

# Coconino Community College

2017-2018 College Catalog

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Coconino Community College President  
Colleen A. Smith, PhD

District Governing Board

Nathaniel White  
District 1

Patricia Garcia  
District 2

Marie Peoples  
District 3

Patrick Hurley  
District 4

Lloyd Hammonds  
District 5

## Vision and Mission, Purposes and Core Values

Vision: Leading our communities in life-long learning.

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

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

- ❖ Continuing Education
- ❖ Cultural and Community Service
- ❖ Developmental Education
- ❖ Economic Development
- ❖ General Education
- ❖ Occupational Education
- ❖ Technology Integration
- ❖ Transfer Education
- ❖ Student Services

### Core Values

**We:** Coconino Community College and the District Governing Board 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:** Coconino Community College strives 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:** Coconino Community College is 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:** Coconino Community College recognizes the importance of continually improving our educational offerings and services and the need to hold our students and personnel to high expectations and standards.

**Ethics:** Coconino Community College upholds the highest ethical standards in all of its activities resulting in a responsible and fair environment for students, employees, and community, and a responsive and open decision making process.

**Community:** Coconino Community College exists for its community. 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:** Coconino Community College recognizes 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:** Coconino Community College is committed 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.

#### Strategic Goals 2016-2020

1. Goal 1: CCC will provide learners educational opportunities that are accessible and affordable, while also being economically feasible for the college.
2. Goal 2: CCC will promote a learner-centered environment that incorporates innovative strategies and support structures intended to reduce student attrition and increase retention.
3. Goal 3: CCC will empower students to achieve their individual learning goals and implement strategies to increase certificate and degree completion rates.
4. Goal 4: CCC will strengthen the College's working environment by maximizing college resources, expanding community outreach, and implementing effective personnel management and employee development strategies.

## Coconino Community College Foundation and Board of Directors

Joseph Donaldson  
President

Andy Phillips  
Vice President

Rev. Ann Johnson  
Secretary

Gary Smith  
Treasurer

Kevin Stephens  
Past President

The mission of the Coconino Community College Foundation is to promote the purposes and goals of Coconino Community College to enhance the opportunities for Coconino Country residents. The Foundation 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 funds, bequests, and donations; to account for, manage, and help appreciate monies or property submitted to the Foundation; and to help CCC with projects and opportunities which may not be funded by public funds. Funds for the Foundation are distributed to benefit and advance CCC and for the encouragement and subsidization of the students and faculty of CCC. The Foundation Board of Directors is composed of selected residence 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 CCC through the Foundation. The Foundation is prepared to support programs and activities of CCC which promote the objectives of the institution. Foundation activities and support include, but are not limited to, scholarships and financial aid for students, recognition of outstanding scholarship or leadership, recognition for cost savings suggestions, development of special facilities, awards for special achievement, management and investment of funds, procurement of special equipment, planning for special college activities and programs, and development of area wide interest in support of CCC. 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 general 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 CCC Foundation supports quality education through excellence, achievement, and commitment.

# Affiliations

American Association of Collegiate Registrars and Admissions Officers  
American Association of Community Colleges  
American Institute of Certified Public Accountants  
American Library Association  
American Mathematical Association of 2 Year Colleges  
Arizona Academic Administrators' Association  
Arizona Association for Institutional Research  
Arizona Association of Career and Technical Education  
Arizona Association of District Governing Boards  
Arizona Association of Student Financial Aid Administrators  
Arizona Association of Student Personnel Administrators  
Arizona Association of Veterans' Program Administrators  
Arizona Community College Business Officials Council  
Arizona Community College Presidents' Council  
Arizona Community College Technical Officers  
Arizona Cooperative State Procurement Agreement  
Arizona Language Associates  
Arizona Library Association  
Arizona Occupational Administrators' Council  
Arizona Society of Certified Public Accountants  
Arizona State Small Business Development Center Network  
Arizona Women in Higher Education  
Association of Career and Technical Education  
Association of College and Research Libraries  
Association of Community College Trustees  
Association of Energy Engineers  
Association of Small Business Development Centers

Chambers of Commerce: Flagstaff, Sedona, Page, Williams  
Coconino County Sustainable Economic Development Initiative  
College and University Personnel Association  
Community College Business Officers  
Conference of Interpreter Trainers  
Educause  
Flagstaff Alliance for the 21st Century  
Flagstaff Community Advisory Council  
Flagstaff Festival of Science  
Flagstaff Forty  
Flagstaff Rotary  
Friends of Rio De Flag  
Government Finance Officers Association  
Grand Canyon/Williams Community Advisory Council  
Mojave Educational Services Cooperative  
Mountain States Association of Community Colleges

National Association of Student Employment Administrators  
National Association of Student Financial Aid Administrators  
National Association of Student Personnel Administrators  
National Association of Tech Prep Leadership  
National Association of Veterans' Program Administrators  
National Council on Marketing and Public Relations  
North Central Association of Community Colleges and Schools  
Northern Arizona Community Advisory Council  
Northern Arizona Human Resources Association  
Society of Human Resource Management  
Western Association of Student Employment Administrators  
Western Association of Student Financial Aid Administrators  
Western Interstate Commission for Higher Education



# College Publications

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

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

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

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

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

The Class Schedule provides a list of when classes are offered in each college location. It also lists on-line courses each semester or session. CCC prints the schedule and posts it on the College's web site prior to the start of each semester. The class schedule also has information about the academic calendar. These dates are deadlines that affect students. These dates include enrollment, withdrawal, and refunds. More information about when each campus is open and their services such as advising, placement testing, and registration are listed for each campus location.

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

# Student Services

## Advising

Academic Advising is available through the office of Student Services and is also provided by faculty. Academic Advisors can assist with educational and career goal clarification, assist with schedule building and provide information on degrees and certificates offered by the college.

## Tutoring Services

Coconino Community College provides direct support to students outside of the classroom in Math, Writing, Reading, Sciences, Business, Humanities, Social Sciences, Spanish, ASL, Computer Information Services and more. These services are funded by CCC, which means no cost to the individual student. This support is provided in many ways:

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

## Student Computing Services

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

## Library Services

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

- Access online databases and eBooks using your Comet ID and password from your home computer or any other available computer connected to the Internet.
- Request or check out materials through Cline Library including books, media, and articles from other libraries worldwide.

- Use a laptop, computer, or study room at Cline Library and ask questions of their librarians through the Ask a Librarian online and phone service.
- Review the handouts, links, and videos on the library web page to learn more about citation styles, research skills, and plagiarism.
- View additional materials on course reserve in the Student Center assigned by your instructor.
- Meet with the Library and Learning Resources Coordinator for customized research assistance.

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

- Flagstaff City-Coconino County Public Library
- Page Public Library
- Williams Public Library
- Grand Canyon Community Library
- Arizona State Library – Online Databases

Visit the college's library web page for more libraries. The library makes it easier to understand ideas presented in your classes. Students use library services to gather information to complete an assignment, learn more about a subject, or develop research skills. These skills in finding quality information help you with future problem-solving, both at home and at work. Get the help you need to succeed – use the library today!

### **Online and Media Services**

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

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

Have any questions concerning the above technologies? If so please contact the ITS Help Desk at (928) 226-4357 or [helpdesk@coconino.edu](mailto:helpdesk@coconino.edu).

### **Testing Services**

CCC students are required to take a college placement test prior to enrolling in a math or English course, or in another course that has a math and/or English pre-requisite. These tests are used to show that students have the necessary skills to succeed in classes and to chart the best course of action for each student. Placement tests are offered at the Lone Tree, Fourth Street and Page campuses. Fee-based testing services includes proctoring exams for distance learners, prior learning assessment (including DSST), Pearson VUE testing, OPM certification exams, GED testing and registration, and ATI testing for the nursing program and registration. Contact the Office of Student Development for more information about testing services.

## **Financial Aid, Scholarships and Veterans' Services**

CCC offers a variety of financial aid and scholarships to full and part-time students. Financial aid includes the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Work Study (FWS), Federal Direct Stafford Student Loans, and Federal Direct PLUS Loans for parents, CCC Grant, and CCC Scholarship. In order to apply for these types of Financial Aid, students are required to fill out the Free Application for Federal Student Aid (FAFSA) which is located on-line at [www.fafsa.gov](http://www.fafsa.gov). CCC is approved to train students under government educational programs for veterans and eligible dependents of deceased or disabled veterans. CCC has numerous scholarships available every year. Applications are usually accepted from early January to the last day of March for the following academic year. Depending on the sponsor of the organization providing the scholarship, applications are reviewed based on need, academic achievement, and/or community involvement in various areas. Some CCC scholarships, waivers and grants are funded in part or in whole with Arizona state monies. These funds are governed by Arizona State laws. A person who is not a citizen of the United States, who is without lawful immigration status, and who is enrolled as a student at any university under the jurisdiction of the Arizona Board of Regents, or at any community college under the jurisdiction of a community college district in this state is not entitled to tuition waivers, fee waivers, grants, scholarship assistance, financial aid, tuition assistance or any other type of financial assistance that is subsidized or paid in whole or in part with state monies. Please contact Financial Aid and Veterans' Services at [finaid@coconino.edu](mailto:finaid@coconino.edu) for more information.

## **Federal Work Study**

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

## **Career Services**

CCC provides assistance in career/major selection, resume building, interviewing skills, job search strategies and job applications. We also have two free electronic programs available for student use. The AZCIS system provides various career search inventories, occupational searches, college and financial aid info. The Comet Career Connection system allows students to search for current positions and post their resumes for businesses to view. Please call (928) 226-4337 for information.

## **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 dean who oversees the program you are looking at.

## **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. EOC staff are located at the CCC Fourth Street Campus and Lone Tree Campus Student Center.

### **Dual Enrollment Program**

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 coursework during their freshmen year of college. Coconino Community College currently works with the following high schools:

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

### **CAVIAT Co-Enrollment Programs**

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

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

### **Disability Resources (DR)**

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

An individual with a disability is an individual with a documented impairment that substantially limits one or more of that individual's major life activities. Recognized disabilities include, but are not limited to, mobility impairments, deafness, hard of hearing, blindness, visual impairments, learning disabilities, chronic medical conditions, and psychological disorders.

Services are available for all CCC students who provide the required documentation and meet eligibility standards. Accommodations are established on an individual basis through an interactive process and are tailored to the needs of each student.

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

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

### **Reserve Officers Training Corps (ROTC)**

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

### **Bookstore**

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

### **Student Activities and Student Life**

Students can get involved with the campus community through activities sponsored by the college and through participation in student organizations. Students are also represented on college council, student government, and have the opportunity to participate in monthly student forums. Students interested in starting new clubs or organizations should contact the Office of Student Services.

### **Phi Theta Kappa**

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

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

**Distance Learning**

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

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

**Student ID Cards**

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

**Parking and Parking Permits**

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

**Lost and Found**

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

# College Compliances and Consumer Information

Federal regulations require that colleges provide specific consumer information about the school and financial aid to enrolled and prospective students. Each semester (three times per year) the CCC Schedule of Classes is mailed to all Coconino County residents and is made available at all CCC campuses and other designated locations in Coconino County. On the back page of the Schedule of Classes, students are given a brief listing of consumer information and a link to expanded information on the CCC College Compliance webpage at <https://www.coconino.edu/details/compliance-information>. Individuals may request a free, printed copy of this page (CCC College Compliances and Consumer Information) by visiting the Office of Student Financial Aid at 2800 S. Lone Tree Road, Flagstaff AZ 86005.

## 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  
Phone: [800.621.7440](tel:800.621.7440).

## Affirmative Action / Equal Employment Opportunity

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

## Americans with Disabilities Act (ADA)

Coconino Community College maintains programs, policies and procedures, which are required under the provisions of the Americans with Disabilities Act (ADA) which establishes a clear, comprehensive federal prohibition of discrimination against persons with disabilities. The College ensures compliance with applicable building standards for existing, new and remodeled owned structures, development of standards of compliance for non-owned structures, support for an ongoing process of reasonable accommodation to applicants, employees, students and the general public using or seeking to use College facilities and services.

The College prohibits discrimination against a qualified individual with a disability in regard to admissions, registration, access to instruction, hiring, compensation, advancement, training, and other terms or conditions of employment and termination. The College evaluates each request for accommodation individually and provides reasonable accommodations as applicable to qualified applicants and employees with disabilities.

## Campus Security Act and Crime Report

Coconino Community College is in compliance with the Crime Awareness and Campus Security Act of 1990 which requires that colleges collect, prepare and publish information related to crime and campus security and distribute it to all current and potential students and employees, and to any applicant for enrollment or employment, upon request. The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act or Clery Act is a federal statute codified at 20 U.S.C. 1092(f), with regulations in the U.S. Code of Federal Regulations at 34 C.F.R. 668.46. CCC's Annual Campus Security Report may be accessed at [CCC Security webpage](#).



This report includes statistics for the three most recent calendar years concerning the crimes on campus, in or on non-campus buildings or property, and public property. Printed copies are also available upon request through security.

### **Carl Perkins Career and Technical Education Act**

Coconino Community College receives grant funding under the federal Carl Perkins Career and Technical Education Act of 2006 to improve career and technical education (CTE) programs and to ensure the full participation of individuals who are members of special populations in CTE programs. Special populations in the Act are defined as individuals with disabilities; economically disadvantaged individuals; individuals preparing for nontraditional training and employment for their gender; single parents; displaced homemakers; and individuals with other barriers to educational achievement, including limited English proficiency. CCC provides assistance to special populations in overcoming barriers that may result in decreased access and success in postsecondary education and does not discriminate against members of special populations.

To receive Perkins Grant funding, Coconino Community College is required to submit an extensive grant application as well as regular fiscal and program reports to ensure compliance with federal and state law. In addition, CCC must report if the program meets the annually adjusted Performance Measure Levels in the Consolidated Annual Report (CAR). Copies of the CAR are available on our [Perkins Grant page](#).

### **College Navigator School Profile for CCC**

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

### **Completion/Graduation Rate Report**

The CCC Graduation rate is defined as the proportion of full-time, first-time, degree-seeking students who enrolled at the beginning of the fall semester and subsequently completed a degree within 3 years or certificate program within 150% of the normal completion time. CCC's graduation rate for the Fall 2012 cohort is 11%.

The CCC Transfer rate is defined as the proportion of full-time, first-time, degree-seeking students enrolling at CCC who subsequently transfer to another institution without a CCC award. These students are retained in the educational system. CCC's transfer-out rate for the Fall 2012 cohort is 38%.

The Arizona State System for Information on Student Transfer (ASSIST) records provide additional in-state transfer information.

25% of transfer-behavior, first-time students entering CCC in 2008-09 transferred to an Arizona university within five years. 28.8% of transfer-behavior, first-time students entering CCC in 2007-08 transferred to an Arizona university within six years.

25.4% of transfer-behavior, first-time students entering all Arizona community colleges in 2008-09 transferred to an Arizona university within five years. 28.1% of transfer-behavior, first-time students entering all Arizona community colleges in 2007-08 transferred to an Arizona university within six years.

### **Constitution Day**

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

## Consumer Information

Colleges participating in federal student aid programs are required to make certain information available to all students and staff. Coconino Community College has compiled the required information at [www.coconino.edu/compliances](http://www.coconino.edu/compliances) in accordance with federal law. We provide this compliance information via email distribution each semester and on the back page of the Schedule of Classes which is mailed to Coconino County residents.

## Copyrighted Material, Illegal Downloading and Peer to Peer file sharing

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

## Core Values

CCC's vision, mission, purpose, strategic goals and core values are available at: [http://www.coconino.edu/resources/files/pdfs/presidents-office/Mission\\_Values.pdf](http://www.coconino.edu/resources/files/pdfs/presidents-office/Mission_Values.pdf).

## Directory Information

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

## Diversity of the Student Body

The following are basic demographics of the CCC Fall 2015 full-time students:

▪ Males: 52%	▪ Hispanic: 19%
▪ Females: 48%	▪ White: 55%
▪ Native American: 16%	▪ Unknown: 2%
▪ Asian: 1%	▪ Two or more races: 4%

## **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 106.01, which is available at [www.coconino.edu/policies-procedures](http://www.coconino.edu/policies-procedures). Violations of the Drug-Free College by employees may lead to termination of employment and referral for prosecution consistent with local, state and federal laws. The College provides information to employees regarding the Drug-Free College through the Human Resources Department and through publications such as the Schedule of Classes. Students receive the information in the Schedule of Classes.

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

Every two years (biennially) College administrators meet to evaluate the College's Drug Free Policy and Procedure. The College sponsors drug and alcohol free events in an effort to promote alternatives for students. In addition, helpful brochures are available from Student Support Services.

## **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, 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  
Phone: (202) 260-3887  
Fax: (202) 260-9001  
Email: [ferpa@ed.gov](mailto:ferpa@ed.gov)

### **Financial Aid**

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

### **Financial Aid Ability to Benefit**

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

### **Financial Aid Administrative Capability**

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

### **Financial Aid available at CCC and How to Apply**

CCC offers the following types of financial aid: Federal Pell Grant (PELL); Federal Supplemental Educational Opportunity Grant (FSEOG); Federal Work Study (FWS); Arizona Leveraging Education Assistance Partnership (AzLEAP), Coconino Community College Grant, Federal Direct Student Loans (Direct Loan 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 when students do not attend in person classes or participate in web-based courses. Students adding classes after disbursement do not

have their aid adjusted upward. Students who are not making Satisfactory Academic Progress (SAP) will have their financial aid awards canceled for all future enrollment.

### **Financial Aid Bookstore Vouchers**

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

### **Financial Aid Cost of Attendance**

The average cost of attendance, as used for determining financial aid eligibility is available on our [Cost of Attendance page](#).

### **Coursework in Program of Study**

Federal regulations stipulate that a student may only receive US Federal Title IV Funds for courses that count towards their degree/certificate. To comply with this regulation, institutions must track the courses that a student is registered for that count towards their degree/certificate program.

If a student is enrolled in courses that do not count toward his degree, certificate, or other recognized credential, they cannot be used to determine enrollment status unless they are eligible remedial courses. This means financial aid cannot award the student aid for classes that do not count toward his degree, certificate, or other recognized credential. For more information go to <https://www.coconino.edu/details/coursework-in-program-of-study>.

### **Financial Aid Deadline for File Completion and Verification**

The last date that students may submit their financial aid FAFSA verification documents to CCC is the earlier of 120 days after the last date they were enrolled at CCC, or mid-September of the year of the spring/summer semester of the FAFSA year, with the date published annually in the Federal Register. Verification documents are itemized on the student's Web4 account. Students who turn in their verification documents later than 120 days or after the Federal Register published date, cannot be awarded Federal Pell Grants, Federal Supplemental Educational Opportunity Grants (FSEOG), student loans and may not work under the Federal Work Study program.

### **Financial Aid Disbursement**

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

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

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

### **Financial Aid Fraud, Waste and Abuse Procedure**

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

### **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](http://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 (R2T4) Procedure for Withdrawn Students**

Students receiving federal financial aid who withdraw from or stop attending all courses may be required to return a portion of financial aid received. Federal regulations [HEA Section 484B, 485(a)(1)(F), 34 CFR 668.22], referred to as the Return of Title IV Funds policy, require CCC to calculate a refund and repayment of federal aid received by students who withdraw prior to the 60% point of a term for which he/she has received federal aid. The Title IV (federal) programs under this policy are: Federal Pell Grant, Federal Supplemental Educational Opportunity Grants (FSEOG), and Federal Direct Loans (Subsidized, Unsubsidized and PLUS). According to the Return of Title IV (R2T4) Funds policy, the student is allowed to retain only the amount of Title IV financial aid that was earned. If a student withdraws or stops participating in classes, a portion of the aid received is considered to be unearned and must be returned to the Title IV programs from which it was received. If the R2T4 calculation results in unearned aid that must be returned, both the school and the student are responsible for returning funds.

Students wishing to completely withdraw from CCC must initiate the withdrawal process in the Registration and Enrollment Services Office. A student who fails all of their classes in a semester may also be subject to the R2T4 calculation. If a student "earned" at least one of their F's (i.e. they participated in class until the end of the semester and received an F for poor performance), then no calculation is required. However, if the student failed all classes because they stopped attending at some point in the semester, then a R2T4 calculation is required based on the mid-point of the semester. At the end of the term, the Office of Student Financial Aid will notify students who have received all F's of the required return of funds resulting from the R2T4 calculation.

1. Upon determination that a student has withdrawn, the Financial Aid Office will process the R2T4 calculation in accordance with [ifap.ed.gov/ifap/titleiv.jsp](http://ifap.ed.gov/ifap/titleiv.jsp) Treatment of Title IV Funds When a Student Withdraws from a Credit Hour Program. The following steps are used to calculate the amount of aid a student has earned and how much must be returned (if any).
  - a. Determination of the withdrawal date.
  - b. Determination of the amount of aid the student earned.
  - c. Determination of the amount of aid the student did not earn.
  - d. Determination of the amount of aid CCC must return.
  - e. Determination of the amount of aid the student must return.

For Title IV purposes, the last date of academic attendance is one of the following: the date the formal withdrawal process begins, the date the student otherwise gives official notice of intent to withdraw (e.g., letter, electronically or in-person), the mid-point of the term, or the last documented date of attendance in an academically-related activity (e.g., documented attendance in a class or lab or submission of an assignment in an on-line course).

2. **Earned Aid:** The percentage of aid the student has earned is equal to the percentage of the semester (payment period) the student has completed. The percentage of the payment period completed is calculated by dividing the total number of calendar days completed (first class day to the last date of attendance) by the total number of calendar days in the term. The percentage of Title IV assistance to which the student is entitled (has “earned”) is equal to this completed percentage up to 60%. If the withdrawal occurs after the 60% point, the percentage is equal to 100%. The amount of aid the student has earned is calculated by multiplying this percentage by the total amount of Title IV aid disbursed (and could have been disbursed) to the student.
3. **Unearned Aid:** The amount of Title IV aid which must be returned is based on the percentage of unearned aid. That percentage is computed by subtracting the earned aid percentage from 100%. If a student did not receive all of the funds that they earned, they may be due a post-withdrawal disbursement. If the calculation determines that a student is due a post-withdrawal disbursement, the school must obtain the student's permission to disburse any loan funds. Furthermore, the school may use all or a portion of grant funds to pay for any tuition and fee charges that are due.
4. **Title IV Aid to be returned by CCC:** The College is required to return the lesser of the unearned aid percentage applied to institutional charges or the unearned aid percentage applied to the total Title IV aid received within 45 days of the date of determination of the withdrawal. Unearned aid will be returned to the aid programs in the following order: Unsubsidized Direct Loans, Subsidized Direct Loans, Direct PLUS, Pell Grant, FSEOG. CCC bills the student for any account balance created when Title IV aid is returned.
5. **Title IV Aid to be returned by student:** The student is required to pay the difference between the amount of unearned aid and the amount returned by the College. If the student's portion of the unearned aid includes federal grants, they are only required to return the grant amount that exceeds 50% of the original amount received for that semester. If the amount the student owes is less than \$50, then no payment is required. Federal regulations allow schools to charge a student for any amount paid on the student's behalf, and CCC will bill the student for any account balance created when Title IV aid is returned. The student's share of loan funds to be returned may be repaid in accordance with the terms of the master promissory note.

#### **Financial Aid Return of Title IV Funds Calculation Sample**

A student withdraws from CCC after attending 11 days of a 110 day semester. The student received a \$1000 Pell Grant and a \$1750 Federal Subsidized Loan. The students' institutional costs to attend CCC was \$1500.

- a. Days attended (11) / Days in semester (110) = Percentage completed (10%);
- b. Total Title IV aid disbursed; \$1000 in Federal Pell Grant + \$1750 in a Subsidized Loan = \$2750 X Percentage Completed (10%) = Earned Aid (\$275)
- c. Total disbursed aid (\$2750 – Total Earned Aid (\$275) = Unearned Aid (\$2475)
- d. 100% of Semester - Percentage Completed (10%) = Percentage of Unearned Aid (90%)
- e. Percentage of Unearned Aid (90%) X Institutional Charges (\$1500) = Unearned Charges (\$1350)
- f. CCC will return the lesser of the Unearned Aid (\$2475) or Unearned Charges = (\$1350)
- g. CCC's Share (\$1350) will be returned to the Federal Subsidized Loan lender and will be billed to the student.

- h. Unearned Aid (\$2475) – CCC’s Share (\$1350) = Student’s Share (\$1125)
- i. Total amount of Loans (\$1750) – CCC’s Share (\$1350) = \$400; 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 (\$1125) – student’s repayment to the student’s loan (\$400) = Initial amount of Title IV Grants for Student to Return (\$725)
- k. Grant aid disbursed (\$1000) X 50% = Title IV Grant Protection (\$500) 50% of Grant aid is protected based on HERA law of 2005.
- l. Initial amount of Title IV Grants for Student to Return (\$725) – Title IV Grant Protection (\$500) = Title IV Grant Funds for the Student to Return (\$225)

Based on this calculation, the student will owe back a total of \$1975:

- \$225 Pell Grant repayment, payable immediately to CCC
- \$1350 CCC tuition repayment, payable immediately to CCC
- \$400 Subsidized Loan repayment, payable in the future to their student’s loan servicer, according to the terms of the master promissory note

### **Financial Aid Overpayments and Loss of Eligibility for Title IV Aid**

Within 30 days of the determination that the student owes Title IV funds, the student will be sent a letter notifying them of the balance they owe. Students are given 45 days from the date the notification was sent to repay the debt. Any unpaid federal debts will be reported to the National Student Loan Data System (NSLDS) as an overpayment. Any student reported to have received an overpayment is not eligible for federal financial aid at any institution until the overpayment is resolved. The overpayment may be resolved by being paid in full to CCC.

### **Financial Aid Satisfactory Academic Progress Policy**

Federal regulations require that financial aid students maintain Satisfactory Academic Progress (SAP) toward an eligible degree or certificate program. This policy applies to students applying for Title IV financial aid, including: Federal Pell Grant, Federal Supplemental Education Opportunity Grant (FSEOG), Federal Work Study (FWS), Arizona Leveraging Educational Assistance Program (AzLEAP), Federal Direct Student Loans (Subsidized, Unsubsidized, and PLUS), and any other state funded financial aid.

SAP is reviewed at the end of each semester to determine financial aid eligibility for the upcoming semester. SAP is evaluated on students' previous enrollment, regardless of whether or not they received financial aid. A student's entire academic history at CCC is considered when evaluating SAP standing even when financial aid was not received in the past. Even if students have never received financial aid, they may be placed on financial aid probation or suspension based on low cumulative GPA and / or exceeding the 150% rule and / or a low credit completion rate during or withdrawal of their most recent semester at CCC.

For more information on SAP at CCC, please visit <https://www.coconino.edu/details/satisfactory-academic-progress>.

### **Financial Aid Student Loan Cohort Default Rate**

- For the Fiscal Year 2012 cohort (reported August 2015): 22.4%
- For the Fiscal Year 2011 cohort (reported July 2014): 21.9%
- For the Fiscal Year 2010 cohort (reported July 2013): 23.0%
- For the Fiscal Year 2009 cohort (reported August 2012): 26.0%
- For the Fiscal Year 2008 cohort (reported April 2011): 26.3%
- For the Fiscal Year 2007 cohort (reported October 2009): 26.2%

### **Financial Aid Student Responsibilities**

Financial Aid Students are responsible for:



- a. Reading all communications, electronic and paper from CCC and from Department of Education and their servicers and filling out all appropriate forms, both paper and electronic.
- b. Becoming familiar with the Return of Title IV policy and how dropping classes or withdrawing (officially or unofficially) affects eligibility for Title IV aid; and
- c. Notifying the Office of Student Financial Aid when the student has completed an official withdrawal through the Office of Admissions, Records and Registration or stopped attending all classes.
- d. Completing loan exit counseling if a loan was received at CCC when the student withdraws, graduates or drops below six credit hours.

### **Gainful Employment Disclosures**

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

### **Governmental Accounting Standards**

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

### **Harassment and Discrimination**

Coconino Community College is committed to maintaining a work and educational environment free of discrimination and harassment.

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

### **Health Insurance Portability and Accountability Act (HIPAA)**

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

### **Holidays**

Coconino Community College observes certain holidays and vacation periods, which are detailed in each semester's class schedule. The College conducts classes at a variety of sites throughout Coconino County including local public school facilities. The College endeavors to follow the holiday schedule and vacation periods of the local school district to ensure access to facilities and reduce schedule conflicts for students. In general, no classes are taught on the following district-wide holidays: New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving (two days) and Christmas Day. Scheduled vacations may vary with site and local school calendars but generally includes a Winter Break beginning just prior to Christmas Day and a Spring Break in March or April. Students shall have the right to

observe major religious holidays without penalty or reprisal by any administrator, faculty member, or employee of the College. The student will be required to make up any work missed. Absences for such holidays shall not count against the number of absences allowed by an instructor. At least one week prior to the holiday, students shall submit to their instructor(s) a written statement which contains the date of the holiday and the reason class attendance is not possible.

### **Human Subjects in Research**

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

### **Institutional Effectiveness and Assessment of Student Learning**

Coconino Community College is committed to its mission to promote student success through comprehensive learning opportunities. Assessment is the ongoing process of analyzing and evaluating CCC's functions and activities. Information gathered enables the College to understand its effectiveness and improve its educational offerings and services. Assessment and institutional effectiveness activities at CCC emphasize feedback on teaching and learning. The information is used to plan and improve instruction, support services and administrative functions. Coconino Community College is committed to providing teaching and learning excellence in all its endeavors through a comprehensive assessment program. More information on CCC's institutional effectiveness program can be found at:

<http://www.coconino.edu/research/Pages/InstitutionalEffectiveness.aspx>

All instances of assessment activities stem directly from the institution's mission and purposes. Results are tied to the College's strategic plan and used to improve student learning. Assessment of student learning involves identifying how competently students have attained learning outcomes in both general education and the major. Each curricular area at the College has articulated the learning outcomes expected of students completing each degree or certificate and the level of student performance expected. Students participate through examinations, portfolios, performance assessments, surveys, and related activities. The emphasis in these areas is directly focused on what a student has learned as a result of their educational experience at CCC. Data collected are used to both document and improve student learning through curricular changes and program improvements.

Faculty, staff, and students share responsibility to assist with assessment efforts. As well, community members at large are asked to participate in our quality assurance program.

More information on assessment of student learning at CCC can be found at:

[www.coconino.edu/research/Pages/AssessmentofStudentLearning.aspx](http://www.coconino.edu/research/Pages/AssessmentofStudentLearning.aspx)

### **Lobbying Information**

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

### **Mission**

CCC's vision, mission, purpose, strategic goals and core values are available at

[http://www.coconino.edu/resources/files/pdfs/presidents-office/Mission\\_Values.pdf](http://www.coconino.edu/resources/files/pdfs/presidents-office/Mission_Values.pdf)

### **Net Price Calculator**

CCC makes publicly available a [Net Price Calculator](#) to help current and prospective students, families, and other consumers estimate a student's individual net price of attending college at CCC.

### **Occupational Health and Safety / Environmental Safety and Hazardous Materials**

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

### **Plans for Improving Academic Programs**

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

### **Red Flag Rules and Identity Theft Program**

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

### **Reporting Mandates**

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

### **Retention Rate**

CCC's first-time full-time student retention rate is 45% based on our Fall 2012 cohort.

### **Sanction Agencies**

No accrediting agency (specialized, professional, or institutional) has applied sanctions or withdrawn accreditation on CCC within the last year.

### **State Authorization**

CCC is authorized by the state of Arizona to offer postsecondary education to students. If students have complaints, they should attempt to resolve them with CCC by utilizing procedures [303-06](#), [503-05](#) and 501-12. Students residing outside of Arizona who are taking distance education (on-line courses) may contact the appropriate authority in their state of residence. To find contact information for your state, consult this document: [Student Complaint Information by State and Agency](#).

### **Strategic Goals**

CCC's vision, mission, purpose, strategic goals and core values are available at [http://www.coconino.edu/resources/files/pdfs/presidents-office/Mission\\_Values.pdf](http://www.coconino.edu/resources/files/pdfs/presidents-office/Mission_Values.pdf)

## 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 <https://www.coconino.edu/resources/files/pdfs/presidents-office/policies-and-procedures/503-01.pdf>.

## 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 Development or on the web. The privacy of the parties involved is protected. Administrator contact information is below.

Interim Provost Academic Affairs: Dr. Dudley Gardner 928.226-4224

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

Dean of Development and Community Engagement: Veronica Hipolito: 928.226-4334

Executive Director of Human Resources: Dietrich Sauer: 928.226-4204

## Student Right-to-Know and Campus Security Act

Coconino Community College is in compliance with Public Law 101-542, the Student Right-to-Know Act Below is a synopsis of the information:

### First time, Full-time, Degree Seeking Graduation and Transfer Rates

Gender	# in cohort	Graduation Rate	Transfer-Out Rate
Men	225	3%	11%
Women	238	6%	15%
Race/ Ethnicity			
American Indian/Alaskan Native	118	3%	10%
Asian	#		#
Black/African American	6		
Hispanic/Latino	71	3%	11%
White	257	6%	14%
2 or more races	6		33%
Ethnicity Unknown	#		
Pell Grant Recipients			
Received Pell	238	4%	17%
No Pell	225	6%	8%
Overall	463	5%	113%

Detail not provided for categories with five or fewer students

Source: IPEDS Graduation Rate survey component submitted 2013-14

## Student Identification Number

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

### **Textbook Pricing Information**

Textbook pricing information for both required and recommended materials for classes are linked from the class schedule. For each class, there is a "View Book Information" link. Once clicked, students are connected with Follett's Booklook which displays pricing information including the International Standard Book Number (ISBN) and retail price of the materials charged by the CCC bookstore (Follett). If no ISBN is available, the author, title, publisher, and copyright date of the textbook or supplemental material is provided.

### **Timely Warning of Emergencies**

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

### **Title IX Coordinator: Sex Discrimination, Harassment, and Assault**

Title IX of the Education Amendments of 1972 is a federal law that prohibits sex discrimination in education. It reads:

"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."(Title IX of the Education Amendments of 1972, and its implementing regulation at 34 C.F.R. Part 106 (Title IX). Sex discrimination includes sexual harassment and sexual assault. While it is often thought of as a law that applies to athletics programs, Title IX is much broader than Athletics and applies to many programs at CCC. Dietrich Sauer, Human Resources Executive Director, 928-226-4280 Dietrich.Sauer@coconino.edu is the primary contact for Title IX information and complaints. Her office is located at Coconino Community College, 2800 S. Lone Tree Rd. Flagstaff, AZ 86005.

### **Transfer of Credit**

Coconino Community College explains the procedure for transferring credit to and from the College. The information is available to students from the CCC Registration webpage. CCC also has articulation agreements with several Colleges and Universities. They are available at [www.coconino.edu/advising-services](http://www.coconino.edu/advising-services).

### **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.

### **Vision**

CCC's vision, mission, purpose, strategic goals and core values are available at [http://www.coconino.edu/resources/files/pdfs/presidents-office/Mission\\_Values.pdf](http://www.coconino.edu/resources/files/pdfs/presidents-office/Mission_Values.pdf)

### **Voter Registration**

In compliance with the National Voter Registration Act (42 U.S.C. 1973gg-2(b)), and section 487(a)(23) of the Higher Education Act of 1965, 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 may also be completed online at the Arizona Secretary of State Voter Outreach

website at <http://www.azsos.gov/elections/voting-election/register-vote-or-update-your-current-voter-information>.

**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 information for your free, printed copy.**

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.

# Registration and Enrollment Services

\*Disclaimer: The information below may have changed by the time this publication was printed. For the most current policy and procedure information, please refer to the CCC website.

## Attendance 303-02

1. **PURPOSE:** Describe faculty and student expectations regarding attendance for in-person and online classes.
2. **PROCEDURE**
  1. **Definitions:**
    - a. Attendance for in-person classes is defined by the Department of Education as physically attending a class where there is an opportunity for direct interaction between the instructor and student.
    - b. Attendance for online classes is defined by the Department of Education as taking an assessment, submitting an assignment, contributing in a chat or discussion, or emailing the instructor. Logging into an online course and then logging out is not considered attendance in an online class. Students must engage in an academically related activity.
  2. Students are expected to regularly and punctually attend all classes in which they are enrolled. Requirements about attendance must be published in the class syllabus.
  3. Students are responsible for notifying their instructors in advance of a planned absence and must complete all class assignments as required. Students are responsible for following registration deadlines and understanding the ramifications of dropping or withdrawing from a class.
  4. Students may not be penalized for missing class for a religious observance, jury duty, military duty or other mandatory civic duty, representing the College in an official capacity, or participating on field trips for another class, if they have given the instructor reasonable notice. The instructor's syllabi should define reasonable notice.
  5. **Drop for non-attendance:**
    - a. Students who do not attend the first week of an in-person class will be dropped. Similarly, students in online courses must attend by logging in and engaging in an academically related activity by 11:59 p.m., Saturday of the first week of class or they will be dropped.
      - i. Some classes have stricter standards that require students to attend the first day of class for in-person classes or to attend by a specific day during the first week of an online class. Instructors must define their attendance standards in their course syllabus. In addition, the requirements for attendance during the first week of class must be defined in the CCC online class schedule. Instructors may drop students anytime during the first week of class based on the standards they define in their syllabus and in the CCC online class schedule.
    - b. Students who are dropped for non-attendance during the first week (no show) will have a fee charged to their student account. The amount is determined by the current rate approved by the District Governing Board.
  6. Short courses and non-traditionally-scheduled courses follow a timeline proportionate to the regular semester.
  7. Participants in the CAVIAT program must adhere to the attendance policy. However, the instructor must inform the High School Transitions office after two, consecutively missed in-person class meetings or one

week of non-attendance in an online course and prior to removal from the class for any reason. The High School Transitions office will investigate the absences and facilitate all necessary drops between the CAVIAT Coordinator and the instructor.

8. Prior to FTSE, instructors must drop students who are not attending. After FTSE and prior to the last date for student-initiated withdrawal, instructors must withdraw students who are not attending.
9. Instructors are responsible for keeping accurate attendance records, reporting last dates of attendance, submitting the FTSE roster and final grades to the Registrar.
10. It is the students' responsibility to drop or withdraw from any class they do not intend to complete. Students are encouraged to discuss drop and withdrawal options with their instructors and with the Office of Student Financial Aid (if a financial aid recipient). Students may initiate a drop up to the 45th day of the semester without record. No grade will be recorded on the transcript. After the 45th day of the semester and before the final deadline to withdraw with a grade of "W," students may initiate a withdrawal from their class. A grade of "W" will be posted to their academic transcript.

### 3. BACKGROUND

1. References: ARS 15-1466.022
2. Revision history: 08/2000, 01/2003, 04/2004, 12/09/2009, 05/11/2011, 11/25/14 (editorial only);  
04/13/2015
3. Legal review: none
4. Sponsor: Academic Affairs

Adopted by College Council: 05/11/2011, 05/13/15



## Grading Procedure 303-05

1. PURPOSE: Define the grading system.

### 2. PROCEDURE

1. The Coconino Community College grading system is as follows:

<u>Letters</u>	<u>Grades</u>	<u>Grade Points/Credit Hour</u>
A	Excellent	4
B	Good	3
C	Meets Standard	2
D	Below Standard	1
F	Failure	0
I**	Incomplete	Not Computed in GPA
W	Withdrawal	Not Computed in GPA
Au	Audit (no credit)	Not Computed in GPA
NC	Non-Credit (no Credit)	Not Computed in GPA
S*	Satisfactory	Not Computed in GPA
U*	Unsatisfactory	Not Computed in GPA
IP*	In Progress	Not Computed in GPA

\*These grades are used for approved courses only.

