
Coconino Community College

2013-2014 Catalog

General Information	5
Welcome Message	5
District Governing Board	5
Vision and Mission, Values Statement, Purposes	5
Assessment and College Strategic Goals	7
Accreditation.....	9
Affiliations.....	10
Association of Small Business Development Centers.....	11
Support Services and College Compliance	11
Student Services.....	12
Small Business Development Center (SBDC)	19
Community and Corporate Learning	20
College Compliances and Consumer Information	21
Directory Information	23
Financial Aid	25
Student Code of Conduct.....	31
Transfer of Credit	32
General Education.....	32
Arizona General Education Curriculum - AGECE-A	37
Arizona General Education Curriculum - AGECE-B	42
Arizona General Education Curriculum - AGECE-S	45
AZ General Education Core Curriculum: AGECE	47

Degrees and Certificates	60
Associate of Arts: AA Degrees	59
Associate of Fine Arts.....	74
Associate of Science: AS Degree	78
Associate of Applied Science: AAS Degrees.....	80
Associate of General Studies: AGS Degree.....	99
CCC Certificates	100
Course Descriptions.....	134
Registration and Enrollment Services	213
Admissions Information: Admissions Requirements.....	213
Registration Information.....	216
Academic Load	216
Registration Add/Drop Procedures.....	216
Non Credit Courses Procedure.....	217
Catalog Choice.....	217
Financial Information	229
Financial Aid Web Links	234
Academic Standards and Procedures	234
Academic Dishonesty	234
Academic Progress	235
Appeals	235
Attendance.....	235

Grades and Grade Appeals	237
Grading	237
Grade Appeals	237
Graduation Procedures	238
Placement Proficiency and Prerequisites	240
Repeating Courses.....	241
Special Courses	241
Student Code of Conduct.....	242
Full-time Faculty	243

General Information

Welcome Message

Start Smart at Coconino Community College!

We invite you to Start Smart at Coconino Community College because it's truly one of the most efficient ways to reach your higher education goals.

Whether you have your sights set on an Associate's Degree, a transition program to earn a Baccalaureate Degree like CCC2NAU , or you are a life-long learner seeking knowledge for personal enrichment, CCC is a smart way to begin your journey.

Smart; because CCC's tuition rates are less than a third of the average of the state's four-year universities and far less than most for-profit institutions.

Smart; because CCC is convenient, with campuses in Flagstaff and Page, and classes offered in Fredonia, Grand Canyon/Tusayan, Tuba City, Williams, and online.

Smart; because our College is flexible, providing opportunity to those who may not have the access they need to higher education with programs like Fast Fridays, which are designed for learners that work or commute long distances. Fast Fridays allow you to schedule many of the core classes you need in one day-Friday.

Smart; because at CCC, we change lives and build our community through workforce development, job creation, and by providing an affordable, convenient way to start on the path to a degree that will empower and sustain our learners throughout their lifetime.

Start Smart today by enrolling at Coconino Community College.

District Governing Board

Nathaniel White
Member
District 1

Patricia Garcia
Vice Chair/Secretary
District 2

Jack Hadley
Member
District 3

Patrick Hurley
Chair
District 4

Lloyd Hammonds
Member
District 5

Vision and Mission, Values Statement, Purposes

VISION

Leading our communities in life-long learning

MISSION

As a learning college, we enrich lives by embracing diversity and transforming the future through quality education.

PURPOSES

Coconino Community College has identified the following purposes to achieve its mission:

General Education: to provide learners with the foundation of a liberal education, including a core of learning opportunities in reading, writing, quantitative and critical thinking which form a solid foundation for lifelong learning and success in academic, career, and life goals.

Transfer Education: to provide learners with the curriculum necessary to transfer to baccalaureate-granting institutions.

Occupational Education: to provide learners with the skills and knowledge necessary to pursue occupational careers and/or life goals.

Continuing Education: to provide learners and constituencies who are not directly served by the College's arts and sciences and occupational and professional technologies divisions with learning opportunities.

Developmental Education: to provide the curriculum necessary to prepare learners for college-level course work and the workplace.

Economic Development: to respond quickly in the advancement of regional economic development goals through curriculum development and skills training.

Technology Integration: to provide state-of-the-art technological education and training opportunities for the student body and the community.

Student Services: to facilitate access to the college and to support learners' attainment of educational goals.

Cultural and Community Service: to develop and provide activities and programs that celebrate and preserve cultural diversity and awareness, encourage volunteer service, support community awareness; protect public welfare, and support fine and performing arts.

CORE VALUES

We—the personnel and District Governing Board of Coconino Community College—are dedicated to providing quality educational opportunities to our community. In doing so, we commit to the following core values to guide our decisions and behaviors as we seek to meet the changing needs, aspirations, and goals of our community.

People—We strive to accept the uniqueness of each individual and the contribution each person makes. We strive to create a caring, accepting, and productive environment for our students, employees, and community.

Learning and Growth—We are dedicated to providing lifelong learning opportunities for our students, employees, and community to empower them to achieve their dreams. In this endeavor, we create learning opportunities that are accessible and relevant to our students and which place the learner first.

Quality—We recognize the importance of continually improving our educational offerings and services and the need to hold our students and ourselves to high expectations and standards.

We employ a dynamic, strategic planning process and constantly assess our activities to be responsive and accountable to our students, employees, and community.

Ethics—We believe that to be effective we must demonstrate integrity. Therefore, we uphold the highest ethical standards in all of our activities resulting in a responsible and fair environment for our students, employees, and community and a responsive and open decision-making process.

Community—We exist for our community; therefore, we must be responsive to its changing needs and its diversity. To do so, we strive to provide services that are timely, accessible, and affordable. We also pursue partnerships and collaborations throughout our community to be responsive to the needs of our diverse populations.

Respect—We recognize that learning cannot occur without respect.

We are committed to the acceptance of diverse cultures, differing ideas and beliefs, and the uniqueness of each individual since these are the foundations of respect.

Sustainability—We commit to innovative thinking to guide our decisions toward sustainable practices in our living and working environments. In this earnest endeavor, we strive to demonstrate adaptive leadership, eco-friendly stewardship and quality education in a mindful and economically feasible manner.

Assessment and College Strategic Goals

Assessment at Coconino Community College

Coconino Community College is committed to providing teaching and learning excellence in all its endeavors through a comprehensive assessment program that includes:

Assessment of Student Learning

This form of assessment involves identifying how competently students have attained learning outcomes in both general education and the major. Each curricular area at the College has articulated the learning outcomes expected of students completing each degree or certificate and the level of student performance expected. Students participate through examinations, portfolios, performance assessments, surveys, and related activities. The emphasis in these areas is directly focused on what a student has learned as a result of their educational experience at CCC. Data collected are used to both document and improve student learning.

Faculty, staff, and students share responsibility to assist with assessment efforts. As well, community members at large are asked to participate in our quality assurance program. In all instances assessment activities stem directly from the institution's mission and purposes. Results are tied to the College's strategic plan and used to improve student learning. Participation in these activities is appreciated and valued by members of the College community as CCC strives to achieve its vision of "leading our communities in life-long learning."

More information on assessment of student learning at CCC can be found at: www.coconino.edu/research/.

Strategic Goals 2012-2015

LEARNING and GROWTH

Goal One: By June 30, 2015, CCC will promote a learner-centered environment and continue to incorporate innovative strategies to enable achievement of individual learning goals through:

- Delivering effective advising.
- Supporting college readiness.
- Improving student completion.
- Providing caring customer service.
- Providing current and relevant curricula development and instructional support.
- Supporting underrepresented populations.

COMMUNITY

Goal Two: By June 30, 2015, CCC will build greater awareness of its services throughout the District and collaborate with community partners to promote the economic health and vitality of the County through:

- Partnering to attract new business and training opportunities to the region.
- Expanding community knowledge of CCC.
- Cultivating Alumni relationships.
- Expanding anytime, everywhere use of college technology services.
- Strengthening technology operations to sustain a geographically dispersed, multi-campus environment.

PEOPLE, QUALITY, RESPECT

Goal Three: By June 30, 2015, CCC will continue to establish a high quality workplace that values its employees through:

- Enhancing compensation, incentives, and recognition.
- Providing ongoing professional development and mentoring.
- Implementing Shared Governance.
- Providing employee support.

QUALITY, SUSTAINABILITY

Goal Four: By June 30, 2015, CCC will improve the use of technology to enhance learning and services through:

- Promoting and enhancing the online experience
- Maximizing learning technology
- Improving access to and delivery of distance learning
- Strengthening technology operations and efficiencies
- Fostering innovative use of technology
- Advancing administrative support in technology

ETHICS, SUSTAINABILITY

Goal Five: By June 30, 2015, CCC will develop and implement sustainable funding options and optimize the utilization of existing resources through:

- Furthering foundation planning and development.
- Supporting financial aid management.
- Implementing and evaluating the sustainable financial plan.
- Supporting thoughtful facilities planning and management.
- Planning for a tax initiative.

Coconino Community College Foundation

Foundation Board of Directors

Mr. Kevin Stephens
President

Mr. Joseph Donaldson
Vice President

Mr. Michael Anderson
Secretary

Ms. Linda Cowan
Community Leader

Mr. Andy Phillips
Treasurer

Ms. Cathleen Goodell/Ms. Kathy Miller
Student/Phi Theta Kappa Representatives

Mrs. Karla Phillips
Faculty/Staff Representative

Catalog Year 2013-2014

Mr. Chris Bavasi
Past President

Ms. Susan Casebeer
Community Leader

Mr. Bill Morrison
Community Leader

Mr. Gary Smith
Community Leader

Mr. Lavelle McCoy
Emeritus

Mr. Lee Treece
Community Leader

Ex-Officio

Dr. Leah Bornstein
College President

Mr. Scott Talboom
Director of Institutional Advancement

Mr. Jack Hadley
DGB Liaison

Mr. Lloyd Hammonds
Executive Dean, Page/Lake Powell Campus

Supporting Members

Ms. Johanna Klomann
Certified Public Accountant

Ms. Ellen Seaborne
Legal Counsel

Ms. Stacy Wyman
Grants/Major Gifts Coordinator

Kristina Wyse
Development Coordinator

The mission of the Foundation is to promote the purpose and goals of Coconino Community College to enhance the opportunities for Coconino County residents. The Coconino County Community College Foundation, Inc. was founded in 1993 under Arizona law as a non-profit corporation. It is fiscally and organizationally separate from the college with its own Board of Directors. Its purpose is to receive private gifts, bequests, and donations; to account for, manage, and help appreciate monies or property submitted to the Foundation; and to help the College with projects and opportunities which may not be funded by public funds. Funds for the Foundation are distributed to benefit and advance Coconino Community College and for the encouragement and subsidization of the students and faculty of CCC. The Foundation Board of Directors is composed of selected residents of Coconino County who represent positive leadership and community influence and have expressed an interest and desire to use their influence on behalf of the College through the Foundation. The Foundation is prepared to support programs and activities of the College which promote the objectives of the institution. Foundation activities and support include, but are not limited to, scholarships and financial aid for students, recognition of outstanding scholarship or leadership, recognition for cost savings suggestions, development of special facilities, awards for special achievement, management and investment of funds, procurement of special equipment, planning for special college activities and programs, and development of area-wide interest in support of the College. Gifts to the Foundation may be made in several ways and may usually be arranged to simultaneously achieve maximum tax benefits for the donor and provide generous support for education. Contributions may be made by gifts of cash, real or personal property, securities, provision of a will, gifts of insurance policies, or the establishment of trusts. Gifts may be awarded for specific purposes or given without restrictions. The Coconino County Community College Foundation, Inc. supports quality education through excellence, achievement and commitment.

Accreditation

Coconino Community College is accredited by the Higher Learning Commission and is a member of the North Central Association, 30 N. La Salle Street Suite 2400 Chicago, IL 60602-2504 312.263.0456 or 800.621.7440*.

Equal Opportunity and Nondiscrimination Statement

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

Coconino County Community College District, in compliance with Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Americans with Disabilities Act and Sections 503 and 504 of the Rehabilitation Act of 1973, A.R.S. 41-1463 et. seg., the Age Discrimination in Employment Act of 1967 and A.R.S. 41-1463 - 41-1465, and section 402 of the Vietnam Era Veteran's Readjustment Act of 1974 does not discriminate against any employee or student. This policy covers admission, access, and service in College programs and activities, and application and treatment in College employment. Inquiries regarding equal opportunity policies, the filing of grievances or requests for a copy of procedures covering discrimination complaints may be directed to the Director of Student Services or may be directed to the Director of Human Resources. This material may be made available in an alternative format upon request by contacting Disability Resource Services at (800) 350-7122, in Arizona, or (928) 226-4243. Arizona Revised Statutes allows community colleges to use a student's social security number as their student identification number, but must allow the student to request a system-generated identification number. Coconino Community College has elected to provide all students with a system-generated identification number. The student must still provide their social security number for tax reporting and financial aid and will be used only for such purposes as allowed under the FERPA regulations.

Affiliations

Coconino Community College is associated with the following affiliations:

American Association of Collegiate Registrars and Admissions Officers	Association of Student Conduct Administrators (ASCA)
American Association of Community Colleges	Chambers of Commerce: Flagstaff, Sedona, Page, Williams
American Council on Education	Coconino County Sustainable Economic Development Initiative
American Council on Education's Commission on Women in Higher Education	College and University Personnel Association
American Institute of Certified Public Accountants	Community College Business Officers
American Library Association (ALA)	Conference of Interpreter Trainers
American Mathematical Association of Two Year Colleges	Educause
Arizona Academic Administrators' Association	Flagstaff Alliance for the 21st Century
Arizona Association for Institutional Research	Flagstaff Community Advisory Council
Arizona Association for Lifelong Learning	Flagstaff Festival of Science
Arizona Association of Career and Technical Education	Flagstaff Forty
Arizona Association of District Governing Boards	Flagstaff Rotary
Arizona Association of Student Financial Aid Administrators	Friends of Rio De Flag
Arizona Association of Student Personnel Administrators	Government Finance Officers Association
Arizona Association of Veterans' Program Administrators	Grand Canyon/Williams Community Advisory Council
Arizona Community College Business Officials Council	Mojave Educational Services Cooperative
Arizona Community College Presidents' Council	Mountain States Association of Community Colleges
Arizona Community College Technical Officers	National Association of Student Employment Administrators
Arizona Cooperative State Procurement Agreement	National Association of Student Financial Aid Administrators
Arizona Language Associates	National Association of Student Personnel Administrators (NASPA)
Arizona Library Association (AZLA)	National Association of Tech Prep Leadership (Coconino Consortium)
Arizona Mathematical Association of Two Year Colleges	National Association of Veterans' Program Administrators
Arizona Occupational Administrators' Council	National Council on Marketing and Public Relations

Arizona Society of Certified Public Accountants
Arizona State Small Business Development Center Network
Arizona Women in Higher Education (AWHE)
Association of Career and Technical Education (ACTE)
Association of College and Research Libraries (ACRL)
Association of Community College Trustees
Association of Energy Engineers
Association of Small Business Development Centers

North Central Association of Community Colleges and Schools
Northern Arizona Community Advisory Council
Northern Arizona Human Resources Association
Society of Human Resource Management
Western Association of Student Employment Administrators
Western Association of Student Financial Aid Administrators
Western Interstate Commission for Higher Education

Support Services and College Compliances

College Publications

College can be confusing—and sometimes scary—to students who have never attended a college or who are coming to college for the first time. Our goal is to help you understand some of the terms and tools used by CCC.

The College builds three publications each year. They are the College Catalog, Class Schedule, and Student Handbook. We want to share information about programs, classes we offer, and services for students. These tools can help you plan your educational goals and learn about services we have. Each publication is on the College's Web Site. The Office of Registration and Enrollment Services at each campus can also share this information with you.

The College Catalog has a list of all of our programs, degrees, certificates, and courses. It also states student's rights and responsibilities as part of the College. The catalog also gives information on the College's mission, staff, faculty, and services. CCC is a multi-campus college district. We have services in several locations and we have on-line courses. The catalog gives general information to all CCC students. Information about each campus is in the student handbook and class schedule.

CCC has two-year, or "associate" degrees designed to meet specific purposes. These may include preparing for a career or transferring to a four-year college. Degrees have areas of content. These areas are known as "majors." The catalog has a list of the types of degrees a student may seek. The catalog also has specific course requirements the student must meet to earn a degree. All degrees offered at CCC have courses that meet the "general education" requirements and the "major" requirements.

CCC also has certificates that help students with entry into a specific field of work or to learn new skills. Certificates do not have general education requirements. Students may earn certificates within a semester or year. It depends on how many classes a student takes while at CCC. The catalog has a list of the courses a student must complete to earn the certificate.

The course descriptions provide general information on each course. They are a brief summary of the course that includes prerequisites. Prerequisites are classes or conditions that must be met prior to enrollment in a course. The course descriptions also state credit hours earned for completion of the course and the number of lecture and lab hours the class meets.

The Class Schedule provides a list of when classes are offered in each college location. It also lists on-line courses each semester or session. CCC prints the schedule and posts it on the College's web site prior to the start of each semester. The class schedule also has information about the academic calendar. These dates are deadlines that affect students. These dates include enrollment,

withdrawal, and refunds. More information about when each campus is open and their services such as advising, placement testing, and registration are listed for each campus location.

The Student Handbook has more specific information about services and programs offered at CCC. The student handbook has information about each support service at campuses and how to contact the appropriate staff for the service or program. Also, the student handbook has a more detailed list of terms and definitions. The student handbook also contains the policies and procedures of student rights and responsibilities. This helps students to be informed of the rules and regulations affecting them while at CCC.

Student Services

Advising

Academic Advising is available through the office of Student Services and is also provided by faculty. Academic Advisors can assist with educational and career goal clarification, assist with schedule building and provide information on degrees and certificates offered by the college. <http://www.coconino.edu/sa/studentsupport/advising/Pages/default.aspx>

Tutoring Services

Coconino Community College provides direct support to students outside of the classroom in Math, Writing, Reading, Sciences, Business, Humanities, Social Sciences, Spanish, ASL, Computer Information Services and more. This support is provided in many ways:

- Tutoring Services: direct 1:1 drop -in support is provided in The Student Center by a team of highly qualified and motivated tutors who are familiar with the specific course materials employed at CCC. (Limited appointment based tutoring sessions are also available).
- Group Study Sessions: Tutors also may conduct group study sessions for a given subject or students can reserve a study room to conduct their own group study sessions.
- Work Shops: open to all students offer reinforcement of good study habits as well as skills needed to be successful in their courses. For example a "How to Use Your Graphing Calculator" workshop is offered a few times a semester.
- Review Sessions: are offered during important times in the semester for various subjects.
- Study Resources For Use On Site: graphing calculators; geology rock and mineral samples; boxes of bones and muscle models for anatomy classes; Kurzweil program for reading courses; a language lab for language courses; and protractors, compasses, rulers, etc. for math classes.

These services are funded by CCC, which means no cost to the individual student. Services are provided in the Student Center. Here is a link to the website: http://www.coconino.edu/academics/arts_science/LEC.

Student Computing Services

CCC provides learning assistance to help you learn how to use the technology in the computer labs. The labs have fast and reliable computers with current software installed on them. The labs also have quality Internet connections, printers, and scanners. In addition to accomplishing many tasks, students use our labs to do assignments, type papers, do research, access CCC online classes, and store student information on the College network. If you are taking an online or traditional class that utilizes technology, we offer support and assistance through the Help Desk. We also have general technology assistance if you want to use computers for class presentations or projects. The Help Desk staff is friendly and knowledgeable at all locations and they have two goals: one is to

help you access your course materials, and the other is to help you build your problem-solving skills through the use of computer technology. Want to submit a help desk support request? The help desk support request form is available here: http://www.coconino.edu/its/user_services/helpdesk/Pages/SupportRequest.aspx. Check the website or with the site coordinator at your campus to find out more: http://www.coconino.edu/its/user_services/.

Library Services

Your CCC library is here to help you succeed. The online library is available to you 24/7, and CCC students have access to the wealth of resources and services at NAU's Cline Library. The Library and Learning Resources Coordinator located at the Lone Tree campus is available to answer questions about finding, evaluating and using information to improve your understanding of the course curriculum and to aid in your research.

- Bring your research or study question to the Library and Learning Resources Coordinator or access the library web page at <http://www.coconino.edu/sa/library/Pages/default.aspx>.
- Answer your research question with the articles and eBooks in the library's online databases, through Cline Library videos and books, or other trusted online information.
- Use the citation tools available from the online databases and the library website to properly format citations for your papers and presentations.
- To deepen your understanding of your research question or the course curriculum, make an appointment to meet with the Library Resources Coordinator.

Here are some of the library services you can use:

- Access online databases and eBooks using your Comet ID and password from your home computer or any other available computer connected to the Internet.
- Request or check out materials through Cline Library including books, media, and articles from other libraries worldwide.
- Use a laptop, computer, or study room at Cline Library and ask questions of their librarians through the Ask a Librarian online and phone service.
- Review the handouts, links, and videos on the library web page to learn more about citation styles, research skills, and plagiarism.
- View additional materials on course reserve in the Student Center assigned by your instructor.
- Meet with the Library and Learning Resources Coordinator for customized research assistance.

Save time by using the CCC Library. Our hand-selected resources encompass the best in academic research, containing quality information gathered from trusted sources, including magazine, journal, and newspaper articles along with reference books in electronic form. Using the best information helps you be successful, and taking advantage of the citation and organizational tools in our online resources will help you save time. Your community has other libraries that can help. Northern Arizona University's Cline Library is a partner with CCC and you can use their library services freely. Here is a list of other community libraries:

- Flagstaff City-Coconino County Public Library
- Page Public Library
- Williams Public Library

- Grand Canyon Community Library
- Arizona State Library - Online Databases

Visit the college's library web page for more libraries at <http://www.coconino.edu/sa/library/Pages/default.aspx>. The library makes it easier to understand ideas presented in your classes. Students use library services to gather information to complete an assignment, learn more about a subject, or develop research skills. These skills in finding quality information help you with future problem-solving, both at home and at work. Get the help you need to succeed - use the library today! Multimedia Information is found at <http://www.coconino.edu/its/media>.

Online and Media Services

The online and media services area within Information Technology Services includes all audio, video, web and ITV functions within the College district. The services provided by the online and media services department are:

- ITV
- College web site
- Audio/Visual multimedia setup
- Videography, including video editing and conversion
- Audio engineering

Have any questions concerning the above technologies? If so please contact the ITS Help Desk at (928) 226-HELP (4357) or helpdesk@coconino.edu. Would you like to submit a help desk support request? The form can be found here: http://www.coconino.edu/its/user_services/helpdesk/Pages/SupportRequest.aspx.

Testing Services

Testing Services at Coconino Community College is divided between two offices: college placement and fee-based testing. CCC students are required to take a college placement test prior to enrolling in a math or English course, or in another course that has a math and/or English pre-requisite. These tests are used to show that students have the necessary skills to succeed in classes and to chart the best course of action for each student. Placement tests are offered at the Lone Tree and Page campuses. Fee-based testing services includes proctoring exams for distance learners, prior learning assessment (including DSST), Pearson VUE testing, OPM certification exams, GED testing and registration, and HESI testing and registration. Fee-based tests are administered at the Fourth Street campus.

Financial Aid, Scholarships and Veterans' Services

CCC offers a variety of financial aid and scholarships to full and part-time students. Financial aid includes the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Work Study (FWS), Federal Direct Stafford Student Loans, Federal Direct PLUS Loans for parents, CCC Grant, and CCC Scholarship. In order to apply for these types of Financial Aid, students are required to fill out the Free Application for Federal Student Aid (FAFSA) which is located on-line at www.fafsa.ed.gov. CCC is approved to train students under government educational programs for veterans and eligible dependents of deceased or disabled veterans. CCC has numerous scholarships available every year. Applications are usually accepted from early January to the last day of March for the following academic year. Depending on the sponsor of the organization providing the scholarship, applications are reviewed based on need, academic achievement, and/or community involvement in various areas. Some CCC scholarships, waivers

and grants are funded in part or in whole with Arizona state monies. These funds are governed by Arizona State laws. A person who is not a citizen of the United States, who is without lawful immigration status, and who is enrolled as a student at any university under the jurisdiction of the Arizona Board of Regents, or at any community college under the jurisdiction of a community college district in this state is not entitled to tuition waivers, fee waivers, grants, scholarship assistance, financial aid, tuition assistance or any other type of financial assistance that is subsidized or paid in whole or in part with state monies. Please contact Financial Aid and Veterans' Services at finaid@coconino.edu for more information.

Federal Work Study

Federal Work Study (FWS) is an exciting opportunity available to students who show financial need as determined by the FAFSA. FWS jobs are listed on our website at www.coconino.edu/finaid. Students interested in FWS must complete the FAFSA at www.fafsa.gov and the CCC Federal Work Study Application. The Federal Work Study Application must be turned into the Office of Student Financial Aid in order to be considered for eligibility. CCC offices and community service agencies will review applications and contact students directly based on the skills and information listed on the application. FWS encourages community service work and work related to the student's course of study. When completing the FAFSA for the next academic year, students deduct FWS earnings from their adjusted gross income. FWS earnings are considered financial aid and are not included in the calculation of EFC which can help some students qualify for more need-based aid in subsequent years. Please contact the Office of Student Financial Aid at 928-226-4219 for more information.

<http://www.coconino.edu/academics/curriculum/collegecatalog/Pages/CollegeCompliances.aspx>

Career Services

CCC provides assistance in career/major selection, resume building, interviewing skills, job search strategies and job applications. We also have two free electronic programs available for student use. The AZCIS system provides various career search inventories, occupational searches, college and financial aid info. The Comet Career Connection system allows students to search for current positions and post their resumes for businesses to view. Please call 928-226-4337 for information or check out the website at <http://www.coconino.edu/sa/studentsupport/careerservices/Pages/default.aspx>.

Internships

Internships can be a great part of each student's experience at CCC. Some programs have internships built into the program of study. If you want more information about these choices, please contact the department chair who oversees the program you are looking at. The college posts internship opportunities in the Lone Tree Campus Student Services Center.

Educational Opportunity Center (EOC) at Northern Arizona University

It can be hard trying to figure out the right steps to go to school. The Educational Opportunity Center helps students learn about these steps. The program helps students who want to go to CCC. It can also help students who want to go to school outside of Arizona. The program has information about schools throughout the United States. The program also helps students with admissions and financial aid at CCC. The EOC Office is on the CCC Fourth Street Campus.

Dual Enrollment Program

Connect to Your Future

High school students can earn community college credit for taking specific high school dual enrollment courses. High school students not only earn college and high school credit simultaneously, they also:

- Save money on college tuition

- Reduce college completion time
- Eliminate duplication of coursework during their freshmen year of college

Coconino Community College offers Dual Enrollment Programs in:

- Accounting
- Allied Health
- Automotive
- Biology
- Building Trades
- Business
- Chemistry
- Computer Information Systems
- Drafting/Computer-Aided Drafting
- Early Childhood Education
- Elementary Education
- English
- Graphic and Web Page Design
- History
- Hospitality Management
- Office Information Systems
- Political Science
- Marketing
- Math
- Navajo
- Nursing/Allied Health
- Spanish
- Welding

Coconino Community College currently works with the following high schools:

- Coconino High School
- Ganado High School
- Grand Canyon High School
- Greyhills Academy High School
- Flagstaff High School
- Fredonia High School
- Page High School
- Ponderosa High School
- Tuba City High School
- Williams High School

For more information, go to the Dual Enrollment webpage:

<http://www.coconino.edu/academics/career/highschool/Pages/DualEnrollment.aspx>

CAVIAT Co-Enrollment Programs

The Coconino Association for Vocations, Industry and Technology (CAVIAT) has partnered with CCC and Flagstaff Unified School District schools to provide co-enrollment classes for high school juniors and seniors at no cost to students. The CAVIAT Co-Enrollment programs are two-year programs designed for high school juniors. Classes offered from 1:00 pm to 4:00 at the CCC Flagstaff campuses.

Coconino Community College offers CAVIAT Co-enrollment Programs in:

- Alternative Energy
- Business
- Computer Software Technology
- Law Enforcement
- Nursing Services - Certified Nursing Assistant
- Pre-Health Careers

For more information, go to the CAVIAT webpage at: <http://www.coconino.edu/academics/career/highschool/Pages/CAVIAT.aspx>.

Passages Program

The Passages Program is a Carl D. Perkins' federally funded grant program for eligible students whom are single parents and/or displaced homemakers and enrolled in a career or technical major. Program participants who are beginning or returning to college have supportive services which may include:

- Financial assistance for childcare and transportation.
- Textbook loan.
- Academic advising.
- Crisis intervention and referral to community resources.

Disability Resources (DR)

CCC is committed to providing college-wide educational support and assistance for students with documented disabilities. Section 504 of the Rehabilitation Act and the Americans with Disabilities Act requires that all CCC College programs, services, and facilities be accessible to individuals with disabilities except where the action necessary to achieve accessibility would result in a fundamental alteration of the program or would impose an undue burden. Disability Resources works closely with other college departments and community agencies to enhance and support your educational choices. All efforts will be made to promote independence and the highest extent of integration into our learning community.

An individual with a disability is an individual with a documented impairment that substantially limits one or more of that individual's major life activities. Recognized disabilities include, but are not limited to, mobility impairments, deafness, hard of hearing, blindness, visual impairments, learning disabilities, chronic medical conditions, and psychological disorders. Services are available for all CCC students who provide the required documentation and meet eligibility standards. Accommodations are established on an individual basis through an interactive process and are tailored to the needs of each student.

If students have a documented disability, they can arrange for accommodations by contacting the office of Disability Resources (DR). Students are encouraged to bring/send in documentation and meet with DR staff as soon as possible upon registering as a CCC student. Determination of eligibility as a student with a disability may take up to four weeks. A student may initiate this process at any time.

If you have a documented disability and feel you require accommodations, please contact the Disability Resources office. Please be aware that you must contact the DR office each semester you request accommodations. This should occur at least four weeks before classes start. Without four weeks' notice, we cannot assure the timely availability of materials or accommodation. Please visit the Disability Resources website for more detailed information: <http://www.coconino.edu/sa/studentssupport/dr/>.

Reserve Officers Training Corps (ROTC)

Through an arrangement with Northern Arizona University (NAU), CCC students in Flagstaff can take freshmen and sophomore-year classes in ROTC. The goal of the ROTC classes is to provide a foundation of military knowledge and skills needed by junior officers in the military. These classes provide Army or Air Force ROTC basic course credit to students intended to enroll in, or continue their participation in either Army or Air Force ROTC classes at Northern Arizona University or other universities hosting Army and/or Air Force ROTC programs. Students can register for these classes at CCC and take the courses at NAU. For further information, contact Army ROTC (928) 523-8658 or Air Force ROTC (928) 523-5371.

Bookstore

Purchase of textbooks and supplies are available at our Lone Tree campus bookstore. Bookstore hours are available in the class schedule and student handbook as well as on-line at www.coconino.bkstr.com. Please check the website for the most current information. Distance learners may acquire textbook services on-line or by phone at (928) 226-4360. The CCC Bookstore offers free FedEx ground shipping to all Arizona residents (Sorry, no PO boxes please). Used books go fast so make plans to order them soon!

Student Activities and Student Life

Students can get involved with the campus community through activities sponsored by the college and through participation in student organizations. Students are also represented on college council, student government, and have the opportunity to participate in monthly student forums. Students interested in starting new clubs or organizations should contact the Office of Student Services. <http://www.coconino.edu/sa/studentsupport/studentlife/Pages/default.aspx>

Phi Theta Kappa

Phi Theta Kappa Honor Society was founded for community colleges in 1918. Since that time it has become the largest and one of the most prestigious honor societies in higher education. Nationwide, over \$37 million in scholarship opportunities are available to members.

The CCC Beta Gamma Chi chapter recognizes and encourages scholarship by providing the opportunity for the development of leadership and service, an intellectual climate for exchange of ideas and ideals, lively fellowship for scholars, and stimulation of interest in continuing academic excellence. New members are inducted each fall and spring semesters. Requirements for membership include a 3.5 overall GPA in at least 12 (degree level) credit hours earned at CCC.

Distance Learning

CCC offers a variety of courses via instructional television (ITV) and the World Wide Web. These learning opportunities make your education more accessible and flexible. ITV courses are available at seven locations throughout the District, and Web courses can be accessed through most Internet connections at home, work, and/or in a CCC computer lab. Success in distance learning courses depends on students' comfort with instructional technologies and their levels of self-motivation. Additionally, the College provides an array of technical and academic support services for distance learning students. For more information, visit the Extended Learning web-site: <http://www.coconino.edu/extended/>.

College Security

Coconino Community College is responsible for maintaining a professional and safe environment, conducive to educational pursuits throughout its district. In its commitment to the provision of a secure environment, procedures are established through review of the College Safety and Security Committee regarding dissemination of accurate and timely information concerning individual safety and security in compliance with related federal and state regulations. Security on locations where CCC classes are held is generally available during regularly scheduled classes and lab hours. A Campus Security Report is also available from CCC and may be accessed at the college web site: <http://www.coconino.edu/business/facilities/security/CRIME%20STATISTICS/>. Students needing to file restraining orders and/or orders of protection should contact the Security Office at any of the campus locations. For further information on safety tips, emergencies, or reporting assistance, contact the Security Department.

<http://www.coconino.edu/business/facilities/security/>

Student Handbook

The Student Handbook provides information on services and programs offered at CCC. The Student Handbook has information about support services and contact information for services and programs. The handbook outlines policies and procedures regarding the Student Code of conduct and the Student Grievance procedure. The Student Handbook is found at

<http://www.coconino.edu/sa/studentsupport/studentlife/studenthandbook/>

Student ID Cards

Photo student ID cards are provided by Security at the Lone Tree Campus. Students at the Page/Lake Powell campus may have their photo taken and information collected on site, and will receive their ID card shortly thereafter. Although the ID card is not generally required to access campus services, it does serve as proof of identity in accessing educational records and other information. Students are issued a "system generated" identification number at the time of initial admissions; social security numbers are NOT used by CCC for student identification purposes.

Parking and Parking Permits

Adequate parking and secure parking lots are established at all CCC campuses and locations. Parking permits are required at the Lone Tree and Fourth Street campuses. The permits regulate access to parking at these locations only. Emergency phones are installed throughout the Lone Tree campus parking lot. Violations of parking and traffic regulations and procedures are subject to fines and disciplinary action.

Lost and Found

Campus Security is responsible for lost and found items at each campus location. Lost or stolen items may also be reported to Campus Security.

Small Business Development Center (SBDC)

Has this thought ever crossed your mind, "What a great idea for a new business! Now, how do I get started?"

Or, maybe you already run your own business. "Seems like I'm doing OK, but I wonder how I can be more profitable. How can I get more customers?"

If you are an entrepreneur or you're considering self-employment, these and similar questions can be answered by the staff of CCC's Small Business Development Center. The SBDC is a partnership between CCC and the U.S. Small Business Administration (SBA). SBDCs were established by Congress in 1980 and are currently located in over 1,100 community colleges and universities nationwide.

The CCC SBDC provides direct counseling, pertinent business management training and up-to-date information resources to the Coconino County business community. No-cost, confidential counseling services focus on a variety of business management issues including business planning, financial management and analysis, marketing strategies, international trade, and funding sources. Perhaps the best counseling service the SBDC offers is an objective third-party perspective to help clients identify and solve problems, as well as determine realistic priorities and goals.

Business owners in the outlying communities are not required to travel to Flagstaff for assistance, as SBDC counseling staff visits all over Coconino County, and telephone or email appointments are also available.

The SBDC maintains a comprehensive information resource library of reference books and other publications. Most books and materials in our resource library are available to lend out to clients.

The SBDC is located at CCC's Flagstaff Fourth Street campus. Feel free to stop by anytime or call (928) 526-7653 (Flagstaff and Williams) or (800) 350-7122 ext. 7653 (elsewhere in Coconino County). SBDC's website is <http://www.coconino.edu/academics/community/sbdc/> which contains a calendar of upcoming seminars & events as well as other helpful information & links.

Community and Corporate Learning



The College provides customized and affordable courses and workshops devoted to fulfilling the workforce development needs of individual firms or industry clusters. These courses are offered at the College or at the employers' places of business. Signature programs include our customized "Basic Supervision" and "Leadership" Academies. Courses and programs are delivered using traditional and computer-based instructional methods. CCC has provided on-site training for major employers in Coconino County including Nestle Purina Pet Products, W.L. Gore & Associates, Salt River Project/Navajo Generating Station, New England Business Service, Joy Cone, Flagstaff Medical Center, and Navajo Army Depot. In addition, many other public and private sector firms enrolled their employees in specially-designed course offerings at CCC.

The College is also an authorized service center for ACT WorkKeys®. WorkKeys is a comprehensive assessment system that tests skills in problem solving, applied mathematics, reading comprehension, applied technology, communication and teamwork. It also identifies the skill levels needed to do specific jobs. In many communities, WorkKeys has enhanced the retention and productivity of incumbent workers, and helped improve the entry-level skills of prospective workers

For additional information about work force development and community and corporate learning, call the Executive Director of Community and Corporate Learning at 928-526-7606. <http://www.coconino.edu/academics/community/>

College Compliances and Consumer Information

Federal regulations require that colleges provide specific consumer information about the school and financial aid to enrolled and prospective students. Each semester (three times per year) the CCC Schedule of Classes is mailed to all Coconino County residents and is made available at all CCC campuses and other designated locations in Coconino County. On the back page of the Schedule of Classes, students are given a brief listing of consumer information and a link to expanded information on the CCC College Compliance webpage at www.coconino.edu/compliances. Individuals may request a free, printed copy of this page (CCC College Compliances and Consumer Information) by visiting the Office of Student Financial Aid at 2800 S. Lone Tree Road, Flagstaff AZ 86001.

Accreditation

Coconino Community College is accredited by the Higher Learning Commission and is a member of the North Central Association, 30 N. La Salle Street Suite 2400 Chicago, IL 60602-2504 800.621.7440.

Affirmative Action / Equal Employment Opportunity

Coconino Community College is committed to providing an excellent working and educational environment for all qualified persons without regard to race, color, religion, gender, age, national origin, sexual orientation, and individuals with disabilities. Our Affirmative Action procedure is available here. CCC is also committed to provide equal employment opportunity in decisions involving hiring, evaluation, promotion, advancement and discipline, and educational opportunity to all applicants and employees. Our Equal Employment Opportunity procedure is located here.

Americans with Disabilities Act (ADA)

Coconino Community College maintains programs, policies and procedures, which are required under the provisions of the Americans with Disabilities Act (ADA) which establishes a clear, comprehensive federal prohibition of discrimination against persons with disabilities. The College ensures compliance with applicable building standards for existing, new and remodeled owned structures, development of standards of compliance for non-owned structures, support for an ongoing process of reasonable accommodation to applicants, employees, students and the general public using or seeking to use College facilities and services. The College prohibits discrimination against a qualified individual with a disability in regard to admissions, registration, access to instruction, hiring, compensation, advancement, training, and other terms or conditions of employment and termination. The College evaluates each request for accommodation individually and provides reasonable accommodations as applicable to qualified applicants and employees with disabilities.

Campus Security Act and Crime Report

Coconino Community College is in compliance with the Crime Awareness and Campus Security Act of 1990 which requires that colleges collect, prepare and publish information related to crime and campus security and distribute it to all current and potential students and employees, and to any applicant for enrollment or employment, upon request. The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act or Clery Act is a federal statute codified at 20 U.S.C. 1092(f), with regulations in the U.S. Code of Federal Regulations at 34 C.F.R. 668.46. CCC's Annual Campus Security Report may be accessed at the following web site: <http://www.coconino.edu/business/facilities/security/CRIME%20STATISTICS/Pages/CampusCrimeReport.aspx> . This report includes statistics for the three most recent calendar years concerning the crimes on campus, in or on non-campus buildings or property, and public property. Printed copies are also available upon request through security.

Carl Perkins Career and Technical Education Act

Coconino Community College receives grant funding under the federal Carl Perkins Career and Technical Education Act of 2006 to improve career and technical education (CTE) programs and to ensure the full participation of individuals who are members of special populations in CTE programs. Special populations in the Act are defined as individuals with disabilities; economically disadvantaged individuals; individuals preparing for nontraditional training and employment for their gender; single parents; displaced homemakers; and individuals with other barriers to educational achievement, including limited English proficiency. CCC provides assistance to special populations in overcoming barriers that may result in decreased access and success in postsecondary education and does not discriminate against members of special populations. To receive Perkins Grant funding, Coconino Community College is required to submit an extensive grant application as well as regular fiscal and program reports to ensure compliance with federal and state law. In addition, CCC must report if the program meets the annually adjusted Performance Measure Levels in the Consolidated Annual Report (CAR). Copies of the CAR are available at <http://www.coconino.edu/academics/career/Pages/PerkinsGrant.aspx>.

College Navigator School Profile for CCC

The National Center for Education Statistics' College Navigator web site is a comprehensive site maintained by the Department of Education. It contains information on many aspects of CCC (and most other colleges) including costs, financial aid, enrollment breakdown, accreditation, graduation rate, retention rate and faculty to student ratio.

Completion/Graduation Rate Report

The CCC Graduation rate is defined as the proportion of full-time, first-time students who enrolled at the beginning of the fall semester and subsequently completed a degree or certificate program within 3 years compared to the proportion found at all Arizona community colleges. CCC's graduation rate is 24% compared to 21% for all Arizona community colleges. The CCC Transfer rate is defined as the proportion of first-time degree-seeking students enrolling at CCC who subsequently transfer to 4-year College programs in Arizona. Based on the 2002-03 degree/certificate seeking cohort of students, the overall cohort transfer rate within five years is 22.5% for CCC. This compares to 18.5% for all Arizona Community Colleges.

- 30.4 % of transfer intent first-time students entering CCC in 2002-03 transferred to an Arizona university within 5 years.
- 40% of transfer behavior first-time students entering CCC in 2002-03 transferred to an Arizona university within five years.
- 20.6% of transfer intent first time students entering all Arizona community colleges in 2002-03 transferred to an Arizona university within 5 years.
- 24.4% of transfer behavior first-time students entering all Arizona community colleges transferred to an Arizona university within 5 years.

Completion/graduation rate report measure: First-time students entering higher education at a community college who declare an intent to transfer or enroll in transfer bearing courses that are found enrolled at an Arizona university within a five year time period after entry. Determined by records contained on Arizona State System for Information on Student Transfer (ASSIST).

Constitution Day: Each year, CCC recognizes Constitution Day on September 17th. Various events are held each year to promote support and understanding of the US Constitution.

Consumer Information

Colleges participating in federal student aid programs are required to make certain information available to all students and staff. Coconino Community College has compiled the required information at www.coconino.edu/compliances in accordance with federal

law. We provide this compliance information via email distribution each semester and on the back page of the Schedule of Classes which is mailed to Coconino County residents.

Copyrighted Material, Illegal Downloading and Peer to Peer File Sharing

CCC has a written procedure to effectively combat the unauthorized distribution of copyrighted material by users of the institution's network without unduly interfering with the educational and research use of the network. Students who illegally download or distribute copyrighted materials using the institution's information technology system are subject to CCC disciplinary actions up to and including suspension and expulsion. Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the Web site of the U.S. Copyright Office at www.copyright.gov , and their frequently asked questions at www.copyright.gov/help/faq .

Core Values

CCC's vision, mission, purpose, strategic goals and core values are available at www.coconino.edu/research/Pages/MissionStatement.aspx

Directory Information

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

Diversity of the Student Body

The following are basic demographics of the CCC full-time students:

- Males: 33%
- Females: 67%
- Native American: 24%
- Asian: 1%
- African American: 1%
- Hispanic: 6%
- Anglo: 60%
- Unknown: 7%
- Two or more races: 1%
- Pell Grant recipients: 57%

Drug-Free College

Coconino Community College is committed to the Drug Free Schools and Communities Act Amendments of 1989 specified by Public Law 101-206 and to the Drug-Free Workplace Act of 1988 as specified by Public Law 101-690. The College prohibits, at a minimum, the unlawful possession, use, or distribution of drugs and alcohol by students and employees on the College's property, or as part of

the College's activities. Complete information regarding the Drug Free College is listed under College policy/procedure 106.1, which is available at www.coconino.edu/president/policies/Pages/106-01.aspx. Violations of the Drug-Free College by employees may lead to termination of employment and referral for prosecution consistent with local, state and federal laws. The College provides information to employees regarding the Drug-Free College through the Human Resources Department and through publications such as the Schedule of Classes. Students receive the information in the Schedule of Classes.

There are significant health risks associated with the use of alcohol and illegal substances. Alcohol or illegal drugs can lead to arrest, fines, imprisonment, illness, disability and death. The health consequences of substance abuse may be immediate and unpredictable, such as cardiac arrest with cocaine use, or more subtle and long term such as liver deterioration associated with the prolonged use of alcohol. Regular users of alcohol and other drugs may have erratic lifestyles which interfere with sleep, nutrition, and exercise. Alcohol and substance use and abuse may lead to financial difficulties, domestic violence, deterioration of the family structure, motor vehicle accident injuries, and reduced job performance. Repeated use of alcohol can lead to dependence. The Human Resources department is available to assist employees in finding resources in the community to assist with drug and alcohol questions. The Student Support Services office is available to assist students in finding resources in the community.

FERPA- Notification of Rights

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

1. The right to inspect and review the student's education records within 45 days of the day the College receives a request for access. Students should submit to the Registrar, Dean, Division Chair, or other appropriate official, written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes is inaccurate or misleading. Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right of a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the District Governing Board; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the College discloses education records without consent to officials of another school, in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Coconino Community College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:
Family Policy Compliance Office
U.S. Department of Education

Financial Aid

The Office of Student Financial Aid consumer disclosures are below. In addition, the public policies and procedures for the Office of Financial Aid and Veterans Services are CCC procedure 520-00 and policies 520-10, 520-20, 520-30, 520-40, 520-50, 520-60, 520-70.

Financial Aid Ability to Benefit

In order to receive financial aid, a student must have an earned high school diploma, completed home schooling, a GED or equivalent. For more information contact the Financial Aid Office.

Financial Aid Administrative Capability

CCC's office of Student Financial Aid meets the standards of administrative capability. The coordinating official for Financial Aid at CCC is Bob Voytek, Director of Student Financial Aid and Veterans Services. The office has systems in place to detect conflicting student information, provide financial aid counseling and has a system of checks and balances to find errors. CCC separates functions of awarding financial aid in the financial aid office with disbursing financial aid in the cashier's office. Our Satisfactory Academic Progress policy is available to students at <http://www.coconino.edu/sa/finaid/Pages/SAP.aspx>. CCC participates in electronic processes with the Department of Education to transmit FAFSA data, Grant data, Loan data and other relevant related data. We ensure that our technology for delivering financial aid is up to date, meeting or exceeding Department of Education Standards.

Financial Aid available at CCC and how to apply

CCC offers the following types of financial aid: Federal Pell Grant (PELL); Federal Supplemental Educational Opportunity Grant (FSEOG); Federal Work Study (FWS); Arizona Leveraging Education Assistance Partnership (AzLEAP), Coconino Community College Grant, William D. Ford Federal Direct Loan (Direct Loan Subsidized, Unsubsidized, Parent PLUS) Loan Program and scholarships. For more details and for information on how to apply, please visit <http://www.coconino.edu/sa/finaid/Pages/TypesofFinancialAidAvailable.aspx>.

Financial Aid Award Adjustments

Adjustments (increases/decreases/cancelations) will be made to your financial aid award when students do not attend in person classes or participate in web-based courses. Students adding classes after disbursement do not have their aid adjusted upward. Students who are not making Satisfactory Academic Progress (SAP) will have their financial aid awards canceled for all future enrollment.

Financial Aid Bookstore Vouchers

Bookstore vouchers are made available to CCC students with awarded aid in excess of the cost of tuition and fees. The bookstore vouchers are typically available about a week and a half prior to classes starting if the student has been awarded by that time. Students who wish to opt out of using the Bookstore Voucher so that they may purchase books and supplies elsewhere may use the Bookstore Voucher Opt Out form on the financial aid forms page. Students who opt out will have a check cut or direct deposit generated for the cost of their books and supplies no later than the last day of the first week of class.

Financial Aid Cost of Attendance

The average cost of attendance, as used for determining financial aid eligibility is available at <http://www.coconino.edu/sa/finaid/Pages/CostofAttendance.aspx> .

Financial Aid Disbursement

Students may receive their financial aid funding one of two ways:

1. Direct Deposit-Students initiate this process by completing a Direct Deposit Request Form and returning it to the Cashier by the specified deadline. This form is available online, at the Cashier or the Office of Student Financial Aid at the Lone Tree Campus
2. Mail-For students who do not have Direct Deposit, checks will be sent to the mailing address listed in Web4 Students the following business day. Students should allow 5-7 days for the check to arrive in the mail. It is the student's responsibility to keep their address updated in Web4.

In order to be eligible for Financial Aid Disbursement, students must be registered for at least the number of credits for which they were awarded, be in a financial aid eligible program and be making Satisfactory Academic Progress (SAP). Students owing previous semester charges greater than \$200 will not receive their financial aid until the debt has been satisfied. Refer <http://www.coconino.edu/sa/finaid/Pages/Disbursement.aspx> for more information.

Financial Aid Fraud, Waste and Abuse Procedure

The Office of Student Financial Aid works cooperatively with all other College offices and external entities to protect the integrity of Federal student aid programs from fraud, abuse and waste. The Office of Student Financial Aid coordinates comprehensive internal controls to detect fraud, waste and abuse of Federal student aid programs. For more information visit <http://www.coconino.edu/president/policies/Documents/520-80.pdf>

Financial Aid Free Application for Federal Student Aid (FAFSA)

The primary responsibility for financing a college education rests with the student and his or her family. If a Free Application for Federal Student Aid (FAFSA) determines that a family is unable to completely or partially fund an education, the College makes every effort to assist the student to the extent that funds are available. The Office of Student Financial Aid gives top priority of available grant funds to those students who demonstrate the highest need as determined by the FAFSA. The FAFSA may be filled out for free at www.fafsa.ed.gov. You may request a paper FAFSA by calling 1.800.4FEDAID and one will be mailed to you. CCC's school code for the FAFSA is 031004.

Financial Aid Return of Title IV Funds Calculation

Students who withdraw from classes may need to repay some of their financial aid. The college must calculate the amount of federal financial aid the recipient did not earn and those funds must be returned. Title IV aid is earned in a prorated manner up to and including the 60% point in the semester. Title IV aid and all other aid is viewed as 100% earned after that point in time. A copy of the Return of Title IV Funds worksheet used for this calculation can be obtained from CCC's Financial Aid Office or at <http://ifap.ed.gov/ifap/titleiv.jsp> choose credit hour program.

The withdrawal date is:

- a) The date that the student began the withdrawal process
- b) The date that the student otherwise provided official notification to the school of the intent to withdraw; or

- c) If the student did not begin the withdrawal process or otherwise notify the school of the intent to withdraw, the last date of attendance as recorded by the instructor, the midpoint of the semester for which federal financial aid was disbursed, or a later date documented by the school.

Students who receive Title IV aid but do not begin attendance are not subject to Return of Title IV Funds Calculation. Instead, the full amount of disbursement is immediately due back from the student if the student never begins attendance. For withdrawals, the percentage of Title IV aid earned is calculated by taking the number of days completed by the student divided by the total number of days in the term. The percent of the semester completed is the percentage of Title IV aid earned by the student.

The percentage of Title IV aid unearned (i.e., to be returned to the appropriate program) is 100% minus the percent earned. CCC will return the unearned aid to the federal programs or lender by debiting the student's account. The total required institutional charges x the percent of unearned aid = amount returned to program(s) by CCC. The student shall return the unearned aid to the federal programs or lender as follows: Total unearned aid - the institution's share = amount returned to the program(s) by the student. Unearned Title IV aid shall be returned to the following programs in the following order: 1) Unsubsidized Stafford Loan; 2) Subsidized Stafford Loan; 3) Parent PLUS Loan; 4) Federal Pell Grant; 5) Federal Academic Competitiveness Grant; 6) Federal Supplement Educational Opportunity Grant; 7) Leveraging Education Assistance Partnership. When the total amount of unearned aid is greater than the amount returned by CCC from the student's account, the student is responsible for returning unearned aid to the appropriate program(s). Loan amounts are returned by the student within the terms of the master promissory note (MPN). A student does not have to repay grant overpayments of \$50 or less per program.

Financial Aid Return of Title IV Funds Calculation Sample

A student withdraws after attending 11 days of a 110 day enrollment period. The student received a \$1000 Pell Grant and a \$2500 Federal Subsidized Loan. The students' institutional costs were \$1000.

- a) Days attended (11) / Days in semester (110) = Percentage completed (10%);
- b) Total Title IV aid disbursed; \$1000 in Federal Pell Grant + \$2500 in a Subsidized Loan (\$3500) X Percentage Completed (10%) = Earned Aid (\$350)
- c) Total disbursed aid (\$3500 - Total Earned Aid (\$350) = Unearned Aid (\$3150)
- d) 100% of Semester - Percentage Completed (10%) = Percentage of Unearned Aid (90%)
- e) Percentage of Unearned Aid (90%) X Institutional Charges (\$1000) = Unearned Charges (\$900)
- f) CCC will return the lesser of the Unearned Aid (\$3150) or Unearned Charges = (\$900)
- g) CCC's Share (\$900) will be returned to the Federal Subsidized Loan lender.
- h) Unearned Aid (\$3150) - CCC's Share (\$900) = Student's Share (\$2250)
- i) Total amount of Loans (\$2500) - CCC's Share (\$900) = \$1600; this is the amount the student will return to the Lender according to the terms of the master promissory note (MPN).
- j) Initial amount of unearned Title IV aid due from the student (\$2250) - student's repayment to the student's loan (\$1600) = Initial amount of Title IV Grants for Student to Return (\$650)
- k) Grant aid disbursed (\$1000) X 50% = Title IV Grant Protection (\$500) 50% of Grant aid is protected based on HERA 2005.
- l) Initial amount of Title IV Grants for Student to Return (\$650) - Title IV Grant Protection (\$500) = Title IV Grant Funds for the Student to Return (\$150)

Financial Aid Satisfactory Academic Progress Policy

Federal regulations require that financial aid students maintain Satisfactory Academic Progress (SAP) toward an eligible degree or certificate program. This policy applies to students applying for Title IV financial aid, including: Federal Pell Grant, Federal Supplemental Education Opportunity Grant (FSEOG), Federal Work Study (FWS), Arizona Leveraging Educational Assistance Program

(AzLEAP), Federal Family Education Loans (Stafford Subsidized, Stafford Unsubsidized, and PLUS), and any other state funded financial aid. SAP is reviewed at the end of each semester to determine financial aid eligibility for the upcoming semester. SAP is evaluated on students' previous enrollment, regardless of whether or not they received financial aid. A student's entire academic history at CCC is considered when evaluating SAP standing even when financial aid was not received in the past. Even if students have never received financial aid, they may be placed on financial aid probation or suspension based on low cumulative GPA and / or exceeding the 150% rule and / or a low credit completion rate during their most recent semester at CCC. For more information on SAP at CCC, please visit www.coconino.edu/sa/finaid/Pages/SAP.aspx.

Financial Aid Student Loan Cohort Default Rate

For the Fiscal Year 2010 cohort (reported September 2012): 14.9%

For the Fiscal Year 2009 cohort (reported September 2011): 17.2%

For the Fiscal Year 2008 cohort (reported September 2010): 16.7%

For the Fiscal Year 2007 cohort (reported September 2009): 19.4%

For the Fiscal Year 2006 cohort (reported September 2008): 10.5%

For the Fiscal Year 2005 cohort (reported September 2007): 0.0%

Financial Aid Student Responsibilities

Financial Aid Students are responsible for:

Reading all communications, electronic and paper from CCC and from Department of Education and their servicers and filling out all appropriate forms, both paper and electronic.

- b) Becoming familiar with the Return of Title IV policy and how dropping classes or withdrawing (officially or unofficially) affects eligibility for Title IV aid; and
- c) Notifying the Office of Student Financial Aid when the student has completed an official withdrawal through the Office of Enrollment Services or stopped attending all classes.
- d) Completing loan exit counseling if a loan was received at CCC when the student withdraws, graduates or drops below six credit hours.

Gainful Employment Disclosures

Certificate programs at CCC are disclosed on our website and in marketing materials where appropriate. In order to view CCC Gainful Employment certificates, visit the CCC College Catalog.

Governmental Accounting Standards

Coconino County Community College District is an independent reporting entity within the criteria established by generally accepted accounting principles (GAAP) and the Governmental Accounting Standards Board (GASB). Although CCC shares the same geographic boundaries of Coconino County, financial accountability for all activities related to public community college education in Coconino County is exercised solely by the District. In accordance with GASB Statement No. 14, the financial reporting entity consists of a primary government and a component unit. Coconino County Community College District is a primary government because it is a special-purpose government that has a separately elected governing body, is legally separate, and is fiscally independent of other state and local governments. In accordance with GASB Statement No. 39, the financial activity of the Coconino Community College Foundation is presented as a component unit of the District. The District is not included in any other governmental financial reporting entity. You may view CCC's Financial Reports [here](#).

Harassment and Discrimination

Coconino Community College is committed to maintaining a work and educational environment free of discrimination and harassment. All persons associated with CCC including, but not limited to, the District Governing Board, the administration, faculty, staff, students, and members of the public will provide an environment free from harassment and discrimination. Any person who engages in harassment and/or discrimination against others on the basis of race, gender, sexual orientation, religion, color, national origin, age, disability or Veteran status while acting as a member of the College community or while on college property will be in violation of college policy. Inquiries regarding the policy or the filing of a complaint should be directed to the Director of Human Resources.

Health Insurance Portability and Accountability Act (HIPPA)

The CCC Human Resources Office protects confidential health information of CCC employees. Please view our HIPPA procedure for more information.

Holidays

Coconino Community College observes certain holidays and vacation periods, which are detailed in each semester's class schedule. The College conducts classes at a variety of sites throughout Coconino County including local public school facilities. The College endeavors to follow the holiday schedule and vacation periods of the local school district to ensure access to facilities and reduce schedule conflicts for students. In general, no classes are taught on the following district-wide holidays: New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving (two days) and Christmas Day. Scheduled vacations may vary with site and local school calendars but generally includes a Winter Break beginning just prior to Christmas Day and a Spring Break in March or April. Students shall have the right to observe major religious holidays without penalty or reprisal by any administrator, faculty member, or employee of the College. The student will be required to make up any work missed. Absences for such holidays shall not count against the number of absences allowed by an instructor. At least one week prior to the holiday, students shall submit to their instructor(s) a written statement which contains the date of the holiday and the reason class attendance is not possible.

Human Subjects in Research

Coconino Community College complies with the human subjects in research procedures found in Federal Regulations 45 CFR 461. Please visit our Research Integrity procedure, Human Participation procedure and Research Integrity Manual for more information.

Institutional Effectiveness and Assessment of Student Learning

Coconino Community College is committed to its mission to promote student success through comprehensive learning opportunities. Assessment is the ongoing process of analyzing and evaluating CCC's functions and activities. Information gathered enables the College to understand its effectiveness and improve its educational offerings and services. Assessment and institutional effectiveness activities at CCC emphasize feedback on teaching and learning. The information is used to plan and improve instruction, support services and administrative functions. Coconino Community College is committed to providing teaching and learning excellence in all its endeavors through a comprehensive assessment program. More information on CCC's institutional effectiveness program can be found at: <http://www.coconino.edu/research/Pages/InstitutionalEffectiveness.aspx>. All instances of assessment activities stem directly from the institution's mission and purposes. Results are tied to the College's strategic plan and used to improve student learning. Assessment of student learning involves identifying how competently students have attained learning outcomes in both general education and the major. Each curricular area at the College has articulated the learning outcomes expected of students completing each degree or certificate and the level of student performance expected. Students participate through examinations, portfolios, performance assessments, surveys, and related activities. The emphasis in these areas is directly focused on what a student has learned as a result of their educational experience at CCC. Data collected are used to both

document and improve student learning through curricular changes and program improvements. Faculty, staff, and students share responsibility to assist with assessment efforts. As well, community members at large are asked to participate in our quality assurance program. More information on assessment of student learning at CCC can be found at: www.coconino.edu/research/Pages/AssessmentofStudentLearning.aspx.

Lobbying Information

No individual or groups of individuals employed by CCC or acting on its behalf shall accept or expend Federal appropriated funds for the purpose of lobbying or attempting to influence an officer or employee of any governmental agency, Member of Congress, officer or employee of Congress, or any employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement.

Net Price Calculator

CCC makes publicly available a Net Price Calculator at www.coconino.edu/netpricecalc to help current and prospective students, families, and other consumers estimate a student's individual net price of attending college at CCC.

Occupational Health and Safety / Environmental Safety and Hazardous Materials

Coconino Community College shall, in compliance with the Occupational Safety and Health Act of 1987, state, local and federal regulations, establish and maintain a comprehensive hazardous materials communication program which shall cover container labeling, material, safety data sheets and employee training. For more information please view our Environmental Health and Safety policy.

Plans for Improving Academic Programs

Coconino Community College regularly assesses our academic programs to ensure that we are coordinated with the vision and mission documents of the College and doing our best to ensure student learning and success is supported through maintaining quality and currency of our courses and programs. Specific program enhancements are available on our Assessment of Student Learning website.

Red Flag Rules and Identity Theft Program

In accordance with the provisions outlined in the Federal Trade Commission's Red Flag Rule, which implements Section 114 of the Fair and Accurate Transactions Act (FACTA) of 2003, Coconino Community College District implemented a program for Identity Theft Prevention. Annually the Chief Technology Officer, Vice President of Business and Administrative Services, and Vice President of Academic Affairs consider the College's experiences with identity theft, changes in identity theft methods, changes in identity theft detection and prevention methods, changes in types of accounts the College maintains and changes in the College's business arrangements with other entities, as they relate to this program. After considering these factors, the College determines whether changes to the Program, including the listing of red flags, are warranted. If warranted, the Program is updated.

Reporting Mandates

Periodically, the institution is required to submit student data in response to federal and state reporting mandates.

Retention Rate

CCC's first-time full-time student retention rate is 45% based on our Fall 2008 cohort. More information is available online and in print.

Sanction Agencies

No accrediting agency (specialized, professional, or institutional) has applied sanctions or withdrawn accreditation on CCC within the last year. Click [here](#) for more information.

