Coconino Community College

2010-2011 Catalog

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General Information

Welcome Message

Where Ancient Vistas and an Endless Future await you.

Opportunities at Coconino Community College are as vast as the great expanses of northern Arizona. Most anywhere you look there are astonishing views.

What we see at CCC are *Ancient Vistas and an Endless Future.* Our location reminds us that we are a part of this incredible landscape; our students remind us of the tremendous possibilities the future holds.

At CCC, all that we are and all that we can be comes together. And this is how dreams come true.

We invite you to explore the vistas of your world through CCC.

With more services, programs and certificates available online than ever before, our doors are open virtually 24 hours a day, seven days a week.

Our campuses span northern Arizona with locations in Flagstaff, Williams, Page/Lake Powell, Tuba City and at the Grand Canyon. And our students are as diverse as the region we serve.

High school students, single parents and retirees all tell us how comfortable they feel in our classes and how their lives have been enriched through the CCC experience.

At CCC, we're all about changing lives. We offer the training you need to get the job you want. We can help you target and acquire more skills to advance into better jobs. We can set you on the path for advanced degrees and higher education, or help you explore an interest along your journey of lifelong learning through short courses and workshops in our Community Enrichment Center.

Your successes are our successes and once you've made CCC part of your educational plan, you'll find you've got a team of enthusiastic and knowledgeable professionals ready to help you realize your goals.

CCC is where Ancient Vistas and an Endless Future work for you.

Visit our Web site at wwwb.coconino.edu and *Explore Now.*

District Governing Board

Val Gleave
Board Chair
Flagstaff, Arizona
District 5

Patty Garcia
Flagstaff, Arizona
District 2

Patrick Hurley
Page, Arizona
District 4

Nathaniel "Nat" White
Flagstaff, Arizona
District 1

Jack Hadley
Williams, Arizona
District 3

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

PLANNING FOCUS

To support and promote workforce development efforts by providing the necessary occupational/technical programs and services.

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 & 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 being "Northern Arizona's premier learner-centered community for achieving your dreams of success."

More information on assessment of student learning at CCC can be found at:
http://wwwb.coconino.edu/research/Pages/default.aspx

Strategic Goals 2008-2011

GROWTH & ETHICS

Goal One: By June 30, 2011, CCC will develop and establish sustainable funding options and optimize the utilization of existing resources by:

Improving internal efficiencies

Strengthening the CCC Foundation

Developing new revenue streams

Enhancing recruitment and retention through innovative enrollment management strategies

QUALITY

Goal Two: By June 30, 2011, CCC will improve the use of technology to enhance learning by:

Strengthening technology infrastructure

Maximizing technology and facilities for learning

Improving access to and delivery of distance learning

Enabling anytime, anywhere use of college technology services

Strengthening technology operations to sustain a geographically disbursed, multi-campus environment

COMMUNITY

Goal Three: By June 30, 2011, 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 by:

Strengthening current collaborations with NAU and pursue new ones

Strengthening high school collaborations

Forming collaborations with outside entities

Increasing CCC's visibility throughout the District

Developing ways to measure and understand the diverse learning needs of the County

Developing a clear branding for CCC describing how the College uniquely meets the needs of the County

LEARNING

__Goal Four:__ By June 30, 2011, CCC will incorporate more innovative strategies to enable achievement of individual learning goals by:

Promoting and expanding post-secondary opportunities for high school students

Expanding non-credit offerings to better match opportunities present in the demographic profile of the County

Developing new and signature programs

Developing strategies to address the specific needs of distance learners

Ensuring institutional quality

PEOPLE & RESPECT

__Goal Five:__ By June 30, 2011, CCC will establish a high quality workplace which values its employees and promotes a learner centered environment by:

Establishing multiple paths for high quality internal customer service and appreciation

Implementing an enhanced total compensation philosophy and plan which enhances recruitment and retention of quality employees

Integrating learning centered philosophy deeper into the CCC culture

SUSTAINABILITY is woven throughout the tactical plans of the document

Coconino Community College Foundation

Foundation Officers

Christopher J. Bavasi
President

Kevin Stephens
Vice President

LaVelle McCoy
Treasurer

Kathy Zahl
Recording Secretary

Annette Zinky
Faculty/Staff Representative

Dr. Carole Mandino
Secretary

Susan Casebeer
Community Leader

Joe Donaldson
Community Leader

Amy LeGere
Community Leader

Bill Morrison
Community Leader

Gary Smith
Community Leader

Gail D. Lowe
Certified Public Accountant

Ex-Officio

Dr. Leah L. Bornstein
President, Coconino Community College

Lloyd Hammonds
Executive Dean, Page/Lake Powell Campus

Dr. Nat White
DGB Liaison

Bonnie Stevens
CCC Public Relations Director

Robert G. Erb
Foundation Director/Development Director

Whitney Cunningham
Legal Counsel

Ann Black
Grant Writer

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, support of the college library, procurement of special equipment, planning for special college activities and programs, and development of area-wide interest in support of the college.

Gifts to the Foundation may be made in several ways and may usually be arranged to simultaneously achieve maximum tax benefits for the donor and provide generous support for education. Contributions may be made by gifts of cash, real or personal property, securities, provision of a will, gifts of insurance policies, or the establishment of trusts. Gifts may be awarded for specific purposes or given without restrictions.

The Coconino County Community College Foundation, Inc. supports quality education through excellence, achievement and commitment.

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
800.621.7440*

Equal Opportunity & Nondiscrimination Statement

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

Coconino 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 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 purposed as allowed under the FERPA regulations.

Affiliations

Coconino Community College is a member of the following organizations:

American Association of Collegiate Registrars and Admissions Officers
American Association of Community Colleges
American Council on Education's Commission on Women in Higher Education

American Library Association

American Payroll Association

Arizona Academic Administrators' Association

Arizona Association for Institutional Research

Arizona Association for Supervision and Curriculum Development

Arizona Association of Collegiate Registrars and Admissions Officers

Arizona Association of District Governing Boards

Arizona Association of Student Financial Aid Administrators

Arizona Association of Student Personnel Administrators

Arizona Association of Veterans' Program Administrators

Arizona Coalition for Human Services

Arizona Community College Association

Arizona Community College Presidents' Council

Arizona Cooperative State Procurement Agreement

Arizona High School/College Relations Council

Arizona Occupational Administrators' Council

Arizona Post Secondary Access Coalition

Arizona Society of Certified Public Accounts

Arizona State Small Business Development Center Network

Arizona Vocational Association

Association for Institutional Research

Association for Women in Psychology

Association of College and Research Librarians

Association of Small Business Development Centers

Association on Higher Education and Disability

Arizona Teachers of English as a Second Language

Chambers of Commerce: Flagstaff, Sedona, Page, Williams, Grand Canyon

Coconino County Private Industry Council College Reading and Learning Association

College and University Personnel Association

Community College Business Officers

Community College Institute for Research and Development

Flagstaff Alliance for the 21 st Century

Government Finance Officers Association

Greater Williams Economic Development Council

Institute for Supply Management

International Accounts Payable Association

Mojave Educational Services Cooperative

National Academic Advising Association

National Association of College and University Attorneys

National Association of College and University Business Officers

National Association of Educational Buyers

National Association of Student Employment Administrators

National Association of Student Financial Aid Administrators

National Association of Student Personnel Administrators

National Association of Veterans' Program Administrators

National Council for Occupational Education

National Council on Marketing and Public Relations

National Institute for Staff and Organizational Development (NISOD)

North Central Association of Community Colleges and Schools*

Northern Arizona Human Resources Association

Pacific Association of Collegiate Registrars and Admissions Officers

Society for College and University Planning

Society of Human Resource Management

Soroptomist International of Flagstaff

Western Association of Student Employment Administrators

Western Association of Student Financial Aid Administrators

Western Interstate Commission for Higher Education

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.

Support Services & 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, class 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 Admissions, Records and Registration 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 made to meet a specific purpose. This may be 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 share general information on each course. They are a brief summary of the course. They share prerequisites. These are classes or conditions that must be met prior to enrollment in a course. They also state credit hours earned for completion of the course and the number of lecture and lab hours the class meets.

The Class Schedule has a list of when classes are offered in each college location. It also has a list of 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 is has more specific information about services and programs offered at CCC. The student handbook has information about each support service at a campus and how to contact the staff for the service or program. Also, the student handbook has a more detailed list of terms and definitions. The student Handbook also has the policies and procedures student rights and responsibilities. This helps students to be informed of the rules and regulations affecting them while at CCC.

Support Services

Advising

Academic Advising is available through the office of Student Support 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.

Learning Enhancement Services (LES)

Learning Enhancement Services strives to have the best possible areas for adult learning. We provide assistance to students, faculty and staff. We want to partner with you so you can meet your goals and be successful at CCC.

To be successful, you need to direct your own learning. To make this happen, we say:
• Go Ahead, Make Mistakes (That's Part of Learning)
• Ask Questions
• Ask for Assistance
• Ask for a Different Explanation
• Ask for a Different Style of Learning Assistance
• Ask to be Treated with Respect

We have workshops and staff available to help you learn more about your learning style and how to learn. The workshops, the in-person assistance, the online assistance, and the following tips will help you to be a more self directed learner.
• Come Prepared
• Attend Class
• Do Your Own Work
• Manage Your Time
• Know Your Learning Style
• Know Your Strengths and Weaknesses
• Follow College Policies and Procedures (located in the Student Code of Conduct Manual)
• Take care of Your Personal Possessions
• Help to Maintain a Positive, Distraction-Free Environment

Learning Assistance

CCC has learning centers and information online to help you succeed in college. The learning centers are in

Flagstaff and Page. At the centers and online we can help you learn how to learn. We focus on critical thinking, planning, and being accountable for your learning. The centers help foster learning.

Learning assistance doesn't focus on mastering facts and theory. Learning assistance guides you in the learning process. We help you grasp what you've been presented in class, but we don't present new ideas for you to master.

You can get free assistance in math, science, writing, and more. Check the website or with the site coordinator at your campus to find out what assistance we have and when it is available.

Student Computing Services

CCC has learning assistance to help you learn how to learn in the computer labs too. The labs have fast and reliable computers. CCC course software is loaded on them. The labs also have quality Internet connections, printers, and scanners. Students can store information on the College network.

Students use our labs to do assignments, type papers, do research, access CCC online classes and more. If you are taking a computer class, we have learning assistance for all software taught at CCC. We also have general technology assistance if you want to use computers for class presentations or projects.

The lab staff is friendly and knowledgeable at both locations. They will help you with your computer classes. They have two goals. One is to help you understand your course materials. The other is to help you build your problem-solving skills. They will also help you use any equipment in the lab.

Our mission is to help you learn in a technology environment. The lab staff is here to help all CCC students. Check the website or with the site coordinator at your campus to find out more.

Information Resources and Library Services (IRLS)

The library helps you succeed at college. In the library, you can find answers to your study challenges. The library helps you find and use quality information and teaches you how to use the library better. Finding adequate, quality information about your topic will help you in understanding difficult concepts taught in your classes.

Staff is available to answer questions about finding, evaluating and using information to improve your understanding of the curriculum. Here's how it works:

Bring your question to the library.
Read more about your question.
Answer your question with books, videos, magazines or online information.
Ask a library staff member about your question.
Join a study group to learn together.
Here are some of the library services you can use:
Use online library services from your home computer
View additional materials (Reserves) assigned by your instructor.

Utilize the Research & Writing Room for finding answers to all of your research and writing questions.

Locate electronic "handouts" for quick help with important college skills.

Master skills through an online workshop for help or sometimes extra credit from your instructor.

You want answers right away. The library's web site has ready-to-use information. One of the valuable resources for you is academic databases. These resources allow searching for quality information gathered from trusted sources. They contain magazine, journal, and newspaper articles along with reference book sources. These online sources are higher quality than the free information on the Internet. Using the best information helps you receive the best grades.

Your community has other libraries that can help. Some libraries, like Northern Arizona University's Cline Library, are partners with CCC. Here is a list of those libraries:

Northern Arizona Cline Library (partner)

Flagstaff City-Coconino County Public Library (partner)

Page Public Library (partner)

Williams Public Library

Grand Canyon Community Library

Visit the college's library web page for more libraries.

The library makes it easy to understand ideas presented in your classes. Students use the library to study with friends, gather information to complete an assignment, find a person to help, or learn new 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 (IT Help Desk)

Multimedia for classroom presentations and meetings available at both 4th street and Lone Tree campus. 4th street multimedia equipment must be checked out, picked up and returned at the 4th street Help Desk.

Equipment is reserved on a first come, first serve basis and a 48 hour notice is recommended.

Equipment currently available:

Laptop computers

Projectors

Digital camera

Digital camcorder

Slide projectors

CD and cassette players (boom boxes)

For further information or assistance, contact the IT Help Desk at 226-4357 or Daniel Begay at 226-4239

Testing Services

CCC uses tests, called placement and proficiency tests to show that students have the skill level needed to do well in courses. These tests can also help students choose the best starting course for them.

CCC also offers the following tests:

Proctored tests, supervised exams from other institutions

Certificatio tests to obtain a professional certificate (Office of Pest Management (OPM) and WorkKeys (work skills assessment))

DSST (Formerly DANTES) – credit for prior learning/life experience exams

Private testing for qualifying students needing accommodations

General Educational Development (GED) exams, high school equivalency exam

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 Academic Competitiveness Grant (ACG), Federal Stafford Student Loan, Federal PLUS Loan, Leveraging Educational Assistance Partnership (LEAP) Grant, ACAAP Grant and CCC Grant. 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 January 2 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 Regent 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 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. Students interested in FWS must complete the FAFSA at www.fafsa.ed.gov and the 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 using Worksheet C. 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 for more information.

Career Exploration and Educational Planning (Career Services)

The comprehensive Career Center at 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 and college and financial aid info. The College Central Network system allows students to search for current positions and post their resumes for businesses to view. Please call 226-4316 for information.

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 Lounge.

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.

Tech Prep/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, and
• Eliminate duplication of course work during their freshman year of college.

Coconino Community College offers Tech Prep/Dual Enrollment Programs in:
• Accounting
• 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

CCC currently works with the following high schools:
- Coconino High School
- Flagstaff High School
- Fredonia High School
- Sinagua High School
- Tuba City High School
- Page High School
- Williams High School
- Grand Canyon High School
- Greyhills Academy High School
- Ganado High School
- Ponderosa High School

For more information go to the Tech Prep web page: http://www.coconino.edu/academics/career/

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:

Computer Networking
Education Professions
Electrical Technology
Law Enforcement
Medical Assistant
Nursing Services - Certified Nursing Assistant
Pre-Nursing
For more information, go to the CAVIAT webpage at:
http://www.coconino.edu/academics/career/highschool/Pages/CAVIAT.aspx

Passages Program

The Passages Program provides assistance for single parents & displaced homemakers who are beginning or

returning to college. We help guide students to success in a number of career and technical programs. Support services for eligible students may include:

• Financial assistance for tuition, childcare, transportation

• Academic advising

• Crisis intervention and referral to community resources

• Textbook loan

Disability Resources (DR)

CCC is committed to providing college-wide educational support and assistance for students with documented disabilities. Services are individually determined to provide you with the opportunity to fully participate within College-sponsored courses and/or activities. 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.

If you have a documented disability and feel you require accommodations, please contact the Disability Resources office. Services include intake assistance, eligibility determination with appropriate documentation, faculty notification of accommodations, a variety of academic assistance, and continued services throughout your educational experience at CCC. Please be aware that you must contact the Disability Resources office each semester you request accommodations. This should occur at least six weeks before classes start. Without six weeks notice we cannot assure the timely availability of materials or arrangements. Visit the Disability Resources website for more detailed information.

Childcare

The College District's Flagstaff (Lone Tree Road) campus has an on-site childcare facility providing full-day and part-day services for children of ages 2-5 (must be potty trained). Enrollment preference is given to dependents of the College's student population in order to assist in their ability to attend classes. For further information call: (928) 226-4227

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 ROTC Basic Course credit to students who intend to enroll in, or continue their participation in Army ROTC classes at Northern Arizona University or other universities hosting Army ROTC programs. Students can register for these classes at CCC and take the courses at NAU. For further information, contact Air Force ROTC at (928) 523-2060 or CCC's Student Support Services.

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. 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 and have the opportunity to participate in monthly student forums. Students interested in starting new clubs or organizations should contact the Office of Student Support Services.

Phi Theta Kappa

Phi Theta Kappa International 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 $35 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.

Student Handbook

The Student Handbook provides information on services and programs offered at CCC. The Student Handbook directs students to policies and procedures for processes offered by the college including student discipline, grade appeals and other academic processes.

Student ID Cards

Photo student ID cards are provided at the Lone Tree, Fourth Street, and Page/Lake Powell campuses during the first semester of attendance. The ID card is required to access campus services and 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

College Compliances

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.

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.

Assessment

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 being "Northern Arizona's premier learner-centered community for achieving your dreams of success."

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

Campus security report

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. It can be seen at http://www.coconino.edu/business/facilities/security/CRIME%20STATISTICS/Pages/CampusCrimeReport.aspx . Printed copies are also available upon request through security.

Carl Perkins Vocational Education Act

Coconino Community College receives grant funding under the federal Carl Perkins Vocational and Technical Education Act of 1998 to improve vocational education programs and to ensure the full participation of individuals who are members of special populations in vocational education programs. Special populations in the Act are defined as individuals with disabilities; 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.

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).

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 illegaly 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, especially their FAQ's at www.copyright.gov/help/faq.

Directory Information
Coconino Community College designates the following items as Directory Information: student name, address, telephone number, date of birth, major field of study, participation in officially recognized activities, dates of attendance, degrees and awards received, most recent previous school attended, 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.

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 upon request or at www.coconino.edu. 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 cocain 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 excercise. 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

400 Maryland Avenue, SW

Washington, D.C., 20202-4605

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. Students who do not have the above must pass an independently approved examination to qualify for Title IV financial aid funds. Students may also have the ability to benefit if they have satisfactorilly completed and transferred in at least six credits of coursework that apply towards the certificate or degree they are pursuing. 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 disburseing financial aid in the cashiers office. Our Satisfactory Academic Progress policy is available to students at www.coconino.edu/finaid. CCC participates in electronic processes with the Department of Education to transmit FAFSA data, Grant data, Loan data and other relevent related data.

Financial Aid available at CCC and how to apply

CCC offers the following types of financial aid: Federal Pell Grant; Federal Supplemental Educational Opportunity Grant (FSEOG); Federal Academic Competitiveness Grant (ACG), Federal Work Study (FWS); Leveraging Education Assistance Partnership (LEAP), Coconino Community College Grant, Federal Family Education Loan Program (FFELP) Subsidized, Unsubsidized, Parent PLUS 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 through the last day of the refund period. After this period no adjustments to your financial aid will be made. Students who are not making Satisfactory Academic Progress (SAP) will have their financial aid awards canceled for all future enrollment.

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 http://www.coconino.edu/sa/finaid/Pages/2009-2010FinancialAidForms.aspx , 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 on file with the Office of Admissions, Records and Registration the following business day. Students should allow 5-7 days for the check to arrive in the mail.

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 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 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://www.ifap.ed.gov/aidworksheets/currentoptions.htm - 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.

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

1. 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 Student Loan Cohort Default Rate

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

a) Financial Aid Students are responsible for 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

b) Notifying the Office of Student Financial Aid when the student has completed an official withdrawal through the Office of Admissions, Records and Registration or stopped attending all classes.

c) Completing loan exit counseling if a loan was received at CCC when the student withdraws, graduates or drops below six credit hours..

Harassment & 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.

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.

Human Subjects in Research

Coconino Community College complies with the human subjects in research procedures found in Federal Regulations 45 CFR 461.

Institutional Effectiveness and Assessment

Coconino Community College is committed to its mission to promote student success through comprehensive learning opportunities. Assessment is the ongoing process of analyzing and evaluating CCC's functions and activities. Information gathered enables the College to understand its effectiveness and improve its educational offerings and services. Assessment and institutional effectiveness activities at CCC emphasize feedback on teaching and learning. The information is used to plan and improve instruction, support services, administrative functions, and cultural and community support.

Students and community members-at-large are asked to participate in assessment activities, which may include, but are not limited to, examination, performance assessments, surveys, focus groups, interviews, and follow-up studies. Participation in these activities is appreciated and valued by members of the College community.

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.

Religious Holidays

Students shall have the right to observe major religious holidays without penalty or reprisal by any administrator, faculty member or employee of the College. The student will be required to make up any work missed. Absences for such holidays shall not count against the number of absences allowed by an instructor. At least 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.

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 www.coconino.edu.

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.

Vice President for Academic Affairs: Dr. Kathleen Corak 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 Theresa Alvarado: 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 and Campus Security Act (as amended by Public Law 02-26, the Higher Education Technical Amendments of 1991). Copies of the Student Right-to-Know document are available on the College's web site at www.coconino.edu.

The Crime Awareness and Campus Security Act of 1990 requires that colleges collect, prepare and publish information related to crime and campus security and distribute it to all current 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 .

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 at https://webapp2.coconino.edu/prod/bwckschd.p_disp_dyn_sched. 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.

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 Admissions 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.

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

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

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, 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.

Note: The General Education Core Curriculum is not a degree

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

Thinking about transferring? Make your credits count!

What is AGEC?

• AGEC stands for Arizona General Education Curriculum. AGEC is the best way to make your credits count for most transfer degrees.

• The purpose of AGEC 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.

• AGEC 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 AGEC starting spring of 1999.

• AGEC 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 AGEC?

1. When you complete an AGEC[1], 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 AGEC[2].

2. AGEC satisfies ALL lower-division liberal studies requirements at all Arizona public universities.

3. For most majors, if you complete an AGEC and specific courses you need for transfer, you can enter any Arizona public university as a junior. Please see an advisor for more information.

4. Save money by completing your lower-division liberal studies requirements at CCC[3]. On the average, Coconino Community College tuition rates are about one-third of the Arizona public universities' tuition.

5. Classes are generally smaller than university freshman and sophomore liberal studies classes.

6. If you have some high school concurrent enrollment credits, and/or CLEP credits that satisfy our General Education requirements, these credits can be counted toward an AGEC and will transfer to all Arizona public universities.

1 Arizona residents need to have a minimum AGEC GPA of 2.0.
Non-residents are required to have a minimum cumulative GPA of 2.5.
2 Depending on the major or department you plan to transfer to at
the university, you might still need to meet departmental admission requirements.
3 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 AGEC[1]. Therefore, you get all the benefits of completing an AGEC 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 AGEC 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 AGEC?

• 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 hours[2].

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

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Arizona General Education Curriculum - AGEC-A

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).

Minimum credit hours required: 35

General Education Requirements: 35 Credit Hours

Composition 6

ENG 101 College Composition I (3)

ENG 102 College Composition II (3)

Mathematics 3-5

MAT 142 College Mathematics (3) or a higher course

selected from the approved AGEC courses in the Mathematics category.

Arts/Humanities 6-9

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

Social/Behavioral Sciences 6-9

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

Physical/Biological Sciences 8-10

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

Options* 0-6

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

0-6 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

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University Degrees that Include AGEC-A

https://login.coconino.edu/academics/curriculum/collegecatalog/Pages/UniversityDegreeswithAGEC-A.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:	Philosophy:
-BA Africana Studies (UA) *	-BA Philosophy (ASU) *
	-BA Philosophy (NAU) *
	-BA Philosophy (UA) *
Anthropology:	**Political Science:**
-BA in Anthropology (ASU) *	-BS American Political Studies (NAU) *
-BA in Anthropology (NAU) *	-BA International Affairs (NAU) *
-BA in Anthropology (UA) *	-BA/BS Political Science (ASU) *
	-BA/BS Political Science (NAU) *
	-BA Political Science (UA) *
Art:	-BA Political Science Asian Studies (ASU) *
-BA Art History (ASU) *	-BA Political Science Latin American Studies (ASU) *
-BA Art History (NAU) *	-BA Political Science Social & Behavioral Science (ASU) *
-BA Art History (UA) *	-BS Political Science Social & Behavioral Science (ASU) *
-BA in Photographic Studies (ASU)	
-BA Museum Studies (ASU) *	
English:	**Psychology:**
-BA American Studies (ASU) *	-BA Psychology (ASU) *
-BA Creative Writing (UA) *	-BA Psychology (UA) *
-BA English (ASU) *	
-BA English (UA) *	
-BA English (NAU) *	

-BS Multimedia Writing & Technical Communication (ASU)	
Geography: -BS Geography (NAU) -BA Geography (UA) * -BA Geography (ASU) * - BS Geography (ASU) -BS Public Planning (NAU) -BS Regional Development (UA) *	**Religious Studies:** -BA Judaic Studies (UA) * -BA Religion & Applied Ethical Studies (ASU) * -BA Religious Studies (ASU) * -BA Religious Studies (NAU) * -BA Religious Studies (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)	**Journalism and Media Arts:**

-BA Anthropology (UA) -BA/BS Public Agency Service (NAU)	-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, Intermedia 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 & Metalsmithing (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)	**Mathematics:** -BA Mathematics (ASU) * -BS Mathematics (ASU) -BS Mathematics (NAU)

-BA/BS Speech Communication (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) *
	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) *

-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) -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)*	-BFA Theatre Arts Education (UA) * -BFA Theatre Production (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)	

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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.

Minimum credit hours required: 35

General Education Requirements: 35 Credit Hours

Composition 6

ENG 101 College Composition I (3)

ENG 102 College Composition II (3)

Mathematics 3-5

MAT 212 Business Calculus (3) or a higher course selected

from the approved AGEC courses in the Mathematics category.

Arts/Humanities 6-9

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

Social/Behavioral Sciences 6-9

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

Physical/Biological Sciences 8-10

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

Computer Science 3

CIS 120 Introduction to Computer Information Systems

Options* 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

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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)

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

ABus/GR	ABus/SR

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
	Computer Information Systems:
	-BS Computer Information Systems (ASU)
	-BS Business Admin (NAU)
	-BS Business Admin, Management Information Systems (UA) *

-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)	
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)	

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Arizona General Education Curriculum - AGEC-S

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).
Minimum credit hours required: 35

General Education Requirements: 35-41 Credit Hours

Composition 6

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

Mathematics 3-5

MAT 220 Calculus & Analytic Geometry I (5)

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 8-10

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 6-8

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 AGEC-S

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

AGEC-S

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:	**Secondary Education, Chemistry Teaching:**
-BS Health Sciences, Health Education (UA) *	-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	**Physics, Physical Sciences & Astronomy:**
Ecology	-BS Astronomy (UA) *
Evolution	-BS Astronomy (NAU)
Fish & Wildlife Management	-BS Physics (ASU)
Physiology	-BS Science Education, Physics (UA) *
Pre-Health Professions	-BS Physics (NAU)
Zoology	-BS Physics (UA) *
-BA/BS Ecology & Evolutionary Biology (UA) *	-BS Physics & Astronomy (NAU)
-BS Life Sciences (ASU)	-BS Physics & Mathematics (NAU)
-BS Microbiology (ASU)	
-BS Microbiology (UA) *	
-BS Microbiology (NAU)	
-BS Molecular & Cellular Biology (UA)*	
-BS Health Sciences, Physiology (UA)*	

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 & Criminalistics

General Education Core Curriculum: GECC

English Composition (6)

ENG 101 College Composition I (3)

ENG 102 College Composition II (3)

Mathematics (3-5)

MAT 142 College Mathematics (3)

MAT 151 College Algebra (4)

MAT 187 Precalculus (5)

MAT 212 Business Calculus (3)

MAT 220 Calculus & Analytic Geometry I (5)

MAT 230 Calculus & Analytic Geometry II (5)

MAT 241 Calculus & Analytic Geometry III (4)

MAT 261 Differential Equations (4)

Note: AAS and AGS Degrees may substitute MAT 121 or higher or BUS 100. See specific degree program for requirement listing.

Arts and Humanities (6-9)

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 202[C] Art History: 1400 - 2000 (3)

ART 220[C] Art of the United States (3)

ART 221[C,E] Art of the Southwest (3)

CPS 100[E,C,S] 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 & Ideas (3)

HUM 241[W] Humanities I (3)

HUM 242[W,C] Humanities II (3)

MUS 100 Music Appreciation (3)

MUS 145 Jazz History & Literature (3)

MUS 207[E] American Popular Music (3)

PHI 101[C] Introduction to Philosophy (3)

PHI 105[E] Introduction to Ethics (3)

REL 201[C] Comparative Religions (3)

REL 241[C] Asian Religions (3)

THR 101 Introduction to Theatre (3)

Social and Behavioral Sciences (6-9)

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

AJS 101 Introduction to Administration of Justice (3)

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 210[E,C] Peoples of the World (3)

ANT 230[E,C] Peoples of the Southwest (3)

ANT 250[E,C,W] Introduction to Applied Anthropological Methods (4)

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

CPS 100[E,C] Overview of the Colorado Plateau (3)

ECN 204[W] Macroeconomic Principles (3)

ECN 205 Microeconomic Principles (3)

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 120[C] Introduction to World Politics (3)

POS 220[W] Arizona & 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 140[E] Marriage & the Family in Contemporary America (3)

SOC 210[E] Sociology of Gender (3)

SOC 215 [E] Race & Ethnic Relations (3)

SOC 250 [E,W,C] Contemporary Social Problems (4)

Physical and Biological Sciences (8-10)

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)

B IO 160 Introduction to Human Anatomy & Physiology (4)

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

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

BIO 201 Human Anatomy & Physiology I (4)

BIO 202 Human Anatomy & Physiology II (4)

BIO 205 Microbiology (4)

BIO 253 Biotechnology & Social Issues (4)

CHM 130 Fundamental Chemistry (4)

CHM 151 General Chemistry I (5)

CHM 152 General Chemistry II (5)

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)

PHY112 College Physics II (4)

PHY 161 University Physics I (4)

PHY 180 Introduction to Astronomy (4)

PHY 253[C,E] Archaeoastronomy (4)

PHY 262 University Physics II (4)

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)

FRE 101 Beginning French I (4)

FRE 102 Beginning French II (4)

FRE 201 Intermediate French I (4)

FRE 202 Intermediate French II (4)

GER 101 Beginning German I (4)

GER 102 Beginning German II (4)

GER 201 Intermediate German I (4)

GER 202 Intermediate German II (4)

ITA 101 Beginning Italian I (4)

ITA 102 Beginning Italian II (4)

ITA 201 Intermediate Italian I (4)

ITA 202 Intermediate Italian II (4)

LAT 101 Beginning Latin I (4)

LAT 102 Beginning Latin II (4)

MAT 160 Introduction to Statistics (3)

NAV 101 Beginning Navajo I (4)

NAV 102 Beginning Navajo II (4)

NAV 201 Intermediate Navajo I (4)

NAV 202 Intermediate Navajo II (4)

SPA 101 Beginning Spanish I (4)

SPA 102 Beginning Spanish II (4)

SPA 201 Intermediate Spanish I (4)

SPA 202 Intermediate Spanish II (4)

SPC 100 Fundamentals of Speech Communication (3)

Notes:

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

Arizona General Education Curriculum: AGEC

2. Letter designations attached to courses in the above list define courses with AGEC 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 (AGEC) is a block of 35 semester credit hours of lower-division, General Education course work. There are three forms of AGEC:

1. AGEC-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. AGEC-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. 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 (e.g. Biology, Chemistry)

AGEC-A, AGEC-B, and AGEC-S can be completed separately or as part of an associates degree at CCC and must include the Special Requirements listed below. The College certifies completion of the AGEC on the official transcript.

A completed AGEC 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 AGEC must still meet course prerequisites, major requirements, and upper-division requirements at their chosen university.

Special Requirements

Students planning to transfer a completed AGEC 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 AGEC Special Requirements.

Intensive Writing/Critical Inquiry

ANT 250 Introduction to Applied Anthropological Methods (4)

BIO 105 Environmental Biology (4)

ECN 204 Macroeconomic Principles (3)

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 & National Constitution (3)

PSY 250 Social Psychology (4)

SOC 250 Contemporary Social Problems (4)

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

Ethnic/Race/Gender Awareness

ANT 102 Introduction to Cultural Anthropology (3)

ANT 210 Peoples of the World (3)

ANT 230 Peoples of the Southwest (3)

ANT 250^{E,C,W} Introduction to Applied Anthropological Methods (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)

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 140 Marriage & the Family in Contemporary America(3)

SOC 210 Sociology of Gender (3)

SOC 215 Race & Ethnic Relations (3)

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 210 Peoples of the World (3)

ANT 230 Peoples of the Southwest (3)

ANT 250 Introduction to Applied Anthropological Methods (4)

ART 201 Art History I (3)

ART 202 Art History II (3)

ART 220 Art of the United States (3)

ART 221 Art of the Southwest (3)

BIO 105 Environmental Biology (4)

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 form 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)

REL 201 Comparative Religions (3)

REL 241 Asian Religions (3)

PHY 253 Archaeoastronomy (4)

POS 120 Introduction to World Politics (3)

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	3-5	3-5	5	3	3
Arts and Humanities	6-9	6-9	6-9	3-6	6
Social and Behavioral Sciences	6-9	6-9	6-9	3-6	6
Physical and Biological Sciences	8-10	8-10	8-10	4-10	4-5
General Education Options	0-6	0-6	0-6	-	-
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

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.

CCC Degree & 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, AGEC-B or 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 which transfer as equivalent, departmental elective credit (DEC) or general elective credit (E) will be counted toward this degree. Special Topics courses (298) will not be counted toward this degree.

Associate of Fine Arts (AFA)

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. 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 (298) 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 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 (298) 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 which transfer as equivalent, departmental elective credit (DEC) or general elective credit (E) will be counted toward this degree. Special Topics courses (298) 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 courses numbered below 100. This degree is not recommended for students planning to transfer to a university. The A.G.S. Degree is intended as an alternative degree that recognizes the mission of the community college that education is a lifelong process.

Colorado Plateau Studies Program

The Associate of Arts in Colorado Plateau Studies degree is designed for transfer to all Arizona public universities. This is an inter-disciplinary degree that includes courses from the Arts, Humanities, and Sciences in its core. The degree is not only inter-disciplinary in its curriculum but may also be adapted to give students an emphasis in one of three academic areas: Arts and Culture, Science, and Business. The emphasis in Arts and Culture meets the requirements for the AGEC-A; the emphasis in Science meets the AGEC-S; and the emphasis in Business can lead to the two year AAS degree. Students interested in meeting the requirements for one of the emphasis areas should see their advisor for details. Students completing this degree will transfer 60-64 credits to all Arizona public universities.

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

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

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
- Construction Management
- Elementary Education
- Environmental Studies
- General Studies
- Hotel & Restaurant Management
- Pre-Social Work
- Psychology
- Sociology
- Vocational Technology Education

Associate of Fine Arts (AFA)

- Visual Arts

Associate of Business (ABus)

- Business Administration

Associate of Science Degree (AS)

- General Studies

Colorado Plateau Studies Program (AA)

• Associate of Arts-Arts and Culture Emphasis

• Associate of Applied Science-Business Emphasis

• Associate of Arts-Science Emphasis

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

• Architectural Design Technology

• ASL Interpreting

• Carpentry Apprenticeship

• Computer Software Technology

• Construction Technology

• Dance

• Early Childhood Education

• Fire Science

• Hospitality Management

• Medical Assistant

• Network Engineering

• Nursing

• Paramedic Studies

• Sheet Metal Apprenticeship

• 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.

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:

Certificate Programs

• Alternative Energy

• 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
- Fire Science
- Forensics Investigations
- Geographic Information Systems (GIS)
- Graphics and Web Design
- Green Construction Technology (Youth Build)
- Hospitality
- Industrial Maintenance Technician
- Medical Assistant
- Network Systems Administration
- Network Engineering
- Nursing Assistant
- Phlebotomy
- Pre-Professional Nursing
- Sheet Metal Apprenticeship

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Degrees & Certificates

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. For more information about Tech Prep.

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.
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.