\*\* An "I" (Incomplete) is not a final grade.

2. Course grades are determined by the instructor as outlined in the course syllabus.

3. To calculate GPA:

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

4. A grade of "I" may be requested by a student at the end of a term in which the student meets the criteria listed below. The Faculty Handbook and/or Student Handbook may be referenced for additional information on Incompletes. Criteria for "I" grade:

- Must complete 80% of the work required for the course and have a grade of C or better.
- Presented a case documenting circumstances that prevent completion of the course requirements by the end of the term.
- Entered into the "Contract for Incomplete Grade" with instructor.

5. A grade of "W" indicates that the student withdrew from the class after the end of the drop period but on or before the withdrawal deadline.

6. A grade of S/U is available for some courses as stated in the College Catalog. A grade of "S" is the equivalent to a grade of C or better and is not calculated in the student's GPA. A grade of "U" shows on the transcript but not as credit earned for the term.

A grade of "S" shall not apply towards a degree or certificate requirement.

7. A grade of “IP” is used when it is known at the time of registration that class completion will require work in excess of a single term or to indicate courses that student are currently enrolled in.
8. Students who complete at least six (6) credits during a semester and whose grades qualify will be granted the following designations:
  - a. Vice President’s List: 3.50 to 3.99 semester GPA
  - b. President’s List: 4.00 semester GPA
9. Students interested in replacing a poor grade to increase their GPA may repeat the course according to procedure 303.09. The highest grade achieved will be used in calculating the GPA.
10. Students may appeal a grade or other decision affecting completion of course requirements. See Student Academic Appeals Procedure – 303.06.

### 3. BACKGROUND

1. References: none
2. Revision history: 1991/1992 (Catalog), 04/06/2004, 06/01/2004, 06/23/2010, 11/14/2012, 03/12/2014, 04/13/2014, 12/14/2016
3. Legal review: none
4. Sponsor: Academic Affairs

Adopted by College Council: 03/12/2014. 05/13/2015, 02/01/2017

## Repeating Courses 303-09

1. Purpose: Define criteria for students who wish to repeat coursework.
2. Procedure
  1. Students may repeat a course as necessary to:
    - a. Acquire certification
    - b. Update knowledge and/or skills due to periodic content changes
    - c. Retain or upgrade job related skills
    - d. For personal enrichment
  2. Students may repeat a course up to 3 times after the initial attempt or as approved by the Registrar or designee.
  3. Courses at CCC will only be counted once towards fulfilling the credit requirements for any degree or certificate unless allowed in the degree or certificate requirements.
  4. Only the highest grade will be used in computing the grade point average. However, all grades will be posted on the permanent record and transcript.
  5. A student found repeating a course in violation of this procedure will have registration for the course canceled. Such cancellation may occur at the time of registration or whenever a College official becomes aware of the violation.
  6. Additional rules applicable to Financial Aid Recipients: Students who fail or withdraw from a class (grades of F, I, U, W) may repeat the class and receive financial funding again if, and only if they have not been suspended due to Satisfactory Academic Progress or other eligibility criteria. Students who pass a course (A, B, C, D or S) and wish to take it again may do so one time with financial aid funding. If a student attempts to take a passed class for the third time, they will be denied financial aid funding for it. For more information, students should contact the Financial Aid Office.
3. Background
  1. Reference: Student Assistance General Provision 668.2(b)
  2. Revision history: 06/03/2003, 11/07/2006, 05/11/2011, (03/09/2015)
  3. Legal review: none
  4. Sponsor: Registration and Enrollment Services

Adopted by College Council: 05/11/2011, 05/13/2015

## Special Courses 303-10

1. Purpose: To provide an opportunity for student learning beyond the regular college curriculum that addresses a unique topic or specific need through a limited offering which does not duplicate existing courses.
2. Procedure
  1. Faculty or Academic Division Dean creates a course outline and syllabus to meet a unique student or group need.
  2. All Special Courses are assigned a 196, 197, 198, 199, 296, 297, 298 or 299 number in any active prefix, and from one to six college-level credit hours. Special Courses are defined as:
    - a. 196, 296 - First and second level Travel/Study - College facilitated courses that include travel.
    - b. 197, 297 - First and second level Independent Study – student-generated and instructor-approved topic to meet specific individual student need.  
198, 298 - First and second level Special Topics – Limited offering to address unique topic.
    - c. 199, 299 - First and second level Workshops - courses designed to meet special interest requests. 299 courses are intended to build on 199 special interests.
  3. Academic Division Dean reviews and determines if course fulfills Special Course purpose and approves or disapproves the course.
  4. Approved course outlines with appropriate Special Topics number and unique course title are submitted to Curriculum Coordinator.
  5. Curriculum Coordinator sends approved courses to Academic Operations Coordinator and Registration and Enrollment Services for scheduling.
  6. Instructor responsibilities, load, and compensation are equivalent to those of regular courses (Procedures 308-02 and 444-02).
  7. Students may enroll in up to six credit hours of Special Courses each semester.
  8. A Special Topics course cannot apply to any of the following transferable CCC degrees: AA, AFA, ABUS, AS.
3. Background
  1. Reference: AZ Statue 15-1410
  2. Revision history: 5/15/2007, 10/12/2011, 10/08/2014
  3. Legal review: none
  4. Sponsor: Academic Affairs

Adopted by College Council: 10/8/2014

## **Academic Progress 303-12**

1. Purpose: The College requires student academic progress by publishing minimum academic standards, evaluating students, and allowing appeals for extenuating circumstances.
2. Procedure
  1. Grades are published at the end of each semester.
  2. Students are placed on academic probation when their cumulative grade point average is less than 2.00. Students on academic probation may not take more than 12 credit hours per any one fall, spring, or over the course of two consecutive summer sessions.
  3. Students on academic probation have two regular (fall and spring) semesters to raise their cumulative grade point average to 2.00, or they will be placed on academic suspension.
  4. Students on academic suspension may not take more than 6 credit hours per any one fall, spring, or over the course of two consecutive summer sessions.
  5. Students on academic probation or suspension must meet with an advisor to complete a General Petition form prior to registration of future coursework.
  6. Students may appeal academic probation or suspension, by submitting a letter to the Office of Registration and Enrollment Services.
  7. Students receiving financial aid are subject to Financial Aid Satisfactory Academic Progress (SAP) rules.
3. Background
  1. References: none
  2. Revision history: 06/03/2003, 04/06/2004, 05/13/2009, 05/14/2014
  3. Legal review: none
  4. Sponsor: Academic Affairs

Adopted by College Council: 05/14/2014

## Graduation 303-13

1. Purpose: Define requirements to earn a degree or certificate.

### 2. Procedure

#### 1. Definitions:

- a. Graduation: Awarding of a degree or certificate by Registrar or authorized designee.
- b. Commencement: A ceremony to honor graduates and applicants for graduation.
- c. Credentials: Degrees or certificates
- d. AGEC: Arizona General Education Curriculum
- e. Residency: Minimum required credit hours taken at Coconino Community College (CCC) prior to award of degree or certificate.

2. Methods of Graduation: There are three (3) ways a student may achieve graduation from CCC:

Student-initiated	All students should use this method to ask the College to evaluate satisfaction of degree or certificate requirements.
College-initiated	The College may determine that a student has met graduation requirements.
Partnership-initiated	The College may accept transfer credits from a partner institution, such as NAU and use those credits to award a credential.

3. Application for Graduation: Students who believe they will be eligible to graduate with a CCC degree or certificate must consult with their academic advisor and submit an application for graduation based on the following chart of deadlines. See the Academic Calendar for dates.

Term of Graduation	Application Available	Final Deadline
Fall	July	October
Spring	October	March
Summer	March	July

4. Determination of a student's catalog year is determined at time of matriculation to the college. See Determination of Catalog Year Procedure (501-05). All required documents, including official transcripts, must be submitted to Registration and Enrollment Services by the stated deadline for each session.

#### 5. Minimum Requirements:

##### a. Minimum CCC Hours:

1. To earn an Associate Degree, a student must successfully complete at least fifteen (15) credit hours of CCC coursework applicable to the degree. No more than twelve (12) credits may be completed with a grade "S". A grade of "S" is not applicable to the Arizona General Education Curriculum (AGEC) except when awarded for Advanced Placement (AP), College-Level Proficiency Examination (CLEP), and International Baccalaureate (IB) credit.
2. To earn a certificate a student must complete at least one-third of the required credit hours in CCC coursework applicable to the certificate. No more than three (3) credits may be completed with a grade of "S."

b. Minimum Grade Point Average: A student must complete all degree or certificate coursework with a "C" or better and a cumulative grade point average of 2.00, unless a specific program requires a higher standard

6. Waiver or Substitution of Program Requirements: Students may request a substitution of graduation course requirements. Program substitution requests will be evaluated on a case-by-case basis as recommended by the academic advisor or other College officials, and approved by the Registrar.
7. Waiver Graduation with Honors:
  - a. Students graduating with a degree who complete at least thirty (30) credits at CCC, and whose grades qualify will be granted the following designations:
    1. Cum Laude - 3.40 to 3.69 Cumulative CCC GPA
    2. Magna Cum Laude - 3.70 to 3.89 Cumulative CCC GPA
    3. Summa Cum Laude - 3.90 to 4.00 Cumulative CCC GPA
  - b. Students graduating with a certificate who complete at least fifteen (15) credits at CCC, and whose grades qualify will be granted the following designations:
    1. Honors - 3.50 to 3.89 Cumulative GPA
    2. High Honors - 3.90 to 4.00 Cumulative GPA
8. Second Degree: Upon completion of an Associate of Arts, Associate of Science, Associate of Applied Science, or Associate of General Studies degree from CCC, a student who wishes to pursue an additional degree must meet the following criteria:
  1. The student must meet the requirements of that degree as outlined in the current College Catalog at the time the second degree is declared.
  2. The student must establish residency by completing a minimum of fifteen (15) credit hours beyond those earned in the previously awarded degree.
  3. All other graduation requirements must be met as outlined in this procedure.
  - a. Students cannot pursue additional credit hours towards earning an Associate of General Studies degree as a second degree.
  - b. Students who have completed an AGECE may request one of the following:
    1. AGECE Certificate
    2. AGECE stamp on their transcript
9. Evaluation, Verification and Posting of Degree: The College Registrar or designee has sole authority to approve or deny graduation or verify graduation. Upon final approval, a diploma or certificate will be issued and the credential posted to the transcript.
10. Commencement Ceremony: Attendance at Commencement does not confirm or bestow graduation (i.e., attendance is not in and of itself confirmation of receiving a degree or certificate).

### 3. Background

1. References: Family Educational Rights and Privacy Act (FERPA); Health Insurance Portability and Accountability Act (HIPAA); U.S. Department of Education's Family Policy Compliance Office
2. Revision history: 06/03/2003, 04/06/2004, 11/2005, 05/28/2008, 05/11/2011, 05/14/2014
3. Legal review: none
4. Sponsor: Registration and Enrollment Services

Adopted by College Council: 05/14/2014

## **Awarding a Second Degree 303-14**

1. Purpose: Define requirements to pursue a second degree or certificate from Coconino Community College.

### 2. Procedure

Definitions: AGEC: Arizona General Education Curriculum

Residency: Minimum required credit hours taken at Coconino Community College (CCC) prior to award of degree or certificate.

1. Degree: Upon completion of an Associate of Arts, Associate of Science, Associate of Applied Science, or an Associate of General Studies degree from CCC, a student who wishes to pursue an additional degree must meet the following criteria:
  - a. Students must meet the requirements of that degree as outlined in the current College Catalog at the time the second degree is declared.
    1. The student must establish residency by completing a minimum of fifteen (15) credit hours beyond those earned in the previously-awarded degree.
    2. All other graduation requirements must be met as outlined in the Graduation Procedure (303-13).
  - b. Students cannot pursue additional credit hours towards earning an Associate of General Studies degree as a second degree.
  - c. Students who have earned a degree that includes an AGEC A, B or S will receive an AGEC stamp posted to their transcripts.
2. Certificate: Upon completion of a degree and/or certificate from CCC, a student who wishes to pursue an additional certificate must meet the following criteria:

Students must meet the requirement of that certificate as outlined in the current College Catalog at the time the second certificate is declared.

- a. Students must complete at least one-third of the required credit hours in CCC coursework applicable to the certificate.
- b. All other graduation requirements must be met as outlined in the Graduation Procedure (303-13).

### 3. Background

1. References: none
2. Revision history: 08/08/05, 12/14/2011
3. Legal review: none
4. Sponsor: Registration and Enrollment Services

Adopted by College Council: 12/14/2011



## Prior Learning Assessment 303-15

1. Purpose: CCC will maintain academic integrity and rigor through the adoption of the Council for Adult and Experiential Learning (CAEL) "Standards of Assessment" and the below process of PLA portfolio evaluation.
2. Procedure
  1. Definition: Prior Learning Assessment (PLA) is a process of earning college credit from learning acquired through a student's work, training, hobbies, experiences, and personal life.
  2. Students wishing to pursue PLA must meet with a PLA Academic Advisor to examine how their own learned experience aligns to CCC course outcomes.
  3. All PLA students are required to enroll in into COL 130 and COL 135:
    - a. COL 130, Resume, Financial, and College Literacy, is a three credit course that is a pre/co-requisite to COL 135.
    - b. COL 135, Experiential Learning, is a one-semester, one-credit PLA course that will provide necessary skills for portfolio completion. The course may be repeated three (3) times. Students must be enrolled in COL 135 while completing their portfolio. The maximum timeframe for completing the portfolio is three (3) semesters.
  4. The PLA portfolio incorporates a collection of evidence of learning acquired throughout a person's life, along with a formal petition for college credit.
  5. PLA is completely driven by the student's self-motivation and not the institution. There is no guarantee of awarded credits.
  6. Students may earn a maximum of 45 CCC credit hours through the submission of a PLA portfolio.
    - a. A letter grade will be applied by the Subject Matter Expert for credit earned as determined by the level of CCC course competencies achieved in a specific subject.
    - b. PLA earned at CCC is considered institutional credit and will be posted to the student's academic transcript and identified as PLA credit.
    - c. Earned PLA credit of "C" or better may be applied towards:
      - i. a degree or certificate.
      - ii. residency requirements for a degree or certificate as outlined in 303-13 Graduation Procedure.
      - d. Earned PLA credit may be applied towards the Arizona General Education Curriculum (AGEC) courses, including Special Requirements.
  7. Students are responsible for all fees associated with the PLA program as financial aid does not apply to experiential learning coursework, i.e. COL 135.
3. Background
  1. References: Fiddler, Marienau & Whitaker, (2006) Assessing Learning: Standards, Principles, & Procedures. Chicago, IL: CAEL; PLA material from CAEL
  2. Revision history: 02/22/2012 (new); 03/12/2014; 02/09/2015, 12/09/2015
  3. Legal review: none
  4. Sponsor: Registration and Enrollment Services  
Adopted by College Council: 12/09/15

## Admission Requirements 501-01

### 1. PURPOSE

The Registrar/Director of Enrollment Services ensures that College, program, and course entrance requirements follow policy and are published in the College Catalog.

### 2. PROCEDURE

1. Admission is not required for non-credit classes or Adult Education, though such students may be admitted if they intend to later enroll in credit courses.
2. Regular Admission applies to students meeting one of the following:
  - a. Graduation from a regionally accredited high school as defined by the U.S. Department of Education, or approved by the Arizona Department of Education or other appropriate state-level educational agency.
  - b. High school certificate of equivalency.
  - c. Is at least eighteen years of age and demonstrates evidence of potential success at the college.
  - d. Transfer in good standing from a college or university.
3. Special Admissions - State-Mandated Underage Admissions: The College must admit students of any age if they meet one the following:
  - a. Composite score of 93 or more on Preliminary Scholastic Aptitude Test.
  - b. Composite score of 930 or more on Scholastic Aptitude Test.
  - c. Composite score of 22 or more on American College Test.
  - d. Passing score on relevant parts of AIMS test.
  - e. Completion of a College-designated placement test that indicates the student is at the appropriate preparedness level for the course.
  - f. Graduate of a high school or has a high school certificate of equivalency.
  - g. No student below grade 11 may be admitted except when required by State law or to a program or class designed for and limited to an underage group.
  - h. Special Admits are limited to six (6) credits per term without advisor approval.
  - i. A student admitted to the College is not guaranteed admission to a specific program or to all courses offered by the College.
  - j. Special Admits, including Concurrent and CAVIAT students (other than Dual Enrollment) and their parent must sign a waiver approved by legal counsel acknowledging they understand that:
    1. The College is an adult learning environment.
    2. Students may be exposed to graphic depiction or discussion of violence, sexuality, or other mature themes.
    3. Sex offenders may be enrolled in the class or at the College.
    4. The College cannot guarantee the safety of students.
    5. Home-schooled students are treated the same as students in high school unless State or federal law directs otherwise.
    6. Dual Enrollment: Credit classes on high school property in regular high school hours. All students in a class including those who do not elect College credit must meet course prerequisites and be in grades 11 or 12, except that: 25% of students may be in grades 9 and 10 if the following is met:
      - a. The criteria examine purposes and requirements of each course and identify which 9th and 10th graders meet prerequisites and are able to benefit.
      - b. Perkins/High School Transitions Coordinator annually reports exceptions and justifications to the State. The Registrar keeps reports on file.

7. CAVIAT: High school enrolled students taking credit classes on College property.
8. Concurrent: Credit classes on College property or via Internet. Such students also require approval of high school counselor, instructor, and parent.

### **3. BACKGROUND**

1. References: A.R.S. 15-1626.10 (Veterans exclusion of failing grades); A.R.S. 15-1805.01 (admission), A.R.S. 15-1805.01(B)-(C), A.R.S. 15-1821.01 (admission), A.R.S. 15-1805.01(B)(3), A.R.S. 15-1805.01(B) (test scores mandate admission), and A.R.S. 15-1821.01(2)(b) (dual enrollment), A.R.S. 15-1821.01.
2. Revision history: 7/15/2003, 10/17/2006, 05/11/2011 (reformatted), 1/29/15 (Revised to reflect A.R.S. 15-1821.01), 11/6/2015 Revised to reflect A.R.S. 15-1821 (B)(3)
3. Legal review: none
4. Sponsor: Registration and Enrollment Services

## Residency Requirements Procedure 501-02

1. Purpose: The Registrar/Director of Enrollment Services, or designee, determines residency.
2. Procedure:
  1. The question of residency must be put to each student at the time of admission based upon information supplied on College applications, residency statements, affidavits, and additional information provided by the student. Registration and payment of fees will be in accordance with the residency assigned at the time of official admission.
  2. The College notifies a student of his/her residency status upon admission.
  3. The Registrar/Director of Enrollment Services or designee is responsible for making the initial residency classification.
  4. An appeal of the initial classification may be made to the Registrar/Director of Enrollment Services. The appeal must be in writing, signed by the student, and accompanied by a petition to include sworn statement of all relevant facts. The appeal must be filed with Registration and Enrollment Services within ten (10) days of notification of residency classification. Failure to properly file a request for review within the time limit constitutes a waiver of review for the current enrollment period.
5. Definition of Terms:
  - a. Armed Forces of the United States: The Army, the Navy, the Air Force, the Marine Corps, the Coast Guard, the commissioned corps of the United States Public Health Service and the National Oceanographic and Atmospheric Administration, the National Guard and any military reserve unit of any branch of the armed forces of the United States.
  - b. Continuous Attendance: Enrollment at an Arizona educational institution for a normal academic year since the beginning of the period for which continuous attendance is claimed. Enrollment in summer sessions or other such inter-sessions beyond the normal academic year is not required in order to maintain continuous attendance.
  - c. Domicile: A person's true, fixed, and permanent home and place of habitation. It is the place where one intends to remain and to which one expects to return when one leaves without intending to establish a new domicile elsewhere.
  - d. Emancipated Person: A person who is neither under a legal duty of service to parents, nor entitled to the support of such parents under laws of the state.
  - e. Parent: Father or mother, custodial parent, or legal guardian of a non-emancipated person. Circumstances must not indicate that guardianship was created primarily for the purpose of conferring the status of an in-state student on the non-emancipated person.
6. In-State Student Status:
  - a. Except as otherwise provided in this article, no person having a domicile elsewhere than in this state is eligible for classification as an in-state student for tuition purposes.
  - b. A person is not entitled to classification as an in-state student until domiciled in this state for 1 year (previous 12 months) unless he/she meets one of the following requirements:
    1. 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.
    2. He/she is an employee or spouse of an employee transferred to this state for employment purposes.

3. He/she is an employee of a school district in this state and is under contract to teach on a full-time basis or is employed as a full-time noncertified classroom aid at a school within the district. In-state tuition is only for courses necessary to complete the requirements for certification by the state board of education to teach in a district in this state. No family members are eligible for in-state unless the family member is otherwise eligible for classification as an in-state student.
  4. The person's spouse has established domicile in this state for at least one year and has demonstrated intent and financial independence and is entitled to claim the student as an exemption for state and federal tax purposes or the person's spouse was temporarily out of state for educational purposes, but maintained a domicile in this state. If the person is a noncitizen, the person must be in an eligible visa status pursuant to federal law to classify as an in-state student for tuition purposes.
  - c. The domicile of a non-emancipated person is that of his/her parent.
  - d. A non-emancipated person, while in continuous attendance toward the degree for which currently enrolled, does not lose in-state classification if his/her parent moves from this state.
  - e. A person who is a member of the armed forces of the United States stationed in the state pursuant to military orders or his/her spouse or dependent child (as defined in Section 43-1001) is entitled to classification as an in-state student. The student, while in continuous attendance toward the degree for which currently enrolled, does not lose in-state student classification.
  - f. Beginning in the fall semester of 2011, a person who is honorably discharged or retired from the armed forces of the United States on either active duty or reserve or national guard status, shall be granted immediate classification as an in-state student and, while continuously enrolled, does not lose in-state student classification if the person has demonstrated objective evidence of intent to be a resident of Arizona that, for the purposes of this section, includes at least one of the following:
    1. Registered to vote in this state
    2. An Arizona driver license
    3. Arizona motor vehicle registration
    4. Employment history in Arizona
    5. Transfer of major banking services to Arizona
    6. Change of permanent address on all pertinent records
    7. Other materials of whatever kind or source relevant to domicile or residency status
  - g. A person who, while using educational assistance under 38 United States Code chapter 30 or chapter 33, enrolls in the College within three years after the veteran's discharge from active duty service of ninety or more days or within three years of after the service member's death in the line of duty, or remains continuously enrolled beyond the three-year period following the discharge or death shall be granted immediate classification as an in-state student and does not lose in-state classification if the person has demonstrated objective evidence of intent to be a resident of the state that includes at least one of the above documents stated in 6.f.(1) through (7).
  - h. A person who is a member of an Indian tribe recognized by the United States Department of the Interior whose reservation land lies in the state and extends into another state and who is a resident of the reservation is entitled to classification as an in-state student.
7. Permanent Resident/Alien Status: A permanent resident alien is entitled to classification as an in-state student if such person has been granted permanent resident status in accordance with all applicable laws of the United States and has met all other requirements for residency. Students with Refugee/Amnesty status may also be classified with in-state status.
  8. No emancipated person can establish a domicile in the state while attending any educational institution

in this state as a full time student.

9. A person who has been domiciled in this state immediately prior to becoming a member of the Armed Forces of the United States shall not lose in-state status by reason of his/her presence in any other state or country while a member of the Armed Forces of the United States.
10. Kane County, Utah students who are lawfully present in the U.S. pay a tuition rate equivalent to in-state tuition up to 6 credit hours per term.
11. Dual Enrollment and CAVIAT students who are lawfully present in the U.S. have tuition accounted for equivalently to in-state tuition.

### 3. BACKGROUND

1. References: A.R.S. 15-1802; 8 U.S.C. Section 1623
2. Revision history: 04/2004, 05/11/2011 (reformatted), 1/29/15 (updated to reflect A.R.S. 15-1802), 12/09/2015
3. Legal review: none
4. Sponsor: Registration and Enrollment Services

Adopted by College Council: 12/09/15

## Registration Information 501-03

1. Purpose: The Registrar oversees registration and publishes dates in the class schedule. This procedure refers to credit courses.
2. Procedure:
  1. Students must be admitted before registering or at the time of registration.
  2. Payment is due at the time of registration.
  3. Registration timelines are set in the Academic Calendar.
  4. Students are responsible for adding and dropping classes by deadline.
  5. Add/Drop Deadlines:

	<b>Open Period to Add</b>	<b>Add with Instructor Approval</b>	<b>Drop without W (no record)</b>	<b>Drop with W</b>
<b>Fall and Spring full-term</b>	Prior to first day of instruction	2 <sup>nd</sup> week of term	By the 45 <sup>th</sup> calendar day of term	Before last 2 weeks of instruction for term
<b>Short-term</b>	1 <sup>st</sup> day of class	2 <sup>nd</sup> day of class	By 3 <sup>rd</sup> day of class	Before last third of class

### 3. Background

1. References: Procedures 303-05 (Grading Procedure), 501-01 (Admission Requirements Procedure); A.R.S. 15-1401.2, 9 (short-term and open-entry, open-exit classes).
2. Revision history: 08/2000, 04/2004, 05/11/2011 (reformatted), 1/25/2012, 03/12/2014
3. Legal review: none
4. Sponsor: Registration and Enrollment Services

Adopted by College Council: 03/12/2014

## Placement, Proficiency, and Prerequisites 501-04

1. Purpose: Enhance student success by requiring placement in English, Mathematics, and Spanish. It is designed to help students determine the current skills and knowledge levels, and to direct them to the appropriate classes.
2. Procedure
  1. Placement Assessment: Students are required to complete placement assessments under the following conditions:
    - a. The student is taking his/her first college credit in English or Mathematics.
    - b. The student should complete English and Mathematics placement testing prior to the first semester of enrollment in courses requiring placement. These requirements should be pursued in each subsequent semester until requirements are fulfilled.
    - c. The student is degree seeking and does not have previous college credit in English or Mathematics. Degree-seeking students will not be allowed to enroll in classes after completion of eighteen (18) hours if they have not taken appropriate placement tests.
    - d. The student is a transfer student who completes prerequisite courses more than five (5) years prior to the semester in which prerequisite proof is required.
  2. Exemptions: Students may be exempt from the placement tests if at least one of the following conditions applies:
    - a. The student has an Associate's degree, or higher. This exception does not apply to Spanish placement testing.
    - b. The student has earned transferable college credits in Spanish with a grade of "C" or better within two (2) previous years to date of enrollment.
    - c. The student has a record of placement assessment at CCC within the past two years.
    - d. The student has SAT or ACT scores.
  3. Course Placement
    - a. A student's score on a CCC placement test, the SAT, or ACT, determines his/her placement in a specific course.
    - b. CCC course placement in Mathematics and English based on ACT or SAT scores.
  4. Appeal: Students who wish to appeal class placement must follow the procedures established by the academic department.
  5. Implementation: To ensure consistency of student placement within the CCC District, the following will apply:
    - a. All sites shall use the same assessment instruments or their equivalents.
    - b. All sites shall adhere to the same cut-off scores.
    - c. Placement scores will be valid for two (2) years from the date of original assessment.
    - d. The student will be permitted no more than one (1) re-test per discipline each semester.
    - e. Copies or placement test results will be kept on file in the Registrar's Office.
  6. Proficiency Test
    - a. Requirements: The proficiency tests are designed to help students determine their preparedness for taking specific courses. Required tests are established by the academic department.



- b. Exemptions: Students may be exempt from the proficiency test(s) if the student has satisfied the appropriate course prerequisites.
7. Prerequisites: When a course has a prerequisite, it means that a student must have certain knowledge to be successful in the course. Prior knowledge may be a skill, ability, test score or successful completion of a prior course with a “C” or better.
- a. Completion of the prerequisite is required prior to enrolling in the course, and D, F, U, or NC grades are not acceptable.
  - b. It is the student’s obligation to know and meet course prerequisites. These are stated in the course descriptions section of the class schedule and the current college catalog.
  - c. Prerequisites will be verified at registration if prerequisite is completed at another college or university. The student will be required to file proof of meeting prerequisites.
3. Background
- 1. References: 1991/1992 College Catalog
  - 2. Revision history: 08/2002, 04/2004, 01/2007, 05/11/2011 (reformatted)
  - 3. Legal review: none
  - 4. Sponsor: Registration and Enrollment Services

## Determination of Catalog Year 501-05

### 1. **PURPOSE**

To define requirements a student must fulfill to complete a degree or certificate program.

### 2. **PROCEDURE**

1. The catalog year for a student's program is the catalog year in effect at the time of the student's initial matriculation to the college. Students may not use an edition of the catalog that was in effect prior to their matriculation to the college.
2. Students who do not maintain continuous enrollment must use the catalog in effect at the time of re-entry to the college.
3. Students who elect to change their major must adopt the current catalog in effect.
4. Students have the option to change their catalog year in subsequent terms of continuous enrollment, but may not mix requirements from different catalogs.
5. Substitution and/or waivers to course requirements in catalog must be approved and documented by the Registrar.
6. Non-credit courses, audited courses, failed courses or courses from which the student withdraws, do not count toward the determination of continuous enrollment for catalog purposes.
7. The College will work with students on how to satisfy alternative requirements in the current catalog when completing earlier requirements is no longer possible.

### Definitions

1. Catalog: An annual publication describing academic programs and courses, student services, general regulations, requirements and procedures for a specific academic year. Requirements and procedures may change and are updated often.
2. Matriculation: The act of enrolling as a student at a college or university as a candidate for a degree or certificate program.
3. Continuous Enrollment: Enrollment in the college in which a student earns course credit without a non-enrollment period of two (2) or more consecutive semesters (fall/spring or spring/fall). Summer session is not included.

### 3. **BACKGROUND**

1. References: Student Right-To-Know laws
2. Revision history: 08/08/2005, 05/11/2011 (reformatted), 05/14/2014, 09/06/2017
3. Legal review: none
4. Sponsor: Registration and Enrollment Services

Approved by College Council: 09/06/2017

## Student Classification and Standing 501-06

1. Purpose: The Registrar or designee is responsible for verifying student status under this procedure.

2. Procedure:

1. Class level defined in semester credits:
  - a. First year – under 30 credits in current program
  - b. Second year – 30 to 59.9 credits in current program
  - c. Third year – 60 or more credits in an approved 90-30 program

2. Enrollment status:

a. Credits needed for fall, spring, or summer.

Full-time	Part-time		
	Three-quarter time	Half-time	Less than half-time
12	9	6	Under 6

b. Summer status may be met in any combination of summer terms.

3. Disability Resources may confirm an enrollment status exception to the Registrar to consider a part-time student to be full-time if the student:

- a. Must take reduced credits due to documented disability and would otherwise be denied access to a College program, benefit, or service.
- b. This exception does not and may not apply to any non-College matters or to financial aid awards.

4. Only the Registrar or designee may verify class level and enrollment status.

5. National Student Clearinghouse is an authorizing agent to provide enrollment certificates on behalf of the College.

3. Background

1. References: Title IV regulations; standard national definitions
2. Revision history: 08/08/2005, 05/11/2011 (reformatted)
3. Legal review: none
4. Sponsor: Registration and Enrollment Services

## Transcripts 501-07

1. Purpose: To establish criteria for submissions of transcripts to Coconino Community College and the evaluation of each.
2. Procedure
  1. Definitions
    - a. Residency: Minimum required credit hours taken at the Coconino Community College prior to award of degree or certificate.
    - b. Official Transcript: One that has been mailed from the granting institution to the College.
    - c. Regionally accredited higher education institutions, those that are accredited by:
      1. Middle States Association of Colleges and Secondary Schools
      2. New England Association of Colleges and Schools, Inc.
      3. North Central Association of Colleges and Schools
      4. Southern Association of Colleges and Schools
      5. Western Association of Schools and Colleges
      6. Northwest Committee on colleges and Universities
  2. Residency

The College has established residency requirements for degree and certificate seeking students. Transfer credits are accepted up to the total credits required for each program minus the residency requirement.

    - a. Degree programs: minimum of fifteen (15) credit hours
    - b. Certificate programs: minimum of 30% of total certificate credit hours
  3. Transcripts
    - a. Students who desire to transfer previous college or university credits to Coconino Community College must submit official transcripts to the College from all institutions regardless of when credit was earned or level of grade received.
    - b. Only credit from regionally accredited institutions will be accepted as transfer credit.
  4. Transcript Evaluation
    - a. The transcript evaluation procedure includes a review process.
    - b. Credits earned more than five (5) years ago may be subject to special evaluation. Courses satisfying general education requirements have no time limit.
    - c. The official transcript evaluation requires that students certify they are declaring all previous credit.
3. BACKGROUND
  1. References: 2010-2011 College Catalog
  2. Revision history: 08/2000, 04/17/2001, 01/21/2003, 04/06/2004, 11/07/2006, 04/24/2007, 05/11/2011 (reformatted and revised)
  3. Legal review: none
  4. Sponsor: Registration and Enrollment Services

Adopted by College Council: 05/11/2011

## Transfer Credit to the College 501-08

1. Purpose: To define guidelines for transfer of credit from higher education institutions to Coconino Community College.
2. Procedure
  1. Definitions
    - a. AGEC: Arizona General Education Curriculum
    - b. CEG: Course Equivalency Guide
    - c. GECC: General Education Core Curriculum
  2. Transfer of AGEC courses from other Arizona community colleges, Arizona tribal colleges, Arizona public universities, non-Arizona colleges or universities, or non-public Arizona universities.
    - a. If a course is in the GECC of the transferring Arizona Community College or Tribal College, the College will accept the credits as defined by the source institution. If the course fulfills one (1) or more of the AGEC Special Requirements at the transferring institution, the College will transfer it to fulfill those requirements.
    - b. Coursework transferred from regionally accredited non-AGEC granting institutions (i.e., Arizona public universities, out of state institutions) may be applied to AGEC as follows:
      1. Transfer coursework deemed by the AGEC granting institution to be equivalent to a course on that institution's formal AGEC list may be used to satisfy AGEC in the same manner as the institution's own course.
      2. Transfer coursework that is equivalent to a non-AGEC course may not be used to satisfy AGEC.
      3. Transfer coursework not having a direct equivalency shall be evaluated by the AGEC granting institution using the AGEC granting institution's own institutional curricular standards for identifying AGEC courses.
  3. Transfer of non-AGEC courses will be accepted on a course-by-course basis by reviewing and comparing course descriptions or additional course materials.
  4. Credit for Prior Learning Experience: Students enrolled at the College may be awarded up to forty-five (45) credit hours for Prior Learning completed through:
    - a. College Level Examination Program (CLEP)
    - b. Defense Activity for Non-Traditional Support Examination program (DANTES)
    - c. Advanced Placement Examination (AP)
    - d. International Baccalaureate (IB)
    - e. Military Training
    - f. Previously acquired knowledge and/or competencies required to complete a particular class and that instruction in this area would be repetitive.
3. Background
  1. Reference: 2010-2011 College Catalog, AGEC Policy 104
  2. Revision history: 08/2000, 04/17/2001, 01/21/2003, 04/06/2004, 11/07/2006, 04/24/2007, 05/11/2011 (reformatted and revised), (renumbered – formerly Procedure 501.7.3), 10/06/2015 editorial changes
  3. Legal review: none
  4. Sponsor: Registration and Enrollment Services  
Adopted by College Council: 05/11/2011

## Transfer of Credit to Other Institutions 501-09

1. **Purpose:** To define the methods of articulating transfer credit to other institutions through academic policies and operations of the Coconino Community College, CCC District Governing Board, and the State of Arizona.
2. **Procedure**
  1. Transferring Credit from Coconino Community College: The academic policies and operation of the College are governed by the CCC District Governing Board:
    - a. The College adheres to the Arizona General Education Curriculum (AGEC) approved by Academic Program Articulation Steering Committee (APASC).
    - b. The College is accredited by the North Central Association of Colleges and Schools, the regional accrediting body.
    - c. Courses numbered 100-299 may be eligible for transfer to other colleges and universities.
    - d. To determine the transferability of particular CCC courses taught:
      1. Fall semester 1991 or Spring semester 1992: Refer to Arizona's regionally accredited Yavapai College course prefix and number system and its course outlines.
      2. Summer semester 1992 forward: Consult the CCC section of the appropriate Course Equivalency Guide published by the Arizona Commission for Postsecondary Education.
  2. Transferring to Arizona Public Universities
    - a. Arizona public community colleges and universities have agreed upon a common structure for a transfer general education curriculum. This provides students the opportunity to build a general education curriculum that is transferable upon completion without loss of credit to another Arizona state community college, Arizona tribal colleges, or university.
    - b. Completion of the AGEC will fulfill lower division general education requirements for all Arizona community colleges, Arizona tribal colleges, and Arizona public universities.
    - c. Students are required to fulfill lower division major requirements and prerequisites within their college and major/minor area of study.
  3. Arizona Transfer Liaison (ATL)
    - a. The College has appointed an ATL to resolve problems by transfer students as reported by students, advisors, faculty members, and college officials.
    - b. The ATL ensures compliance with the transfer and articulation agreements and resolves problems concerning the transfer and applicability of community college credit to university programs.
3. Background
  1. Reference: 2010-2011 College Catalog
  2. Revision history: 08/2000, 04/17/2001, 01/21/2003, 04/06/2004, 11/07/2006, 04/24/2007, 05/11/2011 (reformatted and revised), (renumbered - formerly Procedure 501.7.7)
  3. Legal review: none
  4. Sponsor: Registration and Enrollment Services

Adopted by College Council: 05/11/2011

## Reverse Transfer of Credit 501-10

1. **Purpose:** Students leaving Coconino Community College prior to earning an associate degree or certificate may transfer credit back to the College from another post-secondary institution in order to fulfill the CCC program requirements.
2. **Procedure**
  1. Reverse transfer procedures may be governed by individual IGAs or agreements with specific universities for the benefit of the student. The Registrar will maintain copies of any and all agreements related to reverse transfer.
  2. For institutions/universities that do not have agreements on file, the following is the responsibility of the student:
    - a. Courses/credits that may be applicable for reverse transfer credit must be determined by the Registrar or designee.
    - b. Students should contact their advisor for an appointment to determine what courses fulfill remaining degree or certificate requirements.
    - c. Students must complete all program requirements including the number of credits necessary for the degree.
    - d. From the Transfer Institution: After successfully completing the determined course(s) with a C or higher, the student must request an official transcript be sent to Coconino Community College to be evaluated by the Registrar or designee unless an IGA allows official transcripts to be shared without a student request.
  3. Upon completion and approval of graduation application paperwork, the College will notify the student that he/she has completed the degree or certificate.
  4. To receive an AGECE stamp on the CCC transcript using transferred credits from another post-secondary institution, students must attend at least fifteen (15) credit hours at CCC.
  5. Courses numbered 300 and above may transfer as elective credit with a designation of 3XX or 4XX.
3. **References:** FERPA and [www.AZTransfer.com](http://www.AZTransfer.com)
  1. Revision history: 12/09/2009 (new procedure and supersedes Procedure 501-07-11 (Reverse Transfer Procedure)), 05/11/2011 (renumbered from Procedure 501-07 to 501-10 and re-titled to Reverse Transfer of Credit Procedure)
  2. Legal review: none
  3. Sponsor: Registration and Enrollment Services

## **Technology Fee 501-11**

### **1. PURPOSE**

The Technology Tuition Allocation is an annual allocation of the general fund earmarked to enhance and support educational technologies. Educational technologies are defined as applications and solutions that result in a student's ability to access information for learning and to meet the College's strategic initiatives.