State Authorization

CCC has applied to the following states to deliver distance education to their students. AZ, CA, CO, UT, NM, NV, TX, HI, AK, VT.

Strategic Goals

CCC's vision, mission, purpose, strategic goals and core values are available at www.coconino.edu/research/Pages/MissionStatement.aspx

Student Code of Conduct

Student conduct is expected to be consistent with the learning environment and is subject to standards set by the College. The Student Code of Conduct is designed for the promotion and protection of such an environment at the College and to balance the rights and needs of the individual with the responsibility of the individual to the College community. Copies of the Student Code of Conduct Policies and Procedures are available on the College's web site at <http://www.coconino.edu/president/policies/Pages/503-01.aspx>.

Student Complaints

Complaints and grievances by students and other constituents are addressed through various college policies and procedures and administrative offices. The College keeps a record of formal complaints. Student grievance procedures are included in the Student Code of Conduct, available from the Director of Student Support Services or on the web. The privacy of the parties involved is protected. Administrator contact information is below.

Vice President for Academic Affairs: Dr. Russ Rothamer 928.226-4224

Vice President for Administrative Support: Jami Van Ess 928.226-4209

Director of Student Support Services: Veronica Hipolito: 928.226-4334

Director of Human Resources: 928.226-4204

Student Right-to-Know and Campus Security Act

Coconino Community College is in compliance with Public Law 101-542, the Student Right-to-Know Act. Copies of the Student Right-to-Know document are available on the College's web site at www.coconino.edu/sa/finaid/Documents/College_Compliance_Docs/CCC%20grad%20rate.pdf.

Student Identification Number

Coconino Community College will provide all students with a system-generated identification number in the admissions process. The student must still provide their social security number for tax reporting and financial aid and will be used only for such purposes as allowed under the FERPA regulations.

Textbook Pricing Information

Textbook pricing information for both required and recommended materials for classes are linked from the class schedule. For each class, there is a "View Book Information" link. Once clicked, students are connected with Follett's Booklook which displays pricing information including the International Standard Book Number (ISBN) and retail price of the materials charged by the CCC bookstore.

(Follett). If no ISBN is available, the author, title, publisher, and copyright date of the textbook or supplemental material is provided.

Timely Warning of Emergencies

Coconino Community College maintains a Timely Warning Policy to notify the campus community of reported crimes including hate crimes that are considered by CCC to be a threat to students and employees. Timely Warnings will be issued via a variety of media including but not limited to postings, email, telephone, word of mouth and other means as appropriate. For more information, please visit our campus security website.

Transfer of Credit

Coconino Community College explains the procedure for transferring credit to and from the College. The information is available to students from the CCC Registration webpage. CCC also has articulation agreements with several Colleges and Universities. They are available at <http://www.coconino.edu/sa/studentsupport/advising/Pages/Transfer.aspx>.

Verification of Student Identity

Students, including those in web-based and distance education courses, have their identities validated by the College. When a student is admitted to the College, the Enrollment Services office requires photo identification for purposes of proving lawful presence in the United States per Arizona law. This identification is kept on file. Once admitted, students are assigned a Comet ID and PIN number that constitutes their signature for transcript requests, enrollment verification, as well as online classes. Students use their unique Comet ID and PIN number to log into courses, submit assignments and take exams.

Vision

CCC's vision, mission, purpose, strategic goals and core values are available at www.coconino.edu/research/Pages/MissionStatement.aspx

Voter Registration

In compliance with the National Voter Registration Act (42 U.S.C. 1973gg-2(b)), mail in voter registration forms for Coconino County are available for all CCC students and the public. Voter registration forms are available at all CCC campuses. For more information contact the Coconino County recorder's office at (928) 779-6585 or the Arizona Voter Registration Hotline at 1-877-843-8683. Voter registration can also be done online at the Arizona Secretary of State Voter Outreach website at www.azsos.gov/election/VoterRegistration.htm.

You may request a written copy of the CCC College Compliances listed on this page. Please visit the Office of Student Financial Aid and ask for a copy of this webpage for your free, printed copy.

General Education

General Education Outcomes, Criteria, Transfer Guidelines and Requirements

General Education Values Statement

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

Education for Life!

General Education Learning Outcomes

Coconino Community College offers General Education courses that provide students with the highest quality experience. To that end, we measure the effectiveness of our program using the following student learning outcomes as our guide. Students who complete our General Education program, whether as part of degree program or the AGEC, can expect to acquire or improve their skills in the following areas:

Communication Skills

- Plan, construct, and present logical, coherent, well-supported arguments with consideration of target audience.
- Communicate clearly and effectively, orally and in writing, at a college-level.
- Demonstrate listening and comprehension skills for effective communications.
- Use appropriate technology for communication and information gathering.

Thinking Skills

- Formulate vital questions and problems in a clear and precise manner
- Gather, assess, and interpret information within a theoretical framework
- Develop well-reasoned conclusions and solutions to problems
- Recognize and assess the assumptions, implications, and consequences of various theoretical frameworks

Diversity and Global Awareness

- Analyze the complexity of humanity and its significance for the individual and for society
- Describe the interaction between individuals, their culture, and the physical environment
- Evaluate the continuity of events/issues over time

Ethical and Civil Values

- Recognize the consequences and significance of one's actions
- Understand social values and the implications of those values

General Education Criteria

Composition

Composition courses at Coconino Community College are designed to develop reading and writing skills at the college-level. Composition courses:

1. Use writing and reading for inquiry, learning, thinking, and communicating.
2. Develop critical thinking skills through examination, analysis, and evaluation of texts.
3. Enhance students' ability to respond appropriately to different kinds of rhetorical situations. Emphasize writing as a process that requires flexible strategies for generating, revising, editing, and proofreading.
4. Develop knowledge, control, and confidence in using writing conventions, including structure, paragraphing, tone, mechanics, and documentation.
5. Promote reading and writing as life-long learning processes.

Mathematics

Mathematics courses at Coconino Community College are designed to develop essential skills in mathematics and an appreciation of the uses of mathematics in a variety of discipline areas. In these courses, students develop mathematical literacy enabling them to quantitatively compare, analyze, and model situations encountered in their world. Mathematics Courses:

1. Analyze polynomial, exponential and logarithmic functions.
2. Employ the concepts of mathematical modeling in a variety of application problems.
3. Develop critical thinking skills through situational analysis and problem solving.
4. Include the above criteria or require College Mathematics as a prerequisite.

Arts and Humanities

Arts and Humanities courses at Coconino Community College encourage students to explore, question, compare, and analyze moral, aesthetic, spiritual, and cultural ideas and works. Art and Humanities courses:

1. Examine, analyze, and evaluate aesthetic and philosophical contributions of humanity.
2. Cultivate intellectual curiosity and a desire for the pursuit of knowledge.
3. Examine, analyze and evaluate significant trends from various cultures and epochs.
4. Develop critical thinking and communication skills.

Physical and Biological Sciences

Physical and biological science courses at Coconino Community College are designed to develop intellectual curiosity, scientific knowledge and literacy through the study of natural sciences and scientific methods of inquiry. Physical and Biological science courses:

1. Examine scientific methods of inquiry and principles.
2. Analyze and evaluate significant issues of science in relation to society with sensitivity to the benefits, risks, and costs of scientific inquiry.
3. Develop critical thinking skills through experiential learning.
4. Explore how science relates to other disciplines.

Thinking about transferring? Make your credits count!

What is AGECE?

- AGECE stands for Arizona General Education Curriculum. AGECE is the best way to make your credits count for most transfer degrees.
- The purpose of AGECE is to provide students attending any Arizona public community college with the opportunity to build a General Education curriculum that is transferable upon completion without a loss of credit to another Arizona public community

college or university.

- AGECE is a statewide agreement between Arizona public community colleges, Northern Arizona University (NAU), Arizona State University (ASU), and the University of Arizona (U of A). Coconino Community College began implementing the AGECE spring of 1999.
- AGECE is a 35-credit block of lower division General Education curriculum that fulfills the lower-division General Education requirements at any Arizona public community college or university.

Why complete an AGECE?

- AGECE satisfies ALL lower-division liberal studies requirements at all Arizona public universities.
- When you complete an AGECE with a 2.5 Grade Point Average (GPA), all admission requirements are waived at all Arizona public universities. This means that you are unconditionally admitted to any Arizona public university of your choice after completing an AGECE¹ with a 2.5 GPA or higher.
- AGECE satisfies ALL lower-division liberal studies requirements at all Arizona public universities.
- For most majors, if you complete an AGECE and specific courses you need for transfer, you can enter any Arizona public university as a junior. Please see an advisor for more information.
- Save money by completing your lower-division liberal studies requirements at CCC². On the average, Coconino Community College tuition rates are about one-third of the Arizona public universities' tuition.
- Classes are generally smaller than university freshman and sophomore liberal studies classes.
- If you have high school concurrent or dual enrollment credits, and/or Prior Learning Assessment (PLA) credits (PLA may include earned credit from exams, portfolios, or other alternative learning assessments) that satisfy our General Education requirements, these credits can be counted toward an AGECE and will transfer to all Arizona public universities.

1 Depending on the major or department you plan to transfer to at the university, you might still need to meet departmental admission requirements.

2 You may or may not choose to complete a degree at Coconino Community College.

Why complete a CCC transfer degree?

All CCC transfer degrees result in an AGECE¹. Therefore, you get all the benefits of completing an AGECE and more.

- You may be able to transfer into the university as a junior. See an advisor for more information.
- You will have an associate degree, making you more competitive in the job market.

When might AGECE not be necessary?

Some university majors require you to take very specific courses from the beginning of your college education. See an advisor for these majors and to discuss your academic plan.

What happens if you don't complete an AGECE?

- You will need to meet ALL standard university admission requirements.
- You will need to complete university liberal studies requirements which may or may not be the same as Coconino Community College's General Education requirements.

- Your General Education courses will be evaluated one by one using the Course Equivalency Guide (CEG) instead of being transferred as a General Education block, satisfying ALL lower-division General Education requirements.

Tips for students planning to transfer

- See an advisor as soon as possible. The earlier you develop an educational plan with an advisor, the less of a chance you have of losing credits after transferring to an Arizona public university. Don't wait until you almost graduate to see an advisor.
- Explore your career interest to help you decide on a major early.
- Don't take any more than 64 transferable credit hours, because all Arizona public universities accept only a maximum of 64 transferable credit hours².

1 At CCC, you don't need to switch catalogs to get the benefits of an AGECE.

2 This does not mean that they will accept ALL transferable courses. Please see an advisor to discuss which courses you should take to ensure that you are taking courses that will be counted toward the university graduation requirements.

Arizona General Education Curriculum - AGECA

AGEC-A is a 35-credit lower-division General Education curriculum block that fulfills the lower-division General Education requirements of liberal arts majors at all three Arizona State Universities. (e.g., Anthropology, Social Science, Fine Arts, and Humanities).

General Education Requirements: 35 Credit Hours

Composition (6)

ENG 101 College Composition I (3)

ENG 102 College Composition II (3)

Mathematics (3)

MAT 142 College Mathematics (3) or a higher course selected from the approved AGECA courses in the Mathematics category.

Arts/Humanities (6)

Courses from two or more disciplines must be selected from the approved General Education courses in the Arts/Humanities category.

Social/Behavioral Sciences (6)

Courses from two or more disciplines must be selected from the approved General Education courses in the Social/Behavioral Sciences category.

Physical/Biological Sciences (8)

Any two courses may be taken from the approved General Education courses in the Physical/Biological Sciences category.

Options* (0-6)

General Education Options may be selected from the above categories or from the General Education Options category.

**0-6 hours may be taken in the Options category as needed to complete the minimum 35 hours required for the AGECA.*

Special Requirements

Each Special Requirement must be met within the 35 credit hour General Education Requirements:

- Intensive Writing/Critical Inquiry
- Ethnic/Race/Gender Awareness
- Contemporary Global/International Awareness or Historical Awareness

University Degrees that Include AGECA :

<http://www.coconino.edu/academics/curriculum/collegecatalog/Pages/UniversityDegreeswithAGECA.aspx>

For **AA/GR (General Requirements Pathway)** University majors complete the corresponding CCC degree, if available, or complete:

AGEC-A

Foreign Language Requirement (if *)

Common courses (optional)

AA in General Studies (optional)

ASU=Arizona State University **NAU**=Northern Arizona University **UA**=University of Arizona

Africana Studies: -BA Africana Studies (UA) *	Philosophy: -BA Philosophy (ASU) * -BA Philosophy (NAU) * -BA Philosophy (UA) *
Anthropology: -BA in Anthropology (ASU) * -BA in Anthropology (NAU) * -BA in Anthropology (UA) *	Political Science: -BS American Political Studies (NAU) * -BA International Affairs (NAU) * -BA/BS Political Science (ASU) * -BA/BS Political Science (NAU) * -BA Political Science (UA) * -BA Political Science Asian Studies (ASU) * -BA Political Science Latin American Studies (ASU) * -BA Political Science Social & Behavioral Science (ASU) * -BS Political Science Social & Behavioral Science (ASU) *
Art: -BA Art History (ASU) * -BA Art History (NAU) * -BA Art History (UA) * -BA in Photographic Studies (ASU) -BA Museum Studies (ASU) *	
English: -BA American Studies (ASU) * -BA Creative Writing (UA) * -BA English (ASU) * -BA English (UA) * -BA English (NAU) * -BS Multimedia Writing & Technical Communication (ASU)	Psychology: -BA Psychology (ASU) * -BA Psychology (UA) *
Geography: -BS Geography (NAU) -BA Geography (UA) * -BA Geography (ASU) * -BS Geography (ASU) -BS Public Planning (NAU)	Religious Studies: -BA Judaic Studies (UA) * -BA Religion & Applied Ethical Studies (ASU) * -BA Religious Studies (ASU) * -BA Religious Studies (NAU) * -BA Religious Studies (UA) *

-BS Regional Development (UA) *	
History: -BA American Studies (ASU) * -BA History (ASU) * -BA/BS History (NAU) * -BA History (UA) *	Sociology: -BS Social & Behavioral Science (ASU) * -BA/BS Sociology (ASU) -BA Sociology (NAU) * -BS Sociology (NAU) * -BA Sociology (UA) *
Humanities: -BIS Bachelor of Interdisciplinary Studies (ASU) -BA Classics (UA) * -BA Humanities (NAU) *	Women's Studies: -BS Women's Studies (ASU) * -BA Women & Gender Studies (ASU) * -BA Women's & Gender Studies (NAU) * -BS Women's & Gender Studies (NAU)
Journalism & Media Arts: -BA Journalism (UA) *	

For **AA/SR (Special Requirements Pathway)** University majors below complete the corresponding CCC degree, if available, or complete:

AGEC-A

Common courses (see Advisor)

Foreign Language Requirement (if *)

AA in General Studies (optional)

Administration of Justice: - BA/BS Interdisciplinary Studies (NAU) -BS Criminal Justice & Criminology (ASU) -BS Criminology and Criminal Justice (NAU) -BS Justice Studies (ASU) -BA/BS Public Agency Service (NAU)	Geography: -BS Geographic Information Science (NAU) -BS Geography, extended (NAU)
Anthropology: -BA Anthropology (NAU) -BA Anthropology (ASU) -BA Anthropology (UA) -BA/BS Public Agency Service (NAU)	Journalism and Media Arts: -BS Advertising (NAU) -BS Electronic Media and Film (NAU) -BSJ Journalism (NAU) -BA Journalism & Mass Communication (ASU) * -BS Journalism & Political Science (NAU) -BA Media Arts (UA) * -BFA Media Arts (UA) * -BS Photography (NAU)

	-BS Public Relations (NAU)
Art: -BFA Art (ASU) Drawing Fibers, Intermediate Metals Photography Print Making Sculpture -BFA Art Education (UA) * -BS Art Education (NAU) -BFA Art Education (ASU) -BA Art Studies (ASU) -BFA Ceramics (NAU) -BFA Jewelry & Metal-Smithing (NAU) -BFA Painting (NAU) -BFA Printmaking (NAU) -BFA Sculpture (NAU) -BFA Theatre Arts Education (UA) -BA Studio Art (UA) * -BFA Studio Art (UA) * -BFA Visual Communication (NAU)	Languages: -BA Asian Languages (ASU) * -BA East Asian Studies (UA) * -BA French (ASU) * -BA French (UA) * -BA French (NAU) * -BA German (NAU) * -BA German (ASU) * -BA German Studies (UA) * -BA Italian (ASU) * -BA Italian (UA) * -BA Linguistics (UA) * -BA Modern Languages (NAU) * -BA Russian (ASU) * -BA Russian (UA) * -BSED French Secondary Ed (NAU) * -BSED German Secondary Ed (NAU) * -BSED Spanish Secondary Ed (NAU) * -BAE French Secondary Ed (ASU) * -BAE German Secondary Ed (ASU) * -BAE Japanese Secondary Ed (ASU) * -BAE Spanish Secondary Ed (ASU) * -BA Spanish (ASU) * -BA Spanish (NAU) * -BA Spanish Secondary Ed (UA) * -BAED Spanish (UA) *
Communication: -BA/BS Communication (ASU) * -BA Communication (UA) * -BA/BS Communication Studies (ASU) -BA/BS Speech Communication (NAU)*	Mathematics: -BA Mathematics (ASU) * -BS Mathematics (ASU) -BS Mathematics (NAU) -BS Mathematics Secondary Ed (NAU) -BA/BS Mathematics (UA) *
Economics: -BS Economics (NAU) -BA Economics (UA) * -BS Economics (ASU)	Music: -BA Music (NAU) * -BA Music (UA) * -BA Music (ASU) * -BM Music Education (ASU)

	Choral Instrumental String Concentration -BM Music Education (NAU) Choral Instrumental -BM Music Education (UA) * Voice Instrumental -BM Music Performance (UA) * -BM Music Theory & Composition (ASU) -BFA Musical Theatre (UA) * -BA Studio Art (UA) -BFA Studio Art (UA)
Education: -BAE Early Childhood Education (ASU) -BAE Early Childhood Teaching & Leadership (ASU) -BS Education Technology, Family Studies & Consumer Sciences (NAU) Occupational Business Science Ed -BAE Elementary Ed (ASU) * English as a 2nd Language Indigenous Teacher Program Multilingual/Multicultural -BS Elementary Ed (NAU)-BA Elementary Ed (UA) * -BS Elementary Ed (UA) -BAE Elementary Ed (ASU) -BFA Art Secondary Education (UA) * -BA English Secondary Ed (UA) * -BS English Secondary Ed (NAU) * -BS Health Sciences: Physical Education Secondary Ed (NAU) -BS Physical Education Secondary Ed (UA) * -BA History Secondary Ed (NAU) -BA History & Social Studies Secondary Ed (NAU) -BS Mathematics Secondary Ed (NAU) -BS History & Social Science Secondary Ed (NAU)	Parks & Recreation, Tourism: -BS Parks & Recreation Management (NAU) -BS Recreation and Tourism Management (ASU) Psychology: -BA/BS Psychology (ASU) * -BA Psychology (NAU) * -BS Psychology (NAU) -BA/BS Psychology (UA) * Social Work: -BSW Social Work (NAU) -BSW Social Work (ASU) * Theatre: -BA Theatre (NAU) * -BS Theatre (NAU) -BA Theatre (ASU) -BA Theatre Arts (UA) * -BFA Theatre Arts Education (UA) * -BFA Theatre Production (UA) *

- BAE Secondary Ed English (ASU)
- BAE Secondary Ed History (ASU)
- BAE Secondary Ed Mathematics (ASU)
- BAE Secondary Ed Physical Education (ASU)
- BAE Secondary Ed Social Studies (ASU)
- BA Social Studies Secondary Ed (UA)*
- BAE Special Education (ASU)
- BS Special Ed and Rehab (UA) *
- BS Special Ed & Elementary Ed (NAU)
- BFA Theatre Arts Education (UA)*

Exercise Science, Kinesiology

- BS Exercise & Wellness Promotion (ASU)
- BS Health Promotion (ASU)
- BS Health Sciences: Community Health (NAU)
- BS Health Sciences Secondary Ed (NAU)
- BS Kinesiology (ASU)
- BS Physical Education (UA)
- BAS Wellness (ASU)

Family Studies & Consumer Sciences:

- BS Family & Consumer Sciences Education (UA) *
- BS Family & Human Development (ASU)
- BS Family Studies & Human Development (UA) *
- BS Merchandising (NAU)
- BS Nutrition Dietetics (ASU)
- BS Food & Nutrition Management (ASU)
- BS Human Nutrition (ASU)
- BS Nutrition Communication (ASU)
- BS Retailing & Consumer Sciences (UA) *
- BAS Wellness (ASU)

Arizona General Education Curriculum - AGEC-B

AGEC-B is a 35-credit lower-division General Education curriculum block that fulfills the lower-division General Education requirements of business majors at all three Arizona State Universities. (e.g. Business Administration, Computer Information Systems) Note: Associate in Business degree core courses may not be used to satisfy AGEC-B requirements.

General Education Requirements: 35 Credit Hours

Composition (6)

ENG 101 College Composition I (3)

ENG 102 College Composition II (3)

Mathematics (3-5)

MAT 211 Business Calculus (4) or a higher course (3) selected from the approved AGEC courses in the Mathematics category.

Arts/Humanities (6)

Courses from two or more disciplines must be selected from the approved General Education courses in the Arts/Humanities category.

Social/Behavioral Sciences (6)

Courses from two or more disciplines must be selected from the approved General Education courses in the Social/Behavioral category.

Physical/Biological Sciences (8)

Any two courses may be taken from the Physical/Biological Sciences category.

Computer Science (3)

CIS 120 Introduction to Computer Information Systems

Options* (0-3)

Course may be selected from the above categories or from the Options category.

**3 hours may be taken in the Options category as needed to complete the minimum 35 hours required for the AGEC.*

Special Requirements

Each Special Requirement must be met within the General Education Requirements:

- Intensive Writing/Critical Inquiry
- Ethnic/Race/Gender Awareness
- Contemporary Global/International Awareness or Historical Awareness

University Degrees that Include AGEC-B

For ABUS/GR (General Requirements Pathway)

University majors complete the corresponding
CCC degree, if available, or complete:

AGEC-B

Foreign Language Requirement (if *)

Common courses (optional)

AA in General Studies (optional)

For ABUS/SR (Special Requirements Pathway)

University majors below complete the corresponding
CCC degree, if available, or complete:

AGEC-B

Common courses (see Advisor)

Foreign Language Requirement (if *)

AA in General Studies (optional)

ABUS/GR	ABUS
Business: -BS Accountancy (ASU) -BS Accountancy (NAU) -BS Business Admin Accounting(UA) * -BA Business (ASU) - Sustainability - Tourism - Urban Policy -BS Business Admin (ASU) -BS Business Admin, Business Management (UA) * -BS Commerce (UA) * -BS Public Admin, Criminal Justice Admin (UA)* -BS Economics (ASU) -BS Business Admin (UA) * - Entrepreneurship - Finance -BS Finance (ASU) -BS Bus Admin, Finance (NAU) -BS Global Business (ASU) - Financial Management - Leadership & Management - Marketing -BS Public Admin, Health Human Services Admin (UA) * -BS Management (ASU) -BS Business Admin, Management (NAU) -BS Business Admin, Marketing (UA) * -BS Business Admin, Marketing (NAU) -BS Marketing (ASU)	Computer Information Systems: -BS Computer Information Systems (ASU) -BS Business Admin (NAU) -BS Business Admin, Management Information Systems (UA) *
Business Economics: -BS Business Admin (NAU) -BS Business Admin (UA) *	
Computer Information Systems: -BS Business Admin, Operations Management (UA) * -BS Public Admin, Public Management & Policy (UA)	

*

-BS Real Estate (ASU)

-BS Supply Chain Management (ASU)

Arizona General Education Curriculum - AGECS

AGEC-S is a 35-credit lower-division General Education curriculum block that fulfills the lower-division General Education requirements of majors with more stringent mathematics and mathematics-based science requirements at all three Arizona State Universities. (e.g. Biology or Chemistry).

General Education Requirements: 35 Credit Hours

Composition (6)

ENG 101 College Composition I (3)

ENG 102 College Composition II (3)

Mathematics (3-5)

MAT 220 Calculus and Analytic Geometry I (5) or higher AGECS math course (3)

Arts/Humanities (6)

Courses from two or more disciplines must be selected from the approved general education courses in the Arts/Humanities category.

Social/Behavioral Sciences (6)

Courses from two or more disciplines must be selected from the approved general education courses in the Social/Behavioral category.

Physical/Biological Sciences (8)

BIO 181 - Unity of Life I: Life of the Cell (4) and BIO 182 - Unity of Life II: Multi-cellular Organisms(4)

or

CHM 151 - General Chemistry I (5) and CHM 152 - General Chemistry II (5)

or

PHY 161 - University Physics I (4) and PHY 262 - University Physics II (4)

Options (0-6 to complete the 35 credit hour requirement)

Subject based on Major - Using a transfer guide, select two courses in Mathematics above calculus and/or Science from the following content areas: Astronomy, Biology, Botany, Environmental Science, Chemistry, Geology, Physics, Physical Geography, or Zoology.

Special Requirements

Each Special Requirement must be met within the General Education Requirements:

- Intensive Writing/Critical Inquiry
- Ethnic/Race/Gender Awareness
- Contemporary Global/International Awareness or Historical Awareness

University Degrees that Include AGECS

For AS/SR (Special Requirements Pathway) University majors complete:

AGECS

Common Courses (see Advisor)

Foreign Language Requirement (with *)

Other transferrable courses

CCC degree (optional)

ASU=Arizona State University NAU=Northern Arizona University UA=University of Arizona

Allied Health/Health Related Professions: -BS Health Sciences, Health Education (UA) *	Secondary Education, Chemistry Teaching: -BS Education, Chemistry Secondary Ed (NAU) -BAE Chemistry (ASU)
Biology: -BS Applied Biological Sciences (ASU) Applied Biological Sciences Secondary Education Biology Urban Horticulture Wildlife & Restoration Ecology -BA Biochemistry (UA) * -BS Biological Sciences (ASU) Animal Physiology & Behavior Biology & Society Conservation Biology & Ecological Sustainability Ecology & Evolution Genetics, Cell & Development Biology Genomics & Bioinformatics Plant Biology -BS Biology (UA) * -BS Science Education, Biology (UA) * -BS Biology (NAU) General Behavior Botany	Computer Sciences, Computer Information Systems: -BS Applied Computer Science (ASU) -BS Public Admin, Public Management & Policy (UA) * -BS Real Estate (ASU) -BS Supply Chain Management (ASU) -BS Computer Science (ASU) -BS Computer Science (UA) * -BS Computer Science (NAU) -BS Computer Systems (ASU) Computer Hardware Technology Embedded Systems Technology Software Technology
	Geology: -BS Geological Sciences (ASU) -BS Geology (NAU) Geographic Information Systems Geophysics Environmental Geology General Geology Hydrogeology Paleontology

Cellular & Molecular Ecology Evolution Fish & Wildlife Management Physiology Pre-Health Professions Zoology -BA/BS Ecology & Evolutionary Biology (UA) * -BS Life Sciences (ASU) -BS Microbiology (ASU) -BS Microbiology (UA) * -BS Microbiology (NAU) -BS Molecular & Cellular Biology (UA)* -BS Health Sciences, Physiology (UA)*	Physics, Physical Sciences & Astronomy: -BS Astronomy (UA) * -BS Astronomy (NAU) -BS Physics (ASU) -BS Science Education, Physics (UA) * -BS Physics (NAU) -BS Physics (UA) * -BS Physics & Astronomy (NAU) -BS Physics & Mathematics (NAU)
Secondary Education, Biology Teaching: -BS Education, Biology Education (NAU) -BAE Biological Sciences (ASU)	Secondary Education, Physics Teaching: -BS Education, Physics Secondary Education (NAU) -BAE Physics (ASU)
Chemistry: -BA Biochemistry (ASU) * -BS Biochemistry (ASU) Medical Chemistry Concentration -BS Chemistry (ASU) -BS Chemistry (UA) * -BS Science Education, Chemistry (UA) * -BA Chemistry (UA) * -BS Chemistry (NAU) -BA Chemistry (ASU) * -BS Chemistry, Environmental Chemistry Concentration (ASU) -BS Chemistry(NAU) Certified by American Chemical Society Biochemistry Health Pre Professional Pre Forensics and Criminalistics	

AZ General Education Core Curriculum: AGECC

English Composition (6)

ENG 101 College Composition I (3)  ENG 1101

ENG 102 College Composition II (3)  ENG 1102

Mathematics (3)

MAT 140 College Mathematics (5)

MAT 142 College Mathematics (3)

MAT 151 College Algebra (4)  MAT 1151

MAT 187 Pre-Calculus (5)  MAT 1187

MAT 211 Business Calculus (4)

MAT 220 Calculus & Analytic Geometry I (5)  MAT 2220

MAT 230 Calculus & Analytic Geometry II (5)  MAT 2230

MAT 241 Calculus & Analytic Geometry III (4)  MAT 2241

MAT 261 Differential Equations (4)  MAT 2261

Arts and Humanities (6)

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

ANT 102^{E,C} Introduction to Cultural Anthropology (3)

ART 100 Art Appreciation (3)

ART 201^C Art History: Prehistoric to 1400 (3)  ART 1101

ART 202^C Art History: 1400 - 2000 (3)  ART 1102

ART 220^C Art of the United States (3)

ART 221^{C,E} Art of the Southwest (3)

CPS 100^{E,C} Overview of the Colorado Plateau (3)

DAN 201^{E,C} Dance History (3)

ENG 236^E Introduction to the American Short Story (3)

ENG 237^E Women in Literature (3)

ENG 238^E Literature of the Southwest (3)

ENG 272^W Creative Writing: Nonfiction (3)

HUM 205^{W,C} Technology and Human Values (3)

HUM 235 American Arts and Ideas (3)

HUM 241^W Humanities I (3)

HUM 242^{W,C} Humanities II (3)

MUS 100 Music Appreciation (3)

MUS 145 Jazz History and Literature (3)

MUS 207^E American Popular Music (3)

PHI 101^C Introduction to Philosophy (3)  PHI 1101

PHI 105^E Introduction to Ethics (3)  PHI 1105

REL 201^C Comparative Religions (3)

REL 241^C Asian Religions (3)

THR 101 Introduction to Theatre (3)

Social and Behavioral Sciences (6)

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

AJS 101 Introduction to Administration of Justice (3)  AJS 1101

AJS 230 Deviant Behavior(3)

AJS 280 Criminology (3)

ANT 102^{E,C} Introduction to Cultural Anthropology (3)

ANT 103^C Culture and Language (3)

ANT 110 Exploring Archeology (3)

ANT 230^{E,C} Peoples of the Southwest (3)

ANT 250^{E,C,W} Peoples of the World (4)

ASL 110^C Introduction to Deaf Studies

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

CPS 100^{E,C} Overview of the Colorado Plateau (3)

ECN 204^W Macroeconomic Principles (3)  ECN 2201

ECN 205 Microeconomic Principles (3)  ECN 2202

EDU 230^E Cultural Diversity in Education (3)

GEO 102^C Human Geography (3)

GEO 133^C World/Regional Geography (3)

HIS 131^{E,C} United States History to 1877 (3)

HIS 132^{E,C} United States History from 1877 (3)

HIS 136^{E,C} Women in American History (3)

HIS 201^C Western Civilization to 1660 (3)

HIS 202^C Western Civilization from 1660 (3)

HIS 211^C World History to 1500 (3)

HIS 212^C World History form 1500 (3)

POS 101 Introduction to Politics (3)

POS 110 American National Government (3)  POS 1110

POS 120^C Introduction to World Politics (3)  POS 1120

POS 220^W Arizona and National Constitution (3)

POS 233^C Global Environmental Politics (3)

PSY 101^E Introduction to Psychology (3)

PSY 227 Personality Theory (3)

PSY 236^E Psychology of Women (3)

PSY 240^E Developmental Psychology (3)

PSY 250^{W,E,C} Social Psychology (4)

SOC 101^E Introduction to Sociology (3)  SOC 1101

SOC 140^E Marriage and the Family in Contemporary America(3)
SOC 210^E Sociology of Gender (3)
SOC 215 ^E Race and Ethnic Relations (3)  SOC 2215
SOC 250 ^{E,W} Contemporary Social Problems (4)

Physical and Biological Sciences (8)

ANT 101 Introduction to Physical Anthropology (4)
BIO 100 Biology Concepts (4)
BIO 105^{W,C} Environmental Biology (4)
BIO 109 Natural History of the Southwest (4)
BIO 160 Introduction to Human Anatomy & Physiology (4)
BIO 181 Unity of Life I: Life of the Cell (4)  BIO 1181
BIO 182 Unity of Life II: Multicellular Organisms (4)  BIO 1182
BIO 201 Human Anatomy and Physiology I (4)  BIO 2201
BIO 202 Human Anatomy and Physiology II (4)  BIO 2202
BIO 205 Microbiology (4)  BIO 2205
BIO 253 Biotechnology and Social Issues (4)
CHM 130 Fundamental Chemistry (4)  CHM 1130
CHM 151 General Chemistry I (5)  CHM 1151
CHM 152 General Chemistry II (5)  CHM 1152
GEO 131 Introduction to Physical Geography (4)
GLG 101 Physical Geology (4)
GLG 102 Historical Geology (4)
GLG 105 Introduction to Planetary Science (4)
GLG 110 Natural Disasters (4)
GLG 232 Geology of the Colorado Plateau (4)
PHY 111 College Physics I (4)  PHY 1111
PHY112 College Physics II (4)  PHY 1112
PHY 161 University Physics I (4)
PHY 180 Introduction to Astronomy (4)
PHY 253^{C,E} Archaeoastronomy (4)
PHY 262 University Physics II (4)  PHY 1131

General Education Options may be selected from the above lists or from the following: (0-6)

ASL 101 American Sign Language I (4)
ASL 102 American Sign Language II (4)
ASL 201 American Sign Language III (4)
ASL 202 American Sign Language IV (4)
BUS 232 Business Statistics & Analysis (3)

CIS 120 Introduction to Computer Information Systems (3)  CIS 1120

FRE 101 Beginning French I (4)  FRE 1101

FRE 102 Beginning French II (4)  FRE 1102

FRE 201 Intermediate French I (4)  FRE 2201

FRE 202 Intermediate French II (4)  FRE 2201

GER 101 Beginning German I (4)  GER 1101

GER 102 Beginning German II (4)  GER 1102

GER 201 Intermediate German I (4)  GER 2201

GER 202 Intermediate German II (4)  GER 2202

ITA 101 Beginning Italian I (4)  ITA 1101

ITA 102 Beginning Italian II (4)  ITA 1102

ITA 201 Intermediate Italian I (4)  ITA 2201

ITA 202 Intermediate Italian II (4)  ITA 2202

LAT 101 Beginning Latin I (4)  LAT 1101

LAT 102 Beginning Latin II (4)  LAT 1102

MAT 160 Introduction to Statistics (3)

NAV 101 Beginning Navajo I (4)

NAV 102 Beginning Navajo II (4)

NAV 201^C Intermediate Navajo I (4)

NAV 202^C Intermediate Navajo II (4)

SPA 101 Beginning Spanish I (4)  SPA 1101

SPA 102 Beginning Spanish II (4)  SPA 1102

SPA 201 Intermediate Spanish I (4)  SPA 2201

SPA 202 Intermediate Spanish II (4)  SPA 2202

SPC 100 Fundamentals of Speech Communication (3)

Notes:

1. Check your chosen degree program for specific General Education requirements.

Arizona General Education Curriculum: AGECE

2. Letter designations attached to courses in the above list define courses with AGECE Special Requirements of: E - Ethnic, Race, Gender Awareness, W - Intensive writing/ Critical Inquiry, C - Contemporary Global/International Awareness or Historical Awareness.

The Arizona General Education Curriculum (AGECE) is a block of 35 semester credit hours of lower-division, General Education course work. There are three forms of AGECE:

1. AGECE-A is a 35-credit lower-division General Education curriculum block that fulfills the lower-division General Education requirements of liberal arts majors (e.g. Fine Arts/Visual Arts, Psychology, Sociology)
2. AGECE-B is a 35-credit lower-division General Education curriculum block that fulfills the lower-division General Education requirements of business majors (e.g. Business Administration, Computer Information Systems)

3. AGECS is a 35-credit lower-division General Education curriculum block that fulfills the lower-division General Education requirements of majors with more stringent mathematics and mathematics-based science requirements (e.g. Biology, Chemistry)

AGEC-A, AGECS-B, and AGECS-S can be completed separately or as part of an Associate degree at CCC and must include the Special Requirements listed below. The College certifies completion of the AGECS on the official transcript. A completed AGECS will transfer as a block to meet the lower-division General Education requirements at any of the Arizona public universities or other Arizona community colleges. Transfer students who wish to earn the associate degree must then meet additional CCC degree requirements. To earn the bachelor's degree, students transferring the AGECS must still meet course prerequisites, major requirements, and upper-division requirements at their chosen university.

Special Requirements

Students planning to transfer a completed AGECS must meet the additional Special Requirements listed below. These requirements may be met within the 35 hours of General Education Core Curriculum by choosing one course from each of the following lists.

Note: A minimum of two courses must be taken to fulfill AGECS Special Requirements.

Intensive Writing/Critical Inquiry

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

ANT 250 Peoples of the World (4)

BIO 105 Environmental Biology (4)  BIO 1105

ECN 204 Macroeconomic Principles (3)  ECN 2201

ENG 272 Creative Writing: Nonfiction (3)

HUM 205 Technology and Human Values (3)

HUM 241 Humanities I (3)

HUM 242 Humanities II (3)

POS 220 Arizona and National Constitution (3)

PSY 250 Social Psychology (4)

SOC 250 Contemporary Social Problems (4)

Ethnic/Race/Gender Awareness

ANT 102 Introduction to Cultural Anthropology (3)

ANT 230 Peoples of the Southwest (3)

ANT 250 Peoples of the World (4)

ART 221 Art of the Southwest (3)

CPS 100 Overview of the Colorado Plateau (3)

DAN 201 Dance History (3)

EDU 230 Cultural Diversity in Education (3)

ENG 236 Introduction to the American Short Story (3)

ENG 237 Women in Literature (3)

ENG 238 Literature of the Southwest (3)

HIS 131 United States History to 1877 (3)
 HIS 132 United States History from 1877 (3)
 HIS 136 Women in American History (3)
 MUS 145 Jazz History and Literature (3)
 MUS 207 American Popular Music (3)
 PHI 105 Introduction to Ethics (3)  PHI 1105
 PHY 253 Archaeoastronomy (4)
 PSY 101 Introduction to Psychology (3)
 PSY 236 Psychology of Women (3)
 PSY 240 Developmental Psychology (3)
 PSY 250 Social Psychology (4)
 SOC 101 Introduction to Sociology (3)  SOC 1101
 SOC 140 Marriage and the Family in Contemporary America (3)
 SOC 210 Sociology of Gender (3)
 SOC 215 Race and Ethnic Relations (3)  SOC 2215
 SOC 250 Contemporary Social Problems (4)

Contemporary Global/International Awareness or Historical Awareness

ANT 102 Introduction to Cultural Anthropology (3)
 ANT 103 Culture and Language (3)
 ANT 230 Peoples of the Southwest (3)
 ANT 250 Peoples of the World (4)
 ART 201 Art History I (3)  ART 1101
 ART 202 Art History II (3)  ART 1102
 ART 220 Art of the United States (3)
 ART 221 Art of the Southwest (3)
 ASL 110 Introduction to Deaf Studies (3)
 BIO 105 Environmental Biology (4)  BIO 1105
 CPS 100 Overview of the Colorado Plateau (3)
 DAN 201 Dance History (3)
 GEO 102 Human Geography (3)
 GEO 133 World/Regional Geography (3)
 HIS 131 United States History to 1877 (3)
 HIS 132 United States History from 1877 (3)
 HIS 136 Women in American History (3)
 HIS 201 Western Civilization to 1660 (3)
 HIS 202 Western Civilization from 1660 (3)
 HIS 211 World History to 1500 (3)
 HIS 212 World History from 1500 (3)

HUM 205 Technology and Human Values (3)

HUM 242 Humanities II (3)

NAV 201 Intermediate Navajo I (4)

NAV 202 Intermediate Navajo II (4)

PHI 101 Introduction to Philosophy (3)  PHI 1101

REL 201 Comparative Religions (3)

REL 241 Asian Religions (3)

PHY 253 Archaeoastronomy (4)

POS 120 Introduction to World Politics (3)  POS 1120

POS 233 Global Environmental Politics (3)

PSY 250 Social Psychology (4)

Summary of Minimum General Education Core Curriculum Requirements

	Transfer Degrees			Not Intended for Transfer Degrees	
General Education Core Curriculum	Associate of Arts	Associate of Business	Associate of Science	Associate of Applied Science	Associate of General Studies
English Composition	6	6	6	6	6
Mathematics	3	3	3	3	3
Arts and Humanities	6	6	6	3	6
Social and Behavioral Sciences	6	6	6	3	6
Physical and Biological Sciences	8	8	8	4	4
General Education Options	0-6	0-6	0-8	N/A	N/A
Total minimum credit hours	35	35	35	19	25

0-6 hours may be taken in the Options category as needed to complete the minimum 35 hours required for the AGEC

** GECC categories with ranges allow for flexibility in AAS degree core requirement*

*** for AAS degrees with articulated BAS transfer degrees the recommended GEN ED core may be greater than the minimum listed*

CCC Degree and Certificate General Information

Degrees and Certificate Programs

Associate of Arts Degree (AA)

The Associate of Arts Degree is designed for students planning to transfer to a college or university and requires a minimum of 60 credit hours. All courses included in the degree must be completed with a grade of "C" or better. A minimum of 35 of these credit hours must be completed in the Arizona General Education Curriculum (AGEC-A). The remaining degree requirements are comprised of 25 credit hours or more in the student's elected program of study. Courses numbered 100 or above, excluding MAT 121, MAT 122, and ENG 100, which transfer as equivalent, departmental elective credit (DEC), or general elective credit (E) will be counted toward this degree. Special Topics courses will not be counted toward this degree.

Associate of Fine Arts (AFA)

The Associate of Fine Arts degrees in Visual Arts or Dance Performing Arts/ Fitness are designed for transfer to the Fine Arts bachelor's degrees at all Arizona public universities. The programs give students a strong foundation in visual composition and art history or Dance performing arts and fitness and prepare them to continue their fine arts education in dance, fitness, drawing, painting, photography, ceramics, or sculpture. Students completing these degrees will transfer 60-64 credits to all Arizona public universities. Courses numbered 100 or above, excluding MAT 121, MAT 122, and ENG 100, which transfer as equivalent, departmental elective credit (DEC), or general elective credit (E) will be counted toward this degree. Special Topics courses will not be counted toward this degree.

Associate of Business Degree (ABUS)

The Associate of Business is designed for students planning to transfer to a college or university and requires a minimum of 63 credit hours. All courses included in the degree must be completed with a grade of "C" or better. A minimum of 35 of these credit hours must be completed in the Arizona General Education Curriculum (AGEC-B). The remaining degree requirements are comprised of 27 credit hours or more in the student's elected program of study. Courses numbered 100 or above, excluding MAT 121, MAT 122, and ENG 100, which transfer as equivalent, departmental elective credit (DEC), or general elective credit (E) will be counted toward this degree. Special Topics courses will not be counted toward this degree.

Associate of Science Degree (AS)

The Associate of Science Degree is designed for students planning to transfer to a college or university and requires a minimum of 60 credit hours. All courses included in the degree must be completed with a grade of "C" or better. A minimum of 35 of these credit hours must be completed in the Arizona General Education Curriculum (AGEC-S). The remaining degree requirements are comprised of 25 credit hours or more in the student's elected program of study. Courses numbered 100 or above, excluding MAT 121, MAT 122, and ENG 100, which transfer as equivalent, departmental elective credit (DEC), or general elective credit (E) will be counted toward this degree. Special Topics courses will not be counted toward this degree.

Associate of Applied Science Degree (AAS)

The Associate of Applied Science Degree prepares students for entry-level employment or upgrades skills of students already employed. This degree requires a minimum of 60 credit hours with a cumulative CCC grade point average of 2.00 or higher. A minimum of 25 of these credit hours must be completed in the General Education Core Curriculum with a grade of "C" or better. Courses numbered below 100 and courses taken for S/U credit will not be counted toward this degree. With the exception of AAS to BAS degrees, these degrees are not intended for transfer to a university, although some courses may be accepted for transfer by universities.

Associate of General Studies Degree (AGS)

The Associate of General Studies Degree is designed for students who wish to broaden their knowledge, but have no university major or vocational goal in mind. This degree requires a minimum of 60 credit hours with a cumulative CCC grade point average of 2.00 or higher. Students must complete a minimum of 24 credit hours of General Education courses but are otherwise free to explore other areas of interest. A maximum of 12 credit hours may be completed in developmental coursework, including MAT 121, MAT 122, and ENG 100. This degree is not recommended for students planning to transfer to a university. The AGS Degree is intended as an alternative degree that recognizes the mission of the community college that education is a lifelong process.

Certificate Programs

Certificate programs are designed to provide specific knowledge to improve existing skills or to prepare students for entry-level employment. Certificates are awarded after successful completion of a series of specific courses. Certificates require a cumulative CCC grade point average of 2.00 or higher. Some certificate programs and/or credit hours may be applied toward other certificates and/or an Associate of Applied Science degree.

Quick Reference to Degree and Certificate Programs

Are you planning to transfer to a university?

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

Associate of Arts Degree (AA)

- Administration of Justice
- Anthropology
- Business
- Colorado Plateau Studies
- Construction Management
- Elementary Education
- Environmental Studies
- General Studies

- Hotel and Restaurant Management
- Psychology
- Sociology
- Vocational Technology Education

Associate of Fine Arts (AFA)

- Visual Arts
- Dance Performing Arts/Fitness

Associate of Business (ABUS)

- Business Administration

Associate of Science Degree (AS)

- General Studies

Are you seeking to improve your work skills or options with an associate degree or transfer to a BAS four-year degree program? See your advisor to plan the program best suited to your needs and interests. The following Associate of Applied Science (AAS) degrees have been designed for you.

Associate of Applied Science Degree (AAS)

- Administration of Justice
- Alternative Energy Technology
- American Sign Language (ASL) Interpreting
- Business
- Carpentry Apprenticeship
- Computer Software Technology
- Construction Technology
- Early Childhood Education
- Electricity
- Fire Science
- Hospitality Management
- Medical Assistant
- Network Engineering
- Nursing
- Paramedic Studies
- Pre-Health Careers
- Sustainable Green Building

Are you seeking to broaden your knowledge but have no university major or vocational goal in mind? The Associate of General Studies (AGS) degree has been designed for you.

Associate of General Studies (AGS)

- General Studies

Are you interested in improving your skills but may not want to get a degree? Many courses in certificate programs can be applied to degrees. See your advisor for further information. The following is a list of Certificates available through CCC:

- Accounting
- Alternative Energy
- American Sign Language (ASL) Interpreting
- AGEC-A
- AGEC-B
- AGEC-S
- Basic Detention Academy
- Basic Public Safety Emergency Communications Dispatcher Academy
- Carpentry Apprenticeship
- Computer Technician
- Construction Technology
- Early Childhood Education
- Electricity
- Fire Science
- Forensics Investigations
- Graphics and Web Design
- Health Information Management (HIM) (*previously Medical Insurance, Coding, & Billing*)
- Industrial Maintenance Technician
- Medical Assistant
- Medical Front Office Assistant
- Medical Insurance, Coding, and Billing
- Network Engineering
- Phlebotomy
- Pre-Health Careers

Degrees and Certificates

*See AZ General Education Courses that can be used to satisfy AGEC requirements.

Associate of Arts: AA Degrees

Administration of Justice: AA Degree

The Associate of Arts in Administration of Justice is designed for transfer to the Criminal Justice bachelor's degree at Northern Arizona University (NAU) and Arizona State University (ASU). The program teaches students skills which can be used to enter a wide variety of law enforcement and corrections positions. Students completing this degree will transfer 60-64 credits to NAU or ASU. Students planning to transfer to a university other than NAU or ASU should see an advisor. This degree results in an AGEC-A which is transferable to all Arizona public universities. This is a Tech Prep articulated program. The outcomes identified below define the knowledge and skill sets that graduates will possess at the end of their program of study:

- Prepare students for upper division coursework and the attainment of a bachelor's degree in related fields of study.
- Understand the structure of the criminal justice system and the functions of its main constituents: official agencies, citizens, and their elected representatives.
- Acquire the major communication skills required of most criminal justice practitioners including the development of effective written and oral communications consistent with the criminal justice field.
- Use knowledge of other cultures, politics, ethics, and human rights to positively impact the community, work place, and the physical environment around us.
- Provide students with the resources to investigate careers within the criminal justice system.
- Prepare students with skills necessary to enter the criminal justice workforce with specialized training in such areas as detention/corrections officer or emergency communications dispatcher.

*AGEC-A Requirements: 35 credit hours

Composition (6)

ENG 101¹ College Composition I (3)

ENG 102¹ College Composition II (3)

Mathematics (3)

MAT 142¹ College Mathematics (3) or a higher course selected from the approved AGEC courses in the Mathematics category.

Arts/Humanities (6)

Courses from two or more disciplines must be selected from the approved General Education courses in the Arts/Humanities category.

Social/Behavioral Sciences (6)

Courses from two or more disciplines must be selected from the approved General Education courses in the

Degree Core Requirements: 15 credit hours

AJS 101 Introduction to Administration of Justice (3)

AJS 110 The Correction Function (3)

AJS 130 The Police Function (3)

AJS 260 Constitutional Law (3)

AJS 280 Criminology (3)

Electives: 10 credit hours

10 credits of transferable courses as stated in the Course Equivalency Guide (CEG). These courses must transfer to all Arizona public universities. See an advisor or check www.aztransfer.com for course equivalency.

Recommended: One course at the 100 level or above in Spanish or Navajo (this course may be used to fulfill the AGEC Options requirement) (4).

SOC 215 Race and Ethnic Relations (3)

Social/Behavioral Sciences category.

SOC 210 Sociology of Gender (3)

Physical/Biological Sciences (8)

Any two courses may be taken from the Physical/Biological Sciences category.

¹ Placement test and/or prerequisite required.

² 0-6 hours may be taken in the Options category as needed to complete the minimum 35 hours required for the AGEC.

General Education Options (0-6) ²

Courses may be selected from the above categories or from the Options category to complete the minimum 35 hours required.

Degree Requirements: 60 credit hours

Anthropology: AA Degree

The Associate of Arts degree in Anthropology is designed as and offers the CCC student comprehensive preparation for transfer to the Anthropology bachelor's degree at all Arizona public universities. This degree provides a comprehensive introduction to the discipline and all its subfields. Students completing this degree will transfer 61-64 credits to all Arizona public universities. Requirements differ significantly among state universities. Students should see an advisor to plan their program of study to avoid possible transfer difficulties. The outcomes identified below define the knowledge and skill sets that graduates will possess at the end of their program of study:

- Recognize human diversity, specifically differences within and between peoples.
- Describe core research methods and theories employed within the discipline of anthropology.
- Examine the concept of holism as it relates to the discipline of anthropology.
- Define and apply key terms, concepts and theories of anthropology.
- Demonstrate critical thinking skills through application and expression.
- Describe the relationship between globalization and the discipline of anthropology.

***AGEC-A Requirements: 35 credit hours**

Composition (6)

ENG 101¹ College Composition I (3)

ENG 102¹ College Composition II (3)

Mathematics (3)

MAT 142¹ College Mathematics (3) or a higher course selected from the approved AGECE courses in the Mathematics category.

Arts/Humanities (6)

Courses from two or more disciplines must be selected from the approved General Education courses in the Arts/Humanities category.

Social/Behavioral Sciences (6)

Courses from two or more disciplines must be selected from the approved General Education courses in the Social/Behavioral Sciences category.

Physical/Biological Sciences (8)

Any two courses may be taken from the Physical/Biological Sciences category.

General Education Options (0-6)²

Courses may be selected from the above categories or from the Options category. Strongly recommended: Any natural human language, other than English, including American Sign Language.

Business: AA Degree

The Associate of Arts in Business degree is designed for transfer to the Frankie College of Business bachelor's degree at Northern Arizona University (NAU). Students interested in these programs or who are planning to transfer to a university other than NAU should see an advisor. Students completing this degree will transfer 63-64 credits to all Arizona public universities. The outcomes identified below define the knowledge and skill sets that graduates will possess at the end of these programs of study:

- Use principles in business to guide critical thinking and problem-solving activities.
- Identify and modify appropriate technological applications to evaluate, interpret, and summarize business problems.
- Compose clear and effective communication in oral and written forms.

Degree Core Requirements: 26

ANT 101 Introduction to Physical Anthropology (4)

ANT 102 Introduction to Cultural Anthropology (3)

ANT 103 Culture & Language (3)

ANT 110 Exploring Archaeology (3)

ANT 230 Peoples of the Southwest (3)

ANT 241 Anthropology of Religion (3)

ANT 250¹ Peoples of the World (4)

MAT 160¹ Introduction to Statistics (3)

or

PSY 230¹ Introduction to Statistics (3)

¹ Placement test and/or prerequisite required.

² 0-6 hours may be taken in the Options category as needed to complete the minimum 35 hours required for the AGECE.

Degree Requirements: 61 credit hours

- Create solutions for business situations that require quantitative analytical skills.

***AGEC-A Requirements: 35 credit hours**

Note: Associate of Business degree core courses may not be used to satisfy AGECE-A requirements.

Composition (6)

ENG 101 ¹ College Composition I (3)

ENG 102 ¹ College Composition II (3)

Mathematics (3)

MAT 142 ¹ College Mathematics (3) or a higher course selected from the approved AGECE courses in the Mathematics category.

Arts/Humanities (6)

Courses from two or more disciplines must be selected from the approved General Education courses in the Arts/Humanities category.

Highly Recommended: PHI 105

Social/Behavioral Sciences (6)

Courses from two or more disciplines must be selected from the approved General Education courses in the Social/Behavioral Sciences category.

Physical/Biological Sciences (8)

Any two courses may be taken from the General Education courses in the Physical/Biological Sciences category.

General Education Options (3-6) ²

CIS 120 Introduction to Computer Information Systems (3)

One additional course may be selected from the above categories or from the Options category.

Degree Core Requirements: 21 credit hours

ACC 255¹ Principles of Financial Accounting (3)

ACC 256¹ Principles of Managerial Accounting (3)

BUS 214 ¹ Legal, Ethical & Regulatory Issues in Business (3)

BUS 232 ¹ Business Statistics and Analysis (3)

ECN 204 ¹ Macroeconomic Principles (3)

ECN 205 Microeconomic Principles (3)

MAT 172 ¹ Finite Mathematics (3)

Business Electives: 6 credit hours

BUS 204 ¹ Business Communications (3)

or

CIS 220 ¹ Applications Programming I (4)

AND

Choose an additional accounting (ACC) or business (BUS) course that transfers as elective or better to NAU, excluding all 298 or special topics courses.

Degree Requirements: 62 credit hours

¹ Placement test and/or prerequisite required.

² 0-6 hours may be taken in the Options category as needed to complete the minimum 35 hours required for the AGECE.

Colorado Plateau Studies: AA Degree

The Associate of Arts in Colorado Plateau Studies degree is designed for transfer to all Arizona public universities. This is an interdisciplinary degree that includes courses from the Arts, Humanities, and Sciences in its core. The outcomes identified below define the knowledge and skill set that graduates will possess at the end of their program of study:

- Describe and evaluate contemporary issues pertaining to the Colorado Plateau region with an historical perspective.
- Demonstrate and explain the need for stewardship for the natural resources and human populace of the region.
- Analyze and discuss historical, geographical, and cultural aspects of the Colorado Plateau.
- Analyze and discuss the art and art history of the Colorado Plateau.
- Discuss and analyze literature of the Colorado Plateau and the influences on the writers.
- Describe the unique geology of the Colorado Plateau utilizing theories and concepts of historical and structural geology.
- Describe, discuss and summarize contemporary issues affecting the Colorado Plateau.
- Document their observations and responses to the land, cultures and future concerns of the Colorado Plateau region

*AGEC Requirements: 35 credit hours

Composition (6)

ENG 101¹ College Composition I (3)

ENG 102¹ College Composition II (3)

Mathematics (3)

MAT 142¹ College Mathematics (3) or a higher course selected from the approved AGECE courses in the Mathematics category.

Arts/Humanities (6)

ART 221¹ Art History of the Southwest (3)

ENG 238¹ Literature of the Southwest (3)

Social/Behavioral Sciences (6)

ANT 110 Exploring Archeology (3)

SOC 215 Race and Ethnic Relations (3)

Physical/Biological Sciences (8)

Any two courses, excluding BIO 100, from the approved General Education courses in Physical/Biological Sciences.

BIO 109¹ Natural History of the Southwest (4) Recommended.

Options² (0-6)

Any courses from the approved General Education course list from the above categories or from the Options category.

Emphasis Area Core Requirements: 16 credit hours

CPS 100 Overview of Colorado Plateau (3)

GLG 232 Geology of the Colorado Plateau (4) or

GLG 102 Historical Geology (4)

ENG 220 Writers on the Colorado Plateau (3)

ANT 230 Peoples of the Southwest (3)

CPS 290 Capstone Seminar (3)

Colorado Plateau Studies Recommended Electives Course list: 9 credit hours

ANT 101 Intro to Physical Anthropology (4)

ANT 102 Intro to Cultural Anthropology (3)

ART 201/202¹ Art History I/II (3)

BIO 105¹ Environmental Biology (4)

ENG 270/271/272¹ Creative Writing (3)

ENV 111 Local Environmental Issues (4)

GLG 101 Physical Geography (4)

GLG 102¹ Historical Geology (4)

GLG 112 Geology of the Grand Canyon (2)

GLG 232 Geology of the Colorado Plateau (4)

HIS 131 U.S. History to 1877 (3)

HIS 132 U.S. History from 1877 (3)

HUM 241/242¹ Humanities I/II (3)

PHY 253¹ Archaeoastronomy (4)

SOC 101 Intro to Sociology (3)

Degree Requirements: 60 credit hours

¹ Placement test and/or prerequisite required.

² 0-6 hours may be taken in any AGEC category as needed to complete the minimum 35 hours required for the AGEC.

Construction Management: AA Degree

The Construction Management degree is designed for transfer to the Construction Management bachelor's degree at Northern Arizona University. Students completing this degree will transfer 64 credits to NAU. This degree results in an AGEC-A which is transferable to all Arizona public universities. This is a Tech Prep articulated program. The outcomes identified below define the knowledge and skill set that graduates will possess at the end of their program of study:

- Gain fundamental knowledge of construction principles and methodology.
- Recognize jobsite hazards and apply the basic safety practices used in the construction trades.
- Demonstrate a fundamental knowledge in construction drafting, design, and layout.

AGEC-A Requirements: 35 credit hours

Composition (6)

ENG 101 ¹ College Composition I (3)

ENG 102 ¹ College Composition II (3)

Mathematics (3)

MAT 187 ¹ Pre-Calculus (5) or higher AGEC math course (3)

Arts/Humanities (6)

Courses from two disciplines must be selected from the approved General Education courses in the Arts/Humanities category.

Social/Behavioral Sciences (6)

ECN 204 ¹ Macroeconomics Principles (3)

BUS 214 ¹ Legal, Ethical & Regulatory Issues in Business (3)

Physical/Biological Sciences (8)

PHY 111 ¹ College Physics I (4)

PHY 112 ¹ College Physics II (4)

General Education Options (6)

Degree Core requirements: 28 credit hours

ACC 255 ¹ Principles of Financial Accounting (3)

CHM 151 ¹ General Chemistry I (5)

or

GLG 101 Physical Geology (4)

CTM 120 Building the Human Environment (3)

CTM 123 Building Construction Methods I (3)

CTM 124 Building Construction Methods II (3)

CTM 221 ¹ Structural Design and Building Materials (3)

CTM 253 Plane Surveying and Building Layout (3)

DFT 125 ¹ Architectural Drafting I (3)

DFT 150 ¹ Auto CAD 2D (3)

Degree Requirements: 63 credit hours

¹ Placement test and/or prerequisite required.

SPC 100 Fundamentals of Speech Communication (3)

CIS 120 Introduction to Computer Information Systems (3)

Elementary Education: AA Degree

The Associate of Arts in Elementary Education is designed for students planning to transfer to an Elementary Education bachelor's degree program at all Arizona public universities and requires a minimum of 60 credits. Students planning to transfer to a university other than an Arizona public university should see an advisor. This degree results in an AGEC-A, which is transferable to all Arizona public universities. Requirements (Mathematics, Social/Behavioral Sciences, and Natural Language requirements) differ significantly among state universities. Students should see an advisor to plan their program of study to avoid transfer difficulties. This is a Tech Prep articulated program. The outcomes identified below define the knowledge and skill set that graduates will possess at the end of their program of study:

- Communication skills: Students will articulate ideas both verbally and in writing using technology.
- Diversity and Global Perspective: Students will recognize, understand, and appreciate diversity.
- Ethical and Civil Values: Students will recognize and demonstrate ethical behaviors needed in classrooms.
- Reflection: Students will begin to develop reflective practices to improve student learning, teaching methods, and professional behaviors.
- Research and Identify Resources: Students will access and use information from electronic, library, and community resources to foster lifelong learning.

***AGEC-A Requirements: 35 Credit Hours**

Composition (6)

ENG 101 ¹ College Composition I (3)

ENG 102 ¹ College Composition II (3)

Mathematics (3)

MAT 142 ¹ College Mathematics (3) or a higher course selected from the approved AGEC courses in the Mathematics category.

Arts/Humanities (6)

Two courses from separate disciplines from the approved General Education courses in the Arts/Humanities category.

Recommended: Art (ART), Music (MUS), or Theater (THR).

Social/Behavioral Sciences (9)

HIS 131 U.S. History to 1877 (3)

POS 220 Arizona National Constitution (3)

One additional SBS course (3). Recommended: GEO 133 World/Regional Geography (3), PSY 101 Introduction to Psychology (3), SOC 101 Introduction to Sociology (3)

Degree Core Requirements: 21 credit hours

EDU 200 Introduction to Education (3)

EDU 222 Introduction to Special Education (3)

EDU 230 Cultural Diversity in Education (3)

EDU 235 Relationships in Classroom Settings (3)

EDU 236 Structured English Immersion (3)

MAT 180 ¹ Math for Elementary Education Teachers I (3)

MAT 181 ¹ Math for Elementary Education Teachers II (3)

Electives: 6 credit hours

6 credits of transferable courses as stated in the Course Equivalency Guide (CEG).

