepare the student pilot with previous experience for the FAA Private Pilot Certificate.

63 hours lecture; 15 laboratory hours.

#### **AT 106 F & G Commercial Test Course Airplane/9 Units**

An intensive closely supervised Flight and Ground Course to prepare experienced private pilots and military or former military aviators for the FAA Commercial Pilot Airplane Certification Flight Test.

127 hours lecture; 79 hours laboratory.

#### **Airframe and Powerplant Maintenance Technology**

A specialized 1936 contact hour program that meets the requirements of Federal Aviation Regulations, Part 147.

#### **AT 005 Airframe and Powerplant Upgrade/6 Units**

A review of the total A & P program curriculum designed for the military aircraft mechanic who has 30 or more months experience. Upon completion of the 90 hours of lecture-discussion for 6 units of credit (3 units airframe, 3 units powerplant) the student will be qualified to take FAA written, oral and practical examinations.

70% Lecture; 30% Laboratory.

#### **AT 006 Practicum in Aviation Maintenance Technology Upgrade/6 Units**

An upgrade or refresher course in Aviation Maintenance Technology with emphasis on the development of practical skills required in the 43 subject areas of the aviation maintenance occupation as outlined in the F.A.A.'s Advisory Circular 65-2D. This course is not open to A & P students.

4 hours lecture; 6 hours laboratory.

#### **AT 110 Phase I 400 Hours/18 Units**

A comprehensive study of general subjects required by the FAA as a prerequisite to the Airframe and Powerplant courses. This section embraces the following subjects: aero math, aircraft drawing, basic physics, basic electricity, fluid lines and fittings, material and processes, cleaning and corrosion control, ground operations and servicing, maintenance publications, mechanic privileges and limitations, maintenance forms and records and weight and balance.

50% Lecture; 50% Laboratory.

#### **AT 115 Phase II 384 Hours/17 Units**

Prerequisites: Phase I

A comprehensive study of aircraft structures with emphasis on structural repairs and finishing techniques on metal and fabric covered aircraft.

50% Lecture; 50% Laboratory.

#### **AT 120 Phase III 384 Hours/17 Units**

Prerequisites: Phases I and II

A study of aircraft systems, including electrical, hydraulics, landing gear, environmental control, ice and rain protection, fire protection, and fuel systems.

50% Lecture; 50% Laboratory.

#### **AT 125 Phase IV 384 Hours/17 Units**

Prerequisites: Phase I

A continuation of aircraft powerplant's and all related systems, including propeller, fuel, ignition, lubrication, electrical and cooling..

50% Lecture; 50% Laboratory.

#### **AT 130 Phase V 384 Hours/17 Units**

Prerequisites: Phases I and IV

An introduction of aircraft powerplant theory and maintenance on reciprocating and turbine engines.

50% Lecture; 50% Laboratory.

#### **AT 204G Stage Four Ground School/5 Units**

Prerequisite: Completion of AT 101, 102, and 103 Ground Schools with minimum grades of C, or possession of a Commercial Pilot Certificate, or a Private Certificate with 200 hours flight time. AT 102 Ground School must be taken prior to or concurrently with AT 204 Ground School.

A comprehensive study of the requirements for an Instrument Pilot Rating.

#### **AT 204F Stage Four Flight Laboratory/6 Units**

Prerequisite: Completion of AT 101, 102, and 103 Ground and Flight with minimum grades of C, or possession of a Commercial Certificate, or Private Certificate with 200 hours flight time.

Completion of the knowledge, skill and experience requirements for Commercial Certification.

#### **AT 208G Multi-Engine Class Rating Ground School/1 Unit**

Prerequisite: 5 hours in a "complex" airplane.

A comprehensive course leading to completion of the requirements for a Multi-Engine Land Airplane Class Rating.

#### **AT 208F Multi-Engine Class Rating Flight Laboratory/2 Units**

Prerequisite: Admission to a laboratory section. 5 hours solo in "complex" airplane. Concurrent enrollment or prior completion of AT 208G.

A comprehensive course leading to completion of the requirements for a Multi-Engine Land Airplane Class Rating.

#### **AT 220G Flight Instructor-Airplane Ground School/5 Units**

Prerequisite: Possession of a Commercial Pilot-Airplane Certificate with an Instrument Rating.

A comprehensive course leading to completion of the requirements for Flight Instructor-Airplane Certification.

**AT 220F Flight Instructor-Airplane Flight Laboratory/3 Units**

Prerequisite: Possession of a Commercial Pilot-Airplane Certificate with an Instrument Rating. Concurrent enrollment or prior completion of AT 220G.

A comprehensive course leading to completion of the requirements for Flight Instructor-Airplane Certification.

**AT 225 Fundamentals of Aviation Instruction/3 Units**

Prerequisite: AT 101G and AT 103G and concurrent enrollment in AT 220G or permission of instructor.

A study of learning and teaching as it relates to the task of conveying aeronautical knowledge and skills to students.

3 hours lecture

**AT 230G Multi-Engine Airplane Flight Instructor Ground School/2 Units**

Prerequisite: Possession of a Flight Instructor-Airplane Certificate and a Multi-Engine Land Airplane Rating.

A comprehensive course leading to completion of the requirements for Multi-Engine Flight Instructor Certification.

**AT 230F Multi-Engine Airplane Flight Instructor Flight Laboratory/3 Units**

Prerequisite: Admission to a laboratory section. Possession of a Flight Instructor-Airplane Certificate and a Multi-Engine Land Airplane Class Rating. Concurrent enrollment or prior completion of AT 230G.

A comprehensive course leading to completion of the requirements for Multi-Engine Instructor Certification.

**AT 240G Instrument Flight Instructor-Airplane Ground School/3 Units**

Prerequisite: Possession of an Airplane Flight Instructor Certificate and Instrument rating.

A comprehensive course leading to completion of the requirements for certification as an Instrument Flight Instructor-Airplanes.

**AT 240F Instrument Flight Instructor-Airplane Flight Laboratory/3 Units**

Prerequisite: Admission to a laboratory. Possession of an Airplane Flight Instructor certificate and an Instrument Rating. Concurrent enrollment or prior completion of AT 240G.

A comprehensive course leading to completion of the requirements for Instrument Flight Instructor-Airplane certification.

**AT 250G Airline Transport Pilot Rating Ground School/3 Units**

Prerequisite: Possession of a Commercial Pilot Certificate with an Instrument rating.

A course leading to completion of the requirements for Airline Transport Pilot Certification.

**AT 250F Airline Transport Pilot Rating Flight Laboratory**

Credit determined by number of hours of instruction required.

Prerequisite: Possession of a Commercial Pilot Certificate with an Instrument Rating. Total flight hours requirement as per FAR Part 61 and a current Class I Medical Certificate.

A comprehensive course leading to completion of the requirements for an Airline Transport Pilot Rating.

**AT 299G and/or F Individual Studies Ground School and/or Flight Laboratory**

Credits to be determined by coursework and hours under contract agreement by student and instructor assigned with Department Chairman's approval.

Courses designed by contract to provide recognition and give credit for extra-curricular projects of merit.

**BIOLOGICAL SCIENCES**

Note: \* indicates Lab Fees

**BS 101 \*General Biology/4 Units**

Prerequisite: None

Principles and concepts of biology with reference to the organization and function of cells, flowering plants, and man. Not open to majors in the Biological Sciences or the pre-professional curricula.

3 hours lecture; 3 hours laboratory.

**BS 102 \*General Biology/4 Units**

Prerequisite: None

Major principles of biology as illustrated by the animal and plant kingdoms, inheritance, speciation, and ecology. Not open to majors in the Biological Sciences or the pre-professional curricula.

3 hours lecture; 3 hours laboratory.

**BS 111 \*General Botany/4 Units**

Prerequisites: Chemistry 121, Chemistry 101, 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 flowering plants, with emphasis on anatomy and physiology. Offered spring semester only.

3 hours lecture; 3 hours laboratory.

**BS 131-132 \*General Zoology/4-4 Units**

Prerequisites: Chemistry 121, (or concurrent enrollment), Chemistry 101 or high school chemistry. BS 131 is a prerequisite for 132 except by special permission of the instructor.

An introduction to animal structure and classification and a survey of animal phyla with an emphasis on vertebrate groups. Principles of genetics, ecology, evolution, embryology, phylogeny and physiology. Dissections of specimens representative of the major phyla, including dissection of typical vertebrates. BS 131 offered

fall semester only. BS 132 offered spring semester only.

2 hours lecture; 6 hours laboratory.

#### **BS 151-152 \*Human Anatomy and Physiology/4-4 Units**

Prerequisites: BS 151 is prerequisite for BS 152.

An integrated study of the physical, structural, and functional features of the cells, tissues, organs, and systems of the human body. BS 151 offered fall only, BS 152 offered spring only.

3 hours lecture; 3 hours laboratory. Discussion period 1 hour (optional).

#### **BS 220 \*Microbiology/4 Units**

Prerequisite: Completion of a semester of a college biological science is highly recommended.

A survey of microbial life and fundamental biological types of all microorganisms; characteristics and importance of microorganisms other than bacteria; control of microorganisms and disease, and other aspects of applied microbiology. Offered spring semester only.

3 hours lecture; 3 hours laboratory.

#### **BS 299 Individual Studies/1-4 Units**

Prerequisite: Approval of the Division Chairman and instructor.

The student will complete a research problem or an outlined course of study under the direction of a faculty member. The contract for the individual study must be agreed upon by the student, the instructor, and the Division Chairman prior to the initiation of the study. May be repeated for credit.

### **BOTANY**

See Biological Sciences.

## **BUSINESS**

### **Administration**

#### **BU 101 Principles of Accounting/3 Units**

Prerequisite: MA 020 or BU 104 or equivalent

An introductory course in gathering, recording and using the financial data of a business. The accounting cycle, debits and credits, classification of accounts, recording of transactions and preparation of financial statements for single proprietorships, partnerships, and corporations.

3 hours lecture; 2 hour laboratory.

#### **BU 102 Principles of Accounting/3 Units**

Prerequisite: BU 101

A continuation of BU 101 with increased emphasis upon partnership and corporation accounting. Capital structure and interpretation and usage of accounting data for managerial decision-making purposes.

3 hours lecture; 2 hours laboratory.

#### **BU 109 Survey of American Business/3 Units**

Prerequisite: None

Fundamental characteristics and functions of modern business, with emphasis on possible career opportunities.

3 hrs lecture.

#### **BU 121 Taxation Principles and Procedures/3 Units**

Prerequisite: BU 101 or permission of the instructor.

Tax laws, accounting procedures and preparation of required United States and Arizona Income Tax returns as they apply to individuals and businesses.

3 hours lecture.

#### **BU 123 Personnel Management/3 Units**

Prerequisite: None

A study of policies and techniques pertaining to personnel management and human relations as applied to employee selection, placement, training, motivation, promotion, and supervision. Employer and employee social responsibilities introduced.

3 hours lecture.

#### **BU 124 Military Organizations and Staff Functions/3 Units**

Prerequisite: None

A functional study of the development of U.S. defense policy; the organization, role and mission of the Department of Defense, Departments of the Army, Air Force and Navy; the organization, role and mission of the major commands of the Army; the organization and functions of the general and special staff at the Army division level; and the organization and operations of combat support groups.

3 hours lecture.

#### **BU 125 Management and Organizational Behavior/3 Units**

Prerequisite: None

Study of group behavior, inter-personal relationships and inter-group relationships in the organization. Conceptual tools for analyzing behavior and managing group processes of conflict, communication and task accomplishment.

3 hours lecture.

#### **BU 126 Exploring Your Potential as a Manager/3 Units**

Prerequisite: None

This course will assist women to evaluate their aptitudes, capabilities, and values, and to relate this evaluation to possible career choices in the business world.

3 hours lecture.

#### **BU 127 Leadership and Supervision/3 Units**

Prerequisite: BU 123

Study in depth of the supervision and leadership functions in management. Case studies emphasized.

3 hours lecture.

**BU 128 Special Problems in Management/3 Units**

Prerequisite: None

This course introduces many of the problems unique to women choosing business as careers, and assists with the preparation of women to deal effectively as managers.

3 hours lecture.

**BU 132 Bank Loss Prevention/1 Unit**

Prerequisite: None

This American Institute of Banking (AIB) course, intended primarily for bank tellers, focuses on check cashing, check swindles, bank holdups, and security procedures.

Concentrated workshop of 16 contact hours or as a five-session seminar.

**BU 133 Selling Bank Services/1 Unit**

Prerequisite: None

This American Institute of Banking (AIB) course teaches bank tellers and new-account personnel how to recognize and meet bank customer needs: checking accounts, savings services, loans to individuals, safe deposit boxes, travelers checks, and cross-selling.

Concentrated workshop of 16 contact hours or as a 5-session seminar.

**BU 134 Bank Management/3 Units**

Prerequisite: None

A study of new trends in the philosophy and practice of management, with particular emphasis on their application in banking. The case study method will be utilized extensively.

3 hours lecture.

**BU 135 Principles of Bank Operations/3 Units**

Prerequisite: None

The fundamental of bank functions in a descriptive fashion so that the beginning banker may view his chosen profession in a broad and operational perspective.

3 hours lecture.

**BU 136 Analyzing Financial Statements/3 Units**

Prerequisite: BU 101

The characteristics and analysis of financial statements, with emphasis on their utilization in banking. Covering the balance sheet, the profit and loss statement, and analysis of earning potential. An American Institute of Banking Course.

3 hours lecture.

**BU 137 Business, Money and Banking/3 Units**

Prerequisite: EC 201

The practical aspects of money and banking and the basic monetary theory needed by the banking student. Economic stabilization, types of spending, the role of gold, limitations of central bank exchange, showing their repercussions on the

banking industry in affecting yield curves and the structuring of portfolios

3 hours lecture.

**BU 138 Real Estate Finance/3 Units**

Prerequisite: None

Examines real estate risk and financing, including the source, availability, cost, and use of mortgage money

3 hours lecture.

**BU 139 Law and Banking/3 Units**

Prerequisite: None

An introduction to basic American Law, presenting the rules of law which underlie banking. Topics include jurisprudence, the court system and civil procedure, contracts, quasi-contracts, property, torts and crimes, agencies, partnerships, corporations, sales of personal property, commercial paper, bank deposits and collections, documents of title, and secured transactions. Emphasis is on the Uniform Commercial Code. Particular emphasis will be placed on commercial paper and banking transactions involving legal significance

3 hours lecture

**BU 140 Principles of Real Estate/3 Units**

Prerequisite: None

An introduction to basic principles of Real Estate. Meets minimum requirements for the Arizona Real Estate salespersons examination

3 hours lecture

**BU 142 Insurance/3 Units**

Prerequisite: None

Principles and practices of insurance, including coverage available, buying methods, procedures for settling claims, analysis of contracts and forms of insurance purchased.

3 hours lecture.

**BU 143 Principles of Management/3 Units**

Prerequisite: None

Managerial principles with emphasis on planning, organizing, motivating, and controlling for effective business decisions

3 hours lecture

**BU 144 Salesmanship/3 Units**

Prerequisite: None

Career opportunities in sales work, practical and psychological factors in selling, development of a desirable sales personality and correct techniques in conducting sales campaigns. Members of the class engage in practical sales demonstrations.

3 hours lecture.

**BU 145 Principles of Marketing/3 Units**

Prerequisite: None

Marketing 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, and storage.

3 hours lecture.