The Technology Tuition Allocation was established to enhance and improve the quality of instruction and availability of technology to students. This allocation allows the College to directly support students through the purchases of new equipment and updates to outdated equipment such as lab, classroom, registration printers and computers, projectors, library laptops, online services, and wireless access. The Technology Tuition Allocation also indirectly supports students through academic support and student services activities such as the purchase of technology utilized by our faculty and instructional support staff.

### **2. PROCEDURE**

1. The Technology Tuition Allocation funds technology to support the academic mission.
2. The Technology Tuition Allocation addresses four main areas:
  - a. Enhanced student access to computer systems
  - b. Increased student computing support
  - c. Educational technology replacement cycles
  - d. Improved classroom instruction
3. All students support the Allocation through the payment of tuition. The highest priority will be given to the development of projects which will directly benefit the entire student body including individuals with disabilities. In general, the Technology Tuition Allocation must support initiatives that benefit the students of the College. The Technology Committee has the option to recommend funding smaller projects deemed important or beneficial.
4. The Chief Technology Officer (CTO) is responsible for preparing the Technology Tuition Allocation priority list based on the allocation provided through the budget process, and preparing an annual expenditure report. Early in each spring semester the CTO, in conjunction with the Technology Committee, determines what technology will be purchased, updated or replaced for the upcoming fiscal year. The CTO is responsible for making sure that the expenditures are made in keeping with the approved allocation.
5. Technology Tuition Allocation funds are not used to purchase or replenish consumables such as paper and/or toner. Note: The Technology Tuition Allocation may be adjusted based on enrollment.

### **3. BACKGROUND**

1. References: none
2. Revision history: 03/28/2012 (new); 08/03/2016 (replaces 501-11)
3. Legal review: none
4. Sponsor: Information Technology Services

Approved by College Council: 08/03/2016



## Student Records Procedure 502-01

1. Purpose: To comply with the requirements of the Family Educational Rights and Privacy Act that affords certain rights to students concerning their educational rights in areas of access, release, and challenge of educational records, and where records are located.
2. Procedure
  1. Annual Notification: In accordance with Section 99.7 of the Family Education Rights and Privacy Act (FERPA), CCC will provide students annual notification of their FERPA rights by the following methods by publication in the:
    - a. Student Handbook
    - b. Class Schedules
    - c. College Catalog
  2. Inspection of Education Records: Students may inspect and review their education records upon request to the Registrar.
    - a. Access must be given in forty-five (45) days or less from the date of receipt of the request.
    - b. A student may inspect and review only the records that relate to him/her.
  3. Limitation on Right of Access: Coconino Community College reserves the right to refuse to permit a student to inspect the following records:
    - a. The financial statements of the student's parents.
    - b. Letter and statements of recommendation for which the student has waived his/her rights of access or that were maintained before January 1, 1975
    - c. Records connected with an application, including but not limited to admissions, student employment, etc. to CCC, or a component unit of CCC if that application was denied.
    - d. Those records that are excluded from the FERPA definition of education records.
  4. Refusal to Provide Copies: Coconino Community College reserves the right to deny copies of records, including transcripts, not required to be made available by FERPA in any of the following situations:
    - a. The student has an unpaid financial obligation to CCC.
    - b. There is an unresolved disciplinary action against the student.
    - c. The education record request is an exam or set of standardized test questions. (An exam or standardized test that is not directly related to a student is not an education record subject to FERPA's access provisions.)
  5. Fees for Copies of Records: Fees for copies shall be defined and updated annually in the Procedural Guidelines.
  6. Types, Locations, and Custodians of Education Records: A list of the types of locations and custodians of records that CCC maintains shall be defined and updated annually by the Registrar and outlined in the Procedural Guidelines.
  7. Disclosure of Education Records: Coconino Community College will disclose information from a student's records only with the written consent of the student. Exception: An institution may release personally identifiable information from a student's education record without the student's written consent as required in Section 99.30 if the disclosure meets one or more of the conditions in Section 99.31 of the FERPA guidelines.

8. Electronic Disclosure: Coconino Community College will not release students' records (grades, disciplinary action results, etc.) through electronic media (e.g. e-mail), unless the student has submitted a written consent form to the appropriate office or individual.
9. Record of Requests for Disclosure: 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, email address and photograph. The College may disclose any of those items without prior consent, unless notified in writing to the contrary, prior to or on the first day of classes, each semester. A new request for non-disclosure must be completed each semester.
10. Correction of Education Records: Students have the right to ask to have records corrected that they believe are inaccurate, misleading, or in violation of their privacy rights.

### 3. BACKGROUND

1. Reference: Family Educational Rights and Privacy Act (FERPA)
2. Revision history: 01/21/2003, 05/11/2011 (reformatted); 11/06/2015 revised to reflect FERPA Annual Notification and Record of Requests for Disclosure.
3. Legal review: none
4. Sponsor: Registration and Enrollment Services

# General Education

## General Education Values Statement

Coconino Community College's General Education curriculum is designed to provide the core of learning for all degree programs. The General Education curriculum provides students with the opportunity to acquire a breadth of knowledge in, and appreciation of, the arts and sciences, as well as the intellectual skills that provide a basis for effective communication, problem solving, and evaluative thinking. This course work helps create an awareness of the diverse nature of the world while encouraging students to become active lifelong learners and participants in society.

## 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 AGECE, can expect to acquire or improve their skills in the following areas:

**Communication Skills:** Conveying of ideas using one or more methods of expression (written, oral, signed).

- 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

**Diversity and Global Awareness:** An understanding and appreciation of diverse cultures, values, beliefs, and historical perspectives.

- 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:** A better understanding of oneself and others in order to clarify individual and societal responsibilities, needs, and values.

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

**Thinking Skills:** Using a variety of inquiry methods, resources, and reasoning skills that support and promote lifelong learning.

- 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

## **General Education Criteria**

General Education coursework must meet all of the following criteria:

1. Meet the particular AGEC category criteria
2. Promote intellectual exchange as an essential part of the learning process
3. With the exception of composition and math courses, all courses must provide tools for a broad understanding of the world, humanity, and the role of individuals within both.
4. Be graded as A/F only, S/U grading not allowable
5. Be accepted for transfer credit as elective or better at all three Arizona state universities according to the Course Equivalency Guide for the academic year in which the course was taken

## **Composition Criteria**

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

Composition courses:

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

## **Mathematics**

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

Mathematics Courses:

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

## **Arts and Humanities**

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

Art and Humanities courses:

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

## **Social and Behavioral Sciences**

Social and behavioral science courses at Coconino Community College are concerned with human interactions in historical, political, social, or psychological contexts.

Social and Behavioral Science courses:

1. Examine methods of inquiry, theories, and interpretations of the human condition.
2. Explore issues relating to the human condition.
3. Develop critical thinking skills through application, analysis, or synthesis of ideas and evidence.

## **Physical and Biological Sciences**

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

Physical and Biological science courses:

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

## **Options**

Any of the above criteria.

## **Intensive Writing/Critical Inquiry “W”**

1. Require ENG 101 as a prerequisite and ENG 102 as a prerequisite or co-requisite;
2. emphasize the gathering, interpretation, and evaluation of evidence;
3. develop skills in analyzing and synthesizing information to support a thesis;
4. provide an environment which values factual and rational interchange;
5. develop critical thinking skills;
6. foster flexible and creative thinking;
7. enroll no more than 25 students per section;
8. require successful completion of the major writing project in order to pass the class (see 9b and 9c below);
9. pursue the above objectives by engaging students in the following:
  - a. frequent discussions to develop skills in critical listening, thinking, and interacting;
  - b. require the writing of a major project of at least 1500 words submitted for instructor approval incorporating the steps in the writing process (prewriting, drafting, organizing, reviewing, and revising) prior to receiving the final grade for the assignment;
  - c. require the writing of at least 2 other papers totaling an additional 1500 words.

### **Ethnic, Race, and Gender Awareness “E”**

All courses designated in this area must:

1. foster an atmosphere in which relations between disparate groups may be improved.
2. develop an understanding of the significant contributions of minorities.
3. present aspects of the social, economic, political, or psychological relations between and among ethnic, race or gender groups.
4. analyze traditional views concerning gender and/or minorities.
5. explore changing perspectives about gender and/or minorities.
6. encourage curiosity about and empathy for cultural and gender differences.
7. promote critical thinking.

### **Global and International Awareness “C”**

All courses designated in this area must:

1. develop curiosity about the empathy for cultural diversity and global issues.
2. incorporate subject matter within the twentieth century.
3. promote critical thinking skills.
4. emphasize one or more of the following:
  - a. awareness of the interdependence of societies in the world;
  - b. understanding of a variety of cultures;
  - c. study of a region or country outside the United States.

### **Historical Awareness “C”**

All courses designated in this area must:

1. focus on historical sequence to show the interconnectedness of ideas/events/themes/theories.
2. explore a period of human history through the study of values, cultures, politics, or other aspects of culture.
3. cultivate curiosity concerning human and social behavior.
4. promote curiosity critical thinking.

## General Education List of Approved Courses at CCC

### Composition

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

### Mathematics

- MAT 140 College Math w/Algebra Review (5)
- MAT 142 College Mathematics (3)
- MAT 151 College Algebra (4)
- MAT 160 Introduction to Statistics (3)
- MAT 187 Pre-Calculus (5)
- MAT 211 Business Calculus (4)
- MAT 220 Calculus and Analytic Geometry I (5)
- MAT 230 Calculus and Analytic Geometry II (5)
- MAT 241 Calculus and Analytic Geometry III (5)
- MAT 261 Differential Equations (4)

### Arts and Humanities

- ANT 102<sup>E,C</sup> Introduction to Cultural Anthropology (3)
- ART 100 Art Appreciation (3)
- ART 201<sup>C</sup> Art History: Prehistoric to 1400 (3)
- ART 202<sup>C</sup> Art History: 1400-2000 (3)
- ART 221<sup>E,C</sup> Art of the Southwest (3)
- COL 130 Resume, Financial, and College Literacy (3)
- CPS 100<sup>E,C</sup> Overview of the Colorado Plateau (3)
- DAN 201<sup>E,C</sup> Dance History (3)
- ENG 236<sup>E</sup> Intro to the American Short Story (3)
- ENG 237<sup>E</sup> Women in Literature (3)
- ENG 238<sup>E</sup> Literature of the Southwest (3)
- ENG 272<sup>W</sup> Creative Writing: Nonfiction (3)
- HUM 205<sup>C,W</sup> Technology and Human Values (3)
- HUM 235 American Arts and Ideas (3)
- HUM 241<sup>W</sup> Humanities I (3)
- HUM 242<sup>W,C</sup> Humanities II (3)
- MUS 100 Music Appreciation (3)
- MUS 145<sup>E</sup> Jazz History and Literature (3)
- MUS 207<sup>E</sup> American Popular Music (3) DAN
- PHI 101<sup>C</sup> Introduction to Philosophy (3)
- PHI 105<sup>E</sup> Introduction to Ethics (3)
- REL 201<sup>C</sup> Comparative Religions (3)
- REL 241<sup>C</sup> Asian Religions (3)
- THR 101 Introduction to Theatre (3)

### Social and Behavioral Sciences

- AJS 101 Intro to Administration of Justice (3)
- AJS 230 Deviant Behaviors (3)
- AJS 280 Criminology (3)
- ANT 102<sup>E,C</sup> Intro to Cultural Anthropology (3)
- ANT 103<sup>E,C</sup> Culture and Language (3)
- ANT 110 Exploring Archeology (3)
- ANT 230<sup>E,C</sup> Peoples of the Southwest (3)
- ANT 250<sup>W,E,C</sup> Peoples of the World (4)
- ASL 110<sup>C</sup> Intro to Deaf Studies (3)
- BUS 214 Legal/Ethical/Regulatory Issues in Business (3)
- CPS 100<sup>E,C</sup> Overview of the Colorado Plateau (3)
- ECN 204 Macroeconomic Principles (3)
- ECN 205 Microeconomic Principles (3)
- GEO 102<sup>C</sup> Human Geography (3)
- GEO 133<sup>C</sup> World and Regional Geography (3)
- HIS 131<sup>E,C</sup> United States History to 1877 (3)
- HIS 132<sup>E,C</sup> United States History from 1877 (3)
- HIS 201<sup>C</sup> Western Civilization to 1660 (3)
- HIS 202<sup>C</sup> Western Civilization from 1660 (3)
- HIS 211<sup>C</sup> World History to 1500 (3)
- HIS 212<sup>C</sup> World History from 1500 (3)
- POS 101 Intro to Politics (3)
- POS 110 American National Government (3)
- POS 120<sup>C</sup> Introduction to World Politics (3)
- POS 220 Arizona and National Constitution
- POS 233<sup>W,C</sup> Global Environmental Politics (3)
- PSY 101<sup>E</sup> Intro to Psychology (3)
- PSY 227 Personality Development (3)
- PSY 236<sup>E</sup> Psychology of Women (3)
- PSY 240<sup>E</sup> Developmental Psychology
- PSY 250<sup>W,E,C</sup> Social Psychology (3)
- SOC 101<sup>E</sup> Introduction to Sociology (3)
- SOC 140<sup>E</sup> Marriage and Family in the United States (3)
- SOC 210<sup>W,E</sup> Sociology of Gender (4)
- SOC 215<sup>E</sup> Race and Ethnic Relations (3)

## Physical and Biological Sciences

ANT 101 Intro to Physical Anthropology (4)  
BIO 100 Biological Concepts (4)  
BIO 105<sup>W,C</sup> Environmental Biology (4)  
BIO 109 Natural History of the Southwest (4)  
BIO 160 Intro to Human Anatomy and 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 and Physiology I (4)  
BIO 202 Human Anatomy and Physiology II (4)  
BIO 205 Microbiology (4)  
CHM 130 Fundamentals of Chemistry (4)  
CHM 151 General Chemistry I (5)

CHM 152 General Chemistry II (5)  
GEO 131 Intro to Physical Geography (4)  
GLG 101 Physical Geology (4)  
GLG 102 Historical Geology (4)  
GLG 105 Intro to Planetary Science (4)  
GLG 110 Natural Disasters (4)  
GLG 232 Geology of the Colorado Plateau (4)  
PHY 111 College Physics I (4)  
PHY 112 College Physics II (4)  
PHY 161 University Physics I (4)  
PHY 180 Intro to Astronomy (4)  
PHY 262 University Physics II (4)

## Options

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 204<sup>W</sup> Business Communications (4)  
BUS 232 Business Statistics and Analysis (3)  
CIS 120 Intro to Computer Information Systems (3)  
CIS 215 Programming with Python (3)  
FRE 101 Beginning French I (4)  
FRE 102 Intermediate French II (4)  
FRE 201 Intermediate French III (4)  
FRE 202 Intermediate French IV (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)  
JPN 101 Beginning Japanese I (4)  
JPN 102 Beginning Japanese II (4)  
NAV 101 Beginning Navajo I (4)  
NAV 102 Beginning Navajo II (4)  
NAV 201<sup>C</sup> Intermediate Navajo I (4)  
NAV 202<sup>C</sup> 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)



## Arizona General Education Curriculum (AGEC): Special Requirements

### Intensive Writing and Critical Inquiry “W”

ANT 250	Peoples of the World (4)	HUM 241	Humanities I (3)
BIO 105	Environmental Biology (4)	HUM 242	Humanities II (3)
BUS 204	Business Communications (3)	POS 233	Global Environmental Politics (3)
ENG 272	Creative Writing: Nonfiction (3)	PSY 250	Social Psychology (4)
HUM 205	Technology and Human Values (3)	SOC 210	Sociology of Gender (4)

### Ethnic, Race, and Gender Awareness “E”

ANT 102	Introduction to Cultural Anthropology (3)	MUS 145	Jazz History and Literature (3)
ANT 230	Peoples of the Southwest (3)	MUS 207	American Popular Music (3)
ANT 250	Peoples of the World (4)	PHI 105	Introduction to Ethics (3)
ART 221	Art of the Southwest (3)	PSY 101	Introduction to Psychology (3)
CPS 100	Overview of the Colorado Plateau (3)	PSY 236	Psychology of Women (3)
DAN 201	Dance History (3)	PSY 240	Developmental Psychology
ENG 236	Intro to the American Short Story (3)	PSY 250	Social Psychology (3)
ENG 237	Women in Literature (3)	SOC 101	Introduction to Sociology (3)
ENG 238	Literature of the Southwest (3)	SOC 140	Marriage and Family in the United States (3)
HIS 131	United States History to 1877 (3)	SOC 210	Sociology of Gender (4)
HIS 132	United States History from 1877 (3)	SOC 215	Race and Ethnic Relations (3)

### Global and International Awareness or Historical Awareness “C”

ANT 102	Introduction to Cultural Anthropology	HIS 202	Western Civilization from 1660 (3)
ANT 103	Culture and Language (3)	HIS 211	World History to 1500 (3)
ANT 230	Peoples of the Southwest (3)	HIS 212	World History from 1500 (3)
ANT 250	Peoples of the World (4)	HUM 205	Technology and Human Values (3)
ART 201	Art History I (3)	HUM 242	Humanities II (3)
ART 202	Art History II (3)	NAV 201	Intermediate Navajo I (4)
ASL 110	Introduction to Deaf Studies (3)	NAV 202	Intermediate Navajo II (4)
BIO 105	Environmental Biology (4)	PHI 101	Introduction to Philosophy (3)
CPS 100	Overview of the Colorado Plateau (3)	REL 201	Comparative Religions (3)
DAN 201	Dance History (3)	REL 241	Asian Religions (3)
GEO 102	Human Geography (3)	POS 120	Introduction to World Politics (3)
GEO 133	World and Regional Geography (3)	POS 233	Global Environmental Politics (3)
HIS 131	United States History to 1877 (3)	PSY 250	Social Psychology (4)
HIS 132	United States History from 1877 (3)	POS 120	Introduction to World Politics (3)
HIS 201	Western Civilization to 1660 (3)		

## **Arizona General Education Curriculum (AGEC)**

The public universities and community colleges in Arizona have agreed to three transfer general education programs. These general education transfer programs are referred to collectively as the Arizona General Education Curriculum (AGEC). This agreement ensures that the completion of the general education block of courses at CCC will allow students to transfer lower division general education courses to any of the Arizona public universities without losing credits. Courses applied to the AGEC may not be taken for Satisfactory/Unsatisfactory (S/U) grading. CCC began implementing the AGEC during the spring of 1999. Three certificate programs have been designated to complete the specific 35 semester hour general education blocks of the AGEC requirements. These certificates are:

1. Arizona General Education Curriculum, Arts: AGEC-A fulfills the lower division general education requirements of liberal arts majors (e.g., social science, fine arts, and humanities). AGEC-A requirements include:
  - First Year Composition: 6 credits
  - Mathematics: 3 credits
  - Arts and Humanities: 6 credits
  - Social and Behavioral Sciences: 6 credits
  - Physical and Biological Sciences: 8 credits
  - Options: 0-6 credits to complete 35
  - Special Requirements: Intensive Writing and Critical Inquiry, and Awareness Areas
  
2. Arizona General Education Curriculum, Business: AGEC-B fulfills the lower division general education requirements of business majors. AGEC-B requirements include:
  - First Year Composition: 6 credits
  - Mathematics: 3 credits
  - Arts and Humanities: 6 credits
  - Social and Behavioral Sciences: 6 credits
  - Physical and Biological Sciences: 8 credits
  - Computer Information Systems/Introduction to CIS: 3 credits
  - Options: 0-6 credits to complete 35
  - Special Requirements: Intensive Writing and Critical Inquiry, and Awareness Areas
  
3. Arizona General Education Curriculum, Science: AGEC-S fulfills the lower division general education requirements of majors with more stringent mathematics and mathematics-based science requirements. AGEC-S requirements include:
  - Composition: 6 credits
  - Mathematics: 3 credits
  - Arts and Humanities: 6 credits
  - Social and Behavioral Sciences: 6 credits
  - Physical and Biological Sciences: 8 credits
  - Options: 0-6 credits to complete 35
  - Special Requirements: Intensive Writing and Critical Inquiry, and Awareness Areas

# Exam Equivalency Guide

## Advanced Placement (AP)

Exam	Score	CCC Course
Art History	Exam Score 3	ART 201 (3) or ART 202 (3)
Art History	Exam Score 4 or 5	ART 201 (3) & ART 202 (3)
Biology	Exam Score 3	BIO 100 (4)
Biology	Exam Score 4 or 5	BIO 181 (4) & BIO 182 (4)
Calculus AB	Exam Score 3, 4, or 5	MAT 220 (5)
Calculus BC	Exam Score 3	MAT 220 (5)
Calculus BC	Exam Score 4 or 5	MAT 220 (5) & MAT 230 (5)
Chemistry	Exam Score 4	CHM 151 (includes lab) (5)
Chemistry	Exam Score 5	CHM 151 (includes lab) (5) & CHM 151 (includes lab) (5)
Comparative Government and Politics	Exam Score 4 or 5	POS 101 (3)
English Language and Composition	Exam Score 4	ENG 101 (3) or Department Elective (3)
English Literature and Composition	Exam Score 4 or 5	ENG 101 or Department Elective
Environmental Science	Exam Score 4 or 5	Elective credit
European History	Exam Score 4 or 5	HIS 201 (3) & HIS 202 (3)
French Language and Culture	Exam Score 3, 4, or 5	FRE 101 (4) & FRE 102 (4) & FRE 201 (4) & FRE 202 (4)
German Language and Culture	Exam Score 3, 4, or 5	GER 101 (4) & GER 102 (4) & GER 201 (4) & GER 202 (4)
Human Geography	Exam Score 4 or 5	GEO 102 (3)
Italian Language and Culture	Exam Score 3	ITA 101 (4) & ITA 102 (4)
Italian Language and Culture	Exam Score 4	ITA 101 (4) & ITA 102 (4) & ITA 201 (4)
Italian Language and Culture	Exam Score 5	ITA 101 (4) & ITA 102 (4) & ITA 201 (4) & ITA 202 (4)
Japanese Language and Culture	Exam Score 3	JPN 101 (4) & JPN 102 (4)
Japanese Language and Culture	Exam Score 4 or 5	JPN 101 (4) & JPN 102 (4) & JPN 201 (4)
Latin	Exam Score 3	Elective Credit ( 8)
Latin	Exam Score 4	Elective Credit (12)
Latin	Exam Score 5	Elective Credit (16)
Macroeconomics	Exam Score 4 or 5	ECN 204 (3)
Microeconomics	Exam Score 4 or 5	ECN 205 (3)
Music Theory	Exam Score 3	MUS 100 (3)
Music Theory	Exam Score 4 or 5	MUS 100 (3) & MUS 120 (3)
Physics C: Electricity and Magnetism	Exam Score 3, 4 or 5 on	PHY 111 (4)
Physics C: Electricity and Magnetism	Exam Score 3, 4 or 5 on	PHY 112 (4)
Physics C: Mechanics	Exam Score 3, 4 or 5	PHY 11 (4)
Psychology	Exam Score 4 or 5	PSY 101 (3)
Spanish Language	Exam Score 3, 4 or 5	SPA 101 (4) & SPA 102 (4) SPA 201 (4) & SPA 202 (4)
Spanish Literature and Culture	Exam Score 3, 4 or 5	SPA 101 (4) & SPA 102 (4) SPA 201 (4) & SPA 202 (4)
Statistics	Exam Score 3, 4, or 5	MAT 160 (3)
Studio Art: 2-D Design	Exam Score 4 or 5 on 2D	ART 160 (3)
Studio Art: 3-D Design	Exam Score 4 or 5	ART 165 (3)
Studio Art: Drawing	Exam Score 4 or 5	ART 110
US Government and Politics	Exam Score 4 or 5	POS 110 (3)
US History	Exam Score 4 or 5	HIS 131 (3) & HIS 132 (3)
World History	Exam Score 4 or 5	HIS 212 (3)

## Cambridge International Exam (CIE)

Exam	Score	CCC Course
Biology-A Level	Exam Score D	BIO 181 (4) & BIO 182 (4)
Biology-AS Level	Exam Score D	BIO 181 (4)

## College Level Examination Program (CLEP)

Exam	Score	CCC Course
American Government	Exam Score 50 or higher	POS 110 (3)
American Literature	Exam Score 50 or 55	ENG 236 (3) & ENG Elective (3)
Analyzing and Interpreting Literature	Exam Score 50 or higher	Elective (3)
Biology	Exam Score 50 or higher	BIO Department Elective (3)
Calculus	Exam Score 50 or higher	MAT 220 (5)
Chemistry	Exam Score 50 or higher	CHM 151 (includes lab) (5)
College Algebra	Exam Score 50	MAT 151 (4)
College Composition	Exam Score 50 or 60	ENG 101 (3) or Elective Credit (3)
English Literature	Exam Score 50 or 55	Elective Credit (3)
Financial Accounting	Exam Score 50 or 60	ACC 255 (3)
French Language	Exam Score 50	FRE 101 (4)
French Language	Exam Score 55	FRE 101 (4) & FRE 102 (4)
French Language	Exam Score 62	FRE 101 (4) & FRE 102 (4) & FRE 201 (4)
French Language	Exam Score 66	FRE 101 (4) & FRE 102 (4) & FRE 201 (4) & FRE 202 (4)
German Language	Exam Score 39	GER 101 (4)
German Language	Exam Score 46	GER 101 (4) & GER 102 (4)
German Language	Exam Score 51	GER 101 (4) & GER 102 (4) & GER 201 (4)
German Language	Exam Score 60	GER 101 (4) & GER 102 (4) & GER 201 (4) & GER 202 (4)
History of the US I: Early Colonization to 1877	Exam Score 50	HIS 131 (3)
History of the US II: 1865 to the Present	Exam Score 50	HIS 132 (3)
Human Growth and Development	Exam Score 50	PSY 240 (3) & ECE 234 (3)
Humanities	Exam Score 49 or higher	HUM Elective Credit (3)
Introductory Business Law	Exam Score 50	Elective Credit (3)
Introductory Psychology	Exam Score 50	PSY 101 (3)
Introductory Sociology	Exam Score 50	SOC 101 (3)
Natural Science	Exam Score 53	Elective (3)
Natural Science	Exam Score 56	Elective (3)
Pre-Calculus	Exam Score 50	MAT 187 (5)
Principles of Macroeconomics	Exam Score 50	ECN 204 (3)
Principles of Management	Exam Score 50	BUS 206 (3)
Principles of Microeconomics	Exam Score 50	ECN 205 (3)
Principles of Marketing	Exam Score 50	BUS 207 (3)
Social Sciences and History	Exam Score 50	Sociology or Political Science Elective Credit (3)
Spanish Language	Exam Score 50	SPA 101 (4)
Spanish Language	Exam Score 55	SPA 101 (4) & SPA 102 (4)
Spanish Language	Exam Score 66	SPA 101 (4) & SPA 102 (4) & SPA 201 (4)
Spanish Language	Exam Score 68	SPA 101 (4) & SPA 102 (4) & SPA 201 (4) & SPA 202 (4)
Spanish Language	Exam Score 50	SPA 101 (4)
Western Civilization I : Ancient Near East to 1648	Exam Score 50	HIS 201 (3)
Western Civilization II : 1648 to the Present	Exam Score 50	HIS 202 (3)

## International Baccalaureate (IB)

Exam	Score	CCC Course
Biology-HL	Exam Score 4 or 5	BIO 100 (4)
Biology-HL	Exam Score 6 or 7	BIO 181 (4) & BIO 182 (4)
Business and Management	Exam Score 5 or higher	Elective Credit (3)
Chemistry-HL	Exam Score 4	CHM 151 (5)
Chemistry-HL	Exam Score 5	CHM 151 (5) & CHM 152 (5)
Classical Languages (Latin)-HL	Exam Score 4	Elective Credit (8)
Classical Languages (Latin)-HL	Exam Score 5, 6 or 7	Elective Credit (8)
Economics-HL	Exam Score 5 or higher	ECN 204 (3) & ECN 205 (3)
English A-HL	Exam Score 5, 6 or 7	ENG 101 (3) or Elective Credit (3)
Geography	Exam Score 5, 6 or 7	GEO 102 (3)
History, American-HL	Exam Score 4	HIS 131 (3)
History, American-HL	Exam Score 5 or higher	HIS 131 (3) & HIS 132 (3)
History, European-HL	Exam Score 4	HIS 201 (3)
History, European-HL	Exam Score 5, 6 or 7	HIS 201 (3) & HIS 202 (3)
Mathematics-HL	Exam Score 5 or higher	MAT 220 (5)
Modern Languages: French B-HL	Exam Score 4	FRE 101 (4) & FRE 102 (4)
Modern Languages: French B-HL	Exam Score 5, 6 or 7	FRE 201 (4) & FRE 202 (4)
Modern Languages: German B-HL	Exam Score 4	GER 101 (4) & GER 102 (4)
Modern Languages: German B-HL	Exam Score 5, 6 or 7	GER 201 (4) & GER 202 (4)
Modern Languages: Spanish B-HL	Exam Score 4	SPA 101 (4) & SPA 102 (4)
Modern Languages: Spanish B-HL	Exam Score 5, 6 or 7	SPA 201 (4) & SPA 202 (4)
Music-HL	Exam Score 4, 5, 6 or 7	MUS 120 (3)
Physics-HL	Exam Score 5	PHY 111 (4)
Physics-HL	Exam Score 6 or higher	PHY 111 (4) & PHY 112 (4)
Psychology-HL	Exam Score 5 or 6	PSY 101 (3)
History, European	Exam Score 4	HIS 201
History, European	Exam Score 5	HIS 201 , HIS 202
Latin	Exam Score 4	LAT 101 , LAT 102
Latin	Exam Score 5	LAT 101, LAT 102, LAT 201 , LAT 202
Mathematics	Exam Score 5	MAT 220 (5)
Music	Exam Score 4	MUS 120
Theatre-HL	Exam Score 4 or 5	THR 101 (3)
Visual Arts-HL	Exam Score 4	ART 160 (3)
Visual Arts-HL	Exam Score 5, 6 or 7	ART 110 (3) & ART 160 (3)

# Degrees

## **Associate of Arts Degree (AA)**

The AA 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). Courses, excluding remedial or developmental, which transfer as equivalent, departmental elective credit (DEC), or general elective credit (E) will be counted toward this degree. Special Topics, Experimental, and Remedial courses will not be counted toward this degree. Courses taken for S/U credit will not be counted toward this degree.

## **Associate of Applied Science Degree (AAS)**

This 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 these credit hours must be completed in the General Education Core Curriculum with a grade of "C" or better. Remedial or Developmental courses 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 Business Degree (ABUS)**

The Associate of Business is designed for students planning to transfer to a college or university. 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-Business (AGEC-B). The remaining degree requirements are comprised of 27 credit hours or more in the student's elected program of study. Courses, excluding remedial or developmental, which transfer as equivalent, departmental elective credit (DEC), or general elective credit (E) will be counted toward this degree. Special Topics, Experimental, and Remedial courses will not be counted toward this degree. Courses taken for S/U credit will not be counted toward this degree.

## **Associate of Fine Arts (AFA)**

This degree is designed for transfer to the Fine Arts bachelor's degrees at all Arizona public universities. The programs give students a strong foundation in visual composition and art history and prepares them to continue their fine arts education in drawing, painting, photography, ceramics, or sculpture. Courses, excluding remedial or developmental, which transfer as equivalent, departmental elective credit (DEC), or general elective credit (E) will be counted toward this degree. Special Topics, Experimental, and Remedial courses will not be counted toward this degree. Courses taken for S/U credit will not be counted toward this degree.

## **Associate of Science Degree (AS)**

This 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, excluding remedial or developmental, which transfer as equivalent, departmental elective credit (DEC), or general elective credit (E) will be counted toward this degree. Special Topics, Experimental, and Remedial courses will not be counted toward this degree. Courses taken for S/U credit will not be counted toward this degree.

## **Associate of General Studies (AGS)**

This 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 other areas of interest. Remedial or Developmental courses will not be counted toward this degree. This degree is not recommended for students planning to transfer to a university. The AGS Degree is intended as an alternative degree that recognizes the mission of the community college that education is a lifelong process.

**AA in Administration of Justice: 60 credits**

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 provides students with knowledge and 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.

**General Education: 35 credits**

All general education coursework must be selected from the approved AGEC list.

College Composition (6)

ENG 101 College Composition I (3)

ENG 102 College Composition II (3)

Mathematics (3)

MAT 140 College Mathematics w/Algebra Review (5) or higher

Arts and Humanities (6)

Two courses from different disciplines

Social and Behavioral Sciences (6)

Two courses from different disciplines

Physical and Biological Sciences (8)

Two courses

Options (0-6)

Any AGEC coursework to complete 35 credits

Special Requirements: Must be met within AGEC requirements by a minimum of two courses.

Intensive Writing/Critical Inquiry "W"

Ethnic/Race/Gender Awareness "E"

Contemporary Global/International or Historical Awareness "C"

**Major Requirements: 15 credits**

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

**Elective Requirements: 10 credits**

Any transferable courses as stated in the Course Equivalency Guide (CEG) that transfer to UA, ASU, and NAU.

Recommended:

One course at the 100 level or above in Spanish or Navajo

SOC 210 Sociology of Gender (4)

SOC 215 Race and Ethnic Relations (3)



**AA American Sign Language Interpreting: 60 credit hours**

Designed to provide the foundation for students interested in pursuing a career in American Sign Language Interpreting or within the Deaf community.

**General Education: 37 credits**

All general education coursework must be selected from approved AGEC curriculum.

College Composition (6)

ENG 101 College Composition I (3)

ENG 102 College Composition II (3)

Mathematics (3)

MAT 140 College Mathematics w/Algebra Review (5) or higher

Arts and Humanities (6)

Two courses from different disciplines

Social and Behavioral Sciences (6)

ASL 200 Introduction to the Deaf Community

One additional SBS course, excluding ASL

Physical and Biological Sciences (8)

Two courses

Options (8)

ASL 101 American Sign Language I (4)

ASL 102 American Sign Language II (4)

Special Requirements: Must be met within AGEC requirements by a minimum of two courses.

Intensive Writing/Critical Inquiry "W"

Ethnic/Race/Gender Awareness "E"

Contemporary Global/International or Historical Awareness "C"

**Major Requirements: 23 credits**

ASL 201 American Sign Language III 4

ASL 202 American Sign Language IV 4

ASL 203 Comparative Analysis of American Sign Language to English 3

ASL 215 American Sign Language Literature: Narratives 3

ITP 201 Ethics and Social Justice of Interpreting 3

ITP 211 Fundamentals of Interpreting I 3

ITP 212 Fundamentals of Interpreting II 3

Any additional coursework as needed to complete 60 total credit hours.

**AA in Anthropology: 60 credits**

The AA degree in Anthropology is designed as and offers the 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 a minimum of 60 credits to all Arizona public universities.

**General Education: 35 credits**

All general education coursework must be selected from the approved AGEC list.

College Composition (6)

ENG 101 College Composition I (3)

ENG 102 College Composition II (3)

Mathematics (3)

MAT 140 College Mathematics w/Algebra Review (5) or higher

Arts and Humanities (6)

Two courses from different disciplines

Social and Behavioral Sciences (6)

Two courses from different disciplines

Recommended: SOC 101 Introduction to Sociology (3)

Physical and Biological Sciences (8)

ANT 101 Introduction to Physical Anthropology (4)

One additional course (4)

Options (0-6)

Second semester proficiency in any foreign language, excluding English, to complete 35 credits.

Special Requirements: Must be met within AGEC requirements by a minimum of two courses.

Intensive Writing/Critical Inquiry

"W"

Ethnic/Race/Gender Awareness

"E"

Contemporary Global/International or Historical Awareness

"C"

**Major Requirements: 19 credits**

ANT 102 Introduction to Cultural Anthropology 3

ANT 103 Culture and Language 3

ANT 110 Exploring Archaeology 3

ANT 230 Peoples of the Southwest 3

ANT 241 Anthropology of Religion 3

ANT 250 Peoples of the World 4

**Elective Requirements: 6 credits**

6 credit hours of transferable coursework

Recommended: MAT 160 Introduction to Statistics (3) or PSY 230 Introduction to Statistics (3)

**AA in Business: 60 credits**

The Associate Arts in Business degree is designed for transfer to the Business bachelor's degree at Northern Arizona University (NAU). Students interested in these programs or who are planning to transfer to a university other than NAU should see an advisor.

**General Education: 35 credits**

All general education coursework must be selected from the approved AGEC list.

College Composition (6)

ENG 101 College Composition I (3)

ENG 102 College Composition II (3)

Mathematics (3)

MAT 151 College Algebra (4) or higher

Arts and Humanities (6)

Two courses from different disciplines

Recommended: PHI 105 Introduction to Ethics (3)

Social and Behavioral Sciences (6)

Two courses from different disciplines

Physical and Biological Sciences (8)

Two courses

Options (0-6)

CIS 120 Introduction to Computer Information Systems (3)

And one additional course to complete 35 credits

Special Requirements: Must be met within AGEC requirements by a minimum of two courses.

Intensive Writing/Critical Inquiry "W"

Ethnic/Race/Gender Awareness "E"

Contemporary Global/International or Historical Awareness "C"

**Degree Core Requirements: 18 credits**

ACC 255	Principles of Financial Accounting	3
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ACC 256	Principles of Managerial Accounting	3
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BUS 214	Legal, Ethical, and Regulatory Issues in Business	3
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BUS 232	Business Statistics and Analysis	3
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ECN 204	Macroeconomic Principles	3
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ECN 205	Microeconomic Principles	3
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**Degree Electives**

Select a minimum of two courses or more from the list below to complete 60 total credit hours.

BUS 204 Business Communications	3
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CIS 220 Computer Programming I	4
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MAT 172 Finite Mathematics	3
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MAT 211 Business Calculus	4
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Any combination of Accounting (ACC) or Business (BUS) course that transfers according to the Course Equivalency Guide (CEG) at [www.aztransfer.com](http://www.aztransfer.com) to Northern Arizona University (NAU).

**AA in Colorado Plateau Studies: 60 credits**

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.

**General Education: 35 credits**

All general education coursework must be selected from the approved AGECE list.

College Composition (6)

ENG 101 College Composition I (3)

ENG 102 College Composition II (3)

Mathematics (3)

MAT 140 College Mathematics w/Algebra Review (5) or higher

Arts and Humanities (6)

ART 221 Art History of the Southwest (3)

ENG 238 Literature of the Southwest (3)

Social and Behavioral Sciences (6)

ANT 110 Exploring Archeology (3)

SOC 215 Race and Ethnic Relations (3)

Physical and Biological Sciences (8)

Two courses, excluding BIO 100.

Recommended: BIO 109 Natural History of the Southwest or a higher BIO course

Options (0-6)

Any AGECE coursework to complete 35 credits.

Special Requirements: Must be met within AGECE requirements by a minimum of two courses.