Option A - Teaching and Learning (6)

EDU 291 Children's Literature (3)

and any other EDU course (3)

Option B - Early Childhood Endorsement (6)

ECE 200 Child Guidance (3)

Physical/Biological Sciences (8)

EDU 234 Child Growth & Development (3)

One course from two of the following areas:

A. Earth/Space Sciences: Astronomy, Anthropology, Geology

B. Life Sciences: Biology.

Degree Requirements: 62 credit hours

Recommended:

BIO 100 Biology Concepts (4)

BIO 105¹ Environmental Biology (4)

BIO 109 Natural History of the Southwest (4)

C. Physical Sciences: Chemistry, Geography, or Physics.

General Education Options (3-6)

¹ Placement test and/or prerequisite required.

CIS 120 Introduction to Computer Information Systems (3)

A course may be selected from the above categories or from the approved General Education courses in the Options category (0-3 t complete 35 AGEC hours). A first year of foreign language (101 and 102) is highly recommended.

Environmental Studies: AA Degree

The Associate of Arts in Environmental Studies is designed to prepare students for entry level employment as environmental technicians and for continued academic work in an environmental field. The outcomes identified below define the knowledge and skill set that graduates will possess at the end of their program of study:

- Demonstrate competence in assessing environmental parameters both in the field and in the lab.
- Write, edit and analyze environmental documents.
- Analyze environmental data sets through the construct of graphs, tables and mathematical modeling.
- Work in governmental and non-governmental agencies to evaluate proposed environmentally related projects and offer solutions to potential environmental problems.
- Communicate in a clear, articulate, unbiased manner with both professionals and non-professionals the essence of environmental controversies, hearings, speeches, documents or relevant media.
- Develop the managerial skills necessary to deal with both ecological impacts and the human built environment.
- Prepare students for advanced degrees in environmental studies, science, engineering or environmental justice.

*AGEC-A Requirements: 35 credit hours

Composition (6)

ENG 101¹ College Composition I (3)

ENG 102¹ College Composition II (3)

Degree Core requirements: 26 credit hours

ANT 102 Intro to Cultural Anthropology (3)

or

ANT 110 Exploring Archaeology (3)

ANT 230 Peoples of the Southwest (3)

Mathematics (3)
MAT 142¹ College Mathematics (3) or higher course selected
from the AGEC Mathematics category.

Arts/Humanities (6)
ENG 238 Literature of the Southwest (3)
HUM 205 Technology & Human Values (3)

Social/Behavioral Sciences (6)
ECN 204 Macroeconomic Principles (3)
POS 233 Global Environmental Politics (3)

Physical/Biological Sciences (8)
BIO 105 Environmental Biology (4)
CHM 151 General Chemistry I (5)

General Education Options (6)
CIS 120 Intro to Computer Info Systems (3)
CPS 100 Overview of the Colorado Plateau (3)

BIO 109¹ Natural History Southwest (4)
BIO 289 Internship I (3)
CTM 120 Building the Human Environment (3)
ENV 113 Global Environmental Issues (3)
GEO 133 World/ Regional Geography (3)
GLG 102 Historical Geology (4)
or
GLG 232 Geology of Colorado Plateau (4)

Degree Requirements: 61 credit hours

¹ Placement test and/or prerequisite required.

General Studies: AA Degree

The General Studies degree is designed for students who either have undeclared majors or who are developing a general or liberal studies emphasis. Students completing this degree will transfer 60-64 credits to all Arizona public universities. Students planning to transfer to a university other than an Arizona public university should see an advisor.

Degree Requirements: 60 credit hours

General Education Outcomes

There are two pathways in the General Studies degree:

1. General Requirements Pathway

This pathway requires AGEC-A and fourth semester natural human language proficiency, other than English, including American Sign Language.

2. Special Requirements Pathway

This pathway requires students to take AGEC-A and some Common Courses. Common Courses are courses that are accepted as a part of the major at all Arizona public universities. The list of Common Courses is determined statewide. See an advisor or check the college catalog web site (www.coconino.edu) for these Common Courses.

Depending on the area of interest, one pathway may be more suitable for a student's educational plan than the other. Students changing pathways may accumulate more credits than necessary for graduation from a university. See an advisor for more information. The outcomes identified below define the knowledge and skill sets that General Education graduates will possess at the end of their program of study:

English

- Use effective research strategies to find credible, relevant information.
- Use a writing process that includes pre-writing, drafting, revising, and editing strategies.
- Communicate effectively by using the best available means of persuading a specific audience in a specific situation.
- Articulate the complexity, commonality and diversity of human behavior with groups.
- Use technology to enhance communication.
- Increase literacy to or beyond the intended level of the course.
- Develop awareness of "text" as it exists within historical, political and cultural contexts, using literary and rhetorical analysis.

Mathematics

- Apply mathematics in context using appropriate problem solving skills.
- Choose and manipulate formulas.
- Create and interpret graphical representation.
- Perform operations on mathematical structures, which may include real, complex, matrix, function space.
- Demonstrate an understanding of geometric concepts.
- Apply and interpret limits and limit definitions.
- Gain appreciation of the nature and uses of mathematics.
- Communicate using the language of mathematics.

Arts/Humanities

- Apply critical thinking skills, incorporating evidence gathered in research and in class.
- Evaluate religious, philosophical and humanistic traditions.
- Demonstrate an appreciation of cultural diversity.

Social/Behavioral Sciences

- Demonstrate critical thinking skills.
- Synthesize, evaluate, and analyze information from different sources.
- Relate and explain connections between past and present events and issues.
- Understand historical process and method.
- Understand and utilize relevant discipline theories.
- Understand the connection between politics, values/ethics, and society.
- Increase awareness of national and/or global issues.
- Understand the scientific method, the role of theory, and the use of data.

Physical/Biological Sciences-

- Demonstrate skills necessary to conduct scientific investigations.
- Demonstrate scientific literacy.

- Demonstrate skills necessary to conduct scientific investigations.
- Demonstrate critical thinking and deductive reasoning.
- Demonstrate the ability to communicate effectively.
- Demonstrate the use and application of models in building a scientifically supported framework.

***AGEC-A Requirements: 35 credit hours**

Composition (6)

ENG 101¹ College Composition I (3)

ENG 102¹ College Composition II (3)

Mathematics (3)

MAT 142¹ College Mathematics (3) or a higher course selected from the approved AGECE courses in the Mathematics category.

Arts/Humanities (6)

Courses from two or more disciplines must be selected from the approved General Education courses in the Arts/Humanities category.

Social/Behavioral Sciences (6)

Courses from two or more disciplines must be selected from the approved General Education courses in the Social/Behavioral Sciences category.

Physical/Biological Sciences (8)

Any two courses may be taken from the Physical/Biological Sciences category.

General Education Options (0-6)²

Courses may be selected from the above categories or from the Options category.

Degree Core Requirements: 25 credit hours in Pathway 1 or 2:

1. General Requirements Pathway

Required: up to 16 credit hours

Fourth semester proficiency in any natural human language, other than English, including American Sign Language.³

Electives: 9 or more

Nine credits of transferable courses as stated in the Course Equivalency Guide.

2. Special Requirements Pathway

Six credits in common courses (same prefix) in the area(s) of interest/emphasis.

Electives

Transferable courses as stated in the Course Equivalency Guide (CEG). These courses must transfer to all 3 Arizona State universities.

Degree Requirements: 60 credit hours

Hotel and Restaurant Management: AA Degree



The Associate of Arts in Hotel Restaurant Management is designed for transfer to the Hospitality bachelor's degree at Northern Arizona University (NAU). This program trains graduates for management careers in one of the fastest growing industries in the United States, the hospitality industry. Students completing this degree will transfer 62 credits to NAU. Students planning to transfer to a university other than NAU should see an advisor. This is a Tech Prep articulated program. The outcomes identified below define the knowledge and skill sets that graduates will possess at the end of these programs of study:

- Management skills: Identify and utilize management techniques and skills to foster a more productive and creative workplace.
- Technology: Identify and efficiently utilize the needed productivity software for the business sectors.
- Communication: Ability to communicate clearly and effectively, individually and in task groups.
- Critical thinking: Quantitative analysis skills appropriate for solving business problems.

*AGEC-A Requirements: 35 credit hours

Composition (6)

ENG 101¹ College Composition I (3)

ENG 102¹ College Composition II (3)

Mathematics (3)

MAT 142¹ College Mathematics (3) or a higher course selected from the approved AGECE courses in the Mathematics category.

Arts/Humanities (6)

Courses from two or more disciplines must be selected from the approved General Education courses in the Arts/Humanities category.

Social/Behavioral Sciences (6)

ECN 204¹ Macroeconomic Principles (3)

ECN 205 Microeconomic Principles (3)

Physical/Biological Sciences (8)

Any two courses may be taken from the approved General Education courses in the Physical/Biological Sciences category.

General Education Options (0-6)

Second semester proficiency (102 level) in any natural human language, other than English, including American Sign Language to complete 35 AGECE hours.

Degree Core Requirements: 27 credit hours

ACC 255¹ Principles of Financial Accounting (3)

ACC 256¹ Principles of Managerial Accounting (3)

CIS 120 Intro to Computer Information Systems (3)

HRM 100 Introduction to Hospitality (3)

HRM 140 Food Production Concepts (3)

HRM 210 Guest Service Management (3)

HRM 220 Property Management (3)

HRM 240¹ Commercial Food Production (3)

HRM 270 Hospitality Information Technology II (3)

Degree Requirements: 62 credit hours

¹ Placement test and/or prerequisite required.

Psychology: AA Degree

The Associate of Arts degree in Psychology is designed for transfer to the three Arizona State Universities. Requirements differ significantly among universities. Students should see an advisor to plan their program of study to help avoid transfer difficulties. The outcomes identified below define the knowledge and skill sets that completers will possess at the end of their program of study:

- Define and apply key terms, concepts and theories of psychology.
- Demonstrate an understanding of the research methods used in the field of psychology.
- Apply critical thinking skills to evaluate the credibility of research, theories, and applications in the field.
- Describe the major theoretical frameworks used in psychology.
- Explain how nature and nurture influence human behavior.

***AGEC-A Requirements: 35 credit hours**

Composition (6)

ENG 101¹ College Composition I (3)

ENG 102¹ College Composition II (3)

Mathematics (3)

MAT 142¹ College Mathematics (3) or a higher course selected from the approved AGECE courses in the Mathematics category.

Arts/Humanities (6)

Courses from two or more disciplines must be selected from the approved General Education courses in the Arts/Humanities category.

Social/Behavioral Sciences (6)

Courses from two or more disciplines must be selected from the approved General Education courses in the Social/Behavioral Sciences category.

Physical/Biological Sciences (8)

Any two courses may be taken from the General Education courses in the Physical/Biological Sciences category.

General Education Options (0-6)²

Courses may be selected from the above categories or from the Options category to complete 35 AGECE hours.

Degree Core Courses: 10 credit hours

PSY 101 Introduction to Psychology (3)

PSY 230 Introduction to Statistics (3)

PSY 250¹ Social Psychology (4)

Select 9-12 credit hours from the following:

PSY 205 Introduction to Abnormal Psychology (3)

PSY 227¹ Personality Development (3)

PSY 236 Psychology of Women (3)

PSY 240 Developmental Psychology (3)

PSY 255 Intro to Biological Psychology (3)

Electives: 0-6 hours to complete 25 minimum required.

Any 0-6 credit hours of coursework selected from the Course Equivalency Guide that transfer to all 3 Arizona State Universities.

Degree Requirements: 60 credit hours

¹ Placement test and/or prerequisite required.

² 0-6 hours may be taken in the Options category as needed to complete the minimum 35 hours required for the AGECE.

Sociology: AA Degree

The Associate of Arts degree in Sociology is designed for transfer to the Sociology bachelor's degree at all Arizona public universities. Students completing this degree will transfer 61-64 credits to all Arizona public universities. Requirements differ significantly among state universities. Students should see an advisor to plan their program of study to avoid transfer difficulties. The outcomes identified below define the knowledge and skill sets that graduates will possess at the end of their program of study:

- Define and apply key terms, concepts and theories of sociology.
- Describe the sociological imagination as it relates to everyday life.
- Apply critical thinking skills to understanding sociological research and theoretical inference building.
- Explain the influence of race, gender, culture, and social stratification on social issues.
- Demonstrate an understanding of research methods used in the field of sociology.

*AGEC-A Requirements: 35 credit hours

Composition (6)

ENG 101¹ College Composition I (3)

ENG 102¹ College Composition II (3)

Mathematics (3)

MAT 142¹ College Mathematics (3) or a higher course selected from the approved AGEC courses in the Mathematics category.

Arts/Humanities (6)

Courses from two or more disciplines must be selected from the approved General Education courses in the Arts/Humanities category.

Social/Behavioral Sciences (6)

Courses from two or more disciplines must be selected from the approved General Education courses in the Social/Behavioral Sciences category.

Physical/Biological Sciences (8)

Any two courses may be taken from the General Education courses in the Physical/Biological Sciences category.

General Education Options (0-6)²

Courses may be selected from the above categories or from the

Degree Core Requirements: 10

SOC 101 Introduction to Sociology (3)

SOC 215 Race & Ethnic Relations (3)

SOC 250¹ Contemporary Social Problems (4)

Electives: 9 credit hours

PSY 230¹ Introduction to Statistics (3)

SOC 130 Human Sexuality (3)

SOC 140 Marriage & the Family in Cont. Am (3)

SOC 210 Sociology of Gender (3)

SOC 230 Sociology of Media & Film (3)

Foreign Language: 8 credit hours

Two semesters of any natural human language other than English, including American Sign Language³.

Degree Requirements: 62 credit hours

¹ Placement test and/or prerequisite required.

² 0-6 hours may be taken in the Options category as needed to complete the minimum 35 hours required for the AGEC.

³ If the student has satisfied the language requirement through an approved proficiency exam, s/he can select up to 9 additional credit hours in psychology or 9 credit hours toward a

Options category to complete 35 AGEC hours.

*minor area of study in psychology, political science,
administration of justice, or education.*

Vocational Technology Education: AA Degree



The Vocational Technology Education program is designed for transfer to the Vocational Technology Education bachelor's degree at Northern Arizona University (NAU). Students completing this degree will transfer 60-64 credits to NAU. Students planning to transfer to a university other than NAU should see an advisor. This degree results in an AGEC-A which is transferable to all Arizona public universities. This is a Tech Prep articulated program. The outcomes identified below define the knowledge and skill sets that graduates will possess at the end of their program of study:

- Define and apply key terms, concepts and theories of psychology.
- Demonstrate an understanding of the research methods used in the field of psychology.
- Comprehend the use and relationship of liberal arts within vocational technology.
- Demonstrate a fundamental knowledge in construction drafting, design, and layout.
- Possess the appropriate skills and knowledge to enter into and succeed in upper division courses leading to a bachelor's degree in vocational education.

*AGEC-A Requirements: 35 credit hours

Composition (6)

ENG 101¹ College Composition I (3)

ENG102¹ College Composition II (3)

Mathematics (3)

MAT 187¹ Pre-Calculus (5) or a higher course (3) selected from the approved AGEC courses in the Mathematics category.

Arts/Humanities (6)

Courses from two or more disciplines must be selected from the approved General Education courses in the Arts/Humanities category.

Social/Behavioral Sciences (6)

POS 220¹ Arizona and National Constitution (3)

One more course, excluding POS, from the approved General Education courses in the Social/Behavioral Sciences category.

Physical/Biological Sciences (8)

Select one CHM and one PHY course from the following:

Degree Requirements: 3 credit hours

EDU 200 Introduction to Education (3)

Electives: 22 credit hours

Choose any 22 elective credit hours of transferable courses as stated in the Course Equivalency that transfer to NAU as DEC (VTE) or equivalent from any of the following areas:

AUT Automotive

CRP Carpentry Apprenticeship

DFT Drafting

ELT Electronics

CTM Construction Technology Management

SMT Sheet Metal Technology

WLD Welding Technology

Degree Requirements: 60 credit hours

CHM 130¹ Fundamental Chemistry (4)

CHM 151¹ General Chemistry I (5)

PHY 111¹ College Physics I (4)

or

Complete 8 credits of physics below:

PHY 111¹ College Physics I (4)

PHY 112¹ College Physics II (4)

General Education Options (0-6)²

Courses may be selected from the above categories or from the

Options category to complete 35 AGEC credit hours.

¹ Placement test and/or prerequisite required.

² 4-6 hours may be taken in the Options category as needed to complete the minimum 35 hours required for the AGEC.

Associate of Fine Arts

Dance: AFA Degree

The Associate of Fine Arts degree in Dance and Performing Arts or Dance Fitness is designed for transfer. The program gives students a strong foundation in dance and performing arts or dance fitness technique and general knowledge in the fields of dance, music, and theatre arts. The degree prepares students to continue their performing arts education in dance, music, and/or theatre arts. If the Dance Fitness Option is chosen, the degree prepares students to continue their education in fields emphasizing fitness. Students completing this degree can transfer 60-62 credits to four-year institutions. Requirements differ significantly among state universities. Students should see an advisor to plan their program of study to avoid transfer difficulties. The outcomes identified below define the knowledge and skill sets that graduates will possess at the end of their program of study:

- Demonstrate proficiency in Jazz, Ballet and Modern Dance measured through class and/or performance evaluations.
- Demonstrate awareness of the historical backgrounds of dance and music, or theatre.
- Demonstrate introductory choreographic skills related to student's area of interest.
- Demonstrate knowledge of the various careers in student's area of interest, along with the skills required for those careers.
- Discuss and analyze contributions made by diverse cultures and their effect on the history and performance of dance and music or theatre around the world measured through written assignments and/or performance.

In addition to the above outcomes, students selecting the Dance Fitness Option will:

- Demonstrate proficiency in a variety of fitness techniques, including but not limited to: Pilates, Yoga, Tai chi, and Cardio-Fitness.

*AGEC-A Requirements: 35 credit hours

Composition (6)

ENG 101¹ College Composition I (3)

ENG 102¹ College Composition II (3)

Emphasis Area Core Requirements: 15 credit hours

Select 1 course from 2 different Dance sequences (Ballet, Dance or Modern) for a total of 6 credit hours:

*DAN 1101-1104 or DAN 2111-2114 or DAN 2121-2124 or DAN 2171-2174 (Ballet I, II, III, or IV) (3)

Mathematics (3)

MAT 142¹ College Mathematics (3) or a higher course selected from the approved AGEC courses in the Mathematics category.

Arts/Humanities (6)

DAN 201 Dance History (3)

Select 1 additional Arts/Humanities from any of the following:

MUS 100 Music Appreciation (3)

MUS 145 Jazz History and Literature (3)

MUS 207 American Popular Music (3)

THR 101 Introduction to Theatre (3)

Social/Behavioral Sciences (6)

Courses from two or more disciplines must be selected from approved General Education courses in the Social/Behavioral Sciences category.

Physical/Biological Sciences (8)

Any coursework selected from the Physical & Biological Sciences AGEC category.

General Education Options (0-6)^[1]

Options may be selected from the above categories or from the Options category to complete 35 AGEC credit hours.

*DAN 1201-1204 or DAN 2211-2214 or DAN 2221-2224 (Modern I, II, or III) (3)

*DAN 1501-1504 or DAN 2501-2504 or DAN 2511-2514 (Jazz I, II, or III) (3)

DAN 200 Introduction to Choreography (3)

DAN 290 Performing Arts Practicum (3)

NTR 135 Human Nutrition (3)

Electives: 10 Credit Hours

Select Option 1 or 2 and complete 10 hours from electives suggested below or other performing arts or fitness courses that are transferrable as stated in the Course Equivalency Guide.

Option 1: Dance and Performing Arts

DAN 1101-1104 Ballet I (3)

DAN 2111-2114 Ballet II (3)

DAN 2121-2124 Ballet III (3)

DAN 2171-2174 Ballet IV (3)

DAN 1201-1204 Modern I (3)

DAN 2211-2214 Modern II (3)

DAN 2221-2224 Modern III (3)

DAN 1501-1504 Jazz I (3)

DAN 2501-2504 Jazz II (3)

DAN 2511-2514 Jazz III (3)

DAN 151 Turkish-Egyptian I (2)

DAN 152 Turkish-Egyptian II (2)

DAN 145 Tap (2)

DAN 130 company Class & Rehearsal (4)

DAN 289 Internship I (1-6)

MUP 105 Voice Class I (1)

THR 110 Acting I (3)

THR 210 Acting II (3)

Option 2: Dance Fitness:

*DAN 102 Pilates I (2)

DAN 103 Cardio-Fitness (1)

*DAN 111 Beginning Yoga (2)

DAN 155 Tai Chi Chuan (3)

*DAN 202 Pilates II (2) This course must be taken concurrently with Pilates Certification (1) offered through CCL non-credit.

*DAN 210 Yoga II (2)

DAN 289 Internship (1-6)

**Note: DAN 102, 111, 202, and 210 may be taken by Dance majors up to 4 times for credit (Example: DAN 1021, DAN 1022, DAN 1023, DAN 1024)*

Degree Requirements: 60 credit hours

Visual Arts: AFA Degree

The Associate of Fine Arts degree in Visual Arts is designed for transfer to the Fine Arts bachelor's degree at all Arizona public universities. The program gives students a strong foundation in visual composition and art history and prepares them to continue their fine arts education in drawing, painting, photography, ceramics, or sculpture. Students completing this degree will transfer 60-64 credits to all Arizona public universities. Requirements differ significantly among state universities. Students should see an advisor to plan their program of study to avoid transfer difficulties. The outcomes identified below define the knowledge and skill sets that graduates will possess at the end of their program of study:

- Possess drawing skills that include the ability to render forms in pictorial space using light and shade, describe variations in textures and surface qualities, and incorporate the Elements of Drawing in creating evocative images through the effective use of a variety of drawing media.
- Possess composition skills in two and three-dimensional media that indicate their knowledge of, and ability to use effectively, basic design principles including, balance and tension, rhythm and repetition, contrast, emphasis and subordination, unity and variety.
- Gain the ability to effectively use basic color schemes as well as the ability to use color as an expressive element. Be able to discuss historical works of art in the context of the social and cultural climate they were created in and, if applicable, their significance in relationship to subsequent styles or movements in western art.
- Gain the ability to analyze and critically evaluate the form and content of works of art.

*AGEC-A Requirements: 35 credit hours

Composition (6)

ENG 101¹ College Composition I (3)

ENG 102¹ College Composition II (3)

Mathematics (3)

MAT 142¹ College Mathematics (3) or a higher course selected from the approved AGECE courses in the Mathematics category.

Degree Requirements: 15 credit hours

ART 110 Drawing I (3)

ART 111¹ Drawing II (3) or ART 210¹ Life Drawing (3)

ART 160¹ Color & Design (3)

ART 165 Three-Dimensional Design (3)

ART 290 Visual Arts Practicum (3)

Degree Electives: 12 credit hours

Select 12 hours from electives suggested below or other art

Arts/Humanities (9)

ART 201¹ Art History I (3)

ART 202¹ Art History II (3)

One additional course, excluding ART, must be selected from the Arts/Humanities category (3).

Social/Behavioral Sciences (6)

Courses from two or more disciplines must be selected from the approved General Education courses in the Social/Behavioral Sciences category.

Physical/Biological Sciences (8)

Any two courses may be taken from the approved General Education courses in the Physical/Biological Sciences category.

General Education Options (0-6)

Courses may be selected from the above categories or from the Options category to complete 35 AGEC credit hours.

courses. These courses must transfer to all Arizona public universities as stated in the Course Equivalency Guide.

ART 111¹ Drawing II (3)

ART 120 Ceramics I (3)

ART 150 Photography I (3)

ART 180¹ Sculpture I (3)

ART 190 Painting I (3)

ART 191¹ Painting II (3)

ART 210¹ Life Drawing (3)

Degree Requirements: 62 credit hours

¹ Placement test and/or prerequisite required.

Associate of Business: ABUS Degree



The Associate of Business Degree is designed for students planning to transfer to a college or university and requires a minimum of 62 credit hours. All courses included in the degree must be completed with a grade of "C" or better. A minimum of 35 of these credit hours must be completed in the Arizona General Education Curriculum (AGEC-B). The remaining degree requirements are comprised of 25 credit hours or more in the student's elected program of study. Courses numbered 100 or above which transfer as equivalent, departmental elective credit (DEC) or general elective credit (E) will be counted toward this degree. Special Topics courses (198, 298) will not be counted toward this degree. This is a Tech Prep articulated program. The outcomes identified below define the knowledge and skill sets that graduates will possess at the end of their program of study:

- Use principles in business to guide critical thinking and problem-solving activities.
- Identify and modify appropriate technological applications to evaluate, interpret, and summarize business problems.
- Compose clear and effective communication in oral and written forms.
- Create solutions for business situations that require quantitative analytical skills.

*AGEC-B Requirements: 35 credit hours

Composition (6)

ENG 101¹ College Composition I (3)

ENG 102¹ College Composition II (3)

Degree Requirements: 21 credit hours

ACC 255¹ Principles of Financial Accounting (3)

ACC 256¹ Principles of Managerial Accounting (3)

BUS 214¹ Legal, Ethical & Regulatory Issues in Business (3)

Mathematics (3)

MAT 211 ¹ Business Calculus (4) or a higher course (3)
selected from the AGECE courses in the Mathematics category.

Arts/Humanities (6)

Courses from two or more disciplines must be selected from the approved General Education courses in the Arts/Humanities category.

Social/Behavioral Sciences (6)

Courses from two or more disciplines must be selected from the approved General Education courses in the Social/Behavioral Sciences category.

Physical/Biological Sciences (8)

Any two courses may be taken from the General Education courses in the Physical/Biological Sciences category.

General Education Options (3-6)

CIS 120 Introduction to Computer Information Systems (3)
Any course from the above categories or from the General Education Options category to complete 35 hours.

BUS 232 ¹ Business Statistics & Analysis (3)

ECN 204 ¹ Macroeconomic Principles (3)

ECN 205 Microeconomic Principles (3)

MAT 172 ¹ Finite Mathematics (3)

Business Electives: 6 credit hours

Any ACC or BUS course (3) that transfers as elective or better to at least two state universities.

BUS 204 ¹ Business Communications (3)

or

CIS 220 ¹ Applications Programming I (4)

Degree Requirements: 62 credit hours

¹ Placement test and/or prerequisite required.

² 0-6 hours may be taken in any category from General Education as needed to complete the minimum 36 hours required for the AGECE.

Associate of Science: AS Degree

The Associate of Science Degree is designed for students planning to transfer to a college or university and requires a minimum of 60 credit hours. All courses included in the degree must be completed with a grade of "C" or better. A minimum of 35 of these credit hours must be completed in the Arizona General Education Curriculum (AGECE-S). The remaining degree requirements are comprised of 25 credit hours or more in the student's elected program of study. Courses numbered 100 or above which transfer as equivalent, departmental elective credit (DEC) or general elective credit (E) will be counted toward this degree. Special Topics courses (198, 298) will not be counted toward this degree.

AS General Studies

The General Studies degree is designed for students planning to transfer to an Arizona public university with a major requiring rigorous mathematics or mathematics-based science. Students are required to take AGECE-S and courses that will apply toward the major at the university after transfer. Students completing this degree will transfer 60-64 credits to all Arizona public universities

and should meet with an advisor as early as possible. Students planning to transfer to a university other than Arizona public universities should see an advisor.

There are 2 pathways in the General Studies degree:

1. General Requirements Pathway

This pathway requires AGEC-S and 4th semester natural human language proficiency, other than English, including American Sign Language.

2. Special Requirements Pathway

This pathway requires students to take AGEC-S and some *Common Courses*. *Common Courses* are courses that are accepted as a part of the major at all Arizona public universities. The list of *Common Courses* is determined statewide. See an advisor or check the college catalog web site (www.coconino.edu) for these *Common Courses*.

Depending on the area of interest, one pathway may be more suitable for a student's educational plan than the other. Students changing pathways may accumulate more credits than necessary for graduation from a university. See an advisor for more information.

AGEC-S Requirements: 35 credit hours

Composition (6)

ENG 101¹ College Composition I (3)

ENG 102¹ College Composition II (3)

Mathematics (3)

MAT 220¹ Calculus & Analytic Geometry I (5) or higher course (3)
selected from the approved AGEC courses in the Mathematics category.

Arts/Humanities (6)

Courses from 2 or more disciplines must be selected from the approved AGEC courses in the Arts/Humanities category.

Social/Behavioral Sciences (6)

Courses from 2 or more disciplines must be selected from the approved AGEC courses in the Social/Behavioral category.

Physical/Biological Sciences (8)

BIO 181 Unity of Life I: Life of the Cell (4)

and

BIO 182 Unity of Life II: Multicellular Organisms (4)

or

Degree Core Requirements: 25 credit hours

Select Pathway 1 or 2:

1. General Requirements Pathway

16 credit hours of 4th semester of any natural human language proficiency, other than English, including American Sign Language³.

Electives²

9 credits of transferable courses as stated in the Course Equivalency Guide. These courses must transfer to all 3 Arizona public universities.

2. Special Requirements Pathway

6 credit hours of common courses (Same Prefix) from the area(s) of interest/emphasis.

Electives

Transferable courses as stated in the Course Equivalency Guide (CEG). These courses must transfer to all Arizona public universities.

Degree Requirements: 60 credit hours

CHM 151 General Chemistry I (5)

and

CHM 152 General Chemistry II (5)

or

PHY 161 University Physics I (4)

and

PHY 262 University Physics II (4)

¹ Placement test and/or prerequisite required.

² Students who can complete the 4th semester language proficiency in less than 16 credit hours may choose more elective transferable credits.

General Education Options (0-8)

Select any coursework Calculus II or higher AGEC math and/or

AGEC PBSC from the following content areas: Astronomy, Biology,

Botany, Chemistry, Environmental Science, Geology, Physical

Geography, Physics, or Zoology to complete 35 credits.

Associate of Applied Science: AAS Degrees

Administration of Justice: AAS Degree



The Administration of Justice AAS program is designed to prepare students to enter the workforce in the criminal justice arena. This program teaches students specific knowledge and skills, which will assist in securing employment in a wide variety of law enforcement and corrections/juvenile detention positions. This is a Tech Prep articulated program. The outcomes identified below define the knowledge and skill sets that graduates will possess at the end of their program of study:

- Prepare students for upper division course work and the attainment of a bachelor's degree in related fields of study or.
- Understand the structure of the criminal justice system and the functions of its' main constituents: official agencies, citizens, and their elected representatives.
- Acquire the major communication skills required of most criminal justice practitioners including the development of effective written and oral communications consistent with the criminal justice field.
- Use knowledge of other cultures, politics, ethics, and human rights to positively impact the community, work place, and the physical environment around us.
- Provide students with the resources to investigate careers within the criminal justice system.
- Prepare students with skills necessary to enter the criminal justice workforce with specialized training in such areas as detention/corrections officer or emergency communications dispatcher.

*General Education Requirements: 29 credit hours

Composition (6)

ENG 101 ¹ College Composition I (3)

ENG 102 ¹ College Composition II (3)

Degree Core Requirements: 33 credit hours

Required: 33 credit hours

AJS 101 Introduction to Administration of Justice (3)

AJS 105 Juvenile Detention Studies (3)

AJS 110 The Correction Function (3)

Mathematics (3)

MAT 142¹ College Mathematics (3) or a higher course selected from the approved AGECE courses in the Mathematics category.

Arts/Humanities (6)

Any approved General Education courses in the Arts/Humanities category.

Social/Behavioral Sciences (6)

Any approved General Education courses in the Social/Behavioral Sciences category. Recommended: SOC 210 Sociology of Gender (3) or SOC 215 Race & Ethnic Relations (3).

Physical/Biological Sciences (8-10)

Any approved General Education courses in the Physical/Biological Sciences category.

AJS 120 Substantive Criminal Law (3)

AJS 150 Rules of Criminal Procedure (3)

AJS 160 Police Administration (3)

AJS 200 Community Relations (3)

AJS 220 Rules of Evidence (3)

AJS 230 Crime & Deviant Behavior (3)

AJS 240 Juvenile Justice Procedure (3)

AJS 280 Criminology (3)

Degree Requirements: 62 credit hours

¹ Placement test and/or prerequisite required.

Alternative Energy Technology: AAS Degree

The Associate of Applied Science in Alternative Energy Technology will provide students with the skills to pursue a career in the Alternative Energy field. The student will be instructed through mastery learning components and field study workshops arranged with local contractors. Students may apply credit hours earned in the Construction Technology Certificate toward completion of the AAS degree. The outcomes identified below define the knowledge and skill sets that graduates will possess at the end of their program of study:

- Possess the appropriate skills in drafting, design and layout used in contemporary alternative energy applications.
- Possess the appropriate knowledge of energy and solar principles used in alternative energy applications.
- Acquire the computer operation skills and competencies applied to drafting using Computer Aided Design (CAD) software.
- Understand and apply knowledge of alternative energy systems including solar heating, Photovoltaic energy, wind power, energy and heat transfer, and energy efficiencies.
- Demonstrate competent application of methods used in the construction trades including carpentry, masonry, electricity, and plumbing.
- Employ critical thinking and evaluation skills to ensure compliance with building construction codes in the design and construction of alternative energy systems.

*General Education Requirements: 25 credit hours

Composition (6)

ENG 101¹ College Composition I (3)

ENG 102¹ College Composition II (3)

Degree Core Requirements: 39 credit hours

CTM 111 Plumbing (3)

CTM 115 Intro to Wood Working (3)

CTM 120 Building the Human Environment (3)

Mathematics (3)

MAT 142¹ College Mathematics (3) or a higher course selected from the approved AGEC courses in the Mathematics category.

Arts/Humanities (3)

Any approved General Education courses in the Arts/Humanities category.

Social/Behavioral Sciences (6)

Any approved General Education courses in the Social/Behavioral Sciences category.

Physical/Biological Sciences (4)

Any approved General Education courses in the Physical/Biological Sciences category.

Options (3)

CIS 120 Intro to Computer Information Systems (3)

CTM 123 Building Construction Methods I (3)

CTM 124² Construction Methods II (3)

CTM 130 Blueprint Reading (3)

CTM 132 Solar Water Heating (2)

CTM 138 Intro to Solar Design Applications (1)

CTM 150 Basic Electrical Theory (3)

CTM 151 House Wiring I (3)

CTM 211 International Building Code (3)

CTM 235 Solar Home Design (3)

CTM 236 Photovoltaics and Wind Power (3)

DFT 125¹ Architectural Drafting I (3)

Degree Requirements: 64 credit hours

¹ Placement test and/or prerequisite required.

² May Substitute CTM 298 with consent of Department Chair.

American Sign Language (ASL) Interpreting - AAS Degree

The Associate of Applied Science degree in American Sign Language Interpreting is designed to prepare students for licensure as interpreters for the deaf. This program is also designed to prepare students to sit for national exams of certification. The outcomes identified below define the knowledge and skill sets that graduates of this program will possess at the end of their program of study (used by permission from E. McCaffrey, *American River College, CA 2007*):

- Discuss and apply knowledge of linguistic, cross-cultural and interpretation theories.
- Demonstrate communicative competency in English and in ASL through effective communication in a variety of settings with speakers of varying age, gender, and ethnicity.
- Analyze, identify and apply personal, professional and ethical decisions in a manner consistent with theoretical models and standard professional practice.
- Demonstrate interpersonal competencies that foster effective communication and productive collaboration with colleagues, consumers and employers in an interpreting context.
- Formulate effective interpretations both consecutively and simultaneously.
- Develop an on-going professional action plan integrating interactions with D/deaf related organizations, connections with interpreter employers, and the implications of certification on the provision of interpreting.

*General Education Requirements: 25 credit hours

Composition (6)

Students must demonstrate 4th semester proficiency in ASL.

They must complete or be enrolled in ASL 110, ASL 203 and ITP

ENG 101 ¹ College Composition I (3)

ENG 102 ¹ College Composition II (3)

Mathematics (3)

MAT 142 ¹ College Mathematics(3)

or a higher course selected from the approved AGECE courses in the Mathematics category.

Arts/Humanities (6)

Any approved General Education courses in the Arts/Humanities category.

Social/Behavioral Sciences (6)

PSY 101 Introduction to Psychology (3)

Any approved General Education course in the Social/Behavioral Sciences category (3).

Physical/Biological Sciences (4)

Any approved General Education course in the Physical/Biological Sciences category.

210 and declare intent to complete the program of study in order to apply for admission to the program. A questionnaire and preliminary assessment of sign language skills may be required.

Degree Requirements: 10 credit hours

Required Foundation Courses (for admission to program: 10 credit hours

ASL 110 Intro to Deaf Studies (3)

ASL 203 ¹ American Sign Language V (4)

ITP 210 Intro to Professional Interpreting and Ethics (3)

Core Courses: 29 credit hours

ASL 211 ¹ Fingerspelling & Numbers (3)

ASL 212 ¹ Linguistics & Grammar of ASL (4)

ITP 213 ¹ Consecutive Interpreting (4)

ITP 214 ¹ Simultaneous Interpreting (4)

ITP 215 ¹ Transliterating (3)

ITP 216 ¹ Educational Interpreting (3)

ITP 217 ¹ Interpreting Seminar (3)

ITP 289 ¹ Internship/clinical field experience (3)

Electives (see list below) (2)

We recommend students choose from (but are not limited to) the following list of electives to allow them the option to explore their preferred area of work, while building a well-rounded foundation of general knowledge. Additional electives may be selected with program coordinator approval.

AJS 101 Intro to Administration of Justice (3)

AHS 100 Intro to Health Services (3)

AHS 131 Medical Terminology (3)

AHS 110 Health Care Ethics and Law (3)

ECE 100 Intro to Early Childhood Education (3)

LDR 115 Workplace Ethics (1)

PSY 240¹ Developmental Psychology (3)

SPC 100 Fundamentals of Speech Communication (3)

THR 101 Intro to Theatre (3)

Degree Requirements: 64 credit hours

¹ Prerequisite or consent of instructor required.

Business: AAS Degree



The AAS Business Degree program is designed to prepare students to enter the business profession, at an entry level position, with tracks in General Business, Accounting, and Leadership by providing them with general knowledge and skills specializing in their area of interest. The program allows students the option of selecting support courses to strengthen their overall education and courses in their area of special interest or job opportunity. This is a Tech Prep articulated program. The outcomes identified below define the knowledge and skill sets that graduates will possess at the end of their program of study:

- Demonstrate basic computer skill.
- Compose and deliver clear and effective communication.
- Evaluate and determine business solutions using appropriate quantitative analysis skills.
- Apply basic knowledge of accounting, business law, and general business operations to solve business problems.
- Preparation for the Professional in Human Resource (PHR) certification exam in the Business track.
- Preparation for the Federal Payroll Certification (FPC) exam in the Accounting track.
- Preparation for completing the Phi Theta Kappa Leadership certificate.

*General Education Requirements: 25 credit hours

Composition (6)

ENG 101¹ College Composition I (3)

ENG 102¹ College Composition II (3)

Mathematics (3)

MAT 142¹ College Mathematics or a higher course selected from the approved AGECE courses in the Mathematics category.

Arts/Humanities (6)

Any approved General Education courses in the Arts/Humanities category.

Social/Behavioral Sciences (6)

Any approved General Education courses in the Social/Behavioral Sciences category.

Physical/Biological Sciences (4)

Any approved General Education course in the Physical/Biological Sciences category.

Degree Core Requirements: 27 credit hours

ACC 255¹ Principles of Financial Accounting (3)

ACC 256¹ Principles of Managerial Accounting (3)

BUS 100¹ Mathematics of Business (3)

BUS 204¹ Business Communications (3)

BUS 206 Principles of Management (3)

BUS 214¹ Legal, Ethical, & Regulatory Issues in Business (3)

CIS 120 Introduction to Computer Information Systems (3)

ECN 204¹ Macroeconomic Principles (3)

ECN 205 Microeconomic Principles (3)

Specialization Business Tracks: 9 credit hours

Note: Three (3) credits of Internship may be applied to any specialization option in consultation with a Business advisor.

General Business

BUS 211 Human Resource Management (3)

BUS 213 Small Business Management (3)

LDR 201 Leadership Basics (2)

Business Electives (1)

Accounting

ACC 206 Accounting and EDP Systems (3)

ACC 110 Payroll Accounting (3)

Business Electives (0-3)

Leadership

LDR 201 Leadership Basics (2)

LDR 202 Leadership and Decision Making (2)

LDR 203 Leadership and Communication (2)

LDR 204 Leadership and Power (2)

Business Electives (1)

Degree Requirements: 61 credit hours

¹ Placement test and/or prerequisite required.

Carpentry Apprenticeship: AAS Degree



The Associate of Applied Science Degree in Apprenticeship Carpentry will prepare the student with the trade skills related to a career in carpentry. Completion of this degree involves completion of all Carpenter Union-related qualification requirements of "step" trade work experience as well as all union-related classroom training required to achieve "Journeyman" status. This degree is only available to International Brotherhood of Carpenters Union members. This is a Tech Prep articulated program. The outcomes identified below define the knowledge and skill sets that graduates will possess at the end of their program of study:

- Fully meet the requirements to gain carpentry journeyman status.
- Possess an appropriate understanding and skills applied in:
 - the general mathematic principles used in the carpentry industry,
 - blue print reading and interpretation of construction drawings,
 - selection and construction of concrete frameworks,
 - rough framing post and beam, timber, stair, and roof construction,
 - building layout, engineering, rigging and scaffolding set up,
 - commercial and industrial building interior systems, and
 - finish carpentry and stair construction trim details.
- Understand hazard recognition and apply the basic safety practices used in the construction trades.

***General Education Requirements: 28 credit hours**

Composition (6)

ENG 101¹ College Composition I (3)

ENG 102¹ College Composition II (3)

Mathematics (3)

MAT 121¹ Intermediate Algebra (4) or MAT 122 Intermediate Mathematics (3) or a higher course selected from the approved AGEC courses in the Mathematics category.

Arts/Humanities (6)

Any approved General Education courses in the Arts/Humanities category.

Social/Behavioral Sciences (6)

Any approved General Education courses in the Social/Behavioral Sciences category.

Physical/Biological Sciences (4)

Any approved General Education course in the Physical/Biological Sciences category.

Options (3)

CIS 120 Introduction to Computers (3)

Degree Core Requirements: 37 credit hours

CRP 105 Interior Finish I (2)

CRP 106 Interior Finish II (2)

CRP 110 Introduction to Carpentry I (2)

CRP 111¹ Introduction to Carpentry II (2)

CRP 112¹ Technical Calculations for Carpenters I (2)

CRP 113¹ Technical Calculations for Carpenters II (2)

CRP 114¹ Blueprint Reading I (2)

CRP 115¹ Blueprint Reading II (2)

CRP 116 Concrete Formwork I (2)

CRP 117¹ Concrete Formwork II (2)

CRP 210 Basic Framing I (2)

CRP 211¹ Basic Framing II (2)

CRP 212 Carpentry Industry Technology I (2)

CRP 213 Carpentry Industry Technology II (2)

CRP 214¹ Interior Systems I (2)

CRP 215¹ Interior Systems II (2)

CTM 211 International Building Code (3)

WLD 100 Basic Welding (2)

Degree Requirements: 65 credit hours

¹ Placement test and/or prerequisite required.

Computer Software Technology: AAS Degree



The Computer Software Technology program is designed to prepare students for entry-level positions requiring computer application software skills. The program offers emphases in PC Technician, Graphic and Web Design, General Technology and Application Software Specialist. This is a Tech Prep articulated program. The outcomes identified below define the knowledge and skill sets that graduates will possess at the end of their program of study:

- Apply the principles of effectively using computer related terminology.
- Understand and apply the principles of microcomputer operating systems, professional office suite applications, desktop publishing, software, web browsers and electronic mail.
- Understand the principles of legal and ethical issues related to the workplace.
- Understand the principles of programming and the ability to apply them using a programming language.

***General Education Requirements: 25 credit hours**

Composition (6)

ENG 101¹ College Composition I (3)

ENG 102¹ College Composition II (3)

Mathematics

MAT 142 College Mathematics (3) or a higher course selected from the approved AGECE courses in the Mathematics category.

Arts/Humanities (6)

Any approved General Education courses in the Arts/Humanities category.

Social/Behavioral Sciences (6)

Any approved General Education courses in the Social/Behavioral Sciences category.

Physical/Biological Sciences (4)

Any approved General Education course in the Physical/Biological Sciences category.

Degree Core Requirements: 26 credit hours

BUS 204¹ Business Communications (3)

CIS 110 Windows, the Internet and Online learning(3)

CIS 120 Intro to Computer Information Systems (3)

CIS 122 Intro to MS Word (3)

CIS 123 Intro to Spreadsheets (3)

CIS 125 Intro to Databases (3)

CIS 128 Intro to Presentation Graphics (3)

CIS 220¹ Computer Programming I (4)

LDR 115 Workplace Ethics (1)

Degree Elective Tracks: 11 credit hours

Select 1 track & complete 11 credits.

PC Technician Track (11):

CIS 130 Computer Repair and A + Prep (4)

CIS 230¹ Implementing and Supporting Windows (4)

CIS 240 Installing, Configuring, and Administering Microsoft Windows Server (4)

CIS 161 UNIX Administration I (4)

CIS 289 Internship I (1-6)

CIS 298 Special Topics (1-6)

Graphics and Web Design Track (11):

ART 130 Computer Graphics (3)

ART 135¹ Photoshop (3)

ART 136 Digital Photography (3)

CIS 117 Intro to Web Page Design (3)

CIS 289 Internship I (1-6)

CIS 298 Special Topics (1-6)

Application Software Specialist Track (11):

CIS 117 Introduction to Web Page Design (3)

CIS 165 Basic Game Design Creation (3)

CIS 167 Game Design Fundamentals (3)

CIS 289 Internship I (1-6)

CIS 298 Special Topics (1-6)

General Technology Track (11):

ART 130 Computer Graphics (3)

CIS 117 Introduction to Web Page Design (3)

CIS 130 Computer Repair and A + Prep (4)

CIS 230 Implementing and Supporting Windows (4)

CIS 240 Installing, Configuring, and Administering Microsoft Windows Server (4)

CIS 289 Internship I (1-6)

CIS 298 Special Topics (1-6)

Video Game Development Track (11)

ART 130 Computer Graphics (3)

CIS 165 Basic Game Design and Creation (3)

CIS 167 Game Design Fundamentals (3)
CIS 168 History of Video Games (3)
CIS 289 Internship I (1-6)
CIS 298 Special Topics (1-6)

Degree Requirements: 62 credit hours

¹ Placement test and/or prerequisite required.

Construction Technology: AAS Degree



The Associate of Applied Science degree in Construction Technology provides students with the skills to pursue a career in the construction trades or in construction management. Students will be instructed through mastery learning components and field study workshops arranged with local contractors. Students may apply credit hours earned in the Construction Technology Certificate toward completion of the AAS degree. This is a Tech Prep articulated program. The outcomes identified below define the knowledge and skill sets that graduates will possess at the end of their program of study:

- Possess the appropriate skills in drafting, design and layout used in contemporary construction management.
- Understand and apply knowledge of construction methods.
- Demonstrate competent application of methods used in the construction trades including carpentry, concrete, masonry, plumbing, sanitation and electrical.
- Understand and apply the basic safety practices used in the construction trades.
- Acquire the computer operation skills and competencies in using AutoCAD® software for construction methods purposes.
- Employ critical thinking and evaluation skills to ensure high quality and cost effectiveness management of design, implementation of construction methods and trades, and satisfactory completion of the construction project.

*General Education Requirements: 27 credit hours

Composition (6)

ENG 101¹ College Composition I (3)

ENG 102¹ College Composition II (3)

*Mathematics (3)

MAT 187¹ Pre-calculus (5) or a higher course (3) selected from the approved AGEC courses in the Mathematics category.

Students should select a 5-credit hour course to complete this degree.

Arts/Humanities (6)

Any approved General Education courses in the Arts/Humanities category.

Degree Core Requirements: 24 credit hours

CTM 120 Building the Human Environment (3)

CTM 123 Building Construction Methods I (3)

CTM 124 Building Construction Methods II (3)

CTM 130 Blueprint Reading & Estimating (3)

CTM 211 International Residential Code (3)

CTM 288 Construction Supervision, Scheduling, & Project Management (3)

DFT 125¹ Architectural Drafting I (3)

DFT 155 SolidWorks & the Manufacturing Environment (3)

Degree Electives: 9 credit hours

Choose any 9 credit hours from BUS, CIS, or CTM green building courses with no more than 3 credits in CTM Green courses.

Recommended: BUS 214 & CIS 120. CTM Green courses include

Social/Behavioral Sciences (6)
Any approved General Education courses in the
Social/Behavioral Sciences category.

CTM 131, CTM 132, CTM 133, CTM 134, CTM 138, CTM 139, CTM
235, CTM 236, CTM 250, CTM 260, CTM 289, CTM 298.

Degree Requirements: 60 credit hours

Physical/Biological Sciences (4)
Any approved General Education courses in the
Physical/Biological Sciences category.

¹ Placement test and/or prerequisite required.

**NOTE: Students who do not complete a 5-credit hour math
course will be short for this 60 credit hour degree.*

Early Childhood Education: AAS Degree



The Associate of Applied Science degree in Early Childhood Education is designed to prepare students for positions within the field of Early Childhood Education. Students may apply credit hours earned in the Certificate in Early Childhood Education toward this degree. This is a Tech Prep articulated program. The outcomes identified below define the knowledge and skill sets that graduates will possess at the end of their program of study:

- Know how to establish and maintain a safe, healthy learning environment.
- Practice applying social and emotional development techniques.
- Understand how to advance physical and intellectual development.
- Determine how to establish productive relationships with families.
- Observe and record children's behavior.
- Understand principles of child growth and development.

*General Education Core Requirements: 25 credit hours

Composition (6)

ENG 101 ¹ College Composition I (3)

ENG 102 ¹ College Composition II (3)

Mathematics (3)

MAT 142 ¹ College Mathematics (3) or a higher course selected
from the approved AGECE courses in the Mathematics category.

Arts/Humanities (6)

Any approved General Education courses in the Arts/Humanities
category.

Social/Behavioral Sciences (6)

PSY 101 Introduction to Psychology (3)

Degree Core Requirements: 30 credit hours

ECE 100 Introductions to Early Childhood Education (3)

ECE 110 Early Childhood Curriculum (3)

ECE 120 Health, Safety, & Nutrition for the Young Child (3)

ECE 200 Child Guidance (3)

ECE 210 Creative Arts for the Young Child (3)

ECE 220 Language Arts for the Young Child (3)

ECE 230 Exploration & Discovery for the Young Child (3)

ECE 234 Child Growth and Development (3)

ECE 240 ¹ School, Family, & Community Relations (3)

ECE 250 ¹ Children with Special Needs (3)

Degree Electives: 6 credit hours

Select six credit hours from the following courses:

EDU 200 Introduction to Education (3)

One additional course selected from the Social/Behavioral Sciences category. (3)

Physical/Biological Sciences (4)

Any approved General Education course in the

Physical/Laboratory Science category.

MAT 180¹ Math for Elementary School Teachers I (3)

MAT 181 Math for Elementary School Teachers II (3)

POS 220 Arizona & National Constitution (3)

SPC 100 Fundamentals of Speech Communication (3)

Degree Requirements: 61 credit hours

¹ Placement test and/or prerequisite required.

Electricity: AAS Degree

The Associate of Applied Science in Electricity is a 4 year apprenticeship program run in partnership with Northern Arizona Electrical Contractors Association (NAECA). Students wishing to enroll in this program must become an apprentice with NAECA. The apprenticeship program provides students with training in the electrical field and enables students to work as electricians. The outcomes identified below define the knowledge and skill sets that graduates will possess at the end of their program of study:

- Read blueprints.
- Plan construction jobs.
- Select materials.
- Select and safely and competently use correct tools.
- Install electrical systems and equipment.
- Solve electrical construction related problems on the job site.
- Understand and apply the National Electric Code.
- Sit for the state electrical licensing examinations.
- Gain certification by the National Center for Construction, Education and Research (NCCER).

*General Education Requirements: 25 credit hours

Composition (6)

ENG 101¹ College Composition I (3)

ENG 102¹ College Composition II (3)

Mathematics (3)

MAT 142¹ College Arithmetic (3) or a higher course selected from the approved AGECE courses in the Mathematics category.

Arts/Humanities (6)

Any approved General Education courses in the Arts/Humanities category.

Social/Behavioral Sciences (6)

Any approved General Education courses in the

Degree Core Requirements: 35 credit hours

ETC 107 Mathematics for Electricians (3)

ETC 110 Commercial and Industrial Electrical 1 (4)

ETC 120 Commercial and Industrial Electrical 2 (4)

ETC 130 Commercial and Industrial Electrical 3 (4)

ETC 140 Commercial and Industrial Electrical 4 (4)

ETC 250 Commercial and Industrial Electrical 5 (4)

ETC 260 Commercial and Industrial Electrical 6 (4)

ETC 270 Commercial and Industrial Electrical 7 (4)

ETC 280 Commercial and Industrial Electrical 8 (4)

Degree Requirements: 60 credit hours

Social/Behavioral Sciences category.

Physical/Biological Sciences (4)

Any approved General Education course in the
Physical/Biological Sciences category.

¹ Placement test and/or prerequisite required.

² May substitute CTM 298 with consent of Department Chair.

Fire Science: AAS Degree

The Fire Science program is designed to prepare students to enter the Fire Science profession by providing them with knowledge and skills which can be used to enter a wide variety of positions. The program allows students the option of selecting courses emphasizing emergency medical, fire suppression, or fire prevention. The outcomes identified below define the knowledge and skill sets that graduates will possess at the end of their program of study:

- Fully meet the requirements to gain state approved certification as outlined by current Arizona State Fire Marshal.
- Fully meet the requirements to gain the red card certification system used by the U.S. Forest Service.
- Develop effective written communication skills consistent with the fire service and related professional environments.
- Develop the ability to retrieve, evaluate, and use information appropriately by using library resources, information technology, analytical tools, and the scientific method to predict and control fire problems and advance knowledge of fire science.
- Use knowledge of other cultures, politics, ethics, and human rights to positively impact the community, work place, and the physical environment around us.

*General Education Requirements: 25 credit hours

Composition (6)

ENG 101 ¹ College Composition I (3)

ENG 102 ¹ College Composition II (3)

Mathematics (3)

MAT 142 ¹ College Mathematics (3) or a higher course selected
from the approved AGECE courses in the Mathematics category.

Arts/Humanities (6)

Any approved General Education courses in the Arts/Humanities
category.

Social/Behavioral Sciences (6)

Any approved General Education courses in the
Social/Behavioral Sciences category.

Degree Core Requirements: 35 credit hours

EMS 131 Emergency Medical Technician (8)

FSC 135 Fundamentals of Fire Prevention (3)

FSC 136 Fire Apparatus & Hydraulics (4)

FSC 138 Hazardous Materials/First Responder (3)

FSC 180 Fire Fighter I & II (8)

FSC 236 Firefighter Occupational Safety (3)

FSC 238 ¹ Emergency Scene Management (3)

FSC 239 ¹ Fire Department Company Officer (3)

Degree Electives: 9 credit hours

Select at least nine credit hours from the following:

BUS 206 Principles of Management (3)

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

CIS 120 Introduction to Computer Info Systems (3)

EMS 211 ¹ Emergency Medical Technician Refresher (2)

Physical/Biological Sciences (4)

Choose one of the following:

BIO 100¹ Biology Concepts (4)

BIO 105¹ Environmental Biology (4)

BIO 181¹ Unity of Life: Life of the Cell (4)

CHM 130¹ Fundamental Chemistry (4)

CHM 151¹ General Chemistry I (5)

PHY 111¹ College Physics I (4)

EMS 262¹ Certified Emergency Paramedic (47)

FSC 233 Wildland Fire Suppression (4)

FSC 234 Fire Investigation (3)

FSC 235¹ Fire Protection Systems (3)

FSC 241 Firefighter Safety and Building Construction (3)

Degree Requirements: 69 credit hours

¹ Placement test and/or prerequisite required.

Hospitality Management: AAS Degree



The Hospitality Management program prepares students for entry-level management careers in the hospitality industry. Students completing this degree will develop knowledge and skills necessary to compete in one of Arizona's fastest growing businesses. This is a Tech Prep articulated program. The outcomes identified below define the knowledge and skill sets that graduates will possess at the end of their program of study:

- Management Skills: Identify and utilize management techniques and skills to foster a more productive and creative workplace.
- Technology: Identify and efficiently utilize the needed productivity software for the business sectors.
- Communication: Ability to communicate clearly and effectively, individually and in task groups.
- Critical thinking: Quantitative analysis skills appropriate for solving business problems

*General Education Requirements: 25 credit hours

Composition (6)

ENG 101¹ College Composition I (3)

ENG 102¹ College Composition II (3)

Mathematics (3)

BUS 100¹ Mathematics of Business (3) or

MAT 121¹ Intermediate Algebra (3) or a higher course selected from the AGECE courses in the Mathematics category.

Arts/Humanities (6)

Any approved General Education courses in the Arts/Humanities category.

Social/Behavioral Sciences (6)

Any approved General Education courses in the

Degree Core Requirements: 22 credit hours

BUS 206 Principles of Management (3)

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

CIS 120 Intro to Computer Information Systems (3)

HRM 100 Intro to Hospitality (3)

LDR 201 Leadership Basics (2)

LDR 202 Leadership & Decision Making (2)

or

LDR 203 Leadership & Communication (2)

SPC 100 Fundamentals of Speech Communication (3)

Select 1 emphasis: 6 credit hours

Hotel Emphasis (6):

HRM 210 Guest Service Management (3)

HRM 220 Property Management (3)

Social/Behavioral Sciences category.

Physical/Biological Sciences (4-5)

Any approved General Education course in the
Physical/Biological Sciences category.

Restaurant Emphasis (6):

HRM 140 Food Production Concepts (3)

HRM 240 Commercial Food Production (3)

Specialization Options: 9 credit hours

Select nine credit hours from the following:

ACC 255¹ Principles of Financial Accounting (3)

ACC 256 Principles of Managerial Accounting (3)

BUS 204¹ Business Communications (3)

BUS 211 Human Resources/Personnel Management (3)

ECN 204¹ Macroeconomic Principles (3)

ECN 205 Microeconomic Principles (3)

Degree Requirements: 59 credit hours

¹ Placement test and/or prerequisite required.

Medical Assistant: AAS Degree



The Medical Assistant degree program prepares students for the varied and expanded responsibilities involved in working within medical offices today. Students will receive training in numerous areas, which will give them a complete understanding of the intricate workings within today's medical businesses. Graduates will have the skills necessary to obtain a position as a medical office assistant. Students completing the program are eligible to sit for the American Medical Technologists (AMT) certification exam to become Registered Medical Assistants (RMA). This is a Tech Prep articulated program. The outcomes identified below define the knowledge and skill sets that graduates will possess at the end of their program of study:

- Use critical thinking skills in decision making concerning patient care and well-being.
- Fully meet the requirements to gain phlebotomy certification.
- Possess the ability to apply proper oral and written communication skills in the workplace.
- Possess the ability to fully function as an allied health technician in the health care industry.
- Possess the ability to understand cultural diversity and apply this understanding to health care situations.
- Effectively operate computer hardware and software as applicable to the health care industry.
- Master phlebotomy skills including: the collection of specimens, infection control and safety, the operation of the clinical laboratory, health care delivery and terminology.
- Possess the ability to recognize and address problems concerning patient care and well-being.
- Possess the ability to analyze, synthesize and evaluate data.

***General Education Core Requirements: 19 credit hours**

Degree Core Requirements: 47 credit hours

Composition (6)

ENG 101¹ College Composition I (3)

ENG 102¹ College Composition II (3)

Mathematics (3)

MAT 142¹ College Mathematics (3) or a higher course selected from the approved AGECE courses in the Mathematics category.

Arts/Humanities (3)

Any course from the General Education courses in the Arts/Humanities category.

Social/Behavioral (3)

Any approved General Education courses in the Social and Behavioral Sciences category.

Physical /Biological Sciences (4)

BIO 160 Introduction to Human Anatomy & Physiology (4)

AHS 100 Introduction to the U.S. Health Care System (3)

AHS 102 Administrative Medical Front Office (4)

AHS 105 Professionalism in Health Care Settings (3)

AHS 110 Health Care Ethics & Law (3)

AHS 131 Medical Terminology I (3)

AHS 141 Medical Assistant I (8)

AHS 142 Medical Assistant II (10)

AHS 143 Medical Assistant I Skills (2)

AHS 144 Medical Assistant II Skills (4)

AHS 289 Internship I (4)

CIS 120 Intro to Computer Information Systems (3)

Degree Requirements: 66 credit hours

¹ Placement test and/or prerequisite required.

Network Engineering: AAS Degree



The Associate of Applied Science Degree in Network Engineering is designed to prepare students for Information Technology positions requiring hands-on technical networking skills that support home and small to medium size businesses. The program provides students with knowledge and skills appropriate for network engineering occupations and the opportunity to select elective courses to strengthen their overall education. Network engineers will support an Information Technology infrastructure by installing, maintaining, and monitoring advanced technologies such as routers and switches which provide connectivity to Microsoft and UNIX based computers. This is a Tech Prep articulated program. The outcomes identified below define the knowledge and skill sets that graduates will possess at the end of their program of study:

- Apply the principles of effectively using computer related terminology.
- Understand the principles of legal and ethical issues related to network engineering in the workplace.
- Apply the principles of professional knowledge and skills in at least one of the following areas: Web design and graphics, operating system(s), application knowledge and /or support, microcomputer repair, networking.

*General Education Requirements: 25 credit hours

Composition (6)

ENG 101¹ College Composition I (3)

ENG 102¹ College Composition II (3)

Mathematics (3)

Required: 29 credit hours

CIS 130 Computer Repair and A+ Prep (4)

CIS 140 Cisco Networking Academy Semester 1 (4)

CIS 150¹ Cisco Networking Academy Semester 2 (4)

CIS 160¹ Cisco Networking Academy Semester 3 (4)

CIS 161¹ Unix Administration I (4)

MAT 142 College Mathematics (3) or a higher course selected from the General Education mathematics category.

Arts/Humanities (6)

Any courses from two or more disciplines must be selected from the approved General Education courses in the Arts/Humanities category.

Social/Behavioral Sciences (6)

Courses from two or more disciplines must be selected from the approved General Education courses in the Social/Behavioral Sciences category.