Minimum credit hours required: 60

AGEC-A Requirements: 35 credit hours
See page 21 for General Education Courses that can be used to satisfy AGEC requirements.

Composition (6)
ENG 101[1] College Composition I (3)
ENG 102[1] College Composition II (3)

Mathematics (3-5)

Degree Core Requirements: 25-29 credit hours
Required: 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: 10-14 credit hours

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

Arts/Humanities (6-9)
Courses from two or more disciplines must be selected from the approved General Education courses in the Arts/Humanities category.

Social/Behavioral Sciences (6-9)
Courses from two or more disciplines must be selected from the approved General Education courses in the Social/Behavioral Sciences category.

Physical/Biological Sciences (8-10)
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.

10-14 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 the college catalog web site (www.coconino.edu) for the CEG.

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 142 Race & Ethnic Relations (3)
SOC 210 Sociology of Gender (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 AGEC.*

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

Minimum credit hours required: 61

AGEC-A Requirements: 35 credit hours
General Education Courses that can be used to satisfy
AGEC requirements.

Composition (6)
ENG 101 [1] College Composition I (3)
ENG 102 [1] College Composition II (3)

Mathematics (3-5)
MAT 142 [1] College Mathematics (3) or a higher course
selected from the approved AGEC courses in the
Mathematics category.

Arts/Humanities (6-9)
Courses from two or more disciplines must be selected
from the approved General Education courses in the
Arts/Humanities category.

Social/Behavioral Sciences (6-9)
Courses from two or more disciplines must be selected
from the approved General Education courses in the
Social/Behavioral Sciences category.

Strongly recommended:
SOC 101 Introduction to Sociology

Physical/Biological Sciences (8-10)
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.
Strongly recommended: Any natural human language,
other than English, including American Sign Language

Degree Core Requirements: 26
Required: 17 credit hours
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 250 [1] Introduction to Applied
Anthropological Methods (4)

Electives: 9 credit hours
Select 3 courses from the following:
ANT 210 Peoples of the World (3)
ANT 230 Peoples of the Southwest (3)
ANT 241 Anthropology of Religion (3)

PSY 230 [1] Introduction to Statistics (3)

OR

MAT 160 [1] 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 AGEC.

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 inter-disciplinary degree that includes courses from the Arts, Humanities, and Sciences in its core.

The outcomes identified below define the knowledge and skill sets 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

Minimum credit hours required: 60

AGEC Requirements: 35 credit hours

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

Composition (6)

ENG 101[1] College Composition I (3)

ENG 102[1] College Composition II (3)

Mathematics (3-5)

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

Arts/Humanities (6-9)

ART 221 [1] Art History of the Southwest (3)

ENG 238[1] Literature of the Southwest (3)

Additional course may be selected from the approved

Required 25 credit hours

Emphasis Area Core Requirements: 16 credit hours

CPS 100 Overview of Colorado Plateau (3)

GLG 232 Geology of the Colorado Plateau (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

ANT   102 Intro. to Cultural Anthropology

ART 103 Native American Art of the Southwest

ART 201/202[1] Art History I/II

ENG   270/271/272[1] Creative Writing

ENG   229[1] Native American Literature

General Education course list.

Social/Behavioral Sciences (6)
ANT 110 Exploring Archeolo (3)
SOC 142 Race and Ethnic Relations (3)

Physical/Biological Sciences (8-10)
BIO 109 ¹Natural History of the Southwest (4)
or a course selected from the approved General
Education courses in Physical and Biological Sciences.

Options (0-6)
Any course from the approved General Education course
list

ENV   111 Local Environmental Issues
ENV   112 ¹ Regional Environmental Issues & Ethics
GLG   101 Physical Geography
GLG   102 ¹ Historical Geology
GLG   111 Geology of Northern Arizona
GLG   112 Geology of the Grand Canyon
HIS   131 U. S. History I
HIS   132 U.S. History II
HIS   135 History of Mexico
HIS   238 Navajo History
HUM 241/242 ¹ Humanities I/II
HUM 237 ¹ Mexican Arts and Ideas
PHY   253 ¹ Archeo-Astronomy
SOC   101 Intro. To Sociology

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 The Arizona General Education Curriculum courses are
attached. Any credits over the 35 minimum must be in
accordance with the degree core requirements in order
to be counted towards graduation.*

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information is subject to change without notice, obligation, or liability.*

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 sets that graduates of this program 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: 37 credit hours

See page 21 for General Education Courses that can be used to satisfy AGEC requirements.

Composition (6)

ENG 101 [1] College Composition I (3)

ENG 102 [1] College Composition II (3)

Mathematics (5)

MAT 187 [1] Pre-Calculus (5)

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)

SPC 100 Fundamentals of Speech Communication (3)

CIS 120 Introduction to Computer Information Systems (3)

Degree Core requirements: 28 credit hours

Required: 28 credit hours

ACC 255 [1] Principles of Financial Accounting (3)

DFT 125 [1] Architectural Drafting I (3)

DFT 150 [1] Auto CAD 2D (3)

GLG 101 Physical Geology (4)

or

CHM 151 [1] General Chemistry I (4)

CTM 120 Building the Human Environment (3)

CTM 253 Plane Surveying & Building Layout (3)

CTM 123 Building Construction Methods I (3)

CTM 124 Building Construction Methods II (3)

CTM 221 [1] Structural Design & Building Materials (3)

[1] *Placement test and/or prerequisite required.*

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. click here.

The outcomes identified below define the knowledge and skill sets that graduates will possess at the end of these programs of study.

Ability to recognize, respect and adjust instructional planning to meet the needs of diverse cultures and learners.
Ability to identify and discuss values educational methodology and legal and ethical teacher behaviors.
Apply ongoing reflective activities involving student learning, teaching practices, and professional development.
Ability to access and apply community, cultural and career resources in their teaching and professional development.

Minimum credit hours required: 60

AGEC-A Requirements: 35 Credit Hours

See page 17 for General Education Courses that can be used to satisfy AGEC requirements.

Composition (6)
ENG 101 [1] College Composition I (3)
ENG 102 [1] College Composition II (3)

Mathematics (3-5)
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 in Art (ART), Music (MUS), or Theatre (THR) from the approved General Education courses in the Arts/Humanities category.

Social/Behavioral Sciences (6)
HIS 131 U.S. History to 1877 (3)
Select one additional course from the approved General Education courses in the Social/Behavioral Sciences category.

Degree Core Requirements: 25-32 credit hours

Required: 24 credit hours
CIS 120 Introduction to Computer Information Systems (3)
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)
MAT 180 [1] Math for Elementary Education Teachers I (3)
(Before enrolling in MAT 180 see an advisor.)
MAT 181 [1] Math for Elementary Education Teachers II (3)
(Before enrolling in MAT 181 see an advisor.)
POS 220 Arizona and National Constitution (3)

Electives: 1-8 credit hours
1-8 credits of transferable courses as stated in the Course Equivalency Guide (CEG). These courses must transfer to all Arizona public universities. *Second year natural language proficiency required at some state institutions. See an advisor or check the college catalog web site (*www.coconino.edu*) for the current*

CEG.

Highly recommended: (one of the following)

GEO 133 World/Regional Geography (3)

PSY 101 Introduction to Psychology (3)

SOC 101 Introduction to Sociology (3)

[1] *Placement test and/or prerequisite required.*

Physical/Biological Sciences (8-10)

One course from two of the following areas:.

A. Life Sciences: Biology

Recommended:

BIO 105 [1] Environmental Biology (4)

B. Physical Sciences: Geography, Physics, Chemistry

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

General Education Options (6)

Any two courses from the approved General Education courses in the General Education Options category. A first year of foreign language (101 and 102) is highly recommended.

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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 sets that graduates of this program 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.

Minimum credit hours required: 62

AGEC-A Requirements: 36 credit hours

See page 17 for General Education Courses that can be used to satisfy AGEC requirements.

Composition (6)

ENG 101 [1] College Composition I (3)

ENG 102 [1] College Composition II (3)

Mathematics (3-4)

MAT 142 [1] College Mathematics (3-4)

or higher

Arts/Humanities (6)

ENG 238 Literature of the Southwest (3)

HUM 205 Technology and Human Values (3)

Social/Behavioral Sciences (6)

POS 233 Global Environmental Politics (3)

ECN 204 Macroeconomic Principles (3)

Physical/Biological Sciences (8)

CHM 151 General Chemistry I (5)

BIO 105   Environmental Biology (4)

General Education Options (6)

CIS 120 Intro to Computer Info Systems (3)

CPS 100 Overview of the Colorado Plateau (3)

Degree Core requirements: 26 credit hours

Required: 26 credit hours

ANT 102 Intro to Cultural Anthropology (3) or

ANT 110 Exploring Archaeology (3)

ANT 230 Peoples of the Southwest (3)

BIO 109 [1] Natural History Southwest (4)

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)

BIO 289 Internship (3)

[1] Placement test and/or prerequisite required.

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.

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.

Minimum credit hours required: 60

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.

AGEC-A Requirements: 35 credit hours

1. General Requirements and

2. Special Requirements Pathways

See page 21 for General Education Courses that can be used to satisfy AGEC requirements.

Composition (6)

ENG 101[1] College Composition I (3)

ENG 102[1] College Composition II (3)

Mathematics (3-5)

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

Arts/Humanities (6-9)

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

Social/Behavioral Sciences (6-9)

Degree Core Requirements: 25 credit hours

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. These courses must transfer to all Arizona public universities. See an advisor or check the college catalog web site (www.coconino.edu) for the Course Equivalency Guide.

2. Special Requirements Pathway

Depending on your area(s) of interest and/or the university you intend to transfer to, you may need to decide on your transfer plan as early as possible. Please see an advisor to determine your educational plan.

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

Physical/Biological Sciences (8-10)
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.

Required
Common Courses in the area(s) of interest/emphasis. See an advisor or check the college catalog web site (www.coconino.edu) for these Common Courses.

Electives
Transferable courses as stated in the Course Equivalency Guide (CEG). These courses must transfer to all Arizona public universities. See an advisor or check the college catalog web site (www.coconino.edu) for the current CEG.

Hotel & 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.

Identify and utilize management techniques and skills to foster a more productive and creative workplace.
Identify and use the needed productivity software for the appropriate business sector.
Ability to communicate clearly and effectively.
Gain practical knowledge of accounting procedures to effectively manage an HRM business.
Demonstrate good ethical behavior.

Minimum credit hours required: 62

AGEC-A Requirements: 35 credit hours
See page 17 for courses that will satisfy the General Education requirements below.

Composition (6)

Degree Core Requirements: 27 credit hours
Required: 27 credit hours
ACC 255 [1] Principles of Financial Accounting (3)
ACC 256 Principles of Managerial Accounting (3)
CIS 120 Intro to Computer Information Systems (3)

ENG 101 [1] College Composition I (3)

ENG 102 [1] College Composition II (3)

Mathematics (3-5)

MAT 142 [1] 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)

ECN 204 [1] Macroeconomic Principles (3)

ECN 205 Microeconomic Principles (3)

Physical/Biological Sciences (8–10)

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.

HRM 100 Introduction to Hospitality (3)

HRM 140 Food Production Concepts (3)

HRM 210 Guest Service Management (3)

HRM 220 Property Management (3)

HRM 240 Commercial Food Production (3)

HRM 270 Hospitality Information Technology II (3)

[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

Minimum credit hours required: 60

AGEC-A Requirements: 35 credit hours
See General Education Courses that can be used to satisfy AGEC requirements.

Composition (6)
ENG 101 [1] College Composition I (3)
ENG 102 [1] College Composition II (3)

Mathematics (3- 5)
MAT 142 [1] College Mathematics (3) or a higher course selected from the approved AGEC courses in the Mathematics category.

Arts/Humanities (6-9)
Courses from two or more disciplines must be selected from the approved General Education courses in the Arts/Humanities category.

Social/Behavioral Sciences (6-9)
Courses from two or more disciplines must be selected from the approved General Education courses in the Social/Behavioral Sciences category.

Physical/Biological Sciences (8-10)
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.

Total Core Requirements: 25 credit hours

Degree Core Courses: 10 credit hours

Required courses:
PSY 101 Introduction to Psychology (3)
PSY 230 Introduction to Statistics (3)
PSY 250 [1] Social Psychology (4)

Select 9-12 credit hours from the following:
PSY 205 Introduction to Abnormal Psychology (3)
PSY 236 Psychology of Women (3)
PSY 227 [1] Personality Development (3)
PSY 240 Developmental Psychology (3)

Because degree requirements vary among universities, students should select the remaining 3 -6 credit hours in consultation with an advisor.

[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.*

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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

Minimum credit hours required: 62

AGEC-A Requirements: 35 credit hours
See General Education Courses that can be used to satisfy AGEC requirements.

Composition (6)
ENG 101 [1] College Composition I (3)
ENG 102 [1] College Composition II (3)

Mathematics (3-5)
MAT 142 [1] College Mathematics (3) or a higher course selected from the approved AGEC courses in the Mathematics category.

Arts/Humanities (6-9)
Courses from two or more disciplines must be selected from the approved General Education courses in the Arts/Humanities category.

Social/Behavioral Sciences (6-9)
Courses from two or more disciplines must be selected from the approved General Education courses in the

Degree Core Requirements: 27
Required: 10 credit hours
SOC 101 Introduction to Sociology (3)
SOC 215 Race & Ethnic Relations (3)

SOC 250 [1] Contemporary Social Problems (4)

Required: 9 credit hours

Select three Elective courses from the following:
SOC 130 Human Sexuality (3)

SOC 140 Marriage & the Family in Cont. Am (3)
SOC 210 Sociology of Gender (3)
PSY 230 [1] Introduction to Statistics (3)

Language: 8 credit hours
Two semesters of any natural human language other than English, including American Sign Language [3].

[1] *Placement test and/or prerequisite required.*

Social/Behavioral Sciences category.

Physical/Biological Sciences (8-10)
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.

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

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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 of this program will possess at the end of their program of study.

Comprehend the scientific principles used in vocational technology.
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.
Minimum credit hours required: 60

AGEC-A Requirements: 35 credit hours
See page 21 for General Education Courses that can be used to satisfy AGEC requirements.

Composition (6)
ENG 1011 College Composition I (3)
ENG1021 College Composition II (3)

Degree Core Requirements: 25-27 credit hours
Required: 3 credit hours
EDU 200 Introduction to Education (3)

Electives: 22-24 credit hours
Choose any 22-24 elective credit hours of transferable courses as stated in the Course Equivalency Guide (available from an advisor or on the web at

Mathematics (5)
MAT 187 [1] Pre-Calculus (5)

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 220 [1] Arizona & National Constitution (3)
One more course not in Political Science from the approved General Education courses in the Social/Behavioral Sciences category.

Physical/Biological Sciences (8–9)
Select one chemistry and one physics course from the following:
CHM 130 [1] Fundamental Chemistry (4)
CHM 151 [1] General Chemistry I (5)
PHY 111 [1] College Physics I (4)
or
Complete 8 credits of physics below:
PHY 111 [1] College Physics I (4)
PHY 112 [1] College Physics II (4)

General Education Options (0–6) [2]
Courses may be selected from the above categories or from the Options category.

www.coconino.edu) 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

[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

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

Minimum credit hours required: 62

AGEC-A Requirements: 35 credit hours
See page 21 for General Education Courses that can be used to satisfy AGEC requirements.

Composition (6)
ENG 101 [1] College Composition I (3)
ENG 102 [1] College Composition II (3)

Mathematics (3-5)
MAT 142 [1] College Mathematics (3) or a higher course selected from the approved AGEC courses in the Mathematics category.

Emphasis Area Core Requirements: 27 credit hours

Required: 15 credit hours
ART 110 Drawing I (3)
ART 160[1] Color & Design (3)
ART 165 Three-Dimensional Design (3)
ART 290 Visual Arts Practicum(3)

ART 111[1] Drawing II (3)
or
ART 210[1] Life Drawing (3)

Degree Electives: 12 credit hours

Arts/Humanities (6-9)

ART 201 [1] Art History I (3)

ART 202 [1] Art History II (3)

One more course form another discipline must be selected from the approved General Education courses in the Arts/Humanities category (3)

Social/Behavioral Sciences (6-9)

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

Physical/Biological Sciences (8-10)

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

General Education Options (3)[2]

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

Select 12 hours from electives suggested below or other art courses. These courses must transfer to all Arizona public universities. See an advisor or check the college catalog web site (www.coconino.edu). for the CEG.

Recommended:

ART 111[1] Drawing II (3)

Or

ART 210[1] Life Drawing (3)

Additional choices:

ART 120 Ceramics I (3)

ART 150 Photography I (3)

ART 180[1] Sculpture I (3)

ART 190 Painting I (3)

ART 191[1] Painting II (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 AGEC.*

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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 (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 these programs of study.

Understand and use current real-life guiding principles in the business world

Ability to identify and use aprorpiate technology for business applications

Ability to clearly and effectively communicate orally and written

Use quantitative analysis skills appropriate for solving business problems

Understand course concepts in solving real-world business challenges

Minimum credit hours required: 62

AGEC-B Requirements: 35 credit hours

See page 21 for General Education Courses that can be used to satisfy AGEC requirements.

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

Composition (6)

ENG 101 [1] College Composition I (3)

ENG 102 [1] College Composition II (3)

Mathematics (3-5)

MAT 212 [1] Business Calculus (3) or a higher course selected from the approved AGEC courses in the Mathematics category.

Arts/Humanities (6-9)

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

Degree Core Requirements: 27 credit hours

Required: 24 credit hours

ACC 255[1] Principles of Financial Accounting (3)

ACC 256[1] Principles of Managerial Accounting (3)

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

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 that is transferable to all three state universities. check with an advisor

and

BUS 204 [1] Business Communications (3)

or

CIS 220 [1] Applications Programming I (4)

courses in the Arts/Humanities category.

Social/Behavioral Sciences (6–9)
Courses from two or more disciplines must be
selected from the approved General Education
courses in the Social/Behavioral Sciences category.

Physical/Biological Sciences (8–10)
Any two courses may be taken from the General
Education courses in the Physical/Biological Sciences
category.

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

General Education Options (3) ²
Courses may be selected from the above categories
or from the Options 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.*

*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.*

Associate of Science: AS Degree

General Studies

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 which transfer as equivalent, departmental elective credit (DEC) or general elective credit (E) will be counted toward this degree. Special Topics courses (298) will not be counted toward this degree.

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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.

Minimum credit hours required: 62

General Education Requirements: 29 credit hours

See page 21 for courses that will satisfy General Education Requirements below.

Composition (6)
ENG 101 [1] College Composition I (3)
ENG 102 [1] College Composition II (3)

Mathematics (3-5)
MAT 142 [1] College 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

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)
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)

[1] *Placement test and/or prerequisite required.*

Arts/Humanities category.

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

Recommended
SOC 142 Race & Ethnic Relations (3)
or
SOC 210 Sociology of Gender (3)

Physical/Biological Sciences (8-10)
Any approved General Education courses in the
Physical/Biological Sciences category.

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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 of this program 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.

Minimum hours required: 58

General Education Requirements: 25-27 credit hours
See page 21 for courses that will satisfy General
Education Requirements below.

Composition (6)
ENG 101 [1] College Composition I (3)
ENG 102 [1] College Composition II (3)

Mathematics (3-5)
MAT 121 [1] Intermediate Algebra with Review (4) 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.

Required:
ECN 205 Microeconomics Principles (3)

Physical/Biological Sciences (4-5)
Any approved General Education course in the
Physical/Biological Sciences category.

Degree Core Requirements: 33 credit hours

CIS 120 Introduction to Computer Information Systems
(3)
DFT 125 [1] Architectural Drafting I (3)
CTM 120 Building the Human Environment (3)
CTM 122 Construction Safety (3)
CTM 123 Building Construction Methods I (3)
CTM 124 [2] Construction Methods II (3)
CTM 130 Blueprint Reading (3)
CTM 151 House Wiring I (3)
CTM 211 International Building Code (3)
CTM 235 Solar Home Design (3)
CTM 236 Photovoltaics & Wind Power (3)

[1] Placement test and/or prerequisite required.
[2] May substitute CTM 298 with consent of Department
Chair.
[3] May substitute MAT 187.

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information is subject to change without notice, obligation, or liability.*

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.

Minimum credit hours required: 64

General Education Requirements: 25 credit hours

See page 17 for courses that will satisfy General Education Requirements below.

Composition (6)

ENG 101 [1] College Composition I (3)

ENG 102 [1] College Composition II (3)

Mathematics (3-5)

MAT 142 [1] College Mathematics(3)

or higher

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 courses in the Social/Behavioral Sciences category. (3)

Physical/Biological Sciences (4-5)

Any approved General Education course in the

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.

Degree Core Requirements: 39 credit hours

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

ASL 110 Intro to Deaf Studies (3)

ASL 203 [1] American SignLanguage V (4)

ITP 210 Intro to Prof. Interpreting & Ethics (3)

Core Courses: 27 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)

Physical/Biological Sciences category.

Electives: 2 credit hours

ITP 111 Interpreting Elective (2)

[1] *Prerequisite or consent of instructor required.*

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Architectural Design Technology: AAS Degree

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

Possess the appropriate skills in drafting, design and layout used in contemporary architectural design.
Demonstrate competent understanding of methods used in building construction.
Acquire the computer operation skills and competencies in using AutoCAD® software for architectural applications.
Minimum credit hours required: 64

General Education Requirements: 25-27 credit hours
See page 21 for courses that will satisfy General Education Requirements below.

Composition (6)
ENG 101 [1] College Composition I (3)
ENG 102 [1] College Composition II (3)

Mathematics (3-5)

MAT 187 [1] Pre-calculus (5)

Arts/Humanities (6)
Any approved General Education courses in the Arts/Humanities category.

Degree Core Requirements: 39 credit hours

Required: 33 credit hours
DFT 110 Technical Drafting & CAD Fundamentals (3)
DFT 125 [1] Architectural Drafting I (3)
DFT 150 [1] AutoCAD 2D (3)
DFT 200 [1] AutoCAD 3D (3)
DFT 225 [1] Architectural Drafting I – CAD (3)
DFT 260 [1] Architectural Drafting II – CAD (3)
CTM 120 Building the Human Environment (3)
CTM 130 Blueprint Reading & Estimating (3)
CTM 123 Building Construction Methods I (3)
CTM 211 International Residential Code (3)
CTM 221 [1] Structural Design & Building Materials (3)

Electives: 6 credit hours

Social/Behavioral Sciences (6)

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

Physical/Biological Sciences (4–5)

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

Select 6 credit hours from the following courses:

CTM 253 Plane Surveying & Building Layout (3)

CTM 175 Mechanical Systems (3)

CTM 124 Building Construction Methods II (3)

[1] *Placement test and/or prerequisite required.*

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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 these programs of study.

Understand current real-life guiding principles in the business world

Ability to use technology appropriately in a business application

Ability to clearly and effectively communicate orally and written

Quantitative analysis skills appropriate for solving business problems

Integration / Critical Thinking: Course concepts in solving real-world business challenges

Minimum credit hours required: 61

General Education Requirements: 25–28 credit hours

See page 21 for courses that will satisfy General Education Requirements below.

Composition (6)

ENG 101 [1] College Composition I (3)

ENG 102 [1] College Composition II (3)

Mathematics (3–5)

MAT 142 [1] College Mathematics or a higher course

Degree Core Requirements: 33-36 credit hours

Required: 33 credit hours

ACC 255 [1] Principles of Financial Accounting (3)

ACC 256 [1] Principles of Managerial Accounting (3)

BUS 100 [1] Mathematics of Business (3)

BUS 204 [1] Business Communications (3)

BUS 206 Principles of Management (3)

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

CIS 120 Introduction to Computer Information Systems

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 (4-5)
Any approved General Education course in the Physical/Biological Sciences category.

(3)
ECN 204 [1] Macroeconomic Principles (3)
ECN 205 Microeconomic Principles (3)

Specialization Business Tracks: 6-9 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 (0-1)

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 (0-1)

[1] Placement test and/or prerequisite required.

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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 of this program 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.
Minimum hours required: 66

General Education Requirements: 29-30 credit hours

See page 21 for courses that will satisfy General Education Requirements below.

Composition (6)
ENG 101 [1] College Composition I (3)
ENG 102 [1] College Composition II (3)

Mathematics (3-5)
MAT 121 [1] Intermediate Algebra (4) 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 (4-5)
Any approved General Education course in the Physical/Biological Sciences category.
and

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 111 [1] Introduction to Carpentry II (2)
CRP 112 Technical Calculations for Carpenters I (2)
CRP 113 [1] Technical Calculations for Carpenters II (2)
CRP 114 [1] Blueprint Reading I (2)
CRP 115 [1] Blueprint Reading II (2)
CRP 116 Concrete Formwork I (2)
CRP 117 [1] Concrete Formwork II (2)
CRP 210 Basic Framing I (2)
CRP 211 [1] Basic Framing II (2)
CRP 212 Carpentry Industry Technology I(2)
CRP 213 Carpentry Industry Technology II (2)
CRP 214 [1] Interior Systems I (2)
CRP 215 [1] Interior Systems II (2)
CTM 211 International Building Code (3)
WLD 100 Basic Welding (2)

[1] *Placement test and/or prerequisite required.*

CIS 120 Introduction to Computers (3)

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Colorado Plateau Studies: AAS Degree Business Emphasis

The Associate of Applied Science in Colorado Plateau Studies degree is designed to be a pre-professional program. This is an inter-disciplinary degree that includes courses from the Arts, Humanities, and Sciences in its core. The degree is not only inter-disciplinary in its curriculum but may also be adapted to give students an emphasis in one of three academic areas: Arts and Culture, Science, and Business. Students interested in meeting the requirements for one of the emphasis areas should see their advisor for details.

The outcomes identified below define the knowledge and skill sets 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

Minimum credit hours required: 62

General Education Requirements: 25 credit hours

Composition (6)
ENG 101 [1] College Composition I (3)
ENG 102 [1] College Composition II (3)

Mathematics (3-5)
MAT 151 College Algebra (3) or a higher course selected from the approved AGEC courses in the Mathematics category.

Emphasis Area Core Requirements
Required: 37 credit hours
ACC 255 [1] Principles of Financial Accounting (3)
ACC 256 [1] Principles of Managerial Accounting (3)
BUS 204 [1] Business Communications (3)
BUS 214 [1] Legal, Ethical & Regulatory
Issues in Business (3)
ECN 204 [1] Macroeconomic Principles (3)
ECN 205 Microeconomic Principles (3)

Arts/Humanities (6)

ART 103 Native American Art of the Southwest (3)

ENG 238 Literature of the Southwest (3)

Social/Behavioral Sciences (3)

SOC 142 Race and Ethnic Relations (3)

or

ANT 102 Introduction to Cultural Anthropology (3)

Physical/Biological Sciences (4)

BIO 109 Natural History of the Southwest (4)

Options (3)

Any three credit hour course from the approved General
Education course list

ANT 230 Peoples of the Southwest (3)

ART 221 Art History of the Southwest (3)

CPS 100 Overview of the Colorado Plateau (3)

CPS 290 [1] Capstone Seminar (3)

ENG 220 Writers on the Colorado Plateau (3)

GLG 232 Geology of the Colorado Plateau (4)

[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.

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information is subject to change without notice, obligation, or liability.*

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.

Minimum credit hours required: 64

General Education Requirements: 26-27 credit hours
See page 21 for courses that will satisfy General
Education Requirements below.

Degree ElectiveTracks: 11 credit hours
Select at least 11 credit hours from one of the
following tracks:

Composition (6)

ENG 101 [1] College Composition I (3)

ENG 102 [1] College Composition II (3)

Mathematics (4)

MAT 142 College Mathematics (4)

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 (4–5)

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

Degree Core Requirements: 38 credit hours

Required: 27 credit hours

LDR 115 Workplace Ethics (1)

BUS 204 [1] Business Communications (3)

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

CIS 120 Introduction to Computer Information Systems (3)

CIS 122 Introduction to MS Word (2)

CIS 123 Introduction to Spreadsheets (3)

CIS 125 Introduction to Databases (3)

CIS 128 Introduction to Presentation Graphics (3)

CIS 220 [1] Computer Programming I (4)

CIS 222 [1] Advanced MS Word (2)

PC Technician Track (11):

CIS 130 Computer Repair and A + Prep (4)

CIS 230 [1] 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)

CIS 117 Introduction to Web Page Design (3)

CIS 217 [1] Web Publishing I (3)

ART 135 [1] Photoshop (3)

ART 136 Digital Photography (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 (2)

CIS 165 Basic Game Design Creation (3)

CIS 167 Game Design Fundamentals (3)

CIS 217 Web Publishing I (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 (2)

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)

CIS 165 Basic Game Design and Creation 3)

CIS 167 Game Design Fundamentals (3

CIS 168 History of Video Games (3)

ART 130 Computer Graphics (3)

CIS 289 Internship I   (1-6)
CIS 298 Special Topics   (1-6)

[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 of this program 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.
Minimum credit hours required: 63

General Education Requirements: 27 credit hours
See page 21 for courses that will satisfy General Education Requirements below.

Composition (6)
ENG 101 [1] College Composition I (3)
ENG 102 [1] College Composition II (3)

Mathematics (3-5)

MAT 187 [1] Pre-calculus (5)

Degree Electives: 9 credit hours
DFT 200 [1] AutoCAD 3D (3)
DFT 225 [1] Architectural Drafting I – CAD (3)
CTM 221 [1] Structural Design & Building Materials (3)
or
Any nine credits from Accounting or Business in consultation with an advisor.
A business ethics course is recommended.

[1] *Placement test and/or prerequisite required.*

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 courses in the
Physical/Biological Sciences category.

Degree Core Requirements: 36 credit hours

Required: 27 credit hours

DFT 125 [1] Architectural Drafting I (3)

DFT 150 [1] AutoCAD 2D (3)

CTM 211 International Residential Code (3)

CTM 120 Building the Human Environment (3)

CTM 130 Blueprint Reading & Estimating (3)

CTM 226 Mechanical Systems (3)

CTM 123 Building Construction Methods I (3)

CTM 124 Building Construction Methods II (3)

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

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Dance: AAS Degree

The Associate of Applied Science in Dance is designed for students who would like to develop their dance
technique and performance skills. It will give them a sound foundation in technique and theory in preparation for
application to university programs or dance company schools for further study and performance.

The outcomes identified below define the knowledge and skill sets that completers will possess at the end of their
program of study.

Demonstrate proficiency in two of three forms: Jazz, Ballet and Modern Dance measured through class and/or
performance evaluations.

Demonstrate capable performance skills and knowledge of dance production measured through class and/or performance evaluations.

Demonstrate knowledge of dance theory and aesthetics measured through written assignments and/or compositions.

Demonstrate knowledge of the options of careers in dance and the skills required for the various options such as performer in different types of dance companies, arts management, private studio owner/director/teacher, higher education, high school teacher/coach, choreographer, producer, costume designer, production and design.

Discuss and analyze contributions made by diverse cultures and their effect on the history and performance of dance around the world measured through written assignments and/or performance.

Demonstrate techniques for various ages measured by in-class observations

Minimum credit hours required: 64 credit hours

General Education Requirements: 19 credit hours
See page 17 for courses that will satisfy General Education requirements.

Composition (6)
ENG 101 [1] College Composition I (3)
ENG 102 [1] College Composition II (3)

Mathematics (3-5)
MAT 142 [1] 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 (3)
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.

Degree Core Requirements: 44 credit hours
Required:
Modern or ballet must be taken every semester.
Students must choose two forms from Modern, Ballet, or Jazz, and must take 4 semesters of the two forms for the degree.
Dance Core: 24 Credit Hours
DAN 221 Modern Dance II (3) X 2 semesters
DAN 222 [1] Modern Dance III (3) X 2 semesters
and/or
DAN 250 Jazz Dance II (3) X 2 semesters
DAN 251 [1] Jazz Dance III (3) X 2 semesters
and/or
DAN 211 Ballet II (3) X 2 semesters
DAN 212 [1] Ballet III (3) X 2 semesters

Program Core: 19-20 Credit Hours
Choose one of the following:
DAN 151 Turkish-Egyptian Dance I (2) or
DAN 152 Turkish-Egyptian Dance II *(2) or*
DAN 153 Beginning Flamenco I (2) or
DAN 154 Beginning Flamenco II (2) or
DAN 155 Tai Chi Chuan (3) or
DAN 156 West African Dance (2)
And:
DAN 200 Intro to Choreography (3)

DAN 230 [1] Choreography (3)

DAN 201 [*] Dance History (3)

DAN 180 Dance Production (3)

DAN 205 Careers in Dance (2)

DAN 215 Dance Teaching Methods (3)

Electives: 1-2 credit hours

DAN 289 Teaching Intership (1-6)

DAN 130 Encore Dance Company (1)

DAN 151-156 Ethnic Forms (2)

[1] Placement test and/or prerequisite required.

* May be taken to fulfil Gen Ed Arts/Hum

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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 these programs of study.

Professionally articulate ideas verbally and in writing, using technology when appropriate.
Recognize, respect and adjust instructional planning to meet the needs of diverse cultures of children 0 to 8 and their families.
Increase ability to identify and discuss values, educational methodology, and legal and ethical specific to prenatal through age 8 care givers.
 Increase ability to apply ongoing reflective activities involving children 0 to 8 in learning, teaching practices, and professional development.
Increase ability to access and apply community, cultural and career resources for age appropriate children and families.
Minimum credit hours required: 61

General Education Core Requirements: 25 credit hours
See page 21 for courses that will satisfy General

Degree Core Requirements: 36 credit hours
Required: 30 credit hours
ECE 100 Introductions to Early Childhood Education (3)

Education Requirements below.

Composition (6)
ENG 101 [1] College Composition I (3)
ENG 102 [1] College Composition II (3)

Mathematics (3-5)
MAT 142 [1] College 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)
Required:
PSY 101 Introduction to Psychology (3)
Any approved General Education course in the Social/Behavioral Science category. (3)

Physical/Biological Sciences (4-5)
Any approved General Education course in the Physical/Laboratory Science category. (4)

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:
MAT 130 [1] Math for Elementary School Teachers I (3)
MAT 131 Math for Elementary School Teachers II (3)
EDU 200 Introduction to Education (3)
SPC 100 Fundamentals of Speech Communication (3)
POS 220 Arizona & National Constitution (3)

[1] *Placement test and/or prerequisite required.*

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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.

Minimum credit hours required: 70

General Education Requirements: 26-27 credit hours

See page 21 for courses that will satisfy General Education Requirements below.

Composition (6)
ENG 101 [1] College Composition I (3)
ENG 102 [1] College Composition II (3)

Mathematics (4)
MAT 151 [1] College Algebra(4)

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 (4-5)
Choose one of the following:
BIO 100 [1] Biology Concepts (4) BIO 105 [1] Environmental Biology (4)
BIO 181 [1] Unity of Life: Life of the Cell (4)
CHM 130 [1] Fundamental Chemistry (4)
CHM 151 [1] General Chemistry I (5)
PHY 111 [1] College Physics I (4)

Degree Core Requirements: 44 credit hours

Required: 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 209 Principles of Supervision (3)
BUS 211 Human Resources/Personnel Management (3)
EMS 211 [1] Emergency Medical Technician Refresher (2)
EMS 262 [1] Certified Emergency Paramedic (47)
FSC 233 Wildland Fire Suppression (4)
FSC 234 Fire Investigation (3)
FSC 235 [1] Fire Protection Systems (3)
FSC 241 Firefighter Safety & Building Construction (3)

[1] *Placement test and/or prerequisite required.*

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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 these programs of study.

Understand current real-life guiding principles in the business world

Ability to use technology appropriately in a business application

Ability to clearly and effectively communicate orally and written

Quantitative analysis skills appropriate for solving business problems

Integration / Critical Thinking: Course concepts in solving real-world business challenges

Minimum credit hours required: 62

General Education Requirements: 25-28 credit hours

See page 21 for courses that will satisfy General Education Requirements below.

