

# Degrees and Certificates

## Associate of Arts: AA Degree

### Administration of Justice: AA Degree

The Associate of Arts in Administration of Justice is designed for transfer to the Criminal Justice bachelor's degree at Northern Arizona University (NAU) and Arizona State University (ASU). The program teaches students skills which can be used to enter a wide variety of law enforcement and corrections positions. Students completing this degree will transfer 60-64 credits to NAU or ASU. Students planning to transfer to a university other than NAU or ASU should see an advisor. This degree results in an AGECE-A, which is transferable to all Arizona public universities. This is a Tech Prep articulated program. For more information about Tech Prep, see page 9.



**Minimum credit hours required: 60**

#### AGECE-A Requirements: 35 credit hours

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

#### Composition (6)

ENG 101<sup>1</sup> College Composition I (3)  
ENG 102<sup>1</sup> College Composition II (3)

#### Mathematics (3-5)

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

#### Arts/Humanities (6-9)

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

#### Social/Behavioral Sciences (6-9)

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

#### Physical/Biological Sciences (8-10)

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

#### General Education Options (0-6)<sup>2</sup>

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

#### Degree Core Requirements: 25-29 credit hours

##### Required: 15 credit hours

AJS 101 Introduction to Administration of Justice (3)  
AJS 110 The Correction Function (3)  
AJS 130 The Police Function (3)  
AJS 260 Constitutional Law (3)  
AJS 280 Criminology (3)

##### Electives: 10-14 credit hours

10-14 credits of transferable courses as stated in the Course Equivalency Guide (CEG). These courses must transfer to all Arizona public universities. See an advisor or check the college catalog web site ([www.coconino.edu](http://www.coconino.edu)) for the CEG.

##### Recommended

One course at the 100 level or above in Spanish or Navajo (this course may be used to fulfill the AGECE Options requirement) (4)  
SOC 142 Race & Ethnic Relations (3)  
SOC 210 Sociology of Gender (3)

<sup>1</sup> Placement test and/or prerequisite required.

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

## Anthropology: AA Degree

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

**Minimum credit hours required: 61**

#### AGECE-A Requirements: 35 credit hours

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

**Composition (6)**

ENG 101<sup>1</sup> College Composition I (3)  
 ENG 102<sup>1</sup> College Composition II (3)

**Mathematics (3–5)**

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

**Arts/Humanities (6–9)**

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

**Social/Behavioral Sciences (6–9)**

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

**Strongly recommended:**

SOC 101 Introduction to Sociology

**Physical/Biological Sciences (8–10)**

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

**General Education Options (0–6)<sup>2</sup>**

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

**Strongly recommended:**

Any natural human language, other than English, including American Sign Language

**Degree Core Requirements: 26 credit hours****Required: 16 credit hours**

ANT 101 Introduction to Physical Anthropology (4)  
 ANT 102 Introduction to Cultural Anthropology (3)  
 ANT 103 Culture & Language (3)  
 ANT 110 Exploring Archaeology (3)  
 PSY 230 Introduction to Statistics (3)  
 or  
 MAT 160 Introduction to Statistics (3)

**Electives: 6 credit hours**

Select 2 courses from the following:

ANT 210 Peoples of the World (3)  
 ANT 230 Peoples of the Southwest (3)  
 ANT 241 Anthropology of Religion (3)

**Language: 4 credit hours**

One semester of any natural human language other than English, including American Sign Language.

<sup>1</sup> Placement test and/or prerequisite required.

<sup>2</sup> 0–6 hours may be taken in the Options category as needed to complete the minimum 35 hours required for the AGEC.

**Construction Management:  
AA Degree**

The Construction Management degree is designed for transfer to the Construction Management bachelor's degree at Northern Arizona University. Students completing this degree will transfer 64 credits to NAU. This degree results in an AGEC-A, which is transferable to all Arizona public universities. This is a Tech Prep articulated program. For more information about Tech Prep, see page 9.

**Minimum credit hours required: 65****AGEC-A Requirements: 37 credit hours**

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

**Composition (6)**

ENG 101<sup>1</sup> College Composition I (3)  
 ENG 102<sup>1</sup> College Composition II (3)

**Mathematics (5)**

MAT 187<sup>1</sup> Pre-Calculus (5)

**Arts/Humanities (6)**

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

**Social/Behavioral Sciences (6)**

ECN 204<sup>1</sup> Macroeconomics Principles (3)  
 BUS 214<sup>1</sup> Legal, Ethical & Regulatory Issues in Business (3)

**Physical/Biological Sciences (8)**

PHY 111<sup>1</sup> College Physics I (4)  
 PHY 112<sup>1</sup> College Physics II (4)

**General Education Options (6)**

SPC 100 Fundamentals of Speech Communication (3)  
 CIS 120 Introduction to Computer Information Systems (3)

**Degree Core requirements: 28 credit hours****Required: 28 credit hours**

ACC 101<sup>1</sup> Principles of Financial Accounting (3)  
 DFT 125<sup>1</sup> Architectural Drafting I (3)  
 DFT 150<sup>1</sup> Auto CAD 2D (3)  
 GLG 101 Physical Geology (4)  
 or  
 CHM 151<sup>1</sup> General Chemistry I (4)  
 CTM 120 Building the Human Environment (3)  
 CTM 253 Plane Surveying & Building Layout (3)  
 CTM 123 Building Construction Methods I (3)  
 CTM 124 Building Construction Methods II (3)  
 CTM 221<sup>1</sup> Structural Design & Building Materials (3)

<sup>1</sup> Placement test and/or prerequisite required.

## Elementary Education: AA Degree

The Associate of Arts in Elementary Education is designed for students planning to transfer to an Elementary Education bachelor's degree program at all Arizona public universities and requires a minimum of 60 credits. Students planning to transfer to a university other than an Arizona public university should see an advisor. This degree results in an AGEC-A, which is transferable to all Arizona public universities.



Requirements (Mathematics, Social/Behavioral Sciences, and Natural Language requirements) differ significantly among state universities. Students should see an advisor to plan their program of study to avoid transfer difficulties. This is a Tech Prep articulated program. For more information about Tech Prep, see page 9.

**Minimum credit hours required: 60**

### AGEC-A Requirements: 35 Credit Hours

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

#### Composition (6)

ENG 101<sup>1</sup> College Composition I (3)

ENG 102<sup>1</sup> College Composition II (3)

#### Mathematics (3-5)

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

#### Arts/Humanities (6)

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

#### Social/Behavioral Sciences (6)

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

Select one additional course from the approved General Education courses in the Social/Behavioral Sciences category.

#### Highly recommended: (one of the following)

GEO 133 World/Regional Geography (3)

PSY 101 Introduction to Psychology (3)

SOC 101 Introduction to Sociology (3)

#### Physical/Biological Sciences (8-10)

One course from two of the following areas:

A. Life Sciences: Biology

#### Recommended:

BIO 105<sup>1</sup> Environmental Biology (4)

B. Physical Sciences: Geography, Physics, Chemistry

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

#### General Education Options (6)

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

### Degree Core Requirements: 25-32 credit hours

#### Required: 24 credit hours

CIS 120 Introduction to Computer Information Systems (3)

EDU 200 Introduction to Education (3)

EDU 222 Introduction to Special Education (3)

EDU 230 Cultural Diversity in Education (3)

EDU 235 Relationships in Classroom Settings (3)

MAT 130<sup>1</sup> Math for Elementary Education Teachers I (3)  
(Before enrolling in MAT 130 see an advisor.)

MAT 131<sup>1</sup> Math for Elementary Education Teachers II (3)  
(Before enrolling in MAT 131 see an advisor.)

POS 220 Arizona and National Constitution (3)

#### Electives: 1-8 credit hours

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

<sup>1</sup> Placement test and/or prerequisite required.

## General Studies: AA Degree

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

**Minimum credit hours required: 60**

There are two pathways in the General Studies degree:

### 1. General Requirements Pathway

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

### 2. Special Requirements Pathway

This pathway requires students to take AGEC-A and some Common Courses. Common Courses are courses that are accepted as a part of the major at all Arizona

public universities. The list of Common Courses is determined statewide. See an advisor or check the college catalog web site ([www.coconino.edu](http://www.coconino.edu)) for these Common Courses.

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

## AGEC-A Requirements: 35 credit hours

### 1. General Requirements and 2. Special Requirements Pathways

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

#### *Composition (6)*

ENG 101<sup>1</sup> College Composition I (3)  
ENG 102<sup>1</sup> College Composition II (3)

#### *Mathematics (3-5)*

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

#### *Arts/Humanities (6-9)*

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

#### *Social/Behavioral Sciences (6-9)*

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

#### *Physical/Biological Sciences (8-10)*

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

#### *General Education Options (0-6)<sup>2</sup>*

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

## Degree Core Requirements: 25 credit hours

### 1. General Requirements Pathway

#### *Required: up to 16 credit hours*

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

#### *Electives: 9 or more*

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

to all Arizona public universities. See an advisor or check the college catalog web site ([www.coconino.edu](http://www.coconino.edu)) for the Course Equivalency Guide.

## 2. Special Requirements Pathway

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

#### *Required*

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

#### *Electives*

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

Some university degrees may require 4th semester language proficiency in addition to the Common Courses. See an advisor for more information.

<sup>1</sup> Placement test and/or prerequisite required.

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

<sup>3</sup> Students who can complete the 4th semester language proficiency in less than 16 credit hours may choose more elective transferable credits.

## Hotel & Restaurant Management: AA Degree

The Associate of Arts in Hotel Restaurant Management is designed for transfer to the Hospitality bachelor's degree at Northern Arizona University (NAU). This program trains graduates for management careers in one of the fastest growing industries in the United States, the hospitality industry. Students completing this degree will transfer 62 credits to NAU. Students planning to transfer to a university other than NAU should see an advisor. This is a Tech Prep articulated program. For more information about Tech Prep, see page 9.



**Minimum credit hours required: 62**

### AGEC-A Requirements: 35 credit hours

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

#### *Composition (6)*

ENG 101<sup>1</sup> College Composition I (3)  
ENG 102<sup>1</sup> College Composition II (3)

**Mathematics (3–5)**

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

**Arts/Humanities (6)**

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

**Social/Behavioral Sciences (6)**

ECN 204<sup>1</sup> Macroeconomic Principles (3)  
ECN 205 Microeconomic Principles (3)

**Physical/Biological Sciences (8–10)**

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

**General Education Options (0-6)**

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

**Degree Core Requirements: 27 credit hours****Required: 27 credit hours**

ACC 101<sup>1</sup> Principles of Financial Accounting (3)  
HRM 100 Introduction to Hospitality (3)  
HRM 140 Food Production Concepts (3)  
HRM 170 Hospitality Information Technology (3)  
HRM 210 Guest Service Management (3)  
HRM 220 Property Management (3)  
HRM 225<sup>1</sup> Hospitality Accounting (3)  
HRM 240 Commercial Food Production (3)  
HRM 270 Hospitality Information Technology II (3)

<sup>1</sup> Placement test and/or prerequisite required.

**Pre-Social Work:  
AA Degree**

The Associate of Arts degree in Pre-Social Work is a Transfer Partnership Degree with Northern Arizona University. The Pre-Social Work degree is designed to allow students to satisfy the admission requirements for the Bachelor's of Social Work (BSW) degree at Northern Arizona University. Completion of the degree does not guarantee admission to the program. Students planning to gain admission to the BSW degree should contact the Department of Sociology and Social Work at Northern Arizona University for specific admission requirements. Please see an advisor for more information regarding this degree.

**Minimum credit hours required: 62**

**AGEC-A Requirements: 35 credit hours****Composition (6)**

ENG 101<sup>1</sup> College Composition I (3)  
ENG 102<sup>1</sup> College Composition II (3)

**Mathematics (3–5)**

MAT 142<sup>1</sup> College Mathematics or a higher course selected from the approved AGEC courses in the Mathematics category. (3–5)

**Arts/Humanities (6–9)**

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

**Social/Behavioral (6–9)**

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

**Physical/Biological Sciences (8–10)**

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

**General Education Options (3–6)<sup>2</sup>**

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

**Required:**

CIS 120 Introduction to Computer Information Systems (3)

**Degree Core Requirements: 27–29 credit hours**

ECN 204 Macroeconomic Principles (3)  
PHI 105 Introduction to Ethics (3)  
POS 110 American National Government (3)  
PSY 101 Introduction to Psychology (3)  
PSY 230<sup>1</sup> Introduction to Statistics (3)  
PSY 240 Developmental Psychology (3)  
SOC 142 Race & Ethnic Relations (3)  
SOC 210<sup>1</sup> Sociology of Gender (3)  
SOC 220<sup>1</sup> Introduction to Social Work (3)

**Electives: 0–2 credit hours**

0–2 hours of transferable courses as stated in the Course Equivalency Guide (CEG). These courses must transfer to all Arizona public universities. See an advisor or check the college catalog Web site ([www.coconino.edu](http://www.coconino.edu)) for current CEG.

<sup>1</sup> Placement test and/or prerequisite required.

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

## Psychology: AA Degree

The Associate of Arts degree in Psychology is designed for transfer. This degree has two pathways:

### 1. The Arts Pathway

The Psychology Language Pathway is designed for transfer to the Psychology bachelor of arts (BA) degrees at all Arizona public universities. Students completing this degree will transfer 60–64 credits to all Arizona public universities. Students planning to transfer to a university other than Arizona public universities should see an advisor.

*Requirements differ significantly among state universities. Students should see an advisor to plan their program of study to avoid transfer difficulties.*

### 2. The Science Pathway

The Psychology Science Pathway is designed for transfer to the Psychology bachelor of science (BS) degrees at all Arizona public universities. Students completing this degree will transfer 60–64 credits to all Arizona public universities.