#### **BU 147 Labor Relations/3 Units**

Prerequisites: BU 123 or BU 143 or permission of the instructor. A presentation of the history of the labor movement in the United States; union structure, the collective bargaining process, and a review of labor legislation and a summation of current and future problems and trends in the labor field.

3 hours lecture.

#### **BU 148 Advertising/3 Units**

Prerequisite: BU 145

Principles of advertising involves consideration of planning, financing, and managing a campaign; selection of advertising media, displaying, and publicity; studing of color and balance in its application to good merchandising.

3 hours lecture.

#### **BU 149 Merchandising Management/3 Units**

Prerequisite: None

Examines the organization and operation of retail outlets, trends and concepts in retail selling, and problems in retailing both goods and services. Suggests solutions for buying, selling, stocking, servicing and controlling in retail outlets.

3 hours lecture.

#### **BU 151 Occupational Safety and Health Act of 1971 (OSHA)/3 Units**

Prerequisite: None

Comprehensive, single source safety and health standards as contained within the Act.

3 hours lecture.

#### **BU 153 Instructional Media: Use and Development/3 Units**

Prerequisite: None

A course designed to introduce students in Teacher-Aide program to use of typewriter, audiovisual equipment, production of instructional media and duplication processes as applied in elementary school; also clerical duties such as attendance reports, money collection, ordering materials, and record keeping.

#### **BU 154 Credit Union Basics/3 Units**

Prerequisite: None

Understanding credit unions, operations and organization of the credit union, credit principles, collection procedures and public relations.

3 hours lecture.

#### **BU 155 Credit Union Management/3 Units**

Prerequisite: BU 154 or permission of instructor.

Overview of Credit Union movement; managerial problems; organization, administration and development; responsibilities of official; Federal regulations.

3 hours lecture.

#### **BU 158 Principles of Finance/3 Units**

Prerequisite: BU 101 or BU 146

An introduction to the world of finance dealing with the relationship of money in our economy and an indepth study of the role and techniques of financial management within the firm.

3 hours lecture

#### **BU 172 Introduction to Data Processing/3 Units**

Prerequisite: None

An overview of the data processing field, general practices and aims of business, data processing systems and terminology; data collection, report preparation, functions of data processing units, flow charts, system design concepts and basic computer programming. Students receive practice in writing computer programs.

3 hours lecture.

#### **BU 173\* Programming — COBOL Level I/4 Units**

Prerequisite: BU 172 or permission of the instructor.

A detailed study of the COBOL programming language and the organization of a COBOL program. Computer organization, data structure, program procedures, input-output and operator considerations. A minimum of six operational programs are required.

3 hour lecture; 2 hours laboratory.

#### **BU 174\* Programming — Fortran/4 Units**

Prerequisite: BU 172

A detailed study of the Fortran programming language, computer organizations, data structure, input-output and operator considerations. Students will write a minimum of eight operational programs.

3 hour lecture; 2 hours laboratory.

#### **BU 175\* Programming in the BASIC Language/3 Units**

Prerequisite: Intermediate Algebra.

An introduction to computers and the BASIC language with emphasis on the concepts, writing and execution of computer programs, processing of data, and the development of algorithms for the computer solution of problem solving. Same as ET 107.

2 hours lecture; 3 hours laboratory.

#### **BU 201 Intermediate Accounting/3 Units**

Prerequisite: BU 102

A comprehensive course in gathering, recording, and using the financial data of business. Accounting treatment of assets, including related principles of profit determination.

3 hours lecture; 1 hour laboratory.

**BU 202 Intermediate Accounting/3 Units**

Prerequisite: BU 201

A continuation of BU 201. Accounting treatment of liabilities and capital accounts and the analysis of financial statements.

3 hours lecture; 1 hour laboratory.

**BU 219 Business Statistics/3 Units**

Prerequisite: MA 120

Introductory topics of business statistics such as data presentation, data summarization probability, probability distributions, sampling distributions, elementary decision-making, estimation of population means, testing of hypotheses, analysis of variance and regressive analysis. (Although not required MA 110 intermediate algebra helpful.)

3 hours lecture

**BU 220 Business Statistics/3 Units**

Prerequisite: BU 219

Testing and estimation, statistical inference, variance analysis, regression, correlation, time series, and index number application.

3 hours lecture.

**BU 231 Business Law/3 Units**

Prerequisite: Sophomore Standing

A presentation of law as a part of the American Society with an emphasis on Judicial procedures, business transactions, contracts, torts, personal and real property law, administrative law, criminal law, and consumer law.

3 hours lecture

**BU 232 Business Law/3 Units**

Prerequisite: Sophomore standing and completion of BU 231, or by the instructor's permission.

A presentation of the Legal Aspects of the law pertaining to Sales, Commercial Paper, Creditor's Rights and Secured Transactions, Agency and Employment, Partnerships and Special Ventures, and Corporations.

3 hours lecture

**BU 245 Seminar: Trends and Practices in Marketing and Management/3 Units**

Prerequisite: BU 144, 145, and 101 or 146; or permission of the instructor.

Applying problem solving and decision-making techniques to practical business situations based on current readings in Marketing and Management. Designed to blend and apply current business theories and practices to meet class and individual needs.

3 hours lecture.

**BU 273\* Programming — COBOL Level II/4 Units**

Prerequisite: BU 173

An advanced study of the COBOL language. Advanced

techniques in the design of a computer program control and validation methods using magnetic devices, table organization and random and sequential file processing. Students required to construct and write several programs.

3 hour lecture; 2 hours laboratory.

**BU 279 Computer Operations — Level I/3 Units**

Prerequisite: BU 173

A detailed study of the hardware associated with a computer system. An overview of unit record equipment to relate the interface of unit record equipment with computer operations. Laboratory exercises involve planning, set-up and operation of each of the peripheral devices associated with the computer.

1 hour lecture; 2 hours laboratory.

**BU 282 Management Information Systems/3 Units**

Prerequisite: BU 172, comparable work experience, or permission of the instructor.

A study of the management sciences involved in meeting the informational needs of business, industry, governmental and educational agencies. A study of the skill and knowledge of man versus machine to develop and design data processing systems. A problem oriented approach.

2 hours lecture; 1 hour laboratory.

**BU 283 Small Business Management — A Seminar Approach/3 Units**

Prerequisites: BU 143, BU 145, BU 101 and BU 102

This course is recommended for the last semester of the Associate of Applied Science in Business Administration degree.

Analysis of the practical problems of organizing and managing a successful small business. Practical problems in marketing research, financial analysis and control, budgeting, management, and organization for small businesses are emphasized.

3 hours lecture

**BU 284 Installment Credit I/3 Units**

Prerequisites: BU 101 or a working knowledge of banking terminology.

Techniques of installment lending with emphasis on credit evaluation, open end and direct credit, legal aspects of installment credit.

3 hours lecture

**BU 285 Installment Credit II/3 Units**

Prerequisite: BU 284

Techniques of installment credit with emphasis on rate structure and yield analysis, organizing and managing installment credit departments, and marketing bank services.

3 hours lecture

**BU 299 Individual Studies/1-4 Units**

Prerequisite: Approval of the department chairman and instructor.

The student will complete a research problem or an outlined course of study under the direction of a faculty member. The contract for the individual study must be agreed upon by the student, the instructor and the department chairman prior to initiation of the study. May be repeated for credit.

## **Office Education**

### **BU 104 Business Math (Programmed)/3 Units**

Prerequisite: MA 010 or equivalent.

The fundamentals of business mathematics and ability to communicate with the number language of the business world. 3 hours lecture and laboratory.

### **BU 106 Elementary Typing/3 Units**

Prerequisite: None

An introduction to the basic typewriting skills and techniques needed to master letter styles, tabulations, forms, and manuscripts through individualized units of work with an expected outcome of 40 wpm for three minutes.

3 hours lecture; 1 lab hour

### **BU 107 Bilingual Typing/3 Units**

Prerequisite: BU 106 with a grade of C or better or permission of the instructor and Spanish proficiency at the second-year level.

A comprehensive study to improve the basic typewriting skills and techniques needed to master letter style, tabulations, forms, and manuscripts through individualized units of work in both English and Spanish.

3 hours lecture

### **BU 108 Intermediate Typing/3 Units**

Prerequisite: BU 106 with a grade of C or better or Permission of the instructor.

A comprehensive study to improve the basic typewriting skills and techniques needed to master letter style, tabulations, forms, and manuscripts through individualized units of work with an expected outcome of 50 wpm for five minutes.

3 hours lecture; 1 hour laboratory

### **BU 110 Elementary Shorthand/3 Units**

Prerequisite: BU 106 or equivalent, minimum grade of C in English or permission of the instructor.

An intensive study of Gregg Shorthand theory with an expected outcome of 60 wpm for 3 minutes at 95% accuracy.

3 hours lecture; 1 hour laboratory.

### **BU 111 Intermediate Shorthand/3 Units**

Prerequisite: BU 110 with a grade of C or better or permission of the instructor.

A comprehensive study of Gregg Shorthand theory, vocabulary development and typed transcripts with emphasis on speed

dictation to an expected outcome of 80 wpm on new material for 3 minutes at 95% accuracy.

3 hours lecture; 1 hour laboratory.

### **BU 114 Elementary Typing A—Keyboard Theory/2 Units**

Prerequisite: None

An introduction to the basic typewriting skills and techniques needed for "touch typewriting" with an expected outcome of 30 wpm for three minutes.

2 hours lecture; 1 hour laboratory.

### **BU 115 Elementary Typing B—Production Typing/2 Units**

Prerequisite: BU 114 or equivalent

An introduction to the basic skills needed to master letter styles, tabulations, printed forms, and manuscripts through individualized units of work with an expected outcome of 40 wpm for three minutes.

2 hours lecture; 1 hour laboratory.

### **BU 116 Elementary Shorthand A—Theory/2 Units**

Prerequisite: Minimum grade of C in English or permission of the instructor.

An intensive study of the first half of Gregg Shorthand theory through practice in reading and writing shorthand with an expected outcome of 40 wpm for three minutes dictation at 95% accuracy.

2 hours lecture; 1 hour laboratory.

### **BU 117 Elementary Shorthand B—Theory/Dictation/2 Units**

Prerequisite: BU 116 or equivalent

An intensive study of the second half of Gregg Shorthand theory with emphasis on dictation to an expected outcome of 60 wpm for three minute dictation at 95% accuracy.

2 hours lecture.

### **BU 118 Calculating Machines/2 Units**

Prerequisite: BU 104 or permission of the instructor.

An introduction to the fundamental skills in operating office calculating machines and a review of basic math needed to calculate business-type problems.

2 hours lecture, 1 hour laboratory.

### **BU 146 Bookkeeping and Financial Management (Secretarial Accounting)/3 Units**

Prerequisite: BU 104

The basic accounting cycle; business transactions, journalizing, posting and financial statements, cash control and banking, payroll preparation, credit and receivables control, inventory control, sources of funds, budgeting, and ratio analysis.

3 hours lecture; 1 hour laboratory.

### **BU 161 General Office Procedures/3 Units**

Prerequisite: BU 106 or permission of the instructor.

An introduction to duties of office workers, including personal qualifications, system of filing, preparation of reports, handling mail, and using the telephone.

3 hours lecture.

### **BU 162 Clerical Practice/3 Units**

Prerequisite: BU 161 or permission of the instructor.

Actual practice in handling office mail, job applications and interviews, filing, telephone techniques, and transcription machines for each individual occupational option. Practice sets in specialized areas; general, medical, bilingual, and legal.

3 hours lecture.

### **BU 167 Business Communications/3 Units**

Prerequisites: EN 101, or EN 111, or permission of the instructor.

A study of business compositions prepared in a business organization—typical internal and external communications (letters, memos, and reports) with emphasis on applying English fundamentals, usage, syntax, and methods of organization around patterns of exposition. (Identical with EN 167)

3 hours lecture.

### **BU 170 Keypunch/2 Units**

Prerequisite: BU 106 or permission of the instructor.

A comprehensive study of the operation and application of the keypunch machine and its relation to data processing.

2 hours lecture; 1 hour laboratory.

### **BU 208 Advanced Typing/3 Units**

Prerequisite: BU 108 with a grade of C or permission of the instructor.

A study of typewriting skills needed to become proficient at typing business letters, printed forms, manuscripts, minutes, and tabulation problems through the use of individualized units of work with an expected outcome of 60 wpm for five minutes.

3 hours lecture.

### **BU 209 Professional Typing/3 Units**

Prerequisite: BU 208 with a grade of C or permission of the instructor.

A comprehensive study of typewriting skills needed to type special, more demanding business letters, manuscripts, tabulations, and various forms through the use of individualized units of work with an expected outcome of 70 wpm for five minutes.

3 hours lecture.

### **BU 211 Advanced Shorthand/3 Units**

Prerequisite: BU 111 with a grade of C or better or permission of the instructor.

A comprehensive study of Gregg Shorthand theory, vocabulary development, and mailable transcripts with an expected outcome

of 100 wpm on new material for three minutes at 95% accuracy. 3 hours lecture.

### **BU 212 Advanced Transcription/3 Units**

Prerequisite: BU 111 and BU 211 with a grade of C or presently enrolled in BU 211 or permission of the instructor.

An integration of shorthand and typing skills with English skills to prepare for office standards with emphasis on high-quality transcripts with an expected outcome of 120 wpm on new material for three minutes at 100% accuracy. Spring semester only.

3 hours lecture.

### **BU 217 Records Management/3 Units**

Prerequisite: BU 106; admission open to qualified freshmen.

A study of the principles and procedures of actual filing and actual practices in the basic systems using established management systems. Taught fall semester only.

3 hours lecture.

### **BU 253 Professional Terminology/3 Units**

Prerequisites: BU 111 for stenographic majors and BU 108 for nonstenographic majors. This course will be individualized for stenographic and nonstenographic.

A study of complex terminology encountered, in medical records, or legal documents, or technical business documents with emphasis on shorthand and/or machine transcription. Practice sets in medical records, or legal documents, or technical documents will be utilized.

3 hours lecture.

### **BU 264 Secretarial Office Procedures/3 Units**

Prerequisite: BU 109, 212, 217, 208, 211, and EN 111

A comprehensive study of office organization and layout, workflow, procedures, standards, personnel policies and supervision procedures through progressive job situations. Projects in specialized secretarial areas; legal, medical, executive.

3 hours lecture

### **BU 265 Secretarial Practice/3 Units**

Prerequisite: BU 264 or permission of the instructor.

Actual practice in using equipment for transcription, and the Memory typewriter; a thorough study of office style dictation, business letters, technical articles, filing, telephone techniques, mailing, and personal grooming. Practice sets in specialized area; general, medical, bilingual, and legal.

3 hours lecture

### **BU 266 Medical Transcription/3 Units**

Prerequisite: BU 264 or permission of the instructor. BS 151, 152, and BU 253.

Actual practice in using equipment for transcription into typewritten form of written, verbal or recorded ideas. Includes

work on transcription equipment machines and office style dictation.

3 hours lecture

### **BU 267 Internship as Medical Secretary/16 Units**

Prerequisites: BU 253 and 265

Designed to combine theory and practice with experience in a medical record department or similar facility. Entirely on-the-job training.

### **BU 268 Word Processing/3 Units**

Prerequisites: BU 108, EN 111 or concurrent enrollment

A study of the major aspects of word processing, including concepts, available careers, systems and equipment with instruction in using text-editing equipment.

3 hours lecture.

### **BU 269 Advanced Word Processing/3 Units**

Prerequisite: BU 268

Advanced Word Processing techniques including legal, medical, technical, simulated and actual office data entry on an assortment of microprocessors. Instruction includes word processing prioritizing, proofreading and set-up techniques.