Physical/Biological Sciences (4)

Any approved General Education course in the Physical/Biological Sciences category.

CIS 170¹ Cisco Networking Academy Semester 4 (4)

CIS 230¹ Implement and Supporting Windows (4)

LDR 115 Workplace Ethics (1)

Degree Electives: 9 credit hours Choose any 9 credit hours from courses listed below.

CIS 125 Introduction to Databases (3)

CIS 171¹ Unix Semester 2 (4)

CIS 220 Computer Programming I (4)

CIS 240 Installing, Configuring, and Administering Microsoft Windows Server (4)

CIS 289 Internship I (1-3)

CIS 298 Special Topics (1-3)

Degree Requirements: 63

¹ Placement test and/or prerequisite required.

Nursing: AAS Degree



The Associate of Applied Science degree in Nursing prepares the student for licensure as a Registered Nurse (RN). This program is designed to prepare graduates for entry level nursing positions in a variety of health care settings. The AAS degree in Nursing provides the graduate with an educational foundation for articulation into a university setting. This program has additional and specific admission requirements. Please contact the college Director of Nursing for further information. This is a Tech Prep articulated program. The outcomes identified below define the knowledge and skill sets that graduates will possess at the end of their program of study:

- Demonstrate safe performance of nursing skills within regulatory frameworks of the registered nurse.
- Exhibit professional behaviors for the role of the registered nurse including adhering to legal and ethical standards of practice.
- Manage client care by utilizing the nursing process across the lifespan, family and community.
- Demonstrate therapeutic relationships and communication skills with clients, family and the health care team.
- Incorporates teaching and learning to promote, attain and maintain optimal client health.
- Displays accepted best practices in nursing including lifelong learning to maintain best practices as supported by current evidence.
- Utilize critical thinking skills to practice nursing within an ethical and legal framework.
- The nursing program will prepare students for success in the NCLEX-RN® (National Council Licensure Examination-Registered Nurse) pass rates.

Program Prerequisites:

BIO 201¹ Human Anatomy & Physiology I (4)

CHM 130¹ Fundamentals of Chemistry (4)

Degree Core Requirements: 40 credit hours

NTR 135¹ Human Nutrition (3)

NUR 114¹ Nursing Pharmacology (2)

ENG 101¹ College Composition I (3)
MAT 142¹ College Mathematics (3) or higher AGECEC math course.
NUR 110/111 (5) or CNA License.

***General Education Core Requirements:**

Composition (6)

ENG 101¹ College Composition I (3)
ENG 102¹ College Composition II (3)

Mathematics (3)

MAT 142¹ College Mathematics (3)

Arts/Humanities (3)

Any approved general education courses in the Arts/Humanities or Options Category.

Social/Behavioral (3)

PSY 240¹ Developmental Psychology (3)

Lab Science (12)

BIO 202¹ Human Anatomy and Physiology II (4)

BIO 205¹ Microbiology (4)

BIO 218¹ Human Pathophysiology (4)

NUR 116¹ Nursing Concepts I (7)

NUR 120¹ Mental Health Nursing (2)

NUR 124¹ Nursing Concepts II (7)

NUR 215¹ Nursing Concepts III (8)

NUR 220¹ Nursing Concepts IV (9)

NUR 222¹ Management & Leadership in Nursing (2)

Degree Requirements: 75 credit hours

¹ Placement and/or prerequisite required.

Paramedic Studies: AAS Degree

The Paramedic Science program is designed to prepare students to enter the paramedic profession by providing them with the knowledge and skills which can be used to enter the paramedic field. The outcomes identified below define the knowledge and skill sets that graduates will possess at the end of their program of study:

- Fully meet the requirements to gain state approved certification as outlined by the current National Registry Emergency Medical Technician Standards Exam.
- Fully meet the requirements to gain the basic life support requirement for firefighter I and II state certification.
- Fully meet the requirements to gain the advanced life support requirements for the Arizona Department of Health Services.
- Develop effective written communication skills consistent with Emergency Medical Services and related professional environments.
- Develop the ability to retrieve, evaluate, and use information appropriately by using library resources, information technology, analytical tools, and the scientific method to predict and control fire problems and advance knowledge of emergency medical services.

- Use knowledge of other cultures, politics, ethics, and human rights to positively impact the community, work place, and the physical environment around us.

***General Education Requirements: 18 credit hours**

Composition (6)

ENG 101 ¹ College Composition I (3)

ENG 102 ¹ College Composition II (3)

Mathematics (3)

MAT 142¹ College Mathematics (3) or a higher course selected from the approved AGECE courses in the Mathematics category.

Arts/Humanities (3)

One course must be selected from the approved General Education courses in the Arts/Humanities category.

Social/Behavioral Sciences (6)

Courses from two disciplines must be selected from the approved General Education course list in the Social/Behavioral Sciences category.

Pre-Health Careers: AAS Degree



The Pre Health Careers program is designed to prepare students for application to the CCC nursing program and/or to seek employment in a variety of health professions. This is a Tech Prep articulated program. The outcomes identified below define the knowledge and skill sets that graduates will possess at the end of these programs of study:

- Complete all Nursing program prerequisites.
- Be qualified to sit for Certified Nursing exam (CAN.)
- Possess knowledge and skills to work in various medical areas depending on electives chosen.

***General Education Core Requirements: 25 credit hours**

Composition (6)

ENG 101 ¹ College Composition I (3)

ENG 102 ¹ College Composition II (3)

Mathematics (3)

MAT 142¹ College Mathematics (3) or a higher course selected from the approved AGECE courses in the Mathematics category.

Arts/Humanities (6)

Any approved courses from the approved General Education

Degree Core Requirements: 47credit hours

EMS 262 ¹ Certified Emergency Paramedic (47)

Degree Requirements: 65 credit hours

¹ Placement test and/or prerequisite required.

Degree Core Requirements: 27 credit hours

AHS 131¹ Medical Terminology I (3)

BIO 201 Human Anatomy & Physiology I (4)

BIO 202 Human Anatomy & Physiology II (4)

BIO 205 Microbiology (4)

CHM 130 Fundamental Chemistry (4)

NTR 135 Human Nutrition (3)

NUR 110 Nursing Assistant I (4)

NUR 111 Nursing Assistant clinical (1)

Degree Electives: 8 credit hours

courses in the Arts/Humanities or Options category.

Social/Behavioral (6)

PSY 101 Introduction to Psychology (3)

PSY 240¹ Developmental Psychology (3)

Physical /Biological Sciences (4)

BIO 181¹ Unity of Life I: Life of the Cell (4)

Any courses numbered 100 or higher. Recommended courses:

AHS 110 Health Care Ethics and Law (3)

AHS 135 Medical Insurance, Coding, and Billing (3)

AHS 160 Phlebotomy Procedures (3)

AHS 161¹ Phlebotomy Practicum (4)

BIO 218¹ Human Pathophysiology (4)

EMS 131 Emergency Medical Technician (8)

Degree Requirements: 60 credit hours

¹ Placement test and/or prerequisite required.

Sustainable Green Building: AAS Degree



The Associate of Applied Science in Sustainable Green building is designed to educate students comprehensively on the many subjects related to Green Building Categories and related Environmental and occupant issues, Energy Efficiencies and Sustainable Building design considerations. This is a Tech Prep articulated program. The outcomes identified below define the knowledge and skill sets that graduates of this program will possess at the end of their program of study:

- Gain core concepts and Categories of Sustainability and Green Building.
- Gain fundamental knowledge of Environmental Issues, especially related to the construction industry.
- Gain introductory knowledge of soils for local food production.
- Acquire skills related to green construction.
- Attain a basic knowledge in construction methodology.
- Understand and apply basic construction safety for trades.
- Gain fundamental knowledge in building drafting, design, layout and auto CAD
- Explore and develop critical skills for a variety of alternative construction techniques.
- Develop critical skills for energy analysis of buildings and related performance measures.
- Develop competencies for sustainable materials and resource use efficiencies.
- Design competencies developed for various solar systems; passive and active.
- Develop electrical trade fundamentals for renewable energy generation.
- Attain fundamentals solar design knowledge.
- Attain and apply fundamental knowledge of sustainable projects and industry related checklist certifications.

*General Education Requirements: 19 credit hours

Composition (6)

ENG 101¹ College Composition I (3)

ENG 102¹ College Composition II (3)

Mathematics (3-5)

MAT 142¹ College Mathematics (3) or a higher course selected

Degree Core Requirements: 49 credit hours

AGR 111 A Living Soil I (1)

CTM 120 Building the Human Environment (3)

CTM 123 Building Methods I (3)

CTM 124¹ Building Methods II (3)

CTM 130 Blueprint Reading (3)

CTM 131 Green Building Introduction (1)

from the approved AGEC courses in the Mathematics category.

Arts/Humanities (3)

Any approved General Education courses in the Arts/Humanities category.

Social/Behavioral Sciences (3)

Any approved General Education courses in the Social/Behavioral Sciences category.

Physical/Biological Sciences (4)

Any approved General Education course in the Physical/Biological Sciences category.

CTM 132 Solar Water Heating Workshop (2)

CTM 133 Solar Greenhouse Design (1)

CTM 134 Rain Water Harvest Systems (1)

CTM 138 Intro to Solar Design Applications (1)

CTM 150 Basic Electrical Theory (3)

CTM 235 Solar Home Design (3)

CTM 236 Photovoltaics and Wind Power (3)

CTM 250¹ Innovative and Alternative Building Tech (3)

CTM 260 Green Building I (3)

CTM 289 Internship (3)

ENV 111 Local Environmental Issues (3)

DFT 110 Tech Drafting & Cad Fund (3)

DFT 125¹ Architectural Drafting I (3)

DFT 155 SolidWorks and the Manufacturing Environment (3)

Degree Requirements: 68 credit hours

¹ Placement test and/or prerequisite required.

Associate of General Studies: AGS Degree

The Associate of General Studies Degree is designed for students who wish to broaden their knowledge, but have no university major or vocational goal in mind. This degree requires a minimum of 60 credit hours with a cumulative CCC grade point average of 2.00 or higher. Students must complete a minimum of 25 credit hours of General Education courses but are otherwise free to explore new areas of interest. A maximum of 12 credit hours may be completed in courses numbered below 100. This degree is not recommended for students planning to transfer to a university. The Associate of General Studies Degree is intended as an alternative degree which recognizes the mission of the community college that education is a lifelong process.

Degree Requirements: 60 credit hours

General Education Requirements: 25 Credit Hours

Composition (6)

ENG 101¹ College Composition I (3)

ENG 102¹ College Composition II (3)

Mathematics (3)

MAT 121¹ Intermediate Algebra (4) or a higher course (3) selected from the approved AGEC courses in the Mathematics category.

Arts/Humanities (6)

Any approved General Education courses in the Arts/Humanities category.

Social/Behavioral Sciences (6)

Any approved General Education courses in the Social/Behavioral Sciences category.

Physical/Biological Sciences (4)

Any approved General Education course from the Physical/Biological Sciences category.

Electives: 0-33+ Credit Hours: Any credit hours either in a variety of disciplines or in an area of concentration to complete 60 credit hours.

¹ Placement test and/or prerequisite required.

CCC Certificates

Accounting Certificate



The Accounting Certificate program is designed to prepare students for employment as entry-level bookkeeper/accounting position. Students may apply earned credit hours of this program toward the Associate of Applied Science in Business degree with an Accounting track. This is a Tech Prep articulated program. The outcomes identified below define the knowledge and skill sets that graduates will possess at the end of their program of study:

- Compose and communicate basic accounting information clearly and effectively.
- Create and maintain an automated accounting system.
- Apply skills needed to complete the Federal Payroll Certification exam.

Certificate Requirements: 26 credit hours

ACC 100 Practical Accounting Procedures (5)

ACC 110¹ Payroll Accounting (3)

ACC 206 Computerized Accounting (3)

ACC 255¹ Principles of Financial Accounting (3)

BUS 100¹ Mathematics of Business (3)

BUS 111¹ Business English (3) or ENG 101¹ College Composition I (3)

BUS 204¹ Business Communications (3)

CIS 120 Intro to Computer Information Systems (3)

¹ Placement test and/or prerequisite required

Required Gainful Employment Disclosures per 34 CFR 668.6

Name of College	Coconino County Community College
Name of Certificate program	Accounting
Name and CIP code of program. More information can be found at nces.ed.gov/ipeds/cipcode/	52.0301 Accounting
Link to College Catalog for more information on this program	http://www.coconino.edu/academics/curriculum/collegecatalog/Pages/AccountingCertificate.aspx

Catalog Year 2013-2014

This program of study prepares students for careers in the following occupations. More information can be found at online.onetcenter.org	43-3031.00 Bookkeeping, Accounting, and Auditing Clerks 13-2011.01 Accountants 13-2011.02 Auditors 43-3011.00 Bill and Account collectors 13-2031.00 Budget Analysts 25-1011.00 Business Teachers, Postsecondary
The following are average costs per year of the program for a full-time student:	Tuition + Fees: \$2040 Room + Board: \$9706* Books + Supplies: \$1103 *CCC does not provide student housing or a meal plan. This is an estimate based on average living costs in Coconino County.
This program requires how many credit hours to complete	26 credit hours
Number of years it should take a student to complete this program on-time	1.5 years
Approximate overall cost to complete this program if completed on-time	\$19,273.50
Percentage of students who complete this program on-time	100%
Number of students who completed this program in the 2009-2010 academic year.	1
Number of students who completed this program on-time.	1
Job placement rate for students who have completed this program.	0%
Median Title IV student loan debt incurred by students who have completed this program.	\$0
Median Private educational loan debt incurred by students who have completed this program.	\$0
Media amount of institutional financing owed by students who have completed this program.	\$0

Alternative Energy Technician Certificate



Intermediate Certificate

The Intermediate Certificate in Alternative Energy is designed to introduce the student to the construction and electrical industries and, provide the foundations for hazard recognition and safety. Students are introduced to design issues associated with home construction, community development and passive solar design. This is a Tech Prep articulated program.

Certificate Requirements: 28 credit hours

CTM 111 Plumbing (3)

CTM 115 Intro to Wood Working (3)

CTM 123 Construction Methods I (3)

CTM 124 Construction Methods II (3)

CTM 130 Blueprint Reading & Estimating (3)

CTM 138 Intro to Solar Applications (1)

CTM 150 Basic Electricity (3)

DFT 110 Technical Drafting & CAD Fundamentals (3)

DFT 125 Architectural Drafting (3)

MAT 121 Intermediate Algebra (4) or MAT 122 Intermediate Mathematics (3) or higher AGEC math course (3)

Advanced Certificate

The Advanced Certificate in Alternative Energy improves the student's expertise and knowledge in construction from an economic perspective. This certificate advances electrical skills with particular applications in photovoltaic and wind power electrical generation.

Certificate Requirements: 51 credit hours

Completion of the Intermediate Certificate (28)

CTM 120 Building the Human Environment (3)

CTM 132 Solar Water Heating (3)

CTM 133 Solar Greenhouse Design (1)

CTM 151 House Wiring I (3)

CTM 235 Solar Home Design (3)

CTM 236 Photovoltaics & Wind Power (3)

CTM 250 Innovative & Alternative Building Techniques (3)

CTM 289 Internship I (1-4)

MAT 142¹ College Mathematics (3) or MAT 187¹ Pre-Calculus (5) or higher AGEC math course (3)¹ Placement test and/or prerequisite required.**Required Gainful Employment Disclosures per 34 CFR 668.6**

Name of College	Coconino County Community College	Coconino Community College
Name of Certificate program	Alternative Energy Technician (Intermediate)	Alternative Energy Technician (Advanced)
Name and CIP code of program. More information can be found at nces.ed.gov/ipeds/cipcode/	15.0505 Solar Energy Technology/Technician	15.0505 Solar Energy Technology/Technician
Link to College Catalog for more information on this program	http://www.coconino.edu/academics/curriculum/collegecatalog/Pages/AlternativeEnergy	http://www.coconino.edu/academics/curriculum/collegecatalog/Pages/AlternativeEnergyTechn

	TechnicianCertificate.aspx.	icianCertificate.aspx.
This program of study prepares students for careers in the following occupations. More information can be found at online.onetcenter.org	17-2199.00 Solar Energy Systems Engineers 47-1011.03.00 Solar Energy Installation Managers 47-4099.01 Solar Photovoltaic Installers 47-4099.02 Solar thermal Installers and Technicians 17-4011.07 Solar Sales Representatives and Assessors 17-2199.03 Energy Engineers 13-1199.01 Energy Auditors	17-2199.00 Solar Energy Systems Engineers 47-1011.03.00 Solar Energy Installation Managers 47-4099.01 Solar Photovoltaic Installers 47-4099.02 Solar thermal Installers and Technicians 17-4011.07 Solar Sales Representatives and Assessors 17-2199.03 Energy Engineers 13-1199.01 Energy Auditors
The following are average costs per year of the program for a full-time student:	Tuition + Fees: \$2040 Room + Board: \$9706* Books + Supplies: \$1103 *CCC does not provide student housing or a meal plan. This is an estimate based on average living costs in Coconino County.	Tuition + Fees: \$2040 Room + Board: \$9706* Books + Supplies: \$1103 *CCC does not provide student housing or a meal plan. This is an estimate based on average living costs in Coconino County.
This program requires how many credit hours to complete	28 credit hours	52
Number of years it should take a student to complete this program on-time	1.5 years	2.5 years
Approximate overall cost to complete this program if completed on-time	\$19,273.50	\$32,122.50
Percentage of students who complete this program on-time	0%	0%
Number of students who completed this program in the 2009-2010 academic year.	0	0
Number of students who completed this program on-time.	0	0
Job placement rate for students who have completed this program.	0%	0%
Median Title IV student loan debt incurred by students who have completed this program.	\$0	\$0

Median Private educational loan debt incurred by students who have completed this program.	\$0	\$0
Media amount of institutional financing owed by students who have completed this program.	\$0	\$0

AGEC-A Certificate

AGEC-Arts is a 35-credit lower-division General Education curriculum block that fulfills the lower-division General Education requirements of liberal arts majors at all three Arizona State Universities. (e.g., Anthropology, Social Science, Fine Arts, and Humanities).

***General Education Requirements: 35 Credit Hours**

Composition (6)

ENG 101 College Composition I (3)

ENG 102 College Composition II (3)

Mathematics (3)

MAT 142 College Mathematics (3) or a higher course selected from the approved AGECE courses in the Mathematics category.

Arts/Humanities (6)

Courses from two or more disciplines must be selected from the approved General Education courses in the Arts/Humanities category.

Social/Behavioral Sciences (6)

Courses from two or more disciplines must be selected from the approved General Education courses in the Social/Behavioral Sciences category.

Physical/Biological Sciences (8)

Any two courses may be taken from the Physical/Biological Sciences category.

Options 0-6¹

General Education Options may be selected from the above categories or from the Options category.

¹0-6 hours may be taken in the Options category as needed to complete the minimum 35 hours required for the AGECE.

Special Requirements

Each Special Requirement must be met within the General Education Requirements:

- Intensive Writing/Critical Inquiry

- Ethnic/Race/Gender Awareness
- Contemporary Global/International Awareness or Historical Awareness

AGEC-B Certificate

AGEC-Business is a 35-credit lower-division General Education curriculum block that fulfills the lower-division General Education requirements of business majors at all three Arizona State Universities. (e.g. Business Administration, Computer Information Systems) Note: Associate in Business degree core courses may not be used to satisfy AGEC-B requirements.

General Education Requirements: 35 Credit Hours

Composition (6)

ENG 101 College Composition I (3)

ENG 102 College Composition II (3)

Mathematics (3)

MAT 211 Business Calculus (4) or a higher course (3) selected from the approved AGEC courses in the Mathematics category.

Arts/Humanities (6)

Courses from two or more disciplines must be selected from the approved General Education courses in the Arts/Humanities category.

Social/Behavioral Sciences (6)

Courses from two or more disciplines must be selected from the approved General Education courses in the Social/Behavioral category.

Physical/Biological Sciences (8)

Any two courses may be taken from the Physical/Biological Sciences category.

Options (3-6)

CIS 120 Intro to Computer Information Systems (3)

Any additional coursework may be selected from the above categories or from the Options category to complete the minimum 35 hours required for the AGEC.

Special Requirements

Each Special Requirement must be met within the General Education Requirements:

- Intensive Writing/Critical Inquiry
- Ethnic/Race/Gender Awareness
- Contemporary Global/International Awareness or Historical Awareness

AGEC-S Certificate

AGEC-Science is a 35-credit lower-division General Education curriculum block that fulfills the lower-division General Education requirements of majors with more stringent mathematics and mathematics-based science requirements at all three Arizona State Universities. (e.g. Biology or Chemistry).

General Education Requirements: 35 Credit Hours

Composition (6)

ENG 101 College Composition I (3)

ENG 102 College Composition II (3)

Mathematics (3)

MAT 220 Calculus & Analytic Geometry I (5) or higher AGECEC math course (3)

Arts/Humanities (6)

Courses from two or more disciplines must be selected from the approved general education courses in the Arts/Humanities category.

Social/Behavioral Sciences (6)

Courses from two or more disciplines must be selected from the approved General Education courses in the Social/Behavioral category.

Physical/Biological Sciences (8)

BIO 181 - Unity of Life I: Life of the Cell (4) & BIO 182 - Unity of Life II: Multi-cellular Organisms(4)

or

CHM 151 - General Chemistry I (5) & CHM 152 - General Chemistry II (5)

or

PHY 161 - University Physics I (4) & PHY 262 - University Physics II (4)

Options (0-8)

Subject based on Major - Using a transfer guide, select courses above calculus and/or Science from the following content areas: Astronomy, Biology, Botany, Environmental Science, Chemistry, Geology, Physics, Physical Geography, or Zoology to complete 35 credit hours.

Special Requirements

Each Special Requirement must be met within the General Education Requirements:

- Intensive Writing/Critical Inquiry
- Ethnic/Race/Gender Awareness
- Contemporary Global/International Awareness or Historical Awareness

American Sign Language (ASL) Interpreting Certificate

The Certificate in American Sign Language Interpreting is designed to prepare students for licensure as interpreters for the deaf. This program is also designed to prepare students to sit for national exams of certification. Students must demonstrate 4th semester proficiency in ASL. They must complete or be enrolled in ASL 203, ASL 110, and ITP 210 and declare intent to complete the program of study in order to apply for admission to the program. A questionnaire and preliminary assessment of sign language skills may be required. Required Gainful Employment Disclosures per 34 CFR 668.6 (see below). The outcomes identified below define the knowledge and skill sets that graduates of this program will possess at the end of their program of study (used by permission from E. McCaffrey, *American River College, CA 2007*.

- Discuss and apply knowledge of linguistic, cross-cultural and interpretation theories.
- Demonstrate communicative competency in English and in ASL through effective communication in a variety of settings with speakers of varying age, gender, and ethnicity.
- Analyze, identify and apply personal, professional and ethical decisions in a manner consistent with theoretical models and standard professional practice.
- Demonstrate interpersonal competencies that foster effective communication and productive collaboration with colleagues, consumers and employers in an interpreting context.
- Formulate effective interpretations both consecutively and simultaneously.
- Develop an on-going professional action plan integrating interactions with D/deaf related organizations, connections with interpreter employers, and the implications of certification on the provision of interpreting.

Certificate Requirements: 37 credit hours

Required Foundation Courses (for admission to program): 10 credit hours

ASL 110 Intro to Deaf Studies (3)

ASL 203¹ American Sign Language V (4)

ITP 210 Intro to Professional Interpreting & Ethics (3)

Core Courses: 27 credit hours

ASL 211¹ Fingerspelling and Numbers (3)

ASL 212¹ Linguistics and Grammar of ASL (4)

ITP 213¹ Consecutive Interpreting (4)

ITP 214¹ Simultaneous Interpreting (4)

ITP 215¹ Transliterating (3)

ITP 216¹ Educational Interpreting (3)

ITP 217¹ Interpreting Seminar (3)

ITP 289¹ Internship I (3)

¹ Prerequisite or consent of instructor required.

Required Gainful Employment Disclosures per 34 CFR 668.6

Name of College	Coconino County Community College
Name of Certificate program	American Sign Language Interpreting
Name and CIP code of program. More information can be found at nces.ed.gov/ipeds/cipcode/	16.0103 Language Interpretation and Translation
Link to College Catalog for more information on this program	http://www.coconino.edu/academics/curriculum/collegecatalog/Pages/AmericanSignLanguageCert.aspx

This program of study prepares students for careers in the following occupations. More information can be found at online.onetcenter.org	27-3091.00 Interpreters and Translators 29-1127 Speech-Language Pathologists 25-2022.00 Middle School Teachers 25-1062.00 Area, Ethnic, and Cultural Studies Teachers, Postsecondary 19-3091.01 Anthropologists 25-2042.00 Special Education Teachers Middle School 25-1123.00 English Language and Literature Teachers, Postsecondary
The following are average costs per year of the program for a full-time student:	Tuition + Fees: \$2040 Room + Board: \$9706* Books + Supplies: \$1103 *CCC does not provide student housing or a meal plan. This is an estimate based on average living costs in Coconino County.
This program requires how many credit hours to complete	37 credit hours
Number of years it should take a student to complete this program on-time	1.5 years
Approximate overall cost to complete this program if completed on-time	\$19,273
Percentage of students who complete this program on-time	0%
Number of students who completed this program in the 2009-2010 academic year.	0
Number of students who completed this program on-time.	0
Job placement rate for students who have completed this program.	0%
Median Title IV student loan debt incurred by students who have completed this program.	\$0
Median Private educational loan debt incurred by students who have completed this program.	\$0
Media amount of institutional financing owed by students who have completed this program.	\$0

Basic Detention Academy Certificate

The Coconino Community College Basic Detention Academy is designed to provide entry level training to detention/corrections officer staff, meeting Arizona Detention Association standards.

Certificate Requirements: 13 credit hours

AJS 216 Basic Detention Academy (13)

Basic Emergency Communications Dispatcher Academy Certificate

The Coconino Community College Basic Public Safety Emergency Communications Dispatcher Academy is designed to provide entry level training to emergency communications dispatch employees, meeting Arizona Department of Public Safety and/or APCO training standards.

Certificate Requirements: 13 credit hours

AJS 203 Basic Emergency Communications Dispatcher Academy (13)

Carpentry Apprenticeship Certificates

Basic Certificate

The Basic Certificate is designed to introduce the student to the Carpentry industry. It provides the foundational classes in the Carpentry and Construction trades as well as introduces field techniques and applications in a progressively complicated sequence. This certificate is only available to International Brotherhood of Carpenters Union members.

Certificate Requirements: 10 credit hours

CRP 110 Introduction to Carpentry I (2)

CRP 111 Introduction to Carpentry II (2)

CRP 112 Technical Calculations for Carpenters I (2)

CRP 113 Technical Calculations for Carpenters II (2)

CRP 114 Blueprint Reading I (2)

Intermediate Certificate

The Intermediate Certificate is designed to further develop the student for the Carpentry industry. It provides a sequence of classes, field techniques and applications in the Carpentry and Construction trades in a progressively complicated sequence. This certificate is only available to International Brotherhood of Carpenters Union members.

Certificate Requirements: 20 credit hours

Completion of all Basic Certificate courses required (10)

CRP 115 Blueprint Reading II (2)

CRP 116 Concrete Formwork I (2)

CRP 117 Concrete Formwork II (2)

CRP 210 Basic Framing I (2)

CRP 211 Basic Framing II (2)

Advanced Certificate

The Advanced Certificate is designed to continue to improve the student's expertise in the Construction industry. It provides more advanced classes in the Carpentry and Construction trades as well as field techniques and applications in a progressively complicated sequence. This certificate is only available to International Brotherhood of Carpenters Union members.

Certificate Requirements: 34 credit hours

Completion of the Intermediate Certificate (20)

CRP 105 Interior Finish I (2)

CRP 106 Interior Finish II (2)
 CRP 212 Carpentry Industry Technology I (2)
 CRP 213 Carpentry Industry Technology II (2)
 CRP 214 Interior Systems I (2)
 CRP 215 Interior Systems II (2)
 WLD 100 Basic Welding (2)

Computer Technician Certificate



The Computer Technician Certificate is designed to develop professional skills related to computer hardware and software support and maintenance. Students in this program are encouraged to test for Microsoft Certified Professional in Windows and A+ Certification. Students may also apply credit hours earned in this program toward the Associate of Applied Science degree in Computer Software Technology. This is a Tech Prep articulated program. The goals identified below define the knowledge and skill sets that graduates will possess at the end of their program of study.

- Define computer hardware
- Enhance support and maintenance of computer software and hardware
- Prepared for Microsoft Certified Professional in Windows and A+ Certification

Computer Technician Certificate: 19 credit hours

CIS 120 Intro to Computer Information Systems (3)
 CIS 130 Computer Repair & A+ Prep (4)
 CIS 161¹ Unix/Linux Administration I (4)
 CIS 230¹ Implementing & Supporting Windows (4)
 CIS 240¹ Installing, Configuring, & Administering Microsoft Windows Server (4)
 Placement test and/or prerequisite required.

1

Required Gainful Employment Disclosures per 34 CFR 668.6

Name of College	Coconino County Community College
Name of Certificate program	Computer Technician
Name and CIP code of program. More information can be found at nces.ed.gov/ipeds/cipcode/	15.1204 Computer Software Technician/Technology
Link to College Catalog for more information on this program	http://www.coconino.edu/academics/curriculum/collegecatalog/Pages/ComputerTechnicianCertificate.aspx
This program of study prepares students for careers in the following occupations. More information can be found at online.onetcenter.org	15-1041.00 Computer Support Specialists 43-9011.00 Computer Operators 49-2011.00 Computer, Automated Teller, and Office Machine Repairers 15-1071.01 Computer Security Specialist 51-4011.0 Computer-Controlled Machine tool Operators, Metal and Plastic 15-1031.00 Computer Software Engineers, Applications 15-1051.00 Computer Systems Analysts

The following are average costs per year of the program for a full-time student:	Tuition + Fees: \$2040 Room + Board: \$9706* Books + Supplies: \$1103 *CCC does not provide student housing or a meal plan. This is an estimate based on average living costs in Coconino County.
This program requires how many credit hours to complete	19 credit hours
Number of years it should take a student to complete this program on-time	1 year
Approximate overall cost to complete this program if completed on-time	\$12,849
Percentage of students who complete this program on-time	0%
Number of students who completed this program in the 2009-2010 academic year.	1
Number of students who completed this program on-time.	0
Job placement rate for students who have completed this program.	100%
Median Title IV student loan debt incurred by students who have completed this program.	\$1000
Median Private educational loan debt incurred by students who have completed this program.	\$0
Media amount of institutional financing owed by students who have completed this program.	\$0

Construction Technology Certificate



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

Certificate Requirements: 21 credit hours

CTM 120 Building the Human Environment (3)
 CTM 123 Building Construction Methods I (3)
 CTM 124 Building Construction Methods II (3)
 CTM 130 Blueprint Reading & Estimating (3)
 DFT 125' Architectural Drafting I (3)

ENG 100¹ Fundamentals of Composition (4) or ENG 101 College Composition I (3)

MAT 187¹ Pre-Calculus (5) or higher AGECEC math course (3)

¹ Placement test and/or prerequisite required.

Required Gainful Employment Disclosures per 34 CFR 668.6

Name of College	Coconino County Community College
Name of Certificate program	Construction Technology
Name and CIP code of program. More information can be found at nces.ed.gov/ipeds/cipcode/	46.0415 Building Construction Technology
Link to College Catalog for more information on this program	http://www.coconino.edu/academics/curriculum/collegecatalog/Pages/ConstructionTechnologyCertificate.aspx
This program of study prepares students for careers in the following occupations. More information can be found at online.onetcenter.org	47-4011.00 Construction and Building Inspectors 47-2061.00 Construction Laborers 11-9021.00 Construction Managers 47-1011.00 First Line Supervisors/Managers of construction Trades & Extraction Workers 47-2031.01 Construction Carpenters 17-2051.00 Civil Engineers
The following are average costs per year of the program for a full-time student:	Tuition + Fees: \$2040 Room + Board: \$9706* Books + Supplies: \$1103 *CCC does not provide student housing or a meal plan. This is an estimate based on average living costs in Coconino County.
This program requires how many credit hours to complete	21 credit hours
Number of years it should take a student to complete this program on-time	1 year
Approximate overall cost to complete this program if completed on-time	\$12,849
Percentage of students who complete this program on-time	47%
Number of students who completed this program in the 2009-2010 academic year.	15
Number of students who completed this program on-time.	7
Job placement rate for students who have completed this program.	80%
Median Title IV student loan debt incurred by students who have completed this program.	\$2,250

Median Private educational loan debt incurred by students who have completed this program.	\$0
Media amount of institutional financing owed by students who have completed this program.	\$0

Early Childhood Education Certificate



The Certificate in Early Childhood Education is designed to prepare students for positions within the field of early childhood education. Students may apply credit hours earned in the certificate toward the Associate of Applied Science degree in Early Childhood Education. This is a Tech Prep articulated program. The outcomes identified below define the knowledge and skill sets that graduates will possess at the end of these programs of study.

For children ages 0-8:

- Know how to establish and maintain a safe, healthy learning environment
- Understand how to advance physical and intellectual development
- Understand principles of child growth and development

Certificate Requirements: 33 credit hours

ECE 100 Introductions to Early Childhood Education (3)

ECE 110 Early Childhood Curriculum (3)

ECE 120 Health, Safety, & Nutrition for the Young Child (3)

ECE 200 Child Guidance (3)

ECE 210 Creative Arts for the Young Child (3)

ECE 220 Language Arts for the Young Child (3)

ECE 230 Exploration & Discovery for the Young Child (3)

ECE 234 Child Growth & Development (3)

ECE 240¹ School, Family & Community Relations (3)

ECE 250¹ Children with Special Needs (3)

PSY 101 Intro to Psychology (3)

¹ Placement test and/or prerequisite required.

Required Gainful Employment Disclosures per 34 CFR 668.6

Name of College	Coconino County Community College
Name of Certificate program	Early Childhood Education & Teaching
Name and CIP code of program. More information can be found at nces.ed.gov/ipeds/cipcode/	13.1210 Early Childhood Education & Teaching
Link to College Catalog for more information on this program	http://www.coconino.edu/academics/curriculum/collegecatalog/Pages/EarlyChildhoodEducationCertificate.aspx
This program of study prepares students for careers in the following occupations. More information can be	11-9031.00 Education Administrators, Preschool & Child Care Center / Program

found at online.onetcenter.org	25-2041.00 Special Education Teachers, Preschool, Kindergarten, & Elementary School 11-9032.00 Education Administrators, Elementary & Secondary School 25-2011.00 Preschool Teachers, Except Special Education 25-2012.00 Kindergarten Teachers, Except Special Education 25-2032.00 Vocational Education Teachers, Secondary School 25-9041.00 Teacher Assistants
The following are average costs per year of the program for a full-time student:	Tuition + Fees: \$2040 Room + Board: \$9706* Books + Supplies: \$1103 *CCC does not provide student housing or a meal plan. This is an estimate based on average living costs in Coconino County.
This program requires how many credit hours to complete	33 credit hours
Number of years it should take a student to complete this program on-time	1.5 years
Approximate overall cost to complete this program if completed on-time	\$19,273.50
Percentage of students who complete this program on-time	100%
Number of students who completed this program in the 2009-2010 academic year.	1
Number of students who completed this program on-time.	1
Job placement rate for students who have completed this program.	0%
Median Title IV student loan debt incurred by students who have completed this program.	\$0
Median Private educational loan debt incurred by students who have completed this program.	\$0
Media amount of institutional financing owed by students who have completed this program.	\$0

Electricity Certificate

The Certificate in Electricity is a 4 year apprenticeship program run in partnership with Northern Arizona Electrical Contractors Association (NAECA). Students wishing to enroll in this program must become an apprentice with NAECA. The apprenticeship program provides students with training in the electrical field and enables students to work as electricians. The outcomes identified below define the knowledge and skill sets that graduates of this program will possess at the end of their program of study.

- Read blueprints
- Plan construction jobs
- Select materials
- Select and safely and competently use correct tools
- Install electrical systems and equipment
- Solve electrical construction related problems on the job site
- Understand and apply the National Electric Code
- Sit for the state electrical licensing examinations
- Gain certification by the National Center for Construction, Education and Research (NCCER)

Certificate Requirements: 35 credit hours

ETC 107 Mathematics for Electricians (3)

ETC 110 Commercial & Industrial Electrical 1 (4)

ETC 120 Commercial & Industrial Electrical 2 (4)

ETC 130 Commercial & Industrial Electrical 3 (4)

ETC 140 Commercial & Industrial Electrical 4 (4)

ETC 250 Commercial & Industrial Electrical 5 (4)

ETC 260 Commercial & Industrial Electrical 6 (4)

ETC 270 Commercial & Industrial Electrical 7 (4)

ETC 280 Commercial & Industrial Electrical 8 (4)

Fire Science Certificate

Intermediate Certificate

The Fire Science Intermediate Certificate program is designed to introduce basic skills and to assist those who desire to enhance their abilities on the job. Included in the curriculum are practical applications and knowledge. Students may apply credit hours earned in this program toward the Associate of Applied Science degree in Fire Science.

Certificate Requirements: 17 credit hours

FSC 138 Hazardous Materials/First Responder (3)

FSC 180 Firefighter I & II (8)

FSC 236 Firefighter Occupational Safety (3)

FSC 238 Emergency Scene Management (3)

Advanced Certificate

The Fire Science Advanced Certificate program is designed to introduce basic skills and to assist those who desire to enhance their abilities on the job. Included in the curriculum are practical applications and knowledge. Students may apply the hours of this program toward the Associate of Applied Science degree in Fire Science.

Certificate Requirements: 41 credit hours

Completion of the Fire Science Intermediate Certificate (17)

EMS 131¹ Emergency Medical Technician (8)

FSC 135 Fundamentals of Fire Prevention (3)

FSC 136 Fire Apparatus & Hydraulics (4)

FSC 234 Fire Investigation (3)

FSC 239¹ Fire Department Company Officer (3)

FSC 241 Firefighter Safety & Building Construction (3)

¹ Placement test and/or prerequisite required.**Required Gainful Employment Disclosures per 34 CFR 668.6**

Name of College	Coconino Community College	Coconino Community College
Name of Certificate program	Fire Science (Intermediate)	Fire Science (Advanced)
Name and CIP code of program. More information can be found at nces.ed.gov/ipeds/cipcode/	43.0203 Fire Science/Firefighting	43.0203 Fire Science/Firefighting
Link to College Catalog for more information on this program	http://www.coconino.edu/academics/curriculum/collegecatalog/Pages/FireScienceCertificate.aspx	http://www.coconino.edu/academics/curriculum/collegecatalog/Pages/FireScienceCertificate.aspx
This program of study prepares students for careers in the following occupations. More information can be found at online.onetcenter.org	33-1021.00 Forest Fire Fighting & Prevention Supervisors 33-1021.01 Municipal Fire Fighting & Prevention Supervisors 33-2022.00 Forest Fire Inspectors & Prevention Specialists 17-2111.02 Fire Prevention & Protection Engineers 33-2011.01 Municipal Fire Fighters 33-2021.01 Fire Inspectors 33-2011.02 Forest Fire Fighters	33-1021.00 Forest Fire Fighting & Prevention Supervisors 33-1021.01 Municipal Fire Fighting & Prevention Supervisors 33-2022.00 Forest Fire Inspectors & Prevention Specialists 17-2111.02 Fire Prevention & Protection Engineers 33-2011.01 Municipal Fire Fighters 33-2021.01 Fire Inspectors 33-2011.02 Forest Fire Fighters
The following are average costs per year of the program for a full-time student:	Tuition + Fees: \$2040 Room + Board: \$9706* Books + Supplies: \$1103 *CCC does not provide student housing or a meal plan. This is an estimate based on average living costs in Coconino County.	Tuition + Fees: \$2040 Room + Board: \$9706* Books + Supplies: \$1103 *CCC does not provide student housing or a meal plan. This is an estimate based on average living costs in Coconino County.
This program requires how many credit hours to complete	17 credit hours	41 credit hours
Number of years it should take a student to complete	1 year	2 years

this program on-time		
Approximate overall cost to complete this program if completed on-time	\$12,849	\$25,698
Percentage of students who complete this program on-time	100%	0%
Number of students who completed this program in the 2009-2010 academic year.	1	0
Number of students who completed this program on-time.	1	0
Job placement rate for students who have completed this program.	100%	0%
Median Title IV student loan debt incurred by students who have completed this program.	\$0	\$0
Median Private educational loan debt incurred by students who have completed this program.	\$0	\$0
Media amount of institutional financing owed by students who have completed this program.	\$0	\$0

Forensics Investigations Certificate

The Forensic Investigations Certificate is designed for individuals seeking an introduction to the field of forensic investigations. This certificate provides training to new students and is designed to enhance skills of those currently involved in criminal justice and medical professions.

Certificate Requirements: 25 credit hours

AJS 101 Introduction to Administration of Justice (3)

AJS 220 Rules of Evidence (3)

AJS 250 Criminal Investigations (3)

BIO 160¹ Introduction to Human Anatomy and Physiology (4)

ENG 101¹ College Composition I (3)

FOR 101 Intro to Forensics (3)

FOR 150 Death Investigations (3)

FOR 289 Internship I (3)

¹ Placement test and/or prerequisite required.

Required Gainful Employment Disclosures per 34 CFR 668.6

Name of College	Coconino Community College
Name of Certificate program	Forensic Investigations
Name and CIP code of program. More information can be found at nces.ed.gov/ipeds/cipcode/	43.0106 Forensics Technology/Technician
Link to College Catalog for more information on this program	http://www.coconino.edu/academics/curriculum/collegecatalog/Pages/ForensicInvestigationsCertificate.aspx
This program of study prepares students for careers in the following occupations. More information can be found at online.onetcenter.org	19-4092.00 Forensic Science Technicians 19-3091.01 Anthropologists 13-1041.06 Coroners 33-3021.02 Police Identification & Records Officers 19-4031.00 Chemical Technicians
The following are average costs per year of the program for a full-time student:	Tuition + Fees: \$2040 Room + Board: \$9706* Books + Supplies: \$1103 *CCC does not provide student housing or a meal plan. This is an estimate based on average living costs in Coconino County.
This program requires how many credit hours to complete	28 credit hours
Number of years it should take a student to complete this program on-time	1.5 years
Approximate overall cost to complete this program if completed on-time	\$19,273.50
Percentage of students who complete this program on-time	0%
Number of students who completed this program in the 2009-2010 academic year.	2
Number of students who completed this program on-time.	0
Job placement rate for students who have completed this program.	0%

Median Title IV student loan debt incurred by students who have completed this program.	\$0
Median Private educational loan debt incurred by students who have completed this program.	\$0
Media amount of institutional financing owed by students who have completed this program.	\$0

Graphics and Web Design Certificate



The Graphics and Web Design Certificate is designed to develop professional skills in computer graphics and web page design. Students may apply some of the credit hours earned in this program toward the Associate of Applied Science degree in Computer Software Technology. This is a Tech Prep articulated program.

Graphics and Web Design: 24 credit hours

ART 130¹ Computer Graphics (3)

ART 135¹ Photoshop (3)

ART 136 Digital Photography (3)

CIS 110 Windows, the Internet, & Online Learning (3)

CIS 117 Introduction to Web Page Design (3)

CIS 120 Intro to Computer Info Systems (3)

CIS 122 Introduction to MS Word (3)

CIS 128 Introduction to Presentation Graphics (3)

¹ Placement test and/or prerequisite required.

Required Gainful Employment Disclosures per 34 CFR 668.6

Name of College	Coconino Community College
Name of Certificate program	Graphics & Web Design
Name and CIP code of program. More information can be found at nces.ed.gov/ipeds/cipcode/	10.0303 Prepress/Desktop Publishing & Digital Imaging
Link to College Catalog for more information on this program	http://www.coconino.edu/academics/curriculum/collegecatalog/Pages/GraphicsWebDesignCertificate.aspx
This program of study prepares students for careers in the following occupations. More information can be found at online.onetcenter.org	15-1099.04 Web Developers 15-1099.05 Web Administrators 27-1014.00 Multi Media Artists and Animators 15-1021.00 Computer Programmers 11-9199.05 Online Merchants 27-1024.00 Graphic Designers
The following are average costs per year of the program for a full-time student:	Tuition + Fees: \$2040 Room + Board: \$9706* Books + Supplies: \$1103 *CCC does not provide student housing or a meal plan.

	This is an estimate based on average living costs in Coconino County.
This program requires how many credit hours to complete	30 credit hours
Number of years it should take a student to complete this program on-time	1.5 years
Approximate overall cost to complete this program if completed on-time	\$19,273.50
Percentage of students who complete this program on-time	0%
Number of students who completed this program in the 2009-2010 academic year.	0
Number of students who completed this program on-time.	0
Job placement rate for students who have completed this program.	0%
Median Title IV student loan debt incurred by students who have completed this program.	\$0
Median Private educational loan debt incurred by students who have completed this program.	\$0
Media amount of institutional financing owed by students who have completed this program.	\$0

Health Information Management (HIM)



This Certificate is designed to prepare students for entry-level positions as a certified coding associate. The students will receive training in numerous areas, giving them an understanding of the varied responsibilities and skills necessary for employment. Students completing the Certificate are eligible to sit for the American Health Information Management Associate certificate exam to become a Certified Coding Associate. This is a Tech Prep articulated program. The outcomes identified below define the knowledge and skill sets that graduates will possess at the end of their program of study:

- Describe the role of a certified coding associate in the medical setting.
- Demonstrate a professional attitude and image.
- Identify effective verbal and non-verbal communication.
- Ensure accuracy, completeness and proper entry into computer systems.
- CCA exhibits coding competency in any setting, in both hospitals and physician practices.
- Effectively operate computer hardware and software as applicable to the healthcare industry.
- Possess the ability, synthesize and evaluate data.
- Understand and use medical terminology and health care delivery.
- Understand and work within the rules of ethics and law in healthcare.

Certificate Requirements: 37 credit hours

AHS 100 Introduction to the U.S. Health Care System (3)
AHS 131 Medical Terminology I (3)
BIO 160¹ Intro to Human Anatomy & Physiology (4)
CIS 120 Intro to Computer Information Systems (3)
HIM 110¹ Intro to Current Procedural Terminology (CPT) (4)
HIM 111¹ Intro to ICD 9-CM & ICD 10-CM (3)
HIM 112¹ Information Technology in HIM (3)
HIM 121¹ Understanding Medical Therapies for HIM (3)
HIM 122¹ Introduction to Medical Billing and Reimbursement (4)
HIM 123¹ Health Records Documentation in HIM (3)
HIM 289¹ Internship I (4)

¹Placement test and/or prerequisite required.

Industrial Maintenance Technician Certificate

The Industrial Maintenance Technician Certificate is designed for students who are completing the maintenance apprenticeship program at the Navajo Generating Station.

Certificate Requirements: 14 credit hours

Core Requirements: 5 credit hours

PPO 110 Maintenance Fundamentals (5)

Specialization Options: 9 credit hours

Construction & Maintenance

PPO 155 Construction and Maintenance II (5)
PPO 205 Construction and Maintenance III (5)
PPO 255 Construction and Maintenance IV (5)

Instrument Technician

PPO 150 Electrician/Instrument Tech II (4)
PPO 204 Instrument Technician III (4)
PPO 254 Instrument Technician IV (5)

Machinist

PPO 152 Machinist II 4
PPO 202 Machinist III 3
PPO 252 Machinist IV 2

Metal Fabricator

PPO 153 Metal Fabricator II (4)
PPO 203 Metal Fabricator III (4)
PPO 253 Metal Fabricator IV (5)

Plant Electrician

PPO 150 Electrician/Instrument Technician II (4)

PPO 200 Plant Electrician III (3)

PPO 250 Plant Electrician IV(3)

Plant Mechanic

PPO 151 Plant Mechanic II (5)

PPO 201 Plant Mechanic III (3)

PPO 251 Plant Mechanic IV (2)

Medical Assistant



The Medical Assistant certificate is designed to prepare students for entry-level positions as Medical Assistants in medical office businesses. The students will receive training in numerous areas, giving them an understanding of the varied responsibilities and skills necessary for employment. Students completing the certificate are eligible to take the American Medical technologist (AMT) certification exam to become a Registered Medical Assistant (RMA). The outcomes identified below define the knowledge and skill sets that graduates will possess at the end of their program of study:

General

- Describe the role of a certified coding associate in the medical setting.
- Describe the role of a Medical Assistant in the medical setting.
- Demonstrate a professional attitude and image.
Demonstrate respect and sensitivity for vulnerable populations; such as, handicap, hard of hearing, elderly, dementia, pediatrics.
- Identify effective verbal and nonverbal communication.
- Demonstrate respect for cultural diversity.
- Demonstrate appropriate use of medical terminology.

Administrative

- Demonstrate functions required for front office Medical Assistant.
- Identify general office policies and procedures.
- Demonstrate scheduling and coordinating appointments, admissions and procedures.
- Identify and adhere to managed care policies and procedures.
- Identify and maintain federal and state health care regulations.
- Demonstrate medical records management.

Clinical

- Identify the scope of practice for a Medical Assistant.
- Describe and demonstrate an understanding of human anatomy and physiology.
- Identify the ten major body systems and their functions.
- Apply principles of aseptic technique and infection control.
- Obtain patient history and vital signs.
- Identify equipment and instruments used in office procedures.

Certificate Requirements: 39 credit hours

AHS 102 Administrative Medical Front Office (4)

AHS 131 Medical Terminology I (3)

AHS 141 Medical Assistant I (8)

AHS 142 Medical Assistant II (10)

AHS 143 Medical Assistant I Skills (2)

AHS 144 Medical Assistant II Skills (4)

AHS 289¹ Internship I (4)

BIO 160¹ Intro to Human Anatomy & Physiology (4)

¹ Placement test and/or prerequisite required.

Required Gainful Employment Disclosures per 34 CFR 668.6

Name of College	Coconino Community College
Name of Certificate program	Graphics & Web Design
Name and CIP code of program. More information can be found at nces.ed.gov/ipeds/cipcode/	10.0303 Prepress/Desktop Publishing & Digital Imaging
Link to College Catalog for more information on this program	http://www.coconino.edu/academics/curriculum/collegecatalog/Pages/GraphicsWebDesignCertificate.aspx
This program of study prepares students for careers in the following occupations. More information can be found at online.onetcenter.org	15-1099.04 Web Developers 15-1099.05 Web Administrators 27-1014.00 Multi Media Artists and Animators 15-1021.00 Computer Programmers 11-9199.05 Online Merchants 27-1024.00 Graphic Designers
The following are average costs per year of the program for a full-time student:	Tuition + Fees: \$2040 Room + Board: \$9706* Books + Supplies: \$1103 *CCC does not provide student housing or a meal plan. This is an estimate based on average living costs in Coconino County.
This program requires how many credit hours to complete	30 credit hours
Number of years it should take a student to complete this program on-time	1.5 years
Approximate overall cost to complete this program if completed on-time	\$19,273.50
Percentage of students who complete this program on-time	0%
Number of students who completed this program in the 2009-2010 academic year.	0
Number of students who completed this program on-time.	0
Job placement rate for students who have completed this program.	0%

Median Title IV student loan debt incurred by students who have completed this program.	\$0
Median Private educational loan debt incurred by students who have completed this program.	\$0
Media amount of institutional financing owed by students who have completed this program.	\$0

Medical Front Office Assistant Certificate



The Medical Office Assistant Certificate program prepares students for the varied and expanded responsibilities involved in working within medical offices today. Students will receive training in numerous areas, which will give them a complete understanding of the intricate workings within today's medical businesses. Graduates will have the skills necessary to obtain a position as a medical office assistant that will be able to perform numerous duties in the front office. Students may apply credit hours earned in this program toward the Associate of Applied Science degree in Medical Assistant. This is a Tech Prep articulated program. The outcomes identified below define the knowledge and skill sets that graduates will possess at the end of their program of study:

- Apply proper oral and written communication skills in the work place.
- Understand cultural diversity and apply this understanding to health care situations.
- Operate computer hardware and software as applicable to the health care industry.
- Use critical thinking skills in decision making concerning patient care.
- Understand and use medical terminology and healthcare delivery.
- Understand and work within the rules of ethics and law in health care.
- Understand procedures and operate professionally within the medical office environment.
- Understand and use proper Health Information Management and Privacy Rules in the Medical office.
- Use billing and coding procedures and carry out the basics of health insurance claim forms.
- Analyze, synthesize and evaluate data.
- Use critical thinking skills in decision making concerning patient care in administrative situations.

Certificate Requirements: 34 credit hours

AHS 100 Introduction to the U.S. Health Care System (3)

AHS 102 Administrative Medical Front Office (4)

AHS 105 Professionalism in Health Care Settings (3)

AHS 110 Health Care Ethics & Law (3)

AHS 131 Medical Terminology I (3)

AHS 135 Medical Insurance, Coding, & Billing (3)

AHS 289¹ Internship I (2)

BIO 160 Intro to Human Anatomy & Physiology (4)

CIS 120 Intro to Computer Information Systems (3)

CIS 122 Introduction to MS Word (3)

CIS 125 Introduction to Databases (3)

¹Placement test and/or prerequisite required.

Required Gainful Employment Disclosures per 34 CFR 668.6

Name of College	Coconino Community College
Name of Certificate program	Medical Front Office Assistant
Name and CIP code of program. More information can be found at nces.ed.gov/ipeds/cipcode/	51.0710 Medical Office Assistant/Specialist
Link to College Catalog for more information on this program	http://www.coconino.edu/academics/curriculum/collegecatalog/Pages/MedicalFrontOfficeAssistantCertificate.aspx
This program of study prepares students for careers in the following occupations. More information can be found at online.onetcenter.org	31-9092.00 Medical Assistants 43-60131.00 Medical Secretaries 29-2071.00 Medical Records & Health Information Technicians 29-2011.00 Medical & Clinical Laboratory Technologists 43-9061.00 Office Clerks, General
The following are average costs per year of the program for a full-time student:	Tuition + Fees: \$2040 Room + Board: \$9706* Books + Supplies: \$1103 *CCC does not provide student housing or a meal plan. This is an estimate based on average living costs in Coconino County.
This program requires how many credit hours to complete	28 credit hours
Number of years it should take a student to complete this program on-time	1.5 years
Approximate overall cost to complete this program if completed on-time	\$19,273.50
Percentage of students who complete this program on-time	0%
Number of students who completed this program in the 2009-2010 academic year.	0
Number of students who completed this program on-time.	0
Job placement rate for students who have completed this program.	0%
Median Title IV student loan debt incurred by students who have completed this program.	\$0
Median Private educational loan debt incurred by students who have completed this program.	\$0
Media amount of institutional financing owed by students who have completed this program.	\$0

Network Engineering Certificate



Level I Basic Certificate

The Network Engineering Certificate Level I is designed to develop skills related to network engineering and to enhance written communications skills and professional readiness. The Level I Certificate is designed to prepare students for entry level Information Technology positions requiring hands-on technical networking skills that support home/small to medium size businesses. This level I certificate provides students with knowledge and skills appropriate for entry level network engineer occupations. Emphasis is on basic skills such as installing, maintaining, and monitoring advanced technology such as routers and switches. Students may apply credit hours earned in this program toward Level II certificate or the Associate of Applied Science degree in Network Engineering. This is a Tech Prep articulated program. The outcomes identified below define the knowledge and skill sets that graduates will possess at the end of their program of study:

- Define terms related to networks.
- Emphasize using hands-on approach.
- Emphasize the knowledge and relationships to server operating software programs.
- Enhance communication skills.
- Emphasize professional readiness.

Level I Basic Certificate Requirements: 16 credit hours

BUS 111¹ Business English (3)

CIS 130 Computer Repair and A+ Prep (4)

CIS 140 Cisco Networking Academy Semester 1 (4)

CIS 150¹ Cisco Networking Academy Semester 2 (4)

LDR 115 Workplace Ethics (1)

¹ Placement test and/or prerequisite required.

Required Gainful Employment Disclosures per 34 CFR 668.6

Name of College	Coconino Community College
Name of Certificate program	Network Engineering
Name and CIP code of program. More information can be found at nces.ed.gov/ipeds/cipcode/	15.1202 Computer Technician/Computer Systems Technician
Link to College Catalog for more information on this program	http://www.coconino.edu/academics/curriculum/collegecatalog/Pages/NetworkEngineeringCertificate.aspx
This program of study prepares students for careers in the following occupations. More information can be found at online.onetcenter.org	15-1071.00 Network & computer Systems Administrators 15-1081.00 Network Systems & Data Communications Analysts 15-1032.00 Computer Software Engineers, Systems Software 15-1099.03 Network Designers 17-3023.01 Electronics Engineering Technicians
The following are average costs per year of the program for a full-time student:	Tuition + Fees: \$2040 Room + Board: \$9706* Books + Supplies: \$1103 *CCC does not provide student housing or a meal plan.

	This is an estimate based on average living costs in Coconino County.
This program requires how many credit hours to complete	16 credit hours
Number of years it should take a student to complete this program on-time	1 year
Approximate overall cost to complete this program if completed on-time	\$12,849
Percentage of students who complete this program on-time	0%
Number of students who completed this program in the 2009-2010 academic year.	0
Number of students who completed this program on-time.	0
Job placement rate for students who have completed this program.	0%
Median Title IV student loan debt incurred by students who have completed this program.	\$0
Median Private educational loan debt incurred by students who have completed this program.	\$0
Media amount of institutional financing owed by students who have completed this program.	\$0

Phlebotomy Certificate



This certificate is designed to prepare students for entry-level positions as phlebotomists in acute care, clinic, or community-based agencies and settings. Addressing such skills as collection of specimens, infection control and safety, the operation of the clinical laboratory, health care delivery and terminology, and communication and professional behavior, this program meets the standards of the national accrediting organizations for phlebotomists. This is a Tech Prep articulated program. The outcomes identified below define the knowledge and skill sets that graduates will possess at the end of their program of study:

- Use critical thinking skills in decision making concerning patient care and well-being.
- Possess the ability to apply proper oral and written communication skills in the workplace.
- Possess the ability to understand cultural diversity and apply this understanding to health care situations.
- Effectively operate computer hardware and software as applicable to the health care industry.
- Master phlebotomy skills including: the collection of specimens, infection control and safety, the operation of the clinical laboratory, health care delivery and terminology.
- Possess the ability to analyze, synthesize and evaluate data.

Certificate Requirements: 29 credit hours

AHS 100 Introduction to the U.S. Health Care System (3)

AHS 105 Professionalism in Health Care Settings (3)

AHS 110 Health Care Ethics & Law (3)

AHS 131 Medical Terminology I (3)

AHS 160 Phlebotomy Procedures (3)

AHS 161² Phlebotomy Practicum (4)

BIO 160 Intro to Human Anatomy & Physiology (4)

CIS 102 Computer Literacy (2) or CIS 120 Intro to Computer Information Systems (3)

MAT 091¹ Beginning Algebra (4) or higher math course (3)¹ Placement test and/or prerequisite required.² AHS 161 must be taken in conjunction with AHS 160.**Required Gainful Employment Disclosures per 34 CFR 668.6**

Name of College	Coconino Community College
Name of Certificate program	Phlebotomy
Name and CIP code of program. More information can be found at nces.ed.gov/ipeds/cipcode/	51.1009 Phlebotomy/Phlebotomist
Link to College Catalog for more information on this program	http://www.coconino.edu/academics/curriculum/collegecatalog/Pages/PhlebotomyCertificate.aspx
This program of study prepares students for careers in the following occupations. More information can be found at online.onetcenter.org	31-9092.00 Medical Assistants 31-9099.00 Healthcare Support workers, All Other 29-2012.00 Medical & Clinical Laboratory Technicians
The following are average costs per year of the program for a full-time student:	Tuition + Fees: \$2040 Room + Board: \$9706* Books + Supplies: \$1103 *CCC does not provide student housing or a meal plan. This is an estimate based on average living costs in Coconino County.
This program requires how many credit hours to complete	28 credit hours
Number of years it should take a student to complete this program on-time	1.5 years
Approximate overall cost to complete this program if completed on-time	\$19,273.50
Percentage of students who complete this program on-time	100%
Number of students who completed this program in the 2009-2010 academic year.	1

Number of students who completed this program on-time.	1
Job placement rate for students who have completed this program.	0%
Median Title IV student loan debt incurred by students who have completed this program.	\$0
Median Private educational loan debt incurred by students who have completed this program.	\$0
Media amount of institutional financing owed by students who have completed this program.	\$0

Pre-Health Careers Certificate



The Pre-Health Careers certificate is designed to provide students a foundation in pre-health careers and a certificate as they progress towards completing: AAS Pre-Health Careers, AAS Nursing, preparation for students seeking entry into the CCC nursing program, and/or seek training and employment in a variety of health professions. This is a Tech Prep articulated program.

Certificate Requirements: 26 credit hours

AHS 131¹ Medical Terminology I (3)

BIO 181¹ Unity of Life I: Life of the Cell (4)

BIO 201¹ Intro to Human Anatomy & Physiology (4)

CHM 130¹ Fundamental Chemistry (4)

MAT 142¹ College Mathematics (3) or higher AGECE math course (3)

NTR 135 Human Nutrition (3)

NUR 110¹ Nursing Assistant I (4)

NUR 111¹ Nursing Assistant II (1)

¹ Placement test and/or prerequisite required.