*Requirements differ significantly among state universities. Students should see an advisor to plan their program of study to avoid transfer difficulties.*

**Please see an advisor for more information regarding these two pathways.**

**Minimum credit hours required: 60**

### AGEC-A Requirements: 35 credit hours

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

#### *Composition (6)*

ENG 101<sup>1</sup> College Composition I (3)  
ENG 102<sup>1</sup> College Composition II (3)

#### *Mathematics (3–5)*

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

#### *Arts/Humanities (6–9)*

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

#### *Social/Behavioral Sciences (6–9)*

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

#### *Physical/Biological Sciences (8–10)*

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

#### *General Education Options (0–6)<sup>2</sup>*

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

### Degree Core Requirements: 25–29 credit hours

### Degree Core Courses: 15–18 credit hours

#### *Required courses:*

PSY 101 Introduction to Psychology (3)  
PSY 230<sup>1</sup> Introduction to Statistics (3)

#### *Select 9–12 credit hours from the following:*

PSY 205 Introduction to Abnormal Psychology (3)  
PSY 234<sup>1</sup> Child Development (3)  
PSY 236 Psychology of Women (3)  
PSY 280 Health Psychology (3)  
PSY 227<sup>1</sup> Personality Development (3)  
PSY 240 Developmental Psychology (3)  
PSY 250<sup>1</sup> Social Psychology (3)  
PSY 290<sup>1</sup> Research Methods (4)

<sup>1</sup> Placement test and/or prerequisite required.

<sup>2</sup> 0–6 hours may be taken in the Options category as needed to complete the minimum 35 hours required for the AGEC.

### Arts Pathway: 8–13 credit hours

#### **a. Natural Human Language 8 credit hours**

At least two semesters of any natural human language, other than English, including American Sign Language<sup>1</sup>. Students should note that fourth semester proficiency of any natural human language is required to graduate with a bachelor of arts degree. It is recommended that the requirement be completed at CCC.

Before enrolling in a natural human language course see an advisor.

#### **b. Electives 0–6 credit hours**

0–6 credits of transferable courses as stated in the Course Equivalency Guide (CEG). These courses must transfer to all Arizona public universities. See an advisor or check the college catalog web site ([www.coconino.edu](http://www.coconino.edu)) for the current CEG.

*If you are considering a bachelor of science degree at one of the Arizona universities, it is important that you meet with an advisor as early as possible.*

## Science Pathway: 11–13 credit hours

Depending on the university you are planning to transfer to, please select one of the following:

### a. NAU

MAT 172<sup>1</sup> or a higher course selected from the approved AGEC courses in the Mathematics category. 3–5 credit hours

Any two courses meeting the physical and biological sciences requirements

BIO 201<sup>1</sup> and BIO 202<sup>1</sup>

Recommended 8 credit hours

*Before enrolling in the above courses see an advisor.*

### b. ASU Main and ASU West

Please see an advisor for specific course requirements

MAT 212<sup>1</sup> or a higher course selected from the approved AGEC courses in the Mathematics category. 3–5 credit hours

Any natural human language, other than English, including American Sign Language 8 credit hours.

### c. U of A

Please see an advisor for specific course requirements.

MAT 172<sup>1</sup> or a higher course selected from the approved AGEC courses in the Mathematics category. 3–5 credit hours

Any natural human language, other than English, including American Sign Language.

Select a combination of 8 credits from the following:

Language 0–8 credit hours<sup>1</sup>

Lab Science 0–8 credit hours<sup>1</sup>

*If you are considering a bachelor of science degree at one of the Arizona universities, it is important that you meet with an advisor as early as possible.*

<sup>1</sup> Placement test and/or prerequisite required.

## Sociology: AA Degree

The Associate of Arts degree in Sociology is designed for transfer to the Sociology bachelor's degree at all Arizona public universities. Students completing this degree will transfer 61–64 credits to all Arizona public universities. Requirements differ significantly among state universities. Students should see an advisor to plan their program of study to avoid transfer difficulties.

**Minimum credit hours required: 61**

## AGEC-A Requirements: 35 credit hours

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

### Composition (6)

ENG 101<sup>1</sup> College Composition I (3)

ENG 102<sup>1</sup> College Composition II (3)

### Mathematics (3–5)

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

### Arts/Humanities (6–9)

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

### Social/Behavioral Sciences (6–9)

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

### Physical/Biological Sciences (8–10)

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

### General Education Options (0–6)<sup>2</sup>

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

## Degree Core Requirements: 26–29

### Required: 18 credit hours

SOC 101 Introduction to Sociology (3)

SOC 140 Marriage & the Family (3)

SOC 142 Race & Ethnic Relations (3)

SOC 210 Sociology of Gender (3)

PSY 230<sup>1</sup> Introduction to Statistics (3)

### Select one course from the following:

SOC 125 Domestic Violence (3)

SOC 130 Human Sexuality (3)

SOC 132<sup>1</sup> Social Problems (3)

SOC 200 Women & Health (3)

### Language: 8 credit hours

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

### Electives: 0–3 credit hours

0–3 credits of transferable courses as stated in the Course Equivalency Guide (CEG). These courses must transfer to all Arizona public universities. See an advisor or check the college catalog web site ([www.coconino.edu](http://www.coconino.edu)) for the current CEG.

## Vocational Technology Education: AA Degree

The Vocational Technology Education program is designed for transfer to the Vocational Technology Education bachelor's degree at Northern Arizona University (NAU). Students completing this degree will transfer 60–64 credits to NAU. Students planning to transfer to a university other than NAU should see an advisor. This degree results in an AGEC-A, which is transferable to all Arizona public universities. This is a Tech Prep articulated program. For more information about Tech Prep, see page 9.



**Minimum credit hours required: 60**

### AGEC-A Requirements: 35 credit hours

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

#### *Composition (6)*

ENG 101<sup>1</sup> College Composition I (3)  
ENG102<sup>1</sup> College Composition II (3)

#### *Mathematics (5)*

MAT 187<sup>1</sup> Pre-Calculus (5)

#### *Arts/Humanities (6)*

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

#### *Social/Behavioral Sciences (6)*

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

#### *Physical/Biological Sciences (8–9)*

Select one chemistry and one physics course from the following:

CHM 130<sup>1</sup> Fundamental Chemistry (4)  
CHM 151<sup>1</sup> General Chemistry I (5)  
PHY 111<sup>1</sup> College Physics I (4)

or

Complete 8 credits of physics below:

PHY 111<sup>1</sup> College Physics I (4)  
PHY 112<sup>1</sup> College Physics II (4)

#### *General Education Options (0–6)<sup>2</sup>*

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

## Degree Core Requirements: 25–27 credit hours

#### *Required: 3 credit hours*

EDU 200 Introduction to Education (3)

#### *Electives: 22–24 credit hours*

Choose any 22–24 elective credit hours of transferable courses as stated in the Course Equivalency Guide (available from an advisor or on the web at [www.coconino.edu](http://www.coconino.edu)) that transfer to NAU as DEC(VTE) or equivalent from any of the following areas:

|     |                                    |
|-----|------------------------------------|
| AUT | Automotive                         |
| DFT | Drafting                           |
| ELT | Electronics                        |
| CAP | Carpentry Apprenticeship           |
| CTM | Construction Technology Management |
| SMT | Sheet Metal Technology             |
| WLD | Welding Technology                 |

<sup>1</sup> Placement test and/or prerequisite required.

<sup>2</sup> 0–6 hours may be taken in the Options category as needed to complete the minimum 35 hours required for the AGEC.

# Colorado Plateau Studies Degree Program: AA Degrees

## Colorado Plateau Studies (Arts and Culture Emphasis): AA Degree

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

**Minimum credit hours required: 60**

### AGEC Requirements: 35 credit hours

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

#### *Composition (6)*

- ENG 101<sup>1</sup> College Composition I (3)  
ENG 102<sup>1</sup> College Composition II (3)

#### *Mathematics (3-5)*

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

#### *Arts/Humanities (6-9)*

- ART 103 Native American Art (3)  
ART 221<sup>1</sup> Art History of the Southwest (3)  
ENG 238<sup>1</sup> Literature of the Southwest (3)

#### *Social/Behavioral Sciences (6-9)*

- ANT 110 Exploring Archeology (3)  
HIS 238 Navajo History (3)  
SOC 142 Race and Ethnic Relations (3)

#### *Physical/Biological Sciences (8-10)*

- BIO 109<sup>1</sup> Natural History of the Southwest (4)  
BIO 105<sup>1</sup> Environmental Biology (4)

### Emphasis Area Core Requirements: 16 credit hours

- ANT 230 Peoples of the Southwest (3)  
CPS 100 Overview of the Colorado Plateau(3)  
CPS 220<sup>1</sup> Writers on the Colorado Plateau (3)  
CPS 290<sup>1</sup> Capstone Seminar (3)  
GLG 232 Geology of the Colorado Plateau (4)

### Colorado Plateau Studies Recommended Electives

*Course list: 9-12 credit hours*

- ANT 101 Intro. to Physical Anthropology  
ANT 102 Intro. to Cultural Anthropology  
ART 103 Native American Art of the Southwest  
ART 201/202<sup>1</sup> Art History I/II  
ENG 270/271/272<sup>1</sup> Creative Writing  
ENG 229<sup>1</sup> Native American Literature  
ENV 111 Local Environmental Issues  
ENV 112<sup>1</sup> Regional Environmental Issues & Ethics  
GLG 101 Physical Geography  
GLG 102<sup>1</sup> Historical Geology  
GLG 111 Geology of Northern Arizona  
GLG 112 Geology of the Grand Canyon  
HIS 131 U. S. History I  
HIS 132 U.S. History II  
HIS 135 History of Mexico  
HIS 238 Navajo History  
HUM 241/242<sup>1</sup> Humanities I/II  
HUM 237<sup>1</sup> Mexican Arts and Ideas  
PHY 253<sup>1</sup> Archeo-Astronomy  
SOC 101 Intro. To Sociology

<sup>1</sup> Placement test and/or prerequisite required.

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

## Colorado Plateau Studies (Science Emphasis): AA Degree

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

the requirements for one of the emphasis areas should see their advisor for details. Students completing this degree will transfer 60-64 credits to all Arizona public universities.

**Minimum credit hours required: 60**

### AGEC Requirements: 37-39 credit hours

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

#### Composition (6)

- ENG 101<sup>1</sup> College Composition I (3)  
 ENG 102<sup>1</sup> College Composition II (3)

#### Mathematics (3-5)

- MAT 220<sup>1</sup> Calculus & Analytical Geometry I (5) or a higher course selected from the approved AGECE courses in the Mathematics category.

#### Arts/Humanities (6-9)

- ART 221<sup>1</sup> Art History of the Southwest (3)  
 ART 103 Native American Art of the Southwest (3)  
 ENG 238<sup>1</sup> Literature of the Southwest (3)

#### Social/Behavioral Sciences (6-9)

- ANT 230 Peoples of the Southwest (3)  
 HIS 238 Navajo History (3)  
 SOC 142 Race and Ethnic Relations (3)

#### Physical/Biological Sciences (8-10)

- BIO 181 Unity of Life I: Life of the Cell & BIO 182<sup>1</sup>  
 Unity of Life II: Multi-cellular Organisms (8)  
 or  
 CHM 151<sup>1</sup> General Chemistry I &  
 CHM 152<sup>1</sup> General Chemistry II (10)  
 or  
 PHY 161<sup>1</sup> University Physics I &  
 PHY 262<sup>1</sup> University Physics II (8)

#### General Education Options (0-6)<sup>2</sup>

Options may be selected from approved AGECE courses from Degree Electives/Emphasis Area Course list

### Emphasis Area Core Requirements

**Required: 20 credit hours from the list below.**

#### Recommended Emphasis Area Courses:

- ANT 230 Peoples of the Southwest (3)  
 BIO 109 Natural History of the Southwest (4)  
 CPS 100 Overview of the Colorado Plateau (3)  
 CPS 220<sup>1</sup> Writers on the Colorado Plateau (3)  
 CPS 290<sup>1</sup> Capstone Seminar (3)  
 GLG 232 Geology of the Colorado Plateau (4)

#### Elective Course List(3-6)

- ANT 101 Intro. to Physical Anthropology  
 ANT 102 Intro. to Cultural Anthropology  
 ANT 110 Exploring Archeology  
 ART 201/202<sup>1</sup> Art History I/II  
 ENG 270/271/272<sup>1</sup> Creative Writing  
 ENG 229<sup>1</sup> Native American Literature  
 ENV 111 Local Environmental Issues  
 ENV 112<sup>1</sup> Regional Environmental Issues & Ethics  
 GLG 101 Physical Geography  
 GLG102<sup>1</sup> Historical Geology  
 GLG 111 Geology of Northern Arizona  
 GLG 112 Geology of the Grand Canyon  
 HUM 241/242<sup>1</sup> Humanities I/II  
 HUM 237<sup>1</sup> Mexican Arts and Ideas  
 HIS 131 U. S. History I  
 HIS 132 U.S. History II  
 HIS 135 History of Mexico  
 HIS 238 Navajo History  
 SOC 101 Intro. To Sociology  
 BIO 105<sup>1</sup> Environmental Biology  
 PHY 253<sup>1</sup> Archeo-Astronomy

<sup>1</sup> Placement test and/or prerequisite required.

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

## Colorado Plateau Studies (Business Emphasis): AAS Degree

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

**Minimum credit hours required: 62**

### General Education Requirements: 25 credit hours

#### Composition (6)

- ENG 101<sup>1</sup> College Composition I (3)  
 ENG 102<sup>1</sup> College Composition II (3)

#### Mathematics (3-5)

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

**Arts/Humanities (6)**

- ART 103 Native American Art of the Southwest (3)  
 ENG 238 Literature of the Southwest (3)

**Social/Behavioral Sciences (6)**

- HIS 238 Navajo History (3)  
 SOC 142 Race and Ethnic Relations (3)  
 or  
 ANT 102 Introduction to Cultural Anthropology (3)

**Physical/Biological Sciences (4)**

- BIO 109 Natural History of the Southwest (4)

**Emphasis Area Core Requirements****Required: 37 credit hours**

- ACC 101<sup>1</sup> Principles of Financial Accounting (3)  
 ACC 102<sup>1</sup> Principles of Managerial Accounting (3)  
 BUS 204<sup>1</sup> Business Communications (3)  
 BUS 214<sup>1</sup> Legal, Ethical & Regulatory  
 Issues in Business (3)  
 ECN 204<sup>1</sup> Macroeconomic Principles (3)  
 ECN 205 Microeconomic Principles (3)  
 ANT 230 Peoples of the Southwest (3)  
 ART 221 Art History of the Southwest (3)  
 CPS 100 Overview of the Colorado Plateau (3)  
 CPS 290<sup>1</sup> Capstone Seminar (3)  
 ENG 220 Writers on the Colorado Plateau (3)  
 GLG 232 Geology of the Colorado Plateau (4)

<sup>1</sup> Placement test and/or prerequisite required.