3 hours lecture

## **CHEMISTRY**

Note: \* indicates Lab Fees

### **CH 101 \*Introduction to Chemistry/4 Units**

Prerequisite: MA 020 or equivalent.

Elements of general chemistry. Adapted to the needs of those students who have not had high school chemistry.

3 hours lecture, 3 hours laboratory.

### **CH 110 \*Essentials of Chemistry/4 Units**

Prerequisite: High school chemistry or algebra or MA 020.

A one semester course introducing fundamentals of general chemistry. Emphasis placed on principles important to the understanding of human biological functions and related medical aspects. Especially adapted to the needs of students in nursing and other health related fields. Serves as a laboratory science for degree requirements.

3 hours lecture, 3 hours laboratory.

### **CH 121-122 \*General Chemistry/4-4 Units**

Prerequisite: High school chemistry or CH 101 or MA 120 or concurrent enrollment. CH 121 is prerequisite for CH 122.

Introduction to the general principles of chemistry with emphasis on quantitative relationships. Includes properties of matter, chemical bonding and structure, equilibria, oxidation-reduction, kinetics, along with aspects of organic and biochemistry.

3 hours lecture; 3 hours laboratory.

### **CH 230 \*Analytical Chemistry/4 Units**

Prerequisite: Chemistry 122

Principles of quantitative chemical analysis including theory and practice of separation processes and analytical determinations involving gravimetric, volumetric, colorimetric and electroanalytical procedures.

2 hours lecture, 6 hours laboratory.

### **CH 240-241 \*Organic Chemistry/4-4 Units**

Prerequisite: CH 122 CH 240 is a prerequisite for CH 241.

An introduction to the chemical compounds of carbon. Structural formulae, nomenclature, special configurations of molecules, synthesis and the relation between different classes of organic compounds are emphasized.

3 hours lecture; 3 hours laboratory.

### **CH 299 Individual Studies/1-4 Units**

Prerequisite: Approval of the Division Chairman and instructor

The student will complete a research problem or an outlined course of study under the direction of a faculty member. The contract for the individual study must be agreed upon by the student, the instructor, and the Division Chairman prior to initiation of the study. May be repeated for credit.

## **COOPERATIVE EDUCATION**

### **CE 110 Internship in Cooperative Education/1-16 Units**

Prerequisite: Prior approval of Cooperative Education Coordinator. Student should enroll concurrently in CE 120 unless excused by coordinator. Internship credit is provided in career areas, such as manufacturing, construction, marketing, business and office, teacher-aide, fine arts and humanities, public service, social work, and criminal justice.

### **CE 120 Seminar in Cooperative Education**

Prerequisite: Permission of Co-op Coordinator. Student should enroll concurrently in CE 110 unless excused by coordinator.

Basic processes and concepts of the world of work: job application, job responsibilities, human relations, career areas and supervisory development will be discussed and explored.

Credit is included in the units granted for Co-op 110.

## **CONSUMER EDUCATION**

### **CN 110 Consumer Education/3 Units**

Prerequisite: None

A course designed to create an awareness of the problems facing the modern consumer. Areas of consumer rights and remedies covered include: government; business relations contracts, money banking and credit, saving and investing; health services, and specific major purchases made by the consumer.

3 hours lecture.

### **CN 120 Consumers and the Marketplace/3 Units**

Prerequisite: None

An analysis of consumer products and the features which affect purchasing decisions; a development of the remedies available to the consumer for defective or marginally acceptable products; and a presentation of current ways that the consumer is affecting the marketplace.

3 hours lecture.

### **CN 130 Consumers and Their Health/3 Units**

Prerequisite: None

Reading and discussions on various topics related to individuals health care needs. Focus on consumer approach to selecting and establishing health care services for maintenance of health.

Available resources, services, and alternative health care options.  
3 hours lecture.

### **CN 140 Consumers and Their Money/3 Units**

Prerequisite: Survey of Consumer Education or permission of the instructor

A Management by Objective approach to lifetime financial planning for the individual or family group emphasizing the basics of budgeting for necessary expenditures.

3 hours lecture.

### **CN 210 Consumers and Their Environment/3 Units**

Prerequisite: Sophomore standing and completion of CN 110.

An analysis of the various factors in housing and the basic elements (air, water, etc.) necessary to sustain life which have an impact on the physical and emotional well-being of the individual.  
3 hours lecture.

### **CN 220 Consumers and Their Government/3 Units**

Prerequisite: Sophomore standing and completion of CN 110.

An informed approach to maximizing the individuals participation in benefit programs; to minimize tax impact and other limitations on the consumer's rights imposed by government; an exploration of ways to effectuate change in the system through concerted political or individual action.

3 hours lecture.

## **COUNSELING**

### **CO 103 Personality and Adjustment/3 Units**

Prerequisite: None

A study of basic theoretical principles of psychology and their application to human behavior and growth. Emphasis on scientific psychology's contributions to more effective professional and personal relationships. Group activities and self-evaluation included. Not to be substituted for PY 101 or 102. Transfers as an elective.  
3 hours lecture.

### **CO 105 The Challenge of Parenting/3 Units**

The application of principles and concepts of effective parenting to meet more effectively the challenges and problems of being a

parent in modern American society.

3 hours lecture.

### **CO 121 Career and Life Planning/3 Units**

Prerequisite: None

Explores career opportunities and assists students in deciding on and planning for their chosen careers.

3 hours lecture.

### **CO 299 Individual Studies/1-4 Units**

Prerequisite: Approval of the department chairman and instructor

The student will complete a research problem or an outlined course of study under the direction of a faculty member. The contract for the individual study must be agreed upon by the student, the instructor and the department chairman prior to initiation of the study. May be repeated for credit.

## **DRAFTING**

Note: \* indicates Lab Fees

### **DT 100 Blueprint Interpretation and Basic Drafting/3 Units**

Prerequisite: None

Introductory course in blueprint reading and interpretation, basic drafting skills including lettering, sketching, orthographic projection, dimensioning, pictorial drawing, related to mechanical and architectural requirements.

2 hours lecture; 4 hours laboratory.

### **DT 112 Technical Graphics I/3 Units**

Prerequisite: None

Introductory course in technical drafting including orthographic and axonometric projection, geometric construction, sketching, lettering, dimensioning, section and conventions, with emphasis on industrial drafting standards.

2 hours lecture, 4 hours laboratory.

### **DT 113 Technical Graphics II/3 Units**

Prerequisite: DT 112

Study of auxiliary and oblique surfaces, intersections, detailing standards, fasteners, materials, and dimensioning. Elements of descriptive geometry are stressed.

2 hours lecture; 4 hours laboratory.

### **DT 120 Spatial Relationships/3 Units**

Prerequisite: DT 112 or concurrent with

Solutions of points, lines and planes, single-curved, double-curved and warped surfaces. Emphasis upon mechanical, civil and mining engineering application.

2 hours lecture; 4 hours laboratory.

### **DT 130 \*Drafting for Electronics/3 Units**

Prerequisite: DT 112 or concurrent with

A study of drafting in the electrical and electronic industry

including components and their symbols, schematic and logic diagrams, printed circuit board layout and tape-up, silkscreen, detail and assembly drawings of P.C. boards.

2 hours lecture; 4 hours laboratory.

#### **DT 200 Drafting for Manufacturing/4 Units**

Prerequisite: DT 112, GT 101

A study of fabrication procedures, machine elements, and the influence of manufacturing on design, includes precision dimensioning and tolerancing, detail and assembly drawings, engineering change orders.

2 hours lecture; 6 hours laboratory.

#### **DT 210 Topographical Design and Drafting/4 Units**

Prerequisite: None

A combination of basic surveying and topographical drafting including mapping, subdivision design, profiling, contouring, sectioning, area calculations, horizontal and vertical curve analysis.

2 hours lecture; 6 hours laboratory.

#### **DT 220 Construction Drafting/3 Units**

Prerequisite: DT 100 or DT 112

Principles and applications of architectural and structural details as they apply to the residential and structural building industry.

2 hours lecture; 4 hours laboratory.

#### **DT 230\* Electro-Mechanical Design/3 Units**

Prerequisite: DT 112 and DT 130

A study of electronic packaging and enclosures including chassis, cabinets, control panels, cables, and wiring diagrams.

2 hours lecture; 4 hours laboratory.

#### **DT 240 Tool Design/4 Units**

Prerequisite: DT 120 and GT 101, or permission of the instructor.

A study of standardized tooling components materials including jigs and fixtures, gages, punch and die sets with emphasis on design of the various tooling elements.

2 hours lecture; 6 hours laboratory.

#### **DT 250\* Computer Aided Drafting/3 Units**

Prerequisite: DT 112 and DT 130

A course to introduce the computer as a drafting tool. Multi-view, pictorial and electronic drawings will be made using computer graphics techniques.

2 hours lecture; 4 hours lecture.

### **DRAMA**

#### **DR 101 Acting/3 Units**

Prerequisite: None

Introduction to theories of dramatic art and practice in acting.

3 hours lecture.

#### **DR 102 Acting/3 Units**

Prerequisite: None

Introduction to development of characterization in all types of dramatic literature and practice in acting.

3 hours lecture.

#### **DR 103 Introduction to Theatre/3 Units**

Prerequisite: None

History and tradition of western theatre with analysis and discussion of representative drama, classical to contemporary. Introduction to Theatre fulfills three units of the humanities and fine arts requirement for the A.A. and A.S. degrees.

3 hours lecture.

#### **DR 104 Principles and Techniques of Play Production/3 Units**

Prerequisite: None

Introduction to the theory and practice of directing, set design, costuming, stage lighting, make-up and production organization.

3 hours lecture.

#### **DR 105 Theatre Dance/1 Unit**

Prerequisite: None

Study and practice in stage movement and choreography for theatrical productions. Designed for students in Musical Theatre productions. Meets one day a week for three hours. (Not intended for transfer credit.)

#### **DR 110 Theatre Workshop/1-3 Units**

Prerequisite: Permission of instructor.

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.

#### **DR 299 Individual Studies/1-4 Units**

Prerequisite: Approval of the department chairman and instructor.

The student will complete a research problem or an outlined course of study under the direction of a faculty member. The contract for the individual study must be agreed upon by the student, the instructor and the department chairman prior to initiation of the study. May be repeated for credit.

### **ECONOMICS**

#### **EC 201 Principles of Economics I/3 Units**

Prerequisite: None

Surveys the United States economic system as a whole, including employment, income, spending, Gross National Products, business cycles, inflation and depression, fiscal policy, and money and banking. Emphasis on the households, business and government sections.

3 hours lecture.

including components and their symbols, schematic and logic diagrams, printed circuit board layout and tape-up, silkscreen, detail and assembly drawings of P.C. boards.

2 hours lecture; 4 hours laboratory.

#### **DT 200 Drafting for Manufacturing/4 Units**

Prerequisite: DT 112, GT 101

A study of fabrication procedures, machine elements, and the influence of manufacturing on design, includes precision dimensioning and tolerancing, detail and assembly drawings, engineering change orders.

2 hours lecture; 6 hours laboratory.

#### **DT 210 Topographical Design and Drafting/4 Units**

Prerequisite: None

A combination of basic surveying and topographical drafting including mapping, subdivision design, profiling, contouring, sectioning, area calculations, horizontal and vertical curve analysis.

2 hours lecture; 6 hours laboratory.

#### **DT 220 Construction Drafting/3 Units**

Prerequisite: DT 100 or DT 112

Principles and applications of architectural and structural details as they apply to the residential and structural building industry.

2 hours lecture; 4 hours laboratory.

#### **DT 230\* Electro-Mechanical Design/3 Units**

Prerequisite: DT 112 and DT 130

A study of electronic packaging and enclosures including chassis, cabinets, control panels, cables, and wiring diagrams.

2 hours lecture; 4 hours laboratory.

#### **DT 240 Tool Design/4 Units**

Prerequisite: DT 120 and GT 101, or permission of the instructor.

A study of standardized tooling components materials including jigs and fixtures, gages, punch and die sets with emphasis on design of the various tooling elements.

2 hours lecture; 6 hours laboratory.

#### **DT 250\* Computer Aided Drafting/3 Units**

Prerequisite: DT 112 and DT 130

A course to introduce the computer as a drafting tool. Multi-view, pictorial and electronic drawings will be made using computer graphics techniques.

2 hours lecture; 4 hours lecture.

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Prerequisite: None

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3 hours lecture.

#### **DR 102 Acting/3 Units**

Prerequisite: None

Introduction to development of characterization in all types of dramatic literature and practice in acting.

3 hours lecture.

#### **DR 103 Introduction to Theatre/3 Units**

Prerequisite: None

History and tradition of western theatre with analysis and discussion of representative drama, classical to contemporary. Introduction to Theatre fulfills three units of the humanities and fine arts requirement for the A.A. and A.S. degrees.

3 hours lecture.

#### **DR 104 Principles and Techniques of Play Production/3 Units**

Prerequisite: None

Introduction to the theory and practice of directing, set design, costuming, stage lighting, make-up and production organization.

3 hours lecture.

#### **DR 105 Theatre Dance/1 Unit**

Prerequisite: None

Study and practice in stage movement and choreography for theatrical productions. Designed for students in Musical Theatre productions. Meets one day a week for three hours. (Not intended for transfer credit.)

#### **DR 110 Theatre Workshop/1-3 Units**

Prerequisite: Permission of instructor.

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.

#### **DR 299 Individual Studies/1-4 Units**

Prerequisite: Approval of the department chairman and instructor.

The student will complete a research problem or an outlined course of study under the direction of a faculty member. The contract for the individual study must be agreed upon by the student, the instructor and the department chairman prior to initiation of the study. May be repeated for credit.

## **ECONOMICS**

#### **EC 201 Principles of Economics I/3 Units**

Prerequisite: None

Surveys the United States economic system as a whole, including employment, income, spending, Gross National Products, business cycles, inflation and depression, fiscal policy, and money and banking. Emphasis on the households, business and government sections.

3 hours lecture.

**EC 202 Principles of Economics II/3 Units**

Prerequisite: None

Economic principles as applied to the individual units in our system. Examines market structure and price theory of the firm under competition, oligopoly, and monopoly. Also examines problems and issues concerning agriculture, labor unions, the urban area, poverty, insecurity, and income distribution.

3 hours lecture.

**EC 299 Individual Studies/1-4 Units**

Prerequisite: Approval of the department chairman and instructor.

The student will complete a research problem or an outlined course of study under the direction of a faculty member. The contract for the individual study must be agreed upon by the student, the instructor and the department chairman prior to initiation of the study. May be repeated for credit.

## **ELECTRONICS**

**ET 100 Electronics Foundations/3 Units**

Prerequisite: MA 020 or equivalent.

An introduction to electronic principles including DC and AC circuits, passive and active circuits, and applications that will give the student a general concept of the electronics field. For non-electronics majors.

3 hours lecture.

**ET 102 Radio Communications I/3 Units**

Prerequisite: None

A study of the FCC rules and regulations required to obtain a 3rd class license, and an introduction to the basic technical knowledge applicable to a 2nd class FCC license.

3 hours lecture.

**ET 103 Radio Communications II/3 Units**

Prerequisite: ET 102 or equivalent.

A study of FCC radio telephone license requirements emphasizing electronic theory regulations, and typical examination questions.

3 hours lecture.