Required Gainful Employment Disclosures per 34 CFR 668.6

Name of College	Coconino Community College
Name of Certificate program	Pre-Health Careers
Name and CIP code of program. More information can be found at nces.ed.gov/ipeds/cipcode/	51.3902 Nursing Assistant/Aide & Patient Care Assistant/Aide
Link to College Catalog for more information on this program	http://www.coconino.edu/academics/curriculum/collegecatalog/Pages/PreHealthCareersCertificate.aspx
This program of study prepares students for careers in the following occupations. More information can be found at online.onetcenter.org	29-1111.00 Registered Nurses 15-1051.01 Informatics Nurse Specialists 29-2099.00 Health Technologists and Technicians 11-9111.00 Medical & Health Service Managers 39-9021.00 Personal & Home Care Aides 31-1011.00 Home Health Aides 31-9097.00 Phlebotomists 31-9099.00 Healthcare Support Workers, All Other

29-2041.00 Emergency Medical Technicians and Paramedics	
The following are average costs per year of the program for a full-time student:	Tuition + Fees: \$2040 Room + Board: \$9706* Books + Supplies: \$1103 *CCC does not provide student housing or a meal plan. This is an estimate based on average living costs in Coconino County.
This program requires how many credit hours to complete	29 credit hours
Number of years it should take a student to complete this program on-time	1.5 years
Approximate overall cost to complete this program if completed on-time	\$19,273.50
Percentage of students who complete this program on-time	0%
Number of students who completed this program in the 2009-2010 academic year.	1
Number of students who completed this program on-time.	0
Job placement rate for students who have completed this program.	100%
Median Title IV student loan debt incurred by students who have completed this program.	\$0
Median Private educational loan debt incurred by students who have completed this program.	\$0
Media amount of institutional financing owed by students who have completed this program.	\$0

Program Pathways (Alphabetical by Discipline)

High School Programs	CCC Certificates	CCC Degrees				University
		AAS	AA	AS	Other	
Accounting Services; Business Management and Administrative Services (BMAS);Design &	<u>Accounting</u>	<u>Business</u>	<u>Business</u>		<u>ABUS</u>	<u>ASU</u> <u>NAU</u> Bus. <u>NAU</u> CIS <u>UA</u>

Merchandising; Marketing, Management and Entrepreneurship						
Law, Public Safety, and Security		<u>Administration of Justice</u>	<u>Administration of Justice</u>			<u>ASU</u> <u>NAU</u> <u>UA</u>
	<u>AGEC-A</u>		All AA		<u>AFA</u>	<u>ASU</u> <u>NAU</u> <u>UA</u>
	<u>AGEC-B</u>				<u>ABUS</u>	<u>ASU</u> <u>NAU</u> <u>UA</u>
	<u>AGEC-S</u>			<u>General Studies</u>		<u>ASU</u> <u>NAU</u> <u>UA</u>
Construction Technology, Electrical and Power Transmission Technologies	<u>Alternative Energy Technology</u>	<u>Alternative Energy Tech</u>				<u>ASU</u> <u>NAU</u> <u>UA</u>
			<u>Anthropology</u>			<u>ASU</u> <u>NAU</u> <u>UA</u>
	<u>American Sign Language (ASL) Interpreting</u>	<u>American Sign Language (ASL) Interpreting</u>				
Drafting & Design Technologies, Precision Manufacturing						<u>ASU</u> <u>UA</u>
	<u>Basic Detention Academy</u>					
	<u>Basic Dispatcher Academy</u>					
Construction Technology	<u>Carpentry Apprenticeship</u>	<u>Carpentry Apprenticeship</u>				
			<u>Colorado Plateau Studies</u>			
Information Technologies, Computer Maintenance, Network Technologies	<u>Computer Technician</u>	<u>Computer Software Technology</u>				<u>ASU</u> <u>NAU</u> <u>UA</u>

Construction Technology	<u>Construction Technology</u>	<u>Construction Technology</u>	<u>Construction Management</u>			ASU NAU UA
					Dance (AFA)	
Early Childhood Education, Education Professions	<u>Early Childhood Education</u>	<u>Early Childhood Education</u>				ASU UA
Education Professions			<u>Elementary Education</u> (<u>General Studies</u> for Secondary Education)			ASU NAU UA
	<u>Electricity</u>	<u>Electricity</u>				ASU NAU UA
			<u>Environmental Studies</u>			ASU NAU UA
	<u>Fire Science</u>	<u>Fire Science</u>				
	<u>Forensic Investigations</u>					
			<u>General Studies</u>	<u>General Studies</u>		ASU NAU Civil/Mech Eng. NAU Comm. NAU Comp. Sci. NAU Elect. Eng. UA
Graphic Communications, Information Technology	<u>Graphic Web Design</u>	<u>Computer Software Technology</u>				ASU NAU UA
Construction Technology		* <u>Sustainable Green Bldg</u>				ASU NAU
Culinary Arts		<u>Hospitality Management</u>	Hotel & Restaurant Management			NAU
	<u>Industrial Maintenance Tech</u>					
Nursing Services	Medical Front Office	<u>Medical Assistant</u>				

	Assistant					
	<u>Medical Assistant</u>					
Nursing Services	<u>Health Information Management</u>					
Information Technologies, Computer Maintenance, Network Technologies	<u>Network Engineering</u>	<u>Network Engineering</u>				<u>ASU</u> <u>NAU</u> <u>UA</u>
Nursing Services	<u>Phlebotomy</u>	<u>Pre-Health Careers</u>				
Nursing Services	<u>Pre-Health Careers</u>	<u>Nursing</u>				<u>ASU</u>
Nursing Services	<u>Pre-Health Careers</u>	<u>Paramedic Studies</u>				
Nursing Services	<u>Pre-Health Careers</u>	<u>Pre-Health Careers</u>				<u>ASU</u> <u>NAU</u>
			<u>Psychology</u>			<u>ASU</u> <u>NAU</u> <u>UA</u>
			<u>Sociology</u>			<u>ASU</u> <u>NAU</u> <u>UA</u>
					Visual Arts (AFA)	
Precision Manufacturing, Transportation Technologies, Welding Technologies			<u>Vocational Technology Education</u>			<u>NAU</u>
*3 Green Construction Technology Certificate courses do not apply to Sustainable Green Building AAS.						

Course Descriptions

*Course has additional pre or co-requisite(s).

Accounting (ACC)

ACC 100 Practical Accounting Procedures (5)

Practical accounting offers a step by step approach to the study of accounting. This includes accounting for service, merchandising, and small business operations. The course includes the financial statements, basic accounting cycle, special journals, procedures for controlling cash and payroll accounting. Computerized accounting systems and procedures for small businesses are stressed. Five lecture.

ACC 105 Income Tax I (3)

Internal Revenue Service Code and Regulations as they pertain to the individual. Tax principles are applied to problems and the preparation of the individual income tax return. Three lecture.

ACC 110 Payroll Accounting (3)

A course that provides comprehensive and practical instruction in manual and computerized preparation and calculation of a business's payroll records and tax returns. Prerequisites: ACC 100 or *ACC 255 or Consent of Instructor. Three lecture.

ACC 206 Computerized Accounting (3)

Electronic data processing systems as they apply to accounting systems. Provides hands-on experience with microcomputer hardware and software packages. Includes accounting cycle transaction and management decision-making applications. Three lecture.

ACC 255 Principles of Financial Accounting (3) ACC 2201

Financial accounting theory as applied to corporate form of business involving service and merchandising activities. Includes analysis and recording of business transactions and preparation of financial statements. Prerequisite: *MAT 142 or ACC 100 or placement test score beyond prerequisite. Three lecture.

ACC 256 Principles of Managerial Accounting (3) ACC 2202

Offers both theory and practice as it applies to the uses of accounting information and techniques in the realm of the management decision making process of an organization. Introduces manufacturing accounting concepts, which include cost concepts, cost behavior analysis, profit planning, budgeting, and capital budgeting decisions. Prerequisite: *ACC 255. Three lecture.

ACC 289 Accounting Internship (1-6)

Designed for students who are looking for paid or voluntary, practical application of applied accounting principles. Agreed upon internship will have a direct link to responsibilities regarding the business aspects of transaction analysis, journalizing, adjusting, posting, creating financial statements, and doing fundamental evaluation of the statements. Credit hours will be negotiated based on the successful completion of a course contract. Each credit hour requires the completion of a minimum of 45 hours of

related work as indicated by the course contract. Prior experience or course work in the area of interest is required. One to six variable credit hours. Grading Option S/U credit.

Administration of Justice (AJS)

AJS 101 Introduction to Administration of Justice (3) **AJS 1101**

Organization and jurisdiction of local, state, and federal law enforcement, judicial and corrections systems, terminology, and constitutional limitations of the system. General Education: Social/Behavioral Sciences. Three lecture.

AJS 105 Juvenile Detention Studies (3)

Introduction to the field of juvenile detention, including responsibilities and job duties of the detention employee. The course will include both legal and procedural issues in the subject area. Three lecture.

AJS 110 The Correction Function (3)

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

AJS 120 Substantive Criminal Law (3)

Philosophy and legal sanctions and historical development from the common law to modern American criminal law. Classifications of crimes, elements of and parties to crimes, general definitions of crime, common defenses utilized, and review of offenses and the essential elements of each defense. Three lecture.

AJS 130 The Police Function (3)

Theories of procedures and methods of operations with emphasis on the discretionary powers available to the working police officer. Career opportunities and current trends in law enforcement will be presented. Three lecture.

AJS 141 Gang Behavior and Street Violence (3)

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

AJS 150 Rules of Criminal Procedure (3)

Procedural criminal law including the judiciary role in the criminal justice system, the right to council, pretrial release, grand juries, adjudication process, types and rules of evidence, and sentencing. Three lecture.

AJS 160 Justice Systems Management (3)

Principles of administration and organization of management functions and services within criminal justice systems. Three lecture.

AJS 170 Security Issues in Private Industry (3)

A historical overview of the development and evolution of law enforcement and its developing relationship and dependence on the need for private asset protection. Students will assess current prevention technology, its development and history, and future direction and application. The class will further examine the roles of law enforcement and private security officers as well as the

inherent differences. Legal limitations and provisions, public/private security agency, and liability issues in the industry will be analyzed. Three lecture.

AJS 200 Community Relations (3)

Examination, recognition, and understanding of community problems; community action programs; methods of coping with human behavior; conflict and communications; ethnic and minority cultures and environments; the community and the relationships with the criminal justice system. Three lecture.

AJS 203 Basic Public Safety/Emergency Communications Dispatcher Academy (13)

Designed to provide entry level training to emergency communications dispatch employees, meeting Arizona Department of Public Safety and/or APCO training standards. Prerequisites: Hired and/or recommended by approved law enforcement or public safety agency. Thirteen lecture.

AJS 209 Criminal Jurisdiction on Federal and Indian Land (3)

Jurisdiction of local, state, and tribal law enforcement AES agencies over crimes committed on federal military reservation, national parks, national forests, federal buildings, as well as tribal reservation lands. Agreements with tribal governments, including courts, and police agencies of tribes, counties, states, and the federal government will also be examined. Three lecture.

AJS 215 Crime, Justice, and the Media (3)

Examines the perceptions of the realities of crime and justice and how these perceptions influence the media. Also studied are the effects of how the media influences the public's perception of crime and the criminal justice system. Three lecture.

AJS 216 Basic Detention Academy (13)

Designed to provide entry level training to detention officer staff, meeting Arizona Detention Association standards. Prerequisite: Hired and/or recommended by approved law enforcement or correctional agency. Thirteen lecture.

AJS 220 Rules of Evidence (3)

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

AJS 230 Deviant Behavior (3)

Examines the basic concepts of deviant behavior; evaluates current literature and studies the application of current criminological theories related to patterns of deviance. General Education: Social/Behavioral Sciences. Three lecture.

AJS 240 Juvenile Justice Procedures (3)

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

AJS 250 Criminal Investigations (3)

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

AJS 260 Constitutional Law (3)

Constitutional law as it relates to the operation of the criminal justice system. Three lecture.

AJS 265 Probation and Parole (3)

The selection process for the release of both adults and juveniles under the supervision of probation and parole guidelines and the community values consistent with those under supervision. Three lecture.

AJS 273 Public Safety Leadership I (3)

Designed to provide line supervisors, middle managers, and executive level managers in public safety occupations with current leadership training and materials, adopting Arizona Peace Officer Standards and Training (APOST) guidelines and curriculum.

Prerequisites: Hired and/or recommended by approved public safety agency or Consent of Department Chair. Students must also enroll in AJS 274 to complete this program of study. Three lecture.

AJS 274 Public Safety Leadership II (3)

Designed to provide line supervisors, middle managers, and executive level managers in public safety occupations, with current leadership training and materials, adopting Arizona Peace Officer Standards and Training (APOST) guidelines and curriculum.

Prerequisites: AJS 273, hired and/or recommended by approved public safety agency or Consent of Department Chair. Three lecture.

AJS 280 Criminology (3)

Deviance and society's role in defining behavior; theories of criminality and the economic, social, and psychological impact of crime and victimization; relationships between statistics and crime trends. General Education: Social/Behavioral Sciences. Three lecture.

AJS 289 Internship I (1-6)

Designed for students who are looking for paid or voluntary practical learning experiences that apply academic and occupational education to real-life, on-the-job situations. Credit hours will be negotiated based on fulfillment of a contract. Each credit hour requires the completion of a minimum of 45 hours of on-the-job participation. Prior experience or course work in the field of interest is required. One to six variable credit hours. Grading Option S/U.

AJS 291 Terrorism and Counter-Terrorism (3)

Nature of terrorism, terrorist threat, and countermeasures to combat terrorism. Three lecture.

AJS 292 Hostage Negotiations (3)

Essentials of hostage negotiations for all personnel and may serve as a refresher for trained personnel. Three lecture.

AJS 295 White Collar & Corporate Crime (3)

A close look at the theories, laws, and issues surrounding white collar crime in contemporary society. Three lecture.

AJS 298 Special Topics (1-6)

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

Aerospace Studies (AES)

AES 101 Foundations of U.S. Air Force I (1)

U.S. military defense structure, its mission and role in contemporary American society; organization and mission of the Air Force; examines the concepts of professionalism and officership as they apply to the military; basic communication skills. Co-requisite: AES 111. One lecture.

AES 102 Foundations of U.S. Air Force II (1)

Role and mission of U.S. strategic offensive and defensive forces, aerospace support forces, and general purpose forces; examines selected geopolitical determinants and constraints relating to the use of national power; basic theory and principles of flight; basic communication skills. Co-requisite: AES 112. One lecture.

AES 111 Aerospace Studies Leadership Lab (1)

Development of personal leadership and managerial abilities. Examination and demonstration of Air Force customs and courtesies, drill and ceremonies, and standards of discipline and conduct. Co-requisite: AES 101. Two lab. Grading Option S/U credit only.

AES 112 Aerospace Studies Leadership Lab (1)

Continuation of AES 111. Development of personal leadership and managerial abilities. Examination and demonstration of Air Force customs and courtesies, drill and ceremonies, and standards of discipline and conduct. Co-requisite: *AES 102. Two lab. Grading Option S/U credit only.

AES 201 Air Power History I (1)

Historical survey of events, trends, and policies leading to the emergence of air power through World War II. Nature of war, advent of the air age, and development of various concepts of employment and technological improvements in air power; effective communication skills. Prerequisite: AES 101. Co-requisite: *AES 211. One lecture.

AES 202 Air Power History II (1)

Establishment of Air Force as a separate service, the Cold War, development of various concepts of employment and technological improvements of air power from Korean conflict to present; effective communication skills. Prerequisite: *AES 102. Co-requisite: *AES 212. One lecture.

AES 211 Aerospace Studies Leadership Lab (1)

Application of elements of personal leadership. Demonstration of command, effective communications, individual leadership instruction, physical fitness training, and knowledge of Air Force requirements. Prerequisite: *AES 111. Co-requisite: *AES 201. Two lab. Grading S/U credit only.

AES 212 Aerospace Studies Leadership Lab (1)

Continuation of AES 211. Application of elements of personal leadership. Demonstration of command, effective communications, individual leadership instruction, physical fitness training, and knowledge of Air Force requirements. Co-requisite: *AES 202. Two lab. Grading S/U credit only.

AES 250 Air Force Physical Training Course (1)

Opportunity for all CCC students to get into better shape, without any commitment to Air Force ROTC. The classes are held Monday, Wednesday, and Friday mornings and last for one hour. The syllabus will cover both cardiovascular and anaerobic activity, aimed at helping every participant to get in better shape regardless of fitness level. This is an S/U class graded solely upon attendance and counts toward elective credit. May be repeated for a maximum of 10 units. Three lab. Grading S/U credit only.

Agriculture (AGR)

AGR 111 A Living Soil I (1)

Creating lush gardens in the high desert starting the first year. "An Introduction, Unique Garden Designs". Topics include: Importance of humus, soil structure, micro-macro fauna/flora, what harms/nurtures life in the soil, soil challenges, and evaluating your soil. Unique garden designs, explores French intensive, no-till, lasagna, small plot gardening, and bio-dynamic gardening. One lecture.

AGR 112 A Living Soil II (1)

Nurturing the life in the soil: "Compost Happens", "Mulching your Garden", and "Raising Earthworms." Learn techniques to nurture the life in the soil. Topics include: diverse methods of making compost, using finished compost; benefits and uses of mulching for vegetables and landscaping, etc.; classifications, anatomy and lifestyles, methods of raising earthworms, value and uses of worm castings. One lecture.

AGR 113 A Living Soil III (1)

Creating a balanced Eco-system in the garden: "Cover Crops, "Crop Rotation", and "Companion planting." Topics include: benefits and uses of cover crops, planning/selecting and managing cover crops; importance of crop rotation, evaluating needs and drawing up a rotation plan; efficient small spaces, protection and compatible combination; companion planting as a tool to create micro climates, beauty/landscaping; efficient small spaces, protection and compatible combinations. One lecture.

AGR 114 A Living Soil IV (1)

Feeding your garden naturally: "Soil Amendments", "Garden Tea Party," and "Homemade Remedies/Inoculants." Topics include: importance of a balanced soil system, macro/micro nutrients, a look at rock minerals, seaweed derivatives, humates, natural soil amendments and fertilizers, various liquid nutrients and foliar feeding, home remedies for garden solution, use of inoculants, and beneficial insects in the garden. One lecture. Grading Option S/U credit.

AGR 116 Greenhouse Organic Growing (1)

Learn various options for how to plan and set up a solar Greenhouse and maintain a balanced ecosystem within it. Topics include: functions of a greenhouse, effects of relative shade, heat levels and seasonal changes, container and plant selection, soils, water, ventilation, light, sanitation, and organic fertilization. One lecture.

AGR 117 Raising Your Plant Starts (1)

Learn how to raise your own vegetable and flower seedlings for the garden. Topics include: preparation, making potting soil, seed,

germination, transplanting, quality light, watering, organic fertilizing, and hardening off. Included is a hands-on opportunity to experience working with seeds, seedlings, transplanting, and a sample to take home. One lecture.

AGR 118 Extending the Season (1)

Learn techniques to extend the high desert gardening season and harvest year round. Topics include: various styles and methods of using cold frames, tunnels, frost and shade covers, wall-o-water, and greenhouses. Also discussed are choosing specific seed varieties, succession planting, and raising sprouts. One lecture.

AGR 119 Seed to Seed (1)

Explore and learn about the beauty and magic of seeds. The importance of bio-diversity, heirloom/open pollinated seed and sources. Included are techniques for raising your own seed, pollination, flower structure, maintaining purity, seed cleaning, and storage. A review of some examples from easy to more difficult seed to save and hands on opportunity to work with seeds to take home. One lecture.

AGR 122 The World of Chili Peppers (.5)

Explore “The World of Chile Peppers” from seed to garden, preserving, and then to the dinner table. Topics include: various pepper varieties from sweet to hot, soil preparations, starting seeds indoors, transplanting outdoors, seasonal care, harvesting tips, and saving seed. Learn methods of freezing, drying and preserving peppers. Hands on preparing and tasting salsas, chili sauces, and roasted chilies. One-half lecture.

AGR 123 The World of Garlic (.5)

Explore “The World of Garlic” from garden to pantry to garlic cuisine. Topics include: garlic varieties, soil preparation, when and how to plant garlic. Seasonal care, harvesting tips, saving seed, storing and preserving methods, and garlic braids. Taste and experience some quick and easy gourmet uses of garlic. One-half lecture.

AGR 124 The World of Onions (.5)

Explore “The World of Onions” and learn how to grow, harvest, store, and preserve them. Topics including: various members of the onion family; bulbing onions, chives, shallots, etc., soil preparation, starting seeds indoors or out, seasonal care, harvesting and curing for storage, seed savings, cuisine tips for roasting and other methods of using onions. One-half lecture.

AGR 127 The World of Gourmet Greens (.5)

Explore “The World of Gourmet Greens” and learn how to grow and prepare a variety of lettuces, Asian and wild edible greens. May be taken for S/U credit with instructor approval. One-half lecture.

AGR 128 The World of Sprouts(.5)

Explore “The World of Sprouts” and learn to grow and prepare a diversity of seeds, grains and beans as sprouts. May be taken for S/U credit with instructor approval. One-half lecture.

Allied Health Sciences (AHS)

AHS 100 Introduction to U.S. Health Care Systems (3)

Overview of the inner workings of the health care industry and the political, cultural, and socio-economic forces that shape the delivery of health services. Predominant health care systems in the U.S., including Medicare and Medicaid will be examined along with the availability and utilization of various resources, health ethics and law, and quality of care. Prerequisite: *RDG 099 or placement test score beyond prerequisite or Consent of Instructor. Three lecture.

AHS 102 Administrative Medical Front Office (4)

Prepares students for the varied responsibilities involved in working within medical offices. Students will receive training in numerous areas, giving them an understanding of the workings within today's medical business. This course is a component of the Medical Front Office Assistant certificate. Prerequisite: *RDG 099 or placement test score beyond prerequisite or Consent of Instructor. Three lecture.

AHS 105 Professionalism in Health Care Settings (3)

Introduces the health occupations student to essential workplace communication and behavioral skills that foster the provision of quality patient care, team work, and employee job satisfaction. Prerequisite: *RDG 099 or placement test score beyond prerequisite or Consent of Instructor. Three lecture.

AHS 110 Health Care Ethics and Law (3)

Study of the central legal and ethical issues facing health care providers in today's complex health care delivery system; examines managed care, bioethics, telemedicine, death and dying, workplace and practice employment issues, and liability and malpractice through the use of case studies and scenarios. Prerequisite: *RDG 099 or placement test score beyond prerequisite or Consent of Instructor. Three lecture.

AHS 131 Medical Terminology I (3)

Medical vocabulary for beginning students in allied health and science fields. Includes word roots, prefixes, suffixes, and abbreviations. Emphasizes spelling, pronunciation, and definition. Prerequisite: *RDG 099 or placement test score beyond prerequisite or Consent of Instructor. Three lecture.

AHS 135 Medical Insurance, Coding, and Billing (3)

Students learn to submit, trace, appeal, and transmit health care claims; includes step-by-step instruction for all major forms of claims using real-life cases and classroom instruction with current software that provides immediate feedback, self-tests, and additional self-paced exercises. Prerequisites: *AHS 100, CIS 102 or 120, *RDG 099 or placement test score beyond prerequisite. Pre or Co-requisites: AHS 131 or Consent of Instructor. Three lecture.

AHS 141 Medical Assistant I (8)

Prepares students for the varied and expanded responsibilities involved in working within medical offices. Students will receive training in numerous areas, giving them an understanding of the workings within today's medical businesses. Students who complete AHS 102, AHS 141, AHS 142, AHS 143, AHS 144, and AHS 289 will have the skills necessary to obtain employment as a Medical Assistant and are eligible to take the American Medical Technologist (AMT) certification exam to become a Registered Medical Assistant (RMA). Prerequisites: *AHS 131, *BIO 160. Co-requisites: AHS 102, AHS 143. Eight lecture.

AHS 142 Medical Assistant II (10)

Prepares students for the varied and expanded responsibilities involved in working within medical offices. Students will receive training in numerous areas, giving them an understanding of the workings within today's medical businesses. Students who complete AHS 102, AHS 141, AHS 142, AHS 143, AHS 144, and AHS 289 will have the skills necessary to obtain employment as a Medical Assistant and are eligible to take the American Medical Technologist (AMT) certification exam to become a Registered Medical Assistant (RMA). Prerequisites: *AHS 141, AHS 143. Ten lecture.

AHS 143 Medical Assistant I Skills (2)

The skills practice and competency development in conjunction with AHS 141 Medical Assistant I. Prerequisites: *AHS 131, *BIO 160. Pre or Co-requisites: AHS 102, AHS 141. Six lab. Grading Option S/U credit.

AHS 144 Medical Assistant II Skills (4)

The skills practice and competency development in conjunction with AHS 142 Medical Assistant II. Prerequisites: *AHS 141, *AHS 143. Co-requisite: AHS 142. Twelve lab. Grading Option S/U credit.

AHS 157 Phlebotomy for Law Enforcement (3)

This one-week, fast-track program is a very intense course of study. The course includes 45 hours of onsite phlebotomy coursework and includes the practicum. Homework is necessary, and students will be required to perform venipunctures on each other during classes on campus. Additional venipunctures will be required outside the classroom setting for completion of the course. NO REFUNDS can be given once the officer begins the course. Prerequisites: Proof of (MMR) vaccination, negative TB skin test within the last 6 months, must be recommended by a law enforcement agency. One & a half lecture. One & a half lab.

AHS 160 Phlebotomy Procedures (3)

Theory and practice of basic phlebotomy and specimen processing including laboratory test codes, equipment, procedures, role development and the health care team, ethics and safety, and legal issues and quality assurance. Prerequisite: *AHS 131 or Consent of Instructor. Co-requisite: *AHS 161. The following health requirements are to be presented at time of registration: negative TB skin test within the past year; proof of two measles, mumps, rubella (MMR) vaccinations or titer; proof of tetanus, diphtheria and pertussis (TDAP) vaccination within the last 10 years. Three lecture.

AHS 161 Phlebotomy Practicum (4)

Theory and practice of basic phlebotomy and specimen processing, clinical experiences in acute care, clinic, and community agency settings. AHS 161 requires 100 hours and 100 successful, unaided (but supervised) venipunctures. In order to accomplish these steps within the current semester, you must have a VERY FLEXIBLE schedule. Prerequisites: *AHS 131, *RDG 099 or placement test score beyond prerequisite, or Consent of Instructor. Co-requisite: AHS 160. The following health requirements are to be presented at time of registration: negative TB skin test within the past year; proof of two measles, mumps, rubella (MMR) vaccinations or titer; proof of having had varicella (chicken pox) or vaccination or titer; proof of tetanus, diphtheria and pertussis (TDAP) vaccination within the last 10 years. One lecture. Nine lab.

AHS 289 Internship I (1-6)

Practical learning experiences that apply academic to on-the-job situations. Credit hours will be negotiated based on the certificate

or degree requirements. Each credit hour requires the completion of a minimum of 45 hours of on-the-job participation. Prerequisite: Consent of Instructor or Department Chair. One to six variable credit hours. Grading Option S/U credit.

American Sign Language (ASL)

ASL 101 American Sign Language I (4)

Principles, methods, and techniques for acquiring basic skills using American Sign Language, with emphasis on developing visual/receptive skills and basic communication. General Education: Options. Four lecture. Grading Option S/U credit with instructor approval.

ASL 102 American Sign Language II (4)

Further emphasis on American Sign Language vocabulary, grammar, receptive, and expressive technique development. Prerequisite: ASL 101 or Consent of Instructor. General Education: Options. Four lecture. Grading Option S/U credit with instructor approval.

ASL 110 Intro to Deaf Studies (3)

Overview of deaf cultural issues and historical perspectives, education for deaf and hard-of-hearing children, laws pertaining to educational choices and rights of the deaf (no previous ASL required). General Education: Social/Behavioral Sciences. Special Requirement: Contemporary Global/ International Awareness or Historical Awareness. Three lecture. Grading Option S/U credit with instructor approval if not desired for program or transfer credit.

ASL 201 American Sign Language III (4)

Enhanced focus on expressive and receptive American Sign Language sign skills. Application of syntactical and grammatical structure, idioms, body language, and cultural aspects of deafness. Prerequisite: *ASL 102 or Consent of Instructor. General Education: Options. Four lecture. Grading Option S/U credit with instructor approval.

ASL 202 American Sign Language IV (4)

Further development of American Sign Language communication skills with emphasis on spontaneous conversation, discussions, narratives, and register. Prerequisite: *ASL 201 or Consent of Instructor. General Education: Options. Four lecture. Grading Option S/U credit with instructor approval.

ASL 203 American Sign Language V (4)

Advanced study of American Sign Language through intensive application of communication skills with an emphasis on spontaneous conversation, creativity, discussions, narratives, and register. Prerequisite: *ASL 202 or Consent of Instructor. Four lecture. Grading Option S/U credit with instructor approval.

ASL 211 Fingerspelling & Numbers (3)

Overview of basic fingerspelling techniques. Concentration on receptive and expressive skills including manual alphabet production and numbers. Focus and continue methods, theory, and skill development including speed, dexterity, clarity, and loan signs. Also includes advanced use of numbers, prefixes, suffixes, and polysyllabic words. Prerequisite: ASL 101 or Consent of Instructor. Three lecture. Grading Option S/U credit.

ASL 212 Linguistics and Grammar of ASL (4)

Advanced grammar and linguistic systems of American Sign Language; this course will focus on proper usage and syntax of ASL within Deaf culture. Prerequisite: *ASL 202. Co-requisite: *ASL 203 or Consent of Instructor. Four lecture. Grading Option S/U credit with instructor approval.

Anthropology (ANT)

ANT 101 Introduction to Physical Anthropology (4)

An introductory survey of the basic principles, concepts, assumptions, theories, and vocabulary of human evolution and world archaeology. General Education: Physical/Biological Sciences. Three lecture. Two lab.

ANT 102 Introduction to Cultural Anthropology (3)

Principles of cultural and social anthropology with illustrative materials from a variety of cultures. The nature of culture; social, political, and economic systems; religion, aesthetics, and language. General Education: Social/Behavioral Sciences; Arts/Humanities. Special Requirements: Ethnic/Race/Gender Awareness; Contemporary Global/International Awareness or Historical Awareness. Three lecture.

ANT 103 Culture and Language (3)

An introductory survey of the basic history, concepts, assumptions, theories, and vocabulary of linguistic anthropology and their application within the discipline. General Education: Social/Behavioral Sciences. Special Requirements: Contemporary Global/International Awareness or Historical Awareness. Three lecture.

ANT 110 Exploring Archeology (3)

History, methods, and theory of archeology with an emphasis on modern techniques of studying prehistoric and historical populations and their cultural remains. General Education: Social/Behavioral Sciences. Three lecture.

ANT 230 Peoples of the Southwest (3)

Ethno historical survey of the American Southwest culture area, focusing on selected Pueblo and non-Pueblo peoples. This course is designed to expose the student to the richness of traditional Southwestern cultures in order to stimulate an appreciation for the Native history and ethnic diversity of the region. General Education: Social/Behavioral Sciences. Special Requirements: Ethnic/Race/Gender Awareness; Contemporary Global/International Awareness or Historical Awareness. Three lecture.

ANT 241 Anthropology of Religion (3)

Anthropology of religious practices employed by both western and non-western people in dealing with adversity, misfortune, illness, life cycle rituals, and similar phenomena beyond human control. Three lecture.

ANT 250 Peoples of the World (4)

This capstone course in anthropology provides the opportunity for students to apply anthropological theoretical perspectives and methodologies to topics of interest, including both historic and contemporary subject matter. General Education: Social/Behavioral Sciences. Special requirements: Intensive Writing/Critical Thinking; Ethnic/Race/Gender Awareness; Global and International Awareness; Historical Awareness. Recommended: ANT 101. Prerequisites: *ENG 101, ANT 102. Co-requisite: *ENG 102. Four lecture.

ANT 289 Internship I (1-6)

Designed for students who are looking for paid or voluntary practical learning experiences that apply academic and occupational education to real-life on-the-job situations. Credit hours will be negotiated based on fulfillment of a contract. Each credit hour requires the completion of a minimum of 45 hours of on the job participation. Prior experience or course work in the field of interest is required. One to six variable credit hours. Grading Option S/U credit.

Art (ART)

ART 100 Art Appreciation (3)

Historical overview and appreciation of painting, sculpture, architecture, film, and crafts. Examines individual works of art with regard to both their formal qualities and the way they reflect the shifting patterns of culture. Field trips. General Education: Arts/Humanities. Three lecture.

ART 105 Beginning Art (3)

Introductory course in drawing and painting techniques and materials for students who would like to explore their creativity. One lecture. Five lab. Grading Option S/U credit.

ART 110 Drawing I (3) **ART 111**

Perspective and visual perception as related to developing artistic visual growth in perceiving our environment. Emphasizes analysis of objects and their compositional placement within the pictorial construction. One lecture. Five lab. Grading Option S/U credit.

ART 111 Drawing II (3)

Further development of technical and perceptual drawing skills. Emphasis on composition and pictorial content. Prerequisite: ART 110 or Consent of Instructor. One lecture. Five lab. Grading Option S/U credit.

ART 114 Stained Glass I (3)

Copper foil and lead techniques of stained glass, including precision glass cutting and creative application of these techniques in producing interior and architectural pieces. One lecture. Five lab. Grading Option S/U credit.

ART 120 Ceramics I (3)

Introduction to hand building techniques, wheel throwing, glazing and other decorative techniques, kiln firing and ceramics history. One lecture. Five lab. Grading Option S/U credit.

ART 121 Ceramics II (3)

Emphasis on developing intermediate skill with the potter's wheel and hand building methods, glazing and decoration techniques, and kiln operations. Prerequisite: ART 120. One lecture. Five lab. Grading Option S/U credit.

ART 130 Computer Graphics I (3)

An introductory course in computer graphics. Introduction to design principles and visual problem solving with software suitable for two-dimensional design and illustration. Prerequisites: CIS 102 or CIS 120 or Consent of Instructor. Recommended: ART 110 and *ART 160. Two lecture. Two lab. Grading Option S/U credit.

ART 133 Calligraphy I (2)

Basic calligraphic skills, including letter form, spacing, and page design. One lecture. Two lab. Grading Option S/U credit.

ART 134 Calligraphy II (2)

Expands calligraphic skills, including letter form, spacing, and page design. One lecture. Two lab. Grading Option S/U credit.

ART 135 Adobe Photoshop (3)

Introduction to Adobe Photoshop software, its variety of tools and basic techniques for working with them. Includes practice with basic scanning and printing devices and techniques. Prerequisite: CIS 120 or Consent of Instructor. Three lecture. Grading Option S/U credit.

ART 136 Digital Photography I (3)

Introduction to digital photography, image editing, and printing techniques. Course requirement: Students must have their own digital camera and basic computer skills. Three lecture. Grading Option S/U credit.

ART 140 Jewelry (3)

Jewelry and the hand working of non-ferrous craft metals and associated materials. One lecture. Five lab. Grading Option S/U credit.

ART 145 Introduction to Silk-Screen (3)

An introduction to the fundamentals of silk-screen (serigraphy) printmaking processes using traditional methods including reduction printing and photo stencil. Prerequisite: ART110 or Consent of Instructor. One lecture. Five lab. Grading Option S/U credit.

ART 150 Photography I (3)

Photography as an art form. Includes camera operation with emphasis on its use as a creative tool. Basic darkroom techniques, including film development, printing, and composition. Two lecture. Four lab. Grading Option S/U credit.

ART 151 Photography Techniques and Materials (2)

More advanced techniques and materials than ART 150 Photography I. Emphasis on developing an alternative vision. Prerequisite: ART 150 or Consent of Instructor. One lecture. Two lab.

ART 160 Color and Design (3)

Fundamentals of two-dimensional design emphasizing the study and utilization of the principles of design, development of a visual vocabulary, and the study of color theory. Prerequisite: ART 110 or Consent of Instructor. One lecture. Five lab. Grading Option S/U credit.

ART 165 Three-dimensional Design (3)

Introduction to the fundamental concepts and design principles involved in organizing three-dimensional space and materials used in three-dimensional art forms. Prerequisite: ART 110 or Consent of Instructor. One lecture. Five lab.

ART 180 Sculpture I (3)

Introduction to sculptural processes, techniques, and materials in clay, metal, wood, and stone. Includes sculptural history and criticism. Prerequisite: *ART 165 or Consent of Instructor. One lecture. Five lab. Grading Option S/U credit.

ART 190 Oil/Acrylic Painting I (3)

An introductory course in the techniques and materials traditionally used in oil and/or acrylic painting. Prerequisite: ART 110 or Consent of Instructor. One lecture. Five lab. Grading Option S/U credit with instructor approval.

ART 191 Oil/Acrylic Painting II (3)

Intermediate course in developing expressive and descriptive skills using oil and/or acrylic paint. Prerequisite: *ART 160, *ART 190, or Consent of Instructor. One lecture. Five lab. Grading Option S/U credit.

ART 194 Watercolor I (3)

Transparent qualities of watercolor medium. Techniques and materials will be used to stimulate personal creativity and uniqueness of expression. One lecture. Five lab. Grading Option S/U credit.

ART 195 Watercolor II (3)

Increased opportunity for independent development. Implements study of techniques to fit individual needs. Prerequisite: ART 194 or Consent of Instructor. One lecture. Five lab. Grading Option S/U credit.

ART 199 Workshop (0.5-6)

Designed to provide workshop courses based on student and faculty interest in pursuing or presenting an original topic. Workshops may be developed to enhance existing curriculum or to give students experience that is not covered by existing curriculum. One-half to six variable credit hours. Grading Option S/U credit.

ART 201 Art History: Prehistoric to 1400 (3) **ART 1101**

Study of the historical development of significant periods and styles in painting, sculpture, and architecture from the prehistoric through the Gothic periods. Emphasis is placed upon the cultural context within which the works of art are created. General Education: Arts/Humanities. Special Requirements: Contemporary Global/International Awareness or Historical Awareness. Prerequisite: *ENG 101. Three lecture.

ART 202 (3) Art History: 1400 - 2000 **ART 1102**

Historical development of significant periods and styles in painting, sculpture, and architecture from the Renaissance to the twentieth century with an emphasis on the cultural context within which the works of art were created. General Education: Arts/Humanities. Special Requirements: Contemporary Global/International/Awareness or Historical Awareness. Prerequisite: *ENG 101. Three lecture.

ART 210 Life Drawing I (3)

Applications of the elements of drawing in the description of the human figure, drawing from the model. Topics include: light and shade, composition, and anatomy. Prerequisite: ART 110 or Consent of Instructor. One lecture. Five lab. Grading Option S/U credit.

ART 211 Portrait Drawing (3)

Introduction to portrait drawing techniques and materials. Prerequisite: ART 110 or Consent of Instructor. One lecture. Five lab.

ART 214 Stained Glass II (3)

Design and construction of stained glass pieces using copper foil and/or lead processes, manipulation of the surface of glass using an etching process, basic glass design vocabulary, and developing proficiency with glass working hand tools. Prerequisite: ART 114. One lecture. Five lab. Grading Option S/U credit.

ART 220 Art of the United States (3)

Study of the historical development of the arts and architecture in America from the Colonial period to the present. Prerequisite: *ENG 101. General Education: Arts/Humanities. Special Requirements: Global/ International Awareness or Historical Awareness. Three lecture. Grading Option S/U credit.

ART 221 Art of the Southwest (3)

A historical survey of painting, sculpture, and architecture in the southwestern region of the United States from pre-historic time to the present. General Education: Art/Humanities. Special Requirements: Contemporary Global/International Awareness or Historical Awareness; Ethnic/Race/Gender Awareness. Prerequisite: *ENG 101. Three lecture.

ART 235 Adobe Photoshop II (3)

Advanced techniques in Adobe Photoshop. Prerequisites: *ART 135 or Consent of Instructor. Three lecture.

ART 236 Digital Photography II (3)

Creative digital camera operation. Advanced equipment, lighting, color calibration, and workflow. Digital output processes for print and web. Three lecture. Grading Option S/U credit.

ART 252 Documentary Photography (3)

An introductory course in the field of documentary photography; to include camera use, documentary history and techniques. Field Trips. Prerequisite: ART 150, *ENG 101 or Consent of Instructor. Two lecture. Two lab.

ART 279 Painting Workshop (2)

A course for students interested in further developing artistic expression and skills in order to pursue personal artistic goals. Prerequisite: *ART 190 or ART 194 or Consent of Instructor. Grading Option S/U credit with instructor approval. Two lecture.

ART 280 Advanced Studio Workshop (3)

A course for students interested in further developing artistic expression and skills in order to pursue personal artistic goals. Prerequisite: *ART 111 or *ART 190 or *ART 195 or *ART 210 or Consent of Instructor. One lecture. Five lab.

ART 281 Advanced Ceramics Workshop (3)

A course for students interested in further developing artistic expression and skills in order to pursue personal artistic goals in ceramics. Prerequisite: *ART 120, *ART121, or Consent of Instructor. One lecture. Five lab.

ART 285 Ceramic Sculpture (3)

A course for students who want to further develop their hand building skills, glazing and firing techniques, and individual artistic expression. Prerequisite: *ART120 or Consent of Instructor. One lecture. Five lab.

ART 289 Internship I (1-6)

Designed for students who are looking for paid or voluntary practical learning experiences that apply academic and occupational education to real-life, on-the-job situations. Credit hours will be negotiated based on fulfillment of a contract. Each credit hour requires the completion of a minimum of 45 hours of on-the-job participation. Prior experience or course work in the field of interest is required. One to six variable credit hours. Grading Option S/U credit.

ART 290 Visual Arts Practicum (3)

Portfolio development and community based service learning experience for visual arts majors. Prerequisite: *ART 165. One lecture. Three lab.

ART 294 Watercolor III (3)

An advanced course in watercolor painting with increased opportunity for development of individual style through traditional and experimental techniques. Prerequisite: *ART 195 or Consent of Instructor. One lecture. Five lab. Grading Option S/U credit.

Automotive (AUT)**AUT 100 Automotive Basics (3)**

Basic automotive knowledge as it relates to owner/operator of an automobile or light truck. It will give the student an understanding of systems and maintenance. Two lecture. Two lab.

AUT 106 Automotive Engines (3)

An overview of the design, operation, diagnosis and service procedures of modern automotive engines. Students participate in the disassembly, inspection, and reassembly. Service and technical data are presented to prepare the students for practical experience in engine servicing. Prerequisites: AUT 100 or Consent of Instructor. Two lecture. Two lab. Grading Option S/U credit.

AUT 107 Automotive Engine Short Block Service Lab (3)

Laboratory experiences in engine service and rebuilding; specializing in valve train, cooling, lubricating, exhaust and intake systems. Pre or Co-requisite: *AUT 106. Two lecture. Two lab. Grading Option S/U credit.

AUT 108 Automotive Engine Long Block Service Lab (3)

Continuing laboratory experience in engine service and rebuild; emphasizing the "long block" assembly. Students will disassemble, inspect, and service the engine block for warpage, alignment and bore, service crankshaft, service camshafts and timing, service pistons and rods and service plugs, seals, covers, damper and flywheel. Prerequisites: *AUT 107. One lecture. Three lab. Grading Option S/U credit.

AUT 110 Automotive Electrical and Electronic Systems (3)

A study of automotive electrical and electronic systems used on light and medium duty vehicles. Topics include principles of electrical/electronic systems, general electrical system diagnosis, and battery diagnosis and service. Pre or Co-requisite: AUT 100. Two lecture. Two lab. Grading Option S/U credit.

AUT 111 Automotive Electrical and Electronic Systems (3)

Emphasizes service of automotive and light truck starting and charging systems. Topics will include: starting system diagnosis and repair, charging system diagnosis and repair. Prerequisites: *AUT 110. One lecture. Three lab. Grading Option S/U credit.

AUT 112 Automotive Electrical and Electronic Systems-Lighting and Accessories Systems Lab (3)

Emphasizes hands-on service of automotive and light truck lighting, gauge, horn, and other accessories systems. Prerequisites: *AUT 111. One lecture. Three lab. Grading Option S/U credit.

AUT 120 Automotive Brake Systems (3)

A study of braking systems used on light and medium duty vehicles with an overview of heavy duty brakes (air) which will include theory, operation, construction, maintenance, testing, diagnosis and repair of drum and disc brakes. Pre or Co-requisite: AUT 100. One lecture. Three lab. Grading Option S/U credit.

AUT 121 Automotive Brake Systems Service Lab (3)

Emphasizes service of automotive and light truck brake systems. Topics will include: power assist units diagnosis and repair, brakes related (Wheel Bearings, Parking Brakes, Electrical, Etc.), and antilock brake and traction control systems. Pre or Co-requisite: *AUT 120. One lecture. Four lab. Grading Option S/U credit.

AUT 289 Internship I (1-6)

Designed for students who are looking for paid or voluntary practical learning experiences that apply academic and occupational education to real-life, on-the-job situations. Credit hours will be negotiated based on fulfillment of a contract. Each credit hour requires the completion of a minimum of 45 hours of on-the-job participation. Prior experience or course work in the field of interest is required. One to six variable credit hours. Grading Option S/U credit.

Biology (BIO)**BIO 100 Biology Concepts (4)**

Basic principles and concepts of biology. Explores methods of scientific inquiry and behavior of organisms and energy in biological systems. Prerequisites: *MAT 091, *ENG 100, or placement test score beyond prerequisite. General Education: Physical/Biological Sciences. Three lecture. Three lab.

BIO 105 Environmental Biology (4)

Basic concepts of ecology and the importance of human interaction with the natural ecosystem. Field trips. Pre or Co-requisites: *MAT 091 or placement test score beyond prerequisite, *ENG 102, or Consent of Instructor. General Education: Physical/Biological Sciences. Special Requirements: Intensive Writing/Critical Inquiry; Contemporary Global/International Awareness or Historical Awareness. Three lecture. Three lab.

BIO 109 Natural History of the Southwest (4)

Based on the life zone concept, an examination of the geologic history and ecological history of the Southwest. Emphasis is on the identification and adaptations of biotic populations. Field trips. General Education: Physical/Biological Sciences. Prerequisite: *MAT 091, *ENG 100, or placement test score beyond prerequisite. Three lecture. Three lab.

BIO 112 Wildflowers of Northern Arizona (2)

An exploration of common wildflower species native to Northern Arizona with special emphasis on identification, collection, and distribution. Field Trips. One lecture. Three lab.

BIO 160 Introduction to Human Anatomy and Physiology (4)

The study of the structure and function of the human body. It is designed for students who want a one semester course in anatomy and physiology and those pursuing certificates in the allied health sciences; students majoring in the sciences or preparing for professional health science careers should enroll in the BIO 201/202 sequence. Prerequisite: *MAT 091, *ENG 100, or placement test score beyond prerequisite. General Education: Physical/Biological Sciences. Three lecture. Three lab.

BIO 181 Unity of Life I: Life of the Cell (4) **BIO 1181**

An introductory course for Biology MAJORS emphasizing central principles related to cellular and molecular processes in the cell. Course will include molecular structure, cell structure, reproduction, metabolism molecular genetics and evolution. *CHM 130 or higher recommended. Prerequisite: *ENG 100, *MAT 121 or *MAT 122, or placement test score beyond prerequisite. General Education: Physical/Biological Sciences. Three lecture. Three lab.

BIO 182 Unity of Life II: Multicellular Organisms (4) **BIO 1182**

The second semester of introductory biology majors course. Builds on principles from BIO 181 to emphasize organism principles of life. Covers all multicellular organisms. Prerequisite: *BIO 181. General Education: Physical/Biological Sciences. Three lecture. Three lab.

BIO 201 Human Anatomy and Physiology I (4) **BIO 2201**

Design and function of the human body. Topics include: cells, tissues, integumentary, muscular, skeletal, nervous, and sensory systems. Prerequisite: *BIO 181 or Consent of Instructor. General Education: Physical/Biological Sciences. Three lecture. Three lab.

BIO 202 Human Anatomy & Physiology II (4) **BIO 2202**

Design and function of the human body. Topics include: body fluids, immune, cardiovascular, respiratory, digestive, urinary, and reproductive systems. General Education: Physical and Biological Sciences. Prerequisite: *BIO 201 or Consent of Instructor. Three lecture. Three lab.

BIO 205 Microbiology (4) **BIO 2205**

Microorganisms and their relationships to health, ecology, and related areas. Prerequisite: *BIO 181 or Consent of Instructor. General Education: Physical/Biological Sciences. Three lecture. Three lab.

BIO 218 Human Pathophysiology (4)

This course surveys disease processes that affect the body systems, focusing on the mechanisms and modalities of infection or onset. Recommended: *BIO 205. Prerequisites: *BIO 201 and *BIO 202. Four lecture.

BIO 253 Biotechnology and Current Issues (4)

Examinations of the natural and human-manipulated processes involved in genetics and gene expression. Concentrations on current genetic manipulations and potential consequences in biological, ecological, and social systems along with potential ethical, and legal concerns. Curriculum may vary depending on current concerns. Field trips. Intended for those interested in the influence of science on society. Prerequisite: *BIO 100 or Consent of Instructor. General Education: Physical/Biological Sciences. Three lecture. Three lab.

BIO 289 (1-6)

Internship I

Designed for students who are looking for paid or voluntary practical learning experiences that apply academic and occupational education to real-life, on-the-job situations. Credit hours will be negotiated based on fulfillment of a contract. Each credit hour requires the completion of a minimum of 45 hours of on-the-job participation. Prior experience or course work in the field of interest is required. One to six variable credit hours. Grading Option S/U credit.

BIO 299 Workshop (.5-3)

Designed for community members to take courses in Biology that are of local, regional, or national interest. Prerequisite: *ENG 101 or Consent of Instructor. Co-requisite: *MAT 091 or Consent of Instructor. One-half to three variable credit hours.

Business (BUS)

BUS 100 Mathematics of Business (3)

Mathematical concepts and procedures involved in financial transactions. Includes percentages, liabilities, insurance, investments, assets, amortization, proration, taxes, and banking as it pertains to business. Prerequisites: *MAT 091 or placement test score beyond prerequisite. Three lecture.

BUS 101 Personal Money Management (1)

Introduction to spending money wisely, saving money, personal budgeting, applying for financial aid, understanding your credit score, how to interpret your paycheck, basic investing, and protecting yourself from identify theft. This class is a lecture format with interaction in a computer lab. One lecture. Grading Option S/U credit with instructor approval.

BUS 103 Personal Finance (3)

Students will learn the fundamentals of assessing, managing, and implementing a plan for personal finance. Coursework includes individual budgeting, personal banking, home ownership, investing, insurance, and planning for retirement. Three lecture.

BUS 105 Basic Investments (3)

Basic investment strategies. The study of stocks and bonds, mutual funds, investment principles, and strategies to evaluate potential investments. Three lecture.

BUS 111 Business English (3)

Effective listening, responding, reading, and writing with emphasis on using these skills in the workplace, from job application and interview to on-the-job oral and written communications. Prerequisite: *ENG 100 or placement test score beyond prerequisite. Three lecture.

BUS 204 Business Communications (3)

Solving business problems through effective oral and written communications. Letter forms and methods of writing business letters. Creating functional letters related to inquiry, response, good will, sales, credit, and adjustment and collection. Prerequisite: *ENG 101 or *BUS 111 or placement test score beyond prerequisite. Three lecture.

BUS 206 Principles of Management (3)

Fundamentals of management including the management principles and techniques used for business objectives, structure, operational procedures, and control procedures. Principles and techniques discussed may be applied to any area of business and industry. Three lecture.

BUS 207 Principles of Marketing (3)

Environment of marketing including, analysis of various marketing activities and discussion of the economic, psychological, and sociological factors which influence marketing activities. Three lecture.

BUS 211 Human Resources/Personnel Management (3)

Human resources planning and its application to the organization's goals and objectives. Human resources policies, job analysis, employee selection, training, performance evaluation, benefits, compensation, labor relations, morale, safety, and termination. Three lecture.

BUS 213 Small Business Management (3)

Students will learn the fundamentals of starting and operating a successful business. Studies will include business objectives, operational procedures, financing, legal organizations, feasibility studies, and marketing. Three lecture.

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

Legal theories, ethical issues, and regulatory climate affecting business policies and decision. General Education: Social/Behavioral Sciences. Prerequisite: *ENG 101 or Consent of Instructor. Three lecture.

BUS 216 Principles of Business Finance (3)

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

BUS 232 Business Statistics and Analysis (3)

Business statistics, including the collection, tabulation, and analysis of business and economic data. Averages, dispersion, statistical

inference, correlation and regression, and statistical decision making and problem solving. General Education: Options. Prerequisite: *MAT 142 or higher or placement test score beyond prerequisite. Three lecture.

BUS 289 Internship I (1-6)

Designed for students who are looking for paid or voluntary practical application of applied business principles. Agreed upon internship will have a direct link to responsibilities regarding the business aspects of management, finance, customer service, or marketing. Credit hours will be negotiated based on the successful completion of a course contract. Each credit hour requires the completion of a minimum of 45 hours of related work as indicated by the course contract. Prior experience or coursework in the area of interest is required. One to six variable credit hours. Grading Option S/U credit.

Carpentry Apprenticeship (CRP)

CRP 105 Interior Finish I (2)

Installation of door hardware, including knob, latch, strike plate, hinge butts, and door closer. Prerequisite: Registered Apprentice status with Northern Arizona Carpenters Joint Apprenticeship Committee or permission of the Apprenticeship Coordinator. One lecture. Two lab. Grading Option S/U credit with instructor approval.

CRP 106 Interior Finish II (2)

Installation of door hardware including knob, latch, strike plate, hinge butts, and door closer. Prerequisite: Registered apprentice status with Northern Arizona Joint Apprenticeship Training Committee or permission of the Apprenticeship Coordinator. One lecture. Two lab. Grading Option S/U credit with instructor approval.

CRP 110 Introduction to Carpentry I: History & Tools (2)

History, significance, and benefits of labor unions. Successful and efficient labor relations. Carpentry in relation to other construction trades. Building trades organizations. Components of lumber. Hand and power tools used in carpentry. Prerequisite: Registered apprentice status with the Northern Arizona Carpenters Joint Apprenticeship Training Committee or permission of Apprenticeship Coordinator. One lecture. Two lab. Grading Option S/U credit with instructor approval.

CRP 111 Introduction to Carpentry II (2)

Safe and proper use of hand and power tools. Safe work habits, first aid, and cardiopulmonary resuscitation (CPR) according to Occupational Safety and Health Administration (OSHA) regulations. Prerequisites: *CRP 110 and registered Apprentice status with the Central Arizona Carpenters Joint Apprenticeship Training Committee or permission of Apprenticeship Coordinator. One lecture. Two lab. Grading Option S/U credit with instructor approval.

CRP 112 Technical Calculations for Carpenters I (2)

Integers and whole number processes: addition, subtraction, multiplication, division. Number types, factoring and cancellation. Mathematical functions using fractions, decimals, percentages. Prerequisite: Registered Apprentice status with the Central Arizona Carpenters Joint Apprenticeship Training Committee or permission of Apprenticeship Coordinator. One lecture. Two lab. Grading Option S/U credit with instructor approval.

CRP 113 Technical Calculations for Carpenters II (2)

Ratios and proportions. Use of plane and solid figure formula for the carpentry trade. Use of English and Metric systems of measurement for the carpentry trade. Graphs used for specific applications. Prerequisites: *CRP 112 and registered Apprentice status with the Central Arizona Carpenters Joint Apprenticeship Training Committee or permission of Apprenticeship Coordinator or Consent of Instructor. One lecture. Two lab. Grading Option S/U credit with instructor approval.

CRP 114 Blueprint Reading I (2)

Types of blueprints and basic print reading. Symbols for materials. Construction details, standards, and specifications for brick veneer. Steel supports of plans for stores and apartments. Prerequisites: *CRP 113 and registered Apprentice status with the Central Arizona Carpenters Joint Apprenticeship Training Committee or permission of Apprenticeship Coordinator or Consent of Instructor. One lecture. Two lab. Grading Option S/U credit with instructor approval.

CRP 115 Blueprint Reading II (2)

Light frame construction. Specifications and standards used in plans for frame residence. Masonry and steel support roof components of plans for banks. Comprehensive study plans and construction specifications for restaurants. Prerequisite: Registered Apprentice status with the Central Arizona Carpenters Joint Apprenticeship Training Committee or permission of Apprenticeship Coordinator or Consent of Instructor. One lecture. Two lab. Grading Option S/U credit with instructor approval.

CRP 116 Concrete Formwork I (2)

Construction and installation techniques. Building site and layout factors. Parts of forms and related hardware. Function of concrete form work in walls, columns, beams, decks and retaining walls. Wall forms and prefabricated walls and residential foundations. Prerequisite: Registered Apprentice status with Northern Arizona Carpenters Joint Apprenticeship Training Committee or permission of Apprenticeship Coordinator. One lecture. Two lab. Grading Option S/U credit with instructor approval.

CRP 117 Concrete Formwork II (2)

Construction and installation techniques. Elements of flatwork construction. Prerequisites: *CRP116 and registered Apprentice status with Northern Arizona Carpenters Joint Apprenticeship Training Committee or permission of the Apprenticeship Coordinator or Consent of Instructor. One lecture. Two lab. Grading Option S/U credit with instructor approval.

CRP 210 Basic Framing I (2)

Construction and installation techniques. Floor framing and layout plate for posts and girders, joists, blocking, subfloor panels, underlayment, trusses, and hardware. Interior, exterior, prefabricated stairs. Wood framed wall: layout, bracing, fire block, corners, door and window openings. Flat roof and sloped ceilings: layout, framing, rafters, ceiling and stud joists. Prerequisite: Registered Apprentice status with Northern Arizona Joint Apprenticeship Training Committee or permission of Apprenticeship Coordinator. One lecture. Two lab. Grading Option S/U credit with instructor approval.

CRP 211 Basic Framing II (2)

Construction and installation techniques. Factors of weight, stress, tension, and compression. Truss connectors, bracing, and anchors. Gable, gambrel, hip, and shed roofs. Dormers. Intersecting roof. Roof trusses. Exterior deck. Fasteners, connectors, and foundations. Prerequisites: *CRP 210 and registered Apprentice status with Northern Arizona Joint Apprenticeship Training

Committee or Consent of Instructor. One lecture. Two lab. May be taken for S/U credit.

CRP 212 Carpentry Industry Technology I (2)

Terminology, types, parts, handling, set up, care, storage, transport, and use of leveling instruments. Leveling rods, leveling operations, vernier scales, linear and angular measurement. Conventional system of measurement. Builder's level and transit level. Prerequisite: Registered Apprentice status with Northern Arizona Carpenters Joint Apprenticeship Training Committee or permission of Apprenticeship Coordinator. One lecture. Two lab. May be taken for S/U credit.

CRP 213 Carpentry Industry Technology II (2)

Terminology, types, parts, handling, set up, care, storage, transport, and use of leveling instruments. Leveling rods, leveling operations, vernier scales, linear and angular measurement. Conventional system of measurement. Builder's level and transit level. Simulated fieldwork exercises. Prerequisite: Registered Apprentice status with the Northern Arizona Carpenters Joint Apprenticeship Training Committee or permission of Apprenticeship Coordinator. One lecture. Two lab. May be taken for S/U credit.

CRP 214 Interior Systems I (2)

History, advantages, and applications of metal framing and drywall. Drywall products and metal framing components for interior partition work. Safe tool use and jobsite safety. Blueprints, specifications, and layout. Standard and special metal framing for partitions. Drywall installation on metal framework. Suspended ceiling systems. Prerequisite: Registered Apprentice status or permission of Apprenticeship Coordinator. One lecture. Two lab. May be taken for S/U credit.

CRP 215 Interior Systems II (2)

Fundamentals, terms, tools, safety. Types of wood and glue. Case construction: joints, layout, cutting, assembly. Hardware, plastic laminates, completed cabinets, completed tops. Installation procedures. Prerequisites: *CRP 114 and registered Apprenticeship status or permission of Apprenticeship Coordinator or Consent of Instructor. One lecture. Two lab. May be taken for S/U credit.

Chemistry (CHM)

CHM 130 Fundamental Chemistry (4) **CHM 1130**

General inorganic chemistry, scientific method, and general laboratory procedures. General Education: Lab Sciences. Three Prerequisite: *ENG 100, *MAT 121 or *MAT 122, or placement test score beyond prerequisite. Three lecture. Three lab.

CHM 138 Allied Health Chemistry (5)

Designed for students planning to enroll in Nursing or other Allied Health programs. This course includes general laboratory procedures, and discussion of the scientific method and the chemical properties of both inorganic and organic matter, including biochemical systems. *CHM 130 recommended. Prerequisite: *MAT 121 or *MAT 122 or placement test score beyond prerequisite. Four lecture. Three lab.

CHM 151 General Chemistry I (5) **CHM 1151**

Fundamental concepts in chemistry presented at a level appropriate for science majors. An exploration of matter and the changes it

undergoes using both qualitative and quantitative methods. General Education: Physical/Biological Sciences. Recommended: *CHM 130. Prerequisite: *MAT 121 or placement test score beyond prerequisite. Four lecture. Three lab.

CHM 152 General Chemistry II (5) **CHM 1152**

Continuation of Chemistry 151 with an emphasis on kinetics and equilibrium, nuclear, aqueous solution, and electrochemistry. General Education: Physical/Biological Sciences. Prerequisite: *CHM 151. Four lecture. Three lab.

Colorado Plateau Studies (CPS)

CPS 100 Overview of the Colorado Plateau (3)

Introduction to the history, art, literature, physical and cultural geography of the Colorado Plateau, and contemporary issues of the region. General Education: Arts/Humanities, Social/Behavioral Sciences. Special Requirements: Ethnic/Race/Gender Awareness, Contemporary Global/International Awareness or Historical Awareness. Three lecture.

CPS 289 Internship I (1-6)

Designed for students who are looking for paid or voluntary practical learning experiences that apply academic and occupational education to real-life, on-the-job situations. Credit hours will be negotiated based on fulfillment of a contract. Each credit hour requires the completion of a minimum of 45 hours of on-the-job participation. Prior experience or course work in the field of interest is required. One to six variable credit hours.

CPS 290 Colorado Plateau Studies Seminar (3)

Colorado Plateau Studies Seminar is the capstone course for the Colorado Plateau Studies program. Topics will include historical and contemporary issues pertaining to the Colorado Plateau region with the intention of establishing a sense of stewardship in students. Prerequisites: ANT 230, CPS 100, *ENG 220, GLG 232, or Consent of Instructor. Three lecture.

Communication (COM)

COM 180 (3) College Publications I

Hands-on experience producing online college student publications. Three lecture.

COM 181 (3) College Publications II

Hands-on experience producing online college student publications. Three lecture.

Computer Information Systems (CIS)

CIS 102 Computer Literacy (2)

Introduces students to general computer concepts including computer-related terminology, computer system components, and computer operations. Students will have an opportunity to become familiar with personal computers for personal or business applications and create documents using word processing, spreadsheet, charting, and database software. No prior computer experience is necessary. Two lecture. May be taken for S/U credit.

CIS 110 Windows, the Internet, and Online Learning (3)

Introduces students to the Windows Operating System, the Internet, and online instruction with an emphasis on hands-on learning. Students will gain the skills necessary to work comfortably in the Windows and online learning environments, manage files efficiently, use e-mail effectively, and conduct research on the World Wide Web. Students will become familiar with the skills and mind set necessary to succeed in online courses. It is highly recommended all students take this course EARLY or actually their FIRST CIS class in their course progression. Three lecture.