Composition (6)

ENG 101 [1] College Composition I (3)

ENG 102 [1] College Composition II (3)

Mathematics (3-5)

BUS 100 [1] Mathematics of Business (3)

or

MAT 121 [1] Intermediate Algebra with Review (4) 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 (4-5)

Degree Core Requirements: 37 credit hours

Required: 28 credit hours

BUS 206 Principles of Management (3)

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

BUS 218 Customer Service (3)

CIS 120 Introduction to Computer Information Systems (3)

HRM 100 Introduction 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)

Hotel Emphasis:

HRM 210 Guest Service Management (3)

HRM 220 Property Management (3)

Restaurant Emphasis:

HRM 140 Food Production Concepts (3)

HRM 240 Commercial Food Production (3)

Specialization Options: 9 credit hours

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

Select nine credit hours from the following:

ACC 255 [1] Principles of Financial Accounting (3)

ACC 256 Principles of Managerial Accounting (3)

BUS 204 [1] Business Communications (3)

BUS 211 Human Resources/Personnel Managment (3)

ECN 204 [1] Macroeconomic Principles (3)

ECN 205 Microeconomic Principles (3)

[1] *Placement test and/or prerequisite required.*

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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 these programs 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.

Minimum credit hours required: 66

General Education Core Requirements: 19 -22 credit

Degree Core Requirements: 47 credit hours

hours

Composition (6)

ENG 101 [1] College Composition I (3)

ENG 102 [1] College Composition II (3)

Mathematics (3-5)

MAT 142 [1] College Mathematics (3) or a higher course selected from the approved AGEC courses in the Mathematics category. (3-5)

Arts/Humanities (3)

Any approved courses from the approved 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 (4-5)

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

Required: 44 credit hours

AHS 100 Introduction to Health Services (3)

AHS 105 Communication & Behavior in the Health Care Setting (3)

AHS 110 Health Care Ethics & Law (3)

AHS 131 Medical Terminology (3)

AHS 135 [1] Medical Coding, Insurance, & Billing (3)

AHS 138 Back Office Procedures I   (3)

AHS 139 Back Office Procedures II   (3)

AHS 160 Phlebotomy Procedures (3)

AHS 161 Phlebotomy Practicum (4)

BUS 204 [1] Business Communications (3)

CIS 120 Intro to Computer Information Systems (3)

CIS 122 Introduction to MS Word   (2)

CIS 125 Introduction to Databases   (3)

AHS 289 Internship – Administrative   (2)

AHS 289 Internship – Clinical   (3)

Degree Electives: 3 credit hours

Spanish highly recommended.

Note: AHS 161 must be taken in conjunction with AHS 160.

[1] Placement test and/or prerequisite required.

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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.

Minimum credit hours required: 64

General Education Requirements: 26-27 credit hours

See page 17 for courses that will satisfy General Education Requirements below.

Composition (6)
ENG 101 [1] College Composition I (3)
ENG 102 [1] College Composition II (3)

Mathematics (4)
MAT 142 College Mathematics (4)

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.

Required: 38 credit hours

Degree Core Requirements:(29) credit hours
CIS 130 Computer Repair and A+ Prep (4)
CIS 140 Cisco Networking Academy Semester 1 (4)
CIS 150 [1] Cisco Networking Academy Semester 2 (4)
CIS 160 [1] Cisco Networking Academy Semester 3 (4)
CIS 161 [1] Unix Administration I (4)
CIS 170 [1] Cisco Networking Academy Semester 4 (4)
CIS 230 [1] Implement & Supporting Windows (4)
LDR 115 Workplace Ethics (1)

Choose any (9) credit hours from courses listed below in consultation with an appropriate advisor.

CIS 125 Introduction to Databases (3)
CIS 171 [1] 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)

Physical/Biological Sciences (4–5)

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

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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 to meet or exceed the national average HESI (Higher Education Systems, Inc.) and NCLEX-RN® (National Council Licensure Examination-Registered Nurse) pass rates

Minimum credit hours required: 75

Program Prerequisites: 15 credit hours

ENG 101 College Composition I (3)

MAT 142 College Mathematics (3)

BIO 201 Anatomy & Physiology I (4)

CHM 138 Allied Health Chemistry (5)

and

Degree Core Requirements: 40 credit hours

Required: 40 credit hours

NUR 114 [1] Nursing Pharmacology (2)

NUR 116 [1] Nursing Concepts I (7)

NUR 120 [1] Mental Health Nursing (2)

NUR 124 [1] Nursing Concepts II (7)

CNA Certificate, may include NUR 110 (4) and NUR 111 (1)

General Education Core Requirements: 21 credit hours

Composition (6)

ENG 101 [1] College Composition I (3)

(fulfilled by prerequisite, see above)

ENG 102 [1] College Composition II (3)

Mathematics (3)

MAT 142 [1] College Mathematics (3)

(fulfilled by prerequisite, see above)

Arts/Humanities (3)

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

Social/Behavioral (3)

PSY 240 [1] Developmental Psychology (3)

Lab Science (12)

BIO 202 [1] Anatomy & Physiology II (4)

BIO 205 [1] Microbiology (4)

BIO 218 [1] Human Pathophysiology (4)

NUR 215 [1] Nursing Concepts III (8)

NUR 220 [1] Nursing Concepts IV (9)

NUR 222 [1] Mngt & Leadership in Nursing (2)

NTR 135 [1] Human Nutrition (3)

[1] *Placement and/or prerequisite required.*

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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 & 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.

Minimum credit hours required: 66

General Education Requirements: 19 credit hours

See page 21 for courses that will satisfy General Education Requirements below.

Degree Core requirements: 47credit hours

Required: 47 credit hours

EMS 262 [1] Certified Emergency Paramedic (47)

[1] *Placement test and/or prerequisite required.*

Composition (6)

ENG 101 [1] College Composition I (3)

ENG 102 [1] College Composition II (3)

Mathematics (4)

MAT 151 [1] College Algebra (4)

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.

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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 (CNA)

Possess knowledge and skills to work in various medical areas depending on electives chosen

Minimum credit hours required: 60

See General Education courses that will satisfy General Education Requirements below.

General Education Core Requirements: 25 credit hours
Composition (6)
ENG 101 [1] College Composition I (3)
ENG 102 [1] College Composition II (3)

Mathematics (3-5)
MAT 142 [1] College Mathematics (3) or a higher course selected from the approved AGEC courses in the Mathematics category. (3-5)

Arts/Humanities (3)
Any approved courses from the approved General Education courses in the Arts/Humanities category

Social/Behavioral (6)
PSY 101 Introduction to Psychology (3)
PSY 240 [1] Developmental Psychology (3)

Physical /Biological Sciences (4)
BIO 181 [1] Unity of Life I: Life of the Cell (4))

Degree Core Requirements: 35 credit hours

Required: 25 credit hours
BIO 201 Anatomy & Physiology I (4)
BIO 202 Anatomy & Physiology II (4)
BIO 205 Microbiology (4)
CHM 138 Allied Health Chemistry (5)
NTR 135 Human Nutrition (3)
NUR 110 Nursing Assistant I (4)
NUR 111 Nursing Assistant clinical (1)

Degree Electives: 10 credit hours
Any ten credits from courses numbered 100 or higher.
Recommended courses:

AHS 110 Health Care Ethics & Law (3)
AHS 131 Medical Terminology I (3)
AHS 135 Medical Coding, Insurance, and Billing(3)
AHS 160 Phlebotomy Procedures (3)
AHS 161 Phlebotomy Practicum (4)
Note: AHS 161 is corequisite to AHS 160
BIO 218 Human Pathophysiology (4)
EMS 131 Emergency Medical Technician (7)
SPA 101 Beginning Spanish I (4)
SPA 102 Beginning Spanish II (4)
SPA 125 Spanish for Health Professionals (2)
ASL 101 American Sign Language I (4)
ASL 102 American Sign Language II (4)
[1] *Placement test and/or prerequisite required.*

Sheet Metal Apprenticeship: AAS Degree

The Associate of Applied Science in Sheet Metal Apprenticeship will prepare students with the trade skills related to a career in sheet metal. Completion of this degree involves completion of all sheet metal union-related qualification requirements of "step" trade-work experience as well as all union-related classroom training required to achieve "journeyman" status

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.

Fully meet the requirements to gain sheet metal journeyman status.
Possess an advanced understanding and skill of sheet metal applications used in residential, food service, solar heating, and heating and air conditioning settings; these include:
mathematical principles used in developing layouts and patterns, estimating materials and determining airflow,
installation and operation of HVAC, duct, and blowpipe systems,
welding, seams and locks,
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, and
commercial and industrial building interior systems.
Possess the knowledge and skills to recognize hazards, work safely and productively in sheet metal construction industry.
Minimum hours required: 75

General Education Requirements: 25 credit hours
See page 21 for courses that will satisfy General Education Requirements below.

Composition (6)
ENG 101 [1] College Composition I (3)
ENG 102 [1] College Composition II (3)

Mathematics (3-5)
MAT 124 [1] Technical Problem Solving (3) or a higher course selected from the approved AGEC courses in the Mathematics category.

Degree Core Requirements: 50 credit hours
SMT 101 Sheet Metal I (5)
SMT 102 [1] Sheet Metal II (5)
SMT 103 [1] Sheet Metal III (5)
SMT 104 [1] Sheet Metal IV (5)
SMT 105 [1] Sheet Metal V (5)
SMT 106 [1] Sheet Metal VI (5)
SMT 107 [1] Sheet Metal VII (5)
SMT 108 [1] Sheet Metal VIII (5)
SMT 109 [1] Sheet Metal IX (5)
SMT 110 [1] Sheet Metal X (5)

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 (4-5)

Any approved General Education course in the

Physical/Biological Sciences category.

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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 & 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 & related performance measures.

Develop competencies for sustainable materials & resource use efficiencies.

Design competencies developed for various solar systems; passive & active .

Develop electrical trade fundamentals for renewable energy generation.

Attain fundamentals solar design knowledge.

Attain & apply fundamental knowledge of sustainable projects and industry related checklist certifications.

Minimum hours required: 68

General Education Requirements: 19 -22 credit hours

See page 17 for courses that will satisfy General Education Requirements below.

Composition (6)
ENG 101 [1] College Composition I (3)
ENG 102 [1] College Composition II (3)

Mathematics (3-5)
MAT 142 [1] 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 (3)
Any approved General Education courses in the Social/Behavioral Sciences category.

Physical/Biological Sciences (4-5)
Any approved General Education course in the Physical/Biological Sciences category.

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 124 [1] Building Methods II (3)
CTM 130 Blueprint Reading (3)
CTM 131 Green Building Introduction (1)
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 211 International Building Code (3)
CTM 235 Solar Home Design (3)
CTM 236 Photovoltaics & Wind Power (3)
CTM 250 [1] Innovative & 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 125 [1] Architectural Drafting I (3)
DFT 150 [1] Auto CAD 2DI (3)

[1] Placement test and/or prerequisite required.

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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.

Minimum credit hours required: 60

General Education Requirements: 25-27 Credit Hours
See page 21 for courses that will satisfy General Education Requirements below.

General Education Outcomes
Composition (6)
ENG 101 [1] College Composition I (3) &
ENG 102 [1] College Composition II (3)

Mathematics (3-5)
MAT 121 [1] Intermediate Algebra with Review (4) 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 (4-5)
Any approved General Education course from the Physical/Biological Sciences category.

General Education Options (0-6)
Any approved General Education course from the Options category.

Electives: 33-35 Credit Hours
Select 33-5 credit hours either in a variety of disciplines or in an area of concentration.

[1] *Placement test and/or prerequisite required.*

 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.

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.

Minimum credit hours required: 26

Certificate Requirements: 26 credit hours

ACC 100 Practical Accounting Procedures (5)

ACC 110 [1] Payroll Accounting (3)

ACC 206 Computerized Accounting (3)

ACC 255 [1] Principles of Financial Accounting (3)

BUS 100 [1] Mathematics of Business (3)

BUS 204 [1] Business Communications (3)

CIS 120 Introduction to Computer Information Systems (3)

ENG 101 [1] College Composition I (3)

 Or

BUS 111 [1] Business English (3)

[1] Placement test and/or prerequisite required

 The outcomes identified below define the knowledge and skill sets
that graduates will possess at the end of their program of study.

Ability to process and communicate basic accounting information clearly and effectively.

Ability to setup and maintain an automated accounting. Ability to complete the Federal Payroll Certification

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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.

Minimum credit hours required: 19

Certificate Requirements: 19 credit hours
BUS 111 [1] Business English (3)
CTM 120 Building the Human Environment (3)
CTM 122 Construction Materials & Equipment Safety (3)
CTM 123 Building Construction Methods I (3)
CTM 235 Solar Home Design (3)
MAT 121 [1] Intermediate Algebra with Review (4)

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 windpower electrical generation.

Minimum credit hours required: 40

Certificate Requirements: 40 credit hours
Completion of the Intermediate Certificate (19)
CIS 120 Introduction to Computer Information Systems (3)
DFT 110 Technical Drafting & CAD Fundamentals (3)
ECN 205 Micro Economics Principles (3)
CTM 130 Blueprint Reading (3)
CTM 124 [2] Building Construction Methods II (3)
CTM 236 Photovoltaics & Wind Power (3)
CTM 250 Innovative & Alternative Building Techniques (3)

[1] *Placement test and/or prerequisite required.*
[2] *May substitute CTM 298 with consent of department chair.*

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.

Minimum credit hours required: 39

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.

Certificate Core Requirements: 39 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 Prof. Interpreting & Ethics (3)

Core Courses: 27 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: 2 credit hours
ITP 111 Interpreting Elective (2)

[1] *Prerequisite or consent of instructor required.*

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.

Architectural CAD Technician Certificate

The Architectural CAD Technician Certificate will provide students with a solid foundation in the field of architectural construction drafting. This certificate can lead to an AAS degree in Architectural Design Technology. The fundamentals of drafting are performed through mastery learning and hands-on application. This is a Tech Prep articulated program.

Minimum credit hours required: 24

Certificate Requirements: 24 credit hours

DFT 110 Technical Drafting & CAD Fundamentals (3)

DFT 125 [1] Architectural Drafting I (3)

DFT 150 [1] AutoCAD 2D (3)

DFT 200 [1] AutoCAD 3D (3)

DFT 225 [1] Architectural Drafting I: CAD (3)

DFT 260 [1] Architectural Drafting II: CAD (3)

CTM 120 Building the Human Environment (3)

CTM 130 Blueprint Reading & Estimating (3)

[1] *Placement test and/or prerequisite required.*

AGEC-A Certificate

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).

Minimum credit hours required: 35

General Education Requirements: 35 Credit Hours

Composition 6

ENG 101 College Composition I (3)

ENG 102 College Composition II (3)

Mathematics 3-5

MAT 142 College Mathematics (3) or a higher course

selected from the approved AGEC courses in the Mathematics category.

Arts/Humanities 6-9

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

Arts/Humanities category.

Social/Behavioral Sciences 6-9

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

Social/Behavioral Sciences category.

Physical/Biological Sciences 8-10

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

Options* 0-6

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

*0-6 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

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information is subject to change without notice, obligation, or liability.*

AGEC-B Certificate

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.

Minimum credit hours required: 35

General Education Requirements: 35 Credit Hours

Composition 6

ENG 101 College Composition I (3)

ENG 102 College Composition II (3)

Mathematics 3-5

MAT 212 Business Calculus (3) or a higher course selected

from the approved AGEC courses in the Mathematics category.

Arts/Humanities 6-9

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

Arts/Humanities category.

Social/Behavioral Sciences 6-9

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

Social/Behavioral category.

Physical/Biological Sciences 8-10

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

Computer Science 3

CIS 120 Introduction to Computer Information Systems

Options* 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

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AGEC-S Certificate

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).

Minimum credit hours required: 35

General Education Requirements: 35-41 Credit Hours

Composition 6
ENG 101 College Composition I (3)
ENG 102 College Composition II (3)

Mathematics 3-5
MAT 220 Calculus & Analytic Geometry I (5)

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 8-10
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 6-8
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

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.

Minimum credit hours required: 13

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.

Minimum credit hours required: 13

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.

Minimum credit hours required: 10

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.

Minimum credit hours required: 20

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 & applications in a progressively complicated sequence. This certificate is only available to International Brotherhood of Carpenters Union members.

Minimum credit hours required: 34

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.

Minimum credit hours required: 19

Computer Technician Certificate: 19 credit hours

CIS 120   Intro to Computer Information Systems (3)
CIS 130   Computer Repair and A+ Prep (4)
CIS 161 [1]   Unix/Linux Administration I (4)
CIS 230 [1]   Implementing and Supporting Windows (4)
CIS 240 [1]   Installing, Configuring, and Administering Microsoft Windows Server   (4)

[1] Placement test and/or prerequisite required.

 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

Define computer software

Enhance support and maintenance of computer software and hardware

Prepared for Microsoft Certified Professional in Windows and A+ Certification

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.

Minimum credit hours required: 28

 Graphics and Web Design: 28 credit hours

CIS 120   Intro to Computer Info Systems (3)

CIS 110   Windows, The Internet, and Online Learning (3)

ART 130[1] Computer Graphics (2)

CIS 117   Introduction to Web Page Design (3)

CIS 122   Introduction to MS Word (2)

CIS 127[1]   Introduction to Desktop Publishing (3)

CIS 128   Introduction to Presentation Graphics (3)

CIS 217[1]   Web Publishing (3)

ART 135[1]   Photoshop (3)

ART 136   Digital Photography (3)

[1] *Placement test and/or prerequisite required.*

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Network Engineering Certificate Level I

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 andskill sets that graduates of thisprogram will possess at the end of their program of study.

Define terms related to networks
Emphasize using hands-on approach
emphasizing the knowledge and relationships to server operating software programs
enhancing communications skills

emphasizing professional readines

Minimum credit hours required: 16

Basic Certificate Requirements: 16 credit hours

BUS 111 Business English (3)

LDR 115 Workplace Ethics (1)

CIS 130 Computer Repair and A+ Prep (4)

CIS 140 Cisco Networking Academy Semester 1 (4)

CIS 150 [1] Cisco Networking Academy Semester 2 (4)

[1] *Placement test and/or prerequisite required.*

Network Systems Administration Certificate Level I

Network Systems Administration Certificate Level I

The Network Systems Administration Certificate Level I is designed to develop entry level skills related to Server operating system software, to enhance written communications skills, and professional readiness. This Level I certificate is designed to prepare students for entry level Information Technology positions requiring hands-on technical Microsoft server administration skills that support home/small to medium size businesses. The certificate provides students with knowledge and skills appropriate for entry level Operating Systems Engineer or Operating Systems Administrator occupations. These positions will support an Information Technology infrastructure by installing, maintaining, and monitoring the advanced operating systems of Microsoft server. Students may apply some credit hours earned in this program toward 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 of this program will possess at the end of their program of study

Learning Server operating system software

Enhancing written communications skills

Professional readiness

Minimum credit hours required: 16

Basic Certificate Requirements: 16 Credit Hours

BUS 111 [1] Business English (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)

LDR 115 Workplace Ethics (1)

[1] Placement test and/or prerequisite required.

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.

Minimum credit hours required: 19

Computer Technician Certificate: 19 credit hours

CIS 120   Intro to Computer Information Systems (3)
CIS 130   Computer Repair and A+ Prep (4)
CIS 161 [1]   Unix/Linux Administration I (4)
CIS 230 [1]   Implementing and Supporting Windows (4)
CIS 240 [1]   Installing, Configuring, and Administering Microsoft Windows Server   (4)

[1] Placement test and/or prerequisite required.

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

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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.
Minimum credit hours required: 21

Certificate Requirements: 21-23 credit hours

DFT 125 [1] Architectural Drafting I (3)

ENG 100 [1] Fundamentals of Composition (3)

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)

MAT 124 [1] Technical Problem Solving (3)

or

MAT 187 [1] Pre-calculus (5)

[1] *Placement test and/or prerequisite required.*

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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.

Minimum credit hours required: 33

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 240 [1] School, Family & Community Relations (3)

ECE 234 Child Growth & Development (3)

ECE 250 [1] Children with Special Needs (3)

PSY 101 Introduction to Psychology (3)

[1] *Placement test and/or prerequisite required.*

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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.

Minimum credit hours required: 17

Certificate Requirements: 17 credit hours

FSC 180 Firefighter I & II (8)

FSC 138 Hazardous Materials/First Responder (3)

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.

Minimum credit hours required: 41

Certificate Requirements: 41 credit hours

Completion of the Fire Science Intermediate

Certificate (17)

EMS 131 [1] Emergency Medical Technician (8)

FSC 135 Fundamentals of Fire Prevention (3)

FSC 136 Fire Apparatus & Hydraulics (4)

FSC 234 Fire Investigation (3)

FSC 239 [1] Fire Department Company Officer (3)

FSC 241 Firefighter Safety & Building Construction (3)

[1] *Placement test and/or prerequisite required.*

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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.

Minimum credit hours required: 28

Certificate Requirements: 28 credit hours

AJS 250   Criminal Investigations   (3)

AJS 220   Rules of Evidence   (3)

AJS 101   Introduction to Administration of Justice (3)

ENG 101 [1] College Composition I   (3)

BIO160 [1]   Introduction to Human Anatomy & Physiology (4)

FOR 101   Introduction to Forensics (3)

FOR 150   Death Investigations (3)

FOR 170   Forensic Interviewing (3)

FOR 289   Forensic Investigation Internship (3)

[1] *Placement test and/or prerequisite required.*

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Green Construction Technology YouthBuild Certificate

The green building certificate contains the coursework necessary to fulfill the Youth Build grant goals as well as provide students with the necessary basic training for employment in the " Green Collar "construction field. This is a Tech Prep articulated program.

Minimum credit hours required: 28

CTM 122   Construction Safety (3)

CTM 123   Construction Methods I (4)

CTM 130   Blue Print Reading (3)

CTM 124   Construction Methods II (4)

CTM 289   Internship (1)

CTM 110   Plumbing (3)

CTM 131   Introduction to Solar Applications (1)

CTM 151   House Wiring I (3)

CTM 289   Internship (1-3)

CTM 298   Drywall, Trim, and Finish (3)

CTM 298   Green Building Introduction (1)

CTM 289   Internship (1-6)

 The outcomes identified below define the knowledge and skill sets that graduates will possess at the end of their program of study.

Provide students with basic construction trade skills and green building training

Provide students with on the job experience through internships

Fulfill CCC's responsibilities to successfully accomplish the grant goals

Track the training and employment of the YouthBuild students to determine community needs for continued and/or advanced training in the green building areas.

Provide curriculum necessary to fulfill the objectives of the YouthBuild grant

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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.

Minimum credit hours required: 28

 Graphics and Web Design: 28 credit hours

CIS 120   Intro to Computer Info Systems (3)

CIS 110   Windows, The Internet, and Online Learning (3)

ART 130 [1] Computer Graphics (2)

CIS 117   Introduction to Web Page Design (3)

CIS 122   Introduction to MS Word (2)

CIS 127 [1]   Introduction to Desktop Publishing (3)

CIS 128   Introduction to Presentation Graphics (3)

CIS 217 [1]   Web Publishing (3)

ART 135 [1]   Photoshop (3)

ART 136   Digital Photography (3)

[1] Placement test and/or prerequisite required.

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Hospitality Certificate (Sunset Program)

The hospitality program prepares students for entry-level positions in the hospitality industry. Students completing this certificate will develop fundamental skills in which to compete in one of Arizona's fastest growing businesses. This is a Tech Prep articulated program.

Intermediate Certificate

Minimum credit hours required: 28

Certificate Requirements: 28 credit hours

BUS 111 Business English (3)

BUS 100 [1] Mathematics of Business (3)

BUS 218 Customer Service (3)

CIS 120 Introduction to Computer Science (3)

HRM 100 Introduction to Hospitality (3)

LDR 201 Leadership Basics (2)

LDR 202 Leadership & Decision Making (2)

or

LDR 203 Leadership & Communication (2)

SPC 100 Speech Communication (3)

Restaurant Emphasis

HRM 140 Food Production Concepts (3)

HRM 270 Hospitality Information Technology (3)

or

Hotel Emphasis

HRM 210 Guest Service Management (3)

HRM 220 Property Management (3)

Advanced Certificate

Minimum credit hours required: 40

Certificate Requirements: 40 credit hours

Completion of the Intermediate Hospitality Administration Certificate (28)

Select 12 credit hours from the following:

ACC 255 [1] Principles of Financial Accounting (3)

ACC 256   Principles of Managerial Accounting 3

BUS 211 Human Resources/Personnel Management (3)

HRM 225 [1] Hospitality Accounting (3)

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

[1]*Placement test and/or prerequisite required.*

The outcomes identified below define the knowledge and skill sets that graduates will possess at the end of their program of study.

Identify and utilize management techniques and skills to foster a more productive and creative workplace.

Identify and use the needed productivity software for the appropriate business sector.

Ability to communicate clearly and effectively.

Gain practical knowledge of accounting procedures to effectively manage an HRM business.

Demonstrate good ethical behavior.

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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: 14-20 credit hours

Core Requirements: 5 credit hours

PPO 110 Maintenance Fundamentals (5)

Specialization Options: 9-15 credit hours

Plant Electrician

PPO 150 Electrician/Instrument Tech 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)

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)

Instrument Technician

PPO 150 Electrician/Instrument Tech II (4)

PPO 204 Instrument Technician III (4)

PPO 254 Instrument Technician IV (5)

Construction and Maintenance

PPO 155 Construction & Maintenance II (5)

PPO 205 Construction & Maintenance III (5)

PPO 255 Construction & Maintenance IV (5)

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Medical Insurance, Coding & Billing

This certificate is designed for students seeking an introduction to medical insurance, coding, and billing in the office, clinic, or hospital. Completion of the program will enhance the knowledge and skills base of those already in the workplace. This is a Tech Prep articulated program.

Minimum credit hours required: 33

Certificate Requirements: 33 credit hours

AHS 100 Introduction to Health Services (3)

AHS 105 Communication & Behavior in the Health Care Setting (3)

AHS 110 Health Care Ethics & Law (3)

AHS 131 Medical Terminology (3)

AHS 135 Medical Coding, Insurance & Billing (3)

BIO 160 [1] Introduction to Human Physiology & Anatomy (4)

ENG 100 [1] Fundamentals of Composition (3)

or

ENG 101 [1] English Composition I (3)

CIS 102 Computer Literacy (2)

or

CIS 120 Introduction to Computer Information Systems (3)

MAT 121 Intermediate Algebra with Review (4)

or

MAT 151 College Algebra (*strongly recommended* if considering

any type of academic transfer) (4)

CIS 105 Keyboarding Application (2)

[1]*Placement test and/or prerequisite required.*

The outcomes identified below define the knowledge and skill sets that graduates will possess at the end of their program of study.

Possess the ability to apply proper oral and written communication skills in the workplace
Effectively operate computer hardware and software as applicable to the health care industry.
Possess the ability to analyze, synthesize and evaluate data.

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.

Basic Certificate
Minimum credit hours required: 28
Certificate Requirements: 28 credit hours

Core courses (28)
AHS 100 Introduction to Health Services (3)
AHS 105 Communication & Behavior in the Health Care Setting (3)
AHS 110 Health Care Ethics & Law (3)
AHS 131 Medical Terminology (3)
AHS 135 Medical Coding, Insurance & Billing (3)

AHS 289 [1] Internship I (2)

BUS 204 [1] Business Communications (3)

CIS 120 Introduction to Computer Information Systems (3)

CIS 122 Introduction to MS Word (2)

CIS 125 Introduction to Database (3)

[1] Placement test and/or prerequisite required.
[2] AHS 161 must be taken in conjunction with AHS 160.

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.

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Network Engineering Certificate Level I

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.

Minimum credit hours required: 16

Basic Certificate Requirements: 16 credit hours

BUS 111 Business English (3)

LDR 115 Workplace Ethics (1)

CIS 130 Computer Repair and A+ Prep (4)

CIS 140 Cisco Networking Academy Semester 1 (4)

CIS 150 [1] Cisco Networking Academy Semester 2 (4)

[1] *Placement test and/or prerequisite required.*

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.

Define terms related to networks

Emphasize using hands-on approach

Emphasizing the knowledge and relationships to server operating software programs

Enhancing communications skills

Emphasizing professional readiness

Network Systems Administration Certificate Level I

Network Systems Administration Certificate Level I

The Network Systems Administration Certificate Level I is designed to develop entry level skills related to Server operating system software, to enhance written communications skills, and professional readiness. This Level I certificate is designed to prepare students for entry level Information Technology positions requiring hands-on technical Microsoft server administration skills that support home/small to medium size businesses. The certificate provides students with knowledge and skills appropriate for entry level Operating Systems Engineer or Operating Systems Administrator occupations. These positions will support an Information Technology infrastructure by installing, maintaining, and monitoring the advanced operating systems of Microsoft server. Students may apply some credit hours earned in this program toward the Associate of Applied Science degree in Network Engineering.. This is a Tech Prep articulated program.

Minimum credit hours required: 16

Basic Certificate Requirements: 16 Credit Hours

BUS 111 [1] Business English (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)

LDR 115 Workplace Ethics (1)

[1] Placement test and/or prerequisite required.

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

Learning Server operating system software

Enhancing written communications skills

Professional readiness

Nursing Assistant Certificate

This certificate is designed for students seeking an introduction to nursing assisting and the basic skills required for computations, documenting, team collaboration, communication, and client advocacy in the health care setting. It will enhance the knowledge and skills base of nursing assistants already in the workplace. Prepares students for entry level employment in acute care, long term care, and assisted living settings. This is a Tech Prep articulated program.

Minimum credit hours required: 30

Certificate Requirements: 30 credit hours

AHS 100 Introduction to Health Services (3)

AHS 105 Communication & Behavior in the HealthCare Setting (3)

AHS 110 Health Care Ethics & Law (3)

AHS 131 Medical Terminology (3)

BIO 160 Introduction to Human Physiology & Anatomy (4)

CIS 102 Computer Literacy (2)

or

CIS 120 Introduction to Computer Information Systems (3)

ENG 100 [1] Fundamentals of Composition (3)

or

ENG 101 [1] English Composition I (3)

MAT 121 Intermediate Algebra with Review (4)

or

MAT 151 College Algebra (*strongly recommended* if considering

any type of academic transfer) (4)

NUR 110 Nursing Assistant I (4)

NUR 111 [1] Nursing Assistant Clinical (1)

Placement test and/or prerequisite required.

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.

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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.

Minimum credit hours required: 32

Certificate Requirements: 32 credit hours

AHS 100 Introduction to Health Services (3)

AHS 105 Communication & Behavior in the Health Care Setting (3)

AHS 110 Health Care Ethics & Law (3)

AHS 131 Medical Terminology (3)

AHS 160 ² Phlebotomy Procedures (3)

AHS 161 ² Phlebotomy Practicum (4)

BIO 160 Introduction to Human Physiology & Anatomy (4)

BUS 111 Business English (3)

CIS 102 Computer Literacy (2)

or

CIS 120 Introduction to Computer Information Systems (3)

MAT 121 Intermediate Algebra with Review (4)

or

MAT 151 College Algebra (*strongly recommended* if considering

any type of academic transfer) (4)

[1] *Placement test and/or prerequisite required.*

[2] *AHS 161 must be taken in conjunction with AHS 160.*

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.

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Pre-Professional Nursing Certificate

This certificate further develops the skills of the nursing assistant—adding to the caregiver's written communication skills and providing advanced applied knowledge of the human body and mind, computation, and nutrition. The Pre-Professional Nursing Certificate includes all pre-requisite coursework requirements for application for admission to all regional community college associate degree-nursing programs and to the NAU baccalaureate-nursing program. This coursework may also be applied to most health science degrees. (The courses in this degree require prerequisites. Please see an advisor prior to enrolling in these courses.) This is a Tech Prep articulated program.

Minimum credit hours required: 24

Certificate Requirements: 24 credit hours

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

BIO 201 [1] Anatomy & Physiology (4)

CHM 130 [1] General Chemistry (4)

ENG 101 [1] English Composition I (3)

ENG 102 [1] English Composition II (3)

MAT 142 [1] College Mathematics (3)

NTR 135 [1] Human Nutrition (3)

[1] *Placement test and/or prerequisite required.*

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Sheet Metal Apprenticeship Certificate

Intermediate Certificate

The Intermediate Certificate in Sheet Metal is designed to introduce the student to the sheet metal industry. It provides the foundational classes in the layout and assembly of many sheet metal trades field applications in a progressively complicated sequence.

Certificate Requirements: 35 credit hours

SMT 101 Sheet Metal I (5)

SMT 102 [1] Sheet Metal II (5)

SMT 103 [1] Sheet Metal III (5)

SMT 104 [1] Sheet Metal IV (5)

SMT 105 [1] Sheet Metal V (5)

SMT 106 [1] Sheet Metal VI (5)

SMT 107 [1] Sheet Metal VII (5)

Advanced Certificate

The Advanced Certificate in Sheet Metal is designed to continue to improve the student's expertise in the sheet metal industry. It provides more advanced classes in the layout and assembly of many sheet metal trades field applications in a progressively complicated sequence.

Certificate Requirements: 50 credit hours

Completion of the Intermediate Certificate (35)

SMT 108 [1] Sheet Metal VIII (5)

SMT 109 [1] Sheet Metal IX (5)

SMT 110 [1] Sheet Metal X (5)

[1] *Placement test and/or prerequisite required.*

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Course Descriptions

Accounting

ACC 100 (5)

Practical Accounting Procedures

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

ACC 105 (3)

Income Tax I

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

ACC 110 (3)

Payroll Accounting

A course that provides comprehensive and practical instruction in manual and computerized preparation and calculation of a business's payroll records and tax returns. Prerequisite: ACC 100, ACC 255 or instructor's consent. Three lecture.

ACC 112 (2)

Managing Cash Flows

This course prepares organizational managers, business owners, and others to use financial statements in the preparation of developing, understanding, and analyzing cash flow statements. Two lecture.

ACC 206 (3)

Computerized Accounting

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 210 (3)

Financial Statement Analysis

Characteristics of financial statements with a review of basic accounting principles as applied to financial statements. Emphasizes developing the tools and techniques used in analyzing financial statements, including the use of computer spreadsheets. Three lecture.

ACC 255 (3)

Principles of Financial Accounting

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

ACC 256 (3)

Principles of Managerial Accounting

Accounting theory and practice as it applies to the uses of accounting information in the management decision making process of an organization. Introduces manufacturing accounting (job order, process cost, and standard cost systems) and budgeting. Prerequisite: ACC 255. Three lecture.

ACC 289 (1-6)

Accounting Internship

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. May be taken for S/U credit.

Air Force Studies

AES 101 (1)

Foundations of the U.S. Air Force I

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 (1)

Foundations of the U.S. Air Force II

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 (1)

Aerospace Studies Leadership Lab

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. May be taken for S/U credit only.

AES 112 (1)

Aerospace Studies Leadership Lab

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. May be taken for S/U credit only.

AES 201 (1)

Air Power History I

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. Prerequisites: AES 101. Co-requisite AES 211. One lecture.

AES 202 (1)

Air Power History II

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. Prerequisites: AES 102. Co-requisite: AES 212. One lecture.

AES 211 (1)

Aerospace Studies Leadership Lab

Application of elements of personal leadership. Demonstration of command, effective communications, individual leadership instruction, physical fitness training, and knowledge of Air Force requirements. Pre-requisite AES 111. Co-requisite: AES 201. Two Lab. May be taken for S/U credit.

AES 212 (1)

Aerospace Studies Leadership Lab

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. May be taken for S/U credit.

AES 250(1)

Air Force Physical Training Course

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. May be taken for S/U credit only.

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Agriculture

AGR 111 (1)
A Living Soil I
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, evaluating your soil. Unique garden designs, explores French intensive, no-till, lasagna, small plot gardening, and bio-dynamic gardening. One lecture.