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

# Associate of Fine Arts: AFA Degree

**Minimum credit hours required: 62****AGEC-A Requirements: 35 credit hours**

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

**Composition (6)**

- ENG 101<sup>1</sup> College Composition I (3)  
 ENG 102<sup>1</sup> College Composition II (3)

**Mathematics (3-5)**

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

**Arts/Humanities (6-9)**

- ART 201<sup>1</sup> Art History I (3)  
 ART 202<sup>1</sup> Art History II (3)

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

**Social/Behavioral Sciences (6-9)**

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

**Physical/Biological Sciences (8-10)**

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

**General Education Options (3)<sup>2</sup>**

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

**Emphasis Area Core Requirements: 27 credit hours****Required: 15 credit hours**

- ART 110 Drawing I (3)  
 ART 111<sup>1</sup> Drawing II (3)  
 or  
 ART 160<sup>1</sup> Color & Design (3)  
 ART 165 Three-Dimensional Design (3)  
 ART 210<sup>1</sup> Life Drawing (3)  
 ART 290 Visual Arts Practicum(3)

**Degree Electives: 12 credit hours**

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

- ART 111<sup>1</sup> Drawing II (3)  
 ART 120 Ceramics I (3)  
 ART 150 Photography I (3)  
 ART 180<sup>1</sup> Sculpture I (3)  
 ART 190 Painting I (3)  
 ART 191<sup>1</sup> Painting II (3)  
 ART 210<sup>1</sup> Life Drawing (3)

<sup>1</sup> Placement test and/or prerequisite required.

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

# Associate of Business: ABus Degree

The Associate of Business Degree is designed for students planning to transfer to a college or university and requires a minimum of 62 credit hours. All courses included in the degree must be completed with a grade of "C" or better. A minimum of 35 of these credit hours must be completed in the



Arizona General Education Curriculum (AGEC-B). The remaining degree requirements are comprised of 25 credit hours or more in the student's elected program of study. Courses numbered 100 or above which transfer as equivalent, departmental elective credit (DEC) or general elective credit (E) will be counted toward this degree. Special Topics courses (298) will not be counted toward this degree. This is a Tech Prep articulated program. For more information about Tech Prep, see page 9.

**Minimum credit hours required: 62**

### AGEC-B Requirements: 35 credit hours

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

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

#### *Composition (6)*

ENG 101<sup>1</sup> College Composition I (3)  
ENG 102<sup>1</sup> College Composition II (3)

#### *Mathematics (3–5)*

MAT 212<sup>1</sup> Business Calculus (3) or a higher course selected from the approved AGECE courses in the Mathematics category.

#### *Arts/Humanities (6–9)*

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

#### *Social/Behavioral Sciences (6–9)*

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

#### *Physical/Biological Sciences (8–10)*

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

#### *Computer Science (3)*

CIS 120 Introduction to Computer Information Systems (3)

#### *General Education Options (3)*<sup>2</sup>

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

### Degree Core Requirements: 27 credit hours

#### **Required: 24 credit hours**

ACC 101<sup>1</sup> Principles of Financial Accounting (3)  
ACC 102<sup>1</sup> Principles of Managerial Accounting (3)

BUS 214<sup>1</sup> Legal, Ethical & Regulatory Issues in Business (3)  
BUS 232<sup>1</sup> Business Statistics & Analysis (3)  
ECN 204<sup>1</sup> Macroeconomic Principles (3)  
ECN 205 Microeconomic Principles (3)  
MAT 172<sup>1</sup> Finite Mathematics (3)

#### **Business Electives: 6 credit hours**

Any ACC or BUS course that is transferable to all three state universities. Check with an advisor.

**and**

BUS 204<sup>1</sup> Business Communications (3)  
or  
CIS 220<sup>1</sup> Applications Programming I (4)

<sup>1</sup> Placement test and/or prerequisite required.

<sup>2</sup> 0–6 hours may be taken in the Options category as needed to complete the minimum 35 hours required for the AGECE.

## Associate of Science: AS Degree

### Environmental Science: AS Degree

The Associate of Science in Environmental Sciences is designed for transfer to the Environmental Sciences bachelor's degree at the three Regents Universities. Students completing this degree will transfer 60–64 credits to the three Regents Universities. This degree includes AGECE-S, which is transferable to all Arizona public universities. Requirements differ significantly among state universities. Students should see an advisor to plan their program of study to avoid transfer difficulties.

**Minimum credit hours required: 62**

### AGECE-S Requirements: 37 credit hours

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

#### *Composition (6)*

ENG 101<sup>1</sup> College Composition I (3)  
ENG 102<sup>1</sup> College Composition II (3)

#### *Mathematics (5)*

MAT 220<sup>1</sup> Calculus & Analytical Geometry I (5)

#### *Arts/Humanities (6)*

Courses from two or more disciplines must be selected from the approved General Education courses in the Arts/Humanities category. PHI 105 recommended

#### *Social/Behavioral (6)*

Courses from two or more disciplines must be selected from the approved General Education courses in the Social/Behavioral category. ECN 205 recommended.

**Biological/Physical Sciences (10)**CHM 151<sup>1</sup> General Chemistry I (5)CHM 152<sup>1</sup> General Chemistry II (5)**General Education Options (6)<sup>2</sup>**

PHY 111 or 161 (4)

or

BIO 109 (4)

and

Subject based on Major—Using a transfer guide, select Mathematics courses above calculus and/or Science courses from: Astronomy, Biology, Botany, Environmental Science, Chemistry, Geology, Physics, Physical Geography, or Zoology

**Degree Core Requirements: 25–26****Required: 13 credit hours**

MAT 160 Introduction to Statistics (3)

BIO 105 Environment Biology (4)

ENV 150 Introduction to Environmental Engineering (3)

CIS 120 Introduction to computer Information Systems (3)

**Degree Emphasis Area for Biology****Total credit hours required : 12 credit hours**

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

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

BIO 205 Microbiology (4)

**Degree Emphasis Area for Applied Geology****Total credit hours required: 13 credit hours**

GLG 101 Physical Geology (4)

GLG 102 Historical Geology (4)

MAT 230 Calculus II (5)

<sup>1</sup> Placement test and/or prerequisite required.**General Studies:  
AS Degree**

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

There are 2 pathways in the General Studies degree:

**1. General Requirements Pathway.**

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

**2. Special Requirements Pathway.**

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

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

**AGEC-S Requirements: 35 credit hours****1. General Requirements and  
2. Special Requirements Pathways**

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

**Composition (6)**ENG 101<sup>1</sup> College Composition I (3)ENG 102<sup>1</sup> College Composition II (3)**Mathematics (3-5)**MAT 220<sup>1</sup> Calculus I (5)**Arts/Humanities (6)**

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

**Social/Behavioral Sciences (6)**

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

**Physical/Biological Sciences (8-10)**BIO 181 Unity of Life I: Life of the Cell (4)  
andBIO 182 Unity of Life II: Multicellular Organisms (4)  
orCHM 151 General Chemistry I (4)  
andCHM 152 General Chemistry II (4)  
orPHY 161 University Physics I (4)  
and

PHY 262 University Physics II (4)

**General Education Options (6)**

Subject based on Major—Using a transfer guide, select Mathematics courses above calculus and/or Science courses from: Astronomy, Biology, Botany, Environmental Science, Chemistry, Geology, Physics, Physical Geography, or Zoology.

**Degree Core Requirements: 25 credit hours**

**1. General Requirements Pathway**

**Required:**

Up to 16 credit hours 4th semester of any natural human language proficiency, other than English, including American Sign Language<sup>3</sup>.

**Electives<sup>2</sup>**

9 credits of transferable courses as stated in the Course Equivalency Guide. These courses must transfer to all 3 Arizona public universities. See an advisor or check the college catalog web site ([www.coconino.edu](http://www.coconino.edu)) for the Course Equivalency Guide.

**2. Special Requirements Pathway**

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

**Required:**

Common Courses from the area(s) of interest/emphasis. See an advisor or check the college catalog web site ([www.coconino.edu](http://www.coconino.edu)) for these Common Courses.

**Electives**

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

Some university degrees may require 4<sup>th</sup> semester language proficiency in addition to the Common Courses. See an advisor for more information.

<sup>1</sup> Placement test and/or prerequisite required.

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

# Associate of Applied Science: AAS Degree

## Administration of Justice: AAS Degree



The Administration of Justice AAS program is designed to prepare students to enter the workforce in the criminal justice arena. This program teaches students specific knowledge and skills, which will assist in securing employment in a wide variety of law enforcement and corrections/juvenile detention positions. This is a Tech Prep articulated program. For more information about Tech Prep, see page 9.

**Minimum credit hours required: 62**

**General Education Requirements: 29 credit hours**

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

**Composition (6)**

ENG 101<sup>1</sup> College Composition I (3)  
ENG 102<sup>1</sup> College Composition II (3)

**Mathematics (3–5)**

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

**Arts/Humanities (6)**

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

**Social/Behavioral Sciences (6)**

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

**Recommended:**

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

**Physical/Biological Sciences (8–10)**

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

**Degree Core Requirements: 33 credit hours**

**Required: 33 credit hours**

AJS 101 Introduction to Administration of Justice (3)

|         |                                 |
|---------|---------------------------------|
| AJS 105 | Juvenile Detention Studies (3)  |
| AJS 110 | The Correction Function (3)     |
| AJS 120 | Substantive Criminal Law (3)    |
| AJS 150 | Rules of Criminal Procedure (3) |
| AJS 160 | Police Administration (3)       |
| AJS 200 | Community Relations (3)         |
| AJS 220 | Rules of Evidence (3)           |
| AJS 230 | Crime & Deviant Behavior (3)    |
| AJS 240 | Juvenile Justice Procedure (3)  |
| AJS 280 | Criminology (3)                 |

<sup>1</sup> Placement test and/or prerequisite required.

## Alternative Energy Technology: AAS Degree

The Associate of Applied Science in Alternative Energy Technology will provide students with the skills to pursue a career in the Alternative Energy field. The student will be instructed through mastery learning components and field study workshops arranged with local contractors. Students may apply credit hours earned in the Construction Technology Certificate toward completion of the AAS degree. This is a Tech Prep articulated program. For more information about Tech Prep, see page 9.



**Minimum hours required: 58**

### General Education Requirements: 25–27 credit hours

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

#### Composition (6)

|                      |                            |
|----------------------|----------------------------|
| ENG 101 <sup>1</sup> | College Composition I (3)  |
| ENG 102 <sup>1</sup> | College Composition II (3) |

#### Mathematics (3–5)

MAT 121<sup>1</sup> Intermediate Algebra with Review (4) or a higher course selected from the approved AGEC courses in the Mathematics category.

#### Arts/Humanities (6)

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

#### Social/Behavioral Sciences (6)

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

#### Required:

ECN 205 Microeconomics Principles (3)

#### Physical/Biological Sciences (4–5)

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

### Degree Core Requirements: 33 credit hours

|                      |  |
|----------------------|--|
| CIS 120              | Introduction to Computer Information Systems (3) |
| DFT 125 <sup>1</sup> | Architectural Drafting I (3)                     |
| CTM 120              | Building the Human Environment (3)               |
| CTM 122              | Construction Safety (3)                          |
| CTM 123              | Building Construction Methods I (3)              |
| CTM 124 <sup>2</sup> | Construction Methods II (3)                      |
| CTM 130              | Blueprint Reading (3)                            |
| CTM 151              | House Wiring I (3)                               |
| CTM 211              | International Building Code (3)                  |
| CTM 235              | Solar Home Design (3)                            |
| CTM 236              | Photovoltaics & Wind Power (3)                   |
| MAT 124 <sup>3</sup> | Technical Problem Solving (3)                    |

<sup>1</sup> Placement test and/or prerequisite required.

<sup>2</sup> May substitute CTM 298 with consent of Department Chair.

<sup>3</sup> May substitute MAT 187.

## Architectural Design Technology: AAS Degree

The Architectural Design Technology program trains students for architectural drafting careers in one of the fastest growing technologies in the United States. As an architectural design technician, the draftsman will interpret engineering data, develop sketches, designs, and working drawings for construction. Many technicians are valuable members of architectural/engineering teams in industry. Using the technology of Computer Aided Drafting, students will develop drafting skills in both 2D and 3D. This is a Tech Prep articulated program. For more information about Tech Prep, see page 9.