CIS 112 Introduction to Windows (2)

Basic operations and components of Windows environment through hands-on experience use many of the Windows tools and accessory applications. Two lecture. May be taken for S/U credit.

CIS 117 Intro to Web Page Design (3)

An introduction to creating and editing documents for the World Wide Web (WWW). Students will learn basic editing and design skills and develop a multi-page document including graphical elements. Prerequisites: CIS 110, CIS 120, or Consent of Instructor. Three lecture. May be taken for S/U credit.

CIS 120 Introduction to Computer Information Systems (3)

Concepts and theories regarding computer hardware, software, and information processing systems. Includes an intensive lecture component covering the most current technological/computer information available and a hands-on component using word processing, spreadsheet, database, and presentation, e-mail and web browsing application software packages. No prior experience necessary. General Education: Options. Three lecture.

CIS 122 Introduction to MS Word (3)

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

CIS 123 Introduction to Spreadsheets (3)

Concepts and capabilities of electronic spreadsheet software using Microsoft Excel through extensive hands-on experience. Students will gain the necessary knowledge and skills to create, edit, and format worksheets and charts. Students will gain experience with sensitivity analysis using formulas, functions, lists, integration, macros, and VBA. No prerequisites. Basic file management skills are helpful. Three lecture. May be taken for S/U credit.

CIS 125 Introduction to Databases (3)

Database design using the relational model and entity-relation diagrams. Concepts and capabilities of database management system (DBMS) software through extensive hands-on experience. No prior experience necessary. Three lecture. May be taken for S/U credit.

CIS 128 Introduction to Presentation Graphics (3)

Designed as an introduction to graphic print and publication skills using graphic presentation and desktop publishing software for business applications. Students will learn the principles of basic visual design. They will create, modify, enhance, and present a graphic slide presentation that includes special effects and animation. Using desktop publishing software students will create

professional publications including promotional documents, newsletters, brochures, booklets, and flyers. Prerequisite: CIS 102 or 120 or Consent of Instructor. Three lecture. May be taken for S/U credit.

CIS 130 Computer Repair and A+ Prep (4)

This course will prepare students for the A+ CompTIA Core and OS exams. Focus will be on installations, configuration, and upgrading, diagnosing and troubleshooting, preventive maintenance, motherboards, processors, memory, printers, basic networking, system and bus architecture, expansion boards and slots, floppy/hard drive components and controllers, input and output devices, power supplies, operating system's functions, file concepts and procedures, Windows installations, configuration and upgrading, boot system sequences, diagnosing and troubleshooting error messages, basic system network procedure and connections. Four lecture. May be taken for S/U credit.

CIS 137 Introduction to Computer Security (4)

Concepts and principles of computer system and data security. Risks and vulnerabilities, policy formation, controls and protection methods, database security, encryption, authentication technologies, host-based and network-based security issues, personnel and physical security issues, issues of law and privacy. Discussions include firewall design and implementation, secure internet and intranet protocols, and techniques for responding to security breaches. Prerequisites: CIS120 or CIS130 or Consent of Instructor. Four lecture.

CIS 140 CISCO Network Academy Semester 1 (4)

This is the first of four semester courses designed to provide students with classroom and laboratory experience in current and emerging networking technology that will empower them to enter employment or further education and training in the computer networking field. A task analysis of current industry standards and occupational analysis was used to develop the content. Instruction includes, safety, networking, network terminology and protocols, network standards, local-area networks (LANs), wide-area networks (WANs), Open System Interconnection (OSI) models, cabling, cabling tools, routers, router programming, Ethernet, Internet Protocol (IP) addressing, and network standards. Particular emphasis is given to the use of decision-making and problem-solving techniques in applying science, mathematics, communication, and social studies concepts to solve networking problems. In addition, instruction and training are provided in the proper care, maintenance, and use of networking software, tools, and equipment and all local, state, and federal safety, building, and environmental codes and regulations. Recommended: Prior computer knowledge. Four lecture. May be taken for S/U credit.

CIS 150 CISCO Network Academy Semester 2 (4)

This is the second of four semesters in the Cisco Networking Academy Program. The program is designed to teach students the skills they will need to design, build, and maintain small to medium size networks. This provides them with the opportunity to enter the workforce and/or further their education and training in the computer-networking field. Prerequisite: CIS 140 or Consent of Instructor. Four lecture.

CIS 160 CISCO Network Academy Semester 3 (4)

This is the third of four semesters in the Cisco Networking Academy Program. The program is designed to teach students the skills they will need to design, build, and maintain small to medium size networks. This provides them with the opportunity to enter the

workforce and/or further their education and training in the computer-networking field. Prerequisite: *CIS 150 or Consent of Instructor. Four lecture.

CIS 161 UNIX Administration I (4)

This is the first of two semester courses designed to provide students with classroom and laboratory experience in current and emerging UNIX Administration that will empower them to enter employment or further education and training in the computer administration/networking field. A task analysis of current industry standards and occupational analysis was used to develop the content. Instruction includes, but is not limited to, safety, UNIX Administration, UNIX networking, UNIX terminology and related protocols, network operation system standards, local-area networks (LANs), Network Management tools, Open System Interconnection (OSI) models, Ethernet, Internet Protocol (IP) addressing, User Administration, Files and Directories, Backup and recovery. Particular emphasis is given to the use of decision-making and problem-solving techniques in applying science, mathematics, communication, and social-studies concepts to solve UNIX Administration/Networking problems. In addition, instruction and training are provided in the proper care, maintenance, and use of UNIX software, tools, and equipment. Co-requisite: CIS 120 or Consent of Instructor. Four lecture.

CIS 165 Basic Game Design and Creation (3)

This course provides students with an introduction to game design and development. Topics include creating objects, events, and multiple levels of game interaction. Three lecture. May be taken for S/U credit.

CIS 167 Game Design Fundamentals (3)

Provides students with an introduction to game design and industry history, terminology, and theory. This will include discussions of theory and practical applications of elements and genres of game. Three lecture. May be taken for S/U credit.

CIS 168 History of Video Games (3)

Provides a historical and critical approach to the evolution of computer and video game design from its beginnings to the present. It brings together cultural, business, political, and technical perspectives. Students should come away from the course with an understanding of the history of this medium, as well as insights into design, production, marketing, and socio-cultural impacts of interactive entertainment and communication. Three lecture.

CIS 170 CISCO Network Academy Semester 4 (4)

This is the last of four semesters in the Cisco Networking Academy Program. The program is designed to teach students the skills they will need to design, build, and maintain small to medium size networks. This provides them with the opportunity to enter the workforce and/or further their education and training in the computer-networking field. Prerequisite: *CIS 160 or Consent of Instructor. Four lecture.

CIS 171 UNIX Administration II (4)

This is the second of two semester courses designed to provide students with classroom and laboratory experience in current and emerging UNIX/Linux Administration that will empower them to enter employment or further education and training in the computer administration/networking field. A task analysis of current industry standards and occupational analysis was used to develop the content. Instruction includes, but is not limited to, safety, UNIX/Linux Administration, UNIX/Linux networking,

UNIX/Linux terminology and related protocols, network operation system standards, local-area networks (LANs), Network Management tools, User Administration, Files and Directories, Backup and recovery, and Internet Protocol (IP) addressing. Particular emphasis is given to the use of decision-making and problem-solving techniques in applying science, mathematics, communication, and social studies concepts to solve UNIX Administration/Networking problems. In addition, instruction and training are provided in the proper care, maintenance, and use of UNIX/Linux software, tools, and equipment. Prerequisite: *CIS 161 or Consent of Instructor. Four lecture. May be taken for S/U credit.

CIS 220 Computer Programming I (4)

This course will provide students with a good foundation in object-oriented programming concepts and practices. Emphasis is placed on the development of small business systems applications. Prerequisite: CIS 120 or Consent of Instructor. Four lecture.

CIS 230 Implementing & Supporting Windows (4)

Installing, configuring, customizing, optimizing and troubleshooting Windows Client operating system. This course includes integrating Windows Client with various networks. This course helps to prepare students to take the Microsoft Certified Professional exam for Windows Client. Prerequisite: CIS 130. Four lecture.

CIS 240 Installing, Configuring, and Administering Microsoft Windows Server (4)

Installing, configuring, managing and supporting Microsoft Windows environment. This course helps to prepare students to take the Microsoft Certified Professional exam for implementing a Microsoft Windows Server Environment. Prerequisite: CIS 130 or Consent of Instructor. Four lecture. May be taken for S/U credit.

CIS 250 Implementing a Microsoft Windows Network Infrastructure (4)

Installing, configuring, managing, and supporting a network infrastructure that uses the Microsoft Windows Server products. This course helps to prepare students to take the Microsoft Certified Professional exam for implementing a Microsoft Windows Network Infrastructure. Prerequisite: CIS 130 or Consent of Instructor. Four lecture.

CIS 260 Implementing and Administering Microsoft Windows Directory (4)

Installing and configuring Microsoft Windows Active Directory. Implementing Group Policy and performing the Group Policy-related tasks that are required to centrally manage users and computers. This course helps to prepare students to take the Microsoft Certified Professional exam for Windows. Prerequisite: CIS 130 or Consent of Instructor. Four lecture. May be taken for S/U credit.

CIS 289 Internship I (1-6)

Designed for students who are looking for paid or voluntary practical learning experiences that apply academic and occupational education to real-life, on-the-job situations. Credit hours will be negotiated based on fulfillment of a contract. Each credit hour requires the completion of a minimum of 45 hours of on-the-job participation. Prior experience or course work in the field of interest is required. One to six variable credit hours. May be taken for S/U credit.

Construction Technology Management (CTM)

CTM 111 Plumbing (3)

This course will define the plumber's responsibility and introduce the student to the plumbing trade. Topics include: plumbing

plans, safety, plumbing materials and fittings, pipes joining techniques, drain-waste and vent systems, water supply systems, fixture installations and leak testing. Emphasis will be placed on safe operation of all trade tools and equipment and job site safety. Three lecture. May be taken for S/U credit.

CTM 115 Introduction to Wood Working (3)

Fundamental Woodworking Safety and Applications including basic wood shop safety precautions, practices and procedures. Basic wood working project design, drawings , materials calculation and estimates. Basic shop procedures, wood preparation, joinery and jointing techniques. Emphasis on safe and proper use of wood working hand tools, portable power and stationary power tools. One lecture. Three lab. May be taken for S/U credit.

CTM 120 Building the Human Environment (3)

Addresses architectural design and construction building practices, including aspects of their psychological and environmental impacts. Historical, current and projected solutions to the human need for shelter and infrastructure are explored. Three lecture.

CTM 122 Construction Material and Equipment Safety (3)

This course will introduce the student to safety in the Construction Industry. Emphasis will be placed on safe operation of trade tools and equipment, job site safety and early hazard recognition. Topics covered include: early hazard recognition, safety plans, safe transport and handling of construction materials and equipment, scaffolding set-up techniques, trench shoring and safety, fall prevention planning and associated hazards. Three lecture.

CTM 123 Building Construction Methods I (3)

Floor foundations and interior and exterior framing, including various types and methods of building foundations and framing systems. Two lecture. Two lab.

CTM 124 Building Construction Methods II (3)

Construction methods, materials, and safe working practices as they relate to carpentry framing with wood. Floor, interior and exterior walls, ceilings, and roof and stair framing are described. Window, door, insulation, drywall, flooring, roofing and cabinetry systems are described for residential construction. Prerequisite: CTM 123. Two lecture. Two lab.

CTM 130 Blueprint Reading and Estimating (3)

Reading blueprint construction documents and estimating the amount of building materials needed for building projects. Reading and interpreting architectural schedules, symbols, and specifications. Three lecture.

CTM 131 Green Building Introduction (1)

Introduction to Green Building presents the Core Concepts and underlying reasons for approaching construction from a Sustainable methodology perspective. Several Categories of Green Building are introduced and explored. Categories include Building Site, Energy performance concepts and issues, Water Utilization, Indoor Environment, Materials resourcing and Recycling approaches. Green Building myths are dispelled. Co-requisite: CTM 123 or construction experience. One lecture. May be taken for S/U credit.

CTM 132 Solar Water Heating Systems (2)

This course will describe the basics of heating domestic hot water via the sun. The basic parameters of solar design and system sizing will be described. Various components of a solar water heating system will be described and each of their functions presented. Several solar water heater systems diagrams will be presented, discussed, with advantages and disadvantages of each system discussed. The workshop will include hands-on disassembly of a flat plate collector and a "Batch Heater. System pumps, differential controllers and heat exchangers will be shown in a shop setting. A Batch solar water heater will be assembled from common materials in the shop using a hands-on approach. Recommended prerequisite: CTM 111. One lecture. One lab. May be taken for S/U credit.

CTM 133 Solar Greenhouse Design (1)

This course will lead students through basic passive solar design for solar greenhouses. Solar orientation, home site evaluation and energy efficient design and construction approaches will be considered for the architectural integration of the passive solar design and construction of a "solar" greenhouse. One lecture. May be taken for S/U credit.

CTM 134 Rain Water Harvest Systems (1)

This class will introduce students to rain water as a source of water for domestic and/or landscape use. All system components for proper and safe use of rainwater will be presented and discussed. Components include: roofing materials, gutters and gutter sizing, first flush diverters and downspouts, plumbing piping to and from tank, tanks, water purification, filtration and analysis issues, sources of contamination, water pumps and control devices, water conservation fixtures, water conservation strategies for domestic and landscape use, guiding principles for water conservation, examples of rain water harvest systems will be shown. One lecture. One lab. May be taken for S/U credit.

CTM 138 Introduction to Solar Design Applications (1)

Basic introduction to the concepts and principles related to Solar Energy Applications. A survey of the many ways that Solar Energy can be used in your home and life. One lecture. May be taken for S/U credit.

CTM 139 Greywater (1)

Don't let good "greywater" from tubs, sinks and washers go down the drain! Greywater re-use for landscape irrigation is safe and legal when done properly. In this class we'll explore greywater options, some simple, some more complex, including systems that when combined with use of composting toilets constitute affordable alternatives for people with difficult "perc" conditions. One lecture. May be taken for S/U credit.

CTM 150 Basic Electrical Theory (3)

Introduction to electrical theory, trade math, Electrical theory and math. Electrical safety and first aid, Introduction to DC Theory and Batteries, AC theory, Induction, Ohm's Law, Series and parallel Circuit diagram and Schematics, Wire Gauges, Ampacity and Loads, Grounding and Bonding. Recommended Prerequisite: *MAT 121 or *MAT 122. Three lecture. May be taken for S/U credit.

CTM 151 House Wiring I (3)

Basic Electrical theory and safety presented. Survey of electrical construction processes for residential applications. Determining materials, installation processes, safety, and code requirements of electrical construction will be emphasized and applied. Students

will apply a variety of common residential receptacle and switch circuits in a shop practice setting. Two lecture. Two lab. May be taken for S/U credit.

CTM 152 House Wiring II (3)

Survey of electrical construction processes for residential applications. Determining materials, installation processes, safety, and code requirements of electrical construction will be emphasized and applied. Prerequisites: CTM 151 or Consent of Instructor. Two lecture. Two lab. May be taken for S/U credit.

CTM 155 Commercial Wiring I (4)

This class will emphasize Light Commercial Wiring Applications to determine sizes of service entrance conductors and feeders, conduit sizes and boxes, Transformer types, theory and sizing, and protection of transformers: referencing to the National Electric Code. Prerequisite: CTM 151 or Consent of Instructor. Three lecture. One lab. May be taken for S/U credit.

CTM 211 International Residential Code (3)

Safety principles of building construction under the Uniform Building Code, including structural requirements for wood, masonry, fire resistant materials and ratings, and occupancy requirements. Three lecture.

CTM 221 Structural Design and Building Materials (3)

Structural analysis in building design, basic relationships between structures and architectural form, principles, concepts, and procedures from statics and mechanics of materials, and analysis of reactions including shear, deflection, flexural, and shearing stresses. Prerequisite: *MAT 121 or *MAT 122 or placement beyond prerequisite. Three lecture.

CTM 224 Concrete and Concrete Form Systems (3)

This course will provide instruction in structural and architectural applications of concrete. It will examine concrete chemistry, mix designs, placement and finishing methods, and forming systems. Two lecture. Two lab.

CTM 235 Solar Home Design (3)

Alternative passive solar building techniques such as adobe, earth brick, rammed earth, sand bag, and earth ship will be presented, along with environmental and aesthetic design considerations. Three lecture. May be taken for S/U credit.

CTM 236 Photovoltaics and Wind Power (3)

This course will define the design and installation of photovoltaic and wind power systems. Emphasis will be placed on electrical safety and operation of trade tools and equipment and job site safety. Topics covered: photovoltaic and wind power system plans, safety, electrical materials and fittings, solar cell panel and wind generator wiring techniques, battery systems, inverters and charge controllers. Three lecture.

CTM 250 Innovative and Alternative Building Techniques (3)

Innovative and alternative building techniques such as steel framing, SIP, Integra or Rastra block, adobe, earth brick, rammed earth, cast earth, sand bag, papercrete, straw bale and earth ship will be presented along with environmental and aesthetic design considerations. These concepts will be integrated with a "pattern language" and passive solar design approach for student design

projects. Recommended: CTM 120, CTM 123, CTM 124, CTM 235, or prior construction related experience. Three lecture. One lab. May be taken for S/U credit.

CTM 253 Plane Surveying and Building Layout (3)

Building layout and surveying to establish building location for excavation and for the accurate placement of the building foundation, including finish floor elevation. Three lecture.

CTM 260 Green Building I (3)

Principles of Sustainable Construction introduces the student to the principles and techniques of designing, building and maintaining more comfortable, energy-and-resource-efficient buildings from a Sustainable / Green Building categorical approach. Prerequisites: CTM 235, CTM 250. Three lecture. May be taken for S/U credit.

CTM 270 Contractor's License (3)

Overview of construction business practices and government requirements designed to help the student prepare for obtaining a contractor's license. Three lecture. May be taken for S/U credit.

CTM 288 Construction Supervision and Scheduling (3)

Function of the construction site supervisor and the process used in scheduling, pre- and post-construction, communication techniques, and documentation of records and reports. Three lecture.

CTM 289 Internship I (1-6)

Designed for students who are looking for paid or voluntary practical learning experiences that apply academic and occupational education to real-life, on-the-job situations. Credit hours will be negotiated based on fulfillment of a contract. Each credit hour requires the completion of a minimum of 45 hours of on-the-job participation. Prior experience or course work in the field of interest is required. One to six variable credit hours. May be taken for S/U credit.

Dance (DAN)

DAN 100 Beginning Dance Movement (2)

Dance movement for adults with no experience in dance. Ballet, character dances, and modern dance movements. Dance movement concepts for exercise. One lecture. Two lab. Grading Option S/U credit.

DAN 102 Pilates (2)

Introduction to the Pilates method for improving flexibility, strength and total body conditioning. Two lecture. Grading Option S/U credit.

DAN 1021, 1022, 1023, 1024 Pilates Sequence for Dance Majors (2 credits each)

Introduction to the Pilates method for improving flexibility, strength and total body conditioning for Dance majors only. Two lecture. Grading Option S/U credit.

DAN 103 Cardio-Fitness Workout (1)

An intense cardiovascular workout that combines aerobic exercise, free-weights, body-sculpting and nutrition. One lecture. Grading Option S/U credit.

DAN 105 Aerobic Dance I (2)

Aerobic dance as a fun way to develop strength, endurance, and flexibility through strengthening, stretching, and cardiovascular activity. One lecture. Two lab. Grading Option S/U credit.

DAN 110 Ballet I (3)

Basic ballet techniques and appreciation of ballet as a form of artistic expression. Three lecture. Grading Option S/U credit.

DAN 1101, 1102, 1103, 1104 Ballet I Sequence for Dance Majors (3 credits each)

Basic ballet techniques and appreciation of ballet as a form of artistic expression for Dance majors. Three lecture.

DAN 111 Beginning Yoga (2)

Beginning Yoga including yoga postures, breathing, history, and philosophy. One lecture. Two lab. Grading Option S/U credit.

DAN 1111, 1112, 1113, 1114 Beginning Yoga Sequence for Dance Majors (2 credits each)

Beginning Yoga including yoga postures, breathing, history, and philosophy for Dance majors. One lecture. Two lab.

DAN 120 Modern Dance I (3)

Beginning modern dance technique. Three lecture. Grading Option S/U credit.

DAN 1201, 1202, 1203, 1204 Modern Dance I Sequence for Dance Majors (3 credits each)

Beginning modern dance technique for Dance majors. Three lecture.

DAN 130 Company Class and Rehearsal (4)

Class and rehearsal for the student dance company. Four lecture. Prerequisite: By audition. Grading Option S/U credit.

DAN 140 Folk Dance I (1)

Elements of folk dancing. Two lab. Grading Option S/U credit.

DAN 145 Tap Dance (2)

Introduction to Basic Tap Dance Technique. Two lecture.

DAN 150 Jazz Dance I (3)

Basic jazz dance technique. Three lecture. Grading Option S/U credit.

DAN 1501, 1502, 1503, 1504 Jazz Dance I Sequence for Dance Majors (3 credits each)

Basic jazz dance technique for Dance majors. Three lecture.

DAN 151 Turkish-Egyptian Dance I (1)

An introduction to basic Turkish and Egyptian dance movement. One lecture. Grading Option S/U credit.

DAN 152 Turkish-Egyptian Dance II (1)

Intermediate Turkish and Egyptian dance movement. Prerequisite: DAN 151 or Consent of Instructor. Two lecture. Grading Option S/U credit.

DAN 153 Beginning Flamenco I (2)

Introduction to Flamenco dance and its cultural history. Two lecture. Grading Option S/U credit.

DAN 154 Beginning Flamenco II (2)

Intermediate Flamenco dance. Prerequisite: DAN 153. Two lecture. Grading Option S/U credit.

DAN 155 Tai Chi Chuan (3)

An introduction to the basic philosophy and movements of Tai Chi Chuan (Yang Style Long Form). Three lecture. Grading Option S/U credit.

DAN 156 West African Dance (2)

Introduction to the music, rhythms, and dance movement of West Africa. Two lecture. Grading Option S/U credit.

DAN 157 Bollywood Cardio Workout (1)

This dance-inspired workout achieves a cardiovascular component due to the expansive movements of Bhangra folk dance steps from the Punjab region of NW India. Includes choreography from Hindi Bollywood movies. One lecture.

DAN 160 Awareness through Dance (3)

This is a class for students wishing to gain a greater sense of awareness of themselves through movement and dance techniques. The class incorporates different movement and awareness modalities such as Feldenkreis, yoga, Tai Chi, and improvisational dance. Three lecture. Grading Option S/U credit.

DAN 180 Dance Production (3)

Theory and practice of lighting, scenery, sound, and stage management for dance production. Three lecture. Grading Option S/U credit.

DAN 199 Workshop (0.5-6)

Designed to provide workshop courses based on student and faculty interest in pursuing or presenting an original topic. Workshops may be developed to enhance existing curriculum or to give students experience that is not covered by existing curriculum. One-half to six variable credit hours.

DAN 200 Introduction to Choreography (3)

Introduction to principles of dance improvisation and choreography. Study and development of creative movement sources and potential through exploration of human and environmental relationships. Three lecture. Grading Option S/U credit.

DAN 201 Dance History (3)

History of dance from the ancient world to the present including cultural dance, performance dance and social dance. General Education: Arts/Humanities. Special Requirements: Ethnic/Race/Gender Awareness, Contemporary Global/International Awareness or Historical Awareness. Three lecture.

DAN 202 Pilates II (2)

Intermediate studies in the Pilates method for improving flexibility, strength and total body conditioning. Two lecture. Grading Option S/U credit.

DAN 201, 202, 203, 204 Pilates II for Dance Majors (2 credits each)

Intermediate studies in the Pilates method for improving flexibility, strength and total body conditioning for Dance majors. Two lecture.

DAN 205 Careers in Dance (2)

An overview of careers in dance, and the business aspects of those careers. Two lecture.

DAN 210 Yoga II (2)

Intermediate studies in Yoga including yoga postures, breathing, history, and philosophy. Includes study into various yoga styles including, but not limited to gentle/restorative, flow, yin, Siyananda, and Kripalu. Prerequisite: DAN 111 or Consent of Instructor. One lecture. Two lab. Grading Option S/U credit with instructor approval.

DAN 2101, 2102, 2103, 2104 Yoga II Sequence for Dance Majors (2 credits each)

Intermediate studies in Yoga including yoga postures, breathing, history, and philosophy for Dance majors. Includes study into various yoga styles including, but not limited to gentle/restorative, flow, yin, Siyananda, and Kripalu. Prerequisite: DAN 111 or Consent of Instructor. One lecture. Two lab.

DAN 211 Ballet II (3)

Ballet techniques for the student with previous ballet experience. Prerequisite: DAN 110 or Consent of Instructor. Two lecture. Two lab. Grading Option S/U credit.

DAN 2111, 2112, 2113, 2114 Ballet II Sequence for Dance Majors (3 credits each)

Ballet techniques for dance majors with previous ballet experience. Prerequisite: DAN 110 or Consent of Instructor. Two lecture. Two lab.

DAN 212 Ballet III (3)

Advanced ballet technique. Prerequisite: *DAN 211 or Consent of Instructor. Two lecture. Two lab. Grading Option S/U credit.

DAN 2121, 2122, 2123, 2124 Ballet III Sequence for Dance Majors (3 credits each)

Advanced Ballet technique for dance majors. Prerequisite: *DAN 211 or Consent of Instructor. Two lecture. Two lab.

DAN 215 Teaching Methods in Dance (3)

Theory and practice of teaching creative dance. Prerequisites: DAN 200 and one of the following: *DAN 211 or DAN 221 or DAN 250; or Consent of Instructor. Three lecture. Grading Option S/U credit.

DAN 217 Ballet IV (3)

A study of Classical Ballet incorporating techniques from the Royal Academy of Dance Advanced level. Prerequisites: *DAN 212 or Consent of Instructor. Two lecture. Two lab. Grading Option S/U credit with instructor approval.

DAN 2171, 2172, 2173, 2174 Ballet IV Sequence for Dance Majors (3 credits each)

A study of Classical Ballet incorporating techniques from the Royal Academy of Dance Advanced level for Dance majors. Prerequisite: *DAN 212 or Consent of Instructor. Two lecture. Two lab.

DAN 221 Modern Dance II (3)

Intermediate modern dance techniques. Two lecture. Two lab. Grading Option S/U credit.

DAN 2211, 2212, 2213, 2214 Modern Dance II Sequence for Dance Majors (3 credits each)

Intermediate modern dance techniques for dance majors. Two lecture. Two lab.

DAN 222 Modern Dance III (3)

Advanced modern dance technique, theory and aesthetics. Prerequisite: DAN 221 or consent of instructor. Two lecture. Two lab. May be taken for S/U credit with instructor approval.

DAN 2221, 2222, 2223, 2224 Modern Dance III Sequence for Dance Majors (3 credits each)

Advanced modern dance technique, theory and aesthetics for dance majors. Prerequisite: DAN 221 or Consent of Instructor. Two lecture. Two lab.

DAN 230 Choreography (3)

Introduction to basic choreographic principles including composition and form and content in dance. Prerequisites: DAN 200 and one of the following: *DAN 210 or DAN 221 or DAN 250; or Consent of Instructor. Two lecture. Two lab.

DAN 250 Jazz Dance II (3)

Study of technical detail in the development and conditioning of the body for jazz and professional dance today. Two lecture. Two lab. Grading Option S/U credit.

DAN 2501, 2502, 2503, 2504 Jazz Dance II Sequence for Dance Majors (3 credits each)

Study of technical detail in the development and conditioning of the body for jazz and professional dance today for dance majors. Two lecture. Two lab.

DAN 251 Jazz Dance III (3)

Advanced study of the art and technique of jazz dance at a pre-professional level. Prerequisite: DAN 250 or Consent of Instructor. Two lecture. Two lab. Grading Option S/U credit.

DAN 2511, 2512, 2513, 2514 Jazz Dance III Sequence for Dance Majors (3 credits each)

Advanced study of the art and technique of jazz dance at a pre-professional level for Dance majors. Prerequisite: DAN 250, 2501, or Consent of Instructor. Two lecture. Two lab.

DAN 290 Dance and Performing Arts/Dance Fitness Practicum (3)

Portfolio development and community based service learning experience for Dance majors. Generally taken last semester of degree program. One lecture. Three lab.

Drafting (DFT)**DFT 110 Technical Drafting and CAD Fundamentals (3)**

Technical drafting fundamentals, supported by introductions to computer-aided drafting (CAD), enabling the familiarization and visualization of drafting principles, standards, tools, and techniques. Two lecture. Two lab.

DFT 125 Architectural Drafting I (3)

Principles of architectural drafting design and techniques. This board-drafting course covers fundamentals of design, space, utilization, drafting tool usage, construction drafting requirements, and the development of a set of blueprints. Prerequisite: DFT 110 or Consent of Instructor. Two lecture. Two lab.

DFT 150 Auto CAD 2D (3)

This course will enable students to utilize computer-aided drafting (CAD) in a 2D medium. Prerequisite: DFT 110 or Consent of Instructor. Two lecture. Two lab.

DFT 155 SolidWorks and the Manufacturing Environment (3)

This course will enable students to utilize SolidWorks, a 3D parametric solid modeling software. Students will also explore the relationship of SolidWorks in the world of manufacturing. Three lecture. Grading Option S/U credit with instructor approval.

DFT 200 AutoCAD 3D (3)

This course furthers a student's mastery of computer-aided drafting (CAD) by exploring how to unlock the power of 3D through the use of advanced AutoCAD applications. Prerequisite: *DFT 150. Two lecture. Two lab.

DFT 289 Internship I (1-6)

Designed for students who are looking for paid or voluntary practical learning experiences that apply academic and occupational education to real-life, on-the-job situations. Credit hours will be negotiated based on fulfillment of a contract. Each credit hour requires the completion of a minimum of 45 hours of on-the-job participation. Prior experience or course work in the field of interest is required. One to six variable credit hours. Grading Option S/U credit.

Early Childhood Education (ECE)

ECE 100 Introduction to Early Childhood Education (3)

An introduction to the profession of Early Childhood Education, including a historical overview, developmentally appropriate practices, cultural diversity, family roles, teacher roles, professional development, and current issues. Students will perform 30 hours of classroom experiential involvement in local organizations that care for children 0-8 years of age. Three lecture.

ECE 110 Early Childhood Curriculum (3)

The fundamentals of curriculum theory and design appropriate to the developmental needs of young children. Three lecture.

ECE 120 Health, Safety, and Nutrition for the Young Child (3)

Provides a study of health, safety and nutrition with related activities including current issues, guidelines and practices in early childhood settings. Three lecture.

ECE 200 Child Guidance (3)

Exploration, through observation and recording, of behaviors of young children. Emphasis placed on positive guidance techniques to promote pro-social behaviors and self-guidance for young children. Three lecture.

ECE 210 Creative Arts for the Young Child (3)

Evaluating and designing developmentally appropriate activities for the young child. Emphasis given to visual arts, dramatic play, creative music and movement, exploration and discovery. Three lecture.

ECE 220 Language Arts for the Young Child (3)

Study of theories and practices to assist young children in language and literacy development. Focus on both oral and written literacy through listening, speaking, reading and writing. Three lecture.

ECE 230 Exploration & Discovery for the Young Child (3)

Study of theories, methods and materials for promoting questioning and problem solving in young children. An emphasis on math and science through discovery and play. Three lecture.

ECE 234 Child Growth and Development (3)

Child development from conception to eight years old, emphasizing cognitive, social and physical growth. Including theories of development. Three lecture.

ECE 240 School, Family, and Community Relations (3)

Study of the relationship between the child, the family, the community and the early childhood educators. Involves multicultural issues and diversity. Prerequisite: ECE 100. Three lecture.

ECE 250 Children with Special Needs (3)

Study of young children ages 0-8 with special needs including assessment of needs, current practices, curriculum development, available resources, advocacy roles and legislative issues. Prerequisite: ECE 234 or Consent of Instructor. Three lecture.

ECE 260 Child Development Associate (CDA) Assessment (2)

Candidates for the CDA Credential complete the application for the CDA and are observed working as lead teacher in a federally approved setting. Prerequisite: ECE 100, 110, 120, 200, 234, or 240 and approval of ECE department advisor. One lecture. Two lab.

ECE 289 Internship I (1-6)

Designed for students who are looking for paid or voluntary practical learning experiences that apply academic and occupational education to real-life, on-the-job situations. Credit hours will be negotiated based on fulfillment of a contract. Each credit hour requires the completion of a minimum of 45 hours of on-the-job participation. Prior experience or course work in the field of interest is required. One to six variable credit hours. Grading Option S/U credit.

ECE 298 Special Topics (1-6)

Economics (ECN)

ECN 204 Macroeconomic Principles (3) ECN 2201

Basic principles of macroeconomics designed to acquaint the student with workings of the national economy: market economy, national income accounting, fiscal and monetary policy, and the Federal Reserve System. General Education: Social/Behavioral Sciences. Special Requirement: Intensive Writing/Critical Inquiry. Pre or Co-requisite: *ENG 102. Three lecture.

ECN 205 Microeconomic Principles (3) ECN 2202

Microeconomic topics of market structures, elasticity, price and output determination, and general equilibrium. General Education: Social/Behavioral Sciences. Three lecture.

Education (EDU)

EDU 200 Introduction to Education (3)

An examination of the development of education in the United States, the historical development and social foundations of education, the student as learner, the teacher as a professional and current issues and trends in education. This course includes 30 hours of classroom observations and experiences. Prerequisites: *RDG 099 and *ENG 100, or placement beyond prerequisites or Consent of Instructor. Three lecture.

EDU 222 Introduction to the Exceptional Student (3)

Study of special education and the exceptional student with emphasis on factors relating to current practices, identification, and characteristics of the exception learner, one who differs from the average learner. Pre or Co-requisite: *ENG 101 or Consent of Instructor. Three lecture.

EDU 230 Cultural Diversity in Education (3)

This course examines the relationship of cultural values and social contexts to the formation of the child's self-concept and success in the educational environment. An examination of the role of prejudice, stereotypes, institutional racism and sexism, and cultural incompatibilities in education will be included. Emphasis on considering different world views, preparing future teachers to offer an equal educational opportunity to children of all cultural groups, and considering course concepts in relationship to the work

environment. General Education: Social/Behavioral Sciences. Special Requirements: Ethnic/Race/Gender Awareness. Pre or Co-requisite: *ENG 102. Three lecture.

EDU 235 Relationships in Classroom Settings (3)

Provides an introduction to K-12 classroom settings and the relationships between teachers and their students. Includes a focus on class management, developing positive and appropriate individual relationships with students, and classroom observations and participation. Course includes fieldwork in actual classroom settings. Prerequisite: *EDU 222. Two lecture. Two lab.

EDU 236 Structured English Immersion (3)

This course prepares teachers to successfully work with English Language Learners in the K-12 classroom, exploring the history, theoretical foundations and practical applications of Structured English Immersion. Course topics are in compliance with the Arizona Department of Education requirements for provisional Structured English Immersion (SEI) endorsement. Three lecture.

EDU 247 Beginning Community College Teaching (1)

A beginning methods course that focuses on an analysis of teaching and learning styles, delivery, classroom management and college policies. One lecture.

EDU 248 Intermediate Community College Teaching (1)

Explore development and purpose of the community college in the United States including current practices and issues with a particular focus on The Learning College. A methods course that focuses on student advisement and course articulation, assessment at both the course and program level, and technical expertise in the classroom. One lecture.

EDU 249 Advanced Community College Teaching (1)

A methods course that focuses on an application of teaching and learning styles and delivery, including discipline specific techniques and skills and advanced curriculum development. One lecture.

EDU 250 The Community College (3)

Development and purpose of the community college in the United States including current practices and issues. A methods course that focuses on analysis of teaching and learning styles, delivery, student assessment at course and program level, and curriculum development. Completing EDU 247, EDU 248, and EDU 249 is equivalent to EDU 250. Three lecture.

EDU 260 Principles and Philosophy of Career and Technical Education (3)

Students explore and learn the history and philosophy of the comprehensive CTE program in Arizona including its various components: Program Standards and Measures, Performance Standards/ Data Reporting. Three lecture.

EDU 261 Methods for Teaching Career and Technical Education (3)

Students examine CTE philosophy and teaching methods, preparation and use of instructional material for the CTE classroom. Three lecture.

EDU 262 Curriculum Development and Assessment for Career and Technical Education (3)

Students study the process for developing curriculum for a CTE program including: courses of study, syllabi, lesson plans and assessment. Three lecture.

EDU 263 Career and Technical Education Student Leadership Organizations (3)

Students explore the benefits of integrating student leadership organizations in secondary and postsecondary CTE programs. Three lecture.

EDU 264 Career and Technical Education Internship/Practicum (3)

Students study the various components of quality CTE Instructional programs. Three lecture.

EDU 289 Internship I (1-6)

Designed for students who are looking for paid or voluntary, practical learning experiences that apply academic and occupational education to real-life, on-the-job situations. Credit hours will be negotiated based on fulfillment of a contract. Each credit hour requires the completion of a minimum 45 hours of on-the-job participation. Prior experience or course work in the field of interest is required. One to six variable credit hours. Grading Option S/U credit.

EDU 291 Children's Literature (3)

An introduction to children's literature, genres of children's literature, the qualities of classic and current children's literature, and methods to integrate literature into the elementary and middle school classroom. Prerequisite: *ENG 100 or placement test scores beyond prerequisite or Consent of Instructor. Three lecture.

Electrical Training (ETC)**ETC 100 Soft Skills for the Construction Industry (3)**

Essential workplace skills geared for the construction industry: communication skills and resolving workplace issues. Three lecture. May be taken for S/U credit.

ETC 105 Electrical and Construction Safety (1)

Provisions of and implementation of OSHA (Occupational Safety and Health Administration) Act in the work place. Rights and responsibilities under the OSHA Act. Appeals process, record keeping, and voluntary protection programs. OSHA's construction and general industry standards. Meets the OSHA 10-hour course requirements. One lecture. Grading Option S/U credit with instructor approval.

ETC 107 Mathematics for Electricians (3)

Mathematics topics geared for the electrician trades areas, including ratio, proportion, measure, trigonometry and applications. Prerequisite: *MAT 086 or placement beyond prerequisite. Three lecture. Grading Option S/U credit with instructor approval.

ETC 110 Commercial and Industrial Electrical I (4)

An overview of basic construction and electrical-skills training: basic construction safety, basic construction math, introduction to hand and power tools, introduction to blueprints and basic rigging. Orientation to the electrical trade, hand bending of conduit, and an introduction to electrical theory. Four lecture. Grading Option S/U credit with instructor approval.

ETC 120 Commercial and Industrial Electrical II (4)

Introductory electrical-skills training: electrical safety, AC & DC theory, boxes, fittings, and conductors. NEC and electrical drawings overview. Residential services and electrical test equipment. Prerequisite: ETC 110. Four lecture. Grading Option S/U credit with instructor approval.

ETC 121 Commercial and Industrial Electrical II Media Lab (1)

A combination of Computer-Based Training, DVD training, and On-Line e-training to compliment ETC 120. Co-requisite: *ETC 120. One lecture. Grading Option S/U credit with instructor approval.

ETC 130 Commercial and Industrial Electrical III (4)

Advanced AC Theory and motor theory. Introduction to electric lighting. Electric and hydraulic conduit bending. Selecting and sizing pull and junction boxes. Prerequisite: *ETC 120 or Apprenticeship Council placement. Co-requisite: ETC 131 or Consent of Instructor. Four lecture. Grading Option S/U credit with instructor approval.

ETC 131 Commercial and Industrial Electrical III Media Lab (1)

A combination of Computer-Based Training, DVD training, and On-Line e-training to compliment ETC 130. Co-requisite: *ETC 130 or Consent of Instructor. One lecture. Grading Option S/U credit with instructor approval.

ETC 140 Commercial and Industrial Electrical IV (4)

Conductor installations and terminations and use of cable tray. Grounding vs. Bonding. Circuit breakers, fuses, and fundamental control components. Prerequisite: *ETC 130. Co-requisite: ETC 141. Four lecture. Grading Option S/U credit with instructor approval.

ETC 141 Commercial and Industrial Electrical IV Media Lab (1)

A combination of Computer-Based Training, DVD training, and On-Line e-training to compliment ETC 140. Co-requisite: *ETC 140 or Consent of Instructor. One lecture. Grading Option S/U credit with instructor approval.

ETC 250 Commercial and Industrial Electrical V (4)

Load and conductor calculations. Practical applications of lighting. Hazardous locations and overcurrent protection. Prerequisite: *ETC 140. Co-requisite: ETC 251 or Consent of Instructor. Four lecture. Grading Option S/U credit with instructor approval.

ETC 251 Commercial and Industrial Electrical V Media Lab (1)

A combination of Computer-Based Training, DVD training, and On-Line e-training to compliment ETC 250. Co-requisite: *ETC 250 or Consent of Instructor. One lecture. Grading Option S/U credit with instructor approval.

ETC 260 Commercial and Industrial Electrical VI (4)

Distribution equipment and transformers. Commercial services. Motor calculations and controls. Voice , data, and video.

Prerequisite: *ETC 250. Co-requisite: ETC 261 or Consent of Instructor. Four lecture. Grading Option S/U credit with instructor approval.

ETC 261 Commercial and Industrial Electrical VI Media Lab (1)

A combination of Computer-Based Training, DVD training, and On-Line e-training to compliment ETC 260. Co-requisite: *ETC 260 or Consent of Instructor. One lecture. Grading Option S/U credit with instructor approval.

ETC 270 Commercial and Industrial Electrical VII (4)

Load calculations (feeders and services). Health care facilities. Standby and emergency systems. Basic electronics and fire alarm systems. Specialty transformers. Prerequisite: *ETC 260. Co-requisite: *ETC 271 or Consent of Instructor. Four lecture. Grading Option S/U credit with instructor approval.

ETC 271 Commercial and Industrial Electrical VII Media Lab (1)

A combination of Computer-Based Training, DVD training, and On-Line e-training to compliment ETC 270. Co-requisite: *ETC 270 or Consent of Instructor. One lecture. Grading Option S/U credit with instructor approval.

ETC 280 Commercial and Industrial Electrical VIII (4)

Advanced controls and HVAC controls. Heat tracing and freeze protection. Motor operation and motor maintenance. Medium-voltage terminations and splices. Special locations for electrical services and equipment. Prerequisite: *ETC 270. Co-requisite: ETC *281 or Consent of Instructor. Four lecture. Grading Option S/U credit with instructor approval.

ETC 281 Commercial and Industrial Electrical VIII Media Lab (1)

A combination of Computer-Based Training, DVD training, and On-Line e-training to compliment ETC 280. Co-requisite: *ETC 280 or Consent of Instructor. One lecture. Grading Option S/U credit with instructor approval.

Electronics (ELT)**ELT 100 Concepts of Electricity and Basic Electronics (3)**

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

ELT 120 Direct Current (DC) (3)

Basic electricity theory and components beginning with Ohm's Law and atomic structure and progressing to circuit analysis techniques used in solving series, parallel and series-parallel networks. Uses network theorems to evaluate multisource circuits. Prerequisite: *MAT 121 or *MAT 122 or placement test score beyond prerequisite. Two lecture. Two lab.

ELT 130 Alternating Current (AC) (3)

Basic electrical theory as it applies to circuits containing capacitance, inductance, and resistance with sinusoidal voltages applied. Simple and complex circuits are studied and measured using instruments such as a signal generator and oscilloscope. Prerequisite: *MAT 121 or *MAT 122 or placement beyond prerequisite. Two lecture. Two lab.

ELT 135 Microcomputer Operating Systems and Architecture (3)

Theory of digital logic gates, characteristics of input and output devices, memory hierarchy, central processing action, program processing, data transfer groups, interrupts, programmable peripheral group, C high level language, parallel and serial ports. Operation of utility programs to analyze system performance, diagnosis and correction of disk problems using real-world applications. Co-requisite: *MAT 121 or *MAT 122 or Consent of Instructor. Two lecture. Two lab. Grading Option S/U credit.

ELT 289 Internship I (1-6)

Designed for students who are looking for paid or voluntary practical learning experiences that apply academic and occupational education to real-life, on-the-job situations. Credit hours will be negotiated based on fulfillment of a contract. Each credit hour requires the completion of a minimum of 45 hours of on-the-job participation. Prior experience or course work in the field of interest is required. One to six variable credit hours. Grading Option S/U credit.

Emergency Medical Services (EMS)**EMS 100 Emergency Medical Services First Response Training Course (3)**

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

EMS 105 Wilderness First Responder (4)

Wilderness First Responder course using the curriculum of the Wilderness Medical Society (WMS), a nonprofit organization consisting of physicians and healthcare providers from around the world who have approved and recommended practice guidelines and minimum course topics on the best methods of handling wilderness related trauma, illness and environmental emergencies. Four lecture.

EMS 131 Emergency Medical Technician (8)

Emergency Medical Technician course using the 1994 curriculum adapted by the Arizona Department of Health Services. This course will help prepare students for the Arizona State Department of Health Services EMT Examination. Prerequisites: The following are required at time of registration: 18 years old by the end of the course; Professional/Healthcare Provider C.P.R. certification (AHA, Red Cross, NHSC, or other as approved by EMS Program Coordinator); negative TB skin test within 6 months prior to the beginning of class (or chest X-Ray within 2 years); proof of measles, mumps, and rubella (MMR) immunization or positive blood titer; RDG 089 or placement test scores beyond prerequisite course. Pre or Co-requisite: FSC 137 Hazardous Materials Awareness, (FSC 138 for any Fire Science students). Eight lecture.

EMS 211 Emergency Medical Technician Refresher (2)

Updates basic EMT graduates on new techniques and reviews important principles in client care, basic life support, and transportation of the sick and injured. Emphasizes practical usage and experience in all phases. Meets Arizona Department of Health

Services refresher training requirements. Prerequisite: EMS 131 or equivalent. May be repeated for additional credit as an exception to general college policy; maximum of six credits in EMS 211 may apply toward a degree. Two lecture.

EMS 262 Certified Emergency Paramedic (47)

Preparation of the Certified Basic Emergency Medical Technician for transition to an advanced Certified Emergency Paramedic provider level. Includes human anatomy and physiology, physical assessment, advanced airway and ventilation techniques, intravenous therapy, medical emergencies, and trauma patient management. Interested students will go through a rigorous testing process and should contact the EMS program coordinator. Prerequisite: One year as a Certified EMT-Basic and acceptance to the program. Pre or Co-requisite: FSC 138 Hazardous Materials First Responder. Twenty-seven lecture. Forty lab.

English (ENG)

ENG 021 Grammar Skills (1)

Individualized, self-paced instruction in grammar with emphasis on correct verb, pronoun, adverb, and adjective usage. Prerequisite: Consent of Advisor. Three lab. Grading Option S/U credit.

ENG 090 Intensive Writing Skills (4)

Individual and small group work emphasizing grammar in the context of sentence writing and essay development. Prerequisite: Placement test score into course. Four lecture. Grading Option S/U credit.

ENG 100 Fundamentals of Composition (4)

Integrated reading/critical thinking/writing approach to basic skills needed for success in college. Extensive writing practice with emphasis on purpose, organization, and revision for clarity and correctness. Prerequisite: *ENG 090 or placement test score beyond prerequisite. Four lecture.

ENG 101 College Composition I (3) **ENG 1101**

Extensive practice in critical reading, thinking, and writing, with emphasis on using the writing process to communicate in multiple formats, both formal and informal, and for multiple audiences and purposes. Includes documented research. General Education: Composition. Prerequisites: *ENG 100, *RDG 099, or placement test scores beyond prerequisites. Three lecture.

ENG 102 College Composition II (3) **ENG 1102**

Continued development of ideas and strategies introduced in ENG 101. Extensive practice in critical thinking, reading, and writing with emphasis on composing analytical essays on literary topics and a documented research paper. Prerequisite: *ENG 101. General Education: English Composition. Three lecture.

ENG 139 Introduction to Creative Writing (3)

Techniques of writing poetry, fiction, and creative nonfiction, with analysis of both published and student writing. Prerequisites: *ENG 101 or Consent of Instructor. Three lecture. Grading Option S/U credit.

ENG 220 A Sense of Place: Writers on the Colorado Plateau (3)

Literature of the land and peoples of the Colorado Plateau and contemporary concerns of writers of the region. Pre or Co-requisite: *ENG 102. Three lecture.

ENG 236 Introduction to the American Short Story (3)

A survey of American short fiction from the Colonial period through 21st Century authors. Includes the examination of ethnic, race, gender, and other cultural issues. General Education: Arts/Humanities. Special Requirement: Ethnic/Race/Gender Awareness. Prerequisite: *ENG 101 or Consent of Instructor. Three lecture.

ENG 237 Women in Literature (3)

Literature by and about women emphasizing stereotypes, changing roles, and psychological and philosophical concerns. General Education: Arts/Humanities. Special Requirement: Ethnic/Race/Gender Awareness. Prerequisite: *ENG 101 or Consent of Instructor. Three lecture.

ENG 238 Literature of the Southwest (3)

Literature of the land and peoples of the Southwest, the influence and interaction of Native American, Chicano, and Anglo cultures, and contemporary concerns of Southwestern writers. General Education: Arts/Humanities. Special Requirements: Ethnic/Race/Gender Awareness. Prerequisite: *ENG 101 or Consent of Instructor. Three lecture.

ENG 240 English Literature I (3)

A general survey of the major works in English literature from *Beowulf* through the Neoclassical period. Prerequisite: *ENG 101 or Consent of Instructor. Three lecture.

ENG 270 Creative Writing: Fiction (3)

Extensive practice in writing and revising fiction, with emphasis on critical analysis of published models and students' work. Prerequisite: *ENG 101 or Consent of Instructor. Three lecture. Grading Option S/U credit.

ENG 271 Creative Writing: Poetry (3)

Extensive practice in writing and revising poetry, with emphasis on critical analysis of published models and students' poems. Prerequisite: *ENG 101 or Consent of Instructor. Three lecture. Grading Option S/U credit.

ENG 272 Creative Writing: Non-Fiction (3)

Extensive practice in writing and revising various types of creative non-fiction. Emphasis on study of professional models and discussion of students' work. General Education: Arts/Humanities. Special Requirements: Intensive Writing/Critical Inquiry. Pre or Co-requisite: *ENG 102. Three lecture. Grading Option S/U credit.

ENG 289 Internship I (1-6)

Designed for students who are looking for paid or voluntary practical learning experiences that apply academic and occupational education to real-life, on-the-job situations. Credit hours will be negotiated based on fulfillment of a contract. Each credit hour requires the completion of a minimum of 45 hours of on-the-job participation. Prior experience or course work in the field of interest is required. One to six variable credit hours. Grading Option S/U credit.

Environmental Studies (ENV)

ENV 111 Local Environmental Issues (3)

Learners will examine their local biophysical environment, survey the regional history and economics, and then assess local environmental issues that may affect the health and well-being of the local environment. Topics of concern vary depending on specific location and issues of concern. Learners may submit comments of concern to appropriate government officials. Field trips required. Three lecture. Grading Option S/U credit.

ENV 113 Global Environmental Issues (3)

Students will examine the scientific basis of and reasons for concern about human population growth, loss of biodiversity and atmospheric alterations (global warming and ozone depletion). Prerequisite: any science course numbered *100-level or above or Consent of Instructor. Three lecture.

ENV 299 Workshop (.5-3)

Designed for community members to take courses in Environmental Science and/or Studies that are of local, regional, or national interest. Prerequisite: *ENG101 or Consent of Instructor. Co-requisite: *MAT 091 or placement beyond prerequisite or Consent of Instructor. One-half to three variable credit hours.

Fire Science (FSC)

FSC 135 Fundamentals of Fire Prevention (3)

Role and functions of fire prevention. Practical rather than theoretical aspects of fire prevention. Three Lecture.

FSC 136 Fire Apparatus and Hydraulics (4)

Principles of care, maintenance, and operation of fire apparatus and pumps. Pump construction, pumping and pump accessories, power development and transmission, driving, trouble shooting, and producing effective fire streams. Three Lecture, Two Lab.

FSC 137 Hazardous Materials Awareness (.5)

This course presents the basic concepts and techniques related to hazardous materials first response. It is for those individuals who in the course of their normal duties may be first on the scene of an emergency involving hazardous material. First Responders at the awareness level are expected to recognize and identify a hazardous materials incident, protect themselves, call for trained personnel, and secure the area. **(Required for EMS 131. Fire Science students must take FSC 138).**

FSC 138 Hazardous Materials First Responder (3)

Definition, detection, identification, scene management, basic training, equipment planning, strategy, and tactics in the management of hazardous materials incidents. Preparation for Department of Emergency Services certificate. Three Lecture.

FSC 180 Firefighter I and II (8)

For the new firefighter or student interested in firefighting. Fire behavior and basic firefighting skills, with hands-on use of firefighting equipment. Prerequisites: FSC 138 and *EMS 131 or Consent of Fire Science Coordinator. Six Lecture, Four Lab.

FSC 233 Introduction to Wildland Fire Suppression (4)

Provides a fundamental knowledge of the factors affecting wildland fire prevention, fire behavior, and control techniques along with an introduction to the Incident Command System. Covers material from, I-100, I-200, S-130, S-190, CPS, and S-211. After completion, students may qualify for "Red Card" certification. Four Lecture.

FSC 234 Fire Investigation (3)

Methods of determining point of fire origin and fire cause, and detection of incendiary fires. Includes simplified physics and chemistry necessary to analyze fire behavior. Three Lecture.

FSC 235 Fire Protection Systems (3)

Required standard for water supply, protection systems, automatic sprinklers, and special extinguishing systems, including analysis of various automatic signaling and detection systems. Prerequisite: *FSC 180 or Consent of Instructor. Three Lecture.

FSC 236 Firefighter Occupational Safety (3)

Informational base to reduce injuries to firefighting personnel. Awareness, training, and research of equipment to develop a safety program to meet the needs of the fire service. Three Lecture.

FSC 238 Emergency Scene Management (3)

Effective methods of managing emergency incidents including multiple alarm fires, high-rise fires, brush fires, hazardous materials incidents, and multi-casualty medical incidents. Includes effective interaction among numerous agencies to achieve control. Prerequisite: *FSC 180 or Consent of Instructor. Three Lecture.

FSC 239 Fire Department Company Officer (4)

Administrative methods for the fire department in fire safety, department organization, and personnel supervision. Includes elements of management needed for the fire department first-level supervisor. Prerequisite: BUS 209 or Consent of Instructor. Four Lecture.

FSC 241 Firefighter Safety and Building Construction (3)

Safety for firefighters on the fire ground. Effects of fire and heat on various types of building construction resulting in the loss of structure will be explored. Includes signs and symptoms of structural damage. Three Lecture.

FSC 243 Intermediate Wildland Fire Suppression (4)

Instructions for Firefighter Type I training, wildland fire chain saw safety practices, and fire behavior prediction skills and knowledge. Course covers material from S-131, S-212, and S-290. After completion students may qualify for Red Card Certification. Prerequisite: FSC 233 or Consent of Instructor. Four Lecture.

FSC 253 Advanced Wildland Fire Suppression (4)

Designed to train qualified squad bosses in firing techniques and firing devices along with advanced training in the incident command system. Covers materials from P-110, S-215, S-234 Prerequisites: FSC 233 and *FSC 243, or Consent of Instructor. Four Lecture.

FSC 289 Internship I (1-6)

Designed for students who are looking for paid or voluntary, practical learning experiences that apply academic and occupational education to real-life, on-the-job situations. Credit hours will be negotiated based on fulfillment of a contract. Each credit hour requires the completion of a minimum 45 hours of on-the-job participation. Prior experience or course work in the field of interest is required. One to six variable credit hours. Grading Option S/U credit.

Forensics (FOR)

FOR 101 Introduction to Forensics (3)

Students in this course will study the techniques and technologies of the various forensic sciences as they relate to criminal investigations. Students will become fully aware of the legal issues that pertain to these activities and current forensic practices. Three lecture.

FOR 150 Death Investigations (3)

This course is designed to provide students with an overview of the procedures of Scene Investigators, and the Medical Examiner's Office, in determining cause and manner of death. Students will study the techniques and technologies utilized in modern death investigations, and become fully aware of the legal issues surrounding these activities. Three lecture.

FOR 289 Internship I (1-6)

Designed for students who are looking for paid or voluntary practical learning experiences that apply academic and occupational education to real-life, on-the-job situations. Credit hours will be negotiated based on fulfillment of a contract. Each credit hour requires the completion of a minimum of 45 hours of on-the-job participation. Prior experience or course work in the field of interest is required. One to six variable credit hours. Grading Option S/U credit.

French (FRE)

FRE 101 Beginning French I (4) **FRE 1101**

Basic grammar, vocabulary, and culture. Practice in speaking, reading, and writing French. General Education: Options. Four lecture. Grading Option S/U credit.

FRE 102 Beginning French II (4)

Further emphasis in basic grammar, vocabulary, and culture. Practice in speaking, reading, and writing French. General Education: Options. Pre-requisite: FRE 101 or Consent of Instructor. Four lecture. Grading Option S/U credit with instructor approval.

FRE 128 French for Travelers (2)

A short course for students who have little or no prior experience with French and need specific vocabulary and cultural information for their anticipated adventures in traveling to countries where French is used. Two lecture. Grading Option S/U credit.

FRE 131 Conversational French I (3)

Basic grammar, vocabulary, and culture in conversational practice. Three lecture. Grading Option S/U credit.

FRE 201 Intermediate French I (4)

Improving basic skills of speaking, comprehension, reading, and writing. Taught in French. General Education: Options. Prerequisite: *FRE 102 or Consent of Instructor. Four lecture. Grading Option S/U credit with instructor approval.

FRE 202 Intermediate French II (4)

Further development of speaking and writing communication skills with emphasis on compositions and readings. Taught in French. General Education: Options. Prerequisite: *FRE 201 or Consent of Instructor. Four lecture. Grading Option S/U credit.

Geography (GEO)

GEO 102 Human Geography (3)

Thematic approach towards the study of global attributes to provide a bridge between the social and environmental sciences that considers how trends, patterns, and interactions developed within and between countries. Emphasis consists of comparisons and contrasts of the physical, socio-cultural, economic, and political aspects among regions of the world and application of geographical concepts and theories that explain or predict the cause and effect leading to the development of specific aspects for a country or region. General Education: Social/Behavioral Sciences. Special Requirements: Contemporary Global/International and Historical Awareness. Three Lecture.

GEO 131 Introduction to Physical Geography (4)

Natural processes of weather, climate, hydrology, ecology, geology and tectonics, diastrophism, volcanism, denudation, soils, glaciations, and coastal processes emphasizing geographic distribution. General Education: Physical/Biological Sciences. Three Lecture. Three Lab.

GEO 133 World/Regional Geography (3) **GEO 1121**

Physical (climate, vegetation, landform) and cultural (ethnic, religious, political, economic) attributes of the world's major regions and the interplay between them. Includes a study of world place-name geography. General Education: Social/Behavioral Sciences. Special Requirements: Contemporary Global/International Awareness or Historical Awareness. Three Lecture.

Geology (GLG)

GLG 101 Physical Geology (4) **GLG 1101**

The study of Earth's processes and materials including rocks and minerals, structures, landforms and their origins. General Education: Physical and Biological Sciences. Three lecture. Three lab.

GLG 102 Historical Geology (4)

Chronological study of the sequence of events involved in the formation and development of the earth and its inhabitants as revealed in the geological record. General Education: Physical/Biological Sciences. Three lecture. Three lab.

GLG 105 Introduction to Planetary Science (4)

A survey of Solar System objects and their geologic evolution, surfaces, interiors, atmospheres, and processes, the methods used to

study them, and the history of space exploration; weekly laboratory for data analysis and experiments; may include field trip(s). General Education: Physical/Biological Sciences. Three lecture. Three lab.

GLG 110 Natural Disasters (4)

Examine the forces behind the geologic, atmospheric, and climatic processes that have caused great loss of life and property throughout history as a result of natural disasters with a focus on causation, prediction, preparation, and mitigation. General Education: Physical/Biological Sciences. Three lecture. Three lab.

GLG 112 Geology of the Grand Canyon (2)

Concepts in stratigraphy, volcanology, geomorphology, and glacial and structural geology in the Grand Canyon. Field trips. One lecture. Three lab.

GLG 199 Workshop (.5-6)

Designed to provide workshop courses based on student and faculty interest in pursuing or presenting an original topic. Workshops may be developed to enhance existing curriculum or to give students experience that is not covered by existing curriculum. One-half to six variable credit hours.

GLG 232 Geology of the Colorado Plateau (4)

Examine and observe the geology and geologic processes of the Colorado Plateau and how it has affected its inhabitants. Three lecture. Three lab.

German (GER)

GER 101 Beginning German I (4) **GER 1101**

Basic grammar, vocabulary, and culture. Practice in speaking, reading, and writing German. General Education: Options. Four Lecture. Grading Option S/U credit with instructor approval.

GER 102 Beginning German II (4) **GER 1102**

Further emphasis in basic grammar, vocabulary, and culture. Practice in speaking, understanding, reading, and writing German. General Education: Options. Prerequisite: GER 101 or Consent of Instructor. Four lecture. Grading Option S/U credit with instructor approval.

GER 128 German for Travelers (2)

A short course for students who have little or no prior experience with German and need specific vocabulary and cultural information for their anticipated adventures in traveling to countries where German is used. Two Lecture. Grading Option S/U credit.

GER 201 Intermediate German I (4) **GER 2201**

Improving basic speaking and writing communication skills with emphasis on comprehension, reading, and writing. Taught in German. General Education: Options. Prerequisite: *GER 102 or Consent of Instructor. Four lecture. Grading Option S/U credit with instructor approval.

GER 202 Intermediate German II (4) GER 2202

Further development of German communication skills with emphasis on comprehension, reading, and writing. Taught in German. General Education: Options. Prerequisite: *GER 201 or Consent of Instructor. Four lecture. Grading Option S/U credit with instructor approval.

Health Information Management (HIM)

HIM 110 Introduction to Current Procedural Terminology (CPT) (4)

This course provides a basic overview of current procedural terminology, methodology, and reimbursement for physician office billing. Prerequisites: *AHS 100, *AHS 131, *BIO 160, CIS 120, *MAT 086, *RDG 099, or placement test scores beyond prerequisites or Consent of Instructor. Co-requisite: *HIM 111, *HIM 112, or Consent of Instructor. Four lecture.