AGR 112 (1)
A Living Soil II
Nurturing the life in the soil: "Compost Happens, Mulching your Garden, 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 (1)
A Living Soil III
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 (1)
A Living Soil
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. May be taken for S/U credit.

AGR 116 (1)
Greenhouse Organic Growing
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. Lecture one.May be taken for S/U credit.

AGR 117 (1)
Raising Your Own Starts
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, hardening off. Included is a hands-on opportunity to experience working with seeds, seedlings, transplanting and a sample to take home. One lecture. May be taken for S/U credit.

AGR 118 (1)
Extending the Season
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 (1)
Seed to Seed
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 (.5)
The World of Chili Peppers
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. .5 lecture.

AGR 123 (.5)
The World of Garlic
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. .5 lecture.

AGR 124 (.5)
The World of Onions
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. .5 lecture.

AGR 127 (.5)

The World of Gourmet Greens

Explore "The World of Gourmet Greens" and learn how to grow and prepare a variety of lettuces, Asian & wild edible greens. May be taken for S/U credit with instructor approval. .5 Lecture.

AGR 128 (.5)

The World of Sprouts

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. .5 Lecture.

Allied Health Science

AHS 100 (3)

Introduction to Health Services

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. Three lecture.

AHS 101 (3)

Careers in Health Care

Presents an introduction to the breadth of health care provider and supportive roles in today's rapidly diversifying health care industry. Three lecture.

AHS 105 (3)

Communication & Behavior in the Health Care Setting

Introduces the student of health occupations to essential workplace communication and behavioral skills that fosters the provision of quality patient care, teamwork, and employee job satisfaction. Three lecture.

AHS 110 (3)

Health Care Ethics & Law

Study of the central legal and ethical issues facing health care providers in today's complex health care delivery system; examine managed care, bioethics, telemedicine, death and dying, workplace and practice employment issues, and liability and malpractice through the use of case studies and scenarios. Three lecture.

AHS 131 (3)

Medical Terminology I

Medical vocabulary for beginning students in allied health and science fields. Includes word roots, prefixes, suffixes, and abbreviations. Emphasizes spelling, pronunciation, and definition. Three lecture.

AHS 135 (3)
Medical Coding, Insurance & Billing
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: CIS 102 or 120, and OIS 110, and AHS 100. Co-requisites: AHS 131, ENG 100 or ENG 101; or consent of instructor. Three lecture.

AHS 137 (3)
Back Office Procedures
Theory of basic medical assistant clinical duties. Focus is placed on basic information about common medical conditions, procedures and patient interaction and care within the medical office. Prerequisite: AHS 131. Three lecture. .

AHS 138 (3)
Back Office Procedures I
Theory of basic medical assistant clinical duties. Focus is placed on basic information about common medical conditions, procedures and patient interaction, and care within the medical office. Prerequisite: AHS 131. Two lecture. Two lab.

AHS 139 (3)
Back Office Procedures II
Theory of basic medical assistant clinical duties. Focus is placed on basic information about common medical conditions, procedures and patient interaction, and care within the medical office. Prerequisite: AHS 138. Two lecture. Two lab.

AHS 157 (3)
Phlebotomy for Law Enforcement
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, must have had a negative TB skin test within the last 6 months, must be recommended by a law enforcement agency. One and one half lecture, one and one half lab.

AHS 160 (3)
Phlebotomy Procedures
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. Co-requisite: AHS 161; this course must be taken in conjunction with AHS 161. Three lecture.

AHS 161 (4)
Phlebotomy Practicum
Theory and practice of basic phlebotomy and specimen processing; clinical experiences in acute care, clinic, and community agency settings. Co-requisite: AHS 160. One lecture; nine lab. Fall. This course must be taken in conjunction with AHS 160.

AHS 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 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.

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Administration of Justice

AJS 101 (3)
Introduction to Administration of Justice
Organization and jurisdiction of local, state, and federal law enforcement, judicial and corrections systems, terminology, and constitutional limitations of the system. General Education: Social and Behavioral Sciences. Three lecture.

AJS 105 (3)
Juvenile Detention Studies
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. Fall.

AJS 110 (3)
The Correction Function
History and development of correctional theories and institutions. Three lecture.

AJS 120 (3)
Substantive Criminal Law
Philosophy and legal sanctions and historical development from the common law to modern American criminal law.

Classifications of crimes, elements of and parties to crimes, general definitions of crime, common defenses utilized, and review of offenses and the essential elements of each defense. Three lecture..

AJS 130 (3)

The Police Function

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

AJS 141 (3)

Gang Behavior & Street Violence

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

AJS 150 (3)

Rules of Criminal Procedures

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

AJS 160 (3)

Justice System Management

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

AJS 170 (3)

Security Issues in Private Industry

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(s) and liability issues in the industry will be analyzed. Three lecture.

AJS 200 (3)

Community Relations

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

AJS 203 (13)

Basic Public Safety/Emergency Communications Dispatcher

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. *Prerequisites:* Hired and/or recommended by approved law enforcement or public safety agency. Thirteen Lecture.

AJS 209 (3)
Criminal Jurisdiction on Federal and Indian Land
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 Indian 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 (3)
Crime, Justice , and the Media
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 (13)
Basic Detention Academy
The Coconino Community College Basic Detention Academy is designed to provide entry level training to detention officer staff , meeting Arizona Detention Association standards. Prerequisites: Hired and/or recommended by approved law enforcement or correctional agency. Thirteen Lecture.

AJS 220 (3)
Rules of Evidence
Understanding of the rules of evidence which most often affect personnel concerned with the administration of the criminal law. Three lecture.

AJS 230 (3)
Deviant Behavior
Basic concepts of deviant behavior; evaluates current literature and studies the application of current criminological theories related to patterns of deviance. General Education: Social and Behavioral Sciences. Three lecture.

AJS 240 (3)
Juvenile Justice Procedure
History and development of juvenile procedures and institutions. Three lecture.

AJS 250 (3)
Criminal Investigations

Fundamentals of criminal investigation. Examines theory of criminal investigation, crime scene procedures, case preparation, interviewing, and basic investigative techniques. Three lecture.

AJS 260 (3)

Constitutional Law

Constitutional law as it relates to the operation of the criminal justice system. Three lecture.

AJS 265 (3)

Probation & Parole

The selection process for the release of both adults and juveniles under the supervision of probation and parole guidelines and the community values consistent with those under supervision. Three lecture. Spring.

AJS 273 (3)

Public Safety Leadership I

The Coconino Community College Public Safety Leadership course is 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. Students must also enroll in AJS 274 to complete this program of study. Prerequisites: Hired and/or recommended by approved public safety agency, or approval from Coconino Community College Department Chair. Three Lecture.

AJS 274 (3)

Public Safety Leadership II

The Coconino Community College Public Safety Leadership course is 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 approval from Coconino Community College Department Chair. Three Lecture.

AJS 280 (3)

Criminology

Deviance and society's role in defining behavior; theories of criminality and the economic, social, and psychological impact of crime and victimization; relationships between statistics and crime trends. General Education: Social and Behavioral Sciences. Three lecture.

AJS 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 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.

AJS 291 (3)

Terrorism & Counter-Terrorism

Nature of terrorism, terrorist threat, and countermeasures to combat terrorism. Three lecture. Summer.

AJS 292 (3)

Hostage Negotiations

Essentials of hostage negotiations for all personnel and may serve as a refresher for trained personnel. Three lecture.

AJS 295 (3)

White Collar & Corporate Crime

A close look at the theories, laws and issues surrounding white collar crime in contemporary society. Three lecture.

AJS 298 (1-6)

Special Topics

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

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Anthropology

ANT 101 (4)

Introduction to Physical Anthropology

An introductory survey of the basic principles, concepts, assumptions, theories, and vocabulary of human evolution and world archaeology. General Education: Physical and Biological Sciences Three lecture; two lab.

ANT 102 (3)

Introduction to Cultural Anthropology

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 and Behavioral Sciences, Arts & Humanities. Special Requirements: Contemporary Global/International Awareness or Historical Awareness; Ethnic/Race/Gender Awareness. Three lecture.

ANT 103 (3)

Culture and Language

An introductory survey of the basic history, concepts, assumptions, theories, and vocabulary of linguistic anthropology and their application within the discipline. Prerequisite: ANT 102. General Education: Social and Behavioral Science and Global/International Awareness or Historical Awareness. Three lecture.

ANT 110 (3)
Exploring Archaeology

History, methods, and theory of archeology with an emphasis on modern techniques of studying prehistoric and historic populations and their cultural remains. General Education: Social and Behavioral Science. Three lecture.

ANT 210 (3)
Peoples of the World

A comparative study of selected peoples and cultures from various regions of the globe, including the historical and contemporary experiences of these groups. General Education: Social and Behavioral Sciences. Special Requirements: Ethnic/Race/Gender Awareness, Contemporary Global/International Awareness or Historical Awareness. Three lecture.

ANT 230 (3)
Peoples of the Southwest

Ethnohistorical 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 and Behavioral Sciences. Special Requirements: Ethnic/Race/Gender Awareness, Contemporary Global/International Awareness or Historical Awareness. Three lecture.

ANT 241 (3)
Anthropology of Religion

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 (4)
Introduction to Applied Anthropological Methods

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. Application of anthropological skills to real world topics will also enhance student knowledge of applied anthropology. Prerequisites: English 101, Anthropology 101,102. Pre or co-requisite: English 102. General Education: Social and Behavioral Sciences. Special Requirements: Intensive Writing/Critical Thinking, Ethnic/Race/Gender Awareness; Global and International Awareness Course. Four lecture.

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Art

ART 100 (3)

Art Appreciation

Historical overview and appreciation of painting, sculpture, architecture, film, and crafts. Examines individual works of art with regard to both their formal qualities and the way they reflect the shifting patterns of culture. Field trips. General Education: Arts and Humanities. Three lecture.

ART 105 (3)

Beginning Art

Introductory course in drawing and painting techniques and materials for students who would like to explore their creativity. One lecture; five lab. May be taken for S/U credit.

ART 110 (3)

Drawing I

Perspective and visual perception as related to developing artistic visual growth in perceiving our environment. Emphasizes analysis of objects and their compositional placement within the pictorial construction. One lecture; five lab. May be taken for S/U credit.

ART 111 (3)

Drawing II

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

ART 114 (3)

Stained Glass I

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

ART 120 (3)

Ceramics I

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

ART 121 (3)

Ceramics II

Emphasis on developing intermediate skill with the potter's wheel and handbuilding methods, glazing and decoration techniques, and kiln operations. Prerequisite: ART 120. One lecture; five lab. May be taken for S/U credit.

ART 130 (3)

Computer Graphics I

An introductory course in computer graphics. Introduction to design principles and visual problem solving with software suitable for two-dimensional design and illustration. Prerequisite: CIS 102 or CIS 120 or consent of instructor. Recommended: ART 110 and ART 160. Two lecture; two lab. May be taken for S/U credit.

ART 133 (2)

Calligraphy I

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

ART 134 (2)

Calligraphy II

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

ART 135 (3)

Adobe PhotoShop

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. Three lecture. Prerequisites: CIS 120 or consent of instructor. Three lecture. May be taken for SU credit.

ART 136 (3)

Digital Photography I

Introduction to digital photography, image editing and printing techniques. Course requirement: Students must have their own digital camera and basic computer skills. Three lecture. One lab. May be taken for S/U credit.

ART 140 (3)

Jewelry I

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

ART 145 (3)

Introduction to Silk-screen

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. May be taken for S/U credit.

ART 150 (3)

Photography I

Photography as an art form. Includes camera operation with emphasis on its use as a creative tool. Basic darkroom techniques, including film development, printing, and composition. Two lecture; four lab. May be taken for S/U credit. Spring, Fall.

ART 151 (2)
Photography Techniques & Materials
More advanced techniques and materials than the basic course. Emphasis on developing an alternative vision. Prerequisite: ART 150 or consent of instructor. One lecture; two lab.

ART 160 (3)
Color & Design
Fundamentals of two-dimensional design emphasizing study and utilization of the principles of design, development of a visual vocabulary, and study of color theory. Prerequisite: ART 110 or consent of instructor. One lecture; five lab. May be taken for S/U credit.

ART 165 (3)
Three-dimensional Design
Introduction to the fundamental concepts and design principles involved in organizing three-dimensional space and materials used in three-dimensional art forms. Prerequisite: ART 160. One lecture. Five lab.

ART 180 (3)
Sculpture I
Introduction to sculptural processes, techniques and materials in clay, metal, wood, and stone. Includes sculptural history and criticism. Prerequisite: ART 165 or consent of instructor. One lecture; five lab. May be taken for S/U credit.

ART 190 (3)
Oil/Acrylic Painting I
Introduction to techniques and materials traditionally used in oil and/or acrylic painting. Prerequisite: ART 110 or consent of instructor. One lecture; five lab. May be taken for S/U credit.

ART 191 (3)
Oil/Acrylic Painting II
Intermediate course in developing expressive and descriptive skills using oil and/or acrylic paint. Prerequisite: ART 190 and ART 160 or consent of instructor. One lecture; five lab. May be taken for S/U credit.

ART 194 (3)
Watercolor I
Transparent qualities of watercolor medium. Techniques and materials will be used to stimulate personal creativity and uniqueness of expression. One lecture; five lab. May be taken for S/U credit.

ART 195 (3)

Watercolor II

Increased opportunity for independent development. Implements study of techniques to fit individual needs. Prerequisite: ART 194 or consent of instructor. One lecture; five lab. May be taken for S/U credit.

ART 199 (0.5-6)

Workshop

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. May be taken for S/U credit.

ART 201 (3)

Art History: Prehistoric to 1400

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. Pre-requisite: ENG 101. General Education: Arts and Humanities, Special Requirements: Contemporary Global/International Awareness or Historical Awareness. Three lecture.

ART 202 (3)

Art History: 1400 - 2000

Historical development of significant periods and styles in painting, sculpture, and architecture from the Renaissance to the twentieth century with an emphasis on the cultural context within which the works of art were created. Prerequisite: ENG 101. General Education: Arts and Humanities, Special Requirements: Contemporary Global/International Awareness or Historical Awareness. Three lecture.

ART 210 (3)

Life Drawing I

Application of the elements of drawing in the description of the human figure, drawing from the model. Topics include: light and shade, composition, and anatomy. Prerequisite: ART 110 or consent of instructor. One lecture; five lab. May be taken for S/U credit.

ART 211 (3)

Portrait Drawing

Introduction to portrait drawing techniques and materials. Prerequisite: ART 110 or consent of instructor. One lecture, five lab.

ART 214 (3)

Stained Glass II

Design and construction of stained glass pieces using copper foil and/or lead processes, manipulation of the

surface of glass using an etching process, basic glass design vocabulary, developing proficiency with glass working hand tools. Prerequisite: ART 114. One lecture; five lab. May be taken for S/U credit.

ART 220 (3)

Art of the United States

Study of the historical development of the arts and architecture in America from the Colonial period to the present. Prerequisite: ENG 101. General Education/ AGEC Special Requirements: Global/ International Awareness or Historical Awareness. Three lecture. May be taken for S/U credit.

ART 221 (3)

Art of the Southwest

A historical survey of painting, sculpture, and architecture in the southwestern region of the United States from pre-historic time to the present. Prerequisite: ENG 101. General Education: Arts and Humanities. Special Requirements: Contemporary Global/International Awareness or Historical Awareness, Ethnic/Race/Gender Awareness. Three lecture.

ART 235 (3)

Adobe Photoshop II

Advanced techniques in Adobe Photoshop. Prerequisites: ART 135 or consent of instructor. Three lecture.

ART 236 (3)

Digital Photography II

Creative digital camera operation. Advanced equipment, lighting, color calibration, and workflow. Digital output processes for print and web.   Three lecture. May be taken for S/U credit.

ART 252 (3)

Documentary Photography

An introductory course in the field of documentary photography, to include camera use, documentary history and techniques. Field Trips. Prerequisite: ART 150, English 101, or consent of the instructor. Two lecture; two lab.

ART 279 (2)

Painting Workshop

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. May be taken for S/U credit with instructor approval. Two lecture.

ART 280 (3)

Advanced Studio Workshop

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 (3)

Advanced Ceramics Workshop

A course for students interested in further developing artistic expression and skills in order to pursue personal artistic goals in ceramics. Prerequisite: ART 220, ART121 or consent of instructor. One lecture, Five lab.

ART 285 (3)

Ceramic Sculpture

Ceramic Sculpture is 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 290 (3)

Visual Arts Practicum

Portfolio development and community based service learning experience for visual arts majors. Prerequisite: ART 165. One lecture; three lab.

ART 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 45 hours of on-the-job participation. Prior experience or course work in the field of interest is required. Credit hours: one to six. May be taken for S/U credit.

ART 294 (3)

Watercolor III

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. May be taken for S/U credit. Spring.

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American Sign Language

ASL 101 (4)

American Sign Language I

Principles, methods, and techniques for acquiring basic skills using American sign language, with emphasis on

developing visual and receptive skills and basic communication. General Education: Options. Four lecture. Spring, Fall, Summer. May be taken for S/U credit with instructor approval.

ASL 102 (4)

American Sign Language II

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. Spring, Fall, Summer. May be taken for S/U credit with instructor approval.

ASL 110 (3)

Intro to Deaf Studies

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). Three lecture. May be taken for S/U credit with instructor approval.

ASL 201 (4)

American Sign Language III

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. Fall. May be taken for S/U credit with instructor approval.

ASL 202 (4)

American Sign Language IV

Further development of American Sign Language communication skills with emphasis on spontaneous conversation, discussions, narratives, and register. Prerequisite: ASL 201 or consent of instructor. Four lecture. General Education: Options. Four lecture. Spring. May be taken for S/U credit with instructor approval.

ASL 203 (4)

American Sign Language V

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. May be taken for S/U credit with instructor approval.

ASL 211 (3)

Fingerspelling & Numbers

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 instructor approval. Three lecture. May be taken for S/U credit.

ASL 212 (4)

Linguistics & Grammar of ASL

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. Four lecture. Maybe be taken for S/U credit with instructor approval.

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Automotive

AUT 100 (3)

Automotive Basics

Basic automotive knowledge as it relates to owner and operator of an automobile or light truck. It will give the student an understanding of systems and maintenance. Two lecture; two lab.

AUT 106 (3)

Automotive Engines

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. May be Taken for S/U credit.

AUT 107 (3)

Automotive Engine Short Block Service Lab

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. May be taken for S/U credit.

AUT 108 (3)

Automotive Engine Long Block Service Lab

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. May be taken for S/U credit.

AUT 110 (3)

Automotive Electrical and Electronic Systems

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. May be taken for S/U credit.

AUT 111 (3)

Automotive Electrical and Electronic Systems

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. May be taken for S/U credit.

AUT 112 (3)

Automotive Electrical and Electronic Systems-Lighting

and Accessories Systems Lab

Emphasizes hands-on service of automotive and light truck lighting, gauge, horn, and other accessories systems. Prerequisites: AUT 111. One lecture. Three lab. May be taken for S/U credit.

AUT 120 (3)

Automotive Brake Systems

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. May be taken for S/U credit.

AUT 121 (3)

Automotive Brake Systems Service Lab

Emphasizes service of automotive and light truck brakes 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-requisites: AUT 120. One lecture. Four Lab. May be taken for S/U credit.

AUT 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 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.

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Aviation

AVT 131 (3)

Private Ground School

Aviation fundamentals including aerodynamics, aircraft performance and operations, earth's atmosphere and

weather systems, radio communications and navigation, aeronautical chart reading and course plotting, use of the plotter and slide graphic physiology. Three lecture. May be taken for S/U credit.

AVT 132 (3)

Instrument Pilot Ground School

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

AVT 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 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.

Arizona Government University

AZG 298 (.25-3)

Special Topics

Designed to meet the needs of an individual(s) with interest in pursuing an original topic in an instructional area under faculty supervision. .25 to three variable credit hours

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Biology

BIO 100 (4)

Biology Concepts

Basic principles and concepts of biology. Explores methods of scientific inquiry and behavior of organisms and energy in biological systems. Prerequisites: MAT 091 and ENG 100 or placement. General Education: Physical and Biological Sciences. Three lecture; three lab.

BIO 105 (4)

Environmental Biology

Basic concepts of ecology and the importance of human interaction with the natural ecosystem. Field trips. Pre- or co-requisites: MAT 091, or placement; ENG 102; or consent of instructor. General Education: Physical and Biological Sciences; Special Requirements: Contemporary Global/International Awareness or Historical Awareness; Intensive Writing/Critical Inquiry. Three lecture; three lab.

BIO 109 (4)

Natural History of the Southwest

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. Involves field trips. General Education: Physical and Biological Sciences. Prerequisite: MAT 091 and ENG 100 or placement. Three lecture; three lab.

BIO 112 (2)

Wildflowers of Northern Arizona

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 (4)

Introduction to Human Anatomy & Physiology

Biology 160 is 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 and ENG 100 or placement. General Education: Lab Sciences. Three lecture; three lab.

BIO 181 (4)

Unity of Life I: Life of the Cell

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 and MAT 121 or placement. General Education: Physical and Biological Sciences. Three lecture; three lab..

BIO 182 (4)

Unity of Life II: Multicellular Organisms

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 and Biological Sciences. Three lecture, three lab.

BIO 201 (4)

Human Anatomy & Physiology I

Design and function of the human body. Topics include cells, tissues, integumentary, muscular, skeletal, nervous, and sensory systems. Prerequisite: BIO 181 or consent of instructor. General Education: Physical and Biological Sciences. Three lecture; three lab.

BIO 202 (4)

Human Anatomy & Physiology II

Design and function of the human body. Topics include body fluids, immune, cardiovascular, respiratory, digestive, urinary, and reproductive systems. Prerequisite: BIO 201 or consent of instructor. General Education: Physical and Biological Sciences. Three lecture; three lab.

BIO 205 (4)

Microbiology

Microorganisms and their relationships to health, ecology, and related areas. Prerequisite: BIO 181 or consent of instructor. General Education: Physical and Biological Sciences. Three lecture; three lab.

BIO 218 (4) *Previously BIO 240*

Human Pathophysiology

This course surveys disease processes that affect the body systems, focusing on the mechanisms and modalities of infection or onset. Prerequisites: BIO 201 and BIO 202 are pre-requisites and BIO 205 is recommended. Four lecture.

BIO 253 (4)

Biotechnology & Current Issues

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 may be involved. Intended for those interested in the influence of science on society. Prerequisite: BIO 100 or consent of instructor. General Education: Physical and 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 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.

BIO 299 (.5-3)

Biology Workshop

Designed for community members to take courses in Biology that are of local, regional, or national interest. Prerequisite: ENG101or consent of instructor. Co-requisite: MAT 087 or consent of instructor. .5 to three variable credit hours.

Business

BUS 100 (3)

Mathematics of Business

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. Three lecture. Spring, Fall.

BUS 103 (3)

Personal Finance

Problem solving for the financial needs of individuals. Includes budgeting, banking, home ownership and real estate, saving, investing, borrowing, insurance, and planning for wills and trusts. Three lecture.

BUS 105 (3)

Basic Investments

Study of inflation, taxation, government securities, stocks and bonds, real estate, and retirement plans. Three lecture.

BUS 111 (3)

Business English

Effective listening, responding, reading, and writing with emphasis on using these skills in the work place, from job application and interview to on-the-job oral and written communications. Prerequisite: ENG 100 or placement. Three lecture.

BUS 204 (3)

Business Communications

Solving business problems through effective oral and written communications. Letter forms and methods of writing business letters. Creating functional letters related to inquiry, response, good will, sales, credit, and adjustment and collection. Prerequisite: ENG 101 or BUS 111 or placement on the Business English Proficiency Test. Three lecture.

BUS 206 (3)

Principles of Management

Fundamentals of management including the management principles and techniques used for business objectives, structure, operational procedures, and control procedures. Principles and techniques discussed may be applied to any area of business and industry. Three lecture.

BUS 207 (3)

Principles of Marketing

Environment of marketing including analysis of various marketing activities and discussion of the economic, psychological and sociological factors which influence marketing activities. Three lecture.

BUS 211 (3)

Human Resources/Personnel Management

Human resources planning and its application to the organization's goals and objectives. Human resources policies, job analysis, employee selection, training, performance evaluation, benefits, compensation, labor relations, morale, safety, and termination. Three lecture.

BUS 213 (3)

Small Business Management

Fundamentals of starting and operating a small business. Location, financing, organization, feasibility studies, and sales promotion. Three lecture.

BUS 214 (3)

Legal, Ethical & Regulatory Issues in Business

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 216 (3)

Principles of Business Finance

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

BUS 218 (3)

Customer Relations Management

Effective communication skills to benefit client management contact personnel. Establishing contact, defining and resolving problems, and closing an encounter. Three lecture.

BUS 226 (1)

Retirement Success

This course is designed to assist you in planning for your retirement future. By establishing plans at certain mile markers 15 years, 10 years, 5 years and one year prior to retiring you will take advantage of the benefits of retirement pre-planning. For those students, who have retired a post retirement planning section is covered. One lecture. May be taken for S/U credit.

BUS 232 (3)

Business Statistics & Analysis

Business statistics, including the collection, tabulation, and analysis of business and economic data. Averages,

dispersion, statistical inference, correlation and regression, and statistical decision making and problem solving. Prerequisite: MAT 142 or higher. Three lecture.

BUS 289 (1-6)

Business Internship

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 course work in the area of interest is required. One to six variable credit hours. May be taken for S/U credit.

Chemistry

CHM 130 (4)

Fundamental Chemistry

General inorganic chemistry, scientific method, and general laboratory procedures. Prerequisite: ENG 100 and MAT 121 or placement. General Education: Lab Sciences. Three lecture. Three lab.

CHM 138 (5)

Allied Health Chemistry

This course is 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. Prerequisite: MAT 121 or placement. CHM 130 recommended. Four Lecture. Three Lab.

CHM 151 (5)

General Chemistry I

Fundamental concepts in chemistry. Stoichiometry, gas laws, atomic and molecular theory, and states of matter. Prerequisite: MAT 121 or placement and CHM 130 or higher or consent of instructor. General Education: Lab Sciences. Four lecture. Three lab.

CHM 152 (5)

General Chemistry II

Continuation of Chemistry 151 with an emphasis on kinetics and equilibrium, nuclear, aqueous solution, and electrochemistry. Prerequisite: CHM 151. General Education: Physical and Biological Sciences. Four lecture. Three lab.

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Computer Information Systems

CIS 100 (1)

Keyboarding-The Survival Skill

Touch-method skills while keyboarding on a calculator or computer keyboard. Keyboarding is a valuable and necessary skill in this technological world. It is an expected tool for effective communication throughout one's life. Students who can key by touch are much more relaxed because they can keep their eyes on the screen and concentrate on text editing and composing. One lecture. May be taken for S/U credit with instructor approval.

CIS 102 (2)

Computer Literacy

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 with instructor approval.

CIS 105 (2)

Keyboarding Application- Word Processing Document Design

Practice in basic word processing functions and major business document formats: interoffice memos, e-mail, business letters (block and modified block styles with envelopes), simple reports, tables, and simple newsletters. Technique drills for speed and accuracy are included in one, two, three, and five minute timings. Two lecture. May be taken for S/U credit with instructor approval. Two lecture. May be taken for S/U credit with instructor approval.

CIS 110 (3)

Windows, the Internet, and Online Learning

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 WebCT 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. Three lecture.

CIS 112 (2)

Introduction to Windows

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 with instructor approval.

CIS 117 (3)

Intro to Web Page Design

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 with instructor approval.

CIS 120 (3)

Introduction to Computer Information Systems

Concepts and theories regarding computer hardware, software, and information processing systems. Includes an intensive lecture component covering the most current technological and 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 (2)

Introduction to MS Word

Concepts and capabilities of word processing software Microsoft 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. Two lecture. May be taken for S/U credit with instructor approval.

CIS 123 (3)

Introduction to Spreadsheets

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 with instructor approval.

CIS 125 (3)

Introduction to Databases

Database design using the relational model and entity-relation diagrams. Concepts and capabilities of database management system (DBMS) software through extensive hands-on experience. No prior experience necessary. Three lecture. May be taken for S/U credit with instructor approval.

CIS 127 (3)

Introduction to Desktop Publishing

Creation of professional publications using desktop publishing software in a Windows environment. Extensive hands-on experience creating business and personal applications. Prerequisite: CIS 122 or consent of instructor. Three lecture, May be taken for S/U credit with instructor approval.

CIS 128 (3)

Introduction to Presentation Graphics

This course is 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, 120 or consent of instructor. Three lecture. May be taken for S/U credit with instructor approval.

CIS 130 (4)
Computer Repair and A+ Prep
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 with instructor approval.

CIS 140 (4)
CISCO Network Academy Semester 1
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. Prior computer knowledge strongly recommended. Four lecture. May be taken for S/U credit with instructor approval.

CIS 150 (4)
CISCO Network Academy Semester 2
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. Four lecture.

CIS 160 (4)
CISCO Network Academy Semester 3

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. Four lecture.

CIS 161 (4)

UNIX Administration I

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. Four Lecture.

CIS 165 (3)

Basic Game Design and Creation

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.

CIS 167 (3)

Game Design Fundamentals

This course 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 with instructor approval.

CIS 168 (3)

History of Video Games

This course 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 (4)

CISCO Network Academy Semester 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. Four lecture.

CIS 171 (4)

UNIX Administration II

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. Four Lecture. May be taken for S/U credit with instructor approval.

CIS 217 (3)

Web Publishing I

Design and creation of presentations for publishing on the World Wide Web. Through extensive hands-on experience, students will gain the necessary authoring skills to design, prepare, edit, publish and maintain Web sites that incorporate tables, forms, image maps, Common Gateway Interface (CGI) scripts, animation, multimedia, and HTML programming. Covers emerging issues in Web publishing. Prior understanding of the fundamentals of Web page design and experience creating Web pages is required. Prerequisites: CIS 117 or consent of instructor. Three lecture. May be taken for S/U credit with instructor approval.

CIS 220 (4)

Computer Programming I

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. CIS 111 Principles of Programming strongly recommended prior to this course. Prerequisite: CIS 120 or consent of instructor. Four lecture.

CIS 222 (2)

Advanced MS Word

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

CIS 230 (4)

Implementing & Supporting Windows

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. Fall.

CIS 240 (4)

Installing, Configuring, and Administering Microsoft Windows Server

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 with instructor approval.

CIS 250 (4)

Implementing a Microsoft Windows Network Infrastructure

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 . May be taken for S/U credit with instructor approval .

CIS 260 (4)

Implementing and Administering Microsoft Windows Directory

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 with instructor approval .

CIS 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 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 with instructor approval .

Colorado Plateau Studies

CPS 100 (3)

Overview of the Colorado Plateau

Introduction to the history, art, literature, physical and cultural geography of the Colorado Plateau, and

contemporary issues of the region. General Education: Arts and Humanities, Social and Behavioral Sciences. Special Requirements: Ethnic/Race/Gender Awareness, Contemporary Global/International Awareness or Historical Awareness. Three lecture.

CPS 290 (3)
Colorado Plateau Studies Seminar
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, and GLG 232, or consent of instructor. 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 45 hours of on-the-job participation. Prior experience or course work in the field of interest is required. Credit hours: one to six. May be taken for S/U credit.

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Carpentry Apprenticeship (CRP)

CRP 105(2)
Interior Finish I
Installation of door hardware including knob, latch, strike plate, hinge butts, and door closer. Prerequisites: Registered Apprentice status with Northern Arizona Carpenters Joint Apprenticeship Committee or permission of the Apprenticeship Coordinator. One lecture. Two lab. May be taken for S/U credit.

CRP 106(2)
Interior Finish II
Installation of door hardware including knob, latch, strike plate, hinge butts, and door closer. Prerequisites: Registered apprentice status with Northern Arizona Joint Apprenticeship Training Committee or permission of the apprenticeship coordinator. One Lecture. Two Lab. May be taken for S/U credit.

CRP 110(2)
Introduction to Carpentry I: History & Tools
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. Prerequisites: 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 111(2)
Introduction to Carpentry II: OSHA Safety

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.   May be taken for S/U credit.

CRP 112(2)
Technical Calculations for Carpenters I

Integers and whole number processes: addition, subtraction, multiplication, division. Number types, factoring and cancellation. Mathematical functions using fractions, decimals, percentages. Prerequisites: Registered Apprentice status with the Central Arizona Carpenters Joint Apprenticeship Training Committee or permission of apprenticeship coordinator. One lecture. Two lab, May be taken for S/U credit.

CRP 113(2)
Technical Calculations for Carpenters II

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 instructor. One lecture. Two lab. May be taken for S/U credit.

CRP 114(2)
Blueprint Reading I

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 instructor. One lecture. Two lab. May be taken for S/U credit.

CRP 115(2)
Blueprint Reading II

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. Prerequisites: Registered apprentice status with the Northern Arizona Carpenters Joint Apprenticeship Training Committee or permission of apprenticeship coordinator. Prerequisites: Registered Apprentice status with the Northern Arizona Carpenters Joint Apprenticeship Training Committee or permission of apprenticeship coordinator or instructor. One lecture. Two lab. May be taken for S/U credit.

CRP 116(2)

Concrete Formwork I

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. Prerequisites: 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 117(2)

Concrete Formwork II

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 instructor. One lecture. Two lab. May be taken for S/U credit.

CRP 210(2)

Basic Framing I

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. Prerequisites: Registered apprentice status with Northern Arizona Joint Apprenticeship Training Committee or permission of apprenticeship coordinator. One lecture. Two lab. May be taken for S/U credit.

CRP 211(2)

Basic Framing II

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(2)

Carpentry Industry Technology I

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. Prerequisites: 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(2)

Carpentry Industry Technology II

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. Prerequisites: 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(2)

Interior Systems I

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. Prerequisites: Registered apprentice status or permission of apprenticeship coordinator. One lecture. Two lab. May be taken for S/U credit.

CRP 215(2)

Interior Systems II

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 instructor. One lecture. Two lab. May be taken for S/U credit.

Construction Technology Management

CTM 111 (3)

Plumbing

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 (3)

Introduction to Wood Working

Fundamental Woodworking Safety and Applications including basic Wood Shop Safety Precautions, Practices & Procedures . Basic wood working Project Design, Drawings , Materials calculation & Estimates. Basic Shop Procedures , wood preparation, joinery & jointing techniques. Emphasis on safe and proper use of Wood working hand tools, portable power and stationary power tools. Prerequisites: None Co-requisites: None. May be taken for S/U credit with instructor approval. Lab three, Lecture one.

CTM 120 (3)

Building the Human Environment

Addresses architectural design and construction building practices, relating some of their psychological and environmental impacts. Historical, current and projected solutions to the human need for shelter and infrastructure is explored. Three lecture.

CTM 122 (3)

Construction Material & Equipment Safety

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 (3)

Building Construction Methods I

Floor foundations and interior and exterior framing, including various types and methods of building foundations and framing systems. Two lecture. Two Lab.

CTM 124 (3)

Building Construction Methods II

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 (3)

Blueprint Reading & Estimating

Reading construction blueprint documents and estimating the amount of building materials needed for building projects. Reading and interpreting architectural schedules, symbols, and specifications. Three lecture.

CTM 131 (1)

Green Building Introduction

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 & issues, Water Utilization, Indoor Environment, Materials resourcing and Recycling approaches.   Green Building myths are dispelled. Co-requisite: CTM 123 recommended   or   construction experience. May be taken for S/U credit with instructor approval. One lecture.

CTM 132 (2)

Solar Water Heating Systems

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 there 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. Prerequisite: CTM 110 recommended. One lecture . One Lab. May be taken for S/U credit.

CTM 133 (1)

Solar Greenhouse Design

This course will lead students through basic passive solar design for solar greenhouses.   Solar orientation, Home site evaluation and Energy Efficient design & Construction approaches will be considered for the architectural integration of the passive solar design and construction of a "solar" greenhouse. One lecture.