**Minimum credit hours required: 64**

### General Education Requirements: 25–27 credit hours

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

#### Composition (6)

|                      |                            |
|----------------------|----------------------------|
| ENG 101 <sup>1</sup> | College Composition I (3)  |
| ENG 102 <sup>1</sup> | College Composition II (3) |

#### Mathematics (3–5)

MAT 124<sup>1</sup> Technical Problem Solving (3)  
or  
MAT 187<sup>1</sup> Pre-calculus (5)

#### Arts/Humanities (6)

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

**Social/Behavioral Sciences (6)**

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

**Physical/Biological Sciences (4–5)**

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

**Degree Core Requirements: 39 credit hours**

**Required: 33 credit hours**

- DFT 110    Technical Drafting & CAD Fundamentals (3)
- DFT 125<sup>1</sup>    Architectural Drafting I (3)
- DFT 150<sup>1</sup>    AutoCAD 2D (3)
- DFT 200<sup>1</sup>    AutoCAD 3D (3)
- DFT 225<sup>1</sup>    Architectural Drafting I – CAD (3)
- DFT 260<sup>1</sup>    Architectural Drafting II – CAD (3)
- CTM 120    Building the Human Environment (3)
- CTM 130    Blueprint Reading & Estimating (3)
- CTM 123    Building Construction Methods I (3)
- CTM 211    International Residential Code (3)
- CTM 221<sup>1</sup>    Structural Design & Building Materials (3)

**Electives: 6 credit hours**

Select 6 credit hours from the following courses:

- CTM 253    Plane Surveying & Building Layout (3)
- CTM 175    Mechanical Systems (3)
- CTM 124    Building Construction Methods II (3)

<sup>1</sup> Placement test and/or prerequisite required.

**Business Technologies:  
AAS Degree**

The Business Technologies program is designed to prepare students to enter the business profession at an entry-level position with options in General Business Management, Small Business Management, and Accounting Specialist by providing them with general knowledge and skills specializing in an area of interest. The program allows students the option of selecting support courses to strengthen their overall education and courses in their area of special interest or job opportunity. This is a Tech Prep articulated program. For more information about Tech Prep, see page 9.



**Minimum credit hours required: 68**

**General Education Requirements: 25–28 credit hours**

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

**Composition (6)**

- ENG 101<sup>1</sup>    College Composition I (3)
- ENG 102<sup>1</sup>    College Composition II (3)

**Mathematics (3–5)**

MAT 151<sup>1</sup>    College Algebra (4) or a higher course selected from the approved AGECE courses in the Mathematics category.

**Arts/Humanities (6)**

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

**Social/Behavioral Sciences (6)**

- ECN 204<sup>1</sup>    Macroeconomic Principles (3)
- ECN 205    Microeconomic Principles (3)

**Physical/Biological Sciences (4–5)**

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

**Degree Core Requirements: 31 credit hours**

**Required: 31 credit hours**

- ACC 101<sup>1</sup>    Principles of Financial Accounting (3)
- ACC 102<sup>1</sup>    Principles of Managerial Accounting (3)
- ACC 110    Pay roll Accounting (3)
- BUS 100<sup>1</sup>    Mathematics of Business (3)
- BUS 203    Business Law (3)
- or
- BUS 214<sup>1</sup>    Legal, Ethical, & Regulatory Issues in Business (3)
- BUS 204<sup>1</sup>    Business Communications (3)
- BUS 206    Principles of Management (3)
- BUS 207    Principles of Marketing (3)
- CIS 120    Introduction to Computer Information Systems (3)
- CIS 122    Introduction to MS Word (2)
- CIS 123    Introduction to Excel Spreadsheets (2)

**Specialization Options: 12 credit hours**

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

**General Business Management**

BUS 216    Principles of Business Finance (3)  
Nine credit hours selected from ACC, BUS, LDR courses in consultation with a business advisor (9)

**Small Business Management**

BUS 211    Human Resources/Personnel Management (3)  
BUS 213    Small Business Management (3)  
BUS 216    Principles of Business Finance (3)  
Three credit hours selected from ACC, BUS, or LDR courses in consultation with a business advisor (3)

**Accounting Specialist**

Nine credit hours selected from ACC courses in consultation with a business advisor (9)  
Three credit hours selected from BUS, ACC, or LDR courses in consultation with a business advisor (3)

### Leadership Specialist

- LDR 201 Leadership Basics (2)
  - LDR 202 Leadership and Decision Making (2)
  - LDR 203 Leadership and Communication (2)
  - LDR 204 Leadership and Power (2)
- 4 credit hours selected from ACC, BUS, or CIS courses in consultation with a business advisor (4)

<sup>1</sup> Placement test and/or prerequisite required.

## Carpentry Apprenticeship: AAS Degree

The Associate of Applied Science in Carpentry Apprenticeship will prepare students with the trade skills related to a career in carpentry. Completion of this degree involves completion of all carpenter union-related qualification requirements of "step" trade-work experience as well as all union-related classroom training required to achieve "journeyman" status. This is a Tech Prep articulated program. For more information about Tech Prep, see page 9.



**Minimum hours required: 65**

### General Education Requirements: 25 credit hours

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

#### Composition (6)

- ENG 101<sup>1</sup> College Composition I (3)
- ENG 102<sup>1</sup> College Composition II (3)

#### Mathematics (3–5)

- MAT 124<sup>1</sup> Technical Problem Solving (3) or a higher course selected from the approved AGECE courses in the Mathematics category.

#### Arts/Humanities (6)

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

#### Social/Behavioral Sciences (6)

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

#### Physical/Biological Sciences (4–5)

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

### Degree Core Requirements: 40 credit hours

- CAP 101 Introduction to the Carpentry Industry (5)
- CAP 102 Carpentry Math Applications & Metrics (5)

- CAP 103 Print Reading & Advanced Blueprints (5)
- CAP 104 Concrete Formwork (5)
- CAP 105 Framing Walls, Roofs & Decks (5)
- CAP 106 Carpentry Industry Technology (5)
- CAP 107 Interior Systems (5)
- CAP 108 Interior Finish (5)

<sup>1</sup> Placement test and/or prerequisite required.

## Computer Software Technology: AAS Degree

The Associate of Applied Science Degree in Computer Software Technology is designed to prepare students for entry-level positions requiring computer software application skills and/or the ability to support end-users. The program offers emphases in PC Technician, Graphic and Web Design and Application Software Specialist. This is a Tech Prep articulated program. For more information about Tech Prep, see page 9.



**Minimum credit hours required: 62**

### General Education Requirements: 26–27 credit hours

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

#### Composition (6)

- ENG 101<sup>1</sup> College Composition I (3)
- ENG 102<sup>1</sup> College Composition II (3)

#### Mathematics (4)

- MAT 151<sup>1</sup> College Algebra (4)

#### Arts/Humanities (6)

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

#### Social/Behavioral Sciences (6)

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

#### Physical/Biological Sciences (4–5)

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

### Degree Core Requirements: 36 credit hours

#### Required: 35 credit hours

- LDR 115 Workplace Ethics (1)
- BUS 204<sup>1</sup> Business Communications (3)
- CIS 110 Windows, the Internet and Online learning(3)
- CIS 111 Principles of Programming (2)

- CIS 120 Introduction to Computer Information Systems (3)
- CIS 122 Introduction to MS Word (2)
- CIS 123 Introduction to Excel Spreadsheets (2)
- CIS 125 Introduction to Databases (3)
- CIS 220<sup>1</sup> Computer Programming I (4)
- CIS 222<sup>1</sup> Advanced MS Word (2)

### Degree Elective Tracks: 11 credit hours

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

#### *PC Technician Track (11):*

- CIS 130 Computer Repair and A + Prep (4)
- CIS 135<sup>1</sup> Basic Server Operating Systems (4)
- CIS 161 UNIX Administration I (4)
- CIS 230<sup>1</sup> Implementing and Supporting Windows (4)
- CIS 289 Internship I (1-6)
- CIS 298 Special Topics (1-6)

#### *Graphics and Web Design Track (11):*

- ART 130 Computer Graphics (3)
- CIS 117 Introduction to Web Page Design (2)
- CIS 127<sup>1</sup> Introduction to Desktop Publishing (3)
- CIS 217<sup>1</sup> Web Publishing I (3)
- ART 135<sup>1</sup> Photoshop (3)
- ART 136 Digital Photography (3)
- CIS 289 Internship I (1-6)
- CIS 298 Special Topics (1-6)

#### *Application Software Specialist Track (11):*

- CIS 113 Introduction to PowerPoint (1)
- CIS 117 Introduction to Web Page Design (2)
- CIS 127 Introduction to Desktop Publishing (3)
- CIS 217 Web Publishing I (3)
- CIS 223 Advanced Excel Spreadsheets (2)
- CIS 289 Internship I (1-6)
- CIS 298 Special Topics (1-6)

#### *General Technology Track (11):*

- ART 130 Computer Graphics (3)
- CIS 113 Introduction to PowerPoint (1)
- CIS 117 Introduction to Web Page Design (2)
- CIS 130 Computer Repair and A + Prep (4)
- CIS 223<sup>1</sup> Advanced Excel Spreadsheets (2)
- CIS 230 Implementing and Supporting Windows (4)
- CIS 289 Internship I (1-6)
- CIS 298 Special Topics (1-6)

<sup>1</sup> Placement test and/or prerequisite required.

## Construction Technology: AAS Degree

The Associate of Applied Science degree in Construction Technology provides students with the skills to pursue a career in the construction trades or in construction management. Students will be instructed through mastery learning components and field



study workshops arranged with local contractors. Students may apply credit hours earned in the Construction Technology Certificate toward completion of the AAS degree. This is a Tech Prep articulated program. For more information about Tech Prep, see page 9.

**Minimum credit hours required: 61**

### General Education Requirements: 25–27 credit hours

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

#### *Composition (6)*

- ENG 101<sup>1</sup> College Composition I (3)
- ENG 102<sup>1</sup> College Composition II (3)

#### *Mathematics (3–5)*

- MAT 124<sup>1</sup> Technical Problem Solving (3)
- or
- MAT 187<sup>1</sup> Pre-calculus (5)

#### *Arts/Humanities (6)*

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

#### *Social/Behavioral Sciences (6)*

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

#### *Physical/Biological Sciences (4)*

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

### Degree Core Requirements: 36 credit hours

#### *Required: 27 credit hours*

- DFT 125<sup>1</sup> Architectural Drafting I (3)
- DFT 150<sup>1</sup> AutoCAD 2D (3)
- CTM 211 International Residential Code (3)
- CTM 120 Building the Human Environment (3)
- CTM 130 Blueprint Reading & Estimating (3)
- CTM 226 Mechanical Systems (3)
- CTM 123 Building Construction Methods I (3)
- CTM 124 Building Construction Methods II (3)
- CTM 288 Construction Supervision, Scheduling & Project Management (3)

#### *Degree Electives: 9 credit hours*

- DFT 200<sup>1</sup> AutoCAD 3D (3)
- DFT 225<sup>1</sup> Architectural Drafting I – CAD (3)
- CTM 221<sup>1</sup> Structural Design & Building Materials (3)
- or

Any nine credits from Accounting or Business in consultation with an advisor.

A business ethics course is recommended.

<sup>1</sup> Placement test and/or prerequisite required.

## Dance: AAS Degree

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

**Minimum credit hours required: 60 (Performance Emphasis only)**

### General Education Requirements: 19 credit hours

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

#### Composition (6)

ENG 101<sup>1</sup> College Composition I (3)

ENG 102<sup>1</sup> College Composition II (3)

#### Mathematics (3–5)

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

#### Arts/Humanities (3)

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

#### Social/Behavioral Sciences (3)

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

#### Physical/Biological Sciences (4)

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

### Degree Core Requirements: 37 credit hours Required:

Modern or ballet must be taken every semester. Students must choose two forms from Modern, Ballet, or Jazz, and must take 4 semesters of the two forms for the degree.

DAN 221 Modern Dance II (3) X 2 semesters

DAN 222<sup>1</sup> Modern Dance III (3) X 2 semesters and/or

DAN 250 Jazz Dance II (3) X 2 semesters

DAN 251<sup>1</sup> Jazz Dance III (3) X 2 semesters and/or

DAN 211 Ballet II (3) X 2 semesters

DAN 212<sup>1</sup> Ballet III (3) X 2 semesters

DAN 151 Turkish-Egyptian Dance I (2)

or

DAN 153 Flamenco I (2)

DAN 180 Dance Production (3)

DAN 200 Improvisation (2)

DAN 230<sup>1</sup> Intro to Choreography (3)

DAN 201 Dance History (3)

#### Degree Emphases: 4-12 credit hours

Performance Emphasis (4)

Degree Electives: at least 4 credit hours selected from the DAN prefix, with the exception of DAN 110, DAN 120, and DAN 150, in consultation with a Dance advisor

#### Teaching Emphasis (12)

DAN 215<sup>1</sup> Teaching Dance for Children (3)

THR 110 Acting I 3

ECE 210 Creative Arts for the Young Child (3)

ECE 234 Child Development (3)

<sup>1</sup> Placement test and/or prerequisite required.

## Early Childhood Education: AAS Degree

The Associate of Applied Science degree in Early Childhood Education is designed to prepare students for positions within the field of Early Childhood Education. Students may apply credit hours earned in the Certificate in Early Childhood Education toward this degree. This is a Tech Prep articulated program. For more information about Tech Prep, see page 9.



**Minimum credit hours required: 62**

### General Education Core Requirements: 26 credit hours

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

#### Composition (6)

ENG 101<sup>1</sup> College Composition I (3)

ENG 102<sup>1</sup> College Composition II (3)

#### Mathematics (4)

MAT 121<sup>1</sup> Intermediate Algebra with Review (4)

#### Arts/Humanities (6)

Any approved General Education courses in the Arts/Humanities category

#### Social/Behavioral Sciences (6)

##### Required:

PSY 101 Introduction to Psychology (3)

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

#### Physical/Biological Sciences (4–5)

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

## Degree Core Requirements: 36 credit hours

### Required: 30 credit hours

|                      |   |
|----------------------|---|
| ECE 100              | Introductions to Early Childhood Education (3)      |
| ECE 110              | Early Childhood Curriculum (3)                      |
| ECE 120              | Health, Safety, & Nutrition for the Young Child (3) |
| ECE 200              | Child Guidance (3)                                  |
| ECE 210              | Creative Arts for the Young Child (3)               |
| ECE 220              | Language Arts for the Young Child (3)               |
| ECE 230              | Exploration & Discovery for the Young Child (3)     |
| ECE 234              | Child Growth and Development (3)                    |
| ECE 240 <sup>1</sup> | School, Family, & Community Relations (3)           |
| ECE 250 <sup>1</sup> | Children with Special Needs (3)                     |

### Degree electives: 6 credit hours:

Select six credit hours from the following courses:

|                      |  |
|----------------------|--|
| MAT 130 <sup>1</sup> | Math for Elementary School Teachers I (3)  |
| MAT 131              | Math for Elementary School Teachers II (3) |
| EDU 200              | Introduction to Education (3)              |
| SPC 100              | Fundamentals of Speech Communication (3)   |
| POS 220              | Arizona & National Constitution (3)        |

<sup>1</sup> Placement test and/or prerequisite required.