HIM 111 Introduction to ICD 9-CM and ICD 10-CM (3)

Students are given an introduction into ICD coding and coding guidelines. This course will focus on defining coding definitions, review of coding guidelines, introduction to billing methodology and application of codes to specific basic coding assignments using ICD-9-CM and ICD-10-CM. Prerequisites: *AHS 100, *AHS 131, *BIO 160, CIS 120, *MAT 086, *RDG 099, or placement test scores beyond prerequisites or Consent of Instructor. Co-requisites: *HIM 110, *HIM 112, or Consent of Instructor. Three lecture.

HIM 112 Information Technology in Health Information Management (4)

Introduction to commonly used software in healthcare as it applies to Health Information Management and Healthcare Data Content and Structure. Prerequisites: *AHS 100, *AHS 131, *BIO 160, CIS 120, *MAT 086, *RDG 099 or placement test scores beyond prerequisites or Consent of Instructor. Co-requisite: *HIM 110, *HIM 111, or Consent of Instructor. Three lecture.

HIM 121 Understanding Medical Therapies for Health Information Management (4)

This course provides a basic overview of current procedural terminology, methodology, and reimbursement for physician office billing. Prerequisites: *AHS 100, *AHS 131, *BIO 160, CIS 120, *MAT 086, *RDG 099, or placement test scores beyond prerequisites or Consent of Instructor. Co-requisite: *HIM 111, *HIM 112, or Consent of Instructor. Four lecture.

HIM 122 Introduction to Medical Billing and Reimbursement (4)

Students learn to submit, trace, appeal, and transmit health care claims; includes step-by-step instruction for all major forms of claims using real-life cases and classroom instruction with current software that provides immediate feedback, self-tests, and additional self-paced exercises. Prerequisites: HIM 110, HIM 111, HIM 112, or Consent of Instructor. Co-requisite: HIM 121, HIM 123, or Consent of Instructor. Four lecture.

HIM 123 Health Record Documentation in Health Information Management (4)

Students learn the Federal and State requirements for documentation in a medical records; the course discusses practices related to all individuals that document in a patient's record as well as additional, specific requirements applicable to physicians, residents and allied health professionals. Prerequisites: *HIM 110, *HIM 111, *HIM 112, or Consent of Instructor. Co-requisites: *HIM 121, *HIM 122, or Consent of Instructor. Three lecture.

HIM 289 Externship (4)

Designed for students who are looking for practical learning experiences that apply academic and occupational education to real-life, on-the-job situations. Credit hours will be negotiated based on fulfillment of a contract. Each credit hour requires the completion of a minimum of 45 hours of on-the-job participation. Prior experience or course work in the field of interest is required. Prerequisite: *HIM 123 or Consent of Instructor. Four lecture. Grading Option S/U credit with instructor approval.

History (HIS)**HIS 131 U.S. History to 1877 (3)**

Study of the peoples and forces that comprise the history of the United States from the pre-Columbian era to the end of Reconstruction (1877). General Education: Social/Behavioral Sciences. Special Requirements: Contemporary Global/International Awareness or Historical Awareness; Ethnic/Race/Gender Awareness. Three lecture.

HIS 132 U.S. History from 1877 (3)

History of the United States and the peoples and forces that shape it from the end of Reconstruction to the present. General Education: Social/Behavioral Sciences. Special Requirements: Contemporary Global/International Awareness or Historical Awareness; Ethnic/Race/Gender Awareness. Three lecture.

HIS 136 Women in American History (3)

Roles and contributions of women in the history of the U.S., with an emphasis on the social and cultural aspects of the feminist movements in the nineteenth and twentieth centuries. General Education: Social/Behavioral Sciences. Special Requirements: Ethnic/Race/Gender Awareness; Contemporary Global/International Awareness or Historical Awareness. Three lecture.

HIS 201 Western Civilizations to 1660 (3)

Interdisciplinary approach to the history and development of Western civilizations from the ancient civilization of Egypt and Mesopotamia to 1660 or the dawning of modern Europe. General Education: Social/Behavioral Sciences. Special Requirements: Contemporary Global/International Awareness or Historical Awareness. Three lecture.

HIS 202 Western Civilizations from 1660 (3)

Interdisciplinary approach to the history and development of Western civilizations from 1660 to the present. General Education: Social/Behavioral Sciences. Special Requirements: Contemporary Global/International Awareness or Historical Awareness. Three lecture.

HIS 211 World History to 1500 (3)

This course introduces students to the wide range of civilizations and cultural traditions in the world prior to 1500. Course highlights how various civilizations found unique solutions to common problems, which, combined with increasing contact and exchange, resulted in the diverse contemporary world. General Education: Social/Behavioral Sciences. Special Requirements: Contemporary Global/International Awareness or Historical Awareness. Three lecture.

HIS 212 World History from 1500 (3)

This course is to introduces students to the global community that develops after 1500 out of the diverse civilizations and cultures

that existed before 1500. Course highlights various civilizations found unique solutions to common problems, which, combined with increasing contact and exchange, resulted in the diverse contemporary world. General Education: Social/Behavioral Sciences. Special Requirements: Contemporary Global/International Awareness or Historical Awareness. Three lecture.

HIS 238 Navajo History (3)

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

Hotel and Restaurant Management (HRM)

HRM 100 Introduction to Hospitality (3)

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

HRM 140 Food Production Concepts (3)

Introductory course identifying and describing the various interrelated components of systematic food service management. Three lecture.

HRM 210 Guest Service Management (3)

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

HRM 220 Property Management (3)

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

HRM 240 Commercial Food Production (3)

Introduction to the operations, principles, and presentation techniques associated with the large and small commercial food services industry. Prerequisite: HRM 140 or Consent of Instructor. Two lecture. Three lab.

HRM 270 Hospitality Information Technology II (3)

Study and learn to use hotel and restaurant information management systems. Learn how to manage functionality of industry specific application to meet the goals of the organization. Prerequisite: CIS 120. Three lecture.

HRM 289 Internship I (1-6)

Designed for students who are looking for paid or voluntary practical application of applied hotel and restaurant management skills. Agreed upon internship will have a direct link to responsibilities regarding customer service, employee responsibility, proper handling, preparation or management of resources (food, equipment, supplies, linen, etc.). Credit hours will be negotiated based on the successful completion of a course contract. Each credit hour requires the completion of a minimum of 45 hours of related work as indicated by the course contract. Prior experience or course work in the area of interest is required. One to six variable credit hours. Grading Option S/U credit.

Human Development Education (HDE)

HDE 102 College Study Skills (3)

Exploration of techniques that facilitate learning, improve academic performance, and help students succeed in the college environment. Topics include time management, reading textbooks, taking notes, critical thinking, learning styles, library research and preparing for tests. Three lecture.

Humanities (HUM)

HUM 205 Technology and Human Values (3)

Explores the relationship between technological development and individual and social values in the Western World from ancient times through the present. Includes technologies connected with a variety of areas, such as medicine, printing, agricultural production, work, ethics, art and architecture. General Education: Arts/Humanities. Special requirements: Intensive Writing/Critical Inquiry; Contemporary Global/International Awareness or Historical Awareness. Pre or Co-requisite: *ENG 102. Three lecture.

HUM 235 American Arts and Ideas (3)

Cultural development of the arts, literature, and philosophical and religious movements within the United States from the colonial period through the present. Pre or Co-requisite: *ENG 101. General Education: Arts/Humanities. Pre or Co-requisite: *ENG 101. Three lecture.

HUM 241 Humanities I (3)

Cultural development of the western world from the ancient Greeks to the Renaissance as reflected in the literature, visual arts, architecture, and performing arts of the various periods. General Education: Arts/Humanities. Special Requirements: Intensive Writing/Critical Inquiry. Pre or Co-requisite: *ENG 102. Three lecture.

HUM 242 Humanities II (3)

Cultural development of the Western World from the Renaissance to the present as reflected in the literature, visual arts, architecture, and performing arts of the various periods. General Education: Arts/Humanities. Special Requirements: Intensive Writing/Critical Inquiry; Contemporary Global/International Awareness or Historical Awareness. Pre or Co-requisite: *ENG 102. Three lecture.

Interpreter Training Program (ITP)

ITP 210 Intro to Professional Interpreting and Ethics (3)

A foundation course to discuss the role, function, responsibilities, and communication strategies of the ASL interpreter, including situational application of national standards and the Code of Professional Conduct. Prerequisite: *ASL 202 or Consent of Instructor. Three lecture. Grading Option S/U credit with instructor approval.

ITP 213 Consecutive Interpreting (4)

Intensive practice of consecutive (following dialogue) ASL to English, and English to ASL using a variety of vocabulary and linguistic

situations including source language analysis and application of appropriate techniques. Prerequisite: *ITP 210. Co-requisite: *ASL 203. Four lecture. Grading Option S/U credit with instructor approval.

ITP 214 Simultaneous Interpreting (4)

Intensive practice of simultaneous (immediate) ASL to English, and English to ASL using a variety of vocabulary and linguistic situations including source language analysis and application of appropriate techniques. Prerequisites: *ITP 210 and *ITP 213. Co-requisite: *ASL 203. Four lecture. Grading Option S/U credit with instructor approval.

ITP 215 Transliterating (3)

Learning the techniques of interpreting in manually coded English, using conceptually-accurate American Sign Language in a variety of interpreting situations. Prerequisites: *ITP 213, *ITP 214, and *ASL 212. Three lecture. Grading Option S/U credit with instructor approval.

ITP 216 Educational Interpreting (3)

A course specifically designed for the student who wishes to interpret in the K12 and post-secondary educational settings. Includes 20 clock hours of clinical experience or service learning in the field. Prerequisite: Consent of Instructor. Three lecture. Grading Option S/U credit with instructor approval.

ITP 217 Interpreting Seminar (3)

Capstone course designed to give students practice of all the combined skills required for professional interpreting in a variety of situations and role play opportunities. Students will gain further understanding of the certification and licensure process, as well as continuing education units. This capstone course is required for all program completers. Prerequisite: Consent of Instructor. Three lecture. Grading Option S/U credit with instructor approval.

ITP 289 Internship I (1-6)

Designed for students who are looking for paid or voluntary practical learning experiences that apply academic and occupational education to real-life, on-the-job situations. Credit hours will be negotiated based on fulfillment of a contract. Each credit hour requires the completion of a minimum of 45 hours of on-the-job participation. Prior experience or course work in the field of interest is required. One to six variable credit hours. Grading Option S/U credit with instructor approval.

Italian (ITA)

ITA 101 Beginning Italian I (4) ITA 1101

Basic grammar, vocabulary, and culture. Practice in speaking, reading, and writing Italian. General Education: Options. Four lecture. Grading Option S/U credit with instructor approval.

ITA 102 Beginning Italian II (4) ITA 1102

Further emphasis on basic grammar, vocabulary, and culture. Practice in speaking, reading, and writing Italian. General Education: Options. Prerequisite: ITA 101 or Consent of Instructor. Four lecture. Grading Option S/U credit with instructor approval.

ITA 128 Italian for Travelers (2)

A short course for students who have little or no prior experience with Italian and need specific vocabulary and cultural information for their anticipated adventures in traveling to countries where Italian is used. Two lecture. Grading Option S/U credit.

ITA 201 Intermediate Italian I (4) ITA 2201

Improving basic skills of speaking, comprehension, reading, and writing. Taught in Italian. General Education: Options. Prerequisite: *ITA 102 or Consent of Instructor. Four lecture. Grading Option S/U credit with instructor approval.

ITA 202 Intermediate Italian II (4) ITA 2202

Further development of speaking and writing communication skills with emphasis on writing and reading. Taught in Italian. General Education: Options. Prerequisite: *ITA 201 or Consent of Instructor. Four lecture. Grading Option S/U credit with instructor approval.

Japanese (JPN)

JPN 198 (3)

Basic grammar, vocabulary, and culture. Practice in speaking, reading, and writing Japanese. Three lecture.

JPN 298 (3)

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

Latin (LAT)

LAT 101 Beginning Latin I (4) LAT 1101

Basic grammar, vocabulary, and culture. Practice in speaking, reading, and writing Latin. General Education: Options. Four lecture. Grading Option S/U credit with instructor approval.

LAT 102 Beginning Latin II (4) LAT 1102

Further emphasis on basic Latin grammar, vocabulary, and culture. Practice in speaking, reading, and writing Latin. General Education: Options. Prerequisite: LAT 101 or Consent of Instructor. Four lecture. Grading Option S/U credit with instructor approval.

Leadership (LDR)

LDR 115 Workplace Ethics (1)

Develops awareness of and strategies for identifying, evaluating, and solving ethical dilemmas encountered in the workplace. Application of ethical theory and critical thinking. One lecture. Grading Option S/U credit.

LDR 201 Leadership Basics (2)

Introduction to leadership in which students will develop a personal leadership philosophy, learn to articulate a vision, and practice leading by serving. Two lecture.

LDR 202 Leadership and Decision-Making (2)

Exploration of goal-setting, decision-making, and time management as they relate to personal and organizational success. One lecture. Two lab.

LDR 203 Leadership and Communication (2)

Development of communication skills, team-building strategies, and change management techniques. One lecture. Two lab.

LDR 204 Leadership and Power (2)

Exploration of the complexities inherent in ethical leadership, conflict resolution, the use of power, and the empowerment of others. Upon completion of LDR 204, students may request an Award of Completion. Two lecture.

LDR 289 Internship I (1-6)

Designed for students who are looking for paid or voluntary practical application of applied leadership principles. Agreed upon internship will have a direct link to responsibilities regarding goal-setting, decision-making, conflict resolution, team building, supervision, and service. Credit hours will be negotiated based on the successful completion of a course contract. Each credit hour requires the completion of a minimum of 45 hours of related work as indicated by the course contract. Prior experience or course work in the area of interest is required. One to six variable credit hours. Grading Option S/U credit.

Machine Shop (MCH)**MCH 110 Machining Level I (3)**

Overview of metal machine practices and shop safety designed to help the student have a better understanding of machine shop procedures. Two lecture. Two lab. Grading Option S/U credit.

MCH 111 Machining Level II (3)

Operation of machine shop tools including: engine lathe operation: set-up, cutting speeds and feed, threading tapers; milling operations: set-up, boring and gear cutting; Computer Numerical Control (CNC) Milling Machine: Programs in CNC and set-ups. Prerequisite: MCH 110. Two lecture. Two lab. Grading Option S/U credit.

MCH 289 Internship I (1-6)

Designed for students who are looking for paid or voluntary practical learning experiences that apply academic and occupational education to real-life, on-the-job situations. Credit hours will be negotiated based on fulfillment of a contract. Each credit hour requires the completion of a minimum of 45 hours of on-the-job participation. Prior experience or course work in the field of interest is required. One to six variable credit hours. Grading Option S/U credit.

Mathematics (MAT)**MAT 010 Math Help- 911 (2)**

Small group supplemental instruction in math and study skills development. Co-requisite: *MAT 082, *086, *091, *121 or *122. Must be taken for S/U grading. Two lecture.

MAT 082 Arithmetic Review (3)

Review of arithmetic skills, including fractions, decimals, and percent. Prerequisite: Placement test score into course. Three lecture.

MAT 086 Pre-Algebra (3)

Basic measurement, and geometry concepts. Introduction to signed numbers, algebraic expressions, and linear equations. Prerequisite *MAT 082 or placement beyond prerequisite. Three lecture.

MAT 091 Beginning Algebra (4)

Basic algebraic concepts including operations with signed numbers, exponents and radicals, linear equations and inequalities, polynomials, and graphing. Prerequisite: *MAT 086 or placement beyond prerequisite. Four lecture.

MAT 111 Math Help 411 (2)

Small group supplemental instruction in math and study skills development. Co-requisite: *BUS 232, *MAT 142, *151, *160, *172, *180, *181, or *187. Two lecture. Grading Option S/U credit with instructor approval.

MAT 121 Intermediate Algebra (4)

Basic algebraic concepts, including exponents and radicals, systems of equations, polynomials, graphing, and quadratic equations. Prerequisite: *MAT 091 or placement beyond prerequisite. Four lecture.

MAT 122 Intermediate Mathematics (3)

Basic algebraic concepts, including exponents and radicals, graphing, logarithmic and exponential functions, and quadratic equations. Prerequisite: *MAT 091 or placement beyond prerequisite. Three lecture.

MAT 140 College Mathematics (5)

Students will examine finance, growth, probability, statistics, and common applications encountered in society. Review material will be taught just in time for when it is needed. General Education: Mathematics. Prerequisite: Consent of Instructor and *MAT 091 or placement beyond prerequisite. Five lecture.

MAT 142 College Mathematics (3)

Students will examine finance, growth, probability, statistics, and common applications encountered in society. General Education: Mathematics. Prerequisite: *MAT 121 or *MAT 122 (Preferred over MAT 121) or placement beyond prerequisites. Three lecture.

MAT 151 College Algebra (4) **MAT 1151**

College level algebra, including equations, functions, matrices, inequalities, sequences and series, and fundamental algebra theorems will be studied. General Education: Mathematics. Prerequisite: *MAT 121 recommended or *MAT 122 or placement beyond prerequisite. Four lecture.

MAT 160 Introduction to Statistics (3)

Statistical tools and techniques used in research and general applications. Includes descriptive statistics, probability and probability

distributions, point and interval estimates of population parameters, hypothesis testing, and correlation and regression. General Education: Options. Prerequisite: *MAT 142 or higher or placement test score beyond prerequisite. Three lecture.

MAT 172 Finite Mathematics (3)

Various analytical methods used in business and social sciences, including algebra review, functions and modeling, systems of linear equations, matrices, linear programming, mathematics of finance, probability, and combinations. Prerequisite: *MAT 142 or placement test score beyond prerequisite. Three lecture.

MAT 180 Mathematics for Elementary Teachers I (3)

Mathematical foundations of elementary school mathematics curriculum. including problem solving, principles of whole numbers, integers, rational numbers, ratios, proportions and percentages. Emphasizes the use of models and manipulatives to increase understanding of the mathematical concepts. Pre or Co-requisite: *MAT 142 or placement test score beyond prerequisite. Three lecture.

MAT 181 Mathematics for Elementary Teachers II (3)

Mathematical foundations of the elementary school mathematics curriculum including measurement, geometry, probability, and statistics. Emphasizes the use of models and manipulatives to increase understanding of the mathematical concepts. Prerequisite: *MAT 180. Three lecture.

MAT 187 Pre-Calculus (5)

College level algebra and trigonometric topics to prepare for calculus. Functions, equations, and inequalities, trigonometry, and fundamental algebra theorems will be studied. General Education: Mathematics. Prerequisite: *MAT 121 or placement beyond prerequisite. Five lecture.

MAT 212 Business Calculus (3)

Integral and differential calculus, including multidimensional, with business and social science applications. General Education: Mathematics. Prerequisite: *MAT 151 or higher or placement beyond prerequisite. Three lecture.

MAT 220 Calculus and Analytic Geometry I (5) **MAT 2220**

Limits, continuity, differential, and integral operations on algebraic and trigonometric functions and applications. General Education: Mathematics. Prerequisite: *MAT 187 or placement beyond prerequisite. Five lecture.

MAT 230 Calculus and Analytic Geometry II (5) **MAT 2230**

Applications and methods of integration, Taylor polynomials and series, differential equations, multivariable functions and vectors. General Education: Mathematics. Prerequisite: *MAT 220. Five lecture.

MAT 241 Calculus and Analytic Geometry III (4) **MAT 2241**

Multidimensional calculus. Includes conic sections, polar coordinates, partial derivatives, gradients, directional derivatives, extreme, multiple and iterated integrals, vector calculus, line integrals, and Green's Theorem. General Education: Mathematics. Prerequisite: *MAT 230. Four lecture.

MAT 261 Differential Equations (4) **MAT 2262**

Introduction to ordinary differential equations. Includes first order equations, higher order linear equations, applications of first and second order equations, series solutions, Laplace transforms, and systems of linear differential equations. General Education: Mathematics. Prerequisite: *MAT 230. Four lecture.

Military Science (MSC)

MSC 101 Basic Military Science I (1)

Studies the defense establishment and organization of the U.S. Army. Introduces military discipline, traditions, and historical perspectives. Studies the roles of the different branches of the U.S. Army in our nation's defense. Includes training in marksmanship, field craft, rappelling, and first aid. One lecture.

MSC 102 Basic Leadership (1)

This course is an introduction to problem solving, decision-making, leadership and helps students become more effective leaders and managers, whether they serve in the military or become leaders in civilian life. Topics addressed include problem solving and methods, critical thinking, leadership theory, followership, group cohesion, goal setting, and feedback mechanisms. Prerequisites: Completion of MSC 101 or Department Consent. One lecture.

MSC 130 Leadership Lab I (1)

Studies military leadership through practical application and challenging outdoor activities. Includes training in troop-leading organizational procedures, how to prepare operation orders, how to perform basic tactical exercises, and how to prepare and give classes in an outdoor environment. This is in preparation for the Advanced Army ROTC Program and commissioning as an officer in the United States Army, Arizona National Guard, or United States Army Reserves. This course is offered in fall semester only. Co-requisites: Concurrent enrollment in MSC 101 and *MSC 150 or Department Consent. Note: Completion of documentation by first class to determine eligibility for enrollment. This course is offered in fall semester only. One lab.

MSC 131 Leadership Lab I (1)

Studies military leadership through practical application and challenging outdoor activities. Includes training in troop leading organizational procedures, how to prepare operation orders, how to perform basic tactical exercises, and how to prepare and give classes in an outdoor environment. This is in preparation for the Advanced Army ROTC Program and commissioning as an officer in the United States Army, Arizona National Guard, or United States Army Reserves. Prerequisites: Completion of MSC 130 or department consent. Co-requisites: Concurrent enrollment in* MSC 102 and *MSC 151 or Department Consent. Note: Completion of documentation by first class to determine eligibility for enrollment. This course is offered in spring semester only. One lab.

MSC 150 Army Physical Fitness I (1)

Improves the physical fitness of students and develops a physical fitness program tailored to the student's needs and abilities. The focus of the course is to develop personal knowledge of the components of a good fitness program, improve individual fitness levels through scheduled training, and gain an understanding of the U.S. Army physical fitness training (PT) and testing doctrine. The course is designed to train students to meet Army physical fitness standards. Includes training in troop leading procedures in preparation for the Advanced Army ROTC Program and commissioning as an officer in the United States Army, Arizona National

Guard, or United States Army Reserves. Note: Completion of documentation by first class to determine eligibility for enrollment. This course is offered in fall semester only. One lecture.

MSC 151 Army Physical Fitness I (1)

Improves the physical fitness of students and develops a physical fitness program tailored to the student's needs and abilities. The focus of the course is to develop personal knowledge of the components of a good fitness program, improve individual fitness levels through scheduled training, and gain an understanding of the U.S. Army physical fitness training (PT) and testing doctrine. The course is designed to train students to meet Army physical fitness standards. Includes training in troop leading procedures in preparation for the Advanced Army ROTC Program and commissioning as an officer in the United States Army, Arizona National Guard, or United States Army Reserves. Prerequisite: Completion of *MSC 150 or Department Consent. Note: Completion of documentation by first class to determine eligibility for enrollment. This course is offered in spring semester only. One lecture.

MSC 201 Advanced Leadership (2)

Theoretical and practical leadership instruction, in which students will examine several aspects of communication and leadership concepts such as written and oral communications, effective listening, assertiveness, personality, adult development, motivation, and organizational culture and change. Students will be well grounded in fundamental leadership principles and will be better prepared to apply such principles to a wide variety of life experiences. Prerequisites: MSC 101, *MSC 102, or Department Consent. Two lecture.

MSC 202 Officership (2)

Provides an extensive examination of the unique purpose, roles, and obligations of commissioned officers. It includes a detailed look at the origins of U.S. Army values and their practical application in decision-making and leadership. Includes military tactics, values and ethics, leadership, oral and written communications, and the Army's successes and failures from the Vietnam War to present. Prerequisite: Completion of MSC 101, *MSC 102, *MSC 201, or Department Consent. Two lecture.

MSC 203 Land Navigation and Orienteering (1)

Studies land navigation and orienteering techniques as well as first aid. Acquaints students with basic soldier skills. Includes training in how to use a map and compass, land navigation, direction finding, and first aid. One lecture.

MSC 204 Basic Military Skills (1)

Studies the skills necessary to successfully navigate in diverse terrain with map and compass and to survive in the outdoors under various conditions with limited resource, taught through a combination of classroom instruction and practical exercises. Includes map reading and land navigation and wilderness survival and primitive living techniques. This course is offered in the spring semester only. One lecture.

MSC 230 Leadership Lab II (1)

Studies military leadership through practical application and challenging outdoor activities. Includes training in troop leading organizational procedures, how to prepare operation orders, how to perform basic tactical exercises, and how to prepare and give classes in an outdoor environment. This is in preparation for the Advanced Army ROTC Program and commissioning as an officer in the United States Army, Arizona National Guard, or United States Army Reserves. Prerequisites: Completion of *MSC 130 and *MSC

131 or Department Consent. Co-requisites: Concurrent enrollment in *MSC 201 and *MSC 250 or Department Consent. Note: Completion of documentation by first class to determine eligibility for enrollment. This course is offered in fall semester only. One lab.

MSC 231 Leadership Lab II (1)

Studies military leadership through practical application and challenging outdoor activities. Includes training in troop leading organizational procedures, how to prepare operation orders, how to perform basic tactical exercises, and how to prepare and give classes in an outdoor environment. This is in preparation for the Advanced Army ROTC Program and commissioning as an officer in the United States Army, Arizona National Guard, or United States Army Reserves. Prerequisites: Completion of *MSC 130, *MSC 131 and *MSC 230 or Department Consent. Co-requisites: Concurrent enrollment in *MSC 202 and *MSC 251 or Department Consent. Note: Completion of documentation by first class to determine eligibility for enrollment. This course is offered in spring semester only. One lab.

MSC 250 Army Physical Fitness II (1)

Improves the physical fitness of students and develops a physical fitness program tailored to the student's needs and abilities. The focus of the course is to develop personal knowledge of the components of a good fitness program, improve individual fitness levels through scheduled training, and gain an understanding of the U.S. Army physical fitness training (PT) and testing doctrine. The course is designed to train students to meet Army physical fitness standards. Includes training in troop leading procedures in preparation for the Advanced Army ROTC Program and commissioning as an officer in the United States Army, Arizona National Guard, or United States Army Reserves. Prerequisites: Completion of *MSC 150 and *MSC 151 or Department Consent. Note: Completion of documentation by first class to determine eligibility for enrollment. This course is offered in fall semester only. One lecture.

MSC 251 Army Physical Fitness II (1)

Improves the physical fitness of students and develops a physical fitness program tailored to the student's needs and abilities. The focus of the course is to develop personal knowledge of the components of a good fitness program, improve individual fitness levels through scheduled training, and gain an understanding of the U.S. Army physical fitness training (PT) and testing doctrine. The course is designed to train students to meet Army physical fitness standards. Includes training in troop leading procedures in preparation for the Advanced Army ROTC Program and commissioning as an officer in the United States Army, Arizona National Guard, or United States Army Reserves. Prerequisites: Completion of *MSC 150, *MSC 151, *MSC 250, or Department Consent. Note: Completion of documentation by first class to determine eligibility for enrollment. This course is offered in spring semester only. One lecture.

Music (MUS)

MUS 100 Music Appreciation (3)

Development of understanding and enjoyment of various musical forms and styles. Including an introduction to musical history. Relates concepts of music style and technique to those of other arts. General Education: Arts/Humanities. Three lecture.

MUS 120 Introduction to Music Theory (3)

An introduction to the fundamentals of music: reading, notation, rhythm, scales, intervals, triads, sight-singing, and dictation. Three lecture. Grading Option S/U credit.

MUS 130 Fundamentals of Music (3)

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

MUS 145 Jazz History and Literature (3)

History and development of jazz music from its origin to the present day. General Education: Arts/Humanities. Special Requirements: Ethnic/Race/Gender Awareness. Three lecture.

MUS 199 Workshop (0.5-6)

Designed to provide workshop courses based on student and faculty interest in pursuing or presenting an original topic. Workshops may be developed to enhance existing curriculum or to give students experience that is not covered by existing curriculum. One-half to six variable credit hours.

MUS 207 American Popular Music (3)

Develops listening skills and an understanding of how American geography, history, politics, and economics relate to the development of selected musical styles. General Education: Arts/Humanities. Special Requirements: Ethnic/Race/Gender Awareness. Three lecture.

Music Performance (MUP)**MUP 105 Voice Class I (1)**

Fundamentals of singing. Three lab. Grading Option S/U credit.

MUP 107 Guitar I (1)

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

MUP 108 Guitar II (2)

Second level instruction on guitar including moveable position scales and arpeggios, moveable chord form, melodic rhythm accompaniment, music theory, all major keys, reading music and notation, picking variations. Instruction in and exploration of more complex music styles in classical and flamenco, folk, country, blues, and rock. Prerequisite: MUP 107 or Consent of Instructor (audition). One lecture. Two lab. Grading Option S/U credit.

MUP 110 Woodwind Ensemble (1)

Rehearsal and public performance of standard ensemble literature for woodwind instruments. Two lab. Grading Option S/U credit.

MUP 113 Jazz Ensemble (1)

Performance group focusing on jazz from 1900 to the present. The works performed will depend on the available instrumentation of the group and the choice of the instructor. Two lab. Grading Option S/U credit.

MUP 117 Community Orchestra (2)

Rehearsal and public performance of standard orchestral literature. Two lecture. Grading Option S/U credit.

MUP 120 String Ensemble (1)

Rehearsal and public performance of standard ensemble literature for string instruments. Two lab. Grading Option S/U credit.

MUP 121 College Choir (2)

Performance group with participation based on auditions with the director. Attendance at all rehearsals and participation in all public performances is required. Two lecture. Grading Option S/U credit.

MUP 125 Community Choir (1)

Performance group focusing on choral music from the popular literature of the Gay Nineties through the World Wars, as well as music from Broadway and the theatres. Two lab. Grading Option S/U credit.

MUP 128 Jazz Improvisation I (1)

Basic jazz scales, chords, and rhythms, and jazz pieces exemplifying these basics. Two lab. Grading Option S/U credit.

MUP 199 Music Performance Workshop (0.5-6)

Designed to provide workshop courses based on student and faculty interest in pursuing or presenting an original topic. Workshops may be developed to enhance existing curriculum or to give students experience that is not covered by existing curriculum. One-half to six variable credit hours.

MUP 207 Guitar III (2)

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

MUP 209 Blues Guitar (2)

Introduction to a variety of blues guitar styles and techniques. Course will include blues rhythm and lead guitar techniques, finger picking and beginning slide guitar. Delta, Texas, Chicago styles, and others will be covered. No guitars provided. Prerequisite: MUP 108 or consent of instructor (audition). Two lecture. One lab. Grading Option S/U credit.

Navajo (NAV)

NAV 101 Beginning Navajo I (4)

Basic grammar, vocabulary, and culture. Practice in speaking, reading, and writing Navajo. General Education: Options. Four lecture. Grading Option S/U credit with instructor approval.

NAV 102 Beginning Navajo II (4)

Further emphasis on basic grammar, vocabulary, and culture. Practice in speaking, reading, and writing Navajo. General Education: Options. Prerequisite: NAV 101 or Consent of Instructor. Four lecture. Grading Option S/U credit with instructor approval.

NAV 201 Intermediate Navajo I (4)

Emphasis on improving basic skills in speaking, comprehension, reading, and writing. Taught in Navajo. Prerequisite: *NAV 102 or Consent of Instructor. General Education: Options. Special Requirements: Contemporary global/International Awareness or Historical Awareness. Four lecture. Grading Option S/U credit with instructor approval.

NAV 202 Intermediate Navajo II (4)

Further development of speaking and writing communication skills with emphasis on compositions and readings of the Diné language. Taught in Navajo. General Education: Options. Special Requirements: Contemporary global/International Awareness or Historical Awareness. Prerequisite: *NAV 201 or Consent of Instructor. Four lecture. Grading Option S/U credit with instructor approval.

Nursing (NUR)**NUR 110 Nursing Assistant I (4)**

Basic concepts common to all members of the health team in acute and long-term care settings. Basic principles of communication, nutrition, emergency care, medical terminology, environmental safety and comfort, and ethical/legal aspects of health care. Basic nursing skills based upon fundamental nursing concepts in giving individualized client care. Prerequisite: RDG 099 or placement test score beyond prerequisite or Consent of Instructor; Current American Heart Association Health Care Provider CPR certificate; health requirements including evidence of TB testing within the past year, two measles, mumps, and rubella immunizations or titers, Tetanus, Diphtheria, and Pertussis (TDAP) within ten years, confirmation of Varicella or immunization, flu vaccine (date restricted) or documented exception. Co-requisite: NUR 111. Prerequisite or Co-requisite: AHS 131 or Consent of Instructor. For summer enrollment, it is recommended that AHS 131 be taken prior to class. Three lecture. One lab. Grading Option S/U Credit.

NUR 111 Nursing Assistant Clinical (1)

To provide students with the necessary clinical time required for application for state certification as a Certified Nursing Assistant. Students will practice basic concepts common to all members of the health team in acute and long-term care settings which include basic principles of communication, nutrition, emergency care, medical terminology, environmental safety and comfort, ethical/legal aspects of health care, basic nursing skills based upon fundamental nursing concepts in giving individualized client care. Prerequisites: The following are required at time of registration: negative TB skin test within 6 months prior to the beginning of class (or chest X-Ray within 2 years); proof of two measles, mumps, and rubella (MMR) immunization or positive blood titer; proof of Tetanus, Diphtheria, and Pertussis (TDAP) immunization within 10 years; confirmation of Varicella (chickenpox) or immunization, or blood titer. Co-requisite: *NUR 110. One lab. Grading Option S/U credit.

NUR 114 Introduction to Nursing Pharmacology (2)

This introductory pharmacology nursing course is an overview of pharmacological concepts and the nursing process. Emphasis will be placed on understanding drug classifications and basic foundations of pharmacology. Prerequisite: Admission to the Nursing program. The following are required at time of registration: negative TB skin test within 6 months prior to the beginning of class (or chest X-Ray within 2 years); proof of two measles, mumps, and rubella (MMR) immunization or positive blood titer; proof of Tetanus, Diphtheria, and Pertussis (TDAP) immunization within 10 years; confirmation of Varicella (chickenpox) or immunization, or blood titer. Pre or Co-requisite: *ENG 102, *BIO 202. Co-requisites: *NUR 116. One-half lecture. Two lab.

NUR 116 Nursing Concepts I (7)

This introductory nursing course focuses on the core components of nursing practice and caring as the essence of nursing. Emphasis will be placed on professional roles of the nurse, the nursing process, critical thinking, basic assessment, communication skills, medication administration and basic nursing skills. Prerequisites: Admission to the Nursing program. The following are required at time of registration: negative TB skin test within 6 months prior to the beginning of class (or chest X-Ray within 2 years); proof of two measles, mumps, and rubella (MMR) immunization or positive blood titer; proof of Tetanus, Diphtheria, and Pertussis (TDAP) immunization within 10 years; confirmation of Varicella (chickenpox) or immunization, or blood titer. Pre or Co-requisites: *ENG 102, *BIO 202. Co-requisite: *NUR 114. Five lecture. Seven lab.

NUR 120 Mental Health Nursing (2)

This course focuses on the utilization of the nursing process and critical thinking in the care of the client and family with alterations in mental health and illness. Emphasis will be placed on psychiatric/mental health and emotional problems in hospitalized patients as well as in the community settings. Prerequisites: NUR 114, NUR 116. Pre or Co-requisite: BIO 218, PSY 240. Co-requisites: NUR 124. One-half lecture. Two lab.

NUR 124 Nursing Concepts II (7)

This course focuses on the utilization of the nursing process and critical thinking in the care of the childbearing and childrearing family. Emphasis is placed on health promotion, health maintenance and health restoration in families, during pregnancy, and in children. Prerequisites: *NUR 114, *NUR 116. Pre or Co-requisite: *BIO 218, *PSY 240. Co-requisite: *NUR 120. Five lecture. Five lab.

NUR 215 Nursing Concepts III (8)

This course focuses on the utilization of the nursing process and critical thinking in the care of adult and geriatric clients with commonly occurring health care needs. Emphasis is placed on chronic disease processes in hospitalized patients as well as in the community settings. Prerequisites: *NUR 120, *NUR 124. Pre or Co-requisite: *BIO 205, NTR 135. Five lecture. Eight lab.

NUR 220 Nursing Concepts IV (9)

This course focuses on the utilization of the nursing process and critical thinking in the care of adult and geriatric clients with acute health care needs. Emphasis is placed on acute disease processes in hospitalized patients. Includes basic concepts of critical care and emergency/disaster nursing. Prerequisite: *NUR 215. Pre or Co-requisite: Arts/Humanities. Co-requisites: *NUR 222. Five lecture. Fifteen lab.

NUR 222 Management and Leadership in Nursing (2)

This course focuses on the current trends and issues in nursing practice. Emphasis will be placed on providing practical guidelines and strategies for the student's transition into entry level nursing. Prerequisite: *NUR 215. Pre or Co-requisite: Arts/Humanities. Co-requisite: *NUR 220. Two lecture.

Nutrition (NTR)

NTR 135 Human Nutrition (3)

Principles of nutrition in critical periods throughout the life cycle, diet in disease, and the essentials for the nutritional care of people suffering from various diseases. Three lecture.

NTR 298 Special Topics (1-6)

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

Philosophy (PHI)

PHI 101 Introduction to Philosophy (3) **PHI 1101**

Philosophical readings, discussion, and analysis on topics including metaphysics, truth, knowledge, and ethics. General Education: Arts/Humanities. Special Requirements: Contemporary Global/International Awareness or Historical Awareness. Three lecture.

PHI 103 Introduction to Logic (3) **PHI 1103**

The systematic study, with emphasis on analysis and evaluation, of arguments. Topics will include both classical and current arguments from various disciplines of study. Three lecture.

PHI 105 Introduction to Ethics (3) **PHI 1105**

Key concepts and problems in ethics and social and political philosophy. Historic and contemporary reading with application to modern concerns. General Education: Arts/Humanities. Special Requirements: Ethnic/Race/Gender Awareness. Three lecture.

Physics (PHY)

PHY 111 College Physics I (4) **PHY 1111**

Algebra-based study of motion, static and dynamic mechanics, waves and sound. General Education: Physical/Biological Sciences. Prerequisite: *MAT 187. Three lecture. Three lab.

PHY 112 College Physics II (4) **PHY 1112**

Introduction to the concepts of electricity and magnetism, light, and optics. Additional topics in quantum physics, atomic physics, nuclear physics, thermodynamics, or relativity will be discussed. General Education: Lab Sciences. Prerequisite: *PHY 111. Three lecture. Three lab.

PHY 161 University Physics I (4)

First semester calculus-based physics course designed for pre-engineering and pre-science majors. Mechanics, motion, statics and dynamics, work, power and energy, impulse, and momentum will be studied. General Education: Physical/Biological Sciences.

Prerequisite: *MAT 220. Three lecture. Three lab.

PHY 180 Introduction to Astronomy (4)

Motion and structure of the sun, planets, constellations, comets, asteroids, and meteors. Cosmic explosions, quasars, and stellar evolution including white dwarfs, neutron stars and black holes. Lab component requires numerous night observations. General Education: Physical/Biological Sciences. Three lecture. Three lab.

PHY 253 Archaeoastronomy (4)

Examination of how pre-historical societies used celestial movements to anticipate ceremonial and survival activities. Concentrates on motions of the sky, research methodologies and cultural interpretation of sites. Field trips. General Education: Physical/Biological Sciences. Special Requirements: Ethnic/Race/Gender Awareness; Contemporary Global/International Awareness or Historical Awareness. Co-requisite: *MAT 121 or *MAT 122. Three lecture. Three lab.

PHY 262 University Physics II (4) **PHY 1131**

Second semester calculus-based physics course. Topics include electrostatic phenomena, conductors, electric and magnetic fields, resistance, capacitance, and other basic circuit components and analysis, and magnetic forces and currents. General Education: Physical/Biological Sciences. Prerequisite: *PHY161. Pre- or co-requisite: *MAT 230. Three lecture. Three lab.

Political Science (POS)

POS 101 Introduction to Politics (3)

Issues in contemporary political analysis, human values, and political goals; how governments differ and change; relationship between individuals and government; how nation-states influence one another. General Education: Social/Behavioral Sciences. Special Requirements: Ethnic/Race/Gender Awareness. Three lecture.

POS 110 American National Government (3) **POS 1110**

Introduction to the American national government; constitutional and philosophical foundations, federalism, structure and evolution of the federal government, and recent trends and issues in the federal government. General Education: Social/Behavioral Sciences. Three lecture.

POS 120 Introduction to World Politics (3) **POS 1120**

Introduction to the international system, its actors and their capabilities; international political economy; ends and means of foreign policy; international cooperation, tension, and conflict. General Education: Social/Behavioral Sciences. Special Requirements: Contemporary Global/International Awareness or Historical Awareness. Three lecture.

POS 140 Introduction to Public Administration (3)

Political context of American public administration, alternative frameworks for the analysis of the policy process in government

agencies, the budgetary process, accountability and responsibility in government, bureaucratic politics, and administrative reform and reorganization. Three lecture.

POS 201 Introduction to Political Ideologies (3)

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

POS 220 Arizona and National Constitution (3)

Basic course in Arizona and United States governments and constitutions designed to meet the requirements for Arizona state teaching certification. General Education: Social/Behavioral Sciences. Special Requirements: Intensive Writing/Critical Inquiry. Pre- or Co-requisite: ENG 102. Three lecture.

POS 221 Arizona Constitution and Government (1)

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

POS 222 National Constitution and Government (2)

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

POS 233 Global Environmental Politics (3)

International environmental policies, issues and concerns involving environmental ethics, resource use, global environmental divisions, ecological degradation, biodiversity and other global changes. General Education: Social/Behavioral Sciences. Special Requirements: Contemporary Global/International Awareness or Historical Awareness. Three lecture.

Power Plant Operations (PPO)

PPO 110 Maintenance Fundamentals (5)

Introduction to the basic skills needed for individuals working as maintenance technicians in a power plant. Prerequisite: Admission into the Navajo Generating Station maintenance apprenticeship program. Five lecture.

PPO 150 Electrician / Instrument Tech II (4)

Introduction to electricity, circuits, and electronics, as well as types, function, maintenance, and troubleshooting of electronic equipment. Prerequisite: PPO 110. Four lecture.

PPO 151 Plant Mechanic II (5)

Introduction to the operation, maintenance, and troubleshooting of various types of mechanical systems. Prerequisite: PPO 110. Five lecture.

PPO 152 Machinist II (4)

Introduction to the components and operation of various types of mechanical equipment. Prerequisite: PPO 110. Four lecture.

PPO 153 Metal Fabricator II (4)

Introduction to rigging, the tools of the metal fabricator's work bench, and properties of different types of metals. Prerequisite: PPO 110. Four lecture.

PPO 155 Construction and Maintenance (5)

Introduction to sheet metal, insulating, painting, masonry, scaffolding, concrete construction, carpentry, and plumbing. Prerequisite: PPO 110. Five lecture.

PPO 200 Plant Electrician III (3)

Training in types, uses, maintenance , and repair of different mechanical and electronic systems. Prerequisite: *PPO 150. Three lecture.

PPO 201 Plant Mechanic III (3)

Builds upon the knowledge gained in PPO 151 to give training in energy conservation and further knowledge on the operation, maintenance, and troubleshooting of various types of mechanical systems. Prerequisite: *PPO 151. Three lecture.

PPO 202 Machinist III (3)

Training on power machines used in a machinist shop. Prerequisite: *PPO 152. Three lecture.

PPO 203 Metal Fabricator III (4)

Introduction to metallography and an overview of safe practices and technique for gas and arc welding. Prerequisite: *PPO 153. Four lecture.

PPO 204 Instrument Technician III (4)

Training on a variety of mechanical, hydraulic, pneumatic, and electrical systems. Prerequisite: *PPO 150. Four lecture.

PPO 205 Construction & Maintenance III (5)

Builds upon the material presented in PPO 155 to give further instruction in the areas of sheet metal, insulating, painting, masonry, concrete finishing, carpentry, and plumbing. Prerequisite: *PPO 155. Five lecture.

PPO 250 Plant Electrician IV (3)

Training in energy conservation, computer systems, industrial rigging, and basic welding principles. Prerequisite: *PPO 200. Three lecture.

PPO 251 Plant Mechanic IV (2)

Training on rigging, installation of large equipment, and different types of welding. Pre-requisite: *PPO 201. Two lecture.

PPO 252 Machinist IV (2)

Training on using machinist tools and welding techniques. Prerequisite: *PPO 202. Two lecture.

PPO 253 Metal Fabricator IV (5)

Training on interpreting and producing mechanical drawings with an emphasis on drawings of steel structures. Prerequisite: *PPO 203. Five lecture.

PPO 254 Instrument Technician IV (5)

Training on computer and process control systems. Prerequisite: *PPO 204. Five lecture.

PPO 255 Construction and Maintenance IV (5)

Builds upon the material presented in PPO 205 to give advanced instruction in the areas of sheet metal, insulating, painting, masonry, carpentry, and plumbing. Prerequisite: *PPO 205. Five lecture.

Psychology (PSY)**PSY 101 Introduction to Psychology (3) PSY 1101**

A foundation course in the science of behavior. The course will provide an overview of the factors that affect behavior and mental processes including biological, behavioral, cognitive, and socio-cultural influences. General Education: Social/Behavioral Sciences. Special Requirements: Ethnic/Race/Gender Awareness. Three lecture.

PSY 205 Introduction to Abnormal Psychology (3)

This course provides an introduction to the classification, causes, and treatment of various disorders, including anxiety, mood, schizophrenic, substance abuse, personality, and developmentally-related disorders. Prerequisite: PSY 101. Three lecture.

PSY 227 Personality Development (3)

Survey and comparison of different personality theories, including the dynamics that underlie personality development, assessment, and research. General Education: Social/Behavioral Sciences. Prerequisite: PSY 101. Three lecture.

PSY 230 Introduction to Statistics (3)

Basic concepts in descriptive and inferential statistics, emphasizing application to the behavioral sciences. Includes methods of data collection, sampling techniques, central tendency, standard scores, correlation and regression, and hypothesis testing. Student's t-test, non-parametric analysis, and analysis of variance. Prerequisite: *MAT 142 or higher or placement beyond prerequisite. Three lecture.

PSY 236 Psychology of Women (3)

A cross-cultural study of the definition, trends, and issues of the psychological status of women, including an examination and evaluation of the psychological theories, as well as the operative forces behind women's role in society. General Education: Social/Behavioral Sciences. Special Requirements: Ethnic/Race/Gender Awareness. Prerequisite: PSY 101. Three lecture.

PSY 240 Developmental Psychology (3)

Life span development, including the scientific study of normal physiological, emotional, cognitive, and social development and the

factors that influence this development, from conception until death. General Education: Social/Behavioral Sciences. Special Requirements: Ethnic/Race/Gender Awareness. Prerequisite: PSY 101. Three lecture.

PSY 241 Drugs, Society, and Human Behavior (3)

The course examines the impact of substance use and abuse on the individual and on society. In addition, the course provides a balanced account of all of the aspects of this subject, interpreting its complex nature. Prerequisite: PSY 101. Three lecture.

PSY 250 Social Psychology (4)

Introduction to the study of social psychological processes including those of persuasion and conformity, leadership and dominance, aggression and altruism, attraction and friendship formation, attitude formation and change, intercultural encounters and nonverbal behavior. General Education: Social/Behavioral Sciences. Special Requirements: Intensive Writing/Critical Thinking; Ethnic/Race/Gender Awareness; Global and International Awareness. Prerequisite: PSY 101. Pre- or co-requisite: *ENG 102. Four lecture.

PSY 255 Introduction to Biological Psychology (3)

A survey course exploring the biological and biochemical correlates of behavior and mental processes; focusing on relationships between the nervous system and behavior, and providing a foundation in nervous system structure and function. Prerequisite: PSY 101. Three lecture.

PSY 289 Internship I (1-6)

Designed for students who are looking for paid or voluntary practical learning experiences that apply academic and occupational education to real-life, on-the-job situations. Credit hours will be negotiated based on fulfillment of a contract. Each credit hour requires the completion of a minimum of 45 hours on the job participation. Prior experience or course work in the field of interest is required. One to six variable credit hours. Grading Option S/U credit.

Reading (RDG)

RDG 089 Basic Reading Skills (4)

Word identification, vocabulary in context, and comprehension. Prerequisite: Placement. Four lecture. Grading Option S/U credit.

RDG 099 Advanced Reading Improvement (4)

Individual and small-group instruction in mastery of reading skills with emphasis on vocabulary improvement, comprehension, and flexibility of reading rate. Prerequisite: RDG 089 or placement test score beyond prerequisite. Four lecture. Grading Option S/U credit.

Religious Studies (REL)

REL 200 Native American Religions (3)

This course is designed to give a brief overview of the history, experiences, and religious traditions of the Native Americans of the Americas. The survey provides a sufficient knowledge base upon which to build further study and will familiarize students with basic patterns and issues in the study of Native religious traditions. Three lecture. Grading Option S/U credit.

REL 201 Comparative Religions (3)

Study of the world's major religions including religious and philosophical concepts pertaining to the existence and nature of the Absolute. Indigenous religions, Native American Religions, Hinduism, Buddhism, Jainism, Sikhism, Taoism, Confucianism, Zoroastrianism, Judaism, Christianity and Islam. General Education: Arts/Humanities. Special Requirements: Contemporary Global/International Awareness or Historical Awareness. Three lecture.

REL 206 American Religions (3)

This course will introduce the student to religions in America through the consideration of four thematic approaches to a description of American religions as a whole. These thematic approaches cut across religious traditions and attempt to characterize some of the ways in which the extraordinary variety in the American religious imagination shares characteristics by virtue of its common environment and its common history. The four thematic descriptions of American religions that we will examine are Natural Religion, Disestablished Religion, Constitutional Religion, and Antebellum Religions. There are other themes that could be chosen and we will from time to time note those other themes as they touch on our work. Three lecture.

REL 241 Asian Religions (3)

A cross analysis of Hinduism, Buddhism, Jainism, Sikhism, Confucianism, Taoism, Zoroastrianism, Islam and Shintoism including religious and philosophical contents pertaining to Divinity, rituals, doctrines, beliefs and geographic Locations. Special Requirements: Contemporary Global/International Awareness or Historical Awareness. Three lecture.

Sociology (SOC)**SOC 101 Introduction to Sociology (3) SOC 1101**

Fundamental concepts of social organization, culture, race, ethnicity, socialization, social institutions, and social change. General Education: Social/Behavioral Sciences. Special Requirements: Ethnic/Race/Gender Awareness. Three lecture.

SOC 125 Domestic Violence (3)

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

SOC 130 Human Sexuality (3)

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

SOC 140 Marriage and the Family in Contemporary America (3)

Institutions and systems of kinship, marriage, family grouping, child rearing and status placement are studied. General Education: Social/Behavioral Sciences. Special Requirements: Ethnic/Race/Gender Awareness. Three lecture.

SOC 210 Sociology of Gender (3)

Overview of theories of gender development; examination of social, cultural, political and economic conditions affecting the experience of gender; and exploration of issues involved in the different roles and expectations placed on women and men in

various cultures at different periods in history, with particular emphasis on contemporary American culture. General Education: Social/Behavioral Sciences. Special Requirements: Ethnic/Race/Gender Awareness. Prerequisite: SOC 101. Three lecture.

SOC 215 Race and Ethnic Relations (3) **SOC 2215**

Sociological perspectives and theories on race and ethnic relations including: contemporary and historical racial and ethnic intergroup relations, cultural origins, developments, and problems experienced by minority groups. General Education: Social/Behavioral Sciences. Special Requirements: Ethnic/Race/Gender Awareness. Three lecture.

SOC 220 Introduction to Social Work (3)

An introduction to the fields within the area of social work through a study of the disciplines of social case work, social group work, and community organization and opportunities to experience the various techniques of practice within each discipline. Prerequisite: *ENG 101. Three lecture.

SOC 230 Sociology of Media & Film (3)

Overview of sociological concepts and perspectives as they relate to media and film; examination of social, cultural, political and economic conditions affecting the various cultures at different periods in history, with particular emphasis on contemporary American culture. Three lecture.

SOC 236 Crime and Delinquency (3)

Deviance in American society, emphasizing the extent of crime, crime trends, types of crime and criminals, theories and factors in crime causation, the impact of crime on society and the individual, and the relationship between social variables and crime. Three lecture.

SOC 250 Contemporary Social Problems (4)

This capstone course will identify and critically examine contemporary social problems in the United States, using various sociological perspectives namely functionalism, conflict theory, interactionist perspective, and social constructionism. Prerequisite: SOC 101. Pre-or Co-requisite: *ENG 102. General Education: Social/Behavioral Sciences. Special Requirements: Intensive Writing/Critical Thinking; Ethnic/Race/Gender Awareness. Four lecture.

SOC 289 Internship I (3)

Opportunity to gain experience in applying knowledge and skills in an appropriate setting. Three lecture. Three lab.

Spanish (SPA)

SPA 101 Beginning Spanish I (4) **SPA 1101**

Basic grammar, vocabulary, and culture. Practice in speaking, reading, and writing Spanish. General Education: Options. Recommended: Spanish placement exam if you have previous Spanish experience of any kind. Four lecture. Grading Option S/U credit with instructor approval.

SPA 102 Beginning Spanish II (4) **SPA 1102**

Further emphasis on basic grammar, vocabulary, and culture. Practice in speaking, reading, and writing Spanish. General Education: Options. Prerequisite: SPA 101 or placement beyond prerequisite. Four lecture. Grading Option S/U credit with instructor approval.

SPA 125 Spanish for Health Professionals (3)

Develops a practical speaking knowledge of common medical terms frequently used in a variety of health care settings. Provides significant cultural information essential to field. Prior knowledge of Spanish useful but not required. Three lecture. Grading Option S/U credit.

SPA 126 Spanish for Public Safety Personnel (3)

Develops a practical speaking, writing and cultural knowledge of common terminology frequently used in the public safety fields, including: Fire, Emergency Medical, and Criminal Justice. Prior knowledge of Spanish useful but not required. Three lecture. Grading Option S/U credit.

SPA 127 Spanish in the Classroom K-12 (3)

Develops a practical speaking and/or writing knowledge of common terminology frequently used in the K-12 classroom. Three lecture. Grading Option S/U credit.

SPA 128 Spanish for Travelers (2)

A short course for students who have little or no prior experience with Spanish and need specific vocabulary and cultural information for their anticipated adventures in traveling to countries where Spanish is used. Two lecture. Grading Option S/U credit.

SPA 131 Conversational Spanish I (3)

Basic grammar, vocabulary, and culture in conversational practice. Three lecture. Grading Option S/U credit.

SPA 132 Conversational Spanish II (3)

Further emphasis on basic grammar, vocabulary, and culture in conversational practice. Prerequisite: SPA 131 or Consent of Instructor. Three lecture. Grading Option S/U credit.

SPA 201 Intermediate Spanish I (4) **SPA 2201**

Improving basic skills of speaking, comprehension, reading, and writing. Taught in Spanish. General Education: Options. Prerequisite: *SPA 102 or placement beyond prerequisite. Four lecture. Grading Option S/U credit with instructor approval.

SPA 202 Intermediate Spanish II (4) **SPA 2202**

Further development of speaking and writing communication skills with emphasis on compositions and readings. Taught in Spanish. General Education: Options. Prerequisite: *SPA 201 or placement beyond prerequisite. Four lecture. Grading Option S/U credit with instructor approval.

SPA 212 Introduction to Translation and Interpretation (2)

Designed specifically for native or fluent speakers of Spanish, to introduce and familiarize them with the techniques of proper

written translation and oral interpretation. Serves only as an introduction to the broad field; intended to help students decide if they want to pursue it further. Two lecture.

SPA 213 Health Care Interpreting (3)

Designed specifically for fluent speakers with confident speaking ability in English/Spanish, this course provides preparation for health care interpreting and includes; ethics and protocol, consecutive, simultaneous, and sight translation practice. Prerequisites: Bilingual proficiency in English/Spanish and Consent of Instructor. Three lecture.

Speech (SPC)

SPC 100 Fundamentals of Speech Communication (3)

Fundamentals of speech communication emphasizing public speaking skills and improved self-confidence. Performance based, improving speaking skills. General Education: Options. Three lecture.

Theatre (THR)

THR 101 Introduction to Theatre (3)

A survey of theatre, introducing basic elements and principles of production, styles and/or historical perspectives of theatre, dramatic literature and criticism. General Education: Arts/Humanities. Three lecture. Grading Option S/U credit.

THR 110 Acting I (3)

The fundamental techniques of acting are explored through physical and vocal expression, improvisation and scene work with an emphasis on the performer's approach to characterization. Three lecture. Grading Option S/U credit.

THR 199 Workshop (0.5-6)

Designed to provide workshop courses based on student and faculty interest in pursuing or presenting an original topic. Workshops may be developed to enhance existing curriculum or to give students experience that is not covered by existing curriculum. One-half to six variable credit hours. Grading Option S/U credit.

THR 210 Acting II (3)

The fundamental techniques of acting are further explored through script analysis, rehearsal and in-class performance of scenes with emphasis on various styles. Prerequisite: THR 110 or Consent of Instructor. Three lecture. Grading Option S/U credit.

Welding Technology (WLD)

WLD 100 Basic Welding (2)

Shop procedures, safety and personal protection. Grinders, drill presses, and saws. Resistance and oxyacetylene welders. Arc welders; alternating current (AC) and direct current (DC) modes, electrodes, positioning and securing. Prerequisites: Registered apprentice status with Northern Arizona Carpenters Joint Apprenticeship Training Committee or permission of the apprenticeship coordinator. One lecture. Two lab. Grading Option S/U credit.

WLD 102 Basic Welding Fabrication (3)

Fundamentals of basic arc welding procedures, equipment, and safety techniques. Various arc welding tasks in the flat, horizontal, vertical-up, and overhead positions. Two lecture. Two lab.

WLD 106 Intermediate Welding (3)

Advanced arc welding procedures, equipment, and safety techniques. Instruction in the selection of electrode, gas, cups, and filler rod for gas tungsten arc weld (GTAW) welding. Techniques and practice in welding butt-joint, t-joint, lap and corner joints in various positions and numerous cutting procedures. Prerequisite: WLD 102 or Consent of Instructor. Two lecture. Two lab.

WLD 111 Introduction to Artistic Blacksmithing (3)

This course provide an introduction to hand forging low carbon and tool steel, design, techniques, safe working habits, and methods used in blacksmithing. The class will include blacksmithing tools and processes, hammer control techniques, hand forging theory and metalworking practice. Student Safety Equipment: Each student will be required to have suitable clothing: leather work boots above the ankle, cotton pants and shirts and some kind of cotton (welding) cap is suggested. Prerequisites: Emancipated adult with manual dexterity, physical ability and mobility sufficient to accomplish course content. One lecture. Three lab. Grading Option S/U credit with instructor approval.

WLD 289 Internship I (1-6)

Designed for students who are looking for paid or voluntary practical learning experiences that apply academic and occupational education to real-life, on-the-job situations. Credit hours will be negotiated based on fulfillment of a contract. Each credit hour requires the completion of a minimum of 45 hours of on-the-job participation. Prior experience or course work in the field of interest is required. One to six variable credit hours. Grading Option S/U credit.

WLD 298 Special Topics (1-6)

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

Adult Education

Welcome and thank you for choosing CCC Adult Education for help in meeting your learning needs. GED prep classes (ABE) are currently offered in Flagstaff, Page and Williams. English language classes (ELAA) are offered in Flagstaff and Williams. Classes are open to all who are at least 16 years old and lawfully present in the US. We also offer a distance learning option for students in rural areas or with other barriers to attending classes. Office Phone: (928) 526-7639. Website: www.coconino.edu/adulted

Step 1: Complete intake forms (3). Forms can be filled out at the location nearest you or by using the links below.

- [intake](#)
- [fee assessment](#)
- [documentation of eligibility for services](#)

Step 2: Visit the [location nearest you](#) during [class hours](#) to turn in forms and show required identification document(s) (see page 2 of documentation of eligibility form above). If you plan to attend ABE classes in Flagstaff, you will be asked to sign up for an orientation session prior to starting class. [Orientation Dates](#). English language students are not required to attend orientation.

Step 3: [Pay fees](#) - Note that students enrolled in ESL classes are not charged a fee.

Step 4: [Begin classes](#) - During your first week of class, an instructor will review your test results from orientation and help you set educational goals and develop a study plan. If you plan to attend class in Page or Williams, your initial tests will be given during the first week of class.

Registration and Enrollment Services

Admissions Information: Admissions Requirements (501-01)

1. Admission is *not required* for non-credit classes or Adult Education, though such students may be admitted if they intend to later enroll in credit courses.
2. Regular Admission applies to students meeting one of the following:
 - a. Graduation from a regionally accredited high school as defined by the U.S. Department of Education, or approved by the Arizona Department of Education or other appropriate state-level educational agency.
 - b. High school certificate of equivalency (GED).
 - c. Transfer in good standing from a college or university.
2. Special Admissions - State-Mandated Underage Admissions: The College must admit students of any age if they meet one the following:
 - a. Composite score of 93 or more on Preliminary Scholastic Aptitude Test.
 - b. Composite score of 930 or more on Scholastic Aptitude Test.
 - c. Composite score of 22 or more on American College Test.
 - d. Passing score on relevant parts of AIMS test.
 - e. Completion of a College-designated placement test that indicates the student is at the appropriate preparedness level for the course.
 - f. Graduate of a high school or has a high school certificate of equivalency.
 - g. No student below grade 11 may be admitted except when required by State law or to a program or class designed for and limited to an underage group.
 - h. Special Admits are limited to six (6) credits per term without advisor approval.
 - i. Special Admits, including Concurrent and CAVIAT students (other than Dual Enrollment) and their parent must sign a waiver approved by legal counsel acknowledging they understand that:
 - i. The College is an adult learning environment.
 - ii. Students may be exposed to graphic depiction or discussion of violence, sexuality, or other mature themes.
 - iii. Sex offenders may be enrolled in the class or at the College.
 - iv. The College cannot guarantee the safety of students.
 - v. Home-schooled students are treated the same as students in high school unless State or federal law directs otherwise.
 - vi. Dual Enrollment: Credit classes on high school property in regular high school hours. All students in a class including those who do not elect College credit must meet course prerequisites and be in grades 11 or 12, except that: 25% of students may be in grades 9 and 10 if the following is met:
 - The criteria examine purposes and requirements of each course and identify which 9th and 10th graders meet prerequisites and are able to benefit.
 - Dual Enrollment coordinator annually reports exceptions and justifications to the State. The Registrar keeps reports on file.
 - vii. CAVIAT: High school enrolled students taking credit classes on College property.