CTM 134 (1)

Rain Water Harvest Systems

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 (1)

Introduction to Solar Design Applications

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 & life. One lecture. May be taken for S/U credit.

CTM 139 (1)

Greywater

Don't let good "greywater" from tubs, sinks and washers do 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. May be taken for S/U credit with instructor approval. One lecture.

CTM 150 (3)

Basic Electrical Theory

Introduction to electrical theory , trade math, Electrical theory & math. Electrical safety and first aid, Introduction to DC Theory & Batteries , AC theory, Induction , Ohm's Law , Series & parallel Circuit diagram & Schematics, Wire Gauges, Ampacity & Loads, Grounding & Bonding. Prerequisite: Math 121 recommended. May be taken for S/U credit with instructor approval. Three lecture.

CTM 151 (3)

House Wiring I

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 (3)

House Wiring II

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 House Wiring I or consent of instructor. Two lecture. Two lab. May be taken for S/U credit.

CTM 155 (4)

Commercial Wiring I

This class will emphasize Light Commercial Wiring Applications to determine sizes of service entrance conductors and feeders, conduit sizes and boxes, Transformer types, theory & 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 (3)

International Residential Code

Safety principles of building construction under the Uniform Building Code, including structural requirements for wood, masonry, fire resistant materials and ratings, and occupancy requirements. Three lecture.

CTM 221 (3)

Structural Design & Building Materials

Structural analysis in building design, basic relationships between structures and architectural form, principles, concepts, and procedures from statics and mechanics of materials, and analysis of reactions including shear, deflection, flexural, and shearing stresses. Prerequisite: MAT 121 or placement. Three lecture.

CTM 224 (3)

Concrete & Concrete Form Systems

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 226 (3)

Mechanical Systems

Addresses heating, ventilation, air conditioning systems and plumbing systems in residential structures. Emphasis is

placed on system design and layout as well as installation practices. One lecture; four lab.

CTM 235 (3)
Solar Home Design
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 (3)
Photovoltaics & Wind Power
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 (3)
Innovative & Alternative Building Techniques
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 123/124, CTM 235, CTM 120, or prior construction related experience. Three lecture; one lab. May be taken for S/U credit.

CTM 253 (3)
Plane Surveying & Building Layout
Building layout and surveying to establish building location for excavation and for the accurate placement of the building foundation, including finish floor elevation. Three lecture.

CTM 260 (3)
Green Building I
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 and CTM 250. Three lecture. May be taken for S/U credit.

CTM 270 (3)
Contractor's License
Overview of construction business practices and government requirements designed to help the student prepare for obtaining a contractor's license. Three lecture. May be taken for S/U credit.

CTM 288 (3)

Construction Supervision & Scheduling

Function of the construction site supervisor and the process used in scheduling, pre- and post-construction, communication techniques, and documentation of records and reports. Three lecture.

CTM 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 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 100 (2)
Beginning Dance Movement

Dance movement for adults with no experience in dance. Ballet, character dances, and modern dance movements. Dance movement concepts for exercise. One lecture; two lab. May be taken for S/U credit.

DAN 102 (2)
Pilates

Introduction to the Pilates method for improving flexibility, strength and total body conditioning. Two lecture. May be taken for S/U credit.

DAN 103 (1)
Cardio-Fitness Workout

An intense cardiovascular workout that combines aerobic exercise, free-weights, body-sculpting and nutrition. One lecture. May be taken for S/U credit.

DAN 105 (2)
Aerobic Dance I

Aerobic dance as a fun way to develop strength, endurance, and flexibility through strengthening, stretching, and cardiovascular activity. One lecture; two lab. May be taken for S/U credit.

DAN 110 (3)
Ballet I

Basic ballet techniques and appreciation of ballet as a form of artistic expression. Three lecture. May be taken for S/U credit.

DAN 111 (2)

Beginning Yoga

Beginning Yoga including yoga postures, breathing, history, and philosophy. One lecture, two lab. May be taken for S/U credit.

DAN 120 (3)

Modern Dance I

Beginning modern dance technique. Three lecture. May be taken for S/U credit.

DAN 130 (4)

Company Class and Rehearsal

Class and rehearsal for the student dance company. Four lecture. Prerequisite: by audition. May be taken for S/U credit.

DAN 140 (1)

Folk Dance I

Elements of folk dancing. Two lab. May be taken for S/U credit.

DAN 145 (2)

Tap Dance

Introduction to Basic Tap Dance Technique. Two Lecture.

DAN 150 (3)

Jazz Dance I

Basic jazz dance technique. Three lecture. May be taken for S/U credit.

DAN 151 (2)

Turkish-Egyptian Dance I

An introduction to basic Turkish and Egyptian dance movement. Two lecture. May be taken for S/U credit.

DAN 152 (2)

Turkish-Egyptian Dance II

Intermediate Turkish and Egyptian dance movement. Two Lecture. May be taken for S/U credit.

DAN 153 (2)

Beginning Flamenco I

Introduction to Flamenco dance and its cultural history. Two Lecture. May be taken for S/U credit.

DAN 154 (2)

Beginning Flamenco II

Intermediate Flamenco dance. Prerequisite: DAN 153. Two lecture. May be taken for S/U credit.

DAN 155 (3)

Tai Chi Chuan

An introduction to the basic philosophy and movements of Tai Chi Chuan (Yang Style Long Form). Three lecture. May be taken for S/U credit.

DAN 156 (2)

West African Dance

Introduction to the music, rhythms and dance movement of West Africa. Two lecture. May be taken for S/U credit.

DAN 160 (3)

Awareness through Dance

This is a class for students wishing to gain a greater sense of awareness of themselves through movement and dance techniques. The class incorporates different movement and awareness modalities such as Feldenkreis, yoga, Tai Chi, and improvisational dance. Three lecture. May be taken for S/U credit.

DAN 180 (3)

Dance Production

Theory and practice of lighting, scenery, sound, and stage management for dance production. Three lecture. May be taken for S/U credit.

DAN 199 (0.5-6)

Dance Workshop

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 (3)

Introduction to Choreography

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.

DAN 201 (3)

Dance History

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 (2)

Pilates II

Intermediate studies in the Pilates method for improving flexibility, strength and total body conditioning. Two lecture. May be taken for S/U credit.

DAN 205 (2)

Careers in Dance

An overview of careers in dance, and the business aspects regarding those careers. Two lecture.

DAN 211 (3)

Ballet II

Ballet techniques for the student with previous ballet experience. Prerequisite: DAN 110 or consent of instructor. Two lecture; two lab. May be taken for S/U credit.

DAN 212 (3)

Ballet III

Advanced ballet technique. Prerequisite: DAN 211 or consent of instructor. Two lecture. Two lab. May be taken for S/U credit.

DAN 215 (3)

Teaching Methods in Dance

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. May be taken for S/U credit.

DAN 221 (3)

Modern Dance II

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

DAN 222 (3)

Modern Dance III

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.

DAN 230 (3)

Choreography

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 (3)

Jazz Dance II

Study of technical detail in the development and conditioning of the body for jazz and professional dance today. Two lecture; two lab. May be taken for S/U credit.

DAN 251 (3)
Jazz Dance III
Advanced study of the art and technique of jazz dance at a pre-professional level. Prerequisite: DAN 250 or permission of the instructor. Two lecture; two lab. May be taken for S/U credit.

Drafting

DFT 110 (3)
Technical Drafting & CAD Fundamentals
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 (3)
Architectural Drafting I
Principles of architectural drafting design and techniques. This board-drafting course covers fundamentals of design, space, utilization, drafting tool usage, construction drafting requirements, and the development of a set of blueprints. Prerequisite: DFT 110 or consent of instructor. Two lecture; two lab.

DFT 150 (3)
Auto CAD 2D
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 200 (3)
AutoCAD 3D
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 225 (3)
Architectural Drafting I: CAD
Application of constructing architectural drawings uses the power of computer-aided drafting (CAD) as the medium for drafting. Utilizes working drawings to focus on scale to drawing parameters, symbol libraries, dimensioning, and drawing enhancement. Prerequisites: DFT 125 and DFT 150. Two lecture; two lab.

DFT 260 (3)
Architectural Drafting II: CAD
Advanced application of construction architectural drawings using the power of 2D and 3D computer-aided drafting (CAD) as the medium for drafting. Advanced 2D detail views, electrical, mechanical, and plumbing. 3D drawings

including floor plans, plot plans, elevations, perspectives, landscape, and detail views, utilizing several working drawings interfacing with a multi-pen plotter. Prerequisites: DFT 200 and DFT 225. Two lecture; two lab.

DFT 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 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.

Early Childhood Education

ECE 100 (3)
Introduction to Early Childhood Education
This course is 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 (3)
Early Childhood Curriculum
The fundamentals of curriculum theory and design appropriate to the developmental needs of young children. Three lecture.

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

Language Arts for the Young Child

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 (3)

Exploration & Discovery for the Young Child

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 (3)

Child Growth and Development

Child development from conception to eight years old, emphasizing cognitive, social and physical growth. Including theories of development. Three lecture.

ECE 240 (3)

School, Family & Community Relations

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 (3)

Children with Special Needs

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 (Child Growth and Development), or consent of instructor. Three Lecture.

ECE 260 (2)

Child Development Associate (CDA) Assessment

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 (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 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.

Economics

ECN 204 (3)

Macroeconomic Principles

Basic principles of macroeconomics designed to acquaint the student with workings of the national economy: market economy, national income accounting, fiscal and monetary policy, and the Federal Reserve System. Pre- or co-requisite: ENG 102. General Education: Social and Behavioral Sciences. Special Requirements: Intensive Writing/Critical Inquiry. Three lecture.

ECN 205 (3)

Microeconomic Principles

Microeconomic topics of market structures, elasticity, price and output determination, and general equilibrium. General Education: Social and Behavioral Sciences. Three lecture.

Education

EDU 200 (3)

Introduction to Education

An examination of the development of education in the United States, the historical development and social foundations of education and teachings, the student as learner, and current issues and trends in education. This course includes 30 hours of classroom experiential involvement in local schools. Three lecture.

EDU 222 (3)

Introduction to Special Education

Study of special education with emphasis on factors relating to current practices, identification, and characteristics of the exception learner, one who differs form the average learner. Pre or Co-requisite: ENG 102. Three lecture.

EDU 230 (3)

Cultural Diversity in Education

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. Pre or Corequisite: ENG 102. General Education: Social and Behavioral Sciences. Special Requirements: Ethnic/Race/Gender Awareness. Three lecture.

EDU 235 (3)

Relationships in Classroom Settings

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 (3)

Structured English Immersion

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 (1)

Beginning Community College Teaching

A beginning methods course that focuses on an analysis of teaching and learning styles, delivery, classroom management and college policies. One Lecture.

EDU 248 (1)

Intermediate Community College Teaching

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 (1)

Advanced Community College Teaching

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 (3)

The Community College

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 (3)

Principles and Philosophy of Career and Technical Education

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 (3)

Methods for Teaching Career and Technical Education

Students examine CTE philosophy and teaching methods, preparation and use of instructional material for the CTE classroom. Three Lecture.

EDU 262 (3)

Curriculum Development and Assessment for Career and Technical Education

Students study the process for developing curriculum for a CTE program including: courses of study, syllabi, lesson plans and assessment. Three Lecture.

EDU 263 (3)

Career and Technical Education Student Leadership Organizations

Students explore the benefits of integrating student leadership organizations in secondary and postsecondary CTE programs. Three Lecture.

EDU 264 (3)

Career and Technical Education Internship/Practicum

Students study the various components of quality CTE Instructional programs. Three Lecture.

EDU 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 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.

Electronics

ELT 100 (3)
Concepts of Electricity & Basic Electronics
Electronics, including DC and AC, transistors, optoelectronic devices, linear and digital ICs, and electronic career opportunities. One lecture; three lab.

ELT 120 (3)
Direct Current (DC)
Basic electricity theory and components beginning with Ohm's Law and atomic structure and progressing to circuit analysis techniques used in solving series, parallel and series-parallel networks. Uses network theorems to evaluate multisource circuits. Prerequisite: MAT 121 or placement. Two lecture; two lab.

ELT 130 (3)
Alternating Current (AC)
Basic electrical theory as it applies to circuits containing capacitance, inductance, and resistance with sinusoidal

voltages applied. Simple and complex circuits are studied and measured using instruments such as a signal generator and oscilloscope. Prerequisite: MAT 121 or placement. Two lecture; two lab.

ELT 135 (3)

Microcomputer Operating Systems & Architecture

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. Prerequisite: CIS 111. Co-requisite: MAT 121 or consent of instructor. Two lecture; two lab. May be taken for S/U credit.

ELT 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 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.

Emergency Medical Services

EMS 100 (3)

Emergency Medical Services First Response Training Course

Working knowledge of emergency medicine per the U.S. Department of Transportation guidelines. Two lecture; two lab.

EMS 105 (4)

Wilderness First Responder

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 (8)

Emergency Medical Technician

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 per DHS standards are required prior to entry into course: 18 years old by the end of the course, Professional/Healthcare Provider C.P.R. certification, verification that student has proficiency in

reading at the 9th grade level, TB skin test no longer than six month prior to the beginning of class, proof of MMR or titer vaccinations. Lecture eight.

EMS 211 (2)

Emergency Medical Technician Refresher

Updates basic EMT graduates on new techniques and reviews important principles in client care, basic life support, and transportation of the sick and injured. Emphasizes practical usage and experience in all phases. Meets Arizona Department of Health Services refresher training requirements. Prerequisite: EMS 131 or equivalent. May be repeated for additional credit as an exception to general college policy; maximum of six credits in EMS 211 may apply toward a degree. Two lecture.

EMS 262 (47)

Certified Emergency Paramedic

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. Lecture twenty-seven. Lab forty.

English

ENG 021 (1)

Grammar Skills

Individualized, self-paced instruction in grammar with emphasis on correct verb, pronoun, adverb, and adjective usage. Prerequisite: consent of advisor. Three lab. May be taken for S/U credit.

ENG 090 (4)

Intensive Writing Skills

Individual and small group work emphasizing grammar in the context of sentence writing and essay development. Pre-requisite: Placement. Four lecture. May be taken for S/U credit.

ENG 100 (4)

Fundamentals of Composition

Integrated reading/critical thinking/writing approach to basic skills needed for success in college. Extensive writing practice with emphasis on purpose, organization, and revision for clarity and correctness. Prerequisite: ENG 090 or placement. Four lecture.

ENG 101 (3)

College Composition I

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. Prerequisites: ENG 100 and RDG 099, or placement. General Education: English Composition. Three lecture.

ENG 102 (3)

College Composition II

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 (3)

Introduction to Creative Writing

Techniques of writing poetry, fiction, and creative nonfiction, with analysis of both published and student writing. Prerequisites: ENG 100, ENG 101 or consent of instructor. Three lecture. May be taken for S/U credit.

ENG 220 (3)

A Sense of Place: Writers on the Colorado Plateau

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 (3)

Introduction to the American Short Story

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. Prerequisite: ENG 101 or consent of instructor. General Education: Arts and Humanities. Special Requirements: Ethic/Race/Gender Awareness. Three lecture.

ENG 237 (3)

Women in Literature

Literature by and about women emphasizing stereotypes, changing roles, and psychological and philosophical concerns. Prerequisite: ENG 101 or consent of instructor. General Education: Arts and Humanities. Special Requirements: Ethnic/Race/Gender Awareness. Three lecture.

ENG 238 (3)

Literature of the Southwest

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. Prerequisite: ENG 101 or consent of instructor. General Education: Arts and Humanities. Special Requirements: Ethnic/Race/Gender Awareness. Three lecture.

ENG 240 (3)

English Literature I

A general survey of the major works in English literature from *Beowulf* through the Neoclassical period. Prerequisite: ENG 101 or consent of instructor. Three lecture.

ENG 270 (3)

Creative Writing: Fiction

Extensive practice in writing and revising fiction, with emphasis on critical analysis of published models and students' work. Prerequisite: ENG 101 or consent of instructor. Three lecture. May be taken for S/U credit.

ENG 271 (3)

Creative Writing: Poetry

Extensive practice in writing and revising poetry, with emphasis on critical analysis of published models and students' poems. Prerequisite: ENG 101 or consent of instructor. Three lecture. May be taken for S/U credit.

ENG 272 (3)

Creative Writing: Non-Fiction

Extensive practice in writing and revising various types of creative non-fiction. Emphasis on study of professional models and discussion of students' work. Pre- or co-requisite: ENG 102. General Education: Arts and Humanities. Special Requirements: Intensive Writing/Critical Inquiry. Three lecture. May be taken for S/U credit.

ENG 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 45 hours of on-the-job participation. Prior experience or course work in the field of interest is required. Credit hours: one to six. May be taken for S/U credit.

Environmental Studies

ENV 111 (3)

Local Environmental Issues

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. May be taken for S/U credit. Three lecture.

ENV 113 (3)

Global Environmental Issues

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 (.5-3)

Environmental Studies Workshop

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 087 or consent of instructor. .5 to three variable credit hours.

Forensics

FOR 101 (3)

Introduction to Forensics

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 (3)

Death Investigations

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 170 (3)

Forensic Interviewing

This course will examine the legal aspects, required skills, psychological issues, and current investigative techniques relating to forensic interviewing Three lecture. .

FOR 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 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.

French

FRE 101 (4)

Beginning French I

Basic grammar, vocabulary, and culture. Practice in speaking, reading, and writing French. General Education: Options. Four lecture. Fall. May be taken for S/U credit with instructor approval.

FRE 102 (4)

Beginning French II

Further emphasis in basic grammar, vocabulary, and culture. Practice in speaking, reading, and writing French. Prerequisite: FRE 101 or consent of instructor. General Education: Options. Four lecture. Spring. May be taken for S/U credit with instructor approval.

FRE 128 (2)

French for Travelers

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. May be taken for S/U credit.

FRE 131 (3)

Conversational French I

Basic grammar, vocabulary, and culture in conversational practice. Three lecture. May be taken for S/U credit.

FRE 201 (4)

Intermediate French I

Improving basic skills of speaking, comprehension, reading, and writing. Taught in French. Prerequisite: FRE 102 or consent of instructor. General Education: Options. Four lecture. Fall. May be taken for S/U credit with instructor approval.

FRE 202 (4)

Intermediate French II

Further development of speaking and writing communication skills with emphasis on compositions and readings. Taught in French. Prerequisite: FRE 201 or consent of instructor. General Education: Options. Four lecture. Spring. May be taken for S/U credit with instructor approval.

Fire Science

FSC 135 (3)

Fundamentals of Fire Prevention

Role and functions of fire prevention. Practical rather than theoretical aspects of fire prevention. Three lecture.

FSC 136 (4)

Fire Apparatus & Hydraulics

Principles of care, maintenance, and operation of fire apparatus and pumps. Pump construction, pumping and pump accessories, power development and transmission, driving, trouble shooting, and producing effective fire streams. Three lecture; two lab.

FSC 138 (3)

Hazardous Materials/First Responder

Definition, detection, identification, scene management, basic training, equipment planning, strategy, and tactics in the management of hazardous materials incidents. Preparation for Department of Emergency Services certificate. Three lecture.

FSC 180 (8)

Firefighter I & II

For the new firefighter or student interested in firefighting. Fire behavior and basic firefighting skills, with hands-on use of firefighting equipment. Prerequisite: FSC 138 and EMS 131 or consent of Fire Science Coordinator. Six lecture. Four lab.

FSC 233 (4)

Introduction to Wildland Fire Suppression

Provides a fundamental knowledge of the factors affecting wildland fire prevention, fire behavior, and control techniques along with an introduction to the Incident Command System. Covers material from, 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 (3)

Fire Investigation

Methods of determining point of fire origin and fire cause, and detection of incendiary fires. Includes simplified physics and chemistry necessary to analyze fire behavior. Three lecture.

FSC 235 (3)

Fire Protection Systems

Required standard for water supply, protection systems, automatic sprinklers, and special extinguishing systems, including analysis of various automatic signaling and detection systems. Prerequisite: FSC 180 or consent of instructor. Three lecture.

FSC 236 (3)

Firefighter Occupational Safety

Informational base to reduce injuries to fire fighting personnel. Awareness, training, and research of equipment to develop a safety program to meet the needs of the fire service. Three lecture.

FSC 238 (3)

Emergency Scene Management

Effective methods of managing emergency incidents including multiple alarm fires, high-rise fires, brush fires, hazardous materials incidents, and multi-casualty medical incidents. Includes effective interaction among numerous agencies to achieve control. Prerequisite: FSC 180 or consent of instructor. Three lecture.

FSC 239 (3)

Fire Department Company Officer

Administrative methods for the fire department in fire safety, department organization, and personnel supervision. Includes elements of management needed for the fire department first-level supervisor. Prerequisite: BUS 209 or consent of instructor. Three lecture.

FSC 241 (3)

Firefighter Safety & Building Construction

Safety for firefighters on the fire ground. Effects of fire and heat on various types of building construction resulting in the loss of structure will be explored. Includes signs and symptoms of structural damage. Three lecture.

FSC 243 (4)

Intermediate Wildland Fire Suppression

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. Four lecture.

FSC 253 (4)

Advanced Wildland Fire Suppression

Designed to train qualified squad bosses in firing techniques and firing devices along with advanced training in the incident command system. Covers materials from P-110, S-215, S-234 Prerequisites: FSC 233 and FSC 243, or consent of instructor. Four lecture.

FSC 289 (1-6)

Fire Science 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 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.

Geography

GEO 102 (3)

Human Geography

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 and Behavioral Sciences, Special Requirement Contemporary Global/International and Historical Awareness. Three lecture.

GEO 131 (4)

Introduction to Physical Geography

Natural processes of weather, climate, hydrology, ecology, geology and tectonics, diastrophism, volcanism, denudation, soils, glaciations, and coastal processes emphasizing geographic distribution. General Education: Physical and Biological Sciences. Three lecture; three lab.

GEO 133 (3)

World/Regional Geography

Physical (climate, vegetation, landform) and cultural (ethnic, religious, political, economic) attributes of the world's major regions and the interplay between them. Includes a study of world place-name geography. General Education: Social and Behavioral Sciences. Special Requirements: Contemporary Global/International Awareness or Historical Awareness. Three lecture.

German

GER 101 (4)

Beginning German I

Basic grammar, vocabulary, and culture. Practice in speaking, reading, and writing German. General Education: Options. Four lecture. Fall. May be taken for S/U credit with instructor approval.

GER 102 (4)

Beginning German II

Further emphasis in basic grammar, vocabulary, and culture. Practice in speaking, understanding, reading, and writing German. Prerequisite: GER 101 or consent of instructor. General Education: Options. Four lecture. Spring. May be taken for S/U credit with instructor approval.

GER 128 (2)

German for Travelers

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. May be taken for S/U credit.

GER 201 (4)

Intermediate German I

Improving basic speaking and writing communication skills with emphasis on comprehension, reading, and writing.

Prerequisite: GER 102 or consent of instructor. Taught in German. General Education: Options. Four lecture. Fall and/or summer semesters. May be taken for S/U credit with instructor approval.

GER 202 (4)
Intermediate German II
Further development of German communication skills with emphasis on comprehension, reading, and writing. Prerequisite: GER 201 or consent of instructor. Taught in German. General Education: Options. Four lecture. Spring. May be taken for S/U credit with instructor approval.

Geology

GLG 101 (4)
Physical Geology
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 (4)
Historical Geology
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 and Biological Sciences. Three lecture; three lab.

GLG 105 (4)
Introduction to Planetary Science
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 and Biological Sciences. Three lecture. Three lab.

GLG 110 (4)
Natural Disasters
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 and Biological Sciences. Three lecture. Three lab.

GLG 112 (2)
Geology of the Grand Canyon
Concepts in stratigraphy, volcanology, geomorphology, and glacial and structural geology in the Grand Canyon. Field trips. One lecture; three lab.

GLG 199 (.5-6)

Geology Workshop

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. .5 to six variable credit hours.

GLG 232 (4)

Geology of the Colorado Plateau

Examine and observe the geology and geologic processes of the Colorado Plateau and how it has affected its inhabitants. Three lecture. Three lab.

Human Development Education

HDE 102 (3)

College Study Skills

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.

History

HIS 131 (3)

U.S. History to 1877

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 and Behavioral Sciences. Special Requirements: Contemporary Global/International Awareness or Historical Awareness, Ethnic/Race/Gender Awareness. Three lecture.

HIS 132 (3)

U.S. History from 1877

History of the United States and the peoples and forces that shape it from the end of Reconstruction to the present. General Education: Social and Behavioral Sciences. Special Requirements: Contemporary Global/International Awareness or Historical Awareness, Ethnic/Race/Gender Awareness. Three lecture.

HIS 136 (3)

Women in American History

Roles and contributions of women in the history of the U.S., with an emphasis on the social and cultural aspects of the feminist movements in the nineteenth and twentieth centuries. General Education: Social and Behavioral Sciences. Special Requirements: Ethnic/Race/Gender Awareness, Contemporary Global/International Awareness or Historical Awareness. Three lecture.

HIS 201 (3)

Western Civilization to 1660

Interdisciplinary approach to the history and development of Western civilizations from the ancient civilization of Egypt and Mesopotamia to 1660 or the dawning of modern Europe. General Education: Social and Behavioral Sciences. Special Requirements: Contemporary Global/International Awareness or Historical Awareness. Three lecture.

HIS 202 (3)

Western Civilization from 1660

Interdisciplinary approach to the history and development of Western civilizations from 1660 to the present. General Education: Social and Behavioral Sciences. Special Requirements: Contemporary Global/International Awareness or Historical Awareness. Three lecture.

HIS 211 (3)

World History to 1500

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 and Behavioral Sciences. Special Requirements: Contemporary Global/International Awareness or Historical Awareness. Three Lecture.

HIS 212 (3)

World History from 1500

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 and Behavioral Sciences. Special Requirements: Contemporary Global/International Awareness or Historical Awareness. Three Lecture.

HIS 238 (3)

Navajo History

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.

Honors

HON 298 (1-6)

Special Topics

Designed to meet the needs of an individual(s) who has an interest in pursuing an original topic in an instructional

area under faculty supervision. Prerequisites: Must have verifiable overall GPA of 3.0 or above with 12 hours earned in residence at CCC, or consent of instructor. One to six variable credit hours.

Hotel & Restaurant Management

HRM 100 (3)
Introduction to Hospitality
History, policies, and procedures of the hospitality industry relating to hotel/restaurant management. Three lecture.

HRM 140 (3)
Food Production Concepts
Introductory course identifying and describing the various interrelated components of systematic food service management. Three lecture.

HRM 144 (3)
Gourmet Foods I
Appreciation of international foods and their preparation. Includes foods of France, Italy, China, Japan, and Mexico. Three lecture; one lab. May be taken for S/U credit.

HRM 145 (3)
Gourmet Foods II
Advanced principles and materials used in international gourmet cooking and baking, including uses of more advanced cookbooks, and expanded identification and use of kitchen tools. Progressive use of spices, herbs, wines (for cooking purposes only), and sauces. Students will, through practical application, prepare, bake, and serve international gourmet foods. Prerequisite: HRM 144 or consent of instructor. Three lecture; one lab. May be taken for S/U credit.

HRM 210 (3)
Guest Service Management
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 (3)
Property Management
Introduction to the direction and control of housekeeping operations, personnel and facilities management, problem solving techniques, and guest security and safety. Three lecture.

HRM 240 (3)
Commercial Food Production

Introduction to the operations, principles, and presentation techniques associated with the large and small commercial food services industry. Two lecture. Three lab.

HRM 270 (3)
Hospitality Information Technology II
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 (1-6)
Hotel and Restaurant Management Internship
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. May be taken for S/U credit.

Humanities

HUM 205 (3)
Technology and Human Values
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 and Humanities. Special requirements: Intensive Writing and Critical Inquiry, Contemporary Global/International Awareness or Historical Awareness. Pre or Co-requisite: ENG 102. Three lecture.

HUM 235 (3)
American Arts & Ideas
Cultural development of the arts, literature, and philosophical and religious movements within the United States from the colonial period through the present. Pre- or co-requisite: ENG 101. General Education: Arts and Humanities. Three lecture.

HUM 241 (3)
Humanities I
Cultural development of the western world from the ancient Greeks to the Renaissance as reflected in the literature, visual arts, architecture, and performing arts of the various periods. Pre- or co-requisite: ENG 102. General Education: Arts and Humanities. Special Requirements: Intensive Writing/Critical Inquiry. Three lecture.

HUM 242 (3)

Humanities II

Cultural development of the Western World from the Renaissance to the present as reflected in the literature, visual arts, architecture, and performing arts of the various periods. Pre- or co-requisite: ENG 102. General Education: Arts and Humanities. Special Requirements: Intensive Writing/Critical Inquiry, Contemporary Global/International Awareness or Historical Awareness. Three lecture.

Italian

ITA 101 (4)

Beginning Italian I

Basic grammar, vocabulary, and culture. Practice in speaking, reading, and writing Italian. General Education: Options. Four lecture. Fall. May be taken for S/U credit with instructor approval.

ITA 102 (4)

Beginning Italian II

Further emphasis on basic grammar, vocabulary, and culture. Practice in speaking, reading, and writing Italian. Prerequisite: ITA 101 or consent of instructor. General Education: Options.   Four lecture. Spring. May be taken for S/U credit with instructor approval.

ITA 128 (2)

Italian for Travelers

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. May be taken for S/U credit.

ITA 201 (4)

Intermediate Italian I

Improving basic skills of speaking, comprehension, reading, and writing. Taught in Italian. Prerequisite: ITA 102 or consent of instructor. General Education: Options.   Four lecture. Fall. May be taken for S/U credit with instructor approval.

 ITA 202 (4)

Intermediate Italian II

Further development of speaking and writing communication skills with emphasis on writing and reading. Taught in Italian. Prerequisite: ITA 201 or consent of instructor. General Education: Options.   Four lecture. Spring. May be taken for S/U credit with instructor approval.

Latin

LAT 101 (4)

Beginning Latin I

Basic grammar, vocabulary, and culture. Practice in speaking, reading, and writing Latin. General Education: Options. Four lecture. May be taken for S/U credit with instructor approval.

LAT 102 (4)

Beginning Latin II

Further emphasis on basic Latin grammar, vocabulary, and culture. Practice in speaking, reading, and writing Latin. Prerequisite: Lat 101 or consent of instructor. General Education: Options. Four lecture. May be taken for S/U credit with instructor approval.

Leadership

LDR 115 (1)

Workplace Ethics

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. May be taken for S/U credit.

LDR 201 (2)

Leadership Basics

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 (2)

Leadership and Decision-Making

Exploration of goal-setting, decision-making, and time management as they relate to personal and organizational success. One lecture; two lab.

LDR 203 (2)

Leadership and Communication

Development of communication skills, team-building strategies, and change management techniques. One lecture; two lab.

LDR 204 (2)

Leadership and Power

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 (1-6)

Leadership Internship

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. May be taken for S/U credit.

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.

Mathematics

MAT 010
Math Help- 911 (2)
Small group supplemental instruction in math and study skills development. Must be enrolled in a math course. Two lecture.

MAT 082 (3)
Arithmetic Review
Review of arithmetic skills, including fractions, decimals, and percent. Three lecture.

MAT 086 (3)
Prealgebra
Basic measurement, and geometry concepts. Introduction to signed numbers, algebraic expressions, and linear equations. Prerequisite MAT 082 or placement Three lecture.

MAT 091 (4)
Beginning Algebra
Basic algebraic concepts including operations with signed numbers, exponents and radicals, linear equations and inequalities, polynomials, and graphing. Prerequisite: MAT 086 or placement. Four lecture.

MAT 111 (2)
Math Help 411

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. May be taken for S/U credit with instructor approval.

MAT 121 (4)
Intermediate Algebra
Basic algebraic concepts, including exponents and radicals, systems of equations, polynomials, graphing, and quadratic equations. Prerequisite MAT 091 or placement. Four lecture.

MAT 142 (3)

College Mathematics

Students will examine finance, growth, probability, statistics, and common applications encountered in society. General Education: Mathematics. Prerequisite: MAT 121 or placement. Three lecture.

MAT 151 (4)

College Algebra

College level algebra, including equations, functions, matrices, inequalities, sequences and series, and fundamental algebra theorems will be studied. Prerequisite: MAT 121 or placement. General Education: Mathematics. Four lecture.

MAT 160 (3)

Introduction to Statistics

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. Prerequisite: MAT 142 or higher. General Education: Options. Three lecture.

MAT 172 (3)

Finite Mathematics

Various analytical methods used in business and social sciences, including algebra review, functions and modeling, systems of linear equations, matrices, linear programming, mathematics of finance, probability, and combinations. Prerequisite: MAT 151 or placement. Three lecture.

MAT 180 (3)

Mathematics for Elementary Teachers I

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 higher. Three lecture.

MAT 181 (3)

Mathematics for Elementary Teachers II

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 (5)

Pre-Calculus

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. Five lecture.

MAT 212 (3)
Business Calculus

Integral and differential calculus with business and social science applications. Prerequisite: MAT 151 or higher, or placement. General Education: Mathematics. Three lecture.

MAT 220 (5)
Calculus & Analytic Geometry I

Limits, continuity, differential, and integral operations on algebraic and trigonometric functions and applications. Prerequisite: MAT 187 or placement. General Education: Mathematics. Five lecture.

MAT 230 (5)
Calculus & Analytic Geometry II

Applications and methods of integration, Taylor polynomials and series, differential equations, multivariable functions and vectors. Prerequisite: MAT 220. General Education: Mathematics. Five lecture.

MAT 241 (4)
Calculus & Analytic Geometry III

Multidimensional calculus. Includes conic sections, polar coordinates, partial derivatives, gradients, directional derivatives, extrema, multiple and iterated integrals, vector calculus, line integrals, and Green's Theorem. Prerequisite: MAT 230. General Education: Mathematics. Four lecture.

MAT 261 (4)
Differential Equations

Introduction to ordinary differential equations. Includes first order equations, higher order linear equations, applications of first and second order equations, series solutions, Laplace transforms, and systems of linear differential equations. General Education: Mathematics. Prerequisite: MAT 230. Four lecture.

Machine Shop

MCH 110 (3)
Machining Level I

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. May be taken for S/U credit.

MCH 111 (3)
Level II Machining

Operation of machine shop tools including: engine lathe operation: set-up, cutting speeds and feed, threading

tapers; milling operations: set-up, boring & gear cutting; Computer Numerical Control (CNC) Milling Machine: Programs in CNC & set-ups. Prerequisite: MCH 110. Two lecture. Two lab. May be taken for S/U credit.

MCH 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 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.

Military Science

MSC 101 (1)
Basic Military Science I
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 (1)
Basic Leadership
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. One lecture.

MSC 130 (1)
Leadership Lab I
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. One lab.

MSC 131 (1)
Leadership Lab I
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 spring semester only. One lab.

MSC 150 (1)
Army Physical Fitness I
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. This course is offered in fall semester only. One lecture.

MSC 151 (1)
Army Physical Fitness I
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. This course is offered in spring semester only. One lecture.

MSC 201 (2)
Advanced Leadership
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 and MSC 102. Two lecture.

MSC 202 (2)
Officership
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: MSC 201. Two lecture.

MSC 203 (1)
Land Navigation & Orienteering

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 (1)
Basic Military Skills
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 (1)
Leadership Lab II
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. One lab hour.

MSC 231 (1)
Leadership Lab II
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 spring semester only. One lab hour.

MSC 250 (1)
Army Physical Fitness II
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. This course is offered in fall semester only. One lecture.

MSC 251 (1)
Army Physical Fitness II
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. This course is offered in spring semester only. One lecture.

Music Performance

MUP 105 (1)
Voice Class I
Fundamentals of singing. Three lab. May be taken for S/U credit.