Intensive Writing/Critical Inquiry "W"

Ethnic/Race/Gender Awareness "E"

Contemporary Global/International or Historical Awareness "C"

**Major Requirements: 13 credits**

ANT 230 Peoples of the Southwest 3

CPS 100 Overview of the Colorado Plateau 3

CPS 290 Capstone Seminar 3

GLG 102 or 232 Historical Geology or Geology of the Colorado Plateau 4

**Degree Electives: 12 credits**

Any transferable coursework to complete 12 credits. The following courses are recommended:

ANT 101 Introduction to Physical Anthropology (4)

ANT 102 Introduction to Cultural Anthropology (3)

ART 201 Art History I (3)

ART 202 Art History II (3)

BIO 105 Environmental Biology (4)

ENG 270 Creative Writing: Fiction (3)

ENG 271 Creating Writing: Poetry (3)

ENG 272 Creating Writing: Non-Fiction (3)

ENV 111 Local Environmental Issues (3)

GLG 101 Physical Geography (4)

GLG 102 Historical Geology (4)

GLG 112 Geology of the Grand Canyon (2)

GLG 232 Geology of the Colorado Plateau (4)

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

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

HUM 241 Humanities I (3)

HUM 242 Humanities II (3)

SOC 101 Introduction to Sociology (3)

**AA in Construction Technology Management: 62 credits**

This degree is designed for transfer to the Construction Management bachelor’s degree at Northern Arizona University (NAU). Students completing this degree will transfer a minimum of 62 credits to NAU.

**General Education: 35 credits**

All general education coursework must be selected from the approved AGEC list.

College Composition (6)

ENG 101 College Composition I (3)

ENG 102 College Composition II (3)

Mathematics (3)

MAT 187 Pre-Calculus (5) or higher (3)

Arts and Humanities (6)

Two courses from different disciplines

Social and Behavioral Sciences (6)

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

ECN 204 Macroeconomic Principles (3)

Physical and Biological Sciences (8)

PHY 111 College Physics I (4)

PHY 112 College Physics II (4)

Options (6)

CIS 120 Introduction to Computer Information Systems (3)

SPC 100 Fundamentals of Speech Communications (3)

Special Requirements: Must be met within AGEC requirements by a minimum of two courses.

Intensive Writing/Critical Inquiry “W”

Ethnic/Race/Gender Awareness “E”

Contemporary Global/International or Historical Awareness “C”

**Degree Core Requirements: 27 credits**

ACC 255	Principles of Financial Accounting	3
ACC 256	Principles of Managerial Accounting	3
CTM 120	Building the Human Environment	3
CTM 123	Building Construction Methods I	3
CTM 124	Building Construction Methods II	3
CTM 224	Concrete and Concrete Form Systems	3
CTM 253	Plane Surveying and Building Layout	3
ECN 205	Microeconomic Principles	3
MAT 160	Introduction to Statistics	3

**AA in Environmental Studies: 61 credits**

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.

**General Education: 35 credits**

All general education coursework must be selected from the approved AGECE list.

## College Composition (6)

ENG 101 College Composition I (3)

ENG 102 College Composition II (3)

## Mathematics (3)

MAT 140 College Mathematics w/Algebra Review (5) or higher

## Arts and Humanities (6)

ENG 238 Literature of the Southwest (3)

HUM 205 Technology and Human Values (3)

## Social and Behavioral Sciences (6)

ECN 204 Macroeconomic Principles (3)

POS 233 Global Environmental Politics (3)

## Physical and Biological Sciences (8)

BIO 105 Environmental Biology (4)

CHM 151 General Chemistry I (5)

## Options (6)

CIS 120 Introduction to Computer Information Systems (3)

CPS 100 Overview of the Colorado Plateau (3)

Special Requirements: Must be met within AGECE requirements by a minimum of two courses.

Intensive Writing/Critical Inquiry "W"

Ethnic/Race/Gender Awareness "E"

Contemporary Global/International or Historical Awareness "C"

**Major Requirements: 26 credits**

ANT 102 or ANT 110	Intro to Cultural Anthropology or Exploring Archaeology	3
ANT 230	Peoples of the Southwest	3
BIO 109	Natural History Southwest	4
BIO 289	Internship I	3
CTM 120	Building the Human Environment	3
ENV 113	Global Environmental Issues	3
GEO 133	World/Regional Geography	3
GLG 102 or 232	Historical Geology or Geology of the Colorado Plateau	4

**AA in General Studies: 60 credits**

This 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 a minimum of 60 credits to ASU, NAU, and UA.

**General Education: 35 credits**

All general education coursework must be selected from the approved AGEC list.

College Composition (6)

ENG 101 College Composition I (3)

ENG 102 College Composition II (3)

Mathematics (3)

MAT 140 College Mathematics w/Algebra Review (5) or higher

Arts and Humanities (6)

Two courses from different disciplines

Social and Behavioral Sciences (6)

Two courses from different disciplines

Physical and Biological Sciences (8)

Two courses

Options (0-6)

Any AGEC coursework to complete 35 credits

Special Requirements: Must be met within AGEC requirements by a minimum of two courses.

Intensive Writing/Critical Inquiry

“W”

Ethnic/Race/Gender Awareness

“E”

Contemporary Global/International or Historical Awareness

“C”

**Major Requirements: 25 credits**

Any transferable coursework as stated in the Course Equivalency Guide (CEG) with a minimum of 6 credit hours of coursework within the same discipline/prefix. Depending on transfer goals, student may decide to take up to fourth semester proficiency in any natural human language, excluding English.

**AA in Hotel and Restaurant Management: 62 credits**

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.

**General Education: 35 credits**

All general education coursework must be selected from the approved AGEC list.

College Composition (6)

ENG 101 College Composition I (3)

ENG 102 College Composition II (3)

Mathematics (3)

MAT 140 College Mathematics w/Algebra Review (5) or higher

Arts and Humanities (6)

Two courses from different disciplines

Social and Behavioral Sciences (6)

ECN 204 Macroeconomic Principles (3)

ECN 205 Microeconomic Principles (3)

Physical and Biological Sciences (8)

Two courses

Options (0-6)

Second semester proficiency (102 level) in any natural human language, excluding English, to complete 35 credit hours

Special Requirements: Must be met within AGEC requirements by a minimum of two courses.

Intensive Writing/Critical Inquiry "W"

Ethnic/Race/Gender Awareness "E"

Contemporary Global/International or Historical Awareness "C"

**Degree Core Requirements: 27 credits**

ACC 255	Principles of Financial Accounting	3
ACC 256	Principles of Managerial Accounting	3
CIS 120	Intro to Computer Information Systems	3
HRM 100	Introduction to Hospitality	3
HRM 140	Food Production Concepts	3
HRM 210	Guest Service Management	3
HRM 220	Property Management	3
HRM 240	Commercial Food Production	3
HRM 270	Hospitality Information Technology II	3



**AA in Psychology: 60 credits**

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 avoid transfer difficulties.

**General Education: 35 credits**

All general education coursework must be selected from the approved AGEC list.

College Composition (6)

ENG 101 College Composition I (3)

ENG 102 College Composition II (3)

Mathematics (3)

MAT 140 College Mathematics w/Algebra Review (5) or higher

Arts and Humanities (6)

Two courses from different disciplines

Social and Behavioral Sciences (6)

Two courses from different disciplines

Physical and Biological Sciences (8)

Two courses

Options (0-6)

Any AGEC coursework to complete 35 credits.

Special Requirements: Must be met within AGEC requirements by a minimum of two courses.

Intensive Writing/Critical Inquiry "W"

Ethnic/Race/Gender Awareness "E"

Contemporary Global/International or Historical Awareness "C"

**Major Requirements: 10 credits**

PSY 101 Introduction to Psychology 3

PSY 230 Introduction to Statistics 3

PSY 250 Social Psychology 4

**Elective Requirements: 9-12 credits**

Select from the following courses:

PSY 205 Introduction to Abnormal Psychology 3

PSY 227 Personality Development 3

PSY 236 Psychology of Women 3

PSY 240 Developmental Psychology 3

PSY 255 Introduction to Biological Psychology 3

**Additional Electives**

Any transferable coursework as listed in the Course Equivalency Guide at [www.aztransfer.com](http://www.aztransfer.com) to complete 60 total credit hours.

**AA in Sociology: 62 credits**

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.

**General Education: 35 credits**

All general education coursework must be selected from the approved AGEC list.

College Composition (6)

ENG 101 College Composition I (3)

ENG 102 College Composition II (3)

Mathematics (3)

MAT 140 College Mathematics w/Algebra Review (5) or higher

Arts and Humanities (6)

Two courses from different disciplines

Social and Behavioral Sciences (6)

Two courses from different disciplines

Physical and Biological Sciences (8)

Two courses

Options (0-6)

Any AGEC coursework to complete 35 credits

Special Requirements: Must be met within AGEC requirements by a minimum of two courses.

Intensive Writing/Critical Inquiry

“W”

Ethnic/Race/Gender Awareness

“E”

Contemporary Global/International or Historical Awareness

“C”

**Degree Core Requirements: 10 credits**

SOC 101 Introduction to Sociology 3

SOC 210 Sociology of Gender 4

SOC 215 Race and Ethnic Relations 3

**Degree Electives 9 credits**

Select three courses from the following list:

PSY 230 Introduction to Statistics 3

SOC 130 Human Sexuality 3

SOC 140 Marriage and Family in the United States 3

SOC 230 Sociology of Film and Media 3

SOC 235 Sociology of Deviance 3

**Additional Electives: 8 credits**

Two semesters of the same natural human language, excluding English.

**AA in Vocational Technology Education: 60 credits**

The Vocational Technology Education is program designed for transfer to the Bachelor of Science in Education in Career and Technical Education degree at Northern Arizona University (NAU) in the Industrial and Emerging Technologies area or Occupational Emphasis area. 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.

**General Education: 35 credits**

All general education coursework must be selected from the approved AGEC list.

College Composition (6)

ENG 101 College Composition I (3)

ENG 102 College Composition II (3)

Mathematics (3)

MAT 140 College Mathematics w/Algebra Review (5) or higher

Arts and Humanities (6)

Two courses from different disciplines

Social and Behavioral Sciences (6)

POS 220 Arizona and National Constitution (3)

One additional course, excluding POS (3)

Physical and Biological Sciences (8)

Two courses

Options (0-6)

Any AGEC coursework to complete 35 credits

Special Requirements: Must be met within AGEC requirements by a minimum of two courses.

Intensive Writing/Critical Inquiry "W"

Ethnic/Race/Gender Awareness "E"

Contemporary Global/International or Historical Awareness "C"

**Major Requirements: 25 credits**

Select any 25 credits from any of the following areas:

AUT Automotive

CTM Construction Technology Management

DFT Drafting

WLD Welding Technology

Recommended: Internship I (4)

## AAS Degrees

### AAS in Administration of Justice: 62 credits

This program is designed to prepare students to enter the workforce in the criminal justice arena. This program provides students with specific knowledge and skills, which will assist in securing employment in a wide variety of law enforcement and corrections/juvenile detention positions.

Note: This occupational program is not intended for transfer to a 4-year institution. Students thinking about pursuing a bachelor's degree in the criminal justice arena should work on the Associate of Arts degree in Administration of Justice.

### General Education: 29 credits

All general education coursework must be selected from the approved AGECE list.

College Composition (6)

ENG 101 College Composition I (3)

ENG 102 College Composition II (3)

Mathematics (3)

MAT 140 College Mathematics w/Algebra Review (5) or higher

Arts and Humanities (6)

Two courses.

Social and Behavioral Sciences (6)

Two courses.

Recommended: SOC 210 Sociology of Gender (4) or SOC 215 Race and Ethnic Relations (3)

Physical and Biological Sciences (8)

Two courses

### Major Requirements: 33 credits

AJS 101	Intro 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	Justice Systems Management	3
AJS 200	Community Relations	3
AJS 220	Rules of Evidence	3
AJS 230	Crime and Deviant Behavior	3
AJS 240	Juvenile Justice Procedure	3
AJS 280	Criminology	3

**AAS in American Sign Language Interpreting: 60 credits**

This program 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.

**General Education: 25 credits**

All general education coursework must be selected from the approved AGECE list.

College Composition (6)

ENG 101 College Composition I (3)

ENG 102 College Composition II (3)

Mathematics (3)

MAT 140 College Mathematics w/Algebra Review (5) or higher

Arts and Humanities (6)

Two courses

Social and Behavioral Sciences (3)

PSY 101 Introduction to Psychology (3)

Physical and Biological Sciences (4)

One course

Options (0-6)

ASL 202 American Sign Language IV (4) or any AGECE coursework to complete 25 credits

**Program Admission Requirements: 9 credits**

Students must demonstrate 4th semester proficiency in ASL. They must complete or be enrolled in ASL 200, ASL 203 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.

ASL 200	Introduction to the Deaf Community	3
ASL 203	Comparative Analysis of American Sign Language to English	3
ITP 210	Introduction to Professional Interpreting and Ethics	3

**Degree Requirements: 20 credits**

ASL 211	Fingerspelling and Numbers	3
ITP 213	Consecutive Interpreting	4
ITP 214	Simultaneous Interpreting	4
ITP 215	Transliterating	3
ITP 216	Educational Interpreting	3
ITP 217	Interpreting Seminar	3

**Elective Requirements:** Any coursework listed below to complete 60 total credit hours. The following electives are recommended. Additional electives may be selected with Program Coordinator approval.

AHS 100 Introduction to Health Services (3)	LDR 201 Leadership Basics (3)
AHS 110 Health Care Ethics and Law (3)	PSY 240 Developmental Psychology (3)
AHS 131 Medical Terminology (3)	SPC 100 Fundamentals of Speech Communication (3)
AJS 101 Introduction to Administration of Justice (3)	THR 101 Introduction to Theatre (3)

**AAS in Business: 61 credits**

This program is designed to prepare students to enter the business profession, at an entry level position, with tracks in General Business and Accounting.

**General Education: 25 credits**

All general education coursework must be selected from the approved AGECE list.

College Composition (6)

ENG 101 College Composition I (3)

ENG 102 College Composition II (3)

Mathematics (3)

MAT 140 College Mathematics w/Algebra Review (5) or higher

Arts and Humanities (6)

Two courses

Social and Behavioral Sciences (6)

Two courses

Physical and Biological Sciences (4)

One course

**Degree Requirements: 27 credits**

ACC 255	Principles of Financial Accounting	3
ACC 256	Principles of Managerial Accounting	3
BUS 100	Mathematics of Business	3
BUS 204	Business Communications	3
BUS 206	Principles of Management	3
BUS 214	Legal, Ethical, and Regulatory Issues in Business	3
CIS 120	Introduction to Computer Information Systems	3
ECN 204	Macroeconomic Principles	3
ECN 205	Microeconomic Principles	3

**Degree Electives**

Select one emphasis area and complete 9 credit hours. Students may apply for 3 credits of Internship I to any specialization option in consultation with a Business advisor.

## Accounting Specialization Option

ACC 110	Payroll Accounting	3
ACC 206	Accounting and EDP Systems	3
ACC or BUS	Any ACC or BUS course	1-3

## General Business Specialization Option

ACC or BUS	Any ACC or BUS course	1-4
BUS 213	Small Business Management	3
LDR 201	Leadership Basics	3

**AAS in Computer Software Technology: 61 credits**

This program is designed to prepare students for entry-level positions requiring computer application software skills. The program offers emphases in Application Software Specialist, General Technology, Graphic and Web Design, PC Technician, and Video Game Development.

**General Education: 25 credits**

All general education coursework must be selected from the approved AGEC list.

College Composition (6)

ENG 101 College Composition I (3)

ENG 102 College Composition II (3)

Mathematics (3)

MAT 140 College Mathematics w/Algebra Review (5) or higher

Arts and Humanities (6)

Two courses

Social and Behavioral Sciences (6)

Two courses

Physical and Biological Sciences (4)

One course

**Major Requirements: 26 credits**

BUS 204	Business Communications	3
CIS 110	Windows, Internet and Online Learning	3
CIS 120	Introduction to Computer Information Systems	3
CIS 122	Introduction to MS Word	3
CIS 123	Introduction to Spreadsheets	3
CIS 125	Introduction to Databases	3
CIS 215	Principles of Programming with Python	3
CIS 220	Computer Programming I	4

**Degree Elective Requirements: 11 credits**

Select one track and complete 11 credits.

~continued on the next page

**Application Software Specialist Track**

CIS 117	Introduction to Web Page Design	3
CIS 128	Introduction to Presentation Graphics	3
CIS 165	Basic Game Design Creation	3
CIS 167	Game Design Fundamentals	3
CIS 289	Internship I	1-6
CIS 298	Special Topics	1-6

**General Technology Track**

ART 130	Computer Graphics	3
CIS 117	Introduction to Web Page Design	3
CIS 128	Introduction to Presentation Graphics	3
CIS 130	Digital Technology Repair and A+ Introduction	4
CIS 230	Implementing and Supporting Windows	4
CIS 240	Installing, Configuring, and Administering Microsoft Windows Servers	4
CIS 289	Internship I	1-6
CIS 298	Special Topics	1-6

**Graphics and Web Design Track**

ART 130	Computer Graphics	3
ART 135	Adobe Photoshop	3
ART 136	Digital Photography	3
CIS 117	Introduction to Web Page Design	3
CIS 128	Introduction to Presentation Graphics	3
CIS 289	Internship I	1-6
CIS 298	Special topics (1-6)	1-6

**PC Technician Track**

CIS 130	Digital Technology Repair and A+ Introduction	4
CIS 161	Linux Administration I	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**

ART 130	Computer Graphics	3
CIS 165	Basic Game Design and Creation	3
CIS 167	Game Design Fundamentals	3
CIS 168	History of Video Games	3
CIS 289	Internship I	1-6
CIS 298	Special Topics	1-6



**AAS in Construction Technology: 60 credits**

This degree will provide students with the skills to pursue a career in the construction trades or in construction management. 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.

**General Education: 25 credits**

All general education coursework must be selected from the approved AGECE list.

College Composition (6)

ENG 101 College Composition I (3)

ENG 102 College Composition II (3)

Mathematics (3)

MAT 140 College Mathematics w/Algebra Review (5) or higher

Arts and Humanities (6)

Two courses

Social and Behavioral Sciences (6)

Two courses

Physical and Biological Sciences (4)

One course

**Degree Requirements: 24 credits**

CTM 111	Plumbing	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
CTM 150	Basic Electrical Theory	3
CTM 211	International Residential Code	3
CTM 288	Construction Supervision, Scheduling, and Project Management	3

**Degree Elective Requirements: 11 credits**

Any 11 credits from BUS, CIS, CTM, or WLD with a **minimum of 3 credits in CTM.**

**AAS in Environmental Technology: Alternative Energy Technician: 61 credits**

This degree 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.

**General Education: 25 credits**

All general education coursework must be selected from the approved AGEC list.

## College Composition (6)

ENG 101 College Composition I (3)

ENG 102 College Composition II (3)

## Mathematics (3)

MAT 140 College Mathematics w/Algebra Review (5) or higher

## Arts and Humanities (6)

One course

## Social and Behavioral Sciences (6)

Two courses

## Physical and Biological Sciences (4)

One course

## Options (3)

CIS 120 Introduction to Computer Information Systems (3)

**Major Requirements: 36 credits**

CTM 111	Plumbing	3
CTM 115	Introduction to Wood Working	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	3
CTM 132	Solar Water Heating	2
CTM 138	Introduction to Solar Design Applications	1
CTM 150	Basic Electrical Theory	3
CTM 151	House Wiring I	3
CTM 211	International Building Code	3
CTM 235	Solar Home Design	3
CTM 236	Photovoltaics and Wind Power	3

**AAS in Fire Science: 68 credits**

This 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.

**General Education: 25 credits**

All general education coursework must be selected from the approved AGEC list.

College Composition (6)

ENG 101 College Composition I (3)

ENG 102 College Composition II (3)

Mathematics (3)

MAT 140 College Mathematics w/Algebra Review (5) or higher

Arts and Humanities (6)

Two courses

Social and Behavioral Sciences (6)

Two courses

Physical and Biological Sciences (4)

Select one course from any of the following:

BIO 100 Biology Concepts (4)

BIO 105 Environmental Biology (4)

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

CHM 130 Fundamentals of Chemistry (4)

CHM 151 General Chemistry I (5)

PHY 111 College Physics I (4)

**Degree Requirements: 37 credits**

EMS 131	Emergency Medical Technician	8
FSC 135	Fundamentals of Fire Prevention	3
FSC 136	Fire Apparatus and Hydraulics	4
FSC 138	Hazardous Materials First Responder	4
FSC 180	Fire Fighter I and II	8
FSC 236	Firefighter Occupational Safety	3
FSC 238	Emergency Scene Management	3
FSC 239	Emergency Services Leadership and Management	4

**Degree Elective Requirements: 6 credits**

Select at least 6 credit hours, 1 course must be from the EMS or FSC prefix from the following:

BUS 204 Business Communications (3)	FSC 233 Wildland Fire Suppression (4)
BUS 206 Principles of Management (3)	FSC 234 Fire Investigation (3)
BUS 207 Principles of Marketing (3)	FSC 235 Fire Protection Systems (3)
BUS 211 Human Resources and Personnel Management (3)	FSC 241 Firefighter Safety and Building Construction (3)
BUS 213 Small Business Management (3)	FSC 243 Intermediate Wildland Suppression (4)
EMS 262 Certified Emergency Paramedic (47)	FSC 253 Advanced Wildland Suppression (4)

**AAS in Hospitality Management: 60 credits**

This 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.

**General Education: 25 credits**

All general education coursework must be selected from the approved AGEC list.

College Composition (6)

ENG 101 College Composition I (3)

ENG 102 College Composition II (3)

Mathematics (3)

BUS 100 Mathematics of Business (3) or MAT 140 College Mathematics w/Algebra Review (5) or higher

Arts and Humanities (6)

Two courses

Social and Behavioral Sciences (6)

Two courses

Physical and Biological Sciences (4)

One course

**Degree Requirements: 18 credits**

BUS 206	Principles of Management	3
BUS 214	Legal, Ethical, and Regulatory Issues in Business	3
CIS 120	Introduction to Computer Information Systems	3
HRM 100	Introduction to Hospitality	3
LDR 201	Leadership Basics	3
SPC 100	Fundamentals of Speech Communication	3

**Degree Emphasis Requirements: 6 credits**

Select 1 emphasis area and complete 6 credits.

**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

**Degree Electives**

Select any credits from the following list to complete 60 credit hours:

ACC 255 Principles of Financial Accounting (3)	BUS 211 Human Resources/Personnel Management (3)
ACC 256 Principles of Managerial Accounting (3)	ECN 204 Macroeconomic Principles (3)
BUS 204 Business Communications (3)	ECN 205 Microeconomic Principles (3)

**AAS in Medical Office Management: 63 credits**

Prepares students for the varied and expanded responsibilities involved in working within medical offices today. Students will receive training in numerous areas including administrative, clinical and management aspects which will give them an understanding of the workings within today's medical businesses. Graduates will have the skills necessary to obtain a position as a medical office manager. Students completing the program are eligible to take the American Medical Technologists (AMT) certification exam to become a Registered Medical Assistant (RMA) and will have the skills necessary to manage a medical office effectively. Students must complete the medical assistant certificate consisting of AHS 145, 146, 147, 148, 149, and 289 prior to pursuing the rest of the degree.

**General Education: 19 credits**

All general education coursework must be selected from the approved AGECE list.

College Composition (6)

ENG 101 College Composition I (3)

ENG 102 College Composition II (3)

Mathematics (3)

MAT 140 College Mathematics w/Algebra Review (5) or higher

Arts and Humanities (3)

One course from Arts and Humanities or Options (3).

Social and Behavioral Sciences (3)

One course

Physical and Biological Sciences (4)

One course

**Major Requirements: 44 credits**

ACC 108	Practical Accounting Procedures I	3
AHS 110	Health Care Ethics and Law	3
AHS 145	Medical Assistant Essentials	4
AHS 146	Medical Assistant A	10
AHS 147	Medical Assistant A Skills	2
AHS 148	Medical Assistant B	10
AHS 149	Medical Assistant B Skills	2
AHS 289	Internship I	4
BUS 206	Principles of Management	3
CIS 120	Introduction to Computer Information Systems	3

**AAS in Network Engineering: 62 credits**

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

**General Education: 25 credits**

All general education coursework must be selected from the approved AGECE list.

College Composition (6)

ENG 101 College Composition I (3)

ENG 102 College Composition II (3)

Mathematics (3)

MAT 140 College Mathematics w/Algebra Review (5) or higher

Arts and Humanities (6)

Two courses from different disciplines

Social and Behavioral Sciences (6)

Two courses from different disciplines

Physical and Biological Sciences (4)

One course

**Major Requirements: 28 credits**

CIS 130	Digital Technology Repair and A+ Introduction	4
CIS 140	Cisco Networking Academy Semester I	4
CIS 150	Cisco Networking Academy Semester 2	4
CIS 160	Cisco Networking Academy Semester 3	4
CIS 161	Linux Administration I	4
CIS 170	Cisco Networking Academy Semester 4	4
CIS 230	Implement and Supporting Windows	4

**Elective Requirements: 9 credits**

Choose any courses listed below in consultation with an appropriate advisor.

CIS 125	Introduction to Databases	3
CIS 171	Linux Administration II	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

## **AAS in Nursing: 80 credits**

The Associate of Applied Science degree in Nursing is designed to prepare graduates for entry level nursing.

### **Program Prerequisites**

ENG 101	College Composition I	3
BIO 201	Human Anatomy and Physiology I	4
CHM 130	Fundamentals of Chemistry	4
CNA License:	NUR 110 Nursing Assistant I & NUR 111 Nursing Assistant Clinical	5
MAT 140	College Mathematics w/Algebra Review (5) or higher	3

### **General Education: 27 credits**

\*Courses noted as such are included in the program prerequisites. All general education coursework must be selected from the approved AGECE list.

College Composition (6)

\*ENG 101 College Composition I (3)

ENG 102 College Composition II (3)

Mathematics (3)

\*MAT 140 College Mathematics w/Algebra Review (5) or higher

Arts and Humanities (3)

One course from Arts and Humanities or Options (3)

Social and Behavioral Sciences (3)

PSY 240 Developmental Psychology (3)

Physical and Biological Sciences (12)

BIO 202 Human Anatomy and Physiology II (4)

BIO 205 Microbiology (4)

BIO 218 Human Pathophysiology (4)

### **Major Requirements: 40 credits**

NTR 135	Human Nutrition	3
NUR 114	Nursing Pharmacology	2
NUR 116	Nursing Concepts I	7
NUR 124	Nursing Concepts II	9
NUR 215	Nursing Concepts III	9
NUR 220	Nursing Concepts IV	9
NUR 222	Management and Leadership in Nursing	1

**AAS in Paramedic Studies: 65 credits**

The Paramedic Studies 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. This program is provided in partnership with Northern Arizona Healthcare (NAH). Application to and acceptance into the program is required for the EMS 262 course in order to complete this program. See the NAH website at [www.nahealth.com](http://www.nahealth.com) for more information.

**General Education: 18 credits**

All general education coursework must be selected from the approved AGECE list.

College Composition (6)

ENG 101 College Composition I (3)

ENG 102 College Composition II (3)

Mathematics (3)

MAT 140 College Mathematics w/Algebra Review (5) or higher

Arts and Humanities (3)

One course

Social and Behavioral Sciences (6)

Two courses from different disciplines

**Major Requirements: 47 credits**

EMS 262	Certified Emergency Paramedic	47
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**AAS in Pre-Health Careers: 60 credits**

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.

**General Education: 25 credits**

All general education coursework must be selected from the approved AGEC list.

College Composition (6)

ENG 101 College Composition I (3)

ENG 102 College Composition II (3)

Mathematics (3)

MAT 140 College Mathematics w/Algebra Review (5) or higher

Arts and Humanities (6)

Two courses from Arts and Humanities or Options

Social and Behavioral Sciences (6)

PSY 101 Introduction to Psychology (3)

PSY 240 Developmental Psychology (3)

Physical and Biological Sciences (4)

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

**Major Requirements: 27 credits**

AHS 131	Medical Terminology	3
BIO 201	Human Anatomy and Physiology I	4
BIO 202	Human Anatomy and Physiology II	4
BIO 205	Microbiology	4
CHM 130	Fundamentals of Chemistry	4
NTR 135	Human Nutrition	3
NUR 110	Nursing Assistant I	4
NUR 111	Nursing Assistant Clinical	1

**Elective Requirements: 8 credits**

Any 8 credits from courses numbered 100 or higher. The following are recommended:

AHS 110	Health Care Ethics and Law	3
AHS 160	Phlebotomy Procedures	3
AHS 161	Phlebotomy Practicum	4
BIO 218	Human Pathophysiology	4
EMS 131	Emergency Medical Technician	8

**AAS in Sustainable Green Building: 61 credits**

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.

**General Education: 22 credits**

All general education coursework must be selected from the approved AGEC list.

College Composition (6)

ENG 101 College Composition I (3)

ENG 102 College Composition II (3)

Mathematics (3)

MAT 140 College Mathematics w/Algebra Review (5) or higher

Arts and Humanities (3)

One course

Social and Behavioral Sciences (6)

Two courses

Physical and Biological Sciences (4)

One course

**Major Requirements: 39 credits**

CTM 120	Building the Human Environment	3
CTM 123	Building Methods I	3
CTM 124	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 235	Solar Home Design	3
CTM 236	Photovoltaics and Wind Power	3
CTM 250	Innovative and Alternative Building Techniques	3
CTM 260	Green Building I	3
CTM 289	Internship I	3
ENV 111 or 113	Local Environmental Issues or Global Environmental Issues	3

## Associate of Business Degree (ABUS): 62 credits

### General Education: 35 credits

All general education coursework must be selected from the approved AGEC list.

College Composition (6)

ENG 101 College Composition I (3)

ENG 102 College Composition II (3)

Mathematics (3)

MAT 211 Business Calculus (4) or higher

Arts and Humanities (6)

Two courses from different disciplines

Social and Behavioral Sciences (6)

Two courses from different disciplines

Physical and Biological Sciences (8)

Two courses

Options (3-6)

CIS 120 Introduction to Computer Information Systems (3).

Any additional AGEC coursework to complete 35 credits.

Special Requirements: Must be met within AGEC requirements by a minimum of two courses.

Intensive Writing/Critical Inquiry

“W”

Ethnic/Race/Gender Awareness

“E”

Contemporary Global/International or Historical Awareness

“C”

### Major Requirements: 21 credits

ACC 255	Principles of Financial Accounting	3
ACC 256	Principles of Managerial Accounting	3
BUS 214	Legal, Ethical, and Regulatory Issues in Business	3
BUS 232	Business Statistics and Analysis	3
ECN 204	Macroeconomic Principles	3
ECN 205	Microeconomic Principles	3
MAT 172	Finite Mathematics	3

### Elective Requirements: 6 credits

BUS 204 Business Communications (3) or CIS 220 Computer Programming I (4)

And any coursework as stated in the Course Equivalency Guide (CEG) that transfers as elective or better to at least two state universities to complete 6 credits.

## Associate of Fine Arts (AFA) Degree

### Associate of Fine Arts (AFA) in Visual Arts: 62 credits

#### General Education: 35 credits

All general education coursework must be selected from the approved AGEC list.

College Composition (6)

ENG 101 College Composition I (3)

ENG 102 College Composition II (3)

Mathematics (3)

MAT 140 College Mathematics w/Algebra Review (5) or higher

Arts and Humanities (9)

ART 201 Art History I (3)

ART 202 Art History II (3)

Any additional Arts and Humanities course, excluding ART (3)

Social and Behavioral Sciences (6)

Two courses from different disciplines

Physical and Biological Sciences (8)

Two courses

Options (0-6)

Any AGEC coursework to complete 35 credits

Special Requirements: Must be met within AGEC requirements by a minimum of two courses.

Intensive Writing/Critical Inquiry

“W”

Ethnic/Race/Gender Awareness

“E”

Contemporary Global/International or Historical Awareness

“C”

#### Major Requirements: 15 credits

ART 110 Drawing I 3

ART 111 Drawing II 3

ART 160 Color and Design 3

ART 165 Three-Dimensional Design 3

ART 210 Life Drawing 3

#### Elective Requirements: 12 credits

Select from electives suggested below or other Art (ART) courses. Additional electives may be selected with Program Coordinator approval.

ART 120 Ceramics I 3

ART 121 Ceramics II 3

ART 136 Digital Photography I 3

ART 190 Painting I 3

ART 191 Painting II 3

ART 236 Digital Photography II 3

## **Associate of General Studies Degree**

### **Associate of General Studies (AGS): 60 credits**

#### **General Education: 25 credits**

All general education coursework must be selected from the approved AGECE list.

College Composition (6)

ENG 101 College Composition I (3)

ENG 102 College Composition II (3)

Mathematics (3)

MAT 140 College Mathematics w/Algebra Review or higher

Arts and Humanities (6)

Two courses

Social and Behavioral Sciences (6)

Two courses

Physical and Biological Sciences (4)

One course

#### **Major Requirements: 0-35 credits**

Select 0-35 credit hours to complete 60 total credit hours, excluding remedial and development courses.

## **Associate of Science (AS) in General Studies: 60 credits**

### **General Education: 35 credits**

All general education coursework must be selected from the approved AGEC list.

College Composition (6)

ENG 101 College Composition I (3)

ENG 102 College Composition II (3)

Mathematics (3)

MAT 220 Calculus I (5) or higher

Arts and Humanities (6)

Two courses from different disciplines

Social and Behavioral Sciences (6)

Two courses from different disciplines

Physical and Biological Sciences (8)

Select one group from any of the following:

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

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

or

CHM 151 General Chemistry I (5)

CHM 152 General Chemistry II (5)

or

PHY 161 University Physics I (4)

PHY 262 University Physics II (4)

Options (0-6)

Any AGEC coursework in mathematics above calculus and/or science from the following content areas to complete 35 credits: Astronomy, Biology, Botany, Chemistry, Environmental Science, Geology, Physical Geography, Physics, or Zoology.

Special Requirements: Must be met within AGEC requirements by a minimum of two courses.

Intensive Writing/Critical Inquiry

“W”

Ethnic/Race/Gender Awareness

“E”

Contemporary Global/International or Historical Awareness

“C”

### **Major Requirements: 25 credits**

Any transferable coursework as stated in the Course Equivalency Guide (CEG) including 6 credit hours of coursework with the same prefix to complete 60 credits.

# Certificates

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.

## Accounting: 27 credits

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.

Certificate Requirements: 26 credits

ACC 108	Practical Accounting Procedures 1	3
ACC 110	Payroll Accounting	3
ACC 111	Practical Accounting Procedures 2	3
ACC 206	Computerized Accounting	3
ACC 255	Principles of Financial Accounting	3
BUS 100	Mathematics of Business	3
BUS 111 or ENG 101	Business English or College Composition I	3
BUS 204	Business Communications	3
CIS 120	Introduction to Computer Information Systems	3

Gainful Employment Disclosures:

Program Level - Undergraduate certificate

Program Length - 17 months

COST

Q: How much will this program cost me?\*

A: Tuition and fees: \$3,978, Books and supplies: \$1,311, On-campus room & board: not offered

\* The amounts shown above include costs for the entire program, assuming normal time to completion. Note that this information is subject to change.

FINANCING

Q: What financing options are available to help me pay for this program?

A: Financing for this program may be available through grants, scholarships, loans (federal and private) and institutional financing plans. The median amount of debt for program graduates is shown below:

Federal loans: \*

Private education loans: \*

Institutional financing plan: \*

\* There were fewer than 10 graduates in this program. Median amounts are withheld to preserve the confidentiality of graduates.

SUCCESS

Q: How long will it take me to complete this program?

A: The program is designed to take 17 months to complete. Of those that completed the program in 2014-2015, \*% finished in 17 months.

\* Fewer than 10 students completed this program in 2014-15. The number who finished within the normal time has been withheld to preserve the confidentiality of the students.

Q: What are my chances of getting a job when I graduate?

A: The job placement rate for students who completed this program is \*%.

\* This institution is not currently required to calculate a job placement rate for program completers.

Additional Information: 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.

### **American Sign Language Interpreting: 29 credits**

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.

Required for Admission to Program: 9 credits

ASL 200	Introduction to the Deaf Community	3
ASL 203	Comparative Analysis of American Sign Language to English	3
ITP 210	Introduction to Professional Interpreting and Ethics	3

Certificate Requirements: 20 credits

ASL 211	Fingerspelling and Numbers	3
ITP 213	Consecutive Interpreting	4
ITP 214	Simultaneous Interpreting	4
ITP 215	Transliterating	3
ITP 216	Educational Interpreting	3
ITP 217	Interpreting Seminar	3

Gainful Employment Disclosures:

Program Level - Undergraduate certificate

Program Length - 2 years

COST

Q: How much will this program cost me?\*

A: Tuition and fees: \$5,841, Books and supplies: \$1,865, On-campus room & board: not offered

\* The amounts shown above include costs for the entire program, assuming normal time to completion.

Note that this information is subject to change.

FINANCING

Q: What financing options are available to help me pay for this program?

A: Financing for this program may be available through grants, scholarships, loans (federal and private) and institutional financing plans. The median amount of debt for program graduates is shown below:

Federal loans: \*

Private education loans: \*

Institutional financing plan: \*

\* There were fewer than 10 graduates in this program. Median amounts are withheld to preserve the confidentiality of graduates.

SUCCESS

Q: How long will it take me to complete this program?

A: The program is designed to take 2 years to complete. Of those that completed the program in 2014-2015, \*% finished in 2 years.

\* Fewer than 10 students completed this program in 2014-15. The number who finished within the normal time has been withheld to preserve the confidentiality of the students.



Q: What are my chances of getting a job when I graduate?

A: The job placement rate for students who completed this program is \*%.

\* This institution is not currently required to calculate a job placement rate for program completers.

Additional Information: 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.

NOTE: Students must demonstrate 4th semester proficiency in ASL. They must complete or be enrolled in ASL 200, 203, 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.

### Arizona General Education Curriculum-Arts (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).

Certificate Requirements: 35 credits

All AGECE coursework must be selected from the approved AGECE list.

Composition	ENG 101	College Composition I	3
	ENG 102	College Composition II	3
Mathematics	MAT 140	College Mathematics or higher	3
Arts and Humanities	Two courses from different disciplines		6
Social and Behavioral Sciences	Two courses from different disciplines		6
Physical and Biological Sciences	Two courses		8
Options	Any AGECE coursework to complete 35 credits		0-6

#### Special Requirements

Must be met within the AGECE requirements by a minimum of 2 courses.

Intensive Writing/Critical Inquiry	"W"
Ethnic/Race/Gender Awareness	"E"
Contemporary Global/International or Historical Awareness	"C"

### **Arizona General Education Curriculum-Business (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.

Certificate Requirements: 35 credits

All AGEC coursework must be selected from the approved AGEC list.

Composition	ENG 101	College Composition I	3
	ENG 102	College Composition II	3
Mathematics	MAT 211	Business Calculus or higher	4
Arts and Humanities	Two courses from different disciplines		6
Social and Behavioral Sciences	Two courses from different disciplines		6
Physical and Biological Sciences	Two courses		8
Options	CIS 120	Introduction to Computer Information Systems	3
	Any AGEC course to complete 35 credits.		0-6

#### Special Requirements

Must be met within the AGEC requirements by a minimum of 2 courses.

Intensive Writing/Critical Inquiry "W"

Ethnic/Race/Gender Awareness "E"

Contemporary Global/International Awareness or Historical Awareness "C"

### **Arizona General Education Curriculum-Science (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).

Certificate Requirements: 35 credits

All AGEC coursework must be selected from the approved AGEC list.