## Fire Science: AAS Degree

The Fire Science program is designed to prepare students to enter the Fire Science profession by providing them with knowledge and skills which can be used to enter a wide variety of positions. The program allows students the option of selecting courses emphasizing emergency medical, fire suppression, or fire prevention.

**Minimum credit hours required: 68**

### General Education Requirements: 26–27 credit hours

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

#### Composition (6)

|                      |                            |
|----------------------|----------------------------|
| ENG 101 <sup>1</sup> | College Composition I (3)  |
| ENG 102 <sup>1</sup> | College Composition II (3) |

#### Mathematics (4)

|                      |                    |
|----------------------|--------------------|
| MAT 151 <sup>1</sup> | College Algebra(4) |
|----------------------|--------------------|

#### Arts/Humanities (6)

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

#### Social/Behavioral Sciences (6)

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

### Physical/Biological Sciences (4–5)

Choose one of the following:

|                      |                                     |
|----------------------|-------------------------------------|
| BIO 100 <sup>1</sup> | Biology Concepts (4)                |
| BIO 105 <sup>1</sup> | Environmental Biology (4)           |
| BIO 181 <sup>1</sup> | Unity of Life: Life of the Cell (4) |
| CHM 130 <sup>1</sup> | Fundamental Chemistry (4)           |
| CHM 151 <sup>1</sup> | General Chemistry I (5)             |
| PHY 111 <sup>1</sup> | College Physics I (4)               |

## Degree Core Requirements: 42 credit hours

### Required: 33 credit hours

|                      |   |
|----------------------|---|
| EMS 131              | Emergency Medical Technician (7)        |
| FSC 135              | Fundamentals of Fire Prevention (3)     |
| FSC 136              | Fire Apparatus & Hydraulics (4)         |
| FSC 138              | Hazardous Materials/First Responder (2) |
| FSC 180              | Fire Fighter I & II (8)                 |
| FSC 236              | Firefighter Occupational Safety (3)     |
| FSC 238 <sup>1</sup> | Emergency Scene Management (3)          |
| FSC 239 <sup>1</sup> | Fire Department Company Officer (3)     |

### Degree Electives: 9 credit hours

Select nine credit hours from the following:

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

<sup>1</sup> Placement test and/or prerequisite required.

## Hospitality Management: AAS Degree

The Hospitality Management program prepares students for entry-level management careers in the hospitality industry. Students completing this degree will develop knowledge and skills necessary to compete in one of Arizona's fastest growing businesses. This is a Tech Prep articulated program. For more information about Tech Prep, see page 9.



**Minimum credit hours required: 61**

### General Education Requirements: 25–27 credit hours

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

#### Composition (6)

|                      |                            |
|----------------------|----------------------------|
| ENG 101 <sup>1</sup> | College Composition I (3)  |
| ENG 102 <sup>1</sup> | College Composition II (3) |

**Mathematics (3–5)**

- BUS 100<sup>1</sup> Mathematics of Business (3)  
or
- MAT 121<sup>1</sup> Intermediate Algebra with Review (4) or a higher course selected from the approved AGEC courses in the Mathematics category.

**Arts/Humanities (6)**

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

**Social/Behavioral Sciences (6)**

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

**Physical/Biological Sciences (4–5)**

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

**Degree Core Requirements: 36 credit hours**

**Required: 27 credit hours**

- BUS 206 Principles of Management (3)
- BUS 209 Principles of Supervision (3)
- BUS 218 Customer Service (3)
- CIS 120 Introduction to Computer Information Systems (3)
- HRM 100 Introduction to Hospitality (3)
- HRM 235 Hospitality Law (3)
- SPC 100 Fundamentals of Speech Communication (3)

**Hotel Emphasis:**

- HRM 210 Guest Service Management (3)
- HRM 220 Property Management (3)

**Restaurant Emphasis:**

- HRM 140 Food Production Concepts (3)
- HRM 240 Commercial Food Production (3)

**Specialization Options: 9 credit hours**

Select nine credit hours from the following:

- ACC 101<sup>1</sup> Principles of Financial Accounting (3)
- BUS 204<sup>1</sup> Business Communications (3)
- BUS 211 Human Resources/Personnel Management (3)
- BUS 214<sup>1</sup> Legal, Ethical & Regulatory Issues in Business (3)
- ECN 204<sup>1</sup> Macroeconomic Principles (3)
- ECN 205 Microeconomic Principles (3)
- HRM 170 Hospitality Information Technology (3)
- HRM 225<sup>1</sup> Hospitality Accounting (3)

<sup>1</sup> Placement test and/or prerequisite required.

## Medical Office Assistant: AAS Degree

The Medical Office Assistant degree program prepares students for the varied and expanded responsibilities involved in working within medical offices today. Students will receive training in numerous areas, which will give them a complete understanding of the intricate workings within today's medical businesses. Graduates will have the skills necessary to obtain a position as a medical office assistant that will be able to perform numerous duties in the front office. Additionally, graduates from the degree program will have training in writing, mathematics and additional subject areas. This is a Tech Prep articulated program. For more information about Tech Prep, see page 9.



**Minimum credit hours required: 61**

**General Education Core Requirements: 25–28 credit hours**

**Composition (6)**

- ENG 101<sup>1</sup> College Composition I (3)
- ENG 102<sup>1</sup> College Composition II (3)

**Mathematics (3–5)**

MAT 142<sup>1</sup> or a higher course selected from the approved AGEC courses in the Mathematics category. (3–5)

**Arts/Humanities (6)**

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

**Social/Behavioral (6)**

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

**Physical /Biological Sciences (4–5)**

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

**Degree Core Requirements: 36–37 credit hours**

**Required: 30 credit hours**

- AHS 100 Introduction to Health Services (3)
- AHS 105 Communication & Behavior in the Health Care Setting (3)
- AHS 110 Health Care Ethics & Law (3)
- AHS 131<sup>1</sup> Medical Terminology (3)
- AHS 135<sup>1</sup> Medical Coding, Insurance, & Billing (3)
- AHS 137<sup>1</sup> Back Office Procedures (3)
- OIS 130<sup>1</sup> Machine Transcription (3)

- CIS 120 Introduction to Computer Information Systems (3)
- BUS 204<sup>1</sup> Business Communications (3)
- AHS 289 Internship I (3)

**Degree Electives: 6 credit hours**

Select a minimum of six credit hours from the following courses:

- AHS 160 Phlebotomy Procedures (3)
- AHS 161 Phlebotomy Practicum (4)
- CIS 117<sup>1</sup> Introduction to Web Pages (2)
- CIS 123 Introduction to Spreadsheets (2)
- CIS 125 Introduction to Database (3)
- OIS 110 Keyboarding Review & Speed (3)
- OIS 200 Professional Office Skills (3)

Note: AHS 161 must be taken in conjunction with AHS 160.  
<sup>1</sup> Placement test and/or prerequisite required.

## Network Engineering: AAS Degree

The Associate of Applied Science Degree in Network Engineering is designed to prepare students for positions requiring technical networking skills and the ability to support businesses. The program provides students with knowledge and skills appropriate for networking occupations and the opportunity to select courses to strengthen their overall education. This is a Tech Prep articulated program. For more information about Tech Prep, see page 9.



**Minimum credit hours required: 64**

### General Education Requirements: 26–27 credit hours

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

**Composition (6)**

- ENG 101<sup>1</sup> College Composition I (3)
- ENG 1021 College Composition II (3)

**Mathematics (4)**

- MAT 151<sup>1</sup> College Algebra

**Arts/Humanities (6)**

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

**Social/Behavioral Sciences (6)**

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

**Physical/Biological Sciences (4–5)**

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

## Degree Core Requirements: 29 credit hours

**Required: 36 credit hours**

- CIS 130 Computer Repair and A+ Prep (4)
- CIS 140 Cisco Networking Academy Semester 1 (4)
- CIS 150<sup>1</sup> Cisco Networking Academy Semester 2 (4)
- CIS 160<sup>1</sup> Cisco Networking Academy Semester 3 (4)
- CIS 161<sup>1</sup> Unix Administration I (4)
- CIS 170<sup>1</sup> Cisco Networking Academy Semester 4 (4)
- CIS 230<sup>1</sup> Implement & Supporting Windows (4)
- LDR 115 Workplace Ethics (1)

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

- CIS 125 Introduction to Databases (3)
- CIS 135<sup>1</sup> Basic Server Operating Systems (4)
- CIS 171<sup>1</sup> Unix Semester 2 (4)
- CIS 220 Computer Programming I (4)
- CIS 221<sup>1</sup> Computer Programming II (4)
- CIS 289 Internship I (1-3)
- CIS 298 Special Topics (1-3)

<sup>1</sup> Placement test and/or prerequisite required.

## Nursing: AAS Degree

The Associate of Applied Science degree in Nursing prepares the student for licensure as a Registered Nurse (RN). This program is designed to prepare graduates for entry level nursing positions in a variety of health care settings. The AAS degree in Nursing provides the graduate with an educational foundation for articulation into a university setting. This program has additional and specific admission requirements. Please contact the college Director of Nursing for further information. This is a Tech Prep articulated program. For more information about Tech Prep, see page 9.



**Minimum credit hours required: 69**

### Program Prerequisites: 22- 27 credit hours

(not included in degree credit hour requirements)

- PSY 101 Intro to Psychology (3)
- ENG 101 College Composition I (3)
- MAT 151 College Algebra (4)
- BIO 181 Unity of Life I: Life of a Cell (4)
- BIO 201 Anatomy & Physiology I (4)
- CHM 130 Fundamentals of Chemistry (4)

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

### General Education Core Requirements: 27 credit hours

**Composition (6)**

ENG 101<sup>1</sup> College Composition I (3)  
(fulfilled by prerequisite, see above)  
ENG 102<sup>1</sup> College Composition II (3)

**Mathematics (4)**

MAT 151<sup>1</sup> College Algebra (4)  
(fulfilled by prerequisite, see above)

**Arts/Humanities (6)**

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

Recommend courses in two different prefixes

**Social/Behavioral (3)**

PSY 240<sup>1</sup> Developmental Psychology (3)

**Lab Science (8)**

BIO 202<sup>1</sup> Anatomy & Physiology II (4)  
BIO 205<sup>1</sup> Microbiology (4)

**Degree Core Requirements: 42 credit hours**

**Required: 42 credit hours**

NUR 114<sup>1</sup> Nursing Pharmacology (2)  
NUR 116<sup>1</sup> Foundations of Nursing (8)  
NUR 122<sup>1</sup> Adult Nursing (9)  
NUR 210<sup>1</sup> Mental Health Nursing (3)  
NUR 212<sup>1</sup> Maternal Child Nursing (6)  
NUR 220<sup>1</sup> Advanced Nursing Concepts (11)  
NTR 135<sup>1</sup> Human Nutrition (3)

<sup>1</sup> Placement and/or prerequisite required.

**Office Information Systems: AAS Degree**

The Office Information Systems program is designed to prepare students to enter a professional office at an entry-level position.



The program provides students with an understanding of technology and basic workplace skills that can be applied to a wide variety of office positions. The program allows students the option of selecting support courses to strengthen their overall education and courses in their area of special interest or job opportunity. This is a Tech Prep articulated program. For more information about Tech Prep, see page 9.

**Minimum credit hours required: 66**

**General Education Requirements: 25–28 credit hours**

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

**Composition (6)**

ENG 101<sup>1</sup> College Composition I (3)  
ENG 102<sup>1</sup> College Composition II (3)

**Mathematics (3–5)**

BUS 100<sup>1</sup> Mathematics of Business (3)  
or  
MAT 121<sup>1</sup> Intermediate Algebra with Review (4) or a higher course selected from the approved AGEC courses in the Mathematics category.

**Arts/Humanities (6)**

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

**Social/Behavioral Sciences (6)**

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

**Physical/Biological Sciences (4–5)**

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

**Degree Core Requirements: 41–44 credit hours**

**Required: 35 credit hours**

ACC 100 Practical Accounting Procedures (5)  
OIS 200<sup>1</sup> Professional Office Skills (3)  
BUS 111<sup>1</sup> Business English (3)  
CIS 112 Introduction to Windows (2)  
CIS 113 Introduction to PowerPoint (1)  
CIS 120 Introduction to Computer Information Systems (3)  
CIS 115 Introduction to Internet (1)  
CIS 123 Introduction to Excel Spreadsheets (2)  
CIS 122 Introduction to MS Word (2)  
CIS 125 Introduction to Databases (3)  
OIS 110 Keyboarding Review & Speed (3)  
OIS 130<sup>1</sup> Machine Transcription (3)  
OIS 210<sup>1</sup> Keyboarding with Applications (3)  
LDR 115 Workplace Ethics (1)

**Degree Tracks: 6–9 credit hours**

**General Office Information**

Six–nine credit hours of any advisor-approved coursework consistent with degree goals/focus.

**Legal**

OIS 240<sup>1</sup> Legal Transcription (3)  
AJS 150 Rules of Criminal Procedures (3)  
PAR 100 Introduction to Paralegal Studies (3)  
PAR 105<sup>1</sup> Legal computer Applications (3)  
Three credit hours of any advisor-approved coursework consistent with degree goals/focus

**Medical**

AHS 131 Medical Terminology I (3)

AHS 135<sup>1</sup> Medical Coding, Insurance and Billing (3)  
 OIS 230<sup>1</sup> Medical Transcription I (3)  
 Three credit hours of any advisor-approved coursework  
 consistent with degree goals/focus

**Optional: 1– 6 credit hours**

OIS 289<sup>2</sup> Internship I (1–6)

<sup>1</sup> Placement text and/or prerequisite required.  
<sup>2</sup> It is strongly recommended that students enroll in this optional course  
 in addition to the required credit hours for completion of the AAS  
 degree in Office Information Systems. Please see catalog for course  
 description.

## Paralegal Studies: AAS Degree

The Paralegal Program is designed to prepare students to enter the workforce in an advanced capacity to assist in a legal environment. It will provide the student with the knowledge and skills to obtain employment in the fast-paced legal field of today. Students should be prepared for a rigorous course of study, which will demand intense oral, written and listening communication and research skills. This is a Tech Prep articulated program. For more information a Tech Prep articulated program. For more information For more information about Tech Prep, see page 9.



**Minimum credit hours required: 70**

### General Education Requirements: 26–27 credit hours

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

**Composition (6)**

ENG 101<sup>1</sup> College Composition I (3)  
 ENG 102<sup>1</sup> College Composition II (3)

**Mathematics (4)**

MAT 151<sup>1</sup> College Algebra (4)

**Arts/Humanities (6)**

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

**Social/Behavioral Sciences (6)**

BUS 203 Business Law (3) &  
 One course from the approved General Education courses in the Social and Behavioral Sciences category.

**Physical/Biological Sciences (4–5)**

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

### Degree Core requirements: 44–45 credit hours

**Required: 44–45 credit hours**

PAR 100 Introduction to Paralegal Studies (3)  
 PAR 104<sup>1</sup> Will, Trusts & Probate (3)  
 PAR 105<sup>1</sup> Legal Computer Applications (2)  
 PAR 203<sup>1</sup> Family Law (3)  
 PAR 209<sup>1</sup> Administrative Law (2)  
 or  
 AJS 209 Jurisdictional Issues on Federal & Indian Land (3)  
 PAR 210<sup>1</sup> Bankruptcy Procedures (2)  
 PAR 215<sup>1</sup> Legal Research & Writing 1 (3)  
 PAR 216<sup>1</sup> Legal Research & Writing 2 (3)  
 PAR 220<sup>1</sup> Civil Tort Litigation I (3)  
 PAR 221<sup>1</sup> Civil Tort Litigation II (3)  
 RES 105 Real Estate Law (3)  
 CIS 122 Introduction to MS Word (2)  
 AJS 150<sup>1</sup> Rules of Criminal Procedure (3)  
 ACC 101<sup>1</sup> Principles of Accounting (3)  
 BUS 204<sup>1</sup> Business Communications (3)  
 PAR 289<sup>1</sup> Internship I (3)

<sup>1</sup> Placement test and/or prerequisite required.

## Paramedic Studies: AAS Degree

The Paramedic Science program is designed to prepare students to enter the paramedic profession by providing them with the knowledge and skills which can be used to enter the paramedic field.

**Minimum credit hours required: 66**

### General Education Requirements: 19 credit hours

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

**Composition (6)**

ENG 101<sup>1</sup> College Composition I (3)  
 ENG 102<sup>1</sup> College Composition II (3)

**Mathematics (4)**

MAT 151<sup>1</sup> College Algebra (4)

**Arts/Humanities (3)**

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

**Social/Behavioral Sciences (6)**

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

### Degree Core requirements: 47 credit hours

**Required: 47 credit hours**

EMS 262<sup>1</sup> Certified Emergency Paramedic (47)

<sup>1</sup> Placement test and/or prerequisite required.

## Sheet Metal Apprenticeship: AAS Degree

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

**Minimum hours required: 75**

### General Education Requirements: 25 credit hours

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

#### *Composition (6)*

ENG 101<sup>1</sup> College Composition I (3)  
ENG 102<sup>1</sup> College Composition II (3)

#### *Mathematics (3–5)*

MAT 124<sup>1</sup> Technical Problem Solving (3) or a higher course selected from the approved AGEC courses in the Mathematics category.

#### *Arts/Humanities (6)*

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

#### *Social/Behavioral Sciences (6)*

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

#### *Physical/Biological Sciences (4–5)*

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

### Degree Core Requirements: 50 credit hours

SMT 101 Sheet Metal I (5)  
SMT 102<sup>1</sup> Sheet Metal II (5)  
SMT 103<sup>1</sup> Sheet Metal III (5)  
SMT 104<sup>1</sup> Sheet Metal IV (5)  
SMT 105<sup>1</sup> Sheet Metal V (5)  
SMT 106<sup>1</sup> Sheet Metal VI (5)  
SMT 107<sup>1</sup> Sheet Metal VII (5)  
SMT 108<sup>1</sup> Sheet Metal VIII (5)  
SMT 109<sup>1</sup> Sheet Metal IX (5)  
SMT 110<sup>1</sup> Sheet Metal X (5)

<sup>1</sup> Placement test and/or prerequisite required.

## Associate of General Studies: AGS Degree

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

**Minimum credit hours required: 60**

### General Education Requirements: 25–27 Credit Hours

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

#### *Composition (6)*

ENG 101<sup>1</sup> College Composition I (3) &  
ENG 102<sup>1</sup> College Composition II (3)

#### *Mathematics (3–5)*

MAT 121<sup>1</sup> Intermediate Algebra with Review (4) or a higher course selected from the approved AGEC courses in the Mathematics category.

#### *Arts/Humanities (6)*

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

#### *Social/Behavioral Sciences (6)*

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

#### *Physical/Biological Sciences (4–5)*

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

#### *Electives: 33–36 Credit Hours*

Select 33–36 credit hours either in a variety of disciplines or in an area of concentration.

<sup>1</sup> Placement test and/or prerequisite required.

## Certificate Programs

### Accounting Technician Certificate

The Accounting Technician Certificate program is designed to prepare students for employment as full-charge bookkeepers and accounting technicians. Included in the curricula are practical applications and computer knowledge. Students may apply earned accounting credit hours of this program toward the Associate of Applied Science degree in Business Technologies with an Accounting Specialization. This is a Tech Prep articulated program. For more information about Tech Prep, see page 9.



**Minimum credit hours required: 33**

#### Certificate Requirements: 33–35 credit hours

|                      |   |
|----------------------|---|
| ACC 100              | Practical Accounting Procedures (5)<br>or |
| ACC 101 <sup>1</sup> | Principles of Accounting I (3)            |
| ACC 206              | Computerized Accounting (3)               |
| ACC 110 <sup>1</sup> | Payroll Accounting (3)                    |
| BUS 100 <sup>1</sup> | Mathematics of Business (3)               |
| BUS 204 <sup>1</sup> | Business Communications (3)               |
| CIS 122              | Introduction to MS Word (2)               |
| CIS 123              | Introduction to Excel Spreadsheets (2)    |
| CIS 223 <sup>1</sup> | Advanced Excel Spreadsheets (2)           |
| ENG 101 <sup>1</sup> | College Composition I (3)                 |

Nine credit hours selected from ACC courses in consultation with a business advisor (9)

<sup>1</sup> Placement test and/or prerequisite required

### Administrative Office Specialist Certificate

The Administrative Office Specialist Certificate program is designed to prepare students for a professional office setting and enhance office/clerical skills and knowledge. Students may apply credit hours earned in this program toward the Associate of Applied Science degree in Office Information Systems. This is a Tech Prep articulated program. For more information about Tech Prep, see page 9.



**Minimum credit hours required: 30**

#### Certificate Requirements: 30 credit hours

|                      |  |
|----------------------|--|
| BUS 100 <sup>1</sup> | Mathematics of Business (3)                      |
| BUS 111              | Business English (3)                             |
| CIS 113              | Introduction to PowerPoint (1)                   |
| CIS 115              | Introduction to Internet (1)                     |
| CIS 120              | Introduction to Computer Information Systems (3) |
| CIS 122              | Introduction to MS Word (2)                      |
| CIS 123              | Introduction to Excel Spreadsheets (2)           |
| CIS 222 <sup>1</sup> | Advanced MS Word (2)                             |
| OIS 110              | Keyboarding Review & Speed (3)                   |
| OIS 130 <sup>1</sup> | Machine Transcription (3)                        |
| OIS 200 <sup>1</sup> | Professional Office Skills (3)                   |
| OIS 210 <sup>1</sup> | Keyboarding & Applications (3)                   |
| LDR 115              | Workplace Ethics (1)                             |

#### Optional: 3–6 Credit Hours

OIS 289<sup>2</sup> Internship I (3-6)

<sup>1</sup> Placement test and/or prerequisite required.  
<sup>2</sup> It is strongly recommended that students enroll in this optional course in addition to the required credit hours for completion of the Clerical Certificate. Please see catalog for course description.

### Alternative Energy Technician Certificate

#### Intermediate Certificate

The Intermediate Certificate in Alternative Energy is designed to introduce the student to the construction and electrical industries and, provide the foundations for hazard recognition and safety. Students are introduced to design issues associated with home construction, community development and passive solar design. This is a Tech Prep articulated program. For more information about Tech Prep, see page 9.



**Minimum credit hours required: 19**

#### Certificate Requirements: 19 credit hours

|                      |   |
|----------------------|---|
| BUS 111              | Business English (3)                          |
| CTM 120              | Building the Human Environment (3)            |
| CTM 122              | Construction Materials & Equipment Safety (3) |
| CTM 123              | Building Construction Methods I               |
| CTM 235              | Solar Home Design (3)                         |
| MAT 121 <sup>1</sup> | Intermediate Algebra with Review (4)          |

#### Advanced Certificate

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

**Minimum credit hours required: 47**

## Certificate Requirements: 47 credit hours

|   |  |
|---|--|
| Completion of the Intermediate Certificate (22) |  |
| CIS 120   | Introduction to Computer Information Systems (3) |
| DFT 110   | Technical Drafting & CAD Fundamentals (3)        |
| ECN 205   | Micro Economics Principles (3)                   |
| CTM 130   | Blueprint Reading (3)                            |
| CTM 124 <sup>2</sup>                            | Building Construction Methods II (3)             |
| CTM 236   | Photovoltaics & Wind Power (3)                   |
| CTM 250   | Innovative & Alternative Building Techniques (3) |
| MAT 124   | Technical Problem Solving (3)                    |

<sup>1</sup> Placement test and/or prerequisite required.

<sup>2</sup> May substitute CTM 298 with consent of department chair.

## Application Software Specialist Certificate

The Application Software Specialist Certificate is designed to develop professional skills related to office application software. Credit hours earned in this program may be applied toward the Associate of Applied Science degree in Computer Software Technology. This is a Tech Prep articulated program. For more information about Tech Prep, see page 9.



**Minimum credit hours required: 18**

### Application Software Specialist: 18 credit hours

|                      |  |
|----------------------|--|
| CIS 120              | Intro to Computer Info Systems (3)             |
| CIS 110              | Windows, The Internet, and Online Learning (3) |
| CIS 122              | Introduction to MS Word (2)                    |
| CIS 123              | Introduction to Excel Spreadsheets (2)         |
| CIS 125              | Introduction to Databases (3)                  |
| CIS 113              | Introduction to PowerPoint (1)                 |
| CIS 222 <sup>1</sup> | Advanced MS Word (2)                           |
| CIS 223 <sup>1</sup> | Advanced Excel Spreadsheets (2)                |

<sup>1</sup> Placement test and/or prerequisite required.

## Architectural CAD Technician Certificate

The Architectural CAD Technician Certificate will provide students with a solid foundation in the field of architectural construction drafting. This certificate can lead to an AAS degree in Architectural Design Technology. The fundamentals of drafting are performed through



mastery learning and hands-on application. This is a Tech Prep articulated program. For more information regarding Tech Prep, see page 9.

**Minimum credit hours required: 24**

### Certificate Requirements: 24 credit hours

|                      |   |
|----------------------|---|
| DFT 110              | Technical Drafting & CAD Fundamentals (3) |
| DFT 125 <sup>1</sup> | Architectural Drafting I (3)              |
| DFT 150 <sup>1</sup> | AutoCAD 2D (3)                            |
| DFT 200 <sup>1</sup> | AutoCAD 3D (3)                            |
| DFT 225 <sup>1</sup> | Architectural Drafting I: CAD (3)         |
| DFT 260 <sup>1</sup> | Architectural Drafting II: CAD (3)        |
| CTM 120              | Building the Human Environment (3)        |
| CTM 130              | Blueprint Reading & Estimating (3)        |

<sup>1</sup> Placement test and/or prerequisite required.

## AGEC-A

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

**Minimum credit hours required: 35**

### Certificate Requirements: 35 Credit Hours

#### *Composition 6*

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

#### *Mathematics 3–5*

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

#### *Arts/Humanities 6–9*

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

#### *Social/Behavioral Sciences 6–9*

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

#### *Physical/Biological Sciences 8–10*

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

#### *Options\* 0–6*

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

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

**Special Requirements**

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

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

**AGEC-B**

AGEC-B is a 35-credit lower-division General Education curriculum block that fulfills the lower-division General Education requirements of business majors at all three Arizona State Universities. (e.g. Business Administration, Computer Information Systems)

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

**Minimum credit hours required: 35**

**Certificate Requirements: 35 Credit Hours**

**Composition 6**

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

**Mathematics 3–5**

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

**Arts/Humanities 6–9**

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

**Social/Behavioral Sciences 6–9**

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

**Physical/Biological Sciences 8–10**

Any two courses may be taken from the Laboratory Sciences category.

**Options\* 0–6**

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

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

**Special Requirements**

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

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

**AGEC-S**

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

**Minimum credit hours required: 35**

**Certificate Requirements: 35 Credit Hours**

**Composition 6**

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

**Mathematics 5**

- MAT 220 Calculus & Analytic Geometry I (5)

**Arts/Humanities 6–9**

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

**Social/Behavioral Sciences 6–9**

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

**Physical/Biological Sciences 8–10**

- BIO 181 Unity of Life I: Life of the Cell (4) &
- BIO 182 Unity of Life II: Multi-cellular Organisms(4)
- or
- CHM 151 General Chemistry I (5) &
- CHM 152 General Chemistry II (5)
- or
- PHY 161 University Physics I (4) &
- PHY 262 University Physics II (4)

**Options\* 0–6**

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

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

**Special Requirements**

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

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

## Basic Detention Academy Certificate

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

**Minimum credit hours required: 13**

### Certificate Requirements: 13 credit hours

AJS 216 The Coconino Community College Basic Detention Academy is designed to provide entry level training to detention/corrections officer staff, meeting Arizona Detention Association standards.

## Carpentry Apprenticeship Certificate

### Intermediate Certificate

The Intermediate Certificate in Carpentry is designed to introduce the student to the carpentry industry. It provides the foundational classes in the carpentry and construction trades as well as introduces field techniques and applications in a progressively complicated sequence. This is a Tech Prep articulated program. For more information about Tech Prep, see page 9.



**Minimum credit hours required: 20**

### Certificate Requirements: 20 credit hours

- CAP 101 Introduction to the Carpentry Industry (5)
- CAP 102 Carpentry Math Applications & Metrics (5)
- CAP 103 Print Reading & Advanced Blueprints (5)
- CAP 104 Concrete Formwork (5)

### Advanced Certificate

The Advanced Certificate in Carpentry is designed to continue to improve the student's expertise in the construction industry. It provides more advanced classes in the carpentry and construction trades as well as field techniques and applications in a progressively complicated sequence.

**Minimum credit hours required: 40**

### Certificate Requirements: 40 credit hours

- Completion of the Intermediate Certificate (20)
- CAP 105 Framing Walls, Roofs & Decks (5)
- CAP 106 Carpentry Industry Technology (5)
- CAP 107 Interior Systems (5)
- CAP 108 Interior Finish (5)

## Computer Aided Drafting Technician Certificate

The Computer Aided Drafting Certificate will provide students with a solid foundation in the field of CAD as a tool for various drafting technologies. Those students who are exploring the field of Computer Aided Drafting or are in need of developing computerized skills will find this certificate challenging and beneficial for future applications. This is a Tech Prep articulated program. For more information about Tech Prep, see page 9.



**Minimum credit hours required: 9**

### Certificate Requirements: 9 credit hours

- CIS 120 Introduction to Computer Information Systems (3)
- DFT 150<sup>1</sup> AutoCAD 2D (3)
- DFT 200<sup>1</sup> AutoCAD 3D (3)

<sup>1</sup> Placement test and/or prerequisite required.

## Computer Software Technology Certificate

The Computer Technician Certificate is designed to develop professional skills related to computer hardware and software support and maintenance. Students in this program are encouraged to test for Microsoft Certified Professional in Windows and A+ Certification. Students may also apply credit hours earned in this program toward the Associate of Applied Science degree in Computer Software Technology. This is a Tech Prep articulated program. For more information about Tech Prep, see page 9.



**Minimum credit hours required: 19**

### Certificate Requirements: 19 credit hours

- CIS 120 Intro to Computer Information Systems (3)
- CIS 130 Computer Repair and A+ Prep (4)
- CIS 135<sup>1</sup> Basic Server Operating Systems (4)
- CIS 161<sup>1</sup> Unix Administration I (4)
- CIS 230<sup>1</sup> Implementing and Supporting Windows (4)

<sup>1</sup> Placement test and/or prerequisite required.

## Computer Technician Certificate

The Computer Technician Certificate is designed to develop professional skills related to computer hardware and software support and maintenance. Students in this program are encouraged to test for Microsoft Certified Professional in Windows and A+ Certification. Students may also apply credit hours earned in this program toward the Associate of Applied Science degree in Computer Software Technology. This is a Tech Prep articulated program. For more information about Tech Prep, see page 9.



**Minimum credit hours required: 19**

**Computer Technician Certificate: 19 credit hours**

- CIS 120 Intro to Computer Information Systems (3)
- CIS 130 Computer Repair and A+ Prep (4)
- CIS 135<sup>1</sup> Basic Server Operating Systems (4)
- CIS 161<sup>1</sup> Unix Administration I (4)
- CIS 230<sup>1</sup> Implementing and Supporting Windows (4)

<sup>1</sup> Placement test and/or prerequisite required.

## Construction Technology Certificate

The Construction Technology Certificate provides students with a technical foundation required to compete in today's construction field. Students will be instructed through mastery learning components and field study workshops arranged with local contractors. Students may apply credit hours earned in this program toward the Associate of Applied Science degree in Construction Technology. This is a Tech Prep articulated program. For more information about Tech Prep, see page 9.



**Minimum credit hours required: 21**

**Certificate Requirements: 21–23 credit hours**

- DFT 125<sup>1</sup> Architectural Drafting I (3)
- ENG 100<sup>1</sup> Fundamentals of Composition (3)
- CTM 120 Building the Human Environment (3)
- CTM 123 Building Construction Methods I (3)
- CTM 124 Building Construction Methods II (3)
- CTM 130 Blueprint Reading & Estimating (3)
- MAT 124<sup>1</sup> Technical Problem Solving (3)
- or
- MAT 187<sup>1</sup> Pre-calculus (5)

<sup>1</sup> Placement test and/or prerequisite required.

## Early Childhood Education Certificate

The Certificate in Early Childhood Education is designed to prepare students for positions within the field of early childhood education. Students may apply credit hours earned in the certificate toward the Associate of Applied Science degree in Early Childhood Education. This is a Tech Prep articulated program. For more information about Tech Prep, see page 9.



**Minimum credit hours required: 33**

**Certificate Requirements: 33 credit hours**

- ECE 100 Introductions to Early Childhood Education (3)
- ECE 110 Early Childhood Curriculum (3)
- ECE 120 Health, Safety & Nutrition for the Young Child (3)
- ECE 200<sup>1</sup> Child Guidance (3)
- ECE 210 Creative Arts for the Young Child (3)
- ECE 220 Language Arts for the Young Child (3)
- ECE 230 Exploration & Discovery for the Young Child (3)
- ECE 240<sup>1</sup> School, Family & Community Relations (3)
- ECE 234 Child Growth & Development (3)
- ECE 250<sup>1</sup> Children with Special Needs (3)
- PSY 101 Introduction to Psychology (3)

<sup>1</sup> Prerequisite of PSY 101. Placement test and/or prerequisite required.

## Employment Success Certificate

The Employment Success Certificate is designed to provide students with a basic foundation in essential skills for the workplace. Students may apply the skills gained from this program to other certificates or degrees. This is a Tech Prep articulated program. For more information about Tech Prep, see page 9.



**Minimum credit hours required: 16**

**Certificate Requirements: 16 credit hours**

- BUS 111 Business English (3)
- CIS 102 Computer Literacy (2)
- LDR 115 Workplace Ethics (1)
- HDE 102 College Study Skills (3)
- HDE 104 Employment Success Strategies (3)
- MAT 055 Arithmetic Review (3)
- OIS 100 Keyboarding (1)

## Optional Content Areas: 0–9 credit hours

### *Hospitality—Hotel Emphasis*

|         |                                 |
|---------|---------------------------------|
| HRM 100 | Introduction to Hospitality (3) |
| HRM 210 | Guest Service Management (3)    |
| BUS 218 | Customer Service (3)            |

### *Hospitality—Restaurant Emphasis*

|         |                                 |
|---------|---------------------------------|
| HRM 100 | Introduction to Hospitality (3) |
| HRM 140 | Food Production Concepts (3)    |
| BUS 218 | Customer Service (3)            |

### *Clerical*

|         |                                |
|---------|--------------------------------|
| OIS 110 | Keyboarding Review & Speed (3) |
| OIS 200 | Professional Office Skills (3) |
| BUS 218 | Customer Service (3)           |

### *Computer Software*

|         |  |
|---------|--|
| CIS 112 | Introduction to Windows (2)                      |
| CIS 120 | Introduction to Computer Information Systems (3) |
| CIS 122 | Introduction to MS Word (2)                      |
| CIS 123 | Introduction to Excel Spreadsheets (2)           |

## Fire Science Certificate

### Intermediate Certificate

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

**Minimum credit hours required: 17**

### Certificate Requirements: 17 credit hours

|         |   |
|---------|---|
| FSC 180 | Firefighter I & II (8)                  |
| FSC 138 | Hazardous Materials/First Responder (3) |
| FSC 236 | Firefighter Occupational Safety (3)     |
| FSC 238 | Emergency Scene Management (3)          |

### Advanced Certificate

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

**Minimum credit hours required: 40**

## Certificate Requirements: 40 credit hours

|  |  |
|--|--|
| Completion of the Fire Science Intermediate Certificate (17) |  |
| EMS 131 <sup>1</sup>   | Emergency Medical Technician (7)               |
| FSC 135  | Fundamentals of Fire Prevention (3)            |
| FSC 136  | Fire Apparatus & Hydraulics (4)                |
| FSC 234  | Fire Investigation (3)                         |
| FSC 239 <sup>1</sup>   | Fire Department Company Officer (3)            |
| FSC 241  | Firefighter Safety & Building Construction (3) |

<sup>1</sup> Placement test and/or prerequisite required.

## Forensics Certificate

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

**Minimum credit hours required: 28**

### Certificate Requirements: 28 credit hours

|                      |  |
|----------------------|--|
| AJS 250              | Criminal Investigations (3)                    |
| AJS 220              | Rules of Evidence (3)                          |
| AJS 101              | Introduction to Administration of Justice (3)  |
| ENG 137 <sup>1</sup> | Introduction to Technical Writing (3)          |
| BIO160 <sup>1</sup>  | Introduction to Human Anatomy & Physiology (4) |
| FOR 101              | Introduction to Forensics (3)                  |
| FOR 150              | Death Investigations (3)                       |
| FOR 170              | Forensic Interviewing (3)                      |
| FOR 289              | Forensic Investigation Internship (3)          |

<sup>1</sup> Placement test and/or prerequisite required.

## Geographic Information Systems (GIS) Certificate

The Geographic Information Systems (GIS) Basic Certificate will provide students with a solid foundation in the utilization of GIS as a tool for various spatial analysis applications. Coursework includes the introduction of the basic concepts of spatial analysis, history of GIS technology, an understanding of the principles of cartography, map interpretation, and student preparation for operation of ArcView GIS software packages. Coursework also includes the technical and quality control aspects of ArcView, exposure to ArcView applications in spatial analysis, and an internship practicum using ArcView in a GIS analysis project.

## Basic Certificate

Minimum credit hours required: 18

Certificate Requirements: 18 credit hours

|         |  |
|---------|--|
| GEO 131 | Introduction to Physical Geography (4)           |
| GIS 101 | Geographic Information Systems (4)               |
| CIS 120 | Introduction to Computer Information Systems (3) |
| GIS 201 | Introduction to ArcView (3)                      |
| GIS 289 | Internship I (4)                                 |

<sup>1</sup> Placement test and/or prerequisite required.

## Graphics and Web Design Certificate

The Graphics and Web Design Certificate is designed to develop professional skills in computer graphics and web page design. Students may apply some of the credit hours earned in this program toward the Associate of Applied Science degree in Computer Software Technology. This is a Tech Prep articulated program. For more information about Tech Prep, see page 9.



Minimum credit hours required: 25

Graphics and Web Design: 25 credit hours

|                      |  |
|----------------------|--|
| CIS 120              | Intro to Computer Info Systems (3)             |
| CIS 110              | Windows, The Internet, and Online Learning (3) |
| ART 130 <sup>1</sup> | Computer Graphics (3)                          |
| CIS 117              | Introduction to Web Page Design (2)            |
| CIS 122              | Introduction to MS Word (2)                    |
| CIS 127 <sup>1</sup> | Introduction to Desktop Publishing (3)         |
| CIS 217 <sup>1</sup> | Web Publishing (3)                             |
| ART 135 <sup>1</sup> | Photoshop (3)                                  |
| ART 136              | Digital Photography (3)                        |

<sup>1</sup> Placement test and/or prerequisite required.

## Hospitality Certificate

The hospitality program prepares students for entry-level positions in the hospitality industry. Students completing this certificate will develop fundamental skills in which to compete in one of Arizona's fastest growing businesses. This is a Tech Prep articulated program. For more information about Tech Prep, see page 9.



## Intermediate Certificate

Minimum credit hours required: 27

Certificate Requirements: 27 credit hours

|                      |                                      |
|----------------------|--------------------------------------|
| BUS 111              | Business English (3)                 |
| BUS 100 <sup>1</sup> | Mathematics of Business (3)          |
| BUS 209              | Principles of Supervision (3)        |
| BUS 218              | Customer Service (3)                 |
| CIS 120              | Introduction to Computer Science (3) |
| HRM 100              | Introduction to Hospitality (3)      |
| SPC 100              | Speech Communication (3)             |

### Restaurant Emphasis

|         |  |
|---------|--|
| HRM 140 | Food Production Concepts (3)           |
| HRM 170 | Hospitality Information Technology (3) |

or

### Hotel Emphasis

|         |                              |
|---------|------------------------------|
| HRM 210 | Guest Service Management (3) |
| HRM 220 | Property Management (3)      |

## Advanced Certificate

Minimum credit hours required: 39

Certificate Requirements: 39 credit hours

|  |  |
|--|--|
| Completion of the Intermediate Hospitality Administration Certificate (27) |  |
| ACC 101 <sup>1</sup>   | Principles of Financial Accounting (3)   |
| BUS 211  | Human Resources/Personnel Management (3) |
| HRM 170  | Hospitality Information Technology (3)   |
| HRM 225 <sup>1</sup>   | Hospitality Accounting (3)               |
| HRM 235  | Hospitality Law (3)                      |

<sup>1</sup> Placement test and/or prerequisite required.

## Industrial Maintenance Technician Certificate

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

Certificate Requirements: 14-20 credit hours

Core Requirements: 5 credit hours

|         |                              |
|---------|------------------------------|
| PPO 110 | Maintenance Fundamentals (5) |
|---------|------------------------------|

Specialization Options: 9-15 credit hours

**Plant Electrician**

- PPO 150 Electrician/Instrument Tech II (4)
- PPO 200 Plant Electrician III (3)
- PPO 250 Plant Electrician IV(3)

**Plant Mechanic**

- PPO 151 Plant Mechanic II (5)
- PPO 201 Plant Mechanic III (3)
- PPO 251 Plant Mechanic IV (2)

**Machinist**

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

**Metal Fabricator**

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

**Instrument Technician**

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

**Construction and Maintenance**

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

## Legal Assistant Certificate

The Legal Assistant Certificate program is designed to give students an introduction to legal assistant skills and to assist those students 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 Office Information Systems. This is a Tech Prep articulated program. For more information about Tech Prep, see page 9.



**Minimum credit hours required: 39**

### Certificate Requirements: 39 credit hours

- AJS 150 Rules of Criminal Procedures (3)
- BUS 100<sup>1</sup> Mathematics of Business (3)
- BUS 111 Business English (3)
- CIS 113 Introduction to PowerPoint (1)
- CIS 120 Introduction to Computer Information Systems (3)
- or
- CIS 102 Computer Literacy (2)
- CIS 122 Introduction to MS Word (2)

- CIS 123 Introduction to Excel Spreadsheets (2)
- CIS 222<sup>1</sup> Advanced MS Word (2)
- OIS 110 Keyboarding Review & Speed (3)
- OIS 130<sup>1</sup> Machine Transcription (3)
- OIS 200<sup>1</sup> Professional Office Skills (3)
- OIS 210<sup>1</sup> Keyboarding with Applications (3)
- OIS 240<sup>1</sup> Legal Transcription (3)
- LDR 115 Workplace Ethics (1)
- PAR 100 Introduction to Paralegal Studies(3)
- PAR 105<sup>1</sup> Legal Computer Applications (2)

**Optional: 3-6 credit hours**

- OIS 289<sup>2</sup> Internship I (3-6)

<sup>1</sup> Placement test and/or prerequisite required.

<sup>2</sup> It is strongly recommended that students enroll in this elective course in addition to the required credit hours for completion of the Legal Secretary Certificate. Please see catalog for course description.

## Medical Insurance, Coding & Billing Certificate

This certificate is designed for students seeking an introduction to medical insurance, coding, and billing in the office, clinic, or hospital. Completion of the program will enhance the knowledge and skills base of those already in the workplace. This is a Tech Prep articulated program. For more information about Tech Prep, see page 9.



**Minimum credit hours required: 34**

### Certificate Requirements: 34 credit hours

- AHS 100 Introduction to Health Services (3)
- AHS 105 Communication & Behavior in the Health Care Setting (3)
- AHS 110 Health Care Ethics & Law (3)
- AHS 131 Medical Terminology (3)
- AHS 135 Medical Coding, Insurance & Billing (3)
- BIO 160<sup>1</sup> Introduction to Human Physiology & Anatomy (4)
- ENG 100<sup>1</sup> Fundamentals of Composition (3)
- or
- ENG 101<sup>1</sup> English Composition I (3)
- CIS 102 Computer Literacy (2)
- or
- CIS 120 Introduction to Computer Information Systems (3)
- MAT 121 Intermediate Algebra with Review (4)
- or
- MAT 151 College Algebra (strongly recommended if considering any type of academic transfer) (4)
- OIS 110 Keyboarding Review & Speed (3)
- OIS 200 Professional Office Skills (3)

<sup>1</sup>Placement test and/or prerequisite required.

## Medical Office Assistant Certificate

The Medical Office Assistant Certificate program prepares students for the varied and expanded responsibilities involved in working within medical offices today. Students will receive training in numerous areas, which will give them a complete understanding of the intricate workings within today's medical businesses. Graduates will have the skills necessary to obtain a position as a medical office assistant that will be able to perform numerous duties in the front office. Students may apply credit hours earned in this program toward the Associate of Applied Science degree in Medical Office Assistant. This is a Tech Prep articulated program. For more information about Tech Prep, see page 9.



**Minimum credit hours required: 36**

### Certificate Requirements: 36–37 credit hours

|                      |   |
|----------------------|---|
| AHS 100              | Introduction to Health Services (3)                     |
| AHS 105              | Communication & Behavior in the Health Care Setting (3) |
| AHS 110              | Health Care Ethics & Law (3)                            |
| AHS 131              | Medical Terminology (3)                                 |
| AHS 135              | Medical Coding, Insurance & Billing (3)                 |
| AHS 137              | Back Office Procedures (3)                              |
| OIS 130 <sup>1</sup> | Machine Transcription (3)                               |
| CIS 120              | Introduction to Computer Information Systems (3)        |
| BUS 204 <sup>1</sup> | Business Communications (3)                             |
| AHS 289 <sup>1</sup> | Internship I (3)  |

#### Electives: 6–7 credit hours

Select a minimum of six credit hours from the following courses:

|                      |                                  |
|----------------------|----------------------------------|
| AHS 160 <sup>2</sup> | Phlebotomy Procedures (3)        |
| AHS 161 <sup>2</sup> | Phlebotomy Practicum (4)         |
| CIS 117 <sup>1</sup> | Introduction to Web Pages (2)    |
| CIS 123              | Introduction to Spreadsheets (2) |
| CIS 125              | Introduction to Database (3)     |
| OIS 110              | Keyboarding Review & Speed (3)   |
| OIS 200              | Professional Office Skills (3)   |
| OIS 230 <sup>1</sup> | Medical Transcription (3)        |

<sup>1</sup> Placement test and/or prerequisite required.

<sup>2</sup> AHS 161 must be taken in conjunction with AHS 160.

## Medical Transcription Certificate

The Medical Transcription Certificate program is designed to give students an introduction to medical transcription skills and to assist those students 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 Office Information Systems. This is a Tech Prep articulated program. For more information For more information about Tech Prep, see page 9.

**Minimum credit hours required: 33**

### Certificate Requirements: 33 credit hours

|                      |  |
|----------------------|--|
| AHS 100              | Introduction to Health Services (3)              |
| AHS 131 <sup>1</sup> | Medical Terminology I (3)                        |
| AHS 135              | Medical Coding, Insurance & Billing (3)          |
| BUS 111              | Business English (3)                             |
| CIS 102              | Computer Literacy (2)                            |
|                      | or   |
| CIS 120              | Introduction to Computer Information Systems (3) |
| CIS 122              | Introduction to MS Word (2)                      |
| CIS 222 <sup>1</sup> | Advanced MS Word (2)                             |
| OIS 110              | Keyboarding Review & Speed (3)                   |
| OIS 130 <sup>1</sup> | Machine Transcription (3)                        |
| OIS 200 <sup>1</sup> | Professional Office Skills (3)                   |
| OIS 210 <sup>1</sup> | Keyboarding with Applications (3)                |
| OIS 230 <sup>1</sup> | Medical Transcription (3)                        |

#### Optional: 0–6 credit hours

|                      |                    |
|----------------------|--------------------|
| OIS 289 <sup>2</sup> | Internship I (0–6) |
|----------------------|--------------------|

<sup>1</sup> Placement test and/or prerequisite required.

<sup>2</sup> It is strongly recommended that students enroll in this elective course in addition to the required credit hours for completion of the Medical Transcription Certificate. Please see catalog for course description.

## Network Engineering Certificate

### Intermediate Certificate

The Network Engineering Intermediate Certificate is designed to develop skills related to network engineering and to enhance communications skills and professional readiness. Students may apply credit hours earned in this program toward the Associate of Applied Science degree in Network Engineering. This is a Tech Prep articulated program. For more information about Tech Prep, see page 9.



**Minimum credit hours required: 26**

### Certificate Requirements: 26 credit hours

|                      |                             |
|----------------------|-----------------------------|
| BUS 204 <sup>1</sup> | Business Communications (3) |
| BUS 111              | Business English (3)        |

- LDR 115 Workplace Ethics (1)
- CIS 120 Introduction to Computer Information Systems (3)
- CIS 140 Cisco Networking Academy Semester 1 (4)
- CIS 150<sup>1</sup> Cisco Networking Academy Semester 2 (4)
- CIS 160<sup>1</sup> Cisco Networking Academy Semester 3 (4)
- CIS 170<sup>1</sup> Cisco Networking Academy Semester 4 (4)

<sup>1</sup> Placement test and/or prerequisite required.

## Network Systems Administration Certificate

The Network Systems Administration Certificate is designed to develop skills related to network operating software and to enhance communications skills and professional readiness. Students may apply some credit hours earned in this program toward the Associate of Applied Science degree in Network Engineering. This is a Tech Prep articulated program. For more information about Tech Prep, see page 9.



**Minimum credit hours required: 26**

**Program Prerequisite: 4 credit hours**

- CIS 130 Computer Repair and A+ Prep (4)

**Certificate Requirements: 26 Credit Hours**

- BUS 100<sup>1</sup> Mathematics of Business (3)
- BUS 111<sup>1</sup> Business English (3)
- BUS 204<sup>1</sup> Business Communications (3)
- CIS 230 Implementing and Supporting Windows (4)
- CIS 240 Installing, Configuring, and Administering Microsoft Windows Server (4)
- CIS 250 Implementing a Microsoft Windows Network Infrastructure (4)
- CIS 260 Implementing and Administering Microsoft Windows Directory (4)
- LDR 115 Workplace Ethics (1)

<sup>1</sup> Placement test and/or prerequisite required.

## Nursing Assistant Certificate

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



care, and assisted living settings. This is a Tech Prep articulated program. For more information about Tech Prep, see page 9.

**Minimum credit hours required: 30**

**Certificate Requirements: 30 credit hours**

- AHS 100 Introduction to Health Services (3)
- AHS 105 Communication & Behavior in the Health Care Setting (3)
- AHS 110 Health Care Ethics & Law (3)
- AHS 131 Medical Terminology (3)
- BIO 160 Introduction to Human Physiology & Anatomy (4)
- CIS 102 Computer Literacy (2)  
or
- CIS 120 Introduction to Computer Information Systems (3)
- ENG 100<sup>1</sup> Fundamentals of Composition (3)  
or
- ENG 101<sup>1</sup> English Composition I (3)
- MAT 121 Intermediate Algebra with Review (4)  
or
- MAT 151 College Algebra (strongly recommended if considering any type of academic transfer) (4)
- NUR 110 Nursing Assistant I (4)
- NUR 111<sup>1</sup> Nursing Assistant Clinical (1)

<sup>1</sup> Placement test and/or prerequisite required.

## Phlebotomy Certificate

This certificate is designed to prepare students for entry-level positions as phlebotomists in acute care, clinic, or community-based agencies and settings. Addressing such skills as collection of specimens, infection control and safety, the operation of the clinical laboratory, health care delivery and terminology, and communication and professional behavior, this program meets the standards of the national accrediting organizations for phlebotomists. This is a Tech Prep articulated program. For more information about Tech Prep, see page 9.



**Minimum credit hours required: 32**

**Certificate Requirements: 32 credit hours**

- AHS 100 Introduction to Health Services (3)
- AHS 105 Communication & Behavior in the Health Care Setting (3)
- AHS 110 Health Care Ethics & Law (3)
- AHS 131 Medical Terminology (3)
- AHS 160<sup>2</sup> Phlebotomy Procedures (3)
- AHS 161<sup>2</sup> Phlebotomy Practicum (4)



- BIO 160 Introduction to Human Physiology & Anatomy (4)
- BUS 111 Business English (3)
- CIS 102 Computer Literacy (2)  
or
- CIS 120 Introduction to Computer Information Systems (3)
- MAT 121 Intermediate Algebra with Review (4)  
or
- MAT 151 College Algebra (strongly recommended if considering any type of academic transfer) (4)

<sup>1</sup> Placement test and/or prerequisite required.  
<sup>2</sup> AHS 161 must be taken in conjunction with AHS 160.

## Pre-Professional Nursing Certificate

This certificate further develops the skills of the nursing assistant—adding to the caregiver’s written communication skills and providing advanced applied knowledge of the human body and mind, computation, and nutrition. The Pre-Professional Nursing Certificate includes all pre-requisite coursework requirements for application for admission to all regional community college associate degree-nursing programs and to the NAU baccalaureate-nursing program. This coursework may also be applied to most health science degrees. (The courses in this degree require prerequisites. Please see an advisor prior to enrolling in these courses.) This is a Tech Prep articulated program. For more information about Tech Prep, see page 9.



**Minimum credit hours required: 24**

### Certificate Requirements: 24 credit hours

- BIO 181 Unity of Life I: Life of the Cell (4)
- BIO 201<sup>1</sup> Anatomy & Physiology (4)
- CHM 130<sup>1</sup> General Chemistry (4)
- ENG 101<sup>1</sup> English Composition I (3)
- ENG 102<sup>1</sup> English Composition II (3)
- MAT 142<sup>1</sup> College Mathematics (3)
- NTR 135<sup>1</sup> Human Nutrition (3)

<sup>1</sup> Placement test and/or prerequisite required.

## Sheet Metal Apprenticeship Certificate

### Intermediate Certificate

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

### Certificate Requirements: 35 credit hours

- SMT 101 Sheet Metal I (5)
- SMT 102<sup>1</sup> Sheet Metal II (5)
- SMT 103<sup>1</sup> Sheet Metal III (5)
- SMT 104<sup>1</sup> Sheet Metal IV (5)
- SMT 105<sup>1</sup> Sheet Metal V (5)
- SMT 106<sup>1</sup> Sheet Metal VI (5)
- SMT 107<sup>1</sup> Sheet Metal VII (5)

### Advanced Certificate

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

### Certificate Requirements: 50 credit hours

- Completion of the Intermediate Certificate (35)
- SMT 108<sup>1</sup> Sheet Metal VIII (5)
- SMT 109<sup>1</sup> Sheet Metal IX (5)
- SMT 110<sup>1</sup> Sheet Metal X (5)

<sup>1</sup> Placement test and/or prerequisite required.