MUP 107 (1)
Guitar I
Beginning instruction on guitar including open position scales, arpeggio studies, chord forms, rhythm accompaniment, 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. May be taken for S/U credit.

MUP 108 (2)
Guitar II
Second level instruction on guitar including moveable position scales and arpeggios, moveable chord form, melodic rhythm accompaniment, music theory, all major keys, reading music and notation, picking variations. Instruction in and exploration of more complex music styles in classical and flamenco, folk, country, blues, and rock. Prerequisite: MUP 107 or consent of instructor (audition). One lecture; two lab. May be taken for S/U credit.

MUP 110 (1)
Woodwind Ensemble
Rehearsal and public performance of standard ensemble literature for woodwind instruments. Two lab. May be taken for S/U credit.

MUP 113 (1)
Jazz Ensemble
Performance group focusing on jazz from 1900 to the present. The works performed will depend on the available instrumentation of the group and the choice of the instructor. Two lab. May be taken for S/U credit.

MUP 117 (2)
Community Orchestra
Rehearsal and public performance of standard orchestral literature. Two lecture. May be taken for S/U credit.

MUP 120 (1)

String Ensemble

Rehearsal and public performance of standard ensemble literature for string instruments. Two lab. May be taken for S/U credit.

MUP 121 (2)

College Choir

Performance group with participation based on auditions with the director. Attendance at all rehearsals and participation in all public performances is required. Two lecture. May be taken for S/U credit.

MUP 125 (1)

Community Choir

Performance group focusing on choral music from the popular literature of the Gay Nineties through the World Wars, as well as music from Broadway and the theatres. Two lab. May be taken for S/U credit.

MUP 128 (1)

Jazz Improvisation I

Basic jazz scales, chords, and rhythms, and jazz pieces exemplifying these basics. Two lab. May be taken for S/U credit.

MUP 199 (0.5-6)

Music Performance Workshop

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 (2)

Guitar III

Third level of instruction on guitar. Emphasis on playing techniques which combine scales, arpeggios, chords, rhythm and lead guitar patterns; control over rhythm patterns including triplet and sixteenth note exercises, syncopation, and constant base coordination. More intricate techniques applied to classical 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. May be taken for S/U credit.

MUP 209 (2)

Blues Guitar

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. May be taken for S/U credit.

Music

MUS 100 (3)

Music Appreciation

Development of understanding and enjoyment of various musical forms and styles. Including an introduction to musical history. Relates concepts of music style and technique to those of other arts. General Education: Arts and Humanities. Three lecture.

MUS 120 (3)

Introduction to Music Theory

An introduction to the fundamentals of music: reading, notation, rhythm, scales, intervals, triads, sight-singing, and dictation. Three lecture. May be taken for S/U credit.

MUS 130 (3)

Fundamentals of Music

Basic elements of music including study of the staff, clefs, signatures, notes, rhythms, definitions, ear training, sight singing, and dictation. Three lecture.

MUS 145 (3)

Jazz History & Literature

History and development of jazz music from its origin to the present day. General Education: Arts and Humanities. Special Requirements: Ethnic/Race/Gender Awareness. Three lecture.

MUS 199 (0.5-6)

Music Workshop

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 (3)

American Popular Music

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 and Humanities, Special Requirements: Ethnic/Race/Gender Awareness. Three lecture.

Navajo

NAV 101 (4)

Beginning Navajo I

Basic grammar, vocabulary, and culture. Practice in speaking, reading, and writing Navajo. General Education: Options. Four lecture. Fall. May be taken for S/U credit with instructor approval.

NAV 102 (4)

Beginning Navajo II

Further emphasis on basic grammar, vocabulary, and culture. Practice in speaking, reading, and writing Navajo. Prerequisite: NAV 101 or consent of instructor. General Education: Options. Four lecture. Spring.May be taken for S/U credit with instructor approval.

NAV 201 (4)

Intermediate Navajo I

Emphasis on improving basic skills in speaking, comprehension, reading, and writing. Taught in Navajo. Prerequisite: NAV 102 or consent of instructor. General Education: Options, Contemporary global/International Awareness or Historical Awareness. Four lecture. May be taken for S/U credit with instructor approval.

NAV 202 (4)

Intermediate Navajo II

Further development of speaking and writing communication skills with emphasis on compositions and readings of the Diné language. Taught in Navajo. Prerequisite: NAV 201 or consent of instructor. General Education: Options, Contemporary global/International Awareness or Historical Awareness. Four lecture. Spring. May be taken for S/U credit with instructor approval.

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Nursing

NUR 110 (4)

Nursing Assistant I

Basic concepts common to all members of the health team in acute and long-term care settings. Basic principles of communication, nutrition, emergency care, medical terminology, environmental safety and comfort, and ethical/legal aspects of health care. Basic nursing skills based upon fundamental nursing concepts in giving individualized client care. Student wishing to become a Certified Nursing Assistant must pass NUR 110 with a B or better and then complete NUR 111. Prerequisite: RDG 099, or placement, or consent of instructor. Three lecture. One lab.

NUR 111 (1)

Nursing Assistant Clinical

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. Pre- or co-requisite: NUR 110 with a grade

of B or better. Prerequisites: Current American Heart Association Health Care Provider CPR certificate; health requirements including evidence of TB testing within the past year, measles, mumps, and rubella immunization or titers. One lab. May be taken for S/U credit.

NUR 114 (2)

Introduction to Nursing Pharmacology

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. Pre or Co-requisite, ENG 102, BIO 202, Co-requisites: NUR 116. Two lab, 1.5 lecture.

NUR 116 (7)

Nursing Concepts I

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. Pre-requisites: Admission to the nursing program. Pre or Co-requisites: ENG 102, BIO 202; Co requisite: NUR 114. Five lecture; Seven lab.

NUR 120 (2)

Mental Health Nursing

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. Pre-requisites: NUR 114, NUR 116 Pre or Co-requisite: BIO 218, PSY 240. Co-requisites: NUR 124. 1.5 lecture; 2 lab.

NUR 124 (7)

Nursing Concepts II

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 125 (3)

Transition to Practical Nursing

This course focuses on the role and scope of practice of the practical nurse. Includes nursing care of childbearing clients, children and families, and clients with alterations in mental health. Prerequisite: NUR 114, NUR 116, NUR 122, BIO 201, BIO 202, PSY 101, PSY 240. Two Lecture; Three Lab.

NUR 130 (3)

Transition to Professional Nursing

This course is designed for Licensed Practical Nurses admitted to the nursing program with advanced placement. The course focuses on scope of practice issues for registered nurses and the core components of professional nursing practice. Includes nursing care of clients with common alterations in basic needs. Prerequisite: Admission to the nursing program; current licensure as a Licensed Practical Nurse; BIO 201, BIO 202, PSY 101, PSY 240. Pre or Co-requisites: ENG 101. Two Lecture; Three Lab.

NUR 215 (8)
Nursing Concepts III
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 (9)
Nursing Concepts IV
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. Prerequisites: NUR 215 Pre or Co-requisite: Humanities Elective, Co-requisites: NUR 222. Five lecture. Fifteen lab.

NUR 222 (2)
Management and Leadership in Nursing
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. Prerequisites: NUR 215. Pre or Co-requisite: Humanities elective, Co-requisite: NUR 220. Two lecture.

Physical Education

PHE 106 (3)
Basic Self Defense Concepts
This course will give each student the necessary physical conditioning and mental confidence to develop basic self-defense skills by developing personal attributes. Three lecture.

PHE 200 (2)
Scuba Diving
This course prepares students for certification in scuba diving. It involves classroom lecture, lab hours in swimming pool. Key topics in dive safety, physical requirements, equipment use, marine life and other diving interests. The check out dive is not included in the course costs and is scheduled after completion of the course. Two lecture. May be taken for S/U credit.

PHE 220 (2)

Water Safety Instructor

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

Philosophy

PHI 101 (3)

Introduction to Philosophy

Philosophical readings, discussion, and analysis on topics including metaphysics, truth, knowledge, and ethics. General Education: Arts and Humanities. Special Requirements: Contemporary Global/International Awareness or Historical Awareness. Three lecture.

PHI 103 (3)

Introduction to Logic

The systematic study, with emphasis on analysis and evaluation, of arguments. Topics will include both classical and current arguments from various disciplines of study. Three lecture.

PHI 105 (3)

Introduction to Ethics

Key concepts and problems in ethics and social and political philosophy. Historic and contemporary reading with application to modern concerns. General Education: Arts and Humanities. Special Requirements: Ethnic/Race/Gender Awareness. Three lecture.

Physics

PHY 111 (4)

College Physics I

Algebra-based study of motion, static and dynamic mechanics, waves and sound. Prerequisites: MAT 187. General Education: Physical and Biological Sciences. Three lecture; three lab.

PHY 112 (4)

College Physics II

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   Prerequisite: PHY 111. General Education: Lab Sciences.   Three lecture; three lab.

PHY 161 (4)

University Physics I

First semester calculus-based physics course designed for pre-engineering and pre-science majors. Mechanics, motion, statics and dynamics, work, power and energy, impulse, and momentum will be studied. Prerequisites: MAT 220. General Education: Physical and Biological Sciences. Three lecture; three lab.

PHY 180 (4)

Introduction to Astronomy

Motion and structure of the sun, planets, constellations, comets, asteroids, and meteors. Cosmic explosions, quasars, and stellar evolution including white dwarfs, neutron stars and black holes. Lab component requires numerous night observations. General Education: Physical and Biological Sciences. Three lecture; three lab.

PHY 253 (4)

Archaeoastronomy

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. Co-requisite: MAT 121. General Education: Physical and Biological Sciences. Special Requirements: Ethnic/Race/Gender Awareness, Contemporary Global/International Awareness or Historical Awareness. Three lecture; three lab.

PHY 262 (4)

University Physics II

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. Prerequisite: PHY161. Pre- or co-requisite: MAT 230. General Education: Physical/Biological Sciences. Three lecture; three lab.

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Political Science

POS 101 (3)

Introduction to Politics

Issues in contemporary political analysis, human values, and political goals; how governments differ and change; relationship between individuals and government; how nation-states influence one another. General Education: Social and Behavioral Sciences. Special Requirements: Ethnic/Race/Gender Awareness. Three lecture.

POS 110 (3)

American National Government

Introduction to the American national government; constitutional and philosophical foundations, federalism, structure and evolution of the federal government, and recent trends and issues in the federal government. General Education: Social and Behavioral Sciences. Three lecture.

POS 120 (3)

Introduction to World Politics

Introduction to the international system, its actors and their capabilities; international political economy; ends

and means of foreign policy; international cooperation, tension, and conflict. General Education: Social and Behavioral Sciences. Special Requirements: Contemporary Global/International Awareness or Historical Awareness. Three lecture.

POS 140 (3)

Introduction to Public Administration

Political context of American public administration, alternative frameworks for the analysis of the policy process in government agencies, the budgetary process, accountability and responsibility in government, bureaucratic politics, and administrative reform and reorganization. Three lecture.

POS 201 (3)

Introduction to Political Ideologies

Political ideas and belief systems, including liberalism, conservatism, Marxism, fascism, and feminism: the functions of ideology for the individual and society. Three lecture.

POS 220 (3)

Arizona & National Constitution

Basic course in Arizona and United States governments and constitutions designed to meet the requirements for Arizona state teaching certification. Pre- or co-requisite: ENG 102. General Education: Social and Behavioral Sciences. Special Requirements: Intensive Writing/Critical Inquiry. Three lecture.

POS 221 (1)

Arizona Constitution & Government

Arizona Government and Constitution designed to meet the requirements for Arizona state teaching certification. One lecture.

POS 222 (2)

National Constitution & Government

United States Government and Constitution designed to meet the requirements for Arizona state teaching certification. Two lecture.

POS 233 (3)

Global Environmental Politics

International environmental policies, issues and concerns involving environmental ethics, resource use, global environmental divisions, ecological degradation, biodiversity and other global changes. General Education: Social and Behavioral Sciences. Special Requirements: Contemporary Global/International Awareness OR Historical Awareness. Three lecture.

Power Plant Operations

PPO 110 (5)
Maintenance Fundamentals

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 (4)
Electrician / Instrument Tech II

Introduction to electricity, circuits, and electronics, as well as types, function, maintenance, and troubleshooting of electronic equipment. Prerequisite: PPO 110. Four lecture.

PPO 151 (5)
Plant Mechanic II

Introduction to the operation, maintenance, and troubleshooting of various types of mechanical systems. Prerequisite: PPO 110. Five lecture.

PPO 152 (4)
Machinist II

Introduction to the components and operation of various types of mechanical equipment. Prerequisite: PPO 110. Four lecture.

PPO 153 (4)
Metal Fabricator II

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 (5)
Construction & Maintenance

Introduction to sheet metal, insulating, painting, masonry, scaffolding, concrete construction, carpentry, and plumbing. Prerequisite: PPO 110. Five lecture.

PPO 200 (3)
Plant Electrician III

Training in types, uses, maintenance , and repair of different mechanical and electronic systems. Prerequisite: PPO 150. Three lecture.

PPO 201 (3)
Plant Mechanic III

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 (3)

Machinist III

Training on power machines used in a machinist shop. Prerequisite: PPO 152. Three lecture.

PPO 203 (4)

Metal Fabricator III

Introduction to metallography and an overview of safe practices and technique for gas and arc welding. Prerequisite: PPO 153. Four lecture.

PPO 204 (4)

Instrument Technician III

Training on a variety of mechanical, hydraulic, pneumatic, and electrical systems. Prerequisite: PPO 150. Four lecture.

PPO 205 (5)

Construction & Maintenance III

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 (3)

Plant Electrician IV

Training in energy conservation, computer systems, industrial rigging, and basic welding principles. Prerequisite: PPO 200. Three lecture.

PPO 251 (2)

Plant Mechanic IV

Training on rigging, installation of large equipment, and different types of welding. Pre-equisite: PPO 201. Two lecture.

PPO 252 (2)

Machinist IV

Training on using machinist tools and welding techniques. Prerequisite: PPO 202. Two lecture.

PPO 253 (5)

Metal Fabricator IV

Training on interpreting and producing mechanical drawings with an emphasis on drawings of steel structures. Prerequisite: PPO 203. Five lecture.

PPO 254 (5)

Instrument Technician IV

Training on computer and process control systems. Prerequisite: PPO 204. Five lecture.

PPO 255 (5)

Construction & Maintenance IV

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.

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Psychology

PSY 101 (3)

Introduction to Psychology

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 and Behavioral Sciences. AGEC Special Requirements: Ethnic/Race/Gender Awareness. Three lecture.

PSY 205 (3)

Introduction to Abnormal Psychology

Distinguishes between normal behavior and psychological disorders. Subjects may include stress disorders, problems with anxiety and depression, unusual and abnormal sexual behavior, schizophrenia and addictive behaviors. Causes and treatments of psychological problems and disorders are discussed. Prerequisite: PSY 101. Three lecture.

PSY 227 (3)

Personality Development

Survey and comparison of different personality theories, including the dynamics that underlie personality development, assessment, and research. Prerequisite: PSY 101. General Education: Social and Behavioral Sciences. Three lecture.

PSY 230 (3)

Introduction to Statistics

Basic concepts in descriptive and inferential statistics, emphasizing application to the behavioral sciences. Includes methods of data collection, sampling techniques, central tendency, standard scores, correlation and regression, and hypothesis testing. Student's t test, non-parametric analysis, and analysis of variance. Prerequisite: MAT 142 or higher, or placement. Three lecture.

PSY 236 (3)

Psychology of Women

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 and Behavioral Sciences. Special Requirements: Ethnic/Race/Gender Awareness. Prerequisite: PSY 101. Three lecture.

PSY 240 (3)

Developmental Psychology

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. Prerequisite: PSY 101. General Education: Social and Behavioral Sciences. Special Requirements: Ethnic/Race/Gender Awareness. Three lecture.

PSY 241 (3)

Substance Abuse

Physical, social, and psychological effects of substance abuse. Three lecture.

PSY 250 (4)

Social Psychology

Introduction to the study of social psychological processes including those of persuasion and conformity, leadership and dominance, aggression and altruism, attraction and friendship formation, attitude formation and change, intercultural encounters and nonverbal behavior. General Education: Social and Behavioral Sciences. Special Requirements: Intensive Writing/Critical Thinking, Ethnic/Race/Gender Awareness; Global and International Awareness Course. Prerequisite: PSY 101. Pre- or co-requisite: ENG 102. Four lecture.

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Religious Studies

REL 200 (3)

Native American Religions

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. May be taken for S/U credit.

REL 201 (3)

Comparative Religions

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 and Humanities. Special Requirements: Contemporary Global/International Awareness OR Historical Awareness. Three lecture.

REL 206 (3)

American Religions

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 (3)

Asian Religions

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. General Education. Contemporary Global/International Awareness OR Historical Awareness.

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Real Estate

RES 101 (3)

Real Estate Principles

National and Arizona real estate requirements, real estate business, real estate law, agency, contracts, ownership, legal descriptions, title, finance, listing, and leases. Three lecture.

RES 102 (3)

Real Estate Practices

National and Arizona real estate requirements, property management, appraisals, land use, fair housing, real estate investment, closings, and real estate mathematics. Three lecture.

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Sociology

SOC 101 (3)

Introduction to Sociology

Fundamental concepts of social organization, culture, race, ethnicity, socialization, social institutions, and social change. General Education: Social and Behavioral Sciences. Special Requirements: Ethnic/Race/Gender

Awareness.

SOC 125 (3)
Domestic Violence
Theory and dynamics in domestic violence. Defining spouse abuse, exploring origins, and the impact on children
and family. Three lecture.

SOC 130 (3)
Human Sexuality
Sociological, biological, psychological, and cultural factors which influence human sexuality, including ethics,
gender roles, and changing values in contemporary society. Three lecture.

SOC 140 (3)
Marriage & the Family in Contemporary America
Institutions and systems of kinship, marriage, family grouping, child rearing and status placement are studied.
General Education: Social and Behavioral Sciences, Special Requirements: Ethnic/Race/Gender Awareness. Three
Lecture.

SOC 200 (3)
Women & Health
Designed to empower women by enabling them to make accurate decisions regarding their health. Aspects of
health and health-related topics germane to political, cultural, and socio-economical issues as they relate to
women. Three lecture.

SOC 210 (3)
Sociology of Gender
Overview of theories of gender development; examination of social, cultural, political and economic conditions
affecting the experience of gender; and exploration of issues involved in the different roles and expectations
placed on women and men in various cultures at different periods in history, with particular emphasis on
contemporary American culture. General Education: Social and Behavioral Sciences, Special Requirements:
Ethnic/Race/Gender Awareness Prerequisite: SOC 101. Three lecture.

SOC 215 (3) *(previously SOC 142)*
Race & Ethnic Relations
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 and Behavioral Sciences. Special Requirements: Ethnic/Race/Gender Awareness. Three
lecture.

SOC 220 (3)

Introduction to Social Work

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 236 (3)

Crime & Delinquency

Deviance in American society, emphasizing the extent of crime, crime trends, types of crime and criminals, theories and factors in crime causation, the impact of crime on society and the individual, and the relationship between social variables and crime. Three lecture.

SOC 250 (4)

Contemporary Social Problems

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 and Pre-or co-requisite: ENG 102, General Education: Social and Behavioral Sciences. Special Requirements: Intensive Writing/Critical Thinking, Ethnic/Race/Gender Awareness. Four lecture.

SOC 285 (3)

Health Care Systems

Predominant health care systems in the U.S. including Medicare and Medicaid. Examines the availability and utilization of various resources, as well as ethics and quality of care. Three lecture.

SOC 296 (3)

Internship

Opportunity to gain experience in applying knowledge and skills in an appropriate setting. Three lecture; three lab.

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Sheet Metal Technology

SMT 101 (5)

Sheet Metal I

History and background of the sheet metal apprentice. Basics of drafting, layout and pattern development used in

the sheet metal trade. Prerequisite: Indentured Apprentice with the Phoenix Sheet Metal Joint Apprenticeship and Training Committee. Five lecture.

SMT 102 (5)

Sheet Metal II

The importance of time management. Layout and pattern development. Use of power equipment and common sheet metal materials, trade mathematics and orientation to air flow movement. Prerequisite: SMT 101, Indentured Apprentice with the Phoenix Sheet Metal Joint Apprenticeship and Training Committee. Five lecture.

SMT 103 (5)

Sheet Metal III

Safe use of hand tools. Also, seams and locks and types of materials common to the sheet metal industry. Basic mathematics and introduction to service work, and field installation covered. Prerequisites: SMT 102, Indentured Apprentice with the Phoenix Sheet Metal Joint Apprenticeship and Training Committee. Five lecture.

SMT 104 (5)

Sheet Metal IV

Field installations emphasizing hanging duct, inserts, equipment and housings. Includes roofs and roof pitch, blueprint reading and sheet metal drafting. Also, residential heating and air conditioning, blowpipe, plastics and fiberglass. Overview of food service equipment. Prerequisites: SMT 103, Indentured Apprentice with the Phoenix Sheet Metal Joint Apprenticeship and Training Committee. Five lecture.

SMT 105 (5)

Sheet Metal V

Intermediate drafting skills with more complicated pattern layout development. Operation and safety methods for hand operated shop machines. Use of special materials. Introduction to the use of formulas. Prerequisites: SMT 104, Indentured Apprentice with the Phoenix Sheet Metal Joint Apprenticeship and Training Committee. Five lecture.

SMT 106 (5)

Sheet Metal VI

Advanced layout and pattern development. Use of special sheet metal power equipment. Also, trigonometric functions as applicable to the sheet metal trade and basic principles of refrigeration and air conditioning, field installation procedures. Prerequisites: SMT 105, Indentured Apprentice with the Phoenix Sheet Metal Joint Apprenticeship and Training Committee. Five lecture.

SMT 107 (5)

Sheet Metal VII

Various types of formulas and functions. Moving heavy equipment and planning a duct job in the field. Requirements, types, seams, and locks for architectural sheet metal are covered. Also, blueprint reading,

residential heating and air conditioning, and blowpipe systems. Prerequisites: SMT 106, Indentured Apprentice with the Phoenix Sheet Metal Joint Apprenticeship and Training Committee. Five lecture.

SMT 108 (5)

Sheet Metal VIII

Advanced blueprint and detailing including materials estimates. Solar heating principles and installation procedures. Also, use of plastics, installation of food service equipment and sign building. Rigid fibrous duct board, sound attenuation, testing and balancing. Prerequisites: SMT 107, Indentured Apprentice with the Phoenix Sheet Metal Joint Apprenticeship and Training Committee. Five lecture.

SMT 109 (5)

Sheet Metal IX

Principles of airflow within duct systems. Includes duct system components, types of duct materials and methods of duct construction. Introduction to welding plastics and metals. Safety stressed. Prerequisites: SMT 108, Indentured Apprentice with the Phoenix Sheet Metal Joint Apprenticeship and Training Committee. Five lecture.

SMT 110 (5)

Sheet Metal X

Components of blueprint plans to coordinate sheet metal work with other trades. Reading and interpreting specifications, mechanical plans, electrical plans, industrial plans and specialty plans. Basic principles of air-conditioning. Emphasizes air distribution, outlets, applied load estimating, commercial and residential load estimating, residential and commercial controls, and the metric system. Prerequisites: SMT 109, Indentured Apprentice with the Phoenix Sheet Metal Joint Apprenticeship and Training Committee. Five lecture.

SMT 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 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.

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Spanish

SPA 101 (4)

Beginning Spanish I

Basic grammar, vocabulary, and culture. Practice in speaking, reading, and writing Spanish. . General Education:

Options. Four lecture. Recommended: Spanish placement exam if you have previous Spanish experience of any kind. Spring, Fall, Summer. May be taken for S/U credit with instructor approval.

SPA 102 (4)

Beginning Spanish II

Further emphasis on basic grammar, vocabulary, and culture. Practice in speaking, reading, and writing Spanish. Prerequisite: SPA 101 or placement. General Education: Options. Four lecture. Spring, Fall, Summer. May be taken for S/U credit with instructor approval.

SPA 125 (3)

Spanish for Health Professionals

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. May be taken for S/U credit.

SPA 126 (3)

Spanish for Public Safety Personnel

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. May be taken for S/U credit.

SPA 127 (3)

Spanish in the Classroom K-12

Develops a practical speaking and/or writing knowledge of common terminology frequently used in the K-12 classroom. Three lecture. Fall/Spring semesters. May be taken for S/U credit.

SPA 128 (2)

Spanish for Travelers

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. May be taken for S/U credit.

SPA 131 (3)

Conversational Spanish I

Basic grammar, vocabulary, and culture in conversational practice. Three lecture. May be taken for S/U credit.

SPA 132 (3)

Conversational Spanish II

Further emphasis on basic grammar, vocabulary, and culture in conversational practice. Prerequisite: SPA 131 or consent of instructor. Three lecture. May be taken for S/U credit.

SPA 201 (4)

Intermediate Spanish I

Improving basic skills of speaking, comprehension, reading, and writing. Taught in Spanish. Prerequisite: SPA 102 or placement. General Education: Options. Four lecture. Spring, Fall. May be taken for S/U credit with instructor approval.

SPA 202 (4)

Intermediate Spanish II

Further development of speaking and writing communication skills with emphasis on compositions and readings. Taught in Spanish. Prerequisite: SPA 201 or placement. General Education: Options. Four lecture. Spring, Fall. May be taken for S/U credit with instructor approval.

SPA 212 (2)

Introduction to Translation & Interpretation

Designed specifically for native or fluent speakers of Spanish, to introduce and familiarize them with the techniques of proper written translation and oral interpretation. Serves only as an introduction to the broad field; intended to help students decide if they want to pursue it further. Two lecture.

SPA 213 (3)

Health Care Interpreting

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.

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Speech

SPC 100 (3)

Fundamentals of Speech Communication

Fundamentals of speech communication emphasizing public speaking skills and improved self-confidence. Performance based, improving speaking skills. General Education: Options. Three lecture.

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Theatre

THR 101 (3)

Introduction to Theatre

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 and Humanities. Three lecture. May be taken for S/U credit.

THR 110 (3)

Acting I

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. May be taken for S/U credit.

THR 199 (0.5-6)

Theater Workshop

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. May be taken for S/U credit.

THR 210 (3)

Acting II

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. May be taken for S/U credit.

Welding Technology

WLD 100 (2)

Basic Welding

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. May be taken for S/U credit.

WLD 102 (3)

Basic Welding Fabrication

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 (3)

Intermediate Welding

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 (3)

Introduction to Artistic Blacksmithing

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. May be taken for S/U credit with instructor approval.

WLD 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 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.

WLD 298 (1-6)

Special Topics

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

Admissions and Registration

Admissions Information

Admissions Requirements

Coconino Community College is open to any person for either regular or special admission if that person satisfies one of the following categories established by Arizona Revised Statutes:

Eligible for "Regular Student" Admission (501.1.1)

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

Eligible for "Special Student" Admission (501.2.2)

• A student not meeting any of the provisions for "Regular Student" Admission (listed above) may be admitted on an individual basis with the approval of College officials and, as appropriate, the consent of parents and recommendation of the student's school. This includes, but is not limited to, students under 18 and those still enrolled in high school. For students still enrolled in high school, completion of the 10th grade is a requirement for admission as a special student.
• A special student must meet the established requirements of the course(s) for which he/she chooses to enroll, and college officials must determine that admission is in the best interest of the student. For example, a special student seeking admission to attend an algebra class must be qualified to enter a mathematics course at that level; qualification in this case would be determined by a placement examination, or ACT/SAT scores and high school grades.
• A student who is under age 18 and scores a composite of 22 or higher on the American College Test (ACT), or a composite (verbal and mathematics) of 930 or more on the Scholastic Aptitude Test (SAT) may be admitted. A student who shows evidence of such test scores shall not be denied admission because of age, lack of a high school diploma or high school certificate or equivalency (GED), grade in school, lack of permission of school officials, or lack of concurrent enrollment in public or private school. However the College requires parental permission for

those under the age of 18. A student admitted in this category is not guaranteed admission to a specific degree program or to all courses offered by the College and may enroll for a maximum of 6-8 credit hours unless special arrangements have been made and approved prior to the registration period.

• All special student applicants should contact Admissions, Records and Registration for more information and required forms.

• Applicants with status "SP" are limited to 6-8 credit hours or two classes; advisor approval is required.

Admissions Procedures

International Students (501.1.3)

At present, Coconino Community College is not approved as a study site for students who are not United States citizens except persons lawfully admitted to the United States as immigrants. CCC is not authorized to issue I-20 documents nor will full-time attendance at CCC by a non-citizen satisfy F-1 student status. International students with a visa status other than F-1, as well as those F-1 visa students attending and in status at Northern Arizona University, may be eligible for limited study at CCC. A minimum TOEFL score of 450 is required. Contact Admissions, Records and Registration for further information.

Residency Requirements (501.2)

Coconino Community College determines a student's residency status for tuition purposes based upon information supplied on college applications, affidavits, and additional information provided by the student. CCC notifies a student of his/her residency status upon admission. Appeals or questions regarding residency status should be directed to Admissions, Records and Registration or the College Registrar.

Residency Procedures (501.2.1)

The following guidelines concerning the determination of residency for tuition purposes are established by the ARS 15-1802. Students having difficulty in determining their residency should contact Admissions, Records and Registration for further explanation.

• Each applicant shall have the question of legal residence determined at the time of admission. Registration and payment of fees will be in accordance with the residency assigned at the time of official admission.

• The Registrar/Director for Admissions is responsible for making the initial domicile classification. The College may consider all evidence, written or oral, presented by the student and any other relevant information received from any source. The College may request written or sworn statements or sworn testimony of the student.

•An appeal of the initial classification may be made to the Registrar/Director for Admissions. The appeal must be in writing, signed by the student, and accompanied by a sworn statement of all relevant facts. The appeal must be filed with Admissions, Records and Registration within ten days of notification of residency classification. Failure to properly file a request for review within the prescribed time limit constitutes a waiver of review for the current enrollment period.

Definition of Terms (501.2.2)

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.

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 is continuous attendance. Enrollment in summer sessions or other such intersessions beyond the normal academic year is not required in order to maintain continuous attendance.

Domicile

A person's true, fixed and permanent home and place of habitation. It is the place where one intends to remain and to which one expects to return when one leaves without intending to establish a new domicile elsewhere.

Emancipated Person

A person who is neither under a legal duty of service to parents, nor entitled to the support of such parents under laws of the state.

Parent

Father or mother, custodial parent, or legal guardian of an unemancipated person. Circumstances must not indicate that guardianship was created primarily for the purpose of conferring the status of an instate student on the unemancipated person.

Dual Enrollment

Dual enrollment course offerings meet CCC's curricular requirements and competencies. The participating high school instructors meet qualifications established by CCC and students meet college prerequisite/ placement requirements. Instead of being offered at the college campus, these classes are part of the student's regular high school schedule at the high school campus.

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In-State Student Status (501.2.3)

Except as otherwise provided in this article, no person having a domicile elsewhere than in this state is eligible for classification as an instate student for tuition purposes.

A person is not entitled to classification as an instate student until domiciled in this state for one year (previous twelve months) unless he/she meets one of the following requirements:

• His/her parent's domicile is in this state and that parent is entitled to claim him/her as an exemption for state and federal tax purposes.

• He/she is an employee or spouse of an employee transferred to this state for employment purposes.

• The domicile of an unemancipated person is that of his/her parent.

• An unemancipated person, while in continuous attendance toward the degree for which currently enrolled, does not lose instate classification if his/her parent moves from this state.

• A person who is a member of the armed forces of the United States stationed in the state pursuant to military orders or his/her the spouse or dependent child (as defined in Section 43-1001) is entitled to classification as an instate student. The student, while in continuous attendance toward the degree for which currently enrolled, does not lose instate student classification.

• A person who is a member of an Indian tribe recognized by the United States Department of the Interior whose reservation land lies in the state and extends into another state and who is a resident of the reservation is entitled to classification as an instate student.

Alien In-State Student Status (501.2.4)

An alien resident is entitled to classification as an instate refugee student if such person has been granted refugee status in accordance with all applicable laws of the United States and has met all other requirements for domicile.

Presumptions Relating to Student Status (501.2.5)

Unless the contrary appears to the satisfaction of the registering authority of the community college at which a student is registering, it shall be presumed that:

• No emancipated person has established a domicile in the state while attending any educational institution in this state as a full time student, as such status is defined by the State Board of Directors for Community Colleges.

• Once established, a domicile is not lost by mere absence unaccompanied by intention to establish a new domicile.

• A person who has been domiciled in this state immediately prior to becoming a member of the Armed Forces of the United States shall not lose instate status by reason of his/her presence in any other state or country while a member of the Armed Forces of the United States.

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/Director for Admissions to carry in excess of the 18 hour maximum. Exceptions to this procedure may be considered on a case-by-case basis.

Summer

Summer classes are intensive; therefore, the recommended maximum academic load for the entire summer is 12-credit hours. A student with a grade point average of 3.00 or better for 12 or more credit hours during one semester or summer session is eligible to petition to the Registrar/Director for Admissions to carry credit hours in excess of the 12 credit hour maximum. Exceptions to this procedure are considered on a case-by-case basis.

Registration Add/Drop Procedures (501.3)

Fall and Spring Semester

In accordance with calendars and procedures in the appropriate Schedule of Classes, students may make adjustments in their registered schedules by dropping and/or adding classes. Students may drop without a "W" (withdrawal) being recorded on their transcript prior to, and including, the 45th calendar day. On the 46th calendar day, and thereafter, a student drop will be recorded on the transcript as a "W" (withdrawal). A student may initiate a withdrawal prior only to the last two weeks of instruction of the semester. Written petitions for exception to this procedure may be presented to the Registrar/Director for Admissions for action. The instructor may drop or withdraw students for nonattendance at the first class session or for unexcused absences. See Academic Procedures: Attendance, for more information.

Summer Session

In accordance with calendars and procedures in the appropriate Schedule of Classes, students may make

adjustments in their registered schedules by dropping and/or adding classes. Students may drop without a "W" (withdrawal) being recorded on their transcript no later than the 7th calendar day after the beginning of the session. On the 8th calendar day and thereafter, a student drop will be recorded on the transcript as "W" (withdrawal). A student may initiate a withdrawal prior only to the last two weeks of instruction of the summer session. Written petitions for exception to this procedure may be presented to the Registrar/Director for Admissions or designee for action. The instructor may drop or withdraw students for nonattendance at the first class session or for unexcused absences. See Academic Procedures: Attendance, for more information.

Short Courses

Registration for short courses (those meeting less than a full semester in fall or spring, less than a full summer session, or pre- and post-sessions) will be accepted prior to the first class meeting. Short courses may be added, with the approval of the instructor, prior to the second class meeting. If a short course is dropped after the second class meeting, a "W" (withdrawal) will be recorded on the student transcript. A student may initiate a withdrawal prior only to the last one-third of the class meeting dates. Written petitions for exception to this procedure may be presented to the Registrar/Director for Admissions or designee for action. The instructor may withdraw students for nonattendance at the first class session or for unexcused absences. See Academic Procedures: Attendance, for more information.

Withdrawal from Class (501.3)

The terms "withdrawal" and "drop" refer to actions which terminate the student's class enrollment. If a drop occurs prior to, or on, the 45th calendar day of a regular full semester, no record will appear on the student's transcript. However, a student who drops a class on the 46th calendar day of a regular full semester or later will be assigned a "W" (withdrawal) on the student transcript. A student may also be dropped (assigned a "W") by the instructor for nonattendance.

If a short course is dropped once the class has begun, a "W" (withdrawal) will be recorded on the student transcript. Written petitions for exception to this procedure may be presented to the Registrar/Director for Admissions or designee for action.

A student who withdraws or is withdrawn from all classes is required to process the withdrawal through the Admissions, Records and Registration Office.