Composition	ENG 101	College Composition I	3
	ENG 102	College Composition II	3
Mathematics	MAT 220	Calculus and Analytic Geometry I (5) or higher	3
Arts and Humanities	Two courses from different disciplines		6
Social and Behavioral Sciences	Two courses from different disciplines		6
Physical and Biological Sciences			8
	BIO 181	Unity of Life I: Life of the Cell	
	BIO 182	Unity of Life: Multi-cellular Organisms	
	or		
	CHM 151	General Chemistry I	
	CHM 152	General Chemistry II	
	or		
	PHY 161	University Physics I	
	PHY 262	University Physics II	

General Education Options Any AGEC coursework above calculus and/or 0-6 science from the following content areas to complete 35 credit hours: Astronomy, Biology, Botany, Chemistry, Environmental Science, Geology, Physical Geography, Physics, or Zoology.

Special Requirements: Must be met within AGEC requirements by a minimum of two courses.

Intensive Writing/Critical Inquiry	“W”
Ethnic/Race/Gender Awareness	“E”
Contemporary Global/International or Historical Awareness	“C”

**Basic Detention Academy: 13 credits**

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

Certificate Requirements: 13 credits

AJS 216	Basic Detention Academy	13
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**Computer Technician: 19 credits**

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.

CIS 120	Intro to Computer Information Systems	3
CIS 130	Digital Technology Repair and A+ Introduction	4
CIS 161	Linux Administration I	4
CIS 230	Implementing and Supporting Windows	4
CIS 240	Installing, Configuring, and Administering Microsoft Windows Server	4

Gainful Employment Disclosures:

Program Level - Undergraduate certificate

Program Length - 1 years

COST

Q: How much will this program cost me?\*

A: Tuition and fees: \$2,628, Books and supplies: \$958, On-campus room & board: not offered

\* The amounts shown above include costs for the entire program, assuming normal time to completion. Note that this information is subject to change.

FINANCING

Q: What financing options are available to help me pay for this program?

A: Financing for this program may be available through grants, scholarships, loans (federal and private) and institutional financing plans. The median amount of debt for program graduates is shown below:

Federal loans: \*

Private education loans: \*

Institutional financing plan: \*

\* There were fewer than 10 graduates in this program. Median amounts are withheld to preserve the confidentiality of graduates.

## SUCCESS

Q: How long will it take me to complete this program?

A: The program is designed to take 1 years to complete. Of those that completed the program in 2014-2015, \*% finished in 1 years.

\*Fewer than 10 students completed this program in 2014-15. The number who finished within the normal time has been withheld to preserve the confidentiality of the students.

Q: What are my chances of getting a job when I graduate?

A: The job placement rate for students who completed this program is \*%.

\* This institution is not currently required to calculate a job placement rate for program completers.

Additional Information: 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.

### **Construction Technology: 24 credits**

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

CTM 111	Plumbing	3
CTM 115	Introduction to Wood Working	3
CTM 123	Building Construction Methods I	3
CTM 124	Building Construction Methods II	3
CTM 130	Blueprint Reading & Estimating	3
CTM 150	Basic Electrical Theory	3
CTM 151	House Wiring I	3
CTM 211	International Building Code	3

### Gainful Employment Disclosures

Program Level - Undergraduate certificate

Program Length - 17 months

## COST

Q: How much will this program cost me?\*

A: Tuition and fees: \$3,387, Books and supplies: \$1,059, On-campus room & board: not offered

\* The amounts shown above include costs for the entire program, assuming normal time to completion. Note that this information is subject to change.

## FINANCING

Q: What financing options are available to help me pay for this program?

A: Financing for this program may be available through grants, scholarships, loans (federal and private) and institutional financing plans. The median amount of debt for program graduates is shown below:

Federal loans: \*

Private education loans: \*

Institutional financing plan: \*

\* There were fewer than 10 graduates in this program. Median amounts are withheld to preserve the confidentiality of graduates.

## SUCCESS

Q: How long will it take me to complete this program?

A: The program is designed to take 17 months to complete. Of those that completed the program in 2014-2015, \*% finished in 17 months.

\* Fewer than 10 students completed this program in 2014-15. The number who finished within the normal time has been withheld to preserve the confidentiality of the students.

Q: What are my chances of getting a job when I graduate?

A: The job placement rate for students who completed this program is \*%.

\* This institution is not currently required to calculate a job placement rate for program completers.

Additional Information: 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.

### **Early Childhood Education: 33 credits**

The certificate in Early Childhood Education is designed to prepare students for positions within the field of Early Childhood Education.

ECE 100	Introduction to Early Childhood Education	3
ECE 110	Early Childhood Curriculum	3
ECE 120	Health, Safety, and 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 and Discovery for the Young Child	3
ECE 234	Child Growth and Development	3
ECE 2340	School, Family, and Community Relations	3
ECE 250	Children with Special Needs	3
PSY 101	Introduction to Psychology	3

### **Environmental Technology: Alternative Energy Technician Intermediate: 22 credits**

The Intermediate Certificate in Environmental Technology: Alternative Energy is designed to introduce the student to the construction and electrical industries and provide the foundations for hazard recognition and safety design issues associated with home construction, community development, and passive solar design.

CTM 111	Plumbing	3
CTM 115	Introduction to Wood Working	3
CTM 123	Construction Methods I	3
CTM 124	Construction Methods II	3
CTM 130	Blueprint Reading	3
CTM 138	Intro to Solar Applications	1
CTM 150	Basic Electricity	3
MAT 096 or 097 or higher	Intermediate Mathematics or Algebra	3

### **Environmental Technology: Alternative Energy Technician Advanced: 44 credits**

The Advanced Certificate in Environmental Technology: Alternative Energy improves the student's expertise and knowledge in construction from an economic perspective. This certificate advances electrical skills with particular applications in Photovoltaic and wind power electrical generation, and blueprint reading and drafting skills are developed.

Completion of the Intermediate Certificate		22
CTM 120	Building the Human Environment	3
CTM 132	Solar Water Heating	2
CTM 133	Solar Greenhouse Design	1
CTM 151	House Wiring I	3
CTM 235	Solar Home Design	3
CTM 236	Photovoltaics and Wind Power	3
CTM 250	Innovative/Alternative Building Techniques	3
CTM 289	Internship I	1
MAT 140	College Mathematics w/Algebra Review (5) or higher (3)	3

### **Fire Science Intermediate: 26 credits**

The Fire Science Intermediate Certificate (FSC5) 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.

EMS 131	Emergency Medical Technician	8
FSC 135	Fundamentals of Fire Prevention	3
FSC 138	Hazardous Materials/First Responder	4
FSC 180	Firefighter I and II	8
FSC 236	Firefighter Occupational Safety	3

### **Fire Science Advanced: 49 credits**

The Fire Science Advanced Certificate (FSC6) 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.

Completion of the Intermediate Certificate		26
BUS 111 or ENG 101	Business English or College Composition I	3
FSC 136	Fire Apparatus and Hydraulics	4
FSC 238	Emergency Scene Management	3
FSC 239	Emergency Service Leadership and Management	4

And 9 hours chosen from:

FSC 233	Introduction to Wildland Fire Suppression	4
FSC 234	Fire Investigation	3
FSC 235	Fire Protection Systems	3
FSC 241	Firefighter Safety and Building Construction	3
FSC 243	Intermediate Wildland Fire Suppression	4
FSC 253	Advanced Wildland Fire Suppression	4

Gainful Employment Disclosures:  
Program Level - Undergraduate certificate  
Program Length - 17 months

#### COST

Q: How much will this program cost me?\*

A: Tuition and fees: \$2,922, Books and supplies: \$857, On-campus room & board: not offered

\* The amounts shown above include costs for the entire program, assuming normal time to completion. Note that this information is subject to change.

#### FINANCING

Q: What financing options are available to help me pay for this program?

A: Financing for this program may be available through grants, scholarships, loans (federal and private) and institutional financing plans. The median amount of debt for program graduates is shown below:

Federal loans: \*

Private education loans: \*

Institutional financing plan: \*

\* There were fewer than 10 graduates in this program. Median amounts are withheld to preserve the confidentiality of graduates.

#### SUCCESS

Q: How long will it take me to complete this program?

A: The program is designed to take 17 months to complete. Of those that completed the program in 2014-2015, \*% finished in 17 months.

\* Fewer than 10 students completed this program in 2014-15. The number who finished within the normal time has been withheld to preserve the confidentiality of the students.

Q: What are my chances of getting a job when I graduate?

A: The job placement rate for students who completed this program is \*%.

\* This institution is not currently required to calculate a job placement rate for program completers.

#### Additional Information

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.

#### **Forensics Investigations: 25 credits**

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.

AJS 101	Introduction to Administration of Justice	3
AJS 220	Rules of Evidence	3
AJS 250	Criminal Investigations	3
BIO 160	Introduction to Human Anatomy and Physiology	4
ENG 101	College Composition I	3
FOR 101	Introduction to Forensics	3
FOR 150	Death Investigations	3
FOR 289	Internship I	3

Gainful Employment Disclosures:  
Program Level - Undergraduate certificate  
Program Length - 2 years

#### COST

Q: How much will this program cost me?\*

A: Tuition and fees: \$4,018, Books and supplies: \$1,412, On-campus room & board: not offered

\* The amounts shown above include costs for the entire program, assuming normal time to completion. Note that this information is subject to change.

#### FINANCING

Q: What financing options are available to help me pay for this program?

A: Financing for this program may be available through grants, scholarships, loans (federal and private) and institutional financing plans. The median amount of debt for program graduates is shown below:

Federal loans: \*

Private education loans: \*

Institutional financing plan: \*

\* There were fewer than 10 graduates in this program. Median amounts are withheld to preserve the confidentiality of graduates.

#### SUCCESS

Q: How long will it take me to complete this program?

A: The program is designed to take 2 years to complete. Of those that completed the program in 2014-2015, \*% finished in 2 years.

\* Fewer than 10 students completed this program in 2014-15. The number who finished within the normal time has been withheld to preserve the confidentiality of the students.

Q: What are my chances of getting a job when I graduate?

A: The job placement rate for students who completed this program is \*%.

\* This institution is not currently required to calculate a job placement rate for program completers.

Additional Information: 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.

#### **Graphics and Web Design: 24 credits**

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.

ART 130	Computer Graphics	3
ART 135	Adobe Photoshop	3
ART 136	Digital Photography	3
CIS 110	Windows, the Internet, and Online Learning	3
CIS 117	Introduction to Web Page Design	3
CIS 120	Introduction to Computer Info Systems	3
CIS 122	Introduction to MS Word	3
CIS 128	Introduction to Presentation Graphics	3



Gainful Employment Disclosures:  
Program Level - Undergraduate certificate  
Program Length - 17 months

#### COST

Q: How much will this program cost me?\*

A: Tuition and fees: \$3,807, Books and supplies: \$1,210, On-campus room & board: not offered

\* The amounts shown above include costs for the entire program, assuming normal time to completion. Note that this information is subject to change.

#### FINANCING

Q: What financing options are available to help me pay for this program?

A: Financing for this program may be available through grants, scholarships, loans (federal and private) and institutional financing plans. The median amount of debt for program graduates is shown below:

Federal loans: \*

Private education loans: \*

Institutional financing plan: \*

\* There were fewer than 10 graduates in this program. Median amounts are withheld to preserve the confidentiality of graduates.

#### SUCCESS

Q: How long will it take me to complete this program?

A: The program is designed to take 17 months to complete. Of those that completed the program in 2014-2015, \*% finished in 17 months.

\* Fewer than 10 students completed this program in 2014-15. The number who finished within the normal time has been withheld to preserve the confidentiality of the students.

Q: What are my chances of getting a job when I graduate?

A: The job placement rate for students who completed this program is \*%.

\* This institution is not currently required to calculate a job placement rate for program completers.

Additional Information: 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.

#### **Health Information Management: 37 credits**

This certificate is designed to prepare students for entry-level positions as a certified coding associate. The students will receive training in numerous areas, giving them an understanding of the varied responsibilities and skills necessary for employment. Students completing the Certificate are eligible to sit for the American Health Information Management Associate certificate exam to become a Certified Coding Associate.

AHS 100	Introduction to the U.S. Health Care System	3
AHS 131	Medical Terminology	3
BIO 160	Introduction to Human Anatomy and Physiology	4
CIS 120	Introduction to Computer Information Systems	3
HIM 110	Introduction to ICD 9-CM and ICD 10-CM	3
HIM 112	Introduction to Technology in HIM	3
HIM 121	Understanding Medical Therapies for HIM	3
HIM 122	Introduction to Medical Billing and Reimbursement	4
HIM 123	Health Records Documentation in HIM	3
HIM 289	Internship I	4

### **Hotel and Restaurant Services Introduction: 12 credits**

The introduction certificate is designed to prepare students for entry-level positions in various hotel and restaurant business environments. The students will receive training in fundamental computer skills and hotel and restaurant practices, giving them an understanding of the varied responsibilities and skills necessary for employment in entry level hotel and restaurant support positions.

CIS 120	Introduction to Computer Information Systems	3
HRM 100	Introduction to Hospitality	3
HRM 210	Guest Service Management	3
HRM 220	Property Management	3

### **Hotel and Restaurant Services Intermediate: 24 credits**

The Intermediate certificate is designed to prepare students for entry-level positions in various hotel and restaurant business environments. The students will receive training in fundamental computer skills, hotel and restaurant practices, accounting, and management practices, giving them an understanding of the varied responsibilities and skills necessary for employment in hotel and restaurant support positions.

Completion of the Introduction Certificate		12
ACC 108	Practical Accounting Procedures 1	3
ACC 255	Principles of Financial Accounting	3
BUS 206	Principles of Management	3
HRM 270	Hospitality Information Technology II	3

### **Medical Assistant: 32 credits**

The Medical Assistant certificate (MEA7) is designed to prepare students for entry-level positions as Medical Assistants in medical office businesses. The students will receive training in numerous areas, giving them an understanding of the varied responsibilities and skills necessary for employment. Students completing the certificate are eligible to take the American Medical technologist (AMT) certification exam to become a Registered Medical Assistant (RMA).

AHS 145	Medical Assistant Essentials	4
AHS 146	Medical Assistant A	10
AHS 147	Medical Assistant Skills A	2
AHS 148	Medical Assistant B	10
AHS 149	Medical Assistant Skills B	2
AHS 289	Internship I	4

Gainful Employment Disclosures:

Program Level - Undergraduate certificate

Program Length - 17 months

COST

Q: How much will this program cost me?\*

A: Tuition and fees: \$6,012, Books and supplies: \$1,966, On-campus room & board: not offered

\* The amounts shown above include costs for the entire program, assuming normal time to completion. Note that this information is subject to change.

FINANCING

Q: What financing options are available to help me pay for this program?

A: Financing for this program may be available through grants, scholarships, loans (federal and private) and institutional financing plans. The median amount of debt for program graduates is shown below:

Federal loans: \*

Private education loans: \*

Institutional financing plan: \*

\* There were fewer than 10 graduates in this program. Median amounts are withheld to preserve the confidentiality of graduates.

**SUCCESS**

Q: How long will it take me to complete this program?

A: The program is designed to take 17 months to complete. Of those that completed the program in 2014-2015, \*% finished in 17 months.

\* Fewer than 10 students completed this program in 2014-15. The number who finished within the normal time has been withheld to preserve the confidentiality of the students.

Q: What are my chances of getting a job when I graduate?

A: The job placement rate for students who completed this program is \*%.

\* This institution is not currently required to calculate a job placement rate for program completers.

Additional Information: The Medical Assistant certificate is designed to prepare students for entry-level positions as Medical Assistants in medical office businesses. The students will receive training in numerous areas, giving them an understanding of the varied responsibilities and skills necessary for employment. Students completing the certificate are eligible to take the American Medical technologist (AMT) certification exam to become a Registered Medical Assistant (RMA).

**Medical Front Office Assistant: 28 credits**

This basic 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 an understanding of the workings within today’s medical businesses. Graduates will have the skills necessary to obtain a position as a medical front 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 Medical Assistant degree.

AHS 100	Introduction to the U.S. Health Care System	3
AHS 102	Administrative Medical Front Office	4
AHS 105	Professionalism in Health Care Settings	3
AHS 110	Health Care Ethics and Law	3
AHS 131	Medical Terminology	3
AHS 135	Medical Insurance, Coding, and Billing	3
AHS 289	Internship I	2
BIO 160	Introduction to Human Anatomy and Physiology	4
CIS 120	Introduction to Computer Information Systems	3

**Network Engineering: 15 credits**

The Network Engineering certificate is designed to develop skills related to network engineering and to enhance written communications skills and professional readiness. The 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 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 the Associate of Applied Science degree in Network Engineering.

BUS 111	Business English	3
CIS 130	Digital Technology Repair and A+ Introduction	4
CIS 140	Cisco Networking Academy Semester 1	4
CIS 150	Cisco Networking Academy Semester 2	4

Gainful Employment Disclosures:

Program Level - Undergraduate certificate

Program Length - 1 years

COST

Q: How much will this program cost me?\*

A: Tuition and fees: \$2,292, Books and supplies: \$807, On-campus room & board: not offered

\* The amounts shown above include costs for the entire program, assuming normal time to completion. Note that this information is subject to change.

FINANCING

Q: What financing options are available to help me pay for this program?

A: Financing for this program may be available through grants, scholarships, loans (federal and private) and institutional financing plans. The median amount of debt for program graduates is shown below:

Federal loans: \*

Private education loans: \*

Institutional financing plan: \*

\* There were fewer than 10 graduates in this program. Median amounts are withheld to preserve the confidentiality of graduates.

SUCCESS

Q: How long will it take me to complete this program?

A: The program is designed to take 1 year to complete. Of those that completed the program in 2014-2015, \*% finished in 1 year.

\* Fewer than 10 students completed this program in 2014-15. The number who finished within the normal time has been withheld to preserve the confidentiality of the students.

Q: What are my chances of getting a job when I graduate?

A: The job placement rate for students who completed this program is \*%.

\* This institution is not currently required to calculate a job placement rate for program completers.

Additional Information: The Network Engineering Certificate is designed to develop skills related to network engineering and to enhance written communications skills and professional readiness. The 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 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 the Associate of Applied Science degree in Network Engineering.

**Phlebotomy: 28 credits**

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.

AHS 100	Introduction to U.S. Health Care Systems	3
AHS 105	Professionalism in Health Care Settings	3
AHS 110	Health Care Ethics and Law	3
AHS 131	Medical Terminology	3
AHS 160	Phlebotomy Procedures	3
AHS 161	Phlebotomy Practicum	4
BIO 160	Introduction to Human Anatomy and Physiology	4
CIS 102 or CIS 120	Computer Literacy (2) or Introduction to Computer information Systems (3)	2
MAT 091	Beginning Algebra (4) or higher	3

#### Gainful Employment Disclosures:

Program Level - Undergraduate certificate

Program Length - 17 months

#### COST

Q: How much will this program cost me?\*

A: Tuition and fees: \$4,602, Books and supplies: \$1,412, On-campus room & board: not offered

\* The amounts shown above include costs for the entire program, assuming normal time to completion. Note that this information is subject to change.

#### FINANCING

Q: What financing options are available to help me pay for this program?

A: Financing for this program may be available through grants, scholarships, loans (federal and private) and institutional financing plans. The median amount of debt for program graduates is shown below:

Federal loans: \*

Private education loans: \*

Institutional financing plan: \*

\* There were fewer than 10 graduates in this program. Median amounts are withheld to preserve the confidentiality of graduates.

#### SUCCESS

Q: How long will it take me to complete this program?

A: The program is designed to take 17 months to complete. Of those that completed the program in 2014-2015, \*% finished in 17 months.

\* Fewer than 10 students completed this program in 2014-15. The number who finished within the normal time has been withheld to preserve the confidentiality of the students.

Q: What are my chances of getting a job when I graduate?

A: The job placement rate for students who completed this program is \*%.

\* This institution is not currently required to calculate a job placement rate for program completers.

Additional Information: 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.

#### **Pre-Health Careers: 26 credits**

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

AHS 131	Medical Terminology I	3
BIO 181	Unity of Life I: Life of the Cell	4
BIO 201	Human Anatomy and Physiology I	4
CHM 130	Fundamentals of Chemistry	4
MAT 140	College Mathematics w/Review or higher	3
NTR 135	Human Nutrition	3
NUR 110	Nursing Assistant I	4
NUR 111	Nursing Assistant Clinical	1

# Course Descriptions

## Accounting (ACC)

**ACC 105 Income Tax I (3)** Internal Revenue Service Code and Regulations as they pertain to the individual. Tax principles are applied to problems and the preparation of the individual income tax return. Three lecture.

**ACC 108 Practical Accounting Procedures 1 (3)** Offers a step by step approach to the study of accounting for service, merchandising, and small business operations. This course includes analyzing business transactions, recording transactions in the general journal, posting to the general ledger, preparing adjusting and closing entries. Also, this course encompasses the preparation of the income statement, balance sheet, and the statement of owner's equity through the use of the worksheet. The three business formations (sole proprietor, partnership, and corporation) are discussed along with the issues of accounting for all three forms of ownership. Three lecture. Fall, Spring, Summer.

**ACC 110 Payroll Accounting (3)** A course that provides comprehensive and practical instruction in manual and computerized preparation and calculation of a business's payroll records and tax returns. Prerequisite: ACC 108 or ACC 255 or Consent of Instructor. Three lecture. Fall.

**ACC 111 Practical Accounting Procedures 2 (3)** Continues the step by step approach to the study of accounting for service, merchandising, and small business operations where ACC 108 leaves off. This course includes all four of the financial statements, basic accounting cycle, special journals, special ledgers, procedures for controlling cash and payroll accounting. Prerequisite: ACC 108 or Consent of Instructor. Three lecture. Spring.

**ACC 206 Computerized Accounting (3)** Electronic data processing systems as they apply to accounting systems. Provides hands-on experience with microcomputer hardware and software packages. Includes accounting cycle transaction and management decision-making applications. Three lecture.

**ACC 255 Principles of Financial Accounting (3)** 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: ACC 108 and MAT 140 or placement beyond math prerequisite or Consent of Instructor. Three lecture. Fall, Spring.

**ACC 256 Principles of Managerial Accounting (3)** Offers both theory and practice as it applies to the uses of accounting information and techniques in the realm of the management decision making process of an organization. Introduces manufacturing accounting concepts, which include cost concepts, cost behavior analysis, profit planning, budgeting, and capital budgeting decisions. Prerequisite: ACC 255. Three lecture.

**ACC 289 Accounting Internship (1–6)** Designed for students who are looking for paid or voluntary, practical application of applied accounting principles. Agreed upon internship will have a direct link to responsibilities regarding the business aspects of transaction analysis, journalizing, adjusting, posting, creating financial statements, and doing fundamental evaluation of the statements. Credit hours will be negotiated based on the successful completion of a course contract. Each credit hour requires the completion of a minimum of 45 hours of related work as indicated by the course contract. Prior experience or course work in the area of interest is required. One to six variable credit hours. Grading option S/U.

## Administration of Justice (AJS)

**AJS 101 Introduction to Administration of Justice (3)** 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 Juvenile Detention Studies (3)** Introduction to the field of juvenile detention, including responsibilities and job

duties of the detention employee. The course will include both legal and procedural issues in the subject area. Three lecture.

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

**AJS 120 Substantive Criminal Law (3)** Philosophy and legal sanctions and historical development from the common law to modern American criminal law. Classifications of crimes, elements of and parties to crimes, general definitions of crime, common defenses utilized, and review of offenses and the essential elements of each defense. Three lecture.

**AJS 130 The Police Function (3)** Theories of procedures and methods of operations with emphasis on the discretionary powers available to the working police officer. Career opportunities and current trends in law enforcement will be presented. Three lecture.

**AJS 141 Gang Behavior and Street Violence (3)** Development of gangs, how society promotes them, and how they are self-sustaining through street violence. Includes a detailed look at victims' rights and the history of vigilantes in America. Three lecture.

**AJS 150 Rules of Criminal Procedure (3)** Procedural criminal law including the judiciary role in the criminal justice system, the right to council, pretrial release, grand juries, adjudication process, types and rules of evidence, and sentencing. Three lecture.

**AJS 160 Justice Systems Management (3)** Principles of administration and organization of management functions and services within criminal justice systems. Three lecture.

**AJS 170 Security Issues in Private Industry (3)** A historical overview of the development and evolution of law enforcement and its developing relationship and dependence on the need for private asset protection. Students will assess current prevention technology, its development and history, and future direction and application. The class will further examine the roles of law enforcement and private security officers as well as the inherent differences. Legal limitations and provisions, public/private security agency, and liability issues in the industry will be analyzed. Three lecture.

**AJS 200 Community Relations (3)** Examination, recognition, and understanding of community problems; community action programs; methods of coping with human behavior; conflict and communications; ethnic and minority cultures and environments; the community and the relationships with the criminal justice system. Three lecture.

**AJS 209 Criminal Jurisdiction on Federal and Indian Land (3)** Jurisdiction of local, state, and tribal law enforcement AES agencies over crimes committed on federal military reservation, national parks, national forests, federal buildings, as well as tribal reservation lands. Agreements with tribal governments, including courts, and police agencies of tribes, counties, states, and the federal government will also be examined. Three lecture.

**AJS 215 Crime, Justice, and the Media (3)** Examines the perceptions of the realities of crime and justice and how these perceptions influence the media. Also studied are the effects of how the media influences the public's perception of crime and the criminal justice system. Three lecture.

**AJS 216 Basic Detention Academy (13)** Designed to provide entry level training to detention officer staff, meeting Arizona Detention Association standards. Prerequisite: Hired and/or recommended by approved law enforcement or correctional agency. Thirteen lecture.

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

**AJS 230 Deviant Behavior (3)** Examines the basic concepts of deviant behavior; evaluates current literature and studies



the application of current criminological theories related to patterns of deviance. General Education: Social and Behavioral Sciences. Three lecture.

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

**AJS 250 Criminal Investigations (3)** Fundamentals of criminal investigation. Examines theory of criminal investigation, crime scene procedures, case preparation, basic and advanced interviewing techniques, and basic investigative techniques. Three lecture.

**AJS 260 Constitutional Law (3)** Constitutional law as it relates to the operation of the criminal justice system. Three lecture.

**AJS 265 Probation and Parole (3)** The selection process for the release of both adults and juveniles under the supervision of probation and parole guidelines and the community values consistent with those under supervision. Three lecture.

**AJS 280 Criminology (3)** Deviance and society's role in defining behavior; theories of criminality and the economic, social, and psychological impact of crime and victimization; relationships between statistics and crime trends. General Education: Social and Behavioral Sciences. Three lecture.

**AJS 289 Internship I (1–6)** Designed for students who are looking for paid or voluntary practical learning experiences that apply academic and occupational education to real-life, on-the-job situations. Credit hours will be negotiated based on fulfillment of a contract. Each credit hour requires the completion of a minimum of 45 hours of on-the-job participation. Prior experience or course work in the field of interest is required. One to six variable credit hours. Grading Option S/U.

**AJS 291 Terrorism and Counter-Terrorism (3)** Nature of terrorism, terrorist threat, and countermeasures to combat terrorism. Three lecture.

**AJS 292 Hostage Negotiations (3)** Essentials of hostage negotiations for all personnel and may serve as a refresher for trained personnel. Three lecture.

**AJS 295 White Collar and Corporate Crime (3)** A close look at the theories, laws, and issues surrounding white collar crime in contemporary society. Three lecture.

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

### **Aerospace Studies (AES)**

**AES 101 Foundations of U.S. Air Force I (1)** U.S. military defense structure, its mission and role in contemporary American society; organization and mission of the Air Force; examines the concepts of professionalism and officership as they apply to the military; basic communication skills. Students interested in a future career in the Air Force have co-requisites: AES 111 and AES 250 or Consent of Instructor. One lecture.

**AES 102 Foundations of U.S. Air Force II (1)** Role and mission of U.S. strategic offensive and defensive forces, aerospace support forces, and general purpose forces; examines selected geopolitical determinants and constraints relating to the use of national power; basic theory and principles of flight; basic communication skills. Students interested in a future career in the Air Force have co-requisites: AES 112 and AES 250 or Consent of Instructor. One lecture.

**AES 111 Aerospace Studies Leadership Lab (1)** Development of personal leadership and managerial abilities. Examination and demonstration of Air Force customs and courtesies, drill and ceremonies, and standards of

discipline and conduct. Per 10 U.S.C.2109(c)(1), Practical Military Training, "A person who is not qualified for, and will not be able to become qualified for, advanced training (POC),...shall not be permitted to participate in...practical military training," including LAB. Co-requisites: AES 101 and AES 250 or Consent of Instructor. Students wanting to take AES 111 must be Air Force ROTC candidates at NAU. Two lab. May be taken for S/U credit only.

**AES 112 Aerospace Studies Leadership Lab (1)** Continuation of AES 111. Development of personal leadership and managerial abilities. Examination and demonstration of Air Force customs and courtesies, drill and ceremonies, and standards of discipline and conduct. Per 10 U.S.C.2109(c)(1), Practical Military Training, "A person who is not qualified for, and...will not be able to become qualified for, advanced training (POC),...shall not be permitted to participate in...practical military training," including LLAB. Students wanting to take AES 112 must be Air Force ROTC candidates at NAU. May be taken for S/U credit only. Co-requisites: AES 102 and AES 250 or Consent of Instructor. Two lab.

**AES 201 Air Power History I (1)** Historical survey of events, trends, and policies leading to the emergence of air power through World War II. Nature of war, advent of the air age, and development of various concepts of employment and technological improvements in air power; effective communication skills. Prerequisites: AES 101 or consent of instructor. Students interested in a future career in the Air Force have co-requisites: AES 211 and AES 250 or Consent of Instructor. One lecture.

**AES 202 Air Power History II (1)** Establishment of Air Force as a separate service, the Cold War, development of various concepts of employment and technological improvements of air power from Korean conflict to present; effective communication skills. Prerequisites: AES 102 or Consent of Instructor. Students interested in a future career in the Air Force have co-requisites: AES 212 and AES 250 or Consent of Instructor. One lecture.

**AES 211 Aerospace Studies Leadership Lab (1)** Application of elements of personal leadership. Demonstration of command, effective communications, individual leadership instruction, physical fitness training, and knowledge of Air Force requirements. Per 10 U.S.C.2109(c)(1), Practical Military Training, "A person who is not qualified for, and will not be able to become qualified for, advanced training (POC),...shall not be permitted to participate in...practical military training," including LLAB. Students wanting to take AES 211 must be Air Force ROTC candidates at NAU. Co-requisites: AES 201 and AES 250 or Consent of Instructor. May be taken for S/U credit only. Two lab.

**AES 212 Aerospace Studies Leadership Lab (1)** Application of elements of personal leadership. Demonstration of command, effective communications, individual leadership instruction, physical fitness training, and knowledge of Air Force requirements. Per 10 U.S.C.2109(c)(1), Practical Military Training, "A person who is not qualified for, and will not be able to become qualified for, advanced training (POC),...shall not be permitted to participate in...practical military training," including LLAB. Students wanting to take AES 211 must be Air Force ROTC candidates at NAU. Co-requisites: AES 202 and AES 250 or Consent of Instructor. May be taken for S/U credit only. Two lab.

**AES 250 Air Force Physical Training Course (1)** Opportunity for CCC students who meet the following requirements: Per 10 U.S.C.2109(c)(1), Practical Military Training, "A person who is not qualified for, and... will not be able to become qualified for, advanced training (POC),...shall not be permitted to participate in... practical military training," including Physical Fitness Training. All students must have a recent physical examination medically clearing individual to participate in class and proof of liability insurance. The syllabus will cover both cardiovascular and anaerobic activity, aimed at helping every participant to get in better shape regardless of fitness level. This class is only available to Air Force ROTC cadets. May be repeated for a maximum of 4 times. May be taken for S/U credit only. Three lab.

**AES 298 Special Topics (1-6)** Individualized approach to selected topics by guided reading and critical evaluation. Department consent required. 1-6 variable credit hours. May be taken for S/U credit.

### **Allied Health Sciences (AHS)**

**AHS 100 Introduction to the U.S. Health Care System (3)** Overview of the inner workings of the health care industry and

the political, cultural, and socio-economic forces that shape the delivery of health services. Predominant health care systems in the U.S., including Medicare and Medicaid will be examined along with the availability and utilization of various resources, health ethics and law, and quality of care. Prerequisite: RDG 099 or placement or Consent of Instructor. Three lecture.

**AHS 101 Careers in Health Care (3)** Presents an introduction to the breadth and health care providers and supportive roles in today's rapidly diversifying health care industry. Prerequisite: RDG 099 or placement or Consent of Instructor. Three lecture.

**AHS 105 Professionalism in Health Care Settings (3)** Introduces the health occupations student to essential workplace communication and behavioral skills that foster the provision of quality patient care, team work, and employee job satisfaction. Prerequisite: RDG 099 or placement or Consent of Instructor. Three lecture.

**AHS 110 Health Care Ethics and Law (3)** Study of the central legal and ethical issues facing health care providers in today's complex health care delivery system; examines managed care, bioethics, telemedicine, death and dying, workplace and practice employment issues, and liability and malpractice through the use of case studies and scenarios. Prerequisite: RDG 099 or placement or Consent of Instructor. Three lecture.

**AHS 131 Medical Terminology I (3)** Medical vocabulary for beginning students in allied health and science fields. Includes word roots, prefixes, suffixes, and abbreviations. Emphasizes spelling, pronunciation, and definition. Prerequisite: RDG 099 or placement or Consent of Instructor. Three lecture.

**AHS 145 Medical Assistant Essentials (4)** The Medical Assistant Essentials course prepares students for the varied and expanded responsibilities involved in working within medical offices today. Students will receive training in numerous areas, giving them an understanding of the workings within today's medical businesses. Students who complete AHS 145, AHS 146, AHS 147, AHS 148, AHS 149, and AHS 289 will have the skills necessary to obtain employment as a medical assistant and are eligible to take the American Medical Technologist (AMT) certification exam to become a Registered Medical Assistant (RMA). Prerequisites: Consent of Instructor. Co-requisite: AHS 146 and AHS 147 (spring semester) or AHS 148 and AHS 149 (fall semester.) Four lecture. Fall, Spring.

**AHS 146 Medical Assistant A (10)** Prepares students for the varied and expanded responsibilities involved in working within medical offices today. Students will receive training in numerous areas, giving them an understanding of the workings within today's medical businesses. Students who complete AHS 145, AHS 146, AHS 147, AHS 148, AHS 149, and AHS 289 will have the skills necessary to obtain employment as a medical assistant and are eligible to take the American Medical Technologist (AMT) certification exam to become a Registered Medical Assistant (RMA). Prerequisites: RDG 099, ENG 100, and MAT 091 or placement test scores beyond prerequisite courses. Co-requisite: AHS 147 and either AHS 145 (1st Semester Students) or AHS 289 (2nd Semester Students.) Ten lecture.

**AHS 147 Medical Assistant A Skills (2)** A skills practice and competency development class to be taken in conjunction with AHS 146 Medical Assistant A. Co-requisite: AHS 146. Six lab. Fall, Spring.

**AHS 148 Medical Assistant B (10)** Prepares students for the varied and expanded responsibilities involved in working within medical offices today. Students will receive training in numerous areas, giving them an understanding of the workings within today's medical businesses. Students who complete AHS 145, AHS 146, AHS 147, AHS 148, AHS 149, and AHS 289 will have the skills necessary to obtain employment as a medical assistant and are eligible to take the American Medical Technologist (AMT) certification exam to become a Registered Medical Assistant (RMA). Prerequisites: RDG 099, ENG 100, and MAT 091 or placement test scores beyond prerequisite courses. Co-requisite: AHS 149 and either AHS 145 (1st Semester Students) or AHS 289 (2nd Semester Students). Ten lecture. Fall, Spring.

**AHS 149 Medical Assistant B Skills (2)** A skills practice and competency development class to be taken in conjunction

with AHS 148 Medical Assistant B. Co-requisite: AHS 148. Six lab. Fall, Spring.

**AHS 157 Phlebotomy for Law Enforcement (3)** This one-week, fast-track program is a very intense course of study. The course includes 45 hours of onsite phlebotomy coursework and includes the practicum. Homework is necessary, and students will be required to perform venipunctures on each other during classes on campus. Additional venipunctures will be required outside the classroom setting for completion of the course. NO REFUNDS can be given once the officer begins the course. Prerequisites: Health requirements including: evidence of TB testing within the past year; two measles, mumps, and rubella (MMR) immunizations or titers; Tetanus, Diphtheria, and Pertussis (TDAP) within 10 years; confirmation of Varicella or immunization; flu vaccine. These requirements are subject to change at the discretion of Northern Arizona Healthcare. Must be recommended by a law enforcement agency. One and a half lecture. One and a half lab.

**AHS 160 Phlebotomy Procedures (3)** Theory and practice of basic phlebotomy and specimen processing including laboratory test codes, equipment, procedures, role development and the health care team, ethics and safety, and legal issues and quality assurance. Prerequisite: AHS 131 and RDG 099 or placement or Consent of Instructor. Co-requisite: AHS 161. The following health requirements are to be presented at time of registration: negative TB skin test within the past year; proof of two measles, mumps, rubella (MMR) vaccinations or titer; proof of tetanus, diphtheria and pertussis (TDAP) vaccination within the last 10 years. Three lecture.

**AHS 161 Phlebotomy Practicum (4)** Theory and practice of basic phlebotomy and specimen processing, clinical experiences in acute care, clinic, and community agency settings. AHS 161 requires 100 hours and 100 successful, unaided (but supervised) venipunctures. In order to accomplish these steps within the current semester, you must have a VERY FLEXIBLE schedule. Prerequisites: AHS 131 and RDG 099 or placement or Consent of Instructor. Co-requisite: AHS 160. The following health requirements are to be presented at time of registration: negative TB skin test within the past year; proof of two measles, mumps, rubella (MMR) vaccinations or titer; proof of having had varicella (chicken pox) or vaccination or titer; proof of tetanus, diphtheria and pertussis (TDAP) vaccination within the last 10 years. One lecture. Nine lab.

**AHS 289 Internship I (1–6)** Practical learning experiences that apply academic to on-the-job situations. Credit hours will be negotiated based on the certificate or degree requirements. Each credit hour requires the completion of a minimum of 45 hours of on-the-job participation. Prerequisite: Consent of Instructor or Dean. Grading option S/U. One to six variable credit hours.

### **American Sign Language (ASL)**

**ASL 101 American Sign Language I (4)** Principles, methods, and techniques for acquiring basic skills using American Sign Language, with emphasis on developing visual/receptive skills and basic communication. General Education: Options. Grading option S/U. Four lecture.

**ASL 102 American Sign Language II (4)** Further emphasis on American Sign Language vocabulary, grammar, receptive, and expressive technique development. Prerequisite: ASL 101 or Consent of Instructor. General Education: Options. Grading option S/U. Four lecture.

**ASL 200 Introduction to the Deaf Community (3)** Macroscopic view of culture and microscopic view of the Deaf life experience through culture and language. Includes cross-cultural interactions between deaf and hearing people. Also includes the history of the Deaf community, Deaf education, Deaf technologies, Deaf employment, historical trends and Deaf services. General Education: Social and Behavioral Sciences. Special Requirement: Contemporary Global/International Awareness or Historical Awareness. May be taken for S/U credit with instructor approval. Three lecture. Fall, Spring.