**ET 105\* Introduction to DC Circuits/3 Units**

Prerequisite: ET 110 or MA 110

The analysis of direct current resistive circuits, emphasizing Ohm's Law, Kirchhoff's Law, Thevenin's, Norton's, and superposition theorems.

2 hours lecture; 3 hours laboratory.

**ET 106\* Introduction to AC Circuits/4 Units**

Prerequisite: ET 105 (ET 105 may be taken concurrently)

An introduction to alternating current passive circuits, and the application of trigonometry and vectors to circuit solutions.

3 hours lecture; 3 hours laboratory.

**ET 107\* Basic Computer Programming/3 Units**

Prerequisite: Intermediate Algebra.

An introduction to computers and the Basic Language with emphasis on the concepts, writing and execution of computer programs, processing of data, and the development of algorithms for the computer solution to problem solving.

2 hours lecture; 3 hours laboratory

**ET 110 Mathematics for Electronics/3 Units**

Prerequisite: One year of high school algebra.

A study of the algebraic principles necessary to analyze electronic circuitry with emphasis on scientific notation, exponents, linear equations, functions and graphs, and simultaneous equations.

3 hours lecture.

**ET 120 Advanced Mathematics for Electronics/3 Units**

Prerequisite: ET 110 or equivalent.

The application of basic trigonometric relations to electronics with emphasis on network problems and analysis of alternating current circuits.

3 hours lecture.

**ET 122\* Semiconductors and Transistors/4 Units**

Prerequisite: ET 106 and ET 110 or MA 110

A comprehensive study of semiconductor devices stressing the qualitative and quantitative analysis of semiconductor circuits with emphasis on DC biasing, small signal diode and transistor circuits, load lines, approximate hybrid parameters and multistage systems.

3 hours lecture; 3 hours laboratory.

**ET 125\* Electronic Circuits and Systems/4 Units**

Prerequisite: ET 106 and concurrent enrollment in ET 120.

The analysis of large signal diode circuits, filter networks, voltage and current regulation, field effect transistors, the Miller Effect, frequency response and feedback.

3 hours lecture; 3 hours laboratory.

**ET 231\* Pulse Circuits/4 Units**

Prerequisite: ET 122

A study of waveforms, RC and RL networks, passive and active pulse circuitry, diode and transistor switching circuits, nonlinear waveshaping and multivibrators.

3 hours lecture; 3 hours laboratory.

**ET 233\* Digital Circuits and Systems/4 Units**

Prerequisite: ET 122.

A study of number systems, Boolean algebra, combinational logic, sequential logic and the circuit characteristics of digital integrated circuitry.

3 hours lecture; 3 hours laboratory.

**ET 243\* Modern Electronic Devices/4 Units**

Prerequisite: ET 122

A study of modern electronic devices stressing differential amplifiers, feedback, operational amplifiers, unijunction transistors, silicon controlled rectifiers, triacs and other devices currently used in industry.

3 hours lecture; 3 hours laboratory.

**ET 245\* Communication Electronics I/4 Units**

Prerequisite: ET 120, 122, 125 (ET 120 may be taken concurrently)

The application of qualitative and quantitative theoretical concepts to practical communication. AM and FM receiver systems, stressing voltage and power amplifiers, feedback, oscillators, resonance, filters, coupling synthesizers and phaselock techniques.

3 hours lecture; 3 hours laboratory.

**ET 247\* Communication Electronics II/4 Units**

Prerequisite: ET 245

A continuation of Communication Electronics I, emphasizing theoretical and practical RF power amplifier circuits, AM and FM transmitter systems, transmission lines, antennas, wave propagation, and special communications circuits.

3 hours lecture; 3 hours laboratory.

**ET 260\* Avionics/4 Units**

Prerequisite: ET 233, 243, and 245

The application of theoretical concepts to complex electronic systems with emphasis on the use of equipment manuals, schematic diagram reading, use of industrial test equipment and circuit analysis of aircraft transceivers.

3 hours lecture; 3 hours laboratory.

**ET 265\* Microprocessors and Microcomputers/4 Units**

Prerequisite: ET 233

An introduction to the architecture of microprocessors and the organization, programming, interfacing, and control application of microcomputers.

3 hours lecture; 3 hours laboratory.

**ENGLISH****EN 001 Basic Study Skills Module/1 Unit**

Prerequisite: None

A review of basic techniques of active listening, concentrating, scheduling, note-taking, test-taking and a textbook study strategy, including summarizing, outlining and using review questions.

**EN 004 Spelling Improvement Module/1 Unit**

Prerequisite: None

Individualized spelling improvement to help students conceptualize words.

**EN 009 Adult Basic Reading for ESL/3 Units**

An introduction to reading and writing English for non-literate foreign speakers who need an Adult Basic Education approach to the alphabet, English phonetics, and how to read print as well as how to form words into basic English sentences.

3 hours lecture.

**EN 010 English Fundamentals/3 Units**

Prerequisite: None

An intensive review of grammar, spelling, vocabulary, and other fundamentals, with emphasis on writing paragraphs and short themes. Cannot be transferred to a four-year institution.

**EN 011 Conversational English/3 Units**

Prerequisite: None. Some English reading ability is helpful.

Practice in spoken English and a study of English pronunciation, grammar, and usage. Placement depends on student level of proficiency.

**EN 012 Conversational English/3 Units**

Prerequisite: None. Some English reading ability is helpful.

Practice in spoken English and a study of English pronunciation, grammar, and usage. Placement depends on student level of proficiency.

**EN 013 Conversational English/3 Units**

Prerequisite: None. Some English reading ability is helpful.

Practice in spoken English and a study of English pronunciation, grammar, and usage. Placement depends on student level of proficiency.

**EN 014 Conversational English/3 Units**

Prerequisite: None. Some English reading ability is helpful.

Practice in spoken English and a study of English pronunciation, grammar, and usage. Placement depends on student level of proficiency.

**EN 020 Reading Fundamentals/3 Units**

Prerequisite: None

Review of basic reading skills for the content areas with emphasis on improving comprehension, vocabulary and study skills.

**EN 022 Individualized Reading/3 Units**

Prerequisite: EN 020 or an equivalent reading score.

Emphasis on personalized reading improvement, increased rate of comprehension, college level vocabulary, inductive and deductive paragraph organization and some critical reading skills.

**EN 027 Speaking and Understanding English/6-8 Units**

Prerequisite: None

A study of basic grammar, vocabulary and listening comprehension with controlled conversation and language lab reinforcement of aural/oral patterns.

**EN 028 Reading English/3-4 Units**

Prerequisite: None

An introduction to basic reading skills with an emphasis on structural reinforcement, vocabulary development and comprehension for non-native English speakers.

**EN 029 Elementary Writing Skills/3-4 Units**

Prerequisite: None

An introduction to written sentence patterns and paragraph development in English.

**EN 031 Speaking and Understanding English/3-4 Units**

Prerequisite: EN 027 or recommendation from testing

An intense, rapid review of English grammar and expansion of listening comprehension with conversation and language laboratory reinforcement of aural/oral structures.

**EN 032 Reading English/3-4 Units**

Prerequisite: En 028 or recommendation from testing

A continuation of skills introduced in Level I with emphasis on vocabulary development, paragraph reading, expository and descriptive discourse, and techniques of critical reading.

**EN 033 Paragraph Writing/3-4 Units**

Prerequisite: En 029 or recommendation from testing

A continuation of sentence writing, Level I, with emphasis on topic sentences, methods of paragraph development, cognitive skills and logical organization.

**EN 034 Reading English/3-4 Units**

Prerequisite: En 032 or recommendation from testing

Review of basic reading skills, emphasis on improving comprehension, rate, vocabulary, study skills, and reading in content areas.

**EN 035 Speaking and Understanding English III/3-4 Units**

Prerequisite: EN 031 or recommendation from testing

A review of basic English grammatical structures and a presentation of more advanced structures with speaking practice designed to aid the student of English as a second language to express himself in a more natural manner.

**EN 100 The Research Paper/1 Unit**

Prerequisite: En 020 or its equivalent

A study of research methods with emphasis on bibliography, note taking and footnoting, organizing materials and developing research topics. Three hours a week for five weeks or one hour a week for fifteen weeks.

**EN 101 Composition/3 Units**

Prerequisite: Placement by Communications Division, EN 010 or its equivalent based on placement scores.

A review of usage and syntax, methods of organization, and patterns of exposition.

3 hours lecture.

**EN 102 Composition/3 Units**

Prerequisite: EN 101 with a grade of C or better.

A continuation of EN 101 with emphasis on argumentation, persuasion and a research paper.

3 hours lecture.

**EN 103 Advanced Composition/3 Units**

Prerequisite: EN 101 or EN 102 or permission of instructor.

An introduction to writing critically about literature with analysis of various literary genre. Credit for EN 104 will not be granted if the student has taken EN 103.

3 hours lecture.

**EN 104 Introduction to Literature/3 Units**

Prerequisite: EN 102 or permission of instructor.

A study of literary genre: drama, poetry, fiction, criticism. Emphasis on writing about literature. Credit for EN 104 not granted if the student has taken EN 103.

3 hours lecture.

**EN 106 Critical Reading & Writing/3 Units**

Prerequisite: EN 101 and 010 or an equivalent reading score.

Study of reading and writing as an analytical, interpretative and evaluative process for short research units which require the reader to make rational judgments about content and style based upon appropriate critical criteria.

**EN 107 Creative Writing/3 Units**

Prerequisite: EN 101 or permission of instructor.

A creative writing emphasis using narrative writing, poetry, and short stories as examples for student productions.

3 hours lecture.

**EN 207 Advanced Creative Writing/3 Units**

Prerequisite: EN 107, its equivalent, or permission of instructor.

A continuation of Creative Writing sequence beginning with EN 107. Advanced projects in prose and poetry. Exposure, through lectures, to the best American, British, and Continental literature.

3 hours lecture.

**EN 109 Written Communications and Reports/3 Units**

Prerequisite: EN 101, or permission of the instructor.

Development of the skills of effective written communications and reports with emphasis on clarity and accuracy; primarily for vocational students in airframe, powerplant, and agriculture or criminal justice.

3 hours lecture.

**EN 111 Grammar, Usage and Punctuation/3 Units**

Prerequisite: EN 010, 101, or permission of instructor.

A general review of modern English punctuation, grammatical structure, diction and modern American English usage.

3 hours lecture.

**EN 112 Children's Literature/3 Units**

Prerequisite: Nc .e

A survey of the most important works in children's literature.

3 hours lecture.

**EN 115 Genealogy of English Words/3 Units**

Prerequisite: None

A study of English words derived from Latin with emphasis on development of student's vocabulary using modern meanings.

3 hours lecture.

**EN 116 Genealogy of English Words/3 Units**

Prerequisite: None

A study of English words derived from Greek with emphasis on development of student's vocabulary using modern meanings.

3 hours lecture.

**EN 117 English Composition for Foreign Students 1/3 Units**

Prerequisite: Placement testing or completion of English

Immersion Program

An intensive study of grammar, vocabulary and principals of expository writing for students whose native language is not English.

3 hours lecture

**EN 118 English Composition for Foreign Students 11/3 Units**

Prerequisite: EN 117 or permission of instructor

A study of composition principles including argumentation, persuasion and the research paper designed for non-native English speakers.

3 hours lecture

**EN 167 Business English Communications /3 Units**

Prerequisite: Placement by Communications Division. EN 010, or its equivalent based on placement scores.

A study of Business Compositions prepared in a business organization including typical internal and external communication (letters, memos, and reports) with emphasis on applying English fundamentals, usage, syntax and methods of organization around patterns of exposition.

3 hours lecture.

**EN 209 Introduction to Poetry/3 Units**

Prerequisite: EN 101 or equivalent or permission of the instructor.

A survey of selected traditional, modern, and contemporary poetry designed to promote a sensitive reading, appreciation, and

understanding of poetry. Emphasis on the ordering of language by which poetry brings into being patterns of thought and feeling which release meaning. Some works will be explored in depth through analysis and discussion.

3 hours lecture.

**EN 210 The Bible as Literature/3 Units**

Prerequisite: None

A study of the Bible as a work of literature. Emphasis will be placed on historical development, types of literature, allusions, and its impact upon later writers.

3 hours lecture

**EN 220 British Literature I/3 Units**

Prerequisite: EN 101

A survey of the major British authors from the Medieval Period through the 17th Century. Includes Beowulf and the works of Chaucer, Milton, and Shakespeare.

3 hours lecture.

**EN 221 British Literature II/3 Units**

Prerequisite: EN 101 EN 220 is not a prerequisite for EN 221.

A survey of major British authors from the 18th Century to the present. Includes works of Swift, Blake, Browning, Eliot.

3 hours lecture.

**EN 222 Introduction to Shakespeare/3 Units**

Prerequisite: Six units of freshman English.

An introduction to the major comedies, histories, and tragedies of Shakespeare.

3 hours lecture.

**EN 224 American Literature I/3 Units**

Prerequisite: EN 101

A survey of major American authors from the colonial period to 1860. Includes the works of Hawthorne, Poe, Melville, and Emerson.

3 hours lecture.

**EN 225 American Literature II/3 Units**

Prerequisite: EN 101 EN 224 is not a prerequisite for EN 225.

A survey of major American authors from 1860 to the present. Includes the works of Whitman, Twain, Frost, and Faulkner.

3 hours lecture.

**EN 226 World Literature/3 Units**

Prerequisite: Six units of freshman English or permission of instructor.

A study of some of the master works of literature through the Renaissance, including selections by Homer, the Greek tragic writers, Virgil, Dante, Chaucer, Cervantes, Shakespeare.

3 hours lecture.

**EN 227 World Literature/3 Units**

Prerequisite: Six units of freshman English or permission of instructor. EN 226 is not a prerequisite for EN 227.

A study of eight major literary works from the Renaissance to the present, including selections of Voltaire, Goethe, Stendahl, Dickens, Dostoevsky, Turgenev, Flaubert, Mann. EN 226 is not a prerequisite to EN 227.

3 hours lecture.

**EN 228 Mythology and Folklore/3 Units**

Prerequisite: EN 101 or permission of the instructor.

A survey of beliefs and customs from ancient Greece to the present with emphasis on folk beliefs, legends, myths and folk tales from various cultures.

3 hours lecture.

**EN 299 Individual Studies/1-4 Units**

Prerequisite: Approval of the department chairman and instructor. The student will complete a research problem or an outlined course of study under the direction of a faculty member. The contract for the individual study must be agreed upon by the student, the instructor and the department chairman prior to initiation of the study. May be repeated for credit.

EN 104, EN 210, EN 220, 221, EN 222, EN 224, 225, EN 226, 227. These courses may be used to fulfill three to six hours of the humanities and fine arts requirement for the A.A. and A.S. degrees.

## ENVIRONMENTAL STUDIES

**ES 101 General Environmental Studies/3 Units**

Prerequisite: None

A general study of man's impact upon the environment, pollution problems and possible solutions related to population and basic ecological principles.

3 hours lecture.

**ES 110 Wilderness Living/3 Units**

Prerequisite: Permission of instructor.

A study of man's relation to the wilderness through direct experience and through readings in and discussion of related works of Thoreau, Muir, Leopold and others; study of backpacking techniques and equipment with emphasis on living in the wilderness. Students must furnish their own equipment.

3 hours lecture.

**ES 111 Wildland Ecology/3 Units**

A seven day field course designed to familiarize the student with Southwestern ecosystems, their floral and faunal components, and their conservation through direct experience and scientific observation. Field journal methods, measurements, and management objectives will be studied on-site in the outdoors.