Audit (501.3)

A student wishing exposure to a class may elect to audit the course. The decision to audit, or to change from an audit to A-F (letter grade) or S/U status, must be made no later than the last day to add classes (as published in the Schedule of Classes). Regular attendance at all class meetings is the responsibility of the student, but writing assignments and examinations are not mandatory. Courses audited carry no credit toward the grade point average, toward graduation, or toward meeting professional requirements. An audited course will not satisfy the prerequisite for a course in which the student wants a letter grade. Audited credit hours do not count toward

determining eligibility for Financial Aid purposes. Audited classes may be repeated for credit. Once a student registers for and completes a class as an auditor, the audit on the permanent record may not be changed to a credit-earning grade.

Credit Free Courses Procedure (303.8)

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

Catalog Choice (501.5)

A student may choose to be governed by the degree/certificate requirements outlined in any one CCC catalog in effect beginning with the term of his/her initial enrollment while maintaining continuous enrollment for credit at the College or any public Arizona community college or university. The rules for continuous enrollment are:

• A semester in which a student earns credit will be counted towards continuous enrollment. Non-credit courses, audit courses, failed courses or withdrawing from all courses does not count towards continuous enrollment.

• If the student does not maintain continuous enrollment for more than 2 consecutive regular (fall and spring) semesters, the student must meet the requirements of the catalog in effect at the time of re-enrollment or any subsequent catalog during continuous enrollment. Students enrolling or re-enrolling during a summer term must follow the following fall catalog or any subsequent catalog during continuous enrollment.

• No student may choose to be governed by the requirements of a catalog issued more than five years prior to the year in which catalog choice is made.

A student must choose only one catalog and will not be allowed to choose a combination of requirements from differing catalogs. A student may petition for waiver or substitution of certain catalog requirements. The academic advisor and/or other college officials may initiate course substitutions for program requirements. These substitutions must be approved by the Department Chair for the Flagstaff Campus or Campus Dean for the Page Campus, for the specific degree and/or certificate.

Note: Students planning to transfer to an Arizona public university who are completing a transfer degree from a catalog prior to the 1999-2000 catalog may choose to replace the TGECC (Transfer General Education Core Curriculum) with an AGEC (Arizona General Education Curriculum). Since the TGECC is 41 credits and the AGEC is 35 credits, students replacing the TGECC with the AGEC may be required to complete additional degree core requirements and/or transferable elective credits to complete the degree.

Student Classification and Standing (501.6)

Freshman

A student who has earned fewer than 30 credit hours.

Sophomore

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

Full-Time Student

Enrolled for:

12 or more credit hours During fall or spring semester

6 or more credit hours During summer sessions

Part-Time Student

Enrolled for:

1–11 credit hours   During fall or spring semester

5 or fewer credit hours During summer sessions

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Transfer & Credit by Exam

Transferring Credit to CCC

Basic Guidelines (501.7.1)

Course work completed at accredited institutions with a grade of "C," its equivalent, or better will be evaluated for transfer credit, with the following exceptions: above 200-level courses and coursework not equivalent to a CCC course will not be transferred. Admissions, Records and Registration must receive an official transcript directly from the college or university where credit was earned. Upon receipt of the official transcripts, Admissions, Records and Registration staff will evaluate official transcripts for credit accepted by the College. Using the following system of prioritization, up to 45 credit hours will be accepted for transfer, which may include up to 30 hours of credit for prior learning:

• General education classes equivalent to CCC general education courses.

• Other coursework evaluated as equivalent to a CCC course and included in a degree or certificate program, up to the 45 credit limit.

• Courses will only be counted once. Additional occurrences (repeats) of courses will be coded "NT" (Not Transferred).

• Once the limit has been met, courses will be coded "NT" (Not Transferred), regardless of equivalency to a CCC course.

An academic advisor will review credit for applicability toward the student's program objective at CCC. Transfer grades are not calculated in the student's CCC grade point average.

Transfer Procedure (501.7.2)

Students who desire to transfer previous college or university credit to Coconino Community College must formally submit official transcripts to CCC. Following are helpful guidelines for students considering transfer of credit to CCC:

• Transcripts will be officially evaluated only when CCC has received official copies of all transcripts. An official copy is one that has been mailed directly from the student's previous school to CCC. Students must request transcripts by contacting their previous colleges and universities.

•Transcripts from all previous colleges or universities attended, regardless of how long ago courses were taken and regardless of the grades earned, must be submitted to the College. Credits earned more than five years ago may be subject to special evaluation. The official transcript evaluation requires that students certify they are declaring all previous credits.

• The transcript evaluation procedure includes a review process during which the student can request clarification. If a student is refused transfer credit for a class, or if credit is not granted in an area the student feels is appropriate, the student may request a review with a transcript evaluator to discuss his/her concerns. It is the student's responsibility to provide the transcript evaluator with previous school catalogs or other information which will assist in clarifying the classes in question.

Transfer of General Education Courses and Arizona General Education Curriculum (AGEC) Courses from Other Arizona Community Colleges or Universities to CCC (501.7.3)

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

• The course will be transferred as an equivalent course if the equivalency is determined by:

a. a review of transfer course description in comparison to CCC course description, or

b. a comparison of Course Equivalency Guide (CEG) equivalencies between the transferring institution and the universities with CEG equivalencies between CCC and the universities. For example, per the CEG, the transferring institution's MAT 130, College Algebra, has the following university equivalencies: at NAU, MAT 110; at ASU, MAT 117; at U of A, MATH 117. CCC's MAT 151, College Algebra, has the same university equivalencies; therefore, the transferring institution's MAT 130 is equivalent to CCC's MAT 151.

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

• If CCC does not have an equivalent course, the course will be transferred as a specified number of credits satisfying requirements of the appropriate General Education area (Arts/Humanities, Social/Behavioral Sciences, Physical/Biological Sciences, or Options) and/or Arizona General Education Curriculum (AGEC) Special Requirements area(s) (Intensive Writing/Critical Inquiry, Ethnic/Race/Gender Awareness, and/or Contemporary/Global or International Awareness). The student requesting the transfer evaluation must provide documentation that the course is part of the GECC at the transferring institution. A Request for Substitution form must be initiated by the student, completed by an advisor, and approved by the appropriate Division Chair for the Flagstaff Campus or Campus Dean for the Page Campus.

• If the course fulfills one or more of the AGEC Special Requirements at the transferring institution, CCC will transfer it to fulfill those requirements. The student requesting the transfer evaluation must provide documentation that the course meets the AGEC requirements at the transferring institution. A Request for Substitution form must be initiated by the student, completed by an advisor, and approved by the appropriate Division Chair for the Flagstaff Campus or Campus Dean for the Page Campus.

• University credits may be transferred back to CCC to satisfy AGEC requirements and/or CCC degree requirements. To obtain an AGEC stamp on the transcript, however, students need to comply with the 15 credit hours in residence requirement below.

Per the Arizona state AGEC policy, "A minimum of 15 semester credits of course work must be completed within the community college district certifying completion of the AGEC." The 15 hours of course work referred to in the policy can be in any area and do not have to be GECC or AGEC courses.

Credit for Prior Learning (501.7.5)

Students enrolled at CCC may be awarded a total of 30 credit hours for prior learning completed through the

College Level Examination Program (CLEP), Defense Activity for Non-Traditional Support Examination Program (DANTES), Advanced Placement Examinations (AP), and/or military training. Credit awarded for prior learning does not count as hours in residence for graduation requirements. Credit granted by CCC may not transfer to other colleges or universities.

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

CLEP offers general examinations in Social Science/History, Natural Sciences, Humanities, English, Mathematics and additional examinations in specific subject areas. CCC may grant credit for general examinations with a minimum score of 500 and credit in applicable subject areas with a minimum score of 50. CCC may grant credit for DANTES examinations with a minimum score of 50.

The Advanced Placement Program recognizes that some students are able to complete college-level courses while attending high school. Students who have taken an Advanced Placement course in their secondary school and who scored 3, 4 or 5 on the AP may receive college credit. The awarding of credit varies by discipline. Official scores must be sent directly from the testing agency to CCC for evaluation. A written request for an evaluation of test scores must be filed by the student with Admissions, Records and Registration.

Credit by Exam (501.7.6)

1. Acceptance of credit by examination is based on the belief that some students may have previously acquired the knowledge and/or competencies required to complete a particular class and that instruction in this area would be repetitive.

2. Credit by exam, achieved by completing a CCC developed departmental examination is subject to the following restrictions:

• Credit through college developed exams will be granted only to students with a declared major in a degree or certificate program.
• A student cannot receive credit by examination for a course that is equivalent to or lower than that in which they are currently enrolled, or for which they already have received credit, nor for a prerequisite for a course already completed.
• Before a student may take an exam, she/he must have signed approval from the appropriate area coordinator and division chair.
• The charge for credit by exam is equivalent to the current tuition rate per credit hour.
• Fees paid by the student to take examinations must be paid in advance and are nonrefundable.
• In order to receive credit for the challenged course, the student must meet or exceed the defined level of competency for the exam.

• The student will be permitted not more than one retest per course. The retest must occur within the semester during which the first test was taken

• Notification by Testing Services of credit award or non-award will be sent to the Admissions, Records and Registration Office, advising, and the student.

• Transcripts will reflect only that credit by examination has been granted. Satisfactory performance on the exam will be indicated by a "CE" for pass on the student's transcripts. No record is made of failing scores.

• The exam grade will not be calculated into the student's cumulative grade point average.

• Credit by exam may be used to satisfy CCC AGEC course requirements.

• Credits earned by exam are not considered as part of the total credits that must be earned at CCC toward a degree or certificate.

• Evaluation of the credit by examination for transfer will be determined by each college and/or university. It is the responsibility of the student to work with the college or university of choice on transferability.

• Credit by exam is not available for all courses. Availability is determined by the area coordinator for each discipline.

• Approved tests will be kept on file in Testing Services.

Transferring Credit from CCC

The Coconino County Community College District is one of ten state community college districts. The academic policies and the operation of CCC are governed by the local CCC District Governing Board. CCC adheres to the Arizona General Education Curriculum approved by the Arizona Board of Regents (governing board for state universities) and by the former State Board of Directors for Community Colleges of Arizona. CCC is accredited by the North Central Association of Colleges and Schools, the regional accrediting body. Courses numbered 100-299 may be eligible for transfer to other colleges and universities. The procedure for determining the transferability of a particular CCC course is as follows:

• For CCC courses taught Fall semester 1991 or Spring semester 1992, one of Arizona's accredited community colleges (Yavapai College) permitted CCC to use its course prefix and number system and its course outlines to facilitate the transfer process during CCC's initial two semesters of operation. Students or institutions wishing to determine the transferability of a particular CCC course taught either Fall semester 1991 or Spring semester 1992 should consult the Yavapai College section of the 1991-92 Course Equivalency Guide published by the Arizona Commission for Postsecondary Education.

• For CCC courses taught summer session 1992 forward, students or institutions should consult the CCC section of the appropriate Course Equivalency Guide published by the Arizona Commission for Postsecondary Education.

Transferring to Arizona Public Universities (501.7.8)

Arizona public community colleges and universities (Northern Arizona University, University of Arizona, Arizona State University) have agreed upon a common structure for a transfer general education curriculum. This curriculum provides students attending any Arizona state community college with the opportunity to build a general education curriculum that is transferable upon completion without loss of credit to another Arizona state

community college or university. This common agreement is called the Arizona General Education Curriculum (AGEC).

Completion of the AGEC will fulfill lower division general education requirements at all Arizona state community colleges and universities and will be fully applicable to the baccalaureate degree, but may not apply to degrees articulated with the Transfer Guide Pathway (TG-XR). Students completing the AGEC will still be required to fulfill lower division major requirements and prerequisites within their college and major/minor area of study. Some majors have significant prerequisites and/or program requirements that must be completed before a student may be admitted to upper division course work. Community college students who are undecided about which of the Arizona public universities they plan to attend or what program of study they intend to pursue are advised to explore educational options while they complete the AGEC.

If a student does not complete all 35 credits of the AGEC, lower division general education is not fulfilled at all Arizona public universities. When the AGEC is not completed, the general education credits will be evaluated by the university on a course-by-course basis using the Course Equivalency Guide and applied depending on the degree and college. For more information regarding the AGEC, see Quick Reference for Programs and General Education Requirements in this catalog.

Students intending to transfer to an Arizona public university are strongly encouraged to meet regularly with an advisor to understand students' rights and responsibilities related to the transfer and applicability toward a degree of program core curriculum, courses and credits.

Transfer Ombudsperson (TSO) (501.7.9)

Each Arizona state university and community college has appointed a TSO to resolve problems by transfer students as reported by students, advisors, faculty members and college officials. The TSO has the responsibility to ensure compliance with the transfer and articulation agreements and resolve problems concerning the transfer and applicability of community college credit to university programs. Students may file complaints with the university TSO or report complaints to the TSO at the community college where the transfer course work was completed.

Coconino Community College Transfer Ombudsperson (TSO) (501.7.10)

Students wishing to report a problem in transferring CCC credit to a university should provide a written request to the CCC TSO including:
• the name of the university
• the declared major at university
• a comprehensive statement regarding the problem or complaint related to transfer of credit or core curriculum
• a summary of the action taken by the student prior to submitting the complaint
• copies of any documentation provided to the student from university officials

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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 fiancial 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 Polices

Withdrawal Date

The withdrawal date is:

• The date the student began the withdrawal process as defined by the school;

• The date the student otherwise provided official notification to the school of the intent to withdraw; or

• If the student did not begin the withdrawal process or otherwise notify the school of the intent to withdraw, the midpoint of the semester for which federal financial aid was disbursed or a later date documented by the school. Please see www.coconino.edu/collegecatalog/current/CollegeCompliances.htm for information on the fiacial aid office's requirement to recalculate your financial aid if you withdraw. This is known as the Financial Aid Return of Title IV Funds Calculation.

Federal Financial Aid Consumer Information

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.

Financial Aid (520.1)

Coconino Community College offers a variety of financial aid to full and part-time students. The types of financial support available include the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Work Study (FWS), Federal Academic Competitiveness Grant (ACG), Leveraging Educational Assistance Partnership (LEAP), ACAAP Grant, CCC Grant, Federal Stafford Student Loan, Federal PLUS Loan, campus employment, and scholarships. The College uses the Free Application for Federal Student Aid (FAFSA) as its application for all federal financial aid programs. A separate application is required for scholarships. Complete

information concerning these programs and necessary applications for scholarships and grants is available through the Financial Aid Office.

General Eligibility Requirements for Federal Financial Aid (520.1.3)

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

• Self certify that he/she has a high school diploma or a GED, or was home schooled, on the admissions application.

• Be enrolled in and pursuing a degree or certificate program.

• Be making satisfactory academic progress. For more information, see http://www.coconino.edu/sa/finaid/Pages/SAP.aspx

• Meet one of the following citizenship requirements:

U.S. citizen;

U.S. national;

U.S. permanent resident who has an Alien Registration Receipt Card (I-151 or I-551).

If you are not in one of the above categories, you must have one of the following documents from the U.S. Immigration and Naturalization Service:

An I-94 with one of the following endorsements: "refugee," "asylum granted," "indefinite or humanitarian parole," or "Cuban-Haitian entrant."
A temporary residency card (I-668).

Students from the Marshall Islands, the Republic of Palau , and the Federated States of Micronesia should consult with Financial Aid Services concerning their eligibility for federal student aid.

Students attending school only on an F1 or F2 student visa, a J1 or J2 exchange visitor visa or a G series visa are not eligible for federal financial aid.

• Have a social security number.

• Be registered with Selective Service, if required.

Financial Aid Application Process (520.1.4)

Federal regulations require the submission of a number of documents by students applying for financial aid. In most instances, the documents listed below will constitute a complete file; however, any additional documentation requested by Financial Aid Services must be submitted before a file will be considered complete.

Free Application for Federal Student Aid (FAFSA) (520.1.5

This no-cost form provides the information necessary for any federal financial aid award.

There are 3 different ways to complete this form:

• Paper Application Process

Obtain a FAFSA, complete, and mail to the Federal Processor. CCC's institutional ID number is 031004. This process can take as long as six to eight weeks and possibly longer if information changes during the process. The information provided on the FAFSA is sent to CCC electronically; the student will receive the results at

approximately the same time. If required additional documents will be requested by Financial Aid Services when the electronic data is received.

• Renewal Application

Dependent upon when the student applied for federal financial aid in the previous academic year, the student will receive a Renewal Application in the mail or by e-mail. Update the Renewal Application with current financial information and mail to the Federal Processor or process through FAFSA on the WEB. The paper renewal process can take as long as the Paper Application Process. The FAFSA on the WEB process can take up to two weeks. The information provided on both types of Renewal Application is sent to CCC electronically. If the student's application was processed through the mail the student will receive the results at approximately the same time. If the student processed his or her application through FAFSA on the WEB, CCC will receive the student's information usually within two weeks. Additional documents may be requested from the student by Financial Aid Services when the electronic data is received.

• Internet Application Process

The student may complete the FAFSA on the World Wide Web at www.fafsa.ed.gov. The student will need a computer that has access to the internet and that is attached to a printer. For additional information or technical assistance about the FAFSA on the web, contact FAFSA's customer service at (800) 801-0576.

In addition to completing the FAFSA in one of the three ways mentioned above, all students will need to submit a Statement of Educational Purpose. The Statement of Educational Purpose is a statement that all aid applicants must sign affirming that the student will use his/her financial assistance for educational purposes; is not in default on any Title IV loan or owes a refund on any Title IV grant; and authorizes the College to use his/her Federal Pell Grant and any other financial assistance to pay tuition and fees and any other College charges.

Verification (520.1.6)

If the student is selected for verification by the Federal Processor or files electronically, the student will be required to submit the following in addition to the documents listed above:

• Verification Worksheet with required signatures (if the student is dependent, one parents signature is required; student signature is also required)

• Copies of signed federal tax returns of the student, spouse (if applicable), and if the student is dependent, signed copies of the parents' tax returns

• Copies of W-2's will be requested for student, spouse (if applicable), and if the student is dependent copies of W-2's for parents.

• Other documents requested by Financial Aid Services to resolve conflicting or questionable information.

Refund and Repayment Policy for Financial Aid Recipients (520.1.17)

The Higher Education Amendments of 1998 require that if a recipient of federal financial aid withdraws from a school during a semester in which the recipient began attendance, the school must calculate the amount of federal financial aid the recipient did not earn and those funds must be returned.

Financial Aid Student Rights and Responsibilities (520.1.7)
Student Rights

The student has a right to:

• Know which financial aid programs are available at the College.

• Know the deadlines for submitting applications for each of the programs available.

• Know how financial need is determined. This includes cost for tuition, room and board, travel, books and supplies, and personal and miscellaneous expenses considered in your budget.

• Know how the refund and repayment policies of the College work.

• Know how Financial Aid Services monitors satisfactory academic progress and the consequences of failing to maintain satisfactory academic progress.

Student Responsibilities

The student has the responsibility to:

• Keep his/her address current with Admissions and Records and Financial Aid Services.

• Complete all applications accurately and submit them on time to the right place.

• Provide correct information. In most instances, misreporting information on financial aid application forms is a felony offense under federal law.

• Submit all additional documentation, verification, corrections, and information requested by the College.

• Read, understand, and keep a copy of all forms that he/she signs.

• Accept responsibility for all agreements that he/she signs.

• Make satisfactory academic progress toward a degree.

• Notify Financial Aid Services of any changes in his/her financial situation, the number of family members attending college, or household size.

Satisfactory Progress Policy for Financial Aid Recipients(520.1.8)

 Policy statement:

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, Academic Competitiveness Grant (ACG), Federal Supplemental Education Opportunity Grant (FSEOG), Federal Work Study (FWS), Leveraging Educational Assistance Program (LEAP), 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.

Definitions of Satisfactory Academic Progress (SAP) Standings:

• Good: Student is eligible for financial aid funding, if all other financial aid criteria are met.

• Probation: Student is eligible for financial aid funding, but restrictions or requirements are in place as outlined in the communication sent to the student and in the Application of SAP Requirements table.

• Restricted hours: Student is eligible for financial aid funding but is approaching the maximum amount of credit hours allowed for receiving financial aid. Financial aid may be prorated for students depending on how far they are away from their maximum number of credit hours.

• Suspension: Student is not eligible to receive financial aid. See Resolving Financial Aid SAP Suspension below.

SAP includes three standards:

Students who meet all three of the following standards are eligible for further federal and state financial aid

consideration for the following semester. Students are encouraged to meet with an academic advisor to ensure they are meeting certificate/degree requirements.

1. Minimum cumulative grade point average:
Financial Aid students must maintain a minimum cumulative grade point average at Coconino Community College of a 2.0.

2. Minimum credit hours per semester completion rate:
Financial Aid students must complete a minimum amount of credit hours per semester as outlined in the following chart. Grades of F, I, U, W, AU, NR, IP do not count toward the minimum credit completion requirement. Repeated courses are treated in accordance with established College policy.

Credit hours funded	Minimum credit completion each semester
12+ credit hours (full-time)	9 credit hours
11 credit hours (3/4 time)	7 credit hours
10 credit hours (3/4 time)	7 credit hours
9 credit hours (3/4 time)	7 credit hours
8 credit hours (1/2 time)	5 credit hours
7 credit hours (1/2 time)	5 credit hours
6 credit hours (1/2 time)	5 credit hours
5 credit hours (<1/2 time)	4 credit hours
4 credit hours (<1/2 time)	4 credit hours
3 credit hours (<1/2 time)	3 credit hours
2 credit hours (<1/2 time)	2 credit hours
1 credit hour (<1/2 time)	1 credit hour

3. Maximum number of credit hours after which a degree or certificate must be granted (150% Rule):
The maximum time frame for completion of a degree or certificate is measured by the total number of credit hours a student has attempted at CCC plus transfer hours accepted from other schools. Credit hours attempted at CCC, but not completed are always counted in the maximum time frame. Credit hours are included regardless of whether or not financial aid was received during the time the credits were taken. The maximum number of credit hours cannot exceed 150% of the credit hours required for that program according to the College Catalog. This is referred to as the 150% rule. Once 150% of credit hours is reached, students are suspended from financial aid. Students should work with and academic advisor to ensure that they are on track for a degree or certificate. Changing degree programs can cause students to need to take more classes than originally anticipated, which can lead to a 150% rule suspension.

Second degree or certificate and dual majors:

Aid for a 2nd degree will be limited to only those specific courses required to complete the second degree. Students who have already acquired a bachelor degree may be eligible for limited funds. Financial aid at CCC will fund an associate degree that does not duplicate general education credits earned in the 4-year degree.

Remedial courses:

A maximum of 30 credit hours of remedial (developmental) classes may be counted towards a student's minimum credit completion requirement. Up to 30 credit hours for remedial classes may be appealed for exclusion for purposes of maximum number of credit hours after which a degree or certificate must be granted (150% rule). Remedial courses that have been repeated by a student may only be excluded from the maximum number of credit hours one time.

Consortium agreements and SAP:

If a student has a consortium agreement between CCC and another institution in which CCC is the parent institution, credits earned at the other institution count as though they were earned at CCC.

Application of SAP requirements:

Below are the criteria the CCC uses to set a student's SAP standing:

Your SAP Standing at the beginning of the semester	Credit Hours you are enrolled in when you are disbursed financial aid	Credit hours you complete	AND: Your cumulative GPA at the end of the term	Your SAP Status for the next semester
GOOD	12+ (full-time) 9 to 11 (3/4 time) 6 to 8 (1/2 time) 5 (<1/2 time) 4 or less (<1/2 time)	9 or more 7 or more 5 or more 4 or more Credits funded	2.0 or higher	GOOD

Your SAP Standing at the beginning of the semester	Credit Hours you are enrolled in when you are disbursed financial aid	Credit hours you complete	AND/OR: Your cumulative GPA at the end of the term	Your SAP Status for the next semester
GOOD	12+ (full-time) 9 to 11 (3/4 time) 6 to 8 (1/2 time) 5 (<1/2 time) 4 or less (<1/2 time)	1 to 8 1 to 6 1 to 4 1 to 3 < Credits funded but at least one credit	Less than 2.0	PROBATION

Your SAP Standing at the beginning of the semester	Credit Hours you are enrolled in when you are disbursed financial aid	Credit hours you complete	AND/OR: Your cumulative GPA at the end of the term	Your SAP Status for the next semester
GOOD	12+ (full-time) 9 to 11 (3/4 time) 6 to 8 (1/2 time) 5 (<1/2 time) 4 or less (<1/2 time)	0	0.0	SUSPENSION

Your SAP Standing at the beginning of the	Credit Hours you are enrolled in when you are disbursed financial	Credit hours you complete	AND: Your cumulative GPA at the end of the	Your SAP Status for the next semester

semester	aid	term		
	12+ (full-time)	9 or more		
	9 to 11 (3/4 time)	7 or more		
PROBATION	6 to 8 (1/2 time)	5 or more	2.0 or higher	GOOD
	5 (<1/2 time)	4 or more		
	4 or less (<1/2 time)	Credits funded		
Your SAP Standing at the beginning of the semester	Credit Hours you are enrolled in when you are disbursed financial aid	Credit hours you complete	AND/OR: Your cumulative GPA at the end of the term	Your SAP Status for the next semester
	12+ (full-time)	0 to 8		
	9 to 11 (3/4 time)	0 to 6		
PROBATION	6 to 8 (1/2 time)	0 to 4	Less than 2.0	SUSPENSION
	5 (<1/2 time)	0 to 3		
	4 or less (<1/2 time)	< Credits funded		

• Students who are placed on academic suspension are automatically on financial aid suspension.

• Students who have reached 150% of their Maximum number of credit hours after which a degree or certificate must be granted are also placed on financial aid suspension.

Resolving financial aid SAP suspension:

Students who are suspended from financial aid may appeal their suspension status. Students who do not appeal, but wish to continue at CCC, must complete six credit hours in one semester at CCC using their own financial resources and must bring their cumulative GPA above 2.0 in order to re-gain financial aid eligibility. Students who have exceeded the Maximum number of credit hours after which a degree or certificate must be granted (the 150% rule) will be required to submit an appeal and have their eligibility status re-evaluated.

SAP appeals:

SAP appeals are available at the Office of Student Financial Aid or on the financial aid SAP webpage. They are evaluated by the Assistant Director of Financial aid or designee within 10 working days of submission. The SAP appeal decision is sent electronically (to the CCC Student email address) or in writing (to the address on file with CCC). The decision made by the Assistant Director or designee may be appealed to the Director of Financial Aid by submitting a written request. The decision of the Director may be further appealed to the SAP Appeals Committee. If an appeal has been forwarded to the SAP Appeals Committee, the student may request to be in attendance at the meeting. The Committee may uphold, reverse, or modify the decision of the Director of Financial Aid.

Students are expected to monitor their own Satisfactory Academic Progress and consult with the Office of Student Financial Aid when there are questions or concerns. We provide written or electronic notice to students at the end of semesters where students are on probation or suspension status. It is imperative that students keep their mailing and email address updated with CCC and check their CCC student email on a regular basis. Failure to monitor one's SAP is not grounds for an appeal.

SAP website:

The Office of Student Financial Aid maintains the Satisfactory Academic Progress website at http://www.coconino.edu/sa/finaid/Pages/SAP.aspx . Satisfactory Academic Progress Appeal

forms http://www.coconino.edu/sa/finaid/Pages/2009-2010FinancialAidForms.aspx . SAP policy, procedure and appeal forms will be printed out for students upon request.

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Qualitative Standards (520.1.9)
Students receiving Title IV funds must maintain a minimum cumulative grade point average of 2.00 after completion of their second semester.

Students transferring in with a cumulative grade point average of less than a 2.00 and less than 24 credit hours will be placed on probation their first semester in attendance.

Student transferring in with a cumulative grade point average of less than a 2.00 and greater than 24 credit hours are not considered to be making satisfactory academic progress and are not eligible for financial aid funds.

Foundation Courses (520.1.10)
A maximum of 30 credit hours of foundation classes may be counted towards a student's "Minimum Credit Hour per Academic Year" requirement; however, the credit hours for foundation classes will not be charged against the total maximum credit hours allowed. The exact number of allowable foundation credit hours will be determined by the student's academic skill assessment results.

Continuance of Eligibility (520.1.11)
Student records are reviewed at the end of each academic year for compliance with the three Satisfactory Progress elements: minimum cumulative GPA, maximum number of credit hours earned, and minimum number of credit hours completed per academic year. Students who meet all three of these standards are eligible for further federal and state financial aid consideration for the following academic year.
Students receiving Title IV funds are strongly encouraged to meet with an academic advisor to ensure they are meeting certificate/degree requirements.

Quantitative Standards (520.1.12)
Maximum Number of Credit Hours
The maximum time frame for completion of a degree or certificate is measured by the total number of credit hours a student has attempted. This includes transfer hours and all semesters of enrollment (including summer session) and applies to each degree or certificate pursued whether or not financial aid was received. Once the maximum number of hours is completed, the federal financial aid eligibility ends

The maximum number of credit hours for which a student may receive federal financial aid funding toward the completion of a degree or certificate, includes all transfer and CCC credits, cannot exceed 150% of the credit hours required for that program. Once this 150% of credit hours is reached, students are not considered to be making Satisfactory Academic Progress and are not eligible for financial aid funds.

A student with a Bachelor's degree or higher will be considered to have exhausted maximum timeframe eligibility.

Second Degree or Certificate

The student must meet the College's criteria for a second degree. The student may be eligible for federal financial aid funding beyond first degree or certificate, ranging from 7 to 24 credit hours depending on program type, certificate or degree.

Dual Majors

The student may be eligible for federal financial aid up to 24 credit hours beyond first major.

Minimum Number of Credit Hours per Academic Year

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

Credit hours load	80% Minimum completion each semester
Full time based on 12 credit hours	9 credit hours
3/4 time based on 9 credit hours	7 credit hours
1/2 time based on 6 credit hours	4 credit hours
Less than ½ time based on 5 credit hours	4 credit hours

Students enrolled for less than five hours must complete the number of hours funded (i.e., if a student is funded for one credit hour, the student must complete the 1 credit hour).

The following grades do not count toward the "Minimum Credit Hours per Academic Year" requirement: W, I, AU, U and NR, F. Repeated courses will be treated in accordance with established College policy. In progress (IP) grades will not be counted until a final grade has been posted.

Failure to Maintain Satisfactory Progress (520.1.13)

• Students, both continuing and transfer, who fail to meet the minimum cumulative GPA must use their own financial resources (unless an appeal is approved for a probationary semester) and attend one semester or summer session earning at least six credit hours at CCC to raise their cumulative GPA.
• Students who fail to complete the required minimum number of credit hours for which they were funded will be placed on probation the following semester.
• Students who have exceeded the established maximum credit hours will be required to submit an appeal and have eligibility status determined on an individual basis. Until a determination is made on the appeal, the student will be ineligible to receive federal financial aid funds.
• Students who have been placed on financial aid probation must meet the conditions of the appeal or attain academic good standing by the end of the semester or eligibility will be suspended. Suspended students will not be eligible to receive funds until such time as academic good standing is attained. Students in this category will be required to appeal in order to be reevaluated to have eligibility reinstated.
• Students who are placed on academic probation will automatically be placed on financial aid probation.
• Students who are placed on academic suspension will automatically be placed on financial aid suspension.

Right to Appeal (520.1.14)

In order to receive funds during the probationary period, students must submit a Satisfactory Academic Progress

Appeal Form with supporting documentation to Financial Aid Services. Satisfactory progress appeals may fall into one of three categories:

• *Withdrawals/Waiver of a Semester*

Students who have not completed the necessary number of credit hours for federal funding because the student withdrew from the semester may appeal to have the semester waived under extenuating circumstances such as personal illness or accident, serious illness or death within the immediate family, serious personal problems or other circumstances beyond the reasonable control of the student. The following supporting documentation is required: letter from attending physician, counselor, medicine man/woman, hand trembler/shakers, etc., addressing the specific problem, dates student was unable to attend school, and a comment on their current condition and ability to complete course work in the future.

• *Probation Extension (one semester only)*

Students who have failed to earn the minimum number of credit hours during a probationary semester for which the student was funded may appeal to receive federal funding for the following semester if extenuating circumstances, as identified above, have prevented completion of the minimum number of credit hours. The following supporting documentation is required: letter from attending physician, counselor, medicine man/woman, hand trembler/shakers, etc., addressing the specific problem, dates student was unable to attend school, and a comment on the student's current condition and ability to complete course work in the future.

• *Maximum Credit Hour Extension*

Students may appeal for an extension of the maximum hour limit if extenuating circumstances, as identified above, have prevented completion of a degree in a timely fashion. The following supporting documentation is required: letter from attending physician, counselor, medicine man/woman, hand trembler/shakers, etc., addressing the specific problem, dates student was unable to attend school, and a comment on the student's current condition and ability to complete course work in the future and a letter from advisor providing number of hours needed to graduate and projected graduation date.

Appeals that fall outside the scope of these three categories will be evaluated on an individual basis by the Director for Student Support Services and Financial Assistance.

Students who have conditions set forth in the appeal approval and do not meet these conditions will be suspended from financial aid and must complete a minimum of half-time status within one semester at CCC using their own resources to regain eligibility or may submit a new appeal.

Satisfactory Academic Progress (SAP) Appeals Committee (520.1.15)

A student may appeal the decision of the Director for Student Support Services and Financial Assistance by submitting a written request to have his/her appeal forwarded to the SAP Appeals Committee. The composition of the SAP Appeals Committee will be the following: Registrar/Director for Admissions, one advisor, one Faculty, and one Student Affairs representative; the Director for Student Support Services and Financial Assistance will serve in an ex-officio capacity. In this written request, the student must attach any additional documentation to support his/her appeal.

Financial Aid Services staff will schedule a SAP Appeals Committee meeting to review any appeals submitted. The student will have the option of being in attendance and will be scheduled for a specific time if he/she chooses to be in attendance. The Committee may uphold, reverse, or modify the decision of the Director for Student Support

Services and Financial Assistance. The SAP Appeals Committee will review the student's case and make a recommendation to the Vice President for Student Affairs. The Vice President for Student Affairs will render a final decision based upon the recommendation of the SAP Appeals Committee. The Financial Aid Services will notify the student in writing within ten business days of the Vice President for Student Affairs' decision.

Effects of Consortium Credits on Satisfactory Progress (520.1.16)
If a student has a consortium agreement between CCC and another institution in which CCC is the parent institution, credits earned at the non-parent institution will count as though they were earned at CCC and will count towards Satisfactory Academic Progress requirements.

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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/DisclosureofCCCInvolvementwith.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

Veterans' Services

Veterans' Educational Benefits (520.1.20)

Coconino Community College is approved to train students under government educational programs for veterans and eligible dependents of deceased or disabled veterans. Eligible students and those who wish to determine their future eligibility should apply through Financial Aid Services.

It is recommended for Veterans making an initial application for their benefits to submit a certified copy of their DD 214 (member four copy). Eligible dependents making an initial application under Chapter 35 must provide their parent's or spouse's VA claim number.

Students planning to attend the College under the VA vocational rehabilitation program should contact their vocational rehabilitation specialists before registration. This contact may be made through Financial Aid Services.

Additional services to be offered by Financial Aid Services include application for all VA benefits, professional educational counseling, tutorial assistance, and referral services.

Veterans' Admission (520.1.21)

By Arizona statute, no failing grades received by a veteran at an Arizona university or community college prior to military service may be considered when determining admissibility. This exception applies only to veterans who were honorably discharged, have served in the U.S. Armed Forces for a minimum of two years, and have previously enrolled at a university or community college in Arizona.

All veterans must be declare a major and list their educational goal as degree/certificate (DC) or degree to transfer out (DT). They must also submit Official Academic Transcripts from all previous schools attended by the end of their first semester of attendance. They must also request those transcripts to be evaluated by Admission and Records.

Proper advising and course planning are strongly encouraged. Veterans and their dependents are not allowed to enroll in course repeats, course audits, or independent study courses without prior approval by Financial Aid Services.

Students admitted or readmitted to the College under this statute are subject to academic standards, graduation, and other academic regulations in this catalog.

Veterans' Retention (520.1.22)

All veterans and dependents of veterans must successfully complete 60% of their coursework with the individual grades and cumulative grade point average required by the College to continue toward graduation. If less than 60% of the coursework is completed, or if the grade point average falls below that required by the academic probation, suspension, or dismissal policy, veterans or veterans' dependents will be placed on probation the following semester. If individual grades and the cumulative grade point average are not maintained during that semester, the veteran or veterans' dependents will be suspended or terminated from their educational allowances effective the ending date of the semester, and notice will be sent to the VA regional office within thirty days following.

When the progress or status of a veteran is changed, a notice will be sent by the College to the VA regional office, within thirty days following the date of the change or the last day of attendance.

Veterans' Attendance (520.1.23)

Veterans and veterans' dependents are paid to attend and complete coursework. Attendance records are

maintained by all faculty. If at any time Financial Aid Services is notified that a veteran's attendance is inconsistent with College standards, benefits may be reduced accordingly and the VA regional office notified. In some cases, the veteran may be dropped for nonattendance. See Academic Procedures for more information.

Academic Standards & Procedures

Academic Integrity (303.11)

Honesty (303.11.1)

Honesty in academic work is a central element of the learning environment. The presentation of another individual's work as one's own or the act of seeking unfair academic advantage through cheating are violations of the College's Student Code of Conduct. The general descriptions below emphasize those boundaries of academic conduct that are essential to the learning environment. The following acts of academic dishonesty are among those that may lead to college disciplinary action or possible dismissal:

Plagiarism (303.11.2)

Plagiarism is defined as submitting assignments, examinations, or other academic work which is not entirely the work of the student. This can include, but is not limited to such practices as: quoting without giving proper credit to a source, expanding someone else's work without giving proper credit, adopting as one's own an actual document (including the copying of computer or other electronic media), directly using someone else's ideas rather than words without giving proper credit.

Cheating (303.11.3)

Cheating is defined as submitting assignments, examinations or other work that is based upon sources or activities forbidden by the instructor. Cheating includes the furnishing of materials to another person for purposes of aiding that person to cheat. When an unfair academic advantage is gained by a person through deception or other means, that action is defined as cheating.

Violation of Copyright (303.11.4)

The unauthorized copying of copyrighted material, whether print or computer media, is unacceptable and is considered an act of academic dishonesty. Moreover, such practice is illegal and makes the violator subject to legal penalty.

Penalties (303.11.5)

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

• A student caught in an act of academic dishonesty on an assignment may or will, at the discretion of the instructor, be assigned a grade of "F" for that assignment or for the entire course, regardless of the length of time the student has been in attendance.

• A student found to have committed an act of academic dishonesty may be dismissed from CCC. The length or time period of the dismissal will depend upon the nature of the offense and may be permanent.

Academic Progress (303.12)

Notification (303.12.1)

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

Students receiving financial aid are subject to Satisfactory Academic Procedures. For more information, see Satisfactory Progress Policy for Financial Aid Recipients. Refer to CCC policy (520.1.8) as stated in this catalog.

Probation (303.12.2)

A student will be placed on academic probation if the cumulative grade point average is less than 2.00.Students should be aware that graduation requires a minimum cumulative grade point average of 2.00.

Students on academic probation may not take more than 12 credit hours per fall or spring semester (4 credit hours per summer session). Advisor approval is required prior to registration. A student placed on probation status has two regular (Fall and Spring) semesters to raise the cumulative grade point average to 2.00. If the minimum cumulative grade point average is not met at the end of two cumulative semesters, the student is placed on academic suspension.

Suspension (303.12.3)

A student on academic probation for two regular (Fall/Spring) semesters who fails to raise the cumulative grade point average to the required minimum will be placed on academic suspension and barred from registration for the period of one regular (Fall/Spring) semester.

Re-Admission (303.12.4)

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 semester or summer session for which the student seeks enrollment. The petition will be reviewed by the Registrar/Director for Admissions or designee.

The Registrar/Director for Admissions or designee may elect to approve the petition as submitted, to approve the petition with conditions (e.g. limited coursework, specific classes allowed, other classes denied, etc.), to uphold suspension, or to take other action which is deemed in the best interest of the student. Re-admission may include a change in major, removal of grades, adjustment of cumulative grade point average, etc. If the student is readmitted, he/she will automatically be placed on academic probation.

Appeals (303.12.5)

Students who desire to appeal a probation, suspension, or denial of re-admission decision must submit a letter detailing the basis of the appeal to the Registrar/Director for Admissions 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 Vice President will render a decision which will be considered final and will

convey that in writing to the student via certified mail within five business days. A copy of the letter will be sent to the Registrar and to the Student Academic Appeals Committee.

Attendance (303.2)

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

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

Absences
• Instructors may drop a student whose unexcused absences exceed the equivalent of one week of class of a regular full semester.
• It is recommended that an instructor drop a student whose unexcused absences exceed the equivalent of three weeks of class of a regular full semester.
• Instructors may grant excused absences at their discretion.

Lateness
• At the instructor's discretion, late arrivals (tardy) may count as an unexcused absence for that class meeting.

Other
• Instructors may establish a more stringent attendance policy that must be stated on their syllabus.
• Instructors are under no obligation to make special arrangements for students who have missed class assignments due to unexcused absences.
• Students are responsible for notifying their instructors in advance of any planned absences and for completing all class assignments as required.
• Instructors have the discretion to excuse absences for illness, optional activities related to other classes, or personal emergencies.
• Absences due to the student representing the College in some official capacity or due to participation in a required field trip in another class will be excused upon presentation of verifying evidence by an authorized college official.
• Web or online courses area special category. As web courses come in a variety of modalities, instructors must publish their attendance policy in their syllabus on the course website. There must be a definition of what qualifies as attendance for the course in the published attendance policy.

Grade of Withdrawal

Regular Semester

After the midpoint of the instructional period, instructors may drop a student for excessive absences with a "W" grade (withdrawal). Students may drop a class until the deadline published in the appropriate academic calendar and in the Schedule of Classes. Students who prefer to be dropped with a "W" grade (withdrawal) rather than receiving the grade earned must, after the deadline of a student initiated withdrawal, request this from the instructor. the instructor has the discretion to grant or deny such requests. If a withdrawal is not granted, the student will receive the grade earned for the course. No student may drop a class during the last two weeks of a regular semester or the equivalent in non-traditionally scheduled courses.

Short Course
Withdrawals and drops in short or non-traditionally scheduled courses will be handled according to a timeline proportional to the regular semester timeline.

Absences after Student-Initiated Withdrawal Deadline
If an absence, which would otherwise result in a student being dropped, occurs after the deadline for student-initiated withdrawal, the instructor may either drop the student by indicating a "W" grade (withdrawal) on the grade roster or retain him/her on the class roster and award the grade warranted by the student's performance. All drops must conform to the college policy. Written petitions for exception to procedures may be presented to the Registrar/Director for Admissions or designee for action.

Class Cancellation Due To Inclement Weather
Should CCC need to cancel classes due to inclement weather, the media will be so informed. Please listen to local radio and television stations for announcements. If the public schools cancel classes due to inclement weather, CCC classes held at those schools will not meet. If CCC cancels classes and NAU does not, CCC classes scheduled to meet at NAU will meet as scheduled. The cancellation of CCC classes will only affect those areas receiving the inclement weather and areas affected will be identified in the media announcements.

Class Orientation (303.3)

At the beginning of each credit course, instructors will give each student a written course syllabus which includes attendance requirements, an assignment schedule, a formal evaluation plan, a semester calendar, grading criteria for the course, and other pertinent information.

Final Examinations (303.4)

Final examinations or projects are scheduled for most courses and may not be taken early except under exceptional circumstances and with the instructor's consent.   Students should consult the course syllabus before making any plans that could conflict with finals.

Grades and Grade Appeals

Grading (303.5)

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

* These grades are used for approved courses only.

To calculate your GPA:

1. Multiply the number of credit hours earned in each class by the points assigned to the letter grade

2. Add the points of all classes

3. Divide by the total number of credits

Example:

Course Number	Course Title	Grade	Credit	Grade Points/Letter	Total Grade Points
ENG 101	College Composition 1	A	3	x4	12
FRE 101	Beginning French 1	B	4	x3	12
Total			7 cr.		24 grade points

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

Continuing Education Units (303.7)

Continuing Education Units (CEUs) may be awarded for participation in individual and professional development courses, workshops and seminars. One CEU typically represents ten contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction and qualified instruction as approved by the Vice President for Academic Affairs. CEUs provide students with a standard of measurement to

quantify their education experience. CEUs also provide recognition of one's efforts to broaden his or her knowledge, skills and experiences by establishing a permanent record of educational history.

Incomplete Grades (303.5.3/303.5.4)

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

• Averaged a grade of "C" or better in at least 80% of the work required for the course

• Presented a case documenting circumstances which prevent completion of the course requirements by the end of that semester

• Entered into the Contract for Incomplete Grade with the instructor.

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

Site Coordinator, Department Chair, or appropriate Dean. If the work required is not completed the semester following the approval of the contract, the grade specified on the contract will be posted to the student's permanent record.

In-Progress Grade (303.5.5)

In cases where circumstances warrant, the instructor may assign an "IP" grade. An "IP" grade is not to be used in place of an "I" grade. The "IP" grade is used where it is known at the time of registration that class completion will require work in excess of a single semester or session. An "IP" Grade Contract, available at the registration office or from a faculty secretary, should be completed by the instructor and the student. The contract must have definite starting and ending times. The "IP" Contract must be approved in advance by the Extension Site Coordinator, Department Chair, or appropriate Dean. Once the contract is successfully completed, the "IP" grade will be changed to a letter grade assigned by the supervising faculty.

Satisfactory/Unsatisfactory Grades (303.5.6)

If a course description in the College Catalog indicates a course may be taken for an "S/U" grade, the student may elect the S/U option. A S/U Grade contract, available at the registration office, must be completed, with the consent of the instructor, no later than the deadline to add classes as published in the appropriate Schedule of Classes. The deadline to add classes is also the deadline to change from an S/U to A-F or Audit status. Students electing the S/U option should be aware that:

• Once awarded, the "S" or "U" grade may not be changed to a letter grade.

• The "S" grade is equivalent to a grade of "C" or better; however, neither the "S" nor the "U" grade is calculated in the grade point average.

• The "S" grade may carry credit toward graduation or toward meeting professional requirements.

• The "S" grade shows on the transcripts as credit hours earned for the semester and will be used toward meeting the credit hours required of a full-time student and toward determining Financial Aid eligibility. Refer to CCC policy (303.13.8) as stated in this catalog.

• The "U" grade shows on the transcript but not as credits earned for the semester; therefore, the "U" grade does not count toward meeting the hours required of a full-time student or toward determining Financial Aid eligibility.

• Courses taken for S/U credit for which a grade of "S" is earned will satisfy prerequisites.

Grade Appeals and Other Course Requirement Decisions (303.6)

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

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

• Students must represent themselves in the appeal process, i.e. third parties will not be permitted to represent students

• Potential intervention by third parties or examination of educational records is subject to the Family Educational Rights and Privacy Act of 1974 as amended. Questions or clarification regarding educational records should be directed to Admissions, Records and Registration .

• Students must first appeal through informal procedures as noted in the Student Handbook before initiating formal procedures. Formal procedures may be initiated only for final course grades. Refer to CCC policy (303.6.4.C) as stated in this catalog.

Timelines for Appeal (303.6.3)

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

• Non-final grades and other decisions within twenty business days from the date the grade was assigned or other decision made, or twenty business days from the date the student learned of the assigned grade or decision.

• Final course grades within four months following course completion.

Methods for Appeal (303.6.4)

Appeal customarily begins (and often ends) with a discussion between the student and the instructor, leading to a mutually satisfactory understanding. If such understanding is not reached, the student may then appeal to the responsible Extension Site Coordinator, Department Chair or appropriate Dean.

The responsible Extension Site Coordinator, Department Chair, or appropriate dean will meet with the student and the instructor and make a reasonable attempt to mediate a mutually satisfactory understanding.

If such understanding is not reached, the student may then contact the Registrar's office within 20 business days and begin the formal process for appeal to the Student Academic Appeals Committee.

The Registrar will be responsible to contact the members of the Student Academic Appeals Committee and set up a hearing.

The membership of the Student Academic Appeals Committee will consist of 3 students, 3 faculty and 3 non-academic college staff, including the Registrar. Their goal will be to determine the most appropriate action to be taken when students appeal a grade. In order to best accomplish this, the committee will adhere to the following guidelines:

• No member of the Student Academic Appeals Committee who has a personal interest in the particular case will be permitted to sit in judgment during the proceedings.

• The Student Academic Appeals Committee shall allow an initial presentation by the student and then by the instructor involved (if necessary), after which it may call such other witnesses, as it deems necessary.

• The student and instructor will be given every reasonable opportunity to present their case.

• Both the student and the instructor shall have the right to be present during the presentation of any testimony before the Student Academic Appeals Committee.

• Student Academic Appeals Committee hearings shall be closed to all but the parties involved.

• The burden of proof shall be on the student.

• The Student Academic Appeals Committee's final decision in any particular case must be based solely upon testimony and other evidence given to the Student Academic Appeals Committee in that case.

Student Responsibility (303.6.5)

The Student can obtain a Grade Appeal Form from the Registrar's office for the purpose of the hearing, the student must provide written information regarding:

• The nature of the appeal, specifying the grade, relevant conditions about the issue, and any descriptive evidence of major significance.

• The reasons for the appeal, including any evidence which supports the student's belief that the grade was unfairly or incorrectly assigned, unsubstantiated by evidence, inaccurate, or otherwise unreasonable.

• A solution acceptable to the student.

• A completed Grade Appeal Form, attached to the documentation.

The Registrar will inform the student of the hearing with reasonable notice.

After the hearing, the Student Academic Appeals Committee will render a recommendation to the Vice President of Academic Affairs, which may confirm or alter the final course grade. The Vice President of Academic Affairs will render a decision based upon the recommendation of the Student Academic Appeals Committee. That decision is considered final and will be communicated to the student in writing via certified mail within five days of the decision. The Registrar and the instructor will receive a copy of the letter as will the Student Academic Appeals Committee. All pertinent documentation shall become part of the student's permanent file.

Graduation Procedures (303.13)

Application for Graduation (303.13.1)

Students who believe they will be eligible to graduate with a CCC degree or certificate at the close of Fall semester must consult their Academic advisor and submit an application for graduation no later than the first Monday of October. Summer and spring semester applications for graduation must be completed no later than the first Monday of March. A choice of catalog must be declared at the time of application, refer to Catalog Choice Procedures (501.5) in this catalog. All required documents, including official transcripts, must be submitted to the Admissions, Records and Registration Office by the stated deadline for each session. A nonrefundable fee for each degree is required to initiate a graduation check. The graduation application initiates the graduation check procedure, completed by the Admissions, Records and Registration Office, to ensure that all requirements are met by the graduation semester.

Commencement Ceremonies (303.13.2)

Procedures for participation in commencement ceremonies will be announced during the semester of the ceremony. Spring commencement will include students who have been awarded degrees the prior fall semesters and candidates for spring and summer degrees. Students requiring 6 or fewer credits to be eligible for graduation, and who will complete those credits during the summer session following the annual commencement ceremony may apply for graduation and participate in the commencement ceremony. Upon final degree clearance, an official College diploma or certificate will be issued.

Courses Numbered Below 100 (303.13.3)

Only students graduating with an Associate of General Studies Degree may count courses numbered below 100 toward graduation. A maximum of 12 credits may be completed in courses numbered below 100.

Graduation Requirements (303.13.4)

The requirements to earn each CCC degree and certificate are detailed in the Degrees and Certificates section of this catalog. Requirements are also summarized below. Degree and certificate-seeking students are advised to work closely with their academic advisor to ensure that they are making appropriate progress toward fulfilling graduation requirements.

Minimum CCC Hours (303.13.5)

To graduate from CCC, a student must complete a minimum number of credit hours at CCC with a "C" or better.
• To earn an Associate of Arts, Associate of Business, Associate of Science, Associate of Applied Science, or Associate of General Studies degree the student must successfully complete at least 15 credit hours of CCC coursework applicable to the degree.
• To earn a certificate, the student must successfully complete at least one-third of the required credit hours in CCC coursework applicable to the certificate. Refer to Transfer Procedure (501.7.2) in this catalog.

Minimum Grade Point Average (303.13.6)

No student may graduate with a cumulative CCC grade point average of less than 2.00. Students completing a

transfer degree (Associate of Arts, Associate of Business, or Associate of Science degree) must complete all courses with a grade of "C" or better.

S/U Grades (303.13.7)

A maximum of 12 credits may be completed with a grade of "S" in applicable associate degree programs. No more than 3 credit hours of "S" may count for the certificate if the program allows. Refer to Grading Procedures (303.5.6) in this catalog.

Special Topics Courses: 298 (303.13.8)

A limited number of credits earned in Special Topics (298) courses may count toward meeting graduation requirements, depending on the degree. Students should consult with their academic advisor prior to arrange for Special Topics courses. Refer to Special Topics (303.10) in this catalog.

Waiver or Substitution of Program Requirements (303.13.9)

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 appropriate Division Dean for the Flagstaff Campus or Campus Dean for the Page Campus.

Graduation with Honors (303.13.10)

Students graduating with a degree who complete at least 30 credits at CCC, and whose grades qualify will be granted the following designations:
• Cum Laude 3.40 to 3.69 Cumulative CCC GPA
• Magna Cum Laude 3.70 to 3.89 Cumulative CCC GPA
• Summa Cum Laude 3.90 to 4.00 Cumulative CCC GPA

Students graduating with a certificate who complete at least 15 credits at CCC, and whose grades qualify will be granted the following designations:
• Honors 3.50 to 3.89 Cumulative GPA
• High Honors 3.90 to 4.00 Cumulative GPA

These designations will be shown on the student's diploma and on official transcripts.

Scholastic Honors (303.13.11)

Students who complete at least 6 credits during a semester and whose grades qualify will be granted the following designations:
• Vice Presidents' List 6 or more credits per semester 3.50 to 3.99 Semester GPA
• President's List 6 or more credits per semester 4.00 Semester GPA

Placement and Prerequisites (501.4)

Belief and Purpose (501.4.1)

Coconino Community College believes academic achievement is directly related to the course placement students receive prior to their enrollment. We are committed to providing our students with opportunities for a successful academic experience.

The purpose of the course placement policy is to enhance student success by requiring placement in English, mathematics, Spanish and reading. Placement is designed to help students determine their current skills and knowledge levels, and to direct them to the appropriate classes.

Requirements (501.4.2)

Students will be required to complete placement assessments under the following conditions:

• The student is taking his/her first college credit English or Mathematics course, with the exception of MAT 055.

• English and Mathematics placement testing and the reading assessment should be completed prior to the first semester of enrollment. The English, Mathematics, and Reading requirements should be pursued in each subsequent semester until those requirements are fulfilled. See Graduation Procedures for more information.

• The student is degree seeking and does not have previous college credit in English, reading, or mathematics. (Degree-seeking students will not be allowed to enroll in classes after completion of 18 hours if they have not taken appropriate placement tests and completed the reading assessment.)

• Transfer students who completed prerequisite courses more than five years prior to the semester in which prerequisite proof is required must take CCC Mathematics and English placement tests.

Exemptions (501.4.3)

Students may be exempt from the placement test if at least one of the following conditions applies:

• The student has already earned at least an Associate's degree

• The student has earned transferable college credits in English, mathematics and/or reading, with a grade of "C" or better within the five years previous to date of enrollment

• The student has earned transferable college credits in Spanish with a grade of "C" or better within the 2 years previous to the date of enrollment

• The student has a record of previous placement assessment at CCC

• The student has provided SAT or ACT scores

Course Placement (501.4.4)

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

CCC course placement in mathematics and English based on ACT or SAT scores:

Subject	ACT Scores	SAT Scores	Appropriate Course
Mathematics	$\leq$ 11	$\leq$ 300	MAT 082
	11-14	300-320	MAT 086

	15-16	330-400	MAT 091
	17-20	410-520	MAT 121
	21-24	530-600	MAT 142, MAT 151, MAT 187
	25-26	610-640	MAT 172, MAT 212, MAT 130
	$\geq$ 27	$\geq$ 650	MAT 220
English	20+	420+	ENG 101 & exempt from reading

Appeal (501.4.5)

If a student wishes to appeal class placement, the student must follow the procedures established by the academic department.

Implementation of Policy (501.4.6)

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

• All sites shall use the same assessment instruments or their equivalents

• All sites shall adhere to the same cut-off scores

• Placement scores will be valid for two years from the date of the original assessment

• The student will be permitted no more than one re-test per discipline each semester

• Copies of placement test results will be kept on file in the Registrar's Office

Proficiency Tests (501.4.7)

Proficiency Tests are designed to help students determine their preparedness for taking specific courses. Check the Schedule of Classes or the Testing Services web site at

http://www.coconino.edu/testing/TestingCenterHours.htm for hours of operation.

1. Business English

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

2. Emergency Medical Services

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

• 18 years of age or older (picture ID required)

• Current "Health Care Provider" CPR Certification (approved training programs & specific courses listed below):

American Heart Association – **BLS Healthcare Provider Course** (*this course is taught at CCC)*

American Red Cross – CPR/AED for the Professional Rescuer

National Safety Council – Professional Rescuer CPR/AED

American Safety and Health Institute (ASHI) – **CPR PRO for the Professional Rescuer**

NOTE: We do **NOT** accept **any** online CPR course certifications.

• Passing score on the CCC Reading Placement Test (Must place into or have taken RDG 099 OR exempt from Reading classes OR placed into or have taken ENG101 OR completion of a Bachelor's Degree)
• Evidence of one (1) MMR vaccination
• TB test within six months of the start of class
Students taking courses at the Page campus and performing clinicals at the Page hospital will also be required to provide the following:
• Current Hepatitis-B vaccination
• Proof of current health insurance

3. Nursing
Northern Arizona Healthcare requires the following to be met prior to registration for NUR110 and NUR111. Students must present copies of the following to the Nursing Department prior to registration.

American Heart Association Basic Life Support for Healthcare Providers Certificate (ONLY)

Negative TB skin test within six (6) months of the start of class

Proof of two (2) Measles, Mumps, Rubella (MMR) vaccinations or titer

Verification of Varicella (Chicken Pox) immunization

Proof of Tdap immunization

Must place into or have taken RDG099 OR placed out of Reading classes OR placed into or have taken ENG101 or consent of instructor

NOTE: Clinicals will be off campus at Long Term Care Facility or Hospital, (Possible M,W,R,F,S). CLINICAL TIMES ARE ARRANGED BY INSTRUCTOR.

Course Prerequisites
Prerequisites are listed below the class in the Schedule of Classes, as well as in the Course Descriptions in this catalog. A prerequisite may be an appropriate placement test score, a class or classes that precede the class in question; skills; or consent of instructor. A course taken to satisfy a prerequisite must be completed with a grade of "C" or better. A student will not be allowed to enroll in a course that requires a prerequisite unless he/she has presented evidence of having satisfied that prerequisite. Evidence includes CCC mathematics or English placement

test scores, appropriate ACT/SAT scores, a copy of transcripts or a grade report showing completion of an appropriate prerequisite course, or consent of instructor. Students seeking to prove prerequisites with evidence such as transcripts, grade reports, or score reports, must submit their evidence in person or with their mail-in registration. An audited course will not satisfy the prerequisite for a course in which the student wants a letter grade. The College reserves the right to require official transcripts or other documents if the evidence presented by the student does not clearly prove that course prerequisites have been met. Students who completed prerequisite classes or tests more than five years prior to the semester in which prerequisite proof is required must take CCC mathematics and English placement tests.

Repeating Courses (303.9)

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

Students may repeat up to four times:
• Courses for credit in the case of music and dance performance, art studio, physical health and wellness, creative writing, and foundation courses needed to raise skill levels necessary for success in college-level work

Students may repeat a course as necessary:
• in order to acquire certification
• in order to update knowledge and/or skills due to periodic content changes (e.g. Tax Preparation)
• for retraining in or upgrading of job-related skills

Students may repeat, but not receive duplicate credit for:
• a course one time in order to improve a grade of C or better
• a course two times for which the previous grade(s) received was "F," "D," or "U"

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 the appropriate Extension Site Coordinator, Department Chair, or appropriate Dean, and approval of the Vice President
of Academic Affairs.

Repeating In Violation of Policy
A student found to be repeating a course in violation of this policy will have registration for the course canceled, without refund of tuition and fees. Such cancellation may occur at the time of registration or whenever a college official becomes aware of the violation. Refer to Repeating Courses Procedures (303.9) in this catalog.

Second Degree Policy

The student must meet the requirements of that degree as outlined in the current Catalog at the time the second degree is declared.

1. The student must complete a minimum of 15 credit hours beyond those earned in the previously awarded degree of which at least one-third must be completed at CCC.

2. All other graduation requirements must be met as outlined in the graduation procedures (303.13).

Special Courses: 199, 297, 298, 299 (303.10)

Special Courses provide an opportunity for student learning beyond the regular college curriculum. These courses address unique topics or specific needs through a one-time offering which does not duplicate existing courses. These courses are not intended for transfer, but transfer institutions may make a determination on a course by course basis.

A special course may be initiated by a student (in the case of a 297), or by the instructor. The instructor creates a course outline and syllabus to meet a unique student or group need.

 All Special Courses are assigned a 199, 299, 297 or 298 number in any active prefix, and from one to six college level credit hours. Special course are defined as:

199- First Level Workshop. Courses designed to meet special interest requests.

299-Second Level Workshop. Courses designed to build on 199 special interest.

297-Independent Study. Student generated topic to meet specific individual student need. Students may enroll in no more than six credit hours of Independent Study courses each semester.

298-Special Topics. One time course offering to address unique topic.

Student Rights and Responsibilities (503.1)

Students enrolled at Coconino Community College are responsible for abiding by the laws governing the College and are expected to observe standards of conduct set by the College. The College receives its authority to set conduct standards under the policies of the State Board of Directors for Community Colleges of Arizona. These policies, in turn, are guided by laws enacted by the Arizona State Legislature.

Administrative procedures relating to student conduct, disciplinary action, and involuntary withdrawal will be determined by the President in consultation with appropriate administrative staff, faculty and students.

Procedures will be followed to ensure due process should a student violate a College rule or regulation not directly involving academic performance and achievement. The President is expressly authorized to enforce the rules set forth under the Code.

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 behaviors 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.

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.

Directory of College Personnel

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Part Time Associate Faculty

Coconino Community College employs part-time associate faculty who contribute to the riches and breadth of the instructional program. Because of the large number of associate faculty employed, the faculty listed below are those who taught in the previous academic year. Information regarding associate faculty may be obtained from the Human Resources Department.

Vince Abeyta	Stephen Franklin	John A. Mazur	Danka Sucha
Joe Anderson	Alex Frawley	Kenneth McIntosh	Gwendolyn Swan
Larisa Aukon-Shoaff	Matt Freshour	Jeff McIntyre	Richard J. Szal
Gerald Bacon	Doug Friedman	Whitney Mejia	Frank Talbot
Hope Barnett	Bernard Gazdzik	Brett Mierendorf	Chris Thomas
Eva Barraza	Jeremy Gemetta	Ivy MIllman-Handy	Julie Thurston
Joe Begay	Gary Gencarelle	Jimmy Miyasaki	Josh Tope
Don Bendel	Leslie Gilmore	Meredith Monson	Albert Tso
Russell Benford	Tracy Glau	Joceyln Moorefield	Lee Vadnais
Sarah Benton	Marc Goldberg	Jill Morris	Vicky Vander Male
Jeff Bierer	Ellena Gonzales	Ben Mousseau	Salvador Vera
Magdalena Blanzy	Charles (Andrew) Griffin	Kevin Mullins	Daniel Wall
Jason Bohnert	Zachary Gusman	Brock Murphy	Stephen Walsh

Laurence Boles

Sally Bond

Janice (Jan) Bourdage

Kelly Brown

Diana Burge

Eileen Burke

John Cardani

Nola Cardani

Christi Carey

Keith Cashatt

Frank Chavez

Wesley Clark

Chase Coleman

Carl Cooke

Kathleen Corak

Robert Corbin

Carla Corn

Joe Cornett

Michelle Corning

Debbie Couch

Jean Cray

Amy Criddle

Karen CusterThurston

Fleur Darby

Gina Darlington

Emily Davenport

Elaine Dillingham

Jill Divine

Kevin Dobbe

Laura Doll

Michael Duran

Esther Ellsworth Bowers

Rick Emry

Estelle Simone Ene

Richard (Dick) Erfert

Vince Fazzio

Kristi Hagen

Robert Hale

Lloyd Hammonds

Robert (Hank) Hassell

Janice Hayes

Koby Herbesteit

Janell Hibbs

Rod Horn

Deborah (Kim) Howell-Costion

Denise Jackson

Theresa Johnson

Cathy Jolma

Renee Kaminski

Patricia Kearney

Jacon Keilsing

Terry Kelly

Samantha Kemper

Janice Kocjan

Peter Koehler

Beth Krandel

Stephanie Laviola

Terry Lawson

Jayne Lee

John Linskey

Brian (Robert) Locke

Sherrie Loewen

Jared Logan

Mathilde MacCormack

Jeff Maier

Dave Manning

Shanna Manny

Amara Mansare

Sara Marks

Ron Martinez

Karen Martinez

Ken Myers

Pat Nelson

Anne Nepsky

Rob Newman

Ana Novak

Holly Oakleaf

John Owens

Karen Papke Anderson

Laramie Paxton

Samuel Piper

Paula Pluta

Dorianne Pollack

Deanna Prida

Janice Pulley

Rrobert Rehm

Kevin Reid

Melissa Rhodes

Robin Rickli

James Riley

Sharon Ronstadt

Keagen Ross-Hanna

Russell Ruggles

Jean Rukkila

Mark Sachara

Chris Samples

Shelly Santana

Vanessa Sheu

Jim Schroeder

Katherine Sease

Enriqueta (Claudia) Serrano

Mark Shugart

Shelly Silva

Scott Smith

Matt Smyers

Joyce Smykal

Victoria Spencer

Jane Ward

Richard (Bud) Weaverling

Cherryl Whitson

David Williams

L. Cris Wischmann

Meredith Wynne

Robert (Craig) Yarbrough

Jonathan Yazzie

Donald Young

Adam Zickerman

Megan Zickerman

Dirch Foreman	Philip Martinez	Alan Spiegler
Jake Foster	Marilyn Maszk	Patrick Staskey
Victoria Foster	Jennifer Maynard	Julian L Stockley

Professional and Classified Staff

Academic Affairs

Greg Clark, Faculty Receptionist

Karla Phillips, Curriculum & Articulation Services Coordinator

Carol Wilson, Executive Assistant

Community and Corporate Learning

Amber Abbott, Enrollment Services Assistant (evening)

Pam Ebersole, Enrollment Services Assistant

Alex Frawley, Community & Corporate Learning Coordinator

James Hunter, Page Business Analyst

Beth McCassalin, Enrollment Services Assistant

Mark McKendry, Flagstaff Business Analyst

Pam Packard, Testing Specialist, Sr.

Lee Vadnais, Community & Corporate Learning Coordinator

Vacant, SBDC Administrative Assistant

Arts & Sciences

Chris Black, LEC Coordinator

Greg Cross, Adult Education Program Coordinator

Summer Dennis, Administrative Assistant

Ana Novak, Science Lab Coordinator

Vacant, Library Resources Coordinator

Career and Technical Education

William Branch, CISCO Coordinator

Donald Johnson, Nursing Director

Vacant, Office Assistant

Dave Manning, MS Assistant Director

Kathy Nesbitt, Tech Prep/Perkins/High School Transitions Coordinator

Alex Terwilliger,Tech Prep/Perkins/High School Transitions Specialist

Scott Walton, CMT/FSC Assistant Director

Adult Education

Stephany Brown, Adult Education Instructor

Suzanne Green, Adult Education Instructor (Page)

John Livingston, Adult Education Instructor (Williams)

Shanna Manny, orientation Presenter & Education Technology Facilitator

Kali Patterson, Adult Education Assistant

Paula Pluta, Adult Education Instructor and Distance Learning Coordinator

Dorianne Pollack, Adult Education Instructor

Roman Sanchez, Adult Education Instructor (Williams)

Michael Zerr, Adult Education Instructor

Laura Zurlo, Adult Education Instructor

Page

Suzanne Greene, Adult Basic Education Instructor

Elaine Parker, Administrative Assistant, Sr.

Fannie Tracy, Custodian

Yolanda Vecerra, Student Development Coordinator

Marsha Ward, Educational Services Coordinator

Luke Webb, Security Officer

Business & Administrative Services

Sharri Penland, Executive Assistant

Accounting

Rose Calvin, Grants Accountant

Yuliya Despain, Accounts Receivable Specialist

Bess Goh, Payroll Specialist

Tammy Schieffer, Accounts Payable Specialist

Susan Stokes, Departmental IT Analyst

Delorcia Thompson-Long, Accounts Receivable Specialist

Budget

Pat Nelson, Senior Budget Analyst

Facilities

Derek Button, Maintenance Supervisor

Carol Gallegos, Facilities Specialist

Larry Masayesva, Maintenance Worker

Larry Meyer, Maintenance Technician

Gene Tinklenberg, Maintenance Technician

Foundation

Robert Erb, Foundation Director

Stacy Wyman, Grants Writer Coordinator

Kathy Zahl, Foundation Coordinator

Human Resouces

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Rosa Mendoza-Logan, Human Resources Specialist

Robin Rickli, Development Coordinator

Drew Sharp, Human Resources Generalist

Information Technology Services

Jean Aston, Desktop Support Technician, Sr.

Keith Becker, Systems Specialist

Kevin Elston, Help Desk Technician

Susan Hepler, Computer Lab Assistant

Herbert Klaus, Senior Systems Analyst

John Kofonow, Web Analyst

Rick McDonald, Director of Online & Media Services

Ilse-Marie Srbek, Computer Lab Assistant

Purchasing & Auxiliary Services

Valerie Barret, Purchasing Assistant

Tink Irvin, Auxiliary Services Clerk

Dale Wallingford, Auxiliary Services Specialist

Security

Paul Wilkins, Security Supervisor

Michael Capps, Security Officer

Al Nichols, Lead Security Officer

Jayne Simpson, Security Officer

President's Office

Joan White, Executive Assistant

Publications, Public Relations & Marketing

Matt Ashland, Graphic Designer

Brian Harris, Publications, Public Relations & Marketing Coordinator

Trevor Roberson, Graphic Design Specialist

Scott Talboom, Director of Marketing/PR & Publications

Student Affairs

Vera Slim, Executive Assistant

Admissions & Registration

Elizabeth Gallegos, Registrar & Director of Records & Registration

Kandy Kelly, Enrollment Services Generalist

Leslie Lerma, Enrollment Services Generalist

Doris Nyland, Credentials & Schedule Specialist

Buffy Shirley, Enrollment Services Specialist

Rebecca Warfield, Director of Admissions & Student Enrollment Services

Disability Resources

Vacant, Interpreter Coordinator

Vacant, Disability Resources Coordinator

Charity Thompson, Disability Resources Specialist

Financial Aid & Veterans Services

Robert Voytek, Director

Lisa Hill, Assistant Director

Mena Begay, Financial Aid Specialist

Reuben Salazar, Financial Aid Advisor

Karen Morefield, Financial Aid Generalist

George West, Departmental IT Analyst

Learning Enhancement Services

Holly Oakleaf, Testing Coordinator

James Riley, Learning Assistant

Sam Piper, Learning Assistant

Student Support Services

Sherrill Dana, Passages & Student Life Coordinator

John Henneberg, Career Service Coordinator

Mike Opper, Student Development Coordinator

Terry Talbott-McCall, Office Assistant

Administration

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