- viii. **Concurrent:** Credit classes on College property or via Internet. Such students also require approval of high school counselor, instructor, and parent.

Residency Requirements (501-02)

The Registrar/Director of Enrollment Services, or designee, determines residency.

1. The question of residency must be put to each student at the time of admission based upon information supplied on College applications, residency statements, affidavits, and additional information provided by the student. Registration and payment of fees will be in accordance with the residency assigned at the time of official admission.
2. The College notifies a student of his/her residency status upon admission.
3. The Registrar/Director of Enrollment Services or designee is responsible for making the initial residency classification.
4. An appeal of the initial classification may be made to the Registrar/Director of Enrollment Services. The appeal must be in writing, signed by the student, and accompanied by a petition to include sworn statement of all relevant facts. The appeal must be filed with Registration and Enrollment Services within ten (10) days of notification of residency classification. Failure to properly file a request for review within the time limit constitutes a waiver of review for the current enrollment period.
5. Definition of Terms:
 - a. Armed Forces of the United States: The Army, the Navy, the Air Force, the Marine Corps, the Coast Guard, the commissioned corps of the United States Public Health Service and the National Oceanographic and Atmospheric Administration, the National Guard and any military reserve unit of any branch of the armed forces of the United States.
 - b. Continuous Attendance: Enrollment at an Arizona educational institution for a normal academic year since the beginning of the period for which continuous attendance is claimed. Enrollment in summer sessions or other such inter-sessions beyond the normal academic year is not required in order to maintain continuous attendance.
 - c. Domicile: A person's true, fixed, and permanent home and place of habitation. It is the place where one intends to remain and to which one expects to return when one leaves without intending to establish a new domicile elsewhere.
 - d. Emancipated Person: A person who is neither under a legal duty of service to parents, nor entitled to the support of such parents under laws of the state.
 - e. Parent: Father or mother, custodial parent, or legal guardian of a non-emancipated person. Circumstances must not indicate that guardianship was created primarily for the purpose of conferring the status of an in-state student on the non-emancipated person.
6. In-State Residency:
 - a. Except as otherwise provided in this article, no person having a domicile elsewhere than in this state is eligible for classification as an in-state student for tuition purposes.
 - b. A person is not entitled to classification as an in-state student until domiciled in this state for 1 year (previous 12 months) unless he/she meets one of the following requirements:
 - i. His/her parent's domicile is in this state and that parent is entitled to claim him/her as an exemption for state and federal tax purposes.

- ii. He/she is an employee or spouse of an employee transferred to this state for employment purposes.
 - iii. The domicile of a non-emancipated person is that of his/her parents.
 - iv. A non-emancipated person, while in continuous attendance toward the degree for which currently enrolled, does not lose in-state classification if his/her parent moves from this state.
- c. A person who is a member of the armed forces of the United States stationed in the state pursuant to military orders or his/her spouse or dependent child (as defined in Section 43-1001) is entitled to classification as an in-state student. The student, while in continuous attendance toward the degree for which currently enrolled, does not lose in-state student classification. A person who is honorably discharged from the U.S. Armed Forces on either active duty or reserve or national guard status, or who has retired from active duty or reserve or national guard status, shall be granted immediate classification as an in-state student on honorable discharge from the armed forces and, while in continuous attendance toward a degree for which currently enrolled, does not lose in-state student classification if the person has met the following requirements:
- i. Registered to vote in Arizona.
 - ii. Demonstrated objective evidence of intent to be a resident of Arizona which, for the purposes of this section, includes at least one of the following:
 - Arizona driver's license
 - Arizona motor vehicle registration
 - Employment history in Arizona
 - Transfer of major banking services to Arizona
 - Change of permanent address on all pertinent records
 - Other materials of source relevant to domicile or residency status
- d. A person who is a member of an Indian tribe recognized by the United States Department of the Interior whose reservation land lies in the state and extends into another state and who is a resident of the reservation is entitled to classification as an in-state student.
7. Permanent Resident/Alien Status: A permanent resident alien is entitled to classification as an in-state student if such person has been granted permanent resident status in accordance with all applicable laws of the United States and has met all other requirements for residency. Students with Refugee /Amnesty status may also be classified with in-state status.
8. No emancipated person can establish a domicile in the state while attending any educational institution in this state as a full time student.
9. A person who has been domiciled in this state immediately prior to becoming a member of the Armed Forces of the United States shall not lose in-state status by reason of his/her presence in any other state or country while a member of the Armed Forces of the United States.
10. Kane County, Utah students who are lawfully present in the U.S. pay a tuition rate equivalent to in-state tuition.
11. Dual Enrollment and CAVIAT students who are lawfully present in the U.S. have tuition accounted for equivalently to in-state tuition.

Western Undergraduate Exchange (WUE) Program

WUE is the Western Undergraduate Exchange, a program coordinated by the Western Interstate Commission for Higher Education (WICHE). Through WUE, students in western states may enroll in many two-year and four-year college programs at a reduced tuition

level: 150 percent of the institution's regular in-state resident tuition. In all cases, WUE tuition is considerably less than nonresident tuition.

If the student is a legal resident of Alaska, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, North Dakota, Oregon, South Dakota, Utah, Washington, or Wyoming then they are qualified for this program. Mark the appropriate residence code on the application for admission form to be declared a WUE student.

Registration Information

Students should register for classes in accordance with calendars and procedures published in the appropriate Schedule of Classes. To participate in registration, new students must have completed an application for admission. Students in the following categories are admitted conditionally pending receipt of documents verifying or clarifying their status (see also Admission Information).

Categories include: high school graduates; GED completion; transfer students; mature students (without high school diploma or GED); students on academic probation at a previous college; students on academic suspension at a previous college; and "special" students especially those taking classes while still enrolled in high school. Students in the foregoing categories who do not provide required documents may be barred from participation in future registrations.

Academic Load

Semester

The normal full-time academic load is defined as 12 credit hours per semester. A student may take no more than 18 credit hours in a single fall or spring semester without prior approval. A student with a grade point average of 3.00 or better for 12 or more credit hours during one semester or summer session is eligible to petition to the Registrar to carry in excess of the 18 hour maximum. Exceptions to this procedure may be considered on a case-by-case basis.

Summer

Summer classes are intensive; therefore, the recommended maximum academic load for the entire summer is 12-credit hours. A student with a grade point average of 3.00 or better for 12 or more credit hours during one semester or summer session is eligible to petition to the Registrar to carry credit hours in excess of the 12 credit hour maximum. Exceptions to this procedure are considered on a case-by-case basis.

Registration Add/Drop Procedures (501-03)

The Registrar oversees registration and publishes dates in the Class Schedule. This procedure refers to credit courses.

1. Students must be admitted before registering or at the time of registration.
2. Registration timelines are set in the Academic Calendar.
3. Students are solely responsible for adding and dropping classes by deadlines.
4. Add/drop deadlines:
 - a. State law defines short-term classes.
 - b. Late add petitions require approval of instructor, department, and Registrar.

	Open period to add	Add with instructor approval	Add with approved petition	Drop without W (no record)	Drop with W
Fall and Spring full-term	1st week of term	2nd week of term	3rd week	By 45th calendar day of term	Before last 2 weeks of instruction for term
Short-term	1st day of class	2nd day of class	3rd day of class	By 3rd day of class	Before last third of classes

Non Credit Courses Procedure (303-08)

A non-credit course or workshop carries its own fee, and the class time invested cannot, under any circumstances, be converted to credit. Information on noncredit courses is published in the Class Schedule and on the College website.

Catalog Choice (501-05)

1. *Catalog* choice determines the requirements a student must meet to graduate.
2. Waivers and exceptions to graduation requirements must be approved by the appropriate Department Chair and documented by the Registrar.
3. A student may choose degree or certificate requirements from the *Catalog* in effect the initial term of enrollment or a later term in which credits are earned.
4. If a student earns no credits in two (2) consecutive fall or spring terms the student must use the *Catalog* in effect at re-entry to the College or a later term in which credits are earned.
5. A student's *Catalog* choice is documented with Registration and Enrollment Services and is made available to staff and faculty advisors and graduation evaluators.
6. Students may select any *Catalog* permissible, and may change their choice where allowed, but may not mix requirements from different *Catalogs*.

Student Classification and Standing (501-06)

1. Class level defined in semester credits:
 - a. First year - under 30 credits in current program
 - b. Second year - 30 to 59.9 credits in current program
 - c. Third year - 60 or more credits in an approved 90-30 program
2. Enrollment status:
 - a. Credits needed for fall, spring, or summer.

Full-time	Part-time		
	Three-quarter time	Half-time	Less than half-time
12	9	6	Under 6

- b. Summer status may be met in any combination of summer terms
- 3. Disability Resources may confirm an enrollment status exception to the Registrar to consider a part-time student to be full-time if the student:
 - a. Must take reduced credits due to documented disability and would otherwise be denied access to a College program, benefit, or service.
 - b. This exception does not and may not apply to any non-College matters or to financial aid awards.
- 4. Only the Registrar or designee may verify class level and enrollment status.
- 5. National Student Clearinghouse is an authorizing agent to provide enrollment certificates on behalf of the College.

Transferring Credit

Transcripts Procedure (501-07)

1. Definitions

- a. Residency: Minimum required credit hours taken at the Coconino Community College prior to award of degree or certificate.
- b. Official Transcript: One that has been mailed from the granting institution to the College.
- c. Regionally accredited higher education institutions, those that are accredited by:
 - i. Middle States Association of Colleges and Secondary Schools
 - ii. New England Association of Colleges and Schools, Inc.
 - iii. North Central Association of Colleges and Schools
 - iv. Southern Association of Colleges and Schools
 - v. Western Association of Schools and Colleges
 - vi. Northwest Committee on colleges and Universities

2. Residency

The College has established residency requirements for degree and certificate seeking students. Transfer credits are accepted up to the total credits required for each program minus the residency requirement.

- a. Degree programs: minimum of fifteen (15) credit hours.
- b. Certificate programs: minimum of 1/3 of total certificate credit hours.

3. Transcripts

- a. Students who desire to transfer previous college or university credits to Coconino Community College must submit official transcripts to the College from all institutions regardless of when credit was earned or level of grade received.
- b. Only credit from regionally accredited institutions will be accepted as transfer credit.

4. Transcript Evaluation

- a. The transcript evaluation procedure includes a review process.
- b. Credits earned more than five (5) years ago may be subject to special evaluation. Courses satisfying general education requirements have no time limit.
- c. The official transcript evaluation requires that students certify they are declaring all previous credit.

Transfer Credit to the College (501-08)

1. Definitions

- a. AGEC: Arizona General Education Curriculum
- b. CEG: Course Equivalency Guide
- c. GECC: General Education Core Curriculum

2. Transfer of AGECE courses from other Arizona community colleges, Arizona tribal colleges, Arizona public universities, non-Arizona colleges or universities, or non-public Arizona universities.
 - a. If a course is in the GECC of the transferring Arizona Community College or Tribal College, the College will accept the credits as defined by the source institution. If the course fulfills one (1) or more of the AGECE Special Requirements at the transferring institution, the College will transfer it to fulfill those requirements.
 - b. Coursework transferred from regionally accredited non-AGECE granting institutions (i.e., Arizona public universities, out of state institutions) may be applied to AGECE as follows:
 - i. Transfer coursework deemed by the AGECE granting institution to be equivalent to a course on that institution's formal AGECE list may be used to satisfy AGECE in the same manner as the institution's own course.
 - ii. Transfer coursework that is equivalent to a non-AGECE course may not be used to satisfy AGECE.
 - iii. Transfer coursework not having a direct equivalency shall be evaluated by the AGECE granting institution using the AGECE granting institution's own institutional curricular standards for identifying AGECE courses.
3. Transfer of non-AGECE courses will be accepted on a course-by-course basis by reviewing and comparing course descriptions or additional course materials.
4. Credit for Prior Learning Experience

Students enrolled at the College may be awarded up to thirty (30) credit hours for Prior Learning completed through:

 - a. College Level Examination Program (CLEP)
 - b. Defense Activity for Non-Traditional Support Examination program (DANTES)
 - c. Advanced Placement Examination (AP)
 - d. International Baccalaureate (IB)
 - e. Military Training
 - f. Previously acquired knowledge and/or competencies required to complete a particular class and that instruction in this area would be repetitive.

Placement Scores

MATH			
Arithmetic Score Range	Elementary Algebra Score Range	College Level Math Score Range	Course Placement
20 - 60			MAT 082
61 or greater			MAT 086
	36 - 60		MAT 091
		20 - 43	MAT 121, MAT 122
		44 - 69	MAT142, MAT187
		70 - 120	MAT 160, MAT 172, MAT 180, MAT 211, MAT 220, PSY 230
ENGLISH			
Reading Comprehension Score Range	Sentence Skills Score Range	WritePlacer Score Range	Course Placement
30 - 40*			RDG 089
41 - 75			RDG 099
76 - 120			EXEMPT FROM READING CLASSES
	20 - 50 **	1 - 2 **	ENG 090
	51 - 78 **	3 - 4 **	ENG 100
76 - 120	79 - 120 **	5 - 8 **	ENG 101, BUS111

* If a student has a score of 20-29 on Reading Comprehension, they can be provided a Reading Assistance Resources handout.

** If a student tested previously (within the past 2 yrs) and has a Sentence Skills score, that can be used for placement. The student does not need to re-test. For new testers, WritePlacer will be used effective July 1, 2013.

ACT & SAT			
SUBJECT	ACT Mathematics & English	SAT Mathematics & Critical Reading	Course Placement
Math	< 11	< 300	MAT 082
Math	11 - 14	300 - 320	MAT 086
Math	15 - 16	330 - 400	MAT 091
Math	17 - 20	410 - 520	MAT 121, MAT 122
Math	21 - 24	530 - 600	MAT 142, MAT 187
Math	25 - 26	610 - 640	MAT 160, MAT 172, MAT 180, MAT 211, PSY230
Math	>= 27	>= 650	MAT 220
English	20+	420+	ENG 101

Advanced Placement (AP)

Test	Score	CCC Course #	CCC Course Title	Credits
Art History	3 or higher	ART 201 & 202	Art History Pre-1400, Art History 1400-2000	6
Studio Art 2D	3 or higher	ART 160	Color & Design	3
Studio Art 3D	3 or higher	ART 165	3D Design	3
Studio Art Drawing	3 or higher	ART 110	Drawing I	3
Biology	3 or higher	BIO 100	Biology Concepts	4
	4 or higher	Bio 181 & 182	Unity of Life I & II	8
Business & Management	5 or higher	Elective Credit	Elective Credit	3
Chemistry	3 or higher	CHM 151	General Chemistry I	5
	4 or higher	CHM 151 & 152	General Chemistry I & II	10
Economics-Micro	4 or higher	ECN 205	Microeconomic Principles	3
Economics-Macro	4 or higher	ECN 204	Macroeconomic Principles	3
English Language & Composition	4 or higher	ENG 101 & ENG 1XX or 2XX	College Composition I & ENG 1XX or 2XX	6
English Literature	4 or higher	ENG 101	Literature	3
Environmental Science	4 or higher	ENV 1XX	N/A	3
European History	4 or higher	HIS 201 & 202	Western Civilizations to 1660 & from 1660	6
History-United States	4 or higher	HIS 131, 132	U.S. History to 1877 & from 1877	6
History-World	4 or higher	HIS 212	World History from 1500	3
Human Geography	4 or higher	GEO 102	Human Geography	3
Latin	3 or higher	LAT 101, 102	Beginning Latin I & II	8
	4 or higher	LAT 101,102, 2XX	Beginning Latin I & II Intermediate Latin I	12
	5 or higher	LAT 101,102, 2XX	Beginning I & II & Intermediate Latin I & II	16
Mathematics-Calculus AB	3 or higher	MAT 220	Calculus & Analytical Geometry I	5
Mathematics-Calculus BC	1 or 2 with AB sub score of 3 or higher	MAT 220	Calculus & Analytical Geometry I	5
	3 or higher	MAT 220	Calculus & Analytical Geometry I	5
	4 or higher	MAT 220 & 230	Calculus & Analytical	8

			Geometry I & II	
Music Theory	4 or higher	MUS 100 & 120	Intro and Appreciation	6
Music Theory	3 or higher	MUS 100	Music Appreciation	3
Physics B	4 or higher	PHY 111	College Physics I	4
	5 or higher	PHY 111, 112	College Physics I & II	8
Physics C Mechanics	4 or higher	PHY 111	College Physics I	4
Physics C Electric/mag	4 or higher	PHY 112	College Physics II	4
Political Science- U.S.	4 or higher	POS 110	American National Government	3
Political Science-Comp	4 or higher	POS 101	Introduction to Politics	3
Psychology	5 or higher	PSY 101	Introduction to Psychology	3
Spanish, French, German	3 or higher	101, 102	Beginning I & II	8
	4 or higher	101, 102, 201, 202	Beginning I & II & Intermediate I & II	16
Statistics	4 or higher	MAT 160	Introduction to Statistics	3

College Level Examination Program (CLEP)

Test	Score	CCC Course #	CCC Course Title	Credits
American Government	50	POS 110	American National Government	3
American Literature	50	NAU ENG 243,245	American Literature to 1865, from 1865	6
Analy. & Interp. Lit.	50	ENG 1XX Elective	100 level English Elective	3
Biology	50	BIO 100	Biology Concepts	4
Calculus	50	MAT 220	Calculus I	5
Chemistry	50	CHM 151, 152	General Chemistry I & II	10
College Algebra	51	MAT 151	College Algebra	3
College Mathematics	NT	NT	NT	NT
Economics-Micro	50	ECN 205	Microeconomic Principles	3
Economics-Macro	50	ECN 204	Macroeconomic Principles	3
English Composition	50	ENG 101	College Composition I	3
English Literature	50	ENG 240, 241	English Literature I & II	6
Financial Accounting	50	ACC 255	Principles of Financial Accounting	3
French Language	50	FRE 101	Beginning French I	4
French Language	55	FRE 101,102	Beginning French I and II	8
French Language	62	FRE 101, 102, 201	Beginning French I & II, Intermediate I	12
French Language	66	FRE 101, 102, 201, 202	Beginning and Intermediate French I & II	16
German Language	39	GER 101	Beginning German I	4
German Language	46	GER 101,102	Beginning German I and II	8
German Language	51	GER 101, 102, 201	Beginning German I & II, Intermediate I	12
German Language	60	GER 101, 102, 201, 202	Beginning and Intermediate German I & II	16
History of the U.S. I	50	HIS 131	U.S. History to 1877,	3
History of the U.S. II	50	HIS 132	U.S. History from 1877	3
Human Growth & Development	50	PSY 240 or ECE 234	Developmental Psychology <u>or</u> Childhood Growth and Development	3
Humanities	49	HUM 1XX Elective	Humanities Elective	3
Info Systems Comp App	50	CIS 120	Introduction to Computer Info Systems	3
Introductory Business Law	50	Elective Credit	Elective Credit	3
Introduction to Ed. Psychology	NT	NT	NT	NT
Introductory Psychology	50	PSY 101	Introduction to Psychology	3
Introductory Sociology	50	SOC 101	Introduction to Sociology	3
Natural Sciences	48-50	NT	NT	NT

	53 or higher	Elective Credit	Elective Credit	3
	56 or higher	Elective Credit	Elective Credit	6
Pre-Calculus	50	MAT 187	Pre-Calculus	5
Principles of Management	NT	NT	NT	NT
Principles of Marketing	NT	NT	NT	NT
Social Sciences & History	48	SOC or POS Elective	Social or Political 100-200 Level Elective	3
Spanish	50	101	Beginning Spanish I	4
Spanish	55	101, 102	Beginning Spanish I & II	8
Spanish	66	101, 102, 201	Beginning I & II, Intermediate I	12
Spanish	68	101, 102, 201, 202	Beginning I & II & Intermediate I & II	16
Western Civilization I	50	HIS 201	Western Civilization to 1660	3
Western Civilization II	50	HIS 202	Western Civilization from 1660	3

DANTES Subject Standardized Tests (DSST)

Test	Score	CCC Course #	CCC Course Title	Credits
Art of the Western World	NT	NT	NT	NT
Astronomy	NT	NT	NT	NT
Business Ethics and Society	NT	NT	NT	NT
Business Law	NT	NT	NT	NT
Business Mathematics	NT	NT	NT	NT
Criminal Justice	NT	NT	NT	NT
Ethics in America	NT	NT	NT	NT
Environment & Humanity	NT	NT	NT	NT
Foundations of Education	NT	NT	NT	NT
Fundamentals of College Algebra	NT	NT	NT	NT
General Anthropology	NT	NT	NT	NT
Human/Cultural Geography	NT	NT	NT	NT
Human Resource Management	NT	NT	NT	NT
Introduction to Business	NT	NT	NT	NT
Introduction to Computing	NT	NT	NT	NT
Introduction to Law Enforcement	NT	NT	NT	NT
Introduction to World Religions	NT	NT	NT	NT
Lifespan Development Psychology	NT	NT	NT	NT
Management Information Systems	NT	NT	NT	NT
Organizational Behavior	NT	NT	NT	NT
Physical Geology	NT	NT	NT	NT
Personal Finance	NT	NT	NT	NT
Principles of Finance	NT	NT	NT	NT
Principles of Public Speaking	NT	NT	NT	NT
Principles of Supervision	NT	NT	NT	NT
Principles of Financial Accounting	NT	NT	NT	NT
Substance Abuse	NT	NT	NT	NT
Technical Writing	NT	NT	NT	NT
Western Europe since 1945	NT	NT	NT	NT
Western Civilization I	NT	NT	NT	NT
Western Civilization II	NT	NT	NT	NT

International Baccalaureate (IB)

Exam	Score	CCC Course #	CCC Course Title	Credits
Biology	4 or higher	BIO 100	Biology Concepts	4
	6 or higher	BIO 181 & 182	Unity of Life I & II	8
Business & Management	5 or higher	BUS Elective	Elective	3
Chemistry	4 or higher	CHM 151	General Chemistry I	5
	5 or higher	CHM 151 & 152	General Chemistry I & II	10
Economics	5 or higher	ECON 204 & 205	Principles of Macroeconomics & Principles of Microeconomics	6
English A	4 or higher	ENG 1XX	N/A	3
	5 or higher	ENG 101	College Composition I	3
English B	NT	NT	NT	NT
Geography	NT	NT	NT	NT
History- American	4 or higher	HIS 131	US History to 1877	3
	5 or higher	HIS 131 & 132	U.S. History to & from 1877	6
History- European	4 or higher	HIS 201	Western Civilization -1660	3
	5 or higher	HIS 201 & 202	Western Civilization-1660 & from 1660	6
Language- FRE, GER, LAT, SPA	4 or higher	101 & 102	Beginning I & II	8
Language FRE, GER, LAT, SPA	5 or higher	201 & 202	Intermediate I & II	8
Mathematics	5 or higher	MAT 220	Calculus & Analytical Geometry I	5
Music	4 or higher	MUS 120	Intro to Music Theory	3
Physics	5 or higher	PHY 111	College Physics I	4
	6 or higher	PHY 111 & 112	College Physics I & II	8
Psychology	6 or higher	PSY 101	Intro to Psychology	3
Theatre	4 or 5 or higher	THR 101	Intro to Theatre	3

Transfer Credit to Other Institutions (501-09)

1. Transferring Credit from Coconino Community College

The academic policies and operation of the College are governed by the CCC District Governing Board:

- a. The College adheres to the Arizona General Education Curriculum (AGEC) approved by Academic Program Articulation Steering Committee (APASC).
- b. The College is accredited by the North Central Association of Colleges and Schools, the regional accrediting body.
- c. Courses numbered 100-299 may be eligible for transfer to other colleges and universities.
- d. To determine the transferability of particular CCC courses taught:
 - i. Fall semester 1991 or Spring semester 1992: Refer to Arizona's regionally accredited Yavapai College course prefix and number system and its course outlines.
 - ii. Summer semester 1992 forward: Consult the CCC section of the appropriate Course Equivalency Guide published by the Arizona Commission for Postsecondary Education.

2. Transferring to Arizona Public Universities

- a. Arizona public community colleges and universities have agreed upon a common structure for a transfer general education curriculum. This provides students the opportunity to build a general education curriculum that is transferable upon completion without loss of credit to another Arizona state community college, Arizona tribal colleges, or university.
- b. Completion of the AGEC will fulfill lower division general education requirements for all Arizona community colleges, Arizona tribal colleges, and Arizona public universities.
- c. Students are required to fulfill lower division major requirements and prerequisites within their college and major/minor area of study.

3. Arizona Transfer Liaison (ATL)

- a. The College has appointed an ATL to resolve problems by transfer students as reported by students, advisors, faculty members, and college officials.
- b. The ATL ensures compliance with the transfer and articulation agreements and resolves problems concerning the transfer and applicability of community college credit to university programs.

Reverse Transfer of Credit (501-10)

Students leaving Coconino Community College prior to earning an associate degree or certificate may transfer credit back to the College from another post-secondary institution in order to fulfill the CCC program requirements.

1. Reverse transfer procedures may be governed by individual IGAs or agreements with specific universities for the benefit of the student. The Registrar will maintain copies of any and all agreements related to reverse transfer.
2. For institutions/universities that do not have agreements on file, the following is the responsibility of the student:
 - a. Courses/credits that may be applicable for reverse transfer credit must be determined by the Registrar or designee.
 - b. Students should contact their advisor for an appointment to determine what courses fulfill remaining degree or certificate requirements.

- c. Students must complete all program requirements including the number of credits necessary for the degree.
 - d. From the Transfer Institution: After successfully completing the determined course(s) with a C or higher, the student must request an official transcript be sent to Coconino Community College to be evaluated by the Registrar or designee unless an IGA allows official transcripts to be shared without a student request.
3. Upon completion and approval of graduation application paperwork, the College will notify the student that he/she has completed the degree or certificate.
 4. To receive an AGECE stamp on the CCC transcript using transferred credits from another post-secondary institution, students must attend at least fifteen (15) credit hours at CCC.
 5. Courses numbered 300 and above may transfer as elective credit with a designation of 3XX or 4XX.

Financial Information

Class Fees

Certain classes charge fees in addition to tuition. Refer to the Schedule of Classes published each semester and summer session for class fee information. The Schedule of Classes is subject to change without notice.

Cost of Attendance

Coconino Community College's charges for educational fees are approved annually by the CCC District Governing Board are subject to modification by this Board. The following is intended to provide prospective students with information regarding approximate expenses. It is not to be interpreted as limiting the College's need to adjust charges in response to rising costs.

- An Arizona resident who registers as a full-time student should expect to pay approximately \$900 per semester for tuition and about \$500 per semester on books and supplies.
- A part-time student who registers for 6 credit hours should expect to pay approximately \$450 per semester for tuition and about \$375 on books and supplies.
- The student should consult the most recent Schedule of Classes for current and complete information concerning expenses.

For more information on direct and indirect costs associated with attending CCC, please visit

<http://www.coconino.edu/sa/finaid/Pages/CostofAttendance.aspx> .

Tax Credit for Tuition and Fees

There are two tax credits available to help offset the costs of higher education by reducing the amount of your income tax. They are the Hope credit and the lifetime learning credit. Refer to IRS Publication 970, Tax Benefits for Education for more information.

Non-Payment of Tuition and Fees

A student who fails to meet financial obligations to CCC may be dropped from classes and will be barred from future enrollment until debts are settled.

Returned Checks

Any check returned by the bank will result in the assessment of a \$25 processing fee to the student's account. A student who pays for registration or any other college obligation with a returned check may be subject to legal action and/or the cancellation of

registration. The College reserves the right to refuse credit cards or checks for any transaction. Paying for the use of other college services by personal checks may be disallowed for any individual who has a check returned by the bank. If any payment tendered is unauthorized, incomplete, or received after the due date, registration fees will be considered as unpaid and the student will be dropped from all classes.

Tuition and Payment

Tuition costs are summarized in the appropriate Schedule of Classes. Tuition does not include additional charges for class fees, books or supplies. To complete advance registration, tuition and fees must be paid (or financial aid arrangements completed, including the FACTS payment plan) by the payment deadline for advance registrants. To register for classes at any other registration period, payment is due at the time of registration unless financial aid arrangements have been made.

Withholding Student Records

Coconino Community College may deny enrollment, official transcripts, degrees, and/or certificates to students with outstanding obligations to the College relating to fees, college equipment or materials, or any other obligation. Failure to respond to notifications regarding outstanding obligations may result in the withholding of student records and involuntary withdrawal from the College.

Canceled Classes

In the event a class is canceled by the College, a 100% refund of tuition and fees will be issued. The refund due the student will be processed after the add/drop period and will be mailed to the student's last known address unless prior arrangements have been made with the Business Office.

Refund Policies (208.01)

1. A refund of tuition and fees is made only to students who follow official withdrawal procedures. A withdrawal is not official until cleared through the Office of Student Financial Aid and processed by Registration and Enrollment Services.
2. 100% of tuition and fees paid for regular semester and summer session courses will be refunded to students officially withdrawn through the 5th business day of the semester/summer session. There will be no refund after the 5th business day.
3. 100% of tuition and fees paid for short courses will be refunded to students officially withdrawn up to and including the first class session. The withdrawal must be initiated no later than the 1st business day following the first class session. There will be no refund after the 1st business day following the first class session.
4. A student may request a refund outside of the refund deadlines under the following circumstances:
 - a. Refund for serious illness - prorated from the date of withdrawal.
 - b. Refund for death of student or student's spouse, parent, or child - prorated from the date of withdrawal.
 - c. Refund for military service - 100% refund.
5. A student may petition for an exception to the refund procedure for circumstances not included in the Refund Procedure. The Refund Review Committee will determine refunds requested through the petition process.

Financial Aid (520)

The Director of Student Financial Aid determines eligibility according to federal and state regulations and College policy, and awards financial aid to eligible students. The College maximizes educational access by awarding grants, scholarships, work-study and supplements with student loans while helping students identify other resources and payment options.

Overview (520.10)

The Director of the Office of Student Financial Aid oversees determination of eligibility, awards aid to eligible students, and coordinates financial aid programs at the College as required by the Program Participation Agreement with the Department of Education.

1. The Office of Student Financial Aid publishes information for students, the public, and employees including:
 - a. Application process with types of aid and award criteria.
 - b. Attendance requirements.
 - c. Awarding and disbursement of aid.
 - d. Consortium and inter-institutional agreements.
 - e. How to find and apply for outside aid.
 - f. Lawful presence requirement for state and federal monies.
 - g. Effect of withdrawing on Financial Aid.
 - h. Refund and repayment.
 - i. Satisfactory Academic Progress and right to appeal.
 - j. Student rights, responsibilities, loan information, and budgeting tips.
2. Student Financial Aid assists in college financial planning for future students.
3. Grants, scholarships, and work-study are awarded prior to loans when possible.
4. The Director of the Office of Student Financial Aid is responsible for assisting in keeping the College compliances and disclosures website information updated with regulations changes.
5. The Office of Student Financial Aid is required to verify all files selected by the Department of Education, at least 30% of all financial aid applicants. All documentation must be evaluated and verified and conflicting information must be resolved prior to awarding of Title IV Financial Aid.
6. The Director of the Office of Student Financial Aid informs senior management and College Council of significant student aid issues and opportunities and makes recommendations.
7. Satisfactory Academic Progress standards criteria changes shall be set in consultation with the Academic Standards Committee.
8. The Office of Student Financial Aid reports the number of students denied aid due to unlawful presence in the U.S. as stipulated in State law.

Financial Aid Institutional Awards (520.20)

The Director of the Office of Student Financial Aid oversees determination of eligibility and awards institutional funds to students. As appropriate, College Council, Foundation and the District Governing Board approve significant changes to Institutional Aid awarding philosophy.

1. *CCC Grant*: Approximately 50% of tuition, prorated for part-time status, for students with reduced or no Pell. Priority to Arizona residents in degree and certificate programs.
2. *CCC Scholarship*: Approximately 50% of tuition, prorated for part-time status. Priority to Arizona residents in degree and certificate programs with highest need and completed CCC scholarship application.
3. *High School Scholarship*: Up to 100% of tuition, prorated for part-time status. Priority to Coconino County high school graduates in degree and certificate programs with a high school GPA of at least 3.0.
4. *All Arizona Academic Team*: Merit-based scholarship for current CCC students transferring to a four-year institution. Selection is performed by the Student Support Services Office.
5. *Emergency Loan*: Up to \$500 per term, unless approval is given by the Director of the Office of Student Financial Aid. Limited to those eligible for Title IV aid. A processing fee shall be applied but may be waived on exception.
6. *Employee Waivers*: Are awarded via Human Resources procedures by the Human Resources Office.
7. *Purple Heart*: A member of the Arizona National Guard who received a purple heart citation on or after September 11, 2001 or a former member of the Arizona National Guard who was medically discharged from the Arizona National Guard due to an injury or disability suffered during status under Title 10, United States Code, in weekend training status, in annual training status or in response to a state of emergency declared by the governor is eligible for a full tuition waiver scholarship provided for in this section. Per ASRS 15-1808.
8. *Peace Officers Memorial*: Full tuition waiver of child or spouse of peace officer, correctional officer, fire fighter, emergency paramedic or National Guard member killed in the line of duty or a disabled National Guard member. Per ASRS 15-1808.
9. *GED Scholarship*: One-time full tuition up to 3 credits for Arizona residents who graduated from the College's GED program within one year before start of term.
10. The Director of Financial Aid may apply professional judgment consistent with federal regulations, state regulations, College policy and College mission to adjust institutional aid awards and criteria.

Financial Aid and Tuition Deferment (520.30)

Provides guidance for students who have financial aid pending, but not ready for disbursement when classes are about to begin.

1. Students will be provided payment options for tuition and fees for credit classes.
2. Payment options will include but are not be limited to:
 - a. Application process with types of aid and award criteria.
 - b. Installment payment plans.
 - c. Being held in classes by the Office of Student Financial Aid pending financial aid through the College.
 - d. Being held in classes by the Office of Student Financial Aid pending receipt of confirmed outside agency awards.
3. Installment payment plans are the responsibility of the Cashier.
4. Deferment plans are the responsibility of the Director of Student Financial Aid.
5. Payment plans and deferment options are published and explained on the CCC website.

Financial Aid Program Fundability (520.40)

Defines eligibility for funding of classes, degrees and certificates using Financial Aid.

1. Class and program fundability is defined in Title IV regulations.

2. New certificate programs developed by the College must be approved by the Department of Education before financial aid funding can begin.
3. The College's course numbering definitions establish which courses are fundable with Title IV aid.
4. In cases where a course's level, content, or number are unclear, the Director of Financial Aid will alert appropriate personnel and resolve questions to determine fundability.
5. Courses whose numbering, content, or level cannot be determined, or that conflict with federal regulations, cannot be funded with Title IV aid.
6. Courses that are at a level below the high school level cannot be funded with Title IV aid.

Financial Aid Outside Resources (520.50)

Provide coordination of special financial assistance programs outside the Office of Student Financial Aid, but within the College.

1. Staff outside the Office of Student Financial Aid who provide financial assistance to students shall coordinate their programs with the Office of Student Financial Aid.
2. Such coordination is required from all CCC departments and programs and campuses. This includes but is not limited to: Foundation scholarships, Passages program, staff waivers, outside tuition reimbursement and third party billing.
3. The Office of Student Financial Aid assures that outside resources and Financial Aid packages do not conflict and that over-awarding of aid does not occur.

Title IV and Higher Education Act Compliance (520.60)

Ensures Title IV and Higher Education Act (HEA) compliance throughout the College.

1. Compliance with Title IV and HEA regulations is a shared responsibility of all employees and departments of the College.
2. The Director of Financial Aid maintains the compliance webpage and assists in creating disclosures to faculty, staff and students through the Class Schedule.
3. The Director of Financial Aid works with affected departments to achieve compliance.
4. The summary of requirements is provided to the College, faculty, staff and students at least annually. Significant changes are provided to the College when they arise.

Financial Aid for Veterans (520.70)

Veterans Services assists veterans and eligible dependents of deceased or disabled veterans in seeking benefits and support to enhance student success.

1. The Veterans Coordinator works comprehensively with College departments and divisions to increase College understanding of Veteran's issues and needs.
2. Veterans or dependents cannot enroll in repeat courses, audits or independent studies courses without prior approval of the Veterans Coordinator.
3. Veterans or dependents must complete the courses that they are funded for and meet the College's standards for academic good standing. The VA may require repayment for withdrawing from a class for which benefits have been paid.
4. The Veterans Coordinator publishes information for Veteran Students covering:
 - a. Application process.
 - b. Community and College support resources.
 - c. Disbursement or receipt of financial aid.

- d. Documentation students need to provide and when it is due.
- e. Enrollment, attendance, and progress requirements.
- f. Student rights and responsibilities.
- g. Veterans Administration role in determining which Chapter to apply under.

Financial Aid Web Links

The following links may be helpful:

College Compliances and Student Right to Know

<http://www.coconino.edu/academics/curriculum/collegecatalog/Pages/CollegeCompliances.aspx>

Cost of Attendance <http://www.coconino.edu/sa/finaid/Pages/CostofAttendance.aspx>

Disbursement of Financial Aid <http://www.coconino.edu/sa/finaid/Pages/Disbursement.aspx>

Disclosure of Financial Aid Office involvement with other entities

<http://www.coconino.edu/sa/finaid/Pages/DisclosureofCCCIInvolvementwith.aspx>

FAFSA (Free Application for Federal Student Aid) <http://www.fafsa.ed.gov/>

Federal Work Study <http://www.coconino.edu/sa/finaid/Pages/FederalWorkStudy.aspx>

Financial Aid Office Code of Conduct <http://www.coconino.edu/sa/finaid/Pages/CodeofConductfortheFinancialAidOffice.aspx>

Frequently asked questions <http://www.coconino.edu/sa/finaid/Pages/FrequentlyAskedQuestions.aspx>

How to apply for Financial Aid <http://www.coconino.edu/sa/finaid/Pages/TypesofFinancialAidAvailable.aspx>

Satisfactory Academic Progress <http://www.coconino.edu/sa/finaid/Pages/SAP.aspx>

Scholarships <http://www.coconino.edu/sa/finaid/Pages/Scholarships.aspx>

Student Loan Information <http://www.coconino.edu/sa/finaid/Pages/LoanInformation.aspx>

Types of Financial Aid Available <http://www.coconino.edu/sa/finaid/Pages/TypesofFinancialAidAvailable.aspx>

Veterans Educational Benefits <http://www.coconino.edu/sa/finaid/Pages/VeteransInformation.aspx>

Academic Standards and Procedures

Academic Dishonesty (303.11)

Honesty in academic work is a central element of the College's learning environment.

Procedure:

1. Academic dishonesty is a violation of the Student Code of Conduct as defined in Procedure 503-01.

2. When a student commits an act of academic dishonesty, the instructor is responsible for determining the grade for the course or assignment.
3. Incidents of academic dishonesty are reported to the Director of Student Services or designee for adjudication and follow up

Academic Progress (303.12)

Probation

A student will be placed on academic probation if the cumulative GPA is less than 2.00. Students on academic probation may not take more than 12 credit hours per fall/spring/summer semester. A student placed on probation has two regular (fall/spring) semesters to raise the cumulative GPA to 2.00. If the minimum cumulative GPA is not met at the end of two semesters, the student is placed on academic suspension.

Suspension

A student will be placed on academic suspension if the cumulative GPA is less than 2.00 after two fall/spring semesters semester. Students on academic suspension may not take more than 6 credit hours per any one fall/spring/summer semester.

Re-Admission

An academically suspended student may apply for re-admission by submitting a petition for re-admission at least one month prior to the beginning of the fall/spring/summer semester for which the student seeks enrollment. The petition will be reviewed by the Registrar or designee.

The Registrar or designee may elect to approve the petition as submitted, to approve the petition with conditions (e.g. limited coursework, specific classes allowed, other classes denied, etc.), to uphold suspension, or to take other action which is deemed in the best interest of the student. Re-admission may include a change in major, removal of grades, adjustment of cumulative GPA, etc. If the student is readmitted, he/she will automatically be placed on academic probation.

Appeals (303.12.5)

Students may appeal academic probation, suspension, or denial of re-admission by submitting a letter to the Registrar within 4 months of the decision. The Student Academic Appeals Committee will review the student's case and make a recommendation to the Vice President of Academic Affairs. The VP will render a decision which will be considered final and will convey that in writing to the student via certified mail within 5 business days. A copy of the letter will be sent to the Registrar and to the Student Academic Appeals Committee.

Attendance (303.2)

1. Students are expected to regularly and punctually attend all in-person classes and participate in all online courses in which they are enrolled. Requirements about attendance in traditional classes and participation in online courses must be published in the class syllabus. Participation in online courses is defined as taking an assessment, submitting an assignment, contributing in a chat or discussion, or emailing the instructor. Logging into an online course and then immediately logging out is not considered participation.

2. Students are responsible for notifying their instructors in advance of a planned absence and must complete all class assignments as required. Students are responsible for following registration deadlines and understanding the ramifications of dropping or withdrawing from a class.
3. Students must not be penalized for missing class for a religious observance, jury duty, military duty or other mandatory civic duty, representing the College in an official capacity, or participating on field trips for another class, if they have given the instructor reasonable notice.
4. Students who do not attend the first week of an in-person class will be dropped. Some classes may have stricter standards that require students to be present the first day of class or be dropped.
5. Students in online courses must log in and participate in their course by 11:59 p.m. Saturday of the first week of class or they will be dropped.
6. Participants in the CAVIAT program must adhere to the attendance policy. However, the instructor must inform the High School Transitions office after two, consecutively missed in-person class meetings or one week of failed participation in an online course and prior to removal from the class for any reason. The High School Transitions office will investigate the absences and facilitate all necessary drops between the CAVIAT Coordinator and the instructor.
7. Prior to FTSE, instructors must drop students who are not attending in-person classes or are not participating in online courses. After FTSE and prior to the last date for student-initiated withdrawal, instructors must withdraw students who are not attending in-person classes or are not participating in online courses.
8. Instructors are responsible for keeping accurate attendance records, reporting last dates of attendance, submitting the FTSE roster and final grades to the Registrar.
9. Short courses and non-traditionally-scheduled courses follow a timeline proportionate to the regular semester.
10. It is the students' responsibility to drop or withdraw from any class that they do not want to be registered in. Students are encouraged to discuss drop and withdrawal options with their instructors and with the Office of Student Financial Aid (if a financial aid recipient). Students may drop a course up to the FTSE date and no grade will be recorded on the transcript. Students may withdraw from a course after the FTSE date and up until the student-initiated withdrawal date; a "W" grade will be posted on the transcript.

Class Syllabus (303.3)

Defines the syllabus content so that faculty and students are clear on all expectations of the course.

1. Instructors will provide each student a written course syllabus at the beginning of each credit course.
2. The syllabus must include key components including but not limited to the following:
 - a. Attendance requirements
 - b. Assignment schedule
 - c. Formal evaluation plan
 - d. Semester calendar
 - e. Grading criteria
 - f. Emergency closure information
 - g. Course outcomes, goals and content (from the course outline)

Final Examinations (303.4)

Outlines the procedure for final examinations and exceptions.

1. Final examinations or projects are scheduled for most courses.
2. Final examinations or projects may not be taken early except under exceptional circumstances and with the instructors consent.
3. In cases of college closure, see the college closure procedure.

Grades and Grade Appeals

Grading (303.5)

1. The Coconino Community College grading system is as follows:

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

*These grades are used for approved courses only.

2. To Calculate GPA:
 - a. Multiply the number of credit hours earned in each class by the points assigned to the letter grade.
 - b. Add the points of all classes.
 - c. Divide by the total number of credits.
3. A grade of "I" may be requested by a student at the end of a semester in which the student meets the criteria for an incomplete.
4. A grade of "W" indicates that the student withdrew from the class after the end of the drop period but on or before the withdrawal deadline.
5. A grade of S/U is available for some courses as stated in the college catalog. A grade of S is the equivalent to a grade of "C" or better. A grade of U shows on the transcript but not as credit earned for the semester.
6. A grade of "IP" is used when it is known at the time of registration that class completion will require work in excess of a single semester or session.

Grade Appeals (303.6)

Students may appeal a grade or other decision affecting completion of course requirements.

1. Students represent themselves in the appeal process.
2. Students have until the end of the following semester to appeal final course grades.
3. Students first appeal through informal procedures by talking with the instructor.
4. If a mutually satisfactory understanding is not reached, students may then appeal to the appropriate Department Chair or Division Dean, who will make every reasonable attempt to mediate a mutually satisfactory resolution.
5. If such an understanding is not reached, students may write an appeal to the Registrar's office to begin the formal process for appeal to the Student Academic Appeals Committee.
6. The Student Academic Appeals Committee hears cases brought by students and renders recommendations to the Vice President of Academic Affairs.
7. The Vice President of Academic Affairs renders final decisions, and decisions are communicated to students.

8. All pertinent documentation shall become a part of students' permanent file.

Graduation Procedures (303.13)

1. Definitions

- a. Graduation: Awarding of a degree or certificate by Registrar or authorized designee.
- b. Commencement: A ceremony to honor graduates and applicants for graduation.
- c. Credentials: Degrees or certificates
- d. AGECE: Arizona General Education Curriculum
- e. Residency: Minimum required credit hours taken at Coconino Community College (CCC) prior to award of degree or certificate.

2. Methods of Graduation

There are three (3) ways a student may achieve graduation from CCC:

Student-initiated	All students should use this method to ask the College to evaluate satisfaction of degree or certificate requirements.
College-initiated	The College may determine that a student has met graduation requirements.
Partnership-initiated	The College may accept transfer credits from a partner institution, such as NAU and use those credits to award a credential.

3. Application for Graduation:

Students who believe they will be eligible to graduate with a CCC degree or certificate must consult with their academic advisor and submit an application for graduation based on the following chart of deadlines. See the Academic Calendar for dates.

Term of graduation	Application Available	Final deadline
Fall	July	October
Spring	October	March
Summer	March	July

4. A choice of catalog must be declared at the time of application. See Catalog Choice Procedure (501-05). All required documents, including official transcripts, must be submitted to Registration and Enrollment Services by the stated deadline for each session.

5. Minimum Requirements

- a. Minimum CCC Hours:
 - i. To earn an Associate Degree, a student must successfully complete at least fifteen (15) credit hours of CCC coursework applicable to the degree. No more than twelve (12) credits may be completed with a grade "S". A grade of "S" is not applicable to the Arizona General Education Curriculum (AGECE) except when awarded for

Advanced Placement (AP), College-Level Proficiency Examination (CLEP), and International Baccalaureate (IB) credit.

- ii. To earn a certificate a student must complete at least one-third of the required credit hours in CCC coursework applicable to the certificate. No more than three (3) credits may be completed with a grade of "S."

b. Minimum Grade Point Average:

A student must complete all degree or certificate coursework with a "C" or better and a cumulative grade point average of 2.00 unless a specific program requires a higher standard.

6. Waiver or Substitution of Program Requirements:

Students may request a substitution of graduation course requirements. Program substitution requests will be evaluated on a case-by-case basis as recommended by the academic advisor or other College officials, and approved by the Department Chair.

7. Graduation with Honors

- a. Students graduating with a degree who complete at least thirty (30) credits at CCC, and whose grades qualify will be granted the following designations:
 - i. Cum Laude - 3.40 to 3.69 Cumulative CCC GPA
 - ii. Magna Cum Laude - 3.70 to 3.89 Cumulative CCC GPA
 - iii. Summa Cum Laude - 3.90 to 4.00 Cumulative CCC GPA
- b. Students graduating with a certificate who complete at least fifteen (15) credits at CCC, and whose grades qualify will be granted the following designations:
 - i. Honors - 3.50 to 3.89 Cumulative GPA
 - ii. High Honors - 3.90 to 4.00 Cumulative GPA

8. Second Degree

- a. Upon completion of an Associate of Arts, Associate of Science, Associate of Applied Science, or Associate of General Studies degree from CCC, a student who wishes to pursue an additional degree must meet the following criteria:
 - i. The student must meet the requirements of that degree as outlined in the current College Catalog at the time the second degree is declared.
 - ii. The student must establish residency by completing a minimum of fifteen (15) credit hours beyond those earned in the previously awarded degree.
 - iii. All other graduation requirements must be met as outlined in this procedure.
- b. Students cannot pursue additional credit hours towards earning an Associate of General Studies degree as a second degree.
- c. Students who have completed an AGECE may request one of the following:
 - i. AGECE Certificate
 - ii. AGECE stamp on their transcript

9. Evaluation, Verification and Posting of Degree

The College Registrar or designee has sole authority to approve or deny graduation or verify graduation. Upon final approval, a diploma or certificate will be issued and the credential posted to the transcript.

10. Commencement Ceremony

Attendance at Commencement does not confirm or bestow graduation (i.e., attendance is not in and of itself confirmation of receiving a degree or certificate).

Placement Proficiency and Prerequisites (501.4)

1. Placement Assessment

Students are required to complete placement assessments under the following conditions:

- a. The student is taking his/her first college credit in English or Mathematics.
- b. The student should complete English and Mathematics placement testing prior to the first semester of enrollment in courses requiring placement. These requirements should be pursued in each subsequent semester until requirements are fulfilled.
- c. The student is degree seeking and does not have previous college credit in English or Mathematics. Degree-seeking students will not be allowed to enroll in classes after completion of eighteen (18) hours if they have not taken appropriate placement tests.
- d. The student is a transfer student who completes prerequisite courses more than five (5) years prior to the semester in which prerequisite proof is required.

2. Exemptions

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

- a. The student has an Associate's degree, or higher. This exception does not apply to Spanish placement testing.
- b. The student has earned transferable college credits in Spanish with a grade of "C" or better within two (2) previous years to date of enrollment.
- c. The student has a record of placement assessment at CCC within the past two years.
- d. The student has SAT or ACT scores.

3. Course Placement

A student's score on CCC placement tests and/or SAT/ACT scores and/or previously completed college coursework determines his/her placement into a specific course.

4. Appeal

Students who wish to appeal class placement must follow the procedures established by the academic department.

5. Implementation

To ensure consistency of student placement within the CCC District, the following will apply:

- a. All sites shall use the same assessment instruments or their equivalents.
- b. All sites shall adhere to the same cut-off scores.
- c. Placement scores will be valid for two (2) years from the date of original assessment.
- d. The student will be permitted no more than one (1) re-test per discipline each semester.
- e. Copies of placement test results will be kept on file in the Registrar's Office.

6. Proficiency Test

- a. Requirements: The proficiency tests are designed to help students determine their preparedness for taking specific courses. Required tests are established by the academic department.

- b. Exemptions: Students may be exempt from the proficiency test(s) if the student has satisfied the appropriate course prerequisites.

Repeating Courses (303.9)

1. Students may repeat a course as necessary to:
 - a. Acquire certification.
 - b. Update knowledge and/or skills due to periodic content changes (e.g. Software)
 - c. Retrain or upgrade job-related skills
 - d. with the exception of below
2. Students may repeat up to three (3) times after the initial attempt or as required by program: courses for credit in the case of music and dance performance, art studio, physical health and wellness, creative writing, and developmental courses necessary to raise skills to the college level.
3. Limitations to Exceptions
 - a. Specific CCC programs, including Financial Aid, limit the number of times a course may be repeated. Where those requirements are more stringent, they supersede this procedure. Students should refer to program requirements and contact Financial Aid for guidance surrounding the financial implications of repeating courses.
 - b. Students may repeat, but not receive duplicate credit for a course:
 - i. One (1) time in order to improve a grade of C or better.
 - ii. Two (2) times for which the previous grade(s) received was "D," "F" or "U".Note: "W" will not count towards repeat.
4. Credit courses at CCC will only be counted once towards fulfilling the credit requirements for any degree or certificate unless allowed in the degree or certificate requirements.
5. Only the higher grade(s) will be used in computing the grade point average. All grades will be posted on the permanent record and transcript. A student may be allowed to repeat a course beyond the limit with recommendation from appropriate: Instructor, Department Chair, Dean or Registrar.
6. Repeating in Violation of Procedure

A student found to be repeating a course in violation of this procedure will have registration for the course canceled. Such cancellation may occur at the time of registration or whenever a College official becomes aware of the violation.

Special Courses (303.10)

The purpose of special courses are to provide an opportunity for student learning beyond the regular college curriculum that addresses a unique topic or specific need through a one-time offering which does not duplicate existing courses.

Procedure:

1. Instructor creates a course outline and syllabus to meet a unique student or group need.
2. All Special Courses are assigned a 196, 197, 198, 199, 296, 297, 298 or 299 number in any active prefix, and from one to six college-level credit hours. Special Courses are defined as:

- a. 196, 296: First and second level Travel/Study - College facilitated courses that include travel.
 - b. 197, 297: First and second level Independent Study - student-generated and instructor-approved topic to meet specific individual student need. Students may enroll in up to six credit hours of Special Courses each semester.
 - c. 198, 298: First and second level Special Topics - one-time course offering to address unique topic.
 - d. 199, 299: First and second level Workshops - courses designed to meet special interest requests. 299 courses are intended to build on 199 special interests.
3. Department Chair reviews and determines if course fulfills Special Course purpose, then forwards completed course outline and syllabus to Division Dean.
 4. Division Dean reviews, and approves or disapproves the course. Approved course outlines are submitted to Curriculum Coordinator.
 5. Approved courses are submitted to Registration and Enrollment Services for scheduling.
 6. Instructor responsibilities, load, and compensation are equivalent to those of regular courses (Procedures 308-02 and 444-02).

Student Code of Conduct (503.1)

Assuming Self-Responsibility (503.1.1)

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

Statement of Commitment to Students (503.1.2)

Coconino Community College provides personalized and accessible opportunities in higher education by offering transfer, career and technical programs, and community interest courses.

Student Code of Conduct (503.1.3)

Coconino Community College offers its students the opportunity to learn in an environment where individual rights are respected. As in any group situation, respect for individual rights is best achieved when each group member acts in ways that are reasonable and responsible. Conduct is expected to be consistent with the learning environment and is subject to standards set by the College.

The Student Code of Conduct is designed for the promotion and protection of such an environment at the College and to balance the rights and needs of the individual with the responsibility of the individual to the college community. Listed below are the conducts that may lead to college disciplinary actions or possible dismissal:

- Conviction of a crime or continued misconduct of any type that is an infraction of the established laws of the city, county, state or nation.
- Possession, use, solicitation, or distribution of intoxicating liquors, narcotics, controlled substances or illegal drugs on college-owned or controlled property.
- Theft or conversion of college-owned or personal property, possession of stolen property, or unauthorized entry into college-owned or controlled property.
- Malicious destruction of college or personal property.

- Endangering or threatening the life or physical safety of others or self, including detention or physical abuse of any person.
- Failure to meet financial obligations to the College.
- Falsification, misuse, or forgery of college records or documents including the Student ID card.
- Knowingly furnishing false or incomplete information to the College or to a college representative or official in response to an authorized request, including a legitimate request by an identified college official, that a person identify him/herself.
- Possession or use of firearms, explosives, dangerous chemicals, or other dangerous weapons or instruments on college-owned or controlled property except as expressly authorized by the law or by institutional regulation.
- Behavior that interferes with the orderly functioning of the College, interferes with an individual's pursuit of an education, or disrupts the learning environment on college-owned or controlled property or during an authorized college class, field trip, seminar, or other meeting, or college-related activity on or off college property.

Full-time Faculty

Jerry Baker- <i>English</i> B.S., Central Michigan University	Barbara Seckinger- <i>Fine Arts Department Chair</i> B.A., B.S., University of Wyoming
--	---

M.A., Central Michigan University	M.A. University of Wyoming
Bryan Bates- <i>Biology, Environmental Science</i> B.A., Westminster College, M.A., Sangamon State University	Edward Knecht- Business B.S., Northern Arizona University M.B.A., Arizona State University
Sarah Benton- <i>American Sign Language/ Interpreter Training</i> B.S.W., Rochester Institute of Technology M.S.W., Boston College	Kathryn Kozak- <i>Mathematics</i> B.S., Northern Arizona University M.S., Northern Arizona University
Doris Beran- <i>Allied Health</i> B.S., SUNY Binghamton M.P.H., Oklahoma University	Maya Lanzetta- <i>Developmental Mathematics</i> B.S. M.S.
Dave Bowman- <i>Computer Information Systems Department Chair</i> B.A., University of Wyoming	Tom Lehman- Biology B.S., Carroll College M.A., University of Nebraska at Omaha M.A., Colorado State University
Charles Brown- <i>Languages</i> B.S., University of Arizona, M.S., Northern Arizona University	Ronald McFarland- Computer Information Systems M.B.A., B.S.B.A., University of Phoenix M.A., Western N.M. University Ph.D., Nova Southeastern University
Troy Cayou- <i>Chemistry</i> B.A., Hamline University M.A., University of Arizona	Emily McRobbie- Education B.S., State University of New York M.A., University of Texas at Austin
Colleen Carscallen- <i>English & Languages Department Chair</i> B.A., Northern Arizona University M.A., Northern Arizona University	Janis McMillan- Nursing B.S.N., Northern Arizona University M.S.N., Northern Arizona University
Sandra Dihlmann Lunday- <i>English</i> B.A., Northern Arizona University M.A., John Hopkins University	Michele Metcalf- Psychology B.A., Southwest Texas State University M.A., Northern Arizona University
Ruth Foster- <i>Developmental English</i> B.A., University of Missouri M.A., Northern Arizona University	Ken Myers- Construction & Sustainability
Paul Holbrook- <i>Business Department Chair</i> B.S.B.A., Northern Arizona University M.B.A., Northern Arizona University	Alan Petersen- Fine Arts Department Chair B.F.A., Northern Arizona University M.A., Northern Arizona University
Loria J. Hute- <i>Nursing</i> B.S.N., Northern Arizona University M.S., Northern Arizona University	David Ramos- Public Safety & Sustainable Building Trades Department Chair
Maxie Inigo- <i>Mathematics & Science Department Chair</i> B.S., Northern Arizona University M.S., Northern Arizona University	James Rhodes- Psychology, Sociology B.S., Northern Arizona University M.A., M.Ed., Northern Arizona University
Jennifer Jameson- <i>Mathematics</i> B.S., University of Mary Hardin-Baylor M.S., Northern Arizona University	Dave Rudakewich- Liberal Sciences B.S., Indiana University of Pennsylvania M.A., University of Oregon
Donald Johnson- <i>Nursing Program Director</i> B.S., Walla Walla College M.S., University of Arizona	Kim Sonier- Mathematics B.S., University of New Hampshire M.S., Northern Arizona University
Jeff Jones- <i>Computer Information Systems</i> B.S., San Jose State University M.Ed., Northern Arizona University	Nina Webb- <i>Nursing</i> B.S., University of Phoenix
Jeremy Martin- <i>English</i> B.A. in English from Knox College M.F.A. in Creative Writing from Eastern Washington University	Nik Zatezalo- <i>Accounting, Business, and Economics</i> B.S., Grand Canyon College M.B.A., Western International University

Part-Time Faculty

Coconino Community College employs part-time associate faculty who contribute to the richness and breadth of the instructional

program. Because of the large number of associate faculty employed, information regarding associate faculty may be obtained from the Human Resources Department.

Record of Catalog Updates since the 2012-2013 Catalog

This page lists all changes and updates to programs and courses that have been approved during the 2012-13 academic year and will be incorporated in the 2013-2014 Catalog. Details about the information provided below can be found in the college catalog.

NEW COURSES:

- AHS 101 Careers in Health Care (3)
- AHS 102 Administrative Medical Front Office (4)
- CIS 137 Intro to Computer Security (4)
- DAN 157 Bollywood Workout (1)
- DAN 1021, 1022, 1023, 1024 Pilates Sequence for Dance Majors (2)
- DAN 1111, 1112, 1113, 1114 Beginning Yoga Sequence for Dance Majors (2)
- DAN 2021, 2022, 2023, 2024 Pilates II Sequence for Dance Majors (2)
- DAN 2101, 2102, 2103, 2104 Yoga II for Dance Majors (2)
- MAT 010 Math Help (2)
- MAT 140 College Mathematics (5)
- SOC 230 Sociology of Media and Film (3)

COURSE MODIFICATIONS:

- ACC 255 Principles of Financial Accounting (3)
- AHS 102 Administrative Medical Front Office (4)
- AHS 135 Medical Insurance, Coding, and Billing (3)
- AHS 141 Medical Assistant I (8)
- AHS 142 Medical Assistant II (10)
- AHS 143 Medical Assistant I Skills (2)
- AHS 144 Medical Assistant II Skills (4)
- AHS 289 Allied Health Internship (1-6)
- ART 165 Three Dimensional Design (3)
- ART 190 Oil/Acrylic Painting I (3)
- ART 290 Visual Arts Practicum (3)
- DAN 151 Turkish-Egyptian Dance I (1)
- HRM 240 Commercial Food Production (3)
- ITP 215 Transliterating (3)
- NUR 110 Nursing Assistant (4)

AGEC INCLUSION:

- MAT 140 College Mathematics (5)

COURSE RETIREMENTS:

- AHS 138 Back Office Procedures I (3)
- AHS 139 Back Office Procedures II (3)
- CIS 100 Keyboarding-The Survival Skill (1)
- CIS 105 Keyboard Application (2)
- CIS 217 Web Publishing I (3)
- PAR 100 Intro to Paralegal Studies (3)
- PAR 104 Wills, Trusts, and Probate (3)
- PAR 105 Legal Computer Applications (2)
- PAR 203 Family Law (3)
- PAR 220 Civil Tort Litigation I (3)
- PAR 221 Civil Tort Litigation II (3)

NEW DEGREES/CERTIFICATES:

- None

DEGREE/CERTIFICATE MODIFICATIONS:

- AA Sociology (62)
- AAS Computer Software Technology (62)
- AAS Construction Technology (60)
- AAS Medical Assistant (66)
- AAS Nursing (75)
- AAS PreHealth Careers (60)
- AAS Sustainable Green Building (68)
- AFA Dance (60)
- Graphics and Web Design certificate (24)
- Medical Assistant certificate (39)
- Medical Front Office Assistant certificate (34)
- Medical Insurance, Coding, and Billing certificate (28)
- Phlebotomy certificate (29)
- Pre-Health Careers certificate (26)

DEGREE/CERTIFICATE RETIREMENTS:

- None

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