**ASL 201 American Sign Language III (4)** Enhanced focus on expressive and receptive American Sign Language sign skills. Application of syntactical and grammatical structure, idioms, body language, and cultural aspects of deafness. Prerequisite: ASL 102 or Consent of Instructor. General Education: Options. Grading option S/U. Four lecture.

**ASL 202 American Sign Language IV (4)** Further development of American Sign Language communication skills with emphasis on spontaneous conversation, discussions, narratives, and register. Prerequisite: ASL 201 or Consent of Instructor. General Education: Options. Grading option S/U. Four lecture.

**ASL 203 Comparative Analysis of American Sign Language to English (3)** Enhanced study of the fundamental principles and cognitive processing of American Sign Language. Includes a further study of the Deaf community and Deaf culture. Prerequisite: ASL 202 with a grade of B or better and ENG 102 or Consent of Instructor. May be taken for S/U credit. Three lecture.

**ASL 211 Fingerspelling and Numbers (3)** Overview of basic fingerspelling techniques. Concentration on receptive and expressive skills including manual alphabet production and numbers. Focus and continue methods, theory, and skill development including speed, dexterity, clarity, and loan signs. Also includes advanced use of numbers, prefixes, suffixes, and polysyllabic words. Prerequisite: ASL 101 or Consent of Instructor. Grading option S/U. Three lecture.

**ASL 215 American Sign Language Literature: Narratives (3)** This course is a continuation of the major grammatical features of American Sign Language (ASL) to develop communicative and interactive competencies in the culture and language of the Deaf. Includes a focus on ASL literature by introducing students to ASL storytelling techniques, film analysis, story analysis, and its techniques. Also includes ASL narratives, classifiers and perspectives. Prerequisites: ASL 200 and 202 with a grade of B or better or Consent of Instructor. Three lecture. Fall, Spring.

### **Anthropology (ANT)**

**ANT 101 Introduction to Physical Anthropology (4)** An introductory survey of the basic principles, concepts, assumptions, theories, and vocabulary of human evolution and world archaeology. General Education: Physical and Biological Sciences. Three lecture. Two lab.

**ANT 102 Introduction to Cultural Anthropology (3)** Principles of cultural and social anthropology with illustrative materials from a variety of cultures with a focus on globalization. The nature of culture; social, political, and economic systems; religion, aesthetics, and language. General Education: Arts/Humanities; Social/Behavioral Sciences. Special Requirements: Ethnic/Race/Gender Awareness; Contemporary Global/International Awareness or Historical Awareness. Three lecture.

**ANT 103 Culture and Language (3)** An introductory survey of the basic history, concepts, assumptions, theories, and vocabulary of linguistic anthropology and their application within the discipline. General Education: Social/Behavioral Sciences. Special Requirements: Ethnic/Race/Gender Awareness; Contemporary Global/International Awareness or Historical Awareness. Three lecture.

**ANT 110 Exploring Archeology (3)** History, methods, and theory of archeology with an emphasis on modern techniques of studying prehistoric and historical populations and their cultural remains. General Education: Social/Behavioral Sciences. Three lecture.

**ANT 230 Peoples of the Southwest (3)** Ethno historical survey of the American Southwest culture area, focusing on selected Pueblo and non-Pueblo peoples. This course is designed to expose the student to the richness of traditional Southwestern cultures in order to stimulate an appreciation for the Native history and ethnic diversity of the region. General Education: Social/Behavioral Sciences. Special Requirements: Ethnic/Race/Gender Awareness; Contemporary Global/International Awareness or Historical Awareness. Three lecture.

**ANT 241 Anthropology of Religion (3)** Anthropology of religious practices employed by both western and non-western people in dealing with adversity, misfortune, illness, life cycle rituals, and similar phenomena beyond human control. Three lecture.

**ANT 250 Peoples of the World (4)** This capstone course in anthropology provides the opportunity for students to apply anthropological theoretical perspectives and methodologies to topics of interest, including both historic and contemporary subject matter. General Education: Social/Behavioral Sciences. Special requirements: Intensive Writing/Critical Thinking; Ethnic/Race/Gender Awareness; Global and International Awareness; Historical Awareness. Recommended: ANT 101. Prerequisites: ANT 102 and ENG 101. Co-requisite: ENG 102. Four lecture.

**ANT 289 Internship I (1-6)** Designed for students who are looking for paid or voluntary practical learning experiences that apply academic and occupational education to real-life on-the-job situations. Credit hours will be negotiated based on fulfillment of a contract. Each credit hour requires the completion of a minimum of 45 hours of on the job participation. Prior experience or course work in the field of interest is required. Grading option S/U. One to six variable credit hours.

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

## Art (ART)

**ART 100 Art Appreciation (3)** Historical overview and appreciation of painting, sculpture, architecture, film, and crafts. Examines individual works of art with regard to both their formal qualities and the way they reflect the shifting patterns of culture. Field trips. General Education: Arts/Humanities. Three lecture.

**ART 105 Beginning Art (3)** Introductory course in drawing and painting techniques and materials for students who would like to explore their creativity. Grading option S/U. One lecture. Five lab.

**ART 110 Drawing I (3)** Introduction to drawing. Includes drawing techniques and the use of various materials traditionally used in drawing, perceptual skills, critique practices and critical thinking, analysis of professional art events or artwork in galleries or museums. Grading option S/U. One lecture. Five lab.

**ART 111 Drawing II (3)** Further development of technical and perceptual drawing skills and critical thinking skills. Greater emphasis on composition. Intermediate drawing and design problems; intermediate use of materials and techniques. Prerequisite: ART 110 or Consent of Instructor. Grading option S/U. One lecture. Five lab.

**ART 120 Ceramics I (3)** Introduction to hand building techniques, wheel throwing, glazing and other decorative techniques, kiln firing and ceramics history. Grading option S/U. One lecture. Five lab.

**ART 121 Ceramics II (3)** Emphasis on developing intermediate skill with the potter's wheel and hand building methods, glazing and decoration techniques, and kiln operations. Prerequisite: ART 120. Grading option. One lecture. Five lab.

**ART 130 Computer Graphics I (3)** An introductory course in computer graphics. Introduction to design principles and visual problem solving with software suitable for two-dimensional design and illustration. Prerequisites: CIS 102 or CIS 120 or Consent of Instructor. Recommended: ART 110 and ART 160. Grading option S/U. Two lecture. Two lab.

**ART 135 Adobe Photoshop (3)** Introduction to Adobe Photoshop software, its variety of tools and basic techniques for working with them. Includes practice with basic scanning and printing devices and techniques. Prerequisite: CIS 120 or Consent of Instructor. Grading option S/U. Three lecture.

**ART 136 Digital Photography I (3)** Introduction to digital photography, image editing, and printing techniques. Course requirement: Students must have their own digital camera and basic computer skills. Grading option S/U. Three lecture.

**ART 160 Color and Design (3)** Fundamentals of two-dimensional design emphasizing the study and utilization of the principles of design, color theory, and the development of a visual vocabulary. Prerequisite: ART 110 or Consent of Instructor. Grading option S/U. One lecture. Five lab.

**ART 165 Three-dimensional Design (3)** Introduction to the fundamental concepts and design principles involved in organizing three-dimensional space and materials used in three-dimensional art forms. Prerequisite: ART 110 or Consent of Instructor. One lecture. Five lab.

**ART 180 Sculpture I (3)** Introduction to sculptural processes, techniques, and materials in clay, metal, wood, and stone. Includes sculptural history and criticism. Prerequisite: ART 165 or Consent of Instructor. Grading option S/U. One lecture. Five lab.

**ART 190 Oil/Acrylic Painting I (3)** An introductory course in the techniques and materials traditionally used in oil and/or acrylic painting. Prerequisite: ART 110 or Consent of Instructor. Grading option S/U. One lecture. Five lab.

**ART 191 Oil/Acrylic Painting II (3)** Intermediate course in developing expressive and descriptive skills using oil and/or acrylic paint. Prerequisite: ART 160 and ART 190, or Consent of Instructor. Grading option S/U. One lecture. Five lab.

**ART 194 Watercolor I (3)** Introduction to watercolor painting techniques and materials. Prerequisite: ART 110 or Consent of Instructor. May be taken for S/U credit. One lecture. Five lab. Fall, Spring.

**ART 195 Watercolor II (3)** Advanced watercolor painting techniques. Prerequisite: ART 194 or Consent of Instructor. Grading option S/U. One lecture. Five lab.

**ART 201 Art History: Prehistoric to 1400 (3)** Study of the historical development of significant periods and styles in painting, sculpture, and architecture from the prehistoric through the Gothic periods. Emphasis is placed upon the cultural context within which the works of art are created. General Education: Arts/Humanities. Special Requirements: Contemporary Global/International Awareness or Historical Awareness. Prerequisite: ENG 101. Three lecture.

**ART 202 (3) Art History: 1400 - 2000** Historical development of significant periods and styles in painting, sculpture, and architecture from the Renaissance to the twentieth century with an emphasis on the cultural context within which the works of art were created. General Education: Arts/Humanities. Special Requirements: Contemporary Global/International/Awareness or Historical Awareness. Prerequisite: ENG 101. Three lecture.

**ART 210 Life Drawing I (3)** Applications of the elements of drawing in the description of the human figure, drawing from the model. Topics include: light and shade, composition, and anatomy. Prerequisite: ART 110 or Consent of Instructor. Grading Option S/U. One lecture. Five lab.

**ART 211 Portrait Drawing (3)** Introduction to portrait drawing techniques and materials. Prerequisite: ART 110 or Consent of Instructor. One lecture. Five lab.

**ART 212 Life Drawing II (3)** Continuation from ART 210 Life Drawing I. Emphasis on use of the elements of line, value, and color to create art based upon the human form. May be taken for S/U credit. Prerequisite: ART 210 or Consent of Instructor. One lecture. Five lab. Fall, Spring.

**ART 221 Art of the Southwest (3)** A historical survey of painting, sculpture, and architecture in the southwestern region of the United States from pre-historic time to the present. General Education: Art/Humanities. Special Requirements: Contemporary Global/International Awareness or Historical Awareness; Ethnic/Race/Gender Awareness. Prerequisite: ENG 101. Three lecture.

**ART 235 Adobe Photoshop II (3)** Advanced techniques in Adobe Photoshop. Prerequisites: ART 135 or Consent of Instructor. Grading option S/U. Three lecture.

**ART 236 Digital Photography II (3)** Creative digital camera operation. Advanced equipment, lighting, color calibration, and workflow. Digital output processes for print and web. Three lecture. Grading option S/U.

**ART 279 Painting Workshop (2)** A course for students interested in further developing artistic expression and skills in order to pursue personal artistic goals. Prerequisite: ART 190 or ART 194 or Consent of Instructor. Grading option S/U. Two lecture.

**ART 280 Advanced Studio Workshop (3)** A course for students interested in further developing artistic expression and skills in order to pursue personal artistic goals. Prerequisite: ART 111 or ART 190 or ART 195 or ART 210 or Consent of Instructor. One lecture. Five lab.

**ART 281 Advanced Ceramics Workshop (3)** A course for students interested in further developing artistic expression and skills in order to pursue personal artistic goals in ceramics. Prerequisite: ART 120 and ART 121 or Consent of Instructor. One lecture. Five lab.

**ART 285 Ceramic Sculpture (3)** A course for students who want to further develop their hand building skills, glazing and firing techniques, and individual artistic expression. Prerequisite: ART 120 or Consent of Instructor. One lecture. Five lab.

**ART 289 Internship I (1-6)** Designed for students who are looking for paid or voluntary practical learning experiences that apply academic and occupational education to real-life, on-the-job situations. Credit hours will be negotiated based on fulfillment of a contract. Each credit hour requires the completion of a minimum of 45 hours of on-the-job participation. Prior experience or course work in the field of interest is required. One to six variable credit hours. Grading option S/U.

**ART 294 Watercolor III (3)** An advanced course in watercolor painting with increased opportunity for development of individual style through traditional and experimental techniques. Prerequisite: ART 195 or Consent of Instructor. One lecture. Five lab. Grading option S/U.

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

### **Automotive (AUT)**

**AUT 100 Automotive Basics (3)** Basic automotive knowledge as it relates to owner/operator of an automobile or light truck. It will give the student an understanding of systems and maintenance. Two lecture. Two lab.

**AUT 106 Automotive Engines (3)** An overview of the design, operation, diagnosis and service procedures of modern automotive engines. Students participate in the disassembly, inspection, and reassembly. Service and technical data are presented to prepare the students for practical experience in engine servicing. Prerequisites: AUT 100 or Consent of Instructor. Grading option S/U. Two lecture. Two lab.

**AUT 107 Automotive Engine Short Block Service Lab (3)** Laboratory experiences in engine service and rebuilding; specializing in valve train, cooling, lubricating, exhaust and intake systems. Pre/Co-requisite: AUT 106. Grading option S/U. Two lecture. Two lab.

**AUT 108 Automotive Engine Long Block Service Lab (3)** Continuing laboratory experience in engine service and rebuild; emphasizing the "long block" assembly. Students will disassemble, inspect, and service the engine block for warpage, alignment and bore, service crankshaft, service camshafts and timing, service pistons and rods and service plugs, seals, covers, damper and flywheel. Prerequisites: AUT 107. Grading option S/U. One lecture. Three lab.

**AUT 110 Automotive Electrical and Electronic Systems (3)** A study of automotive electrical and electronic systems used on light and medium duty vehicles. Topics include principles of electrical/electronic systems, general electrical system diagnosis, and battery diagnosis and service. Pre/Co-requisite: AUT 100. Grading option S/U. Two lecture. Two lab.

**AUT 111 Automotive Electrical and Electronic Systems (3)** Emphasizes service of automotive and light truck starting and charging systems. Topics will include: starting system diagnosis and repair, charging system diagnosis and repair.



Prerequisites: AUT 110. Grading option S/U. One lecture. Three lab.

**AUT 112 Automotive Electrical and Electronic Systems-Lighting and Accessories Systems Lab (3)** Emphasizes hands-on service of automotive and light truck lighting, gauge, horn, and other accessories systems. Prerequisites: AUT 111. Grading option S/U. One lecture. Three lab.

**AUT 120 Automotive Brake Systems (3)** A study of braking systems used on light and medium duty vehicles with an overview of heavy duty brakes (air) which will include theory, operation, construction, maintenance, testing, diagnosis and repair of drum and disc brakes. Pre/Co-requisite: AUT 100. Grading option S/U. One lecture. Three lab.

**AUT 121 Automotive Brake Systems Service Lab (3)** Emphasizes service of automotive and light truck brake systems. Topics will include: power assist units diagnosis and repair, brakes related (Wheel Bearings, Parking Brakes, Electrical, Etc.), and antilock brake and traction control systems. Pre/Co-requisite: AUT 120. Grading option S/U. One lecture. Four lab.

**AUT 289 Internship I (1–6)** Designed for students who are looking for paid or voluntary practical learning experiences that apply academic and occupational education to real-life, on-the-job situations. Credit hours will be negotiated based on fulfillment of a contract. Each credit hour requires the completion of a minimum of 45 hours of on-the-job participation. Prior experience or course work in the field of interest is required. One to six variable credit hours. Grading option S/U.

## BIOLOGY (BIO)

**BIO 100 Biology Concepts (4)** Basic principles and concepts of biology. Explores methods of scientific inquiry and behavior of organisms and energy in biological systems. Prerequisites: ENG 100 and MAT 091 or placement. General Education: Physical and Biological Sciences. Three lecture. Three lab.

**BIO 105 Environmental Biology (4)** Basic concepts of ecology and the importance of human interaction with the natural ecosystem. Field trips. Pre/Co-requisites: ENG 102 and MAT 091 or placement or Consent of Instructor. General Education: Physical and Biological Sciences. Special Requirements: Intensive Writing/Critical Inquiry; Contemporary Global/International Awareness or Historical Awareness. Three lecture. Three lab.

**BIO 109 Natural History of the Southwest (4)** Based on the life zone concept, an examination of the geologic history and ecological history of the Southwest. Emphasis is on the identification and adaptations of biotic populations. Field trips. General Education: Physical and Biological Sciences. Prerequisite: ENG 100 and MAT 091 or placement. Three lecture. Three lab.

**BIO 112 Wildflowers of Northern Arizona (2)** An exploration of common wildflower species native to Northern Arizona with special emphasis on identification, collection, and distribution. Field Trips. One lecture. Three lab.

**BIO 160 Introduction to Human Anatomy and Physiology (4)** The study of the structure and function of the human body. It is designed for students who want a one semester course in anatomy and physiology and those pursuing certificates in the allied health sciences; students majoring in the sciences or preparing for professional health science careers should enroll in the BIO 201/202 sequence. Prerequisite: ENG 100 and MAT 091 or placement. General Education: Physical and Biological Sciences. Three lecture. Three lab.

**BIO 181 Unity of Life I: Life of the Cell (4)** An introductory course for Biology majors emphasizing central principles related to cellular and molecular processes in the cell. Course will include molecular structure, cell structure, reproduction, metabolism molecular genetics and evolution. CHM 130 or higher recommended. Prerequisite: ENG 100, MAT 097 or MAT 096, or placement test score beyond prerequisite. General Education: Physical and Biological Sciences. Three lecture. Three lab.

**BIO 182 Unity of Life II: Multicellular Organisms (4)** The second semester of an introductory biology major's sequence. This course emphasizes general concepts pertaining to the evolution, biodiversity, and ecology of multicellular organisms. Prerequisite: BIO 181. General Education: Physical and Biological Sciences. Three lecture. Three lab. Spring.

**BIO 201 Human Anatomy and Physiology I (4)** 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 Human Anatomy and Physiology II (4)** Design and function of the human body. Topics include: body fluids, immune, cardiovascular, respiratory, digestive, urinary, and reproductive systems. General Education: Physical and Biological Sciences. Prerequisite: BIO 201 or Consent of Instructor. Three lecture. Three lab.

**BIO 205 Microbiology (4)** Microbes 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. Fall, Spring.

**BIO 218 Human Pathophysiology (4)** This course surveys disease processes that affect the body systems, focusing on altered physiological mechanisms in cells and organ systems. Prerequisites: BIO 201 and BIO 202. Recommended: BIO 205. Four lecture.

**BIO 289 Internship I (1-6)** Designed for students who are looking for paid or voluntary practical learning experiences that apply academic and occupational education to real-life, on-the-job situations. Credit hours will be negotiated based on fulfillment of a contract. Each credit hour requires the completion of a minimum of 45 hours of on-the-job participation. Prior experience or course work in the field of interest is required. One to six variable credit hours. Grading option S/U.

## **BUSINESS (BUS)**

**BUS 100 Mathematics of Business (3)** Mathematical concepts and procedures involved in financial transactions. Includes percentages, liabilities, insurance, investments, assets, amortization, proration, taxes, and banking as it pertains to business. Prerequisites: MAT 091 or placement. Three lecture.

**BUS 101 Personal Money Management (1)** Introduction to spending money wisely, saving money, personal budgeting, applying for financial aid, understanding your credit score, how to interpret your paycheck, basic investing, and protecting yourself from identify theft. This class is a lecture format with interaction in a computer in a computer lab. Grading option S/U. One lecture.

**BUS 103 Personal Finance (3)** Students will learn the fundamentals of assessing, managing, and implementing a plan for personal finance. Coursework includes individual budgeting, personal banking, home ownership, investing, insurance, and planning for retirement. Three lecture.

**BUS 105 Basic Investments (3)** Basic investment strategies. The study of stocks and bonds, mutual funds, investment principles, and strategies to evaluate potential investments. Three lecture.

**BUS 111 Business English (3)** Effective listening, responding, reading, and writing with emphasis on using these skills in the workplace, from job application and interview to on-the-job oral and written communications. Prerequisite: ENG 100 or placement. Three lecture.

**BUS 204 Business Communications (3)** Solving business problems through effective oral and written communications. Letter forms and methods of writing business letters. Creating functional letters related to inquiry, response, good will, sales, credit, and adjustment and collection. General Education: Options. Special Requirement: Intensive Writing/Critical Inquiry. Pre/Co-requisite: ENG 102. Three lecture.

**BUS 206 Principles of Management (3)** Fundamentals of management including the management principles and techniques used for business objectives, structure, operational procedures, and control procedures. Principles and techniques discussed may be applied to any area of business and industry. Three lecture.

**BUS 207 Principles of Marketing (3)** Environment of marketing including, analysis of various marketing activities and discussion of the economic, psychological, and sociological factors which influence marketing activities. Three lecture.

**BUS 211 Human Resources/Personnel Management (3)** Human resources planning and its application to the organization's goals and objectives. Human resources policies, job analysis, employee selection, training, performance evaluation, benefits, compensation, labor relations, morale, safety, and termination. Three lecture.

**BUS 213 Small Business Management (3)** Students will learn the fundamentals of starting and operating a successful business. Studies will include business objectives, operational procedures, financing, legal organizations, feasibility studies, and marketing. Three lecture.

**BUS 214 Legal, Ethical, and Regulatory Issues in Business (3)** Legal theories, ethical issues, and regulatory climate affecting business policies and decision. General Education: Social/Behavioral Sciences. Prerequisite: ENG 101 or Consent of Instructor. Three lecture.

**BUS 216 Principles of Business Finance (3)** Principles of financial management as applied to the operations of non-financial business and industry firms. Application of financial analysis tools and techniques needed for the process of business and industry financial administration and decision making, goals and functions of financial management, analysis and planning, working capital management, capital budgeting, and the cost of capital risk. Three lecture.

**BUS 232 Business Statistics and Analysis (3)** Business statistics, including the collection, tabulation, and analysis of business and economic data. Averages, dispersion, statistical inference, correlation and regression, and statistical decision making and problem solving. General Education: Options. Prerequisite: MAT 140 or higher or placement test score beyond prerequisite. Three lecture.

**BUS 289 Internship I (1-6)** Designed for students who are looking for paid or voluntary practical application of applied business principles. Agreed upon internship will have a direct link to responsibilities regarding the business aspects of management, finance, customer service, or marketing. Credit hours will be negotiated based on the successful completion of a course contract. Each credit hour requires the completion of a minimum of 45 hours of related work as indicated by the course contract. Prior experience or coursework in the area of interest is required. One to six variable credit hours. Grading option S/U.

BUS 298 Special Topics (1-6)

## CHEMISTRY (CHM)

**CHM 130 Fundamental Chemistry (4)** General inorganic chemistry, scientific method, and general laboratory procedures. General Education: Lab Sciences. Prerequisite: ENG 100 and MAT 097 or MAT 096 or placement. Three lecture. Three lab.

**CHM 151 General Chemistry I (5)** Fundamental concepts in chemistry presented at a level appropriate for science majors. An exploration of matter and the changes it undergoes using both qualitative and quantitative methods. General Education: Physical and Biological Sciences. Recommended: CHM 130. Prerequisite: MAT 097 or placement test score beyond prerequisite. Four lecture. Three lab.

**CHM 152 General Chemistry II (5)** Continuation of Chemistry 151 with an emphasis on kinetics and equilibrium, nuclear, aqueous solution, and electrochemistry. General Education: Physical and Biological Sciences. Prerequisite: CHM 151.

Four lecture. Three lab.

### **COLORADO PLATEAU STUDIES (CPS)**

**CPS 100 Overview of the Colorado Plateau (3)** Introduction to the history, art, literature, physical and cultural geography of the Colorado Plateau, and contemporary issues of the region. General Education: Arts/Humanities, Social/Behavioral Sciences. Special Requirements: Ethnic/Race/Gender Awareness, Contemporary Global/International Awareness or Historical Awareness. Three lecture.

**CPS 289 Internship I (1-6)** Designed for students who are looking for paid or voluntary practical learning experiences that apply academic and occupational education to real-life, on-the-job situations. Credit hours will be negotiated based on fulfillment of a contract. Each credit hour requires the completion of a minimum of 45 hours of on-the-job participation. Prior experience or course work in the field of interest is required. One to six variable credit hours.

**CPS 290 Colorado Plateau Studies Seminar (3)** Colorado Plateau Studies Seminar is the capstone course for the Colorado Plateau Studies program. Topics will include historical and contemporary issues pertaining to the Colorado Plateau region with the intention of establishing a sense of stewardship in students. Prerequisites: ANT 230, CPS 100, ENG 220, and GLG 232 or Consent of Instructor. Three lecture.

### **COMMUNICATION (COM)**

**COM 180 (3) College Publications I** Hands-on experience producing online college student publications. Three lecture.

**COM 181 (3) College Publications II** Hands-on experience producing online college student publications. Three lecture.

### **COMPUTER INFORMATION SYSTEMS (CIS)**

**CIS 102 Computer Literacy (2)** Introduces students to general computer concepts including computer-related terminology, computer system components, and computer operations. Students will have an opportunity to become familiar with personal computers for personal or business applications and create documents using word processing, spreadsheet, charting, and database software. No prior computer experience is necessary. Two lecture. Grading option S/U.

**CIS 110 Windows, the Internet, and Online Learning (3)** Introduces students to the Windows Operating System, the Internet, and online instruction with an emphasis on hands-on learning. Students will gain the skills necessary to work comfortably in the Windows and online learning environments, manage files efficiently, use e-mail effectively, and conduct research on the World Wide Web. Students will become familiar with the skills and mind set necessary to succeed in online courses. It is highly recommended all students take this course EARLY or actually their FIRST CIS class in there course progression. Three lecture.

**CIS 112 Introduction to Windows (2)** Basic operations and components of Windows environment through hands-on experience use many of the Windows tools and accessory applications. Two lecture. Grading option S/U.

**CIS 116 Introduction to HTML (3)** An introduction to programming with HTML. Students will learn basic web design fundamentals with HTML and Cascading Style sheets (CSS). Three lecture. Fall.

**CIS 117 Intro to Web Page Design (3)** An introduction to creating and editing documents for the World Wide Web (WWW). Students will learn basic editing and design skills and develop a multi- page document including graphical elements. May be taken for S/U credit. Three lecture. Spring.

**CIS 120 Introduction to Computer Information Systems (3)** Concepts and theories regarding computer hardware, software, and information processing systems. Includes an intensive lecture component covering the most current technological/computer information available and a hands-on component using word processing, spreadsheet,

database, and presentation, e-mail and web browsing application software packages. No prior experience necessary. General Education: Options. Three lecture.

**CIS 122 Introduction to MS Word (3)** Concepts and capabilities of word processing software MS Word in the Windows environment through extensive hands-on experience with business applications creating, editing, and enhancing documents appropriate to the work environment and personal use. No prior computer experience required. Grading option S/U. Three lecture.

**CIS 123 Introduction to Spreadsheets (3)** Concepts and capabilities of electronic spreadsheet software using Microsoft Excel through extensive hands-on experience. Students will gain the necessary knowledge and skills to create, edit, and format worksheets and charts. Students will gain experience with sensitivity analysis using formulas, functions, lists, integration, macros, and VBA. No prerequisites. Basic file management skills are helpful. Grading option S/U. Three lecture.

**CIS 125 Introduction to Databases (3)** Database design using the relational model and entity-relation diagrams. Concepts and capabilities of database management system (DBMS) software through extensive hands-on experience. No prior experience necessary. Three lecture. Grading Option S/U.

**CIS 128 Introduction to Presentation Graphics (3)** Designed as an introduction to graphic print and publication skills using graphic presentation and desktop publishing software for business applications. Students will learn the principles of basic visual design. They will create, modify, enhance, and present a graphic slide presentation that includes special effects and animation. Using desktop publishing software students will create professional publications including promotional documents, newsletters, brochures, booklets, and flyers. Prerequisite: CIS 102 or CIS 120 or Consent of Instructor. Grading Option S/U. Three lecture.

**CIS 130 Digital Technology Repair and A+ Introduction (4)** A comprehensive overview of digital devices and software applications with an introduction to advanced concepts aligned with CompTIA A+ certification objectives. CIS 130 is for students pursuing careers in IT who want practical knowledge and troubleshooting skills required of entry level IT professionals. Digital devices and software includes, but not limited to, Desktop PCs, mobile devices, printers, common software applications, operating system installation/upgrade for laptops/workstations and mobile devices, networking concepts, IT security, and hands-on troubleshooting. Student engagement includes: Instructor led lectures, interactive learning experience with hands-on labs, virtual lab simulations and assessments. Four lecture. May be taken for S/U.

**CIS 140 CISCO Network Academy Semester 1 (4)** This is the first of a four semester curriculum series designed to provide students with classroom discussions, and hands-on experience and virtual network simulations in current and emerging networking technologies to enter employment and/or further education in the networking field. This course introduces the architecture, structure, functions, components, and models of the Internet and other digital networks. The principles and structure of IP addressing and the fundamentals of Ethernet concepts, media, and operations are introduced to provide a foundation for the curriculum. By the end of the course, students will be able to build simple local area networks (LANs), perform basic configurations for routers and switches, and implement IP addressing schemes. In addition, instruction and training are provided in the proper care, maintenance, and use of networking software, tools, and equipment. Prior computer knowledge strongly recommended. Four lecture. May be taken for S/U credit. Fall.

**CIS 150 CISCO Network Academy Semester (4)** This is the second of a four semester curriculum series designed to provide students with classroom discussions, hands-on experience and virtual network simulations in current and emerging networking technologies to enter employment and/or further education in the networking field. Students learn how to configure a router and a switch for day-to-day basic functionality in small to medium size businesses. By the end of this course, students will be able to configure and troubleshoot routers and switches and resolve common issues with virtual LANs, DHCP, ACLs, NAT and interVLAN routing in both IPv4 and IPv6 networks. Prior networking knowledge strongly recommended. Prerequisite: CIS 140 or Consent of Instructor. Four lecture.

**CIS 160 CISCO Network Academy Semester 3 (4)** This is the third of a four semester curriculum series designed to provide students with classroom discussions, hands-on experience and virtual network simulations in current and emerging networking technologies to enter employment and/or further education in the networking field. This course describes operations of routers and switches in larger and more complex networks. Students learn how to configure routers and switches for advanced functionality. By the end of this course, students will be able to configure and troubleshoot routers and switches and resolve common issues with OSPF, EIGRP, and STP in both IPv4 and IPv6 networks. Students will also develop the knowledge and skills needed to implement a Link aggregation, LAN redundancy and WLAN in a small-to-medium network. Prior networking knowledge strongly recommended. Prerequisite: CIS 150 or Consent of Instructor. Four lecture.

**CIS 161 Linux Administration I (4)** This is the first of two semester courses designed to provide students with classroom and laboratory experience in current and emerging UNIX Administration that will empower them to enter employment or further education and training in the computer administration/networking field. A task analysis of current industry standards and occupational analysis was used to develop the content. Instruction includes, but is not limited to, safety, UNIX Administration, UNIX networking, UNIX terminology and related protocols, network operation system standards, local-area networks (LANs), Network Management tools, Open System Interconnection (OSI) models, Ethernet, Internet Protocol (IP) addressing, User Administration, Files and Directories, Backup and recovery. Particular emphasis is given to the use of decision-making and problem-solving techniques in applying science, mathematics, communication, and social-studies concepts to solve UNIX Administration/Networking problems. In addition, instruction and training are provided in the proper care, maintenance, and use of UNIX software, tools, and equipment. Co- requisite: CIS 120 or Consent of Instructor. Four lecture.

**CIS 165 Basic Game Design and Creation (3)** This course provides students with an introduction to game design and development. Topics include creating objects, events, and multiple levels of game interaction. Grading option S/U. Three lecture.

**CIS 167 Game Design Fundamentals (3)** Provides students with an introduction to game design and industry history, terminology, and theory. This will include discussions of theory and practical applications of elements and genres of game. Grading option S/U. Three lecture.

**CIS 168 History of Video Games (3)** Provides a historical and critical approach to the evolution of computer and video game design from its beginnings to the present. It brings together cultural, business, political, and technical perspectives. Students should come away from the course with an understanding of the history of this medium, as well as insights into design, production, marketing, and socio-cultural impacts of interactive entertainment and communication. Three lecture.

**CIS 170 CISCO Network Academy Semester 4 (4)** This is the final course in a four semester curriculum series designed to provide students with classroom discussions, hands-on experience and virtual network simulations in current and emerging networking technologies to enter employment and/or further education in the networking field. This course discusses Wide Area Network (WAN) technologies and network services required by converged applications in a complex network. The course enables students to understand the selection criteria of network devices and WAN technologies to meet network requirements. Students learn advanced network device configuration, troubleshoot network devices and resolve common issues with WAN protocols. Students will also develop the knowledge and skills needed to implement virtual private network (VPN) operations in a complex network and advanced network monitoring. Prior networking knowledge strongly recommended. Prerequisite: CIS 160 or Consent of Instructor. Four lecture.

**CIS 171 Linux Administration II (4)** This is the second of two semester courses designed to provide students with classroom and lab experience in current and emerging Linux Administration employment or further education and training in the Linux administration/networking field. This course is aligned with the second of two exams to achieve both the CompTIA Linux+ certification and Linux Professional Institute LPIC-1 certification. This course explores deeper features of Linux based shells and scripting, data management, complex system processes and system

security. Co-requisite: CIS 161 or Consent of Instructor. May be taken for S/U. Four Lecture.

**CIS 215 Principles of Programming with Python (3)** Introduction to programming logic and structures as applied to business computer applications and programming languages through structured techniques and high-level languages. No prior computer experience necessary. General Education: Options. May be taken for S/U credit. Three lecture.

**CIS 220 Computer Programming I (4)** This course will provide students with a good foundation in object-oriented programming concepts and practices. Emphasis is placed on the development of small business systems applications. Prerequisite: CIS 120 or Consent of Instructor. Four lecture.

**CIS 230 Implementing and Supporting Windows (4)** This course is aligned with Microsoft Certified Professional certification 70-698 Installing and Configuring Windows 10. 70-698 is one of two exams towards the Microsoft Certified Solutions Associate and one of four exams towards the Microsoft Certified Solutions Expert. This course focuses on the skills necessary to enter IT employment or further education and training in Windows administration: Installing, configuring, customizing, optimizing and troubleshooting current Microsoft Windows client operating systems. Prerequisite: CIS 130 or Consent of Instructor. Four lecture.

**CIS 235 Configuring Windows Devices (4)** This course is aligned with Microsoft Certified Professional certification 70-697 Configuring Windows Devices. 70-697 is one of two exams towards the Microsoft Certified Solutions Associate (MCSA) and one of four exams towards the Microsoft Certified Solutions Expert (MCSE). This course focuses on the skills necessary to enter IT employment or further education and training in Windows device administration and cloud computing: plan and manage devices and applications in a local, remote and/or cloud computing environment. Prerequisite: CIS 130 or CIS 230 or Consent of Instructor. Four lecture. Fall, Spring.

**CIS 240 Installing, Configuring, and Administering Microsoft Windows Server (4)** Installing, configuring, managing and supporting Microsoft Windows environment. This course helps to prepare students to take the Microsoft Certified Professional exam for implementing a Microsoft Windows Server Environment. Prerequisite: CIS 130 or Consent of Instructor. Four lecture. Grading option S/U.

**CIS 250 Implementing a Microsoft Windows Network Infrastructure (4)** Installing, configuring, managing, and supporting a network infrastructure that uses the Microsoft Windows Server products. This course helps to prepare students to take the Microsoft Certified Professional exam for implementing a Microsoft Windows Network Infrastructure. Prerequisite: CIS 130 or Consent of Instructor. Four lecture.

**CIS 260 Implementing and Administering Microsoft Windows Directory (4)** Installing and configuring Microsoft Windows Active Directory. Implementing Group Policy and performing the Group Policy-related tasks that are required to centrally manage users and computers. This course helps to prepare students to take the Microsoft Certified Professional exam for Windows. Prerequisite: CIS 130 or Consent of Instructor. Grading option S/U. Four lecture.

**CIS 289 Internship I (1–6)** Designed for students who are looking for paid or voluntary practical learning experiences that apply academic and occupational education to real-life, on-the-job situations. Credit hours will be negotiated based on fulfillment of a contract. Each credit hour requires the completion of a minimum of 45 hours of on-the-job participation. Prior experience or course work in the field of interest is required. Grading option S/U. One to six variable credit hours.

### **Construction Technology Management (CTM)**

**CTM 111 Plumbing (3)** This course will define the plumber's responsibility and introduce the student to the plumbing trade. Topics include: plumbing plans, safety, plumbing materials and fittings, pipes joining techniques, drain-waste and vent systems, water supply systems, fixture installations and leak testing. Emphasis will be placed on safe operation of all trade tools and equipment and job site safety. Grading option S/U. Three lecture.

**CTM 115 Introduction to Wood Working (3)** Fundamental Woodworking Safety and Applications including basic wood shop safety precautions, practices and procedures. Basic wood working project design, drawings, materials calculation and estimates. Basic shop procedures, wood preparation, joinery and jointing techniques. Emphasis on safe and proper use of wood working hand tools, portable power and stationary power tools. Grading option S/U. One lecture. Three lab.

**CTM 120 Building the Human Environment (3)** Addresses architectural design and construction building practices, including aspects of their psychological and environmental impacts. Historical, current and projected solutions to the human need for shelter and infrastructure are explored. Three lecture.

**CTM 122 Construction Material and Equipment Safety (3)** This course will introduce the student to safety in the Construction Industry. Emphasis will be placed on safe operation of trade tools and equipment, job site safety and early hazard recognition. Topics covered include: early hazard recognition, safety plans, safe transport and handling of construction materials and equipment, scaffolding set-up techniques, trench shoring and safety, fall prevention planning and associated hazards. Three lecture.

**CTM 123 Building Construction Methods I (3)** Floor foundations and interior and exterior framing, including various types and methods of building foundations and framing systems. Two lecture. Two lab.

**CTM 124 Building Construction Methods II (3)** Construction methods, materials, and safe working practices as they relate to carpentry framing with wood. Floor, interior and exterior walls, ceilings, and roof and stair framing are described. Window, door, insulation, drywall, flooring, roofing and cabinetry systems are described for residential construction. Prerequisite: CTM 13. Two lecture. Two lab.

**CTM 130 Blueprint Reading and Estimating (3)** Reading blueprint construction documents and estimating the amount of building materials needed for building projects. Reading and interpreting architectural schedules, symbols, and specifications. Three lecture.

**CTM 131 Green Building Introduction (1)** Introduction to Green Building presents the Core Concepts and underlying reasons for approaching construction from a Sustainable methodology perspective. Several Categories of Green Building are introduced and explored. Categories include Building Site, Energy performance concepts and issues, Water Utilization, Indoor Environment, Materials sourcing and Recycling approaches. Green Building myths are dispelled. Co-requisite: CTM 13 or construction experience. Grading option S/U. One lecture.

**CTM 132 Solar Water Heating Systems (2)** This course will describe the basics of heating domestic hot water via the sun. The basic parameters of solar design and system sizing will be described. Various components of a solar water heating system will be described and each of their functions presented. Several solar water heater systems diagrams will be presented, discussed, with advantages and disadvantages of each system discussed. The workshop will include hands-on disassembly of a flat plate collector and a "Batch Heater. System pumps, differential controllers and heat exchangers will be shown in a shop setting. A Batch solar water heater will be assembled from common materials in the shop using a hands-on approach. Recommended prerequisite: CTM 111. Grading option S/U. One lecture. One lab.

**CTM 133 Solar Greenhouse Design (1)** This course will lead students through basic passive solar design for solar greenhouses. Solar orientation, home site evaluation and energy efficient design and construction approaches will be considered for the architectural integration of the passive solar design and construction of a "solar" greenhouse. Grading option S/U. One lecture.