1 hour lecture; 3 hours laboratory.

## FIRE SCIENCE TECHNOLOGY

**FS 101 Introduction to Fire Science/3 Units**

Prerequisite: None

A study of the historical and scientific background of the Fire Protection field. Its development in American history will be studied along with its expanding future role. Governmental, industrial and private fire protection organizations will be examined. Modern methods in fire prevention and protection will be explored with students being introduced to the employment and promotional opportunities presently available in the Fire Protection field.

3 hours lecture.

**FS 108 Fundamentals of Fire Prevention/3 units**

Prerequisite: None

A survey of the basic principles of Fire Prevention with special emphasis on the interpretation and enforcement of fire regulations. Hazards dealing with ordinary and special occupancies, supplemented with special problems and field trips.

3 hours lecture.

**FS 110 Fire Operations I/3 Units**

Prerequisite: None

Introduction to the operations and individual skills involved in the extinguishment of fire, including the study of areas of fire operations and an actual hands-on approach to the use of different types of fire equipment.

3 hours lecture.

**FS 111 Fire Operations II/3 Units**

Prerequisite: FS 110

A continuation of FS 110 with additional emphasis on community fire defense systems, use of ropes, hoses, ladders, and breathing apparatus in fire service. Problems in fire extinguishment, ventilation, salvage and overhaul will be reviewed utilizing classroom and field exercises.

3 hours lecture.

**FS 120 Fire Service Hydraulics/3 Units**

Prerequisite: FS 110 and 111

Includes a review of basic math; hydraulic laws and formulas as applied to the fire service; application of formulas as applied to the fire service; application of formulas and mental calculations to hydraulic problems; water supply problems and underwriters requirements and pumbers.

3 hours lecture.

**FS 130 Introduction to Fire Suppression/3 Units**

Prerequisite: None

This course stresses the characteristics and behavior of fire, fire hazard properties of ordinary materials, extinguishing agents, fire suppression organization and equipment, basic fire fighting

tactics, and public relations as affected by fire suppression.  
3 hours lecture.

#### **FS 150 Hazardous Materials I/3 Units**

Prerequisite: None

This is a review of the fundamentals of chemistry used in fire service, types of chemicals and processes, laws at Federal, State, and local levels pertaining to use, storage and transportation of chemicals.

3 hours lecture.

#### **FS 160 Hazardous Materials II/3 Units**

Prerequisite: FS 150

This course is the second semester of the review of fundamentals of chemistry used in fire science. The topics covered include hazards of radioactives, precautions to observe in fighting fires involving hazardous materials, and laboratory demonstrations in incompatibles.

3 hours lecture.

#### **FS 200 Fire Apparatus and Equipment/3 Units**

Prerequisite: FS 101 and FS 106

A course designed to instruct students in the selection, care, construction, operation and maintenance of fire department equipment. The basic principles of equipment, trouble-shooting, and testing will be investigated.

3 hours lecture.

#### **FS 220 Rescue Practices/3 Units**

Prerequisite: None

Included in this course are life saving practices pertaining to the fire company, training for resuscitator squads, rescue equipment, the Fire Department's role in civil defense and other disaster acts, chemicals and diseases that affect breathing, and breathing apparatus.

3 hours lecture.

#### **FS 240 Fire Fighting Tactics and Strategy/3 Units**

Prerequisite: FS 130

This is a course in the art of using manpower, equipment, and apparatus on the fire ground. Included are practical methods of how to attack, control, and extinguish structural, oil and other types of fires. Field exercises included.

3 hours lecture.

#### **FS 260 Fire Investigation/3 Units**

Prerequisite: Current employment with a fire department or permission of the instructor.

Introduction to fire cause determination (accidental, suspicious, and incendiary), also arson and incendiarism, with related procedures for handling each situation.

3 hours lecture.

## **FRENCH**

#### **FR 101 Elementary French/4 Units**

Prerequisite: None

For beginning students; conversation, comprehension of the spoken language, pronunciation, grammar, reading skills and composition are stressed.

3 hours lecture; 2 hours laboratory

#### **FR 102 Elementary French/4 Units**

Prerequisite: French 101 or permission based on demonstrated competence.

Continuation of French 101. Further development of conversation, grammar, reading and composition. Stress on usage of language and development of vocabulary.

3 hours lecture; 2 hours laboratory

## **GENERAL TECHNOLOGY**

#### **GT 100 Technical Mathematics I/3 Units**

Prerequisite: One semester of high school algebra or permission of professor.

A review of arithmetic and the study of fundamentals of algebra and geometry applied to practical problems of the drafting room, machine shop, and engineering.

3 hours lecture.

#### **GT 101 Technical Mathematics II/3 Units**

Prerequisite: GT 100 or permission of professor.

A continuation of GT 100 which emphasizes application of trigonometry to practical problems in industry; includes use of logarithms and calculators to solve problems related to screw threads, gears, and technical problems in engineering.

3 hours lecture.

#### **GT 105 Manufacturing Materials and Processes I/3 Units**

Prerequisites: None

Manufacturing materials, operations, procedures, and processes with emphasis on their relationship to drafting and design.

3 hours lecture.

#### **GT 106 Manufacturing Materials and Processes II/3 Units**

Prerequisite: None

Manufacturing processes involving finished parts including machining processes and automated manufacturing techniques as they apply to drafting and design.

3 hours lecture.

## **GEOGRAPHY**

#### **GE 101 Physical Geography/3 Units**

Prerequisite: None

An introduction to the various features of the earth's physical environment. Including the origin and development of landforms.

the composition of the earth's crust, weather, climate, vegetation, soils and the mineral resources used by man.

3 hours lecture.

### **GE 102 Cultural Geography/3 Units**

Prerequisite: None

A study of the cultural regions of the world and the important world geographical characteristics.

3 hours lecture.

### **GE 104 Political Geography/3 Units**

Prerequisite: None

A study of political phenomena in different locations in conjunction with the physical features of the earth's landscape.

3 hours lecture.

### **GE 105 Economic Geography/3 Units**

Prerequisite: None

A survey of the world's economies, subsistence economic activities, commercial gathering of animals and plants, commercial bioculture, mining, manufacturing, transportation and trade, and tertiary economic activities. Centers around basic economies and their relationship to the natural resources of the area involved and the relationship of the physical features; climate, soil, vegetation, and topography.

3 hours lecture.

## **GEOLOGY**

Note: \* indicates Lab Fees

### **GY 121 \*Physical Geology/4 Units**

Prerequisite: None

Principles of physical geology for both general-interest students and those who plan to major in geology. Includes material of interest on recent trends in earth science and the environmental sciences.

3 hours lecture; 3 hours laboratory.

### **GY 122 \*Historical Geology/4 Units**

Prerequisite: GY 121 recommended but not required

Presents the most current model of the development of the surface of our planet and the life found upon it. For general-interest students and those majoring in geology, archaeology, or the biological sciences.

3 hours lecture; 3 hours laboratory.

### **GY 299 Individual Studies/1-4 Units**

Prerequisite: Approval of the department chairman and instructor.

The student will complete a research problem or an outlined course of study under the direction of a faculty member. The contract for the individual study must be agreed upon by the student, the instructor and the department chairman prior to initiation of the study. May be repeated for credit.

## **GERMAN**

### **GR 001 Conversational German/3 Units**

Essentials of German conversation leading to development of ability to use the German language in every day situations. Designed for students who intend to use the language for business, pleasure or travel. Credit may be used toward an A.A. program but transferable to a four year institution only upon satisfactory performance of a proficiency examination.

3 hours lecture.

### **GR 101 Elementary German/4 Units**

Prerequisite: None

Grammar, reading skills, comprehension of the spoken language, proper pronunciation, composition, and conversation.

3 hours lecture; 2 hours laboratory.

### **GR 102 Elementary German/4 Units**

Prerequisite: GR 101 or permission based on demonstrated competence.

Continuation of grammar, conversation and comprehension. Proper pronunciation and usage are stressed.

3 hours lecture; 2 hours laboratory.

## **HEALTH**

### **HE 142 Personal Health/3 Units**

Prerequisite: None

A survey of body functions in health and disease; common diseases and their early symptoms, consideration of personal, physical and mental health; effect of exercise and fatigue, selection of proper foods, marriage, and parenthood.

3 hours lecture.

### **HE 170 First Aid and Safety/3 Units**

Prerequisite: None

The standard and advanced Red Cross course in first aid with emphasis on practical application of theory in bandaging, litter-bearing, artificial respiration and other types of emergency care.

3 hours lecture.

### **HE 171 School and Community Health/3 Units**

Prerequisite: None

A study of the basic plan of the school health program: health services, health instruction and healthful school environment. Analysis of the role of the teacher in relation to the school health program and the community health program.

3 hours lecture.

## **HEALTH TECHNOLOGY**

### **HT 173 Introduction to Health Care/3 Units**

Prerequisite: None

An introduction to health science fundamentals and exploration of health care delivery concepts and applications. Presents health as

an individual, community and world service, relating concepts to health careers and delivery. Required by Allied Health Programs through SARAHELP.

3 hours lecture.

#### **HT 174 Emergency Medical Technology/6 Units**

Prerequisite: None, Advanced First Aid recommended

The Emergency Medical Technology course is structured to provide the student with preparation for vocational work as an Ambulance Attendant. It is required by the Arizona Corporation Commission for certification as an Ambulance Attendant. Students wishing to be certified must complete 10 hours clinical experience in a hospital emergency room. The course covers basic knowledge of the symptoms of illness and injury and the concomitant procedures considered the responsibility of Emergency Medical Technician. Also includes the basics of legal responsibilities, anatomy and physiology, triage, assessment and life-support systems.

48 hours lecture; 48 hours lab; 10 hours clinical

#### **HT 176 Emergency Medical Training Refresher/2 Units**

Prerequisite: HT 174 or equivalent

A refresher course required by the Arizona Corporation Commission every 2 years to maintain and update the handling of the sick and injured by first response personnel.

#### **HT 177 First Aid Instructor Training/3 Units**

Prerequisites: HE 170, HT 174, HT 176, or permission of the instructor

This American National Red Cross Course, intended for persons certified in Advanced First Aid or Emergency Medical Technology, will prepare students to instruct all phases of American National Red Cross first aid.

3 hours lecture.

#### **HT 178 Ward Clerk/4 Units**

Designed to teach basic concepts, skills, and functions to persons planning to seek a position in the hospital setting generally referred to as ward or Unit Clerk. Basic medical terminology is integrated into each lecture. The course consists of two hours lecture and six hours clinical per week for one semester. At the end of the course the student is expected to be able to function as a beginning level ward clerk under the direction of a Senior Ward Clerk and/or Head Nurse in a hospital setting.

2 hours lecture; 6 hours laboratory.

#### **HT 183 Legal Aspects of Health Care/3 Units**

Prerequisite: None

An introductory course in the American judicial system, with emphasis on legal principles applicable to members of the health profession who are required to have an appreciation of the various licensing laws and regulations, criminal code, negligence and malpractice, agency and status, i.e., independent contractor or employee. Emphasis on statutory and case law that involve the

conduct of health professionals in the care of patients and their relationships with medical institutions and hospitals.

Pharmaceutical laws and regulations concerned with drugs and narcotics.

3 hours lecture.

### **HISTORY**

#### **HI 110 History of the United States to 1865/3 Units**

Prerequisite: None

A study of the development of American characteristics and nationality from the founding of the New World to the preservation of the Union in 1865, emphasizing the factors and forces which produced the Revolution, the Constitution, westward expansion, sectionalism and the Civil War.

3 hours lecture.

#### **HI 111 History of the United States Since 1865/3 Units**

Prerequisite: None

A study of the social, economic, and political forces that moved the United States through the periods of Reconstruction and Industrialization and into the position of a world power, focusing on both domestic and foreign affairs in the country's last century of development.

3 hours lecture.

#### **HI 115 Survey of the American West/3 Units**

Prerequisite: None

A study of the methods of penetration and the patterns of westward expansion and settlement. Analysis and criticism of the conquest, exploitation and settlement of the last frontiers, including the contribution of minority groups in the American West. The course will emphasize the Southwest.

3 hours lecture.

#### **HI 126 Afro-American History/3 Units**

Prerequisite: None

A survey of Afro-American history since first century A.D., highlighting the major West African Nations and their relationship with Europe before, during, and after the discovery of the New World. Major emphasis on the rise and fall of slavery and the Afro-American's contribution from the Revolutionary War to the Civil War.

3 hours lecture.

#### **HI 127 Afro-American History II/3 Units**

Prerequisite: HI 126

A survey of Afro-American history since the Civil War, highlighting the significant historical events and major forces that shaped the history of Black Americans. Major emphasis on the struggle for complete freedom and the Black American's contribution to the rise of America from the Civil War to the Vietnam conflict.

3 hours lecture.

**HI 130 Arizona History/3 Units**

Prerequisite: None

The history of Arizona from the entrance of the Spaniards in 1539 to its emergence as a modern state in the Southwest.

3 hours lecture.

**HI 140 Survey of Western Civilization From Ancient Times to the Reformation/3 Units**

Prerequisite: None

A discussion of the major historical trends from primitive society and the emergence of civilization through the Protestant Reformation, including such topics as the Aegean, Grecian, Roman, Medieval, and Renaissance civilizations with special emphasis upon the cultural development of mankind, and upon the relationship of these developments to subsequent history.

3 hours lecture.

**HI 141 Survey of Western Civilization From 1715 to the Present/3 Units**

Prerequisite: None

A study of the significant cultural, political, social, economic and technological developments taking place in the Western world which have taken place since 1715, which have helped shape the present world.

3 hours lecture.

**HI 150 An Introduction to the History of the Soviet Union/3 Units**

Prerequisite: None

A survey of Russian history since 1916, emphasizing revolutionary movements leading to the Bolshevik Triumph (the early Soviet triumph), the early Soviet governments, the Stalin era, Russia in World War II, the Khrushchev Era, and the USSR in the contemporary world.

3 hours lecture.

**HI 229 History of Mexico/3 Units**

Prerequisite: None

A study of political, economic, social, and cultural developments from Pre-Columbian civilizations to the War for Independence.

3 hours lecture.

**HI 230 History of Mexico/3 Units**

Prerequisite: None

A study of political, economic, social, and cultural developments from the War for Independence to modern times.

3 hours lecture.

**HUMANITIES\*****HU 011 Humanities in Modern American Life II/3 Units**

Prerequisite: Recommendation from testing

Reading and discussion of material which has cultural content with

consequent enlarging of vocabulary including the understanding of colloquialisms.

**HU 101 Humanities in Contemporary Life/3-4 Units**

Prerequisite: EN 020 or equivalent.

A study of contemporary thought, literature, and art as they occur in mass media: journalism, television, and motion pictures. Four units of credit will be granted for students electing to submit critiques of required lectures, plays, motion pictures, concerts, and art exhibits.

3 hours lecture.

**HU 104 Heritage From Mexico/3 Units**

Prerequisite: None

A study of the various facets of culture and their historical setting which have contributed to the traditions, life style and uniqueness of Mexicans and Americans of Mexican heritage both past and present.

3 hours lecture.

**HU 105 Appreciation of Mexico (See Spanish 155 for details)****HU 110 Introduction to Film/3 Units**

Prerequisite: None

A study of film as an art form and as a medium for the expression of ideas and an introduction to the principles of film criticism.

3 hours lecture.

