

COLLEGE CATALOG

2017-2018

VAQUEROS



Central Arizona College

***Quality Learning Experiences
Lead to Lifelong Success***



Welcome to Central Arizona College!

On behalf of Central Arizona College's faculty and staff, I welcome you. We are privileged you have chosen CAC to pursue your educational goals.

Throughout the pages of this catalog you will discover the academic offerings, programs and services we offer to assist you along your educational journey.

The College's faculty and staff are dedicated to providing quality educational experiences that will result in lifelong success. Whether

you are here to complete a two year degree or certificate, prepare for transfer to a university, start a career or change to a new one, or complete a course for personal enhancement, we are here to support you.

For 48 years Central Arizona College has served Pinal County by providing high-quality, affordable education. With five full service campuses and three centers located strategically throughout the region, CAC provides abundant educational, economic, cultural, and personal growth opportunities for those of all ages.

I am thrilled to be part of a team of dedicated employees and community members who have and continue to lay the groundwork for new and innovated methods of distinguishing CAC as a leading community college, providing a gateway to higher education and rewarding careers.

I encourage you to explore all that CAC has to offer and wish you great success.

Sincerely,

President/CEO
Central Arizona College



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College Mission



2016 Wall of Success Recipients



OUR VISION

Central Arizona College is the leader of innovative learner success and the center for educational opportunities in our diverse communities.

OUR MISSION

Central Arizona College engages our diverse communities in quality learning experiences for lifelong success by providing accessible educational, economic, cultural, and personal growth opportunities.

OUR DIRECTIONS

- Students
- Quality Programs
- Academic Involvement K-12
- Facilities that Foster Learning
- Advanced Degrees
- Responsibility to Community
- Employee Development

ACCREDITATION

Central Arizona College is accredited by the Higher Learning Commission. For information about Central Arizona College's accreditation, you can contact the Higher Learning Commission at 230 South LaSalle Street, Suite 7-500, Chicago, IL 60604-1411, 312-263-0456, info@hlcommission.org, or online at ncahlc.org. You may also contact Central Arizona College, 8470 North Overfield Road, Coolidge, AZ 85128 or call 520-494-5444. In addition, several CAC programs maintain external accreditations.

Education

Early Childhood Education – Preschool Degree

National Association for the Education of Young Children
Commission on Early Childhood Associate Degree
Accreditation (NAEYC)
1313 L. Street NW, Suite 500
Washington, DC 20005-4101
202-350-8862
naeyc.org

Health Careers

Dietetic Technician Degree

Accreditation Council for Education in Nutrition and Dietetics (ACEND)
120 S. Riverside Plaza, Suite 2000
Chicago, IL 60606-6995
800-877-1600
eatright.org/ACEND/

Dietary Managers Training Program Certificate

Association of Nutrition and Foodservice Professionals (ANFP)
406 Surrey Woods Drive
St. Charles, IL 60174
800-323-1908
anfponline.org/home

Health Information Technology Degree

The Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM)
233 N. Michigan Ave. 21st Floor
Chicago, IL 60601-5800
312-233-1100
cahiim.org

Medical Assistant Degree

Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of the Medical Assisting Education Review Board (MAERB)
25400 US Highway 19 N, Suite 158
Clearwater, FL 33763
727-210-2350 OR 727-210-2350
caahep.org

Nursing Certificate and Degree

Arizona State Board of Nursing
4747 North 7th Street, Suite 200
Phoenix, AZ 85014
602-889-5150
azbn.gov

Accreditation Commission for Education in Nursing, Inc.
3343 Peachtree Road NE, Suite 850
Atlanta, GA 30326
404-975-5000
acenursing.org

Radiography Degree

Joint Review Committee on Education in Radiologic Technology (JRCERT)
20 N. Wacker Dr., Suite 2850
Chicago, IL 60606-3182
312-704-5300
jrcert.org

Technology

Diesel and Heavy Equipment Technology

Associated Equipment Distributors Foundation
615 W. 22nd Street
Oak Brook, IL 60523
630-574-0650
aednet.org



Heavy Equipment Operators

National Center for Construction Education and Research
(NCCER)

13614 E. Progress Blvd.

Alachua, FL 32615

386-518-6500

nccer.org

Welding

National Center for Construction Education and Research
(NCCER)

13614 E. Progress Blvd.

Alachua, FL 32615

386-518-6500

nccer.org

The programs and classes in this catalog have been approved for veteran's benefits.

This publication and its provisions do not constitute, and should not be regarded as, a contract between CAC and any party or parties. At the time of publication, reasonable effort was made to ensure the factual accuracy of the information. However, this publication is not a complete statement of all policies, procedures, rules, regulations, academic requirements, and tuition and fees applicable to CAC, its students, or its programs. In addition, changes or additions may be made to the policies, procedures, rules, regulations, and academic requirements set out in this publication. CAC reserves the right to make these changes and additions to the information in this publication without prior notice. When a curriculum or graduation requirement is changed, it is not made retroactive unless the change is to the student's advantage and can be accommodated within the span of years normally required for graduation. *See an academic advisor for additional CAC policies.*

COMMON STUDENT LEARNING OUTCOMES (CSLOs)

for Central Arizona College

CAC College Policy 402

Revised 09/18/2012

The College shall strive to improve student success and academic achievement by providing quality education which encompasses continuous improvement in teaching and learning. The primary focus will be on the learning process that adds value to the learners.

Common Student Learning Outcomes indicate the comprehensive skills, abilities, attitudes and knowledge necessary for being a productive and educated citizen in the 21st century. CAC graduates attain these outcomes through

cumulative quality learning experiences. The four Common Student Learning Outcomes are:

1. **Cultural and Civic Engagement** – Participate in diverse environments while demonstrating global citizenship and social consciousness
2. **Integrative Knowledge** – Identify, comprehend, apply and synthesize facts, concepts, theories and practices across broad and specialized knowledge areas
3. **Personal and Professional Skills** – Demonstrate skills which enhance personal and professional development
4. **Reasoning Skills** – Inquire and analyze to solve problems, draw logical conclusions, or create innovative ideas

The Governing Board expects the faculty, in conjunction with the instructional administration, to establish Learning Outcomes for assessing student achievement.

1. Learning Outcomes are statements describing essential, measureable learning that students achieve and can reliably demonstrate at the end of a course or program.
2. The Common Student Learning Outcome statements are the basis for student performance criteria used to evaluate the level of student achievement.

In supporting CAC's mission and commitment of *quality learning experiences for lifelong success*, students may be asked to participate in activities that assess their learning. Assessment activities such as projects, presentations, portfolios, satisfaction surveys or nationally normed examinations assist the faculty and staff in discovering how well students reach the expected learning outcomes of their course, program, and institution. CAC faculty and staff use the data to develop strategies that improve instruction and curriculum for overall continuous improvement.

DECLARATION OF CIVILITY FOR A LEARNING COLLEGE

We affirm that all members of a learning college ought to be held in mutual respect; that they aspire to achieve and belong as do all people regardless of their title, job classification, or degree; that all members of the CAC community--student and teacher, manager and employee--are engaged in a common endeavor: the creation of an environment dedicated to learning.

We further affirm that the vitality of a learning college depends on a community where dialogues are both honest and civil, where tough questions are raised and we can disagree without being disagreeable. Thus, it is the duty of every member of the community to actively and consciously help make this possible, committing each of us to personally uphold the virtues that lead



to such a culture and to hold others accountable as well, both privately and publicly. We should all be role models and hold each other to a consistent standard.

To achieve these ends, a behavior, which we shall call civility, must not only be practiced but form the basis for a new era of respect and trust among the members of this community. For without this civility--this respect and trust--the goal of becoming a place where learning is cherished will never be achieved. Civility as we understand it flows from these basic virtues:

Integrity, including

- Honesty
- Fairness
- Sincerity

Fidelity, including

- Faithfulness to the spirit of a learning college
- Allegiance to the public trust

Charity, including

- Kindness
- Caring
- Good will
- Tolerance
- Compassion

Responsibility, including

- Reliability
- Accountability
- Trustworthiness

Self-discipline, including

- Acting with reasonable restraint
- Not indulging in excessive behavior

Finally, we affirm that these virtues must be modeled first and foremost by those members who wear the mantle of leadership. It must be modeled foremost by the leaders within the student body, faculty, staff, and administration because it is to them that the rest of the community looks for direction, for support, and for wisdom in our common endeavor to make this a place of learning.

Student Handbook

For a more in depth explanation of CAC's Student Code of Conduct, its application, and the appeal process please refer to the

centralaz.edu/Home/Student_Resources/Student_Handbook_and_Forms.htm

Central Arizona College provides equal opportunity in employment and educational programs and activities. Discrimination is prohibited on the basis of race, color, religion, sex, age, disability, national origin, military status, genetic test information, sexual orientation, or gender identity or expression.



Student Services



CAC faculty at graduation ceremony



Admission Information

Central Arizona College provides equal opportunity in employment and educational programs and activities. Discrimination is prohibited on the basis of race, color, religion, sex, age, disability, national origin, military status or genetic test information.

Admission Requirements

Regular Admission

Regular admission to the college is granted to any person who meets one of the following criteria:

- Graduate of a regionally accredited high school as defined by the United States Office of Education or any other appropriate state educational agency;
- Earned a high school certificate of equivalency (GED);
- 18 years of age or older and demonstrates evidence of potential success in the community college;
- Transfer student in good academic standing from another college or university.

Special Admit (Admission of Students Under the Age of 18)

No person under age 18 shall be denied admission because of age, lack of a high school diploma or high school certificate of equivalency, grade in school, lack of permission of school officials or lack of concurrent enrollment in a public or private school if the student meets one of the following test scores:

- SAT (Scholastic Aptitude Test-taken March 2016 or later) composite (Evidence Based Reading & Writing and Math portions combined) score of 980 or above;
- ACT (American College Test) composite score of 22 or above.

Students who are participants in a special program or class sponsored by the college, such as the First Step Program and Early College, or who are currently in dual enrollment course(s) in both their high school and Central Arizona College may be considered for Special Admissions. A student admitted under this criterion is not guaranteed admission to a specific degree program or to all courses offered at the college. The number of credits in which a student may enroll may be limited.

Students seeking admission to the college as their primary institution must provide evidence of:

- Completion of the Admission Student Information Form;
- Completion of Request for Special Admission Form centralaz.edu/SpecialAdmit ;
- Submission of a letter stating the reason for the special admission request;
- Completion of college placement exam (SAT/ACT);
- Consultation with a member of the college academic advising staff and/or;

- Consultation with an approved Special Admit designated official.

Admission of Students in Previous Status

Persons not meeting any of the provisions stated may be admitted on an individual basis with the approval of college officials, so long as such students meet the established requirements of the course(s) for which they enroll and the College officials determine that such admission is in the best interest of the student. An admission form must be completed and a letter stating the reason for the special admission request is required.

Admission of F-1 Nonimmigrant Students – International Students

International students seeking admission based on F-1 student visa status must achieve the following:

- Completion of Admission Form/Registration Student Information form;
- Graduation from a high school equivalent to the 12th grade level in the United States. It is recommended that students have graduated in the upper 50 percent of their secondary school (high school or equivalent) in order to ensure success in academic classes at this college. Official high school transcripts must be mailed directly to the Records Office;
- Completion of Test of English as a Foreign Language (TOEFL) with a score of at least 450 paper test or 133 on the computer test. The score must be submitted directly from the testing agency to the Records Office. Questions about the TOEFL should be directed to the Educational Testing Services at the following address: TOEFL Services, PO Box 6155, Princeton, NJ, 08541-6155;
- Evidence of financial support or deposit of tuition. The college has no provision for scholarships for international students; therefore, students must be prepared to meet the necessary financial obligations for the entire time they will be in the United States. It is estimated that each student will need at least \$10,000 per academic year in order to meet all expenses, exclusive of travel;
- Proof of health insurance that will cover medical expenses in the United States or purchase of health/accident insurance after arriving at CAC;
- Translation of documents into English, if required.
- Must enroll under full-time status (minimum of 12 credits);
- Must communicate place of Arizona residency at all times to the Registrar Office;
- It is the responsibility of the student to request transfer of F-1 visa, if desired.

Admission of students supplementing secondary school or home school with college courses

- Completion of Admission/Registration Student Information Form;



- Submission of completed Approval for Enrollment of High School Student Form;
- Submission of a letter stating the reason for the special admission request;
- Completion of the college placement exam (ACCUPLACER), if required for the courses in which the student plans to enroll;
- Consultation with academic advising staff and/or consultation with an approved Special Admit designated official.

Students enrolling in a program sponsored by the college or in courses for dual credit

- Completion of Admission/Registration Student Information Form;
- Completion of the college placement exam (ACCUPLACER), if required for the courses in which the student plans to enroll.

Students returning to CAC following an absence of more than one year

- Completion of Admission/Registration Student Information Form.

Residency Guidelines

Students are classified for tuition purposes under one of the following resident classifications:

- Resident, in-state
- Non-resident (includes out-of-state, F-1 nonimmigrant students and students without legal immigration status)

Residency regulations are published in their entirety under Official Residency Guidelines.

Resident status will be assigned under the following conditions:

- Students who are U.S. citizens;
- Dependent students who have lived in Arizona for less than a year, but reside with their parents or legal guardians who have established domicile in Arizona for one year and claim the student as an exemption for state and federal tax purposes;
- Financially independent students who have resided in Arizona for at least 12 months prior to the start of the semester in which they are enrolling and have established Arizona as their permanent domicile;
- Students who have transferred to Arizona by their employer for employment purposes;
- Students or spouses who are members of the Armed Forces of the United States, stationed in Arizona pursuant to military orders;
- Students who are members of Native American tribes whose reservation lands lie in Arizona and extend into another state and who are residents of that reservation.

Non-resident status will be assigned under the following conditions:

- Students who are claimed as exemptions by parents or legal guardians for U.S. federal or state income tax purposes and the parent or guardians are not residents of Arizona;
- Persons who have lived in Arizona less than one calendar year;
- Students who have not established Arizona as their permanent domicile after moving to Arizona;
- Winter visitors who have not established Arizona as their permanent domicile, even if residing in Arizona for more than one year;
- Students who are not U.S. citizens.

Official Residency Guidelines

The following guidelines concerning the determination of residency for tuition purposes are a compilation of statutory law (and A.R.S. 15-1801). Due to the complexity in interpreting these laws, students having difficulty in determining their residency should contact the Records Office for further explanation.

Proposition 300, A.R.S. §15-1803(B) holds that “a person who is not a citizen or legal resident of the United States or who is without lawful immigration status is not entitled to classification as an in-state student pursuant to section 15-1802 or entitled to classification as a county resident pursuant to section 15-1802.01.”

A.R.S. §15-1825 requires that a person who is not a “citizen of the United States, who is without lawful immigration status and who is enrolled as a student” at a public university or community college “is not entitled to tuition waivers, fee waivers, grants, scholarship assistance, financial aid, tuition assistance or any other type of financial assistance that is subsidized or paid in whole or in part with state monies.”

Please contact the Records Office for further details.

Implementation of Guidelines

- Each student shall have the question of legal residence determined **prior** to the time of registration and payment of fees. It is the responsibility of the student to register under the correct resident determination.
- Enforcement of residency requirements shall be the responsibility of the President of Central Arizona College. The President has designated the Records Office to make the initial domicile classification. In determining a student’s classification, the college may consider all evidence, written or oral, presented by the student and any other information received from any source that is relevant to determining classification. The college may request written sworn statements or sworn testimony of the student.



- A request for a review of the initial classification may be made to the Records Office. The request must be in writing, with a completed Domicile Affidavit signed by the student and accompanied by a sworn statement of all facts relative to the matter. The request must be filed within 10 days of receipt of notification of classification as a non-resident. Failure to properly file a request for review within the prescribed time limit constitutes a waiver of review for the current enrollment period. The decision of the Records Office shall be final.

Definitions

- “Armed Forces of the United States” means the: Army, Navy, National Guard, the Air Force, Marine Corps, Coast Guard, Commissioned Corps of the United States Public Health Services and National Oceanographic and Atmospheric Administration.
- “Continuous attendance” means student is enrolled at an Arizona educational institution; as such term is defined by the institution’s governing body, for a normal academic year. Such person need not attend summer sessions or other such intercessions beyond the normal academic year in order to maintain continuous attendance.
- “Domicile” means a person’s true, fixed and permanent home and place of habitation. It is the place where he/she intends to remain and to which he/she expects to return when he/she leaves without intending to establish a new domicile elsewhere.
- “Emancipated person” means a person who is neither under a legal duty of service to his parent nor entitled to the support of such parent under the laws of this state.
- “Parent” means a person’s father or mother; if one parent has custody, that parent (or if there is no surviving parent or the whereabouts of the parents are unknown) or a guardian of an unemancipated person. There may not be circumstances indicating that such guardianship was created primarily for the purpose of conferring the status of an in-state student on such unemancipated person.

Proof of Residency

When a student’s residency is questioned, or when a student wishes to have his/her residency status reviewed, the following proof will be required:

- A complete domicile affidavit signed by the student must be filed with the Records and Registration Office;
- Submitting evidence of one of the following items will be used in determining a student’s domicile in Arizona:
 - a. Arizona driver’s license
 - b. Arizona income tax return
 - c. Arizona voter registration
- The following items may be submitted as supporting information to the evidence listed above but will not be accepted as primary evidence:
 - a. Source of financial support
 - b. Notarized statement from employer
 - c. Place of high school graduation

d. Bank accounts

Student who is honorably discharged from the armed forces and demonstrated evidence of intent to be a resident of Arizona.

Concurrent Enrollment: Non-resident Tuition

- It is unlawful for any non-resident student to register concurrently in two or more public institutions of higher education in this state, including any university or community college, for a combined student credit hour enrollment of more than six semester hours without payment of non-resident tuition at one of the institutions.
- Any non-resident student desiring to enroll concurrently in two or more public institution of higher education in this state, including any university or community college, for a combined total of more than six semester hours shall pay the non-resident tuition at the institution of his choice in an amount equivalent to non-resident tuition for the combined total semester hours at all institutions in which he/she is currently enrolled.



Western Undergraduate Exchange Program

Students from 16 Western states are eligible to participate in the Western Undergraduate Exchange Program (W.U.E.). The program allows full-time students who are seeking degrees or certificates to pay 150 percent resident tuition, rather than out-of-state tuition. Central Arizona College participates in the program along with other colleges and universities in Arizona, Alaska, California, Colorado, Common Wealth of the Northern Marianas Islands, Hawai‘i, Idaho, Montana, Nevada, New Mexico, North Dakota, Oregon, South Dakota, Utah, Washington and Wyoming.

New Mexico Resident Tuition Waiver Program

Central Arizona College and Western New Mexico University in Silver City have established a tuition waiver agreement, which is subject to renewal. A New Mexico resident who attends Central Arizona College may qualify to be assessed in-state tuition. There are a limited number of waivers available and may only be used for four semesters. Contact the Records Office for an application form or additional information.



Out-of-County Residence Affidavit

An Arizona resident attending classes in Pinal County from Apache, or Greenlee counties must submit a completed Out-of-County Residence Affidavit every semester.

Classification of Students

- **Freshman:** A student with less than 30 semester hours of college credit.
- **Sophomore:** A student who has completed 30 or more hours of college credit.
- **Part-Time Student:** A student enrolled for less than 12 semester hours.
- **Full-Time Student:** A student enrolled for 12 or more semester hours.

Transfer Students

Transfer students are required to supply official transcript(s) from any previous college(s) for the purpose of evaluation of transfer credit(s). The college reserves the right to determine what credit(s) will be granted for courses transferred to the college to satisfy certificate or degree requirements.

Students may use an unofficial transcript only once for registration purposes while waiting for an official transcript to be received.

Transfer of Credits

The Arizona Commission for Postsecondary Education in conjunction with the Arizona Board of Regents developed the Arizona Higher Education Course Equivalency Guide (CEG) (aztransfer.com/) to assist students in transferring courses from one college to another within the state of Arizona.

The CEG equivalency does not mean that the community college course is identical to the university course or vice versa, but that the course is regarded as fulfilling the requirement of the designated university or college course. Prospective transfer students, as well as College advisors may refer to this guide to choose courses appropriate to their major.

Due to changes that occur in the curriculum at the universities each year, students are encouraged to consult with the appropriate transfer institution's academic department for major course requirements before deciding on current class schedules.

Transferring Credits from CAC

To transfer credits, students may request that an official transcript be sent from CAC Records Office. Students must submit a written request to the Records Office including complete name, student ID number, a complete address of where the transcript is to be sent, along with the appropriate official transcript fee for each copy. Transcripts will not be

released if students have any outstanding financial or institutional obligations.

Students can also request official transcripts online at centralaz.edu/Home/Student_Resources/Grades_and_Transcripts.htm.

Online requests will be processed with priority.

Transferring Credits to CAC

Students may request transfer credits to be evaluated by completing the Transcript Evaluation Request form and submitting the form to the Records and Registration Office.

Transfer courses must have been acquired through a regionally accredited college or university.

Appropriate credit will be transferred from other institutions upon receipt of an official transcript. An official transcript must be in a sealed unopened envelope. Courses in which a grade of less than 2.0 was earned will not be accepted. Official transcripts must be submitted to the Records Office for evaluation.

Shared Unique Numbering system (SUN)

SUN courses are primarily AGECE or Common Courses at CAC or the partnering public and tribal community colleges and universities. SUN courses transfer to CAC as a direct equivalent course unless CAC does not offer that course. In the case that CAC does not offer the SUN course, the SUN course will be accepted to fulfill comparable CAC requirements based on the course content and student learning outcomes. See the SUN List at: aztransfer.com/sun/

Catalog Year of Admission

Admitted students should follow the College Catalog graduation requirements in effect at the time of their initial enrollment. Students who enter the college and are continuously enrolled without a break through subsequent fall and spring semesters (summers excluded) are subject to the graduation requirements of the catalog upon their initial entrance or a current year catalog.

Students who enter the college, then miss more than two semesters and return, are subject to the requirements of the catalog based upon the date of their return.

Transfer students' initial enrollment is the date upon which they enter Central Arizona College. Nursing students' catalog year is based upon the year they are accepted into the nursing program.

All students have the option to choose the **current year catalog** for degree or certificate graduation requirements or follow their initial enrollment catalog. Students who complete a degree program and elect to pursue another degree are subject to the degree requirements of the catalog at the time they select the new degree. This catalog is for information only, and shall not



be construed to create any contractual rights. Central Arizona College reserves the right, with or without notice, to change any or all fees, tuition or other charges; or to add, delete or modify any course or program offering, services, requirements for graduation, regulations, or any other information contained herein.

Program Requirements

There are a number of programs at CAC, including the nursing program, that have specific program requirements in order to meet the criteria for their particular accrediting bodies and licensing boards. In the case of these programs, the requirements may differ from the requirements of the college. It is necessary that students meet all program requirements for the individual disciplines according to the policies in place for each specific program.

Placement Testing

Placement tests measure students' current skill levels and enable students to select classes taught at an appropriate level of difficulty. Placement tests are not "passed" or "failed."

Placement tests are required for:

- Students registering in English, mathematics, or reading classes;
- Students registering in courses with an English, mathematics, or reading prerequisite.

Placement testing is offered at multiple Central Arizona College sites. See

centralaz.edu/Home/Student_Resources/Testing/Testing_Centers.htm.

A table listing placement test score ranges and corresponding recommended English, mathematics, and reading courses is available in the Advising Office. Students may need to enroll in developmental courses to help gain the academic skills necessary for success at the college level.

Students who have earned 9 or more academic credit hours from a regionally accredited college or university may be exempt from the reading placement test. The credit hours must be transferable (see Transfer of Credits section in catalog) and earned in courses that require college-level reading and writing activities as part of their core curriculum. Scores on certain placement tests administered at institutions other than CAC are acceptable.

Reading Proficiency Requirement

Demonstrated proficiency in reading is a requirement for all degrees. Reading proficiency can be demonstrated by:

- Earning a grade of "C" or better in RDG 094;
- Achieving a minimum score on a reading placement test;
- Transferring 9 or more academic credit hours from another college or university as described above;

- Earning a grade of "C" or better in 9 credit hours of CAC courses requiring RDG 094 as a prerequisite;
- Achieving a minimum score of 18 on the Reading portion of the ACT or a minimum score of 500 on the Evidence-Based Reading & Writing portion of the SAT (taken March 2016 or later);
- Reading is a prerequisite or co-requisite for many courses and programs. When test scores indicate a reading class is necessary, an academic advisor can help students select additional appropriate courses.

Academic Advising

Students are encouraged to participate actively in their learning experience by meeting regularly with an academic advisor. Advisors, faculty and staff are available to work with students in many capacities; they can help students become acquainted with the college and provide information and referrals. Advising is a developmental process that offers students the opportunity to understand the nature and purpose of higher education and to plan courses and activities that support their career objectives. Advisors offer personal and academic support, refer students to valuable campus resources, and assist students to develop a sense of community and identity with the college.

Academic Advising for New Students

New degree- and certificate-seeking students are encouraged to meet with an academic advisor or faculty advisor prior to registering for the first time. The student and advisor will discuss the student's academic and career goals, review placement test scores, and select a program and courses consistent with the student's interests and level of preparation.

Academic Advising for Returning Students

Continuing students should see an advisor for assistance in developing a Master Academic Plan, a tool that shows which courses have been completed and which ones remain to be taken in order to finish a student's program. For students wishing to transfer to a four-year institution, an advisor can provide information about selecting a particular major and how and when to apply for admission. Students who plan to transfer to one of Arizona's three public universities should consult AZ Transfer online at aztransfer.com/.

Course Numbering System

Most college courses carry three-digit numbers. The course number designates the level of instruction:

<u>Course Number</u>	<u>Level of Instruction</u>
070-079	Special Interest (non-degree)
080-099	Developmental
100-199	First-Year Level
200-299	Second-Year Level



Prerequisites and Corequisites

A prerequisite is a course which must be taken prior to taking another course. For example, if ENG 101 is a prerequisite for ENG 102, then ENG 101 must be taken prior to ENG 102. A prerequisite can also be a minimum score on a placement test.

A corequisite is a course which must be taken at the same time as another course. For example, if MTC 101 is a corequisite for MTC 100, then both MTC 101 and MTC 100 must be taken at the same time. In order to satisfy a prerequisite course, a student must earn a grade of “C” or better in the prerequisite course or complete a competency examination. Dropping a corequisite will result in the student being withdrawn from the course requiring the corequisite. Course prerequisites and corequisites are listed in the course descriptions.

In order to register for a course (other than English, mathematics, or reading) without having satisfied the prerequisite, a student must obtain the approval of the instructor and division chair. Contact information for full-time instructors is available under “Staff Directory” at centralaz.edu. Contact information for part-time instructors may be obtained by calling the Student Services Help Desk at (520) 494-5111 or writing to centralhelpdesk@centralaz.edu.

A list of department names and division chairs is available at centralaz.edu/Documents/AcademicAffairs/DivisionChairsandDeans_82216.pdf. Approvals may be in the form of e-mail messages from the instructor and division chair to the student’s CAC e-mail address.

Instructor Consent

If a course description indicates a prerequisite or corequisite course “or instructor consent” is required, then the instructor may waive the prerequisite or corequisite course and permit a student to register. Permission to register may be in the form of an e-mail message from the instructor to the student’s CAC e-mail address.

Academic Load

College-level classes generally require two to three hours of outside-of-class preparation for each hour spent in class. For example, a three-credit-hour class will usually require 2.5 clock hours of class time and between 5 and 7.5 clock hours of outside-of-class work per week. Students carrying 12 or more credit hours during a spring or fall semester are considered full-time students. During summer sessions, 6 or more credit hours are considered full time. (Note that “full time” is defined differently for purposes of eligibility for financial aid and veterans’ benefits.)

Students may enroll in a maximum of 20 credit hours during a spring or fall semester and a set number of combined hours during summer sessions. Students who wish to enroll in more than the 20 credit maximums must obtain approval from an academic dean.

New Student Orientation

New Student Orientation (NSO) provides new and returning students and their families the opportunity to connect with other students, faculty, and staff, and learn how to access academic resources and while navigating the Central Arizona College experience. Sessions are rolling throughout the academic year and held at each campus at convenient times. New Student Orientation sessions last approximately one hour and forty-five minutes and are required programming for all first-time, degree-seeking students.



Access centralaz.edu/orientation for more information on dates, times and locations.

Arizona Transfer Information

Completion of an associate degree does not necessarily guarantee admission to a particular university’s program of study. Students planning to earn a four-year baccalaureate degree should go to the Arizona Transfer website (aztransfer.com/) for detailed information on the Arizona Transfer Model and options.

The Arizona public and tribal universities and community colleges collaboratively determine transfer articulation policies and procedures to help students easily transfer community college credits to the universities. These “transfer articulation agreements” apply to all Arizona public and tribal community colleges and universities.

In addition, CAC Articulation Agreements with select four-year colleges/universities provide a wide array of opportunities to students graduating with an associate’s degree. Students are strongly encouraged to discuss Transfer/Articulation Agreement Options with their academic advisor during their first year. Some options require students to sign the agreement and follow a prescribed program course sequencing guide. Contact a CAC academic advisor for assistance and to review other special transfer agreement options and scholarship opportunities.

Use the following Arizona Transfer Resources:

Arizona Transfer (AZTransfer): aztransfer.com/

Course Equivalency Guide (CEG):

aztransmac2.asu.edu/cgi-bin/WebObjects/CEG, and the Reverse CEG (university to college transfer) located at the



lower left of the CEG website. Both provide specific course transfer information based on academic year.

Transfer Index of Tools & Policies:

steeringcommittee.aztransfer.com/resources/

AGEC-Web (courses transferable to the three Arizona public universities): aztransfer.com/generaleducation/

Degrees & Pathways: aztransmac2.asu.edu/cgi-bin/WebObjects/ATASS.woa/wa/DegreePathwayAZ

Major Guides: aztransmac2.asu.edu/cgi-bin/WebObjects/ATASS.woa/wa/MajorGuideAZ

Shared Unique Number (SUN) Course Matrix:
aztransfer.com/sun/

Transfer Pathways: aztransfer.com/transferpathways/

Arizona State **Math Competencies** are identified at:
steeringcommittee.aztransfer.com/resources/mathcompetencies.html

To determine **Credit by Examination** equivalencies for Advanced Placement (AP), College Level Examination Program (CLEP), International Baccalaureate Diploma Program (IB) and DANTES/DSST exams, see the **Exam Equivalency Guide (EEG)**:
aztransmac2.asu.edu/cgi-bin/WebObjects/ATASS.woa/wa/EEG

Arizona General Education Curriculum (AGEC)

The AGECEC fulfills lower-division general education requirements for students planning to transfer to an Arizona public university or community college. The AGECEC transfers as a block of at least 35 credits which meet the target institution's general education requirements provided students earn a minimum degree cumulative grade point average (CGPA) of 2.0 on a 4.0 scale.



For assured admission to the Arizona public universities, AGECEC completers are required to earn a minimum GPA of 2.5 in all AGECEC courses and a degree cumulative grade point average (CGPA) of 2.0. For assured admission to the universities, Associate degree completers are required to earn a minimum CGPA of 2.0. Students are strongly encouraged to consult with both a CAC academic advisor and the target university's admissions advisor.

Students may refer to this topic within the **Degrees and Certificate** section for additional information.

Arizona Shared Unique Numbering (SUN) System

Arizona community college students planning to transfer to Arizona State University (ASU), Northern Arizona University (NAU) or the University of Arizona (U of A) may use the SUN System to identify transferrable courses. Because each student has a unique academic plan, students are strongly encouraged to seek academic advising prior to enrollment.

The Shared Unique Number (SUN) course numbering system identifies more than 50 CAC courses that transfer among Arizona's public community colleges and three state public universities.

SUN courses are identified by a three-letter prefix, four-digit course number and a SUN icon . SUN courses are labeled in university and community college catalogs, schedules and websites, making it easy for students to find transferable courses. In the CAC Catalog, students and others will also find the AGECEC  icon next to many SUN courses.

SUN courses are a subset of the multitude of college courses that transfer among Arizona's colleges and universities. CAC accepts all SUN courses and applies them toward meeting CAC program requirements, provided the student earned a grade of "C" or better in each course.

For more information about the Arizona SUN System go to:
aztransfer.com/sun/

Upper Division Course Transfer

Upper division courses from regionally accredited higher education institutions transfer as a CAC lower division course or as an elective, provided the student earned a grade of "C" or better. Students completing a CAC degree may find some of their CAC courses may transfer as 300-level courses to select CAC Transfer/Articulation Agreement institutions. Consult a CAC advisor and the program- or degree-specific Transfer Pathway document on that institution's website to confirm transferability and applicability of CAC coursework. Transfer Pathways are updated annually and Transfer/Articulation Agreements state specific student eligibility requirements, scholarship opportunities and the programs available.

Transfer Agreement Options

The aztransfer.com/ website offers transfer tips and valuable transfer tools for students, advisors, faculty and others. Students are strongly encouraged to consult a CAC academic advisor. Special program agreements with partnering higher education institutions build upon the CAC associate's degree. In addition, some transfer pathways accept 90 or more CAC credits towards a baccalaureate degree program.



AAS to BAS Transfer Model:

The Arizona University System Model

Students who complete an AAS degree at one of Arizona's community colleges have two special program options for transferring to a BAS degree program at one of the Arizona public universities.

The 60+60 Credit Hour Model*

In this model, students transfer an A.A.S. degree as a 60 credit hour block toward fulfilling the requirements for the 120 credit B.A.S. degree. Students then complete 60 credit hours of upper division and specific lower division courses at the university granting the B.A.S. degree.

The 75+45 Credit Hour Model **

In this model, students earn an additional 15 credit hours at CAC of specified General Studies courses beyond the credit hours required for the A.A.S. degree, for a total of 75 transferable credit hours. Students then complete an additional 45 credit hours of specified courses at the university granting the B.A.S. degree.

Students must complete the additional 15 hours of lower division credits by taking general studies courses that meet Arizona General Education Curriculum (AGEC) criteria. Five courses are selected from six (6) areas of study depending upon the nature of the A.A.S. degree. The six areas are:

1. Mathematics/Computer Science
2. Natural Sciences
3. Humanities Fine Arts
4. Social and Behavioral Sciences
5. Literacy
6. Cultural/Global/Historical Awareness

Students must complete a mathematics course equivalent to, or higher than, College Mathematics (MAT141). If the math requirement is met by the program requirements of a specific A.A.S. degree, students may take the additional three hours in any one of the five remaining areas. The following table illustrates the relationship between the A.A.S. category and the possible distribution of the 15 credit hours.

Students are strongly encouraged to meet with an advisor to plan their course of study and to determine how their A.A.S. degree aligns with a specific university program. See Transfer Agreement options for AAS to BAS degree.

A.A.S. to B.A.S. (75+45 Credit Hour Model)

AAS Category	Math	Natural	Humanities /	S / B Sciences	Literacy	Awareness	Total
	Computer Science	Sciences	Fine Arts				
HUM / FA	3	3	0	3	3	3	15
SB Sciences	3	3	3	0	3	3	15
Science / Health	3	0	3	3	3	3	15
Technology	3	3	3	3	3	0	15

Approved by APASC, April 29, 2011

Articulation and Transfer Options for Degree Completers

Albright College

1621 N. 13th St.
Reading, PA 19604
610-921-2381
albright.edu/

Argosy University

2233 West Dunlap Avenue, Phoenix, AZ 85021
302-216-2600/866-216-2777
argosy.edu

Arizona Christian University

2625 E. Cactus Road, Phoenix, AZ 85032
800-247-2697
arizonachristian.edu/

Arizona State University *(see page 14)*

1151 S. Forest Ave., Tempe, AZ 85287
480-965-2100/855-278-5080
transfer.asu.edu/cac

Benedictine University

225 E. Main Street, Mesa, AZ 85201
602-888-5500/866-295-3104
ben.edu/mesa

Chamberlain College of Nursing

2149 W. Dunlap Avenue, Phoenix, AZ 85021
602-331-2720
chamberlain.edu/phoenix

College of St. Scholastica

3550 N. Central Avenue, Suite 1020 Phoenix, AZ 85012
480-602-6241
css.edu/Arizona

Fondazione Marco Polo SRL – Italy

marcopoloinstitute.org/

Frontier Nursing University

195 School Street, Hyden, Kentucky 41749
606-672-2312
frontier.edu/

Grand Canyon University

3300 W. Camelback Road, Phoenix, AZ 85017
602-639-7500
gcu.edu/

Kaplan University

866-527-5268
kaplanuniversity.edu/



Northcentral University

8667 East Hartford Drive, Suite 100
866-776-0331
ncu.edu/community-colleges

Northern Arizona University *(see page 16)*

Signal Peak Campus
8470 N. Overfield Road, Coolidge, AZ 85128
520-421-1394
nau.edu/why2nau

Ottawa University

15950 N. Civic Center Plaza, Surprise, AZ 85374
855-546-1342
ottawa.edu/

Palmer College of Chiropractic

1000 Brady Street, Davenport, IA 52803
800-722-2586
palmer.edu/

Prescott College

220 Grove Avenue, Prescott, AZ 86301
877-350-2100
prescott.edu/

Southern New Hampshire University

University of Arizona *(see page 16)*

University of Arizona-Pinal
8470 N. Overfield Road, M Bldg. Coolidge, AZ 85128
520-840-4878
uas.arizona.edu/

University of Maryland University College

3501 University Blvd. East, Adelphi, MD 20783
800-888-8682
umuc.edu/

University of Phoenix

1625 W. Fountainhead Parkway, Tempe, AZ 85282
888-766-0766
phoenix.edu/

University of the Potomac

1401 H Street, N.W., Suite 100, Washington, DC 20005
888-635-1121
potomac.edu/admissions/transfer-students/

Upper Iowa University

1601 W. Main St., Building 15, Mesa, AZ 85201
480-461-6790
mesa@uiu.edu

Western International University

1601 W. Fountainhead Parkway, Tempe, AZ 85282
602-943-2311/866-984-4636
west.edu/

Arizona State University



U.S. News & World Report named ASU the #1 university in the nation for innovation in 2016 and 2017, ahead of #2 Stanford and #3 MIT.

ASU continues to earn national recognition as a top university for graduate employability, according to the 2016 Global University Employability Survey. ASU now ranks in the top 10 in the nation, ahead of MIT, Columbia and UCLA. Eighty-eight percent of ASU graduates looking for a job get at least one job offer within 90 days of graduating.

ASU is proud to have special partnerships with Central Arizona College. Through these close working relationships, we have created transfer pathways to provide you with a clear plan to achieve both your associate and bachelor's degrees.

Transfer Simplified: These pathways are designed to help you experience a seamless transfer to ASU.

Transfer Admission Guarantee (TAG)

The Transfer Admission Guarantee, or TAG, helps you plan and complete prescribed course work at your community college that meets the lower-division course requirements for your ASU major. When you complete your TAG, you will be on track and prepared for success in earning your bachelor's degree.

To sign up visit transfer.asu.edu/cac. Choose "Sign up for a TAG" and complete the agreement form. Once ASU processes your form, you will have access to your My ASU account and begin receiving communications from ASU. You can outline your path to the major of your choosing by following the instructions provided.

Completing the TAG will make you eligible to receive your associate's degree and ensures that you will be on track to earning your ASU bachelor's degree. The benefits include:

- Guaranteed acceptance to your ASU degree program when all admission requirements are met. Enjoy a cost-effective path ensuring courses transfer and apply to your ASU degree.
- Support from ASU transfer specialists via in-person, phone or web-based appointments for pre-enrollment services
- Access to online tools such as My ASU and the Transfer Credit Guide
- Invitations to special events at ASU.



ASU Nursing Options

Concurrent Enrollment Program:

The ASU-CAC Concurrent Enrollment Program (CEP) pathway is available to select CAC nursing students. These students will be enrolled in the CAC nursing and ASU BSN programs concurrently. This pathway may be completed in five to six terms, including summer sessions. This is an excellent option for students who want an accelerated program which helps them earn their associate's degree and their bachelor's degree in nursing.

RN to BSN Pathway:

This online program is ideal if you are in the process of completing or have completed your Associate of Science degree in nursing and have obtained your RN credential.

- Apply up to 75 specified credit hours from CAC toward the BSN at ASU. A minimum of 45 credit hours beyond this pathway is required to complete the ASU BSN degree.
- Receive guaranteed admission to ASU's RN to BSN program upon completion of pathway requirements.
- Access ASU transfer specialists via in-person, phone or web-based appointments.

To sign up at transfer.asu.edu/cac. Choose "Sign up for a TAG" and complete the agreement form. Once ASU processes your form, you will have access to your My ASU account and begin receiving communications from ASU.

AAS to BAS pathway program

This pathway allows you to earn an Associate of Applied Science degree and transfer to a Bachelor of Applied Science program at ASU. ASU offers a variety of BAS programs, including health sciences, operations management, technology and more. See which BAS programs are aligned with CAC AAS degrees at transfer.asu.edu/aas-bas/central-arizona-college.

Benefits of this program include:

- Guaranteed admission to a specific ASU Bachelor of Applied Science degree program.
- Transfer up to 75 credit hours from CAC toward the completion of the BAS degree at ASU.
- Support from ASU transfer specialists via in-person, phone or web-based appointments.

Contact your ASU transfer specialist at transfer.asu.edu/contact for more information.

ASU@Pinal

Arizona State University and Central Arizona College have established a partnership that will allow you to complete your associate degree at CAC and then pursue your ASU bachelor's degree through classes delivered at CAC's Corporate Center. Students can now earn a Bachelor of Arts in Organizational



Leadership (BA) without leaving Pinal County. More information can be found at transfer.asu.edu/pinal.

ASU Online

Did you know that ASU has more than 60 undergraduate degree programs offered completely online? See what is available online at asuonline.asu.edu/. Our online degree programs are effective, flexible and smart. Unlike a standard online lecture, ASU's online courses are highly interactive and engaging, and ensure the subject matter is fully understood. This structure also facilitates interaction with classmates and highly recognized faculty to encourage learning through collaboration. It was specifically designed to provide access to the vast academic, research and career resources that ASU offers—to anyone, anywhere. Many of our TAG programs with CAC will transfer directly into our online programs.

General Transfer

You can transfer to ASU at any time and earn your bachelor's degree by meeting our transfer admission requirements. Use the Degree Search at asu.edu/degrees to learn more about our 300+ undergraduate programs and career opportunities. To find out which courses will transfer to ASU, use our Transfer Credit Guide at asu.edu/transfercreditguide. Our transfer specialists are also available to help you prepare for transfer to ASU by answering questions about the application process and guiding you to additional ASU resources.

Financial Aid and Scholarships

Named one of the best colleges for the money nationwide and #1 in Arizona by Fox Business, ASU is committed to helping you finance your education. ASU offers a wide range of financial aid opportunities for transfer students, including millions of dollars in awards and scholarships to students who demonstrate academic achievement and have financial need. For more information about financial aid and scholarships, visit students.asu.edu/financialaid.



Northern Arizona University

Flagstaff, Online and Community Campuses



Open doors to new opportunities by earning an undergraduate or graduate degree through Northern Arizona University - locally, online or by attending our campus in Flagstaff. NAU's programs are designed to help you advance in high-demand career fields such as criminal justice, healthcare, education and business. To learn more, visit nau.edu/.

Design your education around your life, making it the most convenient and affordable way to earn your degree. Some advantages of earning your degree through NAU include:

- A full-time admissions counselor, located at the Signal Peak campus, to guide you through the transfer process;
- New Jacks Path tool designed to give you a customizable education plan: jackspath.nau.edu
- Accelerated class formats;
- Low tuition and fees blended with the high quality education provided by Northern Arizona University;
- Personalized Learning – a competency-based program that applies your prior learning and knowledge towards one of our degree programs;
- Transfer programs like our award-winning 2NAU Joint Admissions Program creating a seamless transfer from CAC.

What's CAC2NAU?

NAU has partnered with CAC to provide a guided pathway from your associate's degree at CAC to your bachelor's degree at NAU. You will have the option to take NAU classes locally, attend classes at our Flagstaff campus, or complete classes online. All CAC students are eligible to participate in the 2NAU program, if you have at least one semester of coursework to take at CAC. Visit nau.edu/why2nau.

NAU Learning Opportunities:

- 90/30 programs allow you to transfer up to 90 credit hours from other accredited universities and/or community colleges towards your NAU degree, in any of 8 career areas including Health Sciences, Nursing, Public Administration, Justice Studies and Technology Management.
- Our Concurrent Enrollment Nursing partnership allows students to work towards their AAS in Nursing at CAC while also working towards their BSN from NAU. Students complete the requirements for both in the same semester, enabling them to enter the health care industry more quickly through this affordable and efficient partnership.
- Special and Elementary Education classes are available through NAU, right on the CAC campus. Our unique partnership allows students to become a

special education teacher by earning an associate degree through CAC and a bachelor's degree through NAU's cohort program.

- Flagstaff – come to our beautiful campus in Flagstaff to enjoy a high-quality and affordable education with your choice of over 90 different undergraduate majors. Round out a great education by getting involved in campus clubs; intramural sports; and cultural and theatrical performances. At NAU, we are committed to placing your needs at the center of everything we do. Schedule your tour today at nau.edu/schedule-a-visit/
- Personalized Learning (PL), NAU's competency-based online program, allows you to apply prior learning and knowledge into one of our PL bachelor's degrees through a series of assessments. Work at the pace that best fits your life for a flat tuition rate of \$2,500 per 6-months. Take as many or as few classes online as you choose- you set the pace! For additional information, visit pl.nau.edu/.
- AAS to BAS degrees allow CAC students to transfer up to 75 credit hours to NAU, where you can complete the remaining 45 credit hours through NAU to earn your BAS degree.

Contact Us

Our NAU Admissions Counselor at CAC will help you determine the best option for you.

Stop by the CAC Signal Peak campus in the Advising office (M-115), Monday-Thursday from 7am-6pm, or call us at 520-421-1394



University of Arizona

The University of Arizona provides Transfer Pathways for a variety of Bachelor's degree program options for students completing a CAC Associate's degree. Details for transfer pathway agreements are located at admissions.arizona.edu/how-to-apply/transfer

Benefits to CAC Students/Employees and Family Members:

- Cost-effective pathway;



- Transfer course applicability;
- Access to UA transfer advisors;
- Affordable, accessible degree programs offered in Pinal County;
- Degree pathways from Associate of Science, Arts, and Applied Science degrees;
- UA Pinal Coordinator on-site at the CAC Signal Peak Campus to assist you with the transfer process uas.arizona.edu/.

Eligibility Requirements:

- Completion of AGEC;
- C or better in each transferrable course
- Specific majors will have minimum GPA requirements for admission; see transfer credit guide for more information: registrar.arizona.edu/academics/transfer-credit-guide
- UA Pinal Coordinator on-site at the CAC Signal Peak Campus to assist you with the transfer process uas.arizona.edu/.

Terms of Agreement:

- Cumulative GPA and minimum grade for transfer courses: C (2.0) or better;
- Tuition: bursar.arizona.edu/students/fees. Students completing branch campus programs through UA Pinal are eligible for the UA South tuition rate;
- Fees: bursar.arizona.edu/students/fees;
- Deadlines: admissions.arizona.edu/transfer/dates-deadlines;
- Resident Transfer Application Fee: \$50;
- Credit by Exam Options: Credit is awarded for certain AP, IB, and CLEP examinations: catalog.arizona.edu/policy/proficiencycompetency-and-exemption-examinations-special-examination-credit-or-grade;
- Military Credit: catalog.arizona.edu/policy/credit-us-military-service-and-training;
- Credit life limitations, if any: Applicability of transfer credit is determined with an academic advisor;
- Scholarships available: financialaid.arizona.edu/.

Enrollment information:

- Transfer to UA main campus in Tucson: admissions.arizona.edu/transfer/steps-to-apply;
- Transfer to UA Pinal: uas.arizona.edu/admissions.



Programs/Special Programs/Cohorts:

A variety of transfer pathways are available for Bachelor's degree programs at the UA and through the branch campus, UA South: admissions.arizona.edu/how-to-apply/transfer/pathways-to-ua

Students completing AAS degrees at CAC have the option of transferring to a Bachelor of Applied Science (BAS) program through UA Pinal, including majors in Administration of Justice, Early Childhood Education, Human Services, Informatics, Intelligence Studies, Network Administration, and Organizational Leadership. The BAS is designed for students with work experience and/or an AAS to meet industry demands, utilize real-world situations and allow students to use practical knowledge and to advance in their career.

AAS to BAS pathway program

Associate of Applied Science degrees allow CAC students to transfer up to 75 credit hours and complete a Bachelor of Applied Science program through UA.

Prospective transfer students are encouraged to visit: admissions.arizona.edu/how-to-apply/transfer

AZ Transfer Course Equivalency Guide:

aztransmac2.asu.edu/cgi-bin/WebObjects/CEG

Advising Information/Contact:

- UA Pinal Coordinator available for assistance at the CAC Signal Peak Campus Advising Center: 520-840-4878 advising.arizona.edu/
- UA Advising Resource Center sasteam@u.arizona.edu

Registration Information

Registration is regarded as a commitment by the student to comply with all regulations of the College. Students may register either in-person or via online services.

Any previous debt owed to the college must be cleared by the Business Office before students can register for classes. Photo identification is required for all transactions.



Tuition and fees must be paid in full at the time of registration: centralaz.edu/Home/Admissions/Paying_for_College.htm (also see **page 250**)

Failure to make payment arrangements may result in the loss of registration. Purge dates (withdrawal for non-payment) for each academic term can be found on CAC's website at centralaz.edu/feedelete.

Please note: If you are unable to pay the required tuition, there are other financial options such as a payment plan and/or financial aid.

Proposition 300 and the Arizona Revised Statutes require that all students must show proof of their citizenship, including employees, taking courses. Students only need to provide citizenship proof once, not every time they register. The primary document that is being requested are a copy of one of the following: a driver's license, a birth certificate, or a passport.

On Time Registration (OTR)

Students will only be permitted to enroll in a class that has not already met. The last day to enroll in an online class is the official start date for that class.

Online Registration

New and continuing students may register via the Internet at centralaz.edu by accessing online student services. Most CAC courses have prerequisites. A prerequisite is a course or minimum placement score that you must have successfully completed before you can register in a higher-level course.

Dropping or Adding a Class

Changes may be made to a current students' schedule before or during the first week of classes for semester-length classes. Please see refund information on the next page.

Adding Classes

Current students may add classes via the web or by filling out a Drop/Add form and submitting the form to the Records and Registration Office for processing prior to the semester start. During the official Drop/Add period, current students may add classes prior to the first class meeting.

Dropping Classes

During the first week of the semester, students may drop a class that they no longer want to attend via the web or by completing a Drop/Add form and submitting it to the Records and Registration Office for processing. When the transaction is processed, there will be no record of the class on the college transcript. It is the student's responsibility to drop the class if they no longer want to attend. Please see the tuition and fee schedule for the appropriate tuition refund.

No Show During Drop/Add Period

Students must make contact with their instructor during the first week of the semester. If contact is not made between the student and the instructor, all instructors are required to withdraw those students from class. To ensure CAC is in compliance with federal regulations the Financial Aid Office must check to see if it is necessary to recalculate the student's eligibility for federal student aid based on a revised enrollment status and cost of attendance.

Withdrawing from Classes/College

Students can request an official withdrawal during the first two-thirds of the class based on the beginning and end date as listed in the schedule of classes. During this period a student may withdraw regardless of reason and must initiate and complete the withdrawal request through the registration office. Instructor permission is not needed. During the final one-third of the course, if there are extenuating circumstances, a student can request an official withdrawal. The approval of both the instructor, division chair, or program director, and Dean will be required.

Withdrawal Timeline:

Length of Class	Must Withdraw by Thursday of:
5 Week Course	3 rd Week
8 Week Course	5 th Week
10 Week Course	6 th Week
16 Week Course	10 th Week
Classes less than 5 weeks	Prior to the first day of class

Administrative Withdrawal

The college reserves the right to withdraw students from classes at any time during the semester.

Auditing

Students may register to audit classes by indicating on the registration form that the course is to be audited. Auditing students register and pay tuition and fees in the same manner as students registering in courses for credit. No changes in student status from credit to audit or vice versa will be permitted after the initial registration.

Repetition of Courses

Students may repeat courses in order to improve their grades or to update their knowledge of the course material. Unless the course is identified in the College Catalog course description as being repeatable for credit, (such as some physical education, music, or other activity courses) the course only may be counted once for graduation.

When other courses are repeated, or when a repeatable course is taken beyond the number of allowable repeats, credits for those courses will not be applied toward degree or certificate requirements and may not be funded through financial aid. All grades earned will be posted to students' transcripts, however,



only the highest grade will be calculated in the grade point average. If the student earns the same grade when repeating the course only the most current grade will be included in the grade point average. Students should review academic transcripts for including/excluding of repeated courses.

Academic Calendar

The college operates on a semester calendar with two 16-week semesters beginning in August and January and a shorter summer session beginning in May.

Tuition Refunds

Regular semester-length classes: 100% of tuition fees will be refunded for a regular semester-length class if the official withdrawal is made prior to the “Last Day of Semester Registration”. 90% of the tuition fees will be refunded for a regular semester-length class if the official drop is made within the official Drop/Add period (please refer to the academic calendar for specific dates). There are no refunds for classes dropped after the official Drop/Add period ends.

Short-term classes: Any student officially withdrawing before the first day of class will be entitled to a 100% refund. There are no refunds for short-term classes dropped after the first day of class.

Students withdrawing during the official withdrawal period for medical reasons or any extenuating circumstance can submit a Tuition Appeal accompanied by adequate supporting documentation to the Registrar. Students withdrawing after the official withdrawal period may do so by requesting the withdrawal and providing supporting documentation to the instructor and division chair. All refunds and deposits that may be due to a student will be first applied to any outstanding debts owed the college. When the college is responsible for a class cancellation, the Business Office will issue any refund due to students within 10 days.

Financial Aid

Financial Aid and Scholarships

Central Arizona College offers a variety of financial aid and scholarship programs to assist students in meeting their educational financial obligations.

The following is a description of the federal financial aid programs and the institutional programs provided by CAC.

Federal Financial Aid Programs

The federal government places the primary responsibility of educational costs on the student and the student’s family. The student and the student’s family are expected to contribute financially toward the student’s cost of attendance. The Expected Family Contribution (EFC) is based on the family’s

income and assets. It is not uncommon for the EFC to be zero. Costs in excess of the expected contribution are considered financial need.

The federal government offers grants, student employment, and loan programs to assist students in meeting their financial need. Generally, grant programs are offered only to students with a very low Expected Family Contribution (EFC). Student employment and loans are available to all students who have need. Some loan programs are not need-based.

Central Arizona College presently offers the following federal financial aid programs:

Title IV Programs

Grants

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant

Work-study

- Federal Work-study (also known as student employment)

Loans

- Federal Direct Stafford Student Loan
- Federal Direct PLUS Loan (Parent Loan for Undergraduate Dependent Students)

State Programs

- Leveraging Educational Assistance Partnership

Student Eligibility for Federal Financial Aid Programs

To be eligible for federal financial aid, the student must:

- Be a degree seeking student in an Associate degree program or an eligible certificate program.
- Have financial need, except for some loan programs.
- Have a high school diploma, General Education Development (GED) Certificate, or have completed a secondary school education in a home school setting as defined under State law.
- Be admitted to the college as a “regular” student (see admission information).
- Be a U.S. citizen or eligible non-citizen.
- Have a valid social security number.
- Make and maintain satisfactory academic progress for financial aid purposes;
- Be enrolled in courses required for student’s declared degree or certificate program;
- Sign a statement of educational purpose and a certificate statement on overpayment and default (on the Free Application for Federal Student Aid-FAFSA).
- Register with the Selective Service, if applicable.
- Not be in default on a federal student loan or not owe a repayment or overpayment to a federal grant program;



- Not have been convicted for sale or possession of illegal drugs while receiving Title IV Funds.
- Developmental education courses may effect financial aid eligibility.

How to Apply for Federal Financial Aid

The first step in applying for federal financial aid is to complete the Free Application for Federal Student Aid (FAFSA); CAC's Title IV school code is 007283. Students who applied in the previous year should be able to complete a renewal/partially pre-filled application. Application must be complete and accurate. Incomplete or incorrect information will delay application processing. Students must apply each academic year.

Satisfactory Academic Progress for Federal Financial Aid Recipients

In accordance with federal regulations, CAC must develop and apply a consistent and reasonable standard of academic progress. The satisfactory academic progress policy is established to carry out the statutory requirement that a student must be making satisfactory progress to be eligible for funding under the Federal Student Financial Assistance (SFA) programs.

Standards of Satisfactory Academic Progress

At the end of each semester, the academic records of all federal aid recipients are reviewed for cumulative GPA, credit hours completed per semester and total hours/semesters completed.

Qualitative Measure

- Students must maintain at least a 2.0 cumulative grade point average (GPA).

Quantitative Measure

- Maximum Time Frame

Attempted credit hours may not exceed 150 percent of the published program of study (major). All credit hours attempted are considered when determining financial aid eligibility, whether or not financial aid was received. Hours for repeated courses are always counted in the 150% rule. Regardless of where the hours were attempted, Central Arizona College's Satisfactory Academic Progress policy will apply.

Students lose eligibility for future awards after the semester in which they exceed the maximum hours. To determine the maximum allowable hours for a specific program of study (major), refer to the degrees and certificates section of the College Catalog, note the total hours required for the program and multiply the figure by 1.5.

Incremental Assessment

Earned credit hours must be at least 67 percent of attempted credit hours each academic year or semester, as applicable, to be considered satisfactory.

Definition and/or Treatment of Terms

Incomplete Courses

Incomplete courses will increase attempted credit hours but not earned credit hours. There is no impact on cumulative grade point average (GPA). An incomplete may affect the student's Satisfactory Academic Progress status.

Course Withdrawal

Courses with grades of W will increase attempted credit hours but not earned credit hours and may affect the student's Satisfactory Academic Progress status.

Repeat Courses

The credit hours earned for a repeated course may only be counted once and will be considered accordingly in maximum time frame and incremental requirements. The grade for the repeated courses counted will have an effect on cumulative and semester GPA.

Change of Program of Study- Degree or Certificate

A student may be considered not making satisfactory academic progress when a change in a program of study is made prior to completion of that program.

Complete Withdrawal

A student is considered not making satisfactory academic progress when the student completely withdraws from school, whether official or unofficial.

Appealing a Decision

If a determination is made that a student is not making satisfactory academic progress, a student may appeal that decision based on mitigating circumstances. Procedures and forms for the appeal process and the reinstatement of federal financial aid are available online at centralaz.edu/finaid or by contacting the Financial Aid Office.

Payment of Financial Aid

A student's financial aid payment is based on the number of credits in which the student is enrolled that apply toward his or her declared degree or certificate program.

Financial aid awards may be adjusted based on the student's enrollment status as determined after the Drop/Add period, or in the case of late awards, at the time the award is approved.

Each student must be meeting all of the eligibility requirements at the time payment is issued.

Financial aid will not be disbursed until after the Drop/Add period. Students must be enrolled in courses required for the declared degree or certificate.



Return of Title IV Funds

If a student withdraws completely, Central Arizona College is required to follow specific guidelines as directed by the U.S. Department of Education. The guidelines are used to calculate the amount of federal aid that will be returned to the various financial aid programs.

When a student withdraws, any loan a student received will enter the grace period (as provided by the terms of that loan) and Central Arizona College will notify the lender(s) of the current enrollment status through the National Student Clearinghouse.

It is important to understand that the institutional tuition/fee refund schedule is different than the calculation for returning federal student aid funds to the federal government. Each one is a separate calculation and they do not directly complement each other.

Contact the Financial Aid Office for details on CAC's refund schedule and how the return of federal student aid is calculated.

Institutional Scholarship Programs

Central Arizona College offers a variety of scholarship programs to recognize students for their academic performance as well as for participation in athletics and other activities. A student may receive one or more of the following types of scholarships, not to exceed the cost of in-state tuition, registration and fees. To receive a scholarship, the student must meet the following conditions:

- Must complete the Free Application for Federal Student Aid (FAFSA)
- Must be pursuing a degree or certificate

New students are first priority. All scholarships must be coordinated with federal financial aid, and the total of all awards may not exceed the student's need as determined by the Financial Aid Office. All scholarships have minimum academic progress requirements. Students may not appeal these requirements.

The Financial Aid Office has information and applications for institutional scholarship programs as well as other non-institutional programs. Interested students should visit the Financial Aid website at centralaz.edu/finaid for scholarship details and application process.

Financial Aid Contact Information:

Central Arizona College
Financial Aid Office, M Bldg.
8470 N. Overfield Road
Coolidge, AZ 85128
Fax: 520-494-5091

Aravaipa Campus
520-357-2816

Maricopa Campus
520-494-6429

San Tan Campus
480-677-7830

Signal Peak Campus
520-494-5425

Superstition Mountain Campus
480-677-7708

E-Mail
finaid@centralaz.edu

More Information on Federal Financial Aid Programs:

Federal Student Aid Information Center
1-800-4-FED-AID (1-800-433-3243)
TDD Number 1-800-730-8913

Information on the World Wide Web

For more information on federal financial aid programs:

- centralaz.edu/finaid - Central Arizona College
- fafsa.gov/ - FAFSA on the Web
- ed.gov/ - Department of Education
- finaid.org/ - The Financial Aid Information Page
- studentaid.ed.gov/ - Federal Student Aid for students
- nslds.ed.gov/ - National Student Loan Database System
- studentloans.gov - Federal Student Loan Information

Veterans Educational Benefits

Central Arizona College (CAC) is approved by the Department of Veteran Affairs (DVA) for Veteran Educational Benefits. Eligible veterans, survivors, and dependents seeking to use their educational benefit at CAC need to work with CAC veteran services office.

Eligibility of the student and the program is determined by the DVA. Most programs are approved by the DVA, however there may be some exceptions. For additional information regarding required documentation and approved educational programs,



including non-approved, please visit centralaz.edu/va. [The Enrollment Steps guide](#) outlines the necessary steps that all veterans and dependents must complete to use educational benefits at CAC.

The DVA requires that prior education and training be evaluated by the institution for transferability by submitting official transcripts, this includes both institution and military. Veteran educational benefits may be denied or delayed without submission of transcripts to the Records Office. All students receiving veteran educational benefits are required to meet with an academic advisor every semester to ensure all information is accurate. Transcripts will be evaluated and credit will be granted, as appropriate.

It is the responsibility of the student to submit necessary paperwork to the CAC Veteran Services' office for processing and submission to DVA. Any and all changes, including but not limited to, enrollment status, program of study, must be reported to the Veterans Office as they affect eligibility status.

It is the responsibility of the student using veteran education benefits to ensure they are classified under the correct residency status before the start of the semester. Please see Residency Guidelines for additional information regarding residency requirements.

For additional information, please contact the Veteran Services' office at (520) 494-5517, or centralaz.edu/va.

Central Arizona College Foundation Scholarships

The Central Arizona College Foundation serves and supports the college as a two-year institution of higher education with the primary role of providing student scholarships. The Foundation receives donations from individuals, organizations, corporations and foundations to fund these scholarships.

The purpose of Central Arizona College Foundation Scholarships is to assist students enrolled at Central Arizona College in achieving their educational goals.

To receive a Central Arizona College Foundation Scholarship, the student must meet the following minimum qualifications:

- Complete the Free Application for Federal Student Aid (FAFSA);
- Pursue a degree or certificate;
- Coordinate with federal financial aid. The total of all awards may not exceed the student's need as determined by the Financial Aid Office;
- Enroll in a minimum of 6 credits per semester;
- Earn and maintain a 2.5 cumulative grade point average;
- Meet all other specific criteria as identified by each foundation scholarship.

Interested students should visit the financial aid website at centralaz.edu/finaid for scholarship details and application process.

STUDENT RECORDS

Student records are maintained in the Records Office.

Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act of 1974 (FERPA) protects the privacy of educational records and gives students the right to review their educational records. In compliance with the Act, Central Arizona College has established policies and procedures for the review and correction of inaccurate or misleading information. Copies of the policies and procedures are available in the Records Office. Questions regarding the Act may be addressed to the Registrar.

Central Arizona College does not release any personally identifiable information about any student to a third party without the student's written consent. Directory or "public" information may be released at the college's discretion. Directory information includes name, address, dates of attendance, program of study, classification (freshman or sophomore), status (full- or part-time), and participation in officially recognized activities and sports, degrees, awards received, and previous institutions attended by the student.

Currently enrolled students may withhold disclosures of directory information by submitting a written request to the Registrar. Such requests must be renewed on a yearly basis.

Effective March 19, 1997, colleges are required to provide directory information to the Department of Defense. Students may request in writing to withhold the release of this information. Requests should be sent to the Office of the Registrar, 8470 North Overfield Road, Coolidge, AZ 85128.

Students' Right to Know

In compliance with federal regulations, Central Arizona College must report the graduation rate for all students, as well as graduation rates for those students who receive athletically-related financial aid by the sport they play. Copies of this information may be obtained in the Records Office or may be viewed on CAC's website at centralaz.edu/srtk.

Application for Graduation

Students applying for graduation must file an Application for Graduation with the Records office. Please see the official Academic Calendar for application deadlines. Any application received after said deadline will be considered for the following cycle. Graduation cycles are May, August and December of each year.



To ensure that students satisfy their graduation requirements, it is recommended that students file their application at least two semesters prior to the start of their final semester.

CAC charges a processing fee at the time of application. This processing fee includes the student's official diploma and/or certificate, as well as a complimentary official transcript. Please see the Tuition and Fee schedule for appropriate processing fee.

Students may request a duplicate diploma and/or certificate for a duplication charge. The diploma and/or certificate will be stamped 'Duplicate'. Please see Tuition & Fee schedule for appropriate fee.

Catalog Under Which a Student Graduates

Students maintaining continuous enrollment at any public Arizona community college or university may graduate according to the requirements of the catalog in effect at the time of initial enrollment or according to the requirements of any single catalog in effect during subsequent terms of continuous enrollment. Students may maintain continuous enrollment whether attending a single public community college or university in Arizona or transferring among public institutions in Arizona while pursuing their degrees.

- A semester in which a student earns course credit will be counted toward continuous enrollment. Non-credit courses, audited courses, failed courses, or courses from which the student withdraws do not count toward the determination of continuous enrollment for catalog purposes.
- Students who do not meet the minimum enrollment standard stipulated above during three consecutive semesters (fall/spring), and the intervening summer term at any public Arizona community college or university, are no longer considered continuously enrolled. They must meet requirements of the public Arizona community college or university catalog in effect at the time they are readmitted or of any single catalog in effect during subsequent terms of continuous enrollment after readmission.
- Students are not obligated to enroll and earn course credit during summer terms but summer enrollment may be used to maintain continuous enrollment status.
- Students admitted or readmitted to a public Arizona community college or university during a summer term must follow the requirements of the catalog in effect the following fall semester or of any single catalog in effect during subsequent terms of continuous enrollment.
- Students transferring between Arizona public higher education institutions must meet the admission requirements, residency requirements, and all curricular and academic requirements of the degree-granting institution.

Conferring a Second Degree

Students who complete an Associate in Arts, Associate in Applied Science, Associate in Business, Associate in Science, or Associate in General Studies degree program at Central Arizona College may earn a second degree. Students who wish to obtain an additional degree must meet the following criteria:

- Students must have **completed** the requirements for an associate degree.
- Students must meet all the requirements of the second degree as outlined in the catalog in effect at the time of initial enrollment in the second degree program.
- Students must complete a minimum of 16 credits at Central Arizona College, beyond those previously used in the awarding of the first degree.
- Credits applied to the second degree must be completed with grades of "C" or better.
- Student must apply through the normal graduation application process.
- The Associate of General Studies will not be awarded as a second degree.

University Department Time Limit for Coursework

In areas of study in which the subject matter changes rapidly, material in courses taken long before graduation may become obsolete or irrelevant. Coursework that is more than eight years old is applicable to completion of degree requirements at the discretion of the student's major department at the university to which they transfer.

Departments may accept such coursework, reject it, or request that the student revalidate its substance. The eight-year limit on coursework applies except when program accreditation agencies limit the life of coursework to less than eight years.

Departments also may require students to satisfy current major requirements rather than major requirements in earlier catalogs when completing earlier requirements is no longer possible or educationally sound.

Credit by Examination

Students currently or previously enrolled at Central Arizona College may earn a maximum of 30 credit hours through credit by examination. Students cannot receive credit by examination for a course that is equivalent to - or a lower level than - a course in which they are currently enrolled or have previously completed.

Credit by examination is offered on the principle that students may have previously acquired college level learning in certain areas and that this knowledge may be demonstrated through an examination of course competencies. Instructors are not responsible for helping students develop this knowledge in order to prepare for an examination.



Should a student transfer to another institution, credits earned through credit by examination may be treated differently by that institution. Please refer to the AZ Transfer Examination Equivalency Guide (EEG) for credit by exam scores accepted by CAC and their CAC course equivalencies:

aztransmac2.asu.edu/cgi-bin/WebObjects/ATASS.woa/wa/examquery

Central Arizona College examinations for credit

With approval, students have the opportunity to earn credit by successfully completing an examination at the beginning of the semester. This option is not available for all courses. Check with the course instructor and division chair as to the availability of credit by exam.

Advanced Placement from High School

These examinations are administered in various high schools and are designed to test competence in specific subject areas at the lower division college level. High school seniors may request the opportunity to participate in advanced placement examinations through their high school counselor's office. Credit may be earned for successfully completed exams. It is the student's responsibility to submit an official score report.

College Level Examination Program (CLEP)

CLEP examinations are nationally developed and administered. The examinations provide an opportunity for students to demonstrate college level learning in a variety of subjects. CAC offers general and subject CLEP examinations. CAC will award credit for successfully completed exams upon the receipt of an official score report.

Subject/General CLEP Examinations

These exams cover material typical of college level courses. A listing of available on the CLEP website:
clep.collegeboard.org/.

Credit by Evaluation

CAC does not generally evaluate or award credits for non-collegiate training or experience. The exceptions-listed below are treated as articulated credit and may be treated differently by another institution should the student transfer.

Military Experience: Credit will be awarded for military experience and training if it has been evaluated by the American Council on Education and published in either the *Guide to the Evaluation of Educational Experiences in the Armed Services* or an individual's transcript from either the Community College of the Air Force or on the Army/AARTS transcript.

COTA: Students completing the Correctional Officers Training Academy may be awarded up to 21 credits toward their A.A.S.

*Prior credit

ACADEMIC STANDARDS

Plagiarism

Central Arizona College recognizes the seriousness of plagiarism as an ethical issue. Blatant plagiarism results from dishonesty and/or infringement upon the rights of published authors. The first type of blatant plagiarism is turning in writing that is falsely represented as one's own, including (but not limited to) a roommate or spouse's writing, essays bought from the Internet, and passages copied from a research source such as a book, magazine, or website. Allowing another student to copy one's work is a second type of blatant plagiarism. Students also are expected to avoid subtle plagiarism, which includes (1) turning in writing that uses paraphrased information from a source but fails to credit the source and (2) allowing someone else to make significant revision or editing changes to a student's own writing. Penalties for plagiarism, according to Violations of Code of Conduct, can be severe, including failure of an assignment and failure of a course at discretion of instructor. The underlying message of the Central Arizona College plagiarism policy is that instructors are committed to encouraging writers to develop the confidence to express themselves in their own unique ways.

ATTENDANCE

Absence Policy

No Show Reporting During Drop/Add Period

Students must make contact with their instructor during the first week of the semester. If contact is not made between the student and the instructor, the instructor is required to withdraw the student from class. This ensures CAC is in compliance with federal regulations as the Financial Aid Office must recalculate student eligibility for federal student aid based on a revised enrollment status and Cost of Attendance.

Excused Absences

Absences from class due to authorized participation in College sponsored activities will be considered as excused absences. Absences due to student or family member illness, death of family member, or other extenuating circumstances will be considered for excused absences. There will be no institutionally sanctioned penalty associated with excused absences. Designation of excused absences will be made by the Academic Dean.

The faculty or staff sponsoring an activity requiring students' absence shall provide a written list of students to all faculty at least one (1) week prior to the absence. One list may be distributed to cover absences during an entire semester.

Unexcused Absences

Absences other than excused will be considered unexcused absences. Instructors may recommend to the Division Chair the administrative withdrawal of a student from class for excessive



unexcused absences, and no refunds will be authorized. At the time of such recommendation, it is the responsibility of the student to request the withdrawal with the registration office. Students may appeal withdrawals to the Academic Dean.

Make-Up Assignments and Exams

The student is responsible to make up any assignments or exams missed because of an excused absence. Arrangements for make-up assignments or exams must be made with the individual instructor prior to the absence. At the discretion of the instructor, a student may be denied the opportunity to make up assignments or exams missed because of an unexcused absence. Make-up assignments or exams for unexcused absences shall not be punitive in nature.

Punctuality

Students are expected to be prompt in attending each of their classes. Instructors are authorized to take appropriate actions, including recommending administrative withdrawal of a student from class because of excessive student tardiness.



Exception to Policy

An instructor wishing to employ a teaching strategy (such as contract learning) in which the attendance records required above are inappropriate, may propose to the Academic Dean a system which deviates from the above guidelines. If the Dean ascertains that the proposed system adequately monitors student activity and progress, or is in compliance with certain professional licensing and/or certification regulations, it may be implemented.

Non-Credit Classes

Attendance requirements in non-credit classes may be established by the instructor. These requirements will not be more stringent than those adopted for credit granting classes.

Attendance Requirements

Central Arizona College students are expected to attend all class meetings.

Courses may be recorded. It is a student's responsibility to notify the course instructor if they do not wish to be recorded.

Grading

Grading Information

Grades are designed to reflect content mastery and the student's performance in meeting the course objectives.

- A - Excellent Work (4 points)
- B - Good Work (3 points)
- C - Average Work (2 points)
- D - Below Average Work (1 point)
- F - Failing Work (0 points)
- WF - Withdrawal While Failing (0 points)
- I - Incomplete
- W - Withdrew
- AU - Audit
- CR - Credit (see explanation below)
- NC - No Credit (see explanation below)
- S - Satisfactory (see explanation below)
- U - Unsatisfactory (see explanation below)

Withdrawal While Failing (WF) Grade

Students who unofficially withdraw from a class after the official withdrawal deadline, by non-attendance, will be assigned a grade of Withdrawal while Failing (WF) by the instructor with a last date of attendance (LDA). The grade of WF is recorded and calculated in the GPA as 0 points.

Incomplete (I) Grade

Students who, because of circumstances beyond their control, cannot complete a course in the time allotted, may be given an extension and temporary grade of Incomplete (I) by the instructor. When electing an Incomplete Grade, the student is forfeiting the option of a withdrawal from the class.

If a grade of Incomplete is given, the instructor shall state in writing on an Incomplete Grade Contract form, the activities necessary to complete the course. The contract will include the time period (not to exceed seven months) allowed for completion of the course, and the letter grade which the incomplete grade will automatically revert if the work is not completed. The contract will be signed by both the instructor and the student. Each will receive a copy. A copy of this contract must be submitted with the final grade roster for that course.

The *Incomplete Grade Contract* must be completed no later than seven months after the end of the term in which the incomplete grade was given. Students should not re-register for the course to complete the contract.

Audit (AU) Grade

Students may register for audit at the time of registration. Auditing students register and pay tuition and fees. No changes from audit to credit (or from credit to audit) are permitted after the class has begun. Students do not receive credit in courses for which they enroll as audit. Audit (AU) grades do not count in the grade point average calculation.



Credit/No Credit

Students receive a credit (CR) or no credit (NC) grade for self-interest courses numbered between 70-79. Credit (CR) signifies successful completion of the course, but the credit hours do not count toward completion of any degree or certificate listed in this catalog, nor does the grade count in the grade point average calculation. A grade of NC does not count in GPA calculation.

Satisfactory/Unsatisfactory

Satisfactory (S) indicates the student has a “C” or better work in class. The grade is not computed in the GPA.

Unsatisfactory (U) indicates the student has earned a “D” grade or failed the class. The grade is not computed in the GPA.

If a course description in the College Catalog indicates a course may be taken for a satisfactory/unsatisfactory grade, the student may elect the satisfactory/unsatisfactory option. This must be done in writing in the Records and Registration Office no later than the deadline to add classes as published in the appropriate schedule of classes. The deadline to add classes also is the deadline to change from a satisfactory/unsatisfactory to regular A-F grading or audit status.

Students electing the satisfactory/unsatisfactory option should be aware that:

- Once awarded, the satisfactory or unsatisfactory grade may not be changed to a letter grade.
- The satisfactory grade is equivalent to a grade of “C” or better; however, neither the satisfactory nor the unsatisfactory grade is calculated in the GPA.
- The satisfactory grade may carry credit toward graduation or toward meeting professional requirements. A maximum of 12 credit hours of S grades may be applied toward a degree, and a maximum of 25 percent toward a certificate.
- The satisfactory grade shows on the transcripts as credit hours earned for the semester and will be used toward meeting the credit hours required of a full-time student and toward determining financial aid eligibility.
- The unsatisfactory grade shows on the transcript but not as credits earned for the semester; therefore, the unsatisfactory grade does not count toward meeting the hours required of a full-time student or toward determining financial aid eligibility.
- Courses taken for satisfactory/unsatisfactory credit for which a grade of satisfactory is earned will satisfy prerequisites and co-requisites; a grade of unsatisfactory does not fulfill prerequisites and co-requisites.
- It is the student’s responsibility to verify the transferability of satisfactory grades. Students are cautioned that satisfactory grades may not be accepted for transfer credit to other post-secondary institutions; some may translate the unsatisfactory grade as failing.

Calculation of Grade Point Averages

Grade point averages will be calculated for each student at the conclusion of each term. When a course is repeated, the highest grade will be included in the GPA.

Computing Your G.P.A. Worksheet

Use the following formula to compute your grade point average:

Grade points divided by the number of hours equals the grade point average. Grade points can be determined by multiplying the credit hours for a course by the grade as follows:

A = 4 points, B = 3 points, C = 2 points, D = 1 point and F = 0 points, WF = 0 points

Note: W does not compute into GPA.

The Formula:

1. Number of Hours for Each Class	Number of Points for Each Class	Total by Class
_____ x	_____ =	_____
_____ x	_____ =	_____
_____ x	_____ =	_____
_____ x	_____ =	_____
_____ x	_____ =	_____
2. Total Number of Hours		3. Total Points
4: _____ ÷ _____ = _____	(Total Points)	(Total Number of Hours) GPA

Grade Change/Appeal

Grade changes are not allowed except in the case of faculty error in reporting the grade. Such changes must be initiated by the end of the eighth (8th) week of the first semester following the semester in which the grade was assigned (Policy 583). If after first speaking with the instructor the student wishes to continue with a grade appeal, then the student may submit a request through the concern form:

cm.maxient.com/reportingform.php?CentralAZCollege&layout_id=2

Select grade appeal as the nature of the report and selecting Academic Concern in the description. A detailed reason why the student is requesting the appeal and well as steps taken up to the point of submission is required.

Please be aware that providing false information to a College Official is a violation of the Student Code of Conduct. A Student who is suspected of this will be adjudicated through the student conduct process as per the Student Handbook.

Academic Progress

Academic progress is a system of monitoring students to achieve an educational objective. Academic probation is a process to:



- Identify and alert students who are experiencing difficulty in making satisfactory progress in their coursework.
- Help students reassess their objectives and to consider methods necessary to achieve educational success.

Academic Probation

Students who have accumulated 12 or more semester credit hours and have a cumulative GPA of less than 2.0 will be placed on academic probation. Academic probation students whose following *semester* grade point average is 2.0 or above, but *cumulative* grade point average remains below 2.0, will remain on academic probation. Students placed on academic probation status must comply with the recommendations outlined in the Academic Probation Agreement Plan designed in collaboration with a professional academic advisor.

Students placed on academic probation will be notified via student email of their standing. It is the responsibility of the student to ensure the institution has updated contact information on file.

Academic Suspension

Students on academic probation status will be suspended from the college when the semester or cumulative GPA is below 2.0 in a subsequent semester. Students who are suspended a first time will be eligible for readmission after one semester has elapsed since the dismissal. Students who are suspended a second time will not be eligible for readmission until one year has elapsed since the suspension. Upon readmission after a suspension, students will be on academic probation until their cumulative GPA is 2.0 or higher.

Students who have been suspended may submit an Academic Suspension Appeal to the Designated Academic Suspension Official to request reinstatement. An appeal for reinstatement may be granted if the action is warranted due to extenuating circumstances beyond the control of the student. Students who have been granted reinstatement will be placed on academic probation status until their cumulative GPA is 2.0 or higher. Refer to the academic suspension letter regarding information for submitting your appeal.

Students placed on academic suspension will be notified via student email of their standing. It is the responsibility of the student to ensure the institution has updated contact information on file.

Academic Renewal Guidelines

A student returning to Central Arizona College after an absence of at least 3 years may petition the Registrar to have specific grades excluded from the computation of the cumulative grade point average according to the following guidelines:

- The student must complete 12 or more credits with a grade point average of 2.0 following re-enrollment after the three-year absence.
- Only grades of D, F, WF are eligible for renewal.

- Academic renewal may be granted only once during a student's enrollment at Central.
- Grades remain on the student's transcript but are not computed in the cumulative GPA.

Academic Honors Recognition

Dean's and Honors List

Students will be placed on the Dean's list with a 3.5 semester GPA or above. Students will be placed on the Honors List with a semester GPA of 3.00-3.49. Both lists require:

- Completion of 12 or more credits or;
- Completing 12 credits and enrolled in at least 6 credit hours each term.

Graduation with Honors

Students awarded an associate degree with a cumulative GPA of 3.5 or above will be awarded the distinction of "Graduating with Honors." An honor seal will be posted to the diploma.

Phi Theta Kappa

Phi Theta Kappa, the international honor society for community college students, is open to students who have a grade point average of 3.50 or better and have completed 12 college-level credit hours at CAC. Through this organization, students have an opportunity to develop leadership skills and to perform service to the college, campus and community.

Honors Program

The *Honors Program* is available for academically exceptional students. It encourages students to question, research, discover and debate ideas in various curricular areas. The insight gained through individual probing will be shared with professors and students to broaden the student's awareness in a variety of areas. The scholarly inquiry in this program will provide a strong base for a lifelong quest for knowledge and excellence.

Goals of the Program

The following goals have been established for the 18 credit-hour Honors Program:

- To extend the curriculum offering academically talented students intellectual opportunities beyond those found in the normal curriculum;
- To provide recognition for exceptional academic achievement;
- To provide a program to assist honors students in successfully transferring to honors programs at other institutions;
- To provide the greatest efficacy in learning through small classes and individualization;
- To provide a structured setting in which academically talented students can socially interact with one another and faculty.



Scholarships

The honors scholarship may be used to cover registration fees, tuition, books and supplies. The student must maintain a 3.5 cumulative GPA and will receive a similar scholarship the second year of their program.

Admission to the Honors Program

Applicants should meet any one of the following criteria:

- Top 5 percent or 3.5 grade point average at a Pinal County high school;
- 3.5 grade point average at Central Arizona College with a minimum of 12 transferable credits.

In addition to the above criteria, prospective applicants must provide:

- Two current letters of recommendation (preferably from educators);
- A 500-word statement of the applicant's goals and his/her expectations of the Honors Program;
- Transcripts;
- A completed application form.

Retention in the Honors Program

- Students must maintain a 3.5 GPA and full-time enrollment for regular status.
- Students may be placed on probation for one semester if grade point average is between 3.25 and 3.49 and may be readmitted to regular status when the GPA returns to 3.5 or above.
- Students must complete an Honors course each semester with a grade of "B" or better.

Graduation from the Honors Program

- 3.5 grade point average with a B or better in all honors courses and in each course taken for honors credit;
- 6 hours of completed colloquia;
- 9 hours of courses taken for honors credit (from 3 different divisions);
- 3 hours honors seminar.

STUDENT SERVICES

Central Arizona College provides equal opportunity in employment and educational programs and activities. Discrimination is prohibited on the basis of race, color, religion, sex, age, disability, national origin, military status, genetic test information, sexual orientation, or gender identity or expression.

Student Concern or Complaint with a Specific Office

CAC promotes an open educational environment. The college encourages all students and community members to first direct their complaints and concerns to the staff, or administrator specifically involved. In addition, they may fill out the form below and their concern will be followed up by the appropriate

supervisor:

cm.maxient.com/reportingform.php?CentralAZCollege&layout_id=2.

Please be aware that providing false information to a College Official is a violation of the Student Code of Conduct. A Student who is suspected of this will be adjudicated through the student conduct process as per the Student Handbook.

Sexual Harassment

Central Arizona College seeks to foster a community environment in which all members respect and trust each other. CAC has a strong policy prohibiting the sexual harassment of one member of the college community by another. Inquiries concerning the application of this policy or the filing of a specific complaint may be referred to CAC's Title IX Coordinator, Jani Attebery, Assistant Academic Dean, (520) 494-6614 or at jani.attebery@centralaz.edu.

Concern or Complaint regarding any Disability Accommodation (non-employee related)

If you have a concern about a disability related issue, please contact the Disability Resource Services Coordinator at 520-494-5409 or reference the Discrimination Complaint Process:

centralaz.edu/Documents/DisabilitySS/How_to_File_a_Discrimination_Complaint.pdf

If you need additional assistance please contact the Dean of Student Services at 520-494-5341. An individual may file a discrimination complaint with the Office for Civil Rights, by visiting: ed.gov/about/offices/list/ocr/docs/howto.pdf

Academic Concern

Students who have a question or concern regarding their grade(s) or course instructor should first speak to the instructor. See centralaz.edu/concern. E-mail addresses and telephone numbers of full-time faculty can be found at centralaz.edu under "Staff Directory." Most part-time faculty do not have offices on campus but can be reached through e-mail. Contact the Central Help Desk at (520) 494-5111 or centralhelpdesk@centralaz.edu for e-mail addresses of part-time faculty. If the concern is not resolved, or if the student is unable to reach the instructor after making reasonable attempts to do so, then the student should speak to the division chair or department director. A list of department names and division chairs is available at centralaz.edu/Documents/AcademicAffairs/DivisionChairsandDeans_82216.pdf.

Title IX

Central Arizona College (CAC) seeks to foster a community environment in which all members respect and trust each other.



CAC has policies relative to Title IX that support nondiscrimination and prohibit discriminatory behavior including sexual harassment and sexual violence. Such policies apply to all educational programs, services, activities and facilities. For more information regarding Title IX processes and policies go to:

centralaz.edu/Documents/advising/506%20Policy%20-%20Sexual%20Misconduct.pdf

A victim of sexual misconduct may file a complaint with the Title IX Coordinator, who will assist the victim with resources and information regarding the filing of charges. Any student or employee who becomes aware of an incident of sexual misconduct should contact the Title IX Coordinator immediately to ensure that the College responds timely and appropriately. The college may bring charges in the absence of a complaint from a victim.

When a victim reports Title IX related misconduct, the College will provide the victim written notification of available options, including information on filing a complaint within the College, information on filing a criminal complaint, and information on pursuing both options at the same time. This notification will also include information about resources and supportive services available to the victim both on and off campus.

Inquiries concerning Title IX policies or the filing of a specific complaint may be referred to CAC's Title IX Coordinator, Jani Attebery, Assistant Academic Dean, at (520) 494-6614 or jani.attebery@centralaz.edu.

Bookstore

The Maricopa, San Tan Valley, Signal Peak and Superstition Mountain campuses provide full-service bookstores to accommodate students with textbooks, supplies and clothing. Evening hours are posted during the first two weeks of class and book buy back week, which is always scheduled during the week of finals.

Bookstore Refund Policy

A full refund will be given in your original form of payment if textbooks are returned during the first week of classes with original receipt. With proof of schedule change and original receipt, a full refund will be given in your original form of payment during the first 30 days of classes. No refunds on unwrapped loose leaf books, shrink wrapped books, access codes or activated eBooks. Textbooks must be in original condition. No refunds or exchanges without original receipt.

Career & Student Employment Services

Career & Student Employment (CSES) is located in the M Building on the Signal Peak Campus. The CSES provides comprehensive guidance to students as they pursue future college and career aspirations. The CSES is committed to providing resources, information and services for students to transition to the workplace and to further their academic studies.

Career Exploration

This is an opportunity for students to explore various fields of study and possible career options. Career exploration can be done via the online assessment tool or using the numerous printed resource materials available

Internships

Internships are supervised, practical training that provides students the opportunity to gain valuable "on-the-job" experience while pursuing an education in a related field. Central Arizona College offers internship courses for academic credit.

Student Employment

Student employment provides equitable hiring practices for all students seeking employment whether on- or off-campus, full-time, part-time, temporary or seasonal. This is an opportunity to gain practical work experience and knowledge in a specific career-related field. All available job opportunities can be viewed via the web-based job posting board, available 24 hours a day, seven days a week.

To view available jobs, students must first register. Registration for the web-based job board is simple, just go to *student resources* and scroll down to *Career and Student Employment Services*. Choose *student employees* then select *student employment process*. Once in the page, click on "*full-time/part-time job posting*" and complete the registration. In order to view the positions, you must provide a valid e-mail address that you check on a regular basis. Just follow the instructions to complete your registration. Should you require more information or assistance, send an e-mail to studentjobs@centralaz.edu or call 520-494-5424 or 1-800-237-9814, ext. 5424.

Additionally, students can attend workshops to assist with the creation of cover letters, resumes and interview skills.

Employment Eligibility Requirements

There are three employment options available for students. Each employment option has different eligibility requirements. All students are required to complete the Free Application for Federal Student Aid (FAFSA) prior to seeking employment for an on-campus position.

College Federal Work Study Program

The Federal Work-Study Program is a federally funded program designed for students who have demonstrated financial need using the Free Application for Federal Assistance Aid (FAFSA). Students who are employed under this program must meet the additional eligibility requirements:

- Must be enrolled in an eligible program of study.
- Must maintain Satisfactory Academic Progress. More information is available under the Financial Aid section.
- Students must be enrolled in at least six (6) credits to qualify.



College Funded Student Employee

All students can apply for this type of employment option. Students are employed part-time by the department or division within the college and do not have to show financial need. The student must be enrolled in at least six (6) credits to qualify.

Off-Campus Employment:

There are no enrollment requirements for positions that are located off-campus. This option is available for students seeking employment options that are not available on campus. Off-campus employers post available positions on the web-based job board and students may apply for positions at their discretion. Off-campus job wages may be higher than on-campus positions.

Central Help Desk Services

The Central Help Desk provides a central location for customer and student support. As the first point of contact for student services, the Help Desk offers a wide variety of assistance which includes obtaining a new or replacement CAC student ID card, resetting Online Services passwords, understanding Online Student Services features, troubleshooting Blackboard, using CAC e-mail, and providing telephone numbers and e-mail addresses of faculty and staff. Also, whether you need to find out how to register for classes or where to go for tutoring, the Help Desk can point you to the right college department.

There are several methods to access assistance:

Phone: 520-494-5111 or 1-800-237-9814, ext. 5111

Email: centralhelpdesk@centralaz.edu. Central Arizona

College Website: Help and FAQs provide a list of frequently asked questions. See front page of the CAC website.

Locations and Hours of Operation:

- Signal Peak Campus in the M Building (Student Services). Open from 8 a.m. to 6 p.m. Monday through Thursday.
- Superstition Mountain Campus in the Teaching and Learning Center (TLC). Open from 8 a.m. to 6 p.m. Monday through Thursday.
- Aravaipa Campus in the A Building. Open from 8 a.m. to 6 p.m. Monday through Thursday.
- San Tan Campus in the B building. Open from 8 a.m. to 6 p.m. Monday through Thursday
- Maricopa Campus in the A building. Open from 8 a.m. to 6 p.m. Monday through Thursday.

This is the primary point of contact for issues related to Student Services including:

- Online services assistance
- General customer service
- Tutoring
- Telephone numbers and e-mail addresses of faculty and staff
- Information about the Student Hands-On Orientation to Online Learning (SCHOOL)
- Troubleshoot issues related to:

- Registration/schedule printing
- Financial aid
- Unofficial transcripts
- Admissions
- Student IDs

IT Help Desk Services

Work Phone: 520-494-5678

Email: ITHelp@centralaz.edu

Service Desk Location: Signal Peak Campus, O 108

Office Hours: Monday - Thursday, 7:30 am- 7 pm

The IT Help Desk is intended to troubleshoot technical issues for the following:

- Computer account password resets (including Blackboard and E-mail)
- Troubleshoot problems with Blackboard and E-mail
- Classroom Multimedia Technology support
- Computer related issues
- IT trouble ticket submission assistance
- Network/WIFI assistance

Food Services

Signal Peak, Superstition Mountain, Maricopa, San Tan Valley and Aravaipa campuses offer on-campus food service open to the public. At Signal Peak Campus, meals are served seven days per week for residence students. Our dining hall and Top of the Stairs Cafe at Signal Peak offer food service for students, staff and public. For menus, hours and locations visit, campus-dining.com/centralaz or call (520) 494-5450.

Meal Plan Options

Living On Campus

Students planning to live on campus must purchase a meal plan. The College provides food services to on-campus residents during periods of the official academic year, which excludes Thanksgiving Day and winter break periods. The last day of food service each semester will be the same day that Residence Halls close. Visit: centralaz.edu/Home/Student_Resources/Residence_Life/On-Campus_Housing.htm.

For dining room hours and any specific information about our dining halls, please visit campus-dining.com/centralaz/.

Catering

Catering service may be arranged by contacting Catering Manager at 520-494-5034 or by visiting caccatering.catertrax.com/.



High School Equivalency Classes

Central Arizona College offers high school equivalency (formerly known as GED) courses. The classes include instruction in the five areas tested on the GED® 2014: Reasoning through Language Arts, Mathematical Reasoning, Science, Social Studies and Civics.

HSE classes are individualized as much as possible and include computer-based instruction. The time it takes a student to prepare to take the test varies with the individual student and depends on such factors as regular student attendance and the skill level in the areas of reading, math and writing upon entry.

HSE classes are held at various locations throughout the county. Students must show proof of legal residence in the United States at the time of registration, and must pay a supplemental fee (\$20, \$35, or \$50, depending on household income).

GED Test

GED (the high school equivalency examination) tests are given at the college by an independent examiner appointed by the State Department of Education and certified by Pearson Vue Testing.

The cost of the GED test is \$149, including the \$9 fee for the Civics Test (required as of January 1, 2017). Retests are \$35 per subject. Scheduling and payment of fees is done through the website GED.com/.

Requirements to take GED Test

If under the age of 18 but at least 16 years old, an examinee must:

- Have officially withdrawn from high school (a letter from the last attended school is required as verification of this status);
- Have their parent's/guardian's notarized written permission to take the test if the examinee is not married;
- Present two forms of I.D., including one picture I.D.;
- If 18-years-old or older, an examinee must:
 - Not be a high school or GED graduate;
 - Not be currently enrolled in high school;
 - Present one government issued picture I.D

Intercollegiate Athletics

Women's sports at the Signal Peak Campus include basketball, softball, track & field, cross country, and rodeo.

Men's sports at the Signal Peak Campus include basketball, baseball, track & field, cross country, and rodeo.



Central Arizona College is a member of the National Junior College Athletic Association (NJCAA), the Arizona Community College Athletic Conference (ACCAC) and National Intercollegiate Rodeo Association (NIRA). Central Arizona College has one of the most successful athletic programs in the ACCAC and NJCAA. It has posted 40 national championships and numerous second- and third-place finishes over the past four decades.

Individuals desiring information concerning Central Arizona College's intercollegiate athletic programs under the Equity in Athletics Disclosure Act of 1994, Section 360B of Publication L.103-382, may obtain this information from one of the following offices: Chief Student Affairs Office or the Athletic Department at 520-494-5300.

Athletic Records

National Championship teams and year:

- Baseball 1976, 2002
- Women's Basketball 1989, 1998, 2005, 2009
- Men's Cross Country 1988, 2002, 2003, 2005, 2012, 2013, 2014, 2016
- Women's Cross Country 2005, 2009
- Women's Rodeo 1978, 1979, 2014
- Softball 1984, 1985, 1988, 1989, 1990, 1991, 1992, 1995, 1997, 1999, 2003, 2005
- Men's Track & Field 1996, 2005, 2006, 2007
- Women's Track & Field 1998, 1999, 2006, 2007, 2008
- Volleyball 1983

The George Young Activity Center is used for all home volleyball matches and basketball games. Outdoor athletic facilities include: an eight-lane all-weather track & field, baseball and softball fields and rodeo arena. For more information, contact the athletic department at 520-494-5300 or 800-237-9814, ext. 5300.

Learning Support Department

Central Arizona College provides free tutoring for students in most academic areas of study through the Learning Support Department. The tutors work with students individually and/or in small groups to address the various learning needs of



students. In addition, tutors use several modalities including, but not limited to, face to face, online, interactive television, tutor stations, email, and phone to assist students in their academic endeavors. The Learning Support Department via the Learning Centers has customized success skills workshops and computerized tutorials for many CAC courses as well as computer-assisted instructional programs for coursework and/or independent study. For further information, please contact one of our Learning Centers near you:

- Aravaipa 520-357-2821
- Maricopa 520-494-6432
- San Tan 480-677-7861
- Superstition Mountain 480-677-7728
- Signal Peak campuses 520-494-5570

Library

The library has facilities located at the Maricopa, San Tan, Signal Peak, Superstition Mountain and Aravaipa campuses. Librarians are available for both online and in-person assistance with student research needs. The library also offers research workshops throughout the semester. The library facilities have computer workstations, printing, Wi-Fi, and study areas. Online resources, including millions of journal articles and over 125,000 eBooks, are available to students 24 hours a day. The library's print book collection contains over 85,000 volumes district-wide, includes government resources, and can be searched through the library's online catalog or by asking library staff for assistance.

Disability Resource Services

Disability Resource Services is dedicated to supporting and empowering students with disabilities by providing self-advocacy opportunities and independence.

Services may include, but are not limited to:

- Assistive Technology
- Note-taking Services
- Testing Accommodations
- Sign Language interpreting
- Referral to Campus and Community Resources
- Advocacy with Faculty and Staff

Obtaining Disability Resource Services

In order to receive accommodations, students must provide written documentation of their disability to the Disability Resource Services office. Once the documentation has been submitted the student may make an appointment with Disability Resource Services staff.

Disability Resource Services Contact Information

Signal Peak Campus, M115-B
Phone: 520-494-5409, or 800-237-9814 ext. 5409
Website: centralaz.edu/DisabilityServices
Email: Cheryl.Hernandez@centralaz.edu

Concern or Complaint

If you have a concern or complaint about a disability related issue, please contact the Disability Resource Services Coordinator at 520-494-5409 or

If you need additional assistance please contact the DRS at Cheryl.Hernandez@centralaz.edu or the Dean of Students office at 520-494-5431 or DeanofStudents@centralaz.edu

TRIO Student Support Services

The TRIO Student Support Services, located on the Signal Peak Campus, is designed to assist students to transfer to a four year institution within guidelines set by the U.S. Department of Education. TRIO applicants maintaining academic progress and meeting certain criteria, such as first generation college student, or low-income student, or student with a documented disability may apply. TRIO student services include personalized academic advising, peer/faculty mentoring, peer tutoring, cultural activities, scholarship opportunities, and more. The goal of the program is to increase the retention, graduation and transfer rates of TRIO participants. For more information visit the TRIO webpage at centralaz.edu/trio or call (520) 494-5007. TRIO is on Facebook and Twitter at CAC TRIO.

TRIO Summer Bridge

The Summer Bridge program is an exciting and valuable five-day college orientation program designed to give incoming freshmen an edge in succeeding at CAC. This is a free program for eligible recent high school graduates or GED recipients that takes place on the Signal Peak Campus. For the duration of the program, students live in the residence halls, go through several workshops, participate in discussion groups, join in social activities, and explore college life. This program is a full week where participants will meet other first-year students and interact with faculty and staff at Central Arizona College. For more information please visit the TRIO Summer Bridge website at centralaz.edu/summerbridge or call 520-494-5007.

Arizona@Work Pinal County Youth Program

The Workforce Innovation & Opportunity Act (WIOA) legislation requires the Arizona@Work Pinal County Youth Program to enroll out of school youth who are 16 to 24 years with significant barriers to education and employment; Some of the services offered include: help obtaining a HS diploma or GED, paid work experience, support services that help meet education or employment goals, work readiness training, financial literacy and financial assistance with tuition and books.

The Arizona@Work Pinal County Youth Program provides mentoring and career planning in order to help youth overcome barriers that they face. The objective of the program is to provide education and training directly related to employment that leads to a degree or certificate. The youth program serves



students who reside in Pinal County and surrounding areas. The Program is federally funded by the Department of Labor through the State of Arizona and the Pinal County Board of Supervisors and the Workforce Development Board. Applications and further information is available on our webpage at centralaz.edu/wioa. For more information call: 520-866-3621 or 520-866-3600 or 480-677-7781

Residence Life

The Signal Peak Campus offers an on-campus living and a learning environment with space for approximately 350 students. The Residence Life Staff provide programs that promote personal growth and development, cultural, diversity, and community responsibility. These programs work towards enhancing the student's overall college experience.



For more information about Residence Life, and to obtain a copy of the housing application, please visit the Residence Life website at centralaz.edu/reslife or contact the office directly at 520-494-5470. If you wish to live in on-campus housing, you must be admitted to the College, complete the online application, pay the room deposit fee, and meet all the living requirements which can be found at centralaz.edu/reslife.

STUDENT ENGAGEMENT AND ACTIVITIES

Student Engagement and Activities provide students a variety of involvement opportunities. Co-curricular programs include student government and advocacy, clubs and organizations, and student activities. The Vaquero Vibe is a weekly newsletter containing information about activities of the Student Government Association, the Campus Activities Board, and other events.

Student Government Association (SGA)

SGA at CAC is an important student organization that responds to student needs and issues. SGA provides students opportunities for advocacy on campus, in the community and throughout the state.

Benefits to taking on a leadership role in SGA:

- Scholarships
- Prescott Leadership Camp
- Leadership Training & National Conferences
- Community Involvement
- National recognition for leadership excellence

Campus Activities Board (CAB)

Campus Activities Board provides on-campus activities. Many activities include social, cultural, service, awareness and academic programs. CAB programs are open to all students, faculty, and staff.

Student Clubs and Organizations

Student Clubs and Organizations (SCO) are organized student groups with a common interest and a shared goal. Clubs and Organizations provide students opportunities for social interaction, recreation, leadership training and enhancement of career-academic interests. Each group has a faculty or staff advisor for guidance and support. There are a variety of opportunities to be involved in leadership, social, service, religious, educational, ethnic, and cultural clubs and organizations. Not all clubs are available at each campus. Any student interested in starting a club or organization can do so by having five (5) students in officer positions and an advisor. For more information, check our webpage at centralaz.edu/activities.

Campus Leadership Opportunities

- Central Arizona Student Nurses Association (CASNA)
- Phi Theta Kappa
- Newman Club
- Business Clubs (Collegiate DECA and PBL)
- American Welding Society (AWS)
- Diesel Club
- DREAMers@CAC
- Early Childhood Education (ECE)
- Graphic Design
- National Alliance on Mental Illness (NAMI) on Campus
- Middle of Somewhere Dance Company
- The Eclectic Desert Theatre Company
- Christian Challenge at SMC
- Video Game Club at AVC

Center for Diversity and Inclusion

The Center for Diversity and Inclusion (CDI) is a welcoming space, open to and accepting of all individuals. As such, CDI provides educational opportunities for the students, staff, and faculty of our greater Central Arizona College community. These opportunities promote deeper understanding and appreciation for differences among all people through engagement in meaningful conversations about issues of



diversity, including race, ethnicity, gender, ability, orientation, age, religion, language, or status.

The CDI offers opportunities for engagement at all district campuses. To connect with the CDI, visit centralaz.edu/cdi for contact information and scheduled events.

Study Abroad Opportunities

Central Arizona College offers multiple study abroad opportunities each year, for both students and community members. Current offerings include our annual Spanish language immersion program in Cuernavaca, Mexico which takes place each summer over multiple 2-week sessions starting in June. Our newest program is a 10-day spring-break excursion to Ireland focusing on the literature and history of the 'Emerald Isle'. Additional independent study and service opportunities will be offered throughout the year and can be found at centralaz.edu/international.

China Student Exchange Scholarship

CAC students have an exclusive opportunity to take part in a full semester exchange program at Northeastern University in Shenyang, China, one of China's largest and most respected universities. Students will live on NEU's campus, participate in 3-4 Chinese languages and culture courses and enjoy the local food, arts and architecture. Up to 4 applicants will be selected to receive scholarships that cover room, board and tuition in China (participants are responsible for airfare, CAC tuition and any personal expenses). This is a true once-in-a-lifetime opportunity for CAC students! Information sessions and emails will be communicated throughout the year. Please contact internationalstudies@centralaz.edu.



Degrees and Certificates



CAC 2016 graduates



DEGREE AND CERTIFICATE INFORMATION

Central Arizona College (CAC) offers students one- and two-year programs to meet their diverse interests and goals, including a variety of disciplines in nearly 150 degrees and certificates. These may be completed over an extended period to accommodate nontraditional students. Students completing these degrees with a cumulative grade point average (CGPA) of 2.0 on a 4.0 grade scale typically matriculate to an Arizona public university with junior status and only need an additional 56-60 university credits to complete a bachelor's degree consisting of 120 credits.

Students undecided about their academic program should meet with an academic advisor to explore career and life goals. Selecting a program that fits talents and interests and planning a timeline to achieve academic goals based on course offerings leads to successful degree/certificate completion.

Transferable Degrees

All of CAC's transferable degrees conform to one of three degree structures and include at least 35 semester credits of general education studies and transfer directly to the three Arizona public universities: Arizona State University (ASU), Northern Arizona University (NAU) and the University of Arizona (UA). CAC's three transferable degree structures are:

- Associate in Arts (A.A.)
- Associate of Business (A. Bus.)
- Associate of Science (A.S.)

CAC transferable associate degrees require at least 60-64 semester credits and share five basic categories in addition to CAC core degree requirements. Specific degree requirements follow within each degree.

1. General Education

Each of CAC's transferable associate degrees include a block of at least 35 semester credits of lower-division general education requirements known as the Arizona General Education Curriculum (AGEC). This block provides clear and secure transfer pathways from community college to university studies. The three available tracks are the AGECE-Arts (AGECE-A), AGECE-Business (AGECE-B), and AGECE-Science (AGECE-S).

2. Subject Options

Based on your major, review the specific associate degree requirements in this catalog, consult an academic advisor, and review Transfer Guides at aztransfer.com/college/

3. Special Awareness Requirements




- Intensive Writing and Critical Inquiry
- Cultural Awareness-Ethnic/Race/Gender

- Global/International Awareness or Historical Awareness

4. Electives

Students may need to select additional transferable courses to meet the number of semester credits required for the associate degree as designated by the transfer pathway. Electives must transfer to a minimum of two of the three Arizona public universities as "elective or better".

5. Requirements for CAC Degrees

- Reading Competency
A grade of "C" or better in RDG100 or equivalent reading assessment test score. Demonstrated proficiency is a requirement for all degrees awarded.
- Computer Competency (select one):
AGB124 Microcomputers in Agriculture
CIS120 Survey of Computer Information Systems (3)   or higher
EGR102 Introduction to Engineering (3) 
EIT151 Digital Audio Workstation (3)
MSC122 Introduction to Web Design (3)

OR

Transferable Computer Competency course

- A minimum of 20 **earned** CAC credits (numbered 100 or above) to include the appropriate Arizona General Education Curriculum (AGEC).
- A grade of "C" or better in each course.

NOTE: Consult information on specific degree and graduation requirements with the assistance of an academic advisor.

Additional Degrees

CAC offers two additional degree options:

- Associate of Applied Science (A.A.S.)
- Associate of General Studies (A.G.S.)

The A.A.S. and A.G.S. degrees prepare students to directly enter the workforce of their chosen program. Some state universities permit students with these degrees to transfer most or all of their credits to a university to pursue a Bachelor's Degree. Based on your major, review the specific associate degree requirements in this catalog, consult an academic advisor, and review Transfer Guides at aztransfer.com/college/.

The Associate of Applied Science degree requires at least 60 semester credits and includes three basic categories:

1. General Education

The A.A.S. degree requires a minimum of 19 semester credits of lower-division general education coursework. Students electing to transfer to one of the three Arizona



public universities should earn an AGECE certificate, which requires a minimum of 35 semester credits.

2. Core Requirements and Electives

Students must complete at least 41 semester credits to meet the number required for the degree. Based on your major, refer to the specific A.A.S. degree requirements in this catalog and consult an academic advisor.

3. Requirements for CAC Degrees

- Reading Competency
A grade of “C” or better in RDG100 or equivalent reading assessment test score. Demonstrated proficiency is a requirement for all degrees awarded.
- Computer Competency (select one):
 - AGB124 Microcomputers in Agriculture
 - CIS110 Fundamentals of Computer Literacy or higher (3)
 - CIS120 Survey of Computer Information Systems (3) or higher
 - EGR102 Introduction to Engineering (3) or higher
 - EIT151 Digital Audio Workstation (3)
 - MSC122 Introduction to Web Design
- A minimum of 20 **earned** CAC credits, numbered 100 or above (to include the appropriate Arizona General Education Curriculum (AGEC), if applicable).
- Earn a cumulative grade point average (CGPA) of at least a 2.0 on a 4.0 scale.

The Associate of General Studies degree is appropriate for students who do not plan to transfer, requires at least 64 semester credits and includes three basic categories:

1. General Education

The A.G.S. degree requires 29-30 semester credits of lower-division general education coursework. Students have the opportunity to transfer to one of the three Arizona public universities by completing requirements for both the AGS degree and an AGECE certificate. Upon completion of the A.G.S. Degree with an AGECE, students must complete both the A.G.S. Degree completion form and the AGECE Certificate Completion form.

2. Electives

Students must complete at least 30 semester credits to meet the number required for the degree. Based on your major, refer to the specific A.G.S. degree requirements in this catalog and consult an academic advisor.

3. Requirements for CAC Degrees

- Physical Education Activity (PAC) or Dance (DAN) Course
- Reading Competency

A grade of “C” or better in RDG100 or equivalent reading assessment test score. Demonstrated proficiency is a requirement for all degrees awarded.

- Computer Competency (select one):
 - AGB124 Microcomputers in Agriculture
 - CIS110 Fundamentals of Computer Literacy or higher CIS course (3)
 - CIS120 Survey of Computer Information Systems (3) or higher
 - EGR102 Introduction to Engineering (3) or higher
 - EIT151 Digital Audio Workstation (3)
 - MSC122 Introduction to Web Design (3)

OR

- Transferable Computer Competency course
- A minimum of 20 **earned** CAC credits, numbered 100 or above (to include the appropriate Arizona General Education Curriculum (AGECE), if applicable).
- Earn a cumulative grade point average (CGPA) of at least a 2.0 on a 4.0 scale.

Physical and Biological Lab Science Courses

Students may select a 4-credit course with lab numbered 100 or above from the following Physical and Biological Science Lab list to meet the Physical and Biological Sciences General Education Requirement. Students may also choose a course from the Biological and Physical Lab Science AGECE list.

Biological Lab Science Courses

- AGS101 World of Plants (4)
- AGS104 Agricultural Environmental Science (4)
- AGS106 Entomology (4)
- AGS221 Soil Science (4)
- AGS240 Plant Biology (4)
- ASB101 Physical Anthropology and Archaeology: Bones, Stones & Human Evolution (4)
- BIO100 Biology Concepts (4)
- BIO109 Natural History of the Southwest (4)
- BIO156 Human Biology for Allied Health (4)
- BIO160 Introduction to Human Anatomy-Physiology (4)
- BIO181 General Biology I (4)
- BIO182 General Biology II (4)
- BIO201 Human Anatomy and Physiology I (4)
- BIO202 Human Anatomy and Physiology II (4)
- BIO205 Microbiology (4)
- ENV101 Environmental Science (4)
- NTR141 Nutrition and Wellness (4)



Physical Lab Science Courses

- AGS104 Agricultural Environmental Science (4)
- AGS221 Soil Science (4)
- AST101 Survey of Astronomy (4)
- CHM130 Fundamental Chemistry (4)
- CHM138 Chemistry for Allied Health with lab (4)
- CHM151 General Chemistry I (4)
- CHM152 General Chemistry II (4)
- CHM235 General Organic Chemistry I (4)
- CHM236 General Organic Chemistry II (4)
- CUL142 Applied Food Science (4)
- ENV101 Environmental Science (4)
- GEO111 Intro to Physical Geography (4)
- GLG101 Physical Geology (4)
- GLG102 Historical Geology (4)
- GLG110 Geological Hazards and Disasters (4)
- PHY100 Physical Universe (4)
- PHY111 College Physics I (4)
- PHY112 College Physics II (4)
- PHY121 University Physics I: Mechanics (4)
- PHY122 University Physics II: Electricity & Magnetism (4)
- PHY223 University Physics III: Thermodynamics, Optics and Waves (4)

ASSOCIATE OF ARTS (A.A.) DEGREE

(60-64 Credits)

The Associate of Arts (A.A.) Degree is appropriate for students who plan to transfer to the university to earn a baccalaureate degree. Major areas of study include: Administration of Justice, Advertising, Agri-Business, Agriculture, American Studies, Anthropology, Art, Art History, Broadcasting, Communication Studies, Creative Writing, Dramatic Theory, Early Childhood Education, Economics, English, Exercise Science, Fine Arts, Geography, History, Hotel/Restaurant Management, Interdisciplinary Arts/Performance, Interdisciplinary Studies, Journalism, Languages, Liberal Arts, Mathematics, Media Arts, Music, Philosophy, Physical Education, Political Science, Psychology, Public Programs, Public Relations, Recreation and Tourism, Religious Studies, Secondary Education, Social and Behavioral Sciences, Social Work, Sociology and Theatre.

For a list of Common Courses associated with specific programs of study, go to the Common Course Matrix Archives and select the current year or the year the course was completed:

steeringcommittee.aztransfer.com/resources/ccm.html

AGEC courses are transferable to all three Arizona public

universities provided students earn a grade of “C” or better. Contact an academic advisor for assistance.

AGEC-A Certificate (35-36 Credits)

The Associate of Arts Degree requires the AGECArts (AGEC-A) general education block of 35-36 credits. The AGECArts satisfies requirements in many liberal arts programs and other programs that articulate with the A.A. Degree. The AGECArts requires a minimum of College Mathematics MAT141 plus 32 credits from specific AGECArts categories. Refer to the AGECArts Course List in this catalog or the AGECArts-Web: aztransfer.com/generaleducation/.

General Education (35-36)

For the five categories below, select the recommended course(s) or an AGECArts course from the equivalent category.

Written Communications (6 Credits)

- ENG101 English Composition III (3)
- ENG102 English Composition IV (3)

Oral Communications (3 Credits)

Select an AGECArts Course

For the following two categories, select a total of 15 credits.

Arts and Humanities (6-9 Credits)

Select a minimum of one Art (3) and one Humanities (3) AGECArts course

Social and Behavioral Sciences (6-9 Credits)

Select AGECArts courses from two different disciplines

Physical and Biological Sciences (8 Credits)

Select AGECArts courses with a laboratory component

Mathematics (3-4 Credits)

- MAT141 College Mathematics, Standard (4)
- MAT1142 or higher

Subject Options (0-6)

Based on your major, review the specific A.A. Degree requirements in the CAC catalog, consult an academic advisor, and review Transfer Guides at: aztransfer.com/college/

Special Awareness Requirements (0-9)

Select AGECArts courses to fulfill these requirements.

- At least three semester credits of coursework in *Intensive Writing and Critical Inquiry*.
- At least three semester credits of coursework in *Cultural Awareness (Ethnic/Race/Gender)*.
- At least three semester credits of coursework in *Global/International Awareness* or *Historical Awareness*.



Note: Courses used in other areas, such as Oral Communications, Arts and Humanities, Social and Behavioral Sciences or Transfer Electives, may also be used to satisfy the three (3) Special Awareness Requirements categories. A course may not be used to satisfy more than one Special Awareness Requirements category.

Students may select courses which fulfill multiple categories. For example, a course may fulfill the AGECE Arts, Intensive Writing and a core requirement.



Select approved elective courses which transfer as “elective or better” to at least two of the three Arizona public universities to complete the required A.A. Degree credit requirement. Consult the *Course Equivalency Guide*.

Requirements for A.A. Degree (3)

Reading Competency: RDG100 College Reading

Computer Competency (select one):

- AGB124 Microcomputers in Agriculture (3)
- CIS120 Survey of Computer Information Systems (3) or higher
- EGR102 Introduction to Engineering (3)
- EIT151 Digital Audio Workstation (3)
- MSC122 Introduction to Web Design (3)

OR

- Transferable Computer Competency course (Consult the *Course Equivalency Guide* to determine transferability to the three state public universities.)

Other A.A. Degree Requirements

Some A.A. Degree majors require up to 16 credits of a Second Language to demonstrate proficiency. Many four-year degree programs require either a second semester or fourth semester level of a second language. CAC strongly encourages students to complete this requirement at CAC prior to transfer.

Check your university catalog, Transfer Guides at aztransfer.com/college/ or meet with an academic advisor.

Students may demonstrate proficiency by completion of

coursework and/or a proficiency test.

Students who are undecided about their major are encouraged to complete a fourth semester of a second language. CAC offers Spanish, Sign Language and other Foreign Languages and Literatures. Contact an academic advisor for assistance.

Students must earn:

- A grade of “C” or better in each A.A. Degree required course.
- A minimum of 20 credits from CAC which includes the AGECE-A requirements.

The Associate of Arts Degree requires 60-64 semester credits.

ASSOCIATE OF BUSINESS (A.BUS.) DEGREE

(60-64 Credits)

The Associate of Business (A. Bus.) Degree suits students who plan to transfer to the university to earn a baccalaureate degree in Business-related areas, such as Accounting, Business Administration, Computer Information Systems, Economics, Finance, Human Relations, Marketing and Public Administration.

For a list of Common Courses associated with specific programs of study, go to the Common Course Matrix Archives and select the current year or the year the course was completed:

steeringcommittee.aztransfer.com/resources/ccm.html

AGECE courses are transferable to all three Arizona public universities provided students earn a grade of “C” or better.

Contact an academic advisor for assistance.





AGECE-B Certificate (35-36 Credits)

The Associate of Business Degree requires the AGECE-Business general education block of 35-36 credits. The AGECE-B satisfies requirements in many business programs and other programs that articulate with the A. Bus. Degree. The AGECE-B requires a minimum of Brief Calculus MAT211 plus 32 credits from specific AGECE categories. Select AGECE courses only. Refer to the AGECE Course List in this catalog or the AGECE-Web at aztransfer.com/generaleducation/.

General Education (35-36)

For the five categories directly below, choose from the recommended courses or select AGECE courses from the equivalent category.

**Written Communications (6 Credits)**

- ENG101 English Composition III (3)  
- ENG102 English Composition IV (3)  

Oral Communications (3 Credits)

Select an AGECE course

For the following two categories, select a total of 15 credits.

Arts and Humanities (6-9 Credits)

Select a minimum of one Art (3) and one Humanities (3) AGECE course


Social and Behavioral Sciences (6-9 Credits)

Select AGECE courses from two different disciplines



Physical and Biological Sciences (8 Credits)

Select AGECE courses with a laboratory component

Mathematics (3-4 Credits)

- MAT211 Brief Calculus or higher (4) 

Computer Competency (3 Credits)

- CIS120 Survey of Computer Information Systems (3)  

Subject Options (0-3)

Based on your major, review the specific Associate of Business Degree requirements in the CAC Catalog, consult an academic advisor and review the Transfer Guides at aztransfer.com/college/

Special Awareness Requirements (0-9)









Select AGECE courses to fulfill these requirements.

1. At least three semester credits of coursework in *Intensive Writing and Critical Inquiry*
2. At least three semester credits of coursework in *Cultural Awareness (Ethnic/Race/Gender)*
3. At least three semester credits of coursework in *Global/International Awareness or Historical Awareness*



Note: Courses used in other areas, such as Oral Communications, Arts and Humanities, Social and Behavioral Sciences or Transfer Electives, may also be used to satisfy the three (3) Special Awareness Requirements categories. A course may not be used to satisfy more than one Special Awareness Requirements category.



Core Requirements (22-26 Credits)

- ACC201 Financial Accounting (3) 
- ACC202 Managerial Accounting (3) 
- BUS201 Legal Environment of Business (3)
- BUS208 Business Statistics (3) 
- ECN201 Principles of Macroeconomics (3)  
also fulfills Social/Behavioral Science requirement
- ECN202 Principles of Microeconomics (3)  
also fulfills Social/Behavioral Science requirement
- MAT215 Math for Business Analysis (4) 

Electives (0-4)

Select approved elective courses which transfer as “elective or better” to at least two of the three Arizona public universities to complete the required A. Bus. Degree credit requirement. Consult the *Course Equivalency Guide*. Students must complete a total of 60-64 credits to earn the Associate of Business Degree.



Recommended Business Electives:

- ACC121 Income Tax Fundamentals (3)
- BUS100 Introduction to Business (3)
- BUS260 Applied Business Seminar (3)
- CIS123 Introduction to Programming (3)
- MAT151 College Algebra, Standard (4)  

Requirements for A. Bus. Degree (3)

Reading Competency: RDG100 College Reading 

Computer Competency (3):

- CIS120 Survey of Computer Information Systems (3) 
-  (Fulfilled by AGECE-B requirement)

Other A. Bus. Degree Requirements

Some A. Bus. Degree majors require up to 16 credits of a Second Language to demonstrate proficiency. Many four-year degree programs require either a second semester or fourth semester level of a second language. CAC strongly encourages students to complete this requirement at CAC prior to transfer.

Check your university catalog, Transfer Guides at aztransfer.com/college/ or meet with an academic advisor. Students may demonstrate proficiency by completion of coursework and/or a proficiency test.



Students undecided about their major are encouraged to complete a fourth semester of a second language. CAC offers Spanish, Sign Language and other Foreign Languages and Literatures. Contact an academic advisor for assistance.

Students must earn a grade of "C" or better in each A. Bus. Degree required course.

Students must earn a minimum of 20 credits from CAC which includes the AGEC-B requirements.

The Associate of Business Degree requires 60-64 credits.

ASSOCIATE OF SCIENCE (A.S.) DEGREE

(60-64 Credits)

The Associate of Science (A.S.) Degree suits students who plan to transfer to the university to earn a baccalaureate degree in Physical and Biological Science areas such as Agricultural Science, Allied Health, Animal Science, Astronomy, Athletic Training, Biology, Botany, Chemistry, Computer Science, Engineering, Microbiology, Physics, Plant and Soil Science, and Veterinary Science.

For a list of Common Courses associated with specific programs of study, go to the Common Course Matrix Archives and select the year you completed the course(s):
steeringcommittee.aztransfer.com/resources/ccm.html



AGEC courses are transferable to all three Arizona public universities provided students earn a grade of "C" or better. Contact an academic advisor for assistance.

AGEC-S Certificate (35-37 Credits)

The Associate of Science Degree requires the AGEC-Sciences general education block of 35-37 credits. The AGEC-S satisfies programs with rigorous mathematics and science requirements. The AGEC-S requires a minimum of MAT221 Analytical Geometry and Calculus I (4) or higher Math course, transferable to ASU, NAU and UofA, plus 32 credits from specific AGEC categories. Refer to the AGEC Course List in this catalog or the AGEC-Web at
aztransfer.com/generaleducation/.

General Education (35-37)

Written Communications (6 Credits)

ENG101 English Composition III (3)  

ENG102 English Composition IV (3)  

For the two categories directly below, choose courses from the equivalent category on the AGEC course list in the CAC catalog.

Arts and Humanities (6 Credits)



Select one Art (3) and one Humanities (3) AGEC course

Social and Behavioral Sciences (6 Credits)

Select AGEC courses from two different disciplines

Physical and Biological Sciences (8 Credits)

BIO181 General Biology I (4)   AND

BIO182 General Biology II (4)  



OR

CHM151 General Chemistry I (4)   AND



CHM152 General Chemistry II (4)  

OR

PHY121 University Physics I: Mechanics (4)   AND

PHY122 University Physics II: Electricity and Magnetism (4)  

Mathematics (3-4 Credits)

MAT221 Analytical Geometry and Calculus I (4)   or higher

Subject Options (6-8)

Based on your major, consult the Transfer Guides at
aztransfer.com/college/.

Students may select mathematics or science courses. Select Mathematics courses above the first course in the calculus sequence and/or Science courses from: Agriculture, Astronomy, Biology, Botany, Chemistry, Engineering, Environmental Science, Geology, Nutrition, Physical Geography, Physics or Zoology.

Special Awareness Requirements (0-9)

Select AGEC courses to fulfill these requirements.

1. At least three semester credits of coursework in *Intensive Writing and Critical Inquiry*.
2. At least three semester credits of coursework in *Cultural Awareness (Ethnic/Race/Gender)*.
3. At least three semester credits of coursework in *Global/International Awareness or Historical Awareness*.

Note: Courses used in other areas, such as Communication Studies, Arts and Humanities, Social and Behavioral Sciences or Transfer Electives may also be used to satisfy one of the three (3) Special Awareness Requirements categories. A course may not be used to satisfy more than one Special Awareness Requirements category.

Electives

Select approved elective courses which transfer as "elective or better" to at least two of the three Arizona public universities to complete the required A.S. Degree credit requirement. Consult the *Course Equivalency Guide*. Students must



complete a total of 60-64 credits to earn the Associate of Science Degree.

Requirements for A. S. Degree (3)

Reading Competency: RDG100 College Reading

Computer Competency (select one):

- AGB124 Microcomputers in Agriculture (3)
- CIS120 Survey of Computer Information Systems (3) or higher
- EGR102 Introduction to Engineering (3)
- EIT151 Digital Audio Workstation (3)
- MSC122 Introduction to Web Design (3)

OR

- Transferable Computer Competency course (Consult the *Course Equivalency Guide* to determine transferability to the three state public universities.)



Other A. S. Degree Requirements

Some A.S. Degree majors require up to 16 credits of a Second Language to demonstrate proficiency. Many four-year degree programs require either a second semester or fourth semester level of a second language. CAC strongly encourages students to complete this requirement at CAC prior to transfer.

Check your university catalog, Transfer Guides at aztransfer.com/college/ or meet with an academic advisor. Students may demonstrate proficiency by completion of coursework and/or a proficiency test.

Students who are undecided about their major are encouraged to complete a fourth semester of a second language. CAC offers Spanish, Sign Language and other Foreign Languages and Literatures. Contact an academic advisor for assistance.

Students must earn a grade of “C” or better in each A.S. Degree required course.

Students must earn a minimum of 20 credits from CAC which includes the AGEC-S requirements.

Associate of Science Degree requires 60-64 credits.

ASSOCIATE OF APPLIED SCIENCE (A.A.S.) DEGREE

(60 Credits)

The Associate of Applied Science (A.A.S.) Degree is appropriate for students who plan to directly enter the workforce of their chosen pathway or who do not plan to transfer.

However, choosing the A.A.S. Degree and fulfilling the Arizona General Education Curriculum (AGEC) requirements provides a pathway to attend an Arizona public university in the future. Students should consult an academic advisor regarding transfer.

General Education (19-20 Credits)

Written Communications (3 Credits)

Select one:

- ENG101 English Composition III (3)
- ENG121 Applied Technical Writing (3)

Oral Communications (3 Credits)

- COM100 Fundamentals of Human Communication (3) or higher

Arts and Humanities (3 Credits)

Select courses numbered 100 or above from the following: ART, HMC, LIT MHL, PHI, and THE. Students may also choose any course from the Arts or Humanities AGEC lists. The required courses must represent two different departments for the Arts and Humanities category. For example, students may not take a HIS course to fulfill their Arts and Humanities requirement, if they are using another HIS course to complete their Social and Behavioral Sciences requirement.

Social and Behavioral Sciences (3 Credits)

Select courses numbered 100 or above from the following: ABS, ECN, GEO, HIS, POS, PSY, and SOC. Students may also choose any course from the Social and Behavioral Science AGEC list. The required courses must represent two different departments for the Social and Behavioral Sciences category. For example, students may not take a HIS courses to fulfill their Arts and Humanities requirement, if they are



using another HIS courses to complete their Social and Behavioral Sciences requirement.

Physical and Biological Sciences (4 Credits)

Select a 4-credit courses with lab numbered 100 or above from the Physical and Biological Science Lab list. Students may also choose from the Biological and Physical Lab Science AGECE list.

Mathematics (3-4 Credits)

Select one:

BUS101 Business Mathematics (3) or

MAT106 Technical Math* (3)

MAT118 Essential Mathematics (4) or higher

*Meets requirement only for Diesel and Heavy Equipment Technology, Heavy Equipment Operator, and Welding Technology programs.

Core and Elective Requirements

(41 or More Credits)

The number of credits required depends on the chosen program of study. Refer to the specific A.A.S. Degree program.

Other Requirements (3)

Reading Competency

RDG100 College Reading 

OR

Equivalent reading assessment test score


Computer Competency (3 credits)

Select one:

AGB124 Microcomputers in Agriculture (3)

CIS110 Fundamentals of Computer Literacy (3)

CIS120 Survey of Computer Information Systems (3)  or higher

EGR102 Introduction to Engineering (3) 

EIT151 Digital Audio Workstation (3)

MSC122 Introduction to Web Design (3)

Students must earn:

- a cumulative grade point average (CGPA) of at least a 2.0 on a 4.0 scale;
- a minimum of 20 credits from CAC;
- a minimum of 60 credits for the A.A.S. Degree.

ASSOCIATE OF GENERAL STUDIES (A.G.S.) DEGREE

(64 Credits)

The Associate of General Studies (A.G.S.) Degree is appropriate for students who desire flexibility to select courses to build a degree and who do not plan to transfer. However, choosing the A.G.S. degree and fulfilling the Arizona General Education Curriculum (AGEC) requirements provides the opportunity for students to attend an Arizona public university and to transfer the 35-credit AGECE block.

All students should consult an academic advisor and the Transfer Guides for Arizona State University, Northern Arizona University, and the University of Arizona in the major field for the bachelor degree. For more information, go to aztransfer.com/college/.

For a list of Common Courses associated with specific programs of study, go to the Common Course Matrix Archives and select the current year or the year you completed the course(s):

steeringcommittee.aztransfer.com/resources/ccm.html.

Upon completion of the A.G.S. Degree with an AGECE, students must complete both the A.G.S. Degree completion form and the AGECE Certificate Completion form.

General Education (29-30 Credits)

Written Communications (3 Credits)

ENG101 English Composition III (3)  

Note: The AGECE Certificate requires 6 credits: ENG101 English Composition III (3) and ENG102 English Composition IV (3).

Oral Communications (3 Credits)

Select a COM course applicable to your designated degree

Arts and Humanities (6 Credits)

Select courses numbered 100 or above in the following areas: Art, Humanities, Literature, Music, Philosophy and Theatre. Students may also choose any course from the Arts or Humanities AGECE lists, especially those areas which suit major or minor areas of study. One Art (3) and one Humanities (3) course is required.

Social and Behavioral Sciences (6 Credits)

Select courses numbered 100 or above in the following areas: Anthropology, Economics, Geography, History, Political Science, Psychology and Sociology. Students may also choose any course from the Social and Behavioral Science AGECE list, especially those areas which suit major



or minor areas of study. Select courses from two different disciplines.

Physical and Biological Sciences (8 Credits)

Select courses numbered 100 or above from biological or physical science.

Mathematics (3-4 Credits)

BUS101 Business Mathematics (3) or
MAT118 Essential Mathematics (4) or higher

Electives (30-31) Credits

Select college-level courses numbered 100 or above to meet 64 credit minimum requirement. Students electing to earn the AGEC-A to prepare for transfer to a four-year institution are strongly encouraged to complete additional coursework in the following areas: English and Mathematics.

Requirements for A.G.S. Degree (4)

PAC or DAN Course (1)

Reading Competency: RDG100 College Reading

Computer Competency (select one):

AGB124 Microcomputers in Agriculture (3)
CIS110 Fundamentals of Computer Literacy (3) or
higher
CIS120 Survey of Computer Information Systems (3)
 or higher

EGR102 Introduction to Engineering (3)
EIT151 Digital Audio Workstation (3)
MSC122 Introduction to Web Design (3)

OR

Transferable Computer Competency course (Consult the *Course Equivalency Guide* to determine transferability to the three state public universities.)

Students must earn:

- A cumulative grade point average (CGPA) of at least a 2.0 on a 4.0 scale.
- A minimum of 20 credits from CAC.

The A.G.S. Degree requires 64 credits.



ARIZONA GENERAL EDUCATION CURRICULUM (AGEC) 2017-2018

Completion of the AGEC or AGEC Certificate fulfills lower division general education requirements and will be fully applicable to the baccalaureate degree upon transfer to an Arizona public university. Three tracks are available: AGEC-Arts, AGEC-Business and AGEC-Science. All require completion of 35-38 transferable credits.

Consult an academic advisor to select courses to meet the AGEC requirements that may also fulfill program requirements in your chosen university major.

Multiple-Use Course Guideline:

Students may use a course to fulfill an AGEC category, such as the Social and Behavioral Sciences along with an AGEC Special Awareness Requirement Area, such as Intensive Writing. In addition, students may use the same course to fulfill degree core or elective requirements as well as CAC Requirements, i.e. Computer Competency course. Students must earn the minimum credits required for each credential. For example, an A.A. Degree with an AGEC-A requires a minimum of 60-64 credits, including a minimum of 20 credits earned from CAC.

AGEC (35-38 Credits)

General Education

When fulfilling the AGEC requirements, follow the instructions carefully. For example, students selecting the AGEC-A must earn a minimum of one course in the Art Category and one course in the Humanities Category, i.e. ART207 or ART208. Thus, the same Art course may not fulfill both the AGEC Arts and AGEC Humanities Categories (6-9 credit requirements).

Written Communications

ENG101 English Composition III (3)
ENG102 English Composition IV (3)

Oral Communications

COM100 Fundamentals of Human Communication (3)
COM101 Interpersonal Communication (3)
COM202 Small Group Communication (3)
COM206 Public Speaking (3)
COM259 Professional Communication (3)
COM263 Intercultural Communication (3)



Arts and Humanities

Arts

ART100	Art Appreciation (3)
ART101	Two-Dimensional Design (3)
ART102	Three-Dimensional Design (3)
ART103	Beginning Jewelry and Metalwork (3)
ART105	Ceramics I (3)
ART207	Art History I (3)
ART208	Art History II (3)
EIT100	History of Rock n' Roll (3)
HMC210	Classical Mythology & Western Art (3)
HMC250	Humanities in the Western World I (3)
HMC251	Humanities in the Western World II (3)
HMC252	Humanities in the Western World III (3)
LIT101	Introduction to Literature (3)
LIT234	US Latinx Literature and Culture (3)
LIT278	Native American Literature and Culture (3)
MHL100	Music Appreciation (3)
MHL207	Survey of Jazz/Popular Music (3)
THE100	Theater Appreciation (3)
THE115	Introduction to Cinema (3)
THE116	Contemporary Cinema (3)

Humanities

AGS235	Principles of Sonoran Horticulture (3)
AJS123	Ethics and the Administration of Justice (3)
ANS104	Human and Animal Interrelationships from Domestication to Present (3)
ART100	Art Appreciation (3)
ART207	Art History I (3)
ART208	Art History II (3)
EIT100	History of Rock n' Roll (3)
HIS101	U.S. History I (3)
HIS102	U.S. History II (3)
HIS103	History of Western Civilization I (3)
HIS104	History of Western Civilization II (3)
HIS105	Arizona History (3)
HIS108	Eastern Civilization—Beginnings to 1850 (3)
HIS201	Women in U.S. History (3)
HIS208	Eastern Civilization—1850 to Modern Times (3)
HMC210	Classical Mythology & Western Art (3)
HMC250	Humanities in the Western World I (3)
HMC251	Humanities in the Western World II (3)
HMC252	Humanities in the Western World III (3)
HNR204	Honors Colloquium I (3)
HNR205	Honors Colloquium II (3)
HNR255	Leadership Development (3)
LIT101	Introduction to Literature (3)
LIT201	American Literature I (3)
LIT202	American Literature II (3)
LIT203	English Literature I (3)
LIT204	English Literature II (3)
LIT206	World Literature (3)

LIT232	African American Literature (3)
LIT233	American Ethnic Literature (3)
LIT234	US Latinx Literature and Culture (3)
LIT254A	Literature and Film (3)
LIT256	Science Fiction Literature and Film (3)
LIT267	Introduction to Shakespeare (3)
LIT278	Native American Literature and Culture (3)
LIT291	Children's Literature for Educators (3)
PHI101	Introduction to Philosophy (3)
PHI105	Introduction to Ethics (3)
PHI112	World Religions (3)

Social and Behavioral Sciences

AGS122	Natural Resources and Conservation (3)
AGS204	Environmental Sustainability (3)
AJS101	Introduction to Administration of Justice (3)
AJS123	Ethics and the Administration of Justice (3)
AJS212	Juvenile Justice Procedures (3)
AJS224	Police Administration (3)
AJS225	Criminology (3)
AJS230	The Police Function (3)
AJS270	Community Relations (3)
ARH200	Principles of Archaeology (3)
ASB101	Physical Anthropology and Archaeology: Bones, Stones, and Human Evolution (4)
ASB102	Cultural Anthropology (3)
ASB201	Indians of the Southwest (3)
BUS123	Business Relations (3)
BUS190	Principles of Management and Leadership (3)
COM101	Interpersonal Communication (3)
COM263	Intercultural Communication (3)
CPD110	Transition to College and Career (3)
ECE276	Child Development (3)
ECN200	Contemporary Economic Issues (3)
ECN201	Principles of Macroeconomics (3)
ECN202	Principles of Microeconomics (3)
EDU221	Introduction to Education (3)
EDU222	Introduction to Special Education (3)
EDU230	Cultural Values in Education (3)
GEO101	Introduction to Cultural and Historical Geography (3)
HIS101	U.S. History I (3)
HIS102	U.S. History II (3)
HIS105	Arizona History (3)
HIS106	Mexican-American History (3)
HIS107	African-American History I (3)
HIS108	Eastern Civilization—Beginning to 1850 (3)
HIS201	Women in United States History (3)
HIS208	Eastern Civilization—1850 to Modern Times (3)
MSC101	Media and Society (3)
PEH101	Personal Health (3)
PHI105	Introduction to Ethics (3)
POS101	American Politics (3)
POS104	Contemporary Issues in World Politics (3)



POS220	U.S. and Arizona Constitutions (3)
PSY101	Introduction to Psychology (3) 📖
PSY200	Social Psychology (3)
PSY203	Developmental Psychology (3)
PSY205	Personality and Social Adjustment (3)
PSY277	Human Sexuality (3)
REC101	Recreation, Leisure, and the Quality of Life (3)
SOC101	Introduction to Sociology (3) 📖
SOC200	Racial and Ethnic Minorities (3) 📖
SOC202	Contemporary Social Problems (3) 📖
SOC203	Marriage and Family (3)
SOC212	Gender in Society (3)
SOC250	Family Violence (3)
SWU171	Introduction to Social Work (3)
SWU242	Introduction to Child Welfare Service in a Diverse World (3)
SWU291	Social Service Delivery (3)
SWU295	Foundations of Social Work Practice: Effective Helping in an Diverse World (3)
WGS100	Introduction to Gender and Women's Studies (3)

Physical and Biological Sciences

AGS101	World of Plants (4)
AGS104	Agricultural Environmental Science (4)
AGS106	Entomology (4)
AGS221	Soil Science (4)
AGS240	Plant Biology (4)
ASB101	Physical Anthropology and Archaeology: Bones, Stones, and Human Evolution (4)
AST101	Survey of Astronomy (4)
BIO100	Biology Concepts (4)
BIO109	Natural History of the Southwest (4)
BIO156	Human Biology for Allied Health (4)
BIO160	Introduction to Human Anatomy/Physiology (4)
BIO181	General Biology I (4) 📖
BIO182	General Biology II (4) 📖
BIO201	Human Anatomy and Physiology I (4) 📖
BIO202	Human Anatomy and Physiology II (4) 📖
BIO205	Microbiology (4) 📖
CHM130	Fundamental Chemistry (4) 📖
CHM138	Chemistry for Allied Health with Lab (4)
CHM151	General Chemistry I (4) 📖
CHM152	General Chemistry II (4) 📖
CHM235	General Organic Chemistry I (4) 📖
CHM236	General Organic Chemistry II (4) 📖
CUL142	Applied Food Service (4)
ENV101	Environmental Science (4)
GEO111	Introduction to Physical Geography (4)
GLG101	Physical Geology (4) 📖
GLG102	Historical Geology (4)
GLG110	Geological Hazards and Disasters (4)
NTR141	Nutrition and Wellness (4)
PHY100	Physical Universe (4)

PHY111	College Physics I (4) 📖
PHY112	College Physics II (4) 📖
PHY121	University Physics I: Mechanics (4) 📖
PHY122	University Physics II: Electricity and Magnetism (4) 📖
PHY223	University Physics III: Thermodynamics, Optics And Waves (4)

Mathematics (3-4 Credits)

MAT141	College Mathematics, Standard (4) 📖
MAT151	College Algebra, Standard (4) 📖
MAT162	Applied Statistics (3)
MAT182	Trigonometry with Algebra Review (4)
MAT187	Pre-Calculus (5) 📖
MAT201	Math for Elementary Teachers I (3)
MAT202	Math for Elementary Teachers II (3)
MAT211	Brief Calculus, Standard (4)
MAT212	Brief Calculus, Accelerated (3) 📖
MAT215	Math for Business Analysis (4)
MAT221	Analytical Geometry and Calculus I (4) 📖
MAT231	Analytical Geometry and Calculus II (4) 📖
MAT241	Analytical Geometry and Calculus III (4) 📖
MAT262	Ordinary Differential Equations (3) 📖
MAT275	Modern Differential Equations (4)

Special Awareness Requirements

Courses used in general education areas, such as Oral Communications, Arts and Humanities, Social and Behavioral Sciences, or Transfer Electives may also be used to satisfy the three (3) Special Requirements categories. A course may not be used to satisfy more than one Special Requirements category.

Intensive Writing/Critical Inquiry

AGS122	Natural Resources and Conservation (3)
AJS225	Criminology (3)
ENG203	Advanced Composition (3)
HIS106	Mexican-American History (3)
HIS201	Women in United States History (3)
HIS208	Eastern Civilization – 1850 to Modern Times (3)
HNR204	Honors Colloquium I (3) AND
HNR205	Honors Colloquium II (3) (Note: Must complete HNR204 and HNR205)
LIT201	American Literature I (3)
LIT202	American Literature II (3)
LIT203	English Literature I (3)
LIT204	English Literature II (3)
LIT232	African American Literature (3)
LIT233	American Ethnic Literature (3)
LIT254A	Literature and Film (3)
LIT256	Science Fiction Literature and Film (3)
LIT267	Introduction to Shakespeare (3)
LIT291	Children's Literature for Educators (3)



PHI105 Introduction to Ethics (3)

PSY200 Social Psychology (3)

PSY203 Developmental Psychology (3)

SOC200 Racial and Ethnic Minorities (3)

Cultural Awareness

AGS235 Principles of Sonoran Horticulture (3)

ART207 Art History I (3)

ART208 Art History II (3)

ASB102 Cultural Anthropology (3)

ASB201 Indians of the Southwest (3)

COM263 Intercultural Communication (3)

EDU222 Introduction to Special Education (3)

EDU230 Cultural Values in Education (3)

EDU240 Structured English Immersion (3)

GEO101 Introduction to Cultural /Historical Geography (3)

HIS101 United States History I (3)

HIS102 United States History II (3)

HIS103 History of Western Civilization I

HIS105 Arizona History (3)

HIS106 Mexican-American History (3)

HIS107 African-American History I (3)

HIS108 Eastern Civilization—Beginning to 1850 (3)

HIS201 Women in U.S. History (3)

HIS208 Eastern Civilization—1850 to Modern Times (3)

HMC210 Classical Mythology & Western Art (3)

HMC250 Humanities in the Western World I (3)

HMC251 Humanities in the Western World II (3)

HMC252 Humanities in the Western World III (3)

LIT101 Introduction to Literature (3)

LIT201 American Literature I (3)

LIT202 American Literature II (3)

LIT206 World Literature (3)

LIT232 African American Literature (3)

LIT233 American Ethnic Literature (3)

LIT234 US Latinx Literature and Culture (3)

LIT278 Native American Literature and Culture (3)

LIT291 Children's Literature for Educators (3)

MHL207 Survey of Jazz/Popular Music (3)

PSY277 Human Sexuality (3)

SLG202 American Sign Language IV (4)

SOC200 Racial and Ethnic Minorities (3)

SOC212 Gender in Society (3)

WGS100 Introduction to Gender and Women's Studies (3)

Global/International Awareness

AGS122 Natural Resources and Conservation (3)

AGS204 Environmental Sustainability (3)

ART207 Art History I (3)

ART208 Art History II (3)

ASB102 Cultural Anthropology (3)

HIS103 History of Western Civilization I (3)

HIS104 History of Western Civilization II (3)

HIS107 African-American History I (3)

HIS108 Eastern Civilization—Beginning to 1850 (3)

HIS208 Eastern Civilization—1850 to Modern Times (3)

LIT206 World Literature (3)

LIT234 US Latinx Literature and Culture (3)

PHI112 World Religions (3)

POS104 Contemporary Issues in World Politics (3)

SPA201 Intermediate Spanish I(4)

SPA202 Intermediate Spanish II (4)

THE100 Theater Appreciation (3)

Historical Awareness

ANS104 Human and Animal Interrelationships from Domestication to Present (3)

ART207 Art History I (3)

ART208 Art History II (3)

ASB201 Indians of the Southwest (3)

GEO101 Introduction to Cultural/ Historical Geography (3)

HIS101 U.S. History I (3)

HIS102 U.S. History II (3)

HIS103 History of Western Civilization I (3)

HIS104 History of Western Civilization II (3)

HIS105 Arizona History (3)

HIS106 Mexican-American History (3)

HIS108 Eastern Civilization—Beginning to 1850 (3)

HIS201 Women in U.S. History (3)

HIS208 Eastern Civilization—1850 to Modern Times (3)

HMC250 Humanities in the Western World I (3)

HMC251 Humanities in the Western World II (3)

HMC252 Humanities in the Western World III (3)

LIT234 US Latinx Literature and Culture (3)

MHL100 Music Appreciation (3)

MHL207 Survey of Jazz/Popular Music (3)


AGEC Course Designations 2017-2018 † See the Code Legend at the end of this grid.

See AGECE-Web for current information:

aztransfer.com/generaleducation/

Course #	Credit	Course Title	Core Areas					Awareness Areas			
			CM	MA	AH	SB	PBS	IW	CU	GI	HI
AGS101	4	World of Plants					BS				
AGS104	4	Agricultural Environmental Science					BS				
AGS106	4	Entomology					BS				
AGS122	3	Natural Resources and Conservation				SB		IW		GI	
AGS204	3	Environmental Sustainability				SB				GI	
AGS221	4	Soil Science					BS				
AGS235	3	Principles of Sonoran Horticulture			HU				CU		
AGS240	4	Plant Biology					BS				
AJS101	3	Introduction to Administration of Justice				SB					
AJS123	3	Ethics and the Administration of Justice			HU	SB					
AJS212	3	Juvenile Justice Procedures				SB					
AJS224	3	Police Administration				SB					
AJS225	3	Criminology				SB		IW			
AJS230	3	The Police Function				SB					
AJS270	3	Community Relations				SB					
ANS104	3	Human and Animal Interrelationships			HU						HI
ARH200	3	Principles of Archaeology				SB					
ART100	3	Art Appreciation			AH						
ART101	3	Two-Dimensional Design			AR						
ART102	3	Three-Dimensional Design			AR						
ART103	3	Beginning Jewelry and Metalwork			AR						
ART105	3	Ceramics I			AR						
ART207	3	Art History I			AH				CU	GI	HI
ART208	3	Art History II			AH				CU	GI	HI
ASB101	4	Physical Anthropology				SB	BS				
ASB102	3	Cultural Anthropology				SB			CU	GI	
ASB201	3	Indians of the Southwest				SB			CU		HI
AST101	4	Survey of Astronomy					PS				
BIO100	4	Biology Concepts					BS				
BIO109	4	Natural History of the Southwest					BS				
BIO156	4	Human Biology for Allied Health					BS				
BIO160	4	Introduction to Human Anatomy- Physiology					BS				
BIO181	4	General Biology I					BS				
BIO182	4	General Biology II					BS				
BIO201	4	Human Anatomy and Physiology I					BS				
BIO202	4	Human Anatomy and Physiology II					BS				
BIO205	4	Microbiology					BS				

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AGEC Course Designations 2017-2018 † See the Code Legend at the end of this grid

Course #	Credit	Course Title	Core Areas					Awareness Areas			
			CM	MA	AH	SB	PBS	IW	CU	GI	HI
BUS123	3	Business Relations				SB					
BUS190	3	Principles of Management and Leadership				SB					
CHM130	4	Fundamental Chemistry					PS				
CHM138	4	Chemistry for Allied Health with Lab					PS				
CHM151	4	General Chemistry I					PS				
CHM152	4	General Chemistry II					PS				
CHM235	4	General Organic Chemistry I					PS				
CHM236	4	General Organic Chemistry II					PS				
COM100	3	Fundamentals of Human Communication	OR								
COM101	3	Interpersonal Communication	OR			SB					
COM202	3	Small Group Communication	OR								
COM206	3	Public Speaking	OR								
COM259	3	Professional Communication	OR								
COM263	3	Intercultural Communication	OR			SB			CU		
CUL142	4	Applied Food Service					PS				
ECE276	3	Child Development				SB					
ECN200	3	Contemporary Economic Issues				SB					
ECN201	3	Principles of Macroeconomics				SB					
ECN202	3	Principles of Microeconomics				SB					
EDU221	3	Introduction to Education				SB					
EDU222	3	Introduction to Special Education				SB			CU		
EDU230	3	Cultural Values in Education				SB			CU		
EDU240	3	Structured English Immersion							CU		
EIT100	3	History of Rock n' Roll			AH						
ENG101	3	English Composition III	WR								
ENG102	3	English Composition IV	WR								
ENG203	3	Advanced Composition						IW			
ENV101	4	Environmental Science					PS				
GEO101	3	Intro to Cultural and Historical Geography				SB			CU		HI
GEO111	4	Introduction to Physical Geography					PS				
GLG101	4	Physical Geology					PS				
GLG102	4	Historical Geology					PS				
GLG110	4	Geological Hazards and Disasters					PS				
HIS101	3	U.S. History I			HU	SB			CU		HI
HIS102	3	U.S. History II			HU	SB			CU		HI
HIS103	3	History of Western Civilization I			HU				CU	GI	HI
HIS104	3	History of Western Civilization II			HU					GI	HI


AGEC Course Designations 2017-2018 † See the Code Legend at end of this grid

Course #	Credit	Course Title	Core Areas					Awareness Areas			
			CM	MA	AH	SB	PBS	IW	CU	GI	HI
HIS105	3	Arizona History			HU	SB			CU		HI
HIS106	3	Mexican-American History				SB		IW	CU		HI
HIS107	3	African-American History				SB			CU	GI	
HIS108	3	Eastern Civilization-Beginnings to 1850			HU	SB			CU	GI	HI
HIS201	3	Women in United States History			HU	SB		IW	CU		HI
HIS208	3	Eastern Civilization-1850 to Modern Times (3)			HU	SB		IW	CU	GI	HI
HMC210	3	Classical Mythology & Western Art			AH				CU		
HMC250	3	Humanities in the Western World I			AH				CU		HI
HMC251	3	Humanities in the Western World II			AH				CU		HI
HMC252	3	Humanities in the Western World III			AH				CU		HI
HNR204	3	Honors Colloquium I			HU						
HNR205	3	Honors Colloquium II			HU						
*HNR204+ HNR205	6	Honors Colloquium I and II						IW			
HNR255	3	Leadership Development			HU						
LIT101	3	Introduction to Literature			AH				CU		
LIT201	3	American Literature I			HU			IW	CU		
LIT202	3	American Literature II			HU			IW	CU		
LIT203	3	English Literature I			HU			IW			
LIT204	3	English Literature II			HU			IW			
LIT206	3	World Literature			HU				CU	GI	
LIT232	3	African American Literature			HU			IW	CU		
LIT233	3	American Ethnic Literature			HU			IW	CU		
LIT234	3	U.S. Latinx Literature and Culture			AH				CU	GI	HI
LIT254A	3	Literature and Film			HU			IW			
LIT256	3	Science Fiction Literature and Film			HU			IW			
LIT267	3	Introduction to Shakespeare			HU			IW			
LIT278	3	Native American Literature and Culture			AH				CU		
LIT291	3	Children's Literature for Educators			HU			IW	CU		
MAT141	4	College Mathematics, Standard		MA							
MAT151	4	College Algebra, Standard		MA							
MAT162	3	Applied Statistics		MA							
MAT182	4	Trigonometry with Algebra Review		MA							
MAT187	5	Pre-Calculus		MA							
MAT201	3	Math for Elementary Teachers I		MA							
MAT202	3	Math for Elementary Teachers II		MA							
MAT211	4	Brief Calculus, Standard		MA							
MAT212	3	Brief Calculus, Accelerated		MA							

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Course #	Credit	Course Title	Core Areas					Awareness Areas			
			CM	MA	AH	SB	PBS	IW	CU	GI	HI
MAT215	4	Math for Business Analysis		MA							
MAT221	4	Analytical Geometry and Calculus I		MA							
MAT231	4	Analytical Geometry and Calculus II		MA							
MAT241	4	Analytical Geometry and Calculus III		MA							
MAT262	3	Ordinary Differential Equations		MA							
MAT275	4	Modern Differential Equations		MA							
MHL100	3	Music Appreciation			AR						HI
MHL207	3	Survey of Jazz/Popular Music			AR				CU		HI
MSC101	3	Media and Society				SB					
NTR141	3	Nutrition and Wellness					BS				
PEH101	3	Personal Health				SB					
PHI101	3	Introduction to Philosophy			HU						
PHI105	3	Introduction to Ethics			HU	SB		IW			
PHI112	3	World Religions			HU					GI	
PHY100	4	Physical Universe					PS				
PHY111	4	College Physics I					PS				
PHY112	4	College Physics II					PS				
PHY121	4	University Physics I: Mechanics					PS				
PHY122	4	University Physics II: Electricity & Magnetism					PS				
PHY223	4	University Physics III: Thermodynamics, Optics					PS				
POS101	3	American Politics				SB					
POS104	3	Contemporary Issues in World Politics				SB				GI	
POS220	3	U.S. and Arizona Constitutions				SB					
PSY101	3	Introduction to Psychology				SB					
PSY200	3	Social Psychology				SB		IW			
PSY203	3	Developmental Psychology				SB		IW			
PSY205	3	Personality and Social Adjustment				SB					
PSY277	3	Human Sexuality				SB			CU		
REC101	3	Recreation, Leisure, and the Quality of Life				SB					
SLG202	4	American Sign Language IV							CU		
SOC101	3	Introduction to Sociology				SB					
SOC200	3	Racial and Ethnic Minorities				SB		IW	CU		
SOC202	3	Contemporary Social Problems				SB					
SOC203	3	Marriage and the Family				SB					
SOC212	3	Gender in Society				SB			CU		
SOC250	3	Family Violence				SB					
SPA201	4	Intermediate Spanish I								GI	



AGEC Course Designations Grid 2017-2018 † See Code Legend at the end of this grid

Course #	Credit	Course Title	Core Areas					Awareness Areas			
			CM	MA	AH	SB	PBS	IW	CU	GI	HI
SPA202 ☉	4	Intermediate Spanish II								GI	
SWU171	3	Introduction to Social Work				SB					
SWU242	3	Introduction to Child Welfare Service in a Diverse World				SB					
SWU291	3	Social Service Delivery				SB					
SWU295	3	Foundations of Social Work Practice: Effective Helping in a Diverse World				SB					
THE100	3	Theatre Appreciation			AR					GI	
THE115	3	Introduction to Cinema			AR						
THE116	3	Contemporary Cinema			AR						
WGS100	3	Introduction to Gender and Women's Studies				SB			CU		

† **AH**=Arts/Humanities; **AR**=Arts; **BS**=Biological Sciences; **CL**=Cross Listed; **CM**=Communication Studies; **CU**=Cultural Awareness (Ethnic/Race/Gender); **GI**=Global/International; **HI**=Historical; **HU**=Humanities; **IW**=Intensive Writing; **MA**=Mathematics; **OR**=Oral Communications; **PBS**=Physical/Biological Sciences; **PS**=Physical Sciences; **SB**=Social/Behavioral Sciences; ☉=SUN Course; **WR**=Written Communications.

*HNR204 + HNR205 earned with grade of C or better fulfills **IW** requirement.

CERTIFICATES

Certificate programs prepare students for entry-level employment opportunities and some build toward a state of Arizona General Education Curriculum (AGEC) Certificate or a CAC A.A.S. or A.G.S. Degree. Full-time students can complete most certificate programs in one or two semesters.

In addition to offering advanced training or building foundations for future credentials, many certificates build toward an A.A.S. Degree which transfers to the state universities and other higher education institutions.

In Arizona, the public universities support the AAS to BAS Pathway where students may earn 75 credits at CAC and complete a 120 credit baccalaureate degree by earning the last 45 credits at the university/four-year college.

Certificates require the following:

- Students must earn a cumulative grade point average (CGPA) of at least a 2.0 on a 4.0 scale.
- Students must complete one-third of the certificate credits from CAC.

To view the Certificates and Degrees available at CAC, consult the Program of Study list in this catalog.



Arizona General Education Curriculum for the Arts (AGEC-A Certificate)

(35-36 semester credits)

The Arizona General Education Curriculum focused on the Arts (AGEC-A) is a 35 semester credit block that fulfills the lower division general education requirements of liberal arts majors (e.g., social science, fine arts, humanities). The AGEC-A requires a minimum of MAT141 or higher plus 32 credits. The AGEC block transfers to any Arizona public or tribal community college and to the three Arizona public universities. Students who intend to transfer into liberal arts majors should select the AGEC-A.







General Education (35-36)

Subject Area Requirements

An approved AGECA, together with the number of courses and number of semester credits, must contain the following Subject Areas. Select only AGECA courses.

Written Communications (6 credits)

ENG101 English Composition III (3)   ENG1101

ENG102 English Composition IV (3)   ENG1102

Oral Communications (3 credits)

Select an AGECA course

For the following two categories, select a total of 15 credits.

Arts and Humanities (6-9 credits)

Select a minimum of one Art (3) and one Humanities (3) AGECA course



Social and Behavioral Sciences (6-9)

Select AGECA courses from at least two different disciplines

Physical and Biological Sciences (8)

Select AGECA courses with a laboratory component

Mathematics (3-4)

MAT141 College Mathematics, Standard (4)  
MAT1142 or higher

Subject Options (0-6)

Based on your major, review the specific A.A. Degree requirements in the CAC catalog, consult an academic advisor, and see the Transfer Guides at aztransfer.com/college/.

Special Awareness Requirements (0-9 Credits)

Select AGECA courses to fulfill these requirements.

1. At least three semester credits of coursework in Intensive Writing and Critical Inquiry.
2. At least three semester credits of coursework in Cultural Awareness (Ethnic/Race/Gender).
3. At least three semester credits of coursework in Global/International Awareness or Historical Awareness.

Note: Courses used in other areas, such as Oral Communications, Arts and Humanities, Social and Behavioral Sciences or Transfer Electives may also be used to satisfy the three Special Awareness Requirements categories. A course may not be used to satisfy more than one Special Awareness Requirements category.

Note: Some Transfer Articulation Agreements require a specific number of credits in the Arts and Humanities or the Social and Behavioral Sciences categories. Refer to the officially published TAG, TAP, CAC2NAU or other articulation pathway document for details and consult an advisor.

Students must earn a grade of "C" or better in each course.

Students must earn at least one-third of the AGECA Certificate credits from CAC.

Arizona General Education Curriculum for Business (AGECB Certificate)

(35-36 semester credits)



General Education (35-36)



The Arizona General Education Curriculum focused on Business (AGECB) is a 35 semester credit block that fulfills the lower division general education requirements of many business programs and other programs that articulate with the Associate of Business Degree. The block transfers to any Arizona public or tribal community college, to the three Arizona public universities, and other higher education institutions. The AGECB requires a minimum of Brief Calculus plus 32 credits from specific AGECA categories.

Subject Area Requirements

An approved AGECB, together with the number of courses and number of semester credits, must contain the following Subject Areas. Select AGECA courses only.

Written Communications (6)

ENG101 English Composition III (3)   ENG1101

ENG102 English Composition IV (3)   ENG1102

Oral Communications (3)

Select an AGECA course.

For the following two categories, select a total of 15 credits.

Arts and Humanities (6-9)

Select a minimum of one Art (3) and one Humanities (3) AGECA course.


Social and Behavioral Sciences (6-9)

Select AGECA courses from at least two different disciplines.

**Physical and Biological Sciences (8)**

Select AGECE courses with a laboratory component.

Mathematics (3-4)

MAT211 Brief Calculus (4)  or higher

Computer Information Systems (3)

CIS120 Survey of Computer Information Systems (3)

  CIS1120

Subject Options (0-3)

Based on your major, review the specific Associate of Business Degree requirements in the CAC Catalog, consult an academic advisor and see the Transfer Guides at aztransfer.com/college/.

Special Awareness Requirements (0-9)

Select AGECE courses to fulfill these requirements.

1. At least three semester credits of coursework in Intensive Writing and Critical Inquiry.
2. At least three semester credits of coursework in Cultural Awareness (Ethnic/Race/Gender).
3. At least three semester credits of coursework in Global/International Awareness or Historical Awareness.

Note: Courses used in other areas, such as Oral Communications, Arts and Humanities, Social and Behavioral Sciences or Transfer Electives may also be used to satisfy the three Special Awareness Requirements categories. A course may not be used to satisfy more than one Special Awareness Requirements category.

Note: Some Transfer Articulation Agreements require a specific number of credits in the Arts and Humanities or the Social and Behavioral Sciences categories. Refer to the officially published TAG, TAP, CAC2NAU or other articulation pathway document for details and consult an advisor.

Students must earn a grade of "C" or better in each course.

Students must earn at least one-third of the AGECE-B Certificate credits from CAC.

Arizona General Education Curriculum for Science (AGECE-S Certificate)

(35-37 semester credits)





General Education

The Arizona General Education Curriculum focused on the Sciences (AGECE-S) is a 35-37 semester credit block that fulfills the lower division general education requirements of many science programs and other programs that articulate with the Associate of Science Degree. The block transfers to any Arizona public or tribal community college, to the three Arizona public universities, and other higher education institutions. The AGECE-S requires a minimum of Analytical Geometry and Calculus I plus 32 credits from specific AGECE categories, including rigorous science requirements.

**Subject Area Requirements**

An approved AGECE-S, together with the number of courses and number of semester credits, must contain the following Subject Areas. Select AGECE courses only.

Written Communications (6)

ENG101 English Composition III (3)   ENG1101
ENG102 English Composition IV (3)   ENG1102





Arts and Humanities (6)

Select one Art (3) and one Humanities (3) AGECE course





Social and Behavioral Sciences (6)

Select AGECE courses from at least two different disciplines



Physical and Biological Sciences (8)

BIO181 General Biology I (4)   BIO1181 AND
BIO182 General Biology II (4)   BIO1182



OR

CHM151 General Chemistry I (4)   CHM1151 AND
CHM152 General Chemistry II (4)   CHM1152



OR

PHY121 University Physics I: Mechanics (4)
  PHY1121 AND



PHY122 University Physics II: Electricity and
Magnetism (4)   PHY1131

Mathematics (3-4)

MAT221 Analytical Geometry and Calculus I (4) or higher
  MAT2220

Subject Options (6-8 credits)

Based on your major, consult the Transfer Guide at aztransfer.com/college and select mathematics courses above the first course in the calculus sequence and/or Science courses from: Agriculture, Astronomy, Biology, Botany, Chemistry, Environmental Science, Geology, Physical Geography, Nutrition, Physics or Zoology.

Special Awareness Requirements (0-9)

Select AGECE courses to fulfill these requirements.

1. At least three semester credits of coursework in Intensive Writing and Critical Inquiry.
2. At least three semester credits of coursework in Cultural Awareness (Ethnic/Race/Gender).
3. At least three semester credits of coursework in Global/International Awareness or Historical Awareness.

Note: Courses used in other areas, such as Communication Studies, Arts and Humanities, Social and Behavioral Sciences or Transfer Electives may also be used to satisfy the three Special Awareness Requirements categories. A course may not be used to satisfy more than one Special Awareness Requirements category.

Note: Some Transfer Articulation Agreements require a specific number of credits in the Arts and Humanities or the Social and Behavioral Sciences categories. Refer to the officially published TAG, TAP, CAC2NAU or other articulation pathway document for details and consult an advisor.

Students must earn a grade of "C" or better in each course.

Students must earn at least one-third of the AGECE-S Certificate credits from CAC.



2017-18 Academic Offerings

Arts & Humanities

Art, Visual and Performing
Communication Studies
Early Care Education
Education
English
Honors
Humanities
Reading
Social and Behavioral Sciences
(Anthropology, Geography (Cultural), History,
Philosophy, Political Science, Psychology,
Social Work, Sociology)
World Languages

Career & Technical Education

Administration of Justice
Advanced Manufacturing & Technology
(Drafting, Welding)
Agriculture
Culinary
Diesel Technology
Heavy Equipment Technology
Hotel & Restaurant Management

Health Careers & Allied Health

Clinical Laboratory Assistant
Community and Public Health
Emergency Medical Services
Fire Science Technology
Health Information Technology
Massage Therapy Technician
Medical Assisting
Nursing (RN)
Nursing Assistant
Nutrition and Dietetics
Pharmacy Technician
Radiologic Technology

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Business
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Math
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ACCOUNTING

ACCOUNTING AAS

Total Credits: 64

The Accounting AAS Degree is designed for students seeking entry-level accounting positions. Proficiencies include analyzing and interpreting accounting records, legal and regulatory practices, and effective communication skills necessary for success in business environments.

The Accounting AAS Degree is appropriate for students who do not plan to transfer to a university and directly enter the workforce. Students interested in pursuing a baccalaureate degree may consider the Associate of Business Degree.

However, choosing the Accounting AAS Degree and fulfilling the Arizona General Education Curriculum (AGEC) requirements provides a pathway to attend an Arizona public university in the future. Students should consult an academic advisor regarding transfer. Students who wish to receive both the AAS Degree and the AGEC Certificate must complete the required documentation in the Registrar's Office following established timelines.

Recommended Proficiencies

A solid background in reading, math, and analytical skills.

General Education Requirements (19)

Written Communications (3)

Select one:

- ENG101 English Composition III (3) (Recommended)
ENG121 Applied Technical Writing (3)

Oral Communications (3)

- COM100 Fundamentals of Human Communication (3)
 or higher

Art and Humanities (3)

Select courses numbered 100 or above from the following areas: ART, HMC, LIT, MHL, PHI, and THE. Students may also choose any course from the Arts and Humanities AGEC lists. The required courses must represent two different departments for the Arts and Humanities category. For example, students may not take a HIS course to fulfill their Arts and Humanities requirement, if they are using another HIS course to complete their Social and Behavioral Sciences requirement.

Social and Behavioral Sciences (3)

Select one:

- ECN101 Introduction to Economics (3)
ECN201 Principles of Macroeconomics (3)
ECN202 Principles of Microeconomics (3)

Physical and Biological Sciences (4)

Select a 4-credit course with lab numbered 100 or above from the Biological and Physical Science Lab list. Students may also choose a course from the Biological and Physical Lab Science AGEC list.

Mathematics (3)

- BUS101 Business Mathematics (3)

Core and Elective Requirements (45)

- ACC121 Income Tax Fundamentals (3)
ACC201 Financial Accounting (3)*
ACC202 Managerial Accounting (3)
ACC222 Payroll Accounting (3)
ACC226 Accounting with QuickBooks Pro (3)
ACC227 Accounting with Sage 50 Complete (3)
BUS100 Introduction to Business (3)
BUS123 Business Relations (3)
BUS201 Legal Environment of Business (3)
BUS207 Business Communications (3)
BUS260 Applied Business Seminar (3)
CBA133A Spreadsheet Applications – Excel (3)

Select one:

- CIS120 Survey of Computer Information Systems (3)
 CIS 1120
CIS110 Fundamentals of Computer Literacy (3)


Select 6 credits of electives from the following areas:

- ACC Accounting
AGB Agriculture Business
BUS Business
CBA Computer Business Applications
CIS Computer Information Systems
CUL Culinary
ECN Economics
HRN Honors
HRM Hospitality Management
REA Real Estate

*Students may be advised to complete ACC100, Fundamentals of Accounting, prior to completing ACC201, Financial Accounting.



Other Requirements (0-3)

Reading Competency: College Reading 

OR


Equivalent reading assessment test score

Computer Competency (0-3):

Select one:

CIS110 Fundamentals of Computer Literacy (3)

Also fulfills Core Requirement

CIS120 Survey of Computer Information Systems (3) 

Also fulfills Core Requirement

Students must earn:

- a cumulative grade point average (CGPA) of at least a 2.0 on a 4.0 scale
- at least 20 credits from CAC
- a minimum of 64 credits.

ACCOUNTING CERTIFICATE

Total Credits: 18


The Accounting Certificate prepares individuals for entry-level positions in accounting or bookkeeping.


Recommended Proficiencies

Students should be able to identify and solve basic business problems in operations, finance and accounting, handle business data and human relations.

Core Requirements (18)

ACC121 Income Tax Fundamentals (3)

ACC201 Financial Accounting (3)* 

ACC202 Managerial Accounting (3) 

ACC226 Accounting with QuickBooks Pro (3)

CIS110 Fundamentals of Computer Literacy (3)

OR

CIS120 Survey of Computer Information Systems (3) 

AND

ACC222 Payroll Accounting (3)

OR

ACC227 Accounting with Sage 50 Complete (3)

**Students may be advised to complete ACC100 prior to completing ACC201.*

Other Requirements

Students must earn:

- a cumulative grade point average (CGPA) of at least a 2.0 on a 4.0 scale
- at least one-third of the certificate credits from CAC.

ADMINISTRATION OF JUSTICE

ADMINISTRATION OF JUSTICE STUDIES AA

Total Credits: 60-64

The Administration of Justice Studies AA Degree academically prepares students to transfer to an accredited university to pursue a career in local and federal law enforcement, the court system, corrections or probation.

General Education Requirements AGEC-A (35-36)

Written Communications (6)

ENG101 English Composition III (3)  

ENG102 English Composition IV (3)  

Oral Communications (3)

Select an AGECE course.

For the following two categories, for each category select courses from different disciplines to total 15 credits:

Art and Humanities (6-9)



Art



Select an AGECE Art course.



Humanities

AJS123 Ethics and the Administration of Justice (3) 
(Also fulfills Core Requirement)

Social and Behavioral Sciences (6-9)

SOC101 Introduction to Sociology (3)  



PSY101 Introduction to Psychology (3)  

AJS101 Introduction to Administration of Justice (3)  
(Also fulfills Core Requirement)

Physical and Biological Sciences (8)

Select AGECE courses with a laboratory component.

Mathematics (3-4)

MAT141 College Mathematics, Standard (4)  
or higher



Subject Options (0-6)

Based on your major, review the specific AA Degree requirements in the CAC catalog, consult an academic advisor and see the Transfer Guides at aztransfer.com/college/

Special Awareness Requirements (0-9)

Select AGECE courses to fulfill these requirements:

1. At least three semester credits of coursework in Intensive Writing and Critical Inquiry (*Fulfilled by AJS225*).
2. At least three semester credits of coursework in Cultural Awareness (Ethnic/Race/Gender).
3. At least three semester credits of coursework in Global/International Awareness or Historical Awareness.

Note: Courses used in other areas, such as Oral Communications, Art and Humanities, Social and Behavioral Sciences, or Transfer Electives may also be used to satisfy requirements in the three Special Awareness Requirements categories. A course may not be used to satisfy more than one Special Awareness Requirements category.

Core Requirements (18)

- AJS101 Introduction to Administration of Justice (3)
(Also fulfills Social and Behavioral Sciences requirement)
- AJS123 Ethics and the Administration of Justice (3)
(Also fulfills Humanities requirement)
- AJS209 Substantive Criminal Law (3)
- AJS225 Criminology (3)
- AJS230 The Police Function (3)
- AJS260 Procedural Criminal Law (3)

Electives (6-9)

Select AJS prefix course electives to meet the 60-64 credit Degree requirement.

Other Requirements (3)

Reading Competency: RDG100 College Reading

Computer Competency (3):

- AGB124 Microcomputer in Agriculture
- CIS120 Survey of Computer Information Systems

Other AA Degree Requirements

Check your university catalog, Transfer Guides at aztransfer.com/college/

or meet with an academic advisor. Students may demonstrate proficiency by completion of coursework

and/or a proficiency test.

Students must earn:

- a grade of C or better in each required course
- a minimum of 20 credits from CAC which includes the AGECE-A requirements
- a minimum of 60 credits.

ADMINISTRATION OF JUSTICE AAS

Total Credits: 62

The Administration of Justice Studies AAS Degree prepares students for professional careers in law enforcement, corrections, parole, probation, the judiciary and juvenile social work.

General Education Requirements (22)

Written Communications (6)

ENG101 English Composition III (3)

ENG102 English Composition IV (3)

Oral Communications (3)

COM100 Fundamentals of Human Communication (3)
 or higher

Art and Humanities (3)

AJS123 Ethics and the Administration of Justice (3)
Fulfills Core Requirement

Social Behavioral Sciences (6)

Select two:

SOC101 Introduction to Sociology (3)

PSY101 Introduction to Psychology (3)

POS101 American Politics (3)

POS220 U.S. and Arizona Constitutions (3)





Physical and Biological Sciences (4)

Select a 4-credit course with lab numbered 100 or above from the Biological and Physical Science Lab list. Students may also choose a course from the Biological and Physical Lab Science AGECE list.


Mathematics (3)


Select one:

MAT118 Essential Mathematics (4) or higher


BUS101 Business Mathematics (3)

Core and Elective Requirements (37)

AJS101 Introduction to Administration of Justice (3)  

AJS123 Ethics and the Administration of Justice (3) 
Also fulfills Arts and Humanities Requirement

AJS209 Substantive Criminal Law (3)

AJS225 Criminology (3)  *IW*

AJS230 The Police Function (3)

AJS260 Procedural Criminal Law (3)

Select 12 credits from courses with the AJS prefix.

Select 7 credits of general electives from any course numbered 100 or above. Credit may be granted for prior police training upon departmental approval, including credit for AJS Core and Elective Requirements.


Other Requirements (3)

Reading Competency: RDG100 College Reading 

OR

equivalent reading assessment test score

Computer Competency (3):

CIS120 Survey of Computer Information Systems (3) 
or higher

Students must earn:

- a cumulative grade point average (CGPA) of at least a 2.0 on a 4.0 scale; a minimum of 20 credits from CAC
- a minimum of 20 credits from CAC
- a minimum of 62 credits.

AGRICULTURE

AGRICULTURE AA

Total Credits: 60-64


The Agriculture Associate of Arts Degree is designed for those interested in career/transfer path degrees in animal science, biotechnology, plant science, ag. business, ag. education, and other ag. based programs.

General Education Requirements

AGECE-A (35-36)

Written Communications (6)

ENG101 English Composition III (3)  


ENG102 English Composition IV (3)  

Oral Communications (3)

Select an AGECE course.

For the following two categories, for each category select courses from different disciplines to total 15 credits.


Art and Humanities (6-9)

ANS104 Human and Animal Interrelationships from Domestication to Present (3) 

AND

Select one Art (3)


Social and Behavioral Sciences (6-9)

AGS122 Natural Resources and Conservation (3)  *IW*

AND

Select another AGECE course from a different discipline.

Physical and Biological Sciences (8)



AGS240 Plant Biology (4) 

(Fulfilled in Core Requirements)

AND

Select another AGECE course with a laboratory component.

Mathematics (3-4)

MAT141 College Mathematics, Standard (4)   or higher
(Consult your Agriculture Faculty Advisor for guidance on the mathematics requirement)

Subject Options (0-6)

Based on your major, review the specific AA Degree requirements in the CAC catalog, consult an academic advisor, and see the Transfer Guides at

aztransfer.com/college/.



Special Awareness Requirements (0-9)

Select AGECE courses to fulfill these requirements.

1. At least three semester credits of coursework in Intensive Writing and Critical Inquiry Historical Awareness
2. At least three semester credits of coursework in Cultural Awareness (Ethnic/Race/Gender)
3. At least three semester credits of coursework in Global/International Awareness or Historical Awareness

Note: Courses used in other areas, such as Oral Communications, Art and Humanities, Social and Behavioral Sciences, or Transfer Electives may also be used to satisfy requirements in the three Special Awareness Requirements categories. A course may not be used to satisfy more than one Special Awareness Requirements category.

Core Requirements (10)

- AGB124 Microcomputers in Agriculture (3)
 AGS240 Plant Biology (4)
 (Fulfills one AGECE Physical and Biological Science requirement)
 ANS101 Animal Industry (3)

Electives (12-16)

Select approved elective courses which transfer as "Elective or better" to at least two of the three Arizona public universities to complete the 60-64 credit requirement. Consult an Agriculture Faculty Advisor to determine course selections and course equivalencies at the universities.

Other Requirements (3)

Reading Competency: RDG100 College Reading

Computer Competency (3):

- AGB124 Microcomputers in Agriculture (3)
 (Fulfilled in Core Requirements)

Other AA Degree Requirements

Students must earn:

- a grade of C or better in each required course
- a minimum of 20 credits from CAC which includes the AGECE-A requirements
- a minimum of 60 credits.

AGRICULTURE AS

Total Credits: 60-64

The Agriculture Associate of Science Degree is designed for those interested in career/transfer path degrees in pre-vet science, biotechnology, plant science, microbiology and other AG based science programs.

General Education Requirements AGECE-S (35-37)

Written Communications (6)

- ENG101 English Composition III (3)
 ENG102 English Composition IV (3)

For the following two categories, select courses from different disciplines.

Art and Humanities (6)

- ANS104 Human and Animal Interrelationships from Domestication to Present (3)
 AND Select one Art (3)

Social and Behavioral Sciences (6)

- AGS122 Natural Resources and Conservation (3)
 AND

Select another AGECE course from a different discipline.

Physical and Biological Sciences (8)

Select AGECE courses with a laboratory component.

Life Science Majors:

- CHM151 General Chemistry I (4) AND
 CHM152 General Chemistry II (4)
 OR

- BIO181 General Biology I (4) AND
 BIO182 General Biology II (4)

Physical Science Majors:

- CHM151 General Chemistry I (4) AND
 CHM152 General Chemistry II (4)
 OR

- PHY121 University Physics I: Mechanics (4) AND
 PHY122 University Physics II: Electricity and Magnetism (4)

Mathematics (3-4)

- MAT221 Analytical Geometry and Calculus I (4)
 or higher



Subject Options (6-8)

Based on your major, review the specific AS Degree requirements in the CAC catalog, consult an academic advisor, and see the Transfer Guides at aztransfer.com/college/. Students may select mathematics or science courses. Select Mathematics courses above the first course in the calculus sequence and/or Science courses from: Agriculture, Astronomy, Biology, Botany, Chemistry, Engineering, Environmental Science, Geology, Nutrition, Physical Geography, Physics or Zoology.

Special Awareness Requirements (0-9)

Select AGECE courses to fulfill these requirements.

1. At least three semester credits of coursework in Intensive Writing and Critical Inquiry
2. At least three semester credits of coursework in Cultural Awareness (Ethnic/Race/Gender)
3. At least three semester credits of coursework in Global/International Awareness or Historical Awareness.

Note: Courses used in other areas, such as Oral Communications, Art and Humanities, Social and Behavioral Sciences, or Transfer Electives may also be used to satisfy requirements in the three Special Awareness Requirements categories. A course may not be used to satisfy more than one Special Awareness Requirements category.

Core Requirements (10)

- AGB124 Microcomputers in Agriculture (3)
(Fulfills computer competency requirement)
- AGS240 Plant Biology (4)
- ANS101 Animal Industry (3)

Agriculture Electives (12-16)

Select approved elective courses which transfer as "Elective or better" to at least two of the three Arizona public universities to complete the 60-64 credit requirement. Consult an Agriculture Faculty Advisor to determine course selections and course equivalencies at the universities.

Other Requirements (3)

Reading Competency: RDG100 College Reading

Computer Competency (3):

- AGB124 Microcomputers in Agriculture (3)
(Fulfilled in Core Requirements)

Students must earn:

- a grade of C or better in each required course

- a minimum of 20 credits from CAC which includes the AGECE-S requirements
- a minimum of 60 credits.

AGRICULTURE BUSINESS CERTIFICATE

Total Credits: 27

This Certificate provides students with specialized agricultural workplace skills for entry-level agribusiness positions.

Core Requirements (9)

- AGB100 Introduction to Agriculture Business (3)
AGB124 Microcomputers in Agriculture (3)
AGB225 Agriculture Business Analysis (3)

Select two of the following courses (6):

- AGB213 Introduction to Agricultural Commodity and Food Marketing (3)
AGB121 Fundamentals of Agriculture and Environmental Economics (3)
ANS110 Horse Event Production (3)

Select one of the following courses (3):

- ACC100 Fundamentals of Accounting (3)
AGB123 Agriculture Accounting (3)

Select one of the following courses (3):

- BUS101 Business Mathematics (3)
MAT118 Essential Mathematics (4) or higher

Select one of the following courses (3):

- ENG101 English Composition III (3)
- ENG121 Applied Technical Writing (3)

Select one AGECE Oral Communications course (3):

- COM100 Fundamentals of Human Communication (3)
- COM206 Public Speaking (3)

OR

Any AGECE COM course

Other Requirements

Students must earn:

- a cumulative grade point average (CGPA) of at least a 2.0 on a 4.0 scale
- at least one-third of the certificate credits from CAC.



AGRICULTURE GENERAL AAS

Total Credits: 65

The Agriculture General AAS Degree prepares students for entry-level positions in agriculture business, science, and technology. Accelerated proficiencies are addressed through advanced courses. For students interested in transferring to a university, please refer to catalog requirements and common courses under the AA and AS degrees.

General Education Requirements (19-20)

Written Communications (3)

Select one:

- ENG101 English Composition III (3)
ENG121 Applied Technical Writing (3)

Oral Communications (3)

- COM100 Fundamentals of Human Communication (3)
 or higher

Art and Humanities (3)

Select a course numbered 100 or above from the following: ART, HMC, LIT, MHL, PHI, AND THE. Students may also choose any course from the Arts or Humanities AGECE lists. The required courses must represent two different departments for the Arts and Humanities category. For example, students may not take a HIS course to fulfill their Arts and Humanities requirement, if they are using another HIS course to complete their Social and Behavioral Sciences requirement.

Social and Behavioral Sciences (3)

- AGS122 Natural Resources and Conservation (3) *IW*
(Recommended)

OR

Select course numbered 100 or above from the following: ABS, ECN, GEO, HIS, POS, PSY, AND SOC. Students may also choose any course from the Social and Behavioral Sciences AGECE lists. The required courses must represent two different departments for the Social and Behavioral Sciences category. For example, students may not take a HIS course to fulfill their Arts and Humanities requirement, if they are using another HIS course to complete their Social and Behavioral Sciences requirement.

Physical and Biological Sciences (4)

- AGS240 Plant Biology (4)
(Fulfilled in Core Requirement)

Mathematics (3-4)

Select one:

- BUS101 Business Mathematics (3)
MAT118 Essential Mathematics (4) or higher

Core Requirements (6)

- AGB124 Microcomputers in Agriculture (3)
(Fulfills Computer Competency requirement)
AGS240 Plant Biology (4)
(Fulfills General Education Physical and Biological Science requirement)
ANS101 Animal Industry (3)

Agriculture Electives (39)

Select from the following courses:

- AGB100 Introduction to Agriculture Business (3)
AGB121 Fundamental of Agricultural and Environmental Economics (3)
AGB123 Agriculture Accounting (3)
AGB130 Agricultural Leadership (1)
AGB213 Introduction to Agricultural Commodity and Food Marketing (3)
AGB225 Agriculture Business Analysis (3)
AGB234 Agricultural Leadership Development (3)
AGS101 World of Plants (4)
AGS104 Agricultural Environmental Science (4)
AGS106 Entomology (4)
AGS110 Ag Mechanics I (3)
AGS140 Ag Mechanics II (3)
AGS195A Careers in Environmental Science (1)
AGS196 Agriculture Internship (1)
AGS204 Environmental Sustainability (3)
AGS221 Soil Science (4)
AGS235 Principles of Sonoran Horticulture (3)
AGS296 Agricultural Internship (3)
ANS102 Horsemanship I (3)
ANS104 Human Animal Interrelationships from Domestication to Present (3)
ANS110 Horse Event Production (3)
ANS111 Horseshoeing I (3)
ANS121 Equine Facility Management I (3)
ANS122 Equine Facilities Management II (3)
ANS131 Equine Behavior and Training I (3)
ANS195 Careers in Veterinary Science (1)
ANS200 Introduction to Equine Science (3)
ANS202 Horsemanship II (3)
ANS211 Advanced Horseshoeing (3)
ANS213 Animal Genetics (3)
ANS215 Anatomy and Physiology of Domestic Animals (4)
ANS216 Equine Anatomy and Physiology (3)
ANS220 Artificial Insemination (3)
ANS223 Advanced Equine Training (3)
ANS226 Feeds and Feeding (3)



DEGREES AND CERTIFICATES

OR

With Agriculture Department approval, select courses from Agriculture, Technology, Business, Math, or Science.

Other Requirements (1)

PAC or DAN course (1)

Reading Competency: RDG100 College Reading 

OR

Equivalent reading assessment test score

Computer Competency (0):

AGB124 Microcomputer in Agriculture (3)
Fulfilled in Core Requirements

Students must earn:


- a cumulative grade point average (CGPA) of at least a 2.0 on a 4.0 scale
- a minimum of 20 credits from CAC
- a minimum of 65 credits.

AGRICULTURE GENERAL CERTIFICATE

Total Credits: 32

This Certificate introduces students to agricultural science and technology by focusing on general academic experiences in agriculture. This Certificate prepares students for entry-level careers in agri-science and agribusiness.

Core Requirements (10)

AGB124 Microcomputers in Agriculture (3)
AGS240 Plant Biology (4) 
ANS101 Animal Industry (3)

Written Communications (3)

Select one of the following:









ENG101 English Composition III (3)  
ENG121 Applied Technical Writing (3)

Agriculture Electives (19)

Select from the following courses:

AGB100 Intro to Agriculture Business (3)
AGB121 Fundamental of Agricultural and Environmental Economics (3)
AGB123 Agriculture Accounting (3)
AGB130 Agricultural Leadership (1)
AGB213 Introduction to Agricultural Commodity and Food Marketing (3)
AGB225 Agriculture Business Analysis (3)



AGB234 Agricultural Leadership Development (3)
AGS101 World of Plants (4) 
AGS104 Agricultural Environmental Science (4) 
AGS106 Entomology (4) 
AGS110 Agricultural Mechanics I (3)
AGS122 Natural Resources and Conservation (3)  
AGS140 Agricultural Mechanics II (3)
AGS195A Careers in Environmental Science (1)
AGS196 Agriculture Internship (1)
AGS204 Environmental Sustainability (3) 
AGS221 Soil Science (4) 
AGS235 Principles of Sonoran Horticulture (3)
AGS296 Agriculture Internship (3)
ANS102 Horsemanship I (3)
ANS104 Human/Animal Interrelationship (3) 
ANS110 Horse Event Production (3)
ANS111 Horseshoeing I (3)
ANS121 Equine Facilities Management I (3)
ANS122 Equine Facilities Management II (3)
ANS131 Equine Behavior and Training I (3)
ANS195 Careers in Veterinary Science (1)
ANS200 Introduction to Equine Science (3)
ANS202 Horsemanship II (3)
ANS211 Advanced Horseshoeing (3)
ANS213 Animal Genetics (3)
ANS215 Anatomy and Physiology of Domestic Animals (4)
ANS216 Equine Anatomy and Physiology (3)
ANS220 Artificial Insemination (3)
ANS223 Advanced Equine Training (3)
ANS226 Feeds and Feeding (3)
ANS231 Equine Behavior and Training II (3)

OR

Select courses from Agriculture, Technology, Business, Math or Science with Agriculture Department approval.

Other Requirements

Students must earn:

- A cumulative grade point average (CGPA) of at least a 2.0 on a 4.0 scale



- At least one-third of the certificate credits from CAC.

ANIMAL SCIENCE

EQUINE MANAGEMENT AND TRAINING AAS

Total Credits: 70

The Equine Management and Training AAS Degree contains two options for the Associate of Applied Science Degree. Students complete a Horse Trainer or an Equine Business Management program of study. The degree prepares students for employment in a variety of areas in the horse industry. Classroom activities and practical laboratory experiences are provided in both options.


General Education Requirements (19-20)

Written Communications (3)

Select one:

- ENG101 English Composition III (3)  
ENG121 Applied Technical Writing (3)

Oral Communications (3)

- COM100 Fundamentals of Human Communication (3)
 or higher

Art and Humanities (3)

Select courses numbered 100 or above from the Following: ART, HMC, LIT, MHL, PHI, and THE. Students may also choose any course from the Art or Humanities AGECE lists. The required courses must represent two different departments for the Art and Humanities category. For example, students may not take a HIS course to fulfill their Art and Humanities requirement, if they are using another HIS course to complete their Social and Behavioral Sciences requirement.

Social and Behavioral Sciences (3)

Select courses numbered 100 or above from the following: ABS, ECN, GEO, HIS, POS, PSY, and SOC. Students may also choose any course from the Social and Behavioral Sciences AGECE list. The required courses must represent two different departments for the Social and Behavioral Sciences category. For example, students may not take a HIS course to fulfill their Art and Humanities requirement, if they are using another HIS courses to complete their Social and Behavioral Sciences requirement.

Physical and Biological Sciences (4)


Select a 4-credit course with a lab numbered 100 or above from the Biological and Physical Science Lab list. Students may also choose a course from the Biological and Physical lab Science AGECE list.

Mathematics (3-4)

Select one:

- BUS101 Business Mathematics (3)
MAT118 Essential Mathematics (4) or higher

Core Requirements (48)

- ANS101 Animal Industry (3)
ANS102 Horsemanship I (3)
ANS104 Human and Animal Interrelationships (3) 
ANS110 Horse Event Production (3)
ANS111 Horseshoeing I (3)
ANS121 Equine Facility Management I (3)
ANS122 Equine Facility Management II (3)
ANS131 Equine Behavior and Training I (3)
ANS200 Introduction to Equine Science (3)
ANS202 Horsemanship II (3)
ANS211 Advanced Horseshoeing (3)
ANS213 Animal Genetics (3)
ANS216 Equine Anatomy and Physiology (3)
ANS223 Advanced Equine Training (3)
ANS226 Feeds and Feeding (3)
ANS231 Equine Behavior and Training II (3)

OR

Select courses from Agriculture, Technology, Business, Math, or Science with Agriculture Department approval.

Other Requirements (3)

Reading Competency: RDG100 College Reading 
OR

Equivalent reading assessment test score

Computer Competency (3):

- AGB124 Microcomputers in Agriculture (3)
CIS110 Fundamentals of Computer Literacy (3)
or higher

Students must earn:

- a cumulative grade point average (CGPA) of at least a 2.0 on a 4.0 scale
- a minimum of 20 credits from CAC
- a minimum of 70 credits.



EQUINE MANAGEMENT AND TRAINING CERTIFICATE

Total Credits: 36

The Equine Management and Training Certificate provides basic skills and information for equine handling. Courses for the Certificate apply toward completion of the Equine Management and Training AAS Degree.

Prerequisite:

RDG100 College Reading 

Core Requirements (30)

ANS102 Horsemanship I (3)
ANS110 Horse Event Production (3)
ANS121 Equine Facility Management I (3)
ANS122 Equine Facility Management II (3)
ANS131 Equine Behavior and Training I (3)
ANS200 Introduction to Equine Science (3)
ANS202 Horsemanship II (3)
ANS216 Equine Anatomy and Physiology (3)
ANS223 Advanced Equine Training (3)
ANS231 Equine Behavior and Training II (3)

Electives (6)

Select two of the following courses (6):

ANS101 Animal Industry (3)
ANS111 Horseshoeing I (3)
ANS211 Advanced Horseshoeing (3)
ANS213 Animal Genetics (3)
ANS226 Feeds and Feeding (3)

Other Requirements

Students must earn:

- a cumulative grade point average (CGPA) of at least a 2.0 on a 4.0 scale
- at least one-third of the certificate credits from CAC.



BIOLOGY

BIOTECHNOLOGY AS

Total Credits: 60-64

The Biotechnology Associate of Science Degree is designed for those interested in career/transfer path degrees in biology, biotechnology, molecular biology, microbiology, genetic engineering and pre-medical or other pre-professional programs. The degree also provides applied technical training for those interested in laboratory employment in the biotechnology industry, medical or an academic research institution.

Prerequisites:

RDG100 College Reading 
MAT092 Introductory Algebra

General Education Requirements AGEC-S (35-37)

Written Communications (6)

ENG101 English Composition III (3) 
ENG102 English Composition IV (3) 

For the following two categories, for each category select courses from different disciplines.

Art and Humanities (6)



Select one Art (3) and one Humanities (3) AGEC course

Social and Behavioral Sciences (6)


Select AGEC courses from two different disciplines.

Physical and Biological Sciences (8)

Life Science Majors:

CHM151 General Chemistry I (4)  AND
CHM152 General Chemistry II (4) 

Mathematics (3-4)

MAT221 Analytical Geometry and Calculus I (4) 
or higher

Subject Options AGEC-S (6-8)

Based on your major, consult the Transfer Guide at aztransfer.com/college/ and select mathematics courses above the first course in the calculus sequence and/or Science courses from Biology (BIO181, 205 or 206) Chemistry (CHM151 or higher) or Physics.



Special Awareness Requirements (0-9)

Select AGECE courses to fulfill these requirements.

1. At least three semester credits of coursework in Intensive Writing and Critical Inquiry
2. At least three semester credits of coursework in Cultural Awareness (Ethnic/Race/Gender)
3. At least three semester credits of coursework in Global/International Awareness or Historical Awareness

Note: Courses used in other areas, such as Communications, Art and Humanities, Social and Behavioral Sciences, or Transfer Electives, may also be used to satisfy one of the three Special Awareness Requirements categories. A course may not be used to satisfy more than one Special Awareness Requirements category.

Core Requirements (19)

- BIO181 General Biology I (4)
(Also counts toward AGECE-S)
- BIO205 Microbiology (4)
(Also counts toward AGECE-S)
- BIO206 Biotechnology Instrumentation I (4)
(Also counts toward AGECE-S)
- BIO207 Biotechnology Instrumentation II (4)
- BIO240 General Genetics (3)

Electives (9-13)

Select approved elective courses which transfer as "Elective or better" to at least two of the three Arizona public universities to complete the required AS Degree credit requirement.

Students may choose:

- BIO109 Natural History of the Southwest (4)
- BIO182 General Biology II (4)
- BIO299 Introduction to Co-Op: Biotechnology Internship (1)
- CHM235 General Organic Chemistry I (4)
- CHM236 General Organic Chemistry II (4)
- PHY111 College Physics I (4)
- PHY112 College Physics II (4)
- PHY121 University Physics I (4)
- PHY122 University Physics II (4)

Note: Students may use a course to fulfill an AGECE Core Area, such as the Social and Behavioral Sciences, and one Special Awareness Area (Intensive Writing, Cultural, Global/International, or Historical Awareness). In addition, students may use the same course(s) to fulfill degree core and/or elective requirements. A minimum of 60 credits is required for this degree. Consult a CAC Advisor.

Other Requirements (3)

Reading Competency: RDG100 College Reading

Computer Competency (3):

AGB124 Microcomputers in Agriculture (3)

OR

CIS120 Survey of Computer Information Systems (3)

OR

Transferable Computer Competency course (Consult the Course Equivalency Guide to determine transferability to the three state public universities.)

Students must earn:

- a grade of C or better in each required course
- a minimum of 20 credits from CAC which includes the AGECE-S requirements
- a minimum of 60 credits.

BUSINESS

BUSINESS AAS

Total Credits: 63

The Business AAS Degree prepares students for entry-level positions in business and provides skills necessary for helping them begin their own business.



Recommended Proficiencies

A solid background in reading, math, and analytical skills.

General Education Requirements (19)

Written Communications (3)

Select one:

- ENG101 English Composition III (3) (Recommended)
- ENG121 Applied Technical Writing (3)



DEGREES AND CERTIFICATES

Oral Communications (3)

COM100 Fundamentals of Human Communication (3) or higher

Art and Humanities (3)

Select courses numbered 100 or above from the following: ART, HMC, LIT, MHL, PHI, and THE. Students may also choose any course from the Art and Humanities AGECE list. The required courses must represent two different departments for the Art and Humanities category. For example, students may not take a HIS course to fulfill their Art and Humanities requirement, if they are using another HIS course to complete their Social and Behavioral Sciences requirement.

Social and Behavioral Sciences (3)

Select one:

BUS190 Principles of Management and Leadership (3)

ECN200 Contemporary Economic Issues (3)

ECN201 Principles of Macroeconomics (3)

ECN202 Principles of Microeconomics (3)

Physical and Biological Sciences (4)

Select a 4-credit course with lab numbered 100 or above from the Biological and Physical Science Lab list. Students may also choose a course from the Biological and Physical Lab Science AGECE list.

Mathematics (3-4)

BUS101 Business Mathematics (3)

Core and Elective Requirements (44)

ACC121 Income Tax Fundamentals (3)

ACC201 Financial Accounting (3)*

ACC202 Managerial Accounting (3)

BUS100 Introduction to Business (3)

BUS123 Business Relations (3)

BUS201 Legal Environment of Business (3)

BUS207 Business Communications (3)

BUS260 Applied Business Seminar (3)

CBA133A Spreadsheet Applications in Excel (3)

CIS120 Survey of Computer Information Systems (3)

Select (14) credits of electives from the following list:

ACC Accounting

AGB Agriculture Business

BUS Business

CBA Computer Business Applications

CIS Computer Information Systems

CUL Culinary Arts

ECN Economics

HRM Hospitality Management

REA Real Estate

* Students may be advised to complete ACC100, Fundamentals of Accounting, prior to enrolling in ACC201, Financial Accounting .

Other Requirements (0-3)

Reading Competency: RDG100 College Reading OR

Equivalent reading assessment test score

Computer Competency (0-3):

Select one:

CIS110 Fundamentals of Computer Literacy (3)

CIS120 Survey of Computer Information Systems (3)

Also fulfills Core Requirement

Students must earn:

- a cumulative grade point average (CGPA) of at least a 2.0 on a 4.0 scale
- a minimum of 20 credits from CAC
- a minimum of 63 credits.

BUSINESS CERTIFICATE

Total Credits: 18-19

The Business Certificate prepares individuals for entry-level positions in businesses, provides skills to help them organize their own business, and leads to the Business AAS.

Core Requirements (15)

ACC100 Fundamentals of Accounting (3)

OR

ACC201 Financial Accounting (3)

BUS100 Introduction to Business (3)

BUS101 Business Mathematics (3)

CIS120 Survey of Computer Information Systems (3)

Select one of the following courses (3):

ECN200 Contemporary Economic Issues (3)

ECN201 Principles of Macroeconomics (3)

ECN202 Principles of Microeconomics (3)

Electives (3)

Complete 3 credits from the following prefixes to total 18 credits:

ACC Accounting

BUS Business

CBA Computer Business Applications

CIS Computer Information Systems

ECN Economics

HRM Hospitality Management

REA Real Estate

**Optional Internship course (1):**

BUS196 Applied Business Internship (1)
(45-90 hour internship in related industry)

Other Requirements

Students must earn:

- a cumulative grade point average (CGPA) of at least a 2.0 on a 4.0 scale
- at least one-third of the certificate credits from CAC.

MANAGEMENT CERTIFICATE**Total Credits: 24-25**

The Management Certificate focuses on communication, computer skills, finances, and human resources and includes basic marketing and management principles that develop leadership and supervision skills used in general or retail management. This certificate qualifies for sponsorship by the Retail Management Certificate Program with the Western Association of Food Chains (WAFC.com) or WAFC national partnership. See centralaz.edu/business

Recommended Proficiencies

RDG100 College Reading

Core Requirements (24)

Recommended Course Order:

Human Relations/Organizational Behavior course (3):

BUS123 Business Relations (3)

Select one of the following Computer Applications (Technology) courses (3):

CIS110 Fundamentals of Computer Literacy (3)

OR

CIS120 Survey of Computer Information Systems (3)

Business Communication Skills for Managers (3):

BUS207 Business Communications (3)

Select one of the following Principles of Management courses (3):

BUS190 Principles of Management and Leadership (3)
(Recommended)

OR

BUS292 Fundamental of Logistics - Organizational Management (3)

Principles of Marketing course (3):

BUS180 Introduction to Marketing (3)

Human Resources Management course (3):

HRM252 Managing Hospitality Human Resources (3)

Select one of the following Financial Management & Budgeting courses (3):

ACC100 Fundamentals of Accounting (3)

OR

ACC201 Financial Accounting (3)

Retail Management capstone course (3):

BUS220 Retail Management (3)

Optional Internship course (1):

BUS196 Applied Business Internship (1)
(45-90 hour internship in related industry)

Other Requirements

Students must earn:

- a cumulative grade point average (CGPA) of at least a 2.0 on a 4.0 scale
- at least one-third of the certificate credits from CAC.

HOTEL AND RESTAURANT MANAGEMENT AAS**Total Credits: 65**

The Hotel and Restaurant Management AAS Degree includes hospitality industry certified courses, university-level business courses and the Arizona General Education Curriculum (AGEC-A). The AGEC-A requirements in this AAS Degree fulfill university transfer with remaining courses to be evaluated on a course-by-course basis.

**General Education Requirements
AGEC-A (35-36)****Written Communications (6)**

ENG101 English Composition III (3)

ENG102 English Composition IV (3)

Oral Communications (3)

COM263 Intercultural Communication (3)

For the following two categories, select a total of 15 credits.
Art and Humanities (6-9).

Select a minimum of one Arts (3) and one Humanities (3)
AGEC course.

Art (3)

ART208 Art History II (3)

MHL100 Music Appreciation (3)

THE100 Theater Appreciation (3)



Humanities (3)

- LIT201 American Literature I (3)
 LIT202 American Literature II (3)
 LIT203 English Literature I (3)
 LIT204 English Literature II (3)
 LIT233 American Ethnic Literature (3)
 LIT254A Literature and Film (3)
 PHI105 Introduction to Ethics (3)

Social and Behavioral Sciences (6)

Select AGECE courses from at least two different disciplines:

- BUS123 Business Relations (3)
 BUS190 Principles of Leadership and Management (3)
 ECN201 Principles of Macroeconomics (3)
 ECN202 Principles of Microeconomics (3)

AND

Select one course (3) from the following list:

- GEO101 Introduction to Cultural and Historical Geography (3)
 PSY101 Introduction to Psychology (3)
 SOC101 Introduction to Sociology (3)

Physical and Biological Sciences (8)

Select two:

- BIO100 Biology Concepts (4)
 CHM130 Fundamental Chemistry (4)
 ENV101 Environmental Science (4)
 NTR141 Nutrition and Wellness (4)
 PHY100 Physical Universe (4)

Mathematics (3-4)

- MAT141 College Mathematics, Standard (4) or higher

Subject Options (0-6)

Based on your major, review the specific AA Degree requirements in the CAC catalog, consult an academic advisor, and see the Arizona Transfer website at aztransfer.com/college/

Special Awareness Requirements (0-9)

Select AGECE courses to fulfill these requirements:

- At least three semester credits of coursework in Intensive Writing and Critical Inquiry
- At least three semester credits of coursework in Cultural Awareness (Ethnic/Race/Gender)
- At least three semester credits of coursework in Global/International Awareness or Historical Awareness

Note: Courses used in other areas, such as Oral Communications, Art and Humanities, Social and

Behavioral Sciences, or Transfer Electives, may also be used to satisfy requirements in the three Special Awareness Requirements categories. A course may not be used to satisfy more than one Special Awareness Requirements category.

Core Requirements (27)

- CIS120 Survey of Computer Information Systems (3)
 CUL170 Dining and Beverage Operations (2)
 HRM101 Facilities Management (3)
 HRM102 Management of Guest Services (3)
 HRM103 Managing Food Service Operations (3)
 HRM145 Convention and Meeting Management (3)
 HRM252 Managing Hospitality Human Resources (3)

- ACC100 Fundamentals of Accounting (3)
OR

- ACC201 Financial Accounting (3)

- CUL130 Culinary Principles & Applications I (3)
OR

- CUL160 Baking and Pastry I (3)

- HRM100 Introduction to Hospitality (3)
OR

- REC101 Recreation, Leisure and Quality of Life (3)

Select one course (1):

- CUL105 Food Safety Foundations (1)
 CUL205 HACCP Principles (1)
 NTR105 ServSafe Certification (1)

Other Requirements (3)

Reading Competency: RDG100 College Reading
OR

equivalent reading assessment test score

Computer Competency (3):

- CIS120 Survey of Computer Information Systems (3)
 (Fulfilled in Core Requirements)

Optional Internship course (1):

- BUS196 Applied Business Internship (1)
 (45-90 hour internship in related industry)

Students must earn:

- a cumulative grade point average (CGPA) of at least a 2.0 on a 4.0 scale
- a grade of C or better in each AGECE-A course.
- a minimum of 20 credits from CAC which includes the AGECE-A requirements
- a minimum of 65 credits.



Note: Upon completion, students must submit two CAC forms:
1. AAS Degree Completion form and 2. AGEC Certificate Completion form.

HOTEL AND RESTAURANT MANAGEMENT CERTIFICATE

Total Credits: 18-19

The Hotel and Restaurant Management Certificate provides specialized workplace skills which enhance options for progressive or lateral career movement in hotel and lodging or restaurant management. Included are foundational concepts and skills in the hospitality industry, human resources and employment law, supervision, guest services, facilities and event management.

Completion of these basic skills within one year increases employability of graduates. Certificate courses stack toward the Hotel and Restaurant Management AAS Degree and most courses are eligible for transfer to universities offering bachelor degree programs in Hotel and Restaurant Management. HRM courses are accepted to fulfill the Business AAS Degree's fourteen (14) elective credits.

Each HRM course utilizes curriculum from the American Hotel and Lodging Association. Students may receive a nationally-recognized and industry-standardized AHLA Course Certificate upon achieving 70% competency on each course final exam: ahla.com/

Prerequisites

RDG100 College Reading (3)

Core Requirements (12)

HRM100 Introduction to Hospitality (3)
HRM101 Facilities Management (3)
HRM102 Management of Guest Services (3)
HRM252 Managing Hospitality Human Resources (3)

Electives (6)

*HRM prefix highly recommended for HRM majors and
CUL prefix highly recommended for Restaurant
Management or Culinary Arts majors.
Select six credits from the following list:*

CUL105 Food Safety Foundations (1)

OR

NTR105 ServSafe Certification (1)

CUL130 Culinary Principles and Applications I (3)

OR

CUL160 Baking and Pastry I (3)

CUL170 Dining and Beverage Operations (2)
CUL205 HACCP Principles (1)
HRM103 Managing Food Service Operations (3)
HRM145 Convention and Meeting Management (3)

Optional Internship course (1):

BUS196 Applied Business Internship (1)
(45-90 hour internship in related industry)

Other Requirements

Students must earn:

- a cumulative grade point average (CGPA) of at least a 2.0 on a 4.0 scale
- at least one-third of the certificate credits from CAC.

CHEMISTRY

CHEMISTRY AS

Total Credits: 60-64

The Chemistry AS Degree is appropriate for students who plan to transfer to the university to earn a baccalaureate degree in physical science areas such as Chemistry and related pre-professional programs. It is also appropriate for students interested in becoming lab technicians.

Recommended Proficiencies

RDG100 College Reading

MAT092 Introductory Algebra, or higher

General Education Requirements AGEC-S (35-37)

Written Communications (6)

ENG101 English Composition III (3)

ENG102 English Composition IV (3)

Art and Humanities (6)

Select one Art (3) and one Humanities (3) AGEC course.

Social and Behavioral Sciences (6)

Select AGEC courses from two different disciplines.

Physical and Biological Sciences (8)

CHM151 General Chemistry I (4)

CHM152 General Chemistry II (4)



Mathematics (3)

MAT221 Analytical Geometry and Calculus I (4) or higher

Subject Options (4-8)

MAT231 Calculus with Analytical Geometry II (4)
 MAT241 Analytical Geometry and Calculus III (4)
 MAT262 Ordinary Differential Equations (3)
 MAT275 Modern Differential Equations (4)
 BIO181 General Biology I (4)
 BIO182 General Biology II (4)
 BIO205 Microbiology (4)

Special Awareness Requirements (0-9)

Select AGECE courses to fulfill these requirements.

1. At least three semester credits of coursework in Intensive Writing and Critical Inquiry
2. At least three semester credits of coursework in Cultural Awareness (Ethnic/Race/Gender)
3. At least three semester credits of coursework emphasizing Global/International Awareness or Historical Awareness

Note: Courses used in other areas, such as Art and Humanities, Social and Behavioral Sciences, or Transfer Electives, may also be used to satisfy requirements in these the Special Awareness Requirements categories. A course may not be used to satisfy more than one Special Awareness Requirements category.

Core Requirements (16)

CHM235 Organic Chemistry I (4)
 CHM236 Organic Chemistry II (4)
 PHY121 University Physics I: Mechanics (4)
 PHY122 University Physics II: Electricity and Magnetism (4)

Transferable Electives (0-12)

Based on your major, consult the Transfer Guide at aztransfer.com/college/ and select mathematics courses above the second course in the calculus sequence and/or Science courses from: Astronomy, Biology, Chemistry, Engineering, Environmental Science, Geology or Physics.

Select elective credits that transfer to the chosen university. Consult the CEG.

Other Requirements (3)

Reading Competency: RDG100 College Reading

Computer Competency (3):

EGR102 Introduction to Engineering (3)

OR

AGB124 Microcomputers in Agriculture

OR

CIS120 Survey of Computer Information Systems (3)

OR

Transferable Computer Competency course (Consult the Course Equivalency Guide to determine transferability to the three state public universities.)

Students must earn:

- a grade of C or better in each required course
- a minimum of 20 credits from CAC which includes the AGECE-S requirements
- a minimum of 60 credits.

COMMUNICATION STUDIES

COMMUNICATION SKILLS FOR THE PROFESSIONAL CERTIFICATE

Total Credits: 21

The Communication Skills for the Professional Certificate prepares students with strong professional communication skills applicable to a wide-variety of employment situations. The certificate also familiarizes students with communication technologies. Students are prepared for continued education in communication studies.

Prerequisites

RDG100 College Reading (3)
 ENG100 English Composition II (3)

Core Requirements (15)

COM100 Fundamentals of Human Communication (3)
 COM259 Professional Communication (3)
 COM101 Interpersonal Communication (3)
 OR
 COM263 Intercultural Communication (3)
 COM202 Small Group Communication (3)
 OR
 COM206 Public Speaking (3)
 ENG101 English Composition III (3)
 OR
 ENG121 Applied Technical Writing (3)

Select one of the following course pairs (6):

MSC120 Graphic Design and Adobe InDesign (3)



AND
 MSC122 Introduction to Web Design (3)
 OR
 CIS120 Survey of Computer Information Systems (3)

AND
 CIS114 Web Development Tools (3)

Other Requirements

Students must earn:

- a cumulative grade point average (CGPA) of at least a 2.0 on a 4.0 scale
- at least one-third of the certificate credits from CAC.



COMMUNICATION STUDIES CERTIFICATE

Total Credits: 21

The Communication Studies Certificate prepares students with strong general communication skills applicable to a wide-variety of employment situations. The Certificate also prepares students for continued education in communication studies.

Prerequisites

RDG100 College Reading (3)
 ENG100 English Composition II (3)

Core Requirements (15)

COM100 Fundamentals of Human
 Communication (3)
 ENG101 English Composition III (3)

Select three of the following courses (9):

COM101 Interpersonal Communication (3)
 COM202 Small Group Communication (3)
 COM206 Public Speaking (3)
 COM259 Professional Communication (3)
 COM263 Intercultural Communication (3)

Select two of the following courses (6):

ENG102 English Composition IV (3)
 ENG121 Applied Technical Writing (3)
 MSC101 Media and Society (3)
 PSY101 Introduction to Psychology (3)
 PSY200 Social Psychology (3)
 SOC101 Introduction to Sociology (3)

Other Requirements

Students must earn:

- a cumulative grade point average (CGPA) of at least a 2.0 on a 4.0 scale
- at least one-third of the certificate credits from CAC.

COMPUTER

APPLICATION DEVELOPMENT CERTIFICATE

Total Credits: 24

Previously known as Application Development and Web Design Certificate

The Application Development Certificate prepares students for an entry-level position in application customization at any business or organization that needs minor changes to software packages.

Recommended Proficiencies

RDG100 College Reading (3)

Core Requirements (24)

CIS112 Web Design Fundamentals with HTML (3)
 CIS120 Survey of Computer Information Systems (3)
 CIS121 Micro Operating System Fundamentals (3)
 CIS123 Introduction to Programming (3)
 CIS217 Application Development in Access (3)
 CBA133A Spreadsheet Applications in Excel (3)
 CBA133B Advanced Spreadsheet Applications in Excel (3)
 CBA134A Database Management in Access (3)



Other Requirements

Students must earn:

- a cumulative grade point average (CGPA) of at least a 2.0 on a 4.0 scale
- at least one-third of the certificate credits from CAC.

WEB DESIGN CERTIFICATE


Total Credits: 24

The Web Design Certificate offers students preparation for an entry-level position in Web design and UI (User Interface) design.

Recommended Proficiencies

RDG100 College Reading (3) 

Core Requirements (21)

CIS112 Web Page Fundamentals with HTML (3)
CIS113 E-Commerce and Social Media (3)
CIS114 Web Development Tools (3)
CIS120 Survey of Computer Information Systems (3) 
CIS123 Introduction to Programming (3)
CIS170 JavaScript Programming (3)
CIS233 Web Application Development using PHP (3)

Core Electives (3)

BUS207 Business Communications (3)
CIS172 Ruby Programming (3)
MSC130 Digital Photography and Photoshop (3)

Other Requirements

Students must earn:

- a cumulative grade point average (CGPA) of at least a 2.0 on a 4.0 scale
- at least one-third of the certificate credits from CAC.

COMPUTER PROGRAMMING AAS

Total Credits: 63

The Programming AAS Degree focuses on the analysis, design and programming skills necessary for entry-level programming positions. Successful completion may lead to Certified Software Development Professional and Oracle Certified Java Programmer.

General Education Requirements (22-23)


Written Communications (3)

Select one:

ENG101 English Composition III (3)  
ENG121 Applied Technical Writing (3)



Oral Communications (3)

COM100 Fundamentals of Human Communication (3)

 or higher

COM263 Intercultural Communication (3) (Recommended)

Art and Humanities (3)

PHI105 Introduction to Ethics (3)   *IW*
(Recommended)

Or select a course numbered 100 or above from the following: ART, HMC, LIT, MHL, PHI, and THE. Students may also choose any course from the Art of Humanities AGEC lists. The required course must represent two different departments for the Art and Humanities category. For example, students may not take a HIS course to fulfill their Art and Humanities requirement, if they are using another HIS course to complete their Social and Behavioral Sciences requirement.

Social and Behavioral Sciences (3)

ECN201 Principles of Macroeconomics (3)  

Or select a course numbered 100 or above from the following: ABS, ECN, GEO, HIS, POS, PSY, and SOC. Students may also choose any course from the Social and Behavioral Sciences AGEC list. The required courses must represent two different departments for the Social and Behavioral Sciences category. For example, students may not take a HIS course to fulfill their Arts and Humanities requirements if they are using another HIS course to complete their Social and Behavioral Sciences requirement.

Physical and Biological Sciences (4)

Select a 4-credit course with lab numbered 100 or above from the Biological and Physical Science Lab list. Students may also choose a course from the Biological and Physical Lab Science AGEC list.

Mathematics (6-7)

BUS101 Business Mathematics (3) AND
MAT121 Intermediate Algebra, Standard (4) or higher

Core and Elective Requirements (41-42)

BUS100 Introduction to Business (3)
BUS207 Business Communications (3)
CIS112 Web Design Fundamentals with HTML (3)



CIS120 Survey of Computer Information Systems (3)

CIS121 Microcomputer Operating System Fundamentals (3)

CIS123 Introduction to Programming (3)

CIS178 Database Fundamentals and Programming (3)

CIS231 Introduction to Data Structures (4)

CIS217 Application Development in Access (3)

CIS218 C++ Programming (4)

CIS233 Web Application Development using PHP (3)

Select 2 elective courses (6-7 credits) from the following list:

CIS150 Windows Server (3)

CIS172 Ruby Programming (3)

CIS176 Python Programming (3)

CIS181 C#.NET (4)

Other Requirements (0-3)

Reading Competency:

RDG100 College Reading

OR

Equivalent reading assessment test score

Computer Competency (0-3):

CIS120 Survey of Computer Information Systems (3)
Also fulfills Core Requirements

Students must earn:

- a cumulative grade point average (CGPA) of at least a 2.0 on a 4.0 scale
- a minimum of 20 credits from CAC
- a minimum of 63 credits.

COMPUTER PROGRAMMING CERTIFICATE

Total Credits: 23

The Computer Programming Certificate emphasizes knowledge and skills required to design, develop, test and document structured and object-oriented programs utilizing a variety of programming languages. It prepares students for entry-level positions in computer programming. Successful completion may lead to Certified Software Development Professional and Sun Certified Java Programmer.

Recommended Proficiencies

RDG100 College Reading (3)

Core Requirements (23)

CIS112 Web Design Fundamentals with HTML (3)

CIS120 Survey of Computer Information

Systems (3)

CIS121 Microcomputer Operating System Fundamentals (3)

CIS123 Introduction to Programming (3)

CIS150 Windows Server (3)

CIS216 JAVA Programming (4)

CIS218 C++ Programming (4)

Other Requirements

Students must earn:

- a cumulative grade point average (CGPA) of at least a 2.0 on a 4.0 scale
- at least one-third of the certificate credits from CAC.

GEOGRAPHIC INFORMATION SYSTEMS (GIS) AAS

Total Credits: 63

The Geographic Information Systems AAS Degree encompasses the creation, analysis and mapping of Geographic Information Systems (GIS) data, including environmental transportation systems and/or communities applications. Students will be prepared for entry-level positions utilizing GIS, AutoCAD, GPH and GPS technology and/or to progress toward a baccalaureate degree.

Recommended Proficiencies

Mathematics/statistics and Computer Information Systems (CIS) proficiencies.

Prerequisite:

MAT118 Essential Mathematics (4) or higher

General Education Requirements (23-24)

Written Communications (3)

Select one:

ENG101 English Composition III (3)

ENG121 Applied Technical Writing (3)

Oral Communications (3)

COM100 Fundamentals of Human Communication (3)
(Recommended) or higher

Art and Humanities (3)

Select a course numbered 100 or above from the following: ART, HMC, LIT, MHL, PHI, and THE. Students may also choose from the Art or Humanities AGECE lists. The required courses must represent two different departments for the Art and Humanities category. For example, students may not take a HIS



DEGREES AND CERTIFICATES


course to fulfill their Art and Humanities requirement, if they are using another HIS courses to complete their Social and Behavioral Sciences requirement.


Social and Behavioral Sciences (3)

GEO101 Introduction to Cultural and Historical Geography (3) 

OR select a course numbered 100 or above from the following: ABS, ECN, GEO, HIS, POS, PSY, AND SOC. Students may also choose any course from the Social and Behavioral Sciences AGECE list. The required courses must represent two different departments for the Social and Behavioral Sciences category. For example, students may not take a HIS course to fulfill their Arts and Humanities requirement, if they are using another HIS course to complete their Social and Behavioral Sciences requirement.


Physical and Biological Sciences (8)

GEO111 Introduction to Physical Geography (4) 
AND

BIO100 Biology Concepts (4) 
Or select a 4-credit Physical & Biological course with lab numbered 100 or above from the Biological and Physical Science Lab list. Students may also choose a course from the Biological and Physical Lab Science AGECE list.

Mathematics (3-4)

Select one:

MAT121 Intermediate Algebra, Standard (4)
MAT162 Applied Statistics (3)  (Recommended)
or higher

Core Courses (18)

GIS101 Introduction to Geographic Information Technologies (3)
GIS102 Map and Image Interpretation (3)
GIS111 Introduction to GIS (4)
GIS112 Intermediate GIS (4)
GIS113 Advanced GIS (4)

Course Electives (18)

CET221 Basic Surveying and Grade Staking (4)
DFT127 AutoCAD I (3)
DFT128 AutoCAD II (3)
DFT131 AutoCAD III (3)
GIS150 GIS and Global Positioning Systems (GPS) (3)
GIS196 GIS Internship I (3)
GIS210 GIS Programming (3)
GIS230 Applied GIS: The Environment (3)
GIS231 Applied GIS: Transportation Systems (3)
GIS232 Applied GIS: Communities (3)
GIS250 Remote Sensing I (4)

GIS251 Remote Sensing II (4)
GIS296 GIS Internship II (3)
GIS299 GIS Research Methods (4)

Other Requirements (4)


PAC or DAN course (1)

Reading Competency: RDG100 College Reading 
OR

Equivalent reading assessment test score

Computer Competency (3):

Select one:

AGB124 Microcomputers in Agriculture (3)
CIS120 Survey of Computer Information Systems (3) 
(Recommended)

Students must earn:

- a cumulative grade point average (CGPA) of at least a 2.0 on a 4.0 scale
- a minimum of 20 credits from CAC
- a minimum of 63 credits.

GIS DRAFTING AND MAPPING CERTIFICATE

Total Credits: 33

Create, analyze and map Geographic Information Systems (GIS) data to prepare students for positions using GIS and GPS technology and/or to progress towards the GIS AAS Degree.



Prerequisite:

MAT118 Essential Mathematics (4) or higher

Core Requirements (33)

GIS101 Introduction to Geographic Information

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Technologies (3)
 GIS102 Map and Image Interpretation (3)
 GIS111 Introduction to GIS (4)
 GIS112 Intermediate GIS (4)
 GIS113 Advanced GIS (4)
 DFT127 AutoCAD I (3)
 DFT128 AutoCAD II (3)
 DFT131 AutoCAD III (3)
 GIS150 GIS and Global Positioning Systems (GPS) (3)
 GIS196 GIS Internship I (3)

Other Requirements

Students must earn:

- a cumulative grade point average (CGPA) of at least a 2.0 on a 4.0 scale
- at least one-third of the certificate credits from CAC.

MICROCOMPUTER BUSINESS APPLICATIONS AAS

Total Credits: 60

The Microcomputer Business Applications AAS Degree prepares students to select and use computer business application tools in a variety of business situations. Students learn basic web page skills for interaction between business application data and web pages. Successful completion may lead to Microsoft Certified Office User and Certified Internet Webmaster.

General Education Requirements (19-20)

Written Communications (3)

ENG101 English Composition III (3)  

Oral Communications (3)






COM259 Professional Communication (3)

Art and Humanities (3)

PHI105 Introduction to Ethics (3)   *IW*

Social and Behavioral Sciences (3)

Select one:

ECN200 Contemporary Economic Issues (3) 
 (Recommended)
 ECN201 Principles of Macroeconomics (3)  
 ECN202 Principles of Microeconomics (3)  

Physical and Biological Sciences (4)

Select a 4-credit course with lab numbered 100 or above from the Biological and Physical Science Lab list. Students


may also choose a course from the Biological and Physical Science AGEC list.

Mathematics (3-4)

Select one:

BUS101 Business Mathematics (3)
 Also fulfills Core Requirements
 MAT118 Essential Mathematics (4) or higher

Core and Elective Requirements (37)

ACC100 Fundamentals of Accounting (3)
 BUS101 Business Mathematics (3)
 BUS123 Business Relations (3) 
 BUS260 Applied Business Seminar (3)
 CBA116A MS PowerPoint Basics (1)
 CBA116B MS PowerPoint Advanced (1)
 CBA117A MS Publisher Basics (1)
 CBA117B MS Publisher Intermediate (1)
 CBA118 MS Outlook (1)
 CBA122A MS Word - Module 1 (2)
 CBA122B MS Word - Module 2 (2)
 CBA133A Spreadsheet Applications in Excel (3)
 CBA133B Advanced Spreadsheet Applications in Excel (3)
 CBA134A Database Management in Access (3)
 CIS112 Web Design Fundamentals with HTML (3)
 CIS113 E-Commerce and Social Media (3)

Select college-level electives numbered 100 or above from ACC, AGB, AJS, BUS, CIS, ECN, FRE, HIM, HRM, NTR, OAS, POS, REC, SLG, or SPA to meet the 60 credit degree requirement.

Other Requirements (4)

PAC or DAN course (1)

Reading Competency:

RDG100 College Reading 

OR

Equivalent reading assessment test score

Computer Competency (3):

Select one:

CIS110 Fundamentals of Computer Literacy (3)
 CIS120 Survey of Computer Information Systems (3) 

Students must earn:

- a cumulative grade point average (CGPA) of at least a 2.0 on a 4.0 scale
- a minimum of 20 credits from CAC
 a minimum of 60 credits.



MICROCOMPUTER BUSINESS APPLICATIONS SPECIALIST CERTIFICATE

Total Credits: 24

The Microcomputer Business Applications Specialist Certificate provides the skills in business application software required for entry-level employment in an office environment.

Prerequisite:

RDG100 College Reading (3)

Recommended Proficiencies

Keyboarding skills of 35+ wpm
Ten-Key skill of 6000+ kph

Core Requirements (24)

BUS101 Business Mathematics (3)
CBA116A MS PowerPoint – Basic (1)
CBA116B MS PowerPoint – Advanced (1)
CBA117A MS Publisher – Basic (1)
CBA117B MS Publisher – Advanced (1)
CBA118 MS Outlook (1)
CBA122A MS Word – Module 1 (2)
CBA122B MS Word – Module 2 (2)
CBA133A Spreadsheet Applications in Excel (3)
CBA134A Database Management in Access (3)
CIS113 E-Commerce and Social Media (3)
CIS110 Fundamentals of Computer Literacy (3)

OR

CIS120 Survey of Computer Information Systems (3)

Other Requirements

Students must earn:

- a cumulative grade point average (CGPA) of at least a 2.0 on a 4.0 scale
- at least one-third of the certificate credits from CAC.

NETWORK ADMINISTRATION with CYBER-SECURITY FUNDAMENTALS AAS

Total Credits: 67

Formerly known as Network Systems Administration AAS

The Network Administration with Cyber-Security Fundamentals AAS Degree covers building a network, configuring networks and cyber-security fundamentals, which

prepares students for an entry-level position as a network administrator. Graduates may enter a Baccalaureate Degree program and/or sit for Network+ Certification and A+ Network Certification examinations.

Prerequisite:

RDG100 College Reading (3)

General Education Requirements (22-23)

Written Communications (6)

Select one:

ENG101 English Composition III (3)

ENG102 English Composition IV (3)

Oral Communications (3)

COM263 Intercultural Communication (3)

Art and Humanities (3)

PHI105 Introduction to Ethics (3) *IW*

Social and Behavioral Sciences (3)

Select one:

ECN201 Principles of Macroeconomics (3)

ECN202 Principles of Microeconomics (3)

Physical and Biological Sciences (4)

Select a 4-credit course with lab numbered 100 or above from the Biological and Physical Science lab list. Students may also choose a course from the Biological and Physical Lab Science AGEC list.

Mathematics (3-4)

Select one:

BUS101 Business Mathematics (3)

MAT121 Intermediate Algebra, Standard (4) or higher

Core and Elective Requirements (45)

BUS100 Introduction to Business (3)
BUS207 Business Communications (3)
CIS120 Survey of Computer Information Systems (3) (Fulfills Computer Competency requirement)
CIS121 Microcomputer Operating System Fundamentals (3)
CIS123 Introduction to Programming (3)
CIS130 Networking Essentials (3)
CIS135 Principles of Telephony and Telecommunications (3)
CIS150 Windows Server (3)
CIS152 Windows Network Infrastructure (3)
CIS153 Network Security (3)



CIS210 Cloud Computing (3)
 CIS213 Linux Server (3)
 CIS215 CISCO CCNA Routers (3)
 CIS219 Exchange Server (3)
 CIS220 Security for Wireless Networks (3)

Other Requirements (0-3)


Reading Competency: RDG100 College Reading 

OR

Equivalent reading assessment test score

Computer Competency (0-3):

CIS120 Survey of Computer Information Systems (3)

  Also fulfills Core Requirement

Students must earn:

- a cumulative grade point average (CGPA) of at least a 2.0 on a 4.0 scale
- a minimum of 20 credits from CAC
- a minimum of 67 credits.

NETWORK ADMINISTRATION with CYBER-SECURITY FUNDAMENTALS CERTIFICATE

Total Credits: 27-28


Formerly known as Network Administration Certificate

The Network Administration with Cyber-Security Fundamentals Certificate prepares students for responsibilities in creating a network, configuring a network and incorporating cyber-security fundamentals, which leads to an entry-level position as a network administrator. Successful completion may lead to Microsoft Certified System Administration, Network+ Certification, and CCNA Certification.

Recommended Proficiencies

RDG100 College Reading (3) 

Core Requirements (27)

CIS120 Survey of Computer Information Systems (3) 
 CIS121 Microcomputer Operating System Fundamentals (3)
 CIS130 Networking Essentials (3)
 CIS150 Windows Server (3)
 CIS152 Windows Network Infrastructure (3)
 CIS153 Network Security (3)
 CIS213 Linux Server (3)
 CIS215 CISCO CCNA Routers (3)

Complete one of the following class options:

CIS219 Exchange Server (3)
 CIS210 Cloud Computing (3)
 CIS220 Security for Wireless Networks (3)

Optional Internship course (1):

BUS196 Applied Business Internship (1) (45-90 hour internship in related industry)

Other Requirements

Students must earn:

- a cumulative grade point average (CGPA) of at least a 2.0 on a 4.0 scale
- at least one-third of the certificate credits from CAC.

WEB DEVELOPMENT AAS

Total Credits: 65

The Web Development AAS Degree focuses on the analysis design and programming skills necessary for entry-level web design or development positions. Successful completion may lead to CIW JavaScript Specialist, Web Development Professional certification, and Professional Webmaster certification.

General Education Requirements (22-23)

Written Communication (3)

Select one:

ENG101 English Composition III (3)  

ENG121 Applied Technical Writing (3)




Oral Communication (3)

COM263 Intercultural Communication (3)
 (Recommended)

OR

COM100 Fundamentals of Human Communication (3)
 or higher

Art and Humanities (3)

PHI105 Introduction to Ethics (3)   
 (Recommended)

Or select a course numbered 100 or above from the following: ART, HMC, LIT, MHL, PHI, and THE. Students may also choose any course from the Arts or Humanities AGECE lists. The required courses must represent two different departments for the Arts and Humanities category. For example, students may not take a HIS course to fulfill their Arts and Humanities requirement, if they are using another HIS course to complete their Social and Behavioral Sciences requirement.



Social and Behavioral Sciences (3)

ECN201 Principles of Macroeconomics (3) 

Or select a course numbered 100 or above from the following: ABS, ECN, GEO, HIS, POS, PSY, and SOC. Students may also choose any course from the Social and Behavioral Sciences AGECE list. The required courses must represent two different departments for the Social and Behavioral Sciences category. For example, students may not take a HIS course to fulfill their Arts and Humanities requirement, if they are using another HIS course to complete their Social and Behavioral Sciences requirement.

Physical and Biological Sciences (4)

Select a 4-credit courses with lab numbered 100 or above from the Biological and Physical Science Lab list. Students may also choose a course from the Biological and Physical Lab Science AGECE list.

Mathematics (6-7)

BUS101 Business Mathematics (3)

MAT121 Intermediate Algebra, Standard (4) or higher


Core and Elective Requirements (42-44)

BUS100 Introduction to Business (3)

CIS112 Web Design Fundamentals with HTML (3)

CIS113 E-Commerce and Social Media (3)

CIS114 Web Development Tools (3)

CIS120 Survey of Computer Information Systems (3) 
(Fulfills the Computer Competency requirement)

CIS123 Introduction to Programming (3)

CIS170 JavaScript Programming (3)

CIS172 Ruby Programming (3)

CIS176 Python Programming (3)

CIS178 Database Fundamentals and Programming (3)

CIS232 Advanced Web Development with Game Programming (3)

CIS233 Web Application Development using PHP (3)

Electives (6-8)

BUS207 Business Communications (3)

CIS150 Windows Server (3)

CIS181 C#.Net (4)

CIS231 Introduction to Data Structures (4)

MSC120 Graphic Design and Adobe InDesign (3)

MSC125 Introduction to Illustrator (3)

MSC130 Digital Photography and Photoshop (3)

Other Requirements (3)


Reading Competency:

RDG100 College Reading 

OR

equivalent reading assessment test score

Computer Competency (3):

CIS120 Survey of Computer Information Systems (3) 
(Fulfilled in Core Requirements)

Students must earn:

- a cumulative grade point average (CGPA) of at least a 2.0 on a 4.0 scale
- a minimum of 20 credits from CAC
a minimum of 64 credits.

CREATIVE ARTS

ENTERTAINMENT INDUSTRY TECHNOLOGY

ARTIST AND VENUE MANAGEMENT AAS

Total Credits: 66

The Artist and Venue Management AAS Degree prepares individuals for entry-level positions in the entertainment industry by providing an opportunity to gain a broad knowledge of business, entertainment law, marketing, management and the ability to manage entertainment facilities or performers.

General Education Requirements (19-20)



Written Communications (3)

Select one:


ENG101 English Composition III (3)   (Recommended)

ENG121 Applied Technical Writing (3)

Oral Communications (3)

COM100 Fundamentals of Human Communication (3)  
or higher

Art and Humanities (3)


EIT100 History of Rock n' Roll (3)  (Recommended)

Or select courses numbered 100 or above from the following: ART, HMC, LIT, MHL, PHI, and THE. Students may also choose any course from the Art or Humanities AGECE lists. The required courses must represent two different departments for the Art and Humanities category. For example, students may not take a HIS course to fulfill their Art and Humanities requirement, if they are using



another HIS course to complete their Social and Behavioral Science requirement.

Social and Behavioral Sciences (3)

PSY101 Introduction to Psychology (3) 
(Recommended)

Or select courses numbered 100 or above from the following: ABS, ECN, GEO, HIS, OS, PSY, and SOC. Students may also choose any course from, the Social and Behavioral Sciences AGECE list. The required courses must represent two different departments for the Social and Behavioral Sciences category. For example, students may not take a HIS course to fulfill their Arts and Humanities requirement, if they are using another HIS course to complete their Social and Behavioral Sciences requirement.

Physical and Biological Sciences (4)

Select a 4-credit course with lab numbered 100 or above from the Physical and Biological Science Lab list. Students may also choose a course from the Biological and Physical Lab Science AGECE list.


Mathematics (3-4)

Select one:

BUS101 Business Mathematics (3)

MAT118 Essential Mathematics (4) or higher

Core and Elective Requirements (47)

ACC100 Fundamentals of Accounting (3)
ACC121 Income Tax Fundamentals (3)
BUS100 Introduction to Business (3)
BUS122 Small Business Management (3)
BUS190 Principles of Leadership and Management (3) 
EIT101 Introduction to Entertainment (3)
EIT120 Entertainment Law (3)
EIT130 Live Audio Production I (3)
EIT140 Introduction to Lighting (3)
EIT151 Digital Audio Workstation (3)
EIT203 Entertainment Capstone Project (2)
EIT221 Entertainment Marketing and Promotion (3)
EIT222 Artist Management (3)
EIT223 Events and Venue Management (3)
EIT296 Entertainment Internship (3)
MSC122 Introduction to Web Design (3)

Other Requirements (0-3)

Reading Competency:

RDG100 College Reading 

OR

Equivalent reading assessment test score

Computer Competency (0-3):

Select one:

EIT151 Digital Audio Workstation (3)

Also fulfills Core Requirements

MSC122 Introduction to Web Design (3)

Also fulfills Core Requirements

Students must earn:


- a cumulative grade point average (CGPA) of at least a 2.0 on a 4.0 scale
- a minimum of 20 credits from CAC
- a minimum of 66 credits.

ARTIST AND VENUE MANAGEMENT CERTIFICATE

Total Credits: 35

The Artist and Venue Management Certificate prepares individuals for entry-level positions in the entertainment industry by providing an opportunity to gain a broad knowledge of business, entertainment law, marketing, management and the ability to manage entertainment facilities or performers.

Core Requirements (35)

ACC100 Fundamentals of Accounting (3)
ACC121 Income Tax Fundamentals (3)
BUS100 Introduction to Business (3)
BUS122 Small Business Management (3)
EIT100 History of Rock n' Roll (3) 
EIT101 Introduction to Entertainment (3)
EIT120 Entertainment Law (3)
EIT203 Entertainment Capstone Project (2)
EIT221 Entertainment Marketing and Promotion (3)
EIT222 Artist Management (3)
EIT223 Events and Venue Management (3)
EIT296 Entertainment Internship (3)

Other Requirements

Students must earn:

- A cumulative grade point average (CGPA) of at least a 2.0 on a 4.0 scale
- At least one-third of the certificate credits from CAC.



LIVE AUDIO AND LIGHTING AAS

Total Credits: 63

The Live Audio and Lighting AAS Degree prepares individuals for entry-level positions in the entertainment industry. It provides skills necessary to work with touring entertainers and audio/lighting companies in the set up operation of live concert productions.

General Education Requirements (19-20)

Written Communications (3)

Select one:

- ENG101 English Composition III (3) (Recommended)
ENG121 Applied Technical Writing (3)

Oral Communications (3)

- COM100 Fundamentals of Human Communication (3)
 or higher

Art and Humanities (3)

EIT100 History of Rock n' Roll (3) (Recommended)
Or select courses numbered 100 or above from the following: ART, HMC, LIT, MHL, PHI, and THE. Students may also choose any course from the Art or Humanities AGEC lists. The required courses must represent two different departments for the Art and Humanities category. For example, students may not take a HIS course to fulfill their Art and Humanities requirement, if they are using another HIS course to complete their Social and Behavioral Sciences requirement.

Social and Behavioral Sciences (3)

- PSY101 Introduction to Psychology (3)
(Recommended)

Or select courses numbered 100 or above from the following:

ABS, ECN, GEO, HIS, POS, PSY, and SOC. Students may also choose any course from the Social and Behavioral Sciences AGEC list. The required courses must represent two different departments for the Social and Behavioral Sciences category. For example, students may not take a HIS course to fulfill their Arts and Humanities requirement, if they are using another HIS course to complete their Social and Behavioral Sciences requirement.

Physical and Biological Sciences (4)

Select a 4-credit course with lab numbered 100 or above from the Biological and Physical Science Lab list. Students may also choose a course from the Biological and Physical Lab Science AGEC list.

Mathematics (3-4)

Select one:

- BUS101 Business Mathematics (3)
MAT118 Essential Mathematics (4) or higher

Core and Elective Requirements (44)

- BUS122 Small Business Management (3)
EIT101 Introduction to Entertainment (3)
EIT120 Entertainment Law (3)
EIT130 Live Audio Production I (3)
EIT140 Introduction to Lighting (3)
EIT151 Digital Audio Workstation (3)
EIT203 Entertainment Capstone Project (2)
EIT221 Entertainment Marketing and Promotion (3)
EIT231 Live Audio Production II (3)
EIT232 Equipment Maintenance (3)
EIT241 Concert Lighting (3)
EIT242 Rigging (3)
EIT296 Entertainment Internship (3)
ELC122 Direct Current and Alternating Current Circuit Analysis (3)
MSC122 Introduction to Web Design (3)

Other Requirements (0-3)

Reading Competency: RDG100 College Reading

OR

Equivalent reading assessment test score

Computer Competency (0-3):

Select one:

- EIT151 Digital Audio Workstation (3)
(Also fulfills Core Requirement)
MSC122 Introduction to Web Design (3)
(Also fulfills Core Requirement)

Students must earn:

- a cumulative grade point average (CGPA) of at least a 2.0 on a 4.0 scale



- a minimum of 20 credits from CAC
- a minimum of 63 credits.

LIVE AUDIO AND LIGHTING CERTIFICATE

Total Credits: 35

The Live Audio and Lighting Certificate prepares individuals for entry-level positions in the entertainment industry. It provides skills necessary to work with touring entertainers and audio/lighting companies in the set up operation of live concert productions.

Recommended Proficiencies

RDG100 College Reading (3)

Core Requirements (35)

EIT100 History of Rock n' Roll (3)
 EIT101 Introduction to Entertainment (3)
 EIT130 Live Audio Production I (3)
 EIT140 Introduction to Lighting (3)
 EIT203 Entertainment Capstone Project (2)
 EIT221 Entertainment Marketing and Promotion (3)
 EIT231 Live Audio Production II (3)
 EIT232 Equipment Maintenance (3)
 EIT241 Concert Lighting (3)
 EIT242 Rigging (3)
 EIT296 Entertainment Internship (3)
 ELC122 Direct Current and Alternating Current Circuit Analysis (3)

Other Requirements

Students must earn:

- a cumulative grade point average (CGPA) of at least a 2.0 on a 4.0 scale
- at least one-third of the certificate credits from CAC.

POPULAR MUSIC PERFORMANCE

AAS

Total Credits: 67.5

The Popular Music Performance AAS Degree prepares individuals for entry-level positions in the entertainment industry by providing an opportunity to gain a broad knowledge of skills needed for live songwriting, all aspects of live pop music performance and recording.

Prerequisite

The soloist or group must perform a live audition for the coordinator of the Entertainment Industry Technology program.

General Education Requirements (19-20)

Written Communications (3)

Select one:

ENG101 English Composition III (3) (Recommended)
 ENG121 Applied Technical Writing (3)

Oral Communications (3)

COM100 Fundamentals of Human Communication (3)
 or higher

Art and Humanities (3)

EIT100 History of Rock n' Roll (3) (Recommended)
 Or select courses numbered 100 or above from the following: ART, HMC, LIT, MHL, PHI, and THE. Students may also choose any course from the Art or Humanities AGEC lists. The required courses must represent two different departments for the Art and Humanities category. For example, students may not take a HIS course to fulfill their Art and Humanities requirement, if they are using another HIS course to complete their Social and Behavioral Sciences requirement.

Social and Behavioral Sciences (3)

PSY101 Introduction to Psychology (Recommended)

Or select courses numbered 100 or above from the following: ABS, ECN, GEO, HIS, POS, PSY, and SOC. Students may also choose any course from the Social and Behavioral Sciences AGEC list. The required courses must represent two different departments for the Social and Behavioral Sciences category. For example, students may not take a HIS course to fulfill their Arts and Humanities requirement, if they are using another HIS course to complete their Social and Behavioral Sciences requirement.

Physical and Biological Sciences (4)

Select a 4-credit course with lab numbered 100 or above from the Biological and Physical Lab Science list. Students may also choose a course from the Biological and Physical Lab Science AGEC list. Science Lab course.

Mathematics (3-4)

Select one:

BUS101 Business Mathematics (3)
 MAT118 Essential Mathematics (4) or higher

Core and Elective Requirements (47.5)

BUS122 Small Business Management (3)
 MSC122 Introduction to Web Design (3)
 EIT101 Introduction to Entertainment (3)
 EIT120 Entertainment Law (3)



DEGREES AND CERTIFICATES

EIT130	Live Audio Production I (3)
EIT140	Introduction to Lighting (3)
EIT151	Digital Audio Workstation (3)
EIT170	Performance Skills (1) (<i>Must enroll four (4) times for credit</i>)
EIT171	Songwriting I (2)
EIT203	Entertainment Capstone Project (2)
EIT221	Entertainment Marketing and Promotion (3)
EIT222	Artist Management (3)
EIT272	Songwriting II (2)
ENG200	Introduction to Creative Writing (3)
MTC100	Fundamentals of Music (3)
MTC101	Aural Fundamentals (.5)

Music Performance (4)

Must complete 4 credits by selecting any combination of the following:

MUP105	Voice Class (2)
MUP109V	Private Instruction: Voice (1)
MUP109D	Private Instruction: Percussion (1)
MUP109G	Private Instruction: Guitar/Bass Guitar (1)
MUP109P	Private Instruction: Piano Keyboard (1)
MUP110	Piano Class (2)

Other Requirements (1-4)

PAC or DAN course (1)

Reading Competency: RDG100 College Reading 

OR

Equivalent reading assessment test score

Computer Competency (0-3):

Select one:

EIT151	Digital Audio Workstation (3) (<i>Also fulfills Core Requirement</i>)
MSC122	Introduction to Web Design (3) (<i>Also fulfills Core Requirement</i>)

Students must earn:

- a cumulative grade point average (CGPA) of at least a 2.0 on a 4.0 scale
- a minimum of 20 credits from CAC
- a minimum of 67.5 credits.

POPULAR MUSIC PERFORMANCE CERTIFICATE

Total Credits: 35.5

The Popular Music Performance Certificate prepares individuals for entry-level positions in the music entertainment industry by providing an opportunity to gain a broad knowledge of skills needed for song writing and all aspects of live popular music performance and recording.


Prerequisite

The soloist or group must perform a live audition for the coordinator of the Entertainment Industry Technology program. Program acceptance is based on approval.

Recommended Proficiencies

RDG100 College Reading 

Core Requirements (35.5)

EIT100	History of Rock n' Roll (3) 
EIT101	Introduction to Entertainment (3)
EIT120	Entertainment Law (3)
EIT130	Live Audio Production I (3)
EIT140	Introduction to Lighting (3)
EIT151	Digital Audio Workstation (3)
EIT170	Performance Skills (1) (<i>Must enroll two (2) times for credit</i>)
EIT171	Songwriting I (2)
EIT203	Entertainment Capstone Project (2)
EIT221	Entertainment Marketing and Promotion (3)
EIT222	Artist Management (3)
EIT272	Songwriting II (2)
MTC100	Music Fundamentals (3)
MTC101	Aural Fundamentals (.5)

Other Requirements

Students must earn:

- a cumulative grade point average (CGPA) of at least a 2.0 on a 4.0 scale
- at least one-third of the certificate credits from CAC.

RECORDING ENGINEERING AAS



Total Credits: 63.5

The Recording Engineering AAS Degree prepares individuals for entry-level positions in the entertainment industry by providing an opportunity to gain a broad knowledge of creating a home recording studio or a professional multi-track studio. Skills include recording, production, editing, and arranging various types of audio recordings.


General Education Requirements (19-20)

Written Communications (3)

Select one:


ENG101	English Composition III (3)   (<i>Recommended</i>)
ENG121	Applied Technical Writing (3)

Oral Communications (3)



COM100 Fundamentals of Human Communication (3)  or higher



Art and Humanities (3)

EIT100 History of Rock n' Roll (3)  (Recommended)
 Or select courses numbered 100 or above from the following:
 ART, HMC, LIT, MHL, PHI, and THE. Students may also
 choose any course from the Art or Humanities AGEC lists. The
 required courses must represent two different departments for
 the Art and Humanities category. For example, students may
 not take a HIS course to fulfill their Art and Humanities
 requirement, if they are using another HIS course to complete
 their Social and Behavioral Science requirement.

Social and Behavioral Sciences (3)

PSY101 Introduction to Psychology (3)  
 (Recommended)

Or select courses numbered 100 or above from the following:
 ABS, ECN, GEO, HIS, POS, PSY, and SOC. Students may also
 choose any course from the Social and Behavioral Sciences
 AGEC list. The required courses must represent two different
 departments for the Social and Behavioral Science category.
 For example, students may not take a HIS course to fulfill their
 Arts and Humanities requirement, if they are using another
 HIS course to complete their Social and Behavioral Sciences
 requirement.

Physical and Biological Sciences (4)

Select a 4-credit course with lab numbered 100 or above from
 the Biological and Physical Science Lab list. Students may also
 choose a course from the Biological and Physical Lab Science
 AGEC list.

Mathematics (3-4)

Select one:

BUS101 Business Mathematics (3)
 MAT118 Essential Mathematics (4) or higher

Core Requirements (44.5)

BUS122 Small Business Management (3)
 MSC122 Introduction to Web Design (3)
 EIT101 Introduction to Entertainment (3)
 EIT120 Entertainment Law (3)
 EIT130 Live Audio Production I (3)
 EIT151 Digital Audio Workstation (3)
 EIT153 Recording Engineering I (3)
 EIT203 Entertainment Capstone Project (2)
 EIT221 Entertainment Marketing and Promotion (3)
 EIT231 Live Audio Production II (3)
 EIT232 Equipment Maintenance (3)
 EIT254 Recording Engineering II (3)
 EIT255 Recording Engineering III (3)
 EIT296 Entertainment Internship (3)
 MTC100 Fundamentals of Music (3)
 MTC101 Aural Fundamentals (.5)

Other Requirements (0-3)

Reading Competency: RDG100 College Reading 
 OR

Equivalent reading assessment test score

Computer Competency (0-3):

Select one:

EIT151 Digital Audio Workstation (3)
 Also fulfills Core Requirement
 MSC122 Introduction to Web Design (3)
 Also fulfills Core Requirement

Students must earn:

- a cumulative grade point average (CGPA) of at least a 2.0 on a 4.0 scale
- a minimum of 20 credits from CAC
- a minimum of 63.5 credits.

RECORDING ENGINEERING CERTIFICATE


Total Credits: 35

The Recording Engineering Certificate prepares individuals for entry-level positions in the entertainment industry by providing an opportunity to gain a broad knowledge of creating a home recording studio or a professional multi-track studio. Skills include recording, production, editing and arranging various types of audio recordings.

Recommended Proficiencies

RDG100 College Reading 

Core Requirements (35)

EIT100 History of Rock n' Roll (3) 
 EIT101 Introduction to Entertainment (3)
 EIT120 Entertainment Law (3)
 EIT130 Live Audio Production I (3)
 EIT151 Digital Audio Workstation (3)
 EIT153 Recording Engineering I (3)
 EIT203 Entertainment Capstone Project (2)
 EIT231 Live Audio Production II (3)
 EIT232 Equipment Maintenance (3)
 EIT254 Recording Engineering II (3)
 EIT255 Recording Engineering III (3)
 EIT296 Entertainment Internship (3)

Other Requirements

Students must earn:

- a cumulative grade point average (CGPA) of at least a 2.0 on a 4.0 scale



- a minimum of one-third of required certificate credits from CAC.





FINE ARTS AA

Total Credits: 60-64

The Fine Arts AA Degree prepares students to transfer to a university B.A., B.F.A. or Bachelors of Teaching in the Arts degree program. Those seeking Art History or Museum Studies as majors may need additional foreign language courses.

General Education Requirements AGEC-A (35-36)

Written Communications (6)

ENG101 English Composition III (3)  
ENG102 English Composition IV (3)  

Oral Communications (3)

Select an AGECE course.

For the following two categories, for each category select courses from different disciplines to total 15 credits.

Arts & Humanities (6-9)

Arts (3)

Fulfilled by the Studio Art Core Requirements.

Humanities (3)

Select an AGECE course.



Social and Behavioral Sciences (6-9)

Select AGECE courses from different disciplines.

Physical and Biological Sciences (8)

Select AGECE courses with a laboratory component.

Mathematics (3-4)

MAT141 College Mathematics, Standard (4)  
or higher

Subject Options (0-6)

Based on your major, review the specific AA Degree requirements in the CAC catalog, consult an academic advisor, and see the Transfer Guides at aztransfer.com/college/

Special Awareness Requirements (0-9)

Select courses from the AGECE list to fulfill these requirements.









1. At least three semester credits of coursework in

Intensive Writing and Critical Inquiry

2. At least three semester credits of coursework in Cultural Awareness (Ethnic/Race/Gender) (*Fulfilled by the Core Requirements*)
3. At least three semester credits of coursework in Global/International Awareness or Historical Awareness (*Fulfilled by the Core Requirements*)

Note: Courses used in other areas, such as Oral Communications, Art and Humanities, Social and Behavioral Sciences, or Transfer Electives may also be used to satisfy requirements in the three Special Awareness Requirements categories. A course may not be used to satisfy more than one Special Awareness Requirements category.

Core Requirements (30)

ART101 Two Dimensional Design (3)  
ART102 Three Dimensional Design (3)  
ART107 Drawing I (3)
ART109 Color Theory (3)
ART207 Art History I (3)  
ART208 Art History II (3)  
MSC205 Portfolio Preparation (3)
Transferable Studio electives (9)

Fulfillment of the Core Requirements may also fulfill the AGECE-A Arts Requirements.

Electives

Select approved elective courses which transfer as "Elective or better" to at least two of the three AZ public universities to complete the required AA Degree credits.

Other Requirements (3)

Reading Competency: RDG100 College Reading 

Computer Competency (3):

AGB124 Microcomputers in Agriculture
CIS110 Fundamentals of Computer Literacy or higher

OR

Transferable Computer Competency course
(Consult the CEG.)

Other AA Degree Requirements

Some AA Degrees require up to 16 credits of a Second Language to demonstrate proficiency. Many four-year degrees require either a second semester or fourth semester level of a second language and strongly encourage students to complete this requirement at the community college prior to transfer.

Check your university catalog, Transfer Guides at aztransfer.com/college/ or meet with an academic advisor. Students may demonstrate proficiency by completion of



coursework and/or a proficiency test.

Students undecided about their major are encouraged to complete a fourth semester of a second language. CAC offers Spanish, Sign Language or other Foreign Languages and Literatures. Contact an academic advisor for assistance.

Students must earn:

- a grade of C or better in each required course
- a minimum of 20 credits from CAC which includes the AGEC-A requirements
- a minimum of 60-64 credits.

GRAPHIC DESIGN AAS

Total Credits: 64

The Graphic Design AAS Degree provides students with the creative, technical and visual communication skills required for employment in entry-level positions in an exciting and rapidly growing industry. Students will be equipped with the knowledge and skills to be successful in a variety of design positions: advertising agencies; retail, corporate and in-house design departments; newspaper, magazine and book publishing environments; freelance design, illustration and web design. The program also prepares students for entry into a 4-year college or degree program.



General Education Requirements (22-23)

Written Communications (3)

ENG101 English Composition III (3)

Oral Communications (3)

COM100 Fundamentals of Oral Communication (3)
 or higher

Art and Humanities (6)

Select two:

ART100 Art Appreciation (3)
ART207 Art History I (3)
ART208 Art History II (3)

Social and Behavioral Sciences (3)

Select a course numbered 100 or above from the following: ABS, ECN, GEO, HIS, POS, PSY, and SOC. Students may also choose any course from the Social and Behavioral Sciences category. The required courses must represent two different departments for the Social and Behavioral Sciences category. For example, students may not take a HIS course to fulfill their Arts and Humanities requirement, if they are using another HIS course to complete their Social and Behavioral Sciences requirement.

Physical and Biological Sciences (4)

Select a 4-credit course with lab numbered 100 or above from the Biological and Physical Science Lab list. Students may also choose a course from the Biological and Physical Lab Science AGEC list.

Mathematics (3-4)

Select one:

BUS101 Business Mathematics (3)
MAT118 Essential Mathematics (4) or higher

Core Requirements (39)

ART101 Two-Dimensional Design (3)
ART102 Three-Dimensional Design (3)
ART107 Drawing I (3)
ART109 Color Theory (3)
MSC101 Media and Society (3)
MSC120 Graphic Design and Adobe InDesign (3)
MSC122 Introduction to Web Design (3)
MSC123 Designing with Type (3)
MSC125 Introduction to Illustrator (3) 0
MSC130 Digital Photography and Photoshop (3)
MSC205 Portfolio Preparation (3)
MSC220 Advanced Graphic Design (3)
MSC230 Advanced Digital Photography and Adobe Photoshop (3)

Other Requirements (3)

Reading Competency: RDG100 College Reading
OR

Equivalent reading assessment test score

Computer Competency (3):

MSC122 Introduction to Web Design (3)



Students must earn:

- a cumulative grade point average (CGPA) of at least a 2.0 on a 4.0 scale
- a minimum of 20 credits from CAC
- a minimum of 64 credits.

GRAPHIC DESIGN CERTIFICATE

Total Credits: 30

The Graphic Design Certificate provides individuals seeking to advance design skills for the development of personal interests, and for those already employed in this field to upgrade skills as well as providing the creative and technical skills required for employment in entry-level positions.

Recommended Proficiencies

RDG100 College Reading

Core Requirements (30)

ART101 Two-Dimensional Design (3)
 ART107 Drawing I (3)
 MSC120 Graphic Design and Adobe InDesign (3)
 MSC122 Introduction to Web Design (3)
 MSC123 Designing with Type (3)
 MSC125 Introduction to Illustrator (3)
 MSC220 Advanced Graphic Design (3)
 MSC130 Digital Photography and Photoshop (3)
 MSC230 Advanced Digital Photography and Adobe Photoshop (3)
 MSC205 Portfolio Preparation (3)

Other Requirements

Students must earn:

- a cumulative grade point average (CGPA) of at least a 2.0 on a 4.0 scale
- a minimum of one-third of required certificate credits from CAC.

CULINARY ARTS

BAKING AND PASTRY CERTIFICATE

Total Credits: 18

This certificate is designed to prepare students for employment in such establishments as retail bakeries, fine dining restaurants and hotels, upscale pastry and bake shops, commercial baking and entrepreneurship. The core courses will help students develop a solid foundation in basic baking skills. The student may tailor the degree to meet individual goals in areas such as bread baking, cake decorating, wedding cake production, and/or chocolate and sugar show

pieces. Students pursuing an Associate of Applied Science (AAS) Culinary Arts Degree may specialize in Baking and Pastry. All courses in the Baking and Pastry Certificate are requirements for the Culinary Arts AAS Degree. High school diploma or GED are recommended.

Prerequisites:

RDG100 College Reading

MAT082 Basic Arithmetic

Recommended Proficiencies:

Math and English college level placement test scores, or unofficial college transcript.

Core Requirements (14)

CUL105 Food Safety Foundations (1)
 CUL160 Baking and Pastry I (3)
 CUL260 Baking and Pastry II (3)
 NTR223 Food Service Management (3)

OR

HRM103 Managing Food Service Operations (3)
 NTR104 Nutrition (3) AND NTR104L Personal Wellness Lab (1)

OR

NTR104 Nutrition (3) AND (1) Culinary Arts elective

OR

CUL268 Nutrition for Culinary Arts (3)
 AND CUL (1) elective

OR

NTR141 Nutrition and Wellness (4)
(NTR141 may also fulfill Physical and Biological Sciences Requirement for Culinary AAS Degree)

Electives: Choose 4 or more

CUL161 Cake Decorating (1)
 CUL162 Cake, Fillings and Frostings (1)
 CUL261 Advanced Cake Decorating (1)
 CUL262 Specialty & Wedding Cakes (1)
 CUL263 Everything Chocolate (1)
 CUL264 Confectionary Show Pieces (1)
 CUL265 Artisan and Specialty Breads (1)
 CUL266 Advanced Pastry (1)

Other Requirements

Reading Competency: RDG100 College Reading

Students must earn:

- a cumulative grade point average (CGPA) of at least a 2.0 on a 4.0 scale
- a minimum of one-third of required certificate credits from CAC.



CULINARY ARTS AAS

Total Credits: 64



The Culinary Arts AAS Degree provides training in basic and advanced culinary skills and includes a practicum experience within a commercial kitchen for application of skills and knowledge. Concentrations include Culinary Arts, Baking and Pastry, Nutrition and Dietetics, and Business/Hospitality specialties. Students are prepared for positions as professional chefs, cooks, pastry chefs, and entry-level management or for advancement in the food service industry.

Recommended Proficiencies

High school diploma or GED.

General Education Requirements (19-20)

Written Communications (3)

Select one:

ENG101 English Composition III (3)

ENG121 Applied Technical Writing (3)

Oral Communications (3)

COM100 Human Communication (3) or higher

Art and Humanities (3)

Select a course numbered 100 or above from the following: ART, HMC, LIT, MHL, PHI, and THE. Students may also choose any course from the Art or Humanities AGEC lists. The required courses must represent two different departments for the Art and Humanities category. For example, students may not take a HIS course to fulfill their Art and Humanities requirement, if they are using another HIS course to complete their Social and Behavioral Sciences requirement.

Social and Behavioral Sciences (3)

Select a course numbered 100 or above from the following: ABS, ECN, GEO, HIS, POS, PSY, and SOC. Students may

also choose any course from the Social and Behavioral Sciences AGEC list. The required courses must represent two different departments for the Social and Behavioral Science category. For example, students may not take a HIS course to fulfill their Arts and Humanities requirement, if they are using another HIS course to complete their Social and Behavioral Sciences requirement.

Physical and Biological Sciences (4)

NTR141 Nutrition and Wellness (4) (Recommended)

May also fulfill Core Requirement

Or select a 4-credit course with lab numbered 100 or above from the Biological and Physical Science Lab list. Students may also choose a course from the Biological and Physical Lab Science AGEC list.

Mathematics (3-4)

Select one:

BUS101 Business Mathematics (3)

MAT118 Essential Mathematics (4) or higher

Core Requirements (27)

CUL105 Food Safety Foundations (1)

CUL125 Sustainable Food Practices (1)

CUL130 Culinary Principles and Applications I (3)

CUL160 Baking and Pastry I (3)

CUL170 Dining and Beverage Operations (2)

CUL185 Catering Operations (2)

CUL230 Culinary Principles and Applications II (3)

CUL260 Baking and Pastry II (3)

CUL290 Commercial Cooking Practicum (2)

Select one (3):

NTR223 Food Service Management (3)

HRM103 Managing Food Service Operations (3)

Select one of the following for a total of (4) credits:

NTR104 Nutrition (3) **AND** NTR104L Personal Wellness Lab (1)

NTR104 Nutrition (3) **AND** CUL elective (1)

CUL268 Nutrition for Culinary Arts (3) **AND** CUL elective (1)

NTR141 Nutrition and Wellness (4) *

*NTR141 also fulfills Physical and Biological Sciences Requirement

If the Physical and Biological Sciences requirement is fulfilled by NTR141, select four (4) additional credits.

Electives (15 - 19)

Students may choose electives from all four categories below to meet the 64 credit degree requirement. Many of the



electives are part of the Baking and Pastry, the Culinary Arts, and the Hotel and Restaurant Management Certificate. Careful selection of electives makes it possible to earn multiple certificates while earning an AAS degree.

Baking and Pastry Specialization (11)

- CUL161 Cake Decorating (1)
- CUL162 Cake, Fillings and Frostings (1)
- CUL261 Advanced Cake Decorating (1)
- CUL262 Specialty & Wedding Cakes (1)
- CUL263 Everything Chocolate (1)
- CUL264 Confectionary Show Pieces (1)
- CUL265 Artisan Specialty Breads (1)
- CUL266 Advanced Pastry (1)
- CUL268 Nutrition for Culinary Arts (3)

Business/Hospitality Specialization (36)

- ACC100 Fundamentals of Accounting (3)
- BUS100 Introduction to Business (3)
- BUS122 Small Business Management (3)
- BUS123 Business Relations (3)
- BUS180 Introduction to Marketing (3)
- BUS201 Legal Environment of Business (3)
- BUS250 Business Entrepreneurship (3)
- HRM100 Introduction to Hospitality (3)
- HRM101 Facilities Management (3)
- HRM102 Management of Guest Services (3)
- HRM145 Convention and Meeting Management (3)
- HRM252 Managing Hospitality Human Resources (3)

Culinary Arts Specialization (13)

- CUL110 Asian Cuisine (1)
- CUL112 Italian Cuisine (1)
- CUL114 Mexican and Latin American Cuisine (1)
- CUL116 French Cuisine (1)
- CUL121 Culinary Concepts (1)
- CUL205 HACCP Principles (1)
- CUL292 Study Abroad: Italian Cuisine and Culture (4)
- NTR142 Applied Food Science (3)

Nutrition and Dietetics Specialization (8)

- NTR135 Healthy Weight for Adults (1)
- NTR191 Nutrition Counseling Skill Development (3)
- NTR232A Food and Culture (1)
- NTR240 Clinical Nutrition (3)

Other Requirements (3)

Reading Competency: RDG100 College Reading

OR

Equivalent reading assessment test score

Computer Competency (3):

AGB124 Microcomputers in Agriculture

- CIS110 Fundamentals of Computer Literacy or higher
- CIS120 Survey of Computer Information Systems (3) or higher
- EGR102 Introduction to Engineering (3)
- EIT151 Digital Audio Workstation (3)
- MSC122 Introduction to Web Design (3)

Students must earn:

- a cumulative grade point average (CGPA) of at least a 2.0 on a 4.0 scale
- a minimum of 20 credits from CAC
- a minimum of 64 credits.

CULINARY ARTS CERTIFICATE I Total Credits: 16-17

Culinary Arts Certificate I prepares students to become entry-level culinary professionals within a commercial food service operation. Credits earned may be applied toward the Culinary Arts Certificate II and the Culinary Arts AAS Degree.

Recommended Proficiencies

College level math and English Placement test scores. High school diploma or GED recommended.

Core Requirements (16)

- CUL130 Culinary Principles and Applications I (3)
- CUL160 Baking and Pastry I (3)
- CUL170 Dining and Beverage Operations (2)
- CUL105 Food Safety Foundations (1)
- OR**
- NTR105 ServSafe Certification (1)
- NTR223 Food Service Management (3)
- OR**
- HRM103 Managing Food Service Operations (3)

Select one of the following (4):

- NTR104 Nutrition (3) **AND**
- NTR104L Personal Wellness Lab (1)
- OR**
- NTR104 Nutrition (3) **AND** CUL elective (1)
- OR**
- NTR141 Nutrition and Wellness (4)
- OR**
- CUL268 Nutrition for Culinary Arts (3) **AND** CUL elective (1)

Optional Internship course (1):

- BUS196 Applied Business Internship (1)
(45-90 hour internship in related industry)



Other Requirements

Students must earn:

- a cumulative grade point average (CGPA) of at least a 2.0 on a 4.0 scale
- at least one-third of the certificate credits from CAC.

CULINARY ARTS CERTIFICATE II

Total Credits: 25-26

The Culinary Arts Certificate II provides training in basic and advanced culinary skills, concepts related to food sustainability, and culinary math and logistical skills necessary for planning events. Courses within this certificate are also requirements for the Culinary Arts AAS degree. This certificate prepares students for entry-level positions as cooks, chefs or food service managers.

Recommended Proficiencies

College level math and English Placement test scores.
High school diploma or GED recommended.

Required Courses (25)

- CUL125 Sustainable Food Practices (1)
CUL130 Culinary Principles and Applications I (3)
CUL160 Baking and Pastry I (3)
CUL170 Dining and Beverage Operations (2)
CUL185 Catering Operations (2)
CUL230 Culinary Principles and Applications II (3)
CUL260 Baking and Pastry II (3)
CUL105 Food Safety Foundations (1)

OR

- NTR105 ServSafe Certification (1)
NTR223 Food Service Management (3)

OR

- HRM103 Managing Food Service Operations (3)


Select one of the following (4):

- NTR104 Nutrition (3) **AND**
NTR104L Personal Wellness Lab (1)

OR

- NTR104 Nutrition (3) **AND** CUL elective (1)

OR

- NTR141 Nutrition and Wellness (4) 

OR

- CUL268 Nutrition for Culinary Arts (3)
AND CUL elective (1)

Optional Internship course (1):

- BUS196 Applied Business Internship (1)
(45-90 hour internship in related industry)

Other Requirements

Students must earn:

- a cumulative grade point average (CGPA) of at least a 2.0 on a 4.0 scale
- at least one-third of the certificate credits from CAC.

DIESEL/HEAVY EQUIPMENT

DIESEL AND HEAVY EQUIPMENT TECHNOLOGY AAS

Total Credits: 65

The Diesel and Heavy Equipment Technology AAS Degree prepares students for employment as diesel and heavy equipment technicians with an array of career opportunities within the industry. A typical graduate will seek employment with an equipment dealer, equipment rental company, or a heavy highway construction company. Students receive training applicable for serving and repairing all types of diesel equipment.

The Diesel and Heavy Equipment Technology Degree is accredited by the Associated Equipment Distributors Foundation (AEDF) located at 600 22nd Street Suite 220 Oak Brook, IL 60523; 630-574-0650; aedfoundation.org/

Prerequisites

Students must be admitted to D&HET Cohort and hold current and valid driver license, or instructor consent.


General Education Requirements (19-20)

Written Communications (3)

Select one:

- ENG101 English Composition III (3) 
ENG121 Applied Technical Writing (3)

Oral Communications (3)

- COM100 Fundamentals of Human Communication (3)
 or higher

Art and Humanities (3)

Select courses numbered 100 or above from the following: ART, HMC, LIT, MHL, PHI, and THE. Students may also choose any course from the Art or Humanities AGEC lists. The required courses must represent two different departments for the Art and



Humanities category. For example, students may not take a HIS course to fulfill their Art and Humanities requirement, if they are using another HIS course to complete their Social and Behavioral Science requirement.

Social and Behavioral Sciences (3)

Select courses numbered 100 or above from the following: ABS, ECN, GEO, HIS, POS, PSY, and SOC. Students may also choose any course from the Social and Behavioral Sciences AGECE list. The required courses must represent two different departments for the Social and Behavioral Sciences category. For example, students may not take a HIS course to fulfill their Art and Humanities requirement, if they are using another HIS course to complete their Social and Behavioral Sciences requirement.

Physical and Biological Sciences (4)

Select a 4-credit course with lab numbered 100 or above from the Biological and Physical Science Lab list. Students may also choose a course from the Biological and Physical Lab Science AGECE list.

Mathematics (3-4)

Select one:

BUS101 Business Mathematics (3)

MAT106 Technical Math I (3)*

MAT118 Essential Mathematics (4) or higher

**Meets requirement only for AAS-Diesel and Heavy Equipment Technology, AAS-Heavy Equipment Operator, and AAS-Welding Technology.*

Core and Elective Requirements (46)

DIE132 Diesel Engines & Fuel Systems (8)

DIE133 Diesel Power Trains (8)

DIE215 Diesel Electrical/Electronic Systems (8)

DIE216 Diesel Hydraulic Systems (8)

Select one:

HEO100 Introduction to Heavy Equipment Operations (5)

HEO121 Heavy Equipment Operations Core (5)

Select (9) credits of electives from the following list:

AGB124 Microcomputers in Agriculture (3)

CIS110 Fundamentals of Computer Literacy or higher (3)

DIE116 Introduction to Diesel Technology (3)

DIE117 Workplace Success Principles, Practices and Strategies (3)

DIE196 Diesel Equipment Technology and HEO Internship I (3)

DIE222 Mobile Refrigeration (3)

DIE296 Diesel Equipment Technology and HEO

WLD Internship II (3)
Any Welding course (3)

Other Requirements (0-3)

Reading Competency: RDG100 College Reading  **OR**

Equivalent reading assessment test score

Computer Competency (3):

Select one:

AGB124 Microcomputers in Agriculture

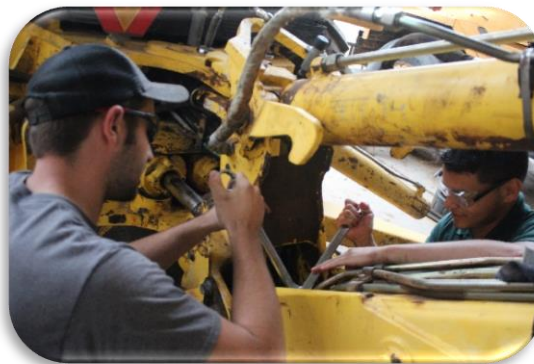
Also fulfills an elective requirement

CIS110 Fundamentals of Computer Literacy or higher

Also fulfills and elective requirement

Students must earn:

- a cumulative grade point average (CGPA) of at least a 2.0 on a 4.0 scale
- a minimum of 20 credits from CAC
- a minimum of 65 credits.



DIESEL AND HEAVY EQUIPMENT TECHNOLOGY CERTIFICATE

Total Credits: 49

The Diesel and Heavy Equipment Technology Certificate prepares students for employment as diesel and heavy equipment technicians with an array of career opportunities within the industry. A typical graduate will seek employment with an equipment dealer, equipment rental company, or a highway heavy construction company. Students receive training applicable for servicing and repairing all types of diesel equipment.

The Diesel and Heavy Equipment Technology Certificate is accredited by the Associated Equipment Distributors Foundation (AEDF) located at 600 22nd Street Suite 220 Oak Brook, IL 60523; 630-574-0650; aedfoundation.org/



Prerequisites

Students must be admitted to D&HET Cohort; current and valid driver license; or instructor consent.

Core Requirements (37)

DIE132 Diesel Engines and Fuel Systems (8)
 DIE133 Diesel Power Trains (8)
 DIE215 Diesel Electrical/Electronic Systems (8)
 DIE216 Diesel Hydraulic Systems (8)

Select one:

HEO100 Introduction to Heavy Equipment Operations (5)

OR

HEO121 Heavy Equipment Operations Core (5)

Electives: (12)

Select courses from the following list:

AGB124 Microcomputers in Agriculture (3)
 CIS120 Survey of Computer Information Systems (3)
 DIE116 Introduction to Diesel Technology (3)
 DIE117 Workplace Success Principles, Practices, and Strategies (3)
 DIE196 Diesel Equipment Technology and HEO Internship I (3)
 DIE222 Mobile Refrigeration (3)
 DIE296 Diesel Equipment Technology and HEO Internship II (3)
 ENG121 Applied Technical Writing (3)
 WLD Any Welding course (3)

Other Requirements

Reading Competency: RDG100 College Reading

Students must earn:

- a cumulative grade point average (CGPA) of at least a 2.0 on a 4.0 scale
- at least one-third of the certificate credits from CAC.

HEAVY EQUIPMENT OPERATOR AAS

Total Credits: 67

The Heavy Equipment Operator AAS degree prepares students to operate, maintain and service heavy equipment and layout construction projects.

The Heavy Equipment Operator Degree is accredited by the National Center for Construction Education and Research (NCCER), 13614 Progress Boulevard, Alachua, FL 32615; 888-622-3720; nccer.org

General Education Requirements (19-20)

Written Communications (3)

Select one:

ENG101 English Composition III (3)
 ENG121 Applied Technical Writing (3)

Oral Communications (3)

COM100 Fundamentals of Human Communication (3)
 or higher

Art and Humanities (3)

Select courses numbered 100 or above from the following: ART, HMC, LIT, MHL, PHI, and THE. Students must also choose any course from the Art or Humanities AGEC lists. The required courses must represent two different departments for the Art and Humanities category. For example, students may not take a HIS course to fulfill their Art and Humanities requirement, if they are using another HIS course to complete their Social and Behavioral Sciences requirement.

Social and Behavioral Sciences (3)

Select courses numbered 100 or above from the following: ABS, ECN, GEO, HIS, POS, PSY, and SOC. Students may also choose any course from the Social and Behavioral Sciences category. For example, students may not take a HIS course to fulfill their Art and Humanities requirement, if they are using another HIS course to complete their Social and Behavioral Sciences requirement.

Physical and Biological Sciences (4)

Select one:

AGS221 Soil Science (4)
 GLG Any Geology course (4)
 PHY100 Physical Universe (4)

Mathematics (3-4)

Select one:

BUS101 Business Mathematics (3)
 MAT106 Technical Math I* (3)
 MAT118 Essential Mathematics (4) or higher
 *Meets requirement only for AAS-Diesel and Heavy Equipment, AAS-Heavy Equipment Operator, and AAS-Welding Technology.

Core and Elective Requirements (45)

CET125 Introduction to Earthmoving Methods and Operations (3)
 CET221 Basic Surveying and Grade Staking (4)
 HEO225 Preventive Maintenance (2)
 HEO121 Heavy Equipment Operations Core (5)
 HEO122 Heavy Equipment Operations II (5)



- HEO127 Heavy Equipment Reconditioning (4)
- HEO128 Diesel Equipment Service and Repair (4)
- HEO221 Heavy Equipment Operations II (5)
- HEO222 Heavy Equipment Operations III (5)

Select from the following courses to complete (8) elective credits:

- BUS Any Business course (3)
- COM202 Small Group Communication (3)
- DIE196 Diesel Equipment Technology and HEO Internship I (3)
- DIE222 Mobile Refrigeration (3)
- DIE296 Diesel Equipment Technology and HEO Internship II (3)
- HEO100 Introduction to Heavy Equipment (5)
- HEO223 Commercial Driver License Preparation (3)
- PEH102 First Aid/CPR (2)
- WLD Any Welding course (3)

Other Requirements (3)

Reading Competency: RDG100 College Reading

OR

Equivalent reading assessment test score

Computer Competency (3):

Select one:

- AGB124 Microcomputers in Agriculture (3)
- CIS110 Fundamentals of Computer Literacy (3) or higher

Students must earn:

- a cumulative grade point average (CGPA) of at least a 2.0 on a 4.0 scale
- a minimum of 20 credits from CAC
- a minimum of 67 credits.

HEAVY EQUIPMENT OPERATOR CERTIFICATE

Total Credits: 40

The Heavy Equipment Operator Certificate focuses on the operation, maintenance and service of heavy equipment, layout of construction projects, and supervisory duties in the field of Heavy Equipment Operators.

The Heavy Equipment Operator Certificate is accredited by the National Center for Construction Education and Research (NCCER), 13614 Progress Boulevard, Alachua, FL 32615; 888-622-3720; nccer.org

General Education Requirements (6)

Communications (3)

Select a COM course, or an AGEC course.

Mathematics (3-4)

BUS101 Business Mathematics (3)

OR

MAT118 Essential Mathematics (4) or higher

Core Requirements (23)

- CET125 Introduction to Earthmoving Methods and Operations (3)
- CET221 Basic Surveying and Grade Staking (4)
- HEO225 Preventive Maintenance (2)
- HEO121 Heavy Equipment Operations Core (5)
- HEO122 Heavy Equipment Operations I (5)

Choose one of the following courses (4):

- HEO127 Heavy Equipment Reconditioning (4)
- HEO128 Diesel Equipment Service and Repair (4)

Computer Competency (3):

Select one:

- CIS Any Computer Literacy course (3)
- AGB124 Microcomputers in Agriculture (3)

Electives (8)

Select electives to meet 40 credit certificate requirement.

- AGS221 Soil Science (4)
- GLG Any Geology course (4)
- HEO100 Introduction to Heavy Equipment (5)
- HEO223 Commercial Driver License Preparation (3)
- HEO127 Heavy Equipment Reconditioning (4)
(If not selected above)
- HEO128 Diesel Equipment Service and Repair (4)
(If not selected above)
- HEO221 Heavy Equipment Operations II (5)



HEO222 Heavy Equipment Operations III (5)
 MAT121 Intermediate Algebra, Standard (4) or higher
 PHY100 Physical Universe (4)
 BUS Any Business course (3)
 PEH102 First Aid/CPR (2)
 WLD Any Welding course (3)
 DIE222 Mobile Refrigeration (3)
 COM202 Small Group Communication (3)
(If not selected above)
 DIE196 Diesel Equipment Technology & HEO Internship I (3)
 DIE296 Diesel Equipment Technology & HEO Internship II (3)

Other CAC Requirements

Reading Competency: RDG100 College Reading

Students must earn:

- a cumulative grade point average (CGPA) of at least a 2.0 on a 4.0 scale
- at least one-third of the certificate credits from CAC.

EDUCATION

EARLY CHILDHOOD EDUCATION AA (AAECE)

Total Credits: 60

The Associate of Arts in Early Childhood Education (AAECE) Degree is appropriate for students working in early childhood environments who want to increase their knowledge, practical, and professional skills in the field, and for students who want to pursue advanced degrees in Early Childhood Education.

Recommended Proficiencies

College-level English, math and reading courses or placement test scores to demonstrate proficiency.

AGEC-A (35-36 Credits)

The Arizona General Education Curriculum focused on the Arts (AGEC-A) is a 35 semester credit block that fulfills the lower division general education requirements of liberal arts majors (e.g., social science, fine arts, humanities). The AGECA requires a minimum of MAT141 or higher plus 32 credits. The AGECA block transfers to any Arizona public or tribal community college and to the three Arizona public universities.

General Education Requirements

For the following five categories select the recommended courses, or an AGECA course from the equivalent category:

Written Communications (6)

ENG101 English Composition III (3)
 ENG102 English Composition IV (3)

Oral Communications (3)

Select an AGECA course

Art & Humanities (6)

Select a minimum of one Art (3) and on Humanities (3) AGECA course

Social and Behavioral Sciences (6-9)

EDU221 Introduction to Education (3)
 EDU222 Introduction to Special Education (3)
 ECE276 Child Development (3)
(Also fulfills Core Requirement)

Physical and Biological Sciences (8)

Select AGECA courses with a laboratory component

Mathematics (3-4)

MAT141 College Mathematics, Standard (4)
 or higher

Special Awareness Requirements (0-9)

Select AGECA course courses to fulfill these requirements

Intensive Writing/Critical Inquiry (3)

LIT291 Children's Literature for Educators (3) *IW*
(Recommended)

Cultural Awareness (Ethnic/Race/Gender) (3)

EDU230 Cultural Values in Education (3)
(Recommended)

Global/International/Historical Awareness

Select an AGECA course

NOTE: Courses used in other areas, such as Oral Communications, Art and Humanities, Social and Behavioral Sciences or Transfer Electives, may also be used to satisfy the three (3) Special Awareness Requirements categories. A course may not be used to satisfy more than one Special Awareness Requirements category.

Core Requirements (19)

ECE105 Foundations of Early Childhood Education (3)
 ECE110 Health, Safety and Nutrition (3)
 ECE116 Effective Interactions and Guidance (3)



DEGREES AND CERTIFICATES

ECE216 Early Childhood Observation and Assessment (3)
 ECE229 Early Childhood Practicum (4)
 ECE276 Child Development (3)
(Also fulfills AGEC Social and Behavioral Sciences requirement)

Electives (6)

Select two:

ECE254 Emergent Language and Literacy (3)
 ECE278 Effective Curriculum Design (3) (Recommended)
 ECE283 Valuing Families and Diversity (3) (Recommended)
 EDU240 Structured English Immersion (3)
 POS220 U.S. and Arizona Constitutions (3)
 MAT201 Math for Elementary Teachers I (3)
 MAT202 Math for Elementary Teachers II (3)

Other Requirements (3)

Reading Competency: RDG100 College Reading

Computer Competency (3):

AGB124 Microcomputers in Agriculture (3)
 CIS120 Survey of Computer Information Systems (3)
 or higher
 EGR102 Introduction to Engineering (3)
 EIT151 Digital Audio Workstation (3)
 MSC122 Introduction to Web Design (3)

OR

Transferable Computer Competency course (Consult the Course Equivalency Guide to determine transferability to the three state public universities.)

Students must earn a grade of C or better in each AA degree required course.

Students must earn:

- a cumulative grade point average (CGPA) of at least a 2.0 on a 4.0 scale
- a minimum of 20 credits from CAC which includes the AGEC-A requirements
- a minimum of 60 credits.

EARLY CHILDHOOD EDUCATION AAS

Total Credits: 60

**Formerly known as Early Childhood Education
Preschool AAS**

The Early Childhood Education AAS Degree prepares competent early childhood professionals for working with young children and families. Students are provided opportunities to gain specialized knowledge and implement best practices in early childhood settings. This

degree is accredited by the National Association for the Education of Young Children (NAEYC) Commission on Early Childhood Associate Degree Accreditation.

The AAS Early Childhood Education Degree is accredited by the National Association for the Education of Young Children (NAEYC) Commission on Early Childhood Associate Degree Accreditation located at 1313 L. Street NW, Suite 500, Washington, DC 20005-4101. 202-350-8862: naeyc.org

General Education Requirements (19-20)

Written Communications (3)

Select one:

ENG101 English Composition III (3)
 ENG121 Applied Technical Writing (3)

Oral Communications (3)

COM100 Fundamentals of Human Communication (3)
 or higher

Art and Humanities (3)

Select courses numbered 100 or above from the following ART, HMC, LIT, MHL, PHI, and THE. Students may also choose any course from the Art or Humanities AGEC lists. The required courses must represent two different departments for the Art and Humanities category. For example, students may not take a HIS course to fulfill their Art and Humanities requirement, if they are using another HIS course to complete their Social and Behavioral Sciences requirement.

Social and Behavioral Sciences (3)

ECE276 Child Development (3)
(Also fulfills Core Requirement)

Physical and Biological Sciences (4)

Select a 4-credit course with lab numbered 100 or above from the Biological and Physical Science Lab list. Student may also choose a course from the Biological and Physical Lab Science AGEC list.

Mathematics (3-4)

Select one:

BUS101 Business Mathematics (3)
 MAT118 Essential Mathematics (4) or higher

Core and Elective Requirements (38)

ECE105 Foundations of Early Childhood Education (3)
 ECE110 Health, Safety, and Nutrition (3)
 ECE116 Effective Interactions and Guidance (3)

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- ECE229 Early Childhood Practicum (4)
 ECE276 Child Development (3) *(Fulfills Social and Behavioral Requirement)*
 ECE283 Valuing Families and Diversity (3)
 ECE124 Active Learning in Math and Science (3)
 ECE216 Early Childhood Observation and Assessment (3)
 ECE254 Emergent Language and Literacy (3)
 ECE271 Creating Early Childhood Environments (3)
 ECE278 Effective Curriculum Design for Teachers of Young Children (3)
 ECE280 Inclusion of Children with Special Needs (3)

Select (4) credits of electives to complete the total number of credits required for this AAS degree.

Other Requirements (3)

Reading Competency: RDG100 College Reading **OR**

Equivalent reading assessment test score

Computer Competency (3):

Select one:

- AGB124 Microcomputers in Agriculture (3)
 CIS110 Fundamentals of Computer Literacy (3) or higher
 CIS120 Survey of Computer Information Systems (3) or higher

- EGR102 Introduction to Engineering (3)
 EIT151 Digital Audio Workstation (3)
 MSC122 Introduction to Web Design (3)

Students must earn:

- a grade of C or better in all Core and Elective Requirements
- a cumulative grade point average (CGPA) of at least a 2.0 on a 4.0 scale
- a minimum of 20 credits from CAC
- a minimum of 60 credits.



EARLY CHILDHOOD EDUCATION CERTIFICATE

Total Credits: 21

Formerly known as Early Childhood Education Preschool Certificate

The Early Childhood Education Certificate prepares competent early childhood professionals for working with young children and families in early childhood settings. The certificate prepares students for entry level positions by providing opportunities to gain broad knowledge and practice application of skills.

Core Requirements (21)

- ECE105 Foundations of Early Childhood Education (3)
 ECE110 Health, Safety, and Nutrition (3)
 ECE116 Effective Interactions and Guidance (3)
 ECE 216 Early Childhood Observation and Assessment (3)
 ECE 271 Creating Early Childhood Environments (3)
 ECE276 Child Development (3)
 ECE283 Valuing Families and Diversity (3)

Students must earn:

- a grade of C or better in all Core Requirement courses and all Specialization Requirement courses
- a cumulative grade point average (CGPA) of at least a 2.0 on a 4.0 scale
- at least one-third of the certificate credits from CAC.

EARLY CHILDHOOD EDUCATION INFANT-TODDLER AAS

Total Credits: 60

The Early Childhood Education Infant Toddler AAS Degree provides solid foundational knowledge, field experiences and common skills and strategies that prepare students for multiple roles in the Infant Toddler field.

General Education Requirements (19-20)

Written Communications (3)

Select one:

- ENG101 English Composition III (3)
 ENG121 Applied Technical Writing (3)

Oral Communications (3)

- COM100 Fundamentals of Human Communication (3)
 or higher



Art and Humanities (3)

Select courses numbered 100 or above from the following: ART, HMC, LIT, MHL, PHI, and THE. Students may also choose any course from the Art or Humanities AGECE lists. The required courses must represent two different departments for the Art and Humanities category. For example, students may not take a HIS course to fulfill their Art and Humanities requirement, if they are using another HIS course to complete their Social and Behavioral Sciences requirement.

Social and Behavioral Sciences (3)

Select courses numbered 100 or above from the following: ABS, ECN, GEO, HIS, POS, PSY, and SOC. Students may also choose any course from the Social and Behavioral Sciences AGECE lists. The required courses must represent two different departments for the Social and Behavioral Sciences category. For example, students may not take a HIS course to fulfill their Arts and Humanities requirement, if they are using another HIS course to complete their Social and Behavioral Sciences requirement.

Physical and Biological Sciences (4)

Select a 4-credit course with lab numbered 100 or above from the Biological and Physical Science Lab list. Students may also choose a course from the Biological and Physical Lab Science AGECE list.

Mathematics (3-4)

Select one:

- BUS101 Business Mathematics (3)
- MAT118 Essential Mathematics (4) or higher

Core and Elective Requirements (38)

- ECE105 Foundations of Early Childhood Education (3)
- ECE110 Health, Safety and Nutrition (3)
- ECE116 Effective Interaction and Guidance (3)
- ECE229 Early Childhood Practicum (3)
- ECE276 Child Development (3)
- ECE283 Valuing Families and Diversity (3)
- ECE128A Environments for Infants and Toddlers (1)
- ECE129B Observation Skills in the Infant and Toddler Program (1)
- ECE129C Record Keeping Skills: Infant and Toddler Programs (1)
- ECE183 Curriculum and Learning Materials for Infants (1)
- ECE184 Curriculum and Learning Materials for Toddlers (1)
- ECE216 Early Childhood Observation and Assessment (3)
- ECE226A Cognitive Development of Infants and Toddlers (1)
- ECE226C Language Development of Infants and Toddlers (1)
- ECE227B Guidance and Discipline of Infants and Toddlers (1)
- ECE227C Enhancing Social Competency of Infants and

Toddlers (1)

- ECE228B Physical Development in Infancy and Toddlerhood (1)
- ECE271 Creating Early Childhood Environments (3)
- ECE280 Inclusion of Children with Special Needs (3)

Other Requirements (3)

Reading Competency: RDG100 College Reading

OR

Equivalent reading assessment test score

Computer Competency (3):

Select one:

- AGB124 Microcomputers in Agriculture (3)
- CIS110 Fundamentals of Computer Literacy (3) or higher
- CIS120 Survey of Computer Information Systems (3)
- EGR102 Introduction to Engineering (3)
- EIT151 Digital Audio Workstation (3)
- MSC122 Introduction to Web Design (3)

Students must earn:

- a grade of C or better in all Core and Elective Requirements
- a cumulative grade point average (CGPA) of at least a 2.0 on a 4.0 scale
- a minimum of 20 credits from CAC
- a minimum of 60 credits.

EARLY CHILDHOOD EDUCATION INFANT-TODDLER CERTIFICATE

Total Credits: 28

The Early Childhood Education Infant Toddler Certificate prepares competent early childhood professionals for working with young children and families in early childhood settings. The certificate prepares students for entry level positions by providing opportunities to gain broad knowledge and practice application of skills.

Core Requirements (28)

- ECE105 Foundations of Early Childhood Education (3)
- ECE110 Health, Safety, and Nutrition (3)
- ECE116 Effective Interactions and Guidance (3)
- ECE128A Environments for Infants and Toddlers (1)
- ECE129B Observation Skills in the Infant and Toddler Program (1)
- ECE129C Record Keeping Skills: Infant and Toddler Programs (1)
- ECE183 Curriculum and Learning Materials for Infants (1)
- ECE184 Curriculum and Learning Materials for



- Toddlers (1)
- ECE226A Cognitive Development of Infants and Toddlers (1)
- ECE226C Language Development of Infants and Toddlers (1)
- ECE227B Guidance of Infants and Toddlers (1)
- ECE227C Enhancing Social Competency of Infants and Toddlers (1)
- ECE228B Physical Development in Infancy and Toddlerhood (1)
- ECE276 Child Development (3)
- ECE280 Inclusion of Children with Special Needs (3)
- ECE283 Valuing Families and Diversity (3)

Other Requirements

Students must earn:

- a grade of C or better in all Core Requirement courses
- a cumulative grade point average (CGPA) of at least a 2.0 on a 4.0 scale
- at least one-third of the certificate credits from CAC.

ELEMENTARY EDUCATION

AAEE

Total Credits: 63

The Associate of Arts in Elementary Education (AAEE) Degree is appropriate for students who require practical and professional skills and knowledge that can lead to upper division programs in elementary and special education, and prepares para-educators.

For a list of Common Courses associated with specific programs of study, go to the Common Course Matrix Archives and select the current year or the year you completed the course(s):

steeringcommittee.aztransfer.com/resources/ccm.html

AGEC courses are transferable to all three Arizona public universities provided students earn a grade of C or better. Contact an academic advisor for assistance.

Recommended Proficiencies

College level English, math and reading courses or placement test scores to demonstrate proficiency.

AGEC-A (35-36 Credits)

The Arizona General Education Curriculum focused on the Arts (AGEC-A) is a 35 semester credit block that fulfills the lower division general education requirements of liberal arts majors (e.g., social science, fine arts, humanities). The AGECA requires a minimum of MAT141 or higher plus 32 credits. The AGECA block transfers to any Arizona public or tribal

community college and to the three Arizona public universities.

General Education Requirements

For the following eight categories select the recommended AGECA course, or an AGECA course from the equivalent AGECA category.

Written Communications (6)

- ENG101 English Composition III (3)
- ENG102 English Composition IV (3)

Oral Communications (3)

Select an AGECA course.

Students must choose coursework from more than one discipline for both the Art and Humanities Category and the Social and Behavioral Sciences category.

Art & Humanities (9)

Select two Art (6 credits) AGECA courses and one Humanities (3 credits) AGECA course. Students may select coursework from two different prefixes to fulfill the Art & Humanities category.

Art (6)

Select two AGECA courses.

Humanities (3)

- LIT291 Children's Literature for Educators (3) *IW*
(Also fulfills AGECA Intensive Writing Requirement)

Social and Behavioral Sciences (6)

- HIS101 United States History I (3)
(Also fulfills AGECA Global Awareness Requirement)

Select any additional AGECA three (3) credit course from Social and Behavioral Sciences in a discipline other than HIS.






Biological/Life Lab Sciences (4)

Select one of the following AGECA courses:

- AGS101 World of Plants (4)
- AGS104 Agricultural Environmental Science (4)
- AGS106 Entomology (4)
- AGS221 Soil Science (4)
- AGS240 Plant Biology (4)
- BIO100 Biology Concepts (4)
- BIO156 Human Biology for Allied Health (4)
- BIO160 Introduction to Human Anatomy/Physiology (4)
- BIO181 General Biology I (4)
- BIO182 General Biology II (4)
- BIO201 Human Anatomy and Physiology I (4)




























DEGREES AND CERTIFICATES



BIO202	Human Anatomy and Physiology II (4)  
BIO205	Microbiology (4)  
NTR141	Nutrition and Wellness (4)  (Consult the CEG.)

Physical Lab Sciences (4)

Select one of the following AGEC courses:

AST101	Survey of Astronomy (4) 
CHM130	Fundamental Chemistry (4)  
CHM151	General Chemistry I (4)  
CHM152	General Chemistry II (4)  
CHM235	General Organic Chemistry I (4)  
CHM236	General Organic Chemistry II (4)  
ENV101	Environmental Science (4) 
GLG101	Physical Geology (4)  
GLG102	Historical Geology (4) 
GLG110	Geological Hazards and Disasters (4) 
PHY100	Physical Universe (4) 
PHY111	College Physics I (4)  
PHY112	College Physics II (4)  
PHY121	University Physics I: Mechanics (4)  
PHY122	University Physics II: Electricity and Magnetism (4)  

Mathematics (3-4 Credits)





MAT141	College Mathematics, Standard (4)   or higher
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Subject Options (0-6)

Based on your major, review the specific AA Degree requirements in the CAC catalog, consult an academic advisor, and see the Transfer Guides at aztransfer.com/college/

Special Awareness Requirements (0-9)







Fulfilled as indicated below:

- Intensive Writing/Critical Inquiry (3)
LIT291 Children's Literature for Educators (3)  *IW*
(Also fulfills AGEC Humanities Requirement)
- Cultural Awareness (Ethnic/Race/Gender) (3)
EDU230 Cultural Values in Education (3) 
(Also fulfills Core Requirement)
- Global/International/Historical Awareness (3)
HIS101 United States History I (3)  
(Also fulfills AGEC Social/Behavioral Sciences Requirement)

Note: Courses used in other areas, such as Oral Communications, Art and Humanities, Social and Behavioral Sciences, Core, Specialty Area or Transfer Electives, may also be used to satisfy the three (3) Special Awareness Requirements categories. A course may not be used to satisfy more than one Special Awareness

Requirements category.

Core Requirements (21)

EDU221	Introduction to Education (3) 
EDU222	Introduction to Special Education (3) 
EDU228	Behavior Management (3)
EDU230	Cultural Values in Education (3)  (Also fulfills AGEC Cultural Awareness Requirement)
EDU240	Structured English Immersion (3) 
MAT201	Math for Elementary Teachers I (3) 
MAT202	Math for Elementary Teachers II (3) 

Specializations (3 credits)

Select one Specialization from the three (3) below or select a combination of the courses below to total the 60-64 credits required to earn this AA Degree.

Upper Elementary Teaching majors:

EDU225	Relationships in the Classroom (3)
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OR

Early Childhood K-3 Teaching majors select one:

ECE271	Creating Early Childhood Environments (3)
ECE 276	Child Development (3)
ECE 278	Effective Curriculum Design (3)
ECE 283	Valuing Families and Diversity (3)

OR

Special Education majors select one:

EDU225	Relationships in the Classroom (3)
ECE271	Creating Early Childhood Environments (3)
ECE 276	Child Development (3)
ECE 278	Effective Curriculum Design (3)
ECE280	Inclusion of Children with Special Needs (3)
ECE 283	Valuing Families and Diversity (3)

Based on your major, review the specific AA Degree Requirements in the CAC catalog, consult an academic Advisor, and see the Transfer Guides at aztransfer.com/college/

Other Requirements (3)

Reading Competency: RDG100 College Reading 

Computer Competency (3):

AGB124	Microcomputers in Agriculture (3)
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OR

CIS120	Survey of Computer Information Systems (3) 
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OR

Transferable computer competency course (Consult the CEG to determine transferability to the three state public universities).



Additional transferable electives to achieve a minimum of 63 credit hours for the AAEE Degree.

Students must earn:

- a grade of C or better in each required course
- a minimum of 20 credits from CAC which includes the AGECA requirements
- a minimum of 63 credits.



EMERGENCY MEDICAL SERVICES

BASIC EMT CERTIFICATE

Total Credits: 9.5

Emergency Medical Technician Certificate of Completion for students who successfully complete EMS100 (CPR for Professionals) and EMS125 (Basic EMT).

Prerequisites

Ninth grade reading level, immunizations, CPR Certification-Healthcare Provider or Professional Rescuer

Core Requirements (9.5)

EMS100 CPR for Professionals (.5)
EMS125 Emergency Medical Technician (9)

Other Requirements

Students must receive a course completion card and be scheduled to take the National Registry of EMT exam.

Students must earn:

- a cumulative grade point average (CGPA) of at least a 2.0 on a 4.0 scale
- at least one-third of the certificate credits from CAC.

CRITICAL CARE FOR PARAMEDICS CERTIFICATE

Total Credits: 6.5

Advanced level education and training in Emergency Medical Services with specific training in Critical Care for nurses, physicians, and paramedics. The EMS275 course prepares students to function as a member of the critical care transport team. Students gain a higher level of understanding of patient care in the pre-hospital setting. EMS275 combined with Advanced Cardiac Life Support (ACLS) and the course prerequisites prepares student to apply for a completion certificate.

Prerequisites

EMS272A Advanced Emergency Medical Technology/
Paramedic, Module I (13.5)
EMS272B Advanced Emergency Medical Technology/
Paramedic Module II (8.5)
EMS272C Advanced Emergency Medical Technology/
Paramedic, Module III (8.5)
EMS272D Advanced Emergency Medical Technology/
Paramedic Practicum I (6)
EMS272E Advanced Emergency Medical Technology/
Paramedic Practicum II (6)

OR

Certified Paramedic or Registered Nurse, or Physician or equivalent **AND all of the following:**

1. EMS100 CPR for Professionals (.5) or current Cardio Pulmonary Resuscitation (CPR) certification per American Heart Association standards or equivalent
2. Current Advanced Cardiac Life Support (ACLS) certification per American Heart Association standards, BTLS or PHTLS, PALS or PEPP;
3. Current ARC Certification or AHA BLS Health Care Provider, or NSC Green Cross Professional Rescuer or Division Chair consent.

Core Requirements (6.5)

EMS275 Critical Care Emergency Medical Transport Program (CCEMTP) (5.5)
EMS240 Advanced Cardiac Life Support (ACLS) (1)

Other Requirements

Students must earn:

- a cumulative grade point average (CGPA) of at least a 2.0 on a 4.0 scale
- at least one-third of the certificate credits from CAC.



PARAMEDICINE CERTIFICATE

Total Credits: 50.5

The Paramedicine Certificate prepares students to work as paramedics with the knowledge and skills required for emergency care, stabilization, and immobilization of victims of illness and injury.

Prerequisites

All of the following must be earned with a grade of C or better:

- EMS100 CPR for Professionals (.5)
or current CPR certification
- EMS125 Emergency Medical Technician (9)
(ADHS EMT certified for 1 year)
- FSC129 Hazardous Materials Awareness/Operations (2)

Complete the above or seek Program Director consent.

Recommended Proficiencies

Students must meet eligibility requirements established by the Arizona Department of Health Services, Bureau of EMS.

Core Requirements (50.5)

- BIO160 Anatomy and Physiology (4)
- EMS190 Pediatric Advanced Life Support (1)
- EMS191 Neonatal Resuscitation Program-NRP (1)
- EMS240 Advanced Cardiac Life Support-ACLS (1)
- EMS245 Pre-Hospital Trauma Management-PHTLS (1)
- EMS272A Advanced Emergency Medical Technology/
Paramedic, Module I (13.5)
- EMS272B Advanced Emergency Medical Technology/
Paramedic, Module II (8.5)
- EMS272C Advanced Emergency Medical Technology/
Paramedic, Module III (8.5)
- EMS272D Advanced Emergency Medical Technology/
Paramedic Practicum I (6)
- EMS272E Advanced Emergency Medical Technology/
Paramedic Practicum II (6)

Core courses must be completed with a grade of C or above.

Other Requirements

Reading Competency: RDG100 College Reading **OR**

Equivalent reading assessment test score

Students must earn:

- a cumulative grade point average (CGPA) of at least a 2.0 on a 4.0 scale

- a minimum of 20 credits from CAC.

PARAMEDICINE AAS

Total Credits: 68.5

The Paramedicine AAS Degree prepares students to work as paramedics with knowledge and skills required for emergency care, stabilization and immobilization of victims of illness and injury.

Prerequisites

- EMS100 CPR for Professionals (or current CPR certification) (.5)
- EMS125 Emergency Medical Technician (Arizona Department of Health Services EMT Certified for 1 year) (9)
- FSC129 Hazardous Materials Awareness/Operations (2)

Recommended Proficiencies

Students must meet eligibility requirements established by the Arizona Department of Health Services, Bureau of EMS.

General Education Requirements (19-20)

Written Communications (3)

Select one:

- ENG101 English Composition III (3)
- ENG121 Applied Technical Writing (3) (*Recommended*)

Oral Communications (3)

- COM100 Fundamentals of Human Communication (3)
 or higher

Art and Humanities (3)

Select courses numbered 100 or above from the following: ART, HMC, LIT, MHL, PHI, and THE. Students may also choose any course from the Art or Humanities AGEC lists. The required courses must represent two different departments for the Art and Humanities category. For example, students may not take a HIS course to fulfill their Art and Humanities requirement, if they are using another HIS course to complete their Social and Behavioral Sciences requirement.

Social and Behavioral Sciences (3)

Select one:


- PSY101 Introduction to Psychology (3)
- SOC101 Introduction to Sociology (3)

Or select courses numbered 100 or above from the following: ABS, ECN, GEO, HIS, POS, PSY, and SOC.



Students may also choose any course from the Social and Behavioral Sciences AGECE list. The required courses must represent two different departments for the Social and Behavioral Sciences category. For example, students may not take a HIS course to fulfill their Art and Humanities requirement, if they are using another HIS course to complete their Social and Behavioral Sciences requirement.

Physical and Biological Sciences (4)

BIO160 Introduction to Human Anatomy and Physiology (4) 

Mathematics (3-4)

Select one:

BUS101 Business Mathematics (3)

MAT118 Essential Mathematics (4) or higher

Core and Elective Requirements (46.5)

Core courses must be completed with a grade of C or better.

EMS190 Pediatric Education for Pre-Hospital Provider-PALS (1)

EMS191 Neonatal Resuscitation Program-NRP (1)

EMS240 Advanced Cardiac Life Support-ACLS (1)

EMS245 Pre-Hospital Trauma Management-PHTLS (1)

EMS272A Advanced Emergency Medical Technology/Paramedic, Module I (13.5)

EMS272B Advanced Emergency Medical Technology/Paramedic, Module II (8.5)

EMS272C Advanced Emergency Medical Technology/Paramedic, Module III (8.5)

EMS272D Advanced Emergency Medical Technology/Paramedic Practicum I (6)

EMS272E Advanced Emergency Medical Technology/Paramedic Practicum II (6)

Other Requirements (3)

Reading Competency: RDG100 College Reading 
OR


Equivalent reading assessment test score


Computer Competency (3):

Select one:

AGB124 Microcomputers in Agriculture (3)

CIS110 Fundamentals of Computer Literacy (3) or higher

CIS120 Survey of Computer Information Systems (3) 
or higher

EGR102 Introduction to Engineering (3) 

EIT151 Digital Audio Workstation (3)

MSC122 Introduction to Web Design (3)

Students must earn:

- a grade of C or better in all Core Course Requirements
- a cumulative grade point average (CGPA) of at least a 2.0 on a 4.0 scale
- a minimum of 20 credits from CAC
- a minimum of 68.5 credits.



FIRE SERVICES

DRIVER OPERATOR CERTIFICATE

Total Credits: 8

The Fire Service Driver Operations Certificate is designed to provide advanced levels of training and experience as an emergency vehicle operator and to provide current fire service professionals with promotional opportunities.

Recommendations

1. Consult your department advisor.
2. Some courses require:
 - a. State of Arizona Fire Marshal Certification(s)
 - b. State of Arizona Department of Health Services Certification(s)
 - c. American Heart, Red Cross, or other certifying agency course completion in CPR
 - d. International Fire Service Accreditation testing for certification

Prerequisites

EMS125 Emergency Medical Technician (9)

FSC129 Hazardous Materials Awareness/Operations (2)

FSC140 Firefighter I and II (11)

Complete the above or Program Director consent.

Core Requirements (8)

FSC111 Driver Operator (2)

FSC117 Apparatus/Equipment (3)

FSC118 Hydraulics (3)



Other Requirements

Students must earn:

- a grade of C or better in all certificate courses
- a cumulative grade point average (CGPA) of at least a 2.0 on a 4.0 scale
- at least one-third of the certificate credits from CAC.

FIRE OFFICER 1 CERTIFICATE

Total Credits: 18

The Fire Officer I Certificate of Completion provides advanced levels of training and education to current fire service officers or experienced firefighters. This certificate will provide the course of instruction required for National and International certifications.

Recommendations

1. Consult your department advisor.
2. Some courses require the following:
 - a. State of Arizona Fire Marshal Certification(s)
 - b. State of Arizona Department of Health Services Certification(s)
 - c. American Heart, Red Cross, or other certifying agency course completion in CPR
 - d. International Fire Service Accreditation testing for certification.

Prerequisites

EMS125 Emergency Medical Technician (9)
FSC129 Hazardous Materials Awareness/
Operations (2)
FSC140 Firefighter I and II (11)
FSC255 Fire Instructor I (3)
Complete the above or seek Program Director consent.

Core Requirements (18)

FSC108 Fundamentals of Fire Prevention (3)
FSC119 Fire Service Ethics (3)
FSC204 Firefighter Tactics and Strategy (3)
FSC206 Health and Safety Officer (3)
FSC208 Building Construction for the Fire Service (3)
FSC220 Fire Officer Leadership (3)

Other Requirements.

Students must earn:

- earn a grade of C or better in all core courses
- a cumulative grade point average (CGPA) of at least a 2.0 on a 4.0 scale
- at least one-third of the certificate credits from CAC.

FIREFIGHTER OPERATIONS CERTIFICATE

Total Credits: 17

The Firefighter Operations Certificate is designed to prepare future firefighters for a career in the fire service. The program curriculum and course of instruction will provide the student with the knowledge and skills to effectively perform the essential functions of an entry level firefighter.

Upon successful completion of the fire academy (FSC 140), students sit for the State proctored written and practical skills examinations; successful students will be awarded State of Arizona certification through the Arizona Center for Fire Service Excellence Fire Service Accreditation.

Recommendations

1. Consult your department advisor.
2. Some courses require:
 - a. State of Arizona Fire Marshal Certification(s)
 - b. State of Arizona Department of Health Services Certification(s)
 - c. American Heart, Red Cross, or other certifying agency course completion in CPR
 - d. International Fire Service Accreditation Council (IFSAC) Certification.

Prerequisites

All the following must be earned with a grade of C or better:
EMS125 Emergency Medical Technician (9)
FSC129 Hazardous Materials Awareness/
Operations (2)
FSC134 Fitness and Conditioning for Firefighters (3)

Complete the above or seek Program Director consent.

Core Requirements (17)

FSC106 Introduction to Emergency Services (3)
FSC140 Firefighter I & II (11)
FSC180 Wildland Fire, Module I (3)

Other Requirements

Students must earn:

- a grade of C or better in all core courses
- a cumulative grade point average (CGPA) of at least a 2.0 on a 4.0 scale
- at least one-third of the certificate credits from CAC.



FIRE SCIENCE TECHNOLOGY AAS

Total Credits: 65

The Fire Science Technology AAS Degree offers advanced training for professional firefighters, including practical firefighting, hazardous materials, related operations, history and theory and fire service management.

Recommended Proficiencies

1. Some courses require State of Arizona, (AZCFSE) Certification(s).
2. Some courses require State of Arizona Dept. of Health Services Certification(s).
3. Some courses require American Heart, Red Cross, or other certifying agency course completion in CPR.
4. Some courses require IFSAC (International Fire Service Accreditation Congress) certification.

Prerequisites

EMS125 Emergency Medical Technician (9) or equivalent, IEMT or Paramedic

General Education Requirements (19-20)

Written Communications (3)

Select one:

- ENG101 English Composition III (3)
 ENG121 Applied Technical Writing (3) (Recommended)

Oral Communications (3)

Select one:

- COM100 Fundamentals of Human Communication (3)
 or higher
 COM206 Public Speaking (3) (Recommended)

Art and Humanities (3)

Select courses numbered 100 or above from the following: ART, HMC, LIt, MHL, PHI, and THE. Students may also choose any course from the Art or Humanities AGEC lists. The required courses must represent two different departments for the Art and Humanities category. For example, students may not take a HIS course to fulfill their Art and Humanities requirement, if they are using another HIS course to complete their Social and Behavioral Sciences requirement.

Social and Behavioral Sciences (3)

- SOC101 Introduction to Sociology (3)
 (Recommended)

Or select courses numbered 100 or above from the following: ABS, ECN, GEO, HIS, POS, PSY, and SOC. Students may also choose any course from the Social and

Behavioral Sciences AGEC lists. The required courses must represent two different departments for the Social and Behavioral Sciences category. For example, students may not take a HIS course to fulfill their Arts and Humanities requirement, if they are using another HIS course to complete their Social and Behavioral Sciences requirement.

Physical and Biological Sciences (4)

Select a 4-credit course with lab numbered 100 or above from the Biological and Physical Science Lab list. Students may also choose from the Biological and Physical Lab Science AGEC list.

Mathematics (3-4)

Select one:

- BUS101 Business Mathematics (3)
 MAT118 Essential Mathematics (4) or higher

Core and Elective Requirements (43)

- FSC106 Introduction to Emergency Services (3)
 FSC108 Fundamentals of Fire Prevention (3)
 FSC109 Fire Protection Systems (3)
 FSC110 Firefighter Safety and Survival (3)
 FSC117 Fire Apparatus and Equipment (3)
 FSC129 Hazardous Materials Awareness/Operations (2)
 FSC134 Fitness Conditioning for Firefighters (3)
 (Fulfills PAC or DAN requirement)
 FSC140 Firefighter I & II (11)
 FSC180 Wildland Fire, Module I (3)
 FSC208 Building Construction for the Fire Service (3)

Select two elective courses (6) from the following list:

- FSC119 Fire Service Ethics (3)
 FSC202 Supervisory Training for Firefighters (3)
 FSC204 Firefighter Tactics and Strategy (3)
 FSC205 Command Strategies for Major Emergencies (3)
 FSC209 Fire Origin, Cause and Determination (3)

OR any FSC course.

Requirements for EMS125 Basic EMT, EMS208 AEMT and EMS272 Paramedic are regulated by the Arizona Department of Health Services and are not negotiable.

Some courses require:

- State of Arizona, (AZCFSE) Certification(s) State of Arizona Fire Marshal Certification(s)
- State of Arizona Department of Health Services Certification(s)
- American Heart, Red Cross, or other certifying agency course completion in CPR
- IFSAC (International Fire Service Accreditation Congress) certification



Other Requirements (3)



Reading Competency: RDG100 College Reading 

OR

Equivalent reading assessment test score

Computer Competency (3):

Select one:

- AGB124 Microcomputers in Agriculture (3)
- CIS110 Fundamentals of Computer Literacy (3) or higher
- CIS120 Survey of Computer Information Systems (3)  or higher
- EGR102 Introduction to Engineering (3) 
- EIT151 Digital Audio Workstation (3)
- MSC122 Introduction to Web Design (3)

Students must earn:

- a grade of C or better in all core course requirements
- a cumulative grade point average (CGPA) of at least a 2.0 on a 4.0 scale
- a minimum of 20 credits from CAC
- a minimum of 65 credits.

WILDLAND FIREFIGHTER I CERTIFICATE

Total Credits: 13

Advanced training in Wildfire Firefighting per the requirements established by the National Wildfire Coordinating Group (NWCG). This certification is designed for the professional firefighter currently employed with an agency that responds to wildland fire incidents. This certificate will provide the student the (NWCG) educational requirements that lead up to the level of Single Resource Boss.

In order to qualify and complete the certificate, students must acquire a minimum of 120 hours total, half of those hours (60 hours) must be hotline.

Prerequisites:

FSC129 Hazardous Materials Awareness/Operations (2)

AND

FSC180 Wildland Fire, Module 1 (3)

Complete the above or obtain Program Director consent.

Core Requirements (13)

- FSC181 NWCG Advanced Firefighter Training (S-131) (.5)
- FSC182 NWCG Portable Pumps and Water Use (S-211) (1)
- FSC186 NWCG Crew Boss (Single Resource) (S-230) (1.5)
- FSC187 NWCG Engine Boss (Single Resource) (S-231) (.5)

- FSC189 NWCG Interagency Incident Business Management (S-260) (2)
- FSC190 NWCG Basic Air Operations (S-270) (1.5)
- FSC191 NWCG Intermediate Wildland Fire Behavior (S-290) (2)
- FSC192 Initial Attack Incident Commander (S-200) (1)
- FSC193 NWCG L-280 Followership to Leadership (1)
- FSC203 Fire Operations in the Wildland/Urban Interface (S-215) (2)

Other Requirements

Students must earn a grade of C or better in all courses within the certificate, including the prerequisites.

Students must earn:

- a cumulative grade point average (CGPA) of at least a 2.0 on a 4.0 scale
- at least one-third of the certificate credits from CAC.

GEOLOGY AND PLANETARY SCIENCE



GEOLOGY AND PLANETARY SCIENCE AS



Total Credits: 60-64

The Associate of Science in Geology and Planetary Science Degree prepares students to transfer to a university to earn a baccalaureate degree in Geology or a related field.



General Education Requirements AGEC-S (35-37)

Written Communications (6)

ENG101 English Composition III (3)  

ENG102 English Composition IV (3)  

Art and Humanities (6)



Select one Art (3) and one Humanities (3) AGECE course.

Social and Behavioral Sciences (6)

Select AGECE courses from two different disciplines.

Physical and Biological Sciences (8)

AST101 Astronomy (4) 


GLG101 Physical Geology (4)  


Mathematics (3-4)

MAT221 Analytical Geometry and Calculus I (4)
or higher  

Subject Options (6-8)

ENV101 Environmental Science (4) 

GLG102 Historical Geology (4) 

GLG110 Geological Hazards and Disasters (4) 


Special Awareness Requirements (0-9)



Select AGECE courses to fulfill these requirements.



1. At least three semester credits of coursework in Intensive Writing and Critical Inquiry
2. At least three semester credits of coursework in Cultural Awareness (Ethnic/Race/Gender)
3. At least three semester credits of coursework in Global/International Awareness or Historical Awareness.



Note: Courses used in other areas, such as Art and Humanities, Social and Behavioral Sciences, or Transfer Electives, may also be used to satisfy the three (3) Special Awareness Requirements categories. A course may not be used to satisfy more than one Special Awareness Requirements category.



Core Requirements (20)

CHM151 General Chemistry I (4)  

CHM152 General Chemistry II (4)  

MAT231 Calculus with Analytical Geometry II (4)  

PHY121 University Physics I: Mechanics (4)  

PHY122 University Physics II: Electricity & Magnetism (4)  

Transferable Electives (0-8)

Based on your major, consult the Transfer Guide at

aztransfer.com/college/ and select mathematics courses above the second course in the calculus sequence and/or Science courses from: Astronomy, Biology, Chemistry, Engineering, Environmental Science, Geology or Physics.

Select elective credits that transfer to the chosen university to meet 60-64 credit AS Degree requirement.

Other Requirements (3)

Reading Competency: RDG100 College Reading 

Computer Competency (3):

AGB124 Microcomputers in Agriculture

OR

CIS120 Survey of Computer Information Systems (3) 

Students must earn:

- a grade of C or better in each required course
- a minimum of 20 credits from CAC which includes the AGECE requirements
- a minimum of 60 credits.

HEALTH CAREERS

CLINICAL LABORATORY ASSISTANT CERTIFICATE

Total Credits: 27

The Clinical Laboratory Assistant Certificate prepares entry-level clinical laboratory assistants to perform various laboratory procedures including phlebotomy, specimen processing and quality control procedures under the supervision of physicians, laboratory scientists or technologists in a clinical laboratory setting.

Prerequisites:

High School Diploma or GED; MAT082, RDG100 

Pre-Program Requirements:

Students must apply for admission to the Clinical Laboratory Assistant Certificate program with the CLA Preceptor or HCC Division Chair before enrollment in the program Specialty courses. Certified Phlebotomist or completion of both HKS155 and HKS255 required.

Pre-Program Requirements (8)

HCC111 Healthcare Law and Ethics (2)


HCC112 Interpersonal Skills (2)

HCC113 Math and Dosage Calculations for Health Occupations (1)



HCC116 Medical Terminology (3)



Certificate Requirements (19)

BIO156 Human Biology of Allied Health (4) 



OR

BIO181 General Biology I (4)  

AND

HPM169 Clinical Laboratory Assistant Basics I (4)

HPM170 Clinical Laboratory Assistant Basics II (4)

BIO205 Microbiology (4)  

HPM175P Clinical Laboratory Assistant Practicum (3)

Other Requirements

Students must earn:

- a grade of C or better in all required courses
- a cumulative grade point average (CGPA) of at least a 2.0 on a 4.0 scale
- at least one-third of the certificate credits from CAC.

All program courses must be successfully completed with a grade of C or better before enrolling in HPM175P and mandatory requirements must be met.

CPR certification highly recommended but not required to be accepted into the program. Students may obtain CPR certification while in the CLA program.

CODING AND REIMBURSEMENT CERTIFICATE

Total Credits: 34

The Coding and Reimbursement Certificate prepares entry-level medical coders and reimbursement specialists. The competencies covered in this program include revised coding standards, health records, data content, accreditation standards, reimbursement methodologies, privacy, confidentiality, legal and ethical issues.

The certificate prepares students to sit for the Certified Coding Associate (CCA) credentialing exam from AHIMA at the national level as well as the AMBA Certified Medical Reimbursement Specialist (CMRS).

Pre-Program Requirements


Students must apply for admission to the Coding and Reimbursement Certificate program with the HIM Director. HESI score of 70% or higher required. High School diploma or GED required. Students accepted in to the Coding and Reimbursement Certificate program may then request permission from the director to enroll in courses with an HIM prefix.

Prerequisites:

MAT082 Basic Arithmetic

CIS120 Survey of Computer Information Systems (3) 

Core Requirements (34)

BIO160 Introduction to Human Anatomy and Physiology (4) 

HCC116 Medical Terminology (3)

HIM115 Health Information Technology I (2)

HIM121 Legal Aspects of Health Information (3)

HIM131 Introduction to Insurance and Insurance Billing I (3)

HIM138 ICD Coding (3)

HIM158 CPT Coding (3)

HIM161 Introduction to Insurance and Insurance Billing II (3)

HPM162 Basic Pharmacology for Health Occupations (3)

HPM173 Pathophysiology (3)

HIM175I Practicum Coding and Reimbursement (4)

Elective (Optional)

HIM208 Advanced Coding (3)

Other Requirements

Students must earn:

- a grade of C or better in all required courses
- a cumulative grade point average (CGPA) of at least a 2.0 on a 4.0 scale
- at least one-third of the certificate credits from CAC.

COMMUNITY HEALTH WORKER CERTIFICATE

Total Credits: 19-21

The Community Health Worker Certificate provides the opportunity for individuals to develop skills as a frontline public health worker who is a trusted member of and/or has a close understanding of the community they serve. This relationship enables the CHW to serve as a liaison between health services and the community. A CHW builds health understanding and self-sufficiency in individuals within the community through a range of activities such as: outreach, community education, informal counseling, social support and advocacy.

Recommended Proficiencies

Good communication and written skills. Willingness to help individuals and communities in a variety of areas of public health, including but not limited to: disease prevention, wellness and chronic disease management.



Prerequisites

Acceptance into the program required; HS diploma or GED recommended.

Program Requirements

Students must live in the State of Arizona and must complete a 90 hour internship. Prior to beginning CPH 196, students must submit to a background check, drug screen, TB skin test and have up to date immunizations. These will be completed at the student's expense.

Core Requirements (19-21)

CBA110C MS Windows Basics (1)
OR
 CIS110 Fundamentals of Computer Literacy (3)
 or higher
AND
 CPH160 Introduction to Community Health Worker (3)
 CPH178 Personal Health and Community Wellness (3)
 CPH180 Chronic Disease Management (3)
 CPH185 Health Communication (3)
 CPH190 Exercise, Nutrition and Behavior (3)
 HCC103 Introduction to Medical Terminology (1)
 CPH196 Community Health Worker Internship (2)

Other Requirements

Students must earn:

- a grade of C or better in all required courses
- at least one-third of the certificate credits from CAC.

COMMUNITY PUBLIC HEALTH AA

Total Credits: 62

Formerly known as Community Public Health AS

The Community Public Health Associate of Arts Degree establishes a foundational understanding of health and disease factors with an introduction to community and public health. The degree prepares graduates for transfer to a state university.

Prerequisites:

High School Diploma or GED

RDG100 College Reading

General Education Requirement (35-36)

Written Communications (6)

ENG101 English Composition III (3)

ENG102 English Composition IV (3)

Oral Communications (3)

Select one Oral Communications AGEC course (3)

COM 263 Intercultural Communications (3) (*Recommended*)

Art and Humanities (6-9)

Select one Art AGEC course (3)

Select one Humanities course (3)

PHI105 Introduction to Ethics (3) *IW*
 (*Recommended*)

Social and Behavioral Sciences (6)

Select AGEC courses from two different disciplines.

PSY101 Introduction to Psychology (3)
 (*Core Requirement*)

SOC101 Introduction to Sociology (3)
 (*Recommended*)

Physical and Biological Sciences (8)

CHM151 General Chemistry I (4)
 (*Core Requirement*)

CHM152 General Chemistry II (4)
 (*Core Requirement*)

Mathematics (3-4)

MAT151 College Algebra (4) or higher

Special Awareness Requirements (0-9)

Select AGEC courses to fulfill these requirements:

1. At least three semester credits of coursework in Intensive Writing and Critical Inquiry
 (*Fulfilled by PHI105, Introduction to Ethics*)
2. At least three semester credits of coursework in Cultural Awareness (Ethnic/Race/Gender)
 (*Fulfilled by COM263, Intercultural Communications*)
3. At least three semester credits of coursework in Global/International Awareness or Historical Awareness.

Note: Courses used in other areas, such as Oral Communications, Art and Humanities, Social and Behavioral Sciences, or Transfer Electives, may also be used to satisfy the three (3) Special Requirements categories. A course may not be used to satisfy more than one Special Requirements category.

Core Requirements (35)

BIO181 General Biology (4)

BIO201 Human Anatomy and Physiology I (4)

BIO202 Human Anatomy and Physiology II (4)

CHM151 General Chemistry I (4)



DEGREES AND CERTIFICATES

CHM152 General Chemistry II (4) 🍷 📖
 CPH178 Personal Health and Community Wellness (3)
 CPH200 Community and Public Health ()
 NTR200 Human Nutrition (3)
 PSY101 Introduction to Psychology (3) 🍷 📖
AND
 PSY230 Introduction to Statistics (3)
OR
 MAT162 Applied Statistics (3) 📖

Other Requirements (3)

Reading Competency: RDG100 📖

Computer Competency (3):

AGB124 Microcomputers in Agriculture (3)
OR

CIS120 Survey of Computer Information Systems (3) 🍷
(Recommended)

For transfer into the School of Public Health at the University of Arizona, a grade of B or better is required for ENG102.

Students must earn:

- a grade of C or better in each AA Degree required course
- a minimum of 20 credits from CAC which includes the AGECA requirements
- a minimum of 62 credits.

HEALTH INFORMATION

TECHNOLOGY AAS

Total Credits: 69

The Health Information Technology (HIT) AAS Degree program prepares students with the knowledge and technical skills necessary for managing and improving the quality of information within the healthcare delivery system. The degree focal points are the American Health Information Management Association (AHIMA) entry-level competencies.

The Health Information Technology Degree is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM) located at 233 N. Michigan Ave, 21st Floor, Chicago, IL 60601-5800; 312-233-1100; cahiim.org

Graduates from this program are eligible to sit for the Registered Health Information Technician (RHIT) credentialing exam.

Prerequisites

High School Diploma or GED; MAT082, Basic Arithmetic

Pre-Program Requirements

Students must apply to the Health Information Director for admission to the HIT Degree program and earn a cumulative score of 70% or above on the HP HESI A2 test. Accepted HIT students may then request written permission from the director to enroll in courses with an HIM prefix. BIO 156 recommended.

General Education Requirements (23-24)

Written Communications (3)

Select one:

ENG101 English Composition III (3) 🍷 📖
 ENG121 Applied Technical Writing (3)

Oral Communications (3)

Select one:

COM100 Fundamentals of Human Communication (3) 🍷
(Recommended)
 COM206 Public Speaking (3) 📖 *(Recommended)*
Or select a COM course.

Art and Humanities (3)





Select courses numbered 100 or above from the following: ART, HMC, LIT, MHL, PHI, and THE. Students may also choose any course from the Art or Humanities AGECA lists. The required courses must represent two different departments for the Art and Humanities category. For example, students may not take a HIS course to fulfill their Art and Humanities requirement, if they are using another HIS course to complete their Social and Behavioral Sciences requirement.

Social and Behavioral Sciences (3)

Select courses numbered 100 or above from the following: ABS, ECN, GEO, HIS, POS, PSY, and SOC. Students may also choose any course from the Social and Behavioral Sciences AGECA list. The required courses must represent two different departments for the Social and Behavioral Sciences category. For example, students may not take a HIS course to fulfill their Art and Humanities requirement, if they are using another HIS course to complete their Social and Behavioral Sciences requirement.



Physical and Biological Sciences (8)

- BIO201 Human Anatomy and Physiology I (4)  
 BIO202 Human Anatomy and Physiology II (4)  

Mathematics (3-4)

Select one:

- BUS101 Business Mathematics (3)
 MAT118 Essential Mathematics (4) or higher

Core and Elective Requirements (43)


- CBA113A MS Excel Basic (1)
 CBA114A MS Access Basic (1)
 HCC116 Medical Terminology (3)
 HIM115 Health Information Technology I (2)
 HIM117 Health Information Technology II (3)
 HIM121 Legal Aspects of Health Information (3)
 HIM138 ICD Coding (3)
 HIM158 CPT Coding (3)
 HIM160 Health Data Management (2)
 HIM 200 Healthcare Reimbursement (2)
 HIM 205 Healthcare Statistics and Research (2)
 HIM208 Advanced Coding (3)
 HIM210 Supervision and Quality (2)
 HIM215 Health Information Systems (3)
 HIM275Q Health Information Technology Practicum (4)
 HPM162 Basic Pharmacology for Health Occupations (3)
 HPM173 Pathophysiology (3)

Other Requirements (3)

Reading Competency: RDG100 College Reading 
OR

Equivalent reading assessment test score

Computer Competency (3):

- CIS120 Survey of Computer Information Systems (3) 

Students must earn:

- a grade of C or better in all required courses
- a cumulative grade point average (CGPA) of at least a 2.0 on a 4.0 scale
- a minimum of 20 credits from CAC
- a minimum of 69 credits.


MASSAGE THERAPY AAS

Total Credits: 60

The Massage Therapy AAS Degree includes 735 hours of basic curriculum which prepares individuals for entry-level positions performing massage therapy in a variety of settings. With additional classes in general education and expanded medical courses, students may attain the AAS in Massage Therapy with a 1140 hour certificate. This program includes relaxation massage, therapeutic massage,

massage therapy for special populations and spa treatments and hydrotherapy. Included in the program is a Chiropractic Assistant certification program. Additional topics include physiotherapy, body mechanics, acupuncture, anatomy, pathophysiology, business skills, and complementary and alternative medicine.

Prerequisites

High School Diploma or GED;
 RDG100 College Reading 

Pre-Program Requirements:

Students must apply for admission to the degree program with the Massage Therapy Director before enrolling in the degree specialty requirements.

General Education Requirements (19-20)





Written Communications (3)

Select one:

- ENG101 English Composition III (3)  
 ENG121 Applied Technical Writing (3)

Oral Communications (3)



Select one:

- COM100 Fundamentals of Human Communication (3) 
 COM101 Interpersonal Communication (3)  
 COM263 Intercultural Communication (3) 

Art and Humanities (3)

Select a course numbered 100 or above from the following: ART, HMC, LIT, MHL, PHI, and THE. Students may also choose any course from the Art or Humanities AGEC lists. The required courses must represent two different departments for the Art and Humanities category. For example, students may not take a HIS course to fulfill their Art and Humanities requirement, if they are using another HIS course to complete their Social and Behavioral Sciences requirement.

Social and Behavioral Sciences (3)

PSY101 Introduction to Psychology (3)  
 Or select a course numbered 100 or above from the following: ABS, ECN, GEO, HIS, POS, and SOC. Students may also choose any course from the Social and Behavioral Sciences AGEC list. The required courses must represent two different departments for the Social and Behavioral Sciences category. For example, students may not take a HIS course to fulfill their Art and Humanities requirement, if they are using another HIS course to complete their Social and Behavioral Sciences requirement.



Physical and Biological Sciences (4)

Select one:

BIO160 Introduction to Human Anatomy and Physiology (4)

BIO201 Human Anatomy and Physiology I (4)

AND

BIO202 Human Anatomy and Physiology II (4)

Mathematics (3-4)

Select one:

BUS101 Business Mathematics (3)

MAT118 Essential Mathematics (4) or higher

Core and Elective Requirements (6)

HCC100 Introduction to Health Care (3)

HCC116 Medical Terminology (3)

Specialty Requirements (35-39)

Select one:

BIO160 Introduction to Human Anatomy and Physiology (4) *

BIO201 Human Anatomy and Physiology I (4)

AND

BIO202 Human Anatomy and Physiology II (4)
*Also fulfills Biological Sciences requirement

HPM173 Pathophysiology (3)

LMT136 Business Skills for Massage Therapy (3)

LMT150 Chiropractic Assistant Training (2)

LMT151 Study of Acupuncture for Healthcare Professionals (1)

LMT152 Study of Physiotherapy for Healthcare Professionals (1)

LMT154 Complementary and Alternative Medicine (3)

LMT160 Applied Anatomy for Massage Therapy (3)

Prior to enrollment in any practicum courses, mandatory requirements must be met. CPR certification must be current for at least six months at the start of the Practicum.

LMT175L Practicum – Massage Therapy, Relaxation Massage (1)

LMT175M Practicum – Massage Therapy, Therapeutic Massage (1)

LMT175N Practicum – Massage Therapy for Special Populations (1)

LMT175O Practicum – Massage Therapy, Spa Treatments and Hydrotherapy (1)

LMT180 Therapeutic Massage I (3)

LMT181 Therapeutic Massage II (3)

LMT280 Therapeutic Massage III (3)

LMT281 Therapeutic Massage IV (3)

LMT282 Therapeutic Massage V (3)

Elective (0 - 3)

Select any college-level course numbered 100 or higher the minimum total number of credits for this AAS degree.

Other Requirements (3)

Reading Competency: RDG100 College Reading

OR

Equivalent reading assessment test score

Computer Competency (3):

CIS 110 Fundamentals of Computer Literacy (3)

Students must earn:

- a grade of C or better in all required courses
- a cumulative grade point average (CGPA) of at least a 2.0 on a 4.0 scale
- a minimum of 20 credits from CAC
- a minimum of 60 credits.

MASSAGE THERAPY CERTIFICATE

Total Credits: 39

Massage Therapy includes 735 hours of basic curriculum which prepares individuals for entry-level positions performing massage therapy in a variety of settings. This program includes relaxation massage, therapeutic massage, massage therapy for special populations, and spa treatments and hydrotherapy. Included in the program is a Chiropractic Assistant Certification program. Additional topics include physiotherapy, body mechanics, acupuncture, anatomy, pathophysiology, business skills, and complementary and alternative medicine.

Prerequisites

RDG100 College Reading

Pre-Program Requirements:

Apply for admission to the certificate program with the Massage Therapy Program Director before enrolling in the specialty requirements.

Core Requirements (39)

BIO160 Introduction to Human Anatomy and Physiology (4)

OR

BIO201 Human Anatomy and Physiology I (4)

AND

BIO202 Human Anatomy and Physiology II (4)

LMT136 Business Skills for Massage Therapy (3)

LMT150 Chiropractic Assistant Training (2)



LMT151	Study of Acupuncture for Healthcare Professionals (1)
LMT152	Study of Physiotherapy for Healthcare Professionals (1)
LMT154	Complementary and Alternative Medicine (3)
LMT160	Applied Anatomy for Massage Therapy (3)
HPM173	Pathophysiology (3)
LMT175L	Practicum – Massage Therapy, Relaxation Massage (1)
LMT175M	Practicum – Massage Therapy, Therapeutic Massage (1)
LMT175N	Practicum – Massage Therapy for Special Populations (1)
LMT175O	Practicum – Massage Therapy, Spa Treatments and Hydrotherapy (1)
LMT180	Therapeutic Massage I (3)
LMT181	Therapeutic Massage II (3)
LMT280	Therapeutic Massage III (3)
LMT281	Therapeutic Massage IV (3)
LMT282	Therapeutic Massage V (3)

Other Requirements

Prior to enrollment in any practicum courses, mandatory requirements must be met.

CPR certification must be current for at least six months at the start of the practicum.

Students must earn:

- a grade of C or better in all required courses
- a cumulative grade point average (CGPA) of at least a 2.0 on a 4.0 scale
- at least one-third of the certificate credits from CAC.

MEDICAL ASSISTANT AAS

Total Credits: 60

The Medical Assistant AAS Degree prepares entry-level Medical Assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains as established by the American Association of Medical Assistants (AAMA). located at 20 N. Wacker Drive, Suite 1575, Chicago, IL 60606; 800-228-2262; aama-ntl.org

This Degree includes general education requirements and prepares individuals to perform administrative and clinical procedures in ambulatory settings, including physician's offices, clinics and group practices.

The Medical Assistant AAS degree is accredited by the American Association of Medical Assistants (AAMA).

Graduates are eligible to take the AAMA examination to become certified Medical Assistants/CMA (AAMA).

Prerequisites

High School Diploma or GED; MAT082, RDG100

Pre-Program Requirements:

After successful completion of all the General Education requirements, students must pass the required HESI tests with a score of 70% or above in each test, AND apply for admission to the program with the HCC Division Chair before enrollment in the degree program. High School Diploma or GED; MAT082, RDG100

General Education Requirements (20)

Written Communications (3)

ENG101 English Composition III (3)

Oral Communications (3)

COM100 Fundamentals of Human Communication (3) or higher

Art and Humanities (3)

Select courses numbered 100 or above from the following: ART, HMC, LIT, MHL, PHI, and THE. Students may also choose any course from the Art and Humanities AGECE lists. The required courses must represent two different departments for the Art and Humanities category. For example, students may not take a HIS course to fulfill their Art and Humanities requirement, if they are using another HIS course to complete their Social and Behavioral Science requirement.

Social and Behavioral Sciences (3)

PSY101 Introduction to Psychology (3) or higher

Physical and Biological Sciences (4)

BIO160 Introduction to Human Anatomy & Physiology (4)

Mathematics (3-4)

MAT118 Essential Mathematics (4) or higher

Core and Elective Requirements (12)

HCC100 Introduction to Healthcare (3)
HCC111 Healthcare Law and Ethics (2)



DEGREES AND CERTIFICATES

- HCC112 Interpersonal Skills (2)
HCC113 Math and Dosage Calculations for Health Occupations (1)
HCC116 Medical Terminology (3)

Select one elective:

- NTR 127 - Breastfeeding/Human Lactation (1)
NTR 134 - Healthy Weight for Kids (1)
NTR 136 - Management of Gestational Diabetes (1)
NTR 137 - Carbohydrate Counting (1)

Specialty Requirements (25)


- HIM131 Introduction to Insurance & Insurance Billing I (3)
HPM140 Medical Assisting Skills I (4)
HPM141 Medical Assisting Skills II (4)
HPM162 Basic Pharmacology for Health Occupations (3)
HPM171 Administrative Medical Procedures (4)
HPM173 Pathophysiology (3)
HPM175C Medical Assistant Degree Practicum (4)

Other Requirements (3)

Reading Competency: RDG100 College Reading 
OR

equivalent reading assessment test score

Computer Competency (3):

CIS120 Survey of Computer Information Systems (3) 
or higher

Prior to enrollment, consult program director for specific mandatory requirements. Prior to enrollment in HPM175C, Core Requirements must be successfully completed.

Healthcare Provider CPR and First Aid certification is required before enrolling in HPM175C and must be current for at least 6 months after the start of HPM175C.

Students must earn:

- earn a grade of C or better in all required courses
- a cumulative grade point average (CGPA) of at least a 2.0 on a 4.0 scale
- at least 20 of the certificate credits from CAC
- a minimum of 60 credits.



NURSING AAS

Total Credits: 60

Central Arizona College's Registered Nursing Program prepares students for the medical workforce or to complete further education to specialize in clinical practice, teaching or administration.

The CAC Nursing Program is approved by the Arizona State Board of Nursing, 4747 N. 7th Street, Suite 200, Phoenix, AZ 85014; 602-771-7803; www.azbn.gov and accredited by Accreditation Commission for Education in Nursing, 3343 Peachtree Road NE, Suite 850, Atlanta, Georgia 30326; 404-975-5000; acenursing.org

Current nursing students may apply to take the Practical Nurse Licensing Examination (NCLEX-PN) after completing the general education requirements listed in the Master Academic Plan (MAP) for Block I and II, NUR121, NUR122 and NUR150 immediately following Semester 2. Students can also sit for the NCLEX-PN following successful completion of the third semester in the program.

Completion of the four-semester program qualifies the student for the Nursing Associate of Applied Science Degree and for taking the Registered Nurse Licensing Examination (NCLEX-RN).

Admission Requirements

In addition to the CAC admission requirements, applicants must meet the current requirements established by the Nursing Division faculty. These requirements include, but are not limited to:

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1. Competence in math, English, and reading
2. Completion of BIO201, BIO202 (For students who need a prerequisite for BIO201/BIO205; recommendation for nursing is BIO181.)
3. LNA or LPN License from the Arizona State Board of Nursing must be included in the application to the CAC Nursing program. (Request LNA License early to allow shipping and processing time)
4. Attendance at a nursing information session within the past year
5. Eligibility to register for MAT141 or higher MAT course
6. Eligibility to register for ENG101
7. Successful completion of the HESI Entrance Test at CAC (within 3 attempts 30 days apart)
8. Cumulative GPA of 2.75 or higher
9. Completed CAC Nursing program application.

Students must be able to meet the essential functions of the nursing program as listed in the Nursing Application and Information Packet. Admission to the Nursing program is selective and based on a point system (specific established criteria). Acceptance to CAC does not guarantee acceptance into the nursing program.

Further information may be obtained at URL:

centralaz.edu/Home/Academics/Divisions_and_Programs/Nursing_Division.htm.

Concurrent Enrollment Programs (CEP) are available for those who wish to consider obtaining their Baccalaureate Degree by taking classes along with AAS courses. Please schedule an information session for more information by visiting the URL:

centralaz.edu/Home/Academics/Divisions_and_Programs/Nursing_Division.htm

Recommended Proficiencies

Competence in math, English and reading.

Prerequisites (8)

BIO201 Human Anatomy and Physiology I (4)

BIO202 Human Anatomy and Physiology II (4)

LNA or LPN from AZ Board of Nursing

AND

Acceptance into Nursing program.

General Education Requirements (20)

Written Communications (6)

ENG101 English Composition III (3)

ENG102 English Composition IV (3)

Art and Humanities (3)

Select courses numbered 100 or above from the following: ART, HMC, LIT, MHL, PHI, and THE. Students may also choose any course from the Art or Humanities AGECE lists. The required courses must represent two different departments for the Art and Humanities category. For example, students may not take a HIS course to fulfill their Art and Humanities requirement, if they are using another HIS courses to complete their Social and Behavioral Sciences requirement.

Social and Behavioral Sciences (3)

PSY101 Introduction to Psychology (3)

Physical and Biological Sciences (4)

BIO205 Microbiology (4)

Mathematics (4)

MAT141 College Mathematics, Standard (4)
or higher (excluding MAT201 and MAT202)

Core Requirements (39)

NUR121 Introduction to Nursing Transitions (8)

NUR122 Nursing Health Illness Transitions (8)

NUR126 Principles and Application of Drug Dosage Calculations (2)

NUR145 Pathopharmacology (4)

NUR200 Advanced Medical Terminology for Clinical Nurses (1)

NUR221 Nursing Developmental Transitions (8)

NUR222 Nursing Organizational Transitions (8)

Other Requirements (1)

PAC or DAN course (1)

Reading Competency: RDG100 College Reading
OR

Equivalent reading assessment test score

Students must earn:

- a grade of C or better in all courses
- a minimum of 20 credits from CAC
- a minimum of 60 credits.

PHARMACY TECHNICIAN CERTIFICATE

Total Credits: 32

The Pharmacy Technician Certificate prepares entry-level Pharmacy Technicians by emphasizing medical and pharmaceutical terminology, calculations, record keeping, pharmaceutical techniques, and law and ethics. Most core requirements are offered as an online option.



DEGREES AND CERTIFICATES

Prerequisites


High School Diploma or GED

MAT086 Pre-Algebra
RDG100 College Reading 

Pre-Program Requirements:

Apply for admission to the program with the HCC Division Chair or Program Preceptor before enrollment in the program. Pay for and pass a background check and urinalysis testing.

Core Requirements (15)

BIO160 Introduction to Human Anatomy and Physiology (4) 
HCC100 Introduction to Health Care (3)
HCC111 Health Care Law and Ethics (2)
HCC112 Interpersonal Skills (2)
HCC113 Math and Dosage Calculations for Health Occupations (1)
HCC116 Medical Terminology (3)

Specialty Requirements (17)

PHT105 Pharmacy Techniques (3)
PHT105LL Pharmacy Techniques Lab (2)
HPM162 Basic Pharmacology for Health Occupations (3)
PHT164 Pharmacy Certification Review (2)
HPM173 Pathophysiology (3)
PHT175H Practicum - Pharmacy Technician (4)

Other Requirements

Students must earn:

- a grade of C or better in all required courses
- a cumulative grade point average (CGPA) of at least a 2.0 on a 4.0 scale
- at least one-third of the certificate credits from CAC.

RADIOLOGIC TECHNOLOGY AAS

Total Credits: 79

Radiologic Technology is a health care profession involving the use of ionizing radiation to generate diagnostic images in the diagnosis and treatment of disease. The Associate of Applied Science Degree in Radiologic Technology is a two-year program (six sequential semesters including summers) that prepares students for entry-level positions as radiographers. The program starts once per year in the Spring Semester.

The curriculum is designed in accordance with the Radiography Curriculum established by the American Society of Radiologic Technologists. Students are required by Arizona State Statute to

complete 1,800 practicum hours within the two years. The Radiologic Technology course of study is a demanding experience and involves a full-time commitment of at least 40 hours per week plus homework. Students must earn a grade of 75% or better in all required courses.

Graduates of the program are eligible to:

1. Receive a Radiologic Technology Associate of Applied Science Degree;
2. Sit for the American Registry of Radiologic Technologists examination (ARRT);
3. Apply for an Arizona license to practice Radiography - CRT (Certified Radiologic Technologist).

The Radiologic Technology Degree is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT), 20 North Wacker Drive, Suite 2850, Chicago, Illinois 60606-3182; 312-704-5300; mail@jrcert.org

Recommended Proficiencies

Enrollment is limited and the selective admission process is highly competitive. Students must meet the minimum admission requirements of the program and those required for admission to Central Arizona College. Admission to the program is based on a point value system. Points are calculated by a formula related mainly to grade point average, residency, work experience, committee interview and other criteria.

CAC highly recommends candidates complete BIO201 and BIO202. Achieving a high level of success in the courses taken before applying to the program will improve a student's chance for admission to the radiography program.



Admission requirements:

- High School Diploma or equivalency (GED)
- Record of Immunizations
- Pre-admission testing to prove college-level English, reading and math proficiency

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- Pass screening tests that will include: drug testing, criminal background check and fingerprinting
- Possess the ability to perform basic physical tasks as required
- Submission of the Radiologic Technology Program Application Form
- Two letters of recommendation

Prerequisites

Radiologic Technology Cohort student
HCC116 Medical Terminology (3) or
equivalent course(s)


General Education Requirements (24)

Written Communications (3)

Select one:

ENG101 English Composition III (3)  
ENG121 Applied Technical Writing (3)

Oral Communications (3)

COM100 Fundamentals of Human Communication (3)
 or higher





Art and Humanities (3)

Select courses numbered 100 or above from the following: ART, HMC, LIT, MHL, PHI, and THE. Students may also choose any course from the Art or Humanities AGEC lists. The required courses must represent two different departments for the Art and Humanities category. For example, students may not take a HIS course to fulfill their Art and Humanities requirement, if they are using another HIS course to complete their Social and Behavioral Sciences requirement.

Social and Behavioral Sciences (3)

Select courses numbered 100 or above from the following: ABS, ECN, GEO, HIS, POS, PSY, and SOC. Students may also choose any course from the Social and Behavioral Sciences AGEC list. The required courses must represent two different departments for the Social and Behavioral Sciences category. For example, students may not take a HIS course to fulfill their Art and Humanities requirement, if they are using another HIS course to complete their Social and Behavioral Sciences requirement.

Physical and Biological Sciences (8)

BIO201 Human Anatomy and Physiology I (4)  
BIO202 Human Anatomy and Physiology II (4)  

Mathematics (3-4)

MAT121 Intermediate Algebra, Standard (4) or higher

Core and Elective Requirements (55)

RAD100 Fundamentals of Radiologic Science and Healthcare (1)
RAD110 Radiographic Positioning I Lecture (2)
RAD110LB Radiographic Positioning I Lab (2)
RAD120 Principles of Radiographic Exposure I (3)
RAD130 Patient Care in Radiologic Science (2)
RAD140 Practicum I (240-280 hours) (3)
RAD150 Radiation Physics I (3)
RAD160 Radiographic Positioning II Lecture (2)
RAD160LB Radiographic Positioning II Lab (2)
RAD170 Principles of Radiographic Exposure II (3)
RAD180 Practicum II (240-280 hours) (3)
RAD200 Practicum III (600-650 hours) (7)
RAD210 Radiation Physics II (3)
RAD230 Radiobiology and Radiation Protection (3)
RAD240 Practicum IV (360-390 hours) (4)
RAD250 Basic Pharmacology and Drug Administration (1)
RAD260 Radiographic Pathology (2)
RAD270 Advanced Imaging (2)
RAD280 Registry Review (3)
RAD290 Practicum V (360-390 hours) (4)

Other Requirements

Reading Competency: RDG100 College Reading 
OR

Equivalent reading assessment test score

Computer Competency:

Fulfilled in RAD Core Course Requirements

Students must earn:

- a grade of 75% or better in all courses
- a minimum of 20 credits from CAC
- a minimum of 79 credits.

MANUFACTURING

CNC LATHE MACHINE PROGRAMMING CERTIFICATE

Total Credits: 16

The CNC Lathe Machine Programming Certificate prepares the student to operate CNC systems that produce the machined product on CNC turning centers in an industrial environment. The certificate also prepares the student for the National Institute of Metal Working Skills (NIMS) Level One, Two & Three CNC credentials. A typical graduate seeks employment as: CNC Mill-Turn Programmer, CNC Mill-Turn Operator, and CNC Mill-Turn Processing Technicians for 2 Axis Plus C & Y Axis Turning Centers.



Computer Numerical Control (CNC) Turning Center Programming uses 3D Computer Aided Design software systems (CAD), Computer Aided Manufacturing (CAM) software systems, Tool Path Verification software, and the operation and control of advanced CNC turning equipment to create parts.

Core Requirements (16)

MET102 Machine Processing, Theory and Application (5)
MET206 CNC Programming (3)
MET208 CNC Lathe: Operator Training I (3)
MET210 CNC Lathe: Operator Training II (3)
MET115 Employment Readiness (1)

Select one:

CBA113A MS Excel-Basic (1)
CBA11B MS Excel-Intermediate (1)

Other Requirements

Students must earn:

- a grade of C or better in all required courses
- a cumulative grade point average (CGPA) of at least a 2.0 on a 4.0 scale
- at least one-third of the certificate credits from CAC.

CNC MILLING MACHINE PROGRAMMING CERTIFICATE

Total Credits: 16

The Certificate of Completion (CCL) in CAD/CAM/CNC program prepares the student to operate CNC systems that produce the machined product on CNC machining centers in an industrial environment, and prepares the student for the National Institute of Metal Working Skills (NIMS) Level One, Two & Three CNC credentials. A typical graduate seeks employment as; CNC Mill Programmer, CNC Mill Operator and CNC Mill Processing Technicians for 3,4 & 5 Axis Milling Machines.

Computer Numerical Control (CNC) Milling Machine Programming uses 3D Computer Aided Design software systems (CAD), Computer Aided Manufacturing (CAM) software systems, Tool Path Verification software and the Operation and Control of advanced CNC milling equipment to create parts.

Core Requirements (16)

MET102 Machine Processing, Theory and Application (3)
MET206 CNC Programming (3)

MET207 CNC Mill: Operator Training I (3)
MET209 CNC Mill: Operator Training II (3)
MET115 Employment Readiness (1)
CBA113A MS Excel - Basic (1) or
CBA113B MS Excel - Intermediate (1)

Other Requirements

Students must earn:

- a grade of C or better in all core courses
- a cumulative grade point average (CGPA) of at least a 2.0 on a 4.0 scale
- at least one-third of the certificate credits from CAC.

FIELD PROGRAMMABLE GATE ARRAY (FPGA) CERTIFICATE

Total Credits: 18

The Field Programmable Gate Array (FPGA) Certificate provides the basis for an entry-level career or the professional training required of a working engineer. FPGA, embedded fundamentals and MicroBlaze processor applications are emphasized.

Recommended Proficiencies

Computer programming and basic electronics coursework prepare students for success in this Certificate program.

Core Requirements (18)

ELT128 FPGA Fundamentals (3)
ELT223 Microcontroller Fundamentals (3)
ELT260 Advanced FPGA Concepts (3)
ELT265 MicroBlaze1 (3)
ELT270 MicroBlaze2 (3)
ELT275 Embedded Fundamentals (3)

Other Requirements

Students must earn:

- a grade of C or better in all required courses
- a cumulative grade point average (CGPA) of at least a 2.0 on a 4.0 scale
- at least one-third of the certificate credits from CAC.

LABVIEW PROGRAMMING CERTIFICATE

Total Credits: 16

The LabVIEW Certificate provides the basis for an entry-level career in the LabVIEW programming environment using National Instruments hardware.



Recommended Proficiencies

Computer programming and basic electronics coursework prepare students for success in this certificate program.

Core Requirements (16)

MET261	LabVIEW 1 Programming (3)
MET262	LabVIEW 2 Programming (3)
MET263	LabVIEW 3 Programming (3)
MET264	LabVIEW FPGA Applications (3)
MET265	LabVIEW Overview (4)

Other Requirements

Reading Competency: RDG100 College Reading 

Students must earn:

- a grade of C or better in all required courses
- a cumulative grade point average (CGPA) of at least a 2.0 on a 4.0 scale
- at least one-third of the certificate credits from CAC.

MACHINIST TECHNOLOGY CERTIFICATE

Total Credits: 17

The Machinist Technology Certificate provides classroom instruction and hands-on experience with hand tools, as well as skills with mill, lathe, drill-press, and other accessories. Upon completion of the certificate, students will have the basic machining skills needed to become employed in the Machinist Technology industry.

Recommended Proficiencies

Basic understanding of hand tools.

Core Requirements (17)

MET106	Industrial Safety (2)
MET215	Measurement Systems and Machine Tool Math (3)
MET233	Materials and Metal Cutting (3)
MET234	Drill Press Operations (3)
MET236	Lathe Operations (3)
MET235	Vertical Mill Machining (3)

Other Requirements

Students must earn:

- a cumulative grade point average (CGPA) of at least a 2.0 on a 4.0 scale
- at least one-third of the certificate credits from CAC.

MANUFACTURING ENGINEERING TECHNOLOGY AAS

Total Credits: 64-71

Formerly known as Manufacturing Engineering AAS

The Manufacturing Engineering Technology AAS Degree program provides opportunities for students to gain knowledge, skills and understanding of the concepts and applications of electronics in manufacturing. This Degree has been developed in cooperation with the automated manufacturing industries. Students are prepared for employment in the electronics, service maintenance, and related manufacturing fields as entry-level technicians. For those presently employed in the industry it provides an opportunity to upgrade skills.

Recommended Proficiencies

Fundamental computer skills.


General Education Requirements (19-20)

Written Communication (3)






Select one:

ENG101	English Composition III (3)  
ENG121	Applied Technical Writing (3)

Oral Communication (3)

COM100	Fundamentals of Human Communication (3)
	 or higher

Art and Humanities (3)

ART207	Art History I (3)  
MHL100	Music Appreciation (3) 
MHL207	Survey of Jazz/Pop Music (3) 
THE100	Theater Appreciation (3) 

Or select a course numbered 100 or above from the following: ART, HMC, LIT, MHL, PHI, AND THE. Students may also choose any course from the Arts or Humanities AGECE lists. The required course must represent two different departments for the Arts and Humanities category. For example, students may not take a HIS course to fulfill their Arts and Humanities requirement, if they are using another HIS course to complete their Social and Behavioral Sciences requirement.

Social and Behavioral Sciences (3)

ECN201	Principles of Macroeconomics (3)  
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Or select a course numbered 100 or above from the following: ABS, ECN, GEO, HIS, POS, PSY, AND SOC. Students may also choose any course from the Social and Behavioral Sciences AGECE list. The required courses must



DEGREES AND CERTIFICATES

represent two different departments for the Social and Behavioral Sciences category. For example, students may not take a HIS course to fulfill their Arts and Humanities requirement, if they are using another HIS course to complete their Social and Behavioral Sciences requirement.

Physical and Biological Sciences (4)

BIO100 Biology Concepts (4)

Or select a 4-credit course with lab numbered 100 or above from the Biological and Physical Science Lab list. Students may also choose a course from the Biological and Physical Lab Science AGECE list.

Mathematics (3-4)

MAT121 Intermediate Algebra, Standard (4) or higher

Core Requirements (41-48)

Mechatronics Certificate (27)

ELC122 Direct Current and Alternating Current Circuit Analysis (3)
 ELC220 Active Circuits (3)
 ELT128 FPGA Fundamentals (3)
 ELT223 Microcontroller Fundamentals (3)
 MET125 Principles of Fabrication (3)
 MET132 Fluid Power (Hydraulics-Pneumatics) (3)
 MET261 LabView 1 Programming (3)
 MET221 Electro-Mechanical Technology (3)
 MET232 Solid Modeling - Solidworks (3)

Select one Specialization:

Specialization 1 (21)

Programmable Logic Controller Certificate

ELC221 Control Devices (3)
 ELC128 Introduction to Programmable Logic Controllers (3)
 ELC228 Advanced Programmable Logic Controllers (3)
 MET240 DeviceNet (3)
 MET245 Variable Frequency Drive (3)
 MET250 Factory Talk (3)
 MET226 Electro-Mechanical Systems (3)

OR

Specialization 2 (15)

LabView Programming Certificate

MET261 LabView 1 Programming (3)
 MET262 LabView 2 Programming (3)
 MET263 LabView 3 Programming (3)
 MET264 LabView FPGA Programming (3)
 MET265 LabView Overview (3)

OR

Specialization 3 (14)

Semiconductor Industry

CHM130 Fundamental Chemistry (4)
 ELC200 Radio Frequency RF/High Vacuum HV (3)
 MET230 Semiconductor I - Seminar (3)
 PHY111 College Physics (4)

Other Requirements (4)

PAC or DAN course (1)

Reading Competency: RDG100 College Reading
 OR

equivalent reading assessment test score

Computer Competency (3):

AGB124 Microcomputers in Agriculture
 CIS110 Fundamentals of Computer Literacy or higher

Students must earn:

- a grade of C or better in all required courses for this AAS degree
- a cumulative grade point average (CGPA) of at least a 2.0 on a 4.0 scale
- a minimum of 20 credits from CAC
- a minimum of 64 credits.

MECHATRONICS CERTIFICATE

Total Credits: 27

The Mechatronics Certificate program provides opportunities for students to gain knowledge, skills and understanding of the concepts and applications in electronics, mechanics, fabrication and design.

Recommended Proficiencies

Skills in using hand tools and in operating a computer prepare students for success in this certificate program.

Core Requirements (27)

ELC122 Direct Current and Alternating Current Circuit Analysis (3)
 ELC220 Active Circuits (3)
 ELT128 FPGA Fundamentals (3)
 ELT223 Microcontroller Fundamentals (3)
 MET125 Principles of Fabrication (3)
 MET132 Fluid Power (Hydraulics-Pneumatics) (3)
 MET261 LabView 1 Programming (3)
 MET221 Electro-Mechanical Technology (3)
 MET232 Solids Modeling - Solidworks (3)

Other Requirements

Reading Competency: RDG100 College Reading



Students must earn:

- a grade of C or better in all required courses
- a cumulative grade point average (CGPA) of at least a 2.0 on a 4.0 scale
- at least one-third of the certificate credits from CAC.

NANOFABRICATION TECHNOLOGY AAS




Total Credits: 70

The Nanofabrication Technology Degree program offers students the opportunity to enter the exciting world of Nanotechnology. Nanofabrication and nanotechnology is engineering at the atomic length scale, a size range which until recently was only available to nature. Being able to engineer such small structures opens the door to a multitude of new opportunities in the fields of chemical technology, bio-technology, biopharmaceutical labs, micro-technology labs, material science labs and electronic technology.

Recommended Proficiencies

Strong math and science background.



Prerequisites

CHM130	Fundamental Chemistry (4)  
MAT092	Introductory Algebra (3)
RDG100	College Reading 


General Education Requirements (36)

Written Communications (3)

Select one:

ENG101	English Composition III (3)   or higher
ENG121	Applied Technical Writing (3)



Oral Communications (3)

COM100	Fundamentals of Human Communication (3)  or higher
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Art and Humanities (3)









Select a course numbered 100 or above from the following: ART, HMC, LIT, MHL, PHI, and THE. Students may also choose any course from the Arts or Humanities AGEC lists. The required courses must represent two different departments for the Arts and Humanities category. For example, students may not take a HIS course to fulfill their Arts and Humanities requirement, if they are using another HIS course to complete their Social and Behavioral Sciences requirement.

Social and Behavioral Sciences (3)




PSY101 Introduction to Psychology (3)  

Or select a course numbered 100 or above from the following: ABS, ECN, GEO, HIS, POS, PSY, and SOC. Students may also choose any course from the Social and Behavioral Sciences AGEC list. The required courses must represent two different departments for the Social and Behavioral Sciences category. For example, students may not take a HIS course to fulfill their Arts and Humanities requirement, if they are using another HIS course to complete their Social and Behavioral Sciences requirement..

Physical and Biological Sciences (16)

CHM151	General Chemistry I (4)  
CHM152	General Chemistry II (4)  
PHY111	College Physics I (4)  
PHY112	College Physics II (4)  

Mathematics (8)

MAT151	College Algebra (4)  
MAT182	Trigonometry with Algebra Review (4) 

Core Requirements (30)

ELC122	Direct Current and Alternating Current Circuit Analysis (3)
ELC200	Radio Frequency RF/High Vacuum HV (3)
ELC220	Active Circuits (3)
MET230	Semiconductor I - Seminar (3)
MET290	Material, Safety and Equipment Overview for Nanotechnology (3)
MET291	Basic Nanotechnology Processes (3)
MET292	Materials in Nanotechnology (3)
MET293	Patterning for Nanotechnology (3)
MET294	Materials Modification in Nanotechnology (3)
MET295	Characterization, Testing of Nanotechnology Structures and Materials (3)

Other Requirements (4)

PAC or DAN course (1)

Reading Competency: RDG100 College Reading 
OR

equivalent reading assessment test score

Computer Competency (3):

AGB124	Microcomputers in Agriculture
CIS110	Fundamentals of Computer Literacy or higher

Students must earn:

- a grade of C or better in all required courses for this AAS degree



- a cumulative grade point average (CGPA) of at least a 2.0 on a 4.0 scale
- a minimum of 20 credits from CAC
- a minimum of 70 credits.

PROGRAMMABLE LOGIC CONTROLLER CERTIFICATE

Total Credits: 21

The Programmable Logic Controllers (PLC) Certificate provides opportunities for students to gain knowledge, skills, and understanding of the concepts and applications in the field of PLCs. This certificate has been developed in cooperation with automation industries. Students are prepared for employment in the service maintenance and related manufacturing fields as entry-level technicians. For those presently employed in the industry it provides an opportunity to upgrade skills.

Recommended Proficiencies

Students should have a basic understanding of electronics for success in this certificate program.

Core Requirements (21)

ELC221 Control Devices (3)
ELC128 Intro. to Programmable Logic Controllers (3)
ELC228 Advanced Programmable Logic Controllers (3)
MET240 DeviceNet (3)
MET245 Variable Frequency Drives (3)
MET250 Factory Talk (3)
MET226 Electro-Mechanical Systems (3)

Other Requirements

Students must earn:

- a grade of C or better in all required courses
- a cumulative grade point average (CGPA) of at least a 2.0 on a 4.0 scale
- at least one-third of the certificate credits from CAC.

NUTRITION AND DIETETICS

COMMUNITY NUTRITION WORKER CERTIFICATE

Total Credits: 16

The Community Nutrition Worker Certificate provides the opportunity for individuals to develop skills and

competencies in the areas of food, nutrition and health necessary for careers in public health nutrition.

Recommended Proficiencies

High school diploma or GED

Prerequisites

RDG100 College Reading *R*

Core Requirements (16)

NTR104 Nutrition (3)
NTR123 Nutrition throughout the Life Cycle (3)
NTR127 Breastfeeding and Human Lactation (1)
NTR134 Healthy Weight for Kids (1)
NTR191 Nutrition Counseling Skill Development (3)
NTR201 Nutrition Literacy (1)
NTR219 Community Nutrition (3)
NTR232A Food and Culture (1)

Other Requirements

Students must earn:

- a cumulative grade point average (CGPA) of at least a 2.0 on a 4.0 scale
- at least one-third of the certificate credits from CAC.

DIABETES CARE AND EDUCATION CERTIFICATE

Total Credits: 16

The Diabetes Care and Education Certificate provides current training and information to paraprofessionals working with people at risk for developing diabetes or developing complications from diabetes.

Recommended Proficiencies

High school diploma or GED

Prerequisites

RDG100 College Reading *R*

Core Requirements (11)

NTR104 Nutrition (3)
NTR131 Introduction to Diabetes (3)
NTR137 Carbohydrate Counting (1)
NTR191 Nutrition Counseling Skill Development (3)
NTR201 Nutrition Literacy (1)



Electives (5)

Select from the following options:

- NTR134 Healthy Weight for Kids (1)
- NTR136 Management of Gestational Diabetes (1)
- NTR232A Food and Culture (1)
- NTR247 Weight Management Theory (3)
- NTR255 Medical Terminology, Labs & FDI (1)

Other Requirements

Students must earn:

- a cumulative grade point average (CGPA) of at least a 2.0 on a 4.0 scale
- at least one-third of the certificate credits from CAC.

DIETETIC TECHNICIAN AAS

Total Credits: 62

The Dietetic Technician AAS Degree is designed for highly motivated individuals who would like to work in healthcare, schools and wellness. Students who successfully complete the coursework and internship are eligible to take the National Registration Examination for Dietetic Technicians (DTR) offered by the Commission on Dietetic Registration (CDR), the credentialing agency for the Academy of Nutrition and Dietetics.

The Dietetic Technician Degree is approved by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) located at 120 S. Riverside Plaza, Suite 2000, Chicago, IL 60606-6995; 1-800-877-1600 or 312-899-0040, ext. 5400.
eatrightacend.org/ACEND/

Note: Application for admission to the Dietetic Technician Program is required. Students must set up their own internship sites and preceptors.

Recommended Proficiencies

High school diploma or GED.

Prerequisites

Acceptance for admission to the Dietetic Technician Program is required if entering the program Fall 2015 or after.

General Education Requirements (23-28)

Written Communications (3)

Select one:

- ENG101 English Composition III (3)  
- ENG121 Applied Technical Writing (3)

Oral Communications (3)

- COM100 Fundamentals of Human Communication (3)
 or higher

Art and Humanities (3)

















Select a course numbered 100 or above from the following: ART, HMC, LIT, MHL, PHI, and THE. Students may also choose any course from the Arts or Humanities AGECE lists. The required courses must represent two different departments for the Arts and Humanities category. For example, students may not take a HIS course to fulfill their Arts and Humanities requirement, if they are using another HIS course to complete their Social and Behavioral Sciences requirement..

Social and Behavioral Sciences (3)

Select a course numbered 100 or above from the following: ABS, ECN, GEO, HIS, POS, PSY, and SOC. Students may also choose any course from the Social and Behavioral Sciences AGECE lists. The required courses must represent two different departments for the Social and Behavioral Sciences category. For example, students may not take a HIS course to fulfill their Arts and Humanities requirement, if they are using another HIS course to complete their Social and Behavioral Sciences requirement.

Physical and Biological Sciences (8-12)

Select one group that includes both biology and chemistry:

- BIO160 Introduction to Human Anatomy/Physiology (4)  **AND**
- CHM130 Fundamentals of Chemistry (4)   or higher **OR**
- BIO160 Introduction to Human Anatomy/Physiology (4)  **AND**
- CHM138 Chemistry for Allied Health (4)  or higher **OR**
- BIO201 Human Anatomy and Physiology I (4)   **AND**
- BIO202 Human Anatomy and Physiology II (4)   **AND**
- CHM130 Fundamentals of Chemistry (4)   or higher **OR**
- BIO201 Human Anatomy and Physiology I (4)   **AND**
- BIO202 Human Anatomy and Physiology II (4)   **AND**
- CHM138 Chemistry for Allied Health (4)  or higher

Mathematics (3-4)

Select one:

- BUS101 Business Mathematics (3)
- MAT118 Essential Mathematics (4) or higher



Core and Elective Requirements (36)

NTR123	Nutrition throughout the Life Cycle (3)
NTR142	Applied Food Science (3)
NTR150	Overview of Nutrition Professions (1)
NTR157	Foundations of Dietetic Technician Internship (2)
NTR163	Orientation to the Dietetic Technician Program (1)
NTR191	Nutrition Counseling Skill Development (3)
NTR200	Human Nutrition (3)
NTR201	Nutrition Literacy (1)
NTR219	Community Nutrition (3)
NTR222	Nutrition Assessment and Medical Nutrition Therapy (3)
NTR223	Food Service Management (3)
NTR232A	Food and Culture (1)
NTR255	Nutrition Medical Terminology, Labs & Food Drug Interaction (1)
NTR295	Dietetic Technician Professional Practice Internship (1)
NTR296	Dietetic Technician Internship (6)

Select an *elective (1 credit) from DAN, NTR, or PAC
*Must be taken prior to NTR157, NTR295, and NTR296
(2 Internships)

Other Requirements (3)

Reading Competency: RDG100 College Reading 
OR

Equivalent reading assessment test score

Computer Competency (3):

AGB124	Microcomputers in Agriculture (3)
CIS110	Fundamentals of Computer Literacy (3) or higher

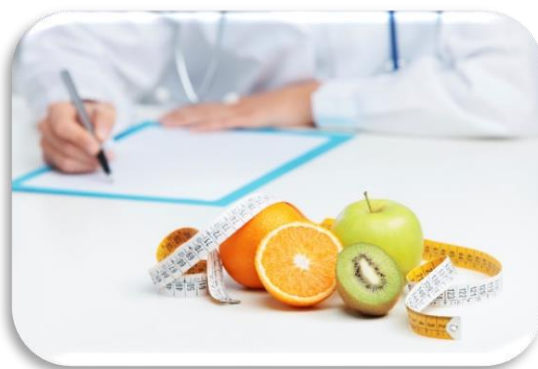
Completion of NTR course requirements within three (3) years of beginning the program required.

Completion of CHM course requirements within five (5) years of beginning the program required.

Students must meet all ACEND requirements. CAC recommends that students work in a nutrition-related field which is desirable for obtaining a supervised practice site.

Students must earn:

- a grade of C (70%) or better in all required courses
- a cumulative grade point average (CGPA) of at least a 2.0 on a 4.0 scale
- a minimum of 20 credits from CAC
- a minimum of 62 credits.



NUTRITION & FOODSERVICE PROFESSIONAL TRAINING PROGRAM CERTIFICATE

Total Credits: 16

Previously known as Dietary Manager Training Program Certificate

The Nutrition & Foodservice Professional (NFP) Training Program Certificate prepares food service workers and/or supervisors for management in health care facilities and various other food service establishments.

The Nutrition & Foodservice Professional Training Program Certificate has been approved by the Association of Nutrition and Foodservice Professionals (ANFP) located at 406 Surrey Woods Drive, S. Charles, IL 60174; 800-323-1908; anfponline.org. Upon successful completion, graduates are eligible to take the National Certification exam for the Certified Dietary Manager and the Certified Food Protection Professional credentials (CDM, CFPP).

Recommended Proficiencies:

High school diploma or GED.

Core Requirements (16)

NTR104	Nutrition (3)
NTR156	Foundations of Dietary Manager Internship (2)
NTR196	Dietary Manager Internship (4)
NTR223	Food Service Management (3)
NTR240	Clinical Nutrition (3)
NTR255	Medical Terminology, Labs & Food Drug Interaction (1)



Other Requirements

Students must earn:

- a cumulative grade point average (CGPA) of at least a 2.0 on a 4.0 scale
- at least one-third of the certificate credits from CAC.

NUTRITION AND HEALTH PROMOTION CERTIFICATE

Total Credits: 20

The Nutrition and Health Promotion Certificate is designed to provide knowledge and training for people who are working with individuals who need education and coaching to lead a healthy lifestyle. This certificate is based on health promotion and disease prevention.

Recommended Proficiencies

High school diploma or GED

Core Requirements (20)

NTR123	Nutrition throughout the Life Cycle (3)
NTR150	Overview of Nutrition Professions (1)
NTR191	Nutrition Counseling Skill Development (3)
NTR200	Human Nutrition (3)
NTR219	Community Nutrition (3)
NTR222	Nutrition Assessment and Medical Nutrition Therapy (3)
NTR232A	Food and Culture (1)
NTR247	Weight Management Theory (3)

Other Requirements

Students must earn:

- a cumulative grade point average (CGPA) of at least a 2.0 on a 4.0 scale
- at least one-third of the certificate credits from CAC.

SPORTS AND FITNESS



RECREATION AND TOURISM MANAGEMENT AA

Total Credits: 68

This AA Degree prepares students for professional positions of employment in Parks, Recreation and Tourism Management program areas. The recreation related professions represent a diverse field focusing on: the role of leisure in youth and adult development; parks/open space to community quality of life; leisure, sports and natural resource tourism to economic and community development; and providing human services in meeting community needs. Students will be ready for program delivery positions in diverse public, nonprofit and private organizations of Parks, Recreation and Tourism. This program also prepares students for transfer into Parks, Recreation and Tourism upper level degree programs.

Recommended Proficiencies

College level reading, writing and oral communication skills recommended.

Prerequisite

RDG100 College Reading

General Education Requirements AGEC-A (35-36)

Written Communications (6)

ENG101	English Composition III (3)	
ENG102	English Composition IV (3)	



DEGREES AND CERTIFICATES

Oral Communications (3)

COM263 Intercultural Communication (3)

For the following two categories, for each category select courses from different disciplines to total 15 credits:

Art and Humanities (6-9)

Select a minimum of one Art (3) and one Humanities (3) AGEC course.

Social and Behavioral Sciences (6-9)

ECN202 Principles of Microeconomics (3)

AND

Select additional AGEC courses from different disciplines.

Physical and Biological Sciences (8)

ENV101 Environmental Science (4) (Recommended)

AND

NTR141 Nutrition and Wellness (4)

OR

Select any two Physical and Biological Science AGEC courses.

Mathematics (3-4)

MAT141 College Mathematics, Standard (4)
or higher

Subject Options (0-6)

Based on your major, review the specific AA Degree requirements in the CAC catalog, consult an academic advisor and see the Transfer Guides at

aztransfer.com/college/

Special Awareness Requirements (0-9)

Select AGEC courses to fulfill these requirements.

1. At least three semester credits of coursework in Intensive Writing and Critical Inquiry.
2. At least three semester credits of coursework in Cultural Awareness (Ethnic/Race/Gender).
3. At least three semester credits of coursework in Global/International Awareness or Historical Awareness.

Note: Courses used in other areas, such as Oral Communications, Art and Humanities, Social and Behavioral Sciences, or Transfer Electives, may also be used to satisfy the three Special Requirements categories. A course may not be used to satisfy more than one Special Requirements category.

Core Requirements (30)

BUS100 Introduction to Business (3)

HRM100 Introduction to Hospitality (3)
HRM145 Convention and Meeting Management (3)
HRM252 Managing Hospitality Human Resources (3)
REC101 Recreation, Leisure, and the Quality of Life (3)
REC108 Recreation Practicum (3)
REC203 Leisure Delivery Systems (3)
REC250 Leadership in Recreation (3)

AND

Select two of the following courses (6):

ACC201 Financial Accounting (3)
BUS190 Principles of Management and Leadership (3)
HRM101 Facilities Management (3)
HRM102 Management of Guest Services (3)
PEH101 Personal Health (3)
PEH111 Nutrition for Health, Fitness and Sport (3)

Other Requirements (3)

Reading Competency: RDG100 College Reading

Computer Competency (3):

CIS120 Survey of Computer Information Systems (3)

Other AA Degree Requirements

Students must earn:

- a grade of C or better in all required courses
- a minimum of 20 credits from CAC
- a minimum of 68 credits.

RECREATION MANAGEMENT CERTIFICATE

Total Credits: 19

The Recreation Management Certificate prepares students for employment in recreation and tourism management and program delivery positions in diverse public, nonprofit, and private organizations such as municipal and county parks and recreation departments, state and national resource agencies, YMCAs, Boys and Girls Clubs of America, and other nonprofit agencies, clinical rehabilitation centers, hospitals, visitor and convention bureaus, senior centers, resorts and spas, destination management companies and other components of the tourism/commercial recreation industry.

Recommended Proficiencies

College-level reading, writing and oral communication skills recommended.


Core Requirements (19)

HRM100 Introduction to Hospitality (3)
PAC Any Physical Activity Course (1)
PED102 The Management of Sport (3)

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This catalog was prepared on the basis of the best information available at the time of publication. Catalog information is subject to changes without notice, obligation or liability.



REC101 Recreation, Leisure, and the Quality of Life (3) 
 REC108 Recreation Practicum (3)
 REC203 Leisure Delivery Systems (3)
 REC250 Leadership in Recreation (3)

Other Requirements

Students must earn:

- a cumulative grade point average (CGPA) of at least a 2.0 on a 4.0 scale
- at least one-third of the certificate credits from CAC.

SPORTS MANAGEMENT AA

Total Credits: 69

Formerly known as Sports Management AAS


The Sports Management Degree prepares individuals to meet the needs of the sports industry. Students completing this degree will be exposed to sport promotion, health and fitness center management, sporting goods management/sales, and the successful operation of numerous types of sport organizations, ranging from various professional teams/leagues, to many national and international amateur sports organizations, federations, conferences, and associations.

The program's Business core focuses on the basics of accounting, computer information systems, marketing, management, the legal environment of business, human relations, and supervisory techniques. The program's Sports/Fitness core focuses on the basics of the history/philosophical foundations of sport/physical education, strength/athletic training, sports nutrition, lifetime fitness/wellness, sports safety training, and physical activity.

Recommended Proficiencies





High School diploma or GED; College-level reading, writing and oral communication skills recommended.

Prerequisite

RDG100 College Reading (3) 

General Education Requirements (35-36)

Written Communications (6)

ENG101 English Composition III (3) 
 ENG102 English Composition IV (3) 

Oral Communications (3)


COM263 Intercultural Communication (3)

This course also satisfies the Special Awareness Requirement for Cultural Awareness (Ethnic/Race/Gender)

Arts (3)




MHL100 Music Appreciation (3)

OR

MHL207 Survey of Jazz/Popular Music (3) 





These courses also satisfy the Special Awareness Requirement for Global/International and Historical Awareness.

Humanities (3)




PHI105 Introduction to Ethics (3) *(Recommended)* 

This course also satisfies the Special Awareness Requirement for Intensive Writing/Critical Inquiry.



Social and Behavioral Sciences (9)

ECN201 Principles of Macroeconomics (3) 
 MSC101 Media and Society (3) 
 PEH101 Personal Health (3) 

Physical and Biological Sciences (8)

NTR141 Nutrition and Wellness (4)  AND
 BIO160 Introduction to Human Anatomy and Physiology (4) 

Mathematics (3-4)

MAT141 College Mathematics, Standard (4) 
 or higher

Special Awareness Requirements (0-9)

Select courses from the AGECE list to fulfill these requirements:




1. At least three semester credits of coursework in Intensive Writing and Critical Inquiry (Fulfilled by the General Education Humanities Requirement)
2. At least three semester credits of coursework in Cultural Awareness (Ethnic/Race/Gender) (Fulfilled by the General Education Oral Communication Requirement)
3. At least three semester credits of coursework in Global/International Awareness or Historical Awareness (Fulfilled by the General Education Arts Requirement)

Note: Courses used in areas such as Oral Communications, Art and Humanities, Social and Behavioral Sciences may also be used to satisfy requirements in the three Special Awareness Requirements categories. A course may not be used to satisfy more than one Special Awareness Requirements category.



Core Requirements (30)

Business Core Requirements (12)

- ACC201 Financial Accounting (3) 
BUS123 Business Relations (3) 
BUS190 Principles of Management and Leadership (3) 
BUS201 Legal Environment of Business (3)

Sports and Fitness Core Requirements (18)


- PED100 History and Philosophical Foundations of Sport and Physical Education (3)
PED102 The Management of Sport (3)
PED101 History of Intercollegiate Athletics (3)
PED105 Women and Sport in the U.S. (3)
PED112 Introduction to Strength Training (3)
PEH200 Sports Safety Training (3)

Other Requirements (4)

PAC or DAN course (1)

Reading Competency: RDG100 College Reading 

Computer Competency (3):

- CIS120 Survey of Computer Information Systems (3) 
or higher

Students must earn:

- a grade of C or better in all required courses
- a cumulative grade point average (CGPA) of at least a 2.0 on a 4.0 scale
- a minimum of 20 credits from CAC
- a minimum of 60 credits.

TECHNOLOGY

COMPUTER AIDED DRAFTING CERTIFICATE


Total Credits: 25

The Computer Aided Drafting (CAD) Certificate offers preparation for entry-level positions in computer aided design and drafting.

Core Requirements (12)

- DFT127 Autocad I (3)
DFT128 Autocad II (3)
DFT131 Autocad III (3)

Select one of the following (3):

- COM100 Fundamentals of Human Communication (3) 
ENG121 Applied Technical Writing (3)

ENG101 English Composition III (3)  

Electives (13)

Select 13 credits from any of the following areas:

- CET Civil Engineering Technology
CIS Computer Information Systems
DFT Drafting
ELC Electricity
ELT Electronics
HEO Heavy Equipment Operator
WLD Any Welding course

OR

MAT106 Technical Math I (3) or higher

Other Requirements

Students must earn:

- a cumulative grade point average (CGPA) of at least a 2.0 on a 4.0 scale
- at least one-third of the certificate credits from CAC.

INDUSTRIAL MAINTENANCE CERTIFICATE

Total Credits: 18

The Industrial Maintenance Certificate provides students the opportunity to gain knowledge, skills, and an understanding of the concepts and applications of industrial maintenance. Upon completion of the certificate, students will have the abilities and skills needed to support employment in the manufacturing industry. The certificate was developed in cooperation with automated manufacturing industries.

Recommended Proficiencies

Ability to be a tactile learner, willingness to work in a repetitive environment.

Core Requirements (18)

- ELC122 Direct Current and Alternating Current Circuit Analysis (3)
ELC128 Introduction to Programmable Logic Controllers (3)
ELC220 Active Circuits (3)
MET 132 Fluid Power - Hydraulics/Pneumatics (3)
MET 245 Variable Frequency Drive (3)

Select one:

- MET125 Principles of Fabrication (3)
WLD110 Survey of Welding (3)



Other Requirements

Students must earn:

- a cumulative grade point average (CGPA) of at least a 2.0 on a 4.0 scale
- at least one-third of the certificate credits from CAC.

PIPE WELDING CERTIFICATE

Total Credits: 30

The Pipe Welding Certificate prepares students for employment as an entry level pipe welder/fitter with an array of career opportunities within the industry. Topics include pipe welding processes of shielded metal arc welding, gas metal arc welding, gas tungsten arc welding, pipe fabrication, and trade math. A typical graduate seeks employment in power generation, cross-country pipeline, pressure vessel fabrication, process piping, and related maintenance and construction industries. After completion of this certificate, students may continue on towards an AAS in Welding.

General Education Requirements (6)

Written Communications (3)

Select one of the following (3):

- ENG101 English Composition III (3)  
ENG121 Applied Technical Writing (3)

Mathematics (3-4)

Select one of the following (3):

- MAT106 Technical Math I (3) (Instructor consent only)
MAT118 Essential Mathematics (4) or higher

Core Requirements (24)

- WLD121 Shielded Metal Arc Welding I (3)
WLD122 Shielded Metal Arc Welding II (3)
WLD222 Gas Metal Arc Welding (3)
WLD225 Shielded Metal Arc Welding III (3)
WLD125 Pipe Welding I (3)
WLD135 Pipe Welding II (3)
WLD245 Pipe Welding III (3)
WLD255 Pipe Welding IV (3)

Other Requirements

Students must earn:

- a grade of C or better in all required courses;
- a cumulative grade point average (CGPA) of at least a 2.0 on a 4.0 scale
- at least one-third of the certificate credits from CAC.

WELDING TECHNOLOGY AAS

Total Credits: 68

The Welding AAS Degree prepares students for employment as a welder/fabricator with an array of career opportunities within the industry. Topics include welding processes of shielded metal arc welding, gas tungsten arc welding, gas metal arc welding, pipe welding, welding design and fabrication, blueprint reading for welders and AutoCAD skills. A typical graduate seeks employment in mining, steel fabrication, steel erection, process piping, pipeline and related facilities, aerospace and manufacturing industries and other industries. After completion of this degree, students may apply for a certificate in drafting.


General Education Requirements (19-20)

Written Communications (3)

Select one:

- ENG101 English Composition III (3)  
ENG121 Applied Technical Writing (3)

Oral Communications (3)

- COM100 Fundamentals of Human Communication (3)
 or higher

Art and Humanities (3)

Select courses numbered 100 or above from the following: ART, HMC, LIT, MHL, PHI, and THE. Students may also choose any course from the Art or Humanities AGEC lists. The required courses must represent two different departments for the Art and Humanities category. For example, students may not take a HIS course to fulfill their Art and Humanities requirement, if they are using another HIS course to complete their Social and Behavioral Sciences requirement.

Social and Behavioral Sciences (3)

Select courses numbered 100 or above from the following: ABS, ECN, GEO, HIS, POS, PSY, and SOC. Students may also choose any course from the Social and Behavioral Sciences AGEC list. The required courses must represent two different departments for the Social and Behavioral Sciences category. For example, students may not take a HIS course to fulfill their Art and Humanities requirement if they are using another HIS course to complete their Social and Behavioral Sciences requirement.

Physical and Biological Sciences (4)

Select a 4-credit course with lab numbered 100 or above from the Biological and Physical Science Lab list. Students may also choose a course from the Biological and Physical Lab Science AGEC list.



Mathematics (3-4)

Select one:

MAT106 Technical Math I (3)*

MAT118 Essential Mathematics (4) or higher

**Meets requirement only for AAS-Diesel and Heavy Equipment, AAS-Heavy Equipment Operator, and AAS-Welding Technology.*

Core and Elective Requirements (33)

DFT127 Autocad I (3)

DFT128 Autocad II (3)

DFT131 Autocad III (3)

MET125 Principles of Fabrication (3)

WLD121 Shielded Metal Arc Welding I (3)

WLD122 Shielded Metal Arc Welding II (3)

WLD128 Blueprint Reading for Welders (3)


WLD222 Gas Metal Arc Welding (3)


WLD225 Shielded Metal Arc Welding III (3)

Select two courses (6) from the following list:

BUS100 Introduction to Business (3)

BUS122 Small Business Management (3)

BUS123 Business Relations (3) 

BUS190 Principles of Management and Leadership (3) 

Select one Specialization:

Specialization #1 Structural Welding

WLD120 Thermal Cutting Processes (3)

WLD124 Flux Cored Arc Welding I (3)

WLD224 Flux Cored Arc Welding II (3)

WLD227 Welding Design and Fabrication (3)

WLD228 Welding Inspection Technology (3)

Specialization #2 Pipe Welding

WLD125 Pipe 1 (3)

WLD135 Pipe 2 (3)

WLD245 Pipe 3 (3)

WLD255 Pipe 4 (3)

Other Requirements (4)

PAC or DAN course (1)

Reading Competency: RDG100 College Reading 

OR


Equivalent reading assessment test score


Computer Competency (3):

Select one:

AGB124 Microcomputers in Agriculture (3)

CIS110 Fundamentals of Computer Literacy (3) or higher

CIS120 Survey of Computer Information Systems (3)  or higher

EGR102 Introduction to Engineering (3) 

EIT151 Digital Audio Workstation (3)

MSC122 Introduction to Web Design (3)

Students must earn:

- a grade of C or better in all required courses
- a cumulative grade point average (CGPA) of at least a 2.0 on a 4.0 scale
- a minimum of 20 credits from CAC
- a minimum of 68 credits.



STRUCTURAL WELDING CERTIFICATE

Total Credits: 36

Previously known as Welding Certificate

The Structural Welding Certificate prepares students for employment as an entry level welder/fabricator with an array of career opportunities within the industry. Topics include welding processes of shielded metal arc welding, gas metal arc welding, pipe welding, welding design and fabrication, blueprint reading for welders and AutoCAD skills. A typical graduate seeks employment in mining, steel fabrication, steel erection, process piping, pipeline and related facilities, manufacturing industries. After completion of this certificate, students may continue on towards an AAS in Welding.

General Education Requirements (6)

Written Communications (3)

Select one:

ENG101 English Composition III (3)  

ENG121 Applied Technical Writing (3)



Mathematics (3)

Select one:

- MAT106 Technical Math I (3) *(Instructor consent only)*
 MAT118 Essential Mathematics (4)

Core Requirements (30)

Block 1

- WLD121 Shielded Metal Arc Welding I (3)
 WLD122 Shielded Metal Arc Welding II (3)
 WLD128 Blueprint Reading for Welders (3)
 WLD222 Gas Metal Arc Welding (3)
 WLD225 Shielded Metal Arc Welding III (3)

Block 2

- WLD120 Thermal Cutting Processes (3)
 WLD124 Flux Cored Arc Welding I (3)
 WLD224 Flux Cored Arc Welding II (3)
 WLD227 Welding Design and Fabrication (3)
 WLD228 Welding Inspection Technology (3)

Other Requirements

Students must earn:

- a grade of C or better in all required courses
- a cumulative grade point average (CGPA) of at least a 2.0 on a 4.0 scale
- at least one-third of the certificate credits from CAC.

DEGREES AND CERTIFICATES WITH SPECIAL REQUIREMENTS

The following certificates and degrees are considered closed enrollment and are **for specific audiences only**. Student populations identified in the description of each certificate or degree are the only group that may enroll in these degree programs.

CORRECTIONS

CORRECTIONS AAS

Total Credits: 64

The Corrections AAS Degree is designed to upgrade the skills and knowledge of Correctional Officers currently working in the field. This is a closed enrollment degree and has special admission requirements.

Prerequisites:

Completion of Arizona Correctional Officers Training Academy (COTA) Certificate is required for all students beginning this Degree.

General Education Requirements (19-20)

Written Communications (3)

Select one:

- ENG101 English Composition III (3)
 ENG121 Applied Technical Writing (3)

Oral Communications (3)

Select one:

- COM101 Interpersonal Communication (3)
 COM263 Intercultural Communication (3)

Art and Humanities (3)

- PHI112 World Religions (3)

Or select a course numbered 100 or above from the following: ART, HMC, LIT, MHL, PHI, and THE. Students may also choose any course from the Art or Humanities AGECE lists. The required courses must represent two different departments for the Art and Humanities category. For example, students may not take a HIS course to fulfill their Art and Humanities requirement, if they are using another HIS course to complete their Social and Behavioral Sciences requirement.

Social Behavioral Sciences (3)

Select one:

- PSY101 Introduction to Psychology (3)
 SOC101 Introduction to Sociology (3)

Physical and Biological Sciences (4)

Select a 4-credit course with lab numbered 100 or above from the Biological and Physical Science Lab list. Students may also choose a course from the Biological and Physical Lab Science AGECE list.

Mathematics (3-4)

- MAT121 Intermediate Algebra, Standard (4) or higher

Core and Elective Requirements (45)



COTA Certification (21)

- AJS101 Introduction to Administration of Justice (3)
 AJS123 Ethics and the Administration of Justice (3)
 AJS209 Substantive Criminal Law (3)
 AJS240 The Corrections Function (3)
 Principles of Management and Leadership (3)







DEGREES AND CERTIFICATES

**May be fulfilled by submission of official Sergeant Leadership Academy Certification to CAC Admissions*

CIS120 Survey of Computer Information Systems (3) 
POS220 U.S. and Arizona Constitutions (3) 

Select (3) elective credits from the following:


AJS225 Criminology (3)  *IW*
AJS275 Criminal Investigations (3)
PSY200 Social Psychology (3)  *IW* or higher
SOC200 Racial and Ethnic Minorities (3)  
or higher
SPA Any Spanish course(s)

Other Requirements (0-3)

Reading Competency: RDG100 College Reading 
OR

Equivalent reading assessment test score

Computer Competency (3):

CIS120 Survey of Computer Information Systems (3) 
(Also fulfills Core Requirement)

Students must earn:


- a cumulative grade point average (CGPA) of at least a 2.0 on a 4.0 scale
- a minimum of 20 credits from CAC
- a minimum of 64 credits.

ADVANCED CORRECTIONS CERTIFICATE

Total Credits: 39











This Advanced Corrections Certificate is designed to upgrade the skills and knowledge of Correctional Officers currently working in the corrections field.

Prerequisites









RDG100 College Reading 
Successful completion of Arizona Correctional Officers Training Academy Certificate (21 credits)

Core Requirements (36)

COTA Certification (21)

BUS190 Principles of Management and Leadership (3) 
COM101 Interpersonal Communication (3)  
OR
COM263 Intercultural Communication (3) 
POS220 U.S. and Arizona Constitutions (3)  
PSY101 Introduction to Psychology (3)  
SOC101 Introduction to Sociology (3)  

Electives (3)

AJS101 Introduction to Administration of Justice (3)  
AJS275 Criminal Investigations (3)
CIS120 Survey of Computer Information Systems (3) 
PHI112 World Religions (3)  
SPA Any Spanish course(s)
SOC200 Racial and Ethnic Minorities (3)  
or above
PSY200 Social Psychology (3)  *IW* or above

*Corrections Officers who have the rank of Sergeant or higher are required to request the Department of Corrections submit, to CAC Admissions, an official copy of their Sergeant Leadership Academy Certificate of Completion to receive credit for BUS190.

Other Requirements

Students must earn:

- a cumulative grade point average (CGPA) of at least a 2.0 on a 4.0 scale
- at least one-third of the certificate credits from CAC.

DIESEL/HEAVY EQUIPMENT

HEAVY EQUIPMENT MECHANIC'S APPRENTICESHIP CERTIFICATE

Total Credits: 30

The Heavy Equipment Mechanic's Apprenticeship training is sponsored by the Arizona Chapter of Associated General Contractors (AGC) for repair and maintenance of heavy equipment to journeyman standards. Students must be sponsored by an AGC contractor and meet the AGC contractor's entry level proficiencies to enroll in this program.

Prerequisites

Students must be sponsored by an Associated General Contractor (AGC).

Recommended Proficiencies

Entry level proficiencies defined by the sponsoring contractor.

Core Requirements (30)

AGC112 Introduction to Mechanical Technology (.5)
AGC113 Introduction to Mechanical Technology Lab (1)



AGC114	Equipment Preventive Maintenance (.5)
AGC115	Equipment Preventive Maintenance Lab (.5)
AGC116	Mobile Air Conditioning (1)
AGC117	Mobile Air Conditioning Lab (1.5)
AGC126	Electrical and Electronic Systems (1)
AGC127	Electrical and Electronic Systems Lab (1.5)
AGC128	Hydraulic Systems (1)
AGC129	Hydraulic Systems Lab (1.5)
AGC136	Chassis and Drive Systems (1)
AGC137	Chassis and Drive Systems Lab (1.5)
AGC138	Brakes, Steering, Suspension Systems (1)
AGC139	Brakes, Steering, Suspension Systems Lab (1.5)
AGC248	Diesel Engines I (2)
AGC249	Diesel Engines I Lab (3)
AGC258	Diesel Engines II (2)
AGC259	Diesel Engines II Lab (3)
AGC268	Systems Diagnostics and Reconditioning (2)
AGC269	System Diagnostics and Reconditioning Lab (3)

Other Requirements

Students must earn:

- a cumulative grade point average (CGPA) of at least a 2.0 on a 4.0 scale
- at least one-third of the certificate credits from CAC.

OPERATOR'S APPRENTICESHIP PROGRAM CERTIFICATE (Associated General Contractors)

Total Credits: 30

Heavy Equipment Operator's Apprenticeship training is sponsored by the Associated General Contractors (AGC) for operation of heavy equipment to journeyman standards. Students must be sponsored by an Associated General Contractor (AGC).

Prerequisites

Students must be sponsored by an Associated General Contractor (AGC).

Required Courses (30)

AGC102	Introduction to Construction Math (1)
AGC103	Basic Safety (.5)
AGC104	Soils I (1)
AGC105	Grades I (1)
AGC106	Machine Orientation I (.5)
AGC107	Machine Operation I (1)
AGC121	Equipment Preventive Maintenance (1)
AGC122	Introduction to Earth Moving (1)
AGC123	Machine Orientation II (.5)
AGC124	Machine Operation II (2.5)

AGC131	Safety Part II (1)
AGC132	Rigging and Hoisting (1)
AGC133	Machines Theory I (1)
AGC134	Machine Operation III (2)
AGC141	Soils II (1)
AGC142	Grades II (1)
AGC143	Machines Theory II (1)
AGC144	Machine Operation IV (2)
AGC151	Machines Theory III (.5)
AGC152	Advanced Safety (1)
AGC153	Soils III (1)
AGC154	Machine Operation V (2.5)
AGC161	Finishing and Grading (1.5)
AGC162	Operator Supervision (1)
AGC163	Machine Operation VI (2.5)

Other Requirements

Students must earn:

- a cumulative grade point average (CGPA) of at least a 2.0 on a 4.0 scale
- at least one-third of the certificate credits from CAC.

SCHOOL BUSINESS ADMINISTRATION

SCHOOL BUSINESS ADMINISTRATION AAS

Total Credits: 60

The School Business Administration AAS Degree provides specialized workplace skills enhancing options for progressive or lateral career options in school business administration. This is a workforce degree and for AZ Association of School Business Officials (AASBO) only.

General Education Requirements (19-20)

Written Communications (3)

Select one:

ENG101	English Composition III (3)	
ENG121	Applied Technical Writing (3)	

Oral Communications (3)

COM100	Fundamentals of Human Communication (3)	or higher
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Art and Humanities (3)

Select courses numbered 100 or above from the following: ART, HMC, LIT, MHL, PHI, and THE. Students may also choose any course from the Art or Humanities AGEC lists. The required courses must represent two different departments for the Art and Humanities category. For example, students may not take a HIS course to fulfill their Art and Humanities requirement, if they are using another HIS course to complete their Social and Behavioral Sciences requirement.


Social and Behavioral Sciences (3)

Select courses numbered 100 or above from the following: ABS, ECN, GEO, HIS, POS, PSY, and SOC. Students may also choose any course from the Social and Behavioral Sciences category. The required courses must represent two different departments for the Social and Behavioral Sciences category. For example, student may not take a HIS course to fulfill their Arts and Humanities requirement, if they are using another HIS course to complete their Social and Behavioral Sciences requirement. Students may not use BUS123.

Physical and Biological Sciences (4)

Select a 4-credit course with lab numbered 100 or above from the Biological and Physical Science Lab list. Students may also choose a course from the Biological and Physical Lab Science AGEC list.

Mathematics (3-4)

MAT141 College Mathematics, Standard (4) 
or higher

Core and Electives Requirements (38)

Complete the School Business Administration Certificate (33 credits) as follows:

BUS123 Human Relations (3) 

(30*) credits from the following list of course options including up to (8) credits from the subsequent list of workshops:

SBO290 Business Manager Internship (3)

Select one:

SBO124A SBO Budget and Finance (3)

SBO124 Budget and Finance for SBO (2)

Select one:

SBO125A SBO Purchasing (3)

SBO125 Purchasing for SBO (2)

Select one:

SBO126A SBO Food Service Operations (3)

SBO126 Introduction to School Food Service (2)

Select one:

SBO127A SBO Risk Management/School Law (3)

SBO127 Risk Management for SBO (2)

Select one:

SBO128A SBO Management (3)

SBO128 School Business Management for SBO (2)

Select one:

SBO130A SBO Accounting (3)

SBO130 Accounting for SBO (2)

Select one:

SBO131A SBO Maintenance and Operations (3)

SBO131 Maintenance and Operations for SBO (2)

Select one:

SBO132A SBO Personnel (3)

SBO132 Personnel for SBO (2)

Select one:

SBO133A SBO Information Technology (3)

SBO133 Information Systems for SBO (2)

Select one:

SBO134A SBO Transportation (3)

SBO134 Transportation for SBO (2)

Select one:

SBO180A Advanced Purchasing (3)

SBO180 Advanced Purchasing (2)

Select one:

SBO181A Advanced Budget and Finance (3)

SBO181 Advanced Budget and Finance (2)

Select one:

SBO182A Advanced Maintenance & Transportation (3)

SBO182 Advanced Maintenance & Transportation (2)

Students may include up to (8) credits from the following list of (.5) credit workshops to complete the required 30 credits:

SBO201 Maintenance and Operations Seminar/Workshop (.5)

SBO202 Employee Benefits Seminar/Workshop (.5)

SBO203 Information Systems Seminar/Workshop (.5)

SBO204 Budget and Finance Seminar/Workshop (.5)

SBO205 Purchasing for Users Seminar/Workshop (.5)

SBO206 Food Service Seminar/Workshop (.5)

SBO207 Risk Management Seminar/Workshop (.5)

SBO208 Legislation Seminar/Workshop (.5)

SBO210 Fixed Assets Seminar/Workshop (.5)

SBO211 Energy Management Seminar/Workshop (.5)




SBO212 Personnel Seminar/Workshop (.5)
 SBO213 Office Technology Seminar/Workshop (.5)
 SBO214 Capital Financing Seminar/Workshop (.5)
 SBO215 Student Attendance Seminar/Workshop (.5)
 SBO218 School Business Management Seminar/
 Workshop (.5)
 SBO220 Grant Accounting/Reporting Seminar/
 Workshop (.5)
 SBO224 Financial Coding and Reporting Seminar/
 Workshop (.5)
 SBO225 Students FIRST Seminar/Workshop (.5)
 SBO230 Payroll Seminar/Workshop (.5)
 SBO234 Financial Data Analysis Seminar/Workshop (.5)
 SBO240 Accounts Payable Seminar/Workshop (.5)
 SBO244 Transportation Seminar/Workshop (.5)
 SBO250 Audit Compliance Seminar/Workshop (.5)
 SBO254 Fund Accounting Seminar/Workshop (.5)
 SBO260 Auxiliary/Student Activity Funds Seminar/
 Workshop (.5)
 SBO270 GASB 34 Seminar/Workshop (.5)

Other Requirements (3)

Reading Competency: RDG100 College Reading 
OR

Equivalent reading assessment test score

Computer Competency (3):

CIS120 Survey of Computer Information Systems (3) 
 or higher

Students must earn:

- a minimum grade of C in each required course
- a cumulative grade point average (CGPA) of at least a 2.0 on a 4.0 scale
- a minimum of 20 credits from CAC
- a minimum of 60 credits.

SCHOOL BUSINESS

ADMINISTRATION CERTIFICATE

Total Credits: 33

The School Business Administration Certificate provides specialized workplace skill enhancing options for progressive or lateral career options in school business administration. Designed only for AZ Association of School Business Officials (AASBO) members/employees.

Required Courses (33)

BUS123 Human Relations (3) 

30 credits from the following list of course options including up to eight credits from the subsequent list of workshops:

SBO124A SBO Budget and Finance (3)
OR
 SBO124 Budget and Finance for SBO (2)

 SBO125A SBO Purchasing (3)
OR
 SBO125 Purchasing for SBO (2)

 SBO126A SBO Food Service Operations (3)
OR
 SBO126 Introduction to School Food Service (2)

 SBO127A SBO Risk Management/School Law (3)
OR
 SBO127 Risk Management for SBO (2)

 SBO128A SBO Management (3)
OR
 SBO128 School Business Management for SBO (2)

 SBO130A SBO Accounting (3)
OR
 SBO130 Accounting for SBO (2)

 SBO131A SBO Maintenance and Operations (3)
OR
 SBO131 Maintenance and Operations for SBO (2)

 SBO132A SBO Personnel (3)
OR
 SBO132 Personnel for SBO (2)

 SBO133A SBO Information Technology (3)
OR
 SBO133 Information Systems for SBO (2)

 SBO134A SBO Transportation (3)
OR
 SBO134 Transportation for SBO (2)

 SBO180A Advanced Purchasing (3)
OR
 SBO180 Advanced Purchasing (2)

 SBO181A Advanced Budget and Finance (3)
OR
 SBO181 Advanced Budget and Finance (2)
 SBO182A Advanced Maintenance & Transportation (3)
OR
 SBO182 Advanced Maintenance & Transportation (2)



DEGREES AND CERTIFICATES

SBO290 Business Manager Internship (no lab) (3)

Students may include up to eight credits from the following list of .5 credit workshops to complete the required 30 credits.

- SBO201 Maintenance and Operations Seminar/Workshop (.5)
- SBO202 Employee Benefits Seminar/Workshop (.5)
- SBO203 Information Systems Seminar/Workshop (.5)
- SBO204 Budget and Finance Seminar/Workshop (.5)
- SBO205 Purchasing for Users Seminar/Workshop (.5)
- SBO206 Food Service Seminar/Workshop (.5)
- SBO207 Risk Management Seminar/Workshop (.5)
- SBO208 Legislation Seminar/Workshop (.5)
- SBO210 Fixed Assets Seminar/Workshop (.5)
- SBO211 Energy Management Seminar/Workshop (.5)
- SBO212 Personnel Seminar/Workshop (.5)
- SBO213 Office Technology Seminar/Workshop (.5)
- SBO214 Capital Financing Seminar/Workshop (.5)
- SBO215 Student Attendance Seminar/Workshop (.5)
- SBO218 School Business Management Seminar Workshop (.5)
- SBO220 Grant Accounting/Reporting Seminar/Workshop (.5)
- SBO224 Financial Coding and Reporting Seminar/Workshop (.5)
- SBO225 Students FIRST Seminar/Workshop (.5)
- SBO230 Payroll Seminar/Workshop (.5)
- SBO234 Financial Data Analysis Seminar/Workshop (.5)
- SBO240 Accounts Payable Seminar/Workshop (.5)
- SBO244 Transportation Seminar/Workshop (.5)
- SBO250 Audit Compliance Seminar/Workshop (.5)
- SBO254 Fund Accounting Seminar/Workshop (.5)
- SBO260 Auxiliary/Student Activity Funds Seminar Workshop (.5)
- SBO270 GASB 34 Seminar/Workshop (.5)



Visit centralaz.edu/ for more information.

Thank you for reviewing the degree & certificate options offered at Central Arizona College!

Other Requirements

Students must earn:

- a cumulative grade point average (CGPA) of at least a 2.0 on a 4.0 scale
- at least one-third of the certificate credits from CAC.

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This catalog was prepared on the basis of the best information available at the time of publication. Catalog information is subject to changes without notice, obligation or liability.



Course Descriptions



Various CAC photos



Course Delivery

Central Arizona College offers classes in a variety of modalities and formats including on-site, face-to-face, hybrid, online, interactive television, open entry/closed exit and accelerated. While assignments and methods vary, all classes, regardless of modality or format, hold students to the same rigorous, high academic standards.

The Class Schedule indicates the delivery format of a class. Students are responsible for understanding the methods and expectations of the format for each course prior to the first day of class. Information about the various modalities and formats can be found on the Central Arizona College website.

Courses for Programs with Special Requirements

Courses for programs with special requirements are not included in the CAC Academic Catalog. Students may find these courses via the CAC website in the online schedule or in the course outlines. Students should contact the Advising Department for information about courses required for degrees and certificates with special requirements.

Previously Known Courses

Courses that have changed prefix, number, or title within the past two years will indicate the previous prefix number or title directly under the current prefix, number, and title as “Previously known as...”

Prerequisites and Corequisites

A *prerequisite* is a requirement the student must meet prior to enrollment in a course. A *corequisite* is a requirement the student must meet concurrently with a course. Some courses carry a requirement of *prerequisite or corequisite* which may be met prior to the course OR concurrently with the course.

For a student to receive credit for a course that is a prerequisite or corequisite, the student must receive a grade of C or better in the course, complete a competency exam, or provide an equivalent CAC approved assessment.

“*Instructor consent*” may be secured directly from the course instructor and permits a student to enroll in a course without the prerequisite or corequisite; however, it does not guarantee a waiver of prerequisites or corequisites for any other course.

Dropping a corequisite will result in the student being withdrawn from the course requiring the corequisite.

Additional Course Information: Times for Credit, Grading Options, Typically Offered, Credit Breakdown

Courses may not be repeated for credit unless it is noted in the course description. Courses may not be repeated in the same semester.

Students may select “*Satisfactory/Unsatisfactory*” grading for courses if that option is noted in the course description; however, students may not choose “*Satisfactory/Unsatisfactory*” for courses applied to a certificate or degree.

If a course is consistently offered only for a specific semester, this information will be indicated at the end of the course description. Students should contact the Advising Department or check the course schedule to confirm whether a course will be offered during the semester they plan to enroll.

Each course description will indicate the credit value for a course and how those credits break down. If a course credit value is reflected by practicum or internship credits, the credit breakdown will indicate how many contact hours may be expected for that course.

Special Courses

078/088/098/198/298 Selected Topics

Credit Varies

Courses numbered as 078, 088, 098, 198 or 298, also known as Selected Topics, offer experimental curriculum on a short-term basis. Learning competencies vary based on the level of the course and the subject matter. Selected Topics can be offered in any discipline with appropriate approvals; however, they may not transfer and are degree applicable only with special approval. They are valid for one academic year and ineligible for financial aid.

080-099 Developmental

Credit Varies

Courses between 080 and 099 are considered developmental, offering pre-college level learning competencies. They are ineligible for financial aid.

196/296 Internships

Credit Varies

Offering hands-on application of skills in a work experience environment outside the college setting, courses numbered 196 or 296 are professionally supervised internships.

ICON LEGEND:

AGEC:



Intensive Writing: *IW*

Reading Required: RDG100:

SUN Course:



Arizona General Education Curriculum (AGEC)

The  icon indicates a course is approved to fulfill one or more Arizona General Education Curriculum (AGEC) categories. The Intensive Writing  icon specifically indicates a course is approved as an Intensive Writing AGEC course.

The AGEC allows students attending any Arizona public community college or tribal postsecondary institution to build a general education curriculum that is transferable upon completion to another Arizona public community college, tribal postsecondary institution, or state university. The AGEC has three forms: the **AGEC-A** (35-36 credits), **AGEC-B** (35-36 credits) and **AGEC-S** (35-37 credits).

Arizona community and tribal colleges are obligated to accept AGEC coursework from other Arizona community or tribal colleges. CAC accepts AGEC approved courses from Arizona colleges and universities and applies them toward CAC AGEC requirements.

The certified CAC **AGEC Certificate** (35 credits) is transferable from one Arizona public community college or tribal postsecondary institution to another Arizona public community college, tribal postsecondary institution, or Arizona public university.


AGEC Grandfather Clause

CAC accepts transferred general education courses toward AGEC requirements provided the courses were taken prior to fall 1999 and the current course equivalent at CAC fulfills one or more AGEC requirement. Students must provide evidence of fulfilling the Intensive Writing AGEC requirement.

Cross Listed Courses

Courses indicated as cross listed with another course are identical in content. Students will only receive credit for one of the two courses. Students should consult an academic advisor to determine the best course to achieve their academic goal.

RDG100 College Reading

A course showing a "Reading Required"  icon indicates that the specified course requires RDG100 or an equivalent reading assessment score as a prerequisite or corequisite.

Shared Unique Number System SUN#

The Shared Unique Number (SUN) code for select general education and major preparation courses offers Arizona course transfer information. The SUN designation/icon indicates transferability within the Arizona Transfer System that includes the three public universities and public and tribal community colleges. For specific course transferability status consult the Course Equivalency Guide (CEG) on the AZTransfer website: aztransmac2.asu.edu/cgi-bin/WebObjects/CEG.

ICON LEGEND:

AGEC: 

Intensive Writing: 

Reading Required: RDG100: 

SUN Course: 

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This catalog was prepared on the basis of the best information available at the time of publication. Catalog information is subject to changes without notice, obligation or liability.



APPROVED COURSES

The following list of Central Arizona College academic courses includes courses which are offered every semester as well as courses offered only on a cyclical program basis. Please see the Class Schedule for a listing of currently offered courses. Also, consult an academic advisor for guidance to efficiently and effectively complete your academic goals.

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ICON LEGEND:

AGEC:

Intensive Writing: *IW*

Reading Required: RDG100:

SUN Course:



ACCOUNTING (ACC)

ACC100 Fundamentals of Accounting

3 Credits (3 Lectures)

The basics of accounting for a small business with emphasis on recording transactions, posting to the general ledger, preparing financial statements, recording payroll, accounting for inventory and accrual accounting.

Prerequisite or corequisite: RDG100.

ACC121 Income Tax Fundamentals

3 Credits (3 Lectures)

Theory, rules and procedures used in preparing federal income tax returns for individuals. *Prerequisite:* RDG100.

ACC201 Financial Accounting

3 Credits (3 Lectures) ACC 2201

Theory and practice of accounting applicable to the accumulation, reporting and uses of financial information for corporations. *Recommended: Students who struggle with numerical data may best be advised to first complete ACC100 which places heavy concentration on the mechanics of accounting. Prerequisite:* RDG100.

ACC202 Managerial Accounting

3 Credits (3 Lectures) ACC 2202

Selection and analysis of accounting information for internal organization use by management. *Prerequisite:* ACC201 .

ACC222 Payroll Accounting

3 Credits (3 Lectures)

Functions and practical operation of payroll accounting, with examinations of current payroll tax laws, methods of computing wages and salaries, timekeeping methods and microcomputer software for payroll systems.

Prerequisite: ACC100 OR ACC201 .

ACC226 Accounting with QuickBooks Pro®

3 Credits (3 Lectures)

Practical application of accounting utilizing QuickBooks Pro. Topics covered will include the general ledger, accounts receivable, accounts payable, job costing, payroll and inventory. *Prerequisite:* ACC100 OR ACC201 .

Note: Students with accounting experience may request an instructor waiver.

ACC227 Accounting with Sage 50 Complete®

3 Credits (3 Lectures)

Practical application of accounting concepts utilizing Sage 50 Complete® (formerly Peachtree®). This course covers: accounts payable, accounts receivable, payroll, inventory, job costing, fixed assets, and time and billing features of Sage 50 Complete®. *Prerequisite:* ACC100 OR ACC201 .

Note: Students with accounting experience may request an instructor waiver.

AGRICULTURE BUSINESS (AGB)

AGB100 Introduction to Agriculture Business

3 Credits (2 Lectures, 3 Labs)

Entrepreneurship in agribusiness, including marketing, budgeting, financial statements, purchasing, business structure, customer relations and inventory control. *Prerequisite or corequisite:* RDG100.

AGB121 Fundamentals of Agricultural and Environmental Economics

3 Credits (3 Lectures)

An introductory analysis of the agriculture economy addressing economic principles, farm management and marketing of agriculture products. *Prerequisite:* RDG100.

AGB123 Agriculture Accounting

3 Credits (3 Lectures)

Agriculture accounting principles and practices.

AGB124 Microcomputers in Agriculture

3 Credits (2 Lectures, 3 Labs)

Introduction to the operation and capabilities of microcomputers in agriculture applications. Simple programming, data analysis, graphical display, spreadsheets and word processing are included. *Prerequisite:* RDG100.

Consult an academic advisor as to how this course meets CAC's Computer Competency degree requirement.

AGB130 Agricultural Leadership

1 Credit (1 Lecture)

This course enhances personal development and communication skills in the areas of academic education, career success and community leadership. *May be taken two times for credit. Prerequisite:* RDG100.

ICON LEGEND:

AGEC:

Intensive Writing:

Reading Required: RDG100:


SUN Course:

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AGB213 Introduction to Agricultural Commodity and Food Marketing

3 Credits (3 Lectures) 

An investigation of the organizational, institutional and economic principles that form the agricultural and food marketing systems in the United States. Applications of microeconomics, market performance and international trade analysis are included. *Prerequisite: RDG100.*

AGB225 Agriculture Business Analysis

3 Credits (3 Lectures)

Covers the development of a modern agribusiness to include a business plan in detail including: Executive Summary, Mission Statement/Business Description, Business Environment, Marketing Plan, Operations Plan, Management Team, Financial Plan, Legal/Insurance Section, Critical Risks, Assumptions/Conclusions, and Harvest Strategy.

Prerequisite: AGB100


AGB234 Agricultural Leadership Development

3 Credits (3 Lectures) 

Characteristics of effective leaders, including leadership styles and strategies for the management and organization of youth groups in agriculture. Practice in leadership development techniques. *Prerequisite: RDG100.*



AGRICULTURE SCIENCE (AGS)

AGS101 World of Plants

4 Credits (3 Lectures, 3 Labs)  



The structure, function and use of plants in the living world and scientific experiences relating to the plant kingdom and the plant environment. *Prerequisite or corequisite: RDG100.*

AGS104 Agricultural Environmental Science

4 Credits (3 Lectures, 3 Labs)  

Science-based approaches to understanding the environmental concepts of ecosystems, population dynamics and agricultural sustainability. *Prerequisite: RDG100.*

AGS106 Entomology

4 Credits (3 Lectures, 3 Labs)  

Identification, classification, control and management of insects and other land arthropods affecting humans and their environment. *Prerequisite: RDG100.*


AGS110 Agricultural Mechanics I


3 Credits (2 Lectures, 3 Labs)

Develop fundamental knowledge and skills related to production and urban agricultural industry, including operation and maintenance of mechanical hand tools, electrical wiring, plumbing and irrigation, arc, gas metal arc welding and oxy-fuel welding. *Field trips required.*

AGS122 Natural Resources and Conservation

3 Credits (3 Lectures)  

The conservation and multiple use of natural resources, including recreation, water, forestry, range, soils, wildlife, fossil and alternative fuels. *Prerequisite: ENG101 .*

Prerequisite or corequisite: ENG102 .


AGS140 Agricultural Mechanics II

3 Credits (2 Lectures, 3 Labs)

Study of production and urban agricultural industry, including Global Positioning Systems, urban and production agricultural equipment, concrete construction, surveying, three-view drawings and bill of materials. *Field trips required.*

Prerequisite: AGS110 or instructor consent.

AGS195A Careers in Environmental Science

1 Credit (.5 Lecture, 2 Labs) 

An introduction to the various careers and industries associated with the environmental science field. Students build industry network relationships. *Field trip required.*

Corequisite: RDG100.

AGS196 Agriculture Internship

1 Credit (1 Internship) 

Students work in agriculture internship placements tailored to the students' academic program, interests and skills. *May be taken more than four times for credit. Prerequisites: RDG100 and instructor consent.*

AGS204 Environmental Sustainability

3 Credits (3 Lectures)  

Understanding the Earth's environment and the important challenges facing humanity, including climate change, pollution, loss of biodiversity and water shortages. *Students must attend at least one local governmental environmental science forum. Prerequisite: RDG100.*

ICON LEGEND:

AGEC: 

Intensive Writing: 

Reading Required: RDG100: 

SUN Course: 



AGS221 Soil Science

4 Credits (3 Lectures, 3 Labs)

Fundamental principles of soil science, including the origin, nature and classification of soils; emphasizing the chemical, physical and biological properties in relation to plant growth and nutrition of plants. Also emphasized are non-plant uses of soils and soils in the environment. *Prerequisite:* RDG100.

AGS235 Principles of Sonoran Horticulture

Previously known as AGS235 Principles of Horticulture

3 Credits (2 Lectures, 3 Labs)

A comprehensive study of southwestern horticulture including the five Indian nations and their traditional native plants. Principles and skills in the science, operations and management of field, orchard, and ornamental horticultural plant propagation using seed, cutting, budding, and grafting in propagating plants for greenhouses and outdoor nurseries. Also covered are design techniques for native landscape planning, gardening and construction. *Prerequisite:* RDG100.

AGS240 Plant Biology

4 Credits (3 Lectures, 3 Labs)

A study of the origin, evolution, anatomy, function and ecology of land plants. Genetics, cellular structure, reproduction and the anatomy of stems, roots, leaves, flowers and fruits are described. Includes aspects of plant physiology, photosynthesis, respiration, transpiration, integrated pest management and plant soil-water relationships. *Prerequisite:* RDG100.

AGS296 Agriculture Internship

3 Credit (3 Internships)

Students work in agriculture internship placements tailored to the students' academic program, interests and skills. *May be taken two times for credit. Prerequisites:* RDG100 and instructor consent. *Note:* Students may serve as an intern for a local agricultural company more than one semester during their CAC enrollment.

ADMINISTRATION OF JUSTICE (AJS)

AJS101 Introduction to Administration of Justice

3 Credits (3 Lectures)

History and philosophy of the Criminal Justice System. Organization and jurisdiction of local, state and federal law enforcement, judicial and correctional systems. Career

opportunities and qualifying requirements, terminology and constitutional precedence. *Prerequisite or corequisite:* RDG100.

AJS110 Public Safety Dispatch Education and Training

3 Credits (3 Lectures)

An introduction to the theories, methods and techniques of public safety dispatching for police, fire and EMS agencies to include actual scenario-based instruction and practice.

AJS122 Traffic Control

3 Credits (3 Lectures)

Analysis of traffic control, fundamentals of traffic accident investigation and motor vehicle law, including Arizona laws.

AJS123 Ethics and the Administration of Justice

3 Credits (3 Lectures)

Explore ethical issues in the justice system. Focus on ethics and the law, the police, the courts and corrections. Review ethical theory related to the administration of justice.

Prerequisite: RDG100.

AJS124 Defense Tactics

3 Credits (2.75 Lectures, 1 Lab)

Physical control of suspects, including handcuffing, search security, baton, come-alongs and defense tactics. *Prerequisite:* Certification of Good Health.

AJS130 Firearms

3 Credits (2 Lectures, 3 Labs)

Firearm safety, marksmanship, combat shooting, and legal responsibilities.

AJS140 Communications in Law Enforcement

3.5 Credits (3 Lectures, 2 Labs)

Use of modern technology in gathering and processing information, written reports and techniques of police radio use.

AJS209 Substantive Criminal Law

3 Credits (3 Lectures)

Philosophy of legal sanctions and historical development from common law to modern American criminal law, classifications of crimes, elements of and parties to crimes, general definitions of crimes and common defense. *Prerequisite:* AJS101 .

ICON LEGEND:

AGEC:

Intensive Writing:

Reading Required: RDG100:

SUN Course:

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AJS210 Constitutional Law

3 Credits (3 Lectures)

An examination of the U.S. Constitution, to include its history and its effect on both the individual and the criminal justice system. Emphasis is on United States Supreme Court cases that delineate the legal doctrines relevant to defining the Constitution's guarantees of liberty. *Prerequisite:* AJS101 or POS101 .

AJS212 Juvenile Justice Procedures

3 Credits (3 Lectures)

History and development of juvenile justice theories, procedures and institutions. *Prerequisite:* AJS101 or SOC101 .

AJS222 Criminalistics

3 Credits (3 Lectures)

Introduction to the scientific aspects of criminal investigation and the crime laboratory's role in the criminal justice system. Emphasis on the collection, preservation and transportation of evidence and the techniques of examining physical evidence to include modern criminalistic research developments. *Prerequisite:* AJS101 .

AJS224 Police Administration

3 Credits (3 Lectures)

Principles of administration, organization and management; responsibilities and interrelationships of administrative and line-and-staff services; and analysis of functional divisions of modern police and correctional operations. *Prerequisite:* AJS101 .

AJS225 Criminology

3 Credits (3 Lectures) *IW*

Theories of criminality and the economic, social and psychological impact of crime, victimization and relationships between statistics and crime trends. *Prerequisite:* AJS101 or SOC101 . *Prerequisite or corequisite:* ENG102 .

AJS230 The Police Function

3 Credits (3 Lectures)

Theories of procedures and methods of operation of public police emphasizing discretionary powers, with a survey of career opportunities and current trends in law enforcement. *Prerequisite:* AJS101 .

AJS240 The Corrections Function

3 Credits (3 Lectures)

History and development of correctional theories and institutions. *Prerequisite:* AJS101 .

AJS260 Procedural Criminal Law

3 Credits (3 Lectures)

Introduction to procedural criminal law; focusing on court holdings, procedural requirements, and effect on the daily operations of law enforcement. *Prerequisite:* AJS101 .

AJS270 Community Relations

3 Credits (3 Lectures)

Recognition and understanding of community problems; methods of coping with crisis situations, victimology, ethnic and minority cultures; and cooperating with personnel in community action programs and local police operations. *Prerequisite:* AJS101 .

AJS275 Criminal Investigations

3 Credits (3 Lectures)

Theory of criminal investigation, crime scene procedures, case preparation, interviewing and basic investigative techniques. *Prerequisite:* AJS101 .

AJS295 Internship

3 Credits (Internship)

Internship in the Criminal Justice field to provide employment experience. *May be taken two times for credit. Prerequisite:* AJS101 .

ANIMAL SCIENCE (ANS)

ANS101 Animal Industry

3 Credits (2 Lectures, 3 Labs) *R*

Fundamental principles of animal, dairy, equine and poultry science focusing on production, marketing and distribution. *Prerequisite:* RDG100.

ANS102 Horsemanship I

3 Credits (1 Lecture, 6 Labs)

Fundamental knowledge and skill development in horse anatomy and function. Conformation and riding is emphasized in this course. Individual help is given in areas needed. *The student must supply a horse and tack for this course. May be taken two times for credit.*

ANS104 Human and Animal Interrelationships from Domestication to Present

3 Credits (3 Lectures) *R*

Evaluation of interrelationships between humans and animals from ancient to modern times, including evolution through

ICON LEGEND:

AGEC:

Intensive Writing: *IW*

Reading Required: RDG100: *R*

SUN Course:



domestication of animals in Europe and the New World.

Prerequisite or corequisite: RDG100.

ANS110 Horse Event Production

3 Credits (2 Lectures, 3 Labs)

Horse event production for future equine professionals including organizing shows, events or clinics related to the equine industry. *Prerequisite: ANS200.*

ANS111 Horseshoeing I

3 Credits (2 Lectures, 3 Labs)

Fundamentals for the beginning horseshoer, including horse anatomy and physiology relative to the proper shoeing of horses.

ANS121 Equine Facility Management I

3 Credits (2 Lectures, 3 Labs)

This course is designed to educate students in safe and effective equine facilities management. *Students boarding a horse in a CAC facility must sign up for the Equine Facility Management course.*

ANS122 Equine Facilities Management II

3 Credits (2 Lectures and 3 Labs)

Students will plan, design and perform a cost analysis of a horse facility, paying attention to safety and ease of use.

Students boarding a horse at Central Arizona College must sign up for this course.

ANS131 Equine Behavior and Training I

Previously known as ANS131 Training the Roping Horse

3 Credits (1 Lecture, 6 Labs)

Fundamentals of starting a horse in roping events including the many stages of roping, from starting the horse in the pen through finishing the horse out of a roping box. The emphasis is on correct horsemanship principles as well as physical and mental preparation of the horse and rider. *The student must supply the horse and tack for this course. May be taken two times for credit. Prerequisite: ANS121.*

ANS172 Introduction to Western Horsemanship

3 Credits (2 Lectures, 3 Labs)


An introduction to the basic theories of western horsemanship with an emphasis on correct seat, leg and hand positions. Course includes proper equine handling techniques. Students will ride in a schooling show environment using western tack. *Satisfactory/Unsatisfactory grading option is available. May be taken two times for credit.*

ANS195 Careers in Veterinary Science

1 Credit (1 Lecture)

An introduction to the various careers and industries associated with the veterinary science field. Students build industry network relationships.

ANS200 Introduction to Equine Science

3 Credits (3 Lectures) 

Introduction to equine sciences including basic structure and function of equine anatomy, disease prevention and treatment, common breeds and nutritional requirements of horses.

Prerequisite: RDG100.

ANS202 Horsemanship II

3 Credits (1 Lecture, 6 Labs)

Advanced Horsemanship emphasizing correct horsemanship practices, stabling, training, healthcare and parasite control, horse anatomy and function, conformation and riding (cues, aids, gaits and maneuvers). *The student must supply a horse and tack for this class. May be taken two times for credit.*

Prerequisites: ANS102 and ANS121.

ANS211 Advanced Horseshoeing

3 Credits (2 Lectures, 3 Labs)

Advanced skills in shoeing horses to eliminate and/or correct lameness to the extent that the animal remains useful and pain free. *Prerequisite: ANS111.*

ANS213 Animal Genetics

3 Credits (3 Lectures)

Principles of domestic animal genetics, including molecular, classical and population genetics. *Prerequisite: BIO100 or higher.*

ANS215 Anatomy and Physiology of Domestic Animals

4 Credits (3 Lectures, 3 Labs)

Functional anatomy and systemic physiology of domestic animals with emphasis on physiological systems of importance to animal production. *Prerequisite: BIO100 or higher.*

ANS216 Equine Anatomy and Physiology

3 Credits (3 Lectures)

Introduction to the structure and function of the equine. Includes cell structure, and anatomy and physiology of major systems including skeletal, muscular, circulatory and digestive systems. *Prerequisite: ANS200.*

ICON LEGEND:

AGEC: 

Intensive Writing: *IW*

Reading Required: RDG100: 

SUN Course: 

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COURSE DESCRIPTIONS

ANS220 Artificial Insemination

3 Credits (2 Lectures, 3 Labs)

Anatomy and physiology of reproduction, heat detection, semen handling, herd management and the techniques of artificial insemination.

ANS223 Advanced Equine Training

Previously known as ANS223 Training for Timed Events

3 Credits (1 Lecture, 6 Labs)

Fundamental concepts and basic horsemanship skills applied to training a timed event horse, including conformation and bloodlines, types and uses of equipment and training methods. Physical and mental conditioning of both horse and rider along with fundamentals needed to help the horse perform to its highest potential in a competition setting. *May be taken three times for credit. Prerequisite: ANS231*

ANS226 Feeds and Feeding

3 Credits (3 Lectures)

Fundamentals of nutrition through feeds and feeding. Identification and classification of livestock feeds. Discuss anatomy and physiology of digestion. Computation of standards rations for livestock.

ANS231 Equine Behavior and Training II

Previously known as ANS231 Training the Roping Horse II

3 Credits (1 Lecture, 6 Labs)

Advanced training of the roping horse, both in the pen and from the roping box. Emphasis on correct horsemanship principles, as well as, physical and mental preparation of the horse and rider. *The student must supply the horse and tack for this course. May be taken two times for credit. Prerequisite: ANS131 or instructor consent. Recommended: ANS122.*

ARCHAEOLOGY (ARH)



ARH200 Principles of Archaeology

3 Credits (3 Lectures)  

History of archaeological research; survey of concepts, methods, and goals of archaeology as a subdiscipline of anthropology. Analysis and synthesis of archaeological data. Theories in archaeology, including theories of cultural evolution. *Prerequisite: RDG100.*




ART (ART)

ART100 Art Appreciation

3 Credits (3 Lectures)  




Introduction to the history, vocabulary, materials and processes of art with an emphasis on painting, sculpture and architecture. *Prerequisite or corequisite: RDG100.*

ART101 Two-Dimensional Design

3 Credits (2 Lectures, 3 Labs)  ART1112  

A study of perception, emphasizing the elements and principles of design as a basis of all creative work in the visual arts. Emphasis on two-dimensional media. *Prerequisite or corequisite: RDG100.*

ART102 Three-Dimensional Design

3 Credits (2 Lectures, 3 Labs)  ART1115  

A study of perception, emphasizing the elements and principles of design as a basis of all creative work in the visual arts, with emphasis on three-dimensional media. *Prerequisite or corequisite: RDG100.*

ART103 Beginning Jewelry and Metalwork

3 Credits (2 Lectures, 3 Labs)  

Basic jewelry design and metalwork techniques for the beginner. *Prerequisite or corequisite: RDG100.*

ART104 Advanced Jewelry and Metalwork

3 Credits (2 Lectures, 3 Labs)

Advanced jewelry design and metalwork techniques. *May be taken more than four times for credit. Prerequisite: ART103.*

ART105 Ceramics I

3 Credits (2 Lectures, 3 Labs)  


An overview of hand building, wheel throwing, glazing, materials and concepts of ceramics as a foundation for further work in ceramic arts. *Prerequisite or corequisite: RDG100.*

ART106 Ceramics II

3 Credits (2 Lectures, 3 Labs)

Instruction in advanced ceramic techniques and in-depth study of one or more construction techniques and/or surface treatments. *May be taken up to four times for credit. Prerequisite: ART105.*

ART107 Drawing I

3 Credits (2 Lectures, 3 Labs)  ART 1111

Introductory study of linear perspective, classical shading theory and composition using basic drawing media, including

ICON LEGEND:

AGEC: 

Intensive Writing: *IW*

Reading Required: RDG100: 

SUN Course: 

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perspective theory, local values of objects, depiction of 3-dimensional space and the basic principles of design.

ART108 Intermediate Drawing

3 Credits (2 Lectures, 3 Labs)

Drawing with emphasis upon the creative use of various media, tools, supports and techniques as a means of expression. *May be taken four times for credit. Prerequisite: ART107.* Recommended: ART101.

ART109 Color Theory

3 Credits (2 Lectures, 3 Labs)

The study of color theory, color perception, psychology of color and their applications to visual design and composition.

ART201 Painting I

3 Credits (2 Lectures, 3 Labs)

An introduction to painting, techniques and subject matter with emphasis on skill building. *Prerequisite: ART107.* Recommended: ART101.

ART202 Painting II

3 Credits (2 Lectures, 3 Labs)

Exploration of color, composition, techniques and subject matter in painting media. *Prerequisite: ART201.* Recommended: ART101.

ART203 Life Drawing I

Previously known as ART203 Life Drawing

3 Credits (2 Lectures, 3 Labs)

An introduction to drawing the human figure emphasizing form, structure, anatomy, gesture, value, and composition. *May be taken four times for credit. Prerequisite: ART107.* Recommended: ART108.

ART204 Watercolor I

Previously known as ART204 Watercolor Painting

3 Credits (2 Lectures, 3 Labs)

The basic techniques of watercolor emphasizing use of materials, water media techniques, value, color, illusion of space and volume, and composition. *May be taken four times for credit. Prerequisite: ART107.* Recommended: ART101 and ART109.

ART205 Intermediate Painting

3 Credits (2 Lectures, 3 Labs)

Advanced projects in painting with emphasis on composition and personal stylistic development. *May be taken four times for credit. Prerequisite: ART202.*

ART206 Portrait Drawing

3 Credits (2 Lectures, 3 Labs)

Drawing the human figure with emphasis on the structure and anatomy of the face. *May be taken up to four times for credit. Prerequisite: ART107.* RDG100.

ART207 Art History I

3 Credits (3 Lectures) ART 1101

A survey of the history of art from the Prehistoric Era through 1300 C.E. *Prerequisite: RDG100.*

ART208 Art History II

3 Credits (3 Lectures) ART 1102

A survey of the history of art from 1300 CE to the present. *Prerequisite: RDG100.*

ART209 Visual Art, Music and Learning

3 Credits (3 Lectures)

An introduction to the effects of the arts on learning, student learning styles, visual culture and visual arts, and music theory and culture. *Prerequisite: RDG100. Cross Listed: MHL209.*

ART213 Life Drawing II

3 Credits (2 Lectures, 3 Labs)

A study of the human figure with a greater emphasis on skeletal and muscular structure, rendering, perspective, gesture and composition. *May be taken four times for credit. Prerequisites: ART107 and ART203. Recommended: ART108.*

ART215 Printmaking

3 Credits (2 Lectures, 3 Labs)

An introduction to two or more methods of producing fine art prints. *May be taken up to four times for credit. Recommended: ART101, ART107.*

ART220 Character Design and Modeling

3 Credits (2 Lectures, 3 Labs)

An introduction to designing, developing, and modeling a character for illustration, artistic, entertainment or game purposes. The course places an emphasis on the figure in two-dimensional and three-dimensional media. *May be taken four times for credit. Prerequisites: ART107 and ART203. Recommended: ART101, ART102, ART109, and ART213.*

ICON LEGEND:

AGEC:

Intensive Writing:

Reading Required: RDG100:

SUN Course:





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ART221 Sequential Art and Visual Narrative

3 Credits (2 Lectures, 3 Labs)

An introduction to the basic components of sequential art and visual narrative through the use of graphic illustration for artistic, illustration, entertainment, or game purposes. Sequential art is any type of visual storytelling done in a series of panels such as comic books or strips. This course places an emphasis on non-digital two-dimensional mediums. *May be taken up to four times for credit. Prerequisites: ART101 , ART107 , and ART203. Recommended: ART108, ART207 , ART208 , and ART213.*

ANTHROPOLOGY (ASB)

ASB100 Anthropology and You

3 Credits (3 Lectures)



Introduction to cultural anthropology, linguistic anthropology, physical anthropology, and archaeology. Students will investigate the value of the study of anthropology in today's society.

ASB101 Physical Anthropology and Archaeology: Bones, Stones and Human Evolution

4 Credits (3 Lectures, 3 Labs)  



Evidence and processes of human evolution and of culture change. Includes primates, primate comparative anatomy and behavior, biomolecular variation, fossil hominids and their tools, variation models, heredity, environment and human biology, prehistoric culture and society. *Field work activities may be required. Prerequisite: RDG100. Recommended: Students with prior background in biology may have a richer course experience.*

ASB102 Cultural Anthropology

3 Credits (3 Lectures)  

Principles and concepts of sociocultural anthropology and anthropological linguistics with illustrations from a variety of cultures around the world. *Field work activities may be required. Prerequisite: RDG100.*

ASB201 Indians of the Southwest

3 Credits (3 Lectures)  

Cultural geography and social institutions of contemporary Indian cultures of the American Southwest and their antecedents. Includes examining similarities and differences, gender roles, and the historic and contemporary relations of Southwestern Indian cultures and federal and state

governments of Spain, Mexico and the U.S. *Field work activities may be required. Prerequisite: RDG100.*



ASB203 Introduction to the Principles of Human Rights

3 Credits (3 Lectures)

Introduction to the principles and concepts of human rights. Various human rights issues are explored within economic, social, and cultural contexts. Students will acquire skills to articulate effective and thoughtful solutions to human rights topics. *Prerequisite: ASB102.*

ASTRONOMY (AST)

AST101 Survey of Astronomy

4 Credits (3 Lectures, 3 Labs)  

An introduction to the history of astronomy, use of astronomical instruments, celestial motion, space flight, planetary systems, structure and evolution of stars, galaxies and cosmology. *Labs will include nighttime observing sessions. Prerequisites: RDG100, MAT092.*

AUTOMOTIVE/DIESEL (AUT)

AUT121 Auto Body Repairing and Refinishing I

4 Credits (2 Lectures, 6 Labs)

An introduction to body repair techniques including surface preparation and painting procedures.

AUT122 Auto Body Repairing and Refinishing II

4 Credits (2 Lectures, 6 Labs)

Emphasis on detailed body repair procedures and advanced painting techniques. Principles of wire feed welding, unibody construction and repair. *Prerequisite: AUT121.*

BIOLOGY (BIO)

BIO100 Biology Concepts

4 Credits (3 Lectures, 3 Labs)  

Basic principles and concepts of biology. Exploration of methods of scientific inquiry and behavior of matter and energy in biological systems. Fieldtrips may be required. *Prerequisite: RDG100.*

ICON LEGEND:

AGEC: 

Intensive Writing: *IW*

Reading Required: RDG100: 

SUN Course: 



BIO109 Natural History of the Southwest

4 Credits (3 Lectures, 3 Labs)

A study of the common plants and animals of the southwest, including identification, distribution, adaptations, behavior and ecology; including regional geography/climate. Introduction to basic field and laboratory techniques used in natural history studies with an emphasis on the Sonoran Desert. Field trips required at student's expense. *Prerequisite:* RDG100.

BIO156 Human Biology for Allied Health

4 Credits (3 Lectures, 3 Labs)

An introductory course for allied health majors with an emphasis on humans. Topics include fundamental concepts of cell biology, histology, genetics and microbiology. *Prerequisite:* RDG100.

BIO160 Introduction to Human Anatomy and Physiology

4 Credits (3 Lectures, 3 Labs)

An introduction to and study of the structure and function of the human body. Structural organization, homeostasis, control mechanisms and the major organ systems of the body will be emphasized. *Prerequisite:* RDG100.

BIO181 General Biology I

4 Credits (3 Lectures, 3 Labs) BIO 1181

Biological principles of structure and function at the molecular and cellular levels, and processes of scientific inquiry. CHM130 or one year of high school chemistry is recommended. Field trips may be required at student expense. *Prerequisite:* RDG100.

BIO182 General Biology II

4 Credits (3 Lectures, 3 Labs) BIO 1182

Basic evolution and biological diversity, ecology, plant form and function, and animal form and function are explored through processes of scientific inquiry. Field trips may be required at student expense. *Prerequisite:* BIO181 .

BIO201 Human Anatomy and Physiology I

4 Credits (3 Lectures, 3 Labs) BIO 2201

A study of structure and function of the human body, including a general introduction and basic orientation of the human body, basic chemistry for biology, cells, tissues, integumentary system, skeletal system, muscular system, nervous system and the special senses. *Prerequisites:* RDG100 and (BIO156 or BIO181 or a grade of C or better on the Introductory Biology Assessment).

BIO202 Human Anatomy and Physiology II

4 Credits (3 Lectures, 3 Labs) BIO 2202

Continuation of structure and function of the human body. Topics include endocrine, blood, cardiovascular, lymphatic/immune, respiratory, digestive, urinary, acid-base and fluid/electrolyte balance, pregnancy and human development and human genetics. *Prerequisites:* BIO201 , RDG100.

BIO205 Microbiology

4 Credits (3 Lectures, 3 Labs) BIO 2205

Structure and function of micro-organisms and the role they play in the environment and human disease, with emphasis on the medical importance of microbes. Laboratory work includes the handling and identification of micro-organisms. *Prerequisites:* RDG100 and (BIO156 or BIO181 or a grade of C or better on the Introductory Biology Assessment).

BIO206 Biotechnology Instrumentation I

4 Credits (3 Lectures, 3 Labs)

Principles and methodologies of recombinant DNA technology, including preparation of solutions and growth media in a laboratory setting and genetic analyses. *Prerequisite:* BIO181 *Recommended:* Completion of BIO181 with a grade of C or better.

BIO207 Biotechnology Instrumentation II

4 Credits (3 Lectures, 3 Labs)

Principles and methodologies of protein expression, isolation, identification and purification, including immunological and cell culture techniques. *Prerequisite:* BIO206. *Recommended:* Completion of BIO206 with a grade of C or better.

BIO240 General Genetics

3 Credits (3 Lectures)

This course is an intensive introduction to the field of genetics. Emphasis is on the application of cell and molecular biology, inheritance, gene expression/regulation, biotechnology/recombinant DNA technology and genetic analysis principles to modern genetics topics: cancer, bioinformatics, epigenetics, genomics, biotechnology, DNA forensics, stem cells, quantitative inheritance, and population, evolutionary and conservation genetics. Ethical and social issues will be incorporated on a basic level. *Prerequisite:* BIO181 .

BIO299 Introduction to Co-Op: Biotechnology Internship

1 Credit (1 Internship - 45 hours)

Students who wish to gain more experience in the field of biotechnology should be encouraged to do so by receiving credit for their work, especially in the case of long-term internship placement. Students may complete an internship

ICON LEGEND:

AGEC:

Intensive Writing: *IW*

Reading Required: RDG100:

SUN Course:

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COURSE DESCRIPTIONS

each semester including summers for a total of six semesters. *May be taken six times for credit. Prerequisite: BIO206. Recommended: Completion of BIO206 with a grade of C or better.*


BUSINESS (BUS)

BUS100 Introduction to Business

3 Credits (3 Lectures) 


Business administration trends, technology, communication, ethics, economics, business organization and ownership including entrepreneurship, management and production, marketing, finances, laws and regulations and human resources management. *Prerequisite or corequisite: RDG100.*

BUS101 Business Mathematics

3 Credits (3 Lectures) 


A review of arithmetical fundamentals, fractions, decimals and percentages as applied in cash and trade discounts, business statements, commissions, depreciation, interest, negotiable instruments and payroll problems. *Prerequisite: MAT082 or higher. Prerequisite or corequisite: RDG100.*

BUS120 Personal Money Management

3 Credits (3 Lectures) 

A study of consumer decision-making in a technological society where individuals have limited time and income, including planning and budgeting for food, shelter, transportation, healthcare, insurance, savings, investments, debt and taxes. *Prerequisite: RDG100.*

BUS122 Small Business Management

3 Credits (3 Lectures) 


Factors in planning, owning and managing a small business with use of case materials to develop entrepreneurship and managerial/marketing skills. *Prerequisite: RDG100. Offered every fall and spring.*

BUS123 Business Relations

3 Credits (3 Lectures)  

This course explores the development of interpersonal skills and increasing the understanding of the underlying dynamics of human interactions necessary for improving supervision and leadership in the workplace. Topics include work/life balance, communication processes, self-esteem, leadership/management styles and theories, conflict and stress management, developing organizational cultures which value diversity, traits of great presenters, and ethics. *Prerequisite or corequisite: RDG100.*

BUS180 Introduction to Marketing

3 Credits (3 Lectures) 

An introduction to marketing, including product, principles, practices and total marketing process planning and analysis. *Prerequisite or corequisite: RDG100.*

BUS190 Principles of Management and Leadership

3 Credits (3 Lectures)  


A comparative examination of classic and contemporary theories of management and leadership to include the social, ethical, legal and team-building implications of workplace issues. *Prerequisite or corequisite: RDG100.*

BUS196 Applied Business Internship

1 Credit (1 Internship)

Designed for students who have successfully completed at least 15 college credits toward a certificate or degree, this job readiness and internship course helps students develop professional job skills and apply those skills to a 45-hour internship. CAC's Student Services Experiential Learning Coordinator will provide assistance in locating internship site. *May be taken three times for credit. Prerequisite: Successfully complete a minimum of 15 college-level credits.*


BUS201 Legal Environment of Business

3 Credits (3 Lectures) 

An examination of the legal framework governing rules of conduct among businesses and the legal implications of establishing business policy. *Prerequisite: RDG100.*



BUS207 Business Communications

3 Credits (3 Lectures)


Written, oral, and visual communication delivered through digital and non-digital channels with an emphasis on the shift to mobile communication and connectivity in business today. *Prerequisite: ENG101* .

BUS208 Business Statistics

3 Credits (3 Lectures)  BUS 2201 

A study of business applications using descriptive and inferential statistics, measurement of relationships and statistical process control management techniques. *Prerequisites: RDG100; MAT151* ; (CIS120  or instructor consent).

BUS220 Retail Management

3 Credits (3 Lectures) 

Management principles of retailing with application to small, medium, and large stores, evaluating store locations, layout, employment, merchandising management and current trends in

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retailing. *Prerequisite or corequisite: RDG100. Offered every fall.*

BUS250 Introduction to Entrepreneurship

3 Credits (3 Lectures)

Research, develop and write detailed start-up business plans to create a successful business. Note: this course is a combination of BUS250A, BUS250B, BUS250C, and BUS250D.

BUS250A Entrepreneurship - Introduction

.75 Credit (.75 Lecture)

Investigate business ideas, examine traits of successful entrepreneurs, assess business opportunities and feasibility, and evaluate legal structures and management infrastructure.

BUS250B Entrepreneurship - Market Planning

.75 Credit (.75 Lecture)

Conduct research on a chosen product/service in relation to the industry, competition and other market considerations.

Prerequisite: BUS250A.

BUS250C Entrepreneurship - Financial Planning

.75 Credit (.75 Lecture)

Project the financial situation of a business concept including needed start-up funds, pricing strategies and sources of financing using break-even analysis, basic cash accounting systems and financial ratios. *Prerequisite: BUS250B.*

BUS250D Entrepreneurship – The Business Plan

.75 Credits (.75 Lecture)

Prepare a business plan required to successfully launch a new business venture. *Prerequisite: BUS250C.*

BUS260 Applied Business Seminar

3 Credits (3 Lectures)

This is a capstone course that includes community service learning project experience or possible internship for students completing degree requirements. Students develop career goals, professional job skills and collaborate as a team to research problems and critique actual local and global business community situations. Open to students who have successfully completed a minimum of 30 college credits. *Prerequisites: CIS110 or CIS120 and successful completion of 30 college credits. Offered every fall and spring.*

BUS292 Fundamentals of Logistics – Organizational Management

3 Credits (3 Lectures)

Introduction to the fundamentals of logistics, including procurement, inventory, transportation, warehousing, materials handling, packaging, information management, sustainability and international logistics of supply chain and management.

Prerequisite: RDG100. Offered every fall.

COMPUTER BUSINESS APPLICATIONS (CBA)

CBA102A Workshop for MS Word

.5 Credit (.5 Lecture)

Introduction to MS Office Word using basic skills needed to create, format and edit business documents. *Satisfactory/Unsatisfactory grading option is available. Prerequisites: Basic Windows and file management knowledge.*

CBA110A Computers for Beginners

1 Credit (1 Lecture)

Introduction to microcomputers, Microsoft Windows operating system, Microsoft programs and accessories, and Internet Explorer. *Satisfactory/Unsatisfactory grading option is available.*

CBA110C MS Windows Basic

1 Credit (3 Labs)

Introduction to Microsoft Windows operating system, system programs and file management.

CBA111A Internet

Previously known as CBA111A Internet Explorer

1 Credit (3 Labs)

An introduction to the internet using browsers, searches and emails. *Recommended: Basic Windows and file management knowledge.*

CBA112A MS Word Basic

1 Credit (3 Labs)

Introduction to Microsoft Word covering the basics of creating business documents. *Recommended: Basic Windows and file management knowledge.*

CBA112B MS Word Intermediate

1 Credit (3 Labs)

Create multi-paged documents and web pages with enhance styles, charts and lists in MS Word. *Prerequisite: CBA112A or*

ICON LEGEND:

AGEC:

Intensive Writing:

Reading Required: RDG100:

SUN Course:

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instructor consent. Recommended: Basic Windows and file management knowledge.

CBA112C MS Word Advanced

1 Credit (3 Labs)

Build advanced business documents that include macros, navigation, hyperlinks and forms in MS Word. *Prerequisite: CBA112B or instructor consent. Recommended: Knowledge of computer basics and file management.*

CBA113A MS Excel Basic

1 Credit (3 Labs)

Introduction to MS Excel covering basic spreadsheets and charts. *Recommended: Basic Windows and file management knowledge.*

CBA113B MS Excel Intermediate

1 Credit (3 Labs)

Use MS Office Excel financial functions, database tools and enhanced, specialty charts to process and display data. *Prerequisite: CBA113A or instructor consent.*

CBA113C MS Excel Advanced

1 Credit (3 Labs)

Use Data analysis, PivotTables and Macros in MS Excel to solve business problems. *Recommended: File management and Operating system knowledge. Prerequisite: CBA113B or instructor consent.*

CBA114A MS Access Basic

1 Credit (3 Labs)

Introduction to MS Access and database basics.

CBA114B MS Access Intermediate

1 Credit (3 Labs)

Analyze database designs; enhance queries, forms and reports; and create subforms and subreports in MS Access. *Prerequisite: CBA114A.*

CBA114C MS Access Advanced

1 Credit (3 Labs)

Create advanced queries, reports, macros, and modules and manage a database and its objects in MS Access. *Prerequisite: CBA114B.*

CBA116A MS PowerPoint Basic

1 Credit (3 Labs)

Introduction to creating, editing and delivering basic presentations using MS PowerPoint.

CBA116B MS PowerPoint Advanced

1 Credit (3 Labs)

Build and deliver professional MS PowerPoint presentations with advanced graphics, tables, charts and templates. *Prerequisite: CBA116A.*

CBA117A MS Publisher Basic

1 Credit (3 Labs)

Create simple publications using MS Publisher, including use of wizards, templates, images, graphic boxes, and other special enhancements.

CBA117B MS Publisher Intermediate

1 Credit (3 Labs)

Create customized publications, business forms, tables and web pages using MS Publisher. *Prerequisite: CBA117A.*

CBA118 MS Outlook

1 Credit (1 Lecture)

Use Microsoft Outlook to send, receive and organize email, create and organize contacts, and schedule appointments and tasks. *Satisfactory/Unsatisfactory grading option is available.*

CBA122A MS Word Module 1

2 Credits (1 Lecture, 3 Labs)

Basic features of Microsoft Word necessary to create business, educational, and personal documents that include tables, citations, graphics, and templates. *Recommended: Basic Windows and file management knowledge.*

CBA122B MS Word Module 2

2 Credits (1 Lecture, 3 Labs)

Advanced features of Microsoft Word for mailings, directories, collaboration, productivity, web publishing, forms, and macros. *Prerequisite: CBA122A.*

CBA133A Spreadsheet Applications in Excel

3 Credits (2 Lectures, 3 Labs)

Create, format, and print both structured and "what-if" spreadsheets using formulas and functions, charting, tables and analysis. Skills learned will cover the Core Level skills for Microsoft Office Specialist (MOS) Certification: Microsoft Office Excel 2013. *Prerequisites: Basic Windows and file management knowledge; BUS101 OR MAT092.*

CBA133B Advanced Spreadsheet Applications in Excel

3 Credits (2 Lectures, 3 Labs)

Use of advanced features of MS Excel to import and export data, use templates, generate reports, use macros, audit a

ICON LEGEND:

AGEC:

Intensive Writing: *IW*

Reading Required: RDG100:

SUN Course:



worksheet and use analysis tools. Skills learned will include the Excel 2013 Expert Part One and Part Two Level skills for Microsoft Office Specialist (MOS) certification. *Prerequisite:* CBA133A. *Recommended:* Basic accounting knowledge.

CBA134A Database Management in Access

3 Credits (2 Lectures, 3 Labs)

Design and create relational databases. Produce the following database objects: a query, report, and form on the data and publish to the Web. Skills learned will cover the Core Level skills for Microsoft Office Specialist (MOS) Certification: Microsoft Office Access 2013. *Prerequisites:* Basic Windows and file management knowledge.

CBA134B Advanced Database Management in Access

3 Credits (2.75 Lectures, 1 Lab)

Use of advanced features of software to customize a database, do advanced queries and reports, automate tasks and prepare supporting documentation. *Prerequisite:* CBA134A.

CBA212 Adobe Flash Animation

3 Credits (2 Lectures, 3 Labs)

Production of high impact web animation, such as animated logo, navigation controls, long-form animation and web applications. *Satisfactory/Unsatisfactory grading option is available. Prerequisite:* CIS114.

CIVIL TECHNOLOGY (CET)

CET101 Introduction to Surveying for Heavy Equipment Operators

3 Credits (2 Lectures, 3 Labs)

Theory and application of plane surveying, including horizontal and vertical measurements, differential leveling, topographic mapping and ground safety.

CET125 Introduction to Earthmoving Methods and Operations

3 Credits (3 Lectures)

Introduction to the process of earthmoving, including capabilities, limitations, uses, and maintenance of heavy equipment employed in heavy construction and mining. Use mathematical formulas and calculations as well as computer software to determine owner costs and equipment requirements.

CET221 Basic Surveying and Grade Staking

4 Credits (2 Lectures, 6 Labs)

Theory and application of plane surveying, including horizontal and vertical measurements, differential leveling, topographic mapping, and construction staking. Grade staking skills are covered including percent, ratio, stake reading, hubs and lath, grade transfers, offsets, laser use and ground safety.

CHINESE (CHI)

CHI101 Elementary Chinese I

5 Credits (4 Lectures, 1 Recitation)

Modern spoken and written Chinese (Mandarin) for non-native speakers. Introduction to proper pronunciation, grammar, beginning conversation and the development of reading and writing skills. Survey of cultural aspects of the Mandarin Chinese language.

CHI102 Elementary Chinese II

5 Credits (4 Lectures, 1 Recitation)

A continuation of Elementary Chinese I designed to reinforce and further develop the four language skills (listening, reading, speaking and writing) as they relate to everyday life situations. Efficient use of the phonetic system of Mandarin in pronunciation and tone discrimination and the identification and recognition of Chinese cultural norms and customs will also be emphasized. *Prerequisite:* CHI101.

CHI115 Conversational Chinese for Non-Native Speakers

3 Credits (3 Lectures)

Conversational Chinese for Non-Native Speakers focuses on learning to read, write, speak and listen to Mandarin Chinese. Various aspects of the Chinese culture will be woven into the instruction in order to reinforce language learning. *May be taken two times for credit.*

CHEMISTRY (CHM)

CHM130 Fundamental Chemistry

4 Credits (3 Lectures, 2 Labs, 1 Recitation) CHM 1130

The basic aspects of chemistry, including matter, energy, measurement, atoms, molecules, ions, chemical bonding, chemical arithmetic and nuclear reactions. Includes one credit of in-person labs. *Prerequisites:* MAT092, RDG100.

ICON LEGEND:

AGEC:

Intensive Writing:

Reading Required: RDG100:

SUN Course:

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**CHM138 Chemistry for Allied Health with Lab**

4 Credits (3 Lectures, 2 Labs, 1 Recitation (90 hours))

A one semester lecture and lab course that is an introduction to general, organic and biological chemistry for allied health. This course covers the major topics in general chemistry which is the foundation for understanding organic and biological chemistry, and the fundamentals of organic chemistry in such a way to provide support for the biological chemistry portion, and has an overview of the most important and timely topics in biological chemistry. Topics covered in lecture and lab include measurements, atomic structure, bonding, nomenclature, states of matter, solutions, reactions, hydrocarbons, functional groups, carbohydrates, lipids, proteins, enzymes, and metabolic pathways. Labs will be appropriate for general, organic and biological chemistry for allied health. *Prerequisites:* BUS101 or MAT092 OR MAT118 or higher; RDG100.

CHM151 General Chemistry I

4 Credits (3 Lectures, 2 Labs, 1 Recitation)

Chemistry topics including matter, energy, measurement, atoms, ions, molecules, chemical formulas and equations, chemical arithmetic, thermochemistry, states of matter, chemical bonding and solutions are covered. *Includes one credit of in-person labs. Prerequisites:* RDG100; MAT121 or MAT122; CHM130 or CHM138 or one year of high school chemistry with a grade of C or better.

CHM152 General Chemistry II

4 Credits (3 Lectures, 2 Labs, 1 Recitation)

Topics such as chemical kinetics, spontaneity of chemical change, chemical equilibrium, precipitation reactions, acid and base equilibria, complex ions, oxidation-reduction reactions and nuclear reactions are covered. *Includes one credit of in-person labs. Prerequisite:* CHM151 .

CHM235 General Organic Chemistry I

4 Credits (3 Lectures, 2 Labs, 1 Recitation)

A comprehensive study of organic chemistry with emphasis on reactivity and synthesis. Topics include the areas of structure and bonding, molecular properties, alkanes, cycloalkanes, stereochemistry, mechanisms for organic reactions, alkenes, alkynes, alkyl halides, conjugated dienes and alcohols. In-person lab experience includes laboratory techniques and practice with emphasis on separations, purification, synthesis, halide reactivity and spectroscopic identification of organic structures. *Prerequisite:* CHM152 .

CHM236 General Organic Chemistry II

4 Credits (3 Lectures, 2 Labs, 1 Recitation)

ICON LEGEND: AGEC: Intensive Writing: Reading Required: RDG100: SUN Course:

A continuation of CHM235 , CHM236 explores the general principles of organic chemistry with advanced continued emphasis on reactivity and synthesis. Topics covered are ethers and epoxies, aldehydes and ketones, carboxylic acids and their derivatives, carbohydrates, lipids, amines, amino acids, polymers and aromatic compounds. In-person lab experience includes additional techniques in organic chemistry; preparation, separation and identification of organic compounds, including polymers, benzocaine, soaps and amines. *Prerequisite:* CHM235 .

COMPUTER INFORMATION SYSTEMS (CIS)**CIS110 Fundamentals of Computer Literacy**

3 Credits (2 Lectures, 3 Labs)

Introduction to microcomputer technology, including terminology, software applications, operating systems, tools, basic set up and maintenance. Also includes Internet searches, and evaluation of websites' validity and reliability of information. Use Microsoft (MS) Word, MS Excel, MS Access, and MS PowerPoint to analyze data, solve problems, and present solutions. *Not designed for CIS degree or CIS Certificate seekers. Prerequisite:* RDG100. Consult an academic advisor as to how this course meets CAC's Computer Competency degree requirement.

CIS111 Introduction to the Internet

2 Credits (2 Lectures)

An introduction to the structure, tools and terminology of the Internet relating to web browsers, email, search engines, communications, security and e-commerce. *Recommended:* Basic computer skills including file management.

CIS112 Web Design Fundamentals with HTML

Previously known as CIS112 Web Page Design Fundamentals

3 Credits (2 Lectures, 3 Labs)

Design and build web pages using HTML5 and Cascading Style Sheets. *Prerequisite:* CBA110C or CIS110 or CIS120 . *Recommended:* Computer proficiency, file management, and technical terminology.

CIS113 E-Commerce and Social Media

3 Credits (3 Lectures)

Introduction to Electronic Commerce and Social Media: including marketing, advertising, digital payment systems, professionalism, and ethical, legal, and security considerations. *Recommended:* Basic computer skills, including file management.



CIS114 Web Development Tools

Previously known as CBA210 Web Development Tools

3 Credits (2 Lectures, 3 Labs)

Theory, design, and Web construction covering: information architecture, Web project management, scenario development, performance evaluations, and browser incompatibility. Create and manage websites and applications using current tools in areas such as content management, photo editing, multimedia, HTML and CSS. *Prerequisite: CIS120*

CIS120 Survey of Computer Information Systems

3 Credits (2 Lectures, 3 Labs) CIS1120

Survey of computer information systems, fundamental computer concepts, programming techniques, networking and emerging technologies. Hands-on experience with Microsoft Office application software with an emphasis on database and spreadsheets for problem solving. *Prerequisite: RDG100. Consult an academic advisor as to how this course meets CAC's Computer Competency degree requirement.*

CIS121 Microcomputer Operating System Fundamentals

3 Credits (2 Lectures, 3 Labs)

Installations, administrations, upgrades, configuration and diagnostics of a currently-supported microcomputer operating system used in business organizations. Registry and Command-line techniques to optimize and customize a microcomputer operating system. *May lead to Microsoft Certification. Prerequisite: RDG100.*

CIS123 Introduction to Programming

3 Credits (2 Lectures, 3 Labs)

Concepts of problem solving using an object-oriented programming language such as Java. Topics include data types, control structures, classes, arrays, methods and argument passing, iteration, inheritance and programming and documentation style. *Prerequisite: CIS120* *or* *EGR102*

CIS130 Networking Essentials

3 Credits (2 Lectures, 3 Labs)

Introduction to networking principles. Topics include: seven-layered Open Systems Interconnection (OSI) Model of networking, physical and logical network topologies, networking protocols, network services, network fault tolerance and hardware/software devices used in a network. *May lead to Network+ Certification. Satisfactory/Unsatisfactory grading option is available. Prerequisite: CIS120* *Offered every spring.*

CIS135 Principles of Telephony and Telecommunications

3 Credits (3 Lectures)

The history of telecommunications and telephony technologies, including the underlying electronics, transmission media, voice, wireless, data communication solution functions and features. This course also covers wide area connectivity, Internet-enabled communications, telephony network management, policies and contracts. *Satisfactory/Unsatisfactory grading option is available. Prerequisite: CIS120* *Offered every spring.*

CIS150 Windows Server

3 Credits (2 Lectures, 3 Labs)

A study of a currently active and deployed Microsoft server network operating system including Active Directory, security policy, group policies, Internet Information Server (IIS), configure Domain Name Services (DNS), file and print services, and building trust relationship between servers. *May lead to Microsoft Certification. Satisfactory/Unsatisfactory grading option is available. Prerequisites: CIS120* *, CIS121.*

CIS152 Windows Network Infrastructure

3 Credits (2 Lectures, 3 Labs)

Windows networking class where students learn about and complete hands-on labs to configure multiple servers in a network using currently-supported operating systems. Topics covered include Active Directory configuration, DNS naming services, connectivity and security services, managing IP routing, remote access, IP security, network address translation and virtual private networking. *May lead to Microsoft Certification. Satisfactory/Unsatisfactory grading option is available. Prerequisites: CIS130 and CIS150. Offered every fall.*

CIS153 Network Security

3 Credits (2 Lectures, 3 Labs)

Identify security risks and plan and design Windows network security solutions on currently-supported operating systems used in business organizations by securing network resources, services, communications, remote access users and designing secure access to the Internet. *May lead to Security+ Certification. Satisfactory/Unsatisfactory grading option is available. Prerequisites: CIS130 and CIS150. Offered every fall.*

CIS157 Computer Forensics and Investigation

3 Credits (2 Lectures, 3 Labs)

ICON LEGEND:

AGEC:

Intensive Writing:

Reading Required: RDG100:


SUN Course:

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COURSE DESCRIPTIONS

Introduction to the acquisition, authentication, reconstruction, examination, and analysis of data stored on electronic media. Topics include: ethics, rules of evidence, hardware and software tools, various operating systems, forensic lab setup, and the investigational process. *Satisfactory/Unsatisfactory grading option is available. Prerequisites: CIS120 , CIS121.*

CIS170 JavaScript Programming

3 Credits (2 Lectures, 3 Labs)

Design client-side, platform-independent solutions using the JavaScript language covering JavaScript programs, JavaScript object model, control program flow, validate forms, animate images, target frames and cookies. *Prerequisite: CIS112 or CIS114.*

CIS172 Fundamentals of Ruby Programming

3 Credits (2 Lectures, 3 Labs)

Fundamentals of the Ruby programming language. Course covers the most important features of Ruby, object-oriented design, regular expressions, operators, arrays, file processing, classes and modules, exception handling, and various toolkits and frameworks. *Satisfactory/Unsatisfactory grading option available. Prerequisite: CIS123.*

CIS176 Python Programming


3 Credits (2 Lectures, 3 Labs)

Introduction to the Python programming language. Covers the basic programming constructs of Python, including basic data types, control structures, decision constructs, regular expressions, input and output techniques, functions, object-oriented design, lists, dictionaries, file I/O, and exception handling. *Satisfactory/Unsatisfactory grading option available. Prerequisite: CIS123.*

CIS178 Database Fundamentals and Programming

Previously known as CIS129 Database Fundamentals

3 Credits (2 Lectures, 3 Labs)

Fundamentals of relational database management systems and their use in business environments. Topics include: database classifications, data models with extensive coverage of the relational model, entity-relationship and extended entity models, normalization, advanced data modeling, and Structured Query Language (SQL) programming. Students design and implement a real-world relational database and create complex SQL queries to retrieve data from the database. *Prerequisite: CIS120 .*

CIS181 C# .NET

4 Credits (3 Lectures, 3 Labs)

Object-oriented programming language to create visual applications for Windows, MS Office, the web, controls, and more. Created to work within the .NET framework. *Prerequisite: CIS123. Satisfactory/Unsatisfactory grading option available. Satisfactory/Unsatisfactory grading option is available. Prerequisite: CIS123.*

CIS210 Cloud Computing

3 Credits (3 Lectures)

Cloud Computing theory and application, including Cloud Computing network design and connectivity, server management, best-practices, security and provider service level agreements. Case studies of industry examples are used as applications to reinforce the theories discussed. *Prerequisite: CIS152. Offered every spring.*


CIS213 Linux Server

3 Credits (2 Lectures, 3 Labs)

Learn the fundamentals of working on the Linux platform including installation, file system management and administration. There is an emphasis on the command-line BASH shell command interface, and also an introduction to the GUI options with Linux. Students learn about initialization options, how to manage processes and operating system utilities, and administration tasks, including network configurations. *May lead to Linux Certification. Prerequisites: CIS130 and CIS150. Offered every fall.*

CIS214 Application Development in Excel

3 Credits (2 Lectures, 3 Labs)

Application development in Microsoft Excel focusing on the programming behind developing detailed spreadsheet applications with games. Content includes Visual Basic for Applications (VBA) fundamentals, an enhanced review of Macros, XML and Excel objects. *Satisfactory/Unsatisfactory grading option available. Prerequisites: CIS123 OR (CIS120 ) and CBA133A). Recommended: CBA133A is recommended for programming students.*

CIS215 CISCO CCNA Routers

3 Credits (2 Lectures, 3 Labs)

Learn OSI internetworking, Ethernet networking, TCP/IP, subnetting and Variable Length Subnet Masks (VLSNs) and how to design a network design using VLSNs. Learn the Cisco IOS (Internetworking Operating System) and command-line interfaces. Develop management skills with router configurations, including status and dynamic routing with various protocols including RIP, RIPv2, EIGRP and OSPF. *May lead to CISCO CCNA (Cisco Certified Network Associate) Certification. Prerequisites: CIS130 and CIS150. Offered every spring.*

ICON LEGEND:

AGEC: 

Intensive Writing: *IW*

Reading Required: RDG100: 

SUN Course: 

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CIS216 Java Programming

4 Credits (3 Lectures, 3 Labs)

Thorough coverage of class construction, inheritance, Applets Exception Handling, String Buffer class and Swing objects-oriented techniques. Course is also appropriate for those building on experiences in another programming language. May lead to Sun Program Developer Certification. *Satisfactory/Unsatisfactory grading option is available. Prerequisite: CIS123.*

CIS217 Application Development in Access

3 Credits (2 Lectures, 3 Labs)

Applications development in Microsoft Access focusing on the programming behind developing database applications, including Visual Basic for Applications (VBA) fundamentals, Macros, Structured Query Language (SQL) and data source connectivity using ADO (ActiveX Data Objects). The course also covers an enhanced review of tables, queries, forms and reports. *Satisfactory/Unsatisfactory grading option is available. Prerequisites: (CIS120 AND CIS123) OR (CIS120 AND CBA134A). Recommended: CBA134A is recommended for programming students.*

CIS218 C++ Programming

4 Credits (3 Lectures, 3 Labs)

Comprehensive coverage of C++ programming and data structure topics through a problem-solving approach. May lead to IBM Developer Certification. *Satisfactory/Unsatisfactory grading option is available. Prerequisite: CIS123.*

CIS219 Exchange Server

3 Credits (2 Lectures, 3 Labs)

Using a currently-supported version of Exchange software, students learn how to load and configure an Exchange environment to support a highly-available resilient e-mail environment. Students learn how to administer Exchange, including designing an e-mail solution, configuring connectors, client access and work with recipients and mailboxes. Skill development in security and the use of hub and edge transport servers is included. *May lead to Microsoft Certification. Satisfactory/Unsatisfactory grading option available. Prerequisites: CIS120, CIS150, CIS152. Offered every spring.*

CIS220 Security for Wireless Networks

3 Credits (2 Lectures, 3 Labs)

Identify security risks, plan and design wireless security solutions based on security models (transitional, enterprise, personal) and security policies - acceptable use policy, password management policy, public access network use policy and virtual private network (VPN) policy. Discuss

authentication, encryption, passive discovery, active attacks, monitoring and maintenance. *Supports preparation for Certification Wireless Service Providers (CWSP) certification. Satisfactory/Unsatisfactory grading option is available. Prerequisite: CIS153. Offered every spring.*

CIS231 Introduction to Data Structures

4 Credits (3 Lectures, 3 Labs)

Continuation of CIS123, Introduction to Programming. Topics include stacks and queues, recursion, lists, binary search trees, iteration over collections, hashing, searching, sorting algorithms, Big-O notation, and standard collection classes. Also included is an overview of advanced topics. *May lead to Oracle Program Developer Certification. Satisfactory/Unsatisfactory grading option is available. Prerequisite: CIS123.*

CIS232 Advanced Web Development with Game Programming

3 Credits (3 Lectures)

Opportunity to build on existing knowledge of HTML5 and JavaScript. Techniques used to build mobile games include the use of JQuery, CSS3, SVG, and Canvas. Topics include standard patterns for building games in HTML5, methodology, popular game engines and frameworks, building the Web application, and publishing. *Satisfactory/Unsatisfactory grading option is available. Prerequisites: CIS112, CIS123, CIS170.*

CIS233 Web Application Development Using PHP

3 Credits (2 Lectures, 3 Labs)

A cutting edge Web development dedicated to covering the latest in emerging Internet and Web technologies. Design and maintain interactive and dynamic Web applications with the server-based scripting language PHP/MySQL. *Prerequisites: CIS112, CIS123.*

CIS235 Oracle Forms and Reports

3 Credits (2 Lectures, 3 Labs)

The tools and utilities used for information gathering and management, including forms, reports, database mining, data warehousing, database performance monitoring and more. *Satisfactory/Unsatisfactory grading option is available. Prerequisite: CIS178.*

CERTIFIED NURSING ASSISTANT (CNA)

ICON LEGEND: AGEC: Intensive Writing: Reading Required: RDG100: SUN Course:

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CNA125 Nursing Assistant

8 Credits (7 Lectures, 3 Labs)

Entry-level nursing skills, supervised clinical experience, and basic anatomy, physiology, nutrition, and medical terminology pertinent to nursing assistants in nursing homes or hospitals. Potential students convicted of a felony may not apply for state certification or licensure until five years after the absolute discharge of sentence. All court-ordered terms of probation or parole must be completed at least five years prior to the date of application. *Prerequisites:* HS diploma or GED, Registration Packet must be completed, Healthcare Provider Level CPR, MAT082 or appropriate test score, and RDG100.

COMMUNICATION STUDIES (COM)

COM100 Fundamentals of Human Communication

3 Credits (3 Lectures) COM 1110

Explore the benefits of effective communication in daily interactions through theoretical and practical approaches to understanding the human communication process. Students will learn communication skills to enhance interpersonal relationships, increase their ability to work in collaborative groups and develop effective presentation skills. *Prerequisites:* RDG100 and ENG100 or appropriate writing test score.

COM101 Interpersonal Communication

3 Credits (3 Lectures) COM 1110

Develop the skills for building positive interpersonal relationships. Students will explore day-to-day interactions with others and learn to improve verbal and nonverbal messages, active listening, and conflict resolution for maintaining personal and professional relationships. *Prerequisites:* RDG100 and ENG100 or appropriate writing test score.

COM202 Small Group Communication

3 Credits (3 Lectures) COM 2271

Group collaboration and small group communication is essential to many professions in the world of business, education, health care, engineering, public safety, hospitality, sports and fitness, and many more. In small groups students will learn to successfully accomplish meaningful tasks. Along the way students will experience the benefits of positive group dynamics by establishing clear goals, anticipating and solving problems, participating in leadership, and building cohesion. *Prerequisites:* RDG100 and ENG100 or appropriate writing test score.

COM206 Public Speaking

3 Credits (3 Lectures)

Gain confidence and poise through hands-on experiences preparing and delivering a variety of presentations. Effective strategies for creating effective and engaging content and delivery tailored to specific audiences is emphasized. Students will deliver extemporaneous presentations using principles of audience adaptation, development of effective content, purposeful organization, appropriate visuals, and proper vocal and physical delivery techniques. Presentations will require research and outlining. *Prerequisite:* ENG101 .

COM207 Introduction to Communication Inquiry

3 Credits (3 Lectures)

Overview of theory and methodological practice in communication. Emphasis on the development of critical thinking and scholarly writing skills through active participation in the research process. *Prerequisites:* COM100 , ENG101 . *Recommended:* Students may wish to take several COM courses (in addition to the required COM100 course) prior to taking this course.

COM259 Professional Communication

3 Credits (3 Lectures)

Develop communication and critical thinking skills necessary for securing a job and succeeding in diverse, ever-changing workplaces of the 21st Century. Students will explore ways to manage a professional image on the job, in professional settings and even in social media outlets. In addition, they will learn to present ideas clearly and concisely in meetings and in the interview process, build confidence in sharing ideas in collaborative projects, and speak effectively in presenting information. This class emphasizes developing communication skills that will build professionalism, personal presence, and potential for advancement in any career. *Prerequisite:* ENG101 .

COM263 Intercultural Communication

3 Credits (3 Lectures)

Gain knowledge and skills to aid interaction in a culturally diverse world. Students will discover how cultural beliefs and values guide human behavior and communication including their own. Students will explore how biases and barriers interfere with effective intercultural interaction. Students will build skills for effective interaction with culturally different others. *Prerequisites:* RDG100 and ENG100.

COM275 Communication Studies Capstone

1 Credit (1 Lecture)

ICON LEGEND:

AGEC:

Intensive Writing:

Reading Required: RDG100:

SUN Course:



Complete a final project for Communication Studies A.A. degree. Project must demonstrate synthesis and application of discipline knowledge. *Prerequisite: Completion of 9 credits of COM courses.*

COUNSELING/PERSONAL DEVELOPMENT (CPD)

CPD101 Orientation to Student Development

1 Credit (1 Lecture) 

Exploration of campus, college, academic resources for student success, and development of the characteristics and strategies of lifelong learning. Includes an introduction to the learning technologies associated with academic success. *Prerequisite or corequisite: RDG100. Recommended for students in the first-semester of college or transferring from another institution.*


CPD110 Transition to College and Career

Previously known as CPD110 Orientation to College

3 Credits (3 Lectures) 

Focus on helping students develop the knowledge, skills, and attitudes needed to successfully examine their own lives, explore and evaluate a wide range of education and career options, and make reasoned and researched goals for their future. *Prerequisite or corequisite: RDG100. Recommended for all new students.*

CPD120 Career Awareness

2 Credits (2 Lectures) 

Designed to assist students in career exploration through an awareness of self and educational planning. Includes topics such as current occupational trends, personal/vocational skills and interests and career planning. *Satisfactory/Unsatisfactory grading option is available. Corequisite: RDG100.*

CPD125 Portfolio of Prior Learning

2 Credits (2 Lectures)

An introduction to the concepts of experiential learning. Assist students with identifying and evaluating documentation of prior training and experiential learning outcomes applicable to degree requirements and to their career goals.

CPD164 Research Skills in the Digital Age

1 Credit (1 Lecture) 

Research strategies and how to incorporate them into the writing process. Students will learn about the types of information resources, the strategies for effectively using them

and how to evaluate information for credibility. The course will also focus on the legal and ethical use of information, including guidelines for citing resources. *Prerequisites: RDG100 and basic computer skills.*


CPD220 Student Success Capstone

3 Credits (3 Lectures)

This course serves as the capstone for CPD110 whereby the coordinated academic, personal and professional development efforts contained in the community college experience are made evident by means of the content within an individual student e-Portfolio. Students, with guidance, create an exemplary e-portfolio demonstrating their skills, knowledge and abilities upon graduation with a credential. *Prerequisite: CPD110.*


COMMUNITY PUBLIC HEALTH (CPH)

CPH160 Introduction to Community Health Worker

3 Credits (3 Lectures) 


Overview of the various roles, skills and functions of the Community Health Worker. *Prerequisites: RDG100; acceptance into the CPH program or department approval.*

CPH178 Personal Health and Community Wellness

3 Credits (3 Lectures) 


Analyze basic personal and community health problems as well as long-term benefits and strategies for maintaining a high-level of wellness for living in today's world. Use current scientific information to promote individual and community health. *Prerequisites: RDG100; CPH department approval.*

CPH180 Chronic Disease Management

3 Credits (3 Lectures) 

Develop skills and resources necessary to understand chronic conditions and be able to effectively communicate with patients about self-management techniques. *Prerequisites: RDG100, acceptance into the CHW program or department approval.*

CPH185 Health Communication

3 Credits (3 Lectures) 

Methods of communication in healthcare are covered. Topics include: health literacy, counseling and motivational

ICON LEGEND:

AGEC: 

Intensive Writing: 

Reading Required: RDG100: 

SUN Course: 

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COURSE DESCRIPTIONS

interviewing. *Prerequisites: RDG100, acceptance into the CHW program or department approval.*

CPH190 Exercise, Nutrition and Behavior: An Integrated Approach to Health

3 Credits (3 Lectures)

A comprehensive analysis of physical, emotional and environmental influences on health behaviors. *Prerequisites: RDG100, acceptance into the CHW program or department approval.*

CPH196 Community Health Worker Internship

2 Credits (2 Internships, 90 hours)

Opportunities to apply Community Health Worker knowledge and to practice skills in a variety of healthcare settings. *Prerequisites: CBA110C or CIS110, CPH160, CPH178, CPH180, CPH185, CPH190 and department approval. Before beginning internship, students (at their own expense) must pass a background check, drug screen and TB skin test. Proof of immunizations will be also be required.*

CPH200 Community and Public Health

3 Credits (3 Lectures)

Introduction to the broad discipline of public health and influences of community and individual health status. Examines the role of various agencies in public health, methods of evaluation, and major public health issues. *Prerequisite: RDG100.*

CULINARY ARTS (CUL)

CUL105 Food Safety Foundations

1 Credit (1 Lecture)

Applied course in food safety and sanitation to identify and analyze the factors that cause foodborne illnesses through the study of proper purchasing, preparation, handling and storage. ServSafe Certification is an option. *Prerequisite: RDG100.*

CUL108 Culinary Boot Camp

1 Credit (.75 Lecture, 1 Lab)

Designed for the home cook or culinary apprentice, Culinary Boot Camp features the basics of cooking, including kitchen terms, knife skills and cooking techniques such as sauté, roast, broil and braise. Learn how to read and follow a recipe, sample and identify an array of spices, herbs, grains, vegetables and meats and plan and cook delicious meals. *May be taken three times for credit.*

CUL110 Asian Cuisine

1 Credit (1 Lecture)

Discover the unique flavors, ingredients, and culinary traditions of Asian cuisine. Appreciate the differences between Chinese, Japanese, Thai, and Vietnamese cooking ingredients and techniques. Learn to make your favorite Asian appetizers, soups, entrees, and desserts.

CUL112 Italian Cuisine

1 Credit (1 Lecture)

Discover the unique flavors, ingredients, and culinary traditions of Italian cuisine. Learn to make your favorite Italian appetizers, soups, entrees, pasta, bread, salads and desserts.

CUL114 Mexican and Latin American Cuisine

1 Credit (1 Lecture)

Discover the unique flavors, ingredients, and culinary traditions of Mexico and other Latin American countries. Learn to make some of your favorite appetizers, soups, entrees, salads, breads and desserts.

CUL116 French Cuisine

1 Credit (1 Lecture)

Discover the unique flavors, ingredients and culinary traditions of France through this hands-on class. Learn to make some of your favorite appetizers, soups, entrees, salads, breads and desserts. *May be taken three times for credit.*

CUL118 Native American and Southwest Cuisine

1 Credit (1 Lecture)

Discover the unique flavors, ingredients and culinary traditions of Native American and Southwest cuisines and food traditions through this hands-on class. Learn to make some of your favorite appetizers, soups, entrees, salads, breads and desserts.

CUL121 Culinary Concepts

1 Credit (.75 Lecture, 1 Lab)

Development of knife skills and the principles and techniques of various cooking methods applied to a range of cuisines, from basic cooking to ethnic and specialty foods. Specialty topics will vary: presentation will be a combination of discussion, demonstration, and hands-on food preparation. *May be taken four times for credit.*

CUL122 Culinary Culture Seminar

.5 Credit (.5 Recitation)

Renowned Classic & Nouvelle 20th century cuisine creations prepared with historical, aesthetic, artistic and cultural emphasis. Hands-on setup opportunities for students to prepare food and/or practice service skills. *Satisfactory/Unsatisfactory grading option available. May be taken twelve times for credit.*

ICON LEGEND:

AGEC:

Intensive Writing:

Reading Required: RDG100:

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CUL125 Sustainable Food Practices

1 Credit (1 Lecture)

Overview of the issues currently impacting the U.S. and Global food supply. Discussions on such topics as: local, seasonal, factory farms, artisan and native foods; environmental impact of farming; sustainability on a personal and industry level.

CUL130 Culinary Principles and Applications I

3 Credits (1 Lecture, 6 Labs)

Introduction to small and large quantity cooking, including principles, techniques and preparation with an emphasis on basic skills, food products, equipment and sanitation practices. *Requires 16 hours of supervised experience catering events outside of class. Prerequisite: MAT082. Prerequisite or corequisite: RDG100.*

CUL142 Applied Food Science

4 Credits (3 Lectures, 3 Labs)

An introduction to the science of food and cooking, this course focuses on the theory of food science as applied in the lab using the scientific method. *Prerequisites: RDG100 and MAT082.*

CUL160 Baking and Pastry I

3 Credits (1 Lecture, 6 Labs)

Basic principles and techniques required for the commercial preparation of bakery products, including yeast-leavened breads, pies, tarts, quick breads, cookies and cakes. *Requires 16 hours of supervised experience catering events outside of class. Prerequisite: MAT082. Prerequisite or corequisite: RDG100.*

CUL161 Cake Decorating

1 Credit (1 Lecture)

Introduction to the art of cake decorating and how to design and create beautiful cakes using buttercream frosting. Instruction through demonstration and hands-on practice includes baking, leveling and preparing cakes for frosting; proper use of the pastry bag; designing flowers, leaves and borders utilizing a variety of pastry tips; and tinting buttercream frosting. *May be taken two times for credit. Recommended: Read class supply list available on website, purchase and bring items to first class.*

CUL162 Cakes, Fillings, and Frostings

1 Credit (1 Lecture)

Learn the fundamentals of preparing a great cake as a foundation for beautiful cake decorating. Prepare a variety of cakes; pair the cake with an appropriate filling, such as ganache, flavored syrup, fruit or custard. Prepare a variety of frostings, including royal icing and buttercream. Construct a

special cake utilizing the various components learned in class. *May be taken three times for credit.*

CUL170 Dining and Beverage Operations

2 Credits (2 Lectures)

Theory and practice of food and beverage service; “front of the house” topics such as table and buffet service, customer relations, menu development, management of wait staff, sanitation and safety concerns, and financial considerations of dining operations. *Prerequisite: RDG100.*

CUL185 Catering Operations

2 Credits (2 Lectures)

The theory and practice of planning and executing catering functions with emphasis on sales, marketing, menu development, pricing and controls, equipment, banquet and buffet service and different catering styles. *There is a strong emphasis on culinary math skills. Prerequisites: RDG100 and MAT082.*

CUL205 HACCP Principles

1 Credit (1 Lecture)

Practical application steps for the implementation of an HACCP food safety and sanitation program. *May be taken once for degree or certificate and up to four times for recertification. Prerequisite: CUL105.*

CUL230 Culinary Principles and Applications II

3 Credits (1 Lecture, 6 Labs)

Build on principles learned in Culinary Principles and Applications I and advance skills in preparing a variety of stocks, sauces, soups, fresh vegetables, herbs, meat, poultry and fish. Techniques and speed are refined and improved. *Requires 16 hours of supervised experience catering events outside of class. Prerequisite: CUL130.*

CUL260 Baking and Pastry II

3 Credits (1 Lecture, 6 Labs)

Build on principles and techniques introduced in Baking and Pastry I and learn advanced skills to produce a variety of bakery, pastry, savory and dessert items. *Requires 16 hours of supervised experience catering events outside of class. Prerequisite: CUL160 OR HRM250.*

CUL261 Advanced Cake Decorating

1 Credit (1 Lecture)

Decoration of cakes focusing on the preparation and use of fondant, royal icing and gum paste flowers. Create a variety of

ICON LEGEND:

AGEC:

Intensive Writing:

Reading Required: RDG100:

SUN Course:

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COURSE DESCRIPTIONS

flowers and bows that can be used for special occasion and wedding cakes. *May be taken three times for credit.*
Prerequisite: CUL161 or instructor consent.

CUL262 Specialty and Wedding Cakes

Formerly known as CUL262 Wedding Cakes

1 Credit (1 Lecture)

Learn the fundamentals of preparing a great cake as a foundation for beautiful cake decorating. Prepare a variety of cakes; pair the cake with an appropriate filling, such as ganache, flavored syrup, fruit, or custard. Prepare a variety of frostings, including royal icing and buttercream. Construct a special cake utilizing the various components learned in class. The entrepreneurial aspects of creating a successful Specialty Cake Business will be presented, including creating a portfolio, pricing, portioning, transporting and marketing. *May be taken three times for credit.*

CUL263 Everything Chocolate

1 Credit (1 Lecture)

Comprehensive chocolate course emphasizing the techniques necessary to make unique molded chocolate pieces and gourmet chocolate confections. Introduction to chocolate decorating techniques including tempering, coloring, cutting and using transfer sheets, and working with modeling chocolate. Students will prepare products using different types of chocolate.

CUL264 Confectionary Show Pieces

1 Credit (1 Lecture)

Create confectionary showpieces to demonstrate culinary artistry and advanced skills. Learn advanced techniques to prepare popular, edible confectionery decorations/showpieces, such as chocolate, marzipan, nougatine and simple sugar work. *May be taken three times for credit. Prerequisites: (CUL160 and CUL263) or instructor consent. Recommended: CUL260.*

CUL265 Artisan and Specialty Breads

1 Credit (1 Lecture)

Basic production procedures for producing lean yeast doughs, working with pre-ferments and shaping techniques for forming artisan and specialty breads. *May be taken two times for credit.*
Prerequisite: CUL160 or instructor consent.

CUL266 Advanced Pastry

1 Credit (1 Lecture)

Advanced pastry baking skills focusing on enriched yeast dough and laminated dough. Learn to mix, laminate and form a variety of products using puff pastry and sweet dough, such as croissants, Danish and brioche. *May be taken two times for credit.*

credit. Prerequisites: (CUL160 and CUL260) or instructor consent.

CUL268 Nutrition for Culinary Arts

Formerly known as CUL268 Nutrition and Special Needs Baking

3 Credits (2 Lectures, 3 Labs)

Introduction to the concepts of basic human nutrition, including the nutrients and their function, sources and requirements, digestion, absorption and metabolism. Apply this knowledge to baking and pastry production, manipulating and substituting ingredients to meet the goals of dietary restrictions such as lactose and glucose intolerance, food allergies, decreased sugar and fats for diabetic, cardiac and weight loss diets, and preparing delicious products for vegans. Explain the nutritional function of a food or ingredient as well as its functional role in the structure, taste, texture and visual appeal of baked goods.
Prerequisite: CUL160.

CUL290 Commercial Cooking Practicum

2 Credits (2 Practica – 90 Hours)

This culinary arts practicum requires 90 hours of practical, professional work experience in a restaurant or food service establishment selected by the student and program coordinator.
Prerequisites: (CUL105 OR NTR105); CUL130; CUL160.

CUL292 Study Abroad: Italian Cuisine and Culture

4 Credits (3 Lectures, 3 Labs)

Study Italian cuisine and culture in three distinct regions of Italy with the Marco Polo Foundation for Mediterranean Culture and Tourism. Participate in hands-on cooking classes featuring the local produce, meats, cheeses and seafood of each region. Site visits and tours guided by experts in the Italian tourism industry enhance the cultural and culinary experience.
Prerequisite: Instructor consent.

DANCE (DAN)

DAN121 Ballet Dance I

1 Credit (3 Labs)

Introduction to positions, gestures, patterns, moves, and performance of ballet dance. *May be taken up to four times for credit.*

DAN122 Ballet Dance II

1 Credit (3 Labs)

Intermediate ballet techniques, movement, vocabulary and performance of ballet dance. Topics include advanced positions, gestures, patterns and movements to create and perform original pieces. Students must attend two college or

ICON LEGEND:

AGEC:

Intensive Writing: *IW*

Reading Required: RDG100:

SUN Course:

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professional level ballet performances. *May be taken four times for credit.*

DAN130 Introduction to Ballroom, Latin and Swing Dance

1 Credit (3 Labs)

Introduction to counts, patterns and positions of Ballroom, Latin and Swing dances, with dance floor etiquette and appropriate music selection included. *May be taken more than four times for credit.*

DAN194 Introduction to Country and Swing Dance

1 Credit (3 Labs)

Introduction to counts, patterns and positions of Country and Swing dances, with dance floor etiquette and appropriate music selection included. *May be taken more than four times for credit.*

DAN195 Jazz Dance

1 Credit (3 Labs)

Introduction to positions, gestures, patterns, moves and performance of Jazz dance. *May be taken up to four times for credit.*

DRAFTING (DFT)

DFT127 AutoCAD I

3 Credits (2 Lectures, 3 Labs)

Introductory course in Computer-Aided Drafting (CAD) computer technology for creation and documentation of 2D drawings utilizing the most recent version of AutoCAD distributed by AutoDesk. Includes operation and capabilities of computers in CAD, drafting fundamentals, dimensioning, annotating, management of CAD files, and printing.

DFT128 AutoCAD II

3 Credits (2 Lectures, 3 Labs)

Advanced course in Computer-Aided Drafting (CAD) computer technology for creation and documentation of advanced 2D drawings utilizing the most recent version of AutoCAD distributed by AutoDesk. Content to be covered includes learning the usage of Groups, Blocks, External Reference Files, and advanced text modifiers. *Prerequisite: DFT127 or instructor consent.*

DFT130 Advanced Computer Aided Drafting Applications

1 Credit (1 Lecture)

Advanced work in an area of individual interest within the scope of computer-aided drafting. May be taken three times for credit to fulfill a requirement choice for the CADD Certificate, one credit per enrollment. *Prerequisite: DFT127.*

DFT131 AutoCAD III

3 Credits (2 Lectures, 3 Labs)

Basic Commands and Techniques including: wireframe, Surface and Solid Modeling using AutoCAD required to create, shade, render and print 3-Dimensional (3D) drawings. *Prerequisite: DFT127 or instructor consent.*

DIESEL/HEAVY EQUIPMENT (DIE)

DIE110 Introduction to Diesel Engines and Fuel Systems

3 Credits (2 Lectures, 3 Labs)

An introduction to diesel engines focusing on the theory of operation of the four main subsystems: basic engine, lubrication, cooling and fuel systems.

DIE111 Introduction to Electricity and Electronics

3 Credits (2 Lectures, 3 Labs)

Theory, operation and components of electrical and electronic circuits.

DIE112 Introduction to Mobile Hydraulics

3 Credits (2 Lectures, 3 Labs)

Theory of operation of hydraulic and hydrostatic systems used in heavy equipment and truck applications, emphasizing the use of electrical and hydraulic schematics and service manuals.

DIE113 Introduction to Power Trains

3 Credits (2 Lectures, 3 Labs)

An introduction to power train systems used in heavy equipment focusing on the theory of operation and application of manual, power shift and hydrostatic transmissions.

DIE114 Introduction to Power Train Repair and Diagnostics

4 Credits (3 Lectures, 3 Labs)

An introduction to diagnosis and repair of heavy equipment manual, power shift and hydrostatic transmission systems. *Prerequisite: DIE113.*

DIE115 Introduction to Diesel Engine Repair and Diagnostics

4 Credits (3 Lectures, 3 Labs)

ICON LEGEND:

AGEC:

Intensive Writing: *IW*

Reading Required: RDG100:

SUN Course:

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An introduction to troubleshooting, diagnosing and performing repairs on Diesel engines and engine subsystems. *Prerequisite: DIE110.*

DIE116 Introduction to Diesel Technology

3 Credits (2 Lectures, 3 Labs)

Diesel technology knowledge and skills to prepare students for other heavy equipment technician courses, including fundamental concepts, standard safety procedures, tool use, identification and maintenance of equipment, precision measurement and electrical theory. Requirements: Valid driver's license.

DIE117 Workplace Success Principles, Practices and Strategies

3 Credits (3 Lectures)

An exploration of employer expectations, economic factors related to the success of a business and ethical workplace behavior for employees that leads to productivity, success of the business and long term employment.

DIE118 Computer Systems for Equipment Technicians

3 Credits (2 Lectures, 3 Labs)

Basic fundamentals and applications of Caterpillar, Cummins, and Detroit technical mobile computer systems, including onboard computers, sensors, actuators and software. Use of Internet resources and manufacturer software emphasizing the correct use of technical information to develop troubleshooting skills. *Prerequisite: DIE110 or DIE113 or instructor consent.*

DIE132 Diesel Engines & Fuel Systems

8 Credits (2 Lectures, 18 Labs)

An introduction to diesel engines focusing on the theory of operation of the four main subsystems: basic engine, lubrication, cooling and fuel systems. Practical training in troubleshooting, diagnosing, and performing repairs on diesel engines and engine subsystems. An in depth study of modern diesel engines used in off and on highway application, emphasizing computer controlled fuel systems and new emission standards.

DIE133 Diesel Power Trains

8 Credits (2 Lectures, 18 Labs)

An introduction to power train systems used in heavy equipment focusing on the theory of operation and application of manual, power-shift, and hydro-static transmissions. Training in diagnosis and repair of heavy equipment manual, power shift, and hydro-static transmission systems. Modern power train systems used in on and off highway equipment, emphasizing diagnostic and repair procedures applied to

computer controlled power shift and hydro-static transmission systems.

DIE196 Diesel Equipment Technology and HEO Internship I

3 Credits (Internship – 135 hours)

Internship offering career study designed to provide hands-on work experience in the Diesel and Heavy Equipment Repair industry as a technician helper/shop laborer. Intern may be required by their employer to possess a basic tool set. This internship requires 135 clock hours. *Prerequisite: Enrollment in DIE, CFE or HEO program.*

DIE210 Advanced Diesel Engines and Fuel Systems

5 Credits (4 Lectures, 3 Labs)

An in-depth study of modern diesel engines used in off and on-highway application, emphasizing computer controlled fuel systems and new emission standards. *Prerequisite: DIE115.*

DIE211 Advanced Electrical/Electronic Systems

3 Credits (1 Lecture, 6 Labs)

An application of electrical/electronic principles and theories emphasizing electrical system anomaly diagnostics and repair/replacement of components. *Prerequisite: DIE111.*

DIE212 Advanced Mobile Hydraulics

3 Credits (1 Lecture, 6 Labs)

Application of the theoretical concepts, diagnostic procedures, service and repair techniques related to hydraulic and hydrostatic systems used in heavy equipment and truck applications, emphasizing the use of hydraulic schematics, test equipment and service manuals to diagnose and repair.

Prerequisite: DIE112.

DIE214 Advanced Power Train Repair and Diagnostics

5 Credits (4 Lectures, 3 Labs)

Modern power train systems used in on and off-highway equipment, emphasizing diagnostic and repair procedures applied to computer controlled power shift and hydrostatic transmission systems. *Prerequisite: DIE114.*

DIE215 Diesel Electrical/Electronic Systems

8 Credits (2 Lectures, 18 Labs)

Theory, operation, and components of electrical and electronic circuits. An application of electrical/electronic principles and theories emphasizing electrical system anomaly diagnostics and repair/replacement of components.

ICON LEGEND:

AGEC:

Intensive Writing: *IW*

Reading Required: RDG100:

SUN Course:

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DIE216 Diesel Hydraulic Systems

8 Credits (2 Lectures, 18 Labs)

Theory of operation of hydraulic and hydro-static systems used in heavy equipment and truck applications. Application of the theoretical concepts, diagnostic procedures, and service and repair techniques related to hydraulic and hydro-static systems used in heavy equipment and truck applications. The course emphasizes the use of hydraulic schematics, test equipment, and service manuals to diagnose and repair.

DIE222 Mobile Refrigeration

3 Credits (2 Lectures, 3 Labs)

Principles of operation for the various types of mobile air conditioning systems utilized in diagnosing, testing and reconditioning these systems. *Prerequisite: Valid driver's license.*

DIE296 Diesel Equipment Technology and HEO Internship II

3 Credits (Internship – 135 hours)

Internship offering advanced career study designed to provide hands-on work experience in the Diesel and Heavy Equipment Repair industry as a technician helper/shop laborer. Intern may be required by their employer to possess a basic tool set. This internship requires 135 clock hours. The internship allows the student to obtain college credit for advanced level hands-on work experience. *Prerequisite: DIE196.*

EARLY CHILDHOOD EDUCATION (ECE)

ECE101 Introduction to the Child Care Profession

3 Credits (3 Lectures)

Introduction to the Child Care Profession focusing on child development and appropriate learning environments for children from birth through age five. Content includes child care licensing and developmentally appropriate curriculum in early childhood settings. *Satisfactory/Unsatisfactory grading option available.*

ECE105 Foundations of Early Childhood Education

3 Credits (3 Lectures)

An introduction to the field of early childhood education (ECE). Content includes an overview of different types of programs for young children, professional opportunities within the field, and key philosophies and theories of early childhood education. The course is suggested as an entry level course for an ECE certificate or degree.

ECE109 CDA Portfolio Preparation

1 Credit (1 Lecture)

Preparation and compilation of a professional portfolio to be used for those seeking a National Child Development Associate (CDA) Credential. The course also includes a review of each of the CDA Competency Areas to support the compiling of the required portfolio. *May be taken up to three times for credit.*

ECE110 Health, Safety, and Nutrition

3 Credits (3 Lectures)

An introduction to practices and procedures used to promote the health, safety, and nutrition of young children in early childhood settings. Includes an emphasis on planning and implementing education experiences that support the development of lifelong healthy habits and attitudes for young children.

ECE116 Effective Interactions and Guidance

3 Credits (3 Lectures)

Relationships among children and caring adults create the context for healthy social and emotional development. Topics include classroom management strategies and techniques for implementing effective interactions and guidance as a fundamental part of the learning environment and curricula.

ECE124 Active Learning in Math and Science

3 Credits (3 Lectures)

An exploration of the fundamental concepts of math and science for young children. Includes the study of strategies and techniques for helping children develop problem solving and reasoning skills, and an awareness and appreciation of the natural environment.

ECE128A Environments for Infants and Toddlers

1 Credit (1 Lecture)

Practical theories and principles for the arrangement of a safe, healthy environment for infants and toddlers, emphasizing indoor/outdoor environments, material selection and usage based on observation and participation in an infant/toddler care setting. Observations required.

ECE129B Observation Skills in the Infant and Toddler Program

1 Credit (1 Lecture)

Techniques and skills to effectively observe and record characteristics and developmental stages of infants and toddlers, including record keeping procedures, an overview of a

ICON LEGEND:

AGEC:

Intensive Writing: *IW*

Reading Required: RDG100:

SUN Course:

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COURSE DESCRIPTIONS

variety of caregiving settings and an observation in an infant/toddler program. Observations required.

ECE129C Recordkeeping Skills: Infant and Toddler Programs

1 Credit (1 Lecture)

Recordkeeping procedures for the daily operations of an infant/toddler program are explored, including an overview of caregiving settings and observations.

ECE183 Curriculum and Learning Materials for Infants

1 Credit (1 Lecture)

Practical theories and principles for designing infant curriculum with an emphasis on responsive relationships, developmental stages, applied observation and providing developmentally appropriate, safe learning materials for infant exploration.

ECE184 Curriculum and Learning Materials for Toddlers

1 Credit (1 Lecture)

This course explores practical theories and principles for designing toddler curriculum emphasizing responsive relationships, developmental stages, applied observation and providing developmentally appropriate, safe learning materials for toddler exploration.

ECE216 Early Childhood Observation and Assessment

3 Credit (3 Lectures)

Observation and assessment, along with planning, implementation and evaluation, form an ongoing process that is the basis for making developmentally appropriate educational decisions, informing curriculum planning, and evaluating goals for children and programs. Includes effective strategies for implementing the observation and assessment process and partnerships with families and other professionals to support each child's learning and development.

ECE226A Cognitive Development of Infants and Toddlers

1 Credit (1 Lecture)

Theories, trends and principles of cognitive growth and development of infants and toddlers, and examination of the developmental stages and norms through observation and participation in an infant/toddler care program.

ECE226C Language Development of Infants and Toddlers

1 Credit (1 Lecture)

ICON LEGEND: **AGEC:**  **Intensive Writing:** *IW* **Reading Required:** RDG100:  **SUN Course:** 

Theories, trends and principles of cognitive growth and language development in infants and toddlers and the examination of developmental stages and norms through observation and participation in an infant/toddler program.

ECE227B Guidance of Infants and Toddlers

1 Credit (1 Lecture)

Overview of the social and emotional development of infants and toddlers, including positive relationship building and guidance techniques.

ECE227C Enhancing Social Competency of Infants and Toddlers

1 Credit (1 Lecture)

This course explores the social and emotional development of infants/toddlers, including appropriate experiences and environments to enhance development of social competency within a group through observation and participation in an infant/toddler program.

ECE228B Physical Development in Infancy/Toddlerhood

1 Credit (1 Lecture)

Study the physical development of infants/toddlers, including observing and participating in infant/toddler activities and customizing a program to meet specific children's needs. Observations required.

ECE229 Early Childhood Practicum

4 Credits (2 Lectures, 2 Practica)

Practicum requiring 100 hours of field work in an early childhood program where the concepts learned in the Early Childhood Education (ECE) core coursework are applied. The application process requires documentation of a negative TB test, AZ Fingerprint Identity Verified Print (IVP) card, and director approval. This is intended to be the last course taken in the program of study. *Prerequisite: Director consent.*

ECE254 Emergent Language and Literacy

3 Credits (3 Lectures)

Foundation for early childhood professionals to become knowledgeable about current theories, research, and best practices to understand early language and literacy development.

ECE257 Family Child Care Management

3 Credits (3 Lectures)

The multi-faceted aspects of providing family child care, including the fundamentals of creating appropriate curriculum and environments, fiscal management and recordkeeping, and



marketing and communications. Topics include the principles of achieving a balance of work and family life while operating a family child care business are also addressed.

ECE271 Creating Early Childhood Environments

3 Credits (3 Lectures)

Methods to establish age-appropriate learning environments, incorporating indoor, outdoor and community aspects. Design and implement schedules, lesson plans and transitions to meet the needs of young children in a variety of early childhood settings.

ECE276 Child Development

3 Credits (3 Lectures)

Theories, trends and research in human development from prenatal through adolescence with emphasis on the principles, general characteristics and behaviors of physical, social, emotional and intellectual growth of children and adolescents. *Prerequisite or corequisite: RDG100.*

ECE278 Effective Curriculum Design for Teachers of Young Children

3 Credits (3 Lectures)

Methods of collecting and organizing resources to provide a play based early childhood curriculum. Planning and implementing a developmentally appropriate curriculum using observation and assessment tools.

ECE280 Inclusion of Children with Special Needs

3 Credits (3 Lectures)

This course provides an overview of the values, policies and practices of inclusion of children with special needs including laws governing services, individualized plans, and working collaboratively with families.

ECE283 Valuing Families and Diversity

3 Credits (3 Lectures)

This course focuses on methods for developing effective communication skills to involve parents in the early childhood program, including building an awareness of diverse family values and implementing a diverse curriculum. Students build skills to help parents and staff work together to understand the child's needs.

ECONOMICS (ECN)

ECN200 Contemporary Economic Issues

3 Credits (3 Lectures)

Investigates the basic concepts and principles of economics, and how they operate within the American economic system. Highlights both Macroeconomics and Microeconomics in simplified terms; intended for those who will only take one course in economics. *Prerequisite or corequisite: RDG100.*

ECN201 Principles of Macroeconomics

3 Credits (3 Lectures) ECN 2201

A descriptive analysis of the structure and functioning of the American economy. Emphasis on basic economic institutions and factors that determine general levels of output, employment, income and prices. *Prerequisite or corequisite: RDG100.*

ECN202 Principles of Microeconomics

3 Credits (3 Lectures) ECN 2202

A descriptive analysis of the theory of consumer choice, price determination, resource allocation and income distribution. Topics include non-competitive market structures such as monopoly, oligopoly and the effects of government regulation. *Prerequisite or corequisite: RDG100.*

EDUCATION (EDU)

EDU221 Introduction to Education

3 Credits (3 Lectures)

A survey of the profession of teaching, with emphasis on current trends and diversity, historical and legal perspectives, and societal influences. *Course includes observation and participation in preK-12 school environments. Prerequisite: RDG100.*

EDU222 Introduction to Special Education

3 Credits (3 Lectures)

Overview of Special Education theory and practice in the United States today, including the characteristics of students with specific disabilities and the effects on the individuals and their families. *Prerequisite: RDG100.*

EDU225 Relationships in the Classroom

3 Credits (3 Lectures)

An introduction to pre-K-12 classroom settings and the relationships between teachers and their students. Focus is on class management and developing positive and appropriate individual relationships with students. *Prerequisite: RDG100.*

EDU228 Behavior Management

3 Credits (3 Lectures)

ICON LEGEND:

AGEC:

Intensive Writing:

Reading Required: RDG100:

SUN Course:

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COURSE DESCRIPTIONS

Individual student and group management in K-12 classrooms using proactive strategies. *Prerequisite: RDG100.*

EDU230 Cultural Values in Education

3 Credits (3 Lectures)

Examine the effects of culture on the formation of the child's self-concept and learning styles, including the role of prejudice, stereotyping and cultural incompatibilities in education.

Prerequisite: RDG100.

EDU233 Global Issues in Education

3 Credits (3 Lectures)

A study of education from an international perspective, including the culturally-based formation of the child's self-concept and learning style. An educational system comparison with another country or countries and an analysis of prejudice, stereotyping and cultural incompatibilities in specific educational systems. *Prerequisite: RDG100.*

EDU240 Structured English Immersion

Previously known as EDU240 Provisional Structured English Immersion

3 Credits (3 Lectures)

Full endorsement course in Introduction to Structured English Immersion for teachers and administrators who are working in the K-12 school setting, or for students in the AAEE program. This course meets the Arizona Department of Education SEI endorsement. *Prerequisite: RDG100.*

ENGINEERING (EGR)

EGR090 STEM Learning Success

1 Credit (1 Lecture)

Learning how to learn through effective time and stress management, the application of study skills to basic presentations from various STEM (Science-Technology-Engineering-Mathematics) career fields and Learning Theory. Students who are interested in any STEM field should consider this student success course that is designed especially for those goals.

EGR102 Introduction to Engineering

3 Credits (2 Lectures, 3 Labs) EGR 1102

Comprehensive engineering problem solving incorporating the design process, its scientific basis, hands-on teamwork, effective communication, ethical implications and the profession itself. *Prerequisite: MAT182 OR MAT187 .* Consult an academic advisor as to how this course meets CAC's Computer Competency degree requirement.

EGR105 Beginning MATLAB Programming

2 Credits (2 Lectures)

Use MATLAB to solve real-world science and engineering problems. Topics include an introduction to programming, strings, arrays, data structures, control flow, file management, data analysis, basic numerical analysis and graphing.

Prerequisite: MAT151 .

EGR110 Intermediate MATLAB Programming

2 Credits (2 Lectures)

A continuation of EGR105 covering the design of problem-solving algorithms and their application to scientific and engineering solutions. *Prerequisites: EGR105 and MAT187 .*

EGR116 Introduction to Python Programming

2 Credits (2 Lectures)

Basic Python programming language covering string manipulation, user input, calculations, graphing, variables, loops, conditional logic, variables, lists, text files, objects, methods, classes, Graphical User Interface (GUI) development and animation. *Prerequisite: MAT151 .*

EGR120 Digital Design Fundamentals

5 Credits (4 Lectures, 3 Labs)

Principles for analyzing linear and non-linear circuits; using SPICE simulation; design and measurement of linear analog electrical systems. *Prerequisites or corequisites: MAT275 and PHY122 .*

EGR121 STEM Simulation Programming

2 Credits (2 Lectures)

Use Visual Python to create simulations of physical systems. Topics include simulation programming, graphing and introductory numerical analysis, data acquisition, organization, analysis and visualization. *Prerequisites: (MAT182 or MAT187) and (PHY111 or PHY121 .*

EGR201 Statics

3 Credits (3 Lectures)

Introduction to engineering statics, including force systems, resultants, equilibrium of particles and rigid bodies. Course includes an introduction to centroids and centers of mass, area moments of inertia, distributed loading and friction.

Prerequisites: EGR105, PHY121 . Corequisite: MAT262 .

EGR202 Dynamics

3 Credits (3 Lectures)

Introduction to the kinematics of particles, systems of particles and rigid bodies; moving reference frames; dynamics of

ICON LEGEND: AGEC: Intensive Writing: Reading Required: RDG100: SUN Course:

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particles, systems of particles and rigid bodies; equilibrium, energy, linear momentum and angular momentum.
Prerequisite: EGR201.

EGR222 Circuits I

5 Credits (4 Lectures, 3 Labs)

Principles for analyzing linear and non-linear circuits; using SPICE simulation; design and measurement of linear analog electrical systems. *Prerequisites or corequisites: MAT275 and PHY122*

ENTERTAINMENT INDUSTRY TECHNOLOGY (EIT)

EIT100 History of Rock n' Roll

3 Credits (3 Lectures)

A survey of the history and development of rock music noting how cultural, social, political and economic conditions have affected its evolution. *Prerequisite or corequisite: RDG100.*

EIT101 Introduction to Entertainment

3 Credits (3 Lectures)

An introduction to the live entertainment event industry, including survey of industry, job descriptions and employment opportunities, technical requirements and basic operation of various live performance and other venues. *Prerequisite: RDG100.*

EIT120 Entertainment Law

3 Credits (3 Lectures)

An introduction to legal aspects of the entertainment industry, including performance rights, songwriting and personal appearance contracts, copyright law and trademarks. *Prerequisite or corequisite: EIT101. Offered every spring.*

EIT130 Live Audio Production I

3 Credits (2 Lectures, 3 Labs)

An introduction to concepts and technical skills required for live event sound reinforcement. Topics include the operation of basic sound systems, including consoles, amplifiers, speakers, processors and microphones. *Prerequisite or corequisite: EIT101. Offered every spring.*

EIT140 Introduction to Lighting

3 Credits (2 Lectures, 3 Labs)

Introduction to the technical aspects of concert and theatrical lighting, including basic design, color theory, instrument types, power distribution, control, safety, and the proper hanging, connection, focus and control of instruments and accessories such as gobos, color scrollers, mirrored fixtures and moving lights. *Prerequisite: EIT101. Offered every spring.*

EIT151 Digital Audio Workstation

3 Credits (2 Lectures, 3 Labs)

Use of Pro Tools mixing and automation software in conjunction with editing and recording, including computer operation, troubleshooting and file management. *Prerequisite or corequisite: RDG100. Recommended: Students should possess basic computer skills and be comfortable navigating personal computers prior to enrolling in this course. Consult an academic advisor as to how this course meets CAC's Computer Competency degree requirement.*

EIT153 Recording Engineering I

3 Credits (2 Lectures, 3 Labs)

Introduction to basic topics in the operation of a 24-track audio recording studio, including audio theory, recording console signal flow, microphone placement, multi-track recording and mixing techniques. At the completion of the course, students will record and mix simple recording sessions. *Prerequisite: EIT151. Recommended: Students need to perform basic operations of the Macintosh operating system and operate Pro Tools recording software. Offered every spring.*

EIT170 Performance Skills

1 Credit (3 Labs)

Private coaching and practice for a modern popular music soloist or ensemble that concentrates on proper tone production, technique, style, stage presence and communication skills, incorporating live sound reinforcement and lighting design in the development of a live audience performance. Intended for students with moderate vocal or instrumental music proficiency. *May be taken four times for credit.*

EIT171 Songwriting I

2 Credits (1 Lecture, 3 Labs)

Introduction to the basics of song writing, including lyrics, rhythmic, melodic and harmonic development, form and emotional content. *Prerequisite or corequisite: MTC100. Offered every fall.*

EIT203 Entertainment Capstone Project

2 Credits (6 Labs)

A capstone experience for the entertainment professional, including planning, preparing and developing a specific entertainment project by selecting materials, setting up and monitoring a budget, and overseeing a complete compact disk, project portfolio, or a full concert performance. *May be taken four times for credit, once for each of the four EIT tracks.*

ICON LEGEND:

AGEC:

Intensive Writing:

Reading Required: RDG100:

SUN Course:

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Prerequisite: Completion of first three semesters of an EIT track with a grade of C or better in each course. Offered every spring.

EIT221 Entertainment Marketing and Promotion

3 Credits (3 Lectures)

Entertainment business marketing and promotion elements, specifically the creation of publicity materials, designing the process for developing media relations, a press kit and creating a publicity campaign. *Prerequisite: EIT120 Offered every fall.*

EIT222 Artist Management

3 Credits (3 Lectures)

The responsibilities and relationships with performers and managers, as well as third party business associates in the music industry, will be explored. Topics include managing independent and contracted artists and the manager's role in touring, personal appearances, concert performances/recording, arranging bookings, maintaining contracts, setting up and monitoring budgets. Students will learn to locate, initiate and then manage performers. *Prerequisite or corequisite: EIT120. Offered every fall.*

EIT223 Events/Venue Management

3 Credits (3 Lectures)

Hands on and theoretical knowledge needed to work in the events and venue management arena. The course provides practical training in the organization and management of special music events and venue management. *Prerequisite or corequisite: EIT221. Offered every spring.*

EIT231 Live Audio Production II

3 Credits (2 Lectures, 3 Labs)

A continuation in concepts and technical skills required for live event audio reinforcement. Topics include advanced sound system setup and operation, in-depth operation of program and monitor consoles, system equalization, flown speaker arrays and musical production considerations. *Prerequisite: EIT130. Offered every spring.*

EIT232 Equipment Maintenance

3 Credits (2 Lectures, 3 Labs)

Introduction to basic concepts and techniques for maintaining and repairing sound and lighting equipment. Topics include basic maintenance, preventative maintenance, troubleshooting, soldering, wiring standards, calibration and testing of a wide variety of sound, lighting and performance-related equipment. *Offered every spring.*

EIT241 Concert Lighting

3 Credits (2 Lectures, 3 Labs)

An in-depth study of concert lighting to include full lighting design and lighting instrument hang and focus for numerous concert arrangements, specifically choir concert, band/orchestra, and dance lighting. Topics include using computer lighting effects, color scrollers, mirrored fixtures, and moving lights. Fieldtrips required to off-campus area theatres to examine and evaluate an array of lighting venues.

Prerequisite: EIT140. Offered every fall.

EIT242 Rigging

3 Credits (2 Lectures, 3 Labs)

Introduction to the technical aspects of rigging for theater and concerts, including single and double purchase counterweight systems, block and tackle, cable and chain rigging, powered hoist systems and portable scenic and lighting trusses.

Prerequisite: EIT101. Offered every fall.

EIT254 Recording Engineering II

3 Credits (2 Lectures, 3 Labs)

A continuation in concepts and technical skills required in recording engineering in a 48-track audio recording studio. Topics include advanced audio theory, signal-processing equipment, advanced musical recording session procedures, production and engineering. At the completion of the course, students should be able to record and mix advanced multi-track recording sessions. *Prerequisite: EIT153. Offered every fall.*

EIT255 Recording Engineering III

3 Credits (2 Lectures, 3 Labs)

A continuation in the study of recording studio procedures learned in EIT254. Topics include mixing techniques, synchronization of various machines, album sequencing and editing, and commercial production. Upon completion, students should be able to conduct any type of recording session and understand the working procedures in a professional recording studio. *Prerequisite: EIT254. Offered every spring.*

EIT261 Acting for the Camera

3 Credits (2 Lectures, 3 Labs)

Develop an actor's approach to the special demands of acting in front of a camera. Emphasis is placed on the development of specific performance skills used for television and film acting. A capstone portfolio includes a variety of audition shorts.

Prerequisite: THE101 or instructor consent. Cross Listed: THE261.

EIT272 Songwriting II

2 Credits (1 Lecture, 3 Labs)

Advanced songwriting techniques as a continuation of Songwriting I, including poetic and lyrical rhythm and meter, counterpoint, harmonic development, form and total song

ICON LEGEND:

AGEC:

Intensive Writing: *IW*

Reading Required: RDG100:

SUN Course:



development to maximize emotional content. *Prerequisite: EIT171. Offered every spring.*

EIT296 Entertainment Internship

3 Credits (Internship – 135 Hours)

Students work in entertainment industry internships designed to fit the students' selected degree/certificate track, career goals, interests and skills. The student may take one internship for each of the four tracks of the Entertainment Industry Technology program. May be taken four times for credit, once for each of the four EIT tracks. *Prerequisite: Complete all year one EIT courses in appropriate EIT track with a grade of C or better in each course. Offered every fall.*

ELECTRICITY (ELC)

ELC122 Direct Current and Alternating Current Circuit Analysis

3 Credits (2 Lectures, 3 Labs)

Basic electricity theory as applied to circuits containing capacitance, inductance and resistance with either direct current or sinusoidal voltages applied.

ELC126 Residential Wiring

3 Credits (2 Lectures, 3 Labs)

Residential wiring according to the National Electrical Code, with emphasis on proper use of materials and techniques for safe electrical installation or extensions in single- and multi-family dwellings. *Prerequisite: MAT092 with a grade of C or higher or placement into MAT121.*

ELC128 Introduction to Programmable Logic Controllers

3 Credits (2 Lectures, 3 Labs)

Principles and applications of programmable logic controls (PLCs) including numbering systems, control strategies and ladder logic. *Prerequisite: ELC122. Corequisite: ELT223.*

ELC200 Radio Frequency RF/High Vacuum HV

3 Credits (2 Lectures, 3 Labs)

High vacuum and plasma systems to manufacture semiconductor devices, process foods, surface hardening, compact disk production and film deposition. *Prerequisite: Sophomore and instructor consent.*

ELC220 Active Circuits

3 Credits (2 Lectures, 3 Labs)

Instruction and practical application of basic semiconductor devices (transistors, diodes and Op-Amps) and circuit simulation software. *Prerequisite: ELC122.*

ELC221 Control Devices

3 Credits (2 Lectures, 3 Labs)

Electrical controls, instruments and devices for industrial equipment such as motor starting and speed control, voltage regulation and automatic controls for AC and DC machines. *Prerequisite: ELC220.*

ELC222 Active Circuits and Systems

3 Credits (2 Lectures, 3 Labs)

Theory and design of active circuits and systems used in electronic and electro-mechanical equipment, integration of active circuits into subsystems and complete electro-mechanical systems, analog-to-digital and digital-to-analog systems with reference to data acquisition and control. *Prerequisite: ELC220.*

ELC223 Integrated Circuit Devices

3 Credits (2 Lectures, 3 Labs)

Introduction to timers, counters, linear and digital circuits, operational amplifier circuits and systems, voltage regulators, digital number code systems, integrated circuit logic devices, multi-vibrators memory systems, analog-to-digital and digital-to-analog devices. *Prerequisites: ELT128 and ELC220.*

ELC228 Advanced Programmable Logic Controllers

3 Credits (2 Lectures, 3 Labs)

Advanced principles and applications of programmable logic controls (PLCs), including advanced programming using math function blocks, bit manipulation blocks and subroutines. Course includes an introduction to networking of PLCs and HMI devices. *Prerequisite: ELC128.*

ELC251 Instrumentation

3 Credits (2 Lectures, 3 Labs)

Alternative energy fields equipment usage, measurements and calculations.

ELECTRONICS (ELT)

ELT128 FPGA Fundamentals

3 Credits (2 Lectures, 3 Labs)

Theory and application of inverters, AND, OR, NAND and NOR gates, flip-flops, counters, timers and registers in combinational and sequential circuits using Field Programmable Gate Arrays (FPGAs).

ICON LEGEND:

AGEC:

Intensive Writing: *IW*

Reading Required: RDG100:

SUN Course:

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ELT130 Computer Upgrades and Operating Systems I

3 Credits (2 Lectures, 3 Labs)

Apply previous A+ and Networking experience to actually upgrade computers and configure operating systems by doing hands-on projects in a lab-situated class. *May be taken two times for credit.*

ELT223 Microcontroller Fundamentals

3 Credits (2 Lectures, 3 Labs)

Microcontroller theory and operation, assembly and High level programming and interfacing. *Prerequisite: ELT128.*

ELT260 Advanced FPGA Concepts

3 Credits (2 Lectures, 3 Labs)

Advanced topics in Field Programmable Gate Array (FPGA) to include memory circuits, VHDL, and coding methods for synchronous circuits, design of synchronous circuits and state machines, and FPGA architectures. *Prerequisite: ELT128.*

ELT265 MicroBlaze1

3 Credits (2 Lectures, 3 Labs)

MicroBlaze programming applications, including hardware design components, Embedded Development Kit (EDK) and creating, programming and troubleshooting the MicroBlaze processor using the Artix-7 FPGA Development Board. *Prerequisite: ELT260.*

ELT270 MicroBlaze2

3 Credits (2 Lectures, 3 Labs)

Advanced MicroBlaze programming applications which include creating a multicore MicroBlaze system and interfacing peripherals. *Prerequisite: ELT265.*

ELT275 Embedded Fundamentals

3 Credits (2 Lectures, 3 Labs)

Application of interfacing a microcontroller to FPGA and the programming languages C, VHDL and LabVIEW. *Prerequisite: ELT270.*

EMERGENCY MEDICAL SERVICES (EMS)

EMS100 CPR for Professionals

.5 Credit (.5 Lecture)

CPR skills needed to assist victims of all ages, including ventilation with a barrier device, a bag-mask device and oxygen, use of an automated external defibrillator (AED), and relief of foreign-body airway obstruction (FBAO). Intended for participants who provide health care to patients in a wide

variety of settings, including in-hospital and out-of-hospital. Designed for certified or non-certified, licensed or non-licensed healthcare professionals. *May be taken four times for credit. Recommended: Students should recertify in CPR every two years to maintain certification/license as an EMT, Paramedic, Nurse or MD.*

EMS101 First Care

.5 Credit (.5 Lecture)

A course to train a lay person to provide care for patients suffering sudden illness or injury. Focus is on providing immediate care until EMS personnel arrive. Successful students fulfill OSHA, specific business or industry job requirements. *Satisfactory/Unsatisfactory grading option is available. May be taken two times for credit.*

EMS123 Emergency Medical Responder

3 Credits (3 Lectures)

The primary focus of the Emergency Medical Responder is to initiate immediate lifesaving care to critical patients who access emergency medical services. You will possess the basic knowledge and skills necessary to provide lifesaving interventions while awaiting additional emergency medical services (EMS) response and to assist higher level personnel at the scene and during transport. Emergency Medical Responders function as part of a comprehensive EMS response, under medical oversight. Emergency Medical Responders perform basic intervention with minimal equipment. *Corequisite: EMS100.*

EMS125 Emergency Medical Technician

9 Credits (9 Lectures)

This course follows the current EMT-Basic National Standard Curriculum and Arizona State Department of Health Services-EMS Division State statutes. The curriculum emphasizes cognitive, affective and psychomotor objectives. This is a State-approved program with a medical director and is updated to State standards as required by the ADHS. *Prerequisites: EMS100 or current proof of AHA Health Care Provider Card or ASHI Professional Rescuer Card, RDG091, Vaccination record: TB Skin Test within last 6 months, MMR, Tetanus and Diphtheria within the last 5 years.*

EMS190 Pediatric Advanced Life Support

1 Credit (1 Lecture)

Pediatric Advanced Life Support (PALS) is a classroom, video-based, instructor-led course that uses a series of simulated pediatric emergencies to reinforce the important concepts of a systematic approach to pediatric assessment, basic life support, PALS treatment algorithms, effective resuscitation and team dynamics. The goal of the PALS course is to improve the quality of care provided to seriously ill or injured children,

ICON LEGEND: **AGEC:** **Intensive Writing:** *IW* **Reading Required:** **RDG100:** **SUN Course:**



resulting in improved outcomes. *Prerequisites: Advanced Life Support Provider (ALS)-AEMT, Paramedic, Nurse, or MD.*

EMS191 Neonatal Resuscitation Program

1 Credit (1 Lecture)

Didactic and psychomotor skill education and training in techniques of newborn resuscitation. Discussion in causes, prevention and management of mild to severe neonatal asphyxia are carefully explained. Prior to course completion, students must present the instructor with a Neonatal Resuscitation course completion certificate from the American Academy of Pediatrics. *Students pay testing fee online/directly to American Academy of Pediatrics. URL: www.aap.org/nrp. May be taken two times for credit. Prerequisite: EMS125 or equivalent.*

EMS200 Basic EMT Refresher

2 Credits (2 Lectures)

EMT Refresher incorporates the standards as adopted by the State of Arizona, DHS-BEMS Division and the U.S. Department of Transportation's National Highway Traffic Safety Administration. Prepares students for State recertification and NREMT re-registration process. *May be taken two times for credit. Prerequisites: Current basic EMT and CPR certifications.*

EMS201 Basic EMT Renewal Challenge

.5 Credit (.5 Lecture)

Designed to support the Arizona Department of Health Services (A-DHS) Bureau of Emergency Medical Services (B-EMS) recertification requirements for Emergency Medical Technician Basic (EMTB) according to the U.S. Department of Transportation (DOT) EMT-Basic National Curriculum and the Arizona EMT Basic Refresher Curriculum Guidelines. *Does not meet National Registry of EMT (NREMT) refresher requirements for EMTs. Prerequisites: Basic EMT and CPR certifications.*

EMS208 Advanced Emergency Medical Technician

11 Credits (7 Lectures, 12 Labs – 285 Hours)

Meets the U.S. Department of Transportation and AZ Department of Health Services Office of Emergency Medical Services requirements for EMT-Advanced. Provides advanced knowledge and skills related to hypoperfusion states, respiratory arrest or insufficiency, seizure states, cardiovascular emergencies, unconscious states of undetermined etiology, head injuries with altered levels of consciousness and chest trauma. *Current EMT certification for one year required. Comprehensive written, oral and practical evaluations on basic EMT skills. Prerequisites: Valid EMT certification; HCP CPR; DHS requirements.*

EMS235 Emergency Cardiac Care

3 Credits (3 Lectures)

Designed to acquaint all levels of emergency care providers with basic electrocardiographic (ECG) rhythm analysis and interpretation and related care in a clinical and pre-hospital setting. *Prerequisite: EMS125 or Program Coordinator consent.*

EMS236 Pharmacology in an Emergency Setting

3 Credits (3 Lectures)

Designed for the Emergency Medical Technician dealing with the administration of emergency medications in the field as outlined in current paramedic legislation. In depth coverage of medications enumerated in the algorithms of patient care as defined by the American Heart Association (AHA), Advanced Cardiac Life Support (ACLS). Coverage of medications that interact or interfere with the AHA ACLS algorithms. *Prerequisite: EMS125.*

EMS240 Advanced Cardiac Life Support

1 Credit (1 Lecture)

Didactic and psychomotor skills training and validation in techniques of Advanced Cardiac Life Support (ACLS) according to the Current Standards and Guidelines of the American Heart Association (AHA). Includes endotracheal intubation, ECG arrhythmia recognition, synchronized, unsynchronized and automated defibrillation, cardiovascular pharmacology and electronic pacemaker. *Designed for all health-care related professionals, clinical and pre-hospital. Course may be repeated for recertification. Prerequisite: Current American Red Cross or American Heart Association (AHA) Basic Life Support Healthcare Provider validation, or National Safety Council Green Cross Professional Rescuer, or Division Chair consent.*

EMS241 Advanced Cardiac Life Support (ACLS) Refresher

.5 Credit (.5 Lecture)

Designed for all levels of emergency medical technicians, nurses, physicians and physicians' assistants to assure maintenance of didactic and psychomotor skill training in techniques of Advanced Cardiac Life Support (ACLS) according to the 2005 Standards and Guidelines of the American Heart Association. Course includes endotracheal intubation, ECG arrhythmia recognition, synchronized and unsynchronized and automated defibrillation, cardiovascular pharmacology and electric pacemaker. *Prerequisites: Current CPR provider level and current AHA ACLS provider level.*

ICON LEGEND:

AGEC:

Intensive Writing: *IW*

Reading Required: RDG100:

SUN Course:

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EMS242 Advanced Life Support Refresher Course

3 Credits (3 Lectures)

Advanced life support, including initial, focused and continuing processes of assessment; identification and treatment of hypoperfusion states; field interventions; and drug analysis within the scope of the intermediate and advanced EMT and paramedic. Designed to meet requirements for EMT-Intermediate and EMT-Paramedic under guidelines of the US Department of Transportation (US DOT), National Registry of EMTs (NREMT) as recognized by the Arizona Department of Health Services (A-DHS) Bureau of Emergency Services (B-EMS) for recertification. *May be taken two times for credit.*

Prerequisite: Paramedic or IEMT Certification.

EMS245 Pre-Hospital Trauma Management/PHTLS

1 Credit (1 Lecture)

Designed to instruct pre-hospital care personnel in the critical skills necessary to manage the trauma victim and the emergency scene through the Incident Command System (ICS). Enhances basic emergency medical technology (EMT) skills by focusing on emergency care interventions including victim assessment, initial treatment, resuscitative techniques, victim stabilization, transportation of the victim to an emergency care facility, and documentation. *Prerequisite: EMS125 or Basic EMT.*

EMS255 Instructional Strategies for EMT Instructors

2 Credits (2 Lectures)

Participative course to prepare all levels of EMT and/or nurses as instructors in EMT programs; includes writing objectives, preparing class and course schedules, reviewing AZDHS Rules and Regulations. *Prerequisite: AZ-DHS EMT, IEMT, CEP Certification or RN with two years of experience in ER nursing.*

EMS272A Advanced Emergency Medical Technology/Paramedic, Module I

13.5 Credits (13.5 Lectures – 216 Hours)

The first advanced course in the series for Emergency Medical Technicians explores the acute critical differences in physiology, pathophysiology and clinical symptoms as they pertain to pre-hospital emergency care. Course emphasizes developing diagnostic and advanced emergency treatment skills necessary to care for the acutely ill and seriously injured.

Prerequisite: Certified EMT with one year of experience; FSC129; entrance assessment; ability to obtain a DPS background clearance card for clinical sites; instructor consent. Corequisite: BIO160.

EMS272B Advanced Emergency Medical Technology/Paramedic, Module II

8.5 Credits (8 Lectures, 2 Labs – 150 Hours)

The second advanced course in the series for Emergency Medical Technicians explores acute critical differences in physiology, pathophysiology and clinical symptoms as they pertain to pre-hospital emergency care. Course emphasizes developing diagnostic and advanced emergency treatment skills necessary to care for the acutely ill and seriously injured. Topics include: drawing and recording blood, intubation, parenteral medications, dosage and side effects, injury prevention, standards of care and effective communication techniques. *Prerequisite: EMS272A. Corequisite: EMS272D.*

EMS272C Advanced Emergency Medical Technology/Paramedic, Module III

8.5 Credits (8 Lectures, 2 Labs – 150 Hours)

Designed to provide the emergency medical technician with advanced knowledge about the acute critical differences in physiology, pathophysiology and clinical symptoms, as they pertain to pre-hospital emergency care. Course emphasizes developing diagnostic and advanced emergency treatment skills necessary to care for the acutely ill and seriously injured.

Prerequisite: EMS272B. Corequisite: EMS272E.

EMS272D Advanced Emergency Medical Technology/Paramedic, Practicum I

6 Credits (6 Practica - 270 Hours clinical/vehicular)

Hands-on application of EMS skills and knowledge in a supervised, pre-hospital emergency setting, with an emphasis on demonstrating diagnostic and advanced emergency treatment skills to care for acutely ill and seriously injured patients. Competences covered include further development of diagnostic and advanced emergency treatment skills, professional communications with patients, their families, hospital and fire personnel, and improved speed and accuracy of delivery of lifesaving patient analysis and intervention care procedures. *Prerequisite: EMS272A. Corequisite: EMS272B.*

EMS272E Advanced Emergency Medical Technology/Paramedic, Practicum II

6 Credits (6 Practica - 270 Hours)

2nd semester practicum providing continued hands-on application of EMS skills and knowledge within a supervised, pre-hospital emergency setting, including patients with diverse physiology, pathophysiology and clinical symptoms. Emphasis is on demonstrating diagnostic and advanced emergency treatment skills to care for acutely ill and seriously injured patients. *Prerequisite: EMS272B. Corequisite: EMS272C.*

ICON LEGEND:

AGEC:

Intensive Writing: *IW*

Reading Required: RDG100:

SUN Course:



EMS275 Critical Care Emergency Medical Transport Program (CCEMTP)

Previously known as EMS275 Critical Care for Paramedics (CCEMTP)

5.5 Credits (5 Lectures, 2 Labs)

Critical Care Emergency Medical Transport Program (CCEMTP) is designed to prepare paramedics and nurses to function as members of a critical care transport team. Students will gain an understanding of the special needs of critical patients during transport, become familiar with the purpose and mechanisms of hospital procedures and equipment, and develop skills to maintain the stability of hospital equipment and procedures during transport. *Prerequisites:* One year experience as a registered nurse, certified paramedic or respiratory therapist; current certifications in CPR, trauma (BTLS or PHTLS), PALS or PEPP, and ACLS.

ENGLISH (ENG)

ENG090 English Composition I

3 Credits (3 Lectures)

An introduction to the writing process, emphasizing idea development, organization, and revision in sentences, paragraphs and short essays, as well as development of grammatical and mechanical skills. *Prerequisite or corequisite:* RDG091.

ENG100 English Composition II

3 Credits (3 Lectures)

An introduction to academic writing with an emphasis on generating ideas, expressing those ideas in essay form and using one's writings to organize content, identify punctuation, grammar and spelling errors and to create effective strategies for their correction. *Prerequisite:* ENG090 or appropriate placement score.

ENG101 English Composition III

3 Credits (3 Lectures) ENG 1101

Advancement of ability to analyze and write academic, college-level essays with an emphasis on developing ideas and using a process of writing, revising and editing to create organized, coherent, fully articulated essays that reflect the conventions of English grammar, mechanics and usage. *Prerequisite:* ENG100. *Prerequisite or corequisite:* RDG100.

ENG102 English Composition IV

3 Credits (3 Lectures) ENG 1102

Emphasis on critical thinking, close reading, analysis and advanced research skills through the development, writing and revision of complex arguments. *Prerequisite:* ENG101 .

ENG121 Applied Technical Writing

3 Credits (3 Lectures)

Business, professional and technical writing styles including syntax and document design necessary in the production of letters, reports, resumes and other forms of business communication. *Prerequisites:* ENG090 and RDG091.

ENG200 Introduction to Creative Writing

3 Credits (3 Lectures)

An introduction to the craft of writing the literary forms of creative nonfiction, poetry, and fiction, emphasizing readings, writing exercises, and the composition of original, short literary creative nonfiction, poetry, and fiction for a literary audience. *Prerequisite:* RDG100.

ENG203 Advanced Composition

3 Credits (3 Lectures)

Designed to help transfer students further develop their critical reading, writing and research abilities. Emphasis is placed on the methods of discourse students will need to know in their own disciplines and areas of interest. *Prerequisite:* ENG102 .

ENG210 Introduction to Fiction Writing

3 Credit (3 Lectures)

An introduction to the craft of fiction writing taught through writing exercises and the writing of original short fiction, emphasizing readings in literary/contemporary fiction. *Prerequisite:* ENG101 .

ENG215 Introduction to Poetry Writing

3 Credit (3 Lectures)

An introduction to the craft of literary poetry writing taught through readings and discussion of classical and contemporary poems, writing exercises, and the composition of original poems. *Prerequisite:* ENG101 . *Recommended:* ENG200.

ENG230 Introduction to Creative Nonfiction Writing

3 Credit (3 Lectures)

An introduction to the craft of creative nonfiction writing taught through readings in literary creative nonfiction, writing exercises, and the composition of original, short creative nonfiction pieces. *Prerequisite:* ENG101 . *Recommended:* ENG200.

ENVIRONMENTAL SCIENCE (ENV)

ICON LEGEND:

AGEC:

Intensive Writing:

Reading Required: RDG100:

SUN Course:

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ENV101 Environmental Science

4 Credits (3 Lectures, 3 Labs)

The systematic, scientific study of the environment and the effects of human activities on the environment. Field trips may be required at student's expense. *Prerequisite: RDG100.*

ENGLISH AS A SECOND LANGUAGE (ESL)

ESL089 ESL Multi-level Studies

3 Credits (3 Lectures)

English language listening, speaking, reading and writing skill development, levels of Beginning Literacy - ELAA V. Learners are assessed upon entry to determine English skill levels and placed in the appropriate learning level. The course content varies according to skills that align to the six levels and standards of the Arizona Department of Education Adult Education Standards for English Language Acquisition for Adults (ELAA). Learners progress at their own pace and may repeat the course to continue in the next level as they progress toward completion of all six ELAA levels. *Prerequisite: Pretest to determine existing skill level.*

FIRE SCIENCE TECHNOLOGY (FSC)

FSC106 Introduction to Emergency Services

3 Credits (3 Lectures)

An overview of fire protection and emergency services delivery at the local and national levels, including: career opportunities in fire protection and related fields; philosophy and history of fire protection/service; fire loss analysis; organization and function of public and private fire protection services; fire departments as part of local government; fire service laws and regulations; fire service nomenclature; specific fire protection functions; basic fire chemistry and physics; introduction to fire protection systems; and an introduction to The National Incident Management Systems (NIMS).

FSC108 Fundamentals of Fire Prevention

3 Credits (3 Lectures)

Organization and function of a fire prevention bureau including familiarization with state and local laws and ordinances, codes and principles of fire prevention, the inspector's job and public relations. Fundamentals of fire prevention, including techniques, procedures, regulations and enforcement. Course includes discussion of hazards in ordinary and special occupancies, field trips, and lectures from industry.

FSC109 Fire Protection Systems

3 Credits (3 Lectures)

ICON LEGEND:

AGEC:

Intensive Writing:

Reading Required: RDG100:

SUN Course:

This course provides a comprehensive and concise overview of the design and operation of the various types of fire protection systems, including fire alarm and detection systems, automatic fire sprinkler systems, special hazard fire protection systems, smoke control and management systems, and security and emergency response systems. *Prerequisite: FSC140.*

FSC110 Fire & Emergency Services Safety & Survival

3 Credits (3 Lectures)

Introduction to the basic principles and history related to the 16 National Fire Fighter Life Safety Initiatives, focusing on the need for cultural and behavior change throughout the emergency services. Encompasses three of the latest trends with the fire service (as it relates to college education): following the FESHE guidelines, a greater emphasis on the application of risk management, and online courses.

FSC111 Emergency Driver Operator

2 Credits (1 Lecture, 3 Labs)

Emergency vehicle operator training including the problems facing operators, the personal qualities of emergency vehicle operator candidates, legal responsibilities of operators, and physical forces involved in driving an emergency vehicle. Students must be employed/a member of public safety. *Prerequisites: FSC117, FSC118 and Program Director consent.*

FSC117 Fire Apparatus and Equipment

3 Credits (3 Lectures)

Principles of care, maintenance and operation of fire apparatus and pumps. Course includes pump construction and accessories, pumping techniques, power development and transmission. Driving, troubleshooting and producing effective fire streams are emphasized. *Prerequisite: FSC140 or Program Director consent.*

FSC118 Fire Hydraulics

3 Credits (3 Lectures)

Review of basic mathematics, hydraulic laws and formulas as applied to the fire service. Application of formulas and calculations to hydraulic problems, water supply variables and discharge requirements for pumps. *Recommended: FSC117.*

FSC119 Fire Service Ethics

3 Credits (3 Lectures)

Explore the ethical and moral obligations of fire service professionals who deal with the quality of internal and external customer service.

FSC126 Urban Technical Rescue: Rope Rescue I

2 Credits (2 Lectures)



The basic uses of rope rescue equipment according to the standards of the State of Arizona for Rope 1. *Students must be employed/a member of public safety. Students sponsored by agencies are required to provide their own equipment.*

Prerequisite: Program Director consent.

FSC129 Hazardous Materials Awareness/Operations

2 Credits (2 Lectures)

Hazardous Materials First Responder Operations and Confined Space Operations basic skills in accordance with the National Fire Protection Agency Association, including: 1) basic methods of recognition and identification based on the chemical and physical properties of hazardous materials; 2) basic safety procedures when utilizing specific types of protective clothing and equipment; and 3) basic tactical information relating to scene management. Students who wish to test for International Certification must pass the Awareness Level Exam prior to taking the Operations Level Exam.

FSC130 Fitness for Firefighters/CPAT

1.5 Credits (1.5 Lectures)

Skills and abilities required for entry level position in the fire service including physical ability and stamina. Students have the opportunity to take the International Association of Fire Fighters (IAFF) Candidate Physical Ability Test (CPAT) at the end of the course. *Satisfactory/Unsatisfactory grading option is available. May be taken two times for credit.*

FSC134 Fitness & Conditioning for Firefighters

3 Credits (3 Lectures)

Overview of all aspects of fitness for current and prospective firefighters, including physical fitness and workout techniques as they apply to performing specific firefighting tasks.

Prerequisite: Students must sign and submit CAC Liability Waiver to Fire Science Program Director (located on CAC FSC website). Recommended: Students should be in good physical condition and have no existing health conditions which may preclude them from fully participating in the course.

FSC140 Firefighter I and II

11 Credits (10 Lectures, 3 Labs)

Introductory fire science primarily targeting the fire department recruit. Includes firefighting skills, equipment, administrative policies, fire department operations, personnel policies, and International Fire Service Accreditation Congress Practical Skills Testing. *Prerequisites: EMS100 (CPR), EMS125 (Certified EMT), FSC129. Corequisite: FSC106, FSC134.*

FSC180 Wildland Fire, Module I

3 Credits (3 Lectures)

Designed for individuals with little or no experience in the wildland environment. Provides preparation for performing as a beginning-level wildland firefighter on an engine or hand crew. Instruction will provide an introduction to wildland fire prevention, fire behavior, suppression methods, equipment considerations, safety and incident command. This course encompasses the National Wildfire Coordinating Group content: S-110, S130/S190, S133, S134 and L-180. NWCG Certificate will be awarded after successful completion of the course and examination.

General Information:

1. *Student is responsible for obtaining text book package from the SPC-CAC book store.*

2. *On the first day of class, CAC provides the course tools and equipment.*

3. *Students are required to complete instructor-facilitated homework assignments that include the successful completion of online independent study courses.*

FEMA Website: training.fema.gov/IS/NIMS.asp

Courses: National Incident Management System NIMS:

IS-100.b - (ICS 100) Introduction to Incident Command Systems.

IS-700.a - National Incident Management Systems (NIMS), an

Introduction.

IS-200.b - (ISC 200) ICS for Single Resource and Initial Action Incidents.

URL NWCG Website: training.nwcg.gov/

FSC181 NWCG S-131 Advanced Firefighter Training

.5 Credit (.5 Lecture)

Advanced firefighter training. National Wildfire Coordinating Group standardized course. *Satisfactory/Unsatisfactory grading option is available. Prerequisite: FSC180.*

FSC182 NWCG S211 Portable Pumps and Water Use

1 Credit (1 Lecture)

Combined self-paced/field exercise format providing training for a portable water pump operator, per National Wildfire Coordinating Group. National Wildfire Coordinating Group standardized course. *Satisfactory/Unsatisfactory grading options available. Prerequisite: FSC180 or Program Director consent.*

FSC183 NWCG S212 Wildland Power Saws

1.5 Credits (1.5 Lectures)

Skill course designed to instruct prospective chain saw operators in the requirements of the wildfire power saw operator position, per National Wildfire Coordinating Group. National Wildfire Coordinating Group standardized course. *Satisfactory/Unsatisfactory grading option is available. Prerequisite: FSC180 or Program Director consent.*

ICON LEGEND:

AGEC:

Intensive Writing: *IW*

Reading Required: RDG100:

SUN Course:

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FSC185 NWCG Basic Incident Command System, I-200

1 Credit (1 Lecture)

Designed to introduce Wildland Firefighters to the principles of the Incident Command System (ICS) associated with incident-related performance in wildfires. This course is part one in a series of seven to meet the requirements to obtain NWCG certification for Engine Boss, per National Wildfire Coordinating Group (NWCG standardized course). *Satisfactory/Unsatisfactory grading option is available.*
Prerequisite: FSC180.

FSC186 NWCG Crew Boss (Single Resource), S-230

1.5 Credits (1.5 Lectures)

Instruction to produce student proficiency in the performance of all duties associated with the single resource crew boss, which includes preparation, mobilization, assignment, tactics and safety, demobilization at Wildfires. This course is required to obtain the NWCG Engine Boss qualification. National Wildfire Coordinating Group standardized course.
Prerequisite: NWCG S-131 OR FSC181.

FSC187 NWCG Engine Boss (Single Resource), S-231

.5 Credit (.5 Lecture)

Skill course required for Engine Boss, to produce student proficiency associated with the single resource engine boss. This course is one part of seven for the requirements to obtain NWCG certification for Engine Boss, per National Wildfire Coordinating Group. National Wildfire Coordinating Group standardized course. *Prerequisite: NWCG S-131 OR FSC181.*

FSC188 NWCG Ignition Operations, S-234

2 Credits (2 Lectures)

Combined classroom/field exercise providing an entry-level training in the functional roles and responsibilities connected with firing operations at wildfire situations. This course is one part of seven for the requirements to obtain NWCG certification for Engine Boss. National Wildfire Coordinating Group standardized course. *Prerequisite: NWCG S-290 OR FSC191.*

FSC189 NWCG Interagency Incident Business Management, S-260/S-261

2 Credit (2 Lectures)

Interagency incident business management skills to meet general training needs of all firefighter positions and required to obtain National Wildfire Coordinating Group (NWCG) Certification for Engine Boss. This Course is also a requirement for the completion of the CAC Wildland Firefighter I Certificate.

FSC190 NWCG Basic Air Operations, S-270

1.5 Credits (1.5 Lectures)

Basic firefighter air operations, including aircraft types and capabilities, aviation management and safety for flying in and working with agency aircraft, tactical and logistical uses of aircraft and requirements for helicopter take-off and landing areas. This course is required to obtain National Wildfire Coordinating Group (NWCG) certification for Engine Boss and required for Wildland Firefighter I Certificate completion. *Satisfactory/Unsatisfactory grading option is available.*
Prerequisite: FSC181 or NWCG S-131.

FSC191 NWCG Intermediate Wildland Fire Behavior, S-290

2 Credits (2 Lectures)

Prepares prospective supervisors to undertake safe and effective fire management operations. This course is required to obtain National Wildfire Coordinating Group (NWCG) Certification for Engine Boss and required for the CAC Wildland Firefighter I Certificate. *Satisfactory/Unsatisfactory grading option is available.* *Prerequisite: FSC180 or NWCG 130/190.*

FSC192 Initial Attack Incident Commander

1 Credit (1 Lecture)

Incident commander focuses on six instructional units: Foundation Skills; Intelligence Gathering and Documentation; Sizing Up the Incident; Developing a Plan of Action; Post-fire Activities; Evaluating Incident Objectives and Managing the Incident. Discussion and exercise format culminate in unit tests and performance based evaluations. *Prerequisite: FSC180.*

FSC193 NWCG L-280 Followership to Leadership

1 Credit (1 Lecture)

A self-assessment opportunity for individuals preparing to step into a leadership role while working through a series of problem solving events in small teams. Training includes: leadership values and principles, transition challenges for new leaders, situational leadership, team cohesion factors, ethical decision making and after action review techniques.
Prerequisite: FSC180.

FSC202 Supervisory Training for Firefighters

3 Credits (3 Lectures)

ICON LEGEND:

AGEC:

Intensive Writing: *IW*

Reading Required: RDG100:

SUN Course:



Administrative and personnel methods applied to fire safety, department organization and personnel management. Includes fire service planning and relationships with other city depts.

FSC203 Fire Operations in the Wildland/Urban Interface

2 Credits (2 Lectures)

Designed for structural and wildland firefighters who make tactical decisions when confronting wildland fire that threatens life, property and improvements in the wildland/urban interface. This course fulfills the requirements for S215 NWCG. *Prerequisite: FSC181.*

FSC204 Firefighting Tactics and Strategy

3 Credits (3 Lectures)

Methodical approaches for coordinating personnel, equipment and apparatus on an emergency incident with emphasis on building construction, firefighter safety and the functions of command. Commander preparation and application of concepts involved in the development and deployment of on-scene strategic or tactical plans, while utilizing simulation exercises. *Prerequisite: FSC140.*

FSC205 Command Strategies for Major Emergencies

3 Credits (3 Lectures)

Methods of managing major emergency incidents to include major wildland fires, complex hazardous materials incidents and multi-casualty medical incidents. Management of incidents requiring the commitment of resources based on transitional situations, the interactions involved with multi-agency coordination and the incorporation of federal, state and local resources while utilizing simulation exercises. *Prerequisite: FSC204 or equivalent course.*

FSC206 Fire Department Health and Safety Officer

3 Credits (3 Lectures)

Preparation for Public Safety members to become Health and Safety Officers within their Fire Department or organization, including requirements to manage Fire Agency Occupational Health and Safety Programs, both emergency and non-emergency incidents. *Prerequisites: FSC140 and FSC204.*

FSC208 Building Construction for the Fire Service

Previously known as FSC208 Fire Safety and Building Construction

3 Credits (3 Lectures)

Actions necessary to provide for the safety of firefighters operating on the fireground. Effects that fire and heat may have on various types of building construction resulting in the loss of structural integrity. Includes signs and symptoms of structural damage. *Prerequisite: FSC140 or current firefighter.*

FSC209 Fire Origin, Cause & Determination

3 Credits (3 Lectures)

Methods of determining points of fire origin, path of travel and fire cause. Includes recognizing and preserving evidence, interviewing witnesses, arson laws, types of arson fires, court testimony, reports and records. *Prerequisite: FSC140 or Program Director consent.*

FSC220 Fire Officer Leadership

3 Credits (3 Lectures)

Supervisory capabilities which include leadership skills and management styles. Also includes stress management, communication and motivational skills, and roles of the company officer. The course addresses ethics, use and abuse of power at the company officer level, creativity in the fire service environment and management of the multiple roles of the company officer. This course is required for IFSAC certification as a Fire Officer I. *Prerequisites: FSC202 and students must be employed as a member of public safety.*

FSC238 Vehicular Extrication and Victim Stabilization

2 Credits (2 Lectures)

Participative course designed for Emergency Medical Technicians (EMT). Incorporates new knowledge and skills necessary to access, extricate and care for victims of crash incidents. Provides exposure to scene management, including size-up, disentanglement, victim stabilization for single and multi-victim situations, hazardous materials incidents, integration of local emergency medical services (EMS) for patient assessment and management, and standard operating procedures to selected victim scenarios. *Prerequisites: Basic EMT certification or equivalent, nurse with emergency department and Program Director consent.*

FSC250 Ladder Company Officer

1 Credit (1 Lecture)

Overview of all aspects of ladder company operations including activities, expectations and responsibilities required of the ladder captain. Designed for the company officer who aspires to the role of ladder company officer.

FSC252 Engine Company Officer

1 Credit (1 Lecture)

ICON LEGEND:

AGEC:

Intensive Writing: *IW*

Reading Required: RDG100:

SUN Course:

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COURSE DESCRIPTIONS

Overview of all aspects of engine company operations including the activities and responsibilities performed by the captain as well as mechanisms for developing a personal supervisory style. Designed for the aspiring company officer or anyone having the opportunity for the role of a company officer. *Prerequisites: Firefighter, either volunteer or paid.*

FSC255 Fire Instructor I

3 Credits (3 Lectures)

Designed to train firefighters and emergency services instructors to teach a fire-related class with basic instructional knowledge and from a prepared lesson plan. This course meets the requirements set forth in the National Fire Protection Association (NFPA) 1041 standard. *Prerequisite: FSC140 or Program Director consent.*

FSC256 Fire and Emergency Services Instructor II

1.5 Credits (1.5 Lectures)

Knowledge for the Student/Instructor to develop, modify and recognize lesson plan types and formats; create lesson plans; develop guidelines for the use of audiovisual equipment; organize and plan the supervisory/administrative components of instruction. *Satisfactory/Unsatisfactory grading option is available. Prerequisite: FSC255.*

GENERAL EDUCATION DEVELOPMENT (HSE)

HSE089 High School Equivalency Multi-level Studies

Previously known as GED089 GED Multi-level Studies

3 Credits (3 Lectures)

Development of English Language Arts, Mathematical Reasoning, Science, Social Studies, and other academic knowledge and skills, including college and career readiness. Students are assessed the first class to determine readiness for passing the high school equivalency test. The course content varies according to the skills learners need for test and college and career preparation. Levels and standards align with Arizona Department of Education Adult Education College and Career Ready Standards. *May be taken more than four times for credit. Satisfactory/Unsatisfactory grading option only. Prerequisite: Pretest to determine existing skill level.*

HSE092 HSE Math



3 Credits (3 Lectures)

Instruction in algebra and geometry, to include algebraic expressions, equations, squares, cubes, exponents, factoring, graphing, slope, and other skills that will assist students in preparation for the GED Mathematical Reasoning test. This math review is a perfect refresher for students preparing for the

GED Math test or for those who have failed the GED Mathematical Reasoning test. *Satisfactory/Unsatisfactory grading option available. May be taken five or more times for credit. Prerequisite: Appropriate math placement test score AND a completed TABE survey in math with placement at ABE III or above; OR a documented failing score on the GED Mathematical Reasoning test.*

GEOGRAPHY (GEO)

GEO101 Introduction to Cultural and Historical Geography

3 Credits (3 Lectures)  

Historical and contemporary spatial variations among cultural groups and spatial functioning of society. Illustrations from a variety of cultures world-wide showing how culture is constructed, contested, and contextualized. *Prerequisite: RDG100.*

GEO111 Introduction to Physical Geography

4 Credits (3 Lectures, 3 Labs)  

Spatial and functional relationships among climates, landforms, soils, water and plants. *Prerequisite: RDG100*

GEOGRAPHIC INFORMATION SYSTEMS (GIS)

GIS101 Introduction to Geographic Information Technologies

3 Credits (2 Lectures, 3 Labs)

Introduction to geospatial technologies, including remote sensing, Global Positioning System (GPS), Geographic Information Systems (GIS), statistical analysis, map overviews, map projections and cartography.

GIS102 Map and Image Interpretation

3 Credits (2 Lectures, 3 Labs)

Reading, analysis and interpretation of maps/remote sensing images used by geoscientists, including topographic, geologic and other geoscience maps for basic air photo interpretation. Students will detect, identify, and analyze objects or features from film and digital aerial photography and other types of high resolution remotely sensed images. The laboratory portion of this course focuses on manual and digital image interpretation for land cover mapping, forestry, agriculture, and geology and planning applications. *May be taken two times for credit. Prerequisite: MAT118 or MAT162.*

GIS111 Introduction to GIS

4 Credits (3 Lectures, 3 Labs)

ICON LEGEND: AGEC:  Intensive Writing:  Reading Required: RDG100:  SUN Course: 

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Introduction to desktop Geographic Information Systems (GIS) technology using ArcGIS software to produce multidimensional spatial maps.

GIS112 Intermediate GIS

4 Credits (3 Lectures, 3 Labs)

Development of intermediate level knowledge and skills in Geographic Information Systems (GIS), including statistical applications, spatial databases, spatial analysis and related technology and an overview of spatial data. *Prerequisites: GIS101, GIS102 and GIS111.*

GIS113 Advanced GIS

4 Credits (3 Lectures, 3 Labs)

Advanced data and spatial analysis techniques in Geographic Information Systems (GIS), using ArcGIS. *Prerequisite: GIS112.*

GIS150 GIS and Global Positioning Systems (GPS)

3 Credits (2 Lectures, 3 Labs)

Exploration into the functionality and relationship between Geographic Information Systems (GIS) and Global Positioning Systems (GPS), including how to prepare, manage and retrieve GIS data for mobile devices.

GIS196 GIS Internship I

3 Credits (3 Internships – 135 Hours)

Students work in GIS internships to help student's select GIS specialty track, refine GIS skills and gain teamwork skills. *Prerequisites: GIS101, GIS102 and GIS111 completed with a grade of C or better.*

GIS210 GIS Programming

3 Credits (2 Lectures, 3 Labs)

Application of programming languages to GIS data to analyze data, creates user interfaces, create web services and achieve the full potential of ArcGIS software. *Prerequisite: CIS181 or (CIS216 or CIS218 or any computer programming course).*

GIS230 Applied GIS: The Environment

3 Credits (2 Lectures, 3 Labs)

Use Geographic Information Systems (GIS), the leading technique used in ecosystem analysis, to analyze data types, sources and applications; to integrate the physical and topographic information in a landscape with characteristics of the biotic components of the environment; and to address environmental systems and problems. This course focuses on

GIS applications to analyze and interpret ecological data. Use GIS to interpret spatial information in relation to land use and to create a decision matrix to plan, manage and restore land for more effective land use and success in environmental restoration efforts. *Prerequisite: GIS113.*

GIS231 Applied GIS: Transportation Systems

4 Credits (3 Lectures, 3 Labs)

Geographic Information Systems (GIS) applications to transportation includes 1) modeling techniques such as shortest path, location and allocation, vehicle routing and traffic assignment; 2) integration modeling and planning; and 3) exploration of other transportation systems pertaining to utilities such as pipeline networks and electrical transportation and distribution systems. Apply GIS principles to transportation using state-of-the-practice computing technology for transportation planning in a GIS environment. *Prerequisite: GIS113.*

GIS232 Applied GIS: Communities

3 Credits (2 Lectures, 3 Labs)

Explore GIS fundamentals as applied to a range of disciplines focusing on municipalities, including 1) city and county government agency data: crime, election, building, assessment and zoning data; 2) techniques for displaying data in map form; and 3) GIS theory, data collection and input, data management, spatial analysis, visualization, map preparation and presentation. *Prerequisite: GIS113.*

GIS250 Remote Sensing I

4 Credits (3 Lectures, 3 Labs)

Introduction to digital remote sensing and satellite imagery analysis, including: fundamental principles of remote sensing with an emphasis on the theoretical and applied realms of the discipline; physics of electromagnetic radiation, digital photogrammetry, image interpretation, spatial resolution, airborne and space-borne sensors and image classification; and reinforcement of concepts through laboratory exercises and field work. *Prerequisite: GIS102.*

GIS251 Remote Sensing II

4 Credits (3 Lectures, 3 Labs)

Use remote sensing tools to create aerial photography and data for Geographic Information Systems (GIS) based natural resource mapping and monitoring. Explore non-photographic systems used for natural resource management, including satellite-borne sensors, radar, LiDAR, video, digital cameras and various airborne multi-spectral and hyperspectral sensors. Data from these systems and aerial photography provide key inputs to GIS. *Prerequisite: GIS250.*

ICON LEGEND:

AGEC:

Intensive Writing: *IW*

Reading Required: RDG100:

SUN Course:

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GIS296 GIS Internship II

3 Credits (3 Internships - 135 Hours)

The GIS Internship II is designed for GIS A.A.S. Degree seeking students as their capstone course in which they apply their GIS knowledge and skill in a real-world setting based on their selected GIS track, interests and skills. This internship requires 135 hours of applied work in a work setting. *Prerequisites:* GIS113, (DFT131 or GIS241), (GIS230 or GIS231 or GIS232), (CIS120 or AGB124), GIS196 and instructor consent. This is the GIS A.A.S. Degree capstone course and all GIS AAS Degree coursework must be completed prior to enrollment in this course.



GIS299 GIS Research Methods

4 Credits (3 Lectures, 3 Labs)

Introduction to GIS focused research methods useful for academic and professional investigations of information practices and technologies. By examining the applications, strengths and major criticisms of geospatial methodologies drawn from both the qualitative and quantitative traditions, this course stresses developing skills and knowledge to make various decisions and the steps involved in crafting and executing a research methodology, as well as the ability to create critically assessed GIS-based research. *Prerequisite:* GIS232 or GIS251.



GEOLOGY (GLG)

GLG101 Physical Geology

4 Credits (3 Lectures, 3 Labs)  GLG 1101 

Basic principles of geology. Earth's minerals and rocks, external and internal processes, energy resources, and planetary geology. *Prerequisite:* RDG100.

GLG102 Historical Geology

4 Credits (3 Lectures, 3 Labs)  

Rocks, fossils, organic evolution, geologic time, plate tectonics, earth's origin and the major time periods of earth history. *Prerequisite:* RDG100.


GLG110 Geologic Hazards and Disasters

4 Credits (3 Lectures, 3 Labs)  

Geological studies as they apply to interactions between humans and the Earth, including geologic processes and hazards, resources and global change. *Prerequisite:* RDG100.

HEALTH CAREERS CENTER (HCC)

HCC100 Introduction to Healthcare

3 Credits (3 Lectures) 


Introduction to healthcare, medical terminology and the human body, personal and workplace safety, behaviors for success, communication and healthcare skills, and securing and maintaining employment. *Prerequisite:* RDG100.

HCC103 Introduction to Medical Terminology

1 Credit (1 Lecture) 


Introduction to medical terminology and abbreviations used in healthcare. Origin of selected medical terms and abbreviations related to body system structures, functions and diseases. Building and analyzing terms using basic word parts. *Prerequisite:* RDG100.

HCC111 Healthcare Law and Ethics

2 Credits (2 Lectures) 

Introduction to the foundations of law and ethics in healthcare, legal issues for healthcare practitioners, and professional, social and interpersonal healthcare issues. *Prerequisite:* RDG100.

HCC112 Interpersonal Skills

2 Credits (2 Lectures) 


Develop interpersonal communication skills, including study of basic principles of psychology, development stages of the life cycle, hereditary, cultural and environmental influences on behavior and other professional issues. *Prerequisite:* RDG100.

HCC113 Math and Dosage Calculations for Health Occupations

1 Credit (1 Lecture) 

Mathematical concepts and medical dosage calculation skills required in a variety of health occupations, including mathematical ratios and proportions, decimals, percentages, fractions, U.S. and metric weights and measurements. *Prerequisites:* MAT082 and RDG100.

HCC116 Medical Terminology

3 Credits (3 Lectures) 

The study and application of medical terminology to all body systems and specialties in various healthcare settings, including anatomy, physiology, organs, blood structures, lymphatic and immune system, musculoskeletal, skin, sense organs, endocrine systems and others. Medical terms relevant to oncology, radiology and nuclear medicine, pharmacology and psychiatry will be covered. *Prerequisite:* RDG100.

HEAVY EQUIPMENT OPERATIONS

ICON LEGEND:

AGEC: 

Intensive Writing: 

Reading Required: RDG100: 

SUN Course: 

**(HEO)****HEO100 Introduction to Heavy Equipment Operations**

5 Credits (1 Lecture, 12 Labs)

Basic heavy equipment operation knowledge and experience, including theory, safety and operation of various types of equipment used in the industry, as well as workplace ethics, time management and teamwork. *Prerequisites: Valid driver's license or instructor consent.*

HEO118 Forklifts, Rigging, and Hoisting Training

2 Credits (1 Lecture, 3 Labs)

Introduction to basic heavy equipment operation knowledge and experience, including working with heavy equipment in a safe and responsible manner, operating various types of forklifts used in the industry, and demonstration of rigging & hoisting safety techniques. Hands-on experiences includes lifting, transporting, and placing various types of loads.

HEO121 Heavy Equipment Operations Core

Previously known as HEO121 Heavy Equipment Operations

5 Credits (3 Lectures, 6 Labs)

Introduction to the use of heavy equipment with emphasis on safety, preventive maintenance and grade stake interpretation. *Prerequisite: Valid driver's license, Program Director consent, must be declared Heavy Equipment Operator major.*

HEO122 Heavy Equipment Operations I

Previously known as HEO122 Heavy Equipment Operations II

5 Credits (3 Lectures, 6 Labs)

Expanded operation of heavy equipment to include interpreting blueprints, staking, and estimating costs, using technology to conduct research and construct more complex projects. *Prerequisites: HEO121 and a valid driver's license.*

HEO127 Heavy Equipment Reconditioning

4 Credits (2 Lectures, 6 Labs)

Fundamentals of heavy equipment reconditioning procedures. *Prerequisite: Valid driver's license.*

HEO128 Diesel Equipment Service and Repair

4 Credits (2 Lectures, 6 Labs)

Service and repair of diesel and heavy equipment.


HEO221 Heavy Equipment Operations II
Previously known as HEO221 Advanced Heavy Equipment Operations

5 Credits (3 Lectures, 6 Labs)

Advanced instruction and application of heavy equipment operation comprehensive skills, knowledge and abilities.

Prerequisites: HEO122 and valid driver's license.

HEO222 Heavy Equipment Operations III
Previously known as HEO222 Applied Heavy Equipment Construction

5 Credits (3 Lectures, 6 Labs) 

Heavy Equipment Operator capstone construction project and introduction to job seeking techniques. *Prerequisites: RDG100, HEO122 or instructor consent, valid driver's license.*

HEO223 Commercial Driver License Preparation

3 Credits (3 Lectures)

Preparation for taking the Arizona Department of Motor Vehicle's written examination, the pre-trip vehicle inspection procedures, vehicle maneuvering control skills, and on-road driving test. *Prerequisite: HEO121 or DIE110.*


HEO225 Preventive Maintenance

Previously known as DIE225 Heavy Equipment Operations

2 Credits (1 Lecture, 3 Labs)

The development of skills necessary to identify, prevent and repair mechanical problems as related to the maintenance of heavy earth-moving equipment. *Prerequisite: Valid driver's license.*

HEALTH INFORMATION MANAGEMENT (HIM)**HIM115 Health Information Technology I**

2 Credits (2 Lectures) 

Introduction of fundamental concepts of health information management with an emphasis on healthcare delivery systems across the continuum of care focusing on payment methodologies, external standards, state and federal regulations, and initiatives governing health information. Healthcare professionals and disciplines will be examined along with ethical standards of practice. *Prerequisite: RDG100. Offered every fall.*

HIM117 Health Information Technology II

3 Credits (3 Lectures)

Introduction to the fundamental concepts of health data management derived from healthcare functions and processes.

ICON LEGEND:

AGEC: 

Intensive Writing: 

Reading Required: RDG100: 

SUN Course: 

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COURSE DESCRIPTIONS

Policies for data governance are reviewed, focusing on accuracy, integrity and compliance of data reporting to support patient care, reimbursement, and quality improvement programs. Primary and secondary users of health data are identified. Students will also investigate the impact of collecting data for statistical analysis to identify trends and to support decision making efforts related to healthcare.


Prerequisite: HIM115. Offered every spring.

HIM121 Legal Aspects of Health Information

3 Credits (3 Lectures)


Principles of healthcare law and ethics including legal terminology, liability theories, evidence, patient consent, risk management, quality improvement, compliance, and requirements affecting the privacy, security, control, and disclosure of health information. *Prerequisite: HIM115. Corequisite: HIM117. Offered every spring.*

HIM131 Introduction to Insurance and Insurance Billing I

3 Credits (3 Lectures) 

Introductory course to insurance systems, billing processes, clinical vocabularies, ethical and legal issues and computer applications used to complete these processes. *Prerequisite: RDG100. Offered every fall and spring.*

HIM138 ICD Coding

3 Credits (3 Lectures) 

Development of fundamental coding techniques using the current International Classification of Diseases Clinical Modification (ICD-CM). Emphasis is placed on specificity and the application of professional standards in the assignment of codes to diagnoses and procedures adhering to coding guidelines. In addition, the study of clinical classification systems, terminologies and vocabularies will be covered. *Prerequisite: RDG100. Prerequisite or corequisite: HCC116. Offered every fall.*

HIM158 CPT Coding

3 Credits (3 Lectures)

Fundamental coding techniques using the Current Procedural Terminology (CPT) and the Healthcare Common Procedure Coding System (HCPCS) coding classifications, and providing hands-on practical skills for student learning adhering to coding guidelines. *Prerequisite: HIM138. Offered every spring.*

HIM160 Healthcare Data Management


2 Credits (2 Lectures)

Review of clinical documentation and functions of the health record for various clinical settings. In addition, primary and

secondary data sources, accreditation and regulations, and best practices for documentation impacting the continuum of care within the U.S. healthcare delivery systems are covered.

Prerequisite: HIM117. Offered every summer.

HIM161 Introduction to Insurance and Insurance Billing II

3 Credits (3 Lectures) 

Real world scenarios for student application of knowledge and skills building in data content, insurance systems, billing processes, clinical vocabularies, ethical and legal issues, and computer applications. *Prerequisite: RDG100. Offered every spring.*

HIM175I Coding and Reimbursement Practicum

4 Credits (4 Practica – 180 hours)

Practical experience of 180 hours, under supervision of an instructor, applying medical coding principles and procedures to health records. In addition, students will apply reimbursement concepts to reinforce the revenue cycle process. *Prerequisite: Completion of all certificate required courses and program director's written consent. Offered every summer.*

HIM200 Healthcare Reimbursement

2 Credits (2 Lectures)

Principles of health insurance relating to private, state, and government programs, and managed care contracting within the U.S. healthcare payment systems are evaluated. Emphasis is placed on payment methodologies and systems within the revenue cycle management. *Prerequisite: HIM158. Offered every fall.*

HIM205 Healthcare Statistics and Research

2 Credits (2 Lectures)

General principles of healthcare statistics with emphasis in hospital statistics. Students are required to utilize formulas and perform calculations. *Prerequisites: MAT118 or higher or BUS101, HIM160. Offered every fall.*

HIM208 Advanced Coding

3 Credits (3 Lectures)

Continued study in advanced coding concepts utilizing all coding methodologies. Emphasis is placed on following inpatient coding guidelines for diagnostic and procedural coding. *Prerequisites: HIM138 and HIM158. Offered every fall.*

HIM210 Supervision and Quality

2 Credits (2 Lectures)

ICON LEGEND:

AGEC: 

Intensive Writing: *IW*

Reading Required: RDG100: 

SUN Course: 

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Comprehensive introduction to the theory, practice, and management of performance and quality improvement processes in healthcare organizations. *Prerequisite: HIM205. Offered every spring.*

HIM215 Health Information Systems

3 Credits (3 Lectures)

Application of analysis, design, evaluation, selection, acquisition, and utilization of health information systems in healthcare organizations. Additional topics include guidance on interoperability, optimization, and enterprise content management while addressing a broader range of health technologies. *Prerequisites: CBA113A and HIM160. Corequisite: CBA114A. Offered every spring.*

HIM275Q Health Information Technology Practicum

4 Credits (4 Practica – 180 Hours)

Through professional practice, students will apply knowledge and skills obtained in the Health Information Technology program with a healthcare organization affiliate and through professional development experiences; requires a minimum of 180 hours. *Prerequisites: HIM215, (all program requirements completed prior to enrollment in HIM275Q) and HIM Director written consent. Offered every summer.*

HISTORY (HIS)

HIS101 United States History I

3 Credits (3 Lectures) HIS 1131

A survey of the significant phases of the history of the United States from pre-European contact to the Civil War and Reconstruction, stressing the political, military, social and economic development of the new republic. *Prerequisite or corequisite: RDG100.*

HIS102 United States History II

3 Credits (3 Lectures)

A survey of United States history after Reconstruction to the present, emphasizing the origins and development of the problems confronting a great industrialized world power and the issues arising from the two world wars. *Prerequisite or corequisite: RDG100.*

HIS103 History of Western Civilization I

3 Credits (3 Lectures)

Western world development from its beginnings to the early 18th century, centered on the cultural, scientific, religious and

political contributions of the great western civilizations. *Prerequisite or corequisite: RDG100.*

HIS104 History of Western Civilization II

3 Credits (3 Lectures)

Western world development from early 18th century to modern day, stressing its cultural, intellectual, military and political conflicts and contributions. *Prerequisite or corequisite: RDG100.*

HIS105 Arizona History

3 Credits (3 Lectures)

Survey of Arizona history from prehistoric and modern day Native American experience, Spanish Colonial exploration through the Mexican Republic, and American territorial years through statehood to the present. This includes the development and evolution of state governments and the contributions of the cultural, religious, and ethnic groups making up Arizona culture. *Prerequisite or corequisite: RDG100.*

HIS106 Mexican-American History

3 Credits (3 Lectures)

Examination of the origins and development of Mexican-American peoples and their contributions to the cultural, social, economic and historical development of the United States. Emphasis on social, economic, and political trends from the Mexican American War to the present. *Prerequisite: RDG100. Corequisite: ENG102 .*

HIS107 African-American History I

3 Credits (3 Lectures)

A survey of African-American life and history in the United States from 1619-1865. Emphasizes how enslaved Africans lived, worked, socialized and defined themselves in antebellum America, as they developed and sustained a new cultural community that was an amalgamation of African-American community and familial values and traditions. *Prerequisite: RDG100.*

HIS108 Eastern Civilization – Beginnings to 1850

3 Credits (3 Lectures)

An examination of the characteristics and development of civilizations, religions, and philosophies of the Middle East, Far East, and Southeast Asia from ancient times to the mid-nineteenth century. *Prerequisite: RDG100.*

ICON LEGEND:

AGEC:

Intensive Writing:

Reading Required: RDG100:

SUN Course:

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**HIS201 Women in United States History**

3 Credits (3 Lectures)

The history of women in American society from colonial times to the present with an emphasis on female leadership, social movements, race, ethnicity, social class, work, religion and the changing definitions of women's roles. *Prerequisite: RDG100. Prerequisite or corequisite: ENG102* .

HIS208 Eastern Civilization – 1850 to Modern Times

3 Credits (3 Lectures)

An examination of the characteristics and development of civilizations, religions, and philosophies of the Middle East, Far East and Southeast Asia from the mid-nineteenth century to modern times. *Prerequisite: RDG100. Prerequisite or corequisite: ENG102* .

HEALTH KNOWLEDGE AND SKILLS (HKS)**HKS155 Introduction to Phlebotomy**

3 Credits (2 Lectures, 3 Labs)

An introduction to the basic knowledge and practical experience necessary for the safe and successful collection of blood specimens. Students have the opportunity for practical experience in a hospital or doctor office setting. *Prerequisites: High School Diploma or GED; Immunizations required; and RDG100. Corequisite: HKS255.*

HKS255 Phlebotomy Practicum

3 Credits (3 Practica – 135 hours)

An application of basic phlebotomy training to provide safe and successful collection of blood specimens. Students have the opportunity for practical experience in an outpatient blood collection site or hospital setting. *Corequisite: HKS155.*

HUMANITIES: COMMUNICATIONS (HMC)**HMC200 Comparative Cultures and Society**

3 Credits (3 Lectures)

A focused study of a given country and its people, involving a survey of significant cultural and societal aspects of that country. The selected country will vary.

HMC201 International Travel Experience

3 Credits (3 Internships)

This course provides CAC students who receive a CAC International Studies Scholarship to earn credit for international exchanges. During their stay at a foreign university, students tailor their foreign study to their particular major and design a study that focuses on a specific aspect of their major which supports firsthand observation. The independent study specific requirements will be negotiated between the student and the instructor. *Prerequisite: ENG100. Only students selected to receive a CAC International Studies scholarship to study at a foreign college or university for one semester may enroll. The independent study will be directed by a CAC instructor and the course syllabus must meet the approval of the CAC International Studies Program Director.*

HMC210 Classical Mythology & Western Art

3 Credits (3 Lectures)

A survey of the major Greek and Roman myths and their influence on Western culture. Emphasis on works of past and contemporary art and architecture which were inspired by these myths. *Prerequisite: RDG100.*

HMC250 Humanities in the Western World I

3 Credits (3 Lectures)

The culture, ideas and values of western civilization with an emphasis on the intellectual and artistic achievements in art, architecture, music, literature and/or philosophy up to 1400. *Prerequisites: RDG100 and ENG100. Recommended: Sophomore status.*

HMC251 Humanities in the Western World II

3 Credits (3 Lectures)

The culture, ideas and values of western civilization with an emphasis on the intellectual and artistic achievements in art, architecture, music, literature and/or philosophy from 1400 to 1800. *Prerequisites: RDG100 and ENG100. Recommended: Sophomore status.*

HMC252 Humanities in the Western World III

3 Credits (3 Lectures)

The culture, ideas and values of western civilization with an emphasis on the intellectual and artistic achievements in art, architecture, music, literature and/or philosophy from 1800 to the present. *Prerequisites: RDG100 and ENG100. Recommended: Sophomore status.*

ICON LEGEND:

AGEC:

Intensive Writing:

Reading Required: RDG100:

SUN Course:



HUMANITIES: SOCIAL & BEHAVIORAL (HMS)

HMS100 Introduction to Social Behavioral Science

3 Credits (3 Lectures)

Concepts and issues in the social sciences are explored through such sources as primary documents, articles, biographies, ethnographies, postings by social science organizations on social media, and visual media.

HONORS (HNR)

HNR201 Honors Seminar I

1 Credit (1 Recitation)

Honors students and faculty work closely together on in-depth projects outside of the regular curriculum. The Honors Project is developed and research is shared through in-depth discussion, analysis and presentation of findings. *Required for Honors students in the 18-hour academic transfer program. Must be taken concurrently with each content course taken for Honors credit. Prerequisites: HNR204, ENG101 and Honors cohort student. Corequisites: HNR205, ENG102 and each content course for Honors credit.*

HNR202 Honors Seminar II

1 Credit (1 Recitation)

Honors students and faculty work closely together on in-depth projects outside of the regular curriculum. The Honors Project is developed and research is shared through in-depth discussion, analysis and presentation of findings. *Required for Honors students in the 18-hour academic transfer program. Must be taken concurrently with each content course taken for Honors credit. Prerequisites: HNR204, ENG101 and Honors cohort student. Corequisites: HNR205, ENG102 and each content course for Honors credit.*

HNR203 Honors Seminar III

1 Credit (1 Recitation)

Honors students and faculty work closely together on in-depth projects outside of the regular curriculum. The Honors Project is developed and research is shared through in-depth discussion, analysis and presentation of findings. *Required for Honors students in the 18-hour academic transfer program. Must be taken concurrently with each content course taken for Honors credit. Prerequisites: HNR204, ENG101 and Honors cohort student. Corequisites: HNR205, ENG102 and each content course for Honors credit.*

HNR204 Honors Colloquium I

3 Credits (3 Lectures, 3 Recitations)

The Honors Colloquium is required for Honors students in the 18-hour program. Honors Colloquium I is the first course requirement in the honors sequence designed for the academic transfer student. HNR204 may be taken either Fall or Spring semester, but must be taken independently of other Honors courses. The course provides a forum for reading and analyzing academic texts examining human accomplishments within fields such as architecture, art, and writing and also examines significance and chronology of major events, movements, and contributions of certain individuals, groups, and societies. Application, analysis and synthesis are encouraged in oral and written responses. In addition, the course offers the opportunity for the Honors student to complete a proposal for an in-depth study/research project in an area of interest, monitored by the colloquium professor and a mentor who has uncommon knowledge or ability in the area of the student's interest. Also, the course provides enrichment activities of cultural significance. *Prerequisite: RDG100. Corequisite: ENG101 .*

HNR205 Honors Colloquium II

3 Credits (3 Lectures, 3 Recitations)

The Honors Colloquium is required for Honors students in the 18-hour program. Honors Colloquium II is the second course requirement in the Honors course sequence designed for the academic transfer student. The course provides a forum for reading and analyzing academic texts examining human accomplishments within fields such as architecture, art, and writing and also examines significance and chronology of major events, movements, and contributions of certain individuals, groups, and societies. Application, analysis and synthesis are encouraged in oral and written responses. In addition, the course offers the opportunity for the Honors student to complete and present an in-depth study/research project in an area of interest, monitored by the colloquium professor and a mentor who has uncommon knowledge or ability in the area of the student's interest. Also, the course provides enrichment activities of cultural significance. *Prerequisites: HNR204 and RDG100. Corequisite: ENG102 .*

HNR255 Leadership Development

3 Credits (3 Lectures)

A theoretical and applied study of leadership within the context of service. Approaches the study of the humanities as they relate to leadership theory, ethics and management. *Prerequisite: RDG100. Offered every spring.*

HEALTH PATIENT MANAGEMENT

ICON LEGEND: AGEC: Intensive Writing: Reading Required: RDG100: SUN Course:

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(HPM)

HPM140 Medical Assisting Skills I

4 Credits (3 Lectures, 3 Labs) 


Medical records, medical asepsis and the OSHA Standard, sterilization and disinfection, vital signs, the physical examination, eye and ear assessment and procedures, physical agents to promote tissue healing, gynecologic, prenatal, and pediatric examinations, minor office surgery and administration of medication. *Prerequisites: RDG100 and instructor consent.*

HPM141 Medical Assisting Skills II

4 Credits (3 Lectures, 3 Labs) 

Cardiopulmonary procedures, colon procedures, radiology and diagnostic imaging, introduction to the clinical laboratory, urinalysis, phlebotomy, hematology, blood chemistry and serology, and microbiology. *Prerequisites: RDG100 and instructor consent.*

HPM162 Basic Pharmacology for Health Occupations

3 Credits (3 Lectures) 

Introduction to drug sources, uses and classifications including purpose, side effects, cautions, interactions and patient education. *Prerequisite: RDG100.*

HPM169 Clinical Laboratory Assistant Basics I

4 Credits (3 Lectures, 3 Labs)

This course defines the role of the clinical laboratory assistant in the healthcare delivery system: infection control principles, safety practices, procedures to collect specimens, methods for preparing blood and body fluid specimens for analysis, and the performance of basic tests at the clinical assistant level will be discussed. An overview of quality control protocols and potential pre-analytical errors will be provided. *Prerequisites: Phlebotomy Certificate and instructor consent.*

HPM170 Clinical Laboratory Assistant Basics II

4 Credits (3 Lectures, 3 Labs)


An introduction to the basics of six areas of the clinical laboratory; Immunology, Clinical Chemistry, and Donor Room (collection, screening, and component processing) are discussed as well as a focus on specific Hematology, Urinalysis, and Microbiology testing at the clinical assistant level. *Prerequisite: HPM169.*

HPM171 Administrative Medical Procedures

4 Credits (3 Lectures, 3 Labs)

Medical business practices, basic practice finances, managed care/insurance and procedural and diagnostic coding.

HPM173 Pathophysiology

3 Credits (3 Lectures) 

Pathological conditions and terminology, causes, incidence, signs, symptoms, diagnosis, treatment and special considerations associated with the major diseases of the body systems studied. *Prerequisite: RDG100.*

HPM175C Medical Assistant Degree Practicum

4 Credits (4 Practica – 180 Hours)

Supervised, unpaid practical experience of 180 hours in an ambulatory health care setting performing both administrative and clinical procedures. This course is required for the Medical Assistant A.A.S. Degree. *Students must receive a grade of C or better to pass this course. Students who fail will not be allowed to repeat this course. Students who withdraw with instructor's consent may retake this course only once with instructor consent. Prerequisites: Mandatory requirements specific to HPM175C must be met before enrollment; all program courses must be successfully completed before enrolling in HPM175C and instructor consent.*


HPM175P Clinical Laboratory Assistant Practicum

3 Credits (3 Practica - 135 Hours)

Practical experience of 135 hours under the supervision of a laboratory technologist performing a variety of clinical skills including phlebotomy, waived testing, basic procedures, documentation and the use of information systems. *Students must receive a grade of C or better to pass this course. Students who fail will not be allowed to repeat this course. Students who withdraw with instructor's permission may retake this course only once with instructor permission. Prerequisites: Phlebotomy certificate; all program courses must be successfully completed before enrollment; mandatory requirements specific to HPM175P must be met before enrollment and instructor consent.*


HOSPITALITY MANAGEMENT (HRM)

HRM100 Introduction to Hospitality

3 Credits (3 Lectures) 

An introduction to the hospitality industry and career exploration of the hotel, restaurant, culinary arts, recreation, tourism and related industries. *Recommended: RDG100.*

HRM101 Facilities Management

3 Credits (3 Lectures) 

The principles of property/facilities management with focus on lodging and food service operations. Concepts of the physical

ICON LEGEND:

AGEC: 

Intensive Writing: 


Reading Required: RDG100: 

SUN Course: 




plant and engineering systems are introduced. Environment and energy conservation issues are discussed. *Prerequisite: RDG100. Offered every spring.*

HRM102 Management of Guest Services

3 Credits (3 Lectures) 


Front office procedures from the reservations process to check-out, including customer service, account settlement, revenue management, interoffice communication and human resource supervision. *Prerequisite: RDG100. Offered every fall.*

HRM103 Managing Food Service Operations

3 Credits (3 Lectures) 


The principles of commercial food service operations with a systemic concept to operations approach. *Prerequisite: RDG100. Offered every spring.*

HRM145 Convention and Meeting Management

3 Credits (3 Lectures) 

This course offers an introduction to organizing special convention and meeting events from concept through completion, including planning, coordination, marketing, financing and risk management. Additionally, this course includes an overview of the critical stages and functions involved in staging and managing special events, including conferences, entertainment, expositions, sporting or specialty events. *Prerequisite: RDG100. Offered every fall.*

HRM252 Managing Hospitality Human Resources

3 Credits (3 Lectures) 

This course provides an overview of U.S. employment and workplace law requirements, including strategies for hiring and training used in business, restaurant or lodging operations. *Prerequisite: RDG100. Offered every spring.*

HIGH SCHOOL EQUIVALENCY (HSE)

HSE089 High School Equivalency Multi-level Studies

Previously known as GED089 GED Multi-level Studies

3 Credits (3 Lectures)

Development of English Language Arts, Mathematical Reasoning, Science, Social Studies, and other academic knowledge and skills, including college and career readiness. Students are assessed the first class to determine readiness for passing the high school equivalency test. The course content

varies according to the skills learners need for test and college and career preparation. Levels and standards align with Arizona Department of Education Adult Education College and Career Ready Standards. *May be taken more than four times for credit. Satisfactory/Unsatisfactory grading option only. Prerequisite: Pretest to determine existing skill level.*

HSE092 HSE Math


3 Credits (3 Lectures)

Instruction in algebra and geometry, to include algebraic expressions, equations, squares, cubes, exponents, factoring, graphing, slope, and other skills that will assist students in preparation for the GED Mathematical Reasoning test. This math review is a perfect refresher for students preparing for the GED Math test or for those who have failed the GED Mathematical Reasoning test. *Satisfactory/Unsatisfactory grading option available. May be taken five or more times for credit. Prerequisite: Appropriate math placement test score AND a completed TABE survey in math with placement at ABE III or above; OR a documented failing score on the GED Mathematical Reasoning test.*

INTERDISCIPLINARY STUDIES (IDS)

IDS100 Service Learning I

3 Credits (2 Lectures, 1 Internship)

Participation in service to the community that incorporates academic skills and knowledge to produce meaningful, real-world results. *May be taken two times for credit. Prerequisite: ENG101* 

LITERATURE (LIT)

LIT101 Introduction to Literature

3 Credits (3 Lectures)  

Introduction to literary analysis of various genres, literary devices, and production and reception of literature by various audiences. *Prerequisite: RDG100.*

LIT201 American Literature I

3 Credits (3 Lectures)   

ICON LEGEND:

AGEC: 

Intensive Writing: 

Reading Required: RDG100: 



SUN Course: 

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COURSE DESCRIPTIONS

Students will be introduced to and analyze the chief literary works produced in America from the colonial period through the Civil War. *Prerequisite: RDG100. Corequisite: ENG102*  .

LIT202 American Literature II

3 Credits (3 Lectures)  



Survey of a diverse range of American literary works from the Civil War to modern times, emphasizing literary history, criticism and socio-cultural and historical contexts.

Prerequisite: ENG101 . *Corequisite: ENG102* .

LIT203 English Literature I



3 Credits (3 Lectures)  

Major English literary works from the Middle Ages to 1800.

Prerequisite: ENG101 . *Prerequisite or corequisite: ENG102* . *Offered every fall – odd year.*



LIT204 English Literature II


3 Credits (3 Lectures)  

Major English literary works from the Romantic period to the Modern period. *Prerequisite: ENG101* . *Corequisite: ENG102* .



Offered every spring - even year



LIT206 World Literature

3 Credits (3 Lectures)  



Introduction to literary works from diverse global cultures, focusing on illuminating both the universality and diversity of human experience. *Prerequisites: RDG100 and ENG101* .



LIT232 African American Literature

3 Credits (3 Lectures)  


Exploration of major literary works written by African Americans from the 1700s through the present. *Prerequisite: ENG101* . *Prerequisite or corequisite: ENG102* .


LIT233 American Ethnic Literature

3 Credits (3 Lectures)  



Exploration of literary works written by a variety of American ethnic authors. *Prerequisite: ENG101* . *Prerequisite or corequisite: ENG102* .


LIT234 U.S. Latinx Literature and Culture

3 Credits (3 Lectures) 

A multi-genre examination of United States Latinx authored literature from linguistic, cultural, global, and historical perspectives as well as theoretical approaches relevant to studying such literature. *Prerequisite: ENG101* .

LIT254A Literature and Film

3 Credits (3 Lectures)  

Narrative mediums of literature and film through the study of select literary works and their film adaptations. Examines film as both an interpretation of literature and as the unique product of artistic, historical and sociocultural forces. *Prerequisite: ENG102*  or instructor consent.



LIT254B Literature and Film

3 Credits (3 Lectures)

Narrative mediums of literature and film through the study of select literary works and their film adaptations. Examines film as both an interpretation of literature and as the unique product of artistic, historical and sociocultural forces. To receive credit for this course, the topic must vary significantly from LIT254A. *Prerequisites: LIT254A and instructor or Division Chair consent.*


LIT256 Science Fiction Literature and Film

3 Credits (3 Lectures)  



A survey of science fiction literature and film as a narrative medium for social, political, and cultural commentary from the genre's early influences to the modern era. *Prerequisite: ENG101* . *Prerequisite or corequisite: ENG102* .


LIT266 Cultural Narratives in Comics and Graphic Novels

3 Credits (3 Lectures)

A survey of comics, comic books, and/or graphic novels as a narrative medium for historical, sociological and cultural commentary from the genre's early influences to the modern era. *Prerequisite: ENG102*  or instructor consent.



LIT267 Introduction to Shakespeare



3 Credits (3 Lectures)  

An introduction to Shakespeare's plays, sonnets and the Elizabethan period. *Prerequisite or corequisite: ENG102* . *Offered every fall – even year.*

LIT278 Native American Literature and Culture

Previously known as LIT278 Native American Literatures

3 Credits (3 Lectures)  

An introduction to literature written by and about Native peoples of the Americas, including myths, legends, the oral tradition, fiction, memoir, drama, and poetry. *Prerequisites: RDG100; ENG101*  . *Offered every spring – odd year.*

ICON LEGEND:

AGEC: 

Intensive Writing: 

Reading Required: RDG100: 

SUN Course: 

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LIT291 Children's Literature for Educators

3 Credits (3 Lectures) **IW**

Introduces, explores, and evaluates a wide array of classic and contemporary children's literature. Emphasis is on examination of criteria for selection and an evaluation of children's books, including culturally and socially diverse literature.

Prerequisite: ENG101 . *Prerequisite or corequisite:* ENG102 .

LICENSED MASSAGE THERAPY (LMT)

LMT136 Business Skills for Massage Therapy

Previously known as HPM136

3 Credits (3 Lectures) **R**

Career options in the massage field include private practice, working in medical settings, and resort and spa work. Preparation for joining the workforce in all capacities are covered including professional ethics, resume writing and basics of accounting, insurance billing and preparing for State licensing. Course is designed especially for those entering or already in the massage therapy field. *Prerequisite:* RDG100.

LMT150 Chiropractic Assistant Training

Previously known as HPM150

2 Credits (2 Lectures)

Introduction to administrative and clinical chiropractic procedures. This course is a requirement in the massage therapy program and is available as certification training for individuals who are not in the massage therapy program but who wish to pursue a career as a chiropractic assistant.

LMT151 Study of Acupuncture for Healthcare Professionals

Previously known as HPM151

1 Credit (1 Lecture) **R**

Introduction to acupuncture principles and practices that may be part of patient care in a chiropractic medical practice. This course is required in the massage therapy program and is available for individuals who wish to pursue a career as a chiropractic assistant. *Prerequisite:* RDG100.

LMT152 Study of Physiotherapy for Healthcare Professionals

Previously known as HPM152

1 Credit (1 Lecture) **R**

Introduction to physiotherapy principles and practices that may be part of patient care in a chiropractic medical practice. This

course is a requirement in the massage therapy programs and is available to individuals who wish to pursue a career as a chiropractic assistant. *Prerequisite:* RDG100.

LMT154 Complementary and Alternative Medicine

Previously known as HPM154

3 Credits (3 Lectures) **R**

An overview of various types of complementary and alternative modalities (CAMs) including Asian therapies, Naturopathy, herbal medicine, chiropractic and massage treatments, mind-body techniques and spiritual healing. *Prerequisite:* RDG100.

LMT160 Applied Anatomy for Massage Therapy

Previously known as HPM160

3 Credits (3 Lectures) **R**

Study of bones, joints and muscles: their location in the body, their functions in providing structure and protection, and their actions. Students develop palpation skills with practical application in concurrent massage class experience.

Prerequisite: RDG100.

LMT175L Practicum – Massage Therapy – Relaxation Massage

Previously known as HPM175L

1 Credit (1 Practicum - 45 Hours)

Practicum consisting of 45 hours of hands-on experience with emphasis on relaxation (Swedish) massage under the supervision of an instructor. *Students must receive a grade of C or better to pass this course. Students who fail will not be allowed to repeat this course. Students who withdraw with instructor consent may retake this course only once with instructor consent. Prerequisites: Mandatory requirements specific to LMT175L must be met before enrollment; instructor consent.*

LMT175M Practicum – Massage Therapy – Therapeutic Massage

Previously known as HPM175M

1 Credit (1 Practicum – 45 Hours)

Practicum consisting of 45 hours of hands-on experience with emphasis on therapeutic massage under supervision of an instructor. *Students must receive a grade of C or better to pass this course. Students who fail will not be allowed to repeat this course. Students who withdraw with instructor consent may retake this course only once with instructor consent. Prerequisites: Mandatory requirements specific to LMT175M must be met before enrollment; instructor consent.*

ICON LEGEND: AGEC: Intensive Writing: **IW** Reading Required: RDG100: **R** SUN Course:

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LMT175N Practicum – Massage Therapy for Special Populations

Previously known as HPM175N

1 Credit (1 Practicum – 45 Hours)

Practicum consisting of 45 hours of hands-on experience with emphasis on massage for special populations under supervision of an instructor. *Students must earn a grade of C or better to pass this course. Students who fail will not be allowed to repeat this course. Students who withdraw with instructor consent may retake this course only once with instructor consent.*

Prerequisites: Mandatory requirements specific to LMT175N must be met before enrollment; instructor consent.

LMT175O Practicum – Massage Therapy (Spa/Hydrotherapy)

Previously known as HPM175O

1 Credit (1 Practicum – 45 Hours)

Practicum consisting of 45 hours of hands-on experience with emphasis on spa treatments and hydrotherapy under supervision of an instructor. *Students must receive a grade of C or better to pass this course. Students who fail will not be allowed to repeat this course. Students who withdraw with instructor consent may retake this course only once with instructor consent. Prerequisites: Mandatory requirements specific to LMT175O must be met before enrollment; instructor consent.*

LMT180 Therapeutic Massage I

Previously known as HPM180

3 Credits (3 Lectures)

Introduction to massage history, benefits and contraindications, draping, hygiene and safety, relaxation (Swedish) massage techniques and benefits, and business and ethics.

LMT181 Therapeutic Massage II

Previously known as HPM181

3 Credits (3 Lectures)

An event massage such as a chair or a sports massage may be performed in a public setting. Additional emphasis is on working long-term with athletes to maximize performance. Business strategies, hygiene and proper body mechanics for the massage therapist are addressed.

LMT280 Therapeutic Massage III

Previously known as HPM280

3 Credits (3 Lectures)

Muscle-specific and condition-specific massage designed to aid in the rehabilitative process, including relief of carpal tunnel syndrome, thoracic outlet syndrome, sciatic, low back and neck pain. *Prerequisite: Instructor consent.*

LMT281 Therapeutic Massage IV

Previously known as HPM281

3 Credits (3 Lectures)

Special populations massage includes pregnancy, geriatric and lymphatic massages and foot reflexology. Also covered is the use of proper body mechanics, hygiene, safety, and draping and professional decorum.

LMT282 Therapeutic Massage V

Previously known as HPM282

3 Credits (3 Lectures)

"Spa technologies" include hot rock massage, scrubs, muds and wraps which are popular in resorts and spas. Industry standards such as hygiene and draping as well as job-search recommendations are included.

MATHEMATICS (MAT)

MAT082 Basic Arithmetic

3 Credits (3 Lectures)

Development of arithmetic skills, including operations with whole numbers, fractions, decimals, ratio and percent, estimation, and solving applied problems; introduction to the metric system. Calculators will be required for selected topics. *This is a developmental education course which may impact financial aid eligibility. Students are advised to contact Financial Aid for more information.*

MAT086 Pre-Algebra

3 Credits (3 Lectures)

A review of the fundamental concepts of algebra. This course provides a strong base for success in future algebra courses. *Prerequisite: MAT082. Recommended: RDG091.*

MAT089 Excursions in Mathematics

3 Credits (2 Lectures, 3 Labs)

A modularized math course designed to prepare students for the math courses numbered 100 and above. It is a combination self-paced/lecture based class covering topics from Basic Arithmetic to Introductory Algebra. Proficiency in the course will be demonstrated by the mastery of each of the Learning Outcomes. *This course may be taken three times for credit.*

MAT089A Excursions in Mathematics - A

3 Credits (2 Lectures, 3 Labs)

Modularized instruction designed to prepare students for math courses numbered 100 and above. Topics from pre-algebra to introductory algebra are covered in a combination self-paced/lecture-based course. Proficiency will be demonstrated

ICON LEGEND:

AGEC:

Intensive Writing: *IW*

Reading Required: RDG100:

SUN Course:



by the mastery of each of the learning outcomes. *This course may be taken three times for credit. Prerequisite: MAT082.*

MAT090 Math Help 911

1 Credit (1 Lecture)

Instructional assistance to strengthen student's math concepts and study skills in their 082, 086 or 092 math course(s). *May be repeated for a total of four (4) credits. Note: Students typically take two 8-week sessions per semester.*

MAT092 Introductory Algebra

3 Credits (3 Lectures)

A review of the basic skills of arithmetic and algebra, with the emphasis on developing sound algebraic and problem solving skills. *Prerequisite: MAT086. Recommended: RDG091.*

MAT099 Math Help 411

1 Credit (1 Lecture)

This course offers customized practice of math concepts and study skills to support current and future math courses; complements MAT121, 141, and/or 151. Skills that are reviewed in this course include, but are not limited to, general note taking, math skills that include processes for solving multi-step problems, solving equations, decoding, modeling and solving word problems and proficiency with mathematical logic. *This course may be taken more than four times for credit. For elective credit only. Prerequisite: MAT092.*

MAT106 Technical Math I

3 Credits (2 Lectures, 3 Labs)

Review of basic operations of whole numbers, fractions, decimals, percentage and their application to the construction trade. Incorporates the use of tools to measure length and weight. Various mathematical conversions are studied along with practical applications. A study of basic geometry including perimeter, area, volume and geometric constructions. *This course is closed entry. This course may satisfy the math requirement for Diesel and Heavy Equipment Technology, Heavy Equipment Operator, and Welding Technology programs. May be taken four times for credit. Prerequisite: Instructor consent.*

MAT118 Essential Mathematics

4 Credits (4 Lectures)

A review of the basic skills of mathematics with emphasis on developing sound mathematical skills in arithmetic, algebra, geometry and problem-solving. *Prerequisites: MAT086 and RDG091.*

MAT121 Intermediate Algebra, Standard

4 Credits (4 Lectures)

Operations/properties of real numbers, exponents and complex numbers; factoring, solution/application of linear and quadratic equations; operations on rational and radical expressions.

Prerequisite: MAT092. Recommended: RDG091.

MAT122 Intermediate Algebra, Accelerated

3 Credits (3 Lectures)

Operations/properties of real numbers, exponents and complex numbers; factoring, solution/application of linear and quadratic equations; operations on rational and radical expressions.

Prerequisite: MAT092. Recommended: RDG091.

MAT141 College Mathematics, Standard

4 Credits (4 Lectures) MAT 1142

General mathematics including personal finance, set theory, linear programming, exponential growth and decay, probability and statistics. *Prerequisite: MAT118 or higher. Prerequisite or corequisite: RDG100.*

MAT151 College Algebra, Standard

4 Credits (4 Lectures) MAT 1151

Accelerated algebra that includes the topics: equations, functions, transformations, linear and quadratic functions and inequalities, systems of linear equations and inequalities, exponential and logarithmic functions, polynomials, rational functions, sequences and series. *Prerequisite: MAT121. Prerequisite or corequisite: RDG100.*

MAT162 Applied Statistics

3 Credits (3 Lectures)

Graphical and quantitative description of data; binomial, normal and t distributions; one and two sample hypothesis tests and confidence intervals; simple linear regression and correlation. *Prerequisite: MAT121 or higher. Prerequisite or corequisite: RDG100.*

MAT182 Trigonometry with Algebra Review

4 Credits (4 Lectures)

A comprehensive coverage of trigonometry and selected topics from college algebra for students intending to take calculus: measurements of angles, trigonometric functions, equations and graphs, inverse trigonometric functions, identities, polar coordinates, solutions of triangles, applications, complex

ICON LEGEND:

AGEC:

Intensive Writing:

Reading Required: RDG100:

SUN Course:

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COURSE DESCRIPTIONS

numbers, DeMoivre's theorem, vectors, logarithms, exponential functions, partial fractions, conics, sequences and series.

Prerequisite: MAT151 . *Prerequisite or corequisite:* RDG100.

MAT187 Pre-Calculus

5 Credits (5 Lectures) MAT1187

Polynomial, logarithmic, exponential functions, factoring and graphing techniques, angles and their measures, properties and graphs of trigonometric functions and equations, identities, vectors, solutions of triangles, applications, polar coordinates, systems of equations and inequalities, partial fractions, conics, sequences and series. *Prerequisite:* MAT121 with a grade of B or higher. *Prerequisite or corequisite:* RDG100.

MAT201 Math for Elementary Teachers I- Number, Operations and Numerical Systems

3 Credits (3 Lectures)

An explanation of numbers, number systems, operations on numbers, and problem solving. The course is designed to meet the requirements for prospective elementary education teachers. *Prerequisite:* MAT141 or MAT151 .

MAT202 Math for Elementary Teachers II- Geometry, Measurement and Visualization

3 Credits (3 Lectures)

Spatial visualization, measurement, geometry, proof, probability and data analysis using appropriate technologies and various strategies. Use physical models, technology and pattern-finding strategies to identify properties of and develop formulas for measuring two- and three-dimensional shapes. This course is designed to meet the requirements for prospective elementary education teachers. *Prerequisite:* MAT141 or MAT151 .

MAT211 Brief Calculus, Standard

4 Credits (4 Lectures)

Foundations of differential and integral calculus, including applications to business and economics. *Not open to students with credit in MAT221 or MAT231 .* *Prerequisite:* MAT151 .

MAT212 Brief Calculus, Accelerated

3 Credits (3 Lectures) MAT 2212

Foundations of differential and integral calculus including applications to business and economics. *Not open to students with credit in MAT221 or MAT231 .* *Prerequisite:* MAT151 .

MAT215 Math for Business Analysis

4 Credits (4 Lectures)

A study of mathematics focused on solving business-related problems by applying the concepts of linear programming, optimization, statistics, probability and multivariable calculus. *Prerequisite:* MAT211 or MAT212 .

MAT221 Analytical Geometry and Calculus I

4 Credits (4 Lectures) MAT 2220

An introduction to analytic geometry, limits, continuity, differential and integral calculus of single variable functions and related applications. *Prerequisite:* MAT187 or (MAT151 and MAT182) or appropriate test score.

MAT231 Analytical Geometry and Calculus II

4 Credits (4 Lectures) MAT 2230

Techniques of integration for both proper and improper integrals with applications of physics and social science, elements of analytic geometry and the analysis sequences and series. *Prerequisite:* MAT221 .

MAT241 Analytical Geometry and Calculus III

4 Credits (4 Lectures) MAT 2241

Multivariable calculus including vectors, vector-valued functions, partial differentiation, multiple integration and an introduction to vector fields. *Prerequisite:* MAT231 . Offered every fall.

MAT242 Elementary Linear Algebra

3 Credits (3 Lectures)

Introduction to the theories and applications of Linear Algebra. Topics included are systems of linear equations, vectors and matrices, linear transformations, determinants, eigenvectors, eigenvalues, and orthogonality. *Prerequisite:* MAT231 .

MAT262 Ordinary Differential Equations

3 Credits (3 Lectures) MAT 2262

An introduction to first and higher order ordinary differential equations with applications. *Prerequisite:* MAT231 . Offered every spring.

MAT275 Modern Differential Equations

4 Credits (4 Lectures)

Designed for engineering students this introduction to first and higher order ordinary differential equations with applications focuses on problem solving using MATLAB. *Students may not receive credit for both MAT262 and MAT275. Prerequisite:* MAT231 . Offered every spring.

MANUFACTURING ENGINEERING TECHNOLOGY

ICON LEGEND: AGEC: Intensive Writing: IW Reading Required: RDG100: SUN Course:

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**(MET)****MET102 Machine Processing, Theory and Application**

5 Credits (4 Lectures, 3 Labs)

Study and application of principles and theory of common metal removal processes including drilling, reaming, boring, milling, turning, and grinding. Cutting tool geometry and materials, cutting speeds and feeds, coolants, and precision measurement are covered.

MET106 Industrial Safety

2 Credits (2 Lectures)

Safety, health management and accident prevention in the industrial work environment are covered. Topics include the role of the Occupational Safety and Health Administration Act, (OSHA), materials handling, electrical safety, machine safety, first response to fire and medical emergencies, safety signs and color codes, recognition of safety and health hazards accident prevention, and management responsibilities.

MET110 Introduction to Quality Assurance

3 Credits (2 Lectures, 3 Labs)

An introduction to quality assurance, quality improvement and quality improvement tools including: Statistical Process Control (SPC) software and hardware applications. Related topics include: International Standards Organization Quality Standards (ISO 9000) and Theory of Constraints (TOC). Writing technical papers with an oral presentation is included.

MET115 Employment Readiness

3 Credits (2 Lectures, 3 Labs)

An interactive workplace environment will prepare students with soft skills necessary for employment. Skills included are positive work habits, communication skills, workplace effectiveness, and increased basic employability skill levels. *Satisfactory/Unsatisfactory grading option only.*

MET125 Principles of Fabrication

3 Credits (2 Lectures, 3 Labs)

Principles and applications of common metal removal processes and sheet metal fabrication including drilling, turning, milling, shearing, and bending. *Recommended: Experience using hand tools.*

MET127 Manufacturing Process and Materials

3 Credits (3 Lectures)

Production processes, materials, techniques, systems and applications used in industry. Resources and systems of

production management from manual, mechanized, automated and integrated stages are presented.

MET131 Lean Manufacturing

3 Credits (3 Lectures)

Lean manufacturing methodologies and application of a manufacturing organization are covered. Topics include identification of waste and application of cost to poor quality process within a manufacturing organization, lean manufacturing tools and implementation, and organizational buy-in.

MET132 Fluid Power Hydraulics - Pneumatics

3 Credits (2 Lectures, 3 Labs)

Fluid theory, production, consumption, control and application of the transmission of energy through hydraulic and pneumatic components, including valves, actuators, pumps and circuits. *Prerequisite: MAT092.*

MET150 VB.NET for Engineering

3 Credits (2 Lectures, 3 Labs)

Object Oriented Programming techniques in Visual Basic (VB.NET) used to control external peripherals such as motors, lights and electromechanical equipment through the Universal Serial Bus (USB) port, including flowcharting, pseudocoding, coding, testing and documenting programs in accordance with specifications. *Recommended: Computer programming experience.*

MET206 CNC Programming

3 Credits (2 Lectures, 3 Labs)

CNC Programming of Word Address Language (G&M Code) for computer numerical control (CNC) machine tools are covered. Topics include 2, 3 and 4-Axis CNC Programming for CNC controlled machines, computer-based tool path verification, CNC controller tool path verification and CNC machine tool program verification. Also covered are the study of tooling, speeds, feeds and material removal as related to CNC machine tools and CNC controlled machines.

MET207 CNC Mill: Operator Training I

3 Credits (2 Lectures, 3 Labs)

Computer Numerical Control (CNC) Mill qualified setup and functioning program. Topics include Mill operations, changing tool values, and replacing and qualifying tooling. CNC Mill operator training also includes machine controls, tooling and operations, and proper machine shop safety. *Corequisite: MET206 or Program Director consent.*

ICON LEGEND:

AGEC:

Intensive Writing: *IW*

Reading Required: RDG100:

SUN Course:

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COURSE DESCRIPTIONS

MET208 CNC Lathe: Operator Training I

3 Credits (2 Lectures, 3 Labs)

Computer Numerical Control (CNC) Lathe qualified setup and functioning program. Topics include operation of a lathe, changing tool values, and replacing and qualify tooling. CNC Lathe operator training also includes machine controls, tooling and operations and proper machine shop safety. *Corequisite: MET206 or Program Director consent.*

MET209 CNC Mill: Operator Training II

3 Credits (1 Lecture, 6 Labs)

Setup and operation of a computerized numerical control (CNC) mill and fourth axis rotary table. Computerized numerical control (CNC) machining center. Manufacturing operation instruction and functioning program. Changing tool values. Replacement and qualifying tooling. Advanced program editing including CANNED cycle use and manipulation. CNC mill operator training including advanced machine control manipulation communication techniques, and fixturing concepts. Proper machine shop safety. *Prerequisites: MET102, MET206 and MET207 or Department or Division consent.*

MET210 CNC Lathe: Operator Training II

3 Credits (1 Lecture, 6 Labs)

Setup and operation of a Computer Numerical Control (CNC) lathe and CNC Mill/Turn. Topics covered include manufacturing operation instructions and functioning program, changing tool values, and replacing and qualify tooling. Advanced CNC lathe topics include production tooling and coolants, live tooling (mill/turn), tail stock, bar pull/feed, advanced program editing, CANNED cycle use and manipulation, and set up time reduction. Proper machine shop safety is also covered. *Prerequisites: MET102, MET206 and MET208 or Department or Division consent.*

MET215 Measurement Systems and Machine Tool Math

3 Credits (2 Lectures, 3 Labs)

Principles and applications of math concepts, blueprint reading, and quality assurance for manual machining. Math skills are specific to creating precision parts for industry applications, including prototyping and production. *Recommendation: Basic understanding of math.*

MET216 Properties of Materials

3 Credits (3 Lectures)

Study of manufacturing properties of materials, the behavior of materials under load, stress and strain and torsion and qualities of materials other than strength.

MET221 Electro-Mechanical Technology

3 Credits (2 Lectures, 3 Labs)

Mechanical concepts and basic electro-mechanical systems, including electronic circuits incorporating electro-mechanical and electro-optical transducers and auxiliary devices. *Prerequisites: ELC122 and MAT092.*

MET226 Electro-Mechanical Systems

3 Credits (2 Lectures, 3 Labs)

Diagnostics, troubleshooting, design, maintenance, schematic reading and preventive maintenance of electric, hydraulic, pneumatic and vacuum systems of industrial machines. *Prerequisites: ELC220 and MET221.*

MET227 Advanced Machine Tools

3 Credits (2 Lectures, 4 Labs)

Advanced machining practices with an emphasis on application of machines and tool theory. *Prerequisite: MET102.*

MET230 Semiconductor I Seminar

3 Credits (2 Lectures, 3 Labs)

Semi-conductor Manufacturing Technician Fabrication Cleanroom employment seminar. *Corequisite: CHM130 or higher.*

MET232 Solids Modeling – SolidWorks

3 Credits (2 Lectures, 3 Labs)

CAD modeling, solid part generation, assembly of parts and working drawing creation. Applications of CAD/CAM in Computer Integrated Manufacturing.

MET233 Materials and Metal Cutting

3 Credits (2 Lectures, 3 Labs)

Principles and applications of layout, fixture design, characteristics of metals, drilling, tapping, and cutting fluids for the manual machining program. This is an overview of all types of manual machining equipment and applications. *Recommended: Basic understanding of types of metals.*

MET234 Drill Press Operations

3 Credits (2 Lectures, 3 Labs)

Principles and application of metal removal using a drill press. Applications include proper work holding, drilling, reaming, tapping, counter boring, and counter sinking. Also covered are the application of material removal of different types of materials, including various metals and plastics. *Recommended: Understanding of basic drilling.*

MET235 Vertical Mill Machining

3 Credits (2 Lectures, 3 Labs)

ICON LEGEND:

AGEC:

Intensive Writing: *IW*

Reading Required: RDG100:

SUN Course:

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Principles and applications of metal removal using a vertical mill. Applications include slot milling and cutting, squaring a block, angular milling, and pocket milling. Also covered are the application of material removal of different types of materials, including various metals and plastics.

Recommended: Basic hand tool experience.

MET236 Lathe Operations

3 Credits (2 Lectures, 3 Labs)

Principles and applications of metal removal using an engine lathe. Applications include turning, knurling, grooving-cutoff, boring and threading. Also covered are the application of material removal of different types of materials, including various metals and plastics. *Recommended: Basic understanding of hand tools.*

MET240 DeviceNet

3 Credits (2 Lectures, 3 Labs)

This course focuses on DeviceNet concepts, communication protocol, programming, and sensor configurations to meet industry standards in automation. *Prerequisite: ELC228.*

Recommended: Students should have an interest in various types of programmable logic controllers and protocols.

MET245 Variable Frequency Drive

3 Credits (2 Lectures, 3 Labs)

Concepts and applications of both stand-alone and PLC control Variable Frequency Drives, which includes communication, interfacing and troubleshooting techniques. *Prerequisite: ELC228.*

Recommended: Students should have a basic understanding of motors.

MET250 Factory Talk

3 Credits (2 Lectures, 3 Labs)

Factory concepts and programming used in creating Human Machine Interfaces (HMI) in a variety of industry applications. An HMI is a graphical tool which controls automated devices.

Prerequisite: ELC228. Recommended: Interest in creating graphical controllers.

MET261 LabVIEW I Programming

3 Credits (2 Lectures, 3 Labs)

LabVIEW I focuses on using LabVIEW programming concepts, techniques, features, VIs, and functions to create test and measurement analysis, and report generation applications.

MET262 LabVIEW 2 Programming

3 Credits (2 Lectures, 3 Labs)

LabVIEW 2 focuses on programming concepts, techniques, features, VIs, and functions used to create tests and measurements, data acquisition, instrument control, data logging, measurement analysis, and report generation applications. *Prerequisite: MET261.*

MET263 LabVIEW 3 Programming

3 Credits (2 Lectures, 3 Labs)

Develop professional user interfaces, applications, and document VIs effectively using LabVIEW software. Use the four fundamental areas of LabVIEW software development, specifically design, implement, test, and deploy. *Prerequisite: MET262.*

MET264 LabVIEW FPGA Applications

3 Credits (2 Lectures, 3 Labs)

Learn LabVIEW field-programmable gate array (FPGA) applications to extend LabVIEW to other user interfaces, emphasis on design and compiling processes. *Prerequisite: MET263.*

MET265 LabVIEW Overview



4 Credits (2 Lectures, 6 Labs)

The LabVIEW Overview prepares students for the Certified LabVIEW Associate Developer (CLAD) Certification Exam by reviewing key skills, knowledge, and abilities embedded in the LabVIEW course series. *Prerequisite: MET264.*

MET290 Material, Safety and Equipment Overview for Nanotechnology

3 Credits (2 Lectures, 3 Labs)

An overview of the materials, safety and equipment issues encountered in the practice of "top down" and "bottom up" nanofabrication. The focus is on safety, environmental, and health issues related to equipment operation and materials handling, as well as cleanroom protocol. *Prerequisites:*

CHM130  and MAT151 .

MET291 Basic Nanotechnology Processes

3 Credits (2 Lectures, 3 Labs)

A hands-on introduction to the processing involved in "top down," "bottom up," and hybrid nanofabrication. Included is a step-by-step description of the equipment, facilities processes, and the process flow needed to fabricate devices and structures. *Prerequisite: MET290.*

MET292 Materials in Nanotechnology

ICON LEGEND:

AGEC: 

Intensive Writing: *IW*

Reading Required: RDG100: 

SUN Course: 

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COURSE DESCRIPTIONS

3 Credits (2 Lectures, 3 Labs)

An in-depth, hands-on exploration of nanofabrication materials including chemical bonding, crystal structure, and identification and prevention of defects. The relationship between material structure, properties, and processing is emphasized. *Prerequisite: MET291.*

MET293 Patterning for Nanotechnology

3 Credits (2 Lectures, 3 Labs)

Hands-on treatment of all aspects of advanced pattern transfer and pattern transfer equipment, including probe techniques, stamping and embossing, electron beam, and optical contact and stepper systems. *Prerequisite: MET292.*

MET294 Materials Modification in Nanotechnology

3 Credits (2 Lectures, 3 Labs)

Examine the contribution of nanomaterials to a wide range of industries. Specific material properties and processes will be examined for their contribution to the field of composites, biotechnology, and energy applications. *Prerequisite: MET293.*

MET295 Characterization, Testing of Nanotechnology Structures and Materials

3 Credits (2 Lectures, 3 Labs)

Examine a variety of techniques and measurements essential for testing and controlling material fabrication and final device performance. Characterization includes optical, physical, and electrical approaches. *Prerequisite: MET294.*

MUSIC HISTORY AND LITERATURE (MHL)

MHL100 Music Appreciation

3 Credits (3 Lectures)  


Music history and literature with emphasis on listening to and evaluating all types of music, noting the influence of the major composers and the media through which music is produced. Attendance at live musical events in a variety of venues will be encouraged. *Prerequisite or corequisite: RDG100.*

MHL207 Survey of Jazz/Popular Music

3 Credits (3 Lectures)  

Survey of popular music, noting unique musical styles of the associated composers and performers. Impact of popular music on social and historic events of the past century. *Prerequisite or corequisite: RDG100.*



MHL209 Visual Art, Music and Learning

3 Credits (3 Lectures) 

An introduction to the effects of the arts on learning, student learning styles, visual culture and visual arts, and music theory and culture. *Prerequisite: RDG100. Cross Listed: ART209.*

MASS COMMUNICATIONS (MSC)

MSC101 Media and Society

3 Credits (3 Lectures)  


An introduction to a variety of ways of understanding the role of mass communication in our society. Examine interactions between media and culture. Individual media institutions will be studied in terms of the information they distribute, the entertainment they provide and the influence they bring. Special attention will be given to the audience-medium relationship and to improving students' media literacy. *Prerequisite: RDG100.*

MSC102 Writing for the Print Media I

3 Credits (3 Lectures)  JRN 2201 

Beginning reporting with practice in organizing and writing basic news stories, culminating in producing stories for the college newspaper. *Prerequisite: RDG100.*

MSC110 Publications

3 Credits (2 Lectures, 3 Labs) 

Students will produce the school newspaper, The Cactus. Participate in staff meetings to develop story plans for print publication; learn to use Associated Press guidelines, including the laws about libel and slander; contribute to at least two departments of news publication; write, edit and revise stories as well as take photographs and assist with publication design. *May be taken four times for credit. Prerequisite: RDG100.*

MSC120 Graphic Design and Adobe InDesign

3 Credits (2 Lectures, 3 Labs)

Focuses on aesthetics and composition for graphic design. Students will use Adobe InDesign software to create original designs for a variety of real-world projects. The course will focus on the basic principles of contrast, alignment, repetition and proximity while exploring the important role typography plays in successful design solutions. Students will finish the

ICON LEGEND:

AGEC: 

Intensive Writing: 

Reading Required: RDG100: 

SUN Course: 

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semester with a complete electronic portfolio. *Offered every spring.*

MSC122 Introduction to Web Design

3 Credits (2 Lectures, 3 Labs)

Create professional quality standards compliant websites using HTML5 and CSS3. Use WYSIWYG editors such as Adobe Dreamweaver CC or comparable software to create and modify websites. Students will create two professional quality websites: one using HTML5, CSS3 and Dreamweaver and another using a content management system such as WordPress. *Prerequisite or corequisite: RDG100. Consult an academic advisor as to how this course meets CAC's Computer Competency degree requirement. Offered every spring.*

MSC123 Designing with Type

3 Credits (2 Lectures, 3 Labs)

Explore the art, craft, technical procedures and concepts involved in producing successful typographic design, which is a fundamental component of visual communications. Topics include typographer history, 20th century typographers, changes in printing technologies, anatomy, classification, measurement systems, legibility and readability, typographic meaning, grid systems, typographic hierarchy, type as a design element, spacing and alignment, type specification and proofreading and typography as it functions in various media. Students use a variety of software applications to develop letterform design and type organization skills. *Prerequisite: MSC125 or Instructor consent. Offered every spring.*

MSC125 Introduction to Illustrator

3 Credits (2 Lectures, 3 Labs)

An introduction to the use of Adobe Illustrator software in the creation of logos, illustrations and typographic designs for use in multi-media design projects. *Prerequisite: RDG100. Offered every fall.*

MSC130 Digital Photography and Photoshop

3 Credits (2 Lectures, 3 Labs)

Focus is on the introductory elements of digital photography and the software program Adobe Photoshop. Students will be introduced to the fundamentals of photo composition and the basics of manipulating photos by computer. Through lectures, critiques, demonstrations, picture taking and digital manipulation exercises, students will learn to shoot, edit and use a variety of digital techniques to produce material for print and Web distribution. *Recommended: Students should have an*

entry level DSLR camera.

MSC205 Portfolio Preparation

3 Credits (2 Lectures, 3 Labs)

Use digital photography and graphic design to prepare a professional portfolio of original artwork for use in job interviews and applications to upper division university coursework. Topics include using professional tools and techniques to develop an artistic theme, incorporating the rules of design and composition, developing and implementing selection criteria, identifying and implementing refinements to selected digital images, original artwork and design work. *Satisfactory/Unsatisfactory grading option is available. Prerequisite: ART101 . Offered every spring.*

MSC220 Advanced Graphic Design

3 Credits (2 Lectures, 3 Labs)

Builds upon skills learned in MSC120, and introduces advanced layout techniques using more complex design guidelines and typeface rules. Topics include learning to craft a visual message and identity, and to deliver brand and image consistently across print and electronic media, while pursuing more individualized advanced projects. *Prerequisite: MSC120. Offered every fall.*

MSC230 Advanced Digital Photography and Adobe Photoshop

3 Credits (3 Lectures)

Advanced Digital Photography explores advanced techniques for creating and manipulating still images in the digital environment. Through lectures, critiques, demonstrations, complex photographic assignments and digital manipulation exercises, students will learn to shoot, edit, catalog and use a variety of advanced digital techniques to produce material for print and Web distribution. Emphasis is placed on the development of portfolio-quality pieces. *Prerequisite: MSC130. Offered every fall.*

MUSIC THEORY AND COMPOSITION (MTC)

MTC100 Music Fundamentals

3 Credits (3 Lectures)

Music fundamentals, including melody, harmony and rhythm, and development of basic music skills, including accurate performance, development of music literacy and acquisition of basic musical understanding, basic theory and structure of music. *Corequisite: MTC101. Offered every spring.*

ICON LEGEND:

AGEC:

Intensive Writing:

Reading Required: RDG100:

SUN Course:

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MTC101 Aural Fundamentals

.5 Credit (2 Labs)

An introduction to the fundamentals of tonal aural problems and rhythms taught through sight singing and ear training.

Corequisite: MTC100. Offered every spring.

MTC102 Theory of Music I

3 Credits (3 Lectures)

Concepts of music theory taught through ear training and written work to include structure of tonality through Roman numeral analysis. *Prerequisite: MTC100. Corequisite: MTC103.*

Recommended: MUP109P or MUP110. Offered every fall.

MTC103 Aural Skills I

.5 Credit (2 Labs)

A study of tonal aural problems and rhythms taught through sight singing and ear training. This is a continuation of Aural Fundamentals. *Prerequisite: MTC101. Corequisite: MTC102. Offered every fall.*

MTC204 Theory of Music II

3 Credits (3 Lectures)

Concepts of music theory taught through ear training and written work to include non-dominant seven chords and to conclude with ninth, eleventh and thirteenth chords.

Prerequisite: MTC102. Corequisite: MTC205. Recommended: MUP109P or MUP110.

MTC205 Aural Skills II

.5 Credit (2 Labs)

An advanced study of tonal and aural problems and rhythms taught through sight singing and ear training. This is a continuation of Aural Skills I. *Prerequisite: MTC103. Corequisite: MTC204.*

MUSIC PERFORMANCE (MUP)

MUP104 Concert Choir

1 Credit (3 Labs)

Concert Choir, a major performance ensemble, is dedicated to the performance of varied choral literature from all historical periods, styles and ethnic origins which perform for community concerts, graduations and at least one major CAC concert each semester. *May be taken more than four times for credit.*

Prerequisite: Ability to match pitch.

MUP105 Voice Class

2 Credits (2 Recitations)

ICON LEGEND: AGEC:

Intensive Writing: *IW*

Reading Required: RDG100:

SUN Course:

An introduction to the basics of proper vocal technique, including breath management, tone production, tone quality, resonance, vocal physiology, vocal registration, vocal health and management, and how to practice. These principles will be practiced by singing in class, both in group and solo situations. *May be taken two times for credit.*

MUP107 Band

1 Credit (3 Labs)

A performing organization open to Central Arizona College students and Pinal County residents. The ensemble performs a wide range of standard concert band literature as well as lighter works. Experience is gained by performing concerts on campus. *May be taken four times for credit. Prerequisite: Instructor consent.*

MUP109B Private Instruction: Brass

1 Credit (1 Recitation)

Private instruction on a brass instrument that concentrates on proper tone production, articulation, technique and performance of a variety of repertoire. *May be taken four times for credit. Prerequisite: Instructor consent. Recommended: MUP107 and/or MUP112.*

MUP109D Private Instruction: Percussion

1 Credit (1 Recitation)

Private instruction on percussion instruments that concentrates on appropriate mallet selection, tone production, technique and performance of a varied repertoire. *May be taken four times for credit. Prerequisite: Instructor consent.*

MUP109G Private Instruction: Guitar/Bass Guitar

1 Credit (1 Recitation)

Private instruction on guitar/bass guitar that concentrates on learning to play and read music, chords and a varied repertoire. Student must supply instrument and perform in a public recital. *May be taken four times for credit.*

MUP109P Private Instruction: Piano Keyboard

1 Credit (1 Recitation)

Performance of piano keyboard repertoire, technical skills, and keyboard theory including scales, progressions, transposition, improvisation and harmonization commensurate with student's level of achievement. *May be taken four times for credit.*

MUP109V Private Instruction: Voice

1 Credit (1 Recitation)

An opportunity for creative self-expression and for the creativity of other human efforts as reflected through art songs



and other music studied. Private instruction on consonants and vowels, correct posture, diaphragmatic breathing and music theory skills to produce proper vocal production in the performance of a variety of styles and vocal repertoire. *May be taken more than four times for credit. Prerequisite: MUP105.*

MUP109W Private Instruction: Woodwind

1 Credit (1 Recitation)

Private instruction on a woodwind instrument that concentrates on proper tone production, articulation, technique and performance of a varied repertoire. *May be taken four times for credit. Prerequisite: Instructor consent. Recommended: MUP107 and/or MUP112.*

MUP110 Piano Class

2 Credits (.5 Lecture, 2 Labs, 1 Recitation)

Class instruction of piano keyboard repertoire, technical skills and keyboard theory commensurate with student's level of achievement. *May be taken four times for credit.*

MUP112 Jazz Ensemble

1 Credit (3 Labs)

A performing organization open to Central Arizona College students. The jazz styles of swing, rock and Latin are studied and performed. An emphasis is placed on learning and developing improvisational skills. Experience is gained by performing for the college, schools and community. *May be taken four times for credit. Prerequisite: Instructor consent.*

MUP117 Desert Dissonance (Jazz Choir)

Previously known as MUP117 Jazz Choir

2 Credits (6 Labs)

Jazz Choir, a major performance ensemble, is an auditioned group of musicians who perform vocal jazz literature for CAC and community organizations. The concerts are varied and represent a broad perspective of the American vocal jazz genre. Singers represent the college as performers in public functions throughout Arizona and at vocal jazz festivals throughout the United States, in addition to an annual spring recruitment tour. *May be taken four times for credit.*

MUP118 Handbell Choir

Previously known as MUP118 Bell Choir Ringers

1 Credit (3 Labs)

An ensemble designed for the intermediate to advanced musician seeking to learn new instruments and to study great music specifically composed and arranged for handbells. Repertoire performed at public functions as well as college concerts. *May be taken four times for credit. Prerequisite: Instructor consent.*

ICON LEGEND:

AGEC:

Intensive Writing: *IW*

Reading Required: RDG100:

SUN Course:

MUP119 Theater Workshop: Drama

2 Credits (6 Labs)

Participation as an actor, understudy or assistant to the director in the semester's production. Actors are selected by audition. Participation as an assistant to the director is based on availability of a position. *May be taken four times for credit. Prerequisite: RDG100. Cross Listed: THE119.*

NUTRITION/DIETETICS (NTR)

NTR100 Contemporary Issues

1 Credit (1 Lecture)

The identification and application of current nutrition information, trends and its impact on food, health and wellness. Topics will vary and may include technology, accreditation, and informatics among others. *May be taken four times for credit.*

NTR104 Nutrition

3 Credits (3 Lectures)

An introductory study of the optimal diet for health and fitness, principles of basic nutrition, and nutritional needs. *Prerequisite: RDG100.*

NTR104L Personal Wellness Lab

1 Credit (3 Labs)

A scientific investigation into one's own personal health and wellness status

NTR105 ServSafe Certification

1 Credit (1 Lecture)

Applied course in food safety and sanitation to identify and analyze the factors that cause foodborne illnesses through the study of proper purchasing, preparation, handling and storage.

NTR123 Nutrition throughout the Life Cycle

3 Credits (3 Lectures)

Examines the role of nutrition during every stage of life; common problems and concerns and nutritional adequacy with an emphasis on birth through age eighteen. *Prerequisite: NTR200 or NTR104.*

NTR127 Breastfeeding and Human Lactation

1 Credit (1 Lecture)



COURSE DESCRIPTIONS

An introduction to breastfeeding principles for the health care professional which covers such topics as the decision to breastfeed, basic anatomy and physiology of milk production and consumption, normal breastfeeding, feeding behaviors, growth patterns, nutritional needs and breastfeeding concerns.

NTR129 Introduction to Healthcare for Nutrition Professionals

1 Credit (1 Lecture) 

Fundamentals common to all healthcare occupations with an emphasis on nutrition. *Prerequisite:* RDG100. *Corequisite:* NTR163.

NTR130 Type 2 Diabetes: A Quick Start Guide

Previously known as NTR130 Diabetes Overview

1 Credit (1 Lecture)

An introduction to diabetes, risk factors for developing diabetes, detection methods and management techniques.

NTR131 Introduction to Diabetes

3 Credits (3 Lectures)

An introduction to diabetes, types of diabetes tools for management, complications, recommended therapies and lifestyle modifications.

NTR134 Healthy Weight for Kids

1 Credit (1 Lecture)

An overview of the challenges and strategies that can help children achieve and maintain a healthy weight as a means to reduce the incidence of chronic health conditions, including diabetes, heart disease, and others.

NTR135 Healthy Weight for Adults

1 Credit (1 Lecture)

An overview of the behavior management and treatment strategies that can help adults achieve and maintain a healthy weight as a means to reduce the incidence of chronic health conditions, including diabetes, heart disease, and others.

NTR136 Management of Gestational Diabetes

1 Credit (1 Lecture)

An overview of gestational diabetes, management techniques, potential complications, and nutritional management, and strategies for monitoring.

NTR137 Carbohydrate Counting

1 Credit (1 Lecture)


A-Z guide to carbohydrate counting for people with diabetes addressing the basic concepts as well as more advanced issues related to tight blood glucose control.

NTR141 Nutrition and Wellness

4 Credits (3 Lectures, 3 Labs)  

Concepts, procedures and techniques to achieve the optimal diet for health and fitness, principles of basic nutrition, nutritional needs throughout the life cycle and a scientific investigation into one's own personal health and wellness status. *Prerequisite:* RDG100.

NTR142 Applied Food Science

3 Credits (3 Lectures) 

Applied scientific principles of food preparation and production. Students must purchase ingredients for assignments. *Prerequisite:* RDG100.

NTR150 Overview of Nutrition Professions

1 Credit (1 Lecture)

Overview of the career opportunities in the fields of nutrition, dietetics, foodservice management, wellness and counseling.

NTR156 Foundations of Dietary Manager Internship

2 Credits (2 Lectures)

Identify rotation facilities and Registered Dietitian preceptor to successfully complete a dietary manager's internship. The course emphasizes the legal and ethical aspects specific to internships for nutrition professionals. *Prerequisites:* NTR104 and NTR223.

NTR157 Foundations of Dietetic Technician Internship

2 Credits (2 Lectures)

Identify rotation facilities and Registered Dietitian preceptor required to successfully complete a dietetic technician internship. The course emphasizes the legal and ethical aspects specific to dietetic technicians. Satisfactory/Unsatisfactory grading option is available. *Students must receive a grade of "A" to proceed to NTR296. Prerequisites:* Complete all Dietetic Technician A.A.S. degree general education requirements and instructor consent.

NTR163 Orientation to Dietetic Technician Program

1 Credit (1 Lecture)

Comprehensive orientation for students who have been admitted into the Dietetic Technician Program. *Prerequisite:*

ICON LEGEND:

AGEC: 

Intensive Writing: 

Reading Required: RDG100: 

SUN Course: 

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Acceptance into the Dietetic Technician Program. Corequisite: NTR129.

NTR191 Nutrition Counseling Skill Development

3 Credits (3 Lectures)

Comprehensive skill development of step-by-step nutrition counseling. *Prerequisite: NTR200 or NTR104.*

NTR196 Dietary Manager Internship

4 Credits (4 Internships – 150 Hours)

Supervised application of food production, food service management and nutritional care principles in clinical and community environments. *Prerequisites: NTR156, NTR223, NTR240 and NTR255.*

NTR200 Human Nutrition

3 Credits (3 Lectures)

The scientific principles of human nutrition emphasize nutrient metabolism, the relationships between diet and disease, and the importance of nutrition in health promotion and disease prevention. *Prerequisite: RDG100.*

NTR201 Nutrition Literacy

1 Credit (1 Lecture)

Develop the skills and knowledge to assess Nutrition Literacy; defined as the ability to access, explain and use health-related information and services to make sound, thoughtful health decisions and to tailor counseling and education materials to maximize client understanding. *Prerequisite: NTR200 or NTR104.*

NTR219 Community Nutrition

3 Credits (3 Lectures)

Assessment of community nutrition needs through planning, analyzing and interpreting data. Develop nutrition education programs for diverse socio-economic conditions and age groups. *Prerequisites: NTR200 or NTR104. Recommended for students seeking employment in community or public health.*

NTR222 Nutrition Assessment and Medical Nutrition Therapy

3 Credits (3 Lectures)

An in-depth study of the Nutrition Care Process (NCP) components including the steps of assessment, nutrition diagnosis, intervention, monitoring and evaluation (ADIME) for all life cycle stages. *Prerequisites: NTR123.*

NTR223 Food Service Management

3 Credits (3 Lectures)

Current management theories related to institutional food service emphasizing quality improvement and evaluation of service, meal planning, recipe development, safe and sanitary food procurement and production methods, facility layout and design, staffing, marketing and financial management. *Prerequisite: RDG100.*

NTR232A Food and Culture

1 Credit (1 Lecture)

Explore 15 cultures and customs around the world as they relate to food as well as to knowledge, attitudes and behaviors in promoting wellness. *Prerequisite: RDG100.*

NTR240 Clinical Nutrition

3 Credits (3 Lectures)

In-depth study of Medical Nutrition Therapy and the role of nutrition in the prevention and treatment of diseases. *Prerequisites: NTR104 or NTR141 or NTR200.*

NTR247 Weight Management Theory

3 Credits (3 Lectures)

Comprehensive analysis of physiological, psychological and environmental influences on body weight. Researching various weight management theories, discerning between behavioral and non-behavioral methods. Assessing appropriate weight management strategies. *Prerequisite: NTR200 or NTR104.*

NTR255 Nutrition Medical Terminology, Labs, & Food Drug Interaction

1 Credit (1 Lecture)

An overview of the medical terminology, lab values and food and drug interactions used by nutrition professionals. *Prerequisite: NTR200 or NTR104.*

NTR257 Food Allergies and Intolerances

1 Credit (1 Lecture)

An intense study of food allergies and intolerance, etiology, mechanisms, symptoms and management. *Recommended: Prior knowledge of metabolic nutrition and chemistry.*

NTR258 Gastrointestinal Nutrition

1 Credit (1 Lecture)

An intense study of gastrointestinal nutrition, etiology, mechanisms, symptoms and management. *Recommended: Prior knowledge of metabolic nutrition and chemistry.*

ICON LEGEND:

AGEC:

Intensive Writing:

Reading Required: RDG100:

SUN Course:

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NTR259 Popular Dietary Supplements

1 Credit (1 Lecture)

A survey of dietary supplements, safety, efficacy and research.

Recommended: Prior knowledge of metabolic nutrition and chemistry.

NTR272 Breastfeeding Counselor

Previously known as NTR272 Certified Breastfeeding Counselor

3 Credits (3 Lectures)

Provides the necessary skills to educate and support the breastfeeding mother with greater details about breastfeeding issues and special challenges/situations.

NTR295 Dietetic Technician Professional Practice Internship

1 Internship = 66 Hours – Supervised Practicum

Competencies required for the Dietetic Technician A.A.S. specifically in the areas of ethics, scope of practice, professional development, public policy legislation and communication. *Prerequisites: All general education requirements for Dietetic Technician A.A.S. Degree completed and Program Director consent.*

NTR296 Dietetic Technician Internship

6 Credits (6 Internships = A Minimum of 384 Hours)





The application of life cycle nutrition, assessment, disease prevention and medical nutrition therapy in clinical, community and food service management settings.

Prerequisites: All Dietetic Technician AAS Degree requirements completed with a grade of C or better, Program Director or instructor consent.

NURSING (NUR)

NUR121 Introduction to Nursing Transitions

8 Credits (4 Lectures, 12 Labs)

Within the framework of transitions theory, the focus is on individuals and families in defined practice settings such as Long Term Care and Medical Surgical Acute Care areas. Included is the situational transition of the individual to the nursing student role, and the patient's admission to and movement within the healthcare system as it relates to health-illness and developmental transitions. Provides the opportunity for the practice of nursing in real and simulated structured situations. *Prerequisites: Nursing cohort student; BIO201 ; BIO202 ; eligible for ENG101  and MAT141 ; C.N.A. or L.P.N. licensure from the Arizona State Board of Nursing. Corequisite: NUR126.*

NUR122 Nursing in Health Illness Transitions

8 Credits (4 Lectures, 12 Labs)





Focus on individuals and families with commonly occurring health concerns as they transition across the lifespan.

Identification and application of nursing therapeutics in defined practice settings to assist culturally and spiritually diverse patients making health-illness and situational transitions.

Prerequisites: ENG101 , NUR121, NUR126, PSY101 .

NUR126 Principles and Application of Drug Dosage Calculations

2 Credits (2 Lectures)

Introduction to medication administration concepts and intensive study and practice in calculating dosages and concentrations of solutions used in nursing. *Prerequisites: Nursing cohort student; BIO201 ; BIO202 ; eligible for ENG101  and MAT141 ; C.N.A. or L.P.N. licensure from the Arizona State Board of Nursing. Corequisite: NUR121.*

NUR145 Pathopharmacology

Previously known as NUR145 Pharmacology

4 Credits (4 Lectures)


The fundamentals of pathophysiology as it relates to pharmacology for nursing care is discussed. A focus on pathological conditions that cause disease, the incidence, signs, symptoms, diagnosis, treatment, and special considerations of major diseases of the body systems are studied. Students will demonstrate application of pathophysiological principles to pharmacologic therapy as it relates to major drug classifications, prototypes, therapeutic actions, side effects, interactions, ethical-legal implications, age-related, and cultural considerations of patients. The nursing process will be used as the method by which students apply pathopharmacologic principles to patient care. *Prerequisites: NUR121, NUR126. Prerequisite or corequisite: NUR122.*

NUR150 Nursing Professional Transitions

3 Credits (3 Lectures)

Leadership, professional development, and specialized course content to prepare first year nursing students to transition into the second year of the nursing program. Upon the successful completion of this course, the first year nursing student is eligible to take the NCLEX-PN exam. *Prerequisites: Admitted Nursing Cohort student; NUR121, NUR122, NUR126 and NUR145.*

NUR200 Advanced Medical Terminology for Clinical Nurses

1 Credit (1 Lecture) 


ICON LEGEND: AGEC:  Intensive Writing:  Reading Required: RDG100:  SUN Course: 



Clinical abbreviations and word structures related to clinical diseases, medications, structures of the human body, and relevant clinical procedures. Emphasis is on necessary clinical language needed to assess and care for patients in the clinical setting. *Prerequisites: RDG100 and Nursing Cohort Student.*



NUR221 Nursing in Developmental Transitions

8 Credits (4 Lectures, 12 Labs)

Nursing care of the patient across developmental stages in the lifespan. Transitions theory is used as the framework to examine healthy and unhealthy transitions and nursing therapeutics, which promote healthy developmental transitions. *Prerequisites: ENG102 , NUR122 and NUR145.*

NUR222 Nursing in Organizational Transitions

8 Credits (4 Lectures, 12 Labs)

Nursing care at this level focuses on the patient with complex health problems and their family/caregiver(s) and students perform higher-level nursing skills. Application of evidence-based clinical practice and transitions theory within organizational settings. *Prerequisites: BIO205 , NUR221. Corequisites: MAT141  or higher, Humanities course (3 credits), and PAC or DAN course (1 credit).*

OFFICE AUTOMATION SYSTEMS (OAS)

OAS101 Keyboard – Alphabetic

1 Credit (3 Labs)

Mastery of essential microcomputer keyboard skills. Emphasis on alphabetic material using the touch technique. *Recommended: Blackboard skills.*

OAS103 Keyboard – Speed/Accuracy

1 Credit (3 Labs)

Improve keyboard speed and accuracy. Emphasis on alphabetic, numeric and symbol material using the touch technique. *Recommended: Blackboard skills.*

OAS104 Ten-Key Pad

1 Credit (3 Labs)

Key numeric data using touch technique on the computer numeric ten-key pad. *Recommended: Blackboard skills.*

PHYSICAL EDUCATION ACTIVITY (PAC)

PAC101K Basic and Beginning Techniques of Yoga

1 Credit (3 Labs)

A slow and relaxed form of stretching where breathing (pranayama) and positions (asanas) are performed. *May be taken two times for credit.*

PAC102J Intermediate Weight Training

1 Credit (3 Labs)

Weight training techniques for use throughout the life cycle. *May be taken two times for credit.*

PAC102K Intermediate Yoga and Fitness

1 Credit (3 Labs)

Learn intermediate yoga poses, breathing techniques and meditation exercises. *May be taken four times for credit.*

PAC105 Physical Fitness: Core Emphasis

1 Credit (3 Labs)

Activity course focused on a balanced development of physical fitness. This course utilizes fitballs, tubing and/or other non-weight equipment to strengthen the core, upper and lower body. Satisfactory/Unsatisfactory grading option is available. *May be taken four times for credit.*

PAC106 Aerobics and Weight Training

2 Credits (6 Labs)

Fundamental skills and principles of weight training and aerobics. *May be taken two times for credit.*

PAC107 Zumba® Toning

1 Credit (3 Labs)

Zumba® Toning is a high-energy, aerobic, calorie-crunching workout for those who love Zumba® Fitness and want to tone and sculpt the body to the next level. With an invigorating blend of Latin and International music, this fitness-dance class targets strengthening the core while improving cardiovascular endurance. Satisfactory/Unsatisfactory grading option is available. *May be taken more than four times for credit. Recommended: Any pre-existing health condition needs to be acknowledged and signed off by a physician, thus clearing the student to perform a high-intensity exercise routine.*

ICON LEGEND:

AGEC: 

Intensive Writing: *IW*

Reading Required: RDG100: 

SUN Course: 

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PAC108 Zumba®

1 Credit (3 Labs)

Zumba® is a calorie-crunching workout. With a high-energy blend of Latin and International music, this fitness-dance class strengthens the core while improving cardiovascular endurance. *May be taken two times for credit.*

PAC110 Aqua Zumba®

1 Credit (3 Labs)

Aqua Zumba® is a high-intensity, calorie-crunching workout performed in the water to a blend of Latin and International music. This fitness-dance class is designed to strengthen the body core while improving cardio vascular endurance. *Satisfactory/Unsatisfactory grading option is available. May be taken more than four times for credit. Recommended: Any pre-existing health condition needs to be acknowledged and signed off by a physician, thus clearing the student to perform a high-intensity exercise routine.*

PAC113 Total Body Conditioning

1 Credit (3 Labs)

Total body workout through aerobic exercise. This course covers upper body conditioning and abdominal conditioning, stretching techniques, safety, diet and nutrition. *May be taken four times for credit.*

PAC121 Theory and Practice of Basketball I

2 Credits (6 Labs)

Fundamental techniques of team play and strategy in the sport of basketball. Includes mechanics of basketball, rules and total body conditioning. *May be taken two times for credit.*

PAC122 Theory and Practice of Baseball I

2 Credits (6 Labs)

Fundamentals of baseball, including techniques of team play, rules, conditioning and mechanics of baseball. *May be taken two times for credit.*

PAC123 Theory & Practice of Track & Field I

2 Credits (6 Labs)

Fundamentals and techniques of track and field events, including psychological aspects, training and styles used in track and field events. *May be taken two times for credit.*

PAC125 Theory and Practice of Softball I

2 Credits (6 Labs)

Fundamentals of+ softball, including techniques of team play, rules, conditioning and mechanics of softball. *May be taken two times for credit.*

PAC126 Theory and Practice of Cross-Country I

2 Credits (6 Labs)

Fundamentals of racing strategies, mechanics of cross country, rules, conditioning and cross training are emphasized. *May be taken two times for credit.*

PAC127 Theory and Practice of Volleyball I

2 Credits (6 Labs)

Fundamentals of volleyball including techniques of team play, rules, theory, conditioning and mechanics of volleyball. *May be taken four times for credit. May be taken two times for credit.*

PAC221 Theory and Practice of Basketball II

2 Credits (6 Labs)

Advanced techniques of team play and strategy in the sport of basketball. Includes advanced mechanics of basketball and total body conditioning. *May be taken four times for credit. Prerequisite: PAC121 or instructor consent.*

PAC222 Theory and Practice of Baseball II

2 Credits (6 Labs)

Advanced techniques of baseball including techniques of team play, rules, conditioning, and mechanics of baseball. *May be taken two times for credit. Prerequisite: PAC122 or instructor consent.*

PAC223 Theory and Practice of Track and Field II

2 Credits (6 Labs)

Advanced techniques of track and field events including psychological aspects, training and styles used in track and field events. *May be taken two times for credit. Prerequisite: PAC123 or instructor consent.*

PAC225 Theory and Practice of Softball II

2 Credits (6 Labs)

Advanced techniques of softball, including techniques of team play, rules, conditioning and mechanics of softball. *May be taken two times for credit. Prerequisite: PAC125 or instructor consent.*

PAC226 Theory and Practice of Cross Country II

2 Credits (6 Labs)

Advanced techniques of racing strategies, mechanics of cross country, rules, conditioning and cross training for cross country

ICON LEGEND:

AGEC:

Intensive Writing: *IW*

Reading Required: RDG100:

SUN Course:



racing. May be taken two times for credit. Prerequisite: PAC126 or instructor consent.

PAC227 Theory and Practice of Volleyball II

1 Credit (3 Labs)

Advanced techniques of volleyball, including techniques of team play, rules, conditioning and mechanics of volleyball. May be taken two times for credit. Prerequisite: PAC127 or instructor consent.


PHYSICAL EDUCATION (PED)

PED100 History and Philosophical Foundations of Sport and Physical Education

3 Credits (3 Lectures)

The historical and philosophical foundations of sport and physical education, current and future directions of instruction, administration and research.


PED101 History of Intercollegiate Athletics

3 Credits (3 Lectures) 

Examination of the origins and development of intercollegiate athletics and the relationship with the academic institutions that house these programs. Emphasis on amateurism, academics, finance and commercialism from the 1920's to the present.

Prerequisite or corequisite: RDG100.

PED102 The Management of Sport

3 Credits (3 Lectures) 


A comprehensive overview of sport management: fundamentals and history; structure, policy and the governance of sport; sport economics and finance; sport marketing; and professional relations in sport. Corequisite: RDG100.

PED103 Foundations of Exercise

3 Credits (3 Lectures)


Fundamentals of basic biomechanics, motor learning/control/development, exercise physiology, exercise metabolism, physiology of training, nutrition and sports psychology.

PED104 Anatomical Kinesiology

3 Credits (3 Lectures) 

Muscles, bones, joints and nerves and how they produce movement. Applying kinesiology to improve and maintain the muscular strength, endurance, flexibility and overall health of individuals. Prerequisite: RDG100.

PED105 Women and Sport in the U.S.

3 Credits (3 Lectures) 

The history of women in sports from the early 1900s to present with an emphasis on Olympic, intercollegiate and professional competition and the role gender has played in determining access to participation and leadership roles. Prerequisite or corequisite: RDG100.

PED112 Introduction to Strength Training

3 Credits (3 Lectures)

A comprehensive guide to the design and implementation of strength and conditioning programs.

PED114 Introduction to Coaching

3 Credits (3 Lectures)

An introduction to philosophies of coaching youth, high school and collegiate athletics, emphasizing both competitive and recreational settings.

PED115 Coaching Methods I

3 Credits (2 Lectures, 3 Labs)

An overview of coaching methods, emphasizing both competitive and recreational settings and practical applications of concepts. Prerequisite: PED114.

PED215 Coaching Methods II

3 Credits (1 Lecture, 6 Labs)

In-depth examination of coaching, emphasizing methods and concepts in both competitive and recreational settings. Satisfactory/Unsatisfactory grading option is available. Prerequisite: PED115.

PHYSICAL EDUCATION HEALTH (PEH)

PEH101 Personal Health

3 Credits (3 Lectures)  

The significance of physical, mental, emotional and social health to the individual and society, community health programs and national health indicators. Special emphasis on health problems of the individual. Prerequisite or corequisite: RDG100.

PEH102 First Aid/CPR

2 Credits (2 Lectures) 

ICON LEGEND:

AGEC: 

Intensive Writing:  IW

Reading Required: RDG100:  R

SUN Course: 

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COURSE DESCRIPTIONS

A study of first aid dealing with fractures, dislocations, wounds, hemorrhages, poisoning, drowning and cardiopulmonary respiration. Students can receive Standard First Aid and Adult CPR Red Cross certification.


Satisfactory/Unsatisfactory grading option is available. May be taken four times for credit. Corequisite: RDG100.

PEH111 Nutrition for Health, Fitness and Sport

3 Credits (3 Lectures)

Nutrition, exercise, health related and sports related fitness including: the essential nutrients and the recommended nutrient intake for fitness and sport, weight maintenance through proper nutrition and exercise for health and sport.

PEH200 Sports Safety Training

3 Credits (3 Lectures) 

Sports Safety Training, CPR and AED for the Professional Rescuer including soft tissue and skeletal injury prevention, first aid, and emergency steps for breathing and cardiac care. *May be taken four times for credit. Corequisite: RDG100.*

PHYSICAL EDUCATION VARSITY SPORTS (PEV)

PEV110 Rodeo Sports Events I

2 Credits (1 Lecture, 3 Labs)

Development of skills in one or more of the following rodeo events: steer wrestling, calf roping, team roping, bull riding, bareback riding, saddle bronc riding, barrel racing, goat tying or breakaway roping. *May be taken four times for credit.*

Prerequisite: Intercollegiate Rodeo team member.

PEV201 Varsity Basketball I

1 Credit (3 Labs)

Hone basketball skills, knowledge and strategies. Explain and adhere to NJCAA regulations, basketball etiquette, and team rules. *May be taken two times for credit. Prerequisite: Intercollegiate Varsity Basketball team member.*

PEV202 Varsity Baseball I

1 Credit (3 Labs)

For members of the intercollegiate varsity baseball team. *May be taken three times for credit. Prerequisite: Intercollegiate Baseball team member.*

PEV203 Varsity Track and Field I

1 Credit (3 Labs)

Hone track and field skills, knowledge and strategies. *May be taken two times for credit. Prerequisite: Intercollegiate Track and Field team member.*

PEV205 Varsity Softball I

1 Credit (3 Labs)

For members of the intercollegiate varsity softball team. *May be taken three times for credit. Prerequisite: Intercollegiate Softball team member.*

PEV206 Varsity Cross-Country I

1 Credit (3 Labs)

Varsity level Cross-Country I includes rules and athlete code of conduct, training and competition strategies, teamwork and sports etiquette. *May be taken three times for credit. Prerequisite: Intercollegiate Varsity Cross-Country team member.*

PEV207 Varsity Volleyball I

1 Credit (3 Labs)

Hone volleyball skills, knowledge and strategies. *May be taken two times for credit. Prerequisite: Intercollegiate Varsity Volleyball team member.*

PEV211 Varsity Basketball II

1 Credit (3 Labs)

Intercollegiate varsity basketball with application of theory in NJCAA events. *May be taken three times for credit. Prerequisite: PEV201 or instructor consent.*

PEV212 Varsity Baseball II

1 Credit (3 Labs)

Intercollegiate Varsity Baseball with application of theory in NJCAA events. *May be taken two times for credit. Prerequisite: PEV202 or instructor consent.*

PEV213 Varsity Track and Field II

1 Credit (3 Labs)

Intercollegiate Varsity Track and Field with application of theory in NJCAA events. *May be taken two times for credit. Prerequisite: PEV203 or instructor consent.*

PEV215 Varsity Softball II

1 Credit (3 Labs)

ICON LEGEND:

AGEC: 

Intensive Writing: *IW*

Reading Required: RDG100: 

SUN Course: 

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Intercollegiate Varsity Softball with application of theory in NJCAA events. *May be taken two times for credit.*
Prerequisite: PEV205 or instructor consent.

PEV216 Varsity Cross Country II

1 Credit (3 Labs)

Intercollegiate Varsity Cross Country with application of theory in NJCAA events. *May be taken two times for credit.*
Prerequisite: PEV206 or instructor consent.




PEV217 Varsity Volleyball II

1 Credit (3 Labs)

Intercollegiate Varsity Volleyball with application of theory in NJCAA events. *May be taken two times for credit.*
Prerequisite: PEV207 or instructor consent.


PHILOSOPHY (PHI)

PHI101 Introduction to Philosophy

3 Credits (3 Lectures)  PHI 1101  

Representative problems and theories regarding the nature of reality and the acquisition of knowledge including examination and development of personal philosophical positions.
Prerequisite: RDG100.


PHI103 Introduction to Logic

3 Credits (3 Lectures)  PHI 1103 

Introduction to Logic includes techniques for reasoning deductively and inductively, avoiding fallacies and using language accurately. Application of formal and informal techniques to the development, analysis and evaluation of arguments. *Prerequisites: MAT118 or higher, RDG100.*

PHI105 Introduction to Ethics

3 Credits (3 Lectures)  PHI 1105   

Major philosophical theories of conduct with an emphasis on the application of normative ethical theory to contemporary topics. *Prerequisite: RDG100. Corequisite: ENG102* 

PHI112 World Religions

3 Credits (3 Lectures)  

A survey of the major world religions focusing on the founders, history, system of beliefs, concepts of God/gods, private and public worship and sacred scriptures. *Prerequisite: RDG100.*

PHARMACY TECHNICIAN

ICON LEGEND:

AGEC: 

Intensive Writing: 


Reading Required: RDG100: 

SUN Course: 

(PHT)


PHT105 Pharmacy Techniques

Previously known as HPM105 Pharmacy Techniques

3 Credits (3 Lectures) 

An overview of pharmacy: history of pharmacy, pharmacy terminology, role and responsibilities of a pharmacy technician in comparison to that of the pharmacists, and ethical and legal information. Theory of procuring, manipulating, calculating and preparing drugs for dispensing. *Prerequisites: Program Director approval required; RDG100; HCC113. Corequisites: PHT105LL; PHT164.*


PHT105LL Pharmacy Techniques Lab

2 Credits (6 Labs) 

Apply hands-on skills in small or large scale compounding, prescription procurement, quality control, record keeping, and insurance benefit coordination for observation, feedback, and evaluation by instructor before practicum. *Prerequisites: Program Director approval required; RDG100; HCC113. Corequisites: PHT105; PHT164.*

PHT164 Pharmacy Certification Review

Previously known as HPM164 Pharmacy Certification Review

2 Credits (2 Lectures) 

Preparation for taking the national pharmacy certification exam necessary for placement in the field and verification of competency. *Prerequisites: RDG100, HCC133 and Program Director consent. Corequisites: PHT105, PHT105LL.*

PHT175 Practicum – Pharmacy Technician

Previously known as HPM175 Practicum - Pharmacy Technician

4 Credits (4 Practica – 240 hours)

Practical experience of 240 hours (120 hours in two separate practice settings) under the supervision of a pharmacist performing a variety of technical duties related to preparation and dispensing of drugs according to standard procedures. *Students must receive a grade of C or better to pass this course. Students who fail will not be allowed to repeat this course. Students who withdraw with instructor consent may retake this course only once with instructor consent. Prerequisites: Mandatory requirements specific to PHT175 must be met before enrollment; all program courses must be successfully completed before enrollment and instructor consent.*



For Physical Geography, see Geography.

PHYSICS (PHY)

PHY100 Physical Universe

4 Credits (3 Lectures, 3 Labs)

The basic principles of physics and chemistry and their application in science, technology and everyday life. Emphasis is on the fundamental behavior of matter and energy in physical systems with concepts presented and applied at the mathematical level of elementary algebra. *Prerequisites:* RDG100; MAT092 or higher.

PHY111 College Physics I

4 Credits (3 Lectures, 3 Labs) PHY1111

Non-calculus treatment of the principles of physics for non-physics majors, covering the motion of particles in one and two dimensions, Newton's laws, energy, momentum, angular momentum, conservation laws, gravitation, fluids, mechanical waves, sound, temperature, heat, heat engines, the laws of thermodynamics and special relativity. *Prerequisites:* RDG100; MAT182 or MAT187 .

PHY112 College Physics II

4 Credits (3 Lectures, 3 Labs) PHY1112

Non-calculus treatment of the principles of physics for non-physics majors, covering electricity, magnetism, circuits, electromagnetic waves, light, optics and modern physics. *Prerequisites:* PHY111 ; MAT182 or MAT187 .

PHY121 University Physics I: Mechanics

4 Credits (3 Lectures, 3 Labs) PHY1121

First course in the three-semester, calculus-based University Physics sequence covering kinematics, Newton's laws, work, energy, momentum, angular momentum, conservation laws, Statics and dynamics of particles, solids, fluids, mechanical waves and sound. *Prerequisite:* MAT221 .

PHY122 University Physics II: Electricity and Magnetism

4 Credits (3 Lectures, 3 Labs) PHY1131

Second course in the three-semester, calculus-based University Physics sequence covering electric charge and current, electric and magnetic fields in vacuum and materials, elementary AC and DC circuit analysis with resistive, capacitive and inductive elements, displacement current, electromagnetic waves and Maxwell's equations. *Prerequisite:* PHY121 . *Prerequisite or corequisite:* MAT231 .

PHY223 University Physics III: Thermodynamics, Optics and Waves

Previously known as PHY223 University Physics III: Vibrations and Waves

4 Credits (3 Lectures, 3 Labs)

Final course in the three-semester, calculus-based University Physics sequence, covering thermodynamics, kinetic theory, physical and wave optics, matter waves, relativity, photons and atomic physics. *Prerequisites:* MAT231 and PHY122 .

POLITICAL SCIENCE (POS)

POS101 American Politics

3 Credits (3 Lectures) POS 1110

The theory, organization, politics, function and problems of the federal system of government in the United States; the growth of self-government to the adoption of the federal form; the powers, functions and related activities of national government and institutions. Meets the Arizona State Department of Education U.S. Constitution requirement for teacher certification. *Prerequisite or corequisite:* RDG100.

POS103 Arizona Constitutional Government

1 Credit (1 Lecture)

Constitution and government of the state of Arizona. Meets the Arizona constitution requirement for teacher certification. *Prerequisite or corequisite:* RDG100.

POS104 Contemporary Issues in World Politics

3 Credits (3 Lectures) POS 1120

A study of the international system, its actors and their capabilities; ends and means of foreign policy; international tension; conflict and cooperation in an age of increasing globalization. *Prerequisite or corequisite:* RDG100.

POS105 U.S. Constitution

2 Credits (2 Lectures)

An examination of the U.S. Constitution, Bill of Rights and other significant amendments including the historic background, theory, organization and functions of the federal system of government in the United States. Meets the Arizona State Department of Education U.S. Constitution requirement for teacher certification. *Prerequisite or corequisite:* RDG100.

POS220 U.S. and Arizona Constitutions

ICON LEGEND:

AGEC:

Intensive Writing:

Reading Required: RDG100:

SUN Course:



3 Credits (3 Lectures)

An examination of the U.S. Constitution, the Bill of Rights and other significant amendments, and the Constitution of the State of Arizona, including the historic background, theory, organization and functions of the U.S. federal and state systems of government. Course is required to meet the Arizona State Department of Education U.S. Constitution and Arizona government requirements for teacher certification. Course meets the state requirements for the A.A.S Degree in Corrections. *Students selecting POS220 (3) should not enroll in either POS103 (1) or POS105 (2). Recommended: This course meets the Arizona State requirements for teacher certification. This is a required course for the Corrections AAS Degree. Prerequisite or corequisite: RDG100.*

PSYCHOLOGY (PSY)

PSY101 Introduction to Psychology

3 Credits (3 Lectures) PSY1101

Introduction to principles and theories of human behavior, development, personality and cognition, and the relationship to societal issues. Historical views and research methodology applied to psychology are also presented. *Field trips may be required. Prerequisite or corequisite: RDG100.*

PSY200 Social Psychology

3 Credits (3 Lectures)

Students will acquire a scientific framework for interpreting social behavior by investigating theories, research, and methods of social psychology. Topics include as applied to social perception (self and others); social influence (cultural sources of attitudes, conformity); social relations (attraction, altruism, aggression); and application (law, business, and well-being). *Prerequisite: PSY101 . Prerequisite or corequisite: ENG102 .*

PSY202 Psychology of Abnormality

3 Credits (3 Lectures)

Theories of normality and abnormality, models of psychopathology, classification and treatment of mental disorder, and principles of various forms of psychotherapy. *Prerequisite: PSY101 .*

PSY203 Developmental Psychology

3 Credits (3 Lectures)

Biosociopsychological approach to the study of human development, focusing on personality, social, physical and cognitive changes from conception to late adulthood.

Prerequisite: PSY101 ; Corequisite: ENG102 .

PSY205 Personality and Social Adjustment

3 Credits (3 Lectures)

Explore personality theory and assessment, research methodology, hypothesis testing, life planning and social adjustment, utilizing the principles of positive psychology in order to increase self-awareness and health. *Prerequisite: PSY101 .*

PSY230 Introduction to Statistics

3 Credits (3 Lectures)

Descriptive statistics, probability and application, probability distributions of random variables, inferential statistics and statistical decision-making. *Prerequisites: MAT121; RDG100.*

PSY277 Human Sexuality

3 Credits (3 Lectures)

An exploration of psychological, sociological, physiological aspects of human sexuality within the context of individual development, family, culture, and society. *Prerequisites: SOC101 or PSY101 and ENG101 .*

RADIOLOGY (RAD)

RAD100 Fundamentals of Radiologic Science and Healthcare

1 Credit (1 Lecture)

Introduction to the field of radiology, the healthcare system and the Radiologic Technology program. Content also includes an introduction to radiologic terminology, ethics, patient care, health care systems, accreditation and professional organizations and radiation protection. *Prerequisites: HCC100, HCC111, HCC116 and Radiologic Technology cohort student.*

RAD110 Radiographic Positioning I Lecture

2 Credits (2 Lectures)

An introduction to radiographic positioning and a review of related anatomy, covering anatomy and physiology and the fundamentals of radiographic positioning for the upper and lower extremities, shoulder girdle, chest, pelvis, pelvic girdle, abdomen and vertebral column. *Prerequisite: Radiologic Technology cohort student.*

RAD110LB Radiographic Positioning I Lab

2 Credits (6 Labs)

An introduction to radiographic positioning and a review of related anatomy, covering anatomy and physiology and the fundamentals of radiographic positioning for the upper and

ICON LEGEND: AGE: Intensive Writing: Reading Required: RDG100: SUN Course:

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COURSE DESCRIPTIONS

lower extremities, shoulder girdle, chest, pelvis, pelvic girdle, abdomen and vertebral column. *Prerequisite: Radiologic Technology cohort student.*

RAD120 Principles of Radiographic Exposure I

3 Credits (3 Lectures)

An introduction to the fundamental factors of film-screen image production, processing, film imaging with related accessories and image analysis. *Prerequisite: Radiologic Technology cohort student.*

RAD130 Patient Care in Radiologic Science

2 Credits (2 Lectures)

Basic concepts of patient care, physical and psychological needs of the patient/family. Infection control measures, routine/emergency patient care procedures; patient safety, assessment, radiologic technologist/patient communications and patient care devices are presented. *Prerequisite: Radiologic Technology cohort student.*

RAD140 Practicum I

3 Credits (3 Practica – 240+ Hours)

Initial clinical radiography experience that applies radiographic theory to the performance of procedures. Through structured, sequential competency-based assignments under supervision, students acquire proficiency in clinical practice and the performance of radiographic exams. *Prerequisite: Radiologic Technology cohort student.*

RAD150 Radiation Physics I

3 Credits (3 Lectures)

The fundamentals of radiation production/characteristics including the basics of atomic structure, the nature of radiation, interactions of photons with matter and associated terminology. *Prerequisite: Radiologic Technology cohort student.*

RAD160 Radiographic Positioning II Lecture

Previously known as RAD160 Radiograph Positioning II
2 Credits (2 Lectures)

Human structure/function, sectional anatomy and the fundamentals of radiographic positioning of the bony thorax, contrast studies of urinary and digestive systems, cranium, arthrography, myelography, venography, pediatric imaging, basic mobile radiography and imaging during trauma and

surgery. *Prerequisites: RAD110 and Radiologic Technology cohort student.*

RAD160LB Radiographic Positioning II Lab

2 Credits (6 Labs)

Human structure/function, sectional anatomy and the fundamentals of radiographic positioning of the bony thorax, contrast studies of urinary and digestive systems, cranium, arthrography, myelography, venography, pediatric imaging, basic mobile radiography and imaging during trauma and surgery. *Prerequisites: RAD110 and Radiologic Technology cohort student.*

RAD170 Principles of Radiographic Exposure II

3 Credits (3 Lectures)

Digital image acquisition, image display and image analysis. *Prerequisites: RAD120 and Radiologic Technology cohort student.*

RAD180 Practicum II

3 Credits (3 Practica – 240 Hours)

Structured, sequential competency-based assignments under supervision; students will acquire proficiency in clinical practice and the performance of radiographic exams. *Prerequisite: Radiologic Technology cohort student.*

RAD200 Practicum III

7 Credits (7 Practica – 600 Hours)

Through structured, sequential competency-based assignments under supervision, students acquire proficiency in clinical practice and the performance of radiographic exams. *Prerequisite: Radiologic Technology cohort student.*

RAD210 Radiation Physics II

3 Credits (3 Lectures)

A continuation of “Radiation Physics I” covering the basics of imaging systems and quality control. *Prerequisites: RAD140 and Radiologic Technology cohort student.*

RAD230 Radiobiology and Radiation Protection

3 Credits (3 Lectures)

This course builds and expands on the basic and radiation protection concepts presented in the “Fundamentals of Radiologic Science and Healthcare.” Content includes the principles of the interaction of ionizing radiation, biological systems and concepts of radiation protection. *Prerequisites: RAD100 and Radiologic Technology cohort student.*

RAD240 Practicum IV

ICON LEGEND:

AGEC:

Intensive Writing: *IW*

Reading Required: RDG100:

SUN Course:

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4 Credits (4 Practica – 360 Hours)

Through structured, sequential competency-based assignments under supervision, students will acquire proficiency in clinical practice and the performance of radiographic exams.

Prerequisite: Radiologic Technology cohort student.

RAD250 Pharmacology and Venipuncture

1 Credit (1 Lecture)

The theory and practice of pharmacology, including basic techniques of venipuncture and administration of diagnostic contrast agents and/or intravenous medications. *Prerequisite: Radiologic Technology cohort student.*

RAD260 Radiographic Pathology

2 Credits (2 Lectures)

The concepts of disease and the etiology of selected pathologic conditions are examined with an emphasis on the radiographic appearance of various diseases and the influence of pathologic changes on considerations of technique. *Prerequisite: Radiologic Technology cohort student.*

RAD270 Advanced Imaging

2 Credits (2 Lectures)

An overview of the various fields of medical imaging with a focus on Computed Tomography. *Prerequisite: Radiologic Technology cohort student.*

RAD280 Registry Review

3 Credits (3 Lectures)

A comprehensive review geared toward preparing students for the national ARRT registry examination. *Prerequisite: Radiologic Technology cohort student.*

RAD290 Practicum V

4 Credits (4 Practica - 360 Hours)

The final course in the clinical radiography experiences series that applies radiographic theory to the performance of procedures and continued application and reinforcement of skills mastered in previous practicums. Through structured, sequential competency-based clinical assignments under supervision, students continue to refine and enhance proficiency in an effort to achieve professional entry level competency. Observations in specialized imaging areas will be optional during this practicum. *Prerequisites: RAD240 and Radiologic Technology cohort student.*

READING (RDG)

RDG091 Reading Essentials

3 Credits (3 Lectures)

Increase reading comprehension, reading fluency, and college level vocabulary by exploring the relationship between words and ideas, word parts, context clues, and how they all contribute to determining the topic, main idea, and details in a reading selection. To pass the course, a grade of C or better must be achieved. *Prerequisite: Appropriate placement score.*

RDG100 College Reading

3 Credits (3 Lectures)

Emphasizes effective reading, critical thinking, and study skills leading to increased reading comprehension necessary for college level texts in all subject areas. Successful use of Learning Management Systems (LMS) and navigating information technology is emphasized. Completion of this course with a grade of C or better fulfills the college reading proficiency requirement. *Prerequisite: RDG091 or appropriate placement score.*

RECREATION (REC)

REC101 Recreation, Leisure and the Quality of Life

3 Credits (3 Lectures)

The conceptual foundations of recreation, play and leisure from cultural, historical, philosophical, physiological, psychological and sociological perspectives, and the significance of recreation, play and leisure on life quality. *Prerequisite or corequisite: RDG100.*

REC102 Leisure and Society

3 Credits (3 Lectures)

Analysis of the human relationship to leisure; a survey of the historical, environmental, philosophical, political, psychological and socioeconomic foundations for the development of systems that provide leisure programs. *Prerequisite or corequisite: RDG100.*

REC108 Recreation Practicum

3 Credits (1 Lecture, 6 Labs)

ICON LEGEND:

AGEC: 

Intensive Writing:  IW

Reading Required: RDG100:  R

SUN Course: 

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COURSE DESCRIPTIONS

The special duties and problems of aides and supervisors of recreation programs; observation and participation in assigned situations.

REC203 Leisure Delivery Systems

3 Credits (3 Lectures) 

Development, management and organization of public, nonprofit and private sectors of the leisure services profession and industry. *Prerequisite or corequisite: RDG100. Offered every fall.*

REC220 Introduction to Nonprofit Youth and Human Service Agencies

3 Credits (3 Lectures)

Exploration of the nonprofit youth and human service agency sector, its unique structure and its role in the delivery of services, the economy and society at large.


REC250 Leadership in Recreation

3 Credits (3 Lectures)

Theories and strategies for leadership in recreation and tourism settings, including communication skills, group dynamics, motivational processes and supervisory skills. *Offered every spring.*

RENEWABLE ENERGY TECHNOLOGY (RET)

RET275 Biodiesel Production and Design

3 Credits (3 Lectures) 

Biodiesel production and design in transformation of biomass and other resources into biofuels and bio products. Includes biodiesel history, chemistry, legal factors, and political factors. Technical applications focus on technologies for bioconversion of renewable resources. Consideration of technologies for future energy needs. *Prerequisite: RDG100.*

SIGN LANGUAGE (SLG)

SLG101 American Sign Language I

4 Credits (4 Lectures)

Introduction to the Deaf culture and the vocabulary and sentence structures of American Sign Language. Mastery of receptive and expressive basic communication skills.

SLG102 American Sign Language II

4 Credits (4 Lectures)



Expanded American Sign Language knowledge, vocabulary and performance skills. Refinement of receptive and expressive skills. *Prerequisite: SLG101 or instructor consent.*

SLG201 American Sign Language III

4 Credits (4 Lectures)

A continuation of the skills taught in SLG102. This course emphasizes improved fluency and comprehension of American Sign Language (ASL), Deaf culture and the evolution of ASL. *Course is taught primarily in American Sign Language. Prerequisite: SLG102.*

SLG202 American Sign Language IV

4 Credits (3 Lectures, 1 Recitation)  

Building upon the skills taught in SLG201, this course emphasizes advanced sign language fluency, conversational skills, comprehension skills and cultural features. *Course is taught primarily in American Sign Language. Prerequisites: RDG100, SLG201.*

SOCIOLOGY (SOC)

SOC101 Introduction to Sociology




Previously known as SOC100 Introduction to Sociology

3 Credits (3 Lectures)  SOC 1101  

The systematic study of society; the role and impact of society on individual and group social interaction. *Prerequisite or corequisite: RDG100.*

SOC200 Racial and Ethnic Minorities

3 Credits (3 Lectures)  SOC 2215  

Race and ethnicity in American society including such topics as discrimination, segregation, conflict, power and assimilation with an emphasis on contemporary issues. *Prerequisites: SOC101  and ENG101 .* *Prerequisite or corequisite: ENG102 .*

SOC202 Contemporary Social Problems

Previously known as SOC102 Contemporary Issues in Society

ICON LEGEND:

AGEC: 

Intensive Writing: 

Reading Required: RDG100: 

SUN Course: 

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3 Credits (3 Lectures) 📖 SOC 2250 📖📝

A systematic study of contemporary American and global social problems from a sociological viewpoint. *Prerequisite: RDG100.*

SOC203 Marriage and the Family

3 Credits (3 Lectures) 📖📝

A comprehensive examination of marriage and the family as a cultural unit and a social institution. *Prerequisite: RDG100.*

SOC212 Gender in Society

3 Credits (3 Lectures) 📖📝

Social structures and processes related to the construction of gender in society, including theoretical perspectives, impact of politics past and present, sex versus gender, and gender in the workplace, media, religion, medicine and in global perspective. *Prerequisite: RDG100.*

SOC250 Family Violence

3 Credits (3 Lectures) 📖📝

The introduction to concepts related to family/intimate violence with an emphasis on legal, social and psychological aspects of abuse. *Prerequisite: RDG100.*

SPANISH (SPA)

SPA101 Elementary Spanish I

4 Credits (4 Lectures, 1 Lab) 📖 SPA 1101

The basic skills of understanding, speaking, reading and writing Spanish with a survey of cultural materials from Spanish-speaking countries.

SPA102 Elementary Spanish II

4 Credits (4 Lectures, 1 Lab) 📖 SPA 1102

Refinement of basic communication skills in Spanish, emphasizing reading, writing, speaking and listening exercises. Survey of cultural norms, beliefs and traditions from areas where Spanish is spoken. *Prerequisite: SPA101 📖 or one full year of high school Spanish completed with a grade of "B" or better or instructor consent.*

SPA115 Conversational Spanish I

3 Credits (1 Lecture, 2 Recitations)

Introduction to conversational Spanish. Fundamentals of authentic speaking and listening skills in Spanish, with minimal

grammar instruction. Introduction to cultures of the Spanish-speaking world.

SPA117 Latin American Culture and Spanish Conversation I

3 Credits (3 Lectures)

Students will immerse themselves within the culture by living with families in Latin American countries (Mexico, Costa Rica, etc.), conversing daily in conversational classes, and participating in daily cultural activities and excursions.

SPA118 Latin American Culture and Spanish Conversation II

3 Credits (3 Lectures)

Students will immerse themselves within the culture by living with families in Latin American countries (Mexico, Costa Rica, etc.) conversing daily in conversational classes, and participating in daily cultural activities and excursions. *Prerequisite: SPA117.*

SPA201 Intermediate Spanish I

4 Credits (4 Lectures, 1 Lab) 📖 SPA 2201 📖📝

Development of reading, writing, speaking and listening skills proficiency in Spanish, at the novice intermediate level. Continuation of understanding, appreciation and sensitivity to aspects of Hispanic cultures. *Prerequisites: RDG100 and (SPA102 📖 or four semesters of high school Spanish with a grade of "B" or better).*

SPA202 Intermediate Spanish II

4 Credits (4 Lectures, 1 Lab) 📖 SPA 2202 📖

Continued development of speaking, writing, listening and reading proficiency in Spanish at the intermediate level. A continued study and appreciation of cultures of the Spanish-speaking world. *Prerequisite: SPA201 📖 or instructor consent.*

SOCIAL WORK UNDERGRADUATE (SWU)

SWU171 Introduction to Social Work

3 Credits (3 Lectures) 📖📝

A descriptive and analytical historical perspective of the profession of social work, social problems and the social welfare system. *Prerequisite or corequisite: RDG100.*

SWU242 Introduction to Child Welfare Service in a Diverse World

3 Credits (3 Lectures) 📖

Examine contemporary child welfare policies and practices in the United States, including the rights of children, the rights and responsibilities of parents and society and their point of

ICON LEGEND: AGE: 📖 Intensive Writing: IW Reading Required: RDG100: 📖 SUN Course: 📖

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COURSE DESCRIPTIONS

conflict. The nature and impact of child maltreatment, the ways in which society prevents or responds to the social problem of child maltreatment, and the system of response to child maltreatment are addressed. *Prerequisite: ENG101*

SWU250 Mindfulness for Stress Management

3 Credits (3 Lectures)

Introduction to the theory, research and practice behind mindfulness and stress management as it relates to quality of life issues and professional self-care. Focus on maintaining a healthy lifestyle and managing personal/professional stress by incorporating evidence based research on nutrition, mindfulness, communication, positive psychology, exercise, environmental factors contributing to wellness and disease; immune system support, activity management and developing practices that facilitate maintaining living in balance.

Prerequisite or corequisite: RDG100.

SWU291 Social Service Delivery

3 Credits (3 Lectures)

Purpose, structures, and delivery systems of human services agencies, including 40 hours of volunteer experience in local human services agencies. *Prerequisites: SWU171 and division chair consent.*

SWU295 Foundations of Social Work Practice: Effective Helping in a Diverse World

3 Credits (3 Lectures)

Theoretical foundations and skills base for effective culturally competent communication and interviewing with individuals, families, small groups and larger systems. *Prerequisite: ENG101*

THEATER (THE)

THE100 Theater Appreciation

3 Credits (3 Lectures)

Survey of theater, including the origins of drama, influence of significant plays, contributions of the actors, directors, designers, stage managers and playwrights. Evaluation of stage and filmed versions of plays and how society influenced the development and creation of plays. *Prerequisite or corequisite: RDG100.*

THE104 Stagecraft

3 Credits (2 Lectures, 3 Labs)

Basic backstage techniques in building, painting and rigging of scenery. Operation of stage lighting, sound and curtain equipment. *May be taken two times for credit. Prerequisite: RDG100.*

THE105 Lighting I

3 Credits (2 Lectures, 3 Labs)

Introduction to the technical aspects of concert and theatrical lighting, including basic design, color theory, instrument types, power distribution, control, safety and the proper hanging, connection, focus and control of instruments. *Prerequisite: EIT101.*

THE111 Improvisational Acting I

3 Credits (3 Lectures)

Actors gain experiential understanding of improvisational acting and develop a strong improvisational perspective essential to scripted work. Topics include development of physical and vocal characteristics; development of imagination, listening and observations skills; individual and group improvisations to communicate character, emotion and conflict; and live performance. *May be taken two times for credit.*

THE115 Introduction to Cinema

3 Credits (3 Lectures)

Survey of the history and development of the art of motion pictures, including criticism of aesthetic and technical elements. *Prerequisite or corequisite: RDG100.*

THE116 Contemporary Cinema

3 Credits (3 Lectures)

Survey of various genres of motion picture films since 1960, including criticism of aesthetic and technical elements. *Prerequisite or corequisite: RDG100.*

THE261 Acting for the Camera

3 Credits (2 Lectures, 3 Labs)

Develop an actor's approach to the special demands of acting in front of a camera. Emphasis is placed on the development of specific performance skills used for television and film acting. A capstone portfolio includes a variety of audition shorts. *Prerequisite: THE101 or instructor consent. Cross Listed: EIT261.*

ICON LEGEND:

AGEC:

Intensive Writing:

Reading Required: RDG100:

SUN Course:

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THE262 Meisner Acting Technique I

3 Credits (3 Lectures)

Actors gain experiential understanding of improvisational acting and develop a strong improvisational perspective essential to scripted work. Topics include development of physical and vocal characteristics; development of imagination, listening and observations skills; individual and group improvisations to communicate character, emotion and conflict; and live performance. *Course may be taken two times for credit.*

WOMEN AND GENDER STUDIES (WGS)

WGS100 Introduction to Gender and Women's Studies

3 Credits (3 Lectures)

Interdisciplinary survey of gender and feminist issues in contemporary society. Includes theoretical approaches to gender and gender socialization; body, health and intimacy issues; gender and religion; contemporary issues in politics/law, education, work and family. *Prerequisite: RDG100.*

WELDING (WLD)

WLD110 Survey of Welding Processes

3 Credits (2 Lectures, 3 Labs)

Fundamental welding processes and procedures including basic shield arc, oxy-acetylene, tungsten inert gas and metal inert gas welding using manual setting machines and digital machines.

WLD120 Oxy-Acetylene Welding

3 Credits (2 Lectures, 3 Labs)

The fundamentals of oxy-acetylene welding including equipment use and safety procedures in brazing, cast iron, silver soldering, running all-directional beads and machine cutting.

WLD121 Shielded Metal Arc Welding I

3 Credits (2 Lectures, 3 Labs)

Focus on the Shielded Metal Arc Welding (SMAW) process using DCEN, and DCEP modes. Skills include basic equipment set-up, electrode selection, proper arc starts, re-starts, and terminations, and basic Oxy-Fuel cutting, and material identification. Welding experiences with overlap padding in the flat and horizontal positions are provided. Also covered are AWS typical fillet and lap joint designs in the flat and

horizontal positions with an emphasis on proper use and care of equipment and safety procedures.

WLD122 Shielded Metal Arc Welding II

3 Credits (2 Lectures, 3 Labs)

Focus on the Shielded Metal Arc Welding (SMAW) process for out of position welding. This will include an introduction to fabrication, weld procedure specifications, and base metal preparation. Welding will include AWS typical fillet and lap joint designs in the flat, horizontal, vertical, and overhead positions with an emphasis on proper use and care of equipment and safety procedures. *Prerequisites: Specialization #1; WLD121.*

WLD124 Shielded Metal Arc Welding II

3 Credits (2 Lectures, 3 Labs)

Focus on Flux-cored Arc Welding (FCAW) using the FCAW-G, and FCAW-S processes. Welding will be in the flat, horizontal, vertical, and overhead positions. Also covered: AWS typical joint designs using the fillet, lap, and T-joint, with an emphasis on proper use and care of equipment and safety procedures. *Prerequisite: Specialization #1- WLD121, 122, 222, 225, or instructor consent.*

WLD125 Pipe Welding I

3 Credits (2 Lectures, 3 Labs)

Basic pipe welding of underground and industrial pipelines. Students will cut, bevel, fit and weld open root pipe joints. Primary focus will be the practice of the welding techniques needed to produce an acceptable root pass. This course will introduce pipe fitting tools and along with common work site safety practices. Pipe fitting trade math will be introduced to assist students with the fit up and fabrication of various pipe joint designs. *Prerequisites: WLD121, WLD122, WLD222, WLD225 and/or instructor consent.*

WLD128 Blueprint Reading for Welders

3 Credits (3 Lectures)

Focus on the fundamentals and different types of construction drawings. Included will be sketching orthographic projections, and identification and the proper use of views, dimensions, scales, and thread specifications. Also covered will be the analysis, identification, and application of the proper interpretation and use of weld symbols. *Recommended: Basic computer skills.*

WLD135 Pipe Welding 2

3 Credits (2 Lectures, 3 Labs)

This course focuses on SMAW and GMAW pipe welding in the 5G and 6G positions. Students will practice pipe fabrication

ICON LEGEND: AGECE: Intensive Writing: Reading Required: RDG100: SUN Course:

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exercises using various piping system components. GTAW pipe welding techniques and principles will be introduced. Emphasis will be placed on proper use and care of tools and equipment along with worksite safety issues. Special attention to performance standards required on critical pressure piping and cross-country pipeline welding will be stressed.

Prerequisite: WLD125.

WLD196 Welding Technology Internship

3 Credits (3 Internships – 135 hours)

This internship provides career advancement study to help students obtain hands-on work experience. Students gain experience using machines and tools only available in that work setting, such as operation of a press brake for forming steel, operation of overhead cranes, rigging and lifting materials, actual fit-up and welding of a production product, and/or operating a shear for cutting heavy steel materials. *This Internship requires 135 hours. Prerequisites: Welding Technology Certificate or Welding Technology AAS Degree student, Minimum CGPA 3.0, and program director consent.*

WLD221 Gas Tungsten Arc Welding

3 Credits (2 Lectures, 3 Labs)

Techniques of Gas Tungsten Arc welding including the theory, operation, safety, care and maintenance of the Gas Tungsten Arc Welding equipment, both manual and digital. Additionally students will use oxy-acetylene torch and tungsten inner gas welding processes on ferrous and non-ferrous metals with various joint designs.

WLD222 Gas Metal Arc Welding

3 Credits (2 Lectures, 3 Labs)

Focus on short-circuiting, spraying and globular transferring of ferrous and non-ferrous metals and flux-cored welding in the flat and horizontal positions, with an emphasis on proper use and care of equipment and safety procedures. *May be taken three times for credit. Prerequisite: WLD110.*

WLD223 Automatic Welding Processes I

3 Credits (2 Lectures, 3 Labs)

Focus on the Submerged Arc Welding process (SAW), including the types and uses of automated welding processes. Topics to be covered are: electrical characteristics and power supplies, set up and operation of a single wire submerged arc welding system, basic troubleshooting, and weld quality evaluation. Students will interpret and develop weld procedure specifications/performance qualification records for the SAW process. *Prerequisite: A fundamental knowledge of welding processes.*

WLD224 Flux Cored Arc Welding II

3 Credits (2 Lectures, 3 Labs)

Focus on Flux-cored Arc Welding (FCAW) using the FCAW-G, and FCAW-S processes. Welding will be in the flat, horizontal, vertical, and overhead positions. Also covered: AWS typical joint designs using groove welds, with an emphasis on the proper use and care of equipment and safety procedures. *Prerequisite: Specialization #1- WLD121, 122, 222, 225. WLD124, or instructor consent.*

WLD225 Shielded Metal Arc Welding III

3 Credits (2 Lectures, 3 Labs)

Focus on advanced Shielded Metal Arc Welding (SMAW) for out-of-positions welding. This will include a focus on weld joint design and fit-up, weld quality, and an introduction to destructive and non-destructive testing. Welding will include AWS typical groove welds in the flat, horizontal, vertical, and overhead positions per AWS D1-1 Guided Bend Test with an emphasis on proper use and care of equipment and safety procedures. *Prerequisite: Specialization # 1; WLD121, 122, 222, or instructor consent.*

WLD227 Welding Design and Fabrication

3 Credits (2 Lectures, 3 Labs)

Welding design, layout and fabrication processes with job/shop oriented environment and emphasis on instructor pre-approved individual and group projects. *May be taken two times for credit.*

WLD228 Welding Inspection Technology

3 Credits (2 Lectures, 3 Labs)

Focus is on the importance of quality in the welding industry, including basic concepts and tools of visual weld inspection, weld procedure specifications, and industry code interpretation. Also covered are non-destructive testing, destructive testing, and the requirements for becoming a certified welding inspector. *Recommended: Prior welding or inspection experience.*

WLD245 Pipe Welding 3

3 Credits (2 Lectures, 3 Labs)

This course covers GTAW and SMAW processes on various piping systems. Carbon steel and Stainless steel pipe welding procedures will be practiced. Focus will be on welding techniques and procedures used in high pressure piping and pressure vessels according to applicable codes. Special attention will be given to quality control and safety practices. Students will practice butt weld pipe fabrication exercises using fittings such as flanges, elbows, and saddle connections. Code requirements, inspection methods and welder qualifications will be discussed. *Prerequisite: WLD135.*

ICON LEGEND:

AGEC:

Intensive Writing: *IW*

Reading Required: RDG100:

SUN Course:

**WLD255 Pipe Welding 4**

3 Credits (2 Lectures, 3 Labs)

This course prepares students for welder qualifications in several codes to meet the required standards of the pipe industry. The focus of this course is the welding procedures used on smaller diameter and heavier wall thickness piping. Students will practice butt welds, socket welds, tube welding and advanced pipe fabrication. Specialty industry procedures such as hot tapping, heat treatment and stress relieving will be discussed. Special safety procedures such as fall protection, cranes and rigging, confined space and excavations will be discussed. *Prerequisite: WLD245.*

ICON LEGEND:

AGEC: 

Intensive Writing: *IW*

Reading Required: RDG100: 

SUN Course: 

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General Information





COLLEGE CALENDAR 2017 - 2018

FALL 2017

Faculty on Campus	August 14 – 17	M-Th
All College Day		
<i>College Closed 8:00am – 1:00pm</i>	August 14	M
Weekend College Begins	August 18	F
Last Day of Walk-In Fall Registration	August 19	Sat 9-1pm
Last Day of Online Fall Registration	August 20	Sun
Weekday & Online Classes Begin	August 21	M
Class Changes/Drop-Add	August 21-28	M-M
Labor Day - <i>College Closed</i>	September 4	M
45 Day Census	October 4	W
Spring Registration Begins (Continues through January 13)	October 9	M
Mid-Term Week	October 6–14	F-Sat
Last Day to Apply for December	October 16	M
Graduation		
Last Day to Withdraw from Semester Length Classes	October 26	Th
Veterans' Day	November 10	F
Thanksgiving Break (Tuesday evening classes will take place as scheduled; college services scheduled after 6 pm on Nov 21 will also continue as scheduled)	November 22 - 25	W-Sat
Final Exams	December 8-14	F-Th
Semester Ends	December 14	Th
Grades due in Registrar's Office	December 18	M
Winter Break - <i>College Closed</i>	Dec 21 – Jan 2	Th-T

SPRING 2018

Faculty on Campus	January 9-11	T-Th
Weekend College Begins	January 12	F
Last Day Walk-In Spring Registration	January 13	Sat 9-1pm
Last Day Online Spring Registration	January 15	M
Martin Luther King, Jr. Day <i>College Closed</i>	January 15	M
Weekday & Online Classes Begin	January 16	T
Class Changes/Drop-Add	January 16-23	T-T
President's Day <i>College Closed</i>	February 19	M
Development Day (No classes prior to 6:00 pm)	February 20	T
Last Day to Apply for May Graduation	February 26	M
45 Day Census	March 1	Th
Mid-Term Week	March 2-10	F-Sat
Spring Break - <i>College Closed</i>	March 12-17	M-Sat
Last Day to Withdraw from Semester Length Classes	March 22	Th
Summer/Fall Registration Begins (Continues through August 11)	March 26	M
Final Exams	May 4–10	F-Th
Semester Ends	May 10	Th
Grades due in Registrar's Office	May 14	M
Commencement		
Location TBD	7:00 pm	May 11
		F

SUMMER 2018

Last Day of Walk-In Summer Registration	May 24	Th
Last Day of Online Summer Registration	May 28	M
Memorial Day - <i>College Closed</i>	May 28	M
First Summer Session begins	May 29	T
Class Changes/Add Drop	May 29-30	T-W
Last Day to Apply for August Graduation	May 31	Th
First Five Week Session Ends	June 28	Th
Second Summer Session Begins	July 2	M
Class Changes/Add Drop	July 2-3	M-T
Independence Day – <i>College Closed</i>	July 4	W
Eight Week Class Session Ends	July 19	Th
Second Five Week Session Ends	August 2	Th
Grades Due in Registrar's Office	August 6	M



BOARD OF GOVERNORS



Mrs. Gladys Christensen
District 1



Dr. Debra Banks
District 2



Mr. Richard Gibson
District 3



Mr. Dan Miller
District 4



Mr. Jack Yarrington
District 5

COLLEGE ADMINISTRATION

Jacquelyn Elliott, Ed.D.
President/CEO

Chris Wodka, M.B.A., CPA
Vice President of Business Affairs
Chief Financial Officer

Mary Kay Gilliland, Ph.D.
Vice President of Academic Affairs

Jennifer Cardenas, M.Ed.
Interim Vice President of Student Services

Veronica Duran, M.Ed.
Interim Dean of Enrollment Services

Terri Ackland, Ph.D.
Academic Dean

Janice Pratt, Ed.D., M.B.A., C.H.A.
Academic Dean

Jani Attebery, Ph.D.
Assistant Academic Dean

Jeffery Bunkelmann, Ph.D.
Interim Academic Dean

Tramaine Rausaw, Ed.D.
Assistant Dean of Student Life

Luisa Ott, CPA, CFE, CGMA, M.B.A.
Executive Director of Accounting Services/Comptroller

Brandi Clark, M.B.A.
Executive Director of Human Resources/CHRO

Candice M. Ross, DM-OL
Executive Director of Information Technology
Services/CIO

Angela Askey, MAGR
Executive Director of Public Relations and Marketing



TUITION & FEES SCHEDULE

Tuition & Fees 2017-2018

Credits	Arizona Resident	Out of State Resident	WUE Program
1	\$86	\$172	Must be a full-time student with classes in Arizona to qualify.
2	\$172	\$344	
3	\$258	\$516	
4	\$344	\$688	
5	\$430	\$860	
6	\$516	\$1032	
7	\$602	\$2590	
8	\$688	\$2960	
9	\$774	\$3330	
10	\$860	\$3700	
11	\$946	\$4070	
12	\$1032	\$4440	\$1548
13	\$1118	\$4810	\$1677
14	\$1204	\$5180	\$1806
15	\$1290	\$5550	\$1935
16	\$1376	\$5920	\$2064
17	\$1462	\$6290	\$2193
18	\$1548	\$6660	\$2322
19	\$1634	\$7030	\$2451
20	\$1720	\$7400	\$2580
21 & up	\$86 per/hr	\$370 per/hr	\$129 per/hr

- Students are responsible for making payment arrangements of tuition and fees at the time of registration.
- Students are responsible for dropping classes before the semester if choosing not to attend.
- The Western Undergraduate Education Program (WUE) is open to full-time students from 14 other states who are studying in Arizona. States include Alaska, California, Colorado, Idaho, Hawaii, Montana, Nevada, New Mexico, North Dakota, Oregon, South Dakota, Utah, Washington and Wyoming.



TUITION & FEES SCHEDULE

Tuition and Fees Subject to Change Without Prior Notice

* Some credit courses have a lab or special fee that is required. Fees for non-credit special interest courses are determined on a course by course individual basis.

Courses With Additional Fees

Courses With Additional Fees (per course):

CUL- \$20 Per Hour

108; 110; 112; 114; 121; 130; 142; 160; 161; 162; 230; 260;
261; 262; 263; 264; 265; 266; 268

Internship/Seminar Fees

NTR196, NTR272, NTR 295 AND NTR 296 \$40 Per Hour

NUR 121, NUR 122, NUR 221, NUR 222 \$5 Per Hour

Emergency Medical Services courses and Fire Science courses have higher tuition; check with program director.

Special Fees

EMS 275 Certification Fee	\$450
Malpractice Insurance Fee-(Nursing, DEP, Athletic Training, Massage Therapy, Radiology, All Health Careers)	\$25
Malpractice Insurance Fee- (E.M.T, I.E.M.T, Paramedic and First Responder)	\$60
Graduation Processing Fee	\$25
Transcript -In person -Online	\$10 \$7.50
Fax at student's request, such as transcripts, letter or acceptance, enrollment verification, other materials and personal use	\$3 per page
Express Mail at student's request	\$30
Certified Mail Fee	\$7
HSE, Adult Basic Education, English as Second Language courses	\$28 per hour
HSE (used to be GED) Test	\$149
HSE (used to be GED) Test Retake	\$35 per test
CLEP Test and Proctoring Fee (non-CAC tests)	\$110



TUITION & FEES SCHEDULE

Proctoring Fee (non CAC Students)	\$25
HESI Testing Fee: RN	\$37
HESI A2 Testing Fee: Health Information Technology, Medical Assistant, & Pharmacy Technology	\$35
AAMA Certification Exam Medical Assistant	\$125
Placement Test Retake	\$10
Check Non-Sufficient Funds Return Fee	\$25
Identification (ID) Replacement	\$10
Private Music/Voice Lesson lab fee	\$160
Credit by Examination	\$86 per hour
Assessment of Credit for prior learning: Each credit hour evaluated	\$86 per hour
Diploma/Certificate Replacement Fee	\$10
Diploma Cover Replacement	\$10
Copy of Public/Police Records	50 cents per page
Copy of Public/Police Records Media Fee	\$8
Alcohol Education Student Sanction Fee	\$45
Parking Fines	\$15
Moving Violations (stop sign, speeding)	\$25
Arizona State Prison Inmate (self-pay)	\$104 per hour
Travel Courses and Labs	actual cost
Business & Industry Training	Negotiated
Massage Fees: Hot rock 45 minutes 20 minutes	 \$10 \$10 \$10
College for Kids: Signal Peak Aravaipa Superstition Mountain	 \$260 \$210 \$150
Dormitory Fees: - Room deposit - Room per semester (quads and suites) - Room per semester (tower) - Room per semester (single) - Summer Room Only (weekly) - Board per semester - Cleaning Fee - Replacement Room Lock (simple) - Replacement Room Lock (complex)	 \$150 \$1300 \$1600 \$2300 \$200 \$1900 \$100 \$75 \$100

Central Arizona College - District Office 8470 N. Overfield Road, Coolidge, AZ 85128 Phone: 800-237-9814



GENERAL INFORMATION

Aaron, Tramaine,
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Alejandrez-Rosenbam, Cristina,
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Anderson, Gregory,
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Anderson, Robert,
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Apodaca, Santos,
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Y

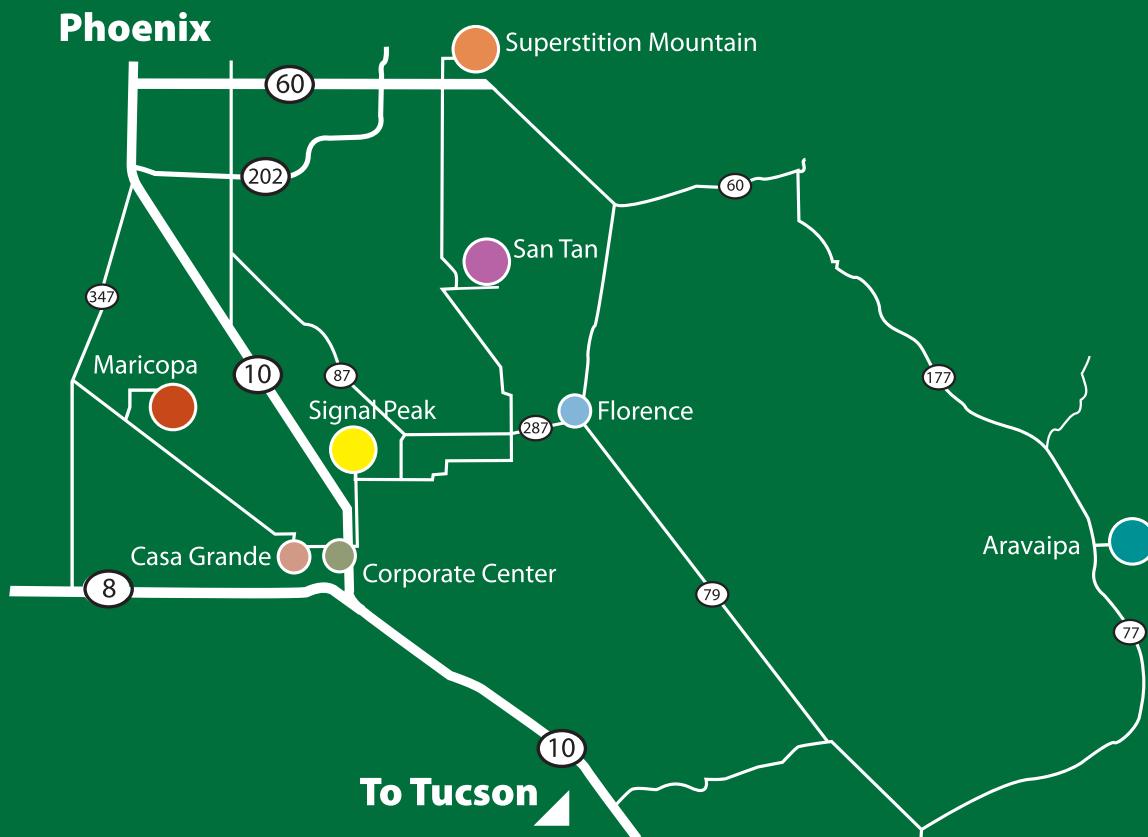
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