**CTM 134 Rain Water Harvest Systems (1)** This class will introduce students to rain water as a source of water for domestic and/or landscape use. All system components for proper and safe use of rainwater will be presented and discussed. Components include: roofing materials, gutters and gutter sizing, first flush diverters and downspouts, plumbing piping to and from tank, tanks, water purification, filtration and analysis issues, sources of contamination, water pumps and control devices, water conservation fixtures, water conservation strategies for domestic and landscape use, guiding principles for water conservation, examples of rain water harvest systems will be shown. Grading



option S/U. One lecture. One lab

**CTM 138 Introduction to Solar Design Applications (1)** Basic introduction to the concepts and principles related to Solar Energy Applications. A survey of the many ways that Solar Energy can be used in your home and life. Grading option S/U. One lecture.

**CTM 139 Greywater (1)** 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. Grading option S/U. One lecture.

**CTM 150 Basic Electrical Theory (3)** Introduction to electrical theory, trade math, Electrical theory and math. Electrical safety and first aid, Introduction to DC Theory and Batteries, AC theory, Induction, Ohm's Law, Series and parallel Circuit diagram and Schematics, Wire Gauges, Ampacity and Loads, Grounding and Bonding. Recommended: Prerequisite: MAT 097 or MAT 096. Grading option S/U. Three lecture.

**CTM 151 House Wiring I (3)** Basic Electrical theory and safety presented. Survey of electrical construction processes for residential applications. Determining materials, installation processes, safety, and code requirements of electrical construction will be emphasized and applied. Students will apply a variety of common residential receptacle and switch circuits in a shop practice setting. Grading option S/U. Two lecture. Two lab.

**CTM 152 House Wiring II (3)** Survey of electrical construction processes for residential applications. Determining materials, installation processes, safety, and code requirements of electrical construction will be emphasized and applied. Prerequisites: CTM 151 or Consent of Instructor. Grading option S/U. Two lecture. Two lab.

**CTM 155 Commercial Wiring I (4)** This class will emphasize Light Commercial Wiring Applications to determine sizes of service entrance conductors and feeders, conduit sizes and boxes, Transformer types, theory and sizing, and protection of transformers: referencing to the National Electric Code. Prerequisite: CTM 151 or Consent of Instructor. Grading option S/U. Three lecture. One lab.

**CTM 211 International Residential Code (3)** Safety principles of building construction under the Uniform Building Code, including structural requirements for wood, masonry, fire resistant materials and ratings, and occupancy requirements. Three lecture.

**CTM 224 Concrete and Concrete Form Systems (3)** This course will provide instruction in structural and architectural applications of concrete. It will examine concrete chemistry, mix designs, placement and finishing methods, and forming systems. Two lecture. Two lab.

**CTM 235 Solar Home Design (3)** Alternative passive solar building techniques such as adobe, earth brick, rammed earth, sand bag, and earth ship will be presented, along with environmental and aesthetic design considerations. Prerequisite: CTM 120. Grading option S/U. Three lecture.

**CTM 236 Photovoltaics and Wind Power (3)** This course will define the design and installation of photovoltaic and wind power systems. Emphasis will be placed on electrical safety and operation of trade tools and equipment and job site safety. Topics covered: photovoltaic and wind power system plans, safety, electrical materials and fittings, solar cell panel and wind generator wiring techniques, battery systems, inverters and charge controllers. Prerequisite: CTM 150. Three lecture.

**CTM 250 Innovative and Alternative Building Techniques (3)** Innovative and alternative building techniques such as steel framing, SIP, Integra or Rastra block, adobe, earth brick, rammed earth, cast earth, sand bag, papercrete, straw bale and earth ship will be presented along with environmental and aesthetic design considerations. These concepts will be integrated with a "pattern language" and passive solar design approach for student design projects. Recommended:

CTM 120, CTM 123, CTM 124, CTM 235, or prior construction related experience. Grading option S/U. Three lecture. One lab.

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

**CTM 260 Green Building I (3)** Principles of Sustainable Construction introduces the student to the principles and techniques of designing, building and maintaining more comfortable, energy-and-resource-efficient buildings from a Sustainable / Green Building categorical approach. Prerequisites: CTM 235 and CTM 250. Grading option S/U. Three lecture.

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

**CTM 288 Construction Supervision and Scheduling (3)** Function of the construction site supervisor and the process used in scheduling, pre- and post-construction, communication techniques, and documentation of records and reports. Three lecture.

**CTM 289 Internship I (1–6)** Designed for students who are looking for paid or voluntary practical learning experiences that apply academic and occupational education to real-life, on-the-job situations. Credit hours will be negotiated based on fulfillment of a contract. Each credit hour requires the completion of a minimum of 45 hours of on-the-job participation. Prior experience or course work in the field of interest is required. Grading option S/U. One to six variable credit hours.

### **Dance (DAN)**

**DAN 105 Aerobic Dance I (2)** Aerobic dance as a fun way to develop strength, endurance, and flexibility through strengthening, stretching, and cardiovascular activity. Grading option S/U. One lecture. Two lab.

**DAN 110 Ballet I (3)** Basic ballet techniques and appreciation of ballet as a form of artistic expression. Grading option S/U. Three lecture.

**DAN 120 Modern Dance I (3)** Beginning modern dance technique. Grading option S/U. Three lecture.

**DAN 150 Jazz Dance I (3)** Basic jazz dance technique. Grading option S/U. Three lecture.

**DAN 151 Turkish-Egyptian Dance I (1)** An introduction to basic Turkish and Egyptian dance movement. Grading option S/U. One lecture.

**DAN 152 Turkish-Egyptian Dance II (1)** Intermediate Turkish and Egyptian dance movement. Prerequisite: DAN 151 or Consent of Instructor. Grading option S/U. Two lecture.

**DAN 157 Bollywood Cardio Workout (1)** This dance-inspired workout achieves a cardiovascular component due to the expansive movements of Bhangra folk dance steps from the Punjab region of NW India. Includes choreography from Hindi Bollywood movies. One lecture.

**DAN 201 Dance History (3)** History of dance from the ancient world to the present including cultural dance, performance dance and social dance. General Education: Arts/Humanities. Special Requirements: Ethnic/Race/Gender Awareness, Contemporary Global/International Awareness or Historical Awareness. Three lecture.

**DAN 211 Ballet II (3)** Ballet techniques for the student with previous ballet experience. Prerequisite: DAN 110 or

Consent of Instructor. Grading option S/U. Two lecture. Two lab.

**DAN 212 Ballet III (3)** Advanced ballet technique. Prerequisite: DAN 112 or Consent of Instructor. Grading option S/U. Two lecture. Two lab.

**DAN 217 Ballet IV (3)** A study of Classical Ballet incorporating techniques from the Royal Academy of Dance Advanced level. Prerequisites: DAN 212 or Consent of Instructor. Grading option S/U. Two lecture. Two lab.

### **Drafting (DFT)**

**DFT 110 Technical Drafting and CAD Fundamentals (3)** For Dual Enrollment students only. Technical drafting fundamentals, supported by introductions to computer-aided drafting (CAD), enabling the familiarization and visualization of drafting principles, standards, tools, and techniques. Two lecture. Two lab.

**DFT 125 Architectural Drafting I (3)** For Dual Enrollment students only. Principles of architectural drafting design and techniques. This board-drafting course covers fundamentals of design, space, utilization, drafting tool usage, construction drafting requirements, and the development of a set of blueprints. Prerequisite: DFT 110 or Consent of Instructor. Two lecture. Two lab.

**DFT 150 Auto CAD D (3)** For Dual Enrollment students only. This course will enable students to utilize computer-aided drafting (CAD) in a D medium. Prerequisite: DFT 110 or Consent of Instructor. Two lecture. Two lab.

**DFT 155 SolidWorks and the Manufacturing Environment (3)** For Dual Enrollment students only. This course will enable students to utilize SolidWorks, a 3D parametric solid modeling software. Students will also explore the relationship of SolidWorks in the world of manufacturing. Grading option S/U. Three lecture.

**DFT 200 AutoCAD 3D (3)** For Dual Enrollment students only. 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.

### **Early Childhood Education (ECE)**

**ECE 100 Introduction to Early Childhood Education (3)** For Dual Enrollment Students only. An introduction to the profession of Early Childhood Education, including a historical overview, developmentally appropriate practices, cultural diversity, family roles, teacher roles, professional development, and current issues. Students will perform 30 hours of classroom experiential involvement in local organizations that care for children 0-8 years of age. Three lecture.

**ECE 110 Early Childhood Curriculum (3)** For Dual Enrollment Students only. The fundamentals of curriculum theory and design appropriate to the developmental needs of young children. Three lecture.

**ECE 120 Health, Safety, and Nutrition for the Young Child (3)** For Dual Enrollment Students only Provides a study of health, safety and nutrition with related activities including current issues, guidelines and practices in early childhood settings. Three lecture.

**ECE 200 Child Guidance (3)** For Dual Enrollment Students Only. 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 234 Child Growth and Development (3)** For Dual Enrollment Students only. Child development from conception to eight years old, emphasizing cognitive, social and physical growth. Including theories of development. Three lecture.

**ECE 240 School, Family, and Community Relations (3)** For Dual Enrollment Students only. 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 260 Child Development Associate (CDA) Assessment (2)**

Candidates for the CDA Credential complete the application for the CDA and are observed working as lead teacher in a federally approved setting. Prerequisite: ECE 100, 110, 10, 00, 34, or 40 and approval of ECE department advisor. One lecture. Two lab.

## **Economics (ECN)**

**ECN 204 Macroeconomic Principles (3)** Basic principles of macroeconomics designed to acquaint the student with workings of the national economy: market economy, national income accounting, fiscal and monetary policy, and the Federal Reserve System. General Education: Social/Behavioral Sciences. Three lecture.

**ECN 205 Microeconomic Principles (3)** Microeconomic topics of market structures, elasticity, price and output determination, and general equilibrium. General Education: Social/Behavioral Sciences. Three lecture.

## **Education (EDU)**

**EDU 200 Introduction to Education (3)** For Dual Enrollment Students Only. An examination of the development of education in the United States, the historical development and social foundations of education, the student as learner, the teacher as a professional and current issues and trends in education. This course includes 30 hours of classroom observations and experiences. Prerequisites: ENG 100 and RDG 099 and or placement or Consent of Instructor. Three lecture.

**EDU 222 Introduction to the Exceptional Student (3)** For Dual Enrollment Students Only. Study of special education and the exceptional student with emphasis on factors relating to current practices, identification, and characteristics of the exception learner, one who differs from the average learner. Pre/Co-requisite: ENG 101 or Consent of Instructor. Three lecture.

**EDU 247 Beginning Community College Teaching (1)** A beginning methods course that focuses on an analysis of teaching and learning styles, delivery, classroom management and college policies. One lecture.

**EDU 248 Intermediate Community College Teaching (1)** Explore development and purpose of the community college in the United States including current practices and issues with a particular focus on The Learning College. A methods course that focuses on student advisement and course articulation, assessment at both the course and program level, and technical expertise in the classroom. One lecture.

**EDU 249 Advanced Community College Teaching (1)** A methods course that focuses on an application of teaching and learning styles and delivery, including discipline specific techniques and skills and advanced curriculum development. One lecture.

**EDU 250 The Community College (3)** Development and purpose of the community college in the United States including current practices and issues. A methods course that focuses on analysis of teaching and learning styles, delivery, student assessment at course and program level, and curriculum development. Completing EDU 47, EDU 48, and EDU 49 is equivalent to EDU 50. Three lecture.

## **Emergency Medical Services (EMS)**

**EMS 100 Emergency Medical Services First Response Training Course (3)** Working knowledge of emergency medicine per the U.S. Department of Transportation guidelines. Two lecture. Two lab.

**EMS 105 Wilderness First Responder (4)** Wilderness First Responder course using the curriculum of the Wilderness Medical Society (WMS), a nonprofit organization consisting of physicians and healthcare providers from around the world who have approved and recommended practice guidelines and minimum course topics on the best methods of handling wilderness related trauma, illness and environmental emergencies. Four lecture.

**EMS 131 Emergency Medical Technician (8)** Emergency Medical Technician course using the 2009 curriculum adapted by the Arizona Department of Health Services. This course will help prepare students for the National Registry of EMTs and certification as an AZ EMT. Prerequisites: Please review the CCC website for most current list as these are subject to change at the discretion of Northern Arizona Healthcare (NAH). Pre/Co-requisite: FSC 138 for Fire Science students. Eight lecture.

**EMS 262 Certified Emergency Paramedic (47)** Preparation of the Certified Basic Emergency Medical Technician for transition to an advanced Certified Emergency Paramedic provider level. Includes human anatomy and physiology, physical assessment, advanced airway and ventilation techniques, intravenous therapy, medical emergencies, and trauma patient management. Interested students will go through a rigorous testing process and should contact the EMS program coordinator. Prerequisite: EMS 131 or equivalent course/certification, current Arizona EMT certification. One year as a Certified EMT-Basic and acceptance to the program. Pre/Co-requisite: FSC 138. This course is provided in partnership with Northern Arizona Healthcare (NAH). Application to and acceptance into the program is required in order to take this course. See the NAH website at [www.nahealth.com](http://www.nahealth.com) for application information. Twenty-seven lecture. Forty lab. Fall.

### Engineering (EGR)

**EGR 186 Introduction to Engineering (3)** Introduction to the engineering design process. Participation in hands-on team based design projects. Development of problem solving techniques, oral and written communications skills. Create education and career plans. Pre/Co-requisite: MAT 187. Two lecture. Three lab. This course is licensed under a Creative Commons Attribution 4.0 International License. To view a copy of this license, visit the CCC website.

**EGR 122 Programming for EGR/SCI (3)** Introduction to computer programming for scientists, engineers, and mathematicians in MATLAB. Guided use of algorithms and structured programming to solve practical problems in applied engineering and science. Prerequisite: MAT 151 or placement beyond prerequisite. Two lecture. Three lab. Fall, Spring.

### English (ENG)

**ENG 095 Basic Reading and Writing Skills (4)** The course focuses on principles of basic reading and writing skills through, vocabulary development, reading strategies, reading comprehension, recognizing reading and writing structures, grammar and punctuation, sentence structure, and concepts of paragraph and essay development. Prerequisite: Placement. May be taken for S/U credit. Four lecture. Fall, Spring.

**ENG 100 Fundamentals of Composition (4)** Integrated reading/critical thinking/writing approach to basic skills needed for success in college. Extensive writing practice with emphasis on the writing process, writing strategies and essay development. Prerequisite: ENG 095 or placement beyond prerequisite. Four lecture.

**ENG 101 College Composition I (3)** Requires practice in writing, rhetoric, and reasoning, with emphasis on using the writing process to compose college level essays. Prerequisites: ENG 100 and RDG 099 or placement. General Education: Composition. Three lecture.

**ENG 102 College Composition II (3)** Continued development of ideas and strategies introduced in ENG 101. Extensive practice in critical thinking, reading, and writing with emphasis on composing analytical essays on literary topics and a documented research paper. Prerequisite: ENG 101. General Education: English Composition. Three lecture.

**ENG 139 Introduction to Creative Writing (3)** Techniques of writing poetry, fiction, and creative nonfiction, with analysis of both published and student writing. Prerequisites: ENG 101 or Consent of Instructor. Grading option S/U. Three lecture.

**ENG 235 Fundamentals of Screenwriting (3)**

Integrated approach to basic skills needed for the successful completion of two short screenplays. Extensive screenwriting practice with critical analysis and group workshops to complement the revision process. Prerequisite: ENG 101 or Consent of Instructor. Three lecture

**ENG 236 Introduction to the American Short Story (3)** A survey of American short fiction from the Colonial period through 1st Century authors. Includes the examination of ethnic, race, gender, and other cultural issues. General Education: Arts/Humanities. Special Requirement: Ethic/Race/Gender Awareness. Prerequisite: ENG 101 or Consent of Instructor. Three lecture.

**ENG 237 Women in Literature (3)** Literature by and about women emphasizing stereotypes, changing roles, and psychological and philosophical concerns. General Education: Arts/Humanities. Special Requirement: Ethnic/Race/Gender Awareness. Prerequisite: ENG 101 or Consent of Instructor. Three lecture.

**ENG 238 Literature of the Southwest (3)** Literature of the land and peoples of the Southwest, including the Colorado Plateau as a distinctive geographic region; the influence and interaction of Native American, Chicano, and Anglo cultures, and contemporary concerns of Southwestern writers. General Education: Arts/Humanities. Special Requirements: Ethic/Race/Gender Awareness. Prerequisite: ENG 101 or Consent of Instructor. Three lecture.

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

**ENG 270 Creative Writing: Fiction (3)** Extensive practice in writing and revising fiction, with emphasis on critical analysis of published models and students' work. Prerequisite: ENG 101 or Consent of Instructor. Grading option S/U. Three lecture.

**ENG 271 Creative Writing: Poetry (3)** Extensive practice in writing and revising poetry, with emphasis on critical analysis of published models and students' poems. Prerequisite: ENG 101 or Consent of Instructor. Grading option S/U. Three lecture.

**ENG 272 Creative Writing: Non-Fiction (3)** Extensive practice in writing and revising various types of creative non-fiction. Emphasis on study of professional models and discussion of students' work. General Education: Arts/Humanities. Special Requirements: Intensive Writing/Critical Inquiry. Pre/Co-requisite: ENG 102. Grading option S/U. Three lecture.

**ENG 289 Internship I (1–6)** Designed for students who are looking for paid or voluntary practical learning experiences that apply academic and occupational education to real-life, on-the-job situations. Credit hours will be negotiated based on fulfillment of a contract. Each credit hour requires the completion of a minimum of 45 hours of on-the-job participation. Prior experience or course work in the field of interest is required. Grading option S/U. One to six variable credit hours.

### **Environmental Studies (ENV)**

**ENV 111 Local Environmental Issues (3)** Learners will examine their local biophysical environment, survey the regional history and economics, and then assess local environmental issues that may affect the health and well-being of the local environment. Topics of concern vary depending on specific location and issues of concern. Learners may submit comments of concern to appropriate government officials. Field trips required. Prerequisite: ENG 100 or placement. Grading option S/U. Three lecture.

**ENV 113 Global Environmental Issues (3)** Students will examine the scientific basis of and reasons for concern about human population growth, loss of biodiversity and atmospheric alterations (global climate change). Prerequisite: any science course numbered 100-level or above or Consent of Instructor. Three lecture.

**ENV 253 Water, Energy and Climate Change on the Colorado Plateau (3)** Learners will examine the nexus of water, energy and climate change on the Colorado Plateau. Course will examine fundamental principles of hydrology, climatology, historic human usage of energy and water, current patterns of water distribution and use, the different energy fuels and systems employed for electrical generation, and the current and projected effects of climate change on biota, ecosystems and future generations. Field trips required. Prerequisites: ENG 101 and MAT 088 or Consent of Instructor. Grading option S/U. Three lecture.

### **Fire Science (FSC)**

**FSC 135 Fundamentals of Fire Prevention (3)** Role and functions of fire prevention. Practical rather than theoretical aspects of fire prevention. Three Lecture.

**FSC 136 Fire Apparatus and Hydraulics (4)** Principles of care, maintenance, and operation of fire apparatus and pumps. Pump construction, pumping and pump accessories, power development and transmission, driving, trouble shooting, and producing effective fire streams. Three Lecture. Two Lab.

**FSC 137 Hazardous Materials Awareness (.5)** This course presents the basic concepts and techniques related to hazardous materials first response. It is for those individuals who in the course of their normal duties may be first on the scene of an emergency involving hazardous material. First Responders at the awareness level are expected to recognize and identify a hazardous materials incident, protect themselves, call for trained personnel, and secure the area. (Required for EMS 131. Fire Science students must take FSC 138). One half credit hours.

**FSC 138 Hazardous Materials First Responder (4)** Definition, detection, identification, scene management, basic training, equipment planning, strategy, and tactics in the management of hazardous materials incidents. Preparation for the Department of Emergency Services certificate. For Fire Science majors, the co-requisite is EMS 131. Three Lecture.

**FSC 180 Firefighter I and II (8)** For the new firefighter or student interested in firefighting. Fire behavior and basic firefighting skills, with hands-on use of firefighting equipment. Prerequisites: FSC 138 and EMS 131 or Consent of Fire Science Coordinator. Six Lecture. Four Lab.

**FSC 233 Introduction to Wildland Fire Suppression (4)** Provides a fundamental knowledge of the factors affecting wildland fire prevention, fire behavior, and control techniques along with an introduction to the Incident Command System. Covers material from, I-100, I-00, S-130, S-190, CPS, and S-11. After completion, students may qualify for "Red Card" certification. Four Lecture.

**FSC 234 Fire Investigation (3)** Methods of determining point of fire origin and fire cause, and detection of incendiary fires. Includes simplified physics and chemistry necessary to analyze fire behavior. Three Lecture.

**FSC 235 Fire Protection Systems (3)** Required standard for water supply, protection systems, automatic sprinklers, and special extinguishing systems, including analysis of various automatic signaling and detection systems. Prerequisite: FSC 180 or Consent of Instructor. Three Lecture.

**FSC 236 Firefighter Occupational Safety (3)** Informational base to reduce injuries to firefighting personnel. Awareness, training, and research of equipment to develop a safety program to meet the needs of the fire service. Three Lecture.

**FSC 238 Emergency Scene Management (3)** Effective methods of managing emergency incidents including multiple alarm fires, high-rise fires, brush fires, hazardous materials incidents, and multi-casualty medical incidents. Includes effective interaction among numerous agencies to achieve control. Prerequisite: FSC 180 or Consent of Instructor. Three

Lecture.

**FSC 239 Emergency Services Leadership and Management (4)** Basic principles for administrative management of emergency service organizations. Includes fundamental elements in supervision, leadership, group dynamics, decision making, organizational structure and legal obligations. Also includes health and fitness, customer service and recovery efforts. Four lecture.

**FSC 241 Firefighter Safety and Building Construction (3)** Safety for firefighters on the fire ground. Effects of fire and heat on various types of building construction resulting in the loss of structure will be explored. Includes signs and symptoms of structural damage. Three Lecture.

**FSC 243 Intermediate Wildland Fire Suppression (4)** Instructions for Firefighter Type I training, wildland fire chain saw safety practices, and fire behavior prediction skills and knowledge. Course covers material from S-131, S-1, and S-90. After completion students may qualify for Red Card Certification. Prerequisite: FSC 33 or Consent of Instructor. Four Lecture.

**FSC 253 Advanced Wildland Fire Suppression (4)** Designed to train qualified squad bosses in firing techniques and firing devices along with advanced training in the incident command system. Covers materials from P-110, S-15, and S-34 Prerequisites: FSC 33 and FSC 43 or Consent of Instructor. Four Lecture.

**FSC 289 Internship I (1-6)** Designed for students who are looking for paid or voluntary, practical learning experiences that apply academic and occupational education to real-life, on-the-job situations. Credit hours will be negotiated based on fulfillment of a contract. Each credit hour requires the completion of a minimum 45 hours of on-the-job participation. Prior experience or course work in the field of interest is required. Grading option S/U. One to six variable credit hours.

### **Fitness (FIT)**

**FIT 102 Pilates (2)** Introduction to the Pilates method for improving flexibility, strength and total body conditioning. Grading option S/U. Two lecture.

**FIT 103 Cardio-Fitness Workout (1)** An intense cardiovascular workout that combines aerobic exercise, free-weights, body-sculpting and nutrition. Grading option S/U. One lecture.

**FIT 111 Beginning Yoga (2)** Beginning Yoga including yoga postures, breathing, history, and philosophy. Grading option S/U. One lecture. Two lab.

**FIT 155 Tai Chi Chuan (3)** An introduction to the basic philosophy and movements of Tai Chi Chuan (Yang Style Long Form). Grading Option S/U. Three lecture.

**FIT 202 Pilates II (2)** Intermediate studies in the Pilates method for improving flexibility, strength and total body conditioning. Grading option S/U. Two lecture.

**FIT 210 Yoga II (2)** Intermediate studies in Yoga including yoga postures, breathing, history, and philosophy. Includes study into various yoga styles including, but not limited to gentle/restorative, flow, yin, Siyananda, and Kripalu. Prerequisite: FIT 111 or Consent of Instructor. Grading option S/U. One lecture. Two lab.

### **Forensics (FOR)**

**FOR 101 Introduction to Forensics (3)** Students in this course will study the techniques and technologies of the various forensic sciences as they relate to criminal investigations. Students will become fully aware of the legal issues that pertain to these activities and current forensic practices. Three lecture.



**FOR 150 Death Investigations (3)** This course is designed to provide students with an overview of the procedures of Scene Investigators, and the Medical Examiner's Office, in determining cause and manner of death. Students will study the techniques and technologies utilized in modern death investigations, and become fully aware of the legal issues surrounding these activities. Three lecture.

**FOR 289 Internship I (1–6)** Designed for students who are looking for paid or voluntary practical learning experiences that apply academic and occupational education to real-life, on-the-job situations. Credit hours will be negotiated based on fulfillment of a contract. Each credit hour requires the completion of a minimum of 45 hours of on-the-job participation. Prior experience or course work in the field of interest is required. Grading option S/U. One to six variable credit hours.

### **French (FRE)**

**FRE 101 Beginning French I (4)** Basic grammar, vocabulary, and culture. Practice in speaking, reading, and writing French. General Education: Options. Grading option S/U. Four lecture.

**FRE 102 Beginning French II (4)** Further emphasis in basic grammar, vocabulary, and culture. Practice in speaking, reading, and writing French. General Education: Options. Pre-requisite: FRE 101 or Consent of Instructor. Grading option S/U. Four lecture.

**FRE 128 French for Travelers (2)** A short course for students who have little or no prior experience with French and need specific vocabulary and cultural information for their anticipated adventures in traveling to countries where French is used. Two lecture. Grading option S/U.

**FRE 131 Conversational French I (3)** Basic grammar, vocabulary, and culture in conversational practice. Grading option S/U. Three lecture.

**FRE 201 Intermediate French I (4)** Improving basic skills of speaking, comprehension, reading, and writing. Taught in French. General Education: Options. Prerequisite: FRE 102 or Consent of Instructor. Grading option S/U. Four lecture.

**FRE 202 Intermediate French II (4)** Further development of speaking and writing communication skills with emphasis on compositions and readings. Taught in French. General Education: Options. Prerequisite: FRE 201 or Consent of Instructor. Four lecture. Grading option S/U.

### **Geography (GEO)**

**GEO 102 Human Geography (3)** Thematic approach towards the study of global attributes to provide a bridge between the social and environmental sciences that considers how trends, patterns, and interactions developed within and between countries. Emphasis consists of comparisons and contrasts of the physical, socio-cultural, economic, and political aspects among regions of the world and application of geographical concepts and theories that explain or predict the cause and effect leading to the development of specific aspects for a country or region. General Education: Social/Behavioral Sciences. Special Requirements: Contemporary Global/International and Historical Awareness. Three Lecture.

**GEO 131 Introduction to Physical Geography (4)** Natural processes of weather, climate, hydrology, ecology, geology and tectonics, diastrophism, volcanism, denudation, soils, glaciations, and coastal processes emphasizing geographic distribution. General Education: Physical and Biological Sciences. Three Lecture. Three Lab.

**GEO 133 World/Regional Geography (3)** Physical (climate, vegetation, landform) and cultural (ethnic, religious, political, economic) attributes of the world's major regions and the interplay between them. Includes a study of world place-name geography. General Education: Social/Behavioral Sciences. Special Requirements: Contemporary

Global/International Awareness or Historical Awareness. Three Lecture.

**GEO 135 Geodesign (3)** This course will provide an overview of geodesign processes, an understanding of the concepts, principles, and applications of spatial analysis to design problem-solving projects, and provide student preparation for integrating geodesign techniques across disciplines of study and/or applications in the workplace, and/or to issues relating to optimizing the nature and course of human interactions in an environmental, social, or political context. Three lecture. Fall, Spring.

### **Geology (GLG)**

**GLG 101 Physical Geology (4)** The study of Earth's processes and materials including rocks and minerals, structures, landforms and their origins. General Education: Physical and Biological Sciences. Three lecture. Three lab.

**GLG 102 Historical Geology (4)** Chronological study of the sequence of events involved in the formation and development of the earth and its inhabitants as revealed in the geological record. General Education: Physical and Biological Sciences. Prerequisite: GLG 101. Three lecture. Three lab. Fall, Spring.

**GLG 105 Introduction to Planetary Science (4)** A survey of Solar System objects and their geologic evolution, surfaces, interiors, atmospheres, and processes, the methods used to study them, and the history of space exploration; weekly laboratory for data analysis and experiments; may include field trip(s). General Education: Physical and Biological Sciences. Three lecture. Three lab.

**GLG 110 Natural Disasters (4)** Examine the forces behind the geologic, atmospheric, and climatic processes that have caused great loss of life and property throughout history as a result of natural disasters with a focus on causation, prediction, preparation, and mitigation. General Education: Physical and Biological Sciences. Three lecture. Three lab.

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

**GLG 232 Geology of the Colorado Plateau (4)** Examine and observe the geology and geologic processes of the Colorado Plateau and how it has affected its inhabitants. Three lecture. Three lab.

### **German (GER)**

**GER 101 Beginning German I (4)** Basic grammar, vocabulary, and culture. Practice in speaking, reading, and writing German. General Education: Options. Grading option S/U. Four Lecture.

**GER 102 Beginning German II (4)** Further emphasis in basic grammar, vocabulary, and culture. Practice in speaking, understanding, reading, and writing German. General Education: Options. Prerequisite: GER 101 or Consent of Instructor. Grading option S/U. Four lecture.

**GER 128 German for Travelers (2)** A short course for students who have little or no prior experience with German and need specific vocabulary and cultural information for their anticipated adventures in traveling to countries where German is used. Two Lecture. Grading option S/U.

**GER 201 Intermediate German I (4)** Improving basic speaking and writing communication skills with emphasis on comprehension, reading, and writing. Taught in German. General Education: Options. Prerequisite: GER 10 or Consent of Instructor. Grading option S/U. Four lecture.

**GER 202 Intermediate German II (4)** Further development of German communication skills with emphasis on

comprehension, reading, and writing. Taught in German. General Education: Options. Prerequisite: GER 201 or Consent of Instructor. Grading option S/U. Four lecture.

### History (HIS)

**HIS 131 U.S. History to 1877 (3)** Study of the peoples and forces that comprise the history of the United States from the pre-Columbian era to the end of Reconstruction (1877). General Education: Social/Behavioral Sciences. Special Requirements: Contemporary Global/International Awareness or Historical Awareness; Ethnic/Race/Gender Awareness. Three lecture.

**HIS 132 U.S. History from 1877 (3)** History of the United States and the peoples and forces that shape it from the end of Reconstruction to the present. General Education: Social/Behavioral Sciences. Special Requirements: Contemporary Global/International Awareness or Historical Awareness; Ethnic/Race/Gender Awareness. Three lecture.

**HIS 201 Western Civilizations to 1660 (3)** Interdisciplinary approach to the history and development of Western civilizations from the ancient civilization of Egypt and Mesopotamia to 1660 or the dawning of modern Europe. General Education: Social/Behavioral Sciences. Special Requirements: Contemporary Global/International Awareness or Historical Awareness. Three lecture.

**HIS 202 Western Civilizations from 1660 (3)** Interdisciplinary approach to the history and development of Western civilizations from 1660 to the present. General Education: Social/Behavioral Sciences. Special Requirements: Contemporary Global/International Awareness or Historical Awareness. Three lecture.

**HIS 211 World History to 1500 (3)** This course introduces students to the wide range of civilizations and cultural traditions in the world prior to 1500. Course highlights how various civilizations found unique solutions to common problems, which, combined with increasing contact and exchange, resulted in the diverse contemporary world. General Education: Social/Behavioral Sciences. Special Requirements: Contemporary Global/International Awareness or Historical Awareness. Three lecture.

**HIS 212 World History from 1500 (3)** This course is to introduce students to the global community that develops after 1500 out of the diverse civilizations and cultures that existed before 1500. Course highlights various civilizations found unique solutions to common problems, which, combined with increasing contact and exchange, resulted in the diverse contemporary world. General Education: Social/Behavioral Sciences. Special Requirements: Contemporary Global/International Awareness or Historical Awareness. Three lecture.

**HIS 238 Navajo History (3)** Examines Diné (The People) history with emphasis on the role the Navajo have played in the economic, cultural, and political life of the Navajo nation. Three lecture.

### Hotel and Restaurant Management (HRM)

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

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

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

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

**HRM 240 Commercial Food Production (3)** Introduction to the operations, principles, and presentation techniques associated with the large and small commercial food services industry. Prerequisite: HRM 140 or Consent of Instructor. Two lecture. Three lab.

**HRM 270 Hospitality Information Technology II (3)** Study and learn to use hotel and restaurant information management systems. Learn how to manage functionality of industry specific application to meet the goals of the organization. Prerequisite: CIS 120. Three lecture.

**HRM 289 Internship I (1–6)** Designed for students who are looking for paid or voluntary practical application of applied hotel and restaurant management skills. Agreed upon internship will have a direct link to responsibilities regarding customer service, employee responsibility, proper handling, preparation or management of resources (food, equipment, supplies, linen, etc.). Credit hours will be negotiated based on the successful completion of a course contract. Each credit hour requires the completion of a minimum of 45 hours of related work as indicated by the course contract. Prior experience or course work in the area of interest is required. Grading option S/U. One to six variable credit hours.

### **Human Development Education (HDE)**

**HDE 102 College Study Skills (3)** Exploration of techniques that facilitate learning, improve academic performance, and help students succeed in the college environment. Topics include time management, organizational and study strategies, reading textbooks, taking notes, critical thinking, learning styles, preparing for tests, and using electronic tools to find information. Three lecture.

### **Humanities (HUM)**

**HUM 205 Technology and Human Values (3)** Explores the relationship between technological development and individual and social values in the Western World from ancient times through the present. Includes technologies connected with a variety of areas, such as medicine, printing, agricultural production, work, ethics, art and architecture. General Education: Arts/Humanities. Special requirements: Intensive Writing/Critical Inquiry; Contemporary Global/International Awareness or Historical Awareness. Pre/Co-requisite: ENG 102. Three lecture.

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

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

**HUM 242 Humanities II (3)** Cultural development of the Western World from the Renaissance to the present as reflected in the literature, visual arts, architecture, and performing arts of the various periods. General Education: Arts/Humanities. Special Requirements: Intensive Writing/Critical Inquiry; Contemporary Global/International Awareness or Historical Awareness. Pre/Co-requisite: ENG 102. Three lecture.

### **Interpreter Training Program (ITP)**

**ITP 201 Ethics and Social Justice of Interpreting (3)** Focuses on identifying personal ethics and beliefs as well as

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ethics as it relates to the field of interpreting and the Code of Professional Conduct. Also includes discussions of social justice theory and how it relates to ASL and English speaking communities. Prerequisite: ASL 201 with a grade of B or better and ENG 102. Three lecture. Fall, Spring.

**ITP 210 Intro to Professional Interpreting and Ethics (3)** A foundation course to discuss the role, function, responsibilities, and communication strategies of the ASL interpreter, including situational application of national standards and the Code of Professional Conduct. Prerequisite: ASL 202 or Consent of Instructor. Grading option S/U. Three lecture.

**ITP 211 Fundamentals of Interpreting I (3)** Foundation skills required for effective translation and interpretation. Includes critical analysis and application for systemically analyzing interactions and texts in order to ascertain where meaning lies. Also includes understanding and developing the cognitive skills for English translating and interpreting. Prerequisite: ASL 201 with a grade of B or better and ENG 102. Three lecture. Fall, Spring.

**ITP 212 Fundamentals of Interpreting II (3)** Focuses on the foundation skills required for effective translation and interpretation. Includes intralingual translation and interpretation text analysis techniques through main point abstraction, summarization, paraphrasing and restructuring a message while retaining its meaning. Discussions will address theoretical aspects of translating and interpreting techniques as well as specific issues related to interpreting skills. Also includes introduction to the interpreting field. Prerequisites: ASL 202 with a grade of B or better and ENG 102 and ITP 211. Three lecture. Fall, Spring.

**ITP 213 Consecutive Interpreting (4)** Intensive practice of consecutive (following dialogue) ASL to English, and English to ASL using a variety of vocabulary and linguistic situations including source language analysis and application of appropriate techniques. Prerequisite: ITP 210. Co-requisite: ASL 203. Grading option S/U. Four lecture.

**ITP 214 Simultaneous Interpreting (4)** Intensive practice of simultaneous (immediate) ASL to English, and English to ASL using a variety of vocabulary and linguistic situations including source language analysis and application of appropriate techniques. Prerequisites: ITP 210 and ITP 213. Co-requisite: ASL 203. Grading option S/U. Four lecture.

**ITP 215 Transliterating (3)** Learning the techniques of interpreting in manually coded English, using conceptually-accurate American Sign Language in a variety of interpreting situations. Prerequisites: ITP 213, ITP 214, and ASL 212. Three lecture. Grading option S/U.

**ITP 216 Educational Interpreting (3)** A course specifically designed for the student who wishes to interpret in the K1 and post-secondary educational settings. Includes 20 clock hours of clinical experience or service learning in the field. Prerequisite: Consent of Instructor. Three lecture. Grading option S/U.

**ITP 217 Interpreting Seminar (3)** Capstone course designed to give students practice of all the combined skills required for professional interpreting in a variety of situations and role play opportunities. Students will gain further understanding of the certification and licensure process, as well as continuing education units. This capstone course is required for all program completers. Prerequisite: Consent of Instructor. Three lecture. Grading option S/U.

### **Italian (ITA)**

**ITA 101 Beginning Italian I (4)** Basic grammar, vocabulary, and culture. Practice in speaking, reading, and writing Italian. General Education: Options. Four lecture. Grading option S/U.

**ITA 102 Beginning Italian II (4)** Further emphasis on basic grammar, vocabulary, and culture. Practice in speaking, reading, and writing Italian. General Education: Options. Prerequisite: ITA 101 or Consent of Instructor. Four lecture. Grading option S/U.

**ITA 128 Italian for Travelers (2)** A short course for students who have little or no prior experience with Italian and need specific vocabulary and cultural information for their anticipated adventures in traveling to countries where Italian is used. Two lecture. Grading option S/U.

**ITA 201 Intermediate Italian I (4)** Improving basic skills of speaking, comprehension, reading, and writing. Taught in Italian. General Education: Options. Prerequisite: ITA 102 or Consent of Instructor. Four lecture. Grading option S/U.

**ITA 202 Intermediate Italian II (4)** Further development of speaking and writing communication skills with emphasis on writing and reading. General Education: Options. Prerequisite: ITA 201 or Consent of Instructor. Four lecture. Grading option S/U.

### **Japanese (JPN)**

**JPN 101 Beginning Japanese I (4)** Learn basic grammar and vocabulary, while learning about Japanese culture. Practice in speaking, reading, writing, and listening to Japanese. General Education: Options. Four lecture.

**JPN 102 Beginning Japanese II (4)** Upper-level beginner grammar and vocabulary; Japanese customs and culture; Practice in speaking, reading, and writing Japanese. General Education: Options. Prerequisites: JPN 101 or JPN 198 or Consent of Instructor. Four lecture.

**JPN 201 Intermediate Japanese I (4)** Intermediate grammar and vocabulary: practice speaking, listening, reading, and writing Japanese, while learning the culture of Japan. Prerequisite: JPN 102. Four lecture.