**HU 115 Cultural Heritage of the Southwest: Indian, Hispanic, American/3 Units**

Prerequisite: None

A general survey of the cultural heritage in the Southwest. A cultural look at the significant elements, events, historical figures, customs, ways and institutions that have contributed to the formation of the unique cultural heritage in the Southwest.

3 hours lecture.

**HU 116 Folklore of the Southwest: Indian, Hispanic, American/3 Units**

Prerequisite: HU 115

A general study of the American folk traditions, legends, ballads and customs in the Southwest. A brief but penetrating look into the traditional folk beliefs, tales, legends, customs and superstitions that have historically characterized the American way of life in the Southwest.

3 hours lecture.

**HU 205 Humanities/4 Units**

Prerequisite: EN 102 and sophomore standing.

A study of the development of art, literature, and music in the western world from classical times to the late Middle Ages with particular emphasis on the development of concepts of freedom and justice.

4 hours lecture.

**HU 206 Humanities/4 Units**

Prerequisite: EN 102 and sophomore standing.

A continuation of HU 205 to the contemporary period.

May be taken independently of HU 205.

4 hours lecture.

**HU 299 Individual Studies/1-4 Units**

Prerequisite: Approval of the department chairman and instructor.

The student will complete a research problem or an outlined course of study under the direction of a faculty member. The contract for the individual study must be agreed upon by the student, the instructor and the department chairman prior to initiation of the study. May be repeated for credit.

\* All humanities courses except HU 011 may be used to fulfill the humanities and fine arts requirements for the A.A. and A.S. degrees.

**JOURNALISM****JR 101 Mass Communications/3 Units**

Prerequisite: Eligibility for EN 101 completion of EN 101 with a C or better, or permission of instructor.

An introduction to mass communications media with emphasis on defining and applying the basic concepts of gathering, writing, and evaluating news for newspapers, magazines, radio, television, business publications, and house publications; studying the principles and problems of mass communications.

3 hours lecture.

**JR 102 Basic Reporting/3 Units**

Prerequisite: Completion of JR 101 with a C or better or permission of instructor.

Practical experience in producing accurate, fair, and condensed news coverage through actual reporting for *The Heliograph*.

3 hours lecture.

**JR 103 Intermediate Reporting/3 Units**

Prerequisite: Permission of instructor.

A continuation of newspaper writing designed to improve and develop journalistic skills by preparing news and feature articles for the College newspapers.

3 hours lecture.

**JR 299 Individual Studies/1-4 Units**

Prerequisite: Approval of the department chairman and instructor.

The student will complete a research problem or an outlined course of study under the direction of a faculty member. The contract for the individual study must be agreed upon by the student, the instructor and the department chairman prior to initiation of the study. May be repeated for credit.

**LATIN****LA 101 Elementary Latin/4 Units**

Prerequisite: None

A study of the grammar and vocabulary of Latin and of ancient authors with emphasis on the etymological indebtedness of English to Latin.

4 hours lecture.

**LA 102 Elementary Latin/4 Units**

Prerequisites: LA 101

A study of the grammar and vocabulary of Latin and of ancient authors with emphasis on the etymological indebtedness of English to Latin, a continuation of LA 101.

4 hours lecture.

**MATHEMATICS****MA 010 Fundamental Mathematics/3 Units**

Prerequisite: Indicated mathematics deficiency.

A study of basic arithmetic concepts with drill in skills and techniques of computation. Includes fundamental operations with whole numbers, fractions, decimals, percent, measurements, ratio and proportion, averages, and basic operations with integers.

3 hours lecture.

**MA 015 Preparatory Math for Nurses/2 Units**

This class is specifically designed for nursing students to improve their mathematical accuracy in solving problems commonly encountered in nursing: fractions, decimals, percentages, proportions, conversions, units, Roman numerals and work problems. (Only offered during summer session).

32 hours.

**MA 020 Elementary Algebra/3 Units**

Prerequisite: Acceptable score in placement examination or C or better in MA 010.

An introduction to the basic algebra normally included in a first year high school algebra course. Includes fundamental axioms and operations applied to rational numbers, laws of integral exponents, solution of equations, polynomials and factoring, systems of equations, graphing inequalities, fractional expressions, radicals and quadratic equations.

3 hours lecture.

**MA 110 Intermediate Algebra/3 Units**

Prerequisite: One year of high school algebra or MA 020 with grade of C or better.

A continuation of algebra concepts which parallels the content generally included in a second-year high school algebra course: Includes real number system, linear equations, absolute value and inequalities, functions, basic analytic geometry, systems of equations, polynomials, exponents, radicals, quadratic equations.

May not transfer for credit to four-year universities.

3 hours lecture.

### **MA 120 College Algebra/3 Units**

Prerequisite: Two years of high school algebra, or MA 110 with a grade of C or better.

A logical development of the real number system, field axioms as applied to algebra, sets and set notation, inequalities and absolute value, polynomial functions and their graphs, determinants and matrices, inverse functions, logarithmic and exponential functions, complex numbers, sequences, binomial theorem, and mathematical induction.

3 hours lecture.

### **MA 124 Plane Trigonometry/3 Units**

Prerequisite: MA 120 or approval of instructor

An analytical approach to trigonometry based upon the unit circle concept: trigonometric functions, identities, conditional equations, radian measure, graphs, logarithms, solution of right and oblique triangles, inverse trigonometric functions and trigonometric form of complex numbers.

3 hours lecture.

### **MA 155 Finite Mathematics/3 Units**

Prerequisite: MA 120, with satisfactory grade, or permission of instructor.

A nonrigorous, yet mathematically sound, introduction to finite mathematics, the branch of mathematics *not* involving infinite sets, limits, and continuity. Includes vectors and matrices, probability, statistics, linear programming, and game theory. Examples are taken from business and social sciences.

3 hours lecture.

### **MA 156 Calculus for Business/3 Units**

Prerequisite: MA 120 and MA 155 with satisfactory grade, or equivalent.

Elementary topics in analytic geometry, differential and integral calculus with business application.

3 hours lecture.

### **MA 161 Analytic Geometry with Calculus/5 Units**

Prerequisite: Four years of high school mathematics or permission of instructor or MA 120 and MA 124.

An integrated study in which analytic geometry is used to develop, understand, and apply calculus concepts. Includes absolute value and inequality, relations and functions, graphs, limits and continuity, definition and application of the derivative, antiderivative and definite integral, and conic sections.

5 hours lecture.

### **MA 162 Analytic Geometry with Calculus/5 Units**

Prerequisite: MA 161 with grade of C or better

A continuation of MA 161. Includes differentiation and integration

of trigonometric, inverse trigonometric, exponential and logarithmic functions. Also covers parametric equations, arc length, polar coordinates, methods and applications of integration, vectors in three dimensions and solid analytic geometry.

5 hours lecture.

### **MA 263 Analytic Geometry with Calculus/3 Units**

Prerequisite: MA 162 with grade of C or better.

A continuation of MA 162 to conclude the three-semester calculus sequence. Includes elements of infinite series, partial differentiation, and multiple integration.

3 hours lecture.

### **MA 299 Individual Studies/1-4 Units**

Prerequisite: Approval of the department chairman and instructor.

The student will complete a research problem or an outlined course of study under the direction of a faculty member. The contract for the individual study must be agreed upon by the student, the instructor and the department chairman prior to initiation of the study. May be repeated for credit.

## **MUSIC**

\*\$45 Fee

### **MU 101 Introduction to Music/3 Units**

Prerequisite: None

A general introduction to the elements of musical form and structure with emphasis on listening to recorded music from the Middle Ages through the 17th Century. The ability to read music is useful but not necessary. MU 101 and MU 102 may be used to fulfill three to six units of the humanities and fine arts requirements.

3 hours lecture.

### **MU 102 Introduction to Music/3 Units**

Prerequisite: None

A continuation of MU 101 with emphasis on style characteristics of music from the 18th Century to the present. Introduction to Music MU 101 and MU 102 may be used to fulfill three to six units of the humanities and fine arts requirements.

3 hours lecture.

### **MU 103 Voice Class/1 Unit**

Prerequisite: None

Instruction in class in basic vocal techniques, voice control, development and basic exercises.

1 hour per week.

### **MU 104 Voice - Class Instruction/1 Unit**

Prerequisite: MU 103.

Development of basic vocal skills, breathing, diction, tone-rhythm, and sight singing. Basic vocal literature will be memorized and performed.

1 hour per week.

**MU 105 Theatre Dance/1 Unit**

See Drama 105

**MU 110 Choir/1 Unit**

Prerequisite: None

Study and performance of outstanding literature from various periods of musical composition. May be repeated for credit.

**MU 111 Band/1 Unit**

Prerequisite: Audition

Study and performance of outstanding musical literature from various periods of musical composition. May be repeated for credit.

**MU 112 Instrumental Class Instruction (e.g. piano, guitar, etc.) 1 Unit**

Introduction and development of basic instrument skills, note reading coordination, rhythm, sight singing, ensemble playing, practical training without specialization.

**MU 113, 114\* Instrument — Individual Instruction/1-1 Units**

Prerequisite: Permission of instructor, frequently by audition. May be repeated for credit for no more than a total of four hours.

A systematic study in technique and repertoire of an instrument of student's choice, providing instructor is available.

Weekly lesson

**MU 115, 116\* Voice — Individual instruction/1-1 Units**

Prerequisite: Permission of the instructor. May be repeated for credit for no more than a total of four hours.

Study of basic foundations of vocal techniques and preparation of recital literature for jury examination.

One half hour lesson per week

**MU 130 Keyboard Harmony/1 Unit**

Prerequisite: To be taken concurrently with MU 132

Special work on ear training, keyboard harmonization and application of musical theory to the keyboard.

2 hours studio.

**MU 132, 133 Music Theory/3-3 Units**

Prerequisite: MU 132 is a prerequisite for 133.

A systematic study of the rules of music with emphasis on ear training and sight singing.

3 hours lecture.

**MU 201 Ensemble/1 Unit**

Prerequisite: Audition and two years playing experience.

Study and performance of music appropriate to duets, trios, quartets or larger ensembles of mixed or like instruments. May be repeated for credit.

3 hours per week rehearsal.

**MU 202 Ensemble/1 Unit**

Prerequisite: Audition and two years singing experience.

Study and performance of vocal literature appropriate to duets, trios, or larger vocal ensembles.

3 hours per week rehearsal.

**MU 210 Music Theatre Workshop 1-3 Units**

Prerequisite: Audition and permission of instructor.

Participation in a college musical or operatic production either in a performance capacity or as production crew.

**NURSING****NS 122\* Nursing I/8 Units**

Prerequisite: Admission to the ADN program.

Introduction to patient-centered nursing utilizing a conceptual framework of basic human needs, developmental theories, common health problems, and the nursing process with emphasis on assessment. It is designed to help the student acquire concepts and skills leading to eventual assumption of the five roles of the Associate Degree Practitioner. The roles of provider of care and communicator, commonly used by the nurse assistant is emphasized in this beginning course. Knowledge and skills necessary for carrying out nursing care measures are presented through lecture, demonstration and supervised clinical practice.

4 hours lecture; 12 hours laboratory.

**NS 123\* Nursing II/10 Units**

Prerequisite: NS 122, Dosages and Calculations Exam.

Designed to help the student utilize the knowledge of an individual's needs/problems throughout the life span. The utilization of the nursing process focuses on the planning of nursing interventions with an increasing knowledge of nursing assessments. Acquisition of nursing-concepts and skills toward practical nursing and/or eventual assumption of the role of the associate degree nurse are emphasized.

6 hours lecture; 12 hours laboratory.

**NS 232/233 Nursing III and IV/9 Units**

Prerequisites: NS 123

Based on nursing practice at the Associated Degree Nurse level associated with common physical and psychosocial health needs/problems throughout the life span. The body's response to stressors, nursing interventions relative to common health needs/problems, and alterations in growth and development are presented. Within these areas, nursing care to be explored will include the use of a framework which promotes effective communication, understanding philosophies of human development and the utilization of the nursing process with emphasis on intervention and evaluations.

5 hours lecture; 12 hours laboratory.

## **PHILOSOPHY\*\***

### **PL 111 Introduction to Philosophy/3 Units**

Prerequisite: EN 101 and sophomore standing.

Man's interpretation of the nature and meaning of reality, conduct, and of his own thinking.

3 hours lecture.

### **PL 130 Ethics/3 Units**

Prerequisite: EN 101 or permission of instructor.

An introduction to major ethical and moral problems with emphasis on contemporary questions of morality and ethics.

3 hours lecture.

### **PL 140 Death, Dying, Loss and Survival/3 Units**

Prerequisites: None

This class introduces students to the experience of others on the topic of death, loss, and survival. It will offer new ways to think about death, in general, as well as one's death, and that of loved ones. It will also include a metaphysical approach to the question of life after death.

3 hours lecture.

### **PL 201 Philosophies of the East/3 Units**

Prerequisite: EN 101 and sophomore standing.

Hinduism, Buddhism, Taoism, and Confucianism with emphasis on their roles in the modern world.

3 hours lecture.

### **PL 202 Philosophy of Religion/3 Units**

Prerequisite: EN 101 and sophomore standing.

Introduction to the nature of religion, nature and existence of God and major religious tenets of western thought.

3 hours lecture.

### **PL 299 Individual Studies/1-4 Units**

Prerequisite: Approval of the department chairman and instructor.

The student will complete a research problem or an outlined course of study under the direction of a faculty member. The contract for the individual study must be agreed upon by the student, the instructor and the department chairman prior to initiation of the study. May be repeated for credit.

\*\* All courses may be used to fulfill three to six units of the humanities and fine arts requirements for A.A. or A.S. degrees.

## **PHYSICAL EDUCATION**

### **PE 110 Beginning Coed Gymnastics/1 Unit**

Prerequisite: None

Beginning and intermediate skills on all the basic pieces of gymnastics apparatus.

2 hours weekly.

### **PE 111 Intermediate Coed Gymnastics/1 Unit**

Prerequisite: PE 110 or permission of instructor.

Further development of previously acquired gymnastic skills on all pieces of gymnastics apparatus.

2 hours weekly.

### **PE 112 Weight Training/1 Unit**

Prerequisite: None

The basic skills and knowledge necessary in weight training and wrestling with opportunity for competitive intraclass wrestling.

Taught fall semester only.

2 hours weekly.

### **PE 113 Modern Dance/1 Unit**

Prerequisite: None

Individual and group physical exercises and opportunity for expression through modern dance interpretations.

2 hours weekly.

### **PE 114 Coed Badminton/Volleyball/1 Unit**

Prerequisite: None

Badminton and volleyball with emphasis on the mastery of fundamentals.

2 hours weekly.

### **PE 115 Beginning Coed Bowling/1 Unit**

Prerequisite: None

Development of beginning skills of bowling with emphasis on mastery of fundamentals.

2 hours weekly.

### **PE 116 Intermediate Coed Bowling/1 Unit**

Prerequisite: PE 115 or permission of instructor.

Further development of previously acquired bowling skills.

2 hours weekly.

### **PE 117 Beginning Coed Tennis/1 Unit**

Prerequisite: None

Introduction to the beginning skills of tennis with emphasis on mastery of fundamentals.

2 hours weekly.

### **PE 118 Intermediate Coed Tennis/1 Unit**

Prerequisite: PE 117 or permission of instructor.

Further development of previously acquired tennis skills including the basic strategy of competitive tennis.

2 hours weekly.

### **PE 119 Beginning Coed Golf/1 Unit**

Prerequisite: None

Development of beginning skills of golf with emphasis on mastery of fundamentals.

2 hours weekly.

**PE 120 Intermediate Coed Golf/1 Unit**

Prerequisite: PE 119 or permission of instructor.

Further development of previously acquired golf skills, including chipping, putting, pitching, and driving. Introduction of "special shots" and different forms of competition.

2 hours weekly.

**PE 121 Coed Square and Social Dance/1 Unit**

Prerequisite: None

Introduction to the various ballroom steps in social dancing with the opportunity to master traditional American square dances. Taught fall semester only.

2 hours weekly.

**PE 122 Coed Archery/1 Unit**

Prerequisite: None

Target archery and clout shooting with opportunity for improvement of existing skills.

2 hours weekly.

**PE 123 Beginning Handball/Raquetball/1 Unit**

Prerequisite: None

Development of basic skills of handball through instruction, participation and intraclass competition.

2 hours weekly.

**PE 124 Beginning Swimming/1 Unit**

Prerequisite: None

For the non-swimmer, guidance through primary phases of learning to swim with the final objective of the course, ability to swim 30 yards.

2 hours weekly.

**PE 125 Intermediate Coed Swimming/1 Unit**

Prerequisite: PE 124 or permission of instructor.

Opportunity to improve on skills in the four fundamental strokes, crawl, breast, back and side — with final objective of the course, the ability to swim continuously for five minutes on front, side and back.

2 hours weekly.

**PE 126 Advanced Coed Swimming and Water Sports/1 Unit**

Prerequisite: PE 125 or permission of instructor.

Development of variations of the four fundamental strokes and other miscellaneous water skills. Introduction to water polo, synchronized swimming and other aquatic activities.

2 hours weekly.

**PE 127 Coed Life Saving/1 Unit**

Prerequisite: PE 126 or permission of instructor.

Development to meet the requirements of the standard Red Cross

course leading to certification in Senior Life Saving.

2 hours weekly.

**PE 128 Coed Adapted Physical Education/1 Unit**

Prerequisite: Written statement from a licensed physician requiring a limited activities program.

A personalized program of physical education consistent with the recommendation of private physician.

2 hours weekly.

**PE 129 Trampolining/Body Conditioning (men only)/1 Unit**

Prerequisite: None

Development of the basic and intermediate skills of trampolining and practice in several activities for body dynamics using a variety of pieces of equipment.

2 hours weekly.

**PE 130 Trampolining/Body Dynamics (women only)/1 Unit**

Prerequisite: None

Development of the basic and intermediate skills of trampolining and practice in several body building exercises, using a variety of pieces of equipment.

2 hours weekly.

**PE 131 Varsity Sports/1 Unit**

Prerequisite: Permission of instructor.

Membership in class based on participation as members of a varsity collegiate team.

2 hours weekly.

**PE 132 Song and Cheerleading/1 Unit**

Prerequisite: Permission of instructor.

Membership in class based on participation on the songleading or cheerleading squads, with emphasis on individual and group physical exercise stunts, and dances with demonstration of these skills at rallies and games. Taught fall semester only.

2 hours weekly.

**PE 133 Hiking/1 Unit**

Prerequisite: None

Participation in the wilderness trail and off-trail hiking and learning care of equipment, use of maps, care and protection of wilderness trails, use of emergency first aid and importance of physical conditioning.

2 hours weekly.

**PE 134 Coed Billiards/1 Unit**

Prerequisite: None

Introduction to the skill of billiards with attention to rules, etiquette, and proper playing techniques.

2 hours weekly.

**PE 135 Coed Scuba Diving/1 Unit**

Prerequisite: Student must be able to swim!

Introduction to all aspects of scuba diving fundamentals and techniques with actual experience in the ocean. PADI International Certification may be achieved upon successful completion of the course.

3 hours weekly.

**PE 136 Beginning Coed Yoga/1 Unit**

Prerequisite: None

Introduction to the beginning and intermediate postures of yoga, with a brief introduction to the advanced postures.

2 hours weekly, lecture and participation.

**PE 137 Beginning Coed Judo/1 Unit**

Prerequisite: None

Introduction to the beginning and intermediate skills of judo, with a brief introduction to the advanced skills.

2 hours weekly, lecture and participation.

**PE 140 Mexican Folk Dance/1 Unit**

Prerequisite: Conversational proficiency in Spanish, or permission of instructor.

An introduction to the basic Mexican Folk Dances: the meaning, importance, theory, history, and general characteristics of Mexican Folklore Dances. All students learn to dance five main Mexican folk dances.

2 hours weekly.

**PE 141 Beginning Basketball/1 Unit**

Prerequisite: None

An introduction to the game of basketball; rules basic skills, and fundamentals of a popular sports activity.

2 hours weekly.

**PE 142 Women's Softball/1 Unit**

Prerequisite: None

An introduction to the game of softball; rules, basic skills and fundamentals of a popular sports activity.

2 hours weekly.

**PE 143 Backpacking/1 Unit**

Prerequisite: PE 133 or permission of instructor.

Practical backpacking and wilderness camping techniques, emphasis on preservation of wilderness areas, proper expedition behavior, selection and care of equipment. One group backpack, one individual backpack. Students must furnish their own equipment.

2 hours weekly.

**PE 144 Intermediate Modern Dance/1 Unit**

Prerequisite: PE 113 or permission of instructor.

Participation in individual and group physical exercises and

individual expression through modern dance interpretations.

2 hours weekly.

**PE 145 Beginning Coed Karate/1 Unit**

Prerequisite: None

A beginning karate class for men and women. The basic data, etiquette, language and techniques for Korean-style karate.

2 hours weekly.

**PE 146 Intermediate Coed Yoga/1 Unit**

Prerequisite: Beginning Coed Yoga or permission of instructor.

Practice in beginning, intermediate and advanced postures of yoga, continuing where beginning Coed Yoga stops. Lecture, demonstration and participation two hours per week.

2 hours weekly.

**PE 147 Intermediate Coed Judo/1 Unit**

Prerequisite: PE 137 or permission of instructor.

Introduction to the intermediate skills of Judo, with a brief introduction to the advanced skills.

2 hours weekly, lecture and participation.

**PE 148 Soccer/Speedball/Speedaway/1 Unit**

Prerequisite: None

Participation in soccer, speedball and speedaway with emphasis on the mastery of fundamentals for each sport.

2 hours weekly.

**PE 150 Water Safety Instructor/2 Units**

Prerequisite: Current Red Cross Advanced Life Saving Certification

Development of instructional skills in teaching swimming and life saving to meet the requirements for the American National Red Cross Water Safety Instructor Certification.

3 hours weekly

**PE 151 Table Tennis/1 Unit**

Prerequisite: None

An introduction to the game of table tennis, beginning with the basic grip and strokes, and progressing to advanced shots and returns involving backspin, topspin, and sidespin. Strategy, singles and doubles play, and some history will be introduced.

2 hours weekly.

**PE 153 Intermediate Coed Karate/1 Unit**

Prerequisite: PE 145 or permission of instructor

Practice in intermediate forms and techniques and more advanced sparring and self-defense techniques.

2 hours weekly.

**PE 154 Self-Defense for Women/1 Unit**

Prerequisite: None

Self-defense techniques for women who wish to learn methods of self-defense without having to go through a regular Martial Arts course. Practice in methods of escape and defense for use in various situations.

2 hours weekly.

**PE 155 Orientation to Physical Education/3 Units**

Prerequisite: None

An introduction to the nature and scope of physical education, its historical development, basic philosophy and objectives, changing concepts, scientific foundations, and professional opportunities.

3 hours lecture.

**PE 171 Orientation to Recreation/2 Units**

Prerequisite: None

Analysis of the nature and scope of the field of recreation, its historical development, philosophy and objectives, changing concepts, scientific foundations and professional opportunities, recreation in American life, roles of various levels of government in recreation, relationships between physical education, health, camping, and outdoor recreation.

2 hours lecture.

**PE 189 Elementary School Physical Education/3 Units**

Prerequisite: None

A study of the scope and values of physical education and movement education in the elementary school including the teaching designs for primary and intermediate grades pertaining to physical education as well as knowledge necessary to evaluate physical education programs. Course designed for prospective elementary education teachers, physical education majors, and minors.

3 hours lecture.

**PE 190 Sports Officiating/3 Units**

Prerequisite: None

A lecture and laboratory course to develop the art and skill of officiating several sports including basketball, football, baseball, and volleyball. Completion of the course will qualify a person for trainee and/or probationary status with the Arizona Interscholastic Association.

3 hours lecture.

**PE 191 Women's Athletic Conditioning/2 Units**

Prerequisite: None

Introduction to athletic skills and conditioning necessary to certain women's sports. Class meets daily.

**PE 192 Coaching Team Sports/2 Units**

Prerequisite: None

An introduction to the nature and scope of the profession of

coaching as it applies to schools and colleges. Other disciplines will be examined, such as coaching little league baseball teams and YMCA basketball teams.

2 hours lecture.

**PE 193 Baseball Theory/3 Units**

Prerequisite: None

Advanced instruction in baseball common to college, secondary, and primary school curricula. To include descriptive discussions of youth league organization, philosophy, and teaching techniques with additional information on budget and equipment operations.

3 hours lecture.

**PE 299 Individual Studies/1-4 Units**

Prerequisite: Approval of the department chairman and instructor.

The student will complete a research problem or an outlined course of study under the direction of a faculty member. The contract for the individual study must be agreed upon by the student, the instructor and the department chairman prior to initiation of the study. May be repeated for credit.

**PHYSICS****PH 101 Introduction to Physics/4 Units**

Prerequisite: None

A survey course in the basic concepts of physics. Limited emphasis on mathematical applications.

3 hours lecture; 3 hours laboratory.

**PH 120-121 General Physics/4-4 Units**

Prerequisite: MA 110 or equivalent; PH 120 is a prerequisite for PH 121.

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

3 hours lecture; 3 hours laboratory

**PH 230-231 General Physics with Calculus/4-4 Units**

Prerequisite: MA 161. PH 230 is a prerequisite for PH 231.

Covers the same areas as PH 120-121 but in greater depth by the use of calculus. Designed for engineering students and others who require physics with calculus.

3 hours lecture; 3 hours laboratory.

**PH 299 Individual Studies/1-4 Units**

Prerequisite: Approval of the department chairman and instructor.

The student will complete a research problem or an outlined course of study under the direction of a faculty member. The contract for the individual study must be agreed upon by the student, the instructor and the department chairman prior to initiation of the study. May be repeated for credit

## **POLITICAL SCIENCE**

### **PS 120 American National Government/3 Units**

Prerequisite: None

A study of the political system of the United States. Emphasis on constitutional development, the political culture, voting, political parties, campaigns and elections, interest groups, public opinion, and the three branches of the national government to increase the student's awareness and understanding of the political arena. This course fulfills the Federal Constitution requirement for the Arizona Teaching Certificate.

3 hours lecture.

### **PS 166 Arizona Constitution/1 Unit**

Prerequisite: Sophomore standing.

A study of the government of Arizona through the interpretation of its Constitution. Approved for teacher certification. Taught concurrently with PS 167.

1 hour lecture.

### **PS 167 National and Arizona Constitution/3 Units**

Prerequisite: Sophomore standing.

A study of the governments of the United States and Arizona through the interpretation of the Constitution of each political entity. Approved for teacher certification. Teachers needing only Arizona Constitution should enroll in PS 166.

3 hours lecture.

### **PS 230 Introduction to International Relations/3 Units**

Prerequisite: PS 120 or permission of instructor.

Introduction to the concept of international relations as it has developed from the rise of nation-states with emphasis on the modern concept as choices and options that governments and to a degree individuals face in making decisions in a world of "sovereign" states. Taught spring semester only.

3 hours lecture.

### **PS 299 Individual Studies/1-4 Units**

Prerequisite: Approval of the department chairman and instructor.

The student will complete a research problem or an outlined course of study under the direction of a faculty member. The contract for the individual study must be agreed upon by the student, the instructor and the department chairman prior to initiation of the study. May be repeated for credit.

## **PSYCHOLOGY**

### **PY 101 Introduction to Psychology/3 Units**

Prerequisite: None. High School biology and algebra strongly recommended.

A survey of major topics in psychology to include personality, cognition, motivation and emotion, learning and behavior, language, mental abilities, human development, sensation and preception and biological processes. Theories, research findings

and their applications will be considered. Fields within psychology, research methods, and assessment procedures will be introduced. 3 hours lecture

### **PY 210 Social Psychology/3 Units**

Prerequisite: PY 101

A study of basic concepts, theories and research on social and group factors affecting individual behavior. Topics include: attitude formation; interpersonal interaction, interpersonal and mass communication, persuasion, interpersonal attraction; attribution; person perception, conformity; conflict; competition and cooperation, and group dynamics.

3 hours lecture.

### **PY 230 Personality Theories and Research/3 Units**

Prerequisite: PY 101

Description and appraisal of personality based upon theory and research findings. Topics include: Personality and life-span and development; motivation and emotion; interests and abilities; human performance; social responding; personality assessment; normal and abnormal personality; and special applications.

3 hours lecture.

### **PY 240 Developmental Psychology/3 Units**

Pre: PY 101

A topical study of factors influencing development from conception through adolescence. Concepts, theories and research, considered pertain to genetics, biological development, sensory-motor development and integration, learning and motivation; emotional, social and moral development. Physical, Mental and Emotional Handicaps, Social Deviance and Giftedness are also discussed. Emphasis is placed on the functional analysis of behavior.

3 hours lecture

### **PY 250 Introduction to Psychological Research, Measurement and Statistics/4 Units**

Prerequisite: MA 110, PY 230 or equivalent

Basic concepts of experimental design and measurement and descriptive and inferential statistics as applied to psychological variables.

3 hours lecture; 3 hours laboratory.

### **PY 290 Experimental Psychology/4 Units**

Prerequisite: PY 101, BU 219 and permission of instructor.

Student involvement in the Review analysis of scientific literature designing and implementing experiments collecting and analyzing data, interpreting results, and reporting experimental findings using A.P.A. format.

3 hours lecture; 3 hours laboratory.

**PY 299 Individual Studies/1-4 Units**

Prerequisite: Approval of the department chairman and instructor. The student will complete a research problem or an outlined course of study under the direction of a faculty member. The contract for the individual study must be agreed upon by the student, the instructor and the department chairman prior to initiation of the study. May be repeated for credit

**SCIENCE****SC 201 Introduction to Elementary School Science Teaching/3 Units**

Prerequisite: None

Introduction to some of the methods and techniques of science relating them to elementary science instruction, utilizing a variety of equipment, teaching materials and associated activities to present current trends in elementary school science teaching.

2 hours lecture; 2 hours laboratory.

**SOCIAL WORK****SW 103 Manual Communications I/3 Units**

Prerequisites: None

Principles, methods and techniques of communicating manually with deaf and other persons with communications handicaps. May be repeated for Cochise College elective credit.

3 hours lecture

**SW 270 Social Work Methods/3 Units**

Prerequisite: Second year standing in the AAS program and permission of the instructor

Designed to develop skills in interviewing, report writing, and casework for students who plan to enter the Social Service Field. Taken concurrently with Field Placement I.

3 hours lecture

**SW 271 Social Work Seminar/3 Units**

Prerequisite: SW 270 and permission of instructor

A continuation of SW 270 refining skill learned first semester and adding case analysis and presentation. Taken concurrently with Field Placement II.

3 hours lecture

**SW 272 Social Work Process/3 Units**

Prerequisite: Second year standing in the AAS Program and permission of instructor.

Covers the process of group work and community organization. Student will learn how to deal with and work with groups; the structure of a community, its organization and how to coordinate its resources.

3 hours lecture

**SOCIOLOGY****SO 101 Introduction to Sociology/3 Units**

Prerequisite: None

Presents Sociology as a science and explores its methods; studies various aspects of group behavior, social change, basic institutions and the existing social system. Develops a perspective on the individual's role in the formation of society.

3 hours lecture

**SO 160 Ethnic Groups and Minorities/3 Units**

Prerequisite: SO 101 or permission of instructor.

From a predominantly sociological viewpoint, this course presents an overview of minority group relations centering on the Mexican-American, Black-American, Asian-American and the American Indian.

3 hours lecture.

**SO 202 Social Problems/3 Units**

Prerequisites: SO 101 and EN 101 recommended.

Topics covered include social inequalities affecting women, racial and ethnic minorities and the aged, socially, educationally and financially. Problems regarding drug and alcohol use; physical and mental illness and health care, crime and sexual deviance are also considered. The course is designed to provide students with the ability to assess social problems and propose resolutions in a logical and scientific manner.

3 hours lecture.

**SO 207 Introduction to Social Welfare/3 Units**

An introduction to our social welfare and social insurance system. Designed to acquaint the student to the various programs available to the general public through legislation and/or private means.

3 hours lecture.

**SO 210 Marriage and the Family/3 Units**

Prerequisite: None

Courtship, choosing a mate, marriage, marital adjustment, parenthood and family living from the sociological and psychological points of view.

3 hours lecture.

**SO 299 Individual Studies/1-4 Units**

Prerequisite: Approval of the department chairman and instructor.

The student will complete a research problem or an outlined course of study under the direction of a faculty member. The contract for the individual study must be agreed upon by the student, the instructor and the department chairman prior to initiation of the study. May be repeated for credit.

## **SPANISH**

### **SP 001 Conversational Spanish/3 Units**

Prerequisite: None

Essentials of Spanish conversation leading to development of ability to use the Spanish language in everyday situations. Designed for students who intend to use the language for business, pleasure or travel. Credit for SP 001, 002, 003 may be used toward an AA program but are transferable to a four year institution only upon satisfactory performance of a proficiency examination.

### **SP 002 Conversational Spanish/3 Units**

Prerequisite: SP 001 or satisfactory performance upon an exam in lieu of SP 001.

Continuation of conversational Spanish. Emphasis on situations and role playing that require the use of everyday vocabulary and develop the ability to communicate in this language. Credit for SP 001, 002, 003 may be used toward an AA program but are transferable to a four year institution only upon satisfactory performance of a proficiency examination.

### **SP 003 Conversational Spanish/3 Units**

Prerequisite: SP 002 or satisfactory performance of exam in lieu of SP 002.

Continuation of a conversational approach to Spanish. Drill patterns that reinforce learned vocabulary and verb tenses are continued. Formal grammar is kept to a minimum and usage of everyday patterns is stressed. Credit for SP 001, 002, 003 may be used toward an AA program but are transferable to a four year institution only upon satisfactory performance of a proficiency examination.

### **SP 011 Spanish Orthography/1 Unit**

Prerequisite: None

A concentrated course on Spanish spelling. Emphasis on a step-by-step procedure from the simplest to almost any word in the Spanish language. Special attention given to the accent mark, colloquial and common errors and to areas of specific spelling problems.

1 hour lecture.

### **SP 101 Elementary Spanish/4 Units**

Prerequisite: None

A structured approach to the learning of Spanish. This course involves the study of the language through drill patterns, grammar, speaking, reading, and writing. It includes training in the correct pronunciation, phrasing and idiomatic usage. Discussions of the Hispanic culture will be included. Extensive use of taped drills will be available for laboratory and home use.

4 hours lecture; 1 hour laboratory.

### **SP 102 Elementary Spanish/4 Units**

Prerequisites: SP 101 or equivalent proficiency.

New constructions in speaking, reading and writing and discussions on short reading. Tapes used in this class reinforce the pattern learned in SP 101 and at the same time stress the new patterns being learned. Basic Spanish grammar is covered in its entirety.

4 hours lecture; 1 hour laboratory.

### **SP 155 Appreciation of Mexico/3 Units**

Prerequisite: None

For students who have an interest in Mexico, its people and culture, includes a 9-11 day tour in the interior of Mexico, including metropolitan and rural areas with special emphasis upon archeology, architecture, history, anthropology and contemporary life; conducted in English with Spanish instruction available. Accommodations in hotels, guide service and all transportation included. A written report and additional sessions are required for credit. Enrollment fee required 30 days prior to departure of tour. Also credit for HU 105.

### **SP 201 Intermediate Spanish/4 Units**

Prerequisite: SP 102, 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 instructor.

Review of grammar, reading, vocabulary building, discussion and short writings on modern literature. Emphasis is placed on application of language through discussions of assigned topics or readings. Tapes that include short stories and/or situations in Spanish will be made available for laboratory use.

4 hours lecture; 1 hour laboratory.

### **SP 202 Intermediate Spanish/4 Units**

Prerequisite: Spanish 201 or equivalent proficiency

Further readings and discussions in Spanish. Emphasis is placed on usage and vocabulary building. Grammar is treated mainly as it pertains to materials being read and/or discussed. Idiomatic use of language is expanded with regional patterns introduced. Further exposure to taped narrations will be included

4 hours lecture; 1 hour laboratory.

### **SP 275 Intermediate Composition and Conversation/3 Units**

Prerequisite: SP 202 or equivalent proficiency to be assessed by the instructor.

Topic-centered composition and discussion. Application of grammar and increased vocabulary from a variety of reading, class discussion and individual presentations. Course conducted in Spanish

3 hours lecture.

**SP 276 Intermediate Composition and Conversation/3 Units**

Prerequisite: SP 275 or equivalent proficiency to be assigned by the instructor.

Continuation of SP 275. Further readings and discussions of short stories, articles and other pertinent materials that will provide continued exposure to new vocabulary and enhance usage of the Spanish language. Course conducted in Spanish.

3 hours lecture.

**SP 304, 305 Introduction to Spanish Literature/3-3 Units**

Prerequisite: SP 202 and permission of instructor or completion of course similar to SP 202, Mexican schooling above 6th grade or 4 years of high school Spanish.

A survey of the development of Spanish literature, emphasizing the growth of thought and form in relation to historical and social backgrounds. SP 304 covers the period from the beginning to 1700; SP 305 from 1700 to the present.

3 hours lecture.

**SP 307, 308 Introduction to Mexican Literature/3-3 Units**

Prerequisite: Spanish 202 and permission of the instructor.

An introduction to the works of many representative Mexican authors and a historical look at the literature of Mexico during the Colonial period and the period of Independence. Taught in Spanish.

3 hours lecture.

**SP 299 Individual Studies/1-4 Units**

Prerequisite: Approval of the department chairman and instructor.

The student will complete a research problem or an outlined course of study under the direction of a faculty member. The contract for the individual study must be agreed upon by the student, the instructor and the department chairman prior to initiation of the study. May be repeated for credit.

**Spanish Immersion Program**

Intensive day-long instruction in Spanish for non-native speakers. Program is designed to provide a basic speaking-listening facility in the Spanish language. Students receive credit for Spanish 101, 102, 201 and 202. Offered spring semester only. A seven-week summer program offers credit for Spanish 101 and 102.

**SPEECH****SE 102 Fundamentals of Speech/3 Units**

Prerequisite: None

Study of fundamentals of speaking and listening communication and techniques of research, organization and delivery of speeches of various types.

3 hours lecture.

**SE 106 Interpersonal Communications/3 Units**

Prerequisite: SE 102 or permission of instructor.

Study of the theory of communication and human interaction:

emphasis on verbal and non-verbal behavior, the sociological and psychological aspects of communication with practical applications within the private and commercial world.

3 hours lecture.

**SE 110 Public Speaking/3 Units**

Prerequisite: SE 102 or permission of instructor.

Review of fundamentals of communication and in-depth study of organization and delivery of various types of speeches. Study of uses of voice and body in public speaking, parliamentary procedure and public discussion.

3 hours lecture.

**SE 115 Argumentation and Debate/3 Units**

Prerequisite: SE 102 or permission of instructor.

A study of skills of practical reasoning, appraisal and use of evidence, recognition of fallacies and application of debate forms and oral style of argumentation. Intercollegiate debate optional for class members.

3 hours lecture.

**SE 125 Forensics/1 Unit**

Prerequisite: None, although SE 102 or high school speech beneficial.

Development of skills in one or more of the following for participation in intercollegiate speech contests and tournaments: debate, persuasive speaking, informative speaking, extemporaneous speaking, impromptu speaking, oral interpretation of literature, readers' theater. Practice for and participation in at least one intercollegiate speech contest or tournament. Course may be repeated for a total of four semester credits.

**SURVEYING TECHNOLOGY****ST 100 Engineering Surveys I/3 Units**

Prerequisite: None

Mensuration through the application of surveying techniques; theory of errors and their analysis; fundamental concepts of horizontal, vertical, and angular measurements; basic surveying operations and computations, control systems, and datums for engineering surveys; locating & positioning man-made structures.

2 hours lecture; 4 hours laboratory.

**ST 101 Engineering Surveys II/3 Units**

Prerequisites: ST 100 Engineering Survey I

Advantages, disadvantages and restrictions of various methods used in surveying and mapping; principles of directional control; geodetic relationships and subdivision layout.

2 hours lecture; 3 hours laboratory.

## TRADE AND INDUSTRIAL

Note: \* indicates Lab Fees

### TI 001 Home Maintenance/3 Units

Prerequisite: None

A "do it yourself" home maintenance course covering use of common hand and power tools for routine electrical, carpentry, plumbing repairs. May be repeated for AA credit.

1 hour lecture; 3 hours laboratory.

### TI 005 \*Oxyacetylene Welding/3 Units

Prerequisite: None

Safety practices, set-up and operation of oxyacetylene welding equipment. Welding in flat, horizontal and overhead positions of standard alloys of steel; brazing and soldering of ferrous and non-ferrous metals.

1 hour lecture; 4 hours laboratory.

### TI 006 \*Arc Welding/3 Units

Prerequisite: None

Safety practices, set-up and operation of arc welding equipment. Techniques of joining metals in all positions by electric arc with the use of the electrode.

1 hour lecture; 4 hours laboratory.

### TI 007 \*MIG and TIG Welding/3 Units

Prerequisite: TI 005 and TI 006

Safety practices, set-up and operation of metal inert gas (MIG) and tungsten inert gas (TIG) welding equipment, using both consumable and non-consumable electrodes.

2 hours lecture; 3 hours lab

### TI 008 Sewing Machine Maintenance/3 Units

Prerequisite: None

A complete maintenance, servicing, adjustment and set-up of industrial sewing machines currently in common usage. This course is designed to provide the factual information and manipulative skill necessary to set up any commonly used industrial sewing machine that has been used, abused, or otherwise requires maintenance or set-up for a particular fabric. Particular emphasis will be placed upon trouble shooting and preventive maintenance.

1 hour lecture; 4 hours laboratory.

### TI 010 \*Pipe and Plate Welding/3 Units

Prerequisite: TI 005 & TI 006

Continuation of TI 006 Arc Welding to include out of position welding, pipe and plate welding and welding of medium carbon and high sulfur steels.

1 hour lecture; 4 hours lab

### TI 011 Pipe Fitting and Welding/3 Units

Continuation of TI 010 Pipe and Plate Welding to include methods of layout and fit-up of pipe of various sizes and types, also welding of pipe by use of electric arc and oxyacetylene.

2 hours lecture; 3 hours laboratory.

### TI 012 General Automotive Mechanics I/3 Units

Prerequisites: None

Automotive maintenance and repair including tune-up, electrical systems, fuel systems, cooling systems, lubrication systems and oils, transmissions and clutches, brake systems and accessories, such as air conditioning.

1 hour lecture; 4 hours laboratory.

### TI 013 General Automotive Mechanics II/3 Units

Prerequisite: None

Classroom theory and supporting laboratory experience for routine automotive maintenance to develop entry-level skills for carburetor overhaul, valve system, emission controls, basic welding, brake system service, alternator and regulator service, battery, starter system service, circuit trouble-shooting, basic of electricity as related to the automobile, safe use of basic shop equipment, use of miscellaneous equipment—hydraulic press, port-a-power, etc, and the use of tuneup test equipment.

1 hour lecture; 4 hours laboratory

### TI 014 Know Your Automobile/3 Units

Prerequisite: None

Classroom theory and supporting laboratory experience for basics of engine operation, powertrain operation, use of tools, care and selection of tires, use of jack, changing tires, lubrication system service, checking of all fluid levels, cooling system and minor service, use of repair manuals, brake system theory and minor service, repack wheel bearings, fuel system theory and very minor service, basics of electricity, basics of battery, starter, and charging system theory, ignition system and basic emission control system theory, ignition system service, diagnosis—what to do if the car won't start, selecting a used car.

3 hours lecture.

### TI 015 Welding Design and Fabrication/3 Units

Prerequisites: TI 005, 006 and 010

Designed for students with demonstrated welding skills, to learn proper methods of design, layout and fabrication for welding. A specific project will be selected by the student or assigned by the instructor. The project will be constructed by use of electric arc, oxy-acetylene, TIG or MIG welding.

2 hours lecture; 3 hours laboratory.

**TI 016 \*Basic Refrigeration/3 Units**

Prerequisite: None

Basic application of theory of refrigeration and techniques of servicing automotive air conditioners.

1 hour lecture; 4 hours laboratory.

**TI 017 \*Automobile Refrigeration/3 Units**

Prerequisite: TI 016 or permission of instructor.

Advanced techniques of testing, trouble-shooting and repair of automotive air conditioner.

1 hour lecture; 4 hours laboratory.

**TI 018 \*Commercial Refrigeration/3 Units**

Prerequisite: TI 016

Theory, techniques and practices of commercial refrigeration. Servicing of refrigerators, freezers, and commercial air conditioners.

1 hour lecture; 4 hours laboratory.

**TI 021 Elements of Production Management/3 Units**

Prerequisite: None

A complete study of decision-making based on cost data associated with production systems and processes. In-depth study relating to plant layout problems relevant to motion and time study. Particular emphasis on production planning and control, including inventory and production standards.

3 hours lecture.

**TI 022 Water and Waste Water Plant Operation/3 Units**

Prerequisite: None

Provides the student with the knowledge, skills, and techniques required to pass a State of Arizona Certification Examination or Class I or Class II Water or Waste Water Plant Operator.

2 hours lecture; 3 hours laboratory

**TI 025 Solar Energy Systems/3 Units**

Prerequisite: MA 110, Intermediate Algebra and knowledge of basic hand tools.

Design, installation and operation of residential solar energy systems. Basic solar heating and cooling theory and laboratory experience to develop student understanding of solar energy systems. Emphasis on selection of components and operation of the system.

2 hours lecture; 3 hours lab

**TI 029 \*Radio Servicing/3 Units**

Prerequisite: None

Electronic theory, trouble-shooting and repair of AM radios.

1 hour lecture; 4 hours laboratory.

**TI 030 \*Black and White Television Servicing/3 Units**

Prerequisite: TI 029 or permission of instructor.

Television theory, trouble-shooting and repair of black and white televisions.

1 hour lecture; 4 hours laboratory.

**TI 031 \*Color TV Servicing/3 Units**

Prerequisite: TI 030

Trouble-shooting, repair and installation of color TV systems and antenna systems.

1 hour lecture; 4 hours laboratory.