### **Leadership (LDR)**

**LDR 201 Leadership Basics (3)** Introduction to leadership in which students will develop a personal leadership philosophy, learn to articulate a vision, examine, evaluate and solve ethical dilemmas in the workplace, and practice leading by serving. Three lecture. Fall, Spring.

**LDR 289 Internship I (1-6)** Designed for students who are looking for paid or voluntary practical application of applied leadership principles. Agreed upon internship will have a direct link to responsibilities regarding goal-setting, decision-making, conflict resolution, team building, supervision, and service. Credit hours will be negotiated based on the successful completion of a course contract. Each credit hour requires the completion of a minimum of 45 hours of related work as indicated by the course contract. Prior experience or course work in the area of interest is required. Grading option S/U. One to six variable credit hours.

### **Machine Shop (MCH)**

**MCH 110 Machining Level I (3)** For Dual Enrollment students only. Overview of metal machine practices and shop safety designed to help the student have a better understanding of machine shop procedures. Two lecture. Two lab. Grading option S/U.

**MCH 111 Machining Level II (3)** For Dual Enrollment students only. Operation of machine shop tools including: engine lathe operation: set-up, cutting speeds and feed, threading tapers; milling operations: set-up, boring and gear cutting; Computer Numerical Control (CNC) Milling Machine: Programs in CNC and set-ups. Prerequisite: MCH 110. Two lecture. Two lab. Grading option S/U.

### **Mathematics (MAT)**

**MAT 010 Math Help- 911 (2)** Small group supplemental instruction in math and study skills development. Co-requisite:

MAT 088, 091, 121 or 122. Must be taken for S/U grading. Two lecture.

**MAT 088 Pre-Algebra (4)** Arithmetic concepts with integers, fractions, and decimals, including signed numbers. Solving linear equations and evaluating algebraic expressions. Prerequisite: Placement. Four lecture. Fall, Spring.

**MAT 091 Beginning Algebra (4)** Basic algebraic concepts including operations with signed numbers, exponents and radicals, linear equations and inequalities, polynomials, and graphing. Prerequisite: MAT 088 or placement. Four lecture. Fall, Spring.

**MAT 111 Math Help 411 (2)** Small group supplemental instruction in math and study skills development. Co-requisite: BUS 232, MAT 140, 151, 160, 172, 180, 181, or 187. Two lecture. Grading option S/U.

**MAT 097 Intermediate Algebra (4)** Basic algebraic concepts, including rational expressions, functions and their graphs, radicals, quadratics, and logarithms/exponentials. Prerequisite: MAT 091 or placement. Four lecture.

**MAT 096 Intermediate Mathematics (3)** Basic algebraic concepts, including rational expressions, functions and their graphs, radicals, quadratics, and logarithms/exponentials. Prerequisite: MAT 091 or placement. Three lecture.

**MAT 140 College Math with Algebra Review (5)** Students will examine finance, growth, probability, statistics, and common applications encountered in society. Review material will be taught just in time for when it is needed. General Education: Mathematics. Prerequisite: Consent of Instructor and MAT 091 or placement. Five lecture.

**MAT 142 College Mathematics (3)** Students will examine finance, growth, probability, statistics, and common applications encountered in society. General Education: Mathematics. Prerequisite: MAT 096 (preferred) or MAT 097 or placement beyond prerequisite. Three lecture. Fall, Spring.

**MAT 151 College Algebra (4)** College level algebra, including equations, functions, matrices, inequalities, sequences and series, and fundamental algebra theorems will be studied. Prerequisite: MAT 097 (Recommended) or MAT 096 or placement. General Education: Mathematics. Four lecture. Fall.

**MAT 160 Introduction to Statistics (3)** Statistical tools and techniques used in research and general applications. Includes descriptive statistics, probability and probability distributions, point and interval estimates of population parameters, hypothesis testing, and correlation and regression. General Education: Options. Prerequisite: MAT 140 or placement. General Education: Mathematics. Three lecture.

**MAT 172 Finite Mathematics (3)** Various analytical methods used in business and social sciences, including algebra review, functions and modeling, systems of linear equations, matrices, linear programming, mathematics of finance, probability, and combinations. Prerequisite: MAT 151 or placement. Three lecture. Fall, Spring.

**MAT 187 Pre-Calculus (5)** College level algebra and trigonometric topics to prepare for calculus. Functions, equations, and inequalities, trigonometry, and fundamental algebra theorems will be studied. General Education: Mathematics. Prerequisite: MAT 097 or placement. Five lecture.

**MAT 211 Business Calculus (4)** Integral and differential calculus, including multidimensional, with business and social science applications. General Education: Mathematics. Prerequisite: MAT 151 or placement beyond prerequisite. General Education: Mathematics. Four lecture. Spring.

**MAT 220 Calculus and Analytic Geometry I (5)** Limits, continuity, differential, and integral operations on algebraic and trigonometric functions and applications. General Education: Mathematics. Prerequisite: MAT 187 or placement. Five lecture.

**MAT 230 Calculus and Analytic Geometry II (5)** Applications and methods of integration, Taylor polynomials and series,

differential equations, multivariable functions and vectors. General Education: Mathematics. Prerequisite: MAT 220. Five lecture.

**MAT 241 Calculus and Analytic Geometry III (4)** Multidimensional calculus. Includes conic sections, polar coordinates, partial derivatives, gradients, directional derivatives, extreme, multiple and iterated integrals, vector calculus, line integrals, and Green's Theorem. General Education: Mathematics. Prerequisite: MAT 230. Four lecture.

**MAT 261 Differential Equations (4)** Introduction to ordinary differential equations. Includes first order equations, higher order linear equations, applications of first and second order equations, series solutions, Laplace transforms, and systems of linear differential equations. General Education: Mathematics. Prerequisite: MAT 230. Four lecture.

### **Military Science (MSC)**

**MSC 101 Basic Military Science I (1)** Studies the defense establishment and organization of the U.S. Army. Introduces military discipline, traditions, and historical perspectives. Studies the roles of the different branches of the U.S. Army in our nation's defense. Includes training in marksmanship, field craft, rappelling, and first aid. One lecture.

**MSC 102 Basic Leadership (1)** This course is an introduction to problem solving, decision-making, leadership and helps students become more effective leaders and managers, whether they serve in the military or become leaders in civilian life. Topics addressed include problem solving and methods, critical thinking, leadership theory, followership, group cohesion, goal setting, and feedback mechanisms. One lecture.

**MSC 130 Leadership Lab I (1)** Studies military leadership through practical application and challenging outdoor activities. Includes training in troop leading organizational procedures, how to prepare operation orders, how to perform basic tactical exercises, and how to prepare and give classes in an outdoor environment 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. Co-requisite: MSC 101 and MSC 150 or Department Consent. Two lab. Fall.

**MSC 131 Leadership Lab I (1)** Studies military leadership through practical application and challenging outdoor activities. Includes training in troop leading organizational procedures, how to prepare operation orders, how to perform basic tactical exercises, and how to prepare and give classes in an outdoor environment 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. Co-requisites: MSC 102 and MSC 151 or Department Consent. Two lab. Spring.

**MSC 150 Army Physical Fitness I (1)** Improves the physical fitness of students and develops a physical fitness program tailored to the student's needs and abilities. The focus of the course is to develop personal knowledge of the components of a good fitness program, improve individual fitness levels through scheduled training, and gain an understanding of the U.S. Army physical fitness training (PT) and testing doctrine. The course is designed to train students to meet Army physical fitness standards. Includes training in troop leading procedures in preparation for the Advanced Army ROTC Program and commissioning as an officer in the United States Army, Arizona National Guard, or United States Army Reserves. Three lab.

**MSC 151 Army Physical Fitness I (1)** Improves the physical fitness of students and develops a physical fitness program tailored to the student's needs and abilities. The focus of the course is to develop personal knowledge of the components of a good fitness program, improve individual fitness levels through scheduled training, and gain an understanding of the U.S. Army physical fitness training (PT) and testing doctrine. The course is designed to train students to meet Army physical fitness standards. Includes training in troop leading procedures in preparation for the Advanced Army ROTC Program and commissioning as an officer in the United States Army, Arizona National Guard, or United States Army Reserves. Three lab.

**MSC 201 Advanced Leadership (2)** Theoretical and practical leadership instruction, in which students will examine



several aspects of communication and leadership concepts such as written and oral communications, effective listening, assertiveness, personality, adult development, motivation, and organizational culture and change. Students will be well grounded in fundamental leadership principles and will be better prepared to apply such principles to a wide variety of life experiences. Prerequisites: MSC 101, MSC 102, or Department Consent. Two lecture.

**MSC 202 Officership (2)** Provides an extensive examination of the unique purpose, roles, and obligations of commissioned officers. It includes a detailed look at the origins of U.S. Army values and their practical application in decision-making and leadership. Includes military tactics, values and ethics, leadership, oral and written communications, and the Army's successes and failures from the Vietnam War to present. Prerequisite: Completion of MSC 101, MSC 102, MSC 201, or Department Consent. Two lecture.

**MSC 230 Leadership Lab II (1)** Studies military leadership through practical application and challenging outdoor activities. Includes training in troop leading organizational procedures, how to prepare operation orders, how to perform basic tactical exercises, and how to prepare and give classes in an outdoor environment 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. Co-requisites: MSC 201 and MSC 250 or Department Consent. Two lab.

**MSC 231 Leadership Lab II (1)** Studies military leadership through practical application and challenging outdoor activities. Includes training in troop leading organizational procedures, how to prepare operation orders, how to perform basic tactical exercises, and how to prepare and give classes in an outdoor environment 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. Co-requisites: MSC 202 and MSC 251 or Department Consent. Two lab.

**MSC 250 Army Physical Fitness II (1)** Improves the physical fitness of students and develops a physical fitness program tailored to the student's needs and abilities. The focus of the course is to develop personal knowledge of the components of a good fitness program, improve individual fitness levels through scheduled training, and gain an understanding of the U.S. Army physical fitness training (PT) and testing doctrine. The course is designed to train students to meet Army physical fitness standards. Includes training in troop leading procedures in preparation for the Advanced Army ROTC Program and commissioning as an officer in the United States Army, Arizona National Guard, or United States Army Reserves. Three lab.

**MSC 251 Army Physical Fitness II (1)** Improves the physical fitness of students and develops a physical fitness program tailored to the student's needs and abilities. The focus of the course is to develop personal knowledge of the components of a good fitness program, improve individual fitness levels through scheduled training, and gain an understanding of the U.S. Army physical fitness training (PT) and testing doctrine. The course is designed to train students to meet Army physical fitness standards. Includes training in troop leading procedures in preparation for the Advanced Army ROTC Program and commissioning as an officer in the United States Army, Arizona National Guard, or United States Army Reserves. Three lab.

## Music (MUS)

**MUS 100 Music Appreciation (3)** Development of understanding and enjoyment of various musical forms and styles. Including an introduction to musical history. Relates concepts of music style and technique to those of other arts. General Education: Arts/Humanities. Three lecture.

**MUS 120 Introduction to Music Theory (3)** An introduction to the fundamentals of music: reading, notation, rhythm, scales, intervals, triads, sight-singing, and dictation. Three lecture. Grading option S/U.

**MUS 145 Jazz History and Literature (3)** History and development of jazz music from its origin to the present day. General Education: Arts/Humanities. Special Requirements: Ethnic/Race/Gender Awareness. Three lecture.

**MUS 207 American Popular Music (3)** Develops listening skills and an understanding of how American geography, history, politics, and economics relate to the development of selected musical styles. General Education: Arts/Humanities. Special Requirements: Ethnic/Race/Gender Awareness. Three lecture.

**MUS 240 Music of World Cultures (3)** This course explores music in and of the world in its socio-historical contexts. Through the development of critical listening skills, the course examines music of various geographical regions and explores issues related to the musical practices of the musicians, audiences, composers, and teachers of music around the globe. Three lecture. Fall, Spring.

### **Music Performance (MUP)**

**MUP 105 Voice Class I (1)** Fundamentals of singing. Grading option S/U. Three lab.

**MUP 107 Guitar I (1)** Beginning instruction on guitar including open position scales, arpeggio studies, chord forms, rhythm accompaniment, and the fundamentals of music theory, note-reading studies, and picking techniques. Instruction in and exploration of basic classical and flamenco, folk, country, blues, and rock styles of playing. No guitars provided. Grading option S/U. One lecture. One lab.

### **Navajo (NAV)**

**NAV 101 Beginning Navajo I (4)** Basic grammar, vocabulary, and culture. Practice in speaking, reading, and writing Navajo. General Education: Options. Grading option S/U. Four lecture.

**NAV 102 Beginning Navajo II (4)** Further emphasis on basic grammar, vocabulary, and culture. Practice in speaking, reading, and writing Navajo. General Education: Options. Prerequisite: NAV 101 or Consent of Instructor. Grading option S/U. Four lecture.

**NAV 201 Intermediate Navajo I (4)** Emphasis on improving basic skills in speaking, comprehension, reading, and writing. Taught in Navajo. Prerequisite: NAV 102 or Consent of Instructor. General Education: Options. Special Requirements: Contemporary global/International Awareness or Historical Awareness. Grading option S/U. Four lecture.

**NAV 202 Intermediate Navajo II (4)** Further development of speaking and writing communication skills with emphasis on compositions and readings of the Diné language. Taught in Navajo. General Education: Options. Special Requirements: Contemporary global/International Awareness or Historical Awareness. Prerequisite: NAV 201 or Consent of Instructor. Grading option S/U. Four lecture.

### **Nursing (NUR)**

**NUR 110 Nursing Assistant I (4)** Basic concepts common to all members of the health team in acute and long-term care settings. Basic principles of communication, nutrition, emergency care, medical terminology, environmental safety and comfort, and ethical/legal aspects of health care. Basic nursing skills based upon fundamental nursing concepts in giving individualized client care. Prerequisites: These are subject to change at the discretion of Northern Arizona Healthcare. Please refer to the CCC website for a list of current requirements. Three lecture. One lab.

#### **NUR 111 Nursing Assistant Clinical (1)**

To provide students with the necessary clinical time required for application for state certification as a Certified Nursing Assistant. Students will practice basic concepts common to all members of the health team in acute and long-term care settings which include basic principles of communication, nutrition, emergency care, medical terminology, environmental safety and comfort, ethical/legal aspects of health care, basic nursing skills based upon fundamental

nursing concepts in giving individualized client care. Prerequisites: These are subject to change at the discretion of Northern Arizona Healthcare. Please refer to the CCC website for a list of current requirements. Co-requisite: NUR 110. Grading option S/U. One lab.

**NUR 114 Introduction to Nursing Pharmacology (2)** This introductory pharmacology nursing course is an overview of pharmacological concepts and the nursing process. Emphasis will be placed on understanding drug classifications and basic foundations of pharmacology. Prerequisite: Admission to the nursing program. Pre/Co-requisite: BIO 202 and ENG 102. Co-requisites: NUR 116.

**NUR 116 Nursing Concepts I (7)** This introductory nursing course focuses on the core components of nursing practice and caring as the essence of nursing. Emphasis will be placed on professional roles of the nurse, the nursing process, critical thinking, basic assessment, communication skills, medication administration and basic nursing skills. Pre-requisite: Admission to the nursing program. Pre/Co-requisites: BIO 202, ENG 102. Co-requisite: NUR 114. Five lecture. Six lab.

**NUR 124 Nursing Concepts II (9)** This course is the beginning of medical surgical nursing across the life span. The focus is on Endocrinology, Gastrointestinal, Respiratory, Cardiac, Hematological systems, and Cancer across the life span. Emphasis will be placed on the nursing process which includes nursing interventions, critical thinking, as it relates to each system. Content will include the care of the pediatric patient as it relates to each system. Each system will include pharmacology, dosage calculation, and pediatric dosage. Prerequisites: NUR 114 and NUR 116. Pre/Co-requisite: BIO 218 and PSY 240. Seven lecture. Six lab. Fall, Spring.

**NUR 215 Nursing Concepts III (9)** This course focuses on the medical surgical systems, Neurological, Musculoskeletal, Genitourinary, and Reproductive as it relates to the adult and pediatric patient. Emphasis will be placed on the nursing process which includes nursing interventions, critical thinking, and assessment as it relates to each system. This course will also focus on the care of the childbearing and the childbearing family, reproductive system, and the care of the newborn. Emphasis is placed on health promotion, health maintenance, and health restoration in families during pregnancy, nursing care of the newborn, sexuality transmitted disease, reproduction, and growth and development of the pediatric patient. This course will also focus 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. Included in each focus area is Pharmacology as it relates across the life span. Emphasis will be on the dosage calculation, nursing interventions, patient teaching, therapeutic indications and the nursing process. Prerequisites: NUR 124. Pre /Co-requisite: BIO 205 and NTR 135. Seven lecture. Six lab. Fall, Spring.

**NUR 220 Nursing Concepts IV (9)** This course focuses on the utilization of the nursing process and critical thinking in the care of pediatric, 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. This course will have online assignments during the four weeks of NUR 220 capstone; additionally, there is a 3 day NCLEX prep course at the end of the semester Prerequisites: NUR 215. Pre/Co-requisite: Humanities Elective. Co-requisite: NUR 222. Five lecture. Eleven lab.

**NUR 222 Management and Leadership in Nursing (1)** This course focuses on transitioning from the role of student nurse to entry level nurse and the continued development of knowledge and skills essential for client care. Emphasis will be placed on collaborative clinical decision-making, nursing leadership skills and client management, professionalism and professional development, lifelong learning, trends in nursing and health care, and applicable career management and development. Prerequisites: NUR 215. Pre/Co-requisite: Humanities or General Education Options elective. Meets for two hours a week for the first eight weeks of the semester. Co-requisite: NUR 220. Two lecture.

## Nutrition (NTR)

**NTR 135 Human Nutrition (3)** Principles of nutrition in critical periods throughout the life cycle and the essentials for the nutritional care of clients suffering from various diseases. Three lecture.

### **Philosophy (PHI)**

**PHI 101 Introduction to Philosophy (3)** Philosophical readings, discussion, and analysis on topics including metaphysics, truth, knowledge, and ethics. General Education: Arts/Humanities. Special Requirements: Contemporary Global/International Awareness or Historical Awareness. Three lecture.

**PHI 103 Introduction to Logic (3)** The systematic study, with emphasis on analysis and evaluation, of arguments. Topics will include both classical and current arguments from various disciplines of study. Three lecture.

**PHI 105 Introduction to Ethics (3)** Key concepts and problems in ethics and social and political philosophy. Historic and contemporary reading with application to modern concerns. General Education: Arts/Humanities. Special Requirements: Ethnic/Race/Gender Awareness. Three lecture.

### **Physics (PHY)**

**PHY 111 College Physics I (4)** Algebra-based study of motion, static and dynamic mechanics, waves and sound. General Education: Physical and Biological Sciences. Prerequisite: MAT 187. Three lecture. Three lab.

**PHY 112 College Physics II (4)** Second-semester algebra based physics course. Introduction to the concepts of electricity and magnetism, light, and optics. General Education: Physical and Biological Lab Sciences. Prerequisite: PHY 111. Three lecture. Three lab. Spring

**PHY 161 University Physics I (4)** First semester calculus-based physics course designed for pre-engineering and pre-science majors. Mechanics, motion, statics and dynamics, work, power and energy, impulse, and momentum will be studied. General Education: Physical and Biological Sciences. Prerequisite: MAT 220. Three lecture. Three lab.

**PHY 180 Introduction to Astronomy (4)** Motion and structure of the sun, planets, constellations, comets, asteroids, and meteors. Cosmic explosions, quasars, and stellar evolution including white dwarfs, neutron stars and black holes. Lab component requires numerous night observations. General Education: Physical and Biological Sciences. Three lecture. Three lab.

**PHY 262 University Physics II (4)** Second semester calculus-based physics course. Topics include electrostatic phenomena, conductors, electric and magnetic fields, resistance, capacitance, and other basic circuit components and analysis, and magnetic forces and currents. General Education: Physical and Biological Sciences. Prerequisite: PHY 161. Pre/Co-requisite: MAT 230. Three lecture. Three lab.

### **Political Science (POS)**

**POS 101 Introduction to Politics (3)** Issues in contemporary political analysis, human values, and political goals; how governments differ and change; relationship between individuals and government; how nation-states influence one another. General Education: Social/Behavioral Sciences. Special Requirements: Ethnic/Race/Gender Awareness. Three lecture.

**POS 110 American National Government (3)** Introduction to the American national government; constitutional and philosophical foundations, federalism, structure and evolution of the federal government, and recent trends and issues in the federal government. General Education: Social/Behavioral Sciences. Three lecture.

**POS 120 Introduction to World Politics (3)** Introduction to the international system, its actors and their capabilities; international political economy; ends and means of foreign policy; international cooperation, tension, and conflict. General Education: Social/Behavioral Sciences. Special Requirements: Contemporary Global/International Awareness or Historical Awareness. Three lecture.

**POS 140 Introduction to Public Administration (3)** Political context of American public administration, alternative frameworks for the analysis of the policy process in government agencies, the budgetary process, accountability and responsibility in government, bureaucratic politics, and administrative reform and reorganization. Three lecture.

**POS 220 Arizona and National Constitution (3)** Basic course in Arizona and United States governments and constitutions designed to meet the requirements for Arizona state teaching certification. General Education: Social/Behavioral Sciences. Three lecture.

**POS 221 Arizona Constitution and Government (1)** Arizona Government and Constitution designed to meet the requirements for Arizona state teaching certification. One lecture.

**POS 222 National Constitution and Government (3)** United States Government and Constitution designed to meet the requirements for Arizona state teaching certification. Two lecture.

**POS 233 Global Environmental Politics (3)** International environmental policies, issues and concerns involving environmental ethics, resource use, global environmental divisions, ecological degradation, biodiversity and other global changes. Pre/Co-requisite: ENG 102. General Education: Social and Behavioral Sciences. Special Requirements: Intensive Writing and Critical Inquiry; Contemporary Global/International Awareness or Historical Awareness. Three lecture. Fall.

## Psychology (PSY)

**PSY 101 Introduction to Psychology (3)** A foundation course in the science of behavior. The course will provide an overview of the factors that affect behavior and mental processes including biological, behavioral, cognitive, and socio-cultural influences. General Education: Social/Behavioral Sciences. Special Requirements: Ethnic/Race/Gender Awareness. Three lecture.

**PSY 205 Introduction to Abnormal Psychology (3)** This course provides an introduction to the classification, causes, and treatment of various disorders, including anxiety, mood, schizophrenic, substance abuse, personality, and developmentally-related disorders. Prerequisite: PSY 101. Three lecture.

**PSY 227 Personality Development (3)** Survey and comparison of different personality theories, including the dynamics that underlie personality development, assessment, and research. General Education: Social/Behavioral Sciences. Prerequisite: PSY 101. Three lecture.

**PSY 230 Introduction to Statistics (3)** Basic concepts in descriptive and inferential statistics, emphasizing application to the behavioral sciences. Includes methods of data collection, sampling techniques, central tendency, standard scores, correlation and regression, and hypothesis testing. Student's t- test, non-parametric analysis, and analysis of variance. Prerequisite: MAT 140 or placement. Three lecture.

**PSY 236 Psychology of Women (3)** A cross-cultural study of the definition, trends, and issues of the psychological status of women, including an examination and evaluation of the psychological theories, as well as the operative forces behind women's role in society. General Education: Social/Behavioral Sciences. Special Requirements: Ethnic/Race/Gender

Awareness. Prerequisite: PSY 101. Three lecture.

**PSY 240 Developmental Psychology (3)** Life span development, including the scientific study of normal physiological, emotional, cognitive, and social development and the factors that influence this development, from conception until death. General Education: Social/Behavioral Sciences. Special Requirements: Ethnic/Race/Gender Awareness. Prerequisite: PSY 101. Three lecture.

**PSY 241 Drugs, Society, and Human Behavior (3)** The course examines the impact of substance use and abuse on the individual and on society. In addition, the course provides a balanced account of all of the aspects of this subject, interpreting its complex nature. Prerequisite: PSY 101. Three lecture.

**PSY 250 Social Psychology (4)** This capstone course in psychology critically examines the scientific study of social thinking, social influence, and social relations. General Education: Social/Behavioral Sciences. Special Requirements: Intensive Writing/Critical Thinking; Ethnic/Race/Gender Awareness; Contemporary Global and International Awareness Course. Prerequisite: PSY 101 and any 3 credits of a 200-level PSY course or Consent of Instructor for transferred coursework. Pre/Co-requisite: ENG 102. Four lecture.

**PSY 255 Introduction to Biological Psychology (3)** A survey course exploring the biological and biochemical correlates of behavior and mental processes; focusing on relationships between the nervous system and behavior, and providing a foundation in nervous system structure and function. Prerequisite: PSY 101. Three lecture.

**PSY 289 Internship I (1-6)** Designed for students who are looking for paid or voluntary practical learning experiences that apply academic and occupational education to real-life, on-the-job situations. Credit hours will be negotiated based on fulfillment of a contract. Each credit hour requires the completion of a minimum of 45 hours on the job participation. Prior experience or course work in the field of interest is required. One to six variable credit hours. Grading option S/U.

### Reading (RDG)

**RDG 099 Advanced Reading Improvement (4)** A multi-pronged approach that includes mastery of college reading skills enhanced with supplemental reading, critical thinking, and reading fluency activities. Prerequisite: ENG 095 or placement beyond prerequisite course. May be taken for S/U credit. Four lecture.

### Religious Studies (REL)

**REL 201 Comparative Religions (3)** Study of the world's major religions including religious and philosophical concepts pertaining to the existence and nature of the Absolute. Indigenous religions, Native American Religions, Hinduism, Buddhism, Jainism, Sikhism, Taoism, Confucianism, Zoroastrianism, Judaism, Christianity and Islam. General Education: Arts/Humanities. Special Requirements: Contemporary Global/International Awareness or Historical Awareness. Three lecture.

**REL 241 Asian Religions (3)** A cross analysis of Hinduism, Buddhism, Jainism, Sikhism, Confucianism, Taoism, Zoroastrianism, Islam and Shintoism including religious and philosophical contents pertaining to Divinity, rituals, doctrines, beliefs and geographic Locations. Special Requirements: Contemporary Global/International Awareness or Historical Awareness. Three lecture.

### Sociology (SOC)

**SOC 101 Introduction to Sociology (3)** Fundamental concepts of social organization, culture, race, ethnicity, socialization, social institutions, and social change. General Education: Social/Behavioral Sciences. Special Requirements:

Ethnic/Race/Gender Awareness. Three lecture.

**SOC 125 Domestic Violence (3)** Theory and dynamics in domestic violence. Defining spouse abuse, exploring origins, and the impact on children and family. Three lecture.

**SOC 130 Human Sexuality (3)** Sociological, biological, psychological, and cultural factors that influence human sexuality with an emphasis in social constructions, ethics, gender roles, reproduction, and changing values in contemporary society. Three lecture.

**SOC 140 Marriage and the Family in the United States (3)** Institutions and systems of kinship, marriage, family grouping, child rearing and status placement are studied. General Education: Social/Behavioral Sciences. Special Requirements: Ethnic/Race/Gender Awareness. Three lecture.

**SOC 210 Sociology of Gender (4)** This capstone course will identify and critically examine contemporary social issues related to the 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 the contemporary U.S. culture. Various sociological perspectives namely functionalism, conflict theory, interactionist perspective, feminism, and social constructionism are to be utilized in approaching gender in the United States. General Education: Social and Behavioral Sciences, Special Requirements: Intensive Writing/Critical Thinking, and Ethnic/Race/Gender Awareness. Prerequisite: ENG 101 and SOC 101. Pre/Co-requisite: ENG102. Four lecture.

**SOC 215 Race and Ethnic Relations (3)** Sociological perspectives and theories on race and ethnic relations including: contemporary and historical racial and ethnic intergroup relations, cultural origins, developments, and problems experienced by minority groups. General Education: Social/Behavioral Sciences. Special Requirements: Ethnic/Race/Gender Awareness. Three lecture.

**SOC 220 Introduction to Social Work (3)** An introduction to the fields within the area of social work through a study of the disciplines of social case work, social group work, and community organization and opportunities to experience the various techniques of practice within each discipline. Prerequisite: ENG 101. Three lecture.

**SOC 230 Sociology of Film and Media (3)** Overview of sociological concepts and perspectives as they relate to media and film; examination of social, cultural, political and economic conditions affecting the various cultures at different periods in history, with particular emphasis on contemporary American culture. Three lecture.

**SOC 235 Sociology of Deviance (3)** Deviance in the United States emphasizing the study of deviance through topics and perspectives including social control, traditional and social constructionist studies, deviant careers, and career deviance. Additionally, the course will examine the crime and deviance by evaluating social norms, conformity, anomie, alienation, culture, and social constructionism. This examination will focus on the relationship between social constructions of deviance and crime while investigating various institutions and crime. Three lecture.

**SOC 289 Internship I (3)** Student's opportunity to gain experience in the application of knowledge and skills as it relates to sociology in an appropriate setting. Prerequisites: ENG 101 and SOC 101. Co-requisite: ENG 101. One to six variable credit hours.

### Spanish (SPA)

**SPA 101 Beginning Spanish I (4)** Basic grammar, vocabulary, and culture. Practice in speaking, reading, and writing Spanish. General Education: Options. Recommended: Spanish placement exam if you have previous Spanish experience of any kind. Grading option S/U. Four lecture.

**SPA 102 Beginning Spanish II (4)** Further emphasis on basic grammar, vocabulary, and culture. Practice in speaking,

reading, and writing Spanish. General Education: Options. Prerequisite: SPA 101 or placement. Grading option S/U. Four lecture.

**SPA 125 Spanish for Health Professionals (3)** Develops a practical speaking knowledge of common medical terms frequently used in a variety of health care settings. Provides significant cultural information essential to field. Prior knowledge of Spanish useful but not required. Grading option S/U. Three lecture.

**SPA 128 Spanish for Travelers (2)** A short course for students who have little or no prior experience with Spanish and need specific vocabulary and cultural information for their anticipated adventures in traveling to countries where Spanish is used. Grading option S/U. Two lecture.

**SPA 131 Conversational Spanish I (3)** Basic grammar, vocabulary, and culture in conversational practice. Grading option S/U. Three lecture.

**SPA 201 Intermediate Spanish I (4)** Improving basic skills of speaking, comprehension, reading, and writing. Taught in Spanish. General Education: Options. Prerequisite: SPA 102 or placement. Four lecture. Grading option S/U.

**SPA 202 Intermediate Spanish II (4)** Further development of speaking and writing communication skills with emphasis on compositions and readings. Taught in Spanish. General Education: Options. Prerequisite: SPA 201 or placement. Four lecture. Grading option S/U.

### Speech (SPC)

**SPC 100 Fundamentals of Speech Communication (3)** Fundamentals of speech communication emphasizing public speaking skills and improved self-confidence. Performance based, improving speaking skills. General Education: Options. Three lecture.

**SPC 200 Advanced Speech Communication (3)** Advanced speech communication skills emphasizing appropriate delivery methods, successful visual aids, ethics of how you prepare your “pitch” or angle, awareness of cultural significance, and appropriate response styles based on audience analysis. Performance based, improving speaking skills. Prerequisite: SPC 100 or Consent of Instructor. Three lecture. Fall, Spring.

### Theatre (THR)

**THR 101 Introduction to Theatre (3)** A survey of theatre, introducing basic elements and principles of production, styles and/or historical perspectives of theatre, dramatic literature and criticism. General Education: Arts/Humanities. Three lecture. Grading option S/U.

**THR 110 Acting I (3)** The fundamental techniques of acting are explored through physical and vocal expression, improvisation and scene work with an emphasis on the performer’s approach to characterization. Three lecture. Grading option S/U.

### Welding Technology (WLD)

**WLD 100 Basic Welding (2)** Shop procedures, safety and personal protection. Grinders, drill presses, and saws. Resistance and oxyacetylene welders. Arc welders; alternating current (AC) and direct current (DC) modes, electrodes, positioning and securing. Prerequisites: Registered apprentice status with Northern Arizona Carpenters Joint Apprenticeship Training Committee or permission of the apprenticeship coordinator. One lecture. Two lab. Grading option S/U.

**WLD 102 Basic Welding Fabrication (3)** Fundamentals of basic arc welding procedures, equipment, and safety



techniques. Various arc welding tasks in the flat, horizontal, vertical-up, and overhead positions. Two lecture. Two lab.

**WLD 106 Intermediate Welding (3)** Advanced arc welding procedures, equipment, and safety techniques. Instruction in the selection of electrode, gas, cups, and filler rod for gas tungsten arc weld (GTAW) welding. Techniques and practice in welding butt-joint, t-joint, lap and corner joints in various positions and numerous cutting procedures. Prerequisite: WLD 102 or Consent of Instructor. Two lecture. Two lab.

**WLD 111 Introduction to Artistic Blacksmithing (3)** This course provide an introduction to hand forging low carbon and tool steel, design, techniques, safe working habits, and methods used in blacksmithing. The class will include blacksmithing tools and processes, hammer control techniques, hand forging theory and metalworking practice. Student Safety Equipment: Each student will be required to have suitable clothing: leather work boots above the ankle, cotton pants and shirts and some kind of cotton (welding) cap is suggested. Prerequisites: Emancipated adult with manual dexterity, physical ability and mobility sufficient to accomplish course content. Grading option S/U. One lecture. Three lab.

### **WLD 289 Internship I (1–6)**

Designed for students who are looking for paid or voluntary practical learning experiences that apply academic and occupational education to real-life, on-the-job situations. Credit hours will be negotiated based on fulfillment of a contract. Each credit hour requires the completion of a minimum of 45 hours of on-the-job participation. Prior experience or course work in the field of interest is required. Grading option S/U. One to six variable credit hours.

## **Catalog Updates**

Record of catalog updates since last year's 2016-2017 catalog. These are now in effect beginning fall 2017.

### AA-American Sign Language (ASL1)

- New Program

### AA-Business (BUS7)

- Added MAT 151 to AGEC; moved MAT 172 & MAT 211 to electives; decreased total credit hours

### AAS-American Sign Language Interpreting (ASL3)

- Removed ITP 289; added LDR 201; decreased total credit hours

### AAS-Business (BST4)

- LDR 201 is 3 credits; increased total credit hours

### AAS-Computer Software Technology (CSF3)

- Removed LDR 115; decreased total credit hours

### AAS-Hospitality Management (HRM3)

- Added MAT 140; LDR 201 is 3 credits; increased total credit hours

### AAS-Network Engineering (NEC3)

- Removed LDR 115; decreased total credit hours

### AAS-Medical Office Management (MOM1)

- Removed ACC 100; added ACC 108

Certificate-Accounting (ATC7)

- Added ACC 111; increased total credit hours

Certificate-American Sign Language Interpreting (ASL6)

- Removed ITP 289; decreased credit hours

Certificate-Construction Technology (CTC7)

- Updated description

Certificate-Introduction to Hotel and Restaurant Services (HRM7)

- New Program

Certificate-Intermediate Hotel and Restaurant Services (HRM8)

- New Program

Certificate- Network Engineering (NEC4)

- Removed LDR 115; decreased total credit hours

ACC 100	Practical Accounting Procedures Course	Deletion
ACC 108	Practical Accounting Procedures 1	New Course (previously part of ACC 100)
ACC 110	Payroll Accounting	Updated description
ACC 111	Practical Accounting Procedures 2	New Course (previously part of ACC 100)
ACC 255	Principles of Financial Accounting	Updated description
AES 101	Foundations of U.S. Air Force I	Updated description, assessment, and content
AES 102	Foundations of U.S. Air Force II	Updated description, assessment, and content
AES 111	Aerospace Studies Leadership Lab	Updated description and assessment
AES 112	Aerospace Studies Leadership Lab	Updated description and assessment
AES 201	Air Power History I	Updated description and assessment
AES 202	Air Power History II	Updated description and assessment
AES 211	Aerospace Studies Leadership Lab	Updated description and assessment
AES 212	Aerospace Studies Leadership Lab	Updated description and assessment
AES 250	Air Force Physical Training Course	Updated description and assessment
AES 298	Special Topics	Updated description
ART 194	Watercolor I	Updated description
ART 212	Life Drawing II	New Course
ASL 200	Introduction to the Deaf Community	Updated title, description, and outline
ASL 203	American Sign Language V	Updated title, description, and outline
ASL 215	American Sign Language Literature: Narratives	New Course
CIS 116	Introduction to HTML	Updated description
CIS 117	Introduction to Web Page Design	Updated description
CIS 130	Computer Repair and A+ Prep	Updated description and outline
CIS 130	Computer Repair & A+ Prep	Updated title
CIS 140	CISCO Networking Academy Semester I	Updated description and outline
CIS 150	CISCO Networking Academy Semester II	Updated description and outline
CIS 160	CISCO Networking Academy Semester III	Updated description and outline

CIS 161	Linux/UNIX Administration I	Updated title and outline
CIS 170	CISCO Networking Academy Semester IV	Updated description and outline
CIS 171	Linux/UNIX Administration II	Updated title, description and outline
CIS 215	Programming with Python	Added to AGEC Options
CIS 230	Implementing & Supporting Windows	Updated description and outline
CIS 235	Configuring Windows Devices	New Course
DAN 102	Pilates	Updated to FIT prefix
DAN 103	Cardio Fitness Workout Modification	Updated to FIT prefix
DAN 111	Beginning Yoga Modification	Updated to FIT prefix
DAN 155	Tai Chi Chuan Modification	Updated to FIT prefix
DAN 202	Pilates II Modification	Updated to FIT prefix
DAN 210	Yoga II Modification	Updated to FIT prefix
ENG 095	Basic Reading and Writing Skills Course	Updated description and outline
GEO 135	Geodesign	New Course (previously GIS 101)
GLG 102	Historical Geology	Updated description
ITP 201	Ethics and Social Justice of Interpreting	New Course
ITP 211	Fundamentals of Interpreting I	New Course
ITP 212	Fundamentals of Interpreting II	New Course
ITP 289	Internship I	Deleted
LDR 115	Workplace Ethics	Deleted
LDR 201	Leadership Basics	Updated description and outline
MAT 121	Intermediate Algebra	Updated to MAT 097 (applied to Fall 2016 catalog)
MAT 122	Intermediate Mathematics	Updated to MAT 096 (applied to Fall 2016 catalog)
MAT 140	College Mathematics with Algebra Review	Updated outcomes
MAT 142	College Mathematics	Updated description and outcomes
MAT 172	Finite Mathematics	Updated description
MAT 180	Mathematics for Elementary Teacher I	Deleted
MAT 181	Mathematics for Elementary Teacher II	Deleted
MSC 102	Basic Leadership	Updated description
MSC 130	Leadership Lab I	Updated description
MSC 131	Leadership Lab II	Updated description
MSC 150	Army Physical Fitness I	Updated description
MSC 151	Army Physical Fitness II	Updated description
MSC 203	Land Navigation and Orienteering	Deleted
MSC 204	Land Navigation and Wilderness Survival	Deleted
MSC 230	Leadership Lab III	Updated description
MSC 231	Leadership Lab IV	Updated description
MSC 250	Army Physical Fitness III	Updated description
MSC 251	Army Physical Fitness IV	Updated description
MUS 240	Music of World Cultures	New Course
PHY 253	Archaeoastronomy (AGEC course)	Deleted
SPC 200	Advanced Speech Communication	New